Postgraduate studies handbook

Set a course for Handbooks online: www.usyd.edu.au/handbooks
University semester and vacation dates for 2010

<table>
<thead>
<tr>
<th>Summer/Winter School lectures</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Summer School - December program</td>
<td>Begins: Monday 7 December 2009</td>
</tr>
<tr>
<td>Summer School - main program</td>
<td>Begins: Monday 4 January 2010</td>
</tr>
<tr>
<td>Summer School - late January program</td>
<td>Begins: Monday 18 January</td>
</tr>
<tr>
<td>Winter School - main program</td>
<td>Monday 28 June to Friday 24 July</td>
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<table>
<thead>
<tr>
<th>Semester One</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>International student orientation (Semester One) - STABEX</td>
<td>Monday 15 February and Tuesday 16 February</td>
</tr>
<tr>
<td>International student orientation (Semester One) - full degree</td>
<td>Wednesday 18 February and Thursday 19 February</td>
</tr>
<tr>
<td>Lectures begin</td>
<td>Monday 1 March</td>
</tr>
<tr>
<td>AVCC Common Week/non-teaching Easter period</td>
<td>Friday 2 April to Friday 9 April</td>
</tr>
<tr>
<td>International application deadline (Semester Two)</td>
<td>Thursday 30 April *</td>
</tr>
<tr>
<td>Last day of lectures</td>
<td>Friday 4 June</td>
</tr>
<tr>
<td>Study vacation</td>
<td>Monday 7 June to Friday 11 June</td>
</tr>
<tr>
<td>Examination period</td>
<td>Tuesday 15 June to Saturday 26 June</td>
</tr>
<tr>
<td>Semester ends</td>
<td>Saturday 26 June</td>
</tr>
<tr>
<td>AVCC Common Week/non-teaching period</td>
<td>Monday 5 July to Friday 9 July</td>
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<table>
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<tr>
<th>Semester Two</th>
<th>Dates</th>
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<tbody>
<tr>
<td>International student orientation (Semester Two) - STABEX</td>
<td>Monday 19 July and Tuesday 20 July</td>
</tr>
<tr>
<td>International student orientation (Semester Two) - full degree</td>
<td>Wednesday 22 July and Thursday 23 July</td>
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<tr>
<td>Lectures begin</td>
<td>Monday 26 July</td>
</tr>
<tr>
<td>AVCC Common Week/non-teaching period</td>
<td>Monday 27 September to Friday 1 October</td>
</tr>
<tr>
<td>Last day of lectures</td>
<td>Friday 29 October</td>
</tr>
<tr>
<td>International application deadline (for Semester One, 2011)</td>
<td>Saturday 30 October *</td>
</tr>
<tr>
<td>Study vacation</td>
<td>Monday 1 November to Friday 5 November</td>
</tr>
<tr>
<td>Examination period</td>
<td>Monday 8 November to Saturday 20 November</td>
</tr>
<tr>
<td>Semester ends</td>
<td>Saturday 20 November</td>
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* Except for the faculties of Dentistry, Medicine and the Master of Pharmacy course. See www.acer.edu.au for details.

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<th>Dates</th>
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</thead>
<tbody>
<tr>
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<td>Friday 12 March</td>
</tr>
<tr>
<td>Last day for withdrawal</td>
<td>Wednesday 31 March</td>
</tr>
<tr>
<td>Last day to discontinue without failure (DNF)</td>
<td>Friday 23 April</td>
</tr>
<tr>
<td>Last to discontinue (Discontinued - Fail)</td>
<td>Friday 4 June</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two - units of study</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add a unit</td>
<td>Friday 6 August</td>
</tr>
<tr>
<td>Last day for withdrawal</td>
<td>Tuesday 31 August</td>
</tr>
<tr>
<td>Last day to discontinue without failure (DNF)</td>
<td>Friday 10 September</td>
</tr>
<tr>
<td>Last to discontinue (Discontinued - Fail)</td>
<td>Friday 29 October</td>
</tr>
<tr>
<td>Last day to withdraw from a non-standard unit of study</td>
<td>Census date of the unit, which cannot be earlier than 20 per cent of the way through the period of time during which the unit is undertaken.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Public holidays</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Australia Day</td>
<td>Tuesday 26 January</td>
</tr>
<tr>
<td>Good Friday</td>
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<tr>
<td>Easter Monday</td>
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</tr>
<tr>
<td>Anzac Day</td>
<td>Monday 26 April</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 14 June</td>
</tr>
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<td>Labour Day</td>
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</tr>
</tbody>
</table>
Important dates
What is a handbook?
The handbook is an official publication and an essential guide for every student who studies at the University of Sydney. It is an important source of enrolment information, and can help you with more than just planning your course of study.

As a student at the University of Sydney you need to be aware of course structures and content, who your lecturers are, as well as examination procedures. You should also become familiar with University policies and faculty rules and regulations. The handbook will supply a lot of this information.

It will also point you to places and people around the University who can help with enquiries about library loans, child care, fees, casual employment, places to eat and stay, support groups and much more.

What new students need to know
• terminology used for courses and programs of study
• semester dates and examination periods
• important contact details
• how to plan a study program
• rules and policies on assessment, satisfactory progression, honours, and so on
• what University services are available and where to find them
• how to get around campus.

At the beginning of many chapters there will be explanations to help you proceed further.

Where to find information

Course terminology
University terminology, such as 'credit point', 'unit of study', and 'WAM', can be found at the back of all handbooks.

Definitions of all terminology are located in Appendices 8 and 9, Abbreviations and Glossary chapters, towards the end of this handbook.

Dates
The start and finish dates of each semester can be found in the front section of the handbook. Summer and Winter School dates are in the General University section towards the end of the handbook.

Faculty rules and regulations
Faculty resolutions are the rules and regulations pertaining to a specific faculty. They are found in the relevant faculty handbooks, in print or online at www.usyd.edu.au/handbooks.

These should be read along with the University's own Coursework Rule 2000 (as amended) which can be found at Handbooks online: www.usyd.edu.au/handbooks.

Together they outline the agreement between student and faculty, and student and University.

General University information
This is information about the University in general, rather than information specific to faculties. This information is at the back of the book and includes, among other things:
• University terminology and abbreviations
• campus maps to help you find your way around
• Summer and Winter School information
• international student information
• student services.

Timetables
For information about personal timetables, centrally timetabled units of study, and venue bookings, see:

For the session calendar, see:

Students with a disability
Accessible versions of this document, including word, pdf and html versions are available at:

You can find information on Disability Services in the General University information section of the handbook. The service can provide information regarding assistance with enrolment and course requirement modifications where appropriate.

For details on registering with the service and online resources, see the Disability Services website:
www.usyd.edu.au/disability

Handbook updates
The information in this handbook is current at the time of publication. Further information on University policies, such as plagiarism and special consideration, can be found on the University's website, along with official handbook amendments.
www.usyd.edu.au/handbooks/handbooks_admin/updates2010

Feedback regarding this handbook is welcome.
info@publications.usyd.edu.au
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Professor Derrick Armstrong, Deputy Vice-Chancellor (Education)
Expertise
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Equity Support Services
Examinations
Fees
Financial Assistance Office
Freedom of information
Graduations Office
Grievances and appeals
HECS and Domestic Fees Office
Information and Communications Technology (ICT)
International Office
International Student Support Unit (ISSU)
Koori Centre and Yooroong Garang
Learning Centre
Library
Mathematics Learning Centre
Museums and galleries
MyUni Student Portal
Orientation and O-Week
Orientation
O-Week
Part-time, full-time attendance
Policy Online
Printing service
Privacy
Research Office
Revenue Services
Scholarships for undergraduates
Security Service
Service Management, Information and Communications Technology (ICT)
Special Consideration
Staff and Student Equal Opportunity Unit (SSEOU)
Student administration and support
Student Centre
Student course material (online stores)
Student identity cards
Sydney Summer School
SydneyTalent
Sydney Welcome Orientation and Transition Program (SWOT)
The University of Sydney Foundation Program (USFP)
Timetabling Unit
University Health Service (UHS)

Essential information for students

Calendar
Coursework Rule
PhD Rule
Plagiarism
Students at Risk Policy
Grievance procedure

Student organisations

Students' Representative Council (SRC)
Sydney University Postgraduate Representative Association (SUPRA)
University of Sydney Union (USU)
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International students

Completion within the expected duration
Satisfactory academic progress
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Welcome to all new and continuing postgraduate students at the University of Sydney. You are part of Australia’s first and oldest university, and a member of a thriving community of world-class scholars and researchers.

The University values its postgraduate students. You are an important part of our community and we respect your contribution to the knowledge base, success and diversity of the University.

The University of Sydney offers you three simple but vital advantages:

**Expertise**
We have the most comprehensive range of courses in Australia, with leading expertise in all fields. The University of Sydney has more higher degree research programs than any other university in Australia. We offer coursework programs that are academically challenging and professionally relevant in an environment that encourages independent learning and interaction amongst peers.

**Enrichment**
We offer a stimulating, supportive and enriching educational experience at one of the world’s best universities. This is a research-intensive environment where the University of Sydney leads in funded research projects competitively determined by the Australian Research Council and the National Health and Medical Research Council. Students from every continent in the world are studying at the University of Sydney. You will form lifetime friendships and valuable networks here.

**Achievement**
Our graduates have achieved and continue to achieve leading roles in their careers. You will find an environment of opportunity; a strengthening experience of self-awareness and self-reliance.

Postgraduate students are future leaders of Australia and other countries, as well as the next generation of academics. University of Sydney alumni include Prime Ministers, Governors General, Nobel Prize winners and leaders in every field of endeavour.

We now have more than 16,000 postgraduate students, more than a third of all students at the University. We will continue to make significant investment in facilities for postgraduate students, and targeted academic support for supervisors, course coordinators and lecturers.

I look forward to meeting you at the postgraduate student induction program. This will give you essential information about how the University works to ensure a smooth transition to postgraduate study, including the rights and responsibilities of students; professional ethics; the library; academic integrity and intellectual property; and resources for postgraduates, including social and sporting opportunities.

Welcome to the University of Sydney, and good luck with your studies.

Professor Derrick Armstrong  
Deputy Vice-Chancellor (Education)

Email: gso@sydney.edu.au  
Website: www.sydney.edu.au/graduate_studies_office

To view the latest update, download, purchase or search a handbook visit Handbooks online: www.usyd.edu.au/handbooks
Welcome
1. Introduction

Overview

The University of Sydney is one of the foremost providers of quality postgraduate education in Australia. In 2009, over 16,000 students were enrolled in postgraduate courses at the University of Sydney.

The majority of postgraduate students are enrolled in master's degrees by coursework. However it's worth nothing that in 2009, there were more than 3700 students enrolled in the postgraduate research programs on offer at the University.

This University is committed to providing high quality education to all of its students. One part of that commitment involves providing postgraduate students with useful and relevant information in a form that is easily accessible to them. This handbook is an important part of this process.

Purpose of handbook

The purpose of this handbook is to provide a convenient source of reference for research and coursework postgraduate students about the requirements for postgraduate degrees, graduate diplomas and graduate certificates within the University. It does not attempt to be comprehensive in its coverage but rather, where appropriate, to provide direction to better sources of information.

At the end of this document there are copies of, and excerpts from, formal documents which you need to be familiar with, including the University's Code of Practice for Coursework Teaching and Learning. Other useful sources of important information are listed below.

Please note that we have not provided an exhaustive list of the policies applying to students at the University. The full set of University policies is available at Policy Online: www.sydney.edu.au/policy.

Regulations

The University of Sydney is governed by a number of regulations. Some of the regulations that cover postgraduate study include:

- The University of Sydney (Coursework) Rule 2000 (as amended) which governs all coursework award courses in the University.
- The University of Sydney (Doctor of Philosophy (PhD)) Rule 2004 which governs the University's Doctor of Philosophy degree (this rule should be read in conjunction with the Academic Board resolutions regarding the Doctor of Philosophy).

These rules, and others such as the University of Sydney (Amendment Act) Rule 1999 (as amended), provide the framework for all courses at the University. For information regarding specific courses (other than the Doctor of Philosophy), students should refer to the faculty and Senate resolutions for each course, which are published in the relevant faculty handbook.

The University of Sydney (Coursework) Rule 2000 (as amended) applies to all candidates for coursework degrees, diplomas and certificates who commence candidature after 1 January 2001.

Candidates who commenced candidature prior to this date may choose to proceed in accordance with the resolutions of the Senate in force at the time they enrolled, except that the faculty may determine specific conditions for any student who has re-enrolled in an award course after a period of suspension.

During 2009, faculties continued revising Senate and faculty resolutions relating to their postgraduate courses pursuant to this Rule.

Other regulations made by the Senate and the Academic Board which govern all the degrees, diplomas and certificates within the University are published in the University's Calendar, available online at www.sydney.edu.au/calendar.

Faculty and college handbooks

There are often more detailed faculty resolutions for postgraduate degrees, diplomas and certificates. These are published in the relevant faculty or college handbooks.

Extracts relevant to the course you are undertaking will usually be provided with your offer of admission letter, or can be obtained from your faculty, college or board of studies office.

Reference is made in this handbook to the more general rather than the course-specific aspects of these regulations. The handbooks are available online at: www.sydney.edu.au/handbooks.

Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is an independent representative association providing advice, advocacy and support services for the Sydney University postgraduate student community.

SUPRA offers a free, confidential, independent, and professional advocacy service, with four Student Advice and Advocacy Officers (SAAOs) employed by the Association to assist postgraduate students with academic, welfare, employment, housing, and personal issues.

SAAOs can provide support for academic appeals, Show Cause and academic exclusion matters, problems with research supervision, issues of tenancy and employment, assistance negotiating with Centrelink, and referrals to counselling or health services, and many other academic and personal issues.

Subscribers can also access legal advice, representation, and referral at the Redfern Legal Centre - where SUPRA funds a branch office.

SUPRA also has a resource room available for postgraduate students with computers, internet access, free tea/coffee, daily newspapers, and subsidised printing, photocopying and faxing facilities. This is a great space to study, meet fellow students, or just relax.

SUPRA representatives sit on University governance bodies such as the Graduate Studies Committee, Research and Research Training Committee, Academic Board.

SUPRA also has regular meetings with the Vice-Chancellor and other senior staff to raise matters of concern to postgraduate students. SUPRA uses these forums to monitor University policy and promote postgraduate interests in decision making.

SUPRA also provides a voice for postgraduates in education policy at a federal and state level. It makes submissions to government inquiries, regularly writes to the Education Minister and speaks to the media about education issues.
SUPRA also holds forums and campaigns around broader social, cultural and political issues. SUPRA believes that part of providing a voice for postgraduates includes facilitating student engagement with broader social issues, and representing students’ interests in social justice.

SUPRA also has representative officers for women, queer, Indigenous and international students to help build a sense of community and work against barriers to education faced by socially disadvantaged groups. It also holds forums, discussion groups and an annual postgraduate conference to help build a sense of community across disciplines.

Due to the introduction of Voluntary Student Unionism, SUPRA has restructured its relationship with postgraduate students. There are now three levels at which students can engage: Constituent, Subscriber or Supporter. SUPRA promotes the interests of all postgraduate students at the University of Sydney and as such all postgraduates are considered to be SUPRA constituents.

As a SUPRA constituent, a student can choose to become a SUPRA subscriber (a member of the Association). All subscriber information is stored in accordance with the Privacy Act. By becoming a SUPRA subscriber, students will be able to access all of SUPRA’s services and resources. Subscribing is free.

Subscribers can choose to become supporters by making a financial contribution of between $20 and $80. All services of SUPRA are free, but becoming a financial supporter is a great way to show your solidarity with other postgraduates.

SUPRA office
Raglan Street Building, G10
Darlington Campus
University of Sydney NSW 2006
(near the Services Building)
Phone: +61 2 9351 3715
Toll-free: 1800 249 950 (free call from outside the Sydney Metro area)
Fax: +61 2 9351 6400
Email: admin.supra@sydney.edu.au
Website: www.sydney.edu.au/supra

Surveys/ Reports on the student experience
During their studies at the University of Sydney, postgraduate students may be asked to respond to internal student satisfaction surveys. The results of these surveys are used to improve the student experience, and are an important mechanism for you to provide the University with your perceptions of either learning and teaching, or research training during your studies.

Postgraduate coursework students
The Student Course Experience Questionnaire (SCEQ) is designed to collect quantitative and qualitative data about students’ perceptions of the quality of teaching and learning in their degree courses. The SCEQ is distributed to a stratified sample of current postgraduate coursework students (i.e. all years of study, all degrees). In the survey, students are asked to respond to statements using a five point Likert Scale to indicate the extent to which they agree or disagree with each statement. As part of the questionnaire, students are also asked to provide written comments on the best aspects of their degree experience and those that could be improved.

Postgraduate research students (research higher degree)
The Student Research Experience Report (SREQ) is administered every two years, during second semester, to all current research higher degree students. The next survey is due in 2010. The survey gathers data on students’ perceptions of the quality and frequency of supervision, intellectual and social climate, infrastructure, approaches to research, and generic skills development in their research higher degree, as well as their perceptions of the administration and student support services.

Reporting the results of the surveys
Quantitative and qualitative data from the CEQ and the SCEQ provide evidence of the success of University and faculty initiatives to improve the overall student experience in general and the student experience of learning and teaching in particular.

The ITL analyses data from the SCEQ and SREQ and provides a range of reports to staff and students of the university through their website at: www.itl.usyd.edu.au/sceq/; and www.itl.usyd.edu.au/sreq/

MyUni - the student portal
MyUni provides access to a number of applications, such as email, timetabling, library loans and WebCT. Online self administration functions and UniKey account management can be accessed from your MyUni workspace. Services accessible through MyUni include:

• study tools and course information
• online learning environment
• student support service details, such as counselling, learning assistance, careers and accommodation
• campus information, directories and maps
• news and events
• pre-enrolment and enrolment variation
• updating your personal details
• timetabling (for some coursework units)
• exam seating and results (for some coursework units)
• ordering and purchasing course notes
• casual employment
• renewing library loans and paying fines.

MyUni is linked from the University’s homepage at www.usyd.edu.au under Current Students

Updating your personal details
The University of Sydney communicates with students via either the recorded address or via the student email. It’s important that your contact details, particularly your address, are kept up to date. You can update your personal details via the MyUni website.

UniKey account
You will receive a UniKey login name and password when you enrol. UniKey is separate from any accounts provided by schools or departments. Your UniKey provides access to a range of online services provided by the University and outlined below.

Email
The University provides you with an email account that is your official contact address.

For access to your official University email account, please visit: www.mail.usyd.edu.au.
To forward your email to another account, read the instructions at: www.itsassist.usyd.edu.au/student/account.

Remember: check your student email regularly, as the University will use this address to contact you.
Access to the university network

**Dial-in and network access**
For details of dial-in and access to the University network, go to: www.usyd.edu.au/ict/switch/internet/waystoconnect.shtml.

**Wireless access**
Wireless access points are located across the University's main campus. See: www.usyd.edu.au/ict/switch/internet/wireless.shtml for a map of locations.

**Access centres**
Computer Access Centres are located on most campuses, providing PC access to the University network. For more information please see www.usyd.edu.au/ict/switch/labs. The main office for access labs is located in Fisher Library.

**Glossary of frequently used terms**
For a glossary of frequently used terms, see Appendix 9 of this handbook.

The complete University glossary can be found online at: www.usyd.edu.au/ab/policies/Glossary04.pdf.
2. University organisation, administration and contact information

The governing bodies

Senate
The Senate of the University is the governing body of the University. Of its 22 Fellows, two are elected students, one being a postgraduate student. Amongst its many duties the Senate endorses the Academic Board's approval of new academic courses and any changes to existing programs.

Senate is also responsible, with the aid of recommendations from the Academic Board, for making regulations (either Senate Rules or Resolutions of the Senate) concerning the requirements for particular degrees, graduate diplomas and graduate certificates.

The Chancellor, who is elected by the Fellows of Senate, presides at meetings of the Senate and University occasions such as graduation ceremonies.

Academic Board
The Academic Board is the senior academic body within the University. Its functions include advising the Senate and the Vice-Chancellor on all matters relating to and affecting the University’s learning, teaching and research activities and its educational programs, including general advice on the academic priorities and policies of the University.

Membership of the Academic Board includes all the deans of faculties and colleges, members elected from the professoriate, non-professorial members of staff and heads of departments/schools, the President of SUPRA, elected coursework and research student members, and some co-opted members.

Graduate Studies Committee
The Graduate Studies Committee is mainly concerned with matters of policy relating to all aspects of graduate studies and consideration of new award courses. This includes advising the Academic Board on all new proposals for graduate courses and on changes to existing graduate courses, advising faculties on desirable procedures with regard to operation of faculty boards of postgraduate studies, advising the Board on the criteria for determining selection for postgraduate awards and determining the successful applicants, and making recommendations concerning all matters relating to graduate studies referred to it by the Vice-Chancellor, the Academic Board, or faculties.

It is also responsible for the award of higher doctorates and exercises a review role with respect to protracted higher degree candidatures. The membership of the Graduate Studies Committee is located at http://www.usyd.edu.au/ab/committees/grad_studies_index.shtml

PhD Awards Sub-Committee
The PhD Awards Sub-Committee of the Graduate Studies Committee advises the Committee about regulations, policy and procedures relating to the award of the degree of Doctor of Philosophy and takes decisions in accordance with the resolutions of the Senate and the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy.

Postgraduate Awards Sub-Committee
The Postgraduate Awards Sub-Committee of the Graduate Studies Committee acts on the Committee’s behalf in all matters relating to the selection of successful applicants for postgraduate awards and advises the Committee on policy matters related to the award of scholarships.

Senior Executive Group (SEG) Research Training Committee
The SEG Research Training Committee is responsible for developing, overseeing and reviewing processes to ensure effective implementation of policy and procedures relating to higher degree research training. Chaired by the Deputy Vice-Chancellor (Education), the Committee’s membership comprises an academic representative from each faculty responsible for research training, an academic representative from the Academic Board, and a representative from SUPRA.

The academic organisation

Faculties and colleges
Members of the academic staff belong to departments or schools which are under the supervision of a faculty or a college board (such as the Faculty of Engineering and Information Technologies or the Board of the Sydney Conservatorium of Music).

A faculty or college is required to encourage teaching, scholarship and research in the departments and schools in the faculty or college and to cooperate with the other faculties and colleges. Among the specific responsibilities of a faculty or college are those:

1. to admit to and determine candidature for the degrees, graduate diplomas and graduate certificates in that faculty or college
2. to appoint supervisors and examiners of candidates for higher degrees in that faculty or college

The faculty or college typically consists of the following: all the full-time members of the academic staff of academic units assigned to that faculty or college, often the fractional members of the teaching staff, representatives from other departments associated with the teaching of the faculty or college concerned, representatives such as deans from other faculties and colleges, members of the research staff, distinguished persons from outside the university being members of the relevant profession, and elected undergraduate and postgraduate students. It must meet at least once in each semester.

Faculty and college boards normally appoint a board of postgraduate studies which exercises, in respect of each candidate for a postgraduate degree, graduate diploma or graduate certificate, the powers and functions of the faculty or college and can have such other powers and functions as the faculty or college may determine.

This board of postgraduate studies may have another name such as postgraduate studies committee or postgraduate matters committee. While it may include student membership, their participation in matters relating to individual students is restricted.

Within each faculty or college there is an appointed dean and appointed or elected pro-dean and/or associate deans. The dean is the chief executive officer of the faculty or college. One of the associate deans or another senior academic in a faculty or college is usually charged with responsibility for postgraduate matters and chairs the board of postgraduate studies.

Sometimes the postgraduate responsibilities of the faculty or college are spread among an associate dean and one or more sub-deans. In most cases the faculty, or board of postgraduate studies, will formally delegate responsibility for taking decisions on particular aspects of candidature to one or more of these faculty or college officers. They are a useful source of advice when a view from outside your department is needed.
Schools and academic units
An academic unit comprises all those appointed to teach and carry out research in a particular area which has been delineated as an academic unit. As faculties and colleges have different structures, an academic unit may also be locally referred to as a department, school or discipline.

Technically speaking, a school is the same as a department, but is most commonly used when a number of previously autonomous departments have been brought together to form a new, larger unit. For clarity, we will refer to academic units as ‘department/school’ throughout this handbook. An academic unit also includes a range of general staff such as professional and technical staff and administrative staff.

The head of an academic unit is appointed by the Provost and Deputy Vice-Chancellor, after a consultation process carried out by the dean, normally from among the professors and associate professors in that unit. The primary responsibility of a head of department/school is to foster the academic and research purposes of the department/school by effective leadership and management.

He or she is likely to be called upon by one or other areas of the administration to make recommendations concerning aspects of any student’s candidature. This will be done after consultation with appropriate people such as a supervisor or the professor responsible for promoting advanced study and research in a particular field.

Within each department/school there is a department/school board, including at least one student member, which meets at least once in each semester and which can make representations on any matter pertaining to the department/school.

Departments/schools, depending on their size, are also likely to have a number of internal committees dealing with aspects of the work of the department/school. These may include a postgraduate committee. In many departments/schools a senior member of the academic staff, other than the head of department/school, may have the role of postgraduate coordinator or some similar title.

For the postgraduate student, whether coursework or research, the department/school is the most significant academic organisational unit within the University. A feature of the University of Sydney is its diversity. Take the time to find out how your department/school works. It will be different to others even within the same faculty.

Administration
Departmental/School offices
In most instances, if you have an administrative enquiry you should see your academic unit where experienced staff will be able to assist you.

Faculty and college offices
The faculty or college office will be a source of information and advice about procedures and regulations as well as providing advice on courses available. It is also where you can get information on the most appropriate associate dean or other faculty or college officer with whom to discuss a difficult situation. A full list of faculty and college offices, including their locations, inquiry phone numbers, and email addresses, is set out below.

In most faculty and college offices there are supporting administrative assistants and administrative officers, one or more of whom may have a particular postgraduate responsibility. Sometimes this person is called the postgraduate administrator or adviser.

The faculty or college secretary has a broad range of responsibilities including acting as secretary to the faculty or college and its committees and ensuring that the University’s regulations and procedures concerning postgraduate students are properly administered. The faculties of Medicine, Dentistry, Pharmacy and Nursing and Midwifery have a common postgraduate administration office.

Contact information
In general, all enquiries concerning postgraduate matters should be dealt with in the first instance by the faculty or departmental offices.

Faculty of Agriculture, Food and Natural Resources
Room S211, John Woolley Building
Manning Road
The University of Sydney NSW 2006
Phone: +61 2 9351 8795
Email: agriculture.pg@usyd.edu.au
Website: www.agric.usyd.edu.au

Faculty of Architecture, Design and Planning
Wilkinson Building, G04
Phone: +61 2 9351 3248
Email: sac@arch.usyd.edu.au
Website: www.arch.usyd.edu.au

Faculty of Arts
Quadrangle, A14
Phone: +61 2 9351 3240, or 9351 4807
Email: arts.pg@usyd.edu.au
Website: www.arts.usyd.edu.au

Faculty of Dentistry
2 Chalmers Street
Surry Hills, NSW 2010
Phone: +61 2 9845 8706
Fax: +61 2 9833 4759
Email: pg@dent.usyd.edu.au
Website: www.dentistry.usyd.edu.au

Academic enquiries
2 Chalmers Street
Surry Hills, NSW 2010
Phone: +61 2 9845 8706
Fax: +61 2 9833 4759
Email: pg@dent.usyd.edu.au
Website: www.dentistry.usyd.edu.au

Administration
Student Services
Edward Ford Building, A27
Camperdown Campus
Phone: +61 2 9351 3132
Fax: +61 2 9351 8529
Email: info@med.usyd.edu.au

Vice-Chancellor, after a consultation process carried out by the dean, normally from among the professors and associate professors in that unit. The primary responsibility of a head of department/school is to foster the academic and research purposes of the department/school by effective leadership and management.
Faculty of Economics and Business
Postgraduate Coursework student enquiries
Student Information Office
Merewether Building, H04
Phone: +61 2 9351 3076
Email: student@econ.usyd.edu.au
Website: www.econ.usyd.edu.au

Postgraduate Research student enquiries
Research Faculty Unit
Room 412 Institute Building H03
Phone: +61 2 9036 5372
Fax: +61 2 9351 5283
Email: PGResearch@econ.usyd.edu.au
Website: www.econ.usyd.edu.au

Faculty of Education and Social Work
Education Building, A35
Phone: +61 2 9351 7049
Email: v.jureidini@edfac.usyd.edu.au
Website: www.edsw.usyd.edu.au/future_students/postgraduate

Faculty of Engineering and Information Technologies
Graduate School of Engineering
Engineering Faculty Building, J13
Phone: +61 2 9351 8719
Email: gse@eng.usyd.edu.au
Website: www.eng.usyd.edu.au

Faculty of Health Sciences
Cumberland Campus, C42
Phone: +61 2 9351 9161
Email: http://sydney.edu.au/health_sciences/ask
Website: www.fhs.usyd.edu.au

Faculty of Law
Law School Building, F10
Phone: +61 2 9351 0267, +61 2 9351 0361, +61 2 9351 0347
Email: law.postgraduate@sydney.edu.au
Website: www.law.usyd.edu.au

Faculty of Nursing and Midwifery
Mallet Street Building, M02
Phone: +61 2 9351 0504
Email: pg@nursing.usyd.edu.au
Website: www.nursing.usyd.edu.au

PhD and MPhil administrative enquiries
Student Services
Edward Ford Building, A27
Phone: +61 2 9351 3132
Fax: +61 2 9351 8529
Email: info@med.usyd.edu.au
Website: www.nursing.usyd.edu.au

Faculty of Pharmacy
Pharmacy Building, A15
Phone: +61 2 9036 9552
Fax: +61 2 9351 4391
Email: pg@pharm.usyd.edu.au
Website: www.pharm.usyd.edu.au

Research student administrative enquiries
Student Services
Edward Ford Building, A27
Phone: +61 2 9351 3132
Fax: +61 2 9351 8529
Email: info@med.usyd.edu.au

Faculty of Science
Carslaw Building, F07
Phone: +61 2 9351 3021
Email: info@science.usyd.edu.au
Website: www.science.usyd.edu.au

Sydney College of the Arts
Rozelle Campus, N01
Balmain Road, Rozelle, NSW 2039
Phone: +61 2 9351 1104
Email: enquiries@sca.usyd.edu.au
Website: www.usyd.edu.au/sca

Sydney Conservatorium of Music
Greenway Building, C41
Corner of Bridge and Macquarie Streets, NSW 2000
Phone: +61 2 9351 1216
Email: coninfo@usyd.edu.au
Website: www.music.usyd.edu.au

Sydney Medical School
Student Services
Edward Ford Building, A27
Phone: +61 2 9351 3132
Fax: +61 2 9351 8529
Email: info@med.usyd.edu.au
Website: www.medfac.usyd.edu.au

Faculty of Veterinary Science
J.D Stewart Building, B01
Phone: +61 2 9351 6933, +61 2 9351 2441
Email: pg@vetsci.usyd.edu.au
Website: www.vetsci.usyd.edu.au

Koori Centre
Ground Floor, Old Teachers College, A22
Phone: +61 2 9351 2046 (general enquiries)
Toll-free within Australia: 1800 622 742
Fax: +61 2 9351 6923
Email: koori@koori.usyd.edu.au
Website: www.koori.usyd.edu.au
Principal officers of the University

The Vice-Chancellor and Principal
The Vice-Chancellor and Principal is the chief executive officer of the University. The Vice-Chancellor, Dr Michael Spence, is responsible to the Senate for the administrative, financial and other business of the University, for the care of property, for the general supervision of all staff and for supervision of discipline. He consults with and advises the Academic Board and all boards, faculties and colleges, heads of departments/schools and professors.

The Provost and Deputy Vice-Chancellor
The Provost is charged with day-to-day responsibility for the accomplishment of the University's objectives in relation to teaching and scholarly activity within the context of the University's strategic plan and a challenging external environment.

Under the direction of the Vice-Chancellor, The Provost exercises, general executive responsibilities in connection with the academic programs of the University involving the conduct, coordination, and quality of these programs and the planning of their future development. This includes oversight of the University's academic staff.

Deputy Vice-Chancellor (Education) and Registrar
The DVC (Education) is responsible for quality assurance, both at undergraduate and graduate levels, and for coordinating university policy in relation to teaching and learning and postgraduate research training and support. The role is also responsible for student administration, admissions, welfare, discipline and activities and graduate students.

The Registrar is responsible inter alia for the keeping and care of proper records of the proceedings of all meetings of the Senate and the Academic Board, and for managing student records. Often you will find reference in the regulations to the 'Registrar' taking some action. In practice, this usually means a member of a faculty office or of the Registrar's Division taking that action on behalf of the Registrar.

Student facilities
The University of Sydney provides an extensive range of services to assist students in achieving their educational goals.

The General University Information section at the rear of this handbook furnishes details and contact information about these services available to students, which include:

- Accommodation Service
- Child Care Information Office
- Counselling Service
- Disability Services
- Financial Assistance Office
- Koori Centre
- Learning Centre
- Library
- Mathematics Learning Centre
- Printing Service
- Research Office
- Service Management, Information and Communications Technology (ICT)
- Student Centre
- University Health Service

For details of services and online resources provided by the University of Sydney, see the Services for Students website at
www.usyd.edu.au/stuserv or the MyUni student portal at
myuni
www.usyd.edu.au/current_students/

Careers Centre
The Careers Centre assists postgraduate students to explore employment options and provides advice on career management. Advice is available on a variety of broad issues including job search techniques, resume writing and interview skills, how to find course-related work while studying, and career management planning for various degrees. There is a designated Career Officer for postgraduate students who provides one-on-one career planning sessions and conducts workshops for all postgraduate students.

The Careers Centre maintains a job vacancies database which includes casual, part-time, internships, vacation work and graduate jobs (immediate vacancies and Graduate Programs) opportunities. Currently enrolled postgraduate students can access the database online through the Careers Centre website. Students can sign up for Job Alert emails to receive up-to-date information on advertised positions, workshops, Careers Fairs and employer visits.

Careers Centre
Level 5, Jane Foss Russell Building, G02
The University of Sydney NSW 2006
Phone: +61 2 8627 8403
Fax: +61 2 8627 8477
Email: careers.information@sydney.edu.au
Website: www.careers.usyd.edu.au/

Casual Employment
The Career Centre maintains a job vacancy database which current postgraduate students can access to search for casual and full time employment. See the section above on the Careers Centre to read how you can register for Job Alert emails and have up-to-date information on advertised vacancies sent to your inbox. Contact the Careers Centre or visit the Careers Centre website at www.sydney.edu.au/careers/ for more information.

Commercialisation Training Scheme
The Commercialisation Training Scheme (CTS) was introduced in 2007 by the Commonwealth Government to provide high quality research commercialisation training for the next generation of Australian researchers as a means of equipping them with the skills, knowledge and experience necessary to bring research-based ideas, inventions, and innovations to market.

Applicants must be an Australian citizen, a New Zealand citizen, or a permanent resident of Australia and be enrolled in a postgraduate research degree.

At the University of Sydney, CTS training will require the selected students enrolling on a part-time basis in the Graduate Certificate in Innovation and Enterprise (GCertInn&Ent) within the Faculty of Economics and Business while enrolled in their Masters by Research or Doctorate degree. Each CTS place will provide the normal tuition fees for the GCertInn&Ent and a living allowance.

Further information and conditions applicable to the Commercialisation Training Scheme can be found at the Research Office website at
Insurance
The Audit and Risk Management Office maintains a Travel Insurance policy for all postgraduate students travelling within Australia or overseas on authorised University activities. Additionally, the University maintains a Personal Accident policy providing insurance cover for postgraduate students whilst conducting on-campus activities. This includes cover for SUPRA activities.

If you are involved in an accident on campus or while conducting University activities, then please complete the Occupational Incident Injury or Illness Report Form located at http://www.usyd.edu.au/ohs/forms/ohs.shtml. Send the completed form to:

Occupational Health & Safety Office
OHS & Injury Management
Margaret Telfer, Building K07
University of Sydney NSW 2006
Phone: +61 2 9351 4335
Fax: +61 2 9351 5868
Email: ohsim@sydney.edu.au
Website: www.usyd.edu.au/ohs

Making an insurance claim
If you wish to make a claim against the Student Accident Plan, please use the Claim Form which can be accessed here: http://www.usyd.edu.au/audit_risk/insurance/AFACLIAIMFORM.pdf. After completing this form, send to:

Audit & Risk Management Office
General Insurance and Claims Officer
Phone: +61 2 9351 4127
Fax: +61 2 9351 3696
Email: v.nesic@sydney.edu.au
Website: www.usyd.edu.au/audit_risk

SydneyTalent
SydneyTalent is an initiative of the University of Sydney that offers you the opportunity to undertake course-related and generic skills-building paid employment.

SydneyTalent offers flexible work hours, market rate remuneration, and valuable experience, helping you to develop vital broad and specialised skills in a practical environment related to your academic interests.

While working with SydneyTalent, you can take advantage of our unique learning and development programs, tailored to enhance your workplace skills and increase your professional competence:

- WorkReady Orientation introduces you to the practical knowledge you need to immediately contribute in the workplace.
- WorkReady Essentials provides you with five face-to-face interactive training modules designed to develop the life and work skills that are key to success.
- WorkPlace Performance Development helps you formalise your ideal development path, giving you constructive feedback and clear objectives as you explore the beginning of your professional career.

With SydneyTalent, you can create lasting relationships, connect with potential long-term employers, and gain practical knowledge. You will leave the University of Sydney with a well-rounded perspective and professional experience, as well as your degree.

SydneyTalent
Phone: +61 2 8627 8000
Email: sydney.talent@sydney.edu.au
Website: www.sydney.edu.au/sydneytalent
2. University organisation, administration and contact information
3. Coursework information

Postgraduate coursework covers:

- graduate certificates
- graduate diplomas
- coursework master's degrees.

Students enrolled in coursework programs which also include supervised research should also refer to the section on Research degrees (Chapter 4).

Coursework programs

Graduate certificate

Graduate certificates are usually one semester full-time or equivalent part-time in duration, requiring the completion of units of study totalling at least 24 credit points, and usually have entry requirements of a bachelor's degree or equivalent. In some faculties, the graduate certificate course is used as an entry point to graduate studies for persons with no formal tertiary qualifications.

Graduate diploma

Graduate diplomas are offered in a majority of faculties. In some cases the graduate diploma is offered in a specialist area such as the Graduate Diploma in Rehabilitation Counselling. In other cases the graduate diploma provides a framework within which specific subject areas are further identified such as the Graduate Diploma in Applied Science.

Graduate diplomas are typically two semesters full-time or four semesters part-time, normally requiring the completion of units of study totalling at least 36 credit points, and have entry requirements of a bachelor's degree or equivalent.

Coursework master's degree

The University of Sydney offers two types of master's degrees by coursework: the Advanced – Learning Master's degree which builds on prior undergraduate study in the discipline, and the Professional Master's degree, which prepares the student for professional entry or professional accreditation. Master's degrees typically have a minimum period of full-time candidature of one or two years and longer maximum periods as well as longer periods for part-time candidature. Coursework master's degrees normally require the completion of units of study totalling at least 48 credit points.

Articulation

Often programs are arranged so that there can be articulation between a graduate certificate, a graduate diploma and a master's degree. Articulation allows smoother transfer from one qualification to another within the same area (from a graduate certificate to a graduate diploma, for example), and can provide a stepping-stone to a master's degree for students who might not initially be qualified for direct admission.

Articulation also allows students to leave a program of study with differing qualifications depending on how much of the course has been completed at the time they wish to exit. If a student enrolled in a graduate diploma has completed 24 credit points but needs to withdraw from further study, for example, an articulated program may permit them to exit with a graduate certificate in the same subject area.

Admission requirements

The admission requirements for each of the various master's degrees, graduate diplomas and graduate certificates can be found in the University of Sydney (Coursework) Rule 2000 (as amended) and in the appropriate faculty handbook. General requirements are outlined in this section.

Quotas

Admission to candidature for any course may be limited by quota. In determining any particular quota the University will take into account availability of resources, including space, equipment, library and computing facilities.

Where a quota has been established for a particular course the faculty is required to select in preference those applicants who are most meritorious in terms of the expressed entry requirements and who have made application by the due date.

Graduate diplomas and graduate certificates

Admission requirements for the various graduate diplomas and graduate certificates are normally a bachelor's degree in the appropriate discipline or an equivalent qualification supported by the completion of studies viewed as relevant by the faculty. In some cases relevant experience may be required.

For the graduate certificate the admission requirements may in some instances be met by appropriate work experience or other forms of prior learning.

Master's degrees

Admission requirements for the two types of master's degrees vary and you must consult the University of Sydney (Coursework) Rule 2000 (as amended) and the individual degree requirements. An Advanced Learning Master's degree usually requires a three-year bachelor's degree in the field of study with a credit average as an entry requirement. A Professional Master's degree usually requires at least a three year bachelor's degree, and in some cases there may also be discipline-specific prerequisites. Students not holding these qualifications may, in some cases, gain admission following the completion of a graduate certificate or a graduate diploma, or may gain entry via an embedded award.

It is important to note that all degree prerequisites must be met.

Graduates of other institutions

The admission requirements for master's degrees, graduate diplomas and graduate certificates in the Senate regulations are usually expressed in terms of an applicant holding a qualification from the University of Sydney. The dean of a faculty may also admit to candidature applicants with qualifications deemed equivalent to those expected of University of Sydney graduates.

Eligibility for admission to a particular degree, graduate diploma or graduate certificate is not simply determined by the applicant's qualification. The dean of the faculty must also be satisfied that the applicant is suitably prepared in the particular field of study in which they propose to be a candidate, and has a standing equivalent to that required of a graduate of the University of Sydney qualified for admission to candidature for the degree, graduate diploma or graduate certificate concerned.
This may be measured by other means where appropriate, such as a Grade Point Average (GPA) or other form of grading. For international students, the International Office can advise about such equivalences.

Experience or further training undertaken subsequent to a first degree may be included in any assessment of eligibility for admission.

English language requirements

Applicants applying for admission to a master's degree, graduate diploma or graduate certificate must either have a record of satisfactory achievement in tertiary studies in which the language of the institution was English and the language of instruction, examination and assessment was English, have successfully completed the course 'English for Academic Purposes' at the University's Centre for English Teaching, or have met the approved minimum English language requirements for their degree through an internationally recognised English language test such as the International English Language Testing System (IELTS), the Test of English as a First Language (TOEFL) or the Combine Universities Language Test (CULT).

While the University has set minimum standards of English expression for postgraduate candidates, many courses have more stringent requirements so it is essential to confirm the English language requirements of your intended degree with the relevant faculty before application.

For the current University policy on Postgraduate English Language Requirements, see: www.usyd.edu.au/ab/policies/PG_Eng_Lang_reqs.pdf.

Application procedures

Domestic students

A simple but essential requirement for admission to any postgraduate course is that a current application form is completed and lodged with the relevant faculty office (or, in the case of international students, at the International Office) in good time. Faculty office contact details are listed in Chapter 2.

Note that the following postgraduate coursework degrees require an application through UAC (www.uac.edu.au/postgraduate/) and may therefore have different closing dates to degrees for which faculties accept direct applications.

Faculty of Arts

- Master of Media Practice
- Graduate Diploma in Media Practice
- Graduate Certificate in Media Practice
- Master of Strategic Public Relations
- Graduate Diploma in Strategic Public Relations
- Graduate Certificate in Strategic Public Relations
- Master of Health Communication
- Graduate Diploma in Health Communication
- Graduate Certificate in Health Communication

Faculty of Health Sciences

- Master of Diagnostic Radiography
- Master of Nuclear Medicine
- Master of Radiation Therapy
- Master of Physiotherapy
- Master of Occupational Therapy
- Master of Orthotics
- Master of Speech Language Pathology
- Master of Rehabilitation Counselling
- Graduate Diploma in Rehabilitation Counselling
- Master of Exercise Physiology
- Master of Health Informatics

With the exception of the degrees listed above, unless there is a specific deadline stated for a particular course, a local applicant (that is, an Australian citizen or permanent resident) must apply for candidature by no later 31 October in the previous year for commencement in Semester 1 (March), and by 31 May for commencement in Semester 2 (July).

It is essential that applicants check the closing date for the course they intend to study because many courses have earlier closing dates, especially where there is a quota for admission.

If the results of your first degree will not be known by the closing date this should not deter you from submitting an application providing that you forward your results when they are known. Simply indicate on your application "still enrolled" or "currently completing" when asked for the status or final result of the degree.

As a result of your application, a formal response will be sent by the relevant faculty office. If your application is successful, an offer of admission will usually set out details of your candidature and should be checked carefully. If you have any questions about the terms of the offer, check with the faculty office and your intended department/school as necessary.

If for any reason you are unable to take up an offer of admission please let both the department/school and the faculty office know as it may be possible for the University to offer a place to another applicant.

Please note that unsuccessful applications and applications where an offer has been declined are not retained indefinitely and a full, fresh application will need to be made should you wish to reapply for admission to the same program in a later year.

International students

An international student must apply for candidature by no later 31 October in the previous year for commencement in Semester 1 (March), and by 30 April for commencement in Semester 2 (July). While late applications for candidature are accepted, they may not be processed in time for commencement in the next semester.

It is also important that you note that these closing dates are for admission to candidature only. A variety of scholarships for postgraduate study are available and each has a different closing date, often much earlier than application for candidature. See www.usyd.edu.au/istudent/international/postgrad/costs/scholarships for more information.

For international student application forms and full details on how to apply, including information on courses, prices and entry requirements, please see the International Office website: www.usyd.edu.au/istudent/postgrad.

Enrolment process

General information

Detailed information about the particular enrolment dates and times and about the level of fees for which you will be liable will be provided by the faculty either in your letter of offer or subsequently. This section seeks to explain some of the procedures involved.

New postgraduate coursework students who receive an offer in time for on-time enrolment must complete enrolment during the specified enrolment period in January/February or June/July or the offer will lapse. If you miss or are unable to make your scheduled enrolment session, it is essential that you contact the faculty to see if alternative arrangements can be made.

In exceptional circumstances and on the recommendation of the appropriate dean, a new coursework student may enrol on a scheduled late enrolment day usually no later than the end of the second week of lectures for the appropriate semester, and certainly before 31 March or 31 August, on payment of a late fee of $100.
After the census date each semester (31 March for Semester 1 and 31 August for Semester 2), you cannot discontinue, vary or withdraw your candidature for that semester without incurring a substantial financial liability. This has particular significance for those paying their fees either upfront or via FEE-HELP. For further information, see below under 'Changing your enrolment'.

Re-enrolment

You must be enrolled in each semester in order to remain a candidate for the degree/diploma/certificate. In October you will receive advice about re-enrolment for the following academic year. Re-enrolment is activated by pre-enrolling, a web-based activity, and the advice you receive in October will guide you through this process.

If you do not expect to complete your program in Semester 1, you will generally be expected to pre-enrol for both semesters during the pre-enrolment period. In late January, you will receive confirmation of your pre-enrolment (or advice on appropriate action if your pre-enrolment has been unsuccessful) and will be informed of the procedure for completing enrolment for Semester 1. Note: there is another enrolment period at the beginning of Semester 2 during which enrolment details for this semester are finalised.

If you have been absent from the University on an approved suspension of candidature, you will have to notify your faculty that you intend to recommence study, allowing the faculty an adequate time for the paperwork to be processed. If possible, try to notify the faculty by 30 November for recommencement in Semester 1 and by 30 April for recommencement in Semester 2.

Your notification will allow the faculty to create enrolment paperwork to enable you to re-enrol in one of the two semester enrolment periods. Information about this process will generally be sent by the faculty when your suspension of candidature has been approved.

Fee-paying courses

For most postgraduate courses undertaken by coursework, tuition fees are charged rather than HECS. Such fees vary from course to course, and detailed information is available from faculty offices and the Student Centre. International students should note that the following information may not apply to them (international students should contact the International Office regarding fees).

Tuition fees for the Semester 2 are due at enrolment. You will be billed for Semester 2 prior to that semester’s commencement.

There are a small number of HECS Equity places available for postgraduate coursework students enrolling in fee-paying courses. Please contact your faculty office for further information regarding these.

FEE-HELP assistance

From 1 January 2005 FEE-HELP Assistance was introduced by the Commonwealth Government. This scheme provides full or partial loans for tuition fees for domestic students enrolling in fee-paying postgraduate award courses. Comprehensive information on the scheme is available from the HECS and Fees Office of the Student Centre or from the Department of Education, Employment and Workplace Relations website: www.goingtouni.gov.au – click on ‘Paying for your studies (HELP loans)’, ‘FEE-HELP’ under the ‘Quickfind’ menu.

Refund of tuition fees for fee-paying award courses

International students note: the following information may not apply to you. Please contact the International Office for details.

If you withdraw from an award course completely, or defer or suspend your candidature before the relevant census date you will be reimbursed 100 per cent of the tuition fee and 100 per cent of any voluntary subscriptions paid. Beyond the census date for each semester or individual unit, no refund will be made.

Refund of tuition fees for fee-paying units of study

International students note: the following information may not apply to you. Please contact the International Office for details.

Students who withdraw from units of study prior to the relevant census date but who remain actively enrolled in one or more other units of study will be refunded 100 per cent of the tuition fee for those units from which they have withdrawn.

Students who withdraw from ‘Intensive Mode’ postgraduate units of study prior to the individual census dates of those units will be refunded 100 per cent of the tuition fee for those units.

Beyond the census date for each semester, or beyond the individual census dates of any ‘Intensive Mode’ unit, the University retains 100 per cent of the tuition fee paid.

Commonwealth Supported courses

A small number of postgraduate coursework degrees are Commonwealth Supported rather than requiring the payment of tuition fees. Details of how the scheme works are printed in the booklet entitled Information for Commonwealth Support Students – 2010, produced by the Department of Education, Employment and Workplace Relations (DEEWR) and distributed to all applicable students at enrolment. Copies are also available from the Student Centre, Level 3, Jane Foss Russell Building.

Changing your enrolment

Changes to your Semester 1 enrolment may be made, with permission, up to 5pm on the census date that applies to any unit of study for which change is required. In most cases this will be 5 pm on the last working day in March (see your faculty or college office opening hours).

Changes to Semester 2 enrolment may likewise be made, with permission, up to 5pm on the last working day in August, but again check with your faculty or college office. The University is offering increasing numbers of units in ‘intensive mode’ and it is important that you be aware of the census dates of any such units, as the census dates for ‘intensive mode’ units may be different.

Students who vary their enrolment (including withdrawal or deferral) up to the relevant census date will be entitled to an appropriate adjustment to HECS or fees. No adjustments or refunds will be made after census dates except in the special circumstances explained in the official Department of Education, Employment and Workplace Relations (DEEWR) booklets. Ensure you obtain these at enrolment.

Shortly after the census dates, notices will be sent to all students stating clearly their course load including any re-calculation of their HECS or fee liability as a result of the agreed unit of study changes since enrolment.

Arrangements will be made to answer questions and to investigate claimed factual errors arising from these notices, but it is your responsibility to check that the information is correct. If you enrolled for the full year at the commencement of Semester 1, you should check particularly your Semester 2 notice to see that this still accurately reflects the units of study you are taking.

Scholarships and prizes

A variety of scholarships and prizes are offered by the University of Sydney, with many faculties also offering their own scholarships (see faculty websites for details).

While there are currently no University-wide scholarships for students studying postgraduate coursework degrees the Scholarships and Prizes Office may be able to provide information on prizes, composition scholarships or externally funded scholarship opportunities that are available to postgraduate coursework students.
3. Coursework information

Scholarships and Prizes Office
Level 5, Jane Foss Russell Building, G02
Phone: +61 2 9351 2416
Facsimile: +61 2 9351 2416
Website: http://www.usyd.edu.au/fin_assist
E-mail: fao@stuserv.usyd.edu.au
Level 5, Jane Foss Russell Building, G02
Phone: +61 2 9351 2416
Facsimile: +61 2 9351 2416
Website: http://www.usyd.edu.au/fin_assist
E-mail: fao@stuserv.usyd.edu.au

Loans
For information on loans to assist in paying fees, refer to the section 'FEE-HELP assistance', above.

Students can also apply for bursaries, student loans (up to $1500 interest-free for essential living and study expenses), and emergency cash loans (up to $500) from the Financial Assistance Office.

Financial Assistance Office
Level 5, Jane Foss Russell Building, G02
Phone: +61 2 9351 2416
Facsimile: +61 2 9351 2416
E-mail: fao@stuserv.usyd.edu.au
Website: http://www.usyd.edu.au/fin_assist
Hours: Monday to Friday 9.30am to 4.30pm

Types of candidature
The University is not solely an examining body. Candidates for its courses are expected to carry out all phases of the work for the degree/graduate diploma/graduate certificate under the control of the University and at places determined by the University. In many courses, however, it is not necessary for students to be present on-campus during regular teaching times.

Depending on the course you are in, it may be possible to undertake part or all of your studies by distance education, or by flexible delivery, and some units may be offered outside the two regular semesters, for example during the Summer session, Winter session or in concentrated blocks of teaching.

Whether a postgraduate coursework student is part-time or full-time is determined solely by credit-point load for all coursework degrees, graduate diplomas and graduate certificates.

A student is part-time in a semester if he/she is enrolled in units of study which total less than 18 credit points.

A student is deemed to be full-time if enrolled in 18 credit points or more in a semester.

Therefore, a student's status can vary between part-time and full-time from one semester to the next depending on their study load.

International students who are in Australia on an international student visa are normally required under the terms of their entry visa to undertake full-time candidature only, which is regarded as 24 credit points per semester. Additionally, international students must comply with all requirements of the ESOS Act which can be found at: http://aei.gov.au/AEI/ESOS/Default.htm.

Satisfactory progress and resolution of problems

Satisfactory progress
The degree requirements for most postgraduate degrees, graduate diplomas and graduate certificates outline the requirements for satisfactory progress. Students who fail to meet the requirements for satisfactory progress will be monitored by faculties under the provisions of the University of Sydney's Policy and Procedure Identifying and Supporting Students at Risk. See a copy of the policy at www.usyd.edu.au/ab/policies/Students@Risk.pdf

The policy outlines the different stages involved in identifying and supporting students deemed to be at risk of being excluded from a course. The process culminates with students being asked to show cause why they should not be excluded, but prior to this point there are a range of support options that come into play.

Resolution of problems
Problems arising for the student and teaching staff can and do occur. It is obviously desirable that these are addressed and settled as expeditiously as possible and preferably within the department/school.

A student may approach the head of department/school, the postgraduate coordinator or any other member of the permanent staff of the department/school, regarding the resolution of problems.

The head and/or the postgraduate coordinator should attempt to settle the dispute. If this cannot be achieved within the department/school the matter may be referred to the dean or associate dean (postgraduate) of the faculty or the equivalent within the college.

A student who considers that resolution of difficulties within the department/school is not being achieved could also go to the dean or associate dean of the faculty.

Advice may also be sought from the Student Advisers located at SUPRA. Student Advisers provide professional and confidential advice or referral about any matters that affect the student, from academic issues, processes, problems and appeals, to general welfare.

Alternately, the student may contact the University Counselling Service.

For problems that cannot be resolved at the faculty or college level please refer to the Section on Appeals (Chapter 6).

Time limits and leave
The usual time limits for postgraduate coursework programs are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate certificate, full-time</td>
<td>1 semester</td>
<td>2 semesters</td>
</tr>
<tr>
<td>Graduate certificate, part-time</td>
<td>2 semesters</td>
<td>4 semesters</td>
</tr>
<tr>
<td>Graduate diploma, full-time</td>
<td>2 semesters</td>
<td>4 semesters</td>
</tr>
<tr>
<td>Graduate diploma, part-time</td>
<td>3 semesters</td>
<td>6 semesters</td>
</tr>
<tr>
<td>Master's by coursework, full-time</td>
<td>2 semesters</td>
<td>6 semesters</td>
</tr>
<tr>
<td>Master's by coursework, part-time</td>
<td>4 semesters</td>
<td>10 semesters</td>
</tr>
</tbody>
</table>

If you do need an extension or time away from your course, it is important that you inform the graduate section of your faculty office; specific paperwork will often need to be completed to enable extension or suspension of studies. You should also keep a copy of all correspondence between you and the faculty office and notes of advice you have received in person or by phone/fax/email.

Suspension of candidature

Occasions may arise where you need to take leave from study due to illness, employment or other changes to your personal circumstances. For coursework students such leave is known as suspension of candidature, and is granted in semester-long blocks.

If approved, suspension of candidature allows you to resume the same course of study at a specified later time without having to re-apply for admission (although you may have to notify the faculty that you intend to resume candidature before re-enrolment).

Please note that there is generally a limit to the maximum amount of time for which you may suspend your studies. This limit varies from course to course and should be checked with your faculty before application.

Apply for suspension of candidature by contacting your faculty office (see Chapter 2 for contact details). If you hold a scholarship you should also note any obligations you may have to notify the Scholarships & Prizes Office of periods of absence. Note that most variations to candidature require a corresponding variation to scholarship status.
Withdrawal
If your circumstances are such that you are unable to anticipate when you will be able to resume your studies, you should seek to withdraw from your course by writing to the faculty office. Note that if you withdraw from study and circumstances later permit you to resume, you will have to re-apply for admission.

On successful readmission, some credit might be given for the work that you had done up to the time of withdrawal but in effect you will be commencing a new candidature.

Your eligibility for a refund of fees depends on when you withdraw from candidature. Refer to the sections on fees above ('Fee-paying courses’ and ‘FEE-HELP assistance’) for dates after which automatic refund of fees paid is not possible.

If in any year you fail to re-enrol as instructed (including timely return from an approved suspension of candidature) your candidature will be regarded as having lapsed and you will need to re-apply for admission to candidature to resume study.

Assessment and examination
Coursework programs: assessment
Coursework master's degrees, graduate diplomas and graduate certificates require attendance at, and completion of, assessable tasks (eg examinations, essays, and projects) for prescribed units of study each semester.

The University’s Resolutions on the Assessment and Examination of Coursework stipulates that information about all aspects of assessment must be provided to every enrolled student within one week of commencing a unit of study.

Students who do not attend class during the first week are advised to seek the information as soon as is practicable. This information will cover all details of assessment, including the criteria for satisfactory and meritorious performance, penalties for plagiarism and other forms of academic dishonesty, attendance and class requirements and the weighting of assessments.

A grade is finalised for each unit of study at the end of the semester and these grades are recorded on FlexSIS (the student records system). Each faculty is required to monitor results in units of study taken by its students and to ensure that results are finalised in a timely manner.

When sufficient units of study have been completed to satisfy the requirements of the program, the dean of the faculty concerned will approve the award of the degree, graduate diploma or graduate certificate on behalf of the faculty, and any grade of honours or merit award.

If you have concerns with the assessment process or the results, see the section above on resolution of problems and Chapter 6 on formal appeal mechanisms.

Common result grades
The Academic Board has adopted the following table of common result grades. Not all faculties use all grades in all courses.

<table>
<thead>
<tr>
<th>Permanent Results</th>
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<tbody>
<tr>
<td>Grade</td>
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<tr>
<td>HD</td>
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<tr>
<td>D</td>
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</table>

Academic dishonesty and plagiarism
The University has strict policies and guidelines on plagiarism, copying, recycling and other forms of academic dishonesty.

The policy is outlined in the Academic Honesty in Coursework (plagiarism) which can be downloaded from www.usyd.edu.au/ab/policies/Academic_Honesty_Cwk.pdf. See also Plagiarism: Student Coursework - Policy and Procedures at www.usyd.edu.au/senate/policies/Plagiarism.pdf

It is your responsibility to ensure you have an understanding of the University's policy in relation to academic dishonesty and plagiarism. If you have any questions regarding these policies you should approach your faculty.

Outcomes of candidature
When the award of the qualification has been approved, the Registrar will write advising you of this and will send you details of the next conferring ceremony at which you may graduate. A graduation information package will be sent several weeks before the ceremony, which will include tickets for three guests. Information about the graduation ceremony itself and academic dress hire.

A booklet about academic dress is available from the Student Centre and the academic dress for the various degrees is also listed in the Calendar.
Alternatively, you may apply to have your degree conferred *in absentia*, without attending a graduation ceremony. Information about how to arrange this will be sent with the graduation package.

Note that until the qualification has been conferred, you are not entitled to call yourself a graduate in that course or to use any title associated with it.

For more information about graduation, please visit the Graduations Unit website: www.usyd.edu.au/studentcentre/grads.
4. Research information

Postgraduate research covers:
- research master's degrees
- doctorates by research and advanced coursework
- the Doctor of Philosophy.

Students enrolled in research programs which also include coursework should refer to the section on Coursework Information (Chapter 3).

Research programs

Research master's degree
Master's degrees typically have a minimum period of full-time candidature of one or two years and longer maximum periods as well as longer periods for part-time candidature.

A research master's, such as the Master of Philosophy (MPhil), may require the completion of some coursework as established by the faculty or school in which you are studying. It is important for any candidate for a research master's degree to liaise directly with the faculty regarding any coursework requirements and governing policies regarding their research master's degree, since these degrees are administered by individual faculties and are not University-wide degrees (unlike the PhD).

Doctorates by research and advanced coursework
Some faculties offer doctoral degrees combining research and advanced coursework. These degrees, such as the Doctor of Arts, Doctor of Education, Doctor of Engineering, Doctor of Health Science, Doctor of Juridical Studies, Doctor of Public Health, and Doctor of Social Sciences, comprise at least two-thirds research and one-third coursework and usually have a minimum duration of three years.

If a candidate enrolls in a Doctorate by research and advanced coursework they should liaise with the faculty regarding all coursework requirements and governing policies regarding these degrees.

Doctor of Philosophy (PhD)
The Doctor of Philosophy (PhD) degree is offered in all faculties and colleges of the University. It is a research degree with a minimum period of full-time candidature of six semesters for the candidate, commencing with an honours bachelor's degree or equivalent. In some circumstances candidates will be permitted to submit after four semesters. See Appendix 4, the University of Sydney (Doctor of Philosophy (PhD) Rule 2004, Part 5. 13. See policy at www.usyd.edu.au/senate/policies/PhD_Rule.pdf

Admission requirements
The admission requirements for each of the various research master's degrees and doctorates by research can be found in the Calendar or the appropriate faculty handbook.

The Resolutions of Senate, located in the Calendar, set out the admission requirements for the Doctor of Philosophy degree.

General requirements are outlined in this section.

Research master's degrees
A research-only master's degree usually has a minimum entry requirement of a bachelor's degree with first or upper second class honours or equivalent in an appropriate subject area.

However, prerequisites are required for all degrees. Students must have undertaken appropriate courses at the undergraduate level and must demonstrate appropriate standards of performance. Factors that may be taken into account to demonstrate this include:
- performance in the first degree
- professional or other experience gained during or subsequent to the first degree
- high level pass in an external examination such as the Graduate Australian Medical School Admissions Test (GAMSAT).

For admission to some master's degrees a bachelor's degree may not be essential. Evidence of general or professional qualifications and experience may be sufficient to satisfy the faculty concerned that the applicant possesses the academic preparation and capacity to complete the course in question. In any individual case the faculty concerned can prescribe additional work to be completed before or subsequent to admission.

Doctor of Philosophy (PhD)
The minimum admission requirement for the Doctor of Philosophy (PhD) is the possession of a master's degree or a bachelor's degree with first or upper second class honours. Alternatively, an applicant may be admitted having passed a qualifying examination at a standard equivalent to the bachelor's degree with first or upper second class honours.

This qualifying examination could be completion of a period of relevant full-time or part-time advanced study and research towards a master's degree at the University of Sydney, at such a standard as would demonstrate to the satisfaction of the faculty that the candidate is suitably prepared in the particular field of study to undertake candidature for a PhD.

In addition to these academic requirements, the head of department/school must certify to the faculty that your proposed course of advanced study and research is appropriate and acceptable, that you have in addition to the academic qualifications the necessary training and ability to pursue the proposed course of study and research, and that there are sufficient supervisory and other resources and facilities available to enable your candidature to be completed successfully. (See the section below on application procedures.)

Faculties are particularly concerned to ensure before admission to PhD candidature that there is the likelihood of a successful outcome. The Academic Board has agreed that a probationary period of up to 12 months for a PhD should be seen as usual practice.

This probationary period may be satisfied by prior enrolment in and/or completion of a master's degree by research. Some departments and faculties require all potential PhD candidates to enrol in an appropriate master's degree first with transfer to PhD candidature only after completion of that degree or after at least one semester's satisfactory progress.

Graduates of other institutions
The admission requirements for postgraduate research degrees in the Senate regulations are usually expressed in terms of an applicant holding a qualification from the University of Sydney. The dean of a faculty may also admit to candidature applicants with qualifications deemed equivalent to those expected of University of Sydney graduates.

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Eligibility for admission to a particular research degree is not simply determined by the applicant’s qualification. A suitable project and supervision must be available. The dean of the faculty must also be satisfied that the applicant is suitably prepared in the particular field of study in which the applicant proposes to be a candidate and has a standing equivalent to that required of a graduate of the University of Sydney qualified for admission to candidature for the degree.

This means that where, for example, a first or second class honours degree is required of a University of Sydney graduate, a similar level of achievement is expected of graduates from other institutions. This may be measured by other means where appropriate such as a Grade Point Average (GPA) or other form of grading. For international students, the International Office can advise about such equivalences.

Experience or further training undertaken subsequent to a first degree may be included in any assessment of eligibility for admission.

English language requirements
All applicants applying for admission to a research degree must meet approved minimum English language requirements. These requirements can be met in several ways: through demonstrating a record of satisfactory achievement in tertiary studies in which the language of the institution was English and the language of instruction, examination and assessment was English, through successful completion of a course at the University’s Centre for English Teaching, or through achievement of a satisfactory standard in an internationally recognised English language test such as the International English Language Testing System (IELTS), the Test of English as a First Language (TOEFL), or the Combine Universities Language Test (CULT).

While the University has set minimum standards of English expression for postgraduate candidates, many courses have more stringent requirements so it is essential to confirm the English language requirements of your intended degree with the relevant faculty before application.

Should a candidate satisfy the minimum English language requirements and gain admission to a degree program, an assessment of the written English expression of the candidate, appropriate to the field of study, forms part of the probationary review process for research candidature. This is to ensure identification of problems and instigation of remedial actions for those who are likely to have difficulty with English expression in the writing of a thesis.


Application procedures
A simple but essential requirement for admission to any postgraduate research degree is that an application form is completed and lodged with the relevant faculty office (or, in the case of international students, at the International Office) in good time.

Local candidates
Unless there is a specific deadline stated for a particular course, a local applicant (that is, an Australian citizen or permanent resident) must apply for candidature by no later 31 October in the previous year for commencement in Semester 1 (March), and by 31 May for commencement in Semester 2 (July). It is essential that applicants check the closing date for the course they intend to study because many courses have earlier closing dates, especially where there is a quota for admission.

If the results of your first degree will not be known by the closing date this should not deter you from submitting an application, just ensure that you forward your results when they are known.

Once your application is received, you will be sent a formal written response by the appropriate faculty office. An offer of admission will usually set out the details of your candidature, including the latest date by which you need to enrol and the latest submission date for your thesis, as well as confirming the details of your department/school and supervisory team.

Please ensure you check your letter of offer carefully. If you have any questions about the terms of the offer, check with the faculty office and your intended department/school as appropriate.

If for any reason you are unable to take up an offer of admission, please let both the department/school and the faculty office know. It may be possible for the University to offer your place to another applicant. Please note that unsuccessful applications and applications where an offer has been declined, are not retained indefinitely and a full, fresh application should be made if you reapply in a later year.

International students
An international student must apply for research candidature by no later 31 October in the previous year for commencement in Semester 1 (March), and by 30 April for commencement in Semester 2 (July). While late applications for candidature are accepted, they may not be processed in time for commencement in the next semester.

It is important to note that these closing dates are for admission to candidature only. A variety of scholarships for postgraduate study are available and each has a different closing date, often much earlier than application for candidature. See www.usyd.edu.au/future_students/costs_scholarships.shtml for more information.

An international student research application form with detailed instructions on how to apply can be downloaded from the International Office website: www.usyd.edu.au/student/postgrad.

Enrolment processes
General information
Detailed information about the particular enrolment dates and times and about the level of fees for which you will be liable will be provided either in your letter of offer of admission or subsequently. This section seeks to explain some of the procedures involved.

Enrolment and re-enrolment
You must be enrolled in each semester in order to remain a candidate for the degree you are undertaking. In October you will receive advice about re-enrolment for the following academic year. Re-enrolment is activated by pre-enrolling (a web-based function) and the advice you receive in October will guide you through this process.

If your pre-enrolment is successful, you will receive confirmation of your enrolment in late January. Please check this confirmation carefully to ensure the information provided is accurate (including dates of completion). Note that there may be further action you need to undertake to complete your enrolment, such as collecting a student card.

If your pre-enrolment is not successful, your faculty will contact you advising on the procedure to complete enrolment. Note that there is a second enrolment period at the beginning of Semester 2 at which enrolment details for Semester 2 are finalised.

If you have been absent from the University on an approved suspension of candidature you must re-enrol during the enrolment period immediately following the expiration of your suspension. Information about the procedures for re-enrolment after a suspension should be provided by your faculty when the suspension of candidature is approved.
Research Training Scheme

The Research Training Scheme (RTS), administered by the Department of Education, Employment and Workplace Relations (DEEWR), provides course fee exemptions for Commonwealth-funded higher degree by research (HDR) students for the duration of an accredited HDR course, up to a maximum of four years full-time equivalent study for a doctorate by research (including a professional doctorate which meets the research program criteria), and two years’ full-time equivalent study for a master’s by research. RTS students may be enrolled full-time or part-time.

A different funding arrangement may apply to students who commenced their candidature prior to September 2000.

It is expected that students registered for HDR complete within their maximum entitlement, and the RTS Guidelines stipulate that research students who are granted an extension beyond their maximum entitlement can no longer be funded by the Commonwealth.

When any HDR student (including pre-2001 students) withdraws from studies, the following applies if, at a later date, the student resumes study in the same course or another course at the same level:

- If three years have elapsed since previous enrolment, the student may be granted the maximum period allowed for the course under the RTS.
- If less than three years have elapsed since the previous enrolment, the student will have the period of any prior enrolment deducted from the maximum period allowed for the course under the RTS. This restriction applies even if the students enrol at a different institution.

RTS students may have a period of suspension (or accumulated periods) of up to 12 months within the terms of RTS (beyond which approval is at the discretion of the University). Periods of suspension do not count towards expenditure of RTS entitlement.

Where a student completes a research master’s and progresses to a doctorate, the entitlement is two years’ maximum for the masters and four years’ maximum for the doctorate study. This applies whether or not there is an interval between the two programs. (If the research masters is completed in less than two years, the maximum RTS entitlement for a doctorate remains set at four years.)

Where a student commences but does not complete a research masters and then successfully upgrades to a research doctorate, the RTS funding entitlement is limited to a maximum of four years. Similarly, if a student is required (for any reason, academic or personal) to downgrade from doctorate to master’s, and has already held an RTS place for more than two years at that point in time, no further Commonwealth funding is available.

RTS students may transfer to another institution, provided there is an RTS place available. The assumption is that a transferring student’s research would either be continued or modified to meet the requirements of the new institution: the student’s enrolment details and remaining RTS entitlement are part of the transfer.

Scholarships and loans

A variety of scholarships are offered by the University of Sydney, with many faculties also offering their own scholarships. Information on University scholarships such as the Australian Postgraduate Award (APA) and University Postgraduate Award (UPA) should be obtained from:

Research Office
Level 6, Jane Foss Russell Building, G02
Phone: +61 2 8627 8112
Fax: +61 2 8627 8145
Email: research.training@usyd.edu.au
Website: www.usyd.edu.au/ro/training/index.shtml

There are also a range of industry scholarships for projects in specific areas or disciplines, details of which are available from the Research Office or via your intended department or supervisor. Inquiries about faculty scholarships should be referred to the relevant faculty office (see Chapter 2 under ‘Administration’ for contact details).

The Scholarships and Prizes Office may be able to provide information on prizes, composition scholarships or externally funded scholarship opportunities that are available to postgraduate research students.

Scholarships and Prizes Office
Level 5, Jane Foss Russell Building, G02
Phone: +61 2 8627 8450
Fax: +61 2 8627 8485
Email: scholarships.reception@usyd.edu.au or prizess@usyd.edu.au
Website: www.usyd.edu.au/scholarships/

Students can also apply at the Financial Assistance Office for bursaries, student loans (up to $1500 interest-free for essential living and study expenses), and emergency cash loans.

Financial Assistance Office
Level 5, Jane Foss Russell Building, G02
Telephone: +61 2 9351 2416
Facsimile: +61 2 8627 8480
E-mail: fao@stuserv.usyd.edu.au
Website: www.usyd.edu.au/fin_assist

Note that application for a scholarship is a separate process which should be accompanied by a concurrent application for admission to candidature for the degree in question.

Scholarships for international students

International students who have applied for admission for a postgraduate research degree can apply for a variety of research scholarships, including the International Postgraduate Research Scholarship (IPRS) and the University of Sydney International Scholarship (USydIS).

Further information about these awards and the application process is available from the International Office. See Administration in Chapter 2 or visit the website at www.usyd.edu.au/future_students/domestic_postgraduate_research/costs_scholarships/costs.shtml

Candidature

Types of candidature

The University is not solely an examining body. Candidates for its courses are expected to carry out all phases of the work for the research degree under the control of the University and at places determined by the University. It is not necessary, however, that all of the candidature should be spent on a University campus. The code of practice in the appendices details a student’s responsibilities.

The normal maximum length of full-time PhD candidature is eight semesters (different expectations may apply to candidates who commenced prior to Semester 1, 2001). The maximum length of full-time candidature for research master’s degrees varies from faculty to faculty, but is generally four to six semesters.

Full-time candidates for research degrees do not keep to the normal semesters but work continuously throughout the year except for a period of four weeks’ annual recreation leave.
There is no strict definition of what constitutes full-time candidature but, generally speaking, if you have employment or other commitments that would prevent you from devoting at least the equivalent of a 35-hour working week to your candidature (including such attendance at the University for lectures, seminars, practical work and consultation with your supervisor as may be required) you should enrol as a part-time candidate.

If in doubt, consult your faculty or supervisor. A general guideline for the amount of time to be devoted to full-time candidature may be established by the terms of the award of an Australian Postgraduate Award (APA), which permits up to 20 hours of employment per week.

The University considers that what is required of a research degree, with respect to attendance, is that the best possible supervision arrangements are made for each particular candidate at each of the various stages of that candidature. This emphasis on individual requirements requires a clear statement of expectations and obligations at the commencement of each research program and on an annual basis thereafter.

International students who are in Australia on an international student visa are normally required under the terms of their entry visa to undertake full-time candidature only.

Research students and employment

It is possible for a person who is in employment to be admitted as a full-time candidate. This requires an employer certifying that the candidate can devote himself or herself full-time for the duration of the candidature to study and research under the control of the University. The employer must inform the University in the event of the candidate being required to undertake any duties which will interfere with their candidature.

Full-time research candidates are permitted to undertake part-time teaching duties providing these duties do not interfere with their candidature. Students are not obliged to teach, and also have no right to expect to be given teaching duties.

Fractional appointments of up to 0.6 are permitted. There may be occasions when a student is asked to perform duties on a full-time basis in which case suspension of the candidature should be sought. If you are receiving a scholarship, you must observe any terms and conditions regarding employment hours (see the section 'Scholarship holders', below).

Changing your enrolment

As a research candidate, if you wish to change your enrolment in any way, you should contact your faculty. This includes suspending your candidature (usually granted in one-semester blocks), taking a leave of absence (for less than one semester), counting time away, or transferring from full-time to part-time candidature (or vice-versa).

Please note that as research candidature is generally administered in semester-long blocks, in order for the change to take effect in a given semester most variations to enrolment will need to be received by the appropriate faculty office (see Chapter 2 for contact details) at least one week before the census date for that semester.

It is important that you lodge your request to vary candidature via the official paperwork available from your faculty office, and that the application be completed by all necessary parties before it is lodged. Requests to vary candidature will normally require the endorsement of both your supervisor and postgraduate coordinator or equivalent as a minimum, and you may need to provide additional details to support your request.

Suspension of Candidature and Leave of Absence

As your candidature is recorded in whole semesters, if your circumstances change and you are not able to study for a period it is advisable to apply for either a Leave of Absence or Suspension of Candidature.

For shorter periods (that is, less than one semester) you should apply for a Leave of Absence. This might be used to cover a period of illness or cause of substantial delay to your program of study, but will not be necessary for a brief illness or misadventure. A Leave of Absence does not change your dates of completion, but will be recorded on your record to explain any difficulties with progression or to provide background information for a later extension of candidature.

If circumstances cause you to be unable to study for a longer period of time (more than a few weeks), it may be advisable to seek a Suspension of Candidature. These are usually granted in one-semester blocks, and degree resolutions allow for up to two semesters of suspension during candidature. A suspension will mean that you will be regarded as not enrolled for the period of suspension, and will cause your dates of submission to be made later than they were before the suspension.

Research off-campus – ‘Complete Away’

There is provision for PhD candidates to complete their candidature away from the University. There may be circumstances where it would be desirable to work at another institution within Australia or overseas where there is access to particular research or facilities. This may include conducting fieldwork, data collection or other research away from the campus.

If you wish to work off-campus, with the support of your supervisor you should apply to the faculty office to count time away. The faculty will wish to know what arrangements are being made for your continued supervision while away from campus. Short visits of a few weeks to other institutions may be approved by your head of department/school if supported by your supervisor.

Note that the equivalent of at least two semesters of candidature for a PhD must be completed within the University, and one semester for a masters by research, in order for the degree to be conferred. This time need not be consecutive, nor does in necessarily need to be at the end of candidature. Section 4 of the University of Sydney (Doctor of Philosophy (PhD)) Rule 2004, to be found as Appendix 4 in this handbook, indicates what is expected of candidates in respect to attendance.

‘Complete Away’

If you will not be on campus during the final stages of preparing your thesis for submission, you will need to apply for permission to Complete Away. Keep in mind that you will need to have spent the equivalent of at least two semesters of your candidature at the University to be awarded the degree.

Converting between full-time and part-time candidature

It is usually possible for a full-time candidate to convert to part-time candidature (and vice versa). Any such application should be made through the faculty office. The maximum length of part-time PhD candidature is eight years, as opposed to four years for full-time candidature.

This length assumes the student has been enrolled part-time since commencement. When calculating the revised Latest Date of Submission for a candidate who is given permission to convert from full-time to part-time candidature, a pro rata method is used.

For example, if a candidate is permitted to convert to part-time candidature at the end of the third year of full-time candidature (having completed 3/4 of the maximum candidature), the maximum period of part-time candidature will be 1/4 of eight years, which is two years.

Transfer between full-time and part-time candidature can only be granted for semester-long blocks. It is not possible to change your status for only part of a semester, nor to vary your status after the census date for that semester.
Part-time candidature for research students

For part-time candidates the faculty or college has to be satisfied that:

1. the applicant will have sufficient appropriate time to complete the requirements within the maximum period
2. the research will be planned and carried out by the applicant under the control of the University and that supervision arrangements are satisfactory
3. the candidate will be able to attend at the University as required

An applicant should submit a detailed proposal including how the research will be carried out on a part-time basis, its relationship to her/his employment (if any) and arrangements for attendance at the University. The candidate may also need to provide a statement from an employer (if applicable) indicating that the candidate will have sufficient time to devote to candidature.

Requirements may vary between departments/schools and faculties. Keep in mind the University is not willing to act solely as an examining body and any research must be under the direction and supervision of the University.

Scholarship holders

There are other restrictions which apply to candidates on scholarships. Candidates on Australian Postgraduate Awards (APAs) and similar scholarships may engage in paid employment up to a maximum of 20 hours per week, evening, weekend and holiday work included; or no more than 50 per cent of a (35 hour per week) full-time position. No candidate holding an award may hold another position within the University which could cause him or her to exceed this restriction.

Some units may offer a supplementary scholarship in conjunction with offers of casual teaching or demonstrating. Departments/schools shall indicate a minimum number of hours that will be offered, up to a maximum number of contact hours that is not more than ten times the number of teaching weeks in the year.

The scholarship holder is encouraged to take up the offer of part-time teaching within the department/school but is not obliged to do so. Teaching duties may be carried out throughout the calendar year except that scholarship holders shall have a block of at least six weeks clear of teaching duties for research in addition to recreation leave.

Research programs: facilities and supervision

Each department/school should be able to provide an applicant or candidate with a statement of the facilities available in that unit and the procedures for accessing them. Facilities include laboratory space, photocopying, stationery and computing facilities, equipment, conference travel and maintenance.

Information should also be available about departmental/school research seminar programs and postgraduate consultative procedures. Facilities available will vary widely from unit to unit.

Under the Postgraduate Research Support Scheme (PRSS), funds will be made available each year to enable postgraduate research students to present papers at conferences, use specialist facilities and purchase specialist books that are essential to the student’s research. PRSS funds must be applied for and are awarded on a competitive basis. Receipt of funding is therefore not guaranteed.

General information about the PRSS is available from the website www.usyd.edu.au/ro/training/prss.

More specific information, application forms and closing dates are available from the relevant faculty office.

Research supervision

When you apply to undertake a research master’s degree or a PhD, the head of department/school has to be sure you are appropriately qualified for the course of study and research you propose and must certify that there are resources and facilities within the unit to enable your candidature to be completed successfully. An important part of those necessary resources is the availability of a suitably qualified supervisor.

The supervisor

The supervisor is that member of the academic or, as appropriate, senior research staff, appointed to take primary responsibility for the conduct of the candidature. The supervisor must be available at all stages of the candidature for advice, assistance, and direction and is responsible for the progress of the candidature to the head of department/school and the faculty or college. At least one associate supervisor will also be appointed (see ‘associate supervisor’ below).

A principle followed in the appointment of supervisors is that the candidate should, under normal circumstances, be able to expect continuity of supervision. This means not only that some form of supervision will be available at all times throughout the candidature, but that a staff member nearing retirement, for example, will not normally be appointed as supervisor unless prepared to undertake in writing to continue the supervision beyond their retirement.

The supervisor should also ensure that an acting supervisor is appointed during her or his absence from the University for any period of a month or more, and should assist the acting supervisor by informing them about the progress of the candidature.

The role and duties of the supervisor

A postgraduate research degree is a training exercise in which the candidate acquires knowledge of research methods and experience in planning, performing and publishing research under the guidance of a supervisor. The success of that training is assessed through a thesis, which in the case of a PhD is expected to provide some evidence of originality and thereby make some significant contribution to knowledge, at least some of which is publishable.

A successful research master’s thesis will likewise demonstrate a grasp of training in research methodology but may make a less original contribution than a doctoral thesis.

The responsibility of a supervisor over the initial phase of candidature extends to ensuring that facilities identified as necessary to the success of the project are provided, encouraging the candidate to extend his or her contacts within the department/school and elsewhere within the University (and outside as appropriate), ensuring that all parties in the research project are clear about their roles and responsibilities (including associate supervisors), and establishing an agreement regarding the frequency and nature of contact, especially between the candidate and supervisor.

While application procedures normally require the drafting of a research proposal, a critical early phase of any candidature is when the supervisor assists the candidate with drawing up a detailed research plan.

The supervisor must ensure the facilities are available within the department/school or the University to enable the project to succeed and should pay particular attention to the likely timescale of the project, bearing in mind that a three-year PhD candidature should be an objective.

The supervisor should ensure the candidate is aware of the standards expected of the degree concerned and identify with the candidate the particular research skills that will need to be acquired, if necessary providing clarification of how missing skills are to be obtained. This phase is also where the most appropriate data gathering and analysing techniques are established.
An important part of research training is the completion of a project within a particular timeframe. The supervisor and candidate should agree on the contact that will be necessary between them, particularly in the first year of a PhD candidature or first semester for master’s candidatures, acknowledging that these arrangements may need periodic review. This will include some agreed indicators of progress being made and will take note of known periods of leave for all participants.

The supervisor and the candidate should monitor progress made within the context of the overall research plan. The supervisor should ensure that sufficient time is left for writing up the thesis and that, if necessary, the scope of the project is reduced to meet the time available.

The supervisor has a responsibility to provide regular and constructive feedback to the candidate and should be aware of the need to make annual progress reports both to faculty and to any scholarship authority. Such reports require the candidate to sight and sign them. That should not be the first time at which either supervisor or candidate learns of some dissatisfaction with progress. The annual progress report can be downloaded from the Graduate Studies Committee website at www.usyd.edu.au/ab/committees/grad_studies_index.shtml

As the candidature progresses, different contact arrangements may be appropriate and will need to be negotiated, ensuring that both candidate and supervisor are clear on what each expects of the other.

It is recognised that the research experience of a candidate is unique and that arrangements will need to be flexible depending on the nature of the project, the personalities of the participants, and the stage of the research. It is essential that all parties communicate their expectations and adhere to any agreements made. It is advisable that such agreements be put into writing to avoid subsequent misunderstanding.

As well as supervising the research project, the supervisor may also need to provide advice about administrative matters, and so should be aware of where to find information about degree and other administrative requirements. The supervisor should ensure that necessary approvals are sought for student absences from the University or for any variations to candidature, and that the candidate receives any due entitlements within the department/school.

As need arises, and often at the commencement of candidature, the supervisor is responsible for advising each candidate of applicable government and institutional guidelines for the conduct of research, including those covering ethical requirements for studies on human or animal subjects, and the requirements for the use of potentially hazardous agents and equipment. Information about requirements are detailed in the University of Sydney Code of Conduct for Responsible Research Practice, set out in Appendix 2.

As far as possible, research supervisors should ensure that the work submitted by candidates is the candidates own work, and where there are doubts, they are valid. Supervisors should ensure that candidates are aware of the requirements regarding the retention of data within the University.

Agreement should be reached also between the candidate and the supervisor concerning authorship of publications and acknowledgment of contributions during and after the candidature. There should be open and mutual recognition of the candidate’s and supervisor’s contribution on all published work arising from the project, and there are guidelines established by the University governing the submission of co-authored and published work as part of a thesis.

Before the candidate commences writing the thesis, a supervisor should be able to advise on style and layout as appropriate to the discipline, and provide prompt feedback on drafts submitted.

When the thesis is submitted the supervisor is required to certify that the thesis is acceptable for examination and that appropriate ethics clearances have been obtained. The form to be completed to confirm the suitability of the thesis for examination may be found at: www.usyd.edu.au/ab/committees/phd_award_forms.shtml

This form must be completed by the supervisor then signed by the candidate and endorsed by both the postgraduate coordinator and where relevant the dean (or nominee) and should accompany the copies of your thesis when you lodge them for examination at your faculty office.

Difficulties of one sort or another may arise during the candidature, and supervisors should be aware of the problem-solving mechanisms and the support services which exist within the University for resolution of any issues with which they are unable to deal directly. The supervisor should also ensure that the postgraduate coordinator, head of department/school and the faculty or college are kept informed as necessary.

Associate supervisor
As well as a supervisor, the University also requires that at least one associate supervisor be appointed for every candidate. While the supervisor still bears overall responsibility for the candidature, the University recognises the value of there being available to the candidate someone other than the supervisor to whom the candidate can freely turn for advice.

The relationship between the supervisor and the associate supervisor may vary widely in relation to both the candidature and the project. The associate supervisor might have a largely custodial role, involved in the project and be able to step in to act as supervisor should the primary supervisor be unable to act, but not otherwise actively participate in the day-to-day conduct of the research.

Alternatively, the associate supervisor may provide key day-to-day contact with the candidate, for example in a laboratory situation away from the campus, or impart particular expertise or additional experience to the candidate. Associate supervisors can also be appointed from outside the University, so suitably-qualified research personnel in industry or government can assist in the conduct of a research project.

What is constant, is that the supervisor bears the ultimate responsibility for the supervision of the candidate, and is the University’s immediate point of contact in all matters pertaining to the candidature. In exercising this responsibility, the supervisor will often be expected to have consulted the associate supervisor(s) but associate supervisors are generally not required to be formally involved in the reporting process.

The responsibilities of the candidate
A PhD or master’s degree is research training with an output in the form of a thesis which measures the success of that training. Your responsibilities are outlined in the codes of practice in the appendices, but are summarised below.

You as a candidate have a responsibility to make yourself aware both of the legislative requirements for the degree in which you are enrolled and the objectives of that degree. You should also make yourself aware of government and institutional guidelines for the conduct of research and ensure that through your supervisor the necessary approvals for studies on animal or human subjects (including the use of questionnaires) are obtained.

While this should be made explicit as part of your induction, it is also important to ensure that you fully understand any Occupational Health and Safety (OH&S) requirements in the handling of materials or equipment associated with your research project. Feel free to ask questions until you are comfortable with OH&S requirements.

Part of the research training you are receiving is to be able to plan and execute a project within defined time limits. A thesis should therefore be planned and carried out within a clear timeframe, under the supervision of the University.
Your degree is undertaken under supervision. The selection and appointment of your supervisor is a matter of great importance in your studies, and you should play an active part in that process. You also have a responsibility to establish with your supervisor agreed methods of working, especially the nature and frequency of contact, and then to fulfil your side of any agreement.

You must attend agreed consultations and provide evidence of the progress you are making throughout your candidature, including submission of the annual progress review form. You must also participate in such departmental/school activities as are expected, including completion of any coursework, and participation in research seminars when they are offered.

You are responsible for drawing your supervisor’s attention to difficulties you are having, either in your research or in anything that is affecting your progress. If you have problems with your supervisor you should be aware of the mechanisms that exist for resolution of problems and take advantage of them (refer to the section below on ‘Satisfactory progress and resolution of problems’).

Should you need to take time away from study via suspension of candidature or spend time away from the University as part of your candidature, you are responsible for obtaining departmental, school and/or faculty approvals as appropriate.

You are also responsible for ensuring:

- that all the administrative requirements of the University, such as re-enrolling each year, are met
- that you have sufficient time allocated to write up your thesis and that you have ascertained what is necessary in terms of content, style and presentation, and
- adequate notice is given to your supervisor of the expected submission date of your thesis to allow timely selection of examiners.

If you are given permission to complete your candidature on a part-time basis or spend time away from the University as part of your candidature, you are responsible for obtaining departmental, school and/or faculty approvals as appropriate.

Note that you are solely responsible for the content, style and presentation of the thesis finally presented for examination, although you are strongly advised to follow the advice of your supervisory team as to whether they regard your thesis as ready for submission. Your supervisor must provide a signed statement that the thesis is suitable for examination before lodgement can take place, but they can indicate on this form that they have advised otherwise if you are determined to submit against their advice.

Satisfactory progress and resolution of problems

Satisfactory progress

The degree requirements for most postgraduate research degrees contain the provision that the faculty or college may:

- on the recommendation of the head of department concerned, call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the research degree, and
- where, in the opinion of the faculty, the candidate does not show good cause, terminate the candidature.

Annual progress review: research students

For research students the annual progress review form and the annual review process are mechanisms whereby the faculty can be assured that satisfactory progress is being made. It should not be the first point at which a supervisor and candidate discover there is a problem, and identification of difficulties on the form will not in itself resolve them.

The annual progress review form is the place to put on record any difficulties which may or may not have been avoidable, including periods of personal illness or misadventure.

The annual progress report form should also be an instrument for advising the faculty of the conditions of candidature to apply in the following year and whether the previous year’s supervisory arrangements proved satisfactory to ensure progress of candidature.

The annual review procedure requires that the candidate completes the first section of the form which includes a report on progress and provision of space, and comment about any problems faced during the previous year of candidature. On completion, the review form is forwarded to the supervisor, who will then comment on the candidate’s progress and forward the form to the postgraduate coordinator, who will generally interview the candidate before making a recommendation to the faculty or college on the progress of the candidature.

The candidate is required to sign the report after it is endorsed by the postgraduate coordinator to indicate that the comments of both supervisor and postgraduate coordinator have been read. You do not have to agree with the comments made, and space is provided for you to comment on the comments should you wish to do so.

The report is then forwarded to the faculty or college office for final endorsement, where the candidature can be continued, conditions imposed upon continued candidature for a specified time (such as a continuation of a probationary period, revision of progress after a further semester, completion of coursework or change of supervisory arrangements), or in some cases, terminated.

Departmental/school review

Departments/schools are required to have a formal process where the candidature of each postgraduate research student is reviewed at the end of the probationary period. The review’s purpose is to assist the candidate and relies on full and open communication. Departments and schools, candidates and supervisors are also encouraged to make use of such a review process at later stages of the candidature.

The review shall include an assessment of the research project, including the resources being made available, the candidate’s progress and the supervisory arrangements. It shall include participation by a staff member who is not the supervisor or the head of department or school and should normally be expected to include the postgraduate coordinator. There will normally be a segment where the student has the opportunity to discuss in confidence his or her progress in the absence of the supervisor.

An outcome will be considered by the head of department/school, if not directly involved, and the faculty concerned. Where difficulties have been identified, the report will include an agreed course of action which may include discontinuation.

Note that while this probation review will often coincide with the Annual Progress review conducted at the end of each calendar year, it need not do so, and departments/schools may conduct the probation review as and when they see fit.

Resolution of problems

Problems arising between the candidate and supervisor can and do occur. In some cases, the development of the topic as the project progresses means that the original supervisor’s area of expertise is no longer relevant and an alternative supervisor may be sought by either the candidate or the existing supervisor without discredit to either party.

Likewise, associate supervisors sometimes find themselves carrying out the bulk of primary research supervision and wish this to be formally recognised by a change of supervisory arrangements. Such concerns are usually able to be dealt with amicably at the local level,
and usually require the completion of a 'Change of Supervisor' form to be lodged with the faculty office.

Occasionally more serious obstacles to research progress develop, ranging from personality or professional clashes between the candidate and/or members of the supervisory team to more serious issues of academic or personal misconduct.

It is obviously desirable that these are addressed and settled as expeditiously as possible and preferably within the department/school. If a candidate and supervisor(s) cannot resolve their difficulties between themselves, either or both may approach the postgraduate coordinator, head of department/school or any other member of the permanent staff to assist with the resolution of the problem. The postgraduate coordinator and/or head should attempt to settle the dispute, but if this cannot be achieved within the unit the matter may be referred to the associate dean (postgraduate) or dean of the faculty or the equivalent within the college.

Advice may also be sought from the Student Advisers located at SUPRA. The Student Advisers provide professional and confidential advice or referral about any matters that may affect a student's candidature, from academic matters, processes, problems and appeals to general welfare issues. The student may also contact the University Counselling Service.

International students should be aware of the specific counselling support available in the International Student Services Unit (ISSU) for international students and their supervisor. A good relationship between supervisor and candidate, in any circumstances, can be difficult to establish and maintain, and cultural differences can impose additional complexity.

For problems that cannot be resolved at the faculty or college level please refer to the section on Appeals (Chapter 7).

Time limits and extension of candidature

A minimum and maximum period of candidature is specified for each candidate for a postgraduate research degree. Note that there are pressures on students and on universities for students to complete as soon as possible. Fee exemption scholarships cease after a specified time for the full-time PhD student, and APAs are for three years (with a possible extension of six months) for PhD candidates.

For research degree students the minimum period is also expressed as the earliest date at which you can complete the requirements for a degree. Your target should be to complete within the minimum period if at all possible.

If you are not able to complete by the earliest date of submission, you do not need to apply for an extension, but will normally have an additional year of full-time candidature (or equivalent) to complete your thesis, expressed by the latest date of submission.

If you are not able to complete by the latest date of submission, you should apply to the faculty or college board through your supervisor for an extension of candidature. Your application should explain why you do not expect to be able to meet the deadline and should refer to any difficulties that might have been experienced during the candidature. This should be referred to in your annual progress reports. Your application should also contain a realistic estimate of the time you require to finish.

You cannot assume that an extension will be granted. An aspect of the research training being undertaken is to complete a project within a deadline, and your supervisory arrangement should enable any difficulties inherent in the nature of the project to be identified at an early stage of the candidature. Requests for extension must be made in advance and not retrospectively.

Withdrawal

If your circumstances are such that you are unable to anticipate when you will be able to resume your studies, you should seek to withdraw from your course by writing to the faculty office. If you withdraw from study and circumstances later permit you to resume, you will have to reapply for admission. On successful readmission, some credit might be given for the work that you had done up to the time of withdrawal but in effect you will be commencing a new candidature.

If in any year you fail to re-enrol as instructed, including timely return from an approved suspension of candidature, your candidature will be regarded as having lapsed and you will need to re-apply for admission to candidature to resume study.

Assessment and examination

This section covers the assessment and examination for research degrees as well as providing information about University policies. It is your responsibility to ensure you have an understanding of the University's policies in relation to responsible research, plagiarism, academic honesty and ethical behaviour. If you have any questions regarding these policies you should approach your faculty.

Code of Conduct for responsible research

The University of Sydney Code of Conduct for Responsible Research Practice and Guidelines on Dealing with Allegations of Research misconduct is included as Appendix 2 to this handbook.

The guidelines include material on retention of data, publication and authorship, the role of research supervisors and disclosure of potential conflict of interest.

Academic dishonesty and plagiarism

The University has strict policies and guidelines on plagiarism, copying, recycling and other forms of academic dishonesty. The Code of Conduct for Responsible Research Practice and Guidelines on Dealing with Allegations of Research misconduct includes plagiarism (and misappropriation) under the definition of research misconduct, and explains the actions that will be taken if an allegation of misconduct is made. The policy can be found in Appendix 2 or visit www.usyd.edu.au/ab/policies/Rsch_Code_Conduct.pdf.

It is your responsibility to ensure you have an understanding of the University's policies in relation to academic dishonesty and plagiarism. If you have any questions regarding these policies you should approach your faculty.

Ethics approval

Projects that involve human and/or animal subjects need to be approved by the appropriate ethics committee. It is a supervisor's responsibility to advise a candidate of the need to apply for ethical approval for research. Further information is available in Chapter 6 and at www.usyd.edu.au/ethics.

If your project involves animal subjects, there is a two-day workshop on animal ethics which you will be expected to attend at the beginning of your research degree. Your supervisor will advise you as to when it will be available.

Please note that scholarship payments cannot be made to students who have failed to obtain ethical clearance where their research requires ethical approval.

Research programs: assessment and examination

At the end of the degree program you will present a thesis for examination by experts in your field. In most cases, the award of the degree depends entirely on the thesis. The examiners know nothing about the candidate or the way that the research project proceeded other than what is contained in the thesis presented for examination.
It is important, therefore, that the thesis is self-contained and conveys clearly the description of the project, how it relates to the field as a whole, how the project was pursued, what techniques were used and how successful they were, and the outcomes of the research.

All this must be presented in an integrated, coherent form that displays the competence of the candidate and demonstrates that a substantial and original contribution to knowledge has been made.

The University has not laid down detailed requirements as to the layout of the thesis other than is set out below with respect to binding.

Expectations and conventions as to what should be in a thesis vary from discipline to discipline. Departments will often recommend particular style guides or may even have their own publication. Precedent in the form of copies of successful theses in a departmental or school library is another useful reference point although these may have been written when current word processing technology was not available. SUPRA also has advice on the content and means of production of theses in its publication The Thesis Guide, available from www.supra.usyd.edu.au/Pub/Thesis_Guide/TG-04.pdf.

Submission of thesis

A handy checklist of actions that you need to take before submitting your thesis for examination is available from SUPRA’s website, at www.supra.usyd.edu.au/Adv/documents/PhD.pdf.

Please keep in mind that whilst the examination of your degree is governed by Academic Board policy and Senate resolutions, there are some discipline and faculty specific variations to processes and suggested timelines for action, so please ensure that you check with your faculty office in the lead up to submission of your thesis.

Presentation

The Academic Board has prescribed for the PhD the overall form of the thesis, the part published work can play, and the availability of the thesis once examined. It requires a supervisor to declare that a thesis is sufficiently well prepared to be examined; that it is legible, clearly expressed and generally free from typographical and grammatical errors.

The statement also attests that appropriate ethics clearances have been obtained, and that the research and writing embodied in the thesis are those of the candidate except where due reference is made in the text.

There are no University guidelines as to the layout of the thesis. Typeface, font size, spacing, double-siding and the like are matters for which you should seek advice from your supervisor or postgraduate coordinator. Ensuring that the thesis is legible and easily able to be examined will facilitate the process. Note that the University will not proceed with the examination of a thesis not considered to be in a form suitable for examination.

The thesis requirements for the degree of Doctor of Philosophy can be met by a portfolio of musical compositions where the thesis includes prefatory analytical notes for each composition. In such a case the thesis shall be submitted as a bound volume of International A3 or A4 format.

Binding

The form of presentation of the thesis is prescribed for the PhD and many other master’s degrees in similar form. Normally, theses may be submitted in either temporary or permanent binding. Many examiners express a preference for theses that are temporarily bound as they are less bulky to examine and easier to mail back, but provided the basic requirements are met the choice of binding is an individual one. Consult your supervisor or Postgraduate Coordinator if you need guidance.

It is the policy of the University to expect that, where examiners have drawn attention to errors and typographical mistakes in a thesis, these should be corrected in all copies of the thesis that are to remain in the University (ie in the University Library and any faculty, departmental or school library).

In 2008 around 94.5 per cent of all PhD candidates were required to make some emendations or corrections, so do not assume your thesis will be passed without the need for changes to be made. Emendations do not have to involve re-keying and re-printing if a black ink/biro amendment is clear. Emendations can also be made by way of an appendix to the thesis.

Theses submitted in a temporary binding should be strong enough to withstand ordinary handling and postage. The preferred form of temporary binding is thermal or ‘perfect’ binding, which generally entails a soft cardboard cover into which pages are affixed by heat-fused glue. Note that ringback or spiral binding is not acceptable.

Theses submitted in a permanent form (see below for electronic submission) shall normally be on international standard A4 size paper sewn and bound in boards covered with bookcloth or buckram or other binding fabric.

The title of the thesis, the candidate’s initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear in lettering on the front cover or on the title page. The lettering on the spine, reading from top to bottom, should conform as far as possible to the above except that the name of the University of Sydney may be omitted and the thesis title abbreviated. Supporting material should be bound in the back of the thesis as an appendix or in a separate set of covers.

Length of thesis

The word limits for research degrees are set by faculties and vary from degree to degree. Please check the resolutions for your degree in the relevant faculty handbook. Handbook information is available from www.usyd.edu.au/handbooks/.

Please note that word limits do not include footnotes.

Preface

In presenting your thesis you will be required to state in general terms in the preface, and more specifically in the notes, your sources, the animal and human ethical approvals obtained, the extent to which you have used the work of others and that portion of the thesis you claim to be your own original contribution.

Generally speaking, you will be permitted to incorporate in your thesis work which you may have submitted for another degree provided you identify it as such but, of course, you may not submit a thesis that has already been successfully presented for a degree at this University or elsewhere.

Inclusion of publications

The University of Sydney (Amendment Act) Rule 1999 (as amended) allows for a candidate to submit in support of candidacy, any publication of which the candidate is the sole or joint author, along with evidence identifying the sections of the work for which the candidate is responsible.

The Academic Board has approved the policy Submission of Doctor of Philosophy (PhD) Theses Containing Published Work to guide this process. You should consult this policy and discuss any additional requirements with your faculty. The policy is available online at: www.usyd.edu.au/ab/policies/PhD_Theses_Published_Wk.pdf.

If you choose to include published work in the body of your thesis, then ensure the thesis is a consistent and unified whole, prepared specifically for the submission of examination for the degree. Critically place any published works used in the body of the thesis in the context of the appropriate field of study and the thesis as a whole. You may only include published work if the research and publication of the work occurred during the course of your candidature.
Number of copies

The number of copies of a thesis required varies according to the degree. For example the PhD requires four copies to be submitted, while the Doctor of Juridical Studies in the Faculty of Law and most master's degrees require three copies of the thesis.

You should check the appropriate Senate and faculty resolutions for any degree-specific requirements. The Senate resolutions for the PhD are available in the Calendar while faculty resolutions for other research degrees are available in the appropriate faculty handbook.

Summary

A summary of approximately 300 words must also be submitted with a PhD thesis.

Library copy

During the examination process it is important that one copy remain in the safekeeping of the Registrar while others are being examined. After the award of the degree one copy, corrected as necessary, printed on archival paper and bound in a final form, must be lodged with the Registrar for deposit in the University Library. Individual faculties may require an additional copy, also corrected and bound in a final form, to be lodged in a faculty or departmental/school library. Other copies of your thesis may be returned to you as they are received back, in due course, from examiners. Usually the faculty office will write or telephone to say that copies are available.

The statutes relating to the lodgement of theses in the Library are prescribed in the University of Sydney (Amendment Act) Rule 1999 (as amended) included in Appendix 5 of this Handbook.

The requirement for the library copy to be printed on archival paper is because of the eventual disintegration of works printed on normal paper. The University Librarian has advised that any paper described as 'acid free' or 'archival' is of archival quality and acceptable for use in the copy deposited in the University Library. Most paper used for computer printing is 'acid free'. The University Copy Centre and SUPRA carry stocks of such paper, as do many commercial stationery stores.

Both SUPRA and the University Publishing Service (UPS) are equipped to copy theses economically, and UPS does temporary bindings for examination and case bindings for permanent lodgement. SUPRA also maintains a list of binders that is available on request. Call (02) 9351 3715 or email admin@supra.usyd.edu.au.

Public availability of thesis

It is University policy that a thesis which results from a program of advanced study and research should be lodged immediately in the University Library and/or departmental/school library after the degree has been awarded. There it becomes immediately available for consultation and, subject to your copyright rights, for photocopying and microfilming.

A program of advanced study and research should only be undertaken if these conditions can be fulfilled. The statutes relating to public availability of theses are prescribed in the University of Sydney (Amendment Act) Rule 1999 (as amended) included in Appendix 5 of this Handbook.

There are two types of circumstance for which these provisions may not apply:

- During your candidature it may become clear that it will be necessary for you to use confidential material which you would not be at liberty to disclose in the thesis. In this situation the faculty or college may recommend to the Graduate Studies Committee that permission be granted to include, in an appendix, material essential to the thesis but which may not be made available for general inspection. Access to the appendix would then be restricted by the University Library for a period normally not exceeding five years. The examiners of the thesis and, as necessary, members of committees concerned with the examination will have unrestricted access to the appendix. The University Librarian may also grant access under certain conditions to bona fide scholars. See also the comments about collaborative research projects in Section 5 on intellectual property. Permission to include material in an appendix must be sought during your candidature and not after your thesis is completed.

- You may also apply for a deferment of public availability of your thesis if you are preparing your thesis for publication and have reason to believe your interests would be at risk if the thesis were immediately available. For example, an application for deferment might be made to allow time for registration or protection of intellectual property such as the filing of a patent application. Where this can be anticipated, it is important to apply as soon as possible and to provide an adequate explanation to allow the application to be assessed.

Sponsoring bodies/agencies should be made aware of the University policy which endorses the principle of early publication, and where possible the need for and duration of deferment should be included in the initial funding contract. In any case, applications for deferment of public availability of the thesis should be made as soon as the need for deferment is identified, and certainly before the thesis is submitted for examination.

Potential examiners will also need to be made aware of the confidential nature of the thesis matter and may be required to sign confidentiality agreements before the thesis can be examined.

Your faculty can grant a deferment of up to six months without further consultation and can recommend to the Graduate Studies Committee that a further deferment, normally no longer than an additional six months, be granted. In exceptional circumstances you may apply to defer public availability for a longer period. In all cases application is made via your faculty office, on the appropriate form, available from your faculty or from: www.usyd.edu.au/ab/committees/phd_award_forms.shtml

In all such applications, you should set out clearly the reasons for your request and submit firm evidence supporting it, such as a letter of acceptance from a publisher, contract with an industry partner or an explanation of the necessity to maintain confidentiality to protect patent or other rights. You will also need the support of your supervisor and head of department.

Submission

When you submit the required number of copies to the faculty office your thesis should be accompanied by the statement from your supervisor stating that the thesis is suitable for examination. Many faculties will not accept your thesis unless it is accompanied by this statement.

At this point you will sign the statement about your thesis being available for public use after examination and will receive a receipt acknowledging lodgement. If appropriate, this receipt can then be used to claim thesis preparation expenses. Please contact your faculty office for advice if you will not be able to submit your thesis in person.

Once your thesis is lodged the faculty office will affix a label inside covering copyright in relation to the thesis before it is distributed for examination.

Electronic submission of theses

The Academic Board has made provision for electronic submission of theses for the purpose of examination where the candidate wishes to submit in this form and examiners are prepared to examine in this way.

While the present print form of submission is likely to remain the most acceptable form of submission for the foreseeable future, this new method will probably become increasingly popular with the passage of time and improvements in technology. It will also provide a saving in thesis printing and binding costs and examining time.
The introduction of the electronic option does not detract from the present system in any way and only increases the degree of choice available to both candidates and examiners.

The rules relating to electronic submission are set out in detail in Appendix 3. Students who wish to submit electronically need to inform their supervisor and faculty of their intention at least three months before their expected date of submission. Additionally, they need to specify clearly the medium(s)/format(s) in which they wish to submit.

It is the responsibility of the supervisor to advise examiners about the electronic format(s) available and to ascertain whether or not the examiner has the appropriate software available for electronic examination. It is not intended that examiners negotiate the format or that it be discussed between candidate and examiner.

The University provides general guidelines on the preferred form of electronic submission, with Academic Board policy suggesting submission of the thesis on disk. It is noted that the title of the thesis, the candidate’s initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear on both the title page of the thesis and on a label affixed to the disk.

The Academic Board also suggests that each chapter must be contained in a separate document. Some faculties have decided that they prefer theses submitted electronically to be submitted as a single document, preferably in PDF format, which may easily be emailed to examiners.

It is also suggested that a hard copy of the thesis should normally be submitted for retention by the faculty office even when the thesis is being examined electronically, although faculties may waive this requirement.

If after examination the degree is awarded, candidates who elect to have their thesis examined electronically must still submit one permanently bound copy of the corrected thesis printed on acid-free paper, for lodgement in the University Library. Note that the degree will not be awarded until this has been done.

Dissemination of your thesis
As the Library is one of the contributing members to the Australian Digital Theses Program, you may also wish to have your thesis included in this database. Information regarding this project, the relevant deposit form and instructions on uploading your thesis may be obtained from the Library website: www.library.usyd.edu.au/theses/subfaq.html.

You may wish to have your thesis listed in Dissertation Abstracts International and to be available for purchase from its publisher, University Microfilms International. Details, including the fee charged for this service, can be obtained by consulting the UMI website at: http://tts.il.proquest.com/en-US/products/dissertations.

Examination of thesis
The examination rules for the PhD are included in Appendix 3 in this handbook. While these rules refer specifically to the PhD, faculties are required to follow them (with appropriate modifications) for other research degrees.

Appointment of examiners
The examination process starts before the thesis has been completed. The University attempts to avoid any unnecessary delays in the examining process, and one way of reducing delays is to ensure that when the thesis is submitted the examiners have been arranged and are willing and ready to act.

You, as the candidate, should know when your thesis is likely to be ready for examination and alert your supervisor to identify suitable available examiners. Particularly at some times of the year, it can take time to make contact with potential examiners who are able to examine when your thesis is expected to be submitted.

You are required to let your supervisor and/or the head of your department/school know, three months before you expect to submit your thesis. The ‘Notice of Intention to Submit Thesis’ form is available from your faculty.

If you wish to submit your thesis in electronic form, advise your supervisor and/or the department/school, by way of the appropriate form available at the faculty office, at least three months prior to submission.

While the appointment of examiners remains the responsibility of the University, you, as a candidate, may make an input. In appointing examiners the University seeks to ensure that they are appropriately qualified in and conversant with current research in the field concerned, are familiar with the requirements for the degree in question, and are free from bias for or against the candidate or supervisor.

You as the candidate may indicate in writing to your head of department/school, chair of the postgraduate committee or dean of your faculty, the name of any person you believe should not be appointed as an examiner, clearly stating your reasons. You may also initiate with your supervisor and/or head a discussion as to the range of possible examiners.

Care must be taken not to jeopardise the integrity and independence of the examination process. As such, you will not be privy to the names of the examiners chosen to mark your thesis until after the examination is complete, and only then if they agree to the release of their details.

In the case of the PhD, the recommendation for appointment of examiners is made on a form which iterates the requirements expected of examiners and asks for supporting documentation if the examiner is not obviously research active or qualified by virtue of an academic appointment to so act (if they have retired, for example, or work in industry). The procedure is similar but less elaborate for master’s degrees.

Before a PhD thesis can be dispatched for examination, the examiners must be approved by the PhD Award Sub-Committee of Academic Board to ensure that they are suitably qualified to assess your work for the award of the degree.

Due to the time taken to approve the appointment of examiners, it is essential that the appointment process is commenced before you submit your thesis to avoid delay in the examination of your thesis. Lodgement of the Intension to Submit form three months before submission prompts the faculty to contact your supervisor to formally commence the appointment process.

Generally, your supervisor will recommend the appointment to your head of department/school (who officially forwards the recommendation to the dean for endorsement before it is on forwarded to the PhD Award Sub-Committee. Once the PhD Award Sub-Committee has approved the appointment, the faculty are contacted and the examination may commence as soon as your thesis is lodged.

Number of examiners
Three examiners are required for the PhD, DSW and EdD and generally two for master’s degrees and for the SJD and doctorates by research and advanced coursework.

From 2001, it is a requirement of University funding that every postgraduate research thesis, including those at the master’s level, be examined by at least one external examiner. In 2000 the Academic Board determined that there must be at least two examiners external to the University for the PhD degree, that an internal examiner need not be expected, and that the supervisor cannot be an examiner.

The examination
The examiners are requested to report within two months of receipt of the thesis. The faculty or college office monitors their progress and sends reminder notices if an examiner has not responded, and, if absolutely necessary, moves to appoint a replacement examiner.
4. Research information

On occasions there are problems with getting examiners’ reports returned promptly. However, delays can be lessened by having examiners ready to act on receipt of the thesis at the time they expected to receive it, and ensuring where possible that your thesis is submitted at the time indicated on your ‘Intention to Submit’ form. If your thesis is not submitted within three months of the appointment of examiners, those examiners may need to confirm their continued willingness and availability to examine.

Examiners are required to produce independent reports on a thesis and are not told who the other examiners are. If consultation inadvertently takes place, they are asked to indicate in their reports the extent of that consultation.

Recommendations on thesis

When all the examiners’ reports have been received, in respect of master’s degrees, the EdD, DSW and SJD, they are sent to the head of department/school for a recommendation. The head, particularly if there is any disagreement among the examiners, should, if reasonably possible, consult the supervisor and the annual progress reports before making a recommendation.

In the case of master’s degrees the recommendation is made to the dean of the faculty or to a designated associate dean or college officer who will either act or refer the recommendation to the faculty or college postgraduate committee.

In the case of the EdD, DSW, SJD and other doctorates by research and advanced coursework, the recommendation is made to the PhD Award Sub-Committee which can either award the degree without further conditions or subject to minor correction or subject to the making of emendations, or it can refer the recommendation to the faculty’s postgraduate committee.

In the case of the PhD there has been a series of delegations allowing the relevant faculty, in certain circumstances depending on the recommendations of the examiners, to award the degree without further conditions, subject to minor correction, or subject to the making of more substantial emendations, or the satisfaction of other conditions. In other circumstances a recommendation is made to the PhD Award Sub-Committee which can decide on whether or not to award the degree and under what conditions.

The outcomes that are possible are as follows:

• that the degree be awarded without further conditions
• that the degree be awarded subject to minor correction before the degree is conferred (this includes correction of minor errors or omissions in the thesis, such as incorrect citations, omissions, or typographical errors, which must be corrected but which do not alter the conclusions of the thesis)
• that the degree be awarded subject to emendations being made in all the copies of the thesis to be retained in the University except in the case of the report of an oral examination, that the candidate be required to pass an additional (usually oral) examination or answer specific questions put by an examiner except in the case of the report of an oral examination, that further examination processes be gone through such as the appointment of an additional examiner or the appointment of an additional examiner to act as an assessor or the referral of the reports to the other examiners together with the comments of the supervisor that the candidate not be awarded the degree but allowed to revise and resubmit the thesis within a prescribed maximum period of time that the degree not be awarded.

The policy and procedures relating to oral examinations are set out below.

Where the recommendations of the examiners are all for award or for award subject to minor correction, the requirement for a recommendation from the head of department/school is dispensed with and the degree is awarded at faculty level. The candidate will be advised any corrections that are necessary by his or her head of department/school or supervisor. These corrections must be made in

the Library copy of the thesis which must be lodged before graduation can occur.

Where the decision is that the degree will be awarded subject to the making of emendations the candidate will be advised what emendations are necessary by his or her head of department/school or supervisor. The Academic Board considers that copies of the thesis retained within the University (in Fisher or departmental libraries, for example) should be as free of error as possible and that where examiners have pointed out errors these should be corrected in all copies.

When these corrections/emendations have been completed to the head of department/school’s satisfaction, the head so advises the faculty office which, after it receives a copy of the thesis for lodgement in the University Archives, writes a further letter advising that the degree is to be awarded.

Any emendations or corrections should normally be made within three months of the candidate being informed of the outcome. If this has not happened within that time the head of department/school is required to report the circumstances to the faculty or college’s postgraduate committee which could then determine that the degree not be awarded. Quite simply, the sooner the emended thesis is submitted, the sooner your degree will be awarded.

If you are required to revise and resubmit you will be informed of this decision and invited to comment on the recommendation (see below). You will be advised on how long you have to complete the revision and when you will be expected to submit the revised thesis, and will be required to re-enrol for this period.

At the end of the revision period, you will resubmit copies of the thesis following the same process as for the first examination. Note that the same examiners will be reappointed to assess the revised thesis unless those examiners are unwilling or unable to act or the faculty considers that there are good academic reasons for not doing so.

When a thesis is submitted for re-examination, the examiners do not have available to them the recommendation of further revision and a third examination. Such a recommendation is available to the department/faculty only in exceptional circumstances and would require the special permission of the Graduate Studies Committee. In the case of a revised thesis, there is no option for the candidate to request that an oral examination be conducted.

In the circumstance that it has been recommended that the degree not be awarded, it may be possible to resubmit the thesis for a lower degree, graduate diploma or graduate certificate, either after some additional work or immediately. In the case of some degrees there is provision for the award of a lower degree without re-submission. For example, an MA can be awarded to an MPhil candidate.

If a faculty or college board forms the intention not to award the degree or not to award but allow revision and re-submission, there is a period of deferral to allow a process of consultation with the candidate. You will be advised in writing of the faculty or college board’s intent and may be given unidentified copies of such of the examiners’ reports as the examiners have said may be released.

You then have four weeks to give notice that you wish to provide comment on the proposed resolution of the faculty and a total of eight weeks to actually do so. This is a time when you should consult with your supervisor and/or your head of department/school or the associate dean or dean.

This process is intended to allow you to bring forward any additional information that you believe should be taken into account. Your comments, if any, are then considered by the faculty or college board and a decision made.
Examiners' reports
When this examination process is complete you will be sent the reports of the examiners or extracts from those reports. If the examiner has agreed to the release of his or her name the report will be identified, otherwise, reports are anonymous.

Examiners are asked to return their copies of the thesis by surface mail. You will be advised if and when these are received back in the faculty office so that you can either collect them or give instructions for their disposal.

Examiners are requested to make all comments or note all necessary corrections in the formal examination report, so access to the hard copy of the thesis that they have examined is generally not needed to complete any recommended changes before submission of the final version of the thesis.

Please note that while examiners are requested to return theses sometimes they fail to do so (especially if they are located overseas) and do not respond to further reminders. That is generally as far as the University will take the matter, so please do not harass administrative staff to chase outstanding copies.

Occasionally an examiner will ask to keep a copy of a thesis and such a request will be passed on to you after the examination process is complete. It could be an advantage for you in your professional career to comply with such a request, but you are by no means obliged to do so.

Oral examination of PhD Theses
This form of examination may not be appropriate for some projects. Students should discuss the possibility of an oral examination with their supervisor and faculty early in their candidature.

The objectives of an oral examination
An oral examination or re-examination of a thesis is seen as a desirable means of assessment, since it provides a means:

• to test the comprehension of the candidate of the field of study described by the thesis and any appended material
• to clarify points either of principle or of detail in the thesis
• to assess the contribution made by the candidate to the content and presentation of the thesis
• to provide an educationally rewarding and personally satisfying finale to the PhD candidacy, and
• to give the candidate the benefit of advice from the examiners.

In addition, the oral examination has the potential to reduce the length of a thesis examination by, for example, directly familiarising the examiners with the University's standards and expectations, by clarifying points which might otherwise be dealt with by re-examination, and by providing a firm date for completion of the examination.

Note: The oral should not be a forum in which the examiners' recommendation(s) are debated or challenged by the head of department/school, supervisor or candidate.

The content of the oral examination
The oral examination of the thesis examines only that material which would be examined by a thesis-only examination (ie the content of the thesis and any appended material).

The recommendation to conduct an oral examination
The dean of the faculty, or nominee, has the responsibility for determining that an oral, rather than a thesis-only examination, be conducted.

• An oral examination of the thesis can be recommended by the head of department/school or requested by the student. (To be consistent with other resolutions, however, a student cannot request an oral examination of a resubmitted thesis.)

• The head of department/school should already have discussed the examination process, including the possibility of an oral examination, with the student, and should confirm with the examiners their willingness to conduct an oral examination before appointment.

• An oral examination of the thesis is approved by the dean or nominee.

• An oral examination of the thesis will be approved only if the head of department confirms that the department/school will arrange the oral examination and bear the associated costs (including where necessary travel and accommodation for the examiners or the provisioning of video-, web- or tele-conferencing facilities).

• The examiners are notified and must agree to participate.

• The dean appoints a convener from the faculty in which the candidate has been studying.

• The examiners' written reports are required within eight weeks of the submission of the thesis.

• The oral examination is set, prior to the submission of the thesis, for a date within approximately 10 weeks after the date of submission.

• If the student fails to submit the thesis by the nominated date, the oral examination reverts to a thesis-only examination.

• Each examiner provides an interim recommendation.

• The convener examines the examiners' reports and recommends to the dean whether an oral should be held (eg no oral may be needed if all recommend: award, awarded subject to minor correction, revise and resubmit, non-award).

• If the dean agrees that no oral is required, the examiners are so advised and informed that their interim recommendations become confirmed recommendations.

• If no oral is required, the examiners' reports and recommendations are processed as for a thesis-only examination.

Conduct of the oral examination
The oral examination is conducted in the following manner:

• The candidate, head of department/school and supervisor are given copies of the examiners' reports and interim recommendation.

• The oral examination is chaired by the convener. The candidate may be accompanied by another member of the University, nominated by the candidate.

• The oral examination will normally last between one and two hours. Absent examiners may participate by video-, web- or tele-conferencing, as may the candidate.

• Absent examiners may send questions to the convener.

• Detailed responses to questions provided by absent examiners need not be returned to them.

• At least two examiners must participate in person or by video, web or telephone link.

• At the conclusion of the discussion with the candidate, the convener and the participating examiners prepare the examining committee's recommendation in camera.

• The supervisor and the head of department/school will not be present at the closed session, but the head will be consulted and the supervisor advised about the result to be recommended after the completion of the oral examination.

• The convener advises the candidate of the examiners' recommendation.

• The examiners may resolve to recommend that the degree be awarded subject to conditions listed in the examiners' report. These conditions should be addressed to the satisfaction of the head of department/school. In this case, the convener, in consultation with the head of department/school, will determine the emendations required.

• The convener prepares a report, endorsed by the members of the examining committee present, describing procedures followed, conclusions reached and advice given to the candidate.

• The candidate and head of department endorse the report as appropriate.

• The convener forwards the report to the dean.

• Should the examiners participating in the oral examination fail to agree, the convener asks them to supply any revision of their interim reports within two weeks. The examiners' final reports and the convener's report are then considered by the University as for the examiners' reports in a thesis-only examination.
Outcomes of the oral examination

If the examiners recommend award of the degree, or award subject to the making of emendations and the head of department/school agrees, the dean can approve award of the degree. The conduct of an oral examination and the result of the examination are reported to the faculty postgraduate studies committee and the PhD Award Sub-Committee for noting.

If the head of department/school disagrees with the examiners’ report and/or the examiners recommend revise and resubmit or non-award, the examining committees’ report, the head of department/school’s comments and, if appropriate, the candidate’s comments are forwarded to the faculty’s postgraduate studies committee and the PhD Award Sub-Committee for consideration under sections 3(4) of the Resolutions of the Academic Board relating to the Examination Process (as set out in Appendix 3).

This is not intended to represent a form of veto by the head of department/school. It simply reflects the existing practice in which the head of department/school is required to comment on the examiners’ reports.

Role and responsibilities of the convenor

 Normally, the convenor, appointed by the dean of the faculty, will be from a department/school other than the one in which the student is enrolled. The convenor is a representative of the dean, and is authorised and required to:

• discuss with the candidate in advance, the nature of the oral examination, noting that candidates are expected to prepare their own defence
• advise the candidate, before the examination, of the main issues to be raised by examiners, observing, however, that examiners would have the right to ask other questions
• assure the candidate that the examination is intended to be constructive and helpful
• chair the closed session of the oral defence of the thesis
• explain the proceedings to the examiners and the candidate
• advise the candidate at the end of the session, on behalf of the dean, of the outcome of the examination
• give the head of department/school the opportunity to append comments to the convenor’s report on the oral examination, and
• provide a report to the dean of the faculty, outlining the procedures followed, the conclusions reached and advice given to the candidate; this report should be written at the conclusion of the oral examination and endorsed by the members of the examining committee present.

Outcomes of candidature

When the award of the qualification has been approved and the corrected, archival copy of the thesis has been lodged in the Library, the Registrar will write advising you of this and will send you details of the next conferring ceremony at which you may graduate.

A graduation information package will be sent several weeks before the ceremony, which will include tickets for three guests, information about the graduation ceremony itself and academic dress hire. A booklet about academic dress is available from the Student Centre and the academic dress for the various degrees is also listed in the Calendar.

Alternatively, you may apply to have your degree conferred in absentia, without attending a graduation ceremony. Information about how to arrange this will be sent with the graduation package. Note that until the qualification has been conferred, you are not entitled to call yourself a graduate in that course or to use any title associated with it.

For more information about graduation, please visit the Graduations Unit website: www.usyd.edu.au/studentcentre/grads.

Post-submission

Traditionally, on submission of a thesis for examination, a candidate is no longer considered to be a student and access to core services ceases. The University recognises, however, that access to facilities such as email and the Library are essential to students immediately post-submission, to allow for preparation of publications arising from your research, maintain relationships with academic contacts, and ultimately to make any emendations that may be required before submission of the archival copy of your thesis.

Throughout 2009, students will automatically continue to have full borrowing rights at the Library from the time of submission until the award of the degree. Continuing access after award is currently being discussed by the Library and Alumni & Community Relations.

At the time of publication, automatic continuing email access after submission is still being finalised, so please check with your faculty office if you need continued access to email after you submit your thesis.

Grading systems for postgraduate research degrees

All faculties which award grades in postgraduate award courses, whether research or coursework award programs, are asked to use the same grading system that is used University-wide for undergraduate programs (that is, the Fail, Pass, Credit, Distinction and High Distinction system).

In respect of research master’s degrees, a degree may be either awarded or not awarded at the end of the examination process, as for the PhD, and no provision should exist for research degrees to be awarded with any class or classes of honours or with merit or other distinction.

Provision should be made, however, for the thesis to be allocated a grade of Pass, Credit, Distinction or High Distinction. A candidate is able to award one of these grades as a thesis final result. This result will then be entered upon candidates’ transcripts of academic record and can be used for scholarships ranking.

Faculties need to inform examiners of the range of marks used by the University for awarding grades.
5. Intellectual property, authorship and copyright

Please note that the information below is based on the University of Sydney (Intellectual Property) Rule 2002, which is currently being revised. For the latest version of this Rule, check Policy Online: www.usyd.edu.au/policy.

Intellectual property

Intellectual property is a term which refers to a collection of specific rights which attach to the results of intellectual activity, including those in the industrial, commercial, scientific, literary and artistic fields.

The University's Intellectual Property Policy is expressed as the University of Sydney (Intellectual Property) Rule 2002 (IP Rule), and can be also found at Policy Online: www.usyd.edu.au/senate/policies/Intellectual_Property_Rule.pdf

The Guide to the Rule is included at Appendix 7.

The rights and responsibilities of students differ from those of members of the University's general and academic staff. The University acknowledges in its current IP Rule that students own any intellectual property that they create pursuant to their studies unless they agree to some other arrangement made under a contract.

The information below pertains solely to students. Students who are also members of staff should ensure they are aware of the different provisions of the IP Rule which apply for staff and students. Which provisions of the IP Rule apply in such circumstances will depend on whether the person undertaking the work is acting in the course of their employment at the University, or as a student.

There may be occasions when, in return for benefits, you would like to assign some of your intellectual property to the University. Your participation in some research projects, such as industry-sponsored projects, may be subject to an assignment of your IP to the University in return for the same benefits received by staff members. Sometimes this is required as a result of contractual obligations the University has made to third parties.

It is important that all such IP assignment and/or scholarship agreements be made to the mutual satisfaction of all of the parties. Issues such as ownership and the distribution of benefits from the use of some intellectual property, need to be resolved before your participation in the project begins.

Students should note that a requirement to assign intellectual property to another party in exchange for a scholarship may make that scholarship subject to income tax.

As already stated, under the University's current IP Rule students own the intellectual property that they create unless an explicit written agreement to transfer it to someone else is made. No agreement to any transfer or restrictions should be made without you taking the opportunity to seek advice.

General advice on assigning your IP to the University can be obtained from your supervisor or your student representatives. Advice on what is required to assign your IP to the University can be obtained from staff of the University's Sydnovate Office or Office of General Counsel.

However, it is important to note that University lawyers and staff are not able to provide you with legal advice on whether you should assign your IP rights to the University or the implications of an assignment. In relation to such issues the University suggests you consider obtaining independent legal advice from a third party, such as a solicitor familiar with these issues.

Important issues for students relating to intellectual property arise in the consideration of copyright, inventions, and involvement with confidential research projects. A brief summary of the major issues relating to each of these is given in the following paragraphs.

In the process of working with each other, students and other researchers, such as their supervisors, may jointly create new intellectual property. In such circumstances, the joint owners of the intellectual property need to work cooperatively together to ensure the best outcomes from its use.

Copyright

Generally the author of a work is the owner of copyright in it and this is the case for a thesis produced by a postgraduate student. In the event that there are multiple authors to a work, each is entitled to exercise all rights in relation to the whole work.

Copyright in a written work is automatically established as soon as it is created, and in Australia the author does not have to take any steps to bring this about.

It is the practice of the University not to enter into collaborative or contract research agreements which involve students and which would prevent either the submission and examination of the thesis during the period set by Senate or the inclusion of any necessary material.

This said, there are provisions within the University of Sydney (Amendment Act) Rule 1999 (as amended) for requesting that part of a thesis or the thesis in its entirety be withheld from public availability in the University Library for a period.

Once a thesis is lodged in the library it may be used, but only under the normal conditions of scholarly fair dealing for the purposes of research, criticism or review. In particular no results or conclusions should be extracted from it nor should it be copied or closely paraphrased in whole or in part without the written consent of the author. Proper written acknowledgment must be made for any assistance obtained from the thesis.

Candidates should ensure that they are aware of their rights and responsibilities under copyright legislation including the concept of 'fair dealing' in respect to copying copyright material.

For further information about copyright, contact your supervisor, the Sydnovate Office, Office of General Counsel, SUPRA, or a solicitor.

Information provided in the guide to copyright at http://www.usyd.edu.au/copyright/ may also be of assistance.

Confidential research and public availability of theses

The statutes and regulations of the University require that a thesis be publicly available in the University Library after examination. In special circumstances, public availability of a thesis may be delayed in accordance with a schedule and procedures established by the University's Senate and detailed in the University of Sydney (Amendment Act) Rule 1999 (as amended), which are included as an Appendix of this Handbook.

A candidate involved in work which is funded by a contractual arrangement should ensure that he or she is fully informed about any conditions which could restrict disclosure of information.
If you develop new intellectual property which requires registration to ensure its protection, such as patenting, then you should seek advice from your supervisor or the Business Liaison Office as to any restriction which proceeding to register this new intellectual property may place on your thesis and its publication.

Postgraduate students who are involved in contract or collaborative research need to have a clear understanding of any restriction or delay to publication that is required by the sponsor of the research prior to commencing the work.

A student’s supervisor, Head of School and the staff of Sydnovate are ready to assist students who are attempting to evaluate the opportunities and restrictions presented through participation in a collaborative project. In no case should the submission and examination of theses be delayed beyond the period set by the Senate, nor should any necessary material be excluded.

The sponsor can request that a thesis is submitted in confidence to examiners for evaluation and the public availability be restricted for a short time if it is agreed that public availability would adversely affect the commercialisation of the results of the project. Such a delay will require an approval by the Graduate Studies Committee.

The application to the committee should be made through your head of department and faculty. The application must contain adequate justification for the request.

Inventions

For the purposes of this section, inventions includes patents, innovation patents, circuit layouts, trade marks, designs, Plant Breeders’ Rights, Plant Variety Rights, copyright in all forms and know-how. The capacity to exercise exclusive rights in relation to an invention, such as the sole right to use it, may require explicit registration, such as a patent application.

The University will assist any student in reviewing the opportunities for commercially exploiting an invention that the student has produced in the course of his or her study and that the student owns.

Although initial advice is both confidential and free, any action taken by the University to protect and commercialise an invention created by a student will require the student to first assign the invention to the University. Contact should be made with the Sydnovate Office after discussing the matter with your supervisor and Head of School.

Authorship and acknowledgement guidelines

Agreement should be reached between the student and the supervisor concerning authorship of publications and acknowledgement of contributions during and after the candidature. There should be open and mutual recognition of the candidate’s and supervisor’s contribution on all published work arising from the project.

Both ethically and legally, all people who have made a substantial contribution to the production of work should be acknowledged.

It is suggested that the question of acknowledgement, including the likelihood of co-authorship, be discussed at the beginning of a project with all who are likely to participate. Agreement should be reached then, but decisions may need to be reviewed as the project proceeds.

Co-authorship

As a guiding principle it is understood that a co-author would have an excellent mastery of the subject.

Academic rank should neither preclude nor necessitate co-authorship. Special attention should be paid to the contributions of postgraduate students. They should be co-authors, as should others, if they have contributed significantly to the project.

Other acknowledgements

It is recommended that acknowledgement of contributions below the level of co-authorship be detailed in proportion to the importance to the project.

The following lists were designed to draw attention to contributions which should be considered for acknowledgement. They should be consulted for formulating decisions on co-authorship and other acknowledgement.

People who may be involved in the execution of a project include:

- animal attendant
- archivist
- collaborator
- computer personnel
- director/manager/coordinator
- electron microscopist
- laboratory assistant
- laboratory manager
- photographer
- postgraduate
- professional officer
- research assistant
- technical officer
- typist
- undergraduate.

Their areas of involvement in a project might include:

- initiation of project: concept formation; review of area/topic; integration of first two above; discussion; writing funding proposals
- pilot work: design and analysis strategy; execution and analysis of pilot study
- equipment: development of procedures/devices/measures for evaluation of experiments; designing technical equipment; building technical equipment
- computer programs and database system: development of original programs/tables; designing or adapting alternative programs/tables; computer/statistical construction and analysis
- execution of complete project: refer to list of people who may be involved
- analysis: analysis strategy; computation/analysis
- writing up: designing paper; literature review; empirical evidence; drafting paper, including bibliography; draft revision; final write up; illustrations; typing; index (for books).

Contacts

Sydnovate
Level 5, SIT Building (J12)
Cleveland St and City Rd
University of Sydney NSW 2006
Phone: 9351 4000
Fax: 9351 3636
www.usyd.edu.au/sydnovate
Office of Ethics Administration

The Office of Ethics Administration ensures that all University of Sydney research is conducted in accordance with State Acts and National Codes of Practice. All new and existing animal and human research ethics applications are processed and monitored by the Office of Ethics Administration which serves as the point of contact for the Animal Ethics and the Human Ethics Committees. All inquiries regarding the research ethics process should be made to:

Office of Ethics Administration
Level 6, Jane Foss Russell Building, G02
City Road, Darlington Campus
The University of Sydney NSW 2006
Website: www.usyd.edu.au/ethics/

Human Ethics

University of Sydney staff and students who intend to conduct research involving human participants as part of an Honours, Diploma, Masters, Doctorate or other higher degree must apply for approval from the University’s Human Research Ethics Committee (HREC). Research must be granted HREC approval BEFORE it can commence. The HREC does not give retrospective approval.

Research involving humans may include:

• Administering questionnaires/surveys
• Conducting interviews or focus groups
• Investigating or observing human behaviour
• Routine testing of human participants
• Administering drugs, ionising radiation, chemical agents or vaccines
• Any other experimentation involving human beings

Research involving humans undertaken at any of the University’s affiliated research institutes (see Research Centres at www.usyd.edu.au/research/about/research_centres/index.shtml) must also be approved by the HREC.

Some research projects, such as those which involve a student researcher undertaking research with patients in one of the University’s teaching hospitals, may only require ratification by the HREC.

Postgraduate students should submit their applications to the HREC via the Office of Ethics Administration. Further information and application forms are available at the Office of Ethics Administration website: www.usyd.edu.au/ethics/human/general_information/

Contact Human Ethics staff
Marietta Coutinho
Email: mcoutinho@usyd.edu.au
Tel: 8627 8176

Patricia Engelmann
Email: p.engelmann@usyd.edu.au
Tel: 8627 8172

Kala Retnam
Email: kretnam@usyd.edu.au
Tel: 8627 8173

Portia Richmond
p.richmond@usyd.edu.au
Tel: 8627 8171

Human Ethics Facsimile
Fax: 8627 8177

Animal Ethics

The Animal Ethics Committee (AEC) is responsible for overseeing the safety and wellbeing of all animals used in research and teaching within the University. All research and teaching at the University which involves animals requires ethical approval from the AEC. The AEC meets 11 months of the year (February - December) to consider applications to use animals.

The use of non-human vertebrate animals for research and teaching in New South Wales is directed by a variety of federal and state legislation, codes of practice, guidelines and University policy.

The key regulatory provisions in New South Wales can be found within the Animal Research Act 1985 (“the Act”) and the Animal Research Act Regulation 2005.

Under the Act, University departments and faculties which carry out procedures using live animals must have a Scientific Procedures Premises Licence, issued by the Department of Primary Industries. AECs review, approve and monitor the research and teaching projects which emanate from these licensed premises.


The Code defines how animal work should be overseen and monitored, and identifies general principles governing the ethical and humane use and care of animals within science. AECs apply these principles to animal ethics approval and monitoring within the University.

Code of Practice

It is the responsibility of the investigator to ensure that all facets of animal care and use meet the requirements of the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes. This includes a responsibility to protect and promote the welfare of animals used.

The Code of Practice embodies the principles of:

1. Reduction of animal use
2. Replacement of animal use
3. Refinement of animal use

These are known as the “3 Rs”. It is important to consider these principles when designing and carrying out projects.

Requirements of the Code

The Code requires that animal use in research must be:

• valid
• humane
• justifiable
• considerate
6. Ethics

It also requires researchers to actively seek alternatives to the use of animals in research and to justify why the use of animals is essential for their project.

The Code describes the responsibilities of people who use or supply animals for research, the responsibilities of Animal Ethics Committees, and the responsibilities of accredited research establishments. The Code requires that the welfare of the research animals is always given consideration as a top priority.

All use of animals for scientific purposes in New South Wales must comply with the code.

Postgraduate students should submit their applications to the AEC via the Office of Ethics Administration. Further information and application forms are available at the Office of Ethics Administration website: www.usyd.edu.au/ethics/animal/

Contact Animal Ethics
Tel: 02 8627 7174
Fax: 02 8627 8180
Email: rtodd@usyd.edu.au
7. Appeals against academic decisions

Any student may appeal against an academic decision. All information regarding appeals is located in the Calendar 2010. Calendar located at www.usyd.edu.au/calendar

If you wish to lodge an appeal against an academic decision you should read the following policies:

• The University of Sydney (Student Appeals against Academic Decisions) Rule 2006. Policy located at www.usyd.edu.au/senate/policies/Ac_Appeals_Rule.pdf


• The University of Sydney (Doctor of Philosophy (PhD)) Rule 2004. Policy located at www.usyd.edu.au/senate/policies/PhD_Rule.pdf

Note: It has been expedient throughout this document to refer to faculties and deans of faculties. It should be understood that the procedures are to be read as also applying to colleges and boards of study and the college principals and directors.

Comprehensive information on appeals policy, types of appeals and relevant forms can be found at the the Student Affairs Unit website at www.usyd.edu.au/student_affairs/AcAppeals_index.shtml
7. Appeals against academic decisions
Appendix 1: Code of Conduct for Students

1. Principles
This Code of Conduct has been formulated to provide a clear statement of the University’s expectations of students in respect of academic matters and personal behaviour.

Study at the University presents opportunities for interacting with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The University reaffirms its commitment to:
• high academic standards, intellectual rigour and a high quality education
• intellectual freedom and social responsibility
• recognition of the importance of ideas and the pursuit of critical and open inquiry
• tolerance, honesty and respect as the hallmarks of relationships throughout the University community, and
• high standards of ethical behaviour.

All students are required to be aware of and act consistently with these values.

2. Coverage
This Code of Conduct applies to all students of the University of Sydney, in respect of all actions and activities (including inaction or inactivity) relating to or impacting on the University or its students and employees. It must be read in conjunction with the statutes, rules, and resolutions of the University.

3. Definitions
In this Code of Conduct:

Student means all students of the University of Sydney, including but not limited to fee paying students, HECS students, PELS students, audit students, Centre for Continuing Education students, Centre for English Teaching students, exchange students, Study Abroad students, Summer School students and Winter School students.

Employee means all staff of the University of Sydney, (including full-time, part-time or casual staff).

4. Personal conduct
All students must:
• treat all employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity
• maintain a cooperative and collaborative approach to inter-personal relationships
• act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students
• respect the privacy of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students
• ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public or other students to access or use the resources of the University, including the University of Sydney Library resources, lecture theatres and laboratories, and
• ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public or other students.

5. Academic conduct
All students must:
• ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and resolutions of the University of Sydney. Students must not enrol in additional units of study outside the degree resolutions even if the student information system allows it when enrolling online. It is a student’s responsibility to maintain current information in the student information system, and observe key dates and deadlines
• read all official correspondence from the University, including email
• act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests
• avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically
• conform to the University’s requirements for working with humans, animals and biohazards
• behave professionally, ethically and respectfully in all dealings with the University’s learning partners during extramural placements and practicums, and
• use University resources, including information and communication technology resources, in a lawful and ethical manner and for University purposes only, unless express permission has been granted for non-University or private usage.

6. Authority
This Code of Conduct was approved by the Academic Board pursuant to the University of Sydney (Academic Governance) Rule 2003 on 2 February 2005.
7. Useful references

Please note that this is not an exhaustive list of the policies applying to students at the University. The full set of University policies is available from Policy Online at www.usyd.edu.au/policy.

Academic conduct

Academic Honesty in Coursework (plagiarism)  

Animals: Australian code of practice for the care and use of animals for scientific purposes, 7th Edition 2004  

Appeals, academic: Student Appeals Against Academic Decisions, Academic Board Resolutions  
www.usyd.edu.au/ab/policies/Student_Appeals_Ac_AB.pdf

Assessment and Examination of Coursework  

Ethical Conduct in Research involving Humans: National Statement  

Generic Attributes of Graduates of the University of Sydney, 1997  

ICTR: Policy on the use of information and communication technology resources (ICT resources)  


Library use: University of Sydney Library Rule 2003  

Management and evaluation of coursework teaching  
www.usyd.edu.au/ab/policies/Mngt_Eval_Cwk_Teaching.pdf

Postgraduate: Attendance: Postgraduate Courses  
www.usyd.edu.au/ab/policies/PG_Attendance.pdf

Postgraduate Research Higher Degree Training Supervision at the University of Sydney  

Responsible Research Practice: Code of Conduct and Guidelines for Dealing with Allegations of Research Misconduct  

Student Discipline: University of Sydney By-Law 1999, Chapter 8  

Supervision: Code of Practice for Supervision of Postgraduate Research Students  

Teaching and Learning: Guidelines for Good Practice in Teaching and Learning  

Personal conduct

Alcohol: Policy and Guidelines on Consumption  

Campus Access Policy  

Discrimination Prevention Policy: Your Rights and Responsibilities  

Equal Opportunity in Education  
www.usyd.edu.au/senate/policies/EO_Education.pdf

Harassment Prevention Policy: Your Rights and Responsibilities  

HIV or Hepatitis: Policy on Students with HIV or Hepatitis  

ICTR: Policy on the use of information and communication technology resources (ICT resources)  

Library use: University of Sydney Library Rule 2003  

Occupational Health and Safety Policy Statement  

Occupational Health and Safety: Policies and Guidelines  
www.usyd.edu.au/risk/policies/ohs

Policy on children on University Premises  

Student Discipline: University of Sydney By-Law 1999, Chapter 8  
Appendix 2: Code of Conduct for Responsible Research Practice

Preliminary

1. Definitions
In this document:

Researcher means all staff members and students carrying out research under the imprimatur of the University.

2. Aim
This document establishes a framework of responsible research practice and conduct.

Code of Conduct for Responsible Research Practice

1. Introduction
The University of Sydney holds Researchers responsible for scholarly and scientific rigour and integrity, in obtaining, recording and analysing data and in presenting, reporting and publishing results.

Rigour and integrity are indicated by:

1.1 giving appropriate recognition to those who have made an intellectual contribution to the contents of a publication;

1.2 obtaining the permission of the author before using new information, concepts or data originally obtained through access to confidential data;

1.3 conforming to University requirements for working with humans, animals, and biohazards;

1.4 using research funds in accordance with the terms and conditions under which those funds were received;

1.5 disclosing to the University any conflict of interest (financial, personal or other) that might influence their research.

2. General ethical considerations
2.1 An institution conducting scholarly, creative and scientific activity must ensure that it fulfils a collective responsibility of commitment to high standards of professional conduct. Researchers also have an individual duty to ensure that their work enhances the good name of the institution and the discipline to which they belong.

2.2 Researchers should only participate in work that conforms to accepted ethical and discipline standards and that they are competent to perform. When in doubt Researchers should seek assistance from their designated academic supervisor(s).

2.3 Institutions and Researchers have a responsibility to ensure the safety of all those associated with research. It is also essential that the design of projects take account of any ethical guidelines specific to a discipline area and the published University ethics guidelines and procedures.

2.4 If data of a confidential nature are obtained, for example, from individual patient records or questionnaires, confidentiality must be observed and Researchers must not use such information for their own personal advantage or that of a third party. In particular, Researchers must observe the University’s legislative responsibilities and policies relating to privacy of personal information used in research. It is the obligation of the Researcher to enquire whether confidentiality applies and of the principal researcher to inform team members and co-researchers of their obligations with respect to any such confidentiality requirements.

2.5 Research results and methods should be open to scrutiny by colleagues within the institution and, through appropriate publication, by peer review. Where confidentiality provisions apply, data must be kept in a way that reference to them by third parties can occur without breaching confidentiality.

2.6 Secrecy may be necessary for a limited period in the case of contract research. Confidentiality provisions in research contracts or separate confidentiality agreements may be entered into by the University, the Researcher and the client or sponsor of research. Where such agreements limit publication and discussion, limitations and restrictions must be explicitly stated in the agreement. All Researchers should ensure that they are familiar with and comply at all times with the confidentiality obligations in research contracts.

3. Retention of data
3.1 Sound research procedures entail the discussion of data and research methods with colleagues. Discussion may also occur after the research is complete, often because of interest following publication. It is in the interests of all Researchers to ensure that research data are safely held in the University for a minimum period of five years. For some types of data, for example, clinical data, a longer period is appropriate. Researchers are also required to comply with the University’s legislative responsibilities and policies with respect to record keeping.

3.2 Data must be recorded in a durable and appropriately referenced form. Each department or research unit must establish procedures appropriate to their needs for the retention of data and for the keeping of records of data held. Data must be kept in a way that reference to them by third parties can occur, except where confidentiality applies.

3.3 A copy of the original data should be retained in the department or research unit in which they were generated. Data obtained from limited access databases or in a contracted project may not be able to be retained. In such cases, a written indication of the location of the original data or key information regarding the limited access database from which it was extracted must be kept in the department or research unit. Individual Researchers are able to hold copies of the data for their own use. Nevertheless, it should be understood that retention solely by the individual Researcher provides little protection to the Researcher or the institution in the event of an allegation of falsification of data. Researchers who leave the University within a period of five years of the collection of the data should ensure that the department or research unit where the data were generated retains a copy of the data.

4. Publication and authorship
4.1 Where there is more than one author of a publication, one author (by agreement among the authors) should formally accept overall responsibility for the entire publication. Such formal acceptance must be in writing and kept on file in the department or research unit of that author, together with the names of all other authors.

4.2 The minimum requirement for authorship of a publication is substantial participation in conceiving, executing or interpreting at least part of the research reported. “Honorary authorship” is unacceptable. Authorship means that a person is listed as an author of a publication only when they have participated in a substantial way
in the conception, execution or interpretation of at least part of the work described in the publication.

4.3 Due recognition of all research participants is a part of a proper research process. Authors should ensure that the work of research students/trainees, research assistants, technical officers and other staff is properly acknowledged.

4.4 The named authors of the publication must read and sign a statement indicating that each of them has met the minimum requirements for authorship and who is the author taking overall responsibility for the publication. Such a statement must include an indication that there are no other "authors" of the publication, according to the definition under 4.2. If, for any reason, one or more co-authors are unable to sign the statement, the Head of the research unit or department may sign on their behalf, noting the reason for their unavailability. This statement should accompany the work to the publishers and a copy should be retained in the department or unit.

4.5 Publication of multiple papers based on the same set(s) or sub-set(s) of data is improper unless there is full cross referencing (for example, by reference to a preliminary publication at the time of publication of the complete work, which grew from it). Simultaneous submission to more than one journal or publisher of material based on the same set(s) or sub set(s) of data should be disclosed at the time of submission.

5. The role of research supervisors

5.1 Supervision of each research student/trainee (including honours, masters and doctoral students and postdoctoral fellows) should be assigned to a specific, responsible and appropriately qualified Researcher.

5.2 The ratio of research students/trainees to supervisors should be small enough to ensure effective interaction, as well as effective supervision of the research at all stages.

5.3 Research supervisors should advise each research student/trainee of applicable government and institutional guidelines for the conduct of research, including those covering ethical requirements for studies on human or animal subjects, and requirements for the use of potentially hazardous agents.

5.4 Research supervisors should be the primary source of guidance to research students/trainees in all matters of sound research practice.

5.5 As far as possible, research supervisors should ensure that the work submitted by research students/trainees is their own and that, where there are data, the data are valid.

5.6 Where possible, the Head of a Department or research unit should be personally involved in active research supervision and observe the research activities of those for whom he or she is responsible. Professional relationships should be encouraged at all times. In particular, there should be wide discussion of the work of all individuals by their peers.

5.7 Research conditions for all involved in a research team/project, and reference to relevant University policies, should be outlined in a letter from the principal investigator when team members are engaged.

5.8 Research supervisors should ensure that any Intellectual Property embodied in the research is protected appropriately according to the relevant University policies.

6. The role of the Department/School

Insofar as Researchers carry out their research within Departments or Schools, departmental staff have a responsibility to adhere to the Code of Conduct for Responsible Research Practice and associated University policies. The Head of Department/School has a responsibility to put in place procedures to facilitate and monitor the issues raised in this document.

7. Disclosure of conflict of interest

7.1 Disclosure of any conflict or potential conflict of interest is essential for the responsible conduct of research.

7.2 Researchers are obliged to disclose to their academic supervisor, research team leader and co-researchers any affiliation with or financial involvement in any organisation or entity with a direct interest in the subject matter or in the provision of materials for the research. These would include benefits in-kind such as the provision of materials or facilities for the research and the support of individuals through the provision of benefits (for example, travel and accommodation expenses to attend conferences). Where a research student’s scholarship or studentship is funded by a company which has an interest in the research results and the academic supervisor has an interest in the company, the academic supervisor must disclose that interest at the time of the award of the funds.

7.3 Researchers who are staff members must disclose to their academic supervisors actual or perceived conflict between their personal interests and relationships and their duties and responsibilities as research staff of the University.

8. Disputes

Team member disputes or grievances arising out of the conduct of any research should be referred to the principal researcher for resolution or to the academic supervisor where relevant. Grievances between staff members can be dealt with under the grievances procedures contained in the enterprise agreements.

9. Allegations of Research Misconduct

Allegations of misconduct that arise out of the conduct of research must be dealt with in accordance with the University’s Policy on Dealing with Allegations of Research Misconduct.

Guidelines for Dealing with Allegations of Research Misconduct

1. Introduction

The Code of Conduct for Responsible Research Practice aims to ensure a research environment that minimises the incidence of Research Misconduct. It is inevitable, however, that there will be some allegations of misconduct. It is therefore essential that the University have in place effective and efficient procedures for dealing with such allegations.

The University has policies for dealing with allegations of misconduct against academic and general staff as well as procedures for dealing with allegations made against students.

While these policies/procedures must be followed when dealing with allegations of Research Misconduct there are specific matters connected with research that must be taken into consideration.

The purpose of this document is to set out how these specific matters should be dealt with in conjunction with the implementation of the above policies and procedures.

2. Definition of Research Misconduct

2.1 The University considers Research Misconduct by a staff member to be misconduct (which includes serious misconduct) and a breach of its Code of Conduct. It is also considered to be misconduct on the part of a student as defined in Chapter 8 of the By-law 1999.

2.2 “Research Misconduct” means fabrication, falsification, plagiarism, or other academically dishonest practices that seriously deviate from those that are commonly accepted within the scientific and scholarly community for proposing, conducting, or reporting research. It includes the misleading ascription of authorship, including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, and the lack of appropriate acknowledgment of work primarily produced by a research
Appendix 2: Code of Conduct for Responsible Research Practice

student/trainee or associate. It does not include honest errors or honest differences in interpretation or judgements of data.

2.3 Examples of Research Misconduct include, but are not limited to, the following:

2.3.1 Misappropriation: A researcher or reviewer shall not intentionally or recklessly:

2.3.1.1 plagiarise, which is understood to mean the presentation of the documented words or ideas of another as his or her own, without attribution appropriate for the medium of presentation;

2.3.1.2 make use of any information in breach of any duty of confidentiality associated with the review of any manuscript or grant application;

2.3.1.3 intentionally omit reference to the relevant published work of others for the purpose of inferring personal discovery of new information.

2.3.2 Interference: A researcher or reviewer shall not intentionally and without authorisation take or sequester or materially damage any research-related property of another, including without limitation the apparatus, reagents, biological materials, writings, data, hardware, software, or any other substance or device used or produced in the conduct of research.

2.3.3 Misrepresentation: A researcher or reviewer shall not with intent to deceive, or in reckless disregard for the truth:

2.3.3.1 state or present a material or significant falsehood; or

2.3.3.2 omit a fact so that what is stated or presented as a whole states or presents a material or significant falsehood.

3. Protection of interested parties

3.1 Allegations of Research Misconduct require careful handling. When an allegation is made, the protection of all interested parties is essential. Interested parties may include:

3.1.1 the person bringing the allegation;

3.1.2 the person against whom an allegation is made;

3.1.3 research students/trainees and staff working with the person concerned;

3.1.4 journals in which allegedly fraudulent papers have been or are about to be published;

3.1.5 funding bodies that have contributed to the research; and

3.1.6 in some cases the public - for example, if a drug is involved.

3.2 Adequate protection of the complainant and the accused demands absolute confidentiality and reasonable speed in the early stages of investigation. On the other hand, the protection of other parties may involve some disclosure. This is a matter for the Vice-Chancellor or his or her nominee to decide.

4. The receipt of allegations

4.1 Allegations of Research Misconduct may originate from within the University, from other institutions, in learned journals or in the press. Allegations from outside the University must be referred to the Vice-Chancellor in the first instance. The Vice-Chancellor will then determine if he or she will nominate a designated person to deal with the matter.

4.2 Where the allegation originates from within the University, the matter is to be referred to the Deputy Vice-Chancellor (Research and Innovation) (DVCR) as the Vice-Chancellor’s standing nominee for dealing with such complaints. The University however, encourages its staff and research students/trainees to raise their concerns with their Head of Departments, Supervisor or Chair of the relevant Faculty Research Committee in the first instance.

4.2.2 A reference to the DVCR in this document includes any nominee appointed by the Vice-Chancellor to deal with allegations of Research Misconduct from outside the University.

4.3 Advisers on Integrity in Research

Chairs of Faculty Research Committees will act as advisers on integrity in research and should be familiar with the literature and guidelines on Research Misconduct. The literature available includes the Joint NHMRC/AV-CC Statement and Guidelines on Research Practice as well as the University’s own Code of Conduct for Responsible Research Practice. The task of a Chair is to give confidential advice to staff and students/trainees about what constitutes Research Misconduct, the rights and responsibilities of a potential complainant, the rights of the person complain about and the procedures for dealing with allegations of Research Misconduct within the University.

4.4 Designated Person to Receive Internal Complaints

Persons intending to make an allegation should consider having a confidential meeting with the DVCR to determine if lodging a formal allegation is appropriate. It may be that there are other ways of dealing with the perceived difficulty.

4.5 Lodging a Complaint

Allegations are to be made, preferably in writing, to the DVCR in the first instance. The DVCR will inform the Vice-Chancellor immediately on receipt of the allegation and will keep the Vice-Chancellor informed as the investigation progresses.

5. The initial investigation

5.1 The purpose of the initial investigation is to determine how to proceed with the allegation.

5.2 To the maximum extent possible, all affected persons will be treated with confidentiality. If necessary the DVCR will take appropriate interim administrative action to protect funds provided by external funding bodies.

5.3 If the allegation is against a member of the Academic Staff, the DVCR must follow the procedures set out in the policy ‘Misconduct Procedures: Academic Staff’.

5.4 If the allegations is against a member of the General Staff, the DVCR must follow the procedures set out in the policy ‘Misconduct Procedures: General Staff’.

5.5 If after consideration (and where necessary, informal investigation) of an allegation against a student the DVCR is of the view the matter warrants further investigation he or she shall inform the Registrar of the alleged misconduct in accordance with clause (62)(1) of Chapter 8 (Student Discipline) of the University of Sydney By-law 1999. Alternately the DVCR may determine that there is no substance to the allegation, refer the matter back to the student’s supervisor for appropriate counselling or such other action the DVCR deems appropriate. Consideration or initial investigation of the complaint may include interviewing the student.

5.6 The initial inquiry must be conducted expeditiously and, where possible, within seven days. Where the DVCR considers it necessary he or she has the power to secure appropriate expertise from within or outside the University to assist with the informal inquiries, taking precautions to ensure no real or perceived conflict of interest exists.

6. Action on the completion of the initial investigation

6.1 Action on completion of the initial investigation into allegations against a staff member shall proceed in accordance with the relevant policy.
6.2 Where the DVCRI has determined that the allegation against a student warrants further investigation then the matter must be referred to the Registrar.

6.3 The Vice-Chancellor (on advice from the DVCRI) shall judge whether there are individuals or organisations that need to be informed at this point. This may depend on the degree of confidentiality that has been achieved. Appropriate action may be needed to protect or restore the reputation of persons alleged to have engaged in Research Misconduct when allegations are not confirmed. Appropriate action may be needed to protect from victimisation those persons who, in good faith, have made allegations of Research Misconduct.

7. Where the decision is that the allegation is serious and warrants further investigation

7.1 An investigator, appointed to conduct further investigations into an allegation, should conduct that investigation, where possible, within four weeks of the referral of the matter to him/her. The investigator shall have the power to secure necessary and appropriate expertise from within or outside the University to assist with the investigation. The investigator shall take precautions to ensure no real or perceived conflict of interest exists. The investigator should normally be from outside the relevant academic unit or outside the University working within the same discipline or field of study.

7.2 If the staff member is in receipt of a grant from an external funding body, the Vice-Chancellor will advise the Secretary of that funding body, in confidence, that a case is being formally investigated. The Vice-Chancellor and his or her nominees will take appropriate interim administrative actions to protect funds granted by external funding bodies.

7.3 Again, at this point, appropriate action may be needed to protect or restore the reputation of persons alleged to have engaged in Research Misconduct when allegations are not confirmed. Appropriate action may be needed to protect from victimisation those persons who, in good faith, have made allegations of Research Misconduct.

8. Special requirements

8.1 There are other matters which shall be considered by the Vice-Chancellor and his or her nominees at all times in dealing with any initial inquiry or further investigation into Research Misconduct.

8.1.1 Where United States Federal Funds are involved, the provisions of the Public Health Service Regulation 42 CFR Part 50, Subpart A shall apply. The Vice-Chancellor shall promptly notify the United States Office of Research Integrity:

8.1.1.1 If there is an immediate health hazard involved;

8.1.1.2 If there is a need to protect current or potential US Federal funds or equipment or to protect individuals affected by the inquiry;

8.1.1.3 Of any developments during the course of an investigation which disclose facts that may affect current or potential US Federal Funding for individual(s) under investigation, or that the US Public Health Service needs to know to ensure appropriate use of Federal Funds and otherwise protect the public interest;

8.1.1.4 If there is the likelihood that the matter will be reported publicly;

8.1.1.5 If there is a reasonable indication that a criminal violation has occurred, in which case notification will occur within 24 hours;

8.1.1.6 If, for any reason, an inquiry will be terminated before completion of all requirements of the above regulation.

Within 120 days of initiating a further investigation, a Final Report shall be submitted to the Director, Office of Research Integrity. If an investigation cannot be completed in this time, a request for extension shall be forwarded to the Office of Research Integrity, detailing the reasons for delay, progress to date, and an estimated date of completion.

8.1.2 There may in some circumstances be a reason to inform the publishers of a journal that the authenticity of a paper or papers is in doubt. A false paper may be dangerous to the community.

8.1.3 If allegations are made which appear to cast doubt on the validity of one or more research publications produced by a staff member, it may be necessary to investigate the person’s past research as well as that covered by the allegations.

8.1.4 If the claim of research misconduct has been substantiated, it is important that the position of research students/trainees and staff working with the accused be clarified. In some cases, if there has been Research Misconduct, it may be necessary to provide compensation to innocent people who have been affected.

9. Action following the completion of the further investigation process

9.1 If the staff member is found to have committed Research Misconduct then, the University will take disciplinary action, having regard to the provisions of the relevant policies and enterprise agreements.

9.2 Relevant publishers and sponsoring agencies shall be notified.

9.3 If the allegations are unfounded, action may be needed to redress any damage resulting from the allegation. If an external funding body was advised during the course of investigations that a preliminary determination had been made that the allegation was serious and warranted further investigation, and the staff member has been exonerated, then the external funding body must be advised accordingly.

10. Action if the accused resigns

10.1 If a staff member, against whom allegations of Research Misconduct have been made, resigns then procedures should cease immediately. The University of Sydney has no jurisdiction to take any action against a former staff member.

10.2 It is not necessarily satisfactory for an enquiry into Research Misconduct to be abandoned if a resignation is received. Almost always others will have been affected or will be affected, perhaps very seriously, unless the facts are determined. In such an event, the Vice-Chancellor or his or her nominee may convene an enquiry to report on the status of the research and on any remedial action needed to protect affected people, bodies and the public.
Appendix 3: Degree of Doctor of Philosophy: Resolutions of the Academic Board

Form of the thesis
Four copies of the thesis shall be submitted for examination for the degree of Doctor of Philosophy and shall normally be submitted in one of the forms set out below in sections 1 and 2.

1. The four copies may be bound in either a permanent or temporary form as set out in subsections (a) and (b).

(a) A thesis submitted in permanent binding shall be on international standard A4 size paper sewn and bound in boards covered with bookcloth or buckram or other binding fabric. The title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear in lettering on the front cover or on the title page. The lettering on the spine, reading from top to bottom, should conform as far as possible to the above except that the name of the University of Sydney may be omitted and the thesis title abbreviated. Supporting material should be bound in the back of the thesis as an appendix or in a separate set of covers.

(b) A thesis submitted in a temporary binding should be strong enough to withstand ordinary handling and postage. The preferred form of temporary binding is the 'perfect binding' system; ring-back or spiral binding is not acceptable. A thesis submitted in temporary form shall have fixed to the cover a label clearly identifying the name of the candidate, the title of the thesis and the year of submission. The Xerox Demand Binding system is acceptable both for temporary and permanent purposes.

2. A thesis may also be submitted in electronic form in accordance with the provisions of section 3.

(a) When a thesis is submitted in electronic form, four copies must be submitted as set out in subsection (b).

(b) A thesis submitted in electronic form must normally be submitted on disk and must be in a format which the faculty determines as acceptable to both the candidate and the examiner(s). A thesis submitted in temporary form shall have fixed to the cover a label clearly identifying the name of the candidate, the title of the thesis and the year of submission. The Xerox Demand Binding system is acceptable both for temporary and permanent purposes.

The examination process
1. Appointment of examiners

Faculty or college board to seek recommendation for examiners
(1) After the prescribed number of copies of the thesis have been lodged and the supervisor's certificate has been received, the faculty or college board, having considered the certificate, shall seek a recommendation for the appointment of examiners from the head of department concerned, unless the faculty or college board considers that examiners should not be appointed.

Examiners not appointed
(2) If a faculty or college board, after consideration of the supervisor's certificate, has resolved not to proceed to the appointment of examiners, it shall report the circumstances and the reasons for the decision to the PhD Award Sub-Committee which may note the decision or require the faculty or college board to appoint examiners.

Delays in appointment to be avoided
(3) (a) The head of department and the faculty or college board shall take all possible steps to ensure that examiners are appointed within four weeks of the submission of the thesis and, where this does not occur, shall report the circumstances to the PhD Award Sub-Committee.

(b) The head of department should normally have taken the steps outlined below in sections 1(4) to 1(11), noting the provisions of section 1(13), before the thesis is submitted.

Head to consult and recommend
(4) The head of department shall, if reasonably possible, before making his or her recommendation for the appointment of examiners, consult the supervisor and, if it is considered by the supervisor to be necessary, any appointed associate supervisor.

(5) The head of department shall recommend the appointment of three examiners of the thesis of whom at least two shall be external to the
University, i.e. not being a member of the staff of the University or holding a clinical academic title. The supervisor shall not be an examiner.

(6) The head of department may also recommend the appointment of one or more qualified additional persons who may be called on to act in place of one or more of the three first appointed examiners.

Qualifications of examiners
(7) (a) Examiners recommended should be known to be familiar with the supervision and examination of research theses and should normally still be active in research and/or scholarship.

(b) An examiner appointed to act as an assessor under section 4(3)(e) should possess very high standing in the subject in question.

Examiners free from bias
(8) A head of department, in making a recommendation, shall take all reasonable steps to ensure that the examiners proposed are free from bias (either for or against the candidate or the supervisor) and conflict of interest.

Involvement of candidate
(9) The head of department or the supervisor or the candidate may initiate a general discussion with the candidate by the supervisor and/or the head of department of a wide range of possible examiners, including the possibility of the student submitting to an oral examination of the thesis.

Faculty to appoint examiners
(10) (a) The head of department shall make a recommendation to the faculty for the appointment of examiners. In making this recommendation, the head of department should indicate: whether or not he or she has ascertained the prospective examiners' willingness to examine
(i) electronically; or
(ii) conduct an oral examination
whether or not they wish to examine in this way, and, if so, the format(s) in which they are able to receive the thesis. Examiners must be selected in the normal way and no regard paid to whether or not they would wish to examine electronically or participate in an oral examination of the thesis.

(b) The faculty or college board, on receipt of a recommendation for the appointment of examiners from a head of department, and having considered through its dean or chair of the board of postgraduate studies any advice from the candidate, may appoint the examiners as recommended or appoint different examiners after consultation with the head of department.

Report to PhD Award Sub-Committee
(11) The faculty shall, using the prescribed form, report the names and qualifications of the examiners appointed to the PhD Award Sub-Committee which may itself appoint, or may request the faculty or college board to recommend for appointment, one or more additional examiners. The faculty shall indicate on the form if the examiners are currently active in research and/or have previous experience as an examiner and are free from bias and conflict of interest. The prescribed form should also indicate which, if any, of the examiners will be examining the thesis electronically or if the student will be submitting to an oral examination of the thesis. If an examiner does not fulfill the above criteria, a short justification of why that examiner was chosen should be provided by the faculty concerned. The appointment of examiners for all PhD candidates shall be endorsed by the PhD Award Sub-Committee prior to the examination process commencing.

Names not to be disclosed
(12) Except as may be necessary when an oral examination is required, the names of the examiners appointed shall not be disclosed to the candidate until a determination has been made about the award of the degree.

Invitation to examiners
(13) After the appointment of examiners by the faculty or college board, the Registrar shall write to each external examiner inviting him or her to act, specifying the conditions applicable to the examination process and enclosing the resolutions for the degree, an information statement. An examiner's report form will be enclosed with the letter and, if possible, will also be sent to the examiner in electronic form via electronic mail if the examiner is able to receive it in one of the formats available. If the examiner has indicated a willingness to participate in an oral examination of the thesis, the date and arrangements for the oral examination will also be notified.

(14) On receipt of an acceptance of the invitation to act, or on advice from the head of department concerned that the examiner is willing to act under those conditions, the Registrar shall dispatch a copy of the thesis in either hard copy or electronic form if the examiner has indicated willingness to examine in electronic form.

(15) The Registrar shall similarly write to any internal examiner advising him or her of the appointment and the conditions which apply and enclosing the resolutions for the degree and the examiner's report form together with a copy of the thesis either in hard copy or electronic form.

Delay between appointment of examiners and receipt of thesis
(16) In the event of a candidate's thesis not being received within three months of the acceptance by the examiners of their appointment, the faculty shall write to all examiners concerned, both internal or external, to ascertain their willingness to continue to act as examiners of the thesis in question.

Delegations of authority
(17) A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

2. Consideration by examiners
Examiners to report within two months
(1) An examiner is required to complete the examination of the thesis and submit a report on the prescribed form within two months of receipt of the thesis. The examiner may return the report by electronic mail, but if using this medium must also send a signed, hard copy of the report by mail or facsimile.

Examiners to submit independent reports
(2) The examiner shall not be advised of the names of the other examiners who have agreed to act. The University requires that there be no consultation among co-examiners during the examination process and that examiners submit an independent report.

Content of report
(3) The report shall include the recommendation that:

(a) the candidate be awarded the degree without further examination; or

(b) the candidate be awarded the degree subject to correcting typographical errors before the degree is conferred (typographical errors include spelling, grammar, punctuation, capitalisation and reference dates); or

(c) the candidate be awarded the degree subject to conditions listed in the examiner's report being addressed to the satisfaction of the University (which may include a recommendation that if reasonably possible the candidate should be required to take an additional oral or other examination); or

(d) the candidate be not awarded the degree, but be permitted to resubmit the thesis in a revised form for re-examination following a further period of study, the examiner having formed the opinion that
the errors or deficiencies substantially affect the argument or the thesis; or

(e) the candidate be not awarded the degree.

(f) In the case of a thesis which is also to be examined by an oral examination, the report of the examiners shall be an interim report, to be completed following the conclusion of the oral examination.

(4) The report shall also record whether in the opinion of the examiner:

(a) the thesis is a substantially original contribution to the knowledge of the subject concerned;

(b) the thesis affords evidence of originality by the discovery of new facts;

(c) the thesis affords evidence of originality by the exercising of independent critical ability;

(d) the thesis is satisfactory as regards literary presentation; and

(e) a substantial amount of material in the thesis is suitable for publication.

(5) The examiner shall state the grounds on which his or her recommendation is based, indicating the strengths and weaknesses of the thesis and the particular contributions made by the candidate and may list emendations that it is considered should be made and shall indicate the extent of any consultation with other examiners or associate or co-examiners.

Release of examiners’ names

(6) As part of the report form, the examiner shall be asked to indicate whether he or she is willing to have his or her name and/or his or her report in full or in part released to the candidate, either at the conclusion of the examination, or in the circumstances outlined in sections 4(17) to 4(20).

Receipt of reports to be monitored

(7) The Registrar shall acknowledge receipt of reports as received and arrange for payment of the examiner’s fee to external examiners.

(8) The Registrar shall contact any examiner who has not submitted his or her report within six weeks of despatch of the thesis, reminding the examiner of the due date for the report, and the Registrar shall contact any examiner who has not submitted his or her report within ten weeks of despatch of the thesis, requesting advice as to when it will be submitted and reminding the examiner of the conditions of the examination.

Replacement examiner if report not received

(9) The Registrar shall contact any examiner who has not submitted the report by the end of the fourteenth week after despatch of the thesis, advising that it will be necessary to proceed to the appointment of a replacement examiner if the report is not received within a further two weeks and shall proceed to do so if the report is not received within that time.

(10) Notwithstanding the fact that replacement examiners may previously have been appointed, the Registrar shall seek advice from the head of department as to who should act as a replacement examiner in the event of an examiner being replaced under the circumstances referred to in section 2(9) and, if necessary, the faculty or college board shall appoint a further qualified examiner on the recommendation of the head of department who shall, if necessary, have carried out the same consultative procedures as applied to the initial appointment of examiners.

(11) Should the process of appointing a replacement examiner under the circumstances referred to in section 2(9) have proceeded to the point where a copy of the thesis has been dispatched to the replacement examiner, any report subsequently received from the examiner who has been replaced shall not be considered in determining the result of the candidature.

(12) Notwithstanding the provisions of sections 2(9) to 2(11), the PhD Award Sub-Committee or its Chair may, in such circumstances as it shall determine are exceptional, and on the recommendation of the faculty or college board concerned, allow some specific variation to those requirements.

(13) In the case of a thesis also being examined by an oral examination, the procedures for the conduct of the oral examination and the consideration of the examiners’ reports shall be those adopted by the Academic Board.

3. Consideration of examiners’ reports

By the faculty

(1) When all three examiners’ reports have been received,

(a) if all examiners have recommended either that the degree be awarded without qualification or the degree be awarded subject to correction of typographical errors, the faculty may award the degree either without further examination or subject to the correction of typographical errors (as specified by the examiners) being made in all copies of the thesis to be retained in the University before the degree is conferred and shall forward the reports to the head of department and supervisor for information; or

(b) if any other recommendations have been made, the faculty shall forward the reports to the head of department for a recommendation and to the supervisor.

(c) In the case of a thesis also being examined by an oral examination, the procedures for the consideration of the examiners’ reports shall be those adopted by the Academic Board.

(2) Neither head of department nor supervisor shall have a right of access to the examiners’ reports before they have all been received, except where the dean of the faculty or chair of the college board considers that special circumstances exist.

Head of department to consult

(3) The head of department, if there is disagreement among the examiners, or, if asked to comment of the report of an oral examination, shall, before making a recommendation, if reasonably possible, consult the candidate’s supervisor and shall consult the candidate’s annual progress reports.

(4) The head of department shall indicate when making his or her recommendation the nature and extent of consultation that has been carried out and shall forward a copy of any written report he or she has received from the supervisor.

Head of department’s recommendation

(5) The head of department, having considered the reports of the examiners and carried out any required consultation, may make one of the following recommendations:

(a) that the degree be awarded without further conditions; or

(b) that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or

(c) that the degree be awarded subject to emendations being made in all copies of the thesis to be retained in the University; or

(d) except in the case of the report of an oral examination, that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner; or

(e) except in the case of the report of an oral examination, that an additional examiner be appointed; or

(f) except in the case of the report of an oral examination, that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, and the comments of the supervisor, whether or nor already an examiner, subject to endorsement by the PhD Award Sub-Committee which will consider
the reports of the examiners and the justification forwarded by the Board of Postgraduate Studies. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate’s comments have been received, the faculty’s Postgraduate Committee should determine whether the candidate’s comments should be forwarded to the assessor; or

(g) except in the case of the report of an oral examination, that the reports of the examiners, together with comments from the supervisor, whether or not already an examiner, shall be referred to all the examiners for their comment; or

(h) that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or

(i) that the degree be not awarded.

Head of department to specify emendations

(6) A head of department, if recommending under section 3(5)(b) or (c) that the degree be awarded subject to typographical corrections or emendations, shall specify the typographical corrections or emendations to be made, if not already specified in the report of an oral examination, noting that the PhD Award Sub-Committee normally expects any typographical corrections or emendations or errors identified by examiners to be corrected after consideration of the examiners’ reports and head of department’s recommendation.

Release of examiners’ reports

(7) The head of department shall, with his or her recommendation, after noting the wishes of the examiners, indicate what portions of the examiners’ reports may be released to the candidate, but the reports shall remain confidential until after consideration by the PhD Award Sub-Committee, faculty or college board.

Delegation of authority

(8) A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

4. Examiners’ reports and head of department’s recommendation

Referral of head of department’s recommendation and faculty or college board action

(1) (a) The head of department shall forward his or her recommendation to the dean of the faculty or chair of the college board.

(b) If the head of department has recommended that the degree be awarded, under section 3(5)(c), subject to emendations as specified by one or more of the examiners, and one or more of the examiners have recommended that the degree be awarded subject to emendations and the remaining examiners have recommended award without further examination or subject to the correction of typographical error, the faculty may award the degree subject to all the corrections and/or emendations required by the examiners being carried out in all the copies of the thesis to be retained in the University before the degree is conferred; or

(c) If the head of department has recommended, under section 3(5)(c), that the degree be awarded but that not all the emendations required by all the examiners should be carried out, the faculty may not award the degree, and the reports of the examiners, together with the recommendation of the head of department and of the faculty or college board, shall be forwarded to the PhD Award Sub-Committee. The recommendation of the Faculty shall specify the nature of such corrections, emendations or other conditions as may be intended.

(d) Except as provided under section 3(1)(a) or 4(1)(b), the dean of the faculty or chair of the college board shall refer the recommendation of the head of department to the faculty or college board, which shall forward a recommendation to the PhD Award Sub-Committee together with the recommendation of the head of department and copies of the reports of the examiners. The recommendation of the Faculty shall specify the nature of such corrections, emendations or other conditions as may be intended.

PhD Award Sub-Committee action

(2) The PhD Award Sub-Committee, after consideration of the examiners’ reports and the recommendation of the head of department and where these have been made any recommendation from the faculty or college board:

(a) may award the degree without further examination; or

(b) may award the degree subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or

(c) may award the degree subject to emendations specified by the head of department or the Sub-Committee being made in all copies of the thesis to remain available in the University; or

(d) may refer the candidature to the faculty or college board concerned;

and shall refer the candidature to the faculty or college board concerned if a member of the Sub-Committee so requires and the examiners’ reports and the recommendation of the head of department have not already been considered by the faculty or college board.

Faculty or college board action

(3) The faculty or college board, after considering the recommendation of the head of department and the reports of the examiners that have been referred directly to it or by the PhD Award Sub-Committee, may resolve:

(a) to recommend to the PhD Award Sub-Committee that the degree be awarded without further examination; or

(b) to recommend to the PhD Award Sub-Committee that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or

(c) to recommend to the PhD Award Sub-Committee that the degree be awarded subject to emendations specified by the head of department or the faculty or college board being made in all copies of the thesis to remain available in the University; or

(d) except in the case of the report of an oral examination, that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner, this not being a substitute for requiring the candidate to make emendations to the thesis or to revise and resubmit the thesis; or

(e) except in the case of the report of an oral examination, that an additional examiner be appointed; or

(f) except in the case of the report of an oral examination, that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, and the comments of the supervisor, whether or not already an examiner, subject to endorsement by the PhD Award Sub-Committee which will consider the reports of the examiners and the justification forwarded by the Board of Postgraduate Studies. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate’s comments have been received, the faculty’s Postgraduate Committee should determine whether the candidate’s comments should be forwarded to the assessor.

(g) except in the case of the report of an oral examination, that the reports of the examiners, together with comments from the supervisor, whether or not already an examiner, shall be referred to all the examiners for their comment; or
(h) that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or

(i) that the degree be not awarded.

**Award without further conditions**

(4) Where the faculty or college board or PhD Award Sub-Committee has approved the award of the degree without further conditions, the Registrar shall advise the candidate that the degree has been awarded subject to the lodgement of a permanently bound copy of the thesis printed on archival or permanent paper, shall lodge this copy with the University Librarian, and shall advise the examiners, head of department and supervisor.

**Award subject to correction of typographical errors**

(5) Where the faculty or college board or PhD Award Sub-Committee has approved the award of the degree subject to the correction of typographical errors, the Registrar shall advise the candidate that the degree has been awarded subject to the lodgement of a permanently bound copy of the thesis printed on archival or permanent paper in which the typographical corrections have been made to the satisfaction of the head of department, shall lodge this copy with the University Librarian, and shall advise the examiners, head of department and supervisor.

**Award subject to emendations**

(6) When the award of the degree has been approved by a faculty or college board or by the PhD Award Sub-Committee, subject to specified emendations being made in all copies of the thesis to remain available in the University, the Registrar shall advise the candidate of the decision and of the nature of the emendations required and the latest date by which the emendations shall be made, being, unless otherwise determined by the faculty or college board, within a further three months, and shall provide such detail in relation to the examiners’ reports as the head of department recommends.

**Additional oral or other examination**

(7) (a) Where a faculty or college board has resolved under section 4(3)(d) that the candidate be required to take an additional oral or other examination, or answer specific questions put by an examiner, unless the faculty or college board has determined otherwise, the faculty or college board shall be responsible for the oversight of these further examining processes.

(b) At the completion of an additional oral or other examination, or once a specific question(s) put by an examiner have been answered, the faculty or college board shall obtain a further recommendation from the head of department and shall then resolve in accordance with section 4(3)(a) – (c), (h) or (l).

**Conduct of oral examination**

(8) Those present at an oral examination may include one or more of the examiners and persons, other than the examiners, nominated by the faculty or college board; shall include the supervisor if he or she wishes; and may include, with the approval of the dean of the faculty or chair of the college board, a member of the University nominated by the candidate.

(9) A candidate shall be given reasonable notice of any oral examination and of the nature of the examination and the names of the persons who will be present, and may advise the dean of the faculty or chair of the college board of reservations he or she may have about the presence of any particular person, giving reasons in writing.

**Additional examiner**

(10) Where a faculty or college board resolves under section 4(3)(e) that an additional examiner be appointed, the provisions of sections 1, 2 and 3 shall apply as appropriate and the Registrar shall write to the examiner as provided in section 1(14) or 1(15) and shall advise the previously appointed examiners of the name of the additional examiner.

(11) A faculty or college board, having received a further recommendation from the head of department together with an additional examiner’s report, may then resolve as provided in section 4(3)(a)-(d), (h) or (l).

**Additional examiner as assessor**

(12) Except in special circumstances, an additional examiner acting as assessor will be an external appointment.

(13) Where a faculty or college board resolves under section 4(3)(f) that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, the provisions of sections 1, 2 and 3 of these resolutions shall apply as appropriate and the Registrar shall seek comments from the supervisor and then write to the examiner as provided in section 1(14) or 1(15), inviting the examiner to act as an assessor of the examiners’ reports as well as an examiner of the thesis and shall provide copies of the unidentified examiners’ reports, and the comments of the supervisor, whether or nor already an examiner. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate’s comments have been received, the faculty’s Postgraduate Committee should determine whether the candidate’s comments should be forwarded to the assessor. The Registrar shall also advise the previously appointed examiners of the name of the additional examiner who is also to act as assessor.

(14) A faculty or college board, having received a further recommendation from the head of department (with any written report provided by the supervisor) together with an additional examiner-as-assessor’s report, may then resolve as provided in section 4(3)(a)-(c), (h) or (l), except that, where the faculty or college board does not substantially resolve in the terms recommended by the assessor, it shall include a report of the reasons for its decision with any recommendation to the PhD Award Sub-Committee.

**Referral of reports to examiners**

(15) Where a faculty or college board resolves under section 4(3)(g) that the reports of the examiners, together with comments from the supervisor, shall be referred to all the examiners for their comment, the Registrar shall seek comments from the supervisor and then send copies of the examiners’ reports and the supervisor’s comments to each of the examiners, advising them that it is in order for them to confer and seeking a further report from each examiner within a period of four weeks.

(16) The Registrar shall forward the responses received, following the circulation of reports, to the head of department for such consultation as is required under section 3 and to make a recommendation, and the faculty or college board on receipt of that recommendation may then resolve as provided in section 4(3).

**Candidate to be consulted before degree not awarded**

(17) Where a faculty or college board forms the intention, either to resolve under section 4(3)(h) that the degree not be awarded but that the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, or to resolve under section 4(3)(i) that the degree not be awarded, that resolution shall be deferred to allow a process of consultation with the candidate.

(18) The Registrar shall advise the candidate in writing of the faculty or college board’s intent; shall provide unidentified copies of such of the examiners’ reports as the examiners have indicated may be released and shall advise the candidate that he or she may within a period of four weeks give notice of intention to provide comment on the foreshadowed recommendation of the faculty or college board, such comments to be submitted in writing by no later than a total of eight weeks from the date of the Registrar’s advice.

(19) The faculty or college board shall further consider the examiners’ reports and the head of department’s recommendation, together with any comments provided by the candidate and any further comments
provided by the head of department or supervisor and may then resolve as provided in section 4(3).

(20) The dean of a faculty or chair of a college board may extend either of the time limits set out in section 4(17).

Revise and resubmit

(21) Where a faculty or college board, following the consultation process referred to in sections 4(17)–4(20), resolves under section 4(3)(h) that the degree not be awarded but the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, this decision shall be reported to the PhD Award Sub-Committee, which may note the decision or refer it back to the faculty or college board for further consideration, and the Registrar shall advise the candidate of the decision, of any provisions relating to appeals, the particular conditions applying and the general requirements in respect of revision and resubmission and shall provide such detail in relation to the examiners' reports as the head of department recommends and shall also advise the examiners, head of department and supervisor of the terms of the decision.

Emendations and lodging of corrected thesis

(23) A candidate, on receipt of advice from the Registrar that the degree has been awarded subject to emendations being made, shall make these emendations in consultation with his or her supervisor or head of department on all the copies of the thesis which are to be available within the University, including the copy printed on permanent or acid-free paper which is to be lodged with the University Librarian; shall comply with the requirements with respect to permanently binding a copy of the thesis; shall request the head of department to certify that the corrections have been made and shall submit the thesis copies to the Registrar by no later than the latest date advised for completing such action.

(24) The Registrar, on receipt of at least one corrected, permanently bound copy of the thesis and a statement from the head of department that the corrections have been made to his or her satisfaction, shall cause all corrected hard copies submitted to be stamped, and electronic copies to be annotated and stored as 'read-only file' to indicate that the thesis is in the form which has been accepted for the degree; shall advise either the PhD Award Sub-Committee or the faculty, as appropriate, that the corrections have been made and that the faculty or Sub-Committee can therefore approve the award of the degree; shall write to the candidate advising that all the requirements for the award of the degree have been met; shall lodge the permanently printed copy with the University Librarian, and shall so advise the examiners, head of department and supervisor.

(25) If a candidate does not carry out the required emendations within the time limit set, or the head of department after consultation with the supervisor does not consider that the emendations made are satisfactory, the head of the department shall refer the matter to the faculty or college board which may grant additional time or set different conditions or may initiate proceedings under the provisions for the termination of candidature.

Transfer to master's candidature

(26) A faculty or college board may permit a candidate for the degree of Doctor of Philosophy who, after examination, has not been awarded the degree, to use part or all of the material in the thesis as a thesis to be submitted for a master's degree, subject to completing all of the necessary administrative requirements.

Participation of supervisor and head of department

(27) The supervisor and head of department may be present at any discussion by a faculty or college board of a recommendation by the head of department in respect to examiners' reports on the thesis of a candidate.

Delegation of authority

(28) A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

(29) The Sub-Committee may delegate to its chair, or in the absence of the chair to the chair's nominee from the Sub-Committee, its powers to award the degree under section 4(2)(a), (b) or (c).

(30) The Sub-Committee may delegate to its chair, or in the absence of the chair to the chair's nominee from the Sub-Committee, its powers under section 4(21), where the candidate has been consulted in accordance with section 4(17) and agrees with the recommendation of the faculty.

(31) Where the PhD Award Sub-Committee has delegated faculties and colleges the authority to approve the award of the degree under sections 3(1)(a) or 4(1)(b), the authority for the approval of the award shall be the responsibility of the faculty's or college board's postgraduate committee which may delegate authority to act on its behalf to its chair, or in the absence of the chair to the chair's nominee.

5. Revision and re-examination

Faculty or college board to prescribe conditions

(1) A faculty or college board which has resolved that a candidate not be awarded the degree but be permitted to revise and resubmit the thesis for re-examination, shall prescribe a maximum period of further candidature and may prescribe particular conditions to be met.

Candidate to re-enrol

(2) A candidate permitted to revise and resubmit shall re-enrol while remaining a candidate for the degree and shall proceed according to the provisions of these resolutions.

Appointment of examiners

(3) A head of department shall recommend examiners for a revised and resubmitted thesis after the consultation processes provided for in section 1, but the faculty shall normally reappoint the original examiners of the thesis, provided that they are available, unless one or more of those examiners has required modifications of the thesis that the faculty or college board consider to be unnecessary or undesirable or, in the opinion of the faculty or college board, there are academic reasons for not reappointing any or all of the original examiners.

Process of examination

(4) Subject to section 5(5), all the provisions of sections 1, 2, 3 and 4 relating to the examination process apply to the examination of a revised and resubmitted thesis.

(5) Except where the Research and Research Training Committee on the recommendation of the faculty or college board permits otherwise, the recommendation that a candidate be not awarded the degree but be permitted to resubmit the thesis in a revised form for re-examination shall not be available to examiners of a thesis that has itself been submitted for re-examination.

6. Faculty and college board delegations

Where in these resolutions reference is made to a faculty or a college board or action to be taken by a faculty or a college board, that reference shall also include a faculty or college board of postgraduate studies or equivalent and any dean, chair, associate dean or other
officer of the faculty or college board acting with the authority of the faculty or college board.

7. Annual quarterly reports to the PhD Award Sub-Committee

Where the degree is awarded by faculty delegation, the faculty shall report to the PhD Award Sub-Committee at the end of March, June, September and December of each year the details of such awards for the previous three months showing for each the name of the candidate, the department, the title of the thesis, the category of award recommended by each examiner, the final result, the date of submission of the thesis and the date on which the candidate was informed of the result.

8. Cotutelle agreements

(1) Where a candidature has been conducted under an approved cotutelle agreement with a French university four examiners shall be appointed, two being on the recommendation of each participating institution.

(2) Where a candidature has been conducted under an approved cotutelle agreement with other than a French university the examination arrangements must be approved by the Research and Research Training Committee.
Part 2 – Admission to candidature

3. Heads of Department
A head of department may delegate to a specified member of the academic staff his or her responsibilities under these Rules by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

4. Admission to candidature
(1) An applicant for admission as a candidate for the degree shall, except as provided in (2) and (3) below, hold or have fulfilled all the requirements for:

(a) the degree of master, or

(b) the degree of bachelor with first or second class honours.

(2) A faculty may admit as a candidate for the degree an applicant holding the degree of bachelor without first or second class honours, after the applicant has passed a qualifying examination at a standard equivalent to the bachelor's degree with first or second class honours, provided that a faculty may exempt an applicant from the qualifying examination if the applicant has obtained a high distinction or distinction in the highest course available in the subject or subjects relevant to the proposed course of advanced study and research.

(3) The Academic Board has endorsed an interpretation of the qualifying examination as including completion of a period of relevant full-time or part-time advanced study and research towards a master’s degree in the University of Sydney, at such a standard as would demonstrate to the satisfaction of the faculty that the candidate is suitably prepared in the particular field of study to undertake candidature for the degree of Doctor of Philosophy.

(4) The Academic Board may, in accordance with this Rule, admit as a candidate for the degree an applicant holding qualifications which, in the opinion of the faculty concerned and of the Academic Board, are equivalent to those prescribed in (1) or (2) above and such candidate shall proceed to the degree under such conditions as the Academic Board may prescribe.

(5) An applicant for admission to candidature shall submit to the faculty concerned:

(a) a proposed course of advanced study and research, approved by the head of the department in which the work is to be carried out, to be undertaken by the applicant in a department of the University, and

(b) satisfactory evidence of adequate training and ability to pursue the proposed course.

(6) The faculty may require a candidate, as part of the evidence of the candidate’s training and ability to pursue the proposed course, to pass a special examination.

(7) A reference in this section to a department includes a reference to one or more departments, one or more schools, an interdepartmental committee and an interschool committee.

5. Probationary acceptance
(1) A candidate may be accepted by a faculty on a probationary basis for a period not exceeding one year and upon completion of this probationary period, the faculty shall review the candidate’s work and shall either confirm the candidate's status or terminate the candidature.

(2) In the case of a candidate accepted on a probationary period under (1) above, the candidature shall be deemed to have commenced from the date of such acceptance.

6. Control of candidature
(1) Each candidate shall pursue his or her course of advanced study and research wholly under the control of the University.

(2) Where a candidate is employed by an institution other than the University, the faculty or college board may require a statement by that employer acknowledging that the candidature will be under the control of the University.

7. Other studies during the candidature
A candidate may be required by the head of department or the supervisor to attend lectures, seminar courses or practical work courses or to undertake courses and, if required, the assessment for such courses, subject to the approval of any other head of department concerned.

8. Credit for previous studies
(1) A candidate who, at the date of admission to candidature, has completed not less than 6 months as a candidate for the degree of master in any faculty or board of studies of the University of Sydney, may be permitted by the faculty concerned to be credited for the whole or any part of the period of candidature completed for the degree of master as a period of candidature completed for the degree of Doctor of Philosophy, provided that the period of candidature for the degree of master for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the faculty or board of studies concerned and directly related to the candidate’s proposed course of advanced study and research for the degree of Doctor of Philosophy.

(2) A candidate who, at the date of admission has completed not less than six months as a candidate for a higher degree in another university or institution may be permitted by the Academic Board, on the recommendation of the faculty concerned, to be credited for the whole or any part of the period of candidature completed as a period completed for the degree of Doctor of Philosophy of the University of Sydney, provided that:

(a) at the date of admission to candidature for the higher degree of the other university or institution concerned the candidate shall have fulfilled the requirements of admission to candidature set out in section 3. above;

(b) the period of candidature for the higher degree of the other university or institution concerned for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the other university or institution concerned and directly related to the candidate’s proposed course of advanced study and research in the University of Sydney;

(c) the candidate shall have abandoned candidature for the higher degree of the other university or institution concerned for which credit is sought;
On the basis of evidence provided and the interview, the head of Departmental or Faculty Postgraduate Review Committee, the supervisor and head of department concerned and any

At the end of each year each candidate shall provide evidence of progress

The Faculty of Medicine may grant credit not exceeding one year to a candidate for the degree of Doctor of Philosophy in that Faculty who has submitted documented evidence of having previously completed supervised study towards the degree of Doctor of Medicine of The University of Sydney.

Part 3 – Supervision

9. Appointment and qualifications of supervisors and associate supervisors

The faculty or college board, on the recommendation of the head of department concerned, shall appoint a suitably qualified supervisor and associate supervisors for each candidate to take primary responsibility for the conduct of the candidature and to be responsible for the progress of the candidature to the head of department and the faculty or college board concerned in accordance with policy established by the Academic Board.

Part 4 – Candidature

10. Location

(1) Subject to the annual approval of the supervisor, head of department and faculty or college board, the candidate shall pursue the course of advanced study and research either:

(a) within the University including its research stations and teaching hospitals;

(b) on fieldwork either in the field or in libraries, museums or other repositories;

(c) within industrial laboratories or research institutions or other institutions considered by the faculty or college board concerned to provide adequate facilities for that candidature; or

(d) within a professional working environment; and shall attend at the University for such consultation with the supervisor and shall participate in such departmental and faculty or college seminars as shall annually be specified.

(2) A candidate pursuing candidature outside Australia must also complete a minimum of two semesters of candidature within the University [but not necessarily immediately before submission, not necessarily as a continuous two-semester period] before submission of the thesis. The corresponding period for candidates for whom the minimum length of candidature is four semesters is a minimum of one semester.

(3) When recommending the detailed annual conditions for each candidate’s particular course of advanced study and research the supervisor and head of department must indicate whether they are satisfied that the proposed supervision arrangements will be satisfactory.

11. Progress

(1) At the end of each year each candidate shall provide evidence of progress and attend a progress review interview to the satisfaction of the supervisor and head of department concerned and any Departmental or Faculty Postgraduate Review Committee.

(2) On the basis of evidence provided and the interview, the head of department shall recommend the conditions of candidature to apply for the following year and may require the candidate to provide further evidence of progress at the end of one semester or such other period as the head of department considers appropriate.

(3) If a candidate fails to submit evidence of progress or if the head of department concerned considers that the evidence submitted does not indicate satisfactory progress, the faculty or college board may, on the head’s recommendation, call upon that candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the faculty or college board, the candidate does not show good cause the faculty or college board may terminate that candidature or may impose conditions on the continuation of that candidature.

Part 5 – Submission of thesis

12. The thesis

(1) On completing the course of advanced study and research, a candidate shall present a thesis embodying the results of the work undertaken, which shall be a substantially original contribution to the subject concerned. The candidate shall state, generally in the preface and specifically in notes, the sources from which the information is derived, the animal and human ethical approvals obtained, the extent to which the work of others has been made use of, and the portion of the work the candidate claims as original.

(2) A candidate may also submit in support of the candidature any publication of which the candidate is the sole or joint author. In such a case the candidate must produce evidence to identify satisfactorily the sections of the work for which the candidate is responsible.

(3) Except where the candidature has been governed by an approved cotutelle agreement, a candidate may not present as the thesis any work which has been presented for a degree or diploma at this or another university, but the candidate will not be precluded from incorporating such in the thesis, provided that, in presenting the thesis, the candidate indicates the part of the work which has been so incorporated.

(4) Theses shall be written in English, except that:

(a) in the case of a candidature governed by an approved cotutelle agreement, the thesis may be written in English or in another language; and

(b) in the Faculty of Arts, in the case of language departments, theses may be written in English or in another language as determined by the department, unless a department has specified by means of a Faculty resolution that it will consider applications to submit the thesis in a language other than:

(i) English; or

(ii) a target language of the department.

Such applications should be:

(iii) made in writing; and

(iv) approved by the head of department concerned and the Dean of the Faculty, before the commencement of candidature. In considering applications a head of department shall take into account arrangements for supervision and examination.

(5) A candidate shall submit to the Registrar four copies of the thesis in a form prescribed by resolution of the Academic Board and four copies of a summary of about 300 words in length.

(6) The thesis shall be accompanied by a certificate from the supervisor stating whether, in the supervisor’s opinion, the form of presentation of the thesis is satisfactory.
13. Earliest date for submission
(1) Except as provided below, a candidate may not submit a thesis for examination earlier than the end of the sixth semester of candidature.

(2) A faculty or college board may permit a candidate holding any of the following qualifications of the University of Sydney or from such other institution as the faculty or college board may approve, to submit a thesis for examination not earlier than the end of the fourth semester of candidature:

(a) a degree of master completed primarily by research;

(b) both the degrees of Bachelor of Dental Surgery with honours and Bachelor of Science (Dental) with honours;

(c) both the degrees of Bachelor of Medicine with honours and Bachelor of Science (Medical) with honours; or

(d) both the degrees of Bachelor of Veterinary Science with honours and Bachelor of Science (Veterinary) with honours.

(3) Notwithstanding (1) and (2) above, a faculty may, on the recommendation of the head of department and supervisor concerned, permit a candidate to submit a thesis for examination up to one semester earlier than prescribed if, in the opinion of the faculty, evidence has been produced that the candidate has made exceptional progress in his or her candidature.

(4) Notwithstanding (1), (2) and (3) above, the Chair of the Academic Board may, on the recommendation of the dean of the faculty in which the candidate is enrolled, permit a candidate to submit a thesis for examination earlier than prescribed if, in the opinion of the Chair of the Academic Board, evidence has been produced that the candidate has made exceptional progress in his or her candidature. The Chair of the Academic Board may take advice from the Chair of the Research and Research Training Committee and shall report any applications under this provision and the action taken to the next meeting of the Academic Board.

14. Latest date for submission
(1) Except as provided in (2) to (3) below, a candidate shall submit the thesis for examination not later than the end of the eighth semester of candidature.

(2) A candidate whose candidature has been part-time throughout shall submit the thesis for examination not later than the end of the 16th semester of candidature.

(3) The time limits set out in (1) to (2) above, apply to candidates who commenced candidature after 31 December 2000. Candidates who commenced candidature prior to this date may choose to proceed in accordance with the Rules in force at the time when they commenced candidature.

(4) The relevant dean may permit a candidate to submit the thesis for examination after a period of time greater than the maximum periods specified.

15. Examination
The procedures for examination shall be prescribed by the Academic Board.
Part 10 – Awarding degrees, diplomas and certificates

Division 5: Higher degree theses

89. Lodgment

89.1 In all cases where a higher degree has been awarded, after examination of a thesis the Registrar shall lodge with the University Librarian one bound copy of the thesis, printed on permanent or archival paper.

89.2 It is the policy of the Senate that a candidate for a higher degree should not normally be permitted to undertake a program of advanced study and research which is likely to result in the lodgment of a thesis which cannot be available for use immediately, to be read, photocopied or microfilmed, except as provided in Rule 92 below.

89.3 An applicant for admission to candidature for a higher degree shall be required to acknowledge awareness of this policy when applying for such admission.

89.4 Subject to Rules 90 and 91, a higher degree thesis lodged in the University Library or in a departmental library shall be available immediately for use. The University Librarian (or, in the case of a departmental library, the head of department) may supply a copy of the thesis to an individual for research or study, or to a library.

89.5 Except as provided in Rule 90, a candidate for a higher degree lodging a thesis for examination shall sign the following undertaking:

"I ______________________________________ understand that if I am awarded a higher degree for my thesis entitled ‘.....................................................’ being lodged herewith for examination, the thesis will be lodged in the University Library and be available immediately for use. The University Librarian (or, in the case of a departmental library, the head of department) may supply a copy of the thesis to an individual for research or study, or to a library.

Date______________________________"

90. Use of confidential material

90.1 If, at any time between application for admission to candidature and the lodgment of the thesis, it shall appear to the supervisor and to the head of the department that successful prosecution of the candidature will require the use of confidential material which the candidate would not be at liberty fully to disclose in the thesis, the matter shall be reported as soon as practicable to the faculty or board of studies concerned.

90.2 The faculty or board of studies may, if it thinks fit, recommend to the Research and Research Training Committee of the Academic Board that the candidate be granted:

90.2.1 permission to include in an appendix to the thesis such material as is essential to the thesis but which, for a limited period, may not be available for general inspection; and

90.2.2 exemption, in respect of such an appendix, from the requirement to give the undertaking specified in Rule 89.5.

90.3 Subject to the provisions of Rule 91, if the Research and Research Training Committee of the Academic Board resolves to grant such permission and exemption, the University Librarian shall restrict access, for a period to be specified by the Research and Research Training Committee of the Academic Board, to any appendix referred to in Rule 90.2.2. This period of restriction shall not exceed five years unless there are exceptional reasons for an extension of the period.

91. Access to restricted thesis

91.1 The University Librarian may grant access to an appendix to a thesis which has been restricted in accordance with Rule 90.3, to a scholar who:

91.1.1 demonstrates bona fide concern with the material in that appendix; and

91.1.2 has the written consent of either:

91.1.2.1 the author of the thesis, or

91.1.2.2 the head of the department concerned in a case where the author cannot be contacted, notwithstanding that all reasonable steps have been taken to contact him or her.

91.2 Notwithstanding any other provision of these resolutions, the examiners of a thesis, including any committee or board of postgraduate studies of a faculty or board of studies or any committee of the Academic Board which is directly concerned with the examination of such thesis, shall have access to the thesis and any appendix of it form the purposes of any examination or re-examination.

91.3 Immediately a candidate for a higher degree lodges the prescribed number of copies of the thesis with the Registrar for examination, the Registrar shall arrange for a label stating the rights of the author under the laws relating to copyright to be affixed to the inside of the front cover of each copy or to any disk or other electronic medium on which the thesis is submitted.

92. Public availability of theses

92.1 For the purposes of this Part 10, references to 'theses' shall be taken to include also reference to treatises, dissertations and other similar productions where there is a requirement that a copy of the production be lodged by the Registrar with the University Librarian.

92.2 The Senate recognises that there are certain circumstances where deferment of the public availability of the thesis is appropriate.

92.3 In a case where a candidate or potential candidate is to be associated with a project in collaboration with industry that has potential for concern over exploitation of intellectual property, the Dean, if satisfied that the circumstances warrant it, may recommend to the Research and Research Training Committee of the Academic Board that:

92.3.1 the candidate or prospective candidate be granted exemption from the requirement to give the undertaking specified in Rules 89.3 and 89.5; and

92.3.2 authorisation be given to the Registrar to delay lodgment of the thesis in the Library for a period that, except in exceptional circumstances, shall not exceed 18 months from the date of the award of the degree.

92.4 The Senate authorises the Chair of the Research and Research Training Committee to approve such applications where the Chair is satisfied that they are appropriate.
92.5 If, at any time between application for admission to candidate and the lodgment of the thesis, it shall appear to the candidate, supervisor and to the head of the department that there are reasons to believe that the candidate's interests would be at risk if the thesis were immediately made available, the candidate may apply in writing for deferment of the availability of that thesis in the University Library for a specific period of time. Any such application should set out clearly the reasons for the request and include supporting evidence, as appropriate.

92.6 The dean, if satisfied that such a deferment is necessary to protect the interests of the candidate, may:
92.6.1 authorise the Registrar not to lodge the thesis in the Library for a period not exceeding 6 months from the date of award of the degree; and may also
92.6.2 recommend to the Research and Research Training Committee of the Academic Board that a longer period of deferment, or an extension of the original deferment, be approved provided that, except in exceptional circumstances, the total period shall not exceed 18 months.
Appendix 6: Code of Practice for Supervision of Postgraduate Research Students

Introduction
The University of Sydney is an institution of higher education at which research and research training of the highest national and international quality are pre-eminent responsibilities. The University has a responsibility to ensure that candidates for higher degrees work in an appropriate intellectual and academic environment. A postgraduate research candidature involves a commitment from the student, the supervisor and the University which will extend over years. In this context the University has defined the minimum responsibilities of all parties concerned with the supervision of postgraduate research candidates in the following guidelines. These have to be read in conjunction with the University's regulations for particular degrees and the defined roles of heads of departments and schools, deans and faculties and colleges.

A. Responsibilities at University level
The University has the responsibility:

(a) to ensure that adequate University policies in respect of postgraduate supervision are developed and kept under review and are effectively promulgated;

(b) to ensure that candidates have an acceptable level of access to physical space and other facilities, including library facilities, and that departments advise prospective candidates of what facilities will be made available;

(c) to ensure that adequate support services in areas such as learning assistance are available;

(d) to ensure that adequate training and other support is provided for supervisors of postgraduate students;

(e) to ensure that clear policies exist with respect to the intellectual property rights of students and staff;

(f) to ensure throughout the candidature that there are effective reporting and review mechanisms in place and that there are procedures to allow candidates to seek assistance in the resolution of difficulties;

(g) to ensure that the examining process for postgraduate candidates is both expeditious and maintains the standards required for the degrees concerned;

(h) to ensure that examiners recommended are appropriately qualified and that the examination process is both expeditious and maintains the standards required for the degree concerned.

C. Responsibilities at the departmental level
These responsibilities are those of the head of department. They may, however, in many instances be delegated to a postgraduate coordinator or may be exercised through a departmental committee. Such delegations must be clearly defined.

The department has the responsibility:

(a) to ensure that applicants for admission to candidature are properly qualified both with respect to the minimum requirements for admission to the degree concerned and with respect to the particular course of study proposed;

(b) to determine the facilities likely to be required for any particular candidature and to ascertain whether they will be available and whether the project proposed is appropriate to the degree;

(c) to ensure that applicants are correctly advised as to the availability of facilities including access to physical space and other resources and are correctly advised as to the financial support that is likely to be available to them;

(d) to ensure that adequate appropriate supervision can be made available for any particular candidature, for monitoring the supervision load of members of staff within the department, for ensuring that proper recognition of that load is given in the overall allocation of duties within the department and to ensure that the candidate receives proper supervision throughout the candidature;

(e) to ensure that the respective role of supervisors and associate supervisors is properly defined and understood and that they have access to information defining their responsibilities;

(f) to encourage supervisors and associate supervisors to participate in supervision training activities provided within the University;

(g) to ensure that candidates are provided with written information concerning departmental facilities and requirements including reference
to arrangements for alternative channels of problem resolution and the various review mechanisms that operate within the department;

(h) to ensure that opportunities exist within the department or the faculty for interaction and development of profitable intellectual relationships amongst students and staff and that all students are encouraged to participate in appropriate departmental or faculty activities;

(i) to ensure that students are encouraged to participate in appropriate training activities offered within the University;

(j) to ensure that review procedures as required by the University are carried out properly; the load that participation in such activities places on members of staff must be recognised within the department;

(k) to ensure that appropriate alternative supervision is provided during absences from the University of the supervisor; an acting supervisor should be appointed when the supervisor will be absent for periods of absence of a month or more, including during the thesis examination period;

(l) to ensure that where a postgraduate coordinator or equivalent has been appointed the duties and responsibilities of the position are properly defined, adequate resources are provided to assist in the performance of those duties and proper recognition is given to the workload these duties entail;

(m) to ensure that necessary approvals are obtained from the faculty in respect of conditions of candidatures, that scholarship reporting requirements are met and that candidates receive all due entitlements;

(n) to ensure that the examination process is conducted promptly in an expeditious and correct manner; this includes early selection of appropriate examiners;

(o) to ensure that students and supervisors are aware of the University’s policies and procedures with respect to intellectual property, including questions of authorship and exploitation of inventions and other intellectual property.

D. Responsibilities of the supervisor

1. The supervisor has a responsibility before undertaking the supervision of any candidature:

(a) to ensure that the candidate is prima facie capable of undertaking the project proposed and that the proposed supervisor is both suitably qualified to carry out the supervision and has sufficient time available;

(b) to ensure that the facilities are available to enable the project to succeed; the supervisor should pay particular attention to the likely time scale of the project bearing in mind that a three-year (full-time equivalent) PhD candidature should be an objective.

If the supervisor is not confident at this stage that the research proposal is likely to succeed or that the facilities are available or has any doubts about his or her ability for any reason to supervise the candidate he or she must raise this with the head of department, postgraduate coordinator and/or faculty. A decision should then be made as to whether the candidature may proceed or whether the candidate might be better supervised by another person or require the assistance of an associate supervisor. Particularly careful attention must be paid to proposals for part-time candidature.

2. Where the supervisor of a research student has any interest in a company that has contracted with the University to do research involving research students, the supervisor must declare this interest to the department and the student before embarking on a research program.

3. The supervisor has a responsibility:

(a) to ensure that the candidate is aware of the standards expected for the degree concerned and for identifying with the candidate the particular research skills that will need to be acquired and the most appropriate data-gathering and analysing techniques;

(b) for reaching agreement with the candidate on the contact that will be necessary between them both in general terms and quite specifically for the first year of a PhD candidature or first semester of a master’s candidature; this will include agreement upon indicators of progress being made and submission of appropriate written work, interim reports or research results. Written work is to be returned by the supervisor with constructive criticism within one month or a shorter agreed time;

(c) to ensure that the candidate participates in the work of the department including presentations at departmental seminars.

4. The supervisor has a responsibility especially over the initial phase of candidature to ensure that facilities identified as necessary do eventuate, to encourage the candidate to extend his or her contacts within the department and elsewhere, to encourage the candidate to make productive use of his or her time and to ensure that commitments made in respect of availability and contact are met by both parties.

5. The supervisor has a responsibility:

(a) to provide feedback on progress to the candidate and to make annual progress reports to faculty, to any scholarship authority and, after the first twelve months, to the departmental review committee;

(b) to ensure that the candidate is made aware of inadequate progress or of standards of work below that generally expected, to identify the problems and to suggest ways of addressing them.

6. The supervisor has a responsibility, as the candidature progresses, to negotiate different contact arrangements as may be appropriate. The supervisor should ensure that both candidate and supervisor have clarified what each expects of the other.

7. The supervisor has a responsibility to ensure that he or she gives appropriate and timely advice on requirements regarding content, style, presentation and production of theses. She or he should also give prompt feedback on drafts submitted.

8. The supervisor has a responsibility, with the candidate, to monitor progress made within the context of the overall research plan and to ensure that sufficient time is left for writing up the thesis and that, if necessary, the scope of the project is reduced to meet the time available.

9. The supervisor has a responsibility:

(a) to identify the various degree and other administrative requirements and to advise the candidate as necessary; he or she should ensure that necessary approvals are sought for absences from the University by the candidate and that the candidate receives any due entitlements from the department;

(b) to advise each candidate of applicable government and institutional guidelines for the conduct of research, including requirements relating to ethical approvals for studies on human or animal subjects, and the use of potentially hazardous agents; reference should be made to the AVCC Guidelines for Responsible Practice in Research and Dealing with Problems of Research Misconduct; as far as possible, research supervisors should ensure that the work submitted by candidates is their own and that data are valid;

(c) to ensure that the candidate is aware of the requirements regarding the retention of data within departments and the requirements of members of staff to complete a statement of authorship in respect of each paper submitted for publication;

(d) to ensure that safe working practices are developed and maintained and that the candidate is aware of the University’s Occupational Health and Safety Policies.
10. The supervisor has a responsibility, where an associate supervisor has been appointed:

(a) to ensure that responsibilities are clearly understood by all three parties and should maintain regular contact with the associate supervisor;

(b) to ensure that the direction of the work is entirely under the control of the University and the candidate.

11. The supervisor has a responsibility to ensure that an acting supervisor is appointed during her or his absence from the University for any period of a month or more, including during the thesis examination period. He or she should inform such an acting supervisor about the progress of the candidature.

12. The supervisor has a responsibility to ensure that an acting supervisor is appointed during her or his absence from the University for any period of a month or more, including during the thesis examination period. He or she should inform such an acting supervisor about the progress of the candidature.

13. The supervisor has a responsibility to give thought to the suitability and availability of examiners in good time before the thesis is submitted and to advise the head of department of the necessity to take action.

14. The supervisor has a responsibility to reach agreement with the candidate concerning authorship of publications and acknowledgement of contributions during and after the candidature. There should be open and mutual recognition of the candidate's and supervisor's contribution on all published work arising from the project.

15. The supervisor has a responsibility to be aware of the problem-solving mechanisms and the support services for students which exist within the University and should ensure that the head of department and the faculty or college are kept informed as necessary if problems occur during the candidature.

16. The supervisor has a responsibility to ensure that the candidate is aware of his or her rights with respect to intellectual property and to encourage, where appropriate, the exploitation of such intellectual property through the University.

E. Responsibilities of the candidate

1. The candidate has a responsibility:

(a) to play an informed part in the process of the selection and appointment of the supervisor;

(b) to plan and execute the project within the time limits defined for the degree in question;

(c) to devote sufficient appropriate time to the candidature;

(d) to establish with his or her supervisor agreed methods of working and then to fulfil his or her side of any agreement;

(e) to attend as agreed for consultation and provide evidence of the progress being made including submission of any required report forms;

(f) to undertake any coursework or other activities required by the supervisor or head of department;

(g) to participate in the opportunities offered by the department to be part of that intellectual community; the candidate must participate in such departmental activities as are required;

(h) to draw the supervisor’s attention to difficulties being experienced, to be aware of the mechanisms that exist for helping with supervisor-candidate difficulties and to take advantage of them if necessary;

(i) to ensure that there is sufficient time allocated to write up the thesis and to ascertain what is necessary in terms of content, style and presentation.

2. The candidate has a responsibility:

(a) to be familiar with both the legislative requirements for the degree in which he or she is enrolled and any departmental, faculty or other University written guidelines relating to that degree or to postgraduate work in general;

(b) to be familiar with government and institutional guidelines for the conduct of research and to ensure that through the supervisor the necessary approvals for studies on animal or human subjects (including the use of questionnaires) are obtained;

(c) to adopt at all times safe working practices relevant to the field of the research and to take note of the University’s Occupational Health and Safety Policies;

(d) to apply for any faculty or departmental approvals needed to spend time away from the University, whether as part of the candidature or under some form of suspension;

(e) to ensure that all the administrative requirements of the faculty and the University, such as re-enrolling each year, are met;

(f) to give three months’ notice to the supervisor of the expected submission date of the thesis in order to allow early selection of examiners.

3. The candidate is solely responsible for the content, style and presentation, and for the production, of the thesis that is finally presented.

4. The candidate has a responsibility to make any emendations required after examination in a timely fashion.

5. The candidate has a responsibility to explore with the supervisor and the University the possible exploitation of any invention or other intellectual property arising from the research.

Appendix 6: Code of Practice for Supervision of Postgraduate Research Students
Moral rights

The concept of moral rights transcends intellectual property rights of an economic nature. It recognises the personal interest of the creator or author in the integrity of the work. This concept has long been recognised in continental European countries, but has only recently been recognised in Australia with the enactment of the Copyright Amendment (Moral Rights) Act 2000 (which came into force on 21 December 2000), which recognises three types of moral rights:

- an author’s right to be identified as the author of a work – known as the right of attribution of authorship;
- the right of an author to take action against false attribution – known as the right not to have authorship of a work falsely attributed; and
- an author’s right to object to derogatory treatment of his or her work that prejudicially affects his or her honour or reputation – known as the right of integrity of authorship of a work.

The right of integrity in a work lasts until the author dies, and the other two types of rights remain in force until copyright ceases to subsist in the work in question. Moral rights vest in the author, regardless of whether the work in created in the course of one’s employment. The Act provides for exceptions for infringement of moral rights, based on concepts of reasonableness or consent of the author.

University of Sydney (Intellectual Property) Rule

The Senate has enacted the University of Sydney (Intellectual Property) Rule 2002 pursuant to its rule-making powers under the University of Sydney Act 1989. The Rule regulates intellectual property created within the University in the following ways:

Ownership

Staff members

University asserts ownership of all intellectual property created by a staff member in pursuance of the terms of his or her employment with the University, including, without limitation, copyright in any material which is (i) teaching material, (ii) computer programs; (iii) anything created at the express request or direction of the University or (iv) anything the subject of an agreement with a third party (for example, a funding agreement).

The University does not assert ownership over copyright in any scholarly books, journal articles, conference papers, creative works or proceedings or texts.

The University retains a non-exclusive, royalty-free, perpetual licence to use or develop any intellectual property rights in any of those things, although the creator will be entitled to a share of any commercial benefits obtained according to the Rule.

In relation to teaching material, the University grants the author a non-exclusive, royalty-free, non-transferable, perpetual licence to use those teaching materials for the sole purpose of teaching a course.

Students

The University has always recognised that students always own any intellectual property that they create unless:

(a) there is a law that says otherwise; or

(b) the student agrees otherwise.
However, a student may agree to transfer his or her intellectual property rights. Where a student is involved in research activities that involve third party agreements, or where the activity involves the creation of intellectual property of a kind that may be developed in the future, it is the responsibility of both the chief researcher and the student's supervisor to notify the student, before he or she begins work on that project, if the third party agreement requires the student to transfer his or her intellectual property or to give consent with respect to any moral rights, and to ensure that the student has a reasonable amount of time in which to take advice (which generally should not be less than 14 days).

Students who transfer their intellectual property rights are entitled to a share of any commercial benefits, subject to any third party agreement (see the section below entitled, Reporting and developing intellectual property).

Visitors
Visitors to the University usually have access to and make use of University resources. The Rule requires a visitor to disclose any intellectual property rights that he or she creates at the University, and the University may then decide whether it wishes to claim ownership. The University may also require the visitor to sign an agreement in advance. This may also involve an agreement with the visitor's own institution.

Reporting and developing intellectual property
Staff members are encouraged to report any intellectual property that they create. Apart from any commercial benefits that might come from developing it, it also contributes to the University's research profile, which in turn attracts more funding.

The Rule sets out a procedure for reporting through the staff member's relevant Department and the Business Liaison Office, as well as the University's decision-making process in deciding whether to protect or develop that intellectual property. The Rule also sets out how any commercial benefits will be shared, if the intellectual property is developed. Staff should note that sharing of commercial benefits does not apply to teaching materials used for the delivery of courses at this University.

Dispute resolution
The University recognises that sometimes disputes can arise about ownership and other issues relating to intellectual property and is keen to implement a process that can deal with these disputes quickly, fairly and cost-effectively. Accordingly, the Rule sets out a dispute resolution procedure.
### Appendix 8: Abbreviations

Listed below are the more commonly used acronyms that appear in University documents and publications. (See also the Glossary.)

**A**
- AARNet: Australian Academic Research Network
- AAW: Australian Awards for University Teaching
- AAM: Annual Average Mark
- ABC: Activity-based costing
- ABSTUDY: Aboriginal Study Assistance Scheme
- ACER: Australian Council for Educational Research
- AGSM: Australian Graduate School of Management
- ANZAAS: Australian & New Zealand Association for the Advancement of Science
- APA: Australian Postgraduate Awards
- APAC: Australian Partnership for Advanced Computing
- APAI: Australian Postgraduate Awards (Industry)
- APDI: Australian Postdoctoral Fellowships Industry
- APEC: Asia-Pacific Economic Cooperation
- APA-IT: Australian Postgraduate Awards in Information Technology
- APF: Australian Postdoctoral Fellowship
- AOF: Australian Qualifications Framework
- ARC: Australian Research Council
- ARTS: Automated Results Transfer System
- ASDOT: Assessment Fee Subsidy for Disadvantaged Overseas Students
- ATN: Australian Technology Network
- ATP: Australian Technology Park
- AUQA: Australian Universities Quality Agency
- AusAID: Australian Agency for International Development
- AUTC: Australian Universities Teaching Committee
- AVCC: Australian Vice-Chancellors’ Committee

**C**
- CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students
- CRRI: Centre for Rural and Regional Innovation
- CSIRO: Commonwealth Scientific and Industrial Research Organisation
- CST: College of Sciences and Technology
- CULT: Combined Universities Language Test
- CUTSD: Committee for University Teaching and Staff Development

**D**
- DAC: Data Audit Committee
- DEEWR: Commonwealth Department of Education, Employment and Workplace Relations (formerly DEST)
- DET: NSW Department of Education and Training
- DIAC: Commonwealth Department of Immigration and Citizenship
- D-IRD: Discovery-Indigenous Researchers Development Program
- DVC: Deputy Vice-Chancellor

**E**
- EB: Enterprise bargaining
- EFTSU: Equivalent full-time student unit (replaced by EFTSL)
- EFTSL: Equivalent full-time student load
- EIP: Evaluations and Investigations Program
- EIPRS: Endeavour International Postgraduate Research Scholarship
- ELICOS: English Language Intensive Course of Study
- EMU: Electron Microscope Unit
- ESOS Act: Education Services for Overseas Student Act

**F**
- FEE-HELP: Fee – Higher Education Loan Program
- FFT: Fractional full-time (equivalent staff)
- FlexSIS: Flexible Student Information System
- FHS: Faculty of Health Sciences
- FOS: Field of study
- FTE: Full-time equivalent (staff)
- FRM: Faculty of Rural Management

**G**
- GATS: General Agreement on Trade in Services
- GCCA: Graduate Careers Council of Australia
- GDS: Graduate destination survey
- GPDF: General Purpose Operating Funds
- GSA: Graduate Skills Assessment
- GSG: Graduate Schoolof Government
- GWLSN: Greater Western Sydney Learning Network

**H**
- HDR: Higher Degree Research
- HECS: Higher Education Contribution Scheme (replaced by HECS-HELP)
- HECS-HELP: Higher Education Contribution Scheme – Higher Education Loan Program
- HEEP: Higher Education Equity Program
- HEIMS: Higher Education Information Management System
- HEIP: Higher Education Innovation Program (DEST)
## Appendix 8: Abbreviations

| H | HELP | Higher Education Loan Program |
| HEO | Higher education officer |
| HEP | Higher education provider |
| HERDC | Higher Education Research Data Collection |
| HESA | Higher Education Support Act |

| I | IAF | Institutional Assessment Framework |
| IAS | Institute of Advanced Studies |
| ICT | Information and Communication Technology |
| IELTS | International English Language Testing Scheme |
| IGS | Institutional Grants Scheme (DEST) |
| IO | International Office |
| IP | Intellectual property |
| IPRS | International Postgraduate Research Scholarships |
| IREX | International Researcher Exchange Scheme |
| ISFP | Indigenous Support Funding Scheme |
| ISIG | Innovation Summit Implementation Group |
| ISSU | International Student Services Unit |
| ITC | Information Technology Committee |
| ITL | Institute for Teaching and Learning |
| ITC | Information Technology Services |

| J | JASON | Joint Academic Scholarships Online Network |

| L | LBOTE | Language background other than English |

| M | MISG | Management Information Steering Group |
| MNRF | Major National Research Facilities Scheme |
| MOU | Memorandum of Understanding |
| MRB | Medical Rural Bonded Scholarship Scheme |

| N | NBCOTP | National Bridging Courses for Overseas Trained Program |
| NCIG | National Competitive Grant |
| NESB | Non-English-speaking background |
| NHMRC | National Health and Medical Research Council |
| NOIE | National Office for the Information Economy |
| NOCSR | National Office for Overseas Skill Recognition |
| NRSL | Non-recent school leaver |
| NSW VCC | New South Wales Vice-Chancellors’ Conference |
| NTEU | National Tertiary Education Industry Union |

| O | OECD | Organisation for Economic Cooperation and Development |
| CLA | Open Learning Australia |
| OPERS | Overseas Postgraduate Research Scholarships |
| OS-HELP | Overseas Study – Higher Education Loan Program |

| P | PELS | Postgraduate Education Loans Scheme (replaced by FEE-HELP) |
| PSO | Planning Support Office |
| PVC | Pre-Vice-Chancellor |

| Q | QA | Quality assurance |
| QACG | Quality Advisory and Coordination Group |

| R | R&D | Research and Development |
| R&R | Restructuring and Rationalisation Program |
| RC | Responsibility Centre |
| REG | Research and Earmarked Grants |
| REP | Research Education Program |
| RFM | Relative Funding Model |
| RIBG | Research Infrastructure Block Grant (DEST) |
| RIEF | Research Infrastructure Equipment and Facilities Scheme |
| RSIF | Restructuring Initiatives Support Fund |
| RMO | Risk Management Office |
| ROA | Record of Achievement |
| RO | Research Quantum |
| ROJ | Recognition Quality Unit (Higher Education Division – DEST) |
| RRTMR | Research and Research Training Management Reports |
| RSL | Recent School Leaver |
| RTS | Research Training Scheme (DEST) |

| S | SCA | Sydney College of the Arts |
| SCEQ | Sydney Course Experience Questionnaire |
| SCM | Sydney Conservatorium of Music |
| SCR | Science Capability Review |
| SDF | Strategic Development Fund |
| SEG | Senior Executive Group |
| SES | Socioeconomic Status |
| SI | Scholarship Index |
| SLE | Student Learning Entitlement |
| SNA | Safety Net Adjustment |
| SPIRT | Strategic Partnerships with Industry - Research & Training Scheme |
| SPR | Student Progress Rate |
| SRC | Students’ Representative Council |
| SSR | Student/Staff Ratio |
| STABEX | Study Abroad Exchange (database) |
| SUPRA | Sydney University Postgraduate Students’ Representative Association |
| SUSF | Sydney Uni Sport & Fitness |

| T | TAFE | Technical and Further Education |
| TOEFL | Test of English as a foreign language |
| TPI | Teaching Performance Indicator |

| U | UAC | Universities Admissions Centre |
| UMAP | University Mobility in Asia and the Pacific |
| UNESCO | United Nations Educational, Scientific and Cultural Organisation |
| UPA | University Postgraduate Awards |
| USydIS | University of Sydney International Scholarship |

| V | VCAC | Vice-Chancellor’s Advisory Committee |
| VET | Vocational Education and Training |

| W | WAM | Weighted Average Mark |
| WRP | Workplace Reform Program |
| WTO | World Trade Organization |
| WUN | World Universities Network |

| Y | YFE | Year of first enrolment |
**Appendix 9: Glossary of frequently used terms**

The following list is of particular relevance to postgraduate students.

**A**

**Admission (deferment):** An applicant who receives an offer of admission to a course may apply to defer enrolment in that course for one semester or one academic cycle.

**Advanced standing:** See 'credit'.

**Advisor:** A member of academic staff appointed in an advisory role for some postgraduate coursework students. See also 'associate supervisor', 'supervision'.

**Annual progress report:** A form used to monitor a research student's progress each year. The form provides for comments by the student, the supervisor, the head of the department and the dean (or their nominee). The completed form is attached to the student's official file.

**Associate supervisor:** A person who is appointed in addition to the supervisor of a research student, who can provide the day-to-day contact with the candidate or provide particular expertise or additional experience in supervision. See also 'advisor', 'supervision'.

**Attendance mode or attendance pattern:** The attendance pattern for a course is full-time, part-time or external, depending on the student attendance requirements and the student load.

**Australian Postgraduate Award (APA):** A Federal Government scholarship available to some postgraduate research students.

**Award course:** see 'course'.

**C**

**Candidature:** This commences when a student is admitted to a course of study leading to the award of a degree, diploma or certificate. There are maximum and in some cases minimum periods of candidature depending on the award course and whether the candidate is a full- or part-time student.

**Census date:** The date at which a student's enrolment, load and student contribution liability are finalised before this information is reported to DEEWR. See also 'Commonwealth Supported Student', 'HECS-HELP'.

**Commonwealth Supported Place (CSP):** Previously known as a HECs Place. A student in a Commonwealth Supported Place makes a contribution towards the cost of their education (known as the student contribution). The Australian Government contributes the majority of the cost.

**Confirmation of Enrolment (CoE):** This notice is issued to each student after enrolment, showing the course and the units of study in which the student is enrolled, with the credit point value of the units of study and the student-contribution weights. Until all fees are paid, it is issued provisionally. A new confirmation of enrolment notice is produced every time a student's enrolment is varied.

**Convocation:** The body comprising the Fellows and former Fellows of the Senate of the University of Sydney; members of the former governing bodies of the institutions with which the University has amalgamated or their predecessors; the graduates of the University of Sydney, which include graduates of the institutions with which the University has amalgamated or their predecessors; professors and other full-time members of the academic staff of the University; and principals of the incorporated colleges.

**Course:** A program of study at the University of Sydney:

- **Award course:** A formal course of study that will see attainment of a recognised award. Award courses are approved by Academic Board. The University broadly classifies courses as undergraduate, postgraduate coursework or postgraduate research.
- **Non-award course:** Studies undertaken by students which do not lead to an award from the University. Can include professional development programs. See also 'cross-institutional enrolment'.
- **Coursework:** An award course not designated as a research award course. While the program of study in a coursework award course may include a component of original work, other forms of instruction and learning normally will be dominant.
- **Research:** A course in which at least 66% of the overall course requirements involve students in undertaking supervised research, leading to the production of a thesis or other piece of written or creative work, over a prescribed period of time.
- **Course alias, code or ID:** A unique five character alpha-numeric code which identifies a University course.
- **Course leave:** Students are permitted to apply for a period away from their course without losing their place. Course leave is formally approved by the supervising faculty for a minimum of one semester. Students on leave are regarded as having an active candidature, but they are not entitled to a student card. At undergraduate level, leave is not counted towards the total length of the course. Students who are absent from study without approved leave may be discontinued and may be required to formally reapply for admission.
- **Credit:** The recognition of previous studies successfully completed at this University, or another university or tertiary institution recognised by the University of Sydney, as contributing to the requirements of the course to which the applicant requesting such recognition has been admitted. Credit may be granted as specified credit or non-specified credit.
- **Specific credit** means the recognition of previously completed studies as directly equivalent to units of study.
- **Non-specific credit** means a ‘block credit’ for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study.
- **Credit points:** The value of the contribution each unit of study provides towards meeting course completion requirements. Each unit of study normally has a 6 credit point value assigned to it. The total number of credit points required for completion of award courses will be specified in the Senate Resolutions relevant to the award course.
- **Cross-institutional Enrolment:** An enrolment in units of study at one university to count towards an award course at another university.

**D**

**Deferral, deferment:** See 'admission (deferment)', 'course leave'.
Appendix 9: Glossary of frequently used terms

Discontinuation: See 'enrolment variation'.

Distance education: Where a student does not attend campus on a daily basis for a given course or unit of study.

E

EFTSL: The equivalent full-time student load (EFTSL) for a year. It represents the study load for a year of a student undertaking a course of study on a full-time basis.

Embedded courses/programs: Award courses in the graduate certificate, graduate diploma and master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards, eg the Graduate Certificate in Information Technology. Graduate Diploma in Information Technology and Master of Information Technology.

Enrolment variation: Students may vary their enrolment at the beginning of each semester. Each faculty determines its deadlines for variations, but student-contribution liability depends on the Commonwealth census date.

Exchange student: Either a student of the University of Sydney who is participating in a formally agreed program involving study at an overseas university or an overseas student who is studying here on the same basis. The International Office provides administrative support for some exchanges.

Exclusion: A faculty may ask a student whose academic progress is considered unsatisfactory to 'show good cause' why the student should be allowed to re-enrol. If the faculty deems the student's explanation unsatisfactory, or if the student does not provide an explanation, the student may be excluded either from a unit of study or from a course or faculty. An excluded student may apply to the faculty for permission to re-enrol. Normally, at least two years must have elapsed before such an application would be considered. See the Calendar 2009 for University policy relating to exclusion.

Exemption: A decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment. See also 'credit', 'waiver'.

F

FEE-HELP: An interest-free loan facility available to fee-paying postgraduate students undertaking coursework programs.

FlexSIS: The computer-based Flexible Student Information System at the University of Sydney. FlexSIS holds details of courses and units of study being offered by the University and the complete academic records of all students enrolled at the University.

Grade: The outcome for a unit of study linked with a mark range. For example, a mark in the range 85–100 attracts the grade 'High Distinction' (HD). The most common result grades used are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Mark Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>Distinction</td>
<td>85-100</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75-84</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>65-74</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50-64</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0-49</td>
</tr>
<tr>
<td>AF</td>
<td>Absent Fail</td>
<td></td>
</tr>
</tbody>
</table>

Some faculties may use other grades in addition to these.

Graduate/Graduand: a graduate is a person who holds an award from a recognised tertiary institution. A graduand is a student who has completed all the requirements for an award course but has not yet graduated.

H

HDR: This stands for 'Higher Degree by Research'.

HECS-HELP: An eligible student in a Commonwealth Supported Place can apply for assistance in paying their student contribution. This may take the form of a HECS-HELP loan to pay all or some of the student contribution, or a HECS-HELP discount if all (or at least $500) of the student contribution is paid by the census date.

M

Major: A field of study, chosen by a student, to represent their principal interest. This would consist of specified units of study from later stages of the award course. Students select and transfer between majors by virtue of their selection of units of study. One or more majors may be awarded upon the graduand's assessment of study.

Mark: An integer (rounded if necessary) from 0 to 100 indicating a student's performance in a unit of study. See 'Grade'.

Minor: Studies undertaken to support a Major. Requiring a smaller number of credit points than a major students select and transfer between minors (and majors) by virtue of their selection of units of study. One or more minors may be awarded upon the graduand's assessment of study.

MyUni: The University of Sydney's student portal system. It provides students with access to information about the University and its courses, including access to email, library services, student support services, student self-administration and e-learning software such as Blackboard and WebCT.

P

PhD: The Doctor of Philosophy (PhD) and other doctorate awards are the highest awards available at the University. A PhD course is normally purely research-based; the candidate submits a thesis that is an original contribution to the field of study.

Progression: Satisfactory progression is satisfying all course and faculty rules (normally assessed on an annual basis) to enable the completion of the chosen award within the (maximum) completion time allowed. See also 'exclusion'.

R

Research Training Scheme (RTS): The RTS provides Commonwealth-funded higher degree by research (HDR) students with an ‘entitlement’ to a student-contribution exemption for the duration of an accredited HDR course, up to a maximum period of four years' full-time equivalent study for a Doctorate by research and two years' full-time equivalent study for a Masters by research.

S

Semester: A half-yearly teaching session whose dates are determined by the Academic Board. Normally all undergraduate sessions will conform to the semesters approved by the Academic Board. Any offering of an undergraduate unit not conforming to the semester dates (non-standard session) must be given special permission by the Academic Board.
Show cause: See Progression, Exclusion.

Special Consideration: Candidates who suffer serious illness or misadventure which may affect performance in any assessment, may request that they be given special consideration in relation to the determination of their results.

Stream: A defined award course, which requires the completion of set units of study as specified by the course rules for the particular stream, in addition to the core program specified by the course rules. A stream will appear with the award course name on testamurs, eg Bachelor of Engineering in Civil Engineering (Construction Management).

Supervision: Refers to a one-to-one relationship between a student and a nominated member of the academic staff or a person specifically appointed to the role.

Suspension of Candidature: See ‘course leave’.

Sydney Summer School: A program of accelerated, intensive study running for approximately 6 weeks during January and February each year. Both undergraduate and postgraduate units are offered. Summer School provides an opportunity for students at Sydney and other universities to catch up on needed units of study, to accelerate completion of a course or to undertake a unit that is outside their award course. All units attract full fees however some scholarships are available.

Sydney Winter School: An intensive session offered by the University during the mid-year break.

Testamur: a certificate of award provided to a graduand, usually at a graduation ceremony. The Award conferred will be displayed along with other appropriate detail.

Thesis, treatise, dissertation and essay: The Academic Board has endorsed the following definitions:

Thesis: The written output from a supervised student project that is the only or major examinable assessment requirement for a research degree. Word limit: should not normally exceed 80,000 words.

Treatise: The written output from a supervised student project that is undertaken towards a majority coursework degree for which some coursework and some research work are examinable components. Word limit: should not normally exceed 40,000 words.

Dissertation: The written output from a supervised student project that is undertaken as a unit of study (or multiples of units of study) within a coursework postgraduate program. Word limit: should not normally exceed 20,000 words.

Essay: The written output from an unsupervised student project that is an assessment requirement for a unit of study within a coursework postgraduate program. Word limit: should not normally exceed 8,000 words.

Transcript or academic transcript: a printed statement setting out a student's academic record at the University. There are two forms of academic transcript: external and internal.

Unit of study: Unit of study or unit means a stand-alone component of an award course. Each unit of study is the responsibility of a department.

University of Sydney Postgraduate Award (UPA): These awards are funded by the University and are similar to APAs (Australian Postgraduate Awards) in terms of duration and benefits.

Waiver: In a prescribed course, a faculty may waive the prerequisite or corequisite requirement for a unit of study or the course rules for a particular student. Waivers do not involve a reduction in the number of credit points required for a course. See also ‘credit’, and ‘exemption’.

Appendix 9: Glossary of frequently used terms
The Sydney Summer and Winter Schools

The Summer School
The Summer School is a full fee-paying, intensive program offering high quality undergraduate and postgraduate subjects from nine faculties. These subjects are the same as those offered in Semesters One and Two, but are taught as an intensive program over summer. Some classes commence in December; others commence in the first week of January; others in the third week and continue into February (including the exam week). Some subjects run for six weeks; others are shorter. Students can take a maximum of two subjects.

The Winter School
The Winter School is a smaller, more intensive program that runs for four weeks, including the exam week, during July.

Advantages
Attending classes at the University of Sydney during the summer and winter holidays offers many advantages. You can:

• accelerate your academic career and finish your degree sooner
• devote your full attention to a single area of study
• take subjects that are outside your normal degree
• reduce your workload throughout the rest of the year
• repeat subjects in which you may have been unsuccessful
• combine study with a field trip in Australia or a tour overseas.

High school graduates can sample a university subject, and get an early start on their degree.

How to apply
Applications are only accepted online (at www.summer.usyd.edu.au). Most subjects have limited places and fill very quickly. All places are filled strictly on a first-in, first-served basis so it is recommended that you apply early.

Applications open on:
• 1 October 2009 (Summer School)
• 24 May 2010 (Winter School)

Late application fees may apply after these dates.

Census dates
Students can withdraw from their subject without academic penalty and receive a full refund until the census date (based on when the class commences). However, a late withdrawal fee may apply.

There is one census date for the Winter School, and three for the Summer School, as classes start between December and February.

Withdrawal and refund policy
• For Summer School classes starting in December 2010, students who withdraw from a subject between 28 November 2009 and the relevant census date will receive a refund of tuition fees but will be liable for a $500 late withdrawal fee.
• For Summer School classes starting in January 2010, students who withdraw from a subject between 12 December 2009 and the relevant census date will receive a refund of tuition fees but will be liable for a $500 late withdrawal fee.
• For Winter School classes starting on 28 June 2010, students who withdraw from a subject between 21 June 2010 and the relevant census date will receive a refund of their tuition fees but will be liable for a $500 late fee withdrawal.

Students may withdraw from their Summer or Winter School subject(s) up until 4pm on the last day of the teaching period for that particular subject. However, there may be an academic penalty (please refer to our website). The teaching period for purposes of this policy is defined in hours of published classes from the first day through to the last day of classes, excluding any final examination or assessment.

Students who withdraw from a subject after 4pm on the relevant census date will receive no refund of their tuition fee.

Transferring between subjects
Students on a waiting list can transfer between subjects at any time prior to the commencement of class. For all other students, transfers should be completed a week before classes commence. No transfers will be allowed after commencement of the class.

Summer and Winter School scholarships
Merit scholarships
Three undergraduate merit scholarships and one postgraduate merit scholarship are available. These are automatically awarded to the top four students in their respective faculty (Arts, Science, or Economics and Business) for their Summer School subject.

Educational/Financial Disadvantage scholarships
Full Summer School scholarships are available to local undergraduate students who have a good academic record. To be eligible for consideration you will need to provide evidence of long-term and serious educational disadvantage based on two or more criteria, one of which must be financial hardship. Please check our website for further details. Scholarship applications close on 30 October 2009 (Summer School), and 9 June 2010 (Winter School).

For more information
Website: www.summer.usyd.edu.au
Email: info@summer.usyd.edu.au
Phone: +61 2 9351 5542    Fax: +61 2 9351 5888

To view the latest update, download, purchase or search a handbook visit Handbooks online: www.usyd.edu.au/handbooks
Academic progression

The University requires students to maintain a minimum rate of progression throughout their candidature. Any student who does not satisfy progression requirements for their degree will be placed on a monitored academic progression program. This program requires students to consult an academic adviser in their faculty, to attend a support services information session, and to fill in a survey. Students will be advised of program requirements by their faculty.

Students who do not sustain the minimum academic progression requirements may be asked to 'show cause' as to why they should not be excluded from their degree. For further information, please see www.usyd.edu.au/secretariat/students

Accommodation Service

The Accommodation Service helps students find off-campus accommodation. It maintains an extensive database of accommodation close to campus or with easy access to public transport. For more information visit the Accommodation page: www.usyd.edu.au/current_students

Admissions Office

The Admissions Office, located in the Student Centre, is responsible for overseeing the distribution of offers to undergraduate applicants through the Universities Admissions Centre (UAC). They can advise prospective local undergraduate students on admission requirements. Postgraduate students should contact the appropriate faculty.

• If you are an Australian citizen, or permanent resident with qualifications from a non-Australian institution, you can get more information by phoning +61 2 8627 8209.
• For enquiries regarding special admissions (including mature-age entry), phone +61 2 8627 8207.
• Applicants without Australian citizenship or permanent residency should contact the International Office.

Admissions Office, Student Centre

Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8210 or +61 2 8627 8209
Fax: +61 2 8627 8278
Email: admissions@records.usyd.edu.au
Website: www.usyd.edu.au/future_students/how_to_apply
Applying for a course

**Domestic applicants for undergraduate courses and programs of study**

For the purpose of admission and enrolment, ‘domestic applicant’ refers to citizens and permanent residents of Australia and citizens of New Zealand. If you are in this group and wish to apply for admission to an undergraduate course, you would generally apply through the Universities Admissions Centre (UAC).

The deadline for applications is the last working day in September in the year before enrolment. For more information see www.uac.edu.au

Some faculties have additional application procedures, such as the Conservatorium of Music, Sydney College of the Arts, Pharmacy and Dentistry (for the Bachelor of Oral Health).

**Domestic applicants for postgraduate courses and programs of study**

For the purpose of admission and enrolment, ‘domestic applicant’ refers to citizens and permanent residents of Australia and citizens of New Zealand. Application is direct to the faculty which offers the course that you are interested in. Application forms for postgraduate coursework, postgraduate research and the master’s qualifying or preliminary program, and for non-award postgraduate study can be found at www.usyd.edu.au/future_students

Note: some faculties use their own specially tailored application forms. Check with the relevant faculty.

**International applicants for all course types (undergraduate and postgraduate)**

‘International applicants’ refers to all applicants other than Australian citizens, Australian permanent residents and citizens of New Zealand. In the majority of cases international applicants apply for admission through the University’s International Office (IO). All the information international applicants need, including application forms, is available from the IO website (www.usyd.edu.au/internationaloffice).

**Attendance**

See ‘Special Consideration’.

**Bus service**

A free bus service operates to, from and around the Camperdown and Darlington campuses each weekday that Fisher Library is open (except for public holidays). The service begins at 4.15pm and ends at Fisher Library closing time.

Two buses operate along the route, starting at Fisher Library and finishing at Redfern station. The buses leave at approximately 10 minute intervals during semester and in semester breaks.

The bus timetable/route guide can be collected from Security Administration or Campus Infrastructure Services reception.

**Campuses**

The University has 10 different teaching campuses, located throughout the Sydney area. For information on each campus, including maps, contact details and parking information, see www.usyd.edu.au/about/campuses

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**Careers Centre**

The University’s Careers Centre provides students with career planning and employability skills development.

The Careers Centre services are free and include:

- help finding casual, part-time, full-time and graduate employment
- an internet job vacancy database
- individual careers counselling
- a comprehensive resource centre and online resources
- workshops in resume writing, interview skills, job searching and skills development
- careers fairs and employer information sessions.

**Centre for Continuing Education (CCE)**

The CCE provides the community with the opportunity to engage with the University of Sydney, offering people access to the academic expertise of one of Australia’s finest educational institutions.

The CCE provides lifelong learning opportunities for people at all stages of life who want to undertake a course in self-enrichment, engage in active retirement learning, upgrade their professional skills and qualifications, or bridge a gap between previous study and university. CCE offers short courses in all areas of the humanities and social sciences, languages, science and technology, business and management, and continuing professional development.

160 Missenden Road
Newtown NSW 2042
(Postal address: Locked Bag 2020, Glebe NSW 2037)

Phone: +61 2 9036 4789
Fax: +61 2 9036 4799
Email: cce.info@usyd.edu.au
Website: www.cce.usyd.edu.au
Centre for English Teaching (CET)
The CET offers English language and academic study skills programs to international students who need to develop their English language skills in order to meet academic entry requirements.

Wentworth Building, G01
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9363 7900
Fax: +61 2 9363 7910
Email: info@cet.usyd.edu.au
Website: www.usyd.edu.au/cet

Child Care Information Office
Five child care centres operate on or near the Camperdown, Darlington and Cumberland campuses, catering for over 220 children aged from six weeks to five years. The centres are managed by qualified staff and provide programs that are developmentally appropriate and responsive to the needs of the individual child. The Child Care Information Office is the first point of contact for students and staff looking for information about child care services such as long day care, occasional care, vacation care and family day care.

For more information visit the student services page at www.usyd.edu.au/current_students

Child Care Information Office
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8419
Fax: +61 2 8627 8480
Email: childc@stuserv.usyd.edu.au
Website: www.usyd.edu.au/child_care

The Co-op Bookshop
The Co-op Bookshop is a one-stop store for:
- text and reference books
- general books
- University of Sydney clothing and memorabilia
- DVDs
- flash drives
- software at academic prices.

Take advantage of a lifetime of membership benefits. For a one-time fee of $20, you are entitled to great member pricing, promotional offers and much more.

The Co-op Bookshop
Sports and Aquatic Centre Building, G09
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 3705
Fax: +61 2 9660 5256
Email: sydu@coop-bookshop.com.au
Website: www.coop-bookshop.com.au

Counselling Service
Counsellors are qualified professionals who aim to help people fulfill their academic, individual and social goals. The Counselling Service helps students develop effective and realistic coping strategies and master essential study and life management skills.

Students can make appointments for 50-minute sessions. Walk-in (25-minute) sessions are available for urgent problems every day from 11am to 3pm during semesters, and after-hours appointments are also available. In addition, the service offers workshops each semester on a wide range of student concerns. These are open to local and international, undergraduate and postgraduate students. There are specific workshops to help first-year students successfully adapt to university study.

For more information visit the student services page at www.usyd.edu.au/current_students

Camperdown and Darlington campuses
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8433
Fax: +61 2 8627 8482
Email: counsell@stuserv.usyd.edu.au
Website: www.usyd.edu.au/counselling

Cumberland Campus
Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia
Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: cs.cumberland@stuserv.usyd.edu.au

Disability Services
Disability Services is the principal point of contact providing advice for students with disabilities. Disability Services staff work closely with academic and administrative staff to ensure that students receive reasonable adjustments in their study. The unit produces a number of publications explaining the disability support services available within the University.

Students are encouraged to make contact with Disability Services prior to commencement or as early in their studies as possible. Available help includes assistive technology, note-taking, interpreters, and advocacy with academic staff to negotiate assessment and course requirement modifications where appropriate. Students must register with Disability Services to receive assistance.

For more information visit www.usyd.edu.au/current_students

Camperdown and Darlington campuses
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8422
Fax: +61 2 8627 8482
Email: disserv@stuserv.usyd.edu.au
Website: www.usyd.edu.au/disability

Cumberland Campus
Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia
Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email:ds.cumberland@stuserv.usyd.edu.au
Employment opportunities for students
See 'Careers Centre', 'SydneyTalent'.

Enrolment

Domestic and international students entering their first year via UAC
Details of enrolment procedures will be sent to students with their UAC offer of enrolment. Enrolment takes place during the last week of January or in February for the later offer rounds.

Domestic and international students entering their first year via a direct offer from the University
Details of the enrolment procedures will be sent to students with their University offer of enrolment. Enrolment takes place during the first two weeks of February.

All continuing domestic and international students
A pre-enrolment package is sent to all enrolled students in late September and contains instructions on the procedure for web-based pre-enrolment.

Environmental Policy
The University of Sydney’s Environmental Policy promotes sustainable resource and product use and encourages the practice of environmental stewardship by staff and students. The policy is supported by the University-wide Sustainable Campus Program. Enquiries can be directed to:
Manager, Campus Sustainability
Phone: +61 2 9936 5441
Email: sustainable@usyd.edu.au

Visit the website www.usyd.edu.au/sustainable to find out what the University is doing, and learn how you can get involved or make suggestions.

Equity Support Services
Equity Support Services brings together a number of student support services that provide practical assistance and information to help students meet their academic and personal goals while at University.

Services include the Accommodation Service, Child Care Information Office, Disability Services and the Financial Assistance Office.

For more information visit www.usyd.edu.au/current_students

Examinations
The Examinations Office arranges the end-of-semester examination periods in June and November each year and provides assistance for faculty staff with examinations held at other times. Staff and students can find information about examinations at www.usyd.edu.au/current_students/student_administration/examinations or contact the Examinations Office directly.

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8200 or +61 2 8627 8217
Fax: +61 2 8627 8279
Email: exams.office@exams.usyd.edu.au
Website: www.usyd.edu.au/current_students/student_administration/examinations

Fees
See ‘Revenue Services Office’.

Financial Assistance Office
The University has a number of loan funds and bursaries to help students who experience financial difficulties. Assistance is not intended to provide the principal means of support but to help in emergencies and supplement other income. Financial assistance is available for undergraduate and postgraduate students enrolled at the University of Sydney in degree and diploma programs. It is for essential living and study expenses.

Financial assistance consists of loans, which are usually repayable within one year, and bursaries, which may be awarded as part of a financial assistance package, depending on financial need and academic merit (average marks at credit level or higher). Advertised bursaries are also available and must be applied for separately by 30 April (see website for details). Bursaries are generally only available to local full-time undergraduate students.

For more information visit www.usyd.edu.au/current_students

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 2416
Fax: +61 2 8627 8480
Email: fao@stuserv.usyd.edu.au
Website: www.usyd.edu.au/financial_assistance

Freedom of information
The University of Sydney falls within the jurisdiction of the NSW Freedom of Information Act 1989. The Act:

• requires information concerning documents held by the University to be made available to the public
• enables a member of the public to obtain access to documents held by the University
• enables a member of the public to ensure that records held by the University concerning his or her personal affairs are not incomplete, incorrect, out of date or misleading.

A 'member of the public' includes staff and students of the University.

It is a requirement of the Act that applications be processed and a determination made within a specified time period, generally 21 days. Determinations are made by the University’s Deputy Registrar.

While an application may be made to access University documents, some may not be released in accordance with particular exemptions provided by the Act. There are review and appeal mechanisms which apply when access has been refused.

The University is required to report to the public on its freedom of information activities on a regular basis and to produce two documents: a Statement of Affairs (annually) and a Summary of Affairs (every six months).

The Statement of Affairs contains information about the University, its structure, function and the kinds of documents held. The Summary of Affairs identifies the University’s policy documents and provides information on how to make an application for access to University documents. More information and copies of the reports can be found at www.usyd.edu.au/arms/info_freedom

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Graduations Office
The Graduations Office is responsible for organising graduation ceremonies and informing students of their graduation arrangements.

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8223 or +61 2 8627 8224
Protocol enquiries: +61 2 8627 8221
Fax: +61 2 8627 8281
Email: grads.office@usyd.edu.au

Grievances and appeals
You may consider that a decision affecting your candidature for a degree or other activities at the University has not taken into account all relevant matters. In some cases the by-laws or resolutions of the Senate provide for a right of appeal against particular decisions. For example, there is provision for appeal against academic decisions, disciplinary decisions and exclusion after failure.

A document outlining the current procedures for appeals against academic decisions is available at the Student Centre, the Student Representative Council, and on the Policy Online website (www.usyd.edu.au/policy click on 'Study at the University', then 'Appeals' – see the Academic Board and Senate resolutions).

For assistance or advice regarding an appeal contact:

Undergraduates
Students' Representative Council
Level 1, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9660 5222
www.src.usyd.edu.au

Postgraduates
Sydney University Postgraduate Representative Association (SUPRA)
Corner of Raglan and Abercrombie
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 3115
www.supra.usyd.edu.au

HECS and Domestic Fees Office
The HECS and Domestic Fees Office assists domestic students with queries relating to their entitlements for Commonwealth Support, HELP-Loans, domestic full fees and the Research Training Scheme (RTS). Students' entitlements are also assessed based on their citizenship or residency status.

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8239
Fax: +61 2 8627 8285
Email: hecs.fees@records.usyd.edu.au

Information and Communications Technology (ICT)
See 'Service Management, Information and Communications Technology'.

International Office
The International Office helps international students with application, admission and enrolment procedures. It has units responsible for international marketing, government and student relations, international scholarships (including AusAID scholarships and administrative support for international financial aid programs), and compliance with government regulations relating to international students. The Study Abroad and Student Exchange units help domestic and international students who wish to enrol for overseas study or exchange programs.

International Office
Level 4, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8300
Fax: +61 2 8627 8387
Email: info@io.usyd.edu.au
Website: www.usyd.edu.au/internationaloffice

Study Abroad
Phone: +61 2 8627 8322
Fax: +61 2 8627 8390
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studyabroad

Student Exchange
Phone: +61 2 8627 8322
Fax: +61 2 8627 8482
Email: exchange@io.usyd.edu.au
Website: www.usyd.edu.au/studentexchange

International Student Support Unit (ISSU)
The International Student Support Unit (ISSU) aims to help international students develop successful strategies for coping with the challenges of living and studying in an unfamiliar culture, to achieve success in their studies, and to make the experience of being an international student rewarding and enjoyable.

ISSU's student counsellors are qualified professionals with extensive experience in cross-cultural counselling. They provide an integrated service to international students and their families, which includes free and confidential counselling, welfare advice, information, and assistance with accessing other support services and resources on campus and in the community.

Other ISSU services include pre-departure information, on-arrival information sessions and an orientation program for new international students. There is also a program of social and cultural activities which runs throughout the year. International students also have access to all University student support services.

Campground and Darlington campuses
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8437
Fax: +61 2 8627 8482
Email: info@issu.usyd.edu.au
Website: www.usyd.edu.au/issu

Cumberland Campus
Ground Floor, A Block, Cumberland Campus, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia
Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: issu.cumberland@stuserv.usyd.edu.au
Website: www.usyd.edu.au/issu
Koori Centre and Yooroang Garang

The Koori Centre and Yooroang Garang support Aboriginal and Torres Strait Islander people in all aspects of tertiary education at the University of Sydney. The Cadigal Special Entry Program helps Indigenous Australians enter undergraduate study across all areas of the University.

As well as delivering block-mode courses for Indigenous Australian students, the Koori Centre teaches Indigenous Australian Studies in various faculties across mainstream courses. The Koori Centre also provides tutorial assistance, and student facilities including a computer lab, Indigenous research library and study rooms for the University's Indigenous Australian students.

In particular, the Koori Centre aims to increase the successful participation of Indigenous Australians in undergraduate and postgraduate degrees, develop the teaching of Aboriginal studies, conduct research in the field of Aboriginal education, and establish working ties with schools and communities.

The Koori Centre works in close collaboration with Yooroang Garang, Indigenous Student Support Unit in the Faculty of Health Sciences at the Cumberland Campus. Yooroang Garang provides assistance, advice and academic support for Indigenous students in the faculty, as well as preparatory undergraduate and postgraduate courses.

Koori Centre
Ground Floor, Old Teachers College, A22
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 2046 (general enquiries)
Toll-free within Australia: 1800 622 742
Community Liaison Officer: +61 2 9351 7003
Fax: +61 2 9351 6923
Email: koori@koori.usyd.edu.au
Website: www.koori.usyd.edu.au

Yooroang Garang
T Block, Level 4, Cumberland Campus, C42
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 9066
Toll free: 1800 009 418
Fax: +61 2 9351 9400
Email: yginfo@fhs.usyd.edu.au
Website: www.fhs.usyd.edu.au/yooroang_garang

Learning Centre

The Learning Centre helps students develop the generic learning and communication skills that are necessary for university study and beyond. The centre is committed to helping students achieve their academic potential during their undergraduate and postgraduate studies.

Learning Centre staff can be found at the Camperdown and Cumberland campuses. The centre's program includes a wide range of workshops on study skills, academic reading and writing, oral communication skills and postgraduate writing and research skills. Other services include an individual learning program, a faculty-based program and access to online and print-based learning resources.

For details of programs, activities and online resources available from the Learning Centre, see its website.

Camperdown and Darlington campuses
Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Library

The University of Sydney Library provides services via a network of libraries on eight campuses, and online at www.library.usyd.edu.au

The location, opening hours and specific subject focus of each library is listed on the website. Over 5.5 million items are available via the library catalogue, including more than 67,000 online journals and 325,000 online books.

Enrolled students are entitled to borrow from any of the University libraries. Reading list books and articles are available via the reserve service either online or in print. Past examination papers are also available online.

Library facilities include individual and group study spaces, computers, printers, multimedia equipment, photocopiers and adaptive technologies. Refer to the 'Libraries' link on the University website to find out about services and facilities in specific libraries.

Library staff are available in every library to support students with their study and research. Faculty liaison librarians help students find great information on any topic and provide training in using a wide range of resources. For contact details of faculty liaison librarians, see www.library.usyd.edu.au/contacts/subjectcontacts.html

It is also possible to learn research and information skills online; see www.library.usyd.edu.au/skills

Mathematics Learning Centre

The Mathematics Learning Centre helps undergraduate students to develop the mathematical knowledge, skills and confidence that are needed for studying first-level mathematics or statistics units at university. The centre runs bridging courses in mathematics at the beginning of the academic year (fees apply). The centre also provides ongoing support to eligible students during the year through individual assistance and small group tutorials.

For details of activities and online resources provided by the centre see the centre's website.

Level 4, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 4061
Fax: +61 2 9351 5797
Email: mlc@usyd.edu.au
Website: www.usyd.edu.au/mlc
Museums and galleries

The University of Sydney has one of the largest and finest university collections of antiquities, art, ethnography and natural history in Australia. While these collections are used for teaching, they also provide an opportunity for the University to contribute to the cultural life of the country.

University Art Gallery

Founded in the 1860s, the University of Sydney Art Collection now holds more than 7000 paintings, sculptures and works on paper by Australian, Asian and European artists, as well as more than 700 works from the University Union Art Collection. One of the most significant collections derives from the John Wardell Power Bequest. The gallery showcases changing exhibitions of works from the collection as well as high-quality exhibitions of both contemporary and historical works.

War Memorial Arch
The Quadrangle, A14
Camperdown Campus
Phone: +61 2 9351 6883
Fax: +61 2 9351 7785
Website: www.usyd.edu.au/museums

Macleay Museum

The Macleay Museum originated with the 18th century collection of insects owned by Alexander Macleay. The oldest of its kind in Australia, the museum today holds significant collections of ethnographic artefacts, scientific instruments, biological specimens and historic photographs. Changing exhibitions engage with the diversity of the collection.

Macleay Building, A12
Gosper Lane (off Science Road)
Camperdown Campus
Phone: +61 1 9036 5253
Fax: +61 2 9351 5646
Email: macleaymuseum@usyd.edu.au
Website: www.usyd.edu.au/museums

Nicholson Museum

The Nicholson Museum contains the largest and most prestigious collection of antiquities in Australia. It is also the country’s oldest university museum, and features works of ancient art and objects of daily life from Greece, Italy, Egypt, Cyprus, the Near and Middle East, as well as Northern Europe. A regular changing schedule of exhibitions highlights various parts of the collection.

The Quadrangle, A14
Camperdown Campus
Phone: +61 2 9351 2812
Fax: +61 2 9351 7305
Email: nicholsonmuseum@usyd.edu.au
Website: www.usyd.edu.au/museums

The Tin Sheds Gallery

The Tin Sheds Gallery is part of the Art Workshop complex within the University of Sydney’s Faculty of Architecture, Design and Planning. The gallery hosts exhibitions across a wide variety of contemporary visual arts practices from individuals and groups, as well as community projects and curated exhibitions.

Tin Sheds Gallery and Art Workshops
Faculty of Architecture
Wilkinson Building, G04
Phone: +61 2 9351 3115
Fax: +61 2 9351 4184
Email: tinsheds@arch.usyd.edu.au
Website: www.arch.usyd.edu.au/art_workshop.shtml

MyUni Student Portal

The MyUni student portal (http://myuni.usyd.edu.au) is the starting point and ‘one-stop’ environment for students to access all their web-based University information and services.

MyUni automatically tailors what a student sees based on their login and offers personalisation options.

MyUni enables students to access:

- student administration systems for obtaining examination results, enrolment and variations, timetabling, email services and links to courses and unit of study information
- the University’s e-learning tools
- library services
- important messages and student alerts
- information and communications technology and support services
- campus maps, with descriptions of cultural, sporting and campus facilities.

Orientation and O-Week

Orientation

Starting university study brings both opportunities and challenges. A successful transition is important in developing a sense of belonging and better academic adjustment and success. The University of Sydney seeks to facilitate students’ successful transition through a wide range of programs and activities.

Orientation activities for both undergraduate and postgraduate students are scheduled at the beginning of each semester. Transition support continues throughout the academic year within faculties, while student support services are available to help students throughout their study.

For more information visit
www.usyd.edu.au/current_students/orientation

Undergraduate students

In the week before Semester One, the Sydney Welcome Orientation and Transition (SWOT) program offers all commencing undergraduate students an opportunity to learn more about the University of Sydney.

During this week you can get to know the University, develop key skills for success, discover other key resources for getting the most out of university life and develop a sense of belonging. All students are welcome to attend activities, which are based at the Camperdown and Darlington campuses. Faculties based on other campuses also provide orientation activities and programs.

SWOT 2010 will run from 24 to 26 February 2010. For more information, see www.swot.usyd.edu.au

Postgraduate students

Postgraduate students are supported by their faculties in transitioning to postgraduate study at the University of Sydney.

For more information visit
www.usyd.edu.au/current_students/orientation

O-Week

O-Week is the orientation event at the beginning of Semester One. Organised by the University of Sydney Union (USU) and other student organisations, it runs in parallel with the SWOT program. O-Week 2010 will run from 24 to 26 February 2010.

For more information visit www.usuonline.com
Part-time, full-time attendance

Undergraduate students
Undergraduate students are usually considered full-time if they have a student load of at least 0.375 each semester. Anything under this amount is considered a part-time study load.

Note that some faculties have minimum study load requirements for satisfactory progress.

Postgraduate students (coursework)
Part-time or full-time status for postgraduate coursework students is determined by credit-point load. Enrolment in units of study which total at least 18 credit points in a semester is classed as full time. Anything under this amount is a part-time study load.

Please note that classes for some coursework programs are held in the evenings (usually 6pm to 9pm).

Postgraduate students (research)
Full-time candidates for research degrees do not keep to the normal semester schedule. Instead they work continuously throughout the year with a period of four weeks recreation leave.

There is no strict definition of what constitutes full-time candidature but if you have employment or other commitments that would prevent you from devoting at least the equivalent of a 35-hour working week to your candidature (including attendance at the University for lectures, seminars, practical work and consultation with your supervisor) you should enrol as a part-time candidate. If in doubt, consult your faculty or supervisor.

International students
Student visa regulations require international students to undertake full-time study. International students on visas other than student visas may be permitted to study part-time.

Policy Online
In addition to the resolutions covering specific courses, there are a number of University policies that apply to students. These include:

- Code of Conduct for students
- Academic Honesty in Coursework
- Student Plagiarism: Coursework Assessment and Examination of Coursework
- Identifying and Supporting Students at Risk.

All of these policies can be accessed at the University's Policy website (www.usyd.edu.au/policy).

Printing service
The University Printing Service (UPS) provides printing and binding services including high-volume printing and copying, short run/low-volume printing, and four-colour process printing. It also offers finished artwork and design, including website design, document scanning, file conversion and CD burning.

UPS products range from stationery, books, brochures, handbooks, graduation certificates and examination papers through to invitations, flyers and banners.

UPS also offers a variety of finishing options plus collating, addressing and filling of envelopes, mail merge options and print-broking services.

University Printing Service
Room 314, Level 3
Services Building, G12
Codrington Street
Phone: +61 2 9351 2004
Fax: +61 2 9351 7757
Email: ups@ups.usyd.edu.au
Website: www.usyd.edu.au/ups

Privacy
The University is subject to the NSW Privacy and Personal Information Protection Act 1998 and the NSW Health Records and Information Privacy Act 2002. Central to both pieces of legislation are the sets of information protection principles (IPPs) and health privacy principles which regulate the collection, management, use and disclosure of personal and health information.

In compliance with the Privacy and Personal Information Protection Act the University developed a Privacy Management Plan which includes the University Privacy Policy. The Privacy Management Plan sets out the IPPs and how they apply to functions and activities carried out by the University. Both the plan and the University Privacy Policy were endorsed by the Vice-Chancellor on 28 June 2000.

Further information and a copy of the plan may be found at www.usyd.edu.au/arms/privacy

Any questions regarding the Freedom of Information Act, the Privacy and Personal Information Protection Act, the Health Records and Information Privacy Act or the Privacy Management Plan should be directed to Archives and Records Management Services. See www.usyd.edu.au/arms for contact details.

Research Office
The Research Office administers the major government-funded research scholarships to postgraduate research students. Details of these scholarships and many others may be obtained from www.usyd.edu.au/ro/training

The closing date for applications for Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) is October every year.

Applications for National Health and Medical Research Council (NHMRC) Postgraduate Research Scholarships usually close in mid-July. It is wise to check in advance the exact closing date.

Research Office
Level 6, Jane Foss Russell Building, G02
Phone: +61 2 8627 8112
Email: research.training@usyd.edu.au
Website: www.usyd.edu.au/ro/training

Revenue Services
Revenue Services provides information on HECS/fee payment methods and can confirm the receipt of payments. The office can also provide information on the steps necessary to obtain a refund. More details are available on its website (listed below).

Revenue Services (domestic students)
Margaret Telfer Building, K07
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 5222
Fax: +61 2 9114 0556
Email: feespay@usyd.edu.au
Website: www.finance.usyd.edu.au/revenue_income/fees.shtml

Cashier’s Office (domestic and international student payments)
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Office hours: 9am to 5pm, Monday to Friday
Scholarships for undergraduates
The Scholarships and Prizes Office administers scholarships and prizes for undergraduate and postgraduate coursework degrees at the University of Sydney. To learn more, see the website.

Scholarships and Prizes Office
Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 6870
Fax: +61 2 9351 6870
Email: admin@eeo.usyd.edu.au
Website: www.usyd.edu.au/eeo

Security Service
Security staff patrol the University's Camperdown and Darlington campuses 24 hours a day, seven days a week and are easily identified by their blue uniforms and distinguishing badges.

Security Escort Service
The University’s Security Escort Service may be booked by phoning 9351 3487. This service provides transportation around the Camperdown and Darlington campuses as well as to the nearest transport point at its edge (it generally operates after the security bus has ceased). The service is for security situations and is not designed for convenience use. Requests for this service will be prioritised against other security demands.

Emergency contact
Phone: +61 2 9351 3333 (13333 from an internal phone)

Enquiries
Phone: +61 2 9351 3487 or (toll-free within Australia) 1800 063 487
Fax: +61 2 9351 4555
Email: security.admin@mail.usyd.edu.au
Website: www.facilities.usyd.edu.au/security

Traffic
Phone: +61 2 9351 3336

Lost property
Phone: +61 2 9351 5325

Service Management, Information and Communications Technology (ICT)
ICT is responsible for the delivery of many of the computing services provided to students. Students can contact ICT by phoning the helpdesk on (02) 9351 6000, through the IT Assist website (www.usyd.edu.au/ict/switch) or by visiting the staff at one of the University Access Labs. The location details of Access Labs can be found at www.usyd.edu.au/ict/switch/locations

The labs provide students free access to computers, including office productivity and desktop publishing software. Some services are available on a fee-for-service basis, such as internet access, printing facilities, and the opportunity for students to host their own non-commercial website.

Each student is supplied with an account, called a 'UniKey' account, which allows access to a number of services including:

- free email
- WebCT/elearning online resources
- access to the Internet from home or residential colleges
- facilities, such as exam results, enrolment variations and timetabling
- free courses in basic computing (such as MS Office, basic html and Excel), run by Access Lab staff in the week following orientation week. To register contact the Access Lab Supervisor on +61 2 9351 6870.

See www.usyd.edu.au/ict/switch for more information on these services.

Service Management, Helpdesk
University Computer Centre, H08
Camperdown Campus
Phone: +61 2 9351 6000
Fax: +61 2 9351 6004
Email: support@usyd.edu.au
Website: www.usyd.edu.au/ict/switch

Special Consideration
In cases of illness or misadventure, students should complete an Application for Special Consideration form, accompanied by relevant documentation, such as medical certificates, and submit it to the relevant faculty office. The forms are available at faculty offices, the Student Centre, and online at www.usyd.edu.au/current_students/student_administration/forms

Exemption from re-attendance
Although you may have attended certain lectures or practical classes before, exemption from re-attendance is granted only in exceptional circumstances. In any case, you are required to enrol in all units of study in which you propose to take examinations, whether or not you have been granted leave of absence (or exemption) from re-attendance at lectures and/or practical work. To obtain exemption from re-attendance, apply at your faculty office.

Staff and Student Equal Opportunity Unit (SSEOU)
The Staff and Student Equal Opportunity Unit works with the University community to promote equal opportunity in education and employment, to create opportunities for staff and students who have traditionally been disadvantaged by mainstream practices and policies, and to create an environment that is free from discrimination and harassment.

The Staff and Student Equal Opportunity Unit is responsible for:

- providing policy advice to staff on harassment and discrimination
- providing equal opportunity policy development, promotion and training for staff and students
- coordinating and monitoring equity programs and initiatives
- providing information and advice to staff and students on equal opportunity matters
- resolving individual staff and student concerns about harassment and discrimination
- overseeing the University’s Harassment and Discrimination Resolution procedure
- monitoring and reporting to external bodies on the University’s progress in the equal opportunity area.

Every student and staff member at the University of Sydney has the right to expect that their fellow students and colleagues behave in a way that reflects these key values, irrespective of background, beliefs or culture.

In addition, every student and employee has a right to expect from the University equitable practices that preserve and promote equal opportunity to access, participate, and excel in their chosen field.

Rooms 228 to 235
The Demountables, H11
Codrington Street
Darlington Campus
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 2212
Fax: +61 2 9351 3195
Email: admin@eeo.usyd.edu.au
Website: www.usyd.edu.au/eeo

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Summer School enables students to accelerate their degree progress, make up for a failed subject or fit in a subject which otherwise would not suit their timetables. New students may also gain an early start by completing subjects before they commence their degrees.

Student administration and support
The University provides personal, welfare, administrative and academic support services to facilitate your success. Many factors can have an impact on your wellbeing while studying, and student services can help you to manage these more effectively.

For details of services and online resources provided, visit www.usyd.edu.au/current_students

Student Centre
The Student Centre is responsible for the central functions of UAC admissions, enrolments, HECS, class timetabling, student records, examinations and graduations. In addition to the above matters, general information and academic transcripts can be obtained at the counter of the Student Centre.

Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

General enquiries: +61 2 8627 8200
Academic records: +61 2 8627 8200
Handbooks: +61 2 8627 8200
Fax: +61 2 8627 8279 or +61 2 8627 8284 (academic records)
Email: studentcentre@usyd.edu.au
Website: www.usyd.edu.au/current_students/student_administration

Student course material (online stores)
Students in several faculties can purchase course collateral through an online eStore (available on their faculty website). Course collateral includes laboratory coats, uniforms, safety boots and other equipment required for units of study. All items have been selected and approved by the faculty concerned to ensure they meet course requirements.

Student identity cards
The student identity card functions as a library borrowing card, a transport concession card (when suitably endorsed) and a general identity card. The card must be carried at all times on the grounds of the University and must be shown on demand and taken to all examinations.

University Card Services
Level 2, Fisher Library, F03
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2423
Email: university.cards@usyd.edu.au
website: www.usyd.edu.au/card_centre

Sydney Summer School
Nine faculties at the University offer subjects from undergraduate and postgraduate degree programs during a Summer School program. As the University uses its entire quota of Commonwealth-supported places in Semesters One and Two, these units are full fee-paying for both local and international students and enrolment is entirely voluntary.

Summer School enables students to accelerate their degree progress, make up for a failed subject or fit in a subject which otherwise would not suit their timetables. New students may also gain an early start by completing subjects before they commence their degrees.

Three sessions are offered during the semester break (commencing in mid-December, the first week of January, and the third week of January) and normally run for up to six weeks (followed by an examination week). Details of the available subjects are on the Summer School website.

A smaller Winter School is also offered. It will commence on 28 June 2010 and run for three weeks (followed by an examination week). The Winter School offers both postgraduate and undergraduate subjects.

To find out information about subjects offered and to enrol, see the Summer School website: www.summer.usyd.edu.au

SydneyTalent
SydneyTalent is a University initiative that offers course-related employment at market leading rates and with flexible hours. It connects students with meaningful roles in their chosen field of study, allowing them to develop vital professional skills and graduate with marketable career experience. With SydneyTalent, students are able to successfully manage the work-study balance while building for future success.

Level 5, Jane Foss Russell Building G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 8627 8000
Fax: +61 2 8627 8630
Email: sydney.talent@usyd.edu.au
Website: www.sydneytalent.com.au

Sydney Welcome Orientation and Transition Program (SWOT)
The Sydney Welcome Orientation and Transition program (SWOT) offers a head start to commencing undergraduate students at the University, helping you to become familiar with the University and its student support services. The library and central student support services work together with faculties to provide the SWOT program.

SWOT 2010 runs from 24 to 26 February 2010.
For more information, see www.swot.usyd.edu.au or visit www.usyd.edu.au/current_students/orientation

The University of Sydney Foundation Program (USFP)
The University of Sydney provides a foundation program to international students as a preparation for undergraduate degrees at several Australian universities.

The program is conducted by Taylors College on behalf of Study Group Australia and the University of Sydney. It allows both first and second semester entry to undergraduate courses at the University of Sydney and other universities within Australia.

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Website: www.sydneytalent.com.au

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Level 5, Jane Foss Russell Building G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 8627 8000
Fax: +61 2 8627 8630
Email: sydney.talent@usyd.edu.au
Website: www.sydneytalent.com.au

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Level 5, Jane Foss Russell Building G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 8627 8000
Fax: +61 2 8627 8630
Email: sydney.talent@usyd.edu.au
Website: www.sydneytalent.com.au

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Timetabling Unit

The Timetabling Unit in the Student Centre is responsible for producing personalised student timetables which are available through MyUni. Semester One timetables are available 10 days before that semester begins. Semester Two timetables are available from the beginning of Semester One examinations.

Website:
www.usyd.edu.au/current_students/student_administration/timetables

University Health Service (UHS)

The University Health Service provides a full experienced general practitioner service and emergency medical care to all members of the University community. You can consult a doctor either by appointment or on a walk-in basis (for more urgent matters only). The UHS bills Medicare or your overseas student health care provider (Worldcare or Medibank Private) directly for the full cost of most consultations.

Email: i.marshall@unihealth.usyd.edu.au
Website: www.unihealth.usyd.edu.au
Phone: +61 2 9351 3484
Fax: +61 2 9351 4110

University Health Service (Wentworth)

Level 3, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia
Opening hours: 8.30am to 5.30pm, Monday to Friday
Phone: +61 2 9351 3484
Fax: +61 2 9351 4110

University Health Service (Holme)

Holme Building, A09
Entry Level, Science Road
The University of Sydney
NSW 2006 Australia
Opening hours: 8.30am to 5.30pm, Monday to Friday
Phone: +61 2 9351 4095
Fax: +61 2 9351 4338
Essential information for students

Calendar

The annual University of Sydney Calendar and its online updates are the University of Sydney's central source of official information.

The Calendar provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the resolutions of the Senate relating to constitutions of and courses in each faculty. The statutes and regulations, as well as some resolutions of the Senate, also appear in Policy Online (www.usyd.edu.au/policy).

Along with the University of Sydney handbooks, the Calendar forms the official legal source of information relating to study at the University of Sydney.

The latest Calendar is available in hard copy from the Student Centre. It is also available online, at www.usyd.edu.au/calendar. The PDF and Word document files can be downloaded and printed if required.

Coursework Rule

It is very important that students are aware of the University of Sydney (Coursework) Rule 2000 (as amended), which governs all coursework award courses in the University.

The Coursework Rule relates to:
- award course requirements
- credit points and assessment
- enrolment
- credit
- cross-institutional study and its upper limits
- progression
- discontinuation of enrolment and suspension of candidature
- unsatisfactory progress and exclusion
- exceptional circumstances
- award of degrees
- diplomas and certificates
- transitional provisions.

It should be read in conjunction with two other documents:

- The University of Sydney (Amendment Act) Rule 1999
- Senate and faculty resolutions relating to each award course (found in the relevant faculty handbook).

The Coursework Rule can be found in the following places:

- The University of Sydney Calendar (print or online version): www.usyd.edu.au/calendar
- Policy Online: www.usyd.edu.au/policy
- Handbooks Online: www.usyd.edu.au/handbooks/university_information/01_uni_coursework_rule

PhD Rule

The University of Sydney (Doctor of Philosophy (PhD)) Rule 2004 deals with matters relating to the degree of Doctor of Philosophy, including admission, probation, supervision and submission of theses.

It should be read in conjunction with two other documents:

- The University of Sydney (Amendment Act) Rule 1999
- Senate and faculty resolutions relating to each award course (found in the relevant faculty handbook).

The PhD Rule can be found in the following locations:

- The University of Sydney Calendar (print or online version): www.usyd.edu.au/calendar
- Policy Online: www.usyd.edu.au/policy
- Handbooks Online: www.usyd.edu.au/handbooks/postgrad_hb/ap04_phd_rule.shtml

Plagiarism

The University of Sydney is opposed to and will not tolerate plagiarism. It is the responsibility of all students to:

- ensure that they do not commit or collude with another person to commit plagiarism
- report possible instances of plagiarism
- comply with the University’s policy and procedure on plagiarism.

The policy and procedure on plagiarism can be found at the Policy Online website (www.usyd.edu.au/policy).

The Policy Online website (www.usyd.edu.au/policy) also lists related policies and procedures, including:

- Academic Honesty in Coursework (plagiarism) policy

The University will treat all identified cases of student plagiarism seriously, in accordance with this policy and procedure, and with Chapter 8 of the University of Sydney By-law 1999 (as amended), which deals with student discipline.

Students at Risk Policy

The Students at Risk Policy enables early detection of students who are making poor or unsatisfactory progress and are therefore at risk of exclusion from their degree.

The policy outlines procedures and processes to support students in their ongoing studies, including:

- timely intervention and the provision of advice and assistance
- regularly and effectively advising students of progress requirements
- identifying students at risk
- alerting students that they are at risk
- providing assistance to address the risk
- tracking the progress of students after they are identified as being at risk.

For more information on this policy, please see the Secretariat website (www.usyd.edu.au/secretariat/students/riskstudents).

Grievance procedure

The University’s policy and procedures document on student grievances, appeals and applications for review is available on the Policy Online website (www.usyd.edu.au/policy).

The Grievance Procedure document is a statement of the University’s processes for handling student grievances, appeals and applications for review regarding academic and non-academic matters.

Study at the University presents opportunities for interacting with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and administratively, in a fair and transparent manner.

To view the latest update, download, purchase or search a handbook visit Handbooks online: www.usyd.edu.au/handbooks
Student organisations

Students’ Representative Council (SRC)
The Students’ Representative Council represents, campaigns and advocates for undergraduate students throughout the University.

The SRC caseworkers advise students on a range of issues, including academic appeals, Centrelink and Austudy, tenancy, harassment and discrimination. The solicitor (from Redfern Legal Centre) provides legal assistance and court representation. These services are free and confidential. The SRC also offers financial support in the form of emergency loans of up to $50.

In addition, the SRC runs a second-hand bookshop that specialises in the purchase and sale of coursework textbooks. Among the publications produced by the SRC are the weekly student newspaper Honi Soit, the Counter-Course Handbook and the O-Week Handbook.

The SRC, which recently celebrated its 80th anniversary, is one of the oldest student organisations in Australia, and is run by and for students. It’s a great way to get involved in student life. Officers elected to the student council campaign on issues that directly affect students, such as course cuts and assessments, fee increases, discrimination and welfare rights. They also advocate on social justice matters both within the University and throughout the wider community.

SRC main office
Level 1, Wentworth Building (G01), City Road
Phone: +61 2 9660 5222
Fax: +61 2 9660 4260
Email: help@src.usyd.edu.au
Website: www.src.usyd.edu.au

Sydney University Postgraduate Representative Association (SUPRA)
SUPRA is an independent association which provides advice, advocacy and support services to postgraduate students. SUPRA is both the voice and safety net of these students, and represents their interests by:

- ensuring the representation of postgraduate views within the University and wider community
- providing free, confidential assistance and advocacy for postgraduates through the employment of Student Advice and Advocacy Officers (SAAOs)
- providing free legal advice for postgraduate students, in association with the Redfern Legal Centre
- representing postgraduates on University policymaking bodies such as the Academic Board, its committees and working parties
- meeting with members of the Senate on the Senate/Student Organisations Liaison Committee
- regularly consulting with the Vice-Chancellor, Registrar and other senior University officers
- drawing postgraduates together at all levels of University life.

SUPRA Council, committees and networks
The SUPRA Council is elected annually by and from the postgraduate student community. Council meetings are held monthly and postgraduate students are encouraged to attend. SUPRA committees and networks help to coordinate activities and run campaigns, and are a great way to get involved. All postgraduates can stand for the council or attend any SUPRA events provided they are a SUPRA subscriber (see below).

Advice and advocacy
SUPRA employs professional student advice and advocacy officers (SAAOs) to help postgraduate students with any academic or personal problems that may affect their study, such as:

- fee payment and administrative issues
- academic appeals and exclusions
- supervision problems
- tenancy issues
- Centrelink and financial assistance concerns
- harassment and discrimination.

This is a free and confidential service for all postgraduates at the University of Sydney. To access the SAAO service, you must be a SUPRA subscriber. It’s free to subscribe and you can do it online, in the office, or when you see an SAAO. To find out more about the SAAO service, email help@supra.usyd.edu.au

Publications
SUPRA places the highest priority upon communication, being responsive to postgraduates and encouraging maximum participation in SUPRA through the following publications:

- eGrad, a regular email bulletin
- The Postgraduate Survival Manual
- Thesis Guide
- our weekly double-page spread in Honi Soit, the student newspaper
- a range of handbooks, fact sheets and brochures.

Electronic versions are available at www.supra.usyd.edu.au

All of SUPRA’s services, activities and publications are free to SUPRA subscribers. By subscribing, you also show your support for all the work that SUPRA does on your behalf. It’s free to subscribe and you can sign up online or drop into the SUPRA offices and fill out a form.

SUPRA office
Raglan Street Building, G10
Corner Raglan Street and Abercrombie Street
Phone: +61 2 9351 3715 (local) or 1800 249 950 (toll free within Australia)
Fax: +61 2 9351 6400
Email: admin@supra.usyd.edu.au
Website: www.supra.usyd.edu.au

University of Sydney Union (USU)
As the largest university union in Australia, the USU is a major provider of exciting cultural, social, political, and charitable activities, as well as quality on-campus food and retail services, entertainment, events and programs that service the entire university community.

The USU offers an array of programs to its members to promote cultural life on campus, including awards, grants and prizes in leadership, literature, debating, photography, film, drama, philanthropy,
music and art. The USU Debating Team is a formidable force, currently ranked first in the world, and the USU also funds the oldest continuing theatre group in Australia, the Sydney University Dramatic Society.

The USU keeps the campus alive with big-name gigs and exhilarating events held throughout the year at its bars Manning and Hermann’s. Each year the USU holds major festivals and events such as O-Week, Beachball and the Verge Arts Festival.

For more information on USU, see www.usuonline.com

Access Card Benefits Program

The USU offers membership to its award-winning Access Benefits Program, your gateway to benefits and discounts at more than 55 selected food, retail and entertainment partners on and off campus, as well as access to USU’s programs including internships, student positions and volunteering opportunities.

For more information, see www.accessbenefits.com.au

Clubs and societies

The USU funds, accommodates, trains and supports more than 200 clubs and societies – groups that USU members can join and operate to meet others with shared interests. Clubs and societies organise their own activities and events with funding from the USU. Being part of a club or society is the best way to connect, socialise, network and gain valuable skills, training and experience.

There are clubs and societies focused on politics, culture, the arts, the environment, religion, volunteerism, faculties, games, hobbies and passions. If there isn’t a club or society that suits your interests, the USU will help you start your own.

For more information, see the clubs and societies section of the USU website www.usuonline.com

C&S Office
University of Sydney Union
Level 1, Manning House, Manning Road
Phone: +61 2 9351 4988
Email: clubsandsocs@usu.usyd.edu.au

The USU Student Leadership Program

The USU offers a range of development opportunities for its student members, ranging from board director positions, club and society executives, festival directors, debate directors, editors, volunteers, and community portfolio convenors.

The USU’s programs not only entertain, but teach and prepare participants for life beyond graduation. USU programs include mentoring, personal development, and leadership training, providing the opportunity to add a different dimension to your tertiary education.

For more details, see the ‘Get Involved’ section of www.usuonline.com

Sydney Uni Sport & Fitness

Sydney Uni Sport & Fitness invites you to enjoy a healthier University experience.

Get access to three world-class, on-campus facilities, over 40 different sports clubs, more than 30 dance, recreation and sport short courses, plus get involved in popular social sporting activities through our range of maximum value membership options.

The vast array of sports clubs for men and women ranges from AFL to water polo, with competitions ranging from local social competitions to nationwide leagues, all giving you the chance to improve your performance under the guidance of some of Australia’s most accomplished coaches and sportspeople.

Purpose-built venues offer tennis and squash courts, rock-climbing, fitness equipment, a martial arts room and an Olympic-size heated swimming pool.

Check out the historic and panoramic sporting ovals, rowing sheds and a multipurpose facility at Tempe, and don’t forget the on-campus Grandstand sports bar and restaurant.

Sydney Uni Sport & Fitness
University Sports & Aquatic Centre
Corner Codrington Street and Darlington Road
Phone: +61 2 9351 4960
Fax: +61 2 9351 4962
Email: admin@sport.usyd.edu.au
Website: www.susf.com.au

Facilities

Sydney Uni Sport & Fitness has three main fitness centres.

University Sports & Aquatic Centre
Corner Codrington Street and Darlington Road
Darlington Campus
Phone: +61 2 9351 4978
Email: nmrc@sport.usyd.edu.au

Facilities at the centre include:

- 50-metre heated Olympic swimming pool
- modern fitness centre
- group fitness studio
- RPM studio
- six synthetic tennis courts
- four squash courts
- multifunction sports hall
- health assessments and fitness testing
- personal training
- Sports Bistro & Mint Cafe.

Arena Sports Centre and the Ledge Climbing Centre
Western Avenue
Camperdown Campus
Phone: +61 2 9351 8111
Email: arenaman@sport.usyd.edu.au

Facilities at the Centre and the Ledge Climbing Centre include:

- extensive weights training room
- yoga classes
- 8-metre-tall rock climbing walls
- bouldering facilities
- personal training
- multipurpose sports hall
- two squash courts
- sports clinic
- Ralf’s Café.

HK Ward Gymnasium
Between Ovals 1 and 2
Camperdown Campus
Phone: +61 2 9351 4988
Email: hk@sport.usyd.edu.au

Facilities at the gymnasium include:

- martial arts facility
- sports hall
- boxing ring and gymnasium
- group fitness studio
- boxercise and kickboxing classes
- ergometer training
- sports equipment hire.
International students

The following information is for International students studying onshore on an Australian student visa.

Completion within the expected duration
Education providers are required to ensure that international students complete their studies within the duration specified on the electronic Confirmation of Enrolment (eCoE). Extensions to a student’s course duration are allowed only in limited circumstances (for example, for compassionate or compelling reasons, where an intervention strategy has been implemented or where there has been an approved leave of absence or suspension).

It is important students ensure they are on track to complete their studies within the expected duration, or that they have permission from their faculty to extend their duration.

Satisfactory academic progress
Maintaining satisfactory course progress is a mandatory student visa condition. Education providers are required to monitor course progress, intervene where students are at risk of failing to achieve satisfactory course progress, notify students who fail to achieve satisfactory course progress and report students who fail to achieve satisfactory course progress to the Department of Immigration and Citizenship (DIAC).

It is important that every student is aware of the progress rules for their course and participates in the intervention strategies implemented by their faculty. Exclusion from a course due to unsatisfactory progress can have serious implications for student visa holders including visa cancellation and restrictions on returning to Australia.

The University provides many avenues of support for students who are struggling academically. International students who experience any difficulties with their academic progress should consult their faculty, the international student advisers in the International Office or the counsellors in the International Student Support Unit (ISSU).

Distance/web-based study
International students may undertake no more than 25 per cent of their total course by distance and/or online learning. Students must not enrol in exclusively distance or online study in any compulsory study period.

Students who are supported by United States Financial Aid are not permitted to undertake distance and/or online learning at anytime during their course of study.

Work permits
International students with a work permit are permitted to work for up to 20 hours per week during semester and full-time during the University’s official vacation periods. Contact the international student advisers in the International Office for more information.

Change of address
International students must notify the University of their residential address within seven days of arrival and notify any change of address within seven days. This should be done online via the University’s MyUni student portal (http://myuni.usyd.edu.au).

Sponsored students
Sponsored students need permission from their sponsors before transferring courses, suspending their studies or varying their study load. Students sponsored by the Australian Government (AusAID, Endeavour), or Asia Development Bank (ADB) should contact the International Office in the early stages of considering a change to their program.

Suspension/discontinuation
The University is required to report to DIAC any international students who discontinue or suspend their studies. Students who suspend their studies for medical or compassionate reasons should contact the international student advisers in the International Office urgently.

Health cover
The Australian government requires that all international students and their families pay for health insurance in Australia through the Overseas Student Health Cover (OSHC) scheme. The University-preferred provider is OSHC Worldcare. The International Office will, on receipt of the student’s first payment of tuition fees and the OSHC premium, pay the compulsory amount to OSHC Worldcare on their behalf.

Alternatively, international students may arrange their own OSHC through an approved provider. The following Department of Health and Ageing website provides a list of approved OSHC providers.
http://www.health.gov.au

OSHC provides free access to the University health service and public hospitals. Higher-level coverage (eg access to private hospitals coverage for spouse and family) is the student’s responsibility.

ISSU (International Student Support Unit)
The International Student Support Unit (ISSU) provides support to international students through information, orientation programs, welfare advice and counselling. The ISSU gives advice on:

- preparations before leaving their home country
- what to expect upon arrival in Sydney
- emotional changes that can occur when moving to a different country
- academic concerns, including understanding the University system and liaising with staff members
- preparing family visit letters
- preparing to return to their home country.

ISSU Office - Camperdown Campus
Level 5, Jane Foss Russell Building, G02
University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8437
Fax: +61 2 8627 8482
Email: info@issu.usyd.edu.au
Website: www.usyd.edu.au/issu

ISSU Office - Cumberland Campus
Ground Floor, A Block, C42
75 East St, Lidcombe
NSW 2141 Australia
International Office

The International Office provides advice and assistance with application, admission and enrolment procedures for international students. The International Office also includes units responsible for international marketing, government and student relations, international scholarships, including AusAID scholarships and administrative support for international financial aid programs, and compliance with government regulations related to international students.

The International Office also coordinates student exchange and study abroad programs, and other inter-institutional links. The Study Abroad and Exchange unit assists both domestic and international students who wish to enrol in study abroad or exchange programs.

International Admissions and Customer Services
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8300
Future student enquiries: 1800 899 376 (domestic free call)
Fax: +61 2 8627 8387
Email: info@io.usyd.edu.au
Website: www.usyd.edu.au/internationaloffice

Study Abroad
Phone: +61 2 8627 8322
Fax: +61 2 8627 8390
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studyabroad

Student Exchange
Phone: +61 2 8627 8322
Fax: +61 2 8627 8390
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studentexchange
Set a course for Handbooks online: www.usyd.edu.au/handbooks
## Directory

### University Buildings

<table>
<thead>
<tr>
<th>Block</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4</td>
<td>A Block – Jeffrey Miller Administration Building</td>
</tr>
<tr>
<td>F3</td>
<td>B Building</td>
</tr>
<tr>
<td>C4</td>
<td>C Building</td>
</tr>
<tr>
<td>C4</td>
<td>Building</td>
</tr>
<tr>
<td>G3</td>
<td>D Building</td>
</tr>
<tr>
<td>D2</td>
<td>D Building</td>
</tr>
<tr>
<td>D4</td>
<td>E Block</td>
</tr>
<tr>
<td>F4</td>
<td>F Block</td>
</tr>
<tr>
<td>F2</td>
<td>G Building</td>
</tr>
<tr>
<td>E5</td>
<td>Gatehouse</td>
</tr>
<tr>
<td>D3</td>
<td>H Block</td>
</tr>
<tr>
<td>G3</td>
<td>H Block</td>
</tr>
<tr>
<td>F2</td>
<td>Horticulture Centre</td>
</tr>
<tr>
<td>F2</td>
<td>J Building</td>
</tr>
<tr>
<td>D4</td>
<td>K Block</td>
</tr>
<tr>
<td>F3</td>
<td>L Block</td>
</tr>
<tr>
<td>E2</td>
<td>M Building</td>
</tr>
<tr>
<td>E2</td>
<td>N Building</td>
</tr>
<tr>
<td>E2</td>
<td>O Building</td>
</tr>
<tr>
<td>F3</td>
<td>O.T. Annex</td>
</tr>
<tr>
<td>H4</td>
<td>Q Building – Ngallia Childcare Centre</td>
</tr>
<tr>
<td>F3</td>
<td>R Block</td>
</tr>
<tr>
<td>E3</td>
<td>S Block</td>
</tr>
<tr>
<td>G4</td>
<td>T Building</td>
</tr>
<tr>
<td>F4</td>
<td>U Building – Campus Rewards</td>
</tr>
<tr>
<td>C4</td>
<td>V Building – Sport Centre</td>
</tr>
<tr>
<td>G3</td>
<td>Y Building – Yannadah/Residential Building</td>
</tr>
<tr>
<td>F4</td>
<td>Campus bookstore (U Building)</td>
</tr>
<tr>
<td>F4</td>
<td>Campus Rewards administration (U Building)</td>
</tr>
<tr>
<td>F4</td>
<td>JDV food court (U Building)</td>
</tr>
<tr>
<td>F4</td>
<td>The Depot &amp; Rewards information (F Block)</td>
</tr>
</tbody>
</table>

### Childcare

<table>
<thead>
<tr>
<th>Block</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H4</td>
<td>Ngallia Child Care Centre (Q Building)</td>
</tr>
</tbody>
</table>

### Clinics, community services and research units

<table>
<thead>
<tr>
<th>Block</th>
<th>Description</th>
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<tbody>
<tr>
<td>C4</td>
<td>Australian Stuttering Research Centre ASRC (D Building)</td>
</tr>
<tr>
<td>F2</td>
<td>Driver Rehabilitation and Fleet Safety Services (J Building)</td>
</tr>
<tr>
<td>C4</td>
<td>Fitability (C Building)</td>
</tr>
<tr>
<td>E2</td>
<td>National Centre for Classification in Health NCCH (M Building)</td>
</tr>
<tr>
<td>C4</td>
<td>Australian Stuttering Research Centre ASRC (D Building)</td>
</tr>
<tr>
<td>F2</td>
<td>Driver Rehabilitation and Fleet Safety Services (J Building)</td>
</tr>
<tr>
<td>C4</td>
<td>Fitability (C Building)</td>
</tr>
<tr>
<td>E2</td>
<td>National Centre for Classification in Health NCCH (M Building)</td>
</tr>
</tbody>
</table>

### Library

- **F3** Health Sciences Library (R Block)

### Retail

- **F4** Campus bookstore (U Building)
- **F4** Campus Rewards administration (U Building)
- **F4** JDV food court (U Building)
- **F4** The Depot & Rewards information (F Block)

### Disciplines

<table>
<thead>
<tr>
<th>Block</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2</td>
<td>Behavioural and Social Sciences in Health (G Building)</td>
</tr>
<tr>
<td>E3</td>
<td>Biomedical Science (S Block)</td>
</tr>
<tr>
<td>D4</td>
<td>Exercise and Sport Science (K Block)</td>
</tr>
<tr>
<td>E2</td>
<td>Health Informatics (M Building)</td>
</tr>
<tr>
<td>E2</td>
<td>Medical Radiation Sciences (M Building)</td>
</tr>
<tr>
<td>F2</td>
<td>Occupational Therapy (J Building)</td>
</tr>
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<td>G4</td>
<td>Orthotics (T Building)</td>
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<td>E2</td>
<td>Physiotherapy (O Building)</td>
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<td>F2</td>
<td>Rehabilitation Counselling (G Building)</td>
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<tr>
<td>E3</td>
<td>Speech Pathology (S Block)</td>
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<tr>
<td>G4</td>
<td>Yooroo Garang: Indigenous Support Unit (T Building)</td>
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### Student services

<table>
<thead>
<tr>
<th>Block</th>
<th>Description</th>
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<tbody>
<tr>
<td>E4</td>
<td>Counselling service (A Block)</td>
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<tr>
<td>E4</td>
<td>Disability service (A Block)</td>
</tr>
<tr>
<td>E4</td>
<td>International student support service (A Block)</td>
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<tr>
<td>E4</td>
<td>Learning centre (A Block)</td>
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<tr>
<td>E4</td>
<td>Lost property (A Block)</td>
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<tr>
<td>E4</td>
<td>Official notice board (Block A, courtyard entrance side)</td>
</tr>
<tr>
<td>F3</td>
<td>Official notice board (Block R, outside main entrance)</td>
</tr>
<tr>
<td>F3</td>
<td>Open access computer laboratories (B Building)</td>
</tr>
<tr>
<td>F2</td>
<td>Research Student Inquiries (Research &amp; Innovation Office) (G Building)</td>
</tr>
<tr>
<td>E4</td>
<td>Student central (F Block)</td>
</tr>
<tr>
<td>G3</td>
<td>Student residence (Y Building)</td>
</tr>
<tr>
<td>E4</td>
<td>Student services (A Block)</td>
</tr>
</tbody>
</table>

### University administration and services

<table>
<thead>
<tr>
<th>Block</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>D2</td>
<td>Building and grounds (W Building)</td>
</tr>
<tr>
<td>F4</td>
<td>Central store (F Block)</td>
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<tr>
<td>E4</td>
<td>Deans office (A Block)</td>
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<tr>
<td>E4</td>
<td>Faculty services (A Block)</td>
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<tr>
<td>E4</td>
<td>Finance / Cashier (A Block)</td>
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<tr>
<td>F3</td>
<td>Information Technology services (B Block)</td>
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<tr>
<td>E4</td>
<td>Learning &amp; Teaching office (A Block)</td>
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<tr>
<td>E4</td>
<td>Marketing (A Block)</td>
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<td>F3</td>
<td>Printing (R Block)</td>
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<tr>
<td>E4</td>
<td>Property services (A Block)</td>
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<tr>
<td>E4</td>
<td>Purchasing (A Block)</td>
</tr>
<tr>
<td>F2</td>
<td>Research &amp; Innovation office (G Block)</td>
</tr>
</tbody>
</table>

### Security

- **E5** Emergency
- **E5** Parking

### Sport and recreation venues

- **B3** Oval
- **C4** Sport centre (V Building)
- **C4** Tennis courts