



The University of Sydney

Faculty of Dentistry Handbook 2005

University dates

University semester and vacation dates 2005

Summer School

Lectures begin	Tuesday 4 January
Lectures end	Friday 4 March

Semester 1

Lectures begin	Monday 7 March
AVCC Common Week/non-teaching Easter Period	Friday 25 March to Friday 1 April
Study vacation	Monday 13 June to Friday 17 June
Examination period	Monday 20 June to Saturday 2 July
Semester ends	Saturday 2 July
AVCC Common week/non-teaching period	Monday 4 July to Friday 8 July

Semester 2

Lectures begin	Monday 25 July
AVCC Common Week/non-teaching period	Monday 26 September to Friday 30 September
Study vacation	Monday 31 October to Friday 4 November
Examination period	Monday 7 November to Saturday 19 November
Semester ends	Saturday 19 November

Last dates for withdrawal or discontinuation 2005

Semester 1 units of study.

Last day to add a unit	Friday 18 March
Last day for withdrawal	Thursday 31 March
Last day to discontinue without failure (DNF)	Friday 29 April

Last day to discontinue (Discontinued – Fail)	Friday 10 June
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Semester 2 units of study.

Last day to add a unit	Friday 5 August
Last day for withdrawal	Wednesday 31 August
Last day to discontinue without failure (DNF)	Friday 9 September

Last day to discontinue (Discontinued – Fail)	Friday 28 October
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Last day to withdraw from a non-standard unit of study.	Details in the session calendar on the Timetable Unit website. http://web.timetable.auth.usyd.edu.au/
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These dates (and any updates) are also available at:
www.usyd.edu.au/fstudent/undergrad/apply/scm/dates.shtml

The University of Sydney

NSW 2006
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Faculty of Dentistry

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This book (and other handbooks) can also be found at:
www.usyd.edu.au/handbooks

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The information in this handbook is subject to approval and/or change by the appropriate faculty of the University. Students should always check the accuracy of the information with faculty staff.

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Faculty of Dentistry Handbook

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

Faculty Overview

The Faculty of Dentistry at the University of Sydney is Australia's first and has been involved in the training of dental practitioners for over 100 years. The Faculty is one of the largest of the five dental schools in Australia and is part of the University of Sydney's College of Health Sciences together with the Faculties of Health Sciences, Medicine, Nursing and Pharmacy. The Faculty is located at the Sydney Dental Hospital (Surry Hills Campus) and at the Westmead Centre for Oral Health, Westmead Hospital.

The Faculty offers a dynamic and innovative suite of undergraduate and postgraduate programs designed to produce dental practitioners, oral health professionals, dental specialists and researchers of the highest calibre.

Undergraduate courses are the graduate-entry Bachelor of Dentistry (BDent) program, and the Bachelor of Oral Health, which will accept its first intake of students in 2005.

Postgraduate courses are offered through specialist coursework programs in the disciplines of community oral health and epidemiology, orthodontics, prosthodontics, periodontics, oral medicine and oral pathology and paediatric dentistry. Graduate Diploma programs are available in oral health and epidemiology, oral implants and conscious sedation and pain control. An articulated course structure has also been developed for the MDSc(Prosthodontics) program incorporating the Graduate Diploma in Clinical Dentistry (Restorative) and the Graduate Certificate in Clinical Dentistry (Restorative).

Research degrees are offered via the PhD and MSc (Dent) in the areas of biomaterials science, community oral health and epidemiology, educational research jaw function and orofacial pain, occlusion, oral diagnosis and radiology, oral and maxillofacial surgery, oral medicine and oral pathology, orthodontics, paediatric dentistry, periodontics, prosthodontics and tooth conservation.

Students of the Faculty have access to the many student-operated student organisations, which cater for a wide spectrum of academic, social, pastoral and sporting interests. The Sydney University Dental Undergraduates' Association is a student-operated student body of the Faculty of Dentistry, which organises social and professional activities for students enrolled across the Faculty, and acts as a supportive body for new students to the Faculty.

The Dental Alumni Society is the oldest Dental Alumni Society in Australia, whose membership comprises all dental graduates of the Faculty.

The University's Internationalisation strategy is supported by the Faculty, with collaborative links and memoranda of understanding established with overseas institutions located in China, France, Japan, Lebanon, Thailand and the USA. The Faculty attracts a sizeable and competitive applicant pool from abroad for entry into its undergraduate and postgraduate programs

Dean's Welcome

Welcome to the Faculty of Dentistry at the University of Sydney, Australia's first! We are very happy that you have decided to join our Faculty.

As a student of the Faculty, your experience with us will be academically rigorous, highly stimulating, but also student-friendly, supportive and social. We strive to comprehensively prepare you for an exciting, highly respected and rewarding career in dentistry and oral health care.

This is an exciting time for us - the Faculty will launch its new Bachelor of Oral Health degree in 2005. In the BDent program, the Faculty has over the last four years implemented a new educational philosophy and embraced the concepts of self-directed, problem-

based learning and of self-evaluation in education with an aim to promoting excellence in Dentistry. As a student within the Faculty of Dentistry, your educational experience will involve a blend of clinical, medical and dental science, and dental and clinical practice based on a comprehensive care approach. You will also have the opportunity to develop skills in critical analysis, reasoning, team work and problem solving to help you prepare for a professional career and for your life-long learning.

Members of the teaching staff are committed to your education and to your evolution to an ethical, empathetic, scientifically informed and clinically competent oral health care provider. Depending on your course of study, this may take the shape of a dental practitioner, or dental hygienist/therapist, or dental specialist for our postgraduate candidates.

During your time with us you will be required to attend the two major teaching hospitals of the Faculty: the Sydney Dental Hospital and the Westmead Centre for Oral Health. We will expect of you the kind of honourable and mature behaviour associated with a caring profession in settings in which the University is a guest, albeit an honoured one. You will be accorded significant privileges in these two institutions, and the Faculty will require you to honour these privileges. Our expectation will be that you respect both the patients you treat and the staff who help make your patient treatment experience possible.

Again, welcome to the Faculty and to the University. I hope you will involve yourself fully in all that is offered to you. We have a common goal in your preparation for a professional life, and in your successful contribution to the future wellbeing of the community.

Professor Eli Schwarz, KOD
Dean

Semester Dates 2005

The semester dates for the Faculty are outside of the standard semester dates set by the University and vary according to the course of study.

Bachelor of Dentistry

Year 1

Monday 14 February to Friday 18 March
Recess: Monday 21 March to Friday 1 April
Monday 4 April to Friday 24 June
Recess: Monday 27 June to Friday 8 July
Monday 11 July to Friday 30 September
Recess: Monday 3 October to Friday 7 October
Monday 10 October to Friday 18 November

Year 2

Monday 7 February to Friday 18 March
Recess: Monday 21 March to Friday 1 April
Monday 4 April to Friday 1 July
Recess: Monday 4 July to Friday 15 July
Monday 18 July to Friday 23 September
Recess: Monday 26 September to Friday 7 October
Block Assessment: Monday 10 October to Friday 14 October*
Monday 17 October to Friday 18 November

Year 3

Monday 17 January to Friday 18 March
Recess: Monday 21 March to Friday 1 April
Monday 4 April to Friday 1 July
Recess: Monday 4 July to Friday 15 July
Monday 18 July to Friday 23 September
Recess: Monday 26 September to Friday 30 September
Monday 3 October to Friday 18 November
Recess: Monday 21 November to Friday 25 November

Block Assessment: Monday 28 November to Friday 2 December*

Year 4

Monday 14 February to Friday 18 March

Recess: Monday 21 March to Friday 1 April

Monday 4 April to Friday 1 July

Recess: Monday 4 July to Friday 15 July

18 July to Friday 23 September

Recess: Monday 26 September to Friday 30 September

Monday 3 October to Friday 28 October

Recess: Monday 31 October to Friday 4 November

Monday 7 November to Friday 25 November

Bachelor of Oral Health

Semester 1

14 February to 25 March

Recess: Monday 28 March to Friday 1 April

Monday 4 April to Friday 23 June

Stuvac: Monday 6 June to Friday 10 June

Exams: Monday 13 June to Friday 24 June

Recess: Monday 27 June to Friday 8 July

Semester 2

Monday 11 July to Friday 23 September

Recess: Monday 26 September to Friday 30 September

Monday 3 October to Friday 11 November

Stuvac: Monday 14 November to Friday 18 November

Exams: Monday 21 November to Saturday 3 December

Postgraduate Courses

The semester dates for postgraduate courses, research and course-work, differ depending on the course a candidate is enrolled in. Contact the Course Coordinators listed in the "Helpful Information" Section in the Guide to the Faculty Chapter for details.

* to be confirmed.

1. Guide to the Faculty

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Helpful Information and Contacts

As a new or continuing student of the Faculty, this section will assist you with whom to contact for help and advice within the Faculty for academic and administrative matters.

Academic Matters:

The Faculty is committed to ensuring that the student experience is both academically stimulating, rewarding and supportive. Students should contact the personnel below, depending on the degree they are enrolled in:

Bachelor of Dentistry :

Theme Head – for queries relating to the content, structure, assessment, etc, one of the three academic themes of the BDent. The Theme Heads are:

Foundations of Total Patient Care (FTPC)
Dr Catherine Groenlund (02) 9351-8323 or cath-ieg@dentistry.usyd.edu.au

Life Sciences (LS)
Dr Michael Thomas (02) 9351-8325 or mthomas@dentistry.usyd.edu.au

Personal & Professional Development/Dentist in the Community (PPD/DC)
Associate Professor Wendell Evans (02) 9845-7537 or w.evans@dentistry.usyd.edu.au

Sub-Dean (Year Coordinator) – for queries about your year of the course (1,2,3, or 4) for issues relating to the timetable, structure, assessment etc.

Year 1 Dr Michael Thomas (02) 9351-8325 or mthomas@dentistry.usyd.edu.au
Year 2 Dr Delyse Russell (02) 9351-8372 or delyse@dentistry.usyd.edu.au
Year 3 Dr Malcolm Bourne (02) 9351-8304 or malcolmb@dent-al.wsahs.nsw.gov.au
Year 4 Dr Elizabeth Martin (02) 9845-6977 or fe-martin@dentistry.usyd.edu.au

Associate Dean (Students) Dr Delyse Russell (02) 9351-8372 or Delyse@dentistry.usyd.edu.au. For matters relating to electives, overseas' student electives, overall course queries, course feedback, admissions and evaluation

Bachelor of Oral Health

All academic matters relating to this course should be directed to the acting Course Director, Dr Peter Dennison on (02) 9845-7955 or peter.dennison@dentistry.usyd.edu.au

Postgraduate Students

Postgraduate coursework students should contact their course coordinator for academic matters relating to their course. These are:

MDS(Community Oral Health & Epidemiology)
Associate Professor Wendell Evans (02) 9845-7537 or w.evans@dentistry.usyd.edu.au

MDS(Oral Medicine & Oral Pathology)
Associate Professor Hans Zoellner (02) 9845-7401 or hansz@dent-al.wsahs.nsw.gov.au

MDS(Orthodontics)
Professor Ali Darendelilar (02) 9351-8314 or maria@dentistry.usyd.edu.au

MDS(Paediatric Dentistry)
Dr Angus Cameron (02) 9845-7420 or francesp@dent-al.wsahs.nsw.gov.au

MDS(Periodontics)
Associate Professor Chris Daly (02) 9351-8320 or cdaly@dentistry.usyd.edu.au

MDS(Prosthodontics)
Professor Iven Klineberg (02) 9845-7192 or traceyb@dent-al.wsahs.nsw.gov.au

Graduate Diploma in Clinical Dentistry (Conscious Sedation & Pain Control)
Dr Douglas Stewart (02) 9845-7195 or dougs@dent-al.wsahs.nsw.gov.au

Graduate Diploma in Clinical Dentistry (Oral Implants)
Professor Iven Klineberg (02) 9845-7192 or traceyb@dent-al.wsahs.nsw.gov.au

Graduate Diploma in Community Oral Health & Epidemiology
Associate Professor Wendell Evans (02) 9845-7537 or w.evans@dentistry.usyd.edu.au

Graduate Diploma in Clinical Dentistry (Restorative)
Professor Iven Klineberg (02) 9845-7192 or traceyb@dent-al.wsahs.nsw.gov.au

Graduate Certificate in Clinical Dentistry (Restorative)
Professor Iven Klineberg (02) 9845-7192 or traceyb@dent-al.wsahs.nsw.gov.au

Postgraduate research degree programs enrolled in the: PhD or MSc(Dent) programs should contact the Associate Dean (Postgraduate), Associate Professor Chris Peck for academic matters in the first instance on (02) 9845-7821 or cpeck@usyd.edu.au

Administrative Matters

Bachelor of Dentistry and Bachelor of Oral Health students should contact the Admissions Officer with administrative enquiries in the first instance, Ms Anne Quinlan on (02) 9351-8308 or admissions@dentistry.usyd.edu.au

Postgraduate students (coursework and research) should contact the Faculty's Postgraduate Administrator, Ms Rebecca Granger on (02) 9845-8706 or rebeccag@dent-al.wsahs.nsw.gov.au or the Postgraduate Administration Unit for the Faculties of Dentistry, Medicine and Pharmacy on (02) 9351-5470 or pg@med.usyd.edu.au or visit <http://www.chs.usyd.edu.au/PG/>

Harassment & Discrimination

Students wishing to report incidents they believe involve harassment and/or discrimination can make confidential contact with the Faculty's Harassment & Discrimination Officer, Ms Jo Fairley on 02 9351-8378 or e-mail jo@dentistry.usyd.edu.au

Faculty Governance, Management and Organisation

The Faculty of Dentistry is part of the College of Health Sciences at the University of Sydney which comprises the Faculties of Dentistry, Health Sciences, Medicine, Nursing and Pharmacy. The College is headed by the Pro Vice-Chancellor, Professor Don Nutbeam, and the Faculty of Dentistry is headed by the Dean, Professor Eli Schwarz.

1. Guide to the Faculty

The governance of the Faculty occurs through the Faculty's Committees, whose membership comprises representatives from the Faculty's academic staff, student body, the teaching hospitals and the profession. The committee structure for 2005 is under review at the time of publication, though it is envisaged Committees will 2005 will be:

Faculty Board
Teaching & Learning Committee
Research Committee
Postgraduate Studies Committee
Information Technology (IT) Committee
Academic Staffing Committee
Dean's Advisory Committee
Faculty Liaison Committee (Westmead Centre for Oral Health)
Faculty Liaison Committee (Sydney Dental Hospital)
Strategic Planning Group
Heads of Discipline Committee
Continuing Education Committee

The Faculty Board is the highest level committee of the Faculty and its membership is prescribed according to the Resolutions of the University Senate (see the Constitution of the Faculty section further in this chapter). All of the above Committees (except for the IT Committee, Heads of Discipline Committee and Dean's Advisory Committee that report to the Dean) report to the Faculty Board for endorsement of their recommendations (subject to approval for 2005)

The management of the Faculty is the responsibility of the Dean, who is supported in this role by the Dean's Advisory Committee, which comprises the Associate Deans, the Director of the Oral Health program, the professors, three elected members of the academic staff, the Faculty Manager and the Faculty Accountant.

Dean
Professor Eli Schwarz

Associate Deans.

The Faculty has four Associate Deans who have responsibility for providing high level advice and support to the Dean for a specific an academic portfolio. They are:

Associate Dean (Teaching & Learning)
Dr Tania Gerzina (on leave until June 2005)
Dr Catherine Groenlund (Acting)

The Associate Dean (Teaching & Learning) is responsible for the planning and monitoring of the curriculum for the four years of the BDent program, and for teaching and learning matters. The position is assisted by the Sub-Deans (Year Heads) of the Bachelor of Dentistry Program.

Associate Dean (Postgraduate)
Associate Professor Chris Peck

The Associate Dean (Postgraduate) has overarching responsibility for the Faculty's postgraduate degree offerings and postgraduate student candidature. The Associate Dean (Postgraduate) works closely with the Coordinators of the postgraduate degrees to execute this role

Associate Dean (Research)
Prof Neil Hunter (until June 2005)
Prof Greg Murray (from June 2005 onwards)

The Associate Dean (Research) is charged with managing the Faculty's research portfolio and performance, which covers research strategic planning, research funding, publications, grants and research benchmarking

Associate Dean (Students) Dr Delyse Russell (for 2005)

The Associate Dean (Students) has general responsibilities for providing a pastoral care role for the BDent students. In this role the Associate Dean (Students) liaises with the year Sub Deans and Theme Heads. The Associate Dean (Students) is also responsible for coordination and implementation of the Faculty Admissions Policy, including dealing with issues such as student recruitment, student requests for withdrawals, suspensions and interviewer training. Part of this role includes management of the overseas stu-

dent elective program. Finally, the Associate Dean (Students), assisted by the Faculty Evaluations Officer is responsible for the overall evaluation of the BDent Program.

Sub-Deans

Each year of the Bachelor of Dentistry course has a Sub-Dean who is responsible for each year of the course. These are:

Year 1: Dr Michael Thomas
Year 2: Dr Delyse Russell
Year 3: Dr Malcolm Bourne
Year 4: Dr Elizabeth Martin

Professional Matters

The field of dentistry

The goal of the dental profession is the optimal oral health of the individual and the community, by the prevention of oral disease and the treatment of those diseases and abnormalities that cannot be prevented. The dental profession is an integral part of the health team in the community and has the specific responsibility for orofacial tissues and their function and a joint responsibility with the other health professions to integrate dental and oral health into the total health care of the community.

This responsibility involves consideration of the patient both as an individual and as a member of the community. In the modern dental curriculum, community dentistry is playing an ever-increasing role.

Dentistry as a profession

There is an increasing scope of activity for dental graduates. The control of dental caries and the lessening of needs for routine restorative dentistry in the younger generation, as well as rapid advances in research and prevention over the last decade, have allowed dental graduates the opportunity to carry out more sophisticated and specialised dental treatment. The increasing availability of postgraduate training makes entry into specialised practice more readily available and the growing level of community awareness of the significance of oral health, together with a feeling of confidence in preventive measures, allows a higher standard of dental health care to be provided for the community.

The emphasis on community health aspects and the development of the social responsibility of the profession are also influencing the nature of dental practice and re-orienting attitudes of both the profession and the community to oral health and the value of preventive and treatment services.

General dental practice

Registered dental graduates may practise as general practitioners and provide dental care for their patients in a private practice situation. They may also practise general dentistry in an institution, government instrumentality or in the armed services. Most dentists are in general practice.

Specialisation

After two years in general dental practice, dentists may prepare themselves for specialised practice by completing a master's degree in the discipline of their choice. Some of the areas of specialisation are orthodontics, oral medicine, periodontics, dental public health, prosthodontics and paediatric dentistry.

Dental Hygiene and Dental Therapy as part of the dental team

The University of Sydney, Faculty of Dentistry is offering for the first time in 2005 a three year program, the Bachelor of Oral Health. Graduates from this program will have developed the knowledge and skills required to register and work as a dental hygienist and/or dental therapist within Australia or New Zealand.

Dental Hygienists work in the private and public dental sectors treating children and adults. Dental Therapists currently work in the public sector in NSW treating children and adolescents up to the age of 18 years. Both trained health professionals form part of the preventive dental team and provide individual and community dental health care including education, oral hygiene instruction and

oral health promotion. Graduates will also have the opportunity to be involved in research programs and teaching undergraduates.

Research

The essence of professional and university activity is the development of knowledge in the total field that the profession encompasses.

Research in dentistry is the basis of progress, in understanding not only human biology and pathology, but also psychology. It embraces every aspect of the basic sciences, clinical practice and the behavioural sciences in their relationship to the production of oral health and its maintenance.

There are increasing opportunities for research in oral health science. Generally graduates will have to undertake higher degree programs to fit them for a career in both research and teaching.

Teaching

With the expansion and development of dental schools and the increasing numbers of students, the tendency is to rely on a core of full-time specially trained staff members in teaching, with support from dedicated part-time teachers recruited from the ranks of the profession.

The teaching of dentistry, dental hygiene and dental therapy provides a most interesting career, requiring a combination of the academic and practical aspects of dentistry approached on the highest possible level.

Institutional dentistry

Every hospital or clinic providing a dental health service must employ a number of graduate dentists. Many find that working within the structure of such an organisation is both interesting and rewarding and the new graduate, in particular, may welcome the opportunity of further experience in hospital work.

Armed services

In time of peace as well as in war, the Navy, Army and Air Force each maintain a dental health service. The dentist commences with a commissioned rank.

School Dental Service

For those interested in dental work involving children, the School Dental Service offers many opportunities. With the extension of public health programs, this service has been significantly expanded.

Aboriginal Medical Service

The Aboriginal Medical Service is an out-patient health care unit for Aboriginal patients from all over Australia who, for a variety of reasons, do not make use of conventional health services. The Service has been affiliated as a teaching institute of The University of Sydney. It has a dental clinic that offers students training in preventive dentistry in particular. It also provides excellent opportunities to conduct follow-up treatment and clinical practice in a community setting and to gain clinical experience of the dental problems of a major ethnic group.

The Dental Practice Act

The practice of dentistry, dental hygiene and dental therapy in NSW is governed by the Dental Practice Act 2001, and by the 2004 regulations made pursuant to it. Copies of the Act and regulations may be obtained from the web or from the Office of the Government Printer, Sydney. The administration of the Act is vested in the Dental Board of NSW.

It is illegal to perform any operation or give any treatment, advice or attendance such as is usually performed or given by dentists, dental hygienists, and dental therapists unless registered by the Dental Board of NSW.

Any person who proves to the Board to be of good character shall be entitled to be registered as a dentist, dental hygienist, and dental therapist if he or she is:

- (a) a graduate in dentistry, dental hygiene and/or dental therapy of any university in Australia or of a dental college affiliated with a university of Australia; or
- (b) qualified in any of the ways set out in Section 8 of the Act.

On successful completion of the Bachelor of Dentistry degree you will be able to register with the Dental Boards in each state/territory.

For graduates of the NSW Bachelor of Oral Health, you will be able to register with the NSW Dental Board as a dental hygienist and/or dental therapist. Currently, Queensland, South Australia and Victoria allow dental hygienists and dental therapists to work in both private and public sectors, and your qualifications are also recognised in New Zealand.

Centres and services for teaching and research

Students undertake their training at both the Sydney Dental Hospital and Westmead Centre for Oral Health, Westmead Hospital. Both sites provide:

clinical and technical facilities for the instruction of dentistry students

dental treatment for patients who are holders of Health Cards or those referred for specialist care.

Bachelor of Oral Health students also study at the Lidcombe campus

Constitution of the Faculty

1. The Faculty of Dentistry shall comprise the following persons:

- (a) the Professors, Readers, Associate Professors, Senior Lecturers, Lecturers and Associate Lecturers being full-time permanent, fractional permanent, full-time temporary, or fractional temporary members of the teaching staff in the disciplines of the Faculty of Dentistry;
- (b) the Deans of the Faculties of Medicine and Science;
- (c) the Head of the School of Biological Sciences or their nominee;
- (d) the Head of the School of Biomedical Sciences or their nominee, and up to two full-time members of the academic staff of the School who are responsible for teaching dental students, nominated biennially by the Head of the School;
- (e) the Boden Professor of Human Nutrition;
- (f) not more than eight part-time members of the teaching staff in the disciplines of the Faculty of Dentistry elected by the Faculty, with not more than two members being elected from any one discipline;
- (g) full-time members of the research staff of the disciplines of the Faculty of Dentistry and of the Institute of Dental Research who hold appointments of Research Fellow and above;
- (h) persons upon whom the title of Clinical Professor, Adjunct Professor, Clinical Associate Professor, Adjunct Associate Professor, Clinical Senior Lecturer, Adjunct Senior Lecturer, Clinical Lecturer or Adjunct Lecturer has been conferred in accordance with the resolutions of the Academic Board;
- (i) not more than five students elected in the manner prescribed by resolution of the Senate;
- (j) the President of the Oral Health Foundation within The University of Sydney;
- (k) the Director of Clinical Operations, Western Sydney Area Health Service;
- (l) the Director of Dental Services at Westmead Hospital and the Director of Dental Services at the Sydney Dental Hospital;
- (m) the Director of the Institute of Dental Research;
- (n) the Chief Dental Officer of the Department of Health of New South Wales;
- (o) one nominee of each of the Royal Australasian College of Dental Surgeons and the Australian Dental Association (New South Wales Branch);
- (p) such other persons as may be appointed by the Faculty on the nomination of the Dean, for such

1. Guide to the Faculty

period as determined by the Faculty; and
(q) such other persons as may be appointed by the Faculty as Honorary Members of Faculty on the nomination of the Dean, for such period as determined by the Faculty, in accordance with resolutions adopted by the Faculty at its meeting on 10 November 1995.

2. The election of members pursuant to section 1(f) shall be held at the last meeting of the Faculty in each alternate year and the members so elected shall hold office from 1 January of the year following their election until the next election but conterminously with their membership of the part-time teaching staff.

Student Membership of the Faculty

The resolutions of the Senate make provision for five students to be elected to membership of the Faculty of Dentistry. The five students shall comprise:

(a) the President of the Sydney University Dental Undergraduates' Association, provided he or she is a student enrolled for a degree or diploma in the Faculty of Dentistry (ex officio),

(b) one student enrolled for a postgraduate degree or for a diploma in the Faculty of Dentistry, provided that if there is no nomination of a postgraduate student the vacancy may be filled by an undergraduate student,

(c) three other students.

The Senate resolutions for the student membership of the Faculty of Dentistry are set out in full in the University's Calendar. Students may also become members of other university bodies.

History of the Faculty

Consideration was first given in 1897 to the possibility of establishing a School of Dentistry in The University of Sydney, when a provisional curriculum was drawn up by the Senate. However, in the absence of any law in New South Wales regulating the practice of dentistry, it was not considered appropriate to take any definite steps, and no action was taken until the passing of the Dentists Act in 1900.

The birth of the dental profession in New South Wales occurred on 1 January 1901, when the Dentists Act became operative. Prior to this time, there were no laws governing the practice of dentistry in New South Wales. Any person could set up in dental practice. However, there were some dentists trained in England who were in practice in the then colony, and these people worked hard to lay the groundwork for a dental school and to establish the practice of dentistry on a professional basis.

The Dentists Act provided for the licensing of dental practitioners who presented evidence of their qualification to a Board created for the purpose by the Act. The Act recognised any qualification which might be awarded by The University of Sydney, and there was therefore no further reason for delay in establishing a dental school. In 1901 a Committee of the Senate was appointed to complete the arrangements for the opening of a dental school. A Department of Dental Studies was established, with the Dean of the Faculty of Medicine at its head. In March 1901 the Dental School opened, with seventeen students.

The Dental School offered a curriculum of three years leading to a Licence in Dentistry. The course consisted of basic science subjects such as chemistry, physics, anatomy and physiology; the medical subjects materia medica, pathology and surgery; and clinical dentistry.

A Board of Dental Studies was established, consisting of the Chancellor, the Deputy Chancellor and the Dean of the Faculty of Medicine (Chairman), as well as the professors and lecturers in the subjects of the dental curriculum and the members of the honorary staff in the Dental Hospital. The first meeting of the Board was held on 12 February 1901. Professor Sir Thomas Anderson Stuart, the Dean of the Faculty of Medicine, worked tirelessly, first to establish the Dental School and then, following its inception, to promote its activities.

Initially it was proposed that dental students should obtain clinical training in the dental department of Sydney Hospital, but this was found to be impracticable. The University Dental Hospital was therefore established in 1901 for the purpose of providing dental

care for persons unable to pay normal dental fees and also for the purpose of clinical instruction to dental students of the University. The Hospital's business was carried out in a building at the corner of George and Bathurst Streets in the city opposite St Andrew's Cathedral. In 1900 a Dental Hospital of Sydney was also established by the NSW Government, to provide dental care for the poor. Subsequently the two hospitals were amalgamated by Act of Parliament in 1905, to form the United Dental Hospital of Sydney. The United Dental Hospital was established in a building on its present site in Chalmers Street, Surry Hills, Sydney.

Apart from the medical members, the Department of Dental Studies consisted of seven dental staff:

Instructor in Mechanical Dentistry

NA Gray

Three lecturers in Surgical Dentistry

NS Hinder, DDS

NB Pockley, DDS

R Fairfax Reading, MRCSEd

Three lecturers in Mechanical Dentistry

AH MacTaggart, DDS

AC Nathan, DDS

HS du Vernet, DDS

In 1905 the Senate established the degree of Bachelor of Dental Surgery, and a curriculum of four years' duration was approved for this purpose. Special arrangements were made to permit students holding the Licence of Dentistry to be admitted to the degree after a year of further study. In 1906 the first candidates were admitted to the degree of Bachelor of Dental Surgery. There were thirteen candidates for the degree, including two women. Following its establishment, the Board of Dental Studies continued to plan for the eventual development of a Faculty of Dentistry. In 1910 the board proposed that a degree of Doctor of Dental Science, similar to the degree of Doctor of Medicine, be established in The University of Sydney. In 1920 the generosity of the McCaughey benefaction made possible the establishment of several new Faculties in the University, including a Faculty of Dentistry. The first meeting of the Faculty of Dentistry, at which seven members were present, was held on 8 July 1920, and Dr Fairfax Reading was elected first Dean.

The establishment of the Dental School and its later development as a Faculty owe much to the endeavours and the ability of Richard Fairfax Reading, Fairfax Reading, who held qualifications in medicine and dentistry from the Royal College of Surgeons in the United Kingdom, commenced practice as a dentist in Sydney in 1889 and, together with other dental colleagues and with Sir Thomas Anderson Stuart, had worked to create a dental school within The University of Sydney. He became the first part-time Director of Dental Studies and subsequently full-time Director and then Professor of Dentistry. He was Dean of the Faculty from 1921 until his retirement in 1934. Fairfax Reading raised the standards of dentistry as a profession in New South Wales and firmly established dental undergraduate training in the University.

In the 1920s there was considerable concern in the Faculty about transferring the dental hospital to the main grounds of the University, preferably to be associated with the Royal Prince Alfred Hospital. Only an absence of funds prevented the Senate from adopting this proposal.

The degree of Bachelor of Dental Surgery of The University of Sydney was recognised by the General Medical Council of the United Kingdom for the purpose of registration in Great Britain and its colonies. In 1926 the Senate approved the introduction of the degree of Doctor of Dental Science, and in the following year the first degree was awarded. In 1934 Dr Alwyn James Arnott was appointed to the Chair of Dentistry following the retirement of Dr Fairfax Reading. Professor Arnott, who had previously been Superintendent of the United Dental Hospital, was elected Dean of the Faculty of Dentistry, a position he held until his retirement in 1964.

The Australian Dental Association, NSW Branch, was established in 1927 with the active support of the Faculty of Dentistry and in 1928 the federal body, the Australian Dental Association, came into being.

In 1934 the Dentists Act was amended. The principal change was the abolition of the system of apprenticeship, which had allowed dentists to take apprentices or pupils in return for payment. The University of Sydney was now recognised as the only institution for training recognised dental practitioners in New South Wales.

The 1930s saw an increase of interest in dental research, and the NSW and Commonwealth Governments provided funds to the Faculty for this purpose. In 1936 the Faculty resolved to extend the curriculum of four years for the BDS degree into a fifth year. The degree became a full five-year course in the 1960s following a visit of inspection by the General Dental Council of the United Kingdom. In 1939 a new building was established for the Faculty of Dentistry within the United Dental Hospital. The postwar period saw an expansion of the activities of the United Dental Hospital. In 1946 a Director of the Departments of Pathology and Bacteriology at the Hospital was appointed. In the same year the Institute of Dental Research was established at the Hospital with the approval of the NSW Government. The Institute, which was established to promote dental research, was based on the National Institute of Dental Research in Bethesda, Maryland, USA. Dr Neil Ernest Goldsworthy, Senior Lecturer in Bacteriology in the Faculty of Medicine, was appointed the first Director.

In the 1940s the staff of the Faculty was considerably strengthened. In the early part of the decade three lectureships were created, and later three positions of senior lecturer were established in the fields of Dental Pathology (1947), Preventive Dentistry (1948) and Operative Dentistry (1948). Subsequently, in 1954 and 1955, three associate professors in these fields were appointed. An additional lectureship in Operative Dentistry was established in 1952. In 1947 the Postgraduate Committee in Dental Science was established, to promote and develop programs of continuing education for the dental profession.

In 1959 the Faculty established the Diploma in Public Health Dentistry. The degree of Master of Dental Science was established in 1964. This was the first full-time formal postgraduate degree in dentistry in Australia.

In 1961 the Senate resolved to establish three Chairs in the Faculty, in the fields of Prosthetic Dentistry, Operative Dentistry, and Preventive Dentistry. Associate Professors Campbell Graham, John Lyell and Noel Martin were appointed to these Chairs respectively. When Professor Arnott retired in 1964, he was succeeded by Dr Mark Jolly as McCaughey Professor of Oral Surgery and by Professor Lyell as Dean of the Faculty. In 1970 Professor Martin became Dean of the Faculty.

The 1970s were a period of concern about redevelopment of dental teaching and research facilities and revision of the undergraduate curriculum. The MGM Building adjoining the United Dental Hospital was purchased by the Health Commission of New South Wales with the financial support of the Australian Universities Commission, and was converted into facilities for the Faculty. Planning commenced for a second clinical school to be established in the Westmead Centre, a major new hospital complex in the western suburbs of Sydney (now known as Westmead Hospital). The Hospital was opened for medical patients in 1978 and accepted its first dental patients in 1980. The Westmead Hospital Dental Clinical School (now the Westmead Centre for Oral Health) has become a major facility for the Faculty for both undergraduate and postgraduate education and training.

In line with developments in dental and health sciences education throughout the world, the Faculty embarked in 1970 on a review of its undergraduate curriculum. Radical changes were adopted and the first students were accepted into the new Bachelor of Dental Surgery course in 1978.

Professor Martin retired in December 1988; his successor, Professor Rory Hume, was elected Dean in January 1989 and resigned in September 1990. Professor Iven Klineberg was elected Dean to March 1992 and under a revised University policy became the first appointed Dean, holding this position to 1998. Professor Keith Lester was appointed Dean in July 1998 and held this position to June 2003. Professor Iven Klineberg was appointed again as Dean from June 2003 until September 2004. Professor Eli Schwarz commenced duties as Dean in September 2004 for a five year term.

In 1994 and 1997, new Faculty structures were introduced. Instead of departments, disciplines within the Faculty were identified, each under the general supervision of a head of discipline. Year directors, as sub-deans, are appointed to coordinate coursework for each year of study and unit of study coordinators are responsible for individual units of study in each year.

In 2001 Faculty introduced a four-year graduate-entry program (the Bachelor of Dentistry), the first graduate-entry program offered by a Dental School in Australia. The curriculum is student-centred and modelled on problem-based learning (PBL) and is information technology-intensive, with emphasis on small group discussion. The Faculty has embarked on a strategic partnership with the Faculty of Medicine within the College of Health Sciences to support this educational initiative.

2005 will also see the introduction of the Bachelor of Oral Health, a three year program to provide graduates in both dental hygiene and dental therapy.

2. Staff

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

Dean

Professor Eli Schwarz

Pro-Dean

Professor Iven Klineberg

Associate Dean (Teaching & Learning)

Dr Tania Gerzina (on leave until June 2005)

Dr Catherine Groenlund (Acting)

Associate Dean (Postgraduate)

Associate Professor Chris Peck

Associate Dean (Research)

Professor Greg Murray (on leave until June 2005)

Professor Neil Hunter (Acting until June 2005)

Associate Dean (Students)

Dr Shalinie Gonsalkorale (on leave 2005)

Dr Delyse Russell (acting 2005)

Director, Bachelor of Oral Health Program

Dr Peter Dennison

Sub Dean (Sydney Dental Hospital)

Dr Susan Buchanan

Sub Dean (Westmead Centre for Oral Health)

Dr Josephine Kenney

Sub Dean (Teaching & Learning)

Dr Michael Thomas

Dr Delyse Russell

Dr Malcolm Bourne

Dr Elizabeth Martin

Academic Staff

Professor & Dean

Eli Schwarz, KOD, DDS (Copenhagen), MPH (Jerusalem), PhD (Copenhagen), FHKAM, FCDHK, FACD.

Professor of Prosthodontics

Iven J Klineberg, AM RFD, PhD (Lond) BSc, MDS, FRACDS FDSRCS(Eng and Edin) FICD (Occlusion).

Professor of Oral Pathology

Vacant

Professor of Conservative Dentistry

Professor Roland W Bryant, MDS PhD, FRACDS

Professor of Orthodontics

M Ali Darendeliler, MS(BDS) (Istanbul) PhD DipOrthod Gazi CertifOrthod (Geneva) PrivDoc (Turkey) (Orthodontics).

Professor of Biomaterials Science

Michael V Swain, BSc, PhD (UNSW) (Dental Materials Science).

Professor

Gregory M Murray, PhD (Tor) MDS, FRACDS

Associate Professors

R Wendell Evans, MDS DDS (Otago) (Community Oral Health and Epidemiology)

Chris Peck, BDS, MSc(Dent), PhD (UBC)

Gang Shen, BDS, MDS (Shanghai Second Medical Uni), PhD (HK)

Hans Zoellner, BDS, PhD

Director, Bachelor of Oral Health

Dr Peter Dennison, BDS (Otago), DipPubHealthDent(Otago), MCommDent(Otago)

Associate Professors (Fractional) *

Christopher G Daly, MSc (Lond) BDS, PhD, FRACDS (Periodontics)

Senior Lecturers

Tania M Gerzina, MDS, PhD, FRACDS

F Elizabeth Martin, MDS, FRACDS

Senior Lecturers (Fractional) *

Michael Buchanan, BDS (Melb) MBBS, FDSRCS LDS(Vic) (Oral and Maxillofacial Surgery)

Hyun-Gon Peter Chung, DDS MScDentSci (Korea)

Malcolm Coombes, LDS (Sheffield), BDS (Sheffield), MDS

Evelyn LC Howe, BA, PhD

Anthony P Martin, MDS, FRACDS (Endodontics)

Sandra Meihubers, BDS, DPH Dent

William O'Reilly, Dip Laws, BDS

Michael AW Thomas, DPhil (Oxf), BSc (Biochemistry)

Lecturers

Stephen Cox, BDS MScDent, FRACDS (Oral Surgery)

Shalinie Gonsalkorale, BDS MSc(Med), FRACDS

Matthew Hunter, BDS(Lond), LDSRCS(Eng), MSc(Lond),

MClintDent(Lond), FDSRCS(Eng), FFDRCS(Perio), MRDRCS(Eng) (Periodontics)

Delyse Russell, BDS (Hons)

Lecturers (Fractional) *

Theodor Baisi, BDS, MDS

Roger Beran, BDS

Malcolm Bourne, LDS RCS (Guys Hospital Dental School, London), FDS RCS (Eng)

Sheena WY Chan, BDS MSc PhD (Oral Medicine)

Leonard Fabre, BDS, GradCertDent (Adel), GradCertPainMgmt,

GradDipSc (Med Pain),

Catherine E Groenlund, MPH (UNSW), DipMark (UNSW), BDS, MDS

Massimiliano Guazzato, BDS (Hons)(Milan), PhD (Sydney), DT (Milan)

Markijan Hupalo, BDS (Hons) (Qld), MDS (Pros),

Sophie Lipscomb, BDS (Lond), MRDS

Linda Moldovan, BDS (Hons)

Jeremy Moran, BDS (Hons)

Yvonne M Poon, BDS (Lond), MDS, FDSRCS (Orthodontics)

Morris Rapaport, BDS, MDS (Ortho)

Antonia Scott, BDS

Shanti Sivaneswaran, BDS (Mysore), DipPubHealthDent, MDS

Yvonne Sum, BDS(Hons)

Martin Suthers, BDS, MSc (Cons) London, FRACDS,

Gary Verdickt, BDS

Luke Villata, MS Aarhus BDS (Perio)

Bernadette Weyns, MDent (KUL Belgium)

Associate Lecturers (Fractional) *

Manish Bhutada, BDS (BUP Dental College)

Jessie Cheah, BDS (Malaya), MIntPubHealth

Alan Deutch, BDS

Sonia Frances, BDS (Hons)

Mahesh Gantasala, BDS (Osmania, India), MDS(Pros)

Markijan M Hupalo, BDS (Qld), MDS (Pros)

Keith Hunter, BDS

Penelope Jones, BDS

Bramara Kumar, BDS

David Madsen, BDS

Anthony Mak., BDS

Linda Moldovan, BDS

Mehdi Rahimi, BDS (NZ)

Lindy Sank, BSc DipTherDietetics (Dietetics)

* as at 1 January 2005.

Administration Staff - Sydney Dental Hospital & Westmead Centre for Oral Health

Sydney Dental Hospital (Surry Hills Campus)

Faculty Manager

Mr David Knight, BA(Hons) DipSocSc (Qld)

Executive Assistant to the Dean

Ms Joanne Connelly (on leave until May 2005)
Ms Denise Fischer (Acting until May 2005)

Faculty Accountant

Mr Reuben Karunaikumar, ACMA (UK)

IT Administrator

Mr Kamal Wanigaratne

Admissions Officer

Ms Anne Quinlan, GradCertComm

Assessment Officer

Ms Jo Fairley BSocSc(Hons) (Edin)

Curriculum Support Officer

Vacant

Systems Programmer & Administrator

Mr Stephen Matulewicz BBus(UWS)

Faculty Support Officer

Mr Patrick Ryan

Administrative Assistant (Faculty Office)

Mrs Ann Barron

Administrative Assistant (Orthodontics)

Ms Maria Apostol

Senior Technical Officer (Prosthetics Laboratory)

Mr Michael Jean-Louis

Senior Technical Officer (Prosthetics Laboratory)

Mr Robert Underdown

Senior Technical Officer (Biomaterials)

Mr Ken Tyler

Academic Support Officer

Dr Aysin Darendelilar BDS (Istanbul), MDSc (Geneva)

Westmead Centre for Oral Health, Westmead Hospital

Administrative Officer

Ms Rebecca Granger

Research Assistant

Ms Terry Whittle BSocSc(Hons) (W'gong)

Administrative Assistants

Ms Tracey Bowerman
Ms Carolyn Bruce
Ms Ann Carty
Ms Marty Darragh
Ms Ramona Grimm BComm(Hons) (Delhi)
Ms Alexis Jarvis
Ms Susan Nandutu
Ms Frances Porter

Technical Officers

Mr Peter Dymock
Mr Janice Matthews
Mr Michael Mazic

Honorary/Clinical Staff

At the time of publication, the Faculty was in the process of updating its honorary staff register. Details will be made available on the Faculty website during 2005.

Continuing Education in Dentistry

Director

Mr Glenn Butcher

Course Coordinator

Ms Sarah McTaggart

Administrative Assistant

Ms Evangeline Chow, BA, DipEd

Oral Health Foundation

Executive Officer

Ms Terese Kielt, DipTeach Kuring-gai CAE

3. Bachelor of Dentistry

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

Introduction

In 2001, the Faculty of Dentistry at The University of Sydney introduced its four-year graduate-entry program (BDent). This program replaces the former five-year undergraduate-entry curriculum, to which the last students were admitted in 2000.

The Faculty aims to attract and enrol committed, mature and academically diverse students. Student selection will be on the basis of:

- tertiary performance in a recognised Bachelor's degree in any discipline;
- results of the Graduate Australian Medical Schools Admission Test (GAMSAT);
- an objective interview; and
- a manual skills test.

Applicants are asked to demonstrate that they have the necessary intellectual ability to be successful in the program, an aptitude for and a commitment to dentistry, and the personal characteristics appropriate for a career in a health profession.

The degree of Bachelor of Dentistry prepares students for professional registration in order to practice dentistry on graduation. The program is designed to develop and enhance the skills, knowledge and professional behaviours of motivated and interested students.

Aims

The program aims to produce dentists who will develop, and be committed to maintaining, the highest professional and ethical standards. The program is designed to encourage students from a diverse range of academic and personal backgrounds to develop the intellectual, technical and personal skills to practice effectively, rationally and compassionately. It is anticipated that graduates will be responsive to the needs of individual patients and committed to improving oral health within the community. Graduates will be expected to have a broad understanding of the relationship of general health, disability and illness to oral health and disease.

Other important aims include the development of skills to underpin life-long, self-directed professional learning and the application of evidence to rational decision-making. Graduates will develop an appreciation of the role of research in dentistry and will be expected to contribute to leadership in clinical dental practice, research, education and community service

Characteristics

Features of the new curriculum include:

- graduate entry of applicants with diverse backgrounds
- development of dental skills from the first week and early patient contact
- an emphasis on effective communication and active learning
- an integrated understanding of medical and dental issues in health and disease
- learning based on clinical problems and emphasizing clinical reasoning
- a team approach to learning and clinical work
- an evidence-based approach to practice
- encouragement and support for self-directed learning
- an emphasis on information literacy
- opportunities to learn in a range of dental practice settings, including rural placements

Each week of learning is based on the presentation of a clinical problem, which students address cooperatively in small groups. In all, 35 problems are studied in each of Years 1 and 2.

Learning is integrated across dental and medical disciplines and between years; understanding and knowledge are built progressively in a relevant context. Students are challenged to identify key issues

for learning and to seek out and share knowledge that will progress the group's collective understanding. Three tutorials each week will be held in one of the two dental teaching hospitals; these tutorials form the basis of the students' learning.

The learning process provides the background necessary for reasoning through issues and applying knowledge to resolve clinical problems in practice. It is essential that students progress systematically to become independent learners. They must be able to evaluate their own strengths and weaknesses realistically, and to identify personal learning needs. Those skills underpin successful professional practice and life-long learning.

Most of the problems in the first two years are based on realistic medical problems that illustrate important scientific concepts in health and disease. The problems represent common situations, with an emphasis on those that are treatable or preventable, and are constructed to stress diagnostic reasoning and scientific principles of management. In addition, each problem raises one or more issues of importance in practice: ethical; behavioral; social; interpersonal. Some problems raise issues relating to the distribution of health care or to research. Each problem specifically encourages dental students to explore within their own groups the wider relevant implications of the problem.

On Camperdown campus, most lectures and other laboratory sessions are shared with medical students. Some classes and seminars, however, are specifically designed for dental students. Four problems to be studied towards the end of second year focus explicitly on fundamental oral issues.

In the latter two years of the program, the problems will continue to be presented, but will be centered on more complex dental issues. They will however often involve medically compromised patients as encountered in daily community or hospital practice, in order to reinforce and apply earlier learning.

High level communication and technical skills are essential for successful dental practice. For each week of the first two years, students attend the Sydney Dental Hospital for a busy clinical day. They consider relevant basic dental issues in a case-based context and learn many specific dental skills in the laboratory, in simulation and in the clinics. As a crucial part of professional training, students are encouraged to assess their own progress and to evaluate the work of their peers. As students progressively demonstrate basic proficiency, they move to the dental clinics to apply their skills.

Towards the end of the first year, and at the end of the second year, students attend Westmead Hospital and the Westmead Centre for Oral Health, maintaining the pattern of problem-based learning. The hospital experience will offer particular opportunities for students to gain experience in medical as well as in dental settings. Medical skills, including those essential for dealing with emergencies, will be taught in the Clinical Skills Centre at Westmead Hospital.

Small interactive tutorials and clinical teams are featured throughout the program, ensuring that students participate effectively and learn actively. The group work prepares students for working in dental teams or multi-disciplinary groups in practice.

Throughout the program, a new emphasis is placed on evidence-based practice. Students will learn the relevant basic skills in the context of the first two years, then progressively apply the skills of evaluation to issues of diagnosis and management relating to individual patients in practice settings.

The development of information literacy is seen as a crucial part of the preparation for modern professional practice. Attention is specifically directed at the acquisition and management of information.

Students will use information technology throughout the program:

- in problem-based learning tutorials as the weekly case is introduced and supported by relevant data and learning resources
- in self-study for reviewing the resources (including text and images) provided by the Faculty
- for recording data and maintaining a personal casebook of patient records
- for retrieving, evaluating and appraising literature and patient records
- for communication between students and staff
- for the analysis of laboratory data
- in classes for the study of images and other materials.

Students will become sophisticated users of the technology through well-designed educational interfaces.

Organisation

Themes

The program is integrated and designed to develop students' knowledge, skills and professionalism progressively over four years. In order to achieve those aims, three themes have been identified.

- *Life Sciences (LS)* : the underlying biomedical and clinical sciences to ensure an understanding of the mechanisms of health and disease.
- *Total Patient Care (TPC)* : the necessary communication and reasoning skills for effective dental diagnosis as well as the clinical understanding and technical skills to manage the care of the patient with common and important dental conditions.
- *Personal and Professional Development/Dentist and the Community (PPD/D&C)* : the necessary personal and professional skills for effective and rewarding practice, including ethical behaviors, productive teamwork, evidence-based decision-making, self-evaluation and life-long learning; the place of dentistry in health care, interactions with the community and dental public health issues.

These three themes provide the framework for the goals of the program (see below), the development of the curriculum, and for assessment. The integrated nature of the curriculum means that every week some aspects from all themes will be discussed in tutorials, presented in lectures or specific theme sessions, or encountered in dental clinics, laboratories or simulations.

In order to progress and to graduate, students must demonstrate satisfactory performance in all themes. Because of the integrated nature of the program and the associated process of learning, neither exemptions nor advanced standing can be offered.

Structure

The theme structure ensures that the students' knowledge and skills develop and build systematically over the four years in explicit domains. The relative contributions of the themes vary at different stages of the curriculum, with an initial focus on life sciences, early clinical experience and dental manipulative skills. Then follows a growing emphasis on clinical dental knowledge, skills and judgment as students manage individual patients in dental teams. Students will progress educationally from lower order (reporting, describing) to higher order skills (analyzing, evaluating and synthesizing).

The program can be conceptualized as occurring in three broad phases:

- an introduction of 8 weeks - the foundation learning block that is preceded by an orientation week
- the body systems - the remainder of the first two years (62 weeks)
- dental clinical placements and rotations in a range of settings - the last two years.

Much of the first and second year materials are shared from The University of Sydney Medical Program (USydMP) to provide an introduction for the dental students to basic and clinical sciences in a problem-based context. Most lectures and practicals on campus are offered to both groups, but specific sessions and practicals are designed specifically for the dental students. This strategy offers opportunities for educational innovations and collaborations by combining the skills and expertise of two health-related faculties.

The problem-based, student-centred program provides sufficient time for students to pursue their own goals, while meeting the requirements of the curriculum. Given their different academic backgrounds, students' learning styles are different, and their educational needs vary. Time is protected for individual self-directed learning, but students often find studying together in small informal groups particularly effective.

Because of the need to match the learning experiences to the problem of the week and the large numbers of students involved, the timetable for any one student varies from day to day and from week to week. Traveling between the main campus and the teaching hospitals has been minimised as far as possible.

It is also important to note that attendance is compulsory at the problem-based learning sessions and in the clinical sessions. Attendance, participation, ethical and professional behavior all contribute to a progressive assessment throughout the Personal and Professional Development theme.

Years 1 and 2

In Years 1 and 2, learning is integrated across all themes into blocks largely based on body systems, apart from the initial Foundation and the last Cancer blocks. The clinical problems to be studied are similar to those for the medical students except for three specifically oral problems in block 8B. All problems are designed to introduce the mechanisms of health and disease and to incorporate other theme-based issues. The oral relevance of the clinical problem is indicated on the Web and included in tutorial discussion. In Years 1 and 2, the Total Patient Care theme is represented in the dental clinical and laboratory skills taught at one of the dental schools. In Years 3 and 4, the emphasis is on comprehensive clinical care in a team setting. One rotation in Year 4 will provide rural experience and an opportunity for electives (at the student's choice) or selectives (directed studies for those in difficulties).

Year 3

Students are largely based at Westmead, with regular visits to the Sydney Dental Hospital for participation in particular clinics. Students work in dental teams that offer comprehensive oral and dental care to patients. Within each team, individual students under supervision provide diagnosis and management, appropriate to their level of skill and experience. The Westmead Centre for Oral Health and Westmead Hospital offer access to a wide range of patients and clinical teachers.

A Clinical Mentor, who is a senior clinician, is responsible for the supervision and management of a team of about 8 students consisting of both BDent 3 and 4 students, although BDent 2 students may also be included in the future. The teams are patient-centred and care will often be at different stages of their treatment plans to make best use of hospital facilities. Clinical sessions are held at both the Westmead Centre of Oral Health (WCOH) and the Sydney Dental Hospital (SDH) with students engaged in general patient care for the majority of their week. Patient allocation and support is facilitated by a Student Clinical Manager at both WCOH and SDH. Clinical treatment will ultimately be electronically logged, linked to all sites, through a restricted area of the BDent Website. Students will be expected to directly provide dental care for a range of patients and to show evidence of participating in management of patients requiring specialist care. Regular rostering of students in small groups to specialist clinical rotations occurs throughout the year from both WCOH and SDH locations. These rotations are both within the hospitals themselves or in satellite clinics. All students will be expected to maintain a Clinical Case Journal detailing the care provided for their patients assigned to them, including management by specialists and allied health workers. For two months at the end of the year, students will undertake either elective placements (at their own choice) or selective placements (determined by staff and students in consultation to meet specific learning needs).

Year 4

Students will be offered experiences in a wide range of clinics in the community, hospitals and in rural areas. A conference week at the end of the year requires students to prepare presentations on their research, electives or rural experiences. Professional seminars and preparation for practice will be included at that time. Learning in the BDent 4 is assessed in several ways to align with the goals and objectives of the program. As in the previous years of the program, assessment is formative and summative, progressively determined

3. Bachelor of Dentistry

and criterion-referenced. In BDent 3 and 4, clinical assessment assumes a large proportion of student progress and readiness for independent dental practice following graduation.

Curriculum Blocks

The curriculum is arranged into blocks, following the organisational sequence of the program.

Year	Block	Topic	Description	
BDent 1	1	Foundation studies (8 weeks)	This block introduces basic mechanisms in disease including fundamental microbiology, anatomy and pathology in considering several problems such as myocardial infarction, breast cancer, rubella and skin infection.,	
	FTPC	Normal Oral Health and Structure	This block introduces the dental and medical terminology used to describe oral and facial structures and their location in the body during clinical dental examination.	
	2	Drug and alcohol/ Musculoskeletal Science (8 weeks)	Aspects of drug and alcohol use in health, for example tolerance and dependency, are the focus of this block. This block also presents principles of first aid, bone structure and healing and arthritis.	
	FTPC	Recognising oral disease	This block will consider the signs of oral disease including anatomy and radiological imaging. The prevention, signs and symptoms of dental caries and of periodontal disease builds on basic knowledge about normal structures. Behavioural issues in communicating health information and behavioural change to create awareness of prevention are presented. The role of fluoride and implications of tooth loss are also presented.	
	3	Respiration (7 weeks)	This block covers the basic respiratory health concerns, such as asthma, interstitial lung disease, cystic fibrosis and pneumonia.	
	FTPC	Introductory management of an Oral Disease	Early intervention and management of the effects of oral disease, dental caries and periodontal disease, are considered in this block. The block also introduces instrumentation in periodontal treatment and the principles of the restoration of tooth defects and loss of tooth structure.	
	4	Haematology (5 weeks)	During this block the curriculum is concerned with haematological issues such as leucocyte function and conditions such as anaemia, thalassaemia and DVT.	
	FTPC	Dental Materials and Technology	Material science in dentistry is introduced in this block supporting the role of materials in the replacing of lost tooth structure and in the management of lost teeth with removable prostheses. Chair-side implications of interviewing and management of gagging are also considered.	
	5	Cardiovascular sciences (6 weeks)	This block is concerned with cardiovascular health and disease, such as heart failure, hypertension and congenital heart disease.	
	FTPC	Revision of Oral Structures	A revision of the anatomy and structure of oral tissues is presented in this block, recapitulating knowledge presented in block 1. A consideration of the implications of tooth loss is continued following on from block 4.	
	BDent 2	6	Neurosciences (10 weeks)	This block considers a range of neurological disorders and disease such as spinal injury, epilepsy, multiple sclerosis and spina bifida. The block also focuses on the visual system and on psychiatric concerns such as depression, dementia and schizophrenia.
		FTPC	Assessment of Dental Pain	The scope of this block is to provide an introduction to the clinical aspects of dental pain in both soft and hard tissues from assessment to initial management and prevention. The block starts by revising head and neck anatomy, particularly in relation to intra-oral local anaesthetics, leading into principles of pain management and exodontia.
7		Endocrine-nutrition-gastroenterology (11 weeks)	This block covers the endocrine disorders such as diabetes and thyrotoxicosis, nutrition issues such as infant failure to thrive and gastroenterological disorders such as celiac disease.	

	FTPC	Growth and development, restoration	This block aims to introduce principles of craniofacial growth and development and to present principles of record collection and diagnosis in the developing dentition. Stages of psychological development as related to communication are introduced. Techniques of tooth conservation relative to the primary dentition are presented.
	8	Renal-reproduction-carries (7 weeks)	This block considers renal and fluid balance in problems such as renal failure. The block also includes three oral health problems including herpes simplex, the microbiological basis of caries and the prevention and reduction of caries.
	FTPC	Restoration and occlusion	The dynamics and physiology of occlusion is introduced in this block providing the background and rationale for a form of occlusal therapy, the construction of an occlusal splint. Preliminary consideration of temporomandibular disorders and their prevention are also presented.
	9	Cancer and Palliative Care (5 weeks)	Aspects of palliative care and oncology are presented in this block including the issues of HIV/AIDS and cancer of the breast and lung.
	FTPC	Assessment, diagnosis and treatment planning	This block presents the principles of integrated clinical treatment planning for care of the dental patient. The multi-disciplinary approach to patient care starts with assessment and record taking and interpretation followed by diagnosis and construction of treatment plan options
BDent 3	10	Care of the Acute Patient (4 weeks)	This block aims to provide the concepts and competency development to diagnose, treatment plan and provide clinical management of acute dental disease and disorders.
	11	Prevention and Oral Rehabilitation (20 weeks)	The objectives of this block are to provide the necessary competencies, knowledge and critical understanding to provide basic dental clinical restorative and preventative care for patients.
	12	Care of the Child and Adolescent (6 weeks)	This block presents the principles and knowledge basis of assessment, diagnosis, treatment planning, care management and prevention of conditions and disorders commonly found in the child and adolescent.
	13	Surgery and advanced techniques (6 weeks)	This block presents the basic principles of surgical evaluation, diagnosis, treatment and management of a range of oral soft and hard tissues disorders and conditions including dento-alveolar surgery, minor oral surgery, craniofacial and implant surgery.
	14	Oral Medicine and Oro-Facial Pain (3 weeks)	This block aims to provide the knowledge base and clinical competencies required to assess, diagnose, treatment plan and manage oro-facial pain and disorders and diseases of the temporomandibular joints and associated structures. The principles, knowledge and clinical competencies required to diagnose, treatment plan and provide clinical management of these conditions will be provided through observational learning with the Oro-facial Pain Clinic at WCOH.
BDent 4	15	Advanced Care (10 weeks)	This block presents advanced aspects of general dental care in the dental clinical areas of implants, orthodontics, prosthodontics, periodontics and oral surgery. It will focus on the treatment options and integrated treatment planning of patient needs requiring advanced or specialist care. It provides for the continued development of competencies practiced during the Prevention and Oral Rehabilitation Block in Year 3, and on those in FTPC during years 1 and 2.
	16	Gerodontics & Special Care (6weeks)	This block focuses on two important areas: dental care and oral health of the older age care group; and the oral health and care needs of the disabled. Particular focus will be on the integrated nature of care of these special groups and the interaction of the roles of the dentist, carers and other health care professionals in providing oral health and dental care.
	17	Sustainable Oral Rehabilitation (8 weeks)	This block focuses on advanced integrated dental care, specifically including interdisciplinary dental care and within the health care team.

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	18	Professional Dental Practice (8 weeks)	This block covers the interaction of the general practitioner and the specialist in the management of complex aspects of patient care. The block also aims to prepare for future practice in dentistry, including such as practice management, ethics and responsibilities.
	19	Rural Care (2 weeks)	Awareness of the importance of dental care in rural areas of Australia remains an important community concern. This short block is located entirely in a rural placement and covers issues pertinent to remote community concerns including indigenous health, organisational structure of Oral Health Service in NSW, access to Oral Health care in rural and remote areas and risk management and professional development in rural practice. An extension of the Rural Placement block will be offered as an Elective Rural Placement in the future of the program.

Goals

The roles of the dentist have been substantially changed over recent years, requiring a review of future educational needs.

Particular influences have included:

- the ageing of the population with an increase in chronic and multi-system illness associated with increasingly complex pharmacological management
- effective preventive measures
- rapid advances in biomedical and genetic research
- new dental technologies and materials
- the increasing applications of information technology to interpersonal communication
- the recording and management of data, access to information, and to evidence-based practice.

At the end of the BDent, graduates will demonstrate the following:

General and diagnostic

- an understanding of normal and abnormal human structure, function and behaviour, with a particular emphasis on oral health and disease
- rigorous clinical reasoning and the application of evidence to the recognition, diagnosis and management of oral disease and disability or dysfunction
- the ability to relate clinical and scientific data to dental and related medical conditions
- in consultation with other relevant health professionals, the capacity to relate aspects of the general health of individual patients to their oral health, disease and management
- a respect for ethical values, confidentiality, patients' autonomy and the need for effective communication so that appropriate education is offered and informed decisions are made
- skilled and sensitive interviewing of patients, families and carers so as to elicit a dental and relevant medical history
- effective clinical examination and use of diagnostic strategies, accurate interpretation of findings and the provision of explanations appropriate for patients and for fellow professionals.

Management

- the knowledge and skills to deliver basic, effective dental care in a general practice setting and to continue to develop clinical skills
- the skills to plan and manage common dental conditions and to recognise the need for appropriate referral
- familiarity with the roles of different dental and medical specialties and the capacity to undertake further clinical or scientific training
- an ability to recognise and respond to common life-threatening medical emergencies.

Personal

- familiarity with the use and applications of information technology, including: effective communication; the gathering, recording, organising and analysis of information; accessing databases including library resources; identifying and using the best evidence for decision-making

- cooperative teamwork in professional practice, accepting leadership as appropriate
- a recognition of the contributions of basic and clinical research to clinical practice
- a commitment to ongoing learning throughout professional life
- reflection in practice and the capacity to identify the limits of personal competence and knowledge.

Community

- an understanding of social and environmental factors affecting the maintenance of oral health and the roles of health promotion, disease or injury prevention, early intervention and longer-term management of disease and disability
- an appreciation of the synergies and tensions between individual patient care and the needs of the whole community for dental services
- the ability to recognise dental issues of concern to the community and to contribute constructively to relevant public debate.

Information Communication Technology

Dental practice is increasingly dependent on the efficient and effective use of computers. Students become comfortable with the technology from the start of the program and have access to networked computers in tutorial rooms, practical classrooms, the library and in the clinical schools.

Information for students is accessible from the Faculty's educational site, including timetables, bulletins, a dental relevance link, one-page summaries of learning topics with references and keywords, outlines of lectures and sessions, relevant images and other learning resources. Materials for the problems, including the introductory triggers, laboratory and imaging data, are made available. Various learning resources including problem summaries are also presented, together with a process for voluntary self-assessment with feedback. Students have access to Web sites world-wide and to databases, including bibliographic ones, as well as computer-based educational programs and texts. Patient record systems are increasingly digitalised and students will become familiar with them. Electronic mail is extensively used by staff and students and electronic forums will be established to support students when they are on rotations remote from the main sites. Students are encouraged to be selective in their use of such resources and to contribute to the processes of evaluating them.

Another major use of information technology is in evaluation of the program. There are extensive opportunities to offer feedback and comment to the Curriculum Committee as well as to individual teachers on all aspects of the curriculum. More comprehensive Web-based evaluation forms are used to acquire information about the students' overall experiences.

Information literacy is specifically addressed, providing students with the skills to locate, retrieve, critically evaluate and store relevant information so that it can be accessed. These skills are applied particularly in the evidence-based practice strand of the program (an important element of the PPD/DC theme).

Learning

All years

Problem-based learning

The problem-based tutorials are designed to develop the students' clinical reasoning abilities, to enhance their skills in working in groups and to introduce many relevant aspects of the content knowledge and skills within the three themes in an integrated fashion. Each week in Years 1 and 2, students are introduced to a clinical problem (usually relating to a particular patient) and the process of thinking through the problem provides the core of the week's activities. Tutors act as facilitators of the reasoning process rather than as subject experts. Three meetings are held each week to develop and discuss the problems.

In Years 3 and 4, the role of the tutor is less central, and two meetings are held each week. A Web-based clinical reasoning model will guide students in the preparation of the problems.

Self-directed learning

During the first two years, students are helped to develop their skills in locating and acquiring information in textbooks, journals and on the Web after defining the learning topics in the problem-based tutorials. By the time of entry into Year 3, students are expected to be increasingly independent in their capacity to direct their own learning and to locate essential information efficiently.

Theme sessions and lectures

Lectures provide a broader context for the students' formal learning and provide background understanding to assist in the resolution of the weekly problem. In Years 1 and 2, up to six lectures are held each week.

Sessions are offered within each theme and reading matter may be recommended for preparation beforehand. Life Sciences sessions in Years 1 and 2 usually offer opportunities to gain hands-on practical experience and to learn from images, models, slides and museum or dissected specimens. In Years 3 and 4, science updates, advanced seminars and sessions with dental images are utilized.

Sessions run by the Personal and Professional Development/Dentist and the Community theme are diverse, and include aspects of personal development, evidence-based practice, ethics and management issues, as well as the community perspective on dental issues.

The activities organized by the Total Patient Care theme occur in the dental hospitals as described below.

Evidence-based practice

There is a major focus on the critical appraisal of evidence to underpin clinical decision-making throughout the program. From the start, students learn the skills of identifying and appraising the literature. In later years, they apply the skills learned in making clinical decisions to the diagnosis and management of individual patients with whom they interact.

Team approach to practice

The focus is on the comprehensive care of the patients, and on continuity of care. Students will be members of a dental team which will include members across the four years of the program. Teams, under the guidance of a staff member, will treat patients assigned to them, according to the skills of the individual team members. They will be able to call on expert assistance as required. Although the core teams are based on third year students, more senior and also junior students may, from time to time, contribute. Case conferences and presentations to the team will be used to maintain an overview of patients under treatment.

Years 1 and 2

FTPC Dental Competencies

The weekly program in the dental teaching hospitals introduces students to dental skills in laboratories and simulation settings as well as dental clinics on Thursdays (Year 1) and Tuesdays (Year 2). An emphasis on self-assessment will encourage the development of professional skills. Students will be helped to acquire sensitive and effective skills in communicating with patients, and to develop professional communication with colleagues and teachers.

There are opportunities to practice and to gain some medical experience with access to selected patients and to the skills laboratory when students are at Westmead Hospital.

Blocks 4 (Haematology, Year 1) and 9 (Cancer, Year 2) involve extensive activities at Westmead and Nepean Hospitals and the students will share lectures and sessions with medical students at the Western Clinical School. This arrangement allows students two sets of five weeks of 'immersion' in a general hospital setting, providing the opportunity for significant development in clinical skills, both medical and dental. PBL tutorials, lectures and theme sessions are all provided on site. Computer-based materials will continue to be available.

In addition, Block 8B - Oral Biosciences - will be taught at the Westmead Centre for Oral Health. Again, teaching sessions will be on site, except possibly when access is required to the simulators at the Sydney Dental Hospital.

Years 3 and 4

Placements and rotations

Practical clinical experience will form the substrate for learning in the latter two years. Clinic-based activities, under supervision, will dominate. The emphasis will be on integrated clinical care and a team approach. In Year 4, the rotations will include a range of activities in the dental hospitals, in other hospital dental clinics, in community settings where possible and in rural areas.

Structured teaching sessions

A structured teaching program is planned to extend throughout this part of the course. Problem-based learning continues in Years 3 and 4, with more complex dental and medical issues in a streamlined format that more closely resembles the reasoning used in clinical practice. Scheduled sessions will be linked to issues arising in the problem under study. Each day in Year 3 will start with a theme-based session - occasional lectures, case presentations, theme-based seminars and discussions. In Year 4, formal teaching will be necessarily reduced as the students will be on at least two sites. Some videoconferencing can link the two major sites, and it is planned to develop student forums for synchronous discussion of the current problem (and other issues) amongst those in distant sites. The Rural Placement Program is a 2 week mandatory rotation during year 4 in a rural setting.

Assessment

Assessment has been designed for students to meet the goals of the program. By emphasizing support for learning, the assessment system ensures that students achieve an acceptable level of competence in all three themes. A key concern is to encourage students to develop their ability to evaluate their own progress and learning needs - both academic and clinical - in preparation for a life-time of learning in professional practice. The emphasis is thus on ongoing formative assessment that provides appropriate, sensitive and timely feedback to individuals and groups but does not determine progression.

An online set of questions is available for student self-study at any time. The questions, relevant to the problem of the week, are set to provide guidance on the level of knowledge and understanding expected during the first two years.

Three formative written assessments in Years 1 and 2 provide opportunities for students to review the knowledge gained to date. Questions are set in the context of clinical presentations, medical and dental. The formats and types of questions are similar to those ultimately used summatively which determine progression. Participation in formative assessments is compulsory, but the results remain the property of the students themselves. Students are thus encouraged to evaluate their own performance and seek help as appropriate.

The precise timing, nature and scope of both summative or barrier assessments and formative assessments are made explicit to all students at the beginning of each year. Up-to-date information is presented on the Web.

Principles

Assessments have been designed so as to:

- satisfy the goals of the curriculum

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- assess within themes on the basis of criteria that are explicit to students and staff
- foster and support clinical reasoning, dental clinical and communication skills, team-work and self-directed learning
- emphasise formative assessment so that individuals and groups are provided with high quality, regular and timely feedback on their progress and thus integrate assessment with learning
- in particular, acknowledge the different academic backgrounds of students, allowing two years for the development of knowledge and understanding particularly in the Life Sciences theme
- certify that students are competent in a range of skills at critical points in the program, using instruments with which the students have become familiar
- offer remediation for students who fail to meet the criteria
- explicitly define the criteria to be met in order to achieve a result of Satisfactory.

Progression

Decisions on academic progression to the next phase of the program are made at the end of each year.

Year 1

PPD/D&C theme:

- meets requirements for attendance, participation, ethical and professional behaviors
- presentation of a reflective portfolio

TPC theme

- satisfactory completion of a Dental Clinical Competency Log Book
- satisfactory performance in a skills assessment

Year 2

LS theme

- achievement on written summative examinations including both medical and dental knowledge

PPD/D&C theme

- meets requirements for attendance, participation, ethical and professional behaviours

TPC theme

- satisfactory completion of a Dental Clinical Competency Log Book
- satisfactory performance in required skills assessments

Year 3

The emphasis in Year 3 will be on the dental team. Students will progress to more complex treatments as they demonstrate their progressive proficiency. All students will be expected to achieve a defined standard and demonstrate relevant experience by the end of Year 3.

LS theme

- satisfactory achievement on written summative assessment(s) and/or assignments
- PPD/D&C theme
- meets requirements for attendance, participation, ethical and professional behaviours
- satisfactory evidence-based practice presentation
- meets the criteria for required assignment(s)
- satisfactory reports from clinical supervisors

TPC theme

- satisfactory completion of a clinical case journal
- satisfactory mentor reports
- satisfactory performance in required clinical assessments including case presentations and interviews

Year 4

Students judged to be performing at a high standard will have a range of options open to them in terms of rotations away from the main teaching hospitals. Those less confident or skilled will be maintained under greater supervision and may forego their elective in order to complete tasks to the required standard.

LS theme

- satisfactory achievement on written or oral assignments

PPD/D&C theme

- meets requirements for attendance, participation, ethical and professional behaviours
- satisfactory presentations in evidence-based practice and the elective
- meets the criteria for required written or oral assignment(s)
- satisfactory reports from all rotations and elective
- reflective portfolio

TPC theme

- satisfactory completion of a clinical case journal
- satisfactory mentor reports
- satisfactory performance in required clinical assessments including case presentations

Evaluation

The BDent represents a shared enterprise between students and staff. In order to meet the needs of both and to ensure that the goals of the curriculum are achieved, the program is monitored throughout. Students will have many opportunities, and will be expected, to contribute to the processes of evaluation as a regular part of their activities. Information will be sought using questionnaires (usually on the Web) and email comments, as well as through individual and group discussion.

Curriculum planners and teachers need feedback from students on the progress of the program so as to maintain and improve its quality. Staff will feed back their comments and report any consequent changes in response to the students' suggestions.

The performance of the graduates will be evaluated in terms of the stated goals of the program after the first cohorts have completed the program. All students are obliged to complete a research project and this can form the basis to support a full Honours research project, which if completed to the required standard, leads to the award of BDent(Hons).

Research

The Faculty of Dentistry strongly encourages research. Students accepted into the BDent who are interested in gaining research experience are strongly encouraged to take opportunities to contribute to research within the Faculty. Some supporting scholarships may be available to students who seek to carry out a small research project during the early years of the program.

In addition, students may seek to earn additional research degrees in association with their BDent degree. Several possibilities exist.

Dentistry combined degree program

Selected students with a proven aptitude for research and an Honours degree (by research) are offered the opportunity to combine their studies with a higher degree:

- Doctor of Philosophy (PhD)
- Master of Philosophy in Public Health (MPhilPH) (by research).

The BDent/PhD Combined Degree Program will normally take six or seven years, the BDent/MPhilPH five years.

There are two methods of application for the admission of qualified applicants:

- at the time of application for admission to the BDent (from 2002)
- during the first two years of the BDent, by submission of a research proposal approved by a potential supervisor and application for admission.

Criteria for selection into the PhD program include eligibility for an Australian Postgraduate Award (or similar scholarship).

Dentistry intercalated degree programs

Students who desire to obtain research experience may apply to interrupt their studies after second year to undertake a one-year degree:

Master of Dentistry by research

Applicants for the MDent will be required to satisfy a potential supervisor and the Faculty that they have either obtained an Honours degree (or equivalent) by research previously, or otherwise demonstrate their capacity by completing a relevant, short laboratory or library research project at an acceptable standard during the first two years of the program.

Master of Public Health (by coursework and dentally-related treatise)

The BDent/MDent and MPH Intercalated Degree Programs will normally each take five years.

Dentistry exit degree program

The option is open to students who have reconsidered their decision to continue with the BDent program at the end of Year 2 or who have completed all the requirements for LS and PPD/D&C themes, but may not complete summative requirements in the TPC theme. Those who demonstrate a commitment and an aptitude for research may convert their candidacy to a

- Bachelor of Science (Dent)(Hons)

The degree requires the completion of an additional year of full-time study in a dental research topic during which a treatise or a research paper suitable for publication will be prepared by the student and assessed at the end of the year.

Satisfactory completion of the BSc(Dent)(Hons) will not entitle a student to re-enroll in the BDent.

Bachelor of Dentistry (Honours), BDent(Hons)

The BDent(Hons) option is available for students willing to pursue a research project conducted over their fourth year of study in addition to the standard BDent workload. Successful completion of this project will lead to award of the BDent(Hons).

Entry requires satisfactory performance in all summative assessment items and demonstrated consistent high standards in clinical activities. Candidates who satisfy this criteria are then expected to find a supervisor from amongst the Faculty's academic staff to supervise their intended project; the topic is at the discretion of the student (provided adequate supervision is available).

The Honours project is a written report, which includes a substantial literature review.

Award of honours provides greater opportunity for students upon graduation, particularly in relation to seeking entry into postgraduate studies by research (such as the PhD or MSc in Dent) and provides students with a competitive edge when seeking employment.

Units of Study/Enrolment

Bachelor of Dentistry students are required to enrol in the following units of study for the four years of the degree:

Year 1/1 USDP1011 Life Sciences 12
 Year 1/1 USDP1012 Foundations of Total Patient Care 6
 Year 1/1 USDP1013 Professional & Personal Development 3
 Year 1/1 USDP1014 Dentist & the Community 3
 Year 1/2 USDP1021 Life Sciences 12
 Year 1/2 USDP1022 Foundations of Total Patient Care 6
 Year 1/2 USDP1023 Professional & Personal Development 3
 Year 1/2 USDP1024 Dentist & the Community 3

Year 2/1 USDP2012 Foundations of Total Patient Care 6
 Year 2/1 USDP2013 Professional and Personal Development 3
 Year 2/1 USDP2014 Dentist & the Community 3
 Year 2/1 USDP2016 Life Sciences 12
 Year 2/2 USDP2022 Foundations of Total Patient Care 6

Year 2/2 USDP2023 Professional and Personal Development 3
 Year 2/2 USDP2024 Dentist & the Community 3
 Year 2/2 USDP2026 Life Sciences 12

Year 3/1 USDP3001 Life Sciences 5
 Year 3/1 USDP3002 Foundations of Total Patient Care 12
 Year 3/1 USDP3003 Professional and Personal Development 4
 Year 3/1 USDP3004 Dentist & the Community 3
 Year 3/2 USDP3005 Life Sciences 5
 Year 3/2 USDP3006 Foundations of Total Patient Care 12
 Year 3/2 USDP3007 Professional and Personal Development 4
 Year 3/2 USDP3008 Dentist & the Community 3

Year 4/1 USDP4001 Life Sciences 4
 Year 4/1 USDP4002 Foundations of Total Patient Care 12
 Year 4/1 USDP4003 Professional and Personal Development 5
 Year 4/1 USDP4004 Dentist & the Community 3
 Year 4/2 USDP4005 Life Sciences 4
 Year 4/2 USDP4006 Foundations of Total Patient Care 12
 Year 4/2 USDP4007 Professional and Personal Development 5
 Year 4/2 USDP4008 Dentist & the Community 3

4. Bachelor of Oral Health

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

The Bachelor of Oral Health degree course is designed to provide training at University level in NSW for dental hygienists and dental therapists. It will equip students with the required skills, knowledge and experience to deliver oral health promotion, dental hygiene and dental therapy services to patients throughout Australia. The program combines a firm scientific basis with extensive skills and professional development to produce graduates who are equipped to deal with the full range of treatments that dental hygienists and dental therapists may offer in the environment within which they work.

The course is structured so that students start acquiring their science foundation in parallel with their first contact with patients, and the level and amount of patient contact increases as their scientific skills and oral health competencies grow. By their final year, students are developing their skills, increasing their knowledge of the detailed scientific basis of the skills and enhancing their understanding and knowledge of the legal, ethical and organisational environment in which they are practising, at the same time as delivering services to patients.

Graduates will have an extensive knowledge of the scientific basis for their work, and the skills they acquire will enable them to deliver high-quality oral health promotion, dental hygiene and dental therapy services to the community. They will know how to apply theory to practice in a range of different situations, and will have the spirit of enquiry that encourages the extension of their knowledge and skill and their own professional development. They will be able to assume responsibility for the treatment of their patients' oral health, including analysis, diagnosis, and the development and execution of a treatment plan. They will know their limits, personal and professional, and be able to work competently and confidently within them. They will have an effective understanding of their role and the roles of others in the oral health team as it delivers oral health services to the community, delivering treatment appropriate to their skills, and referring patients to other providers as necessary. They will have the training and attributes to exercise leadership in oral health promotion, dental hygiene and dental therapy in the future.

In terms of the University's statement on the attributes of its graduates, graduates from the course will have:

Knowledge

Detailed knowledge and skills in all topics identified by the Australian Dental Council as being essential to an undergraduate dental auxiliary program, and in all topics specified by NSW legislation for dental hygienists and dental therapists.

Expertise in the analysis of dental conditions, in the diagnosis of dental diseases, and in the development and execution of dental treatments plans, under the supervision of a dentist

Thinking Skills

Develop, integrate and apply knowledge and understanding of basic, clinical, behavioural and social sciences to support, inform and enlighten professional practice

Acquire, understand and integrate the latest knowledge into practice on a continuous basis

Keep up-to-date with professional, social and cultural changes and develop an understanding of their implications for practice

Personal Skills

Develop and maintain the capacity to work as a member of an oral health team to provide community-based health promotion and individual patient care in the current and future professional, ethical and legal environment

Develop the ability to use information technology for patient management, communication, professional development, research, and practice management

Personal Attributes

Develop a vision for and understanding of oral health as part of overall health, and apply a preventive approach to the improvement of oral health through the community, including disadvantaged groups and the indigenous population

Develop and apply a broad understanding of different perspectives – professional, cultural, social, political – to the practice environment

Apply an ethical and moral approach to practice

Use critical self-examination and reflection as tools for personal and professional development, and to gain an appreciation of the need for continuing education

Practical Skills

Manage dental disease by applying an evidence-based approach to analysis, diagnosis and treatment

Manage resources and people (including self) within the constraints of the practice environment

Units of Study

Year 1, Semester 1

BIOS 1124 Human Biology and Biochemistry
4 credit points. Dr Peter Knight. Semester: 1. Assumed knowledge: Basic Chemistry. Assessment: Mid Semester Exam (MCQ and SAQ) 20% and End Semester Exam (MCQ and SAQ) 80%.
NB: This unit will also be available in paper-based distance mode for off-campus students and possibly repeating students.
This unit of study introduces students to the biological and biochemical processes which are fundamental to life. The material covered in this unit forms the basis for subsequent biomedical and professional units of study. Knowledge gained in this unit will help students to understand principles of health and disease, and the scientific basis for many of the professional practices they will undertake in their careers. The topics to be studied are divided into two areas – the basic processes fundamental to life, and growth and development which is the outcome of the basic processes.

The following topics are studied: the structure and function of cells, homeostasis, the basic chemical processes of life, the biochemistry of human function, energy and function (including metabolic processes and diseases), genetic code in health and disease (including basic genetics, protein synthesis, and genetic diseases and counselling) and growth and development. Teaching in this unit of study will comprise lectures, general worksheets, practical classes, web based material to support lectures and discipline-specific tutorials and self learning activities.

BIOS 1134 Basic Sciences for Health Studies
6 credit points. Dr Ian Cathers. Semester: 1. Corequisite: Human Biology and Biochemistry BIOS 1124. Assessment: Written report (2000 words) 30%, mid-semester exam 20%, end-semester exam 50%. This unit of study will provide students with a general introduction to the sciences of chemistry, biochemistry and physics as they apply to health studies. The material covered in this subject will provide a basis for more advanced subjects studied later in the program, and would also form a suitable basis for postgraduate programs in Health Sciences.

ORHL 1001 Foundations of Oral Health 1
2 credit points.
Oral anatomy. Dental anatomy. Basics of infection control.

ORHL 1002 Introduction to Oral Health Clinical Practice
12 credit points.
Applied infection control. Normal oral health and structure. Recognition of oral diseases. Introduction to the management of oral disease. Impressions and study models. Introduction to assessment, examination, diagnosis and treatment planning. Emergency Management of the clinical environment.

Year 1, Semester 2

BACH 1130 Foundations of Health Sociology
3 credit points. Semester: 2. Assessment: Class essay 35%, examination 65%.

This unit provides the sociological tools (theory and method) that are required to achieve social literacy in the domain of health and illness. The unit will develop within the student a sociological imagination, a quality of mind that will be used to scrutinise everyday assumptions regarding health and illness. Topics covered include the key features of modern societies; structural inequalities in Australian society, and their impact upon health and the provision of healthcare services; the distinction between biomedicine, individualistic health promotion, and social medicine; the changing role of alternative medicine in the healthcare system; and the globalisation and the political-economic context of healthcare.

BACH 1132 Foundations of Psychology for the Health Sciences
3 credit points. Semester: 2. Assessment: 1000-Word Essay 50% and 1 hr MCQ Examination 50%. This unit provides an introduction to areas of psychology relevant to the health sciences. Students will first be introduced to principles and applications of psychology, including the links between mind and body, and the role of learning. This will be followed by an examination of psychological changes through the life cycle, health psychology, and the psychology of groups and organisations.

ORHL 1003 Foundations of Oral Health 2
6 credit points. Pre-requisite: ORHL 1001
Oral biology. Introduction to cariology. Introduction to periodontology. Imaging. Extractions. Information systems and clinical record-keeping. Materials science. Clinical reasoning and evidence-based diagnosis.

ORHL 1004 Oral Health Clinical Practice 1
12 credit points. Pre-requisite : ORHL 1002
Introduction to cariology. Introduction to periodontology. Imaging. Extractions. Information system and clinical record-keeping. Instrumentation. Management of the clinical environment. Assessment, examination, diagnosis and treatment planning. Emergency.

Year 2, Semester 1

BIOS 2100 Applied Body Systems 1
6 credit points. Ms Meg Stuart. Semester: 1. Pre-requisite: Human Biology and Biochemistry BIOS 1124.
Assessment: Mid semester spot test (x2): 8% and 10%; written assignments (x2) 16%, 16%; End semester exam: 50%
This unit of study will introduce students to the study of anatomy, physiology and pathophysiology. A detailed study of the normal function of the musculoskeletal and cardiovascular systems will be undertaken, leading to a focus on the important diseases related to these systems and their effects on the body. The bases for the management of these diseases will be examined. Material will be presented in lectures and practical sessions. Students will be expected to complete computer based self directed learning packages prior to some practical sessions. This unit includes laboratory classes in which human cadavers are studied; attendance at such classes is strongly encouraged.

ORHL 2001 Foundations of Oral Health 3
3 credit points. Pre-requisite: ORHL 1003
Histology, medicine, nutrition, prevention, toxicology, imaging, pain management, tooth restoration.

ORHL 2002 Oral Health Clinical Practice 2
15 credit points. Pre-requisite: ORHL 1004

Assessment, examination, diagnosis and treatment planning. Behavioural science. Biochemistry. Cariology. Clinical reasoning and evidence-based diagnosis. Emergency. Imaging. Impression and study models. Infection control. Information systems. Instrumentation. Management of the clinical environment. Nutrition. Occupational health and safety. Pain management. Periodontal disease. Prevention. Tooth restoration.

Year 2, Semester 2

BIOS 2101 Applied Body Systems 2
6 credit points. Ms Dana Strain. Semester: 2. Pre-requisite: Human Biology and Biochemistry BIOS 1124.
Assessment: Mid semester exam: 20% End semester exam: 47% Short essay: 33%.

This unit of study begins with a brief introduction to the basic concepts of pharmacology to enable students to understand the actions of drugs on each of the body systems as they are later covered in this unit. The essential principles of infection control in health care practice are presented, and a detailed study of blood and the immune system is undertaken, highlighting their roles in disease prevention and response to trauma. The part played by the immune system in preventing disease will also be covered. The normal structure and function of the respiratory and digestive systems will be described, leading to a focus on the important diseases related to these systems and their effects on the body. The bases for the management of these diseases and diseases in which the immune system plays an integral role will be examined. The principle underlying tumour formation will also be studied. Material will be presented in lectures, tutorials and practical sessions. This unit includes laboratory classes in which human cadavers are studied; attendance at such classes is mandatory.

BACH 1148 Health, Attitudes and Interaction
3 credit points. Semester: 2. Pre-requisite: Foundations of Psychology for the Health Sciences or Introduction to Health Psychology.
Assessment: 1000-word assignment (40%), 2 hour short answer/MCQ examination (60%)

This unit of study comprises two modules. Module 1: Social Psychology examines the findings from research into social phenomena such as helping behaviour, aggression, prejudice, and conformity. The unit extends this examination to the application of findings to health care settings and practitioners. In Module 2: Disability Studies students will be exposed to an interdisciplinary perspective on the experiences of people with chronic illnesses and disability, as well as community and professional perceptions of disability. Both modules examine the psychology of client-practitioner communication and interaction.

ORHL 2003 Oral Health Clinical Practice 3
15 credit points
Assessment, examination, diagnosis and treatment planning. Behavioural science. Cariology. Clinical reasoning and evidence-based diagnosis. Extractions. Imaging. Impression and study models. Infection control. Information systems. Instrumentation. Management of the clinical environment. Nutrition. Orthodontics. Pain management. Periodontal disease. Prevention. Pulp disease. Tooth restoration.

Year 3, Semester 1

ORHL 3001 Foundations of Oral Health 4
3 credit points. Pre-requisite: ORHL 2001
Human growth and development. Medicine. Nutrition. Pathology. Toxicology.

ORHL 3002 Oral Health in Society 1
3 credit points
Care of the whole patient. Community development. Diet and oral health. Epidemiology and biostatistics. Ethical and legal environment, including informed consent. Health systems and health environment. Marketing and promotion. Occupational health and safety. Oral care needs of identified groups – paediatric, geriatric, special needs (e.g. disabled), medically compromised, ATSI and others. Population health. Public Health Dentistry. Quality assurance. Research methods.

ORHL 3003 Oral Health Clinical Practice 4
18 credit points. Pre-requisite: ORHL 2003
Assessment, examination, diagnosis and treatment planning. Behavioural science. Cariology. Clinical reasoning and evidence-based diagnosis. Emergency procedures. Extractions. Imaging. Impres-

4. Bachelor of Oral Health

sion and study models. Infection control. Information systems. Instrumentation. Management of the clinical environment. Nutrition. Occupational health and safety. Oral care for identified groups – paediatric, geriatric, special needs (e.g. disabled), medically compromised, ATSI and others. Oral prosthesis management. Orthodontics. Pain management. Periodontal disease. Prevention. Pulp disease. Tooth restoration.

Year 3, Semester 2

ORHL 3004 Foundations of Oral Health 5
3 credit points. Pre-requisite: ORHL 3001
Medicine. Nutrition.

ORHL 3005 Oral Health in Society 2
3 credit points. Pre-requisite: ORHL 3002
Care of the whole patient. Community development. Diet and oral health. Epidemiology and biostatistics. Ethical and legal environment, including informed consent. Health systems and health environment. Marketing and promotion. Occupational health and safety. Oral care needs of identified groups – paediatric, geriatric, special needs (e.g. disabled), medically compromised, ATSI and others. Population health. Public Health Dentistry. Quality assurance. Research methods.

ORHL 3006 Oral Health Clinical Practice 5
18 credit points. Pre-requisite: ORHL 3002
Assessment, examination, diagnosis and treatment planning. Behavioural science. Cariology. Clinical reasoning and evidence-based diagnosis. Emergency procedures. Extractions. Imaging. Impression and study models. Infection control. Information systems. Instrumentation. Management of the clinical environment. Nutrition. Occupational health and safety. Oral care for identified groups – paediatric, geriatric, special needs (e.g. disabled), medically compromised, ATSI and others. Oral prosthesis management. Orthodontics. Pain management. Periodontal disease. Prevention. Pulp disease. Tooth restoration.

Resolutions of the Senate

Consult the University of Sydney's 2005 Calendar for the Resolutions of the Senate for this course <http://www.usyd.edu.au/about/publication/pub/calendar.shtml> (<http://www.usyd.edu.au/about/publication/pub/calendar.shtml>)

5. Postgraduate Research Courses and Regulations

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

Overview

The Faculty of Dentistry offers the research degrees of:

Doctor of Dental Science (DDSc)
 Doctor of Philosophy (PhD)
 Master of Science in Dentistry (MSc(Dent))

Doctor of Dental Science (DDSc)

Doctor of Dental Science:

Course Code: EA000

Course Overview:

The Doctor of Dental Science (DDSc) is a higher doctorate, awarded by published work which, in the opinion of examiners and the Faculty of Dentistry, has been generally recognised by scholars in the particular field of expertise as a distinguished contribution to knowledge.

The DDSc, unlike the Doctor of Philosophy (PhD) is not a research training degree. It may be described as an award that one would receive at the end of one's career, rather than the beginning, for an outstanding contribution to knowledge.

Admission requirements

To be eligible for admission, the applicant must hold the degree of Bachelor of Dental Surgery from the University of Sydney; OR a) the Faculty of Dentistry must deem a graduate of another institution as having equal standing to that of a graduate of the University of Sydney; AND b) the applicant must have been a full-time member of the academic staff of the University of Sydney for at least three years or have had similar significant involvement with teaching and research; AND c) the applicant must have been a graduate of the University of Sydney (or an equivalent institution) of at least five years' standing before the degree of Doctor can be awarded.

Published work submitted for examination may be regarded as a distinguished contribution to knowledge if: a) it represents a significant advance in knowledge in its chosen field; or b) it has given rise to or is a major part of a significant debate in scholarly books and journals among recognised scholars in its chosen field; or c) it has directly given rise to significant changes in the direction of research or of practice of a newer generation of recognised scholars in its chosen field. There is no set number of publications an applicant must have to be awarded the degree. The Prima Facie Committee and the Examiners will be asked to judge the work on its quality and based on the criteria stated above, rather than on the quantity of the papers.

Doctor of Philosophy (PhD)

Course Code: EB000

Course Overview:

The Doctor of Philosophy (PhD) is a research degree in which students undertake supervised research leading to the production of a thesis.

The PhD in the Faculty of Dentistry is aimed at those who intend to pursue research careers in oral health care or a related field.

Full-time PhD students have a minimum of 3 years and maximum of 4 years to submit a thesis for examination. Part-time students have a minimum of 3 years and a maximum of 8 years to submit. The word limit for a thesis submitted to the Faculty of Dentistry is 80,000 words. PhD students may be required to attend classes or undertake coursework units of study, and the thesis is the only or major examinable assessment requirement for the degree.

Admission requirements:

Admission normally requires a master's degree, or a bachelor's degree in a relevant area with first or second class honours from the University of Sydney, or another approved institution.

Master of Science in Dentistry (MSc(Dent))

Course Code: EC003

Course Overview:

The MSc(Dent) is a research degree and is aimed at those who intend to pursue research careers in oral health or a related field. It may also be used as a foundation to commencing a Doctor of Philosophy (PhD). Full-time MSc Dent students have a minimum of 2 years and maximum of 3 years to submit a thesis for examination. Part-time students have a minimum of 2 years and a maximum of 6 years to submit. The word limit for a thesis submitted to the Faculty of Dentistry is 80,000 words. MSc Dent students may be required to attend classes or undertake coursework units of study, and the thesis is the only or major examinable assessment requirement for the degree.

Admission Requirements:

A Bachelors degree, preferably with Honours in a related area from the University of Sydney or equivalent.

Enrolment Information for New Domestic Students

Once you have been given an offer of admission, you will be required to enrol in your course prior to commencement. In most cases, this means that you must attend the University in person on a specific enrolment day. If you are unable to attend on that day you should arrange for someone else to attend on your behalf. Proxy enrolment guidelines and authorisation forms are available from the Student Centre website. On enrolment day, you will be asked to check and complete your enrolment forms, pay your fees and will be given your student card. If you are a coursework student you will need to confirm the units of study that you will be undertaking during the year. Detailed enrolment instructions will be sent to you by the Postgraduate Student Administration Unit in advance of enrolment day.

Enrolment by fax or e-mail is available to distance learning students living outside the Sydney metropolitan area. In order to enrol in this way, you should provide the Postgraduate Student Administration Unit with a reliable fax number or current e-mail address prior to the enrolment period. If you are eligible to enrol in this way but fail to provide a fax number or e-mail address expressly for this purpose, the Postgraduate Student Administration Unit will assume that you are able to enrol in person and will expect you to attend the university on enrolment day.

Enrolment Information for Continuing Domestic Students

You must re-enrol every year that you remain a candidate for a degree. In October you will receive advice about re-enrolment for the following academic year. In most cases, re-enrolment is accomplished by pre-enrolling, and you will receive your pre-enrolment form with the re-enrolment advice. Pre-enrolment is compulsory for continuing students.

You may choose to pre-enrol online at MyUni or to submit your pre-enrolment form in person, by mail or by fax to the Postgraduate

5. Postgraduate Research Courses and Regulations

Student Administration Unit. In 2002, pre-enrolment via the web was open until 15 November and pre-enrolment through the Postgraduate Student Administration Unit was open until 1 November. NB: No responsibility can be taken for forms faxed or mailed to the wrong address. It is in your interests to ensure that your form is lodged correctly and on time. It is also your responsibility to make sure the university has your correct postal address. If the University does not have your correct postal address you will not receive any of the documentation regarding pre-enrolment.

Once you have successfully pre-enrolled, Student Centre will send you confirmation of enrolment and an invoice for your compulsory subscriptions and course fees by late January or early February. This means that you will not be required to attend the university to enrol in-person. Eligible students wishing to participate in the PELS scheme will be required to attend the Student Centre with their tax file number after receiving their invoice (more information on this process will accompany the invoice).

You will be required to pay the amount shown on the invoice at any branch of the National Australia Bank within approximately 7 days of receiving the invoice. The bank teller's stamped, receipt portion of the invoice which confirms payment of fees will then function as your interim student ID card for a period of 14 days. Your official student card will be mailed to you when your payment is transferred from the bank to the university with information regarding card lamination and transport concessions.

Circumstances in which pre-enrolment is not permitted

You are not permitted to pre-enrol if:

You are commencing a new degree.

You are returning to study after a period of suspension.

You have gone beyond the latest date for submitting your thesis.

In all these cases you will be required to enrol in person at the university on enrolment day.

Pre-enrolment and candidature variation

Please note that pre-enrolment only allows you to maintain your current enrolment – it does not allow you to make changes to your enrolment. If, once you have pre-enrolled, you wish to change your candidature (i.e. transfer to another degree, suspend or extend your candidature, change from FT to PT or PT to FT or spend time away from the university) you must complete a candidature variation form, obtain the necessary approvals and submit it to the Postgraduate Student Administration Unit. Click here for more information on candidature variation.

Do not delay in pre-enrolling simply because you are awaiting approval for a change to your candidature. The Postgraduate Student Administration Unit can make changes to your candidature up until 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2).

Pre-enrolment for research candidates

Are you about to submit your thesis?

All candidates must be currently enrolled to be eligible to submit a thesis. Your enrolment in any given year will lapse on 31 March. Therefore, if you are sure that you will submit your thesis before 31 March, you will NOT be required to pre-enrol in the following year. Candidates who submit before 31 March are automatically placed "under examination" and are not required to have an active enrolment the following year. If you are at all unsure about whether you will submit before 31 March, then you should pre-enrol to secure your enrolment for the following year. If you do then manage to submit your thesis before 31 March, your status as "currently enrolled" will automatically lapse and you will be placed "under examination". At this point you may then apply to the Student Centre for a refund of any fees paid.

Enrolment Information for International Students

International students are to adhere to the enrolment procedure stipulated by the International Office. Refer to <http://www.usyd.edu.au/io/admission/> for details.

Legal Issues

Research students may be required to undertake criminal records and infectious diseases checks if their research involves a clinical

component that requires direct contact with patients in the teaching hospitals or in private practice/sector settings. Refer to the Postgraduate Coursework chapter in this handbook for full details.

2005 Fees

Domestic PhD and MSc(Dent) students are covered under the Research Training Scheme (RTS), which is fees and HECS-exempt, provided the student completes the degree within the minimal timeframe. PhD and MSc(Dent) students will be required to pay the University's student union fees for each year of their enrolment.

International candidates will be required to pay fees. The fee for the PhD in 2005 is \$23,280, payable for each year of enrolment in the program. The fee for the MSc(Dent) for 2005 is \$23,280, payable for each year of enrolment in the program. Note the Faculty and the University reserve the right to increase fees from year to year, and that the above fees may not be fixed for the duration of a student's candidature in the program.

Resolutions

The Resolutions of the Senate relating to the Faculty's research degree programs are available in the 2005 University of Sydney Calendar <http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

6. Postgraduate Coursework Rules and Regulations

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

Overview

The Faculty of Dentistry offers the following postgraduate coursework degrees, diplomas and certificate:

Master of Dental Science (MDS) (Community Oral Health and Epidemiology)
 Master of Dental Science (MDS) (Oral Medicine and Oral Pathology)
 Master of Dental Science (MDS) (Orthodontics)
 Master of Dental Science (MDS) (Paediatric Dentistry)
 Master of Dental Science (MDS) (Periodontics)
 Master of Dental Science (MDS) (Prosthodontics)
 Graduate Diploma in Clinical Dentistry (Restorative) (GradDip-ClinDent(Restorative))
 Graduate Certificate in Clinical Dentistry (Restorative) (GradCert-ClinDent(Restorative))
 Graduate Diploma in Community Oral Health and Epidemiology (GradDipComOH&Epid)
 Graduate Diploma in Clinical Dentistry (Conscious Sedation and Pain Control) (GradDipClinDent)
 Graduate Diploma in Clinical Dentistry (Oral Implants) (GradDip-ClinDent)

Enrolment Information for New and Continuing Domestic Students

New Students:

Once you have been given an offer of admission, you will be required to enrol in your course prior to commencement. In most cases, this means that you must attend the University in person on a specific enrolment day. If you are unable to attend on that day you should arrange for someone else to attend on your behalf. Proxy enrolment guidelines and authorisation forms are available from the Student Centre website (<http://www.usyd.edu.au/studentcentre/>). On enrolment day, you will be asked to check and complete your enrolment forms, pay your fees and will be given your student card. If you are a coursework student you will need to confirm the units of study that you will be undertaking during the year. Detailed enrolment instructions will be sent to you by the Postgraduate Student Administration Unit in advance of enrolment day.

Enrolment by fax or e-mail is available to distance learning students living outside the Sydney metropolitan area. In order to enrol in this way, you should provide the Postgraduate Student Administration Unit with a reliable fax number or current e-mail address prior to the enrolment period. If you are eligible to enrol in this way but fail to provide a fax number or e-mail address expressly for this purpose, the Postgraduate Student Administration Unit will assume that you are able to enrol in person and will expect you to attend the university on enrolment day.

Continuing Students

You must re-enrol every year that you remain a candidate for a degree. In October you will receive advice about re-enrolment for the following academic year. In most cases, re-enrolment is accomplished by pre-enrolling, and you will receive your pre-enrolment form with the re-enrolment advice. Pre-enrolment is compulsory for continuing students.

You may choose to pre-enrol online at MyUni or to submit your pre-enrolment form in person, by mail or by fax to the Postgraduate Student Administration Unit. In 2002, pre-enrolment via the web was open until 15 November and pre-enrolment through the Postgraduate Student Administration Unit was open until 1 November. NB: No responsibility can be taken for forms faxed or mailed to the wrong address. It is in your interests to ensure that your form is lodged correctly and on time. It is also your responsibility to make sure the university has your correct postal address. If the University

does not have your correct postal address you will not receive any of the documentation regarding pre-enrolment.

Once you have successfully pre-enrolled, Student Centre will send you confirmation of enrolment and an invoice for your compulsory subscriptions and course fees by late January or early February. This means that you will not be required to attend the university to enrol in-person. Eligible students wishing to participate in the PELS scheme will be required to attend the Student Centre with their tax file number after receiving their invoice (more information on this process will accompany the invoice).

You will be required to pay the amount shown on the invoice at any branch of the National Australia Bank within approximately 7 days of receiving the invoice. The bank teller's stamped, receipt portion of the invoice which confirms payment of fees will then function as your interim student ID card for a period of 14 days. Your official student card will be mailed to you when your payment is transferred from the bank to the university with information regarding card lamination and transport concessions.

Circumstances in which pre-enrolment is not permitted

You are not permitted to pre-enrol if:
 You are commencing a new degree.
 You are returning to study after a period of suspension.
 You have gone beyond the latest date for submitting your thesis.
 In all these cases you will be required to enrol in person at the university on enrolment day.

Pre-enrolment and candidature variation

Please note that pre-enrolment only allows you to maintain your current enrolment – it does not allow you to make changes to your enrolment. If, once you have pre-enrolled, you wish to change your candidature (i.e. transfer to another degree, suspend or extend your candidature, change from FT to PT or PT to FT or spend time away from the university) you must complete a candidature variation form, obtain the necessary approvals and submit it to the Postgraduate Student Administration Unit. Click here for more information on candidature variation.

Do not delay in pre-enrolling simply because you are awaiting approval for a change to your candidature. The Postgraduate Student Administration Unit can make changes to your candidature up until 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2).

You should pre-enrol in the units of study that you think you will undertake in the following year. If you change your mind, you may vary your enrolment on-line or in person at the Postgraduate Student Administration Unit, up until the applicable HECS census date (i.e. 31 March for changes to Semester 1 and 31 August for changes to Semester 2). Please note that it is your responsibility to ensure that your enrolment is correct. After the HECS census date you will not be able to change your enrolment and will be financially liable for all the units of study in which you are enrolled.

Failure to pre-enrol

If in any year you fail to pre-enrol, your candidature will be regarded as having lapsed, and you will be required to re-apply for admission to candidature if you wish to continue your studies. If you pre-enrol but fail to pay your compulsory subscriptions and/or course fees as shown on your invoice by the due date, your enrolment will be cancelled. Cancellation is not the same as formal withdrawal, suspension or deferral. Cancellation means that you are still regarded as liable for all financial charges should you be reinstated although there is no automatic right of reinstatement to your course. You are also denied access to your past academic record and all university facilities. If you are permitted to return as a student, a charge of \$100, plus all other outstanding charges will have to be paid.

What if I want to withdraw my candidature?

All students wishing to withdraw should advise the Postgraduate Student Administration Unit in writing or complete the candidature variation form (Click here for form) and submit it to the Unit before 31 March (for withdrawal in Semester 1) or 31 August (for withdrawal in Semester 2). If the form is received after these deadlines, your candidature will be withdrawn in the following semester and you will be liable to pay all fees due for the current semester.

Enrolment Information for New and Continuing International Students

International students are to adhere to the enrolment procedures stipulated by the International Office. Refer to <http://www.usyd.edu.au/io/admission/> for details.

Legal Issues

Vaccination against infectious diseases

Prior to the commencement of your clinical placement (if applicable), you are required to comply with the NSW Health Department Circular: Occupational Screening and Vaccination Against Infectious Diseases. Participation in screening and vaccination according to the Circular is a prerequisite for students for clinical placement in the facilities of NSW Health. Failure to comply with the requirements of the Circular may jeopardise completion of your studies. The Circular requires that you consult your local doctor to obtain proof of your immunity status and/or be vaccinated against diphtheria, tetanus, pertussis, measles, mumps, rubella, chicken pox, hepatitis B, influenza and tuberculosis. Tuberculosis screening must be conducted by your local Chest Clinic. Once established, proof of immunity or vaccination must be carried with you at all times when on placement in the facilities of NSW Health and will be required prior to this placement. A "Record Card" will be provided at enrolment for this purpose. The Circular can be accessed at <http://www.health.nsw.gov.au/> or for further information, contact your local Public Health Unit under "Health" in the White Pages.

Criminal record check

All health care workers, including students who undertake training or fieldwork in the NSW health care system, are required to be subject to a criminal record check as a condition of gaining access to NSW Department of Health facilities. Depending on the nature of the offence for which a conviction has been recorded, the NSW Department of Health has the right not to accept a health care student or worker for placement in the NSW health care system in certain circumstances. All students affected by this policy will receive, as part of their enrolment package, a form from the NSW Department of Health consenting to a criminal record check. The NSW Department of Health requires you to complete, sign and return the enclosed form directly to the NSW Department of Health as soon as possible after receipt. Failure to do so could mean a delay or non-acceptance by the NSW Department of Health of your application for a placement. Non-acceptance of a student under this policy could affect that student's academic progress. Accordingly, you are urged to contact the Faculty if you have any concerns or if you wish to obtain a full copy of the NSW Department of Health's policy. Enquiries concerning this policy can also be directed to the Sydney University Postgraduate Representative Association (SUPRA). The University is not involved in this checking process and it will not be given any information about students on whom an adverse criminal record report is made. This information will be retained by the NSW Department of Health, which is legally entitled to hold such records and the NSW Department of Health will correspond directly with adversely affected students. The University, in consultation with SUPRA, has established protocols to enable students affected by the policy to receive appropriate advice and support and, if necessary, to enable them to transfer their enrolment to another course. These protocols were implemented in 1998.

Prohibited employment declaration

The NSW Child Protection (Prohibited Employment) Act 1998 regulates the employment of "prohibited persons" in "child-related employment". Under the Act a "prohibited person" is a person who has committed a serious sex offence. "Child related employment"

means employment, paid or unpaid, which involves direct contact with children, where that contact is not directly supervised. The Act specifically includes persons undertaking practical training as part of an education or vocational course within its definition of employment. Under the Act, the University must, before referring a student to a child-related placement, require that student to disclose whether or not he or she is a "prohibited person". Further, if the University becomes aware that a student is a "prohibited person" it must not refer that student to a child-related placement. It follows from the above that if you are enrolling in, or are already enrolled in, a course which requires you to undertake a placement in a setting where you are in direct contact with children you are required to complete a Prohibited Employment Declaration form and return it to the university.

Master of Dental Science (Community Oral Health & Epidemiology)

Course Code: EC031

This program provides the opportunity to develop skills and acquire knowledge essential for the effective practice of community dentistry.

The major areas of study include: Preventative dentistry: principles of prevention, diseases of community oral health concern, prevention of dental caries, prevention of periodontal disease, principles of health education, protection and promotion. Public health and epidemiology: principles of public health, principles of science and research, evidence based health care, data management and computing, epidemiology, biostatistics, policy development, planning, health economics and health management. Dental public health: oral epidemiology, oral health education programs, community empowerment, primary oral health care, oral health policy and planning, evaluation and analysis of oral health resources and services, monitoring of oral health/disease parameters, management and development of oral health resources and services, forensic dentistry, research issues in community oral health. The program is aimed at qualified dentists wishing to develop skills and acquire the knowledge for the effective practice of community dentistry. Graduates of the program are well placed to work as community dentists or to take on oral health public service and planning roles. The program also equips students for careers in research.

Admission:

Admission normally requires a Bachelor of Dental Surgery or equivalent. Qualifications should have been held for at least one year prior to admission. The closing date for applications is 31 March for commencement in the following year.

Course Structure:

The course is completed over two years full-time, or four years part-time.

Units of Study:

The units of study are listed below for each year of the course. Note that Year 1/1 means year 1, semester one; year 1/2 means year 1, semester two, and so forth. The credit point value of each unit is indicated via the brackets ()

Year 1/1 DENT5744 Community Oral Health & Epidemiology A (9)
Year 1/1 DENT5746 Preventative Dentistry A (9)
Year 1/1 DENT5748 Public Health A (6)
Year 1/2 DENT5745 Community Oral Health & Epidemiology B (9)
Year 1/2 DENT5747 Preventative Dentistry B (9)
Year 1/2 DENT5749 Public Health B (6)
Year 2/1 DENT6428 Community Oral Health & Epidemiology Research A (24)
Year 2/2 DENT6429 Community Oral Health & Epidemiology Research B (24)
96 credit points total

Further Information: Contact the Course Coordinator, Associate Professor Wendell Evans on (02) 9845-7537 or e-mail w.evans@dentistry.usyd.edu.au

Master of Dental Science (Oral Medicine & Oral Pathology)

Course Code and overview: EC001

The program aims to develop the skills necessary for the non-surgical management of the full range of oral diseases as well as for the care of medically compromised patients in hospital and non-hospital settings. The program develops skills in the diagnosis and non-surgical treatment of diseases of the oral mucosa and salivary glands, facial pain and oral manifestations of systematic diseases such as HIV. It provides for the oral health care needs of medically compromised patients, including transplant recipients, in close co-operation with the medical and surgical units of Westmead Hospital. Diagnostic oral and general pathology are integral parts of the program. The program is aimed at dental graduates preparing for a career in clinical oral medicine. Graduates will be prepared for specialist work within a large general hospital or in a private practice. The training in research will also provide a basis for an academic career, which would involve further research training through a Doctor of Philosophy. Additional training in diagnostic oral pathology would permit work within a diagnostic histopathology.

Admission:

Admission normally requires a Bachelor of Dental Surgery or equivalent plus two years general practice experience. The closing date for applications is 31 March for commencement in the following year.

Duration:

The course is completed over three years full-time or part-time equivalent.

Units of Study:

The units of study are listed below for each year of the course. Note that Year 1/1 means year 1, semester one; year 1/2 means year 1, semester two, and so forth. The credit point value of each unit is indicated via the brackets ()

Year 1/1 DENT6126 Oral Medicine 1A (24)
 Year 1/2 DENT6127 Oral Medicine 1B (24)
 Year 2/1 DENT6128 Oral Medicine 2A (24)
 Year 2/2 DENT6129 Oral Medicine 2B (24)
 Year 3/1 DENT6130 Oral Medicine 3A (24)
 Year 3/2 DENT6131 Oral Medicine 3B (24)
 144 total credit points

Further Information: Associate Professor Hans Zoellner on (02) 9845-7373 or e-mail hansz@dental.wsahs.nsw.gov.au

Master of Dental Science (Orthodontics)

Course Code and Overview: EC001

The program provides the opportunity to develop skills and acquire knowledge essential for specialisation in orthodontics. A comprehensive curriculum of theoretical and clinical studies. Technique instruction is based on fixed appliance therapy, comprising Begg and Edgewise philosophies, including a self-ligating bracket technique. The program prepares students for work in a specialist practice in orthodontics or a specialist clinic in a hospital.

Admission:

All applicants require a Bachelor of Dental Surgery or equivalent plus a minimum of two years general practice experience. If short-listed, applicants are required to attend the university for an interview, written examination and assessment of clinical skills. The closing date for applications is 31 March for commencement in the following year.

Duration:

The course is completed over three years full-time.

Units of Study:

The units of study are listed below for each year of the course. Note that Year 1/1 means year 1, semester one; year 1/2 means year 1, semester two, and so forth. The credit point value of each unit is indicated via the brackets ()

Year 1/1 DENT6226 Orthodontics 1A (24)
 Year 1/2 DENT6227 Orthodontics 1B (24)
 Year 2/1 DENT6228 Orthodontics 2A (24)
 Year 2/2 DENT6229 Orthodontics 2B (24)
 Year 3/1 DENT6230 Orthodontics 3A (24)
 Year 3/2 DENT6231 Orthodontics 3B (24)
 144 total credit points

Further Information: Contact the Course Coordinator, Prof Ali Darendeliler on (02) 9351-8314 or maria@dentistry.usyd.edu.au

Master of Dental Science (Paediatric Dentistry)

Course Code and overview: EC001

The program aims to develop the skills necessary for specialisation in paediatric dentistry. The program is aimed at qualified dentists who wish to specialise in paediatric dentistry. The program prepares students for work in a specialist practice in paediatric dentistry or a specialist clinic in a hospital.

Admission:

Admission normally requires a Bachelor of Dental Surgery or equivalent plus a minimum of two years general practice experience. In addition, candidates are required to attend an interview prior to selection for admission. In the cases of Paediatric Dentistry, Periodontics, and Prosthodontics disciplines, unless exempted by the Faculty, applicants must have satisfactorily completed the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent. The closing date for applications is 31 March for commencement in the following year.

Duration:

The course is completed over three years full-time or part-time six years part-time.

Units of Study:

The units of study are listed below for each year of the course. Note that Year 1/1 means year 1, semester one; year 1/2 means year 1, semester two, and so forth. The credit point value of each unit is indicated via the brackets ()

Year 1/1 DENT6276 Paediatric Dentistry 1A (24)
 Year 1/2 DENT6277 Paediatric Dentistry 1B (24)
 Year 2/1 DENT6278 Paediatric Dentistry 2A (24)
 Year 2/2 DENT6279 Paediatric Dentistry 2B (24)
 Year 3/1 DENT6280 Paediatric Dentistry 3A (24)
 Year 3/2 DENT6281 Paediatric Dentistry 3B (24)
 144 total credit points

Further Information: Contact the Course Coordinator, Dr Angus Cameron on (02) 9845-7420 or e-mail frances@dental.wsahs.nsw.gov.au

Master of Dental Science (Periodontics)

Course Code and overview: EC001

The program provides the opportunity to develop skills and acquire knowledge essential for specialisation in periodontics. The program is aimed at qualified dentists who wish to specialise in periodontics. The program prepares students for work in a specialist practice in periodontics or a specialist clinic in a hospital.

Admission:

Admission normally requires a Bachelor of Dental Surgery or equivalent plus a minimum of two years general practice experience. In addition, candidates are required to attend an interview prior to selection for admission. In the cases of Paediatric Dentistry, Periodontics, and Prosthodontics disciplines, unless exempted by the Faculty, applicants must have satisfactorily completed the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent. The closing date for applications is 31 March for commencement in the following year.

Duration:

The course is completed over three years full-time or part-time equivalent

Units of Study:

The units of study are listed below for each year of the course. Note that Year 1/1 means year 1, semester one; year 1/2 means year 1, semester two, and so forth. The credit point value of each unit is indicated via the brackets ()

- Year 1/1 DENT6326 Periodontics 1A (24)
- Year 1/2 DENT6327 Periodontics 1B (24)
- Year 2/1 DENT6328 Periodontics 2A (24)
- Year 2/2 DENT6329 Periodontics 2B (24)
- Year 3/1 DENT6330 Periodontics 3A (24)
- Year 3/2 DENT6331 Periodontics 3B (24)
- 144 total credit points

Further Information: Contact the Course Coordinator, Associate Professor Chris Daly on (02) 9351-8320 or e-mail cdaly@dentistry.usyd.edu.au

Master of Dental Science (Prosthodontics), Graduate Diploma in Clinical Dentistry (Restorative) and Graduate Certificate in Clinical Dentistry (Restorative)

Course Code and overview: EC001

The Masters component is completed over three years full-time or part-time equivalent. Students entering in 2005 have the option of entering and/or exiting with a Graduate Diploma in Clinical Dentistry (Restorative) or the Graduate Certificate in Clinical Dentistry (Restorative). Students enrolled prior to 2005 complete the Master of Dental Science (Prosthodontics) units detailed in Table 2.

Admission:

Admission normally requires a Bachelor of Dental Surgery or equivalent plus a minimum of two years general practice experience. In addition, candidates are required to attend an interview prior to selection for admission. In the cases of Paediatric Dentistry, Periodontics, and Prosthodontics disciplines, unless exempted by the Faculty, applicants must have satisfactorily completed the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent. The closing date for applications is 31 March for commencement in the following year. Applicants have the option of applying for entry at the Graduate Certificate, Graduate Diploma or Masters level; the level they are admitted at will be at the discretion of the Course Coordinator.

Duration:

The Masters program requires three years of full-time study. The Graduate Diploma requires one year of full-time study and the Graduate Certificate one semester of full-time study.

Units of Study:

Table 1 (for students commencing from 2005):

The units of study are listed below for each year of the course. Note that Year 1/1 means year 1, semester one; year 1/2 means year 1,

semester two, and so forth. The credit point value of each unit is indicated via the brackets ()

- Year 1/1 DENT6382 Foundation Studies: Restorative Dentistry (6)
- Year 1/1 DENT6383 Foundation Studies: Fixed Prosthodontics (6)
- Year 1/1 DENT6384 Foundation Studies: Removable Prosthodontics (6)
- Year 1/1 DENT6385 Foundation Studies: Orofacial Pain (6)
- THE ABOVE UNITS (X4) SATISFY THE GRADUATE CERTIFICATE COMPONENT 24
- Year 1/2 DENT6386 Restorative Dentistry 1 (6)
- Year 1/2 DENT6387 Fixed Prosthodontics 1 (6)
- Year 1/2 DENT6388 Removable Prosthodontics 1 (6)
- Year 1/2 DENT6389 Orofacial Pain 1 (6)
- THE ABOVE UNITS (X8) SATISFY THE GRADUATE DIPLOMA REQUIREMENT 48
- Year 2/1 DENT6390 Advanced Clinical Prosthodontics 1A (6)
- Year 2/1 DENT6391 Advanced Clinical Prosthodontics 1B (6)
- Year 2/1 DENT6392 Advanced Clinical Prosthodontics 1C (6)
- Year 2/1 DENT6393 Prosthodontics Research 1 (6)
- Year 2/2 DENT6394 Advanced Clinical Prosthodontics 2A (6)
- Year 2/2 DENT6395 Advanced Clinical Prosthodontics 2B (6)
- Year 2/2 DENT6396 Advanced Clinical Prosthodontics 2C (6)
- Year 2/2 DENT6397 Prosthodontics Research 2 (6)
- Year 3/1 DENT6398 Advanced Clinical Prosthodontics 3A (6)
- Year 3/1 DENT6399 Advanced Clinical Prosthodontics 3B (6)
- Year 3/1 DENT6400 Advanced Clinical Prosthodontics 3C (6)
- Year 3/1 DENT6411 Prosthodontics Research 3 (6)
- Year 3/2 DENT6412 Advanced Clinical Prosthodontics 4A (6)
- Year 3/2 DENT6413 Advanced Clinical Prosthodontics 4B (6)
- Year 3/2 DENT6414 Advanced Clinical Prosthodontics 4C (6)
- Year 3/2 DENT6415 Prosthodontics Research 4 (6)
- THE ABOVE UNITS (X24) SATISFY THE MASTERS COMPONENT 144

Table 2 (for students enrolled prior to 2005)

- Year and Semester Unit Credit Points
- Year 1/1 DENT6376 Prosthodontics 1A (24)
 - Year 1/2 DENT6377 Prosthodontics 1B (24)
 - Year 2/1 DENT6378 Prosthodontics 2A (24)
 - Year 2/2 DENT6379 Prosthodontics 2B (24)
 - Year 3/1 DENT6380 Prosthodontics 3A (24)
 - Year 3/2 DENT6381 Prosthodontics 3B (24)
 - 144 total credit points

Further Information: Contact the Course Coordinator, Professor Iven Klineberg on (02) 9845-7192 or e-mail traceyb@dent-al.wsahs.nsw.gov.au

Graduate Diploma in Community Oral Health & Epidemiology

Course Code and overview: EF004

The program provides the opportunity to develop skills and acquire knowledge essential for the effective practice of community dentistry. The major areas of study include: Preventative dentistry: principles of prevention, diseases of community oral health concern, prevention of dental caries, prevention of periodontal disease, principles of health education, protection and promotion. Public health and epidemiology: principles of public health, principles of science and research, evidence based health care, data management and computing, epidemiology, biostatistics, policy development, planning, health economics and health management. Dental public health: oral epidemiology, oral health education programs, community empowerment, primary oral health care, oral health policy and planning, evaluation and analysis of oral health resources and services, monitoring of oral health/disease parameters, management and development of oral health resources and services, forensic dentistry, research issues in community oral health.

Graduates of the program are well placed to work as community dentists or to take on oral health public service and planning roles. The program also equips students for careers in research.

Admission:

Admission normally requires a Bachelor of Dental Surgery or equivalent. Qualifications should have been held for at least one year

prior to admission. The closing date for applications is 31 March for commencement in the following year.

Duration:

The course is completed over one year full-time.

Units of Study:

The units of study are listed below for each year of the course. Note that Year 1/1 means year 1, semester one; year 1/2 means year 1, semester two, and so forth. The credit point value of each unit is indicated via the brackets ()

Year 1/1 DENT5744 Community Oral Health & Epidemiology A (9)
 Year 1/1 DENT5746 Preventative Dentistry A (9)
 Year 1/1 DENT5748 Public Health A (6)
 Year 1/2 DENT5745 Community Oral Health & Epidemiology B (9)
 Year 1/2 DENT5747 Preventative Dentistry B (9)
 Year 1/2 DENT5749 Public Health B (6)
 48 total credit points

Further Information: Contact the Course Coordinator, Associate Professor Wendell Evans on (02) 9845-7537 or wevans@dentistry.usyd.edu.au

Graduate Diploma in Clinical Dentistry (Conscious Sedation & Pain Control)

Course Code and overview: EF001

The program provides the opportunity to develop skills and acquire knowledge in the growing field of conscious sedation and pain control. Major areas of study include: The practice of sedation; differential diagnosis of collapse; advanced life support. The program is aimed at dental graduates wishing to upgrade skills for general dental practice. The program equips graduates for careers in pain management.

Admission:

A Bachelor of Dental Surgery or equivalent degree registrable with the NSW Dental Board. The closing date for applications is 31 March for commencement in the following year.

Duration:

The course is completed over one year full-time or two years part-time.

Units of Study:

The units of study are listed below for each year of the course. Note that Year 1/1 means year 1, semester one; year 1/2 means year 1, semester two, and so forth. The credit point value of each unit is indicated via the brackets ()

Year 1/1 DENT5251 Basic Life Support and Resuscitation A (5)
 Year 1/1 DENT5261 Practical Dental Sedation A (4)
 Year 1/1 DENT5271 Theory of Dental Sedation A (3)
 Year 1/2 DENT5252 Basic Life Support & Resuscitation B (5)
 Year 1/2 DENT5262 Practical Dental Sedation B (5)
 Year 1/2 DENT5272 Theory of Dental Sedation B (2)
 Year 2/1 DENT5253 Basic Life Support & Resuscitation C (5)
 Year 2/1 DENT5263 Practical Dental Sedation C (5)
 Year 2/1 DENT5273 Theory of Dental Sedation C (2)
 Year 2/2 DENT5254 Basic Life Support & Resuscitation D (4)
 Year 2/2 DENT5264 Practical Dental Sedation D (5)
 Year 2/2 DENT5274 Theory of Dental Sedation D (3)
 48 total credit points

Further Information: Contact the Course Coordinator, Dr Doug Stewart (02) 9845-7195 or e-mail Douglas_Stewart@wsahs.nsw.gov.au

Graduate Diploma in Clinical Dentistry (Oral Implants)

Course Code and Overview:

The program aims to provide dental graduates with the skills and knowledge to give oral implant treatment in general dental practice. The program focuses on the clinical practice of oral implant restoration. The program is aimed at dental graduates wishing to develop skills in oral implant treatment for general dental practice. Graduates of the program have the skills and knowledge to provide oral implant treatment in general dental practice.

Admission:

Admission normally requires a Bachelor of Dentistry or equivalent which is registrable for practice with the NSW Dental Board. In addition, applicants must demonstrate interest in and knowledge of oral implants and have experience in dento-alveolar surgery. Applications close on 31 March for commencement the following year.

Duration:

The course is completed over 1.5 years part-time.

Units of Study:

The units of study are listed below for each year of the course. Note that Year 1/1 means year 1, semester one; year 1/2 means year 1, semester two, and so forth. The credit point value of each unit is indicated via the brackets ()

Year 1/1 DENT5357 Treatment Planning (20)
 Year 1/2 DENT5358 Clinical Procedures (8)
 Year 2/1 DENT5359 Case Studies (20)
 48 total credit points

Further Information: Contact the Course Coordinator, Prof Iven Klineberg on (02) 9845-7192 or e-mail traceyb@dent-al.wsahs.nsw.gov.au

2005 Fees

Domestic and international students are required to pay fees for the Faculty's postgraduate coursework programs, as listed below. In addition, students will also be required to pay the University's Student Union fees. *The fees listed, unless otherwise stated, are for a standard full-time year of the course - ie where a course is three years full-time, then the amount should be multiplied by three to gain the total course fee. Note the Faculty and University reserve the right to increase fees from year to year, and that the fees below are not fixed for the duration of a student's candidature in the program.*

Some courses attract ancillary fees required to cover costs associated with equipment and/or other materials. Details on ancillary fees, if payable, are available for the Course Coordinators listed above.

Master of Dental Science (Oral Medicine & Oral Pathology, Orthodontics, Paediatric Dentistry, Periodontics, Prosthodontics)
 \$20,928 (Domestic) \$34,800 (International)

Master of Dental Science (Community Oral Health & Epidemiology)
 \$15,648 (Domestic) \$23,280 (International)

Graduate Diploma in Community Oral Health & Epidemiology
 \$14,640 (Domestic) \$23,280 (International)

Graduate Diploma in Clinical Dentistry (Oral Implants) \$18,000 (total domestic course fee) \$23,280 (total international course fee)

Graduate Diploma in Clinical Dentistry (Conscious Sedation & Pain Control)
 \$14,640 (Domestic) \$23,280 (International)

Graduate Diploma in Clinical Dentistry (Restorative)
 TBA

Graduate Certificate in Clinical Dentistry (Restorative) TBA

Resolutions of the Senate for Postgraduate Coursework Programs

The resolutions of the Senate relating to the Faculty's postgraduate coursework programs are available from the 2005 University of Sydney Calendar <http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

7. Other Faculty information

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

This chapter contains information specific to the Faculty of Dentistry and some general information. For further details about the University - its organisation, examinations, assistance for students with disabilities, child care facilities, housing, health, counselling, financial assistance, careers advice and a range of other matters - see the Chapter 8, General University Organisations.

Enrolment

Infectious diseases

The NSW Health Department has a policy that requires all health care workers, including students, who undertake training or field work in the NSW health care system, to have a documented screening and vaccination history consistent with the requirements identified in the 'NSW Health Circular 2003/91'. This circular is available on the NSW Health Department Web site.<http://www.health.nsw.gov.au>

Criminal record

In addition, the NSW Health Department has a policy that requires all health care workers, including students, who undertake training or field work in the NSW health care system, to be subjected to a criminal record check as a condition of their gaining access to the NSW Health Department facilities. The declaration form must be completed in the presence of a Justice of the Peace, on enrolment for the Bachelor of Dentistry course.

Further information is available on the NSW Health Department Web site (<http://www.health.nsw.gov.au>).

Child Protection/Prohibited Employment

The University has obligations imposed upon it and certain of its students by the NSW Child Protection (Prohibited Employment) Act, the purpose of which is to regulate the employment of 'prohibited persons' in 'child related employment'. Under the act a 'prohibited person' is a person who has committed a serious sex offence.

The obligations which the Act places upon employees (including students in child-related placements) are:

- that a 'prohibited person' must not apply for, undertake or remain in child-related employment
- that where a person is required to disclose whether or not he or she is a 'prohibited person' that individual must, within one month of being so required, make the required disclosure
- that, if in purported compliance with the above requirement to disclose, a person knowingly makes a false declaration that person becomes liable to a penalty of 12 months imprisonment.

Information regarding the NSW Child Protection Act (http://www.austlii.edu.au/au/legis/nsw/consol_act/cpea1998401/)

Confirmation of enrolment

All the information provided when you enrol is added to the University's computerised student record system. This includes your degree, academic year and the units of study you are taking. It is important that this information be recorded correctly at the beginning of the year, and amended should a change occur in any of the details during the year. You should be aware that every unit of study enrolment has a financial implication.

To enable you to see what enrolment data have been recorded, you will be sent a 'confirmation of enrolment' notice by the Student Centre shortly after completion of enrolment. You should check this carefully. If the information is correct you should keep the notice as a record of your current enrolment. Should the notice be incorrect

in any detail, you should apply at the Student Centre immediately to have your record amended. A new confirmation will then be prepared and sent to you. You will also receive, about two months after the beginning of each semester, a statement showing your HECS or fees assessment for that semester. If there appears to be an error in this assessment, you should follow the directions for correction of the assessment which are included in the statement.

If you wish to discontinue enrolment totally, you should apply in writing to your Faculty Office to obtain approval. Your record at the University will not be correct unless you do this. Unless an enrolment change is approved formally at your Faculty Office it will not be officially recorded and in some cases will incur a financial liability.

Libraries

Dentistry Library

The Fairfax Reading Library (ie, the Dentistry Library) is a branch within the Medical Sciences Cluster of libraries in The University of Sydney Library system. It is housed on the eighth floor of the Sydney Dental Hospital. Electronic resources and services of the University Library are accessible both from within the Library and over the Internet (www.library.usyd.edu.au). These include:

- Online catalogue
- eDatabases and eJournals (including Medline)
- Course reading materials (eReserve)
- Self-service options on the University Library's computer system (eg, view your loans and renewals)
- Information literacy services www.library.usyd.edu.au/subjects/dentistry/.

For online tutorials and information skills class bookings, see at: www.library.usyd.edu.au/skills/

Instructions on how to gain Internet access to electronic resources from off campus are on the Internet at www.library.usyd.edu.au/databases/wam.html.

Collection resources covering various disciplines within dentistry and associated fields are housed in the Dentistry Library. The collections consist of various formats (print, CD-ROM, audiovisual). Staff and students of the University of Sydney are eligible to borrow books from the Dentistry Library and any of the University Libraries. Documents such as periodical articles which are not held in the University Library will be obtained for University staff and higher degree students after completion of a copyright User Agreement Form. A service desk is staffed whenever the Library is open.

Contact

Ms Elizabeth Pigott (Dentistry Librarian)

Email: dentistry@library.usyd.edu.au

Web: www.library.usyd.edu.au/Libraries/Dentistry

Other libraries

Other libraries in the University relevant to Dentistry are the Fisher, Badham, Burkitt-Ford, Engineering, Medical and Pharmacy Libraries.

Dentistry staff and students may also use the Westmead Hospital Library (conditions may apply).

Faculty Societies

Sydney University Dental Undergraduates' Association

The SUDUA, which was functioning in the 1930s and perhaps earlier, comprises all undergraduates enrolled in the Faculty of Dentistry. All members on graduation become honorary life members.

The Association is a registered society within the University Union. With assistance from the Union, the SUDUA has provided facilities

7. Other Faculty information

at the Sydney Dental Hospital campus and the Westmead Centre for Oral Health campus, such as common rooms, pool tables, photocopiers and computers. In addition to this, the SUDUA plays a pivotal role in organising and running various activities to meet the educational and social needs of its members.

Committee members are elected each year and monthly meetings are held to discuss important academic and social matters. The SUDUA also facilitates staff-student liaison and arranges inter-faculty activities. The Articulator, the journal of the Association, is published annually.

Dental Alumni Society of the University of Sydney

Founded in 1943, the Dental Alumni Society is a postgraduate society. Some of the more important aims of the Society are to maintain and foster the association of dental graduates with the University, to promote cultural activities, to extend cordial relationships between graduates and undergraduates of the Faculty of Dentistry, and to take an interest in any matter within the University that will be of benefit to the Faculty of Dentistry.

Graduates of the Faculty of Dentistry are automatically General Members of the Society and become Financial Members on payment of a small annual subscription.

Dental Alumni Society Museum

This museum within the Faculty of Dentistry is an historical museum consisting of early dental instruments and equipment of a small nature. At present the collection is being catalogued and it is hoped that in the future it will be enlarged to display these objects with photographs and documents describing dental science and practice of the past.

Gifts of an historical dental nature are most welcome and will be acknowledged.

Committee for Continuing Education in Dentistry

The Committee for Continuing Education in Dentistry has the following objectives:

1. To provide courses of continuing education in all fields of dentistry for dental graduates. Over 600 courses have been conducted, and 2005 is the Continuing Education unit's 58th year of operation. The courses range from short courses of half-day duration to longer courses conducted over a number of days, either grouped together or spread over a number of weeks/months/years. These may be 'hands-on' or lecture programs, including courses of a specialised nature or general update courses for the general practitioner.
2. To provide assistance to the Faculty of Dentistry by way of a half-time lectureship, updating programs for Faculty staff and students and assistance in minor equipment needs.
3. To provide funds for research.

The courses, which do not lead to degrees (but may be included as part of the requirements leading to diplomas), are primarily open to all registered dentists. Attendance certificates are given to participants of courses. In addition, medical practitioners and other groups interested or involved in general fields of dentistry may also attend. Members of the dental profession in New South Wales and the Australian Capital Territory are regularly circularised and the program is also sent to other Australian states and to New Zealand. Special courses are advertised overseas.

Enquiries about the Committee's program can be addressed to the Secretary, Committee for Continuing Education in Dentistry, Faculty of Dentistry, 2 Chalmers Street, Surry Hills NSW 2010.

Traineeships, scholarships and prizes

Traineeships

Traineeships are available in dentistry that afford financial assistance to students during the latter parts of the course. In each case, fees

and a living allowance are paid and some assistance is given with books.

Traineeships are available via the Defence Recruiting Office through the following:

- Royal Australian Navy
- Australian Military Forces, and
- Royal Australian Air Force

from whom further particulars may be obtained.

Undergraduate scholarships and prizes

Financial assistance

Information about sources of financial assistance available to students may be obtained from Student Services (Financial Assistance Office).

Dental Board of New South Wales

The Dental Board of New South Wales is empowered under Section 18 of the Dentists Act 1934–1964 to appropriate moneys from the Dental Board Education and Research Account for or towards dental education and research.

The Board is prepared to give consideration to the granting of financial assistance to students in the Faculty of Dentistry in the form of loans. The individual applicant is required to show the Board that he or she is of good character, is unable to find financial accommodation elsewhere, and is otherwise in necessitous circumstances. Surety for the amount of the application should also be arranged.

Funds are limited and loans must therefore be restricted accordingly.

Successful applicants are required to execute agreements in due course. Application forms are available from the Registrar of the Board, 28–36 Foveaux Street, Surry Hills NSW 2010.

Prizes for academic merit

The Faculty of Dentistry awards a number of prizes on the basis of academic merit. Note the Faculty is in the process of reviewing its prize allocations with the introduction of the non-graded BDent program.

University Medal

The University Medal is awarded on graduation to a student enrolled under a graded assessment system (not a pass/fail system such as the BDent) who has merited first class honours and who has been shown to be the most distinguished candidate for the degree.

University of Sydney (Coursework) Rule 2000 (as amended)

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

Approved by: Senate on 4 December 2000

Date of effect: 1 January 2001

Latest amendment approved by: Senate on 3 December 2001

Date of effect: 1 January 2002

Preliminary

Rules relating to Coursework Award Courses

Division 1 Award course requirements, credit points and assessment

Division 2 Enrolment

Division 3 Credit, cross-institutional study and their upper limits

Division 4 Progression

Division 5 Discontinuation of enrolment and suspension of candidature

Division 6 Unsatisfactory progress and exclusion

Division 7 Exceptional circumstances

Division 8 Award of degrees, diplomas and certificates

Division 9 Transitional provisions

PRELIMINARY

1. Commencement and purpose of Rule

1. This Rule is made by the Senate pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.
2. This Rule comes into force on 1 January 2001.
3. This Rule governs all coursework award courses in the University. It is to be read in conjunction with the University of Sydney (Amendment Act) Rule 1999 and the Resolutions of the Senate and the faculty resolutions relating to each award course in that faculty.

RULES RELATING TO COURSEWORK AWARD COURSES

1. Definitions

In this Rule:

award course means a formally approved program of study which can lead to an academic award granted by the University.

coursework means 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, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses are coursework award courses;

credit means advanced standing based on previous attainment in another award course at the University or at another institution. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific 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 mean a measure of value indicating the contribution each unit of study provides towards meeting award course completion requirements stated as a total credit point value;

dean means the dean of a faculty or the director or principal of an academic college or the chairperson of a board of studies;

degree means a degree at the level of bachelor or master for the purpose of this Rule;

embedded courses/programs means award courses in the graduate certificate / graduate diploma / master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards;

faculty means a faculty, college board, a board of studies or the Australian Graduate School of Management Limited as established in each case by its constitution and in these Rules refers to the faculty or faculties responsible for the award course concerned;

major means a defined program of study, generally comprising specified units of study from later stages of the award course;

minor means a defined program of study, generally comprising units of study from later stages of the award course and requiring a smaller number of credit points than a major;

postgraduate award course means an award course leading to the award of a graduate certificate, graduate diploma, degree of master or a doctorate. Normally, a postgraduate award course requires the prior completion of a relevant undergraduate degree or diploma.

research award course means an award course in which students undertake and report systematic, creative work in order to increase the stock of knowledge. The research award courses offered by the University are: higher doctorate, Doctor of Philosophy, doctorates by research and advanced coursework, and certain degrees of master designated as research degrees. The systematic, creative component of a research award course must comprise at least 66% of the overall award course requirements;

stream means a defined program of study within an award course, which requires the completion of a program of study specified by the award course rules for the particular stream, in addition to the core program specified by award course rules for the award course.

student means a person enrolled as a candidate for a course;

testamur means a certificate of award provided to a graduate, usually at a graduation ceremony;

transcript or **academic transcript** means a printed statement setting out a student's academic record at the University;

unit of study means the smallest stand-alone component of a student's award course that is recordable on a student's transcript. Units of study have an integer credit point value, normally in the range 3-24;

undergraduate award course means an award course leading to the award of an associate diploma, diploma, advanced diploma or degree of bachelor.

2. Authorities and responsibilities

1. Authorities and responsibilities for the functions set out in this Rule are also defined in the document Academic Delegations of Authority. The latter document sets out the mechanisms by which a person who has delegated authority may appoint an agent to perform a particular function.
2. The procedures for consideration of, and deadlines for submission of, proposals for new and amended award courses will be determined by the Academic Board.

Division 1: Award course requirements, credit points and assessment

3. Award course requirements

- (1) To qualify for the award of a degree, diploma or certificate, a student must:

(a) complete the award course requirements specified by the Senate for the award of the degree, diploma or certificate concerned;

- (b) complete any other award course requirements specified by the Academic Board on the recommendation of the faculty and published in the faculty resolutions relating to the award course;
- (c) complete any other award course requirements specified by the faculty in accordance with its delegated authority and published in the faculty resolutions relating to the award course; and
- (d) satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

4. Units of study and credit points

- (1) (a) A unit of study comprises the forms of teaching and learning approved by a faculty. Where the unit of study is being provided specifically for an award course which is the responsibility of another faculty, that faculty must also provide approval.
- (b) Any faculty considering the inclusion of a unit of study in the tables of units available for an award course for which it is responsible may review the forms of teaching and learning of that unit, may consult with the approving faculty about aspects of that unit and may specify additional conditions with respect to inclusion of that unit of study.
- (2) A student completes a unit of study if the student:
 - (a) participates in the learning experiences provided for the unit of study;
 - (b) meets the standards required by the University for academic honesty;
 - (c) meets all examination, assessment and attendance requirements for the unit of study; and
 - (d) passes the required assessments for the unit of study.
- (3) Each unit of study is assigned a specified number of credit points by the faculty responsible for the unit of study.
- (4) The total number of credit points required for completion of an award course will be as specified in the Senate resolutions relating to the award course.
- (5) The total number of credit points required for completion of award courses in an approved combined award course will be specified in the Senate or faculty resolutions relating to the award course.
- (6) A student may, under special circumstances, and in accordance with faculty resolutions, be permitted by the relevant dean to undertake a unit or units of study other than those specified in the faculty resolutions relating to the award course and have that unit or those units of study counted towards fulfilling the requirements of the award course in which the student is enrolled.

5. Unit of study assessment

- 1. A student who completes a unit of study will normally be awarded grades of high distinction, distinction, credit or pass, in accordance with policies established by the Academic Board. The grades high distinction, distinction and credit indicate work of a standard higher than that required for a pass.
- 2. A student who completes a unit of study for which only a pass/fail result is available will be recorded as having satisfied requirements.
- 3. In determining the results of a student in any unit of study, the whole of the student's work in the unit of study may be taken into account.
- 4. Examination and assessment in the University are conducted in accordance with the policies and directions of the Academic Board.

6. Attendance

- 1. A faculty has authority to specify the attendance requirements for courses or units of study in that faculty. A faculty must take into account any University policies concerning modes of attendance, equity and disabled access.
- 2. A faculty has authority to specify the circumstances under which a student who does not satisfy attendance requirements may be deemed not to have completed a unit of study or an award course.

Division 2: Enrolment

7. Enrolment restrictions

- (1) A student who has completed a unit of study towards the requirements of an award course may not re-enrol in that unit of study, except as permitted by faculty resolution or with the written permission of the dean. A student permitted to re-enrol

may receive a higher or lower grade, but not additional credit points.

- (2) Except as provided in sub-section (1), a student may not enrol in any unit of study which overlaps substantially in content with a unit that has already been completed or for which credit or exemption has been granted towards the award course requirements.
- (3) A student may not enrol in units of study additional to award course requirements without first obtaining permission from the relevant dean.
- (4) Except as prescribed in faculty resolutions or with the permission of the relevant dean:
 - (a) a student enrolled in an undergraduate course may not enrol in units of study with a total value of more than 32 credit points in any one semester, or 16 credit points in the summer session; and
 - (b) a student enrolled in a postgraduate award course may not enrol in units of study with a total value of more than 24 credit points in any one semester, or 12 credit points in the summer session.

Division 3: Credit, cross-institutional study and their upper limits

8. Credit for previous studies

- (1) Students may be granted credit on the basis of previous studies.
- (2) Notwithstanding any credit granted on the basis of work completed or prior learning in another award course at the University of Sydney or in another institution, in order to qualify for an award a student must:
 - (a) for undergraduate award courses, complete a minimum of the equivalent of two full-time semesters of the award course at the University; and
 - (b) for postgraduate award courses, complete at least fifty percent of the requirements prescribed for the award course at the University. These requirements may be varied where the work was completed as part of an embedded program at the University or as part of an award course approved by the University in an approved conjoint venture with another institution.
- (3) The credit granted on the basis of work completed at an institution other than a university normally should not exceed one third of the overall award course requirements.
- (4) A faculty has authority to establish embedded academic sequences in closely related graduate certificate, graduate diploma and master's degree award courses. In such embedded sequences, a student may be granted credit for all or some of the units of study completed in one award of the sequence towards any other award in the sequence, irrespective of whether or not the award has been conferred.
- (5) In an award course offered as part of an approved conjoint venture the provisions for the granting of credit are prescribed in the Resolutions of the Senate and the faculty resolutions relating to that award course.

9. Cross-institutional study

- 1. The relevant dean may permit a student to complete a unit or units of study at another university or institution and have that unit or those units of study credited to the student's award course.
- 2. The relevant dean has authority to determine any conditions applying to cross-institutional study.

Division 4: Progression

10. Repeating a unit of study

- (1) A student who repeats a unit of study shall, unless granted exemption by the relevant dean:
 - (a) participate in the learning experiences provided for the unit of study; and
 - (b) meet all examination, assessment and attendance requirements for the unit of study.
- (2) A student who presents for re-assessment in any unit of study is not eligible for any prize or scholarship awarded in connection with that unit of study without the permission of the relevant dean.

11. Time limits

A student must complete all the requirements for an award course within ten calendar years or any lesser period if specified by Resolution of the Senate or the faculty.

Division 5: Discontinuation of enrolment and suspension of candidature

12. Discontinuation of enrolment

(1) A student who wishes to discontinue enrolment in an award course or a unit of study must apply to the relevant dean and will be presumed to have discontinued enrolment from the date of that application, unless evidence is produced showing:

- (a) that the discontinuation occurred at an earlier date; and
- (b) that there was good reason why the application could not be made at the earlier time.

(2) A student who discontinues enrolment during the first year of enrolment in an award course may not re-enrol in that award course unless:

- (a) the relevant dean has granted prior permission to re-enrol; or
- (b) the student is reselected for admission to candidature for that course.

(3) No student may discontinue enrolment in an award course or unit of study after the end of classes in that award course or unit of study, unless he or she produces evidence that:

- (a) the discontinuation occurred at an earlier date; and
- (b) there was good reason why the application could not be made at the earlier time.

(4) A discontinuation of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that discontinuation occurs within the time-frames specified by the University and published by the faculty, or where the student meets other conditions as specified by the relevant faculty.

13. Suspension of candidature

1. A student must be enrolled in each semester in which he or she is actively completing the requirements for the award course. A student who wishes to suspend candidature must first obtain approval from the relevant dean.
2. The candidature of a student who has not re-enrolled and who has not obtained approval from the dean for suspension will be deemed to have lapsed.
3. A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the relevant faculty.
4. A student who enrolls after suspending candidature shall complete the requirements for the award course under such conditions as determined by the dean.

Division 6: Unsatisfactory progress and exclusion

14. Satisfactory progress

A faculty has authority to determine what constitutes satisfactory progress for all students enrolled in award courses in that faculty, in accordance with the policies and directions of the Academic Board.

15. Requirement to show good cause

1. For the purposes of this Rule, good cause means circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill health or misadventure. In all cases the onus is on the student to provide the University with satisfactory evidence to establish good cause. The University may take into account relevant aspects of a student's record in other courses or units of study within the University and relevant aspects of academic studies at other institutions provided that the student presents this information to the University.

2. The relevant dean may require a student who has not made satisfactory progress to show good cause why he or she should be allowed to re-enrol.
3. The dean will permit a student who has shown good cause to re-enrol.

16. Exclusion for failure to show good cause

The dean may, where good cause has not been established:

- (1) exclude the student from the relevant course; or
- (2) permit the student to re-enrol in the relevant award course subject to restrictions on units of study, which may include, but are not restricted to:

- (a) completion of a unit or units of study within a specified time;
- (b) exclusion from a unit or units of study, provided that the dean must first consult the head of the department responsible for the unit or units of study; and
- (c) specification of the earliest date upon which a student may re-enrol in a unit or units of study.

17. Applying for re-admission after exclusion

1. A student who has been excluded from an award course or from a unit or units of study may apply to the relevant dean for readmission to the award course or re-enrolment in the unit or units of study concerned after at least 4 semesters, and that dean may readmit the student to the award course or permit the student to re-enrol in the unit or units of study concerned.
2. With the written approval of the relevant dean, a student who has been excluded may be given credit for any work completed elsewhere in the University or in another university during a period of exclusion.

18. Appeals against exclusion

(1) In this Rule a reference to the Appeals Committee is a reference to the Senate Student Appeals Committee (Exclusions and Readmissions).

(2) (a) (i) A student who has been excluded in accordance with this Rule may appeal to the Appeals Committee.

(ii) A student who has applied for readmission to an award course or re-enrolment in a unit of study after a period of exclusion, and who is refused readmission or re-enrolment may also apply to the Appeals Committee.

(b) The Appeals Committee shall comprise:

- (i) 3 *ex officio* members (the Chancellor, the Deputy Chancellor and the Vice-Chancellor and Principal);
- (ii) the Chair and Deputy Chairs of the Academic Board;
- (iii) 2 student Fellows; and
- (iv) up to 4 other Fellows.

(c) The Appeals Committee may meet as one or more sub-committees providing that each sub-committee shall include at least 1 member of each of the categories of:

- (i) *ex officio* member;
- (ii) Chair or Deputy Chair of the Academic Board;
- (iii) student Fellow; and
- (iv) other Fellows.

(d) Three members shall constitute a quorum for a meeting of the Appeals Committee or a sub-committee.

(e) The Appeals Committee and its sub-committees have authority to hear and determine all such appeals and must report its decision to the Senate annually.

(f) The Appeals Committee or a sub-committee may uphold or disallow any appeal and, at its discretion, may determine the earliest date within a maximum of four semesters at which a student who has been excluded shall be permitted to apply to re-enrol.

(g) No appeal shall be determined without granting the student the opportunity to appear in person before the Appeals Committee or sub-committee considering the appeal. A student so appearing may be accompanied by a friend or adviser.

(h) The Appeals Committee or sub-committee may hear the relevant dean but that dean may only be present at those stages at which the student is permitted to be present. Similarly, the dean is entitled to be present when the Committee or sub-committee hears the student.

(i) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or sub-committee scheduled to consider that student's appeal, the Appeals Committee or sub-committee, at its discretion, may defer consideration of the appeal or may proceed to determine the appeal.

(j) A student who has been excluded in accordance with these resolutions and has lodged a timely appeal against that exclusion may re-

enrol pending determination of that appeal if it has not been determined by the commencement of classes in the next appropriate semester.

Division 7: Exceptional circumstances

19. Variation of award course requirements in exceptional circumstances

The relevant dean may vary any requirement for a particular student enrolled in an award course in that faculty where, in the opinion of the dean, exceptional circumstances exist.

Division 8: Award of degrees, diplomas and certificates

20. Classes of award

1. Undergraduate diplomas may be awarded in five grades – pass, pass with merit, pass with distinction, pass with high distinction or honours.
2. Degrees of bachelor may be awarded in two grades – pass or honours.
3. Graduate diplomas and graduate certificates may be awarded in one grade only – pass.
4. Degrees of master by coursework may be awarded three grades – pass, pass with merit or honours.

21. Award of the degree of bachelor with honours

(1) The award of honours is reserved to indicate special proficiency. The basis on which a student may qualify for the award of honours in a particular award course is specified in the faculty resolutions relating to the course.

(2) Each faculty shall publish the grading systems and criteria for the award of honours in that faculty.

(3) Classes which may be used for the award of honours are:

First Class

Second Class/Division 1

Second Class/Division 2

Third Class.

(4) With respect to award courses which include an additional honours year:

- (a) a student may not graduate with the pass degree while enrolled in the honours year;
- (b) on the recommendation of the head of the department concerned, a dean may permit a student who has been awarded the pass degree at a recognised tertiary institution to enrol in the honours year in that faculty;
- (c) faculties may prescribe the conditions under which a student may enrol part-time in the honours year;
- (d) a student who fails or discontinues the honours year may not re-enrol in it, except with the approval of the dean.

22. University Medal

An honours bachelor's degree student with an outstanding academic record throughout the award course may be eligible for the award of a University medal, in accordance with Academic Board policy and the requirements of the faculty resolutions relating to the award course concerned.

23. Award of the degree of master with honours or merit

The award of honours or pass with merit is reserved to indicate special proficiency or particular pathways to completion. The basis on which a student may qualify for the award of honours or the award with merit in a particular degree is specified in the faculty resolutions relating to that degree.

24. Transcripts and testamurs

1. A student who has completed an award course or a unit of study at the University will receive an academic transcript upon application and payment of any charges required.
2. Testamurs may indicate streams or majors or both as specified in the relevant faculty resolutions.

Division 9: Transitional provisions

25. Application of this Rule during transition

This Rule applies to all candidates for 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.

General University information

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

See also the Glossary for administrative information relating to particular terms.

Accommodation Service

The Accommodation Service helps students find off-campus accommodation. The service maintains an extensive database of accommodation close to the Camperdown and Darlington Campus or within easy access via public transport. Currently enrolled students can access the database online through the MyUni student portal, or the accommodation website (<http://www.usyd.edu.au/accom>).

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 3312
Fax: (02) 9351 8262
Email: accomm@stuserv.usyd.edu.au
Web: www.usyd.edu.au/accom (<http://www.usyd.edu.au/accom>)

Admissions Office

The Admissions Office, located in the Student Centre, is responsible for overseeing the distribution of offers to undergraduate applicants through the Universities Admission 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 a permanent resident but have qualifications from a non-Australian institution phone (02) 9351 4118 for more information. For enquiries regarding special admissions (including mature-age entry) phone (02) 9351 3615. Applicants without Australian citizenship or permanent residency should contact the International Office (see International Student Centre entry).

Student Centre
Ground Floor, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 4117 or (02) 9351 4118
Fax: (02) 9351 4869
Email: admissions@records.usyd.edu.au
Web: www.usyd.edu.au/su/studentcentre (<http://www.usyd.edu.au/su/studentcentre>)

Applying for a course

Local applicants for undergraduate courses and programs of study

For the purpose of admission and enrolment 'local 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 into an undergraduate course, you would generally apply through the Universities Admissions Centre (UAC). The deadline for application is the last working day of September in the year before enrolment. Go to the UAC website for more information.

Note that some faculties, such as Pharmacy, the Sydney Conservatorium of Music and Sydney College of the Arts, have additional application procedures.

Local applicants for postgraduate courses and programs of study

For the purpose of admission and enrolment 'local 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 the student centre website (<http://www.usyd.edu.au/su/studentcentre/applications/applications.html>).

Please note that some faculties use their own specially tailored application forms for admission into their courses. Please contact 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) (see International Student Centre entry). All the information international applicants need, including application forms, is available from the IO website (<http://www.usyd.edu.au/io>).

Assessment

For assessment matters refer to the relevant department or school.

Careers Centre

The Careers Centre provides careers information and advice, and help in finding course-related employment both while you're studying and when you commence your career.

Careers Centre
Ground Floor, Mackie Building, K01

Fax: (02) 9351 4869
Email: admissions@records.usyd.edu.au
Web: www.usyd.edu.au/su/studentcentre (<http://www.usyd.edu.au/su/studentcentre>)

Casual Employment Service

The Casual Employment Service helps students find casual and part-time work during their studies and during University vacations. The service maintains a database of casual employment vacancies. Currently enrolled students can access the database online through the MyUni student portal, or the casual employment website (http://www.usyd.edu.au/cas_emp).

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 8714
Fax: (02) 9351 8717
Email: ces@stuserv.usyd.edu.au
Web:
www.usyd.edu.au/cas_emp (http://www.usyd.edu.au/cas_emp)

Centre for Continuing Education

The Centre for Continuing Education offers a wide range of short courses for special interest, university preparation and professional development. Subject areas include: history and culture, creative arts, social sciences, languages, IT, business and overseas study tours. Courses are open to everyone.

The centre relocated at the end of 2004. Please refer to the centre's website for up-to-date contact details, or phone the existing general enquiry number (02) 9351 4789 for redirection.

Sydney University Village, L03
The University of Sydney
NSW 2006 Australia

Ph: (02) 9351 4789
Fax: (02) 9351 4793
Email: info@cce.usyd.edu.au
Web: www.cce.usyd.edu.au

Centre for English Teaching

The Centre for English Teaching (CET) offers English language and academic study skills programs to students from overseas and Australian residents from non-English speaking backgrounds who need to develop their English language skills to meet academic entry requirements.

Mallett Street Campus, M02

Phone: (02) 9351 0760
Fax: (02) 9351 0710
Email: info@cet.usyd.edu.au
Web: www.usyd.edu.au/cet (<http://www.usyd.edu.au/cet>)

Child care

Contact the Child Care Information Officer for information about child care for students and staff of the University who are parents. For details of centres, vacation and occasional care see the child care website (<http://www.usyd.edu.au/childcare>).

Child Care Information Officer
Level 7, Education Building, A35

Phone: (02) 9351 5667
Fax: (02) 9351 7055
Email: childc@stuserv.usyd.edu.au
Web: www.usyd.edu.au/childcare (<http://www.usyd.edu.au/childcare>)

The Co-op Bookshop

The Co-op Bookshop is a one-stop bookshop for:

- textbooks;
- general books;
- course notes;
- reference books; and
- software at academic prices.

Lifetime membership costs \$25.00 and gives a 10 per cent discount on purchases (conditions apply).

Sports and Aquatic Centre Building, G09

Phone: (02) 9351 3705
Fax: (02) 9660 5256
Email: sydu@coop-bookshop.com.au
Web: www.coop-bookshop.com.au

Counselling Service

The Counselling Service aims to help students fulfil their academic, individual and social goals through professional counselling. Counselling is free and confidential. The service provides short-term, problem-focused counselling to promote psychological wellbeing and to help students develop effective and realistic coping strategies. The service runs a program of workshops during each semester. For details of workshops, activities and online resources provided by the service see the website (<http://www.usyd.edu.au/counsel>).

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 2228
Fax: (02) 9351 7055
Email: counsell@mail.usyd.edu.au
Web: www.usyd.edu.au/counsel (<http://www.usyd.edu.au/counsel>)

Disability Services

Disability Services is the principal point of contact for advice on assistance available for students with disabilities. The service works

closely with academic and administrative staff to ensure that students receive reasonable accommodations in their areas of study. Assistance available includes the provision of note taking, interpreters and advocacy with academic staff to negotiate assessment and course requirement modifications where appropriate.

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 7040
Fax: (02) 9351 3320
TTY: (02) 9351 3412
Email: disserv@stuserv.usyd.edu.au
Web: www.usyd.edu.au/disability (<http://www.usyd.edu.au/disability>)

Enrolment and pre-enrolment

Students entering first year

Details of enrolment procedures will be sent to you with your UAC offer of enrolment. Enrolment takes place at a specific time and date, usually during the last week of January, depending on your surname and the faculty in which you are enrolling. You must attend the University in person or else nominate somebody in writing to act on your behalf. On enrolment day you pay the compulsory fees for joining the Student Union, the Students' Representative Council and sporting bodies. You also nominate your preferred payment option, either 'up front' or deferred, for your Higher Contribution Scheme (HECS) liability. You will also choose your first-year units of study, so it's important to consult the appropriate faculty handbook before enrolling.

All other students

A pre-enrolment package is sent to all enrolled students in late September and contains instructions on the procedure for 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 the Manager, Environmental Strategies 93512063.janet.broadly@usyd.edu.au or go to www.usyd.edu.au/fmo (<http://www.usyd.edu.au/fmo>) and click on 'Sustainable Campus'.

Examinations

The Examinations and Exclusions Office looks after the majority of examination arrangements and student progression. Some faculties, such as the Sydney Conservatorium of Music, make all examination arrangements for the units of study that they offer.

Examinations and Exclusions Office
Student Centre
Level 1, Carlaw Building, F07
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 4005 or (02) 9351 4006
Fax: (02) 9351 7330
Email: exams.office@exams.usyd.edu.au

Fees

The Fees Office provides information on how to pay fees, where to pay fees and if payments have been received. The office also has information on obtaining a refund for fee payments.

Fees Office
Margaret Telfer Building, K07
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 5222
Fax: (02) 9351 4202

Financial Assistance Office

The University of Sydney has a number of loan and bursary funds to assist students experiencing financial difficulties. Loan assistance is available for undergraduate and postgraduate students enrolled in degree and diploma courses at the University. The assistance is not intended to provide the principle means of support but to help enrolled students in financial need with expenses such as housing bonds and rent; phone and electricity bills; medical expenses; buying textbooks and course equipment. Loans are interest free and are repayable usually within one year. Bursaries may be awarded depending on financial need and academic merit and are usually only available to local full-time undergraduate students. For details of types of assistance and online resources provided by the service see the website (http://www.usyd.edu.au/fin_assist).

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 2416
Fax: (02) 9351 7055
Email: fao@stuserv.usyd.edu.au
Web: www.usyd.edu.au/fin_assist (http://www.usyd.edu.au/fin_assist)

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; and
- 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.

(Note that 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 Registrar.

While 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 (FOI) activities on a regular basis. The two reports produced are the *Statement of Affairs* and the *Summary of Affairs*. 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.

Further information and copies of the current reports may be found at www.usyd.edu.au/arms/foi (<http://www.usyd.edu.au/arms/foi>).

Graduations Office

The Graduations Office is responsible for organising graduation ceremonies and informing students of their graduation arrangements.

Student Centre
Carslaw Building, F07
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 3199, (02) 9351 4009
Protocol: (02) 9351 4612
Fax: (02) 9351 5072

(Grievances) 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 (see the University Calendar) 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, at the SRC, and on the University's policy online website (<http://www.usyd.edu.au/policy>) (click on 'Study at the University', then click on 'Appeals' – see the Academic Board and Senate resolutions).

For assistance or advice regarding an appeal contact:

Students' Representative Council
Level 1, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia

Phone: (02) 9660 5222

HECS and Fees Office

Student Centre
Ground Floor, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 5659, (02) 9351 5062, (02) 9351 2086
Fax: (02) 9351 5081

Information Technology Services (ITS)

Information Technology Services oversees the University's computing infrastructure. Students can contact ITS either through the ITS Helpdesk or through the University Access Labs (<http://www.usyd.edu.au/su/is/labs>). The access labs on the Camperdown and Darlinghurst Campus are located in:

- Fisher Library (Level 2);
- Carslaw Building (Room 201);
- Education Building (Room 232);
- Christopher Brennan Building (Room 232);
- Engineering Link Building (Room 222); and
- Pharmacy and Bank Building (Room 510).

Other labs are available at the Law, Orange, Westmead and Cumberland campuses.

The labs allow students free access to computers including: office and desktop publishing software and storage; at-cost Internet access; printing facilities and the opportunity to host their own website.

Each student is supplied with an account, called a 'Unikey' (extro) account, which allows access to a number of services including:

- free email (www-mail.usyd.edu.au (<http://www.usyd.edu.au/about/publication/pub/calendar.shtml>));
- access to the Internet from home or residential colleges (www.helpdesk.usyd.edu.au/services.html);
- online course material (www.groucho.ucc.usyd.edu.au:9000/webct/public/home.pl);
- student facilities via the MyUni student portal (<http://my-uni.usyd.edu.au>), including exam results, enrolment and variations and timetabling; and
- free courses in basic computing (such as MS Office; basic html and photoshop) that are run by Access Lab staff in the week following orientation week. To register contact the Access Lab Supervisor on 02 9351 6870.

ITS Helpdesk
University Computer Centre, H08
The University of Sydney
NSW 2006 Australia

General University information

Phone: (02) 9351 6000
Fax: (02) 9351 6004
Email: [[support@isu.usyd.edu.au|support@isu.usyd.edu.au
Web: www.helpdesk.usyd.edu.au

International Student Centre

The International Student Centre consists of the International Office (IO), the International Student Services Unit (ISSU) and the Study Abroad and Exchange Office. The IO provides assistance with application, admission and enrolment procedures and administers scholarships for international students. The ISSU provides a wide range of international student support services including orientation and assistance with finding accommodation for new arrivals and psychological counselling and welfare advice for international students and their families. The Study Abroad and Exchange unit assists both domestic and international students who wish to enrol for study abroad or exchange programs.

International Student Centre

Services Building, G12
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 4079
Fax: (02) 9351 4013
Email: info@io.usyd.edu.au
Web: www.usyd.edu.au/io (<http://www.usyd.edu.au/io>)

International Student Services Unit

Phone: (02) 9351 4749
Fax: (02) 9351 6818
Email: info@issu.usyd.edu.au
Web: www.usyd.edu.au/issu (<http://www.usyd.edu.au/issu>)

Study Abroad and Exchange Unit

Study Abroad
Phone: (02) 9351 3699
Fax: (02) 9351 2795
Email: studyabroad@io.usyd.edu.au
Web: www.usyd.edu.au/io/studyabroad (<http://www.usyd.edu.au/io/studyabroad>)

Exchange
Phone: (02) 9351 3699
Fax: (02) 9351 2795
Email: exchange@io.usyd.edu.au
Web: www.usyd.edu.au/io/exchange (<http://www.usyd.edu.au/io/exchange>)

Koori Centre and Yooroang Garang

The Koori Centre provides programs, services and facilities to encourage and support the involvement of Aboriginal and Torres Strait Islander people in all aspects of tertiary education at the University of Sydney. The centre provides tutorial assistance, access to computers, an Indigenous research library, study rooms, an orientation program at the beginning of the year and assistance in study and learning skills. In particular the Koori Centre aims to increase the successful participation of Aboriginal and Torres Strait Islander people 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.

Close collaboration is also maintained with Yooroang Garang: School of Indigenous Health Studies in the Faculty of Health Sciences at the University's Cumberland Campus. Yooroang Garang provides advice, assistance 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: (02) 9351 2046 (general enquiries)
Toll Free: 1800 622 742
Community Liaison Officer: (02) 9351 7003
Fax: (02) 9351 6923
Email: koori@koori.usyd.edu.au
Web: www.koori.usyd.edu.au

Yooroang Garang

T Block, Level 4, Cumberland Campus, C42
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 9393
Toll Free: 1800 000 418
Fax: (02) 9351 9400
Email: yginfo@fhs.usyd.edu.au
Web: www.yg.fhs.usyd.edu.au

Language Centre

The Language Centre provides multimedia teaching rooms for Faculty of Arts courses. Technical support for teaching staff is available on site. Student self-access facilities for curriculum materials, access to multilingual satellite television broadcasts and a broadcast copying service are also provided by the centre. The centre maintains a resource collection of multimedia language materials in over 140 languages and has three language laboratories, four audiovisual classrooms, two access computer labs and one student audiovisual study room.

Level 2, Christopher Brennan Building, A18
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 2371
Fax: (02) 9351 3626
Email: language.enquiries@language.usyd.edu.au
Web: www.arts.usyd.edu.au/Arts/departs/langcent

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 throughout their undergraduate and postgraduate studies. 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 special program for international students, faculty-based workshops, computer-based learning resources, publications of learning resources and library facilities. For details of programs, activities and online resources provided by the centre see the website (<http://www.usyd.edu.au/lc>).

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 3853
Fax: (02) 9351 4865
Email: lc@stuserv.usyd.edu.au
Web: www.usyd.edu.au/lc (<http://www.usyd.edu.au/lc>)

Library

The University of Sydney Library, the largest academic library in the Southern Hemisphere, is a network of 20 libraries located on nine campuses. The Library website provides access to services and resources, anywhere at anytime. The locations, opening hours and subject specialities of the libraries are listed on the website.

Over five million items are available via the Library catalogue, including more than 40,000 electronic journals and 270,000 electronic books. Past exam papers are also available online. Enrolled students are entitled to borrow from any of the University Libraries. More information is available on the website.

Reading list items are available via the reserve service. Increasingly, reading list material is becoming available in electronic form. For details see the reserve service website.

Library staff are always available to support students in their studies. 'Ask a Librarian' in person, by email, or by using an online chat service.

A specialist librarian is available for all discipline areas and will provide training in finding high quality information. Courses cover a range of skills including research methodology, database searching, effective use of the Internet and the use of reference management software. See the subject contact page.

Library facilities include individual and group study spaces, computers, printers, multimedia equipment, photocopiers and adaptive technologies. Check the 'Libraries' link on the home page to find out about services and facilities in specific libraries.

The *Client Service Charter* describes the Library's commitment to supporting students' learning, including those with special needs. See the *Client Service Charter* online. Your comments and suggestions are always welcome. *University of Sydney Library, F03 University of Sydney NSW 2006 Australia Phone: (02) 9351 2993 (general enquiries) Fax: (02) 9351 2890 (administration), (02) 9351 7278 (renewals) Email: [[loanenq@library.usyd.edu.au|loanenq@library.usyd.edu.au (loan enquiries), [[reqill@library.usyd.edu.au|reqill@library.usyd.edu.au (inter-library loans) Web: www.library.usyd.edu.au*

Mathematics Learning Centre

The Mathematics Learning Centre assists 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 website www.usyd.edu.au/mlc.

Level 4, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 4061
Fax: (02) 9351 5797
Email: mlc@stuserv.usyd.edu.au
Web: www.usyd.edu.au/mlc (<http://www.usyd.edu.au/mlc>)

MyUni student portal

Launched in July 2004, the MyUni student portal 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-in and offers students the option of further personalising content. Most importantly, MyUni allows students to complete tasks online that would previously have required attendance in person. The following are examples of MyUni services and information:

- support services for students in health, counselling, child care, accommodation, employment and wellbeing;
- student administration systems for obtaining exam results, enrolment and variations, timetabling, email services and links to courses and units of study information;
- links to the University's e-learning systems;
- library services;
- notices and student alerts;
- information technology and support services;
- information for international students; and
- Campus maps, with descriptions of cultural, sporting and campus facilities.

Part-time, full-time

Undergraduate students

Undergraduate students are usually considered full-time if they have a HECS weighting 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)

For postgraduate coursework students part-time or full-time status 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 6–9pm).

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 you should 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.

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 acts 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 (<http://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:

Tim Robinson: (02) 9351 4263, or Anne Picot: (02) 9351 7262
Email: foi@mail.usyd.edu.au

Scholarships for undergraduates

Scholarships Unit
Room 147, Ground Floor, Mackie Building, KO1
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 2717
Fax: (02) 9351 5134
Email: scholarships@careers.usyd.edu.au
Web: www.usyd.edu.au/scholarships (<http://www.usyd.edu.au/scholarships>)

Student Centre

Ground Floor, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 3023 (general enquiries)
Academic records: (02) 9351 4109
Discontinuation of enrolment: (02) 9351 3023
Handbooks: (02) 9351 5057
Prizes: (02) 9351 5060
Fax: (02) 9351 5081, (02) 9351 5350 (academic records)

General University information

Web: www.usyd.edu.au/su/studentcentre (<http://www.usyd.edu.au/su/studentcentre>)

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. Students are required to provide a passport-sized colour photograph of their head and shoulders for lamination on to this card. Free lamination is provided at a range of sites throughout the University during the January/February enrolment/pre-enrolment period. Cards that are not laminated, or do not include a photograph, will be rejected. New identity cards are required for each year of a student's enrolment.

Student Services

The University provides personal, welfare, and academic support services to facilitate your success at University. Many factors can impact on your wellbeing while studying at university and student services can assist you in managing and handling these more effectively. For details of services and online resources provided see the Student Services website (<http://www.usyd.edu.au/stuserv>).

The Sydney Summer School

Most faculties at the University offer units of study from undergraduate degree programs during summer. There are also some units of study available for postgraduate coursework programs from some faculties. As the University uses its entire quota of Commonwealth supported places in first and second semester, these units are full fee-paying for both local and international students and enrolment is entirely voluntary. However, Summer School units enable students to accelerate their degree progress, make up for a failed unit or fit in a unit which otherwise would not suit their timetables. New students may also gain a head start by completing subjects before they commence their degrees. Units start at various times from late November and run for up to six weeks (followed by an examination week). Notice of the units available is on the Summer School website and is usually circulated to students with their results notices. A smaller Winter School is also run from the Summer School office. It commences on 4 July and runs for up to three weeks (followed by an examination week). It offers mainly postgraduate and a few undergraduate units of study. Information can be found on the Summer School website.

Timetabling unit

The Timetabling Unit in the Student Centre is responsible for producing students' class and tutorial timetables. Semester 1 timetables are available from the Wednesday of O Week on the Student Centre website (<http://www.usyd.edu.au/su/studentcentre>).

The Sydney Conservatorium of Music operates produces its own complete timetable for all teaching that it delivers. The timetable is available on enrolment at the Conservatorium.

University Health Service

The University Health Service provides full general practitioner services and emergency medical care to all members of the University community. Medical centres on the Camperdown and Darlington Campuses offer general practitioners, physiotherapy and some specialist services.

Email: director@unihealth.usyd.edu.au
Web: www.unihealth.usyd.edu.au

University Health Service (Wentworth)

Level 3, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 3484
Fax: (02) 9351 4110

University Health Service (Holme)

Science Rd entry, Holme Building, A09
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 4095
Fax: (02) 9351 4338

Student organisations

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

Students' Representative Council

The Students' Representative Council (SRC) is the organisation which represents undergraduates both within the University and in the wider community. All students enrolling in an undergraduate course automatically become members of the SRC.

Level 1, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia

Phone: (02) 9660 5222 (editors, Honi Soit/Legal Aid)
Second-hand Bookshop: (02) 9660 4756
Mallet Street: (02) 9351 0691
Conservatorium: (02) 9351 1291
Fax: (02) 9660 4260
Email: postmaster@src.usyd.edu.au
Web: www.src.usyd.edu.au

Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is an organisation that provides services to and represents the interests of postgraduate students.

All postgraduate students at the University of Sydney are members of SUPRA.

Raglan Street Building, G10
University of Sydney
NSW 2006 Australia

Phone: (02) 9351 3715
Freecall: 1800 249 950
Fax: 02 9351 6400
Email: supra@mail.usyd.edu.au
Web: www.supra.usyd.edu.au

Sydney University Sport

Sydney University Sport provides services, facilities and clubs for sport, recreation and fitness.

University Sports and Aquatic Centre, G09
The University of Sydney
NSW 2006 Australia

Phone: (02) 9351 4960
Fax: (02) 9351 4962
Email: admin@susport.usyd.edu.au
Web: www.susport.com

University of Sydney Union

The University of Sydney Union is the main provider of catering facilities, retail services, welfare programs and social and cultural events for the University community on the Camperdown and Darlington campuses and at many of the University's affiliated campuses.

University of Sydney Union
Level 1, Manning House, A23
The University of Sydney
NSW 2006 Australia

Phone: 1800 013 201 (switchboard)
Fax: (02) 9563 6109
Email: info@usu.usyd.edu.au
Web: www.usydunion.com

Abbreviations and glossary

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

For a glossary of terms, describing the terminology in use at the University of Sydney, please see the glossary section.

Abbreviations

Listed below are the more commonly used acronyms that appear in University documents and publications.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A	
AARNet	Australian Academic Research Network
AAUT	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 and New Zealand Association for the Advancement of Science
APA	Australian Postgraduate Awards
APAC	Australian Partnership for Advanced Computing
APAI	Australian Postgraduate Awards (Industry)
APA-IT	Australian Postgraduate Awards in Information Technology
APDI	Australian Postdoctoral Fellowships Industry
APEC	Asia-Pacific Economic Co-operation
APF	Australian Postdoctoral Fellowship
AQF	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
ATPL	Australian Technology Park Limited
AUQA	Australian Universities Quality Agency
AusAID	Australian Agency for International Development
AUTC	Australian Universities Teaching Committee
AVCC	Australian Vice-Chancellors Committee

B	
BAA	Backing Australia's Ability
BAC	Budget Advisory Committee
BITLab	Business Intelligence Lab
BLO	Business Liaison Office
BOTPLS	Bridging for Overseas Trained Professionals Loans Scheme

C	
CAF	Cost Adjustment Factor
CAUT	Committee for Advancement of University Teaching
CDP	Capital Development Program
CEP	Country Education Profile
CEQ	Course Experience Questionnaire
CFO	Chief Financial Officer
CHASS	College of Humanities and Social Sciences
CHESSN	Commonwealth Higher Education System Student Number
CHS	College of Health Sciences
CIO	Chief Information Officer
COE	Confirmation of Enrolment
CPSU	Community and Public Sector Union
CRC	Cooperative Research Centre
CREO	Centre for Regional Education, Orange
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
DEST	Commonwealth Department of Education, Science and Training
DET	NSW Department of Education and Training
D-IRD	Discovery-Indigenous Researchers Development Program
DVC	Deputy Vice-Chancellor

E	
EB	Enterprise Bargaining
EFTSU	Equivalent Full-Time Student Unit
EFTSL	Equivalent Full-Time Student Load
EIP	Evaluations and Investigations Program
ELICOS	English Language Intensive Course of Study
EMU	Electron Microscope Unit
ESOS Act	Education Services for Overseas Student Act

F	
FFT	Fractional Full Time (Equivalent Staff)
FlexSIS	Flexible Student Information System
FHS	Faculty of Health Sciences
FMO	Facilities Management Office
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
GPOF	General Purpose Operating Funds
GSA	Graduate Skills Assessment
GSG	Graduate School of Government
GWSLN	Greater Western Sydney Learning Network

H	
HDR	Higher Degree Research
HECS	Higher Education Contribution Scheme
HEEP	Higher Education Equity Program
HEFA	Higher Education Funding Act 1988
HEIMS	Higher Education Information Management System
HEIP	Higher Education Innovation Programme (DEST)
HELP	Higher Education Loan Programme
HEO	Higher Education Officer
HEP	Higher Education Provider
HERDC	Higher Education Research Data Collection
HESA	Higher Education Support Act
HOD	Head of Department

I	
IAF	Institutional Assessment Framework (This is a new name for what was previously the DEST Profile process.)
IAS	Institute of Advanced Studies
ICT	Information and Communication Technology
ICTR	Information and Communication Technology Resources
IELTS	International English Language Testing Scheme
IGS	Institutional Grants Scheme (DEST)
IO	International Office
IP	Intellectual Property
IPRS	International Postgraduate Research Scholarships

Abbreviations and glossary

IREX	International Researcher Exchange Scheme
ISFP	Indigenous Support Funding Program
ISIG	Innovation Summit Implementation Group
ISSU	International Student Services Unit
ITC	Information Technology Committee
ITL	Institute for Teaching and Learning
ITS	Information Technology Services

J	
JASON	Joint Academic Scholarships On-line Network

L	
LBOTE	Language Background Other Than English

M	
MBA	Master of Business Administration
MISG	Management Information Steering Group
MNRF	Major National Research Facilities Scheme
MOU	Memorandum of Understanding
MPG	Major Projects Group
MRB	Medical Rural Bonded Scholarship Scheme

N	
NBCOTP	National Bridging Courses for Overseas Trained Program
NCG	National Competitive Grant
NESB	Non-English-Speaking Background
NHMRC	National Health and Medical Research Council
NOIE	National Office for the Information Economy
NOOSR	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 Co-operation and Development
OLA	Open Learning Australia
OLDPS	Open Learning Deferred Payment Scheme
OPRS	Overseas Postgraduate Research Scholarships

P	
PELS	Postgraduate Education Loans Scheme
PSO	Planning Support Office
PVC	Pro-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
RISF	Restructuring Initiatives Support Fund
RMO	Risk Management Office
ROA	Record of Achievement
RQ	Research Quantum

RQU	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 and 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
SUSport	Sydney University Sport

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

V	
VCAC	Vice-Chancellor's Advisory Committee
VET	Vocational Education and Training

W	
WAM	Weighted Average Mark
WRP	Workplace Reform Program
WTO	World Trade Organisation

Y	
YFE	Year of First Enrolment

Abbreviations and glossary

The following information is a printed version of the information available through Handbooks Online, on the University of Sydney web site. Please visit "<http://www.usyd.edu.au/handbooks/>" for the most current handbooks information.

For a table of the more commonly used acronyms and abbreviations that appear in University documents and publications please see the abbreviations section.

Glossary

This glossary describes terminology in use at the University of Sydney.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

AAM - Annual Average Mark

The average mark over all units of study attempted in a given academic year (equivalent to the calendar year).

The formula for this calculation is:

(sums over all UoS's completed in the selected period)

$$AAM = \frac{\sum (\text{marks} \times \text{creditPointValue})}{\sum (\text{creditPointValue})}$$

Where the mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark - 0. Pass/Fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations; however, the marks from all attempts at a unit of study are included.

Academic Board

The senior academic body within the University. In conjunction with faculties, the Academic Board has responsibility for approving, or recommending to Senate for approval, new or amended courses and units of study and policy relating to the admission and candidature of students. (For further information, see the University Calendar.)

Academic cycle

The program of teaching sessions offered over a year. Currently the cycle runs from the enrolment period for Semester 1 through to the completion of the processing of results at the end of Semester 2. (See also Stage.)

Academic dishonesty

Academic dishonesty occurs when a student presents another person's ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive the examiner. Academic dishonesty also covers recycling, fabrication of data, engaging another person to complete an assessment or cheating in exams. (See also Plagiarism.)

Academic record

The complete academic history of a student at the University. It includes, among other things: personal details; all units of study and courses taken; assessment results (marks and grades); awards and prizes obtained; infringements of progression rules; approvals for variation in course requirements and course leave; thesis and supervision details.

Access to a student's academic record is restricted to authorised University staff and is not released to a third party without the written authorisation of the student. (See also Academic transcript.)

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. (See also External transcript, Internal transcript.)

Academic year

The current calendar year in which a student is enrolled. (See also Academic cycle, Stage.)

Admission

Governed by the University's admission policy, this is the process for identifying applicants eligible to receive an initial offer of enrolment in a course at the University. Admission to most courses is based on performance in the HSC, with applicants ranked on the basis of their UAI. Other criteria such as a portfolio, interview, audition, or results in standard tests may also be taken into account for certain courses.

Admission basis

The main criteria used by a faculty in assessing an application for admission to a course. The criteria used include, among other things, previous secondary, TAFE or tertiary studies; work experience; special admission; and the Universities Admission Index (UAI).

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.

Admission mode

A classification based on how a student was admitted to a course, for example 'UAC' or 'direct'.

Admission period

The period during which applications for admission to courses are considered.

Admission year

The year the student expects to begin the course (see also Commencement date).

Advanced diplomas

See Award course

Advanced standing

See Credit.

Advisor

A member of academic staff appointed in an advisory role for some postgraduate coursework students. (See also Associate supervisor, Instrumental supervisor/teacher, Research supervisor, Supervision.)

Aegrotat

In exceptional circumstances involving serious illness or death of a student prior to completion of their course, the award of aegrotat and posthumous degrees and diplomas may be conferred.

Alumni Sidneienses

A searchable database of graduates of the University from 1857 to 30 years prior to the current year.

Annual Progress Report

A form which is 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.

Appeals

Students may lodge an appeal against academic or disciplinary decisions. An academic appeal (e.g. against exclusion) is managed by the Student Centre - Exclusions Office while it is under consideration and a record of the outcome of the appeal will be retained.

Assessment

The process of measuring the performance of students in units of study and courses. Performance may be assessed by examinations, essays, laboratory projects, assignments, theses, treatises or dissertations. (See also Result processing, Result processing schedule.)

Formative assessment

Formative assessment is used principally to provide students with feedback on their progress in learning. It reinforces successful learning, and is an opportunity for students to expose the limitations in their knowledge and understanding.

Summative assessment

Summative assessment is used to certify competence, or to arrange students in a rank order of merit. It certifies the attainment of a standard, and is used as the basis for progression to the next part of a program, or to graduation.

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, Instrumental supervisor/teacher, Research supervisor, Supervision.)

Assumed knowledge

For some units of study, a student is assumed to have passed a relevant subject at the HSC and this is called assumed knowledge. While students are generally advised against taking a unit of study for which they do not have the assumed knowledge, they are not prevented from enrolling in the unit of study. (See also Prerequisite.)

Attendance pattern

Attendance pattern is classified as full-time, part-time or external, this is dependant on the student's mode of attendance and the student load.

Attendance mode

A Department of Education, Science and Technology (DEST) classification defining the manner in which a student is undertaking a course, i.e. internal, external, mixed or offshore.

Australian Graduate School of Management (AGSM)

A joint venture with the University of New South Wales. The AGSM is derived from the Graduate School of Business at the University of Sydney and the then AGSM at the University of New South Wales.

Australian Qualifications Framework (AQF)

The framework for recognition and endorsement of qualifications established by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

AUSTUDY

Austudy provides financial help to students who are aged 25 years or more who meet the required criteria, and is undertaking an approved full-time course at an approved institution. (See also Youth Allowance.)

Automated Results Transfer System (ARTS)

This system was developed by the Australasian Conference of Tertiary Admissions Centres (ACTAC) to allow the electronic academic record of a student to be accessed, via an admission centre, by tertiary institutions.

Award Course

(See Course)

B**Bachelor's degree**

The highest undergraduate award offered at the University. A bachelor's degree course normally requires three or four years of full-time study or the part-time equivalent. (See also Award course)

Barrier

An instruction placed on a student's record that prevents the student from re-enrolling or graduating. (See also Deadlines (fees), Suppression of results).

Board of Studies

An academic body which supervises a course or courses, and which is similar to a faculty except that it is headed by a chair rather than a dean and does not supervise PhD candidates.

Bursaries

Financial award made to a student, based primarily on need. (See also Scholarships).

C**Cadigal Program**

A program, named in recognition of the Aboriginal people of the land on which the University is located, designed to increase the successful participation of Aboriginal and Torres Strait Islander people in degree courses in all faculties at the University of Sydney.

Campus

The grounds on which the University is situated. There are eleven campuses of the University of Sydney:

- Burren Street (Institute for International Health, Institute of Transport Studies)
- Camperdown and Darlington (formerly known as Main Campus)
- Camden (Agriculture and Veterinary Science)
- Conservatorium (Sydney Conservatorium of Music)
- Cumberland (Health Sciences)
- Mallett Street (Nursing)
- Orange (Faculty of Rural Management and Centre for Regional Education)
- Rozelle (Sydney College of the Arts)
- St James (Law)
- Surry Hills (Dentistry).

Cancellation

Where enrolment is cancelled for non-payment of fees.

Candidature

Candidature commences when a student is admitted to a course of study leading to the award of a degree, diploma or certificate. There are maximum periods and in some cases minimum periods of candidature depending on the award course and whether the candidate is a full time or part time student.

Census date

The date at which a student's enrolment, load and HECS liability are finalised before this information is reported to DEST. (see also HECS)

Ceremony

See Graduation ceremony.

Chancellor

The non-executive head of the University. An honorary position, the Chancellor presides over meetings of the University's governing body, the Senate, and important ceremonial occasions such as graduations.

Clinical Experience

Students undertake clinical placements in a professional environment as part of their course requirements. Many require University approved supervision. In order to undertake clinical placements a student may be required to fulfil additional requirements.

College of Health Sciences

Consists of the Faculties of Dentistry; Health Sciences; Medicine; Nursing; and Pharmacy.

College of Humanities and Social Sciences (CHASS)

Consists of the Faculties of Arts; Economics and Business; Education; Law; the Sydney College of the Arts; and the Sydney Conservatorium of Music.

College of Sciences and Technology (CST)

Consists of the Faculties of Agriculture, Food and Natural Resources; Architecture; Engineering; Rural Management; Science; and Veterinary Science.

Combined course

A course which leads to two awards. For example the Arts/Law course leads to the separate awards of Bachelor of Arts and Bachelor of Laws.

Combined degree

A combined degree is a single program with a single set of course resolutions leading to the award of two degrees (unless otherwise specified in the resolutions). (See also Combined course.)

Commencement date

The date a student commences candidature.

Compulsory subscriptions

Each enrolled student is liable to pay annual (or semester) subscriptions, as determined by the Senate, to the student organisations at the University. There are different organisations for undergraduate and postgraduate students.

The student organisations are specific to different campuses. The organisations at campuses other than Camperdown and Darlington include: the Conservatorium Student Association, the Cumberland Student Guild, the Orange Agricultural College Student Association and the Student Association of Sydney College of the Arts. (See also Compulsory subscription exemption, Joining fee, Life membership.)

Compulsory subscription exemption

Students of a certain age or those with disabilities or medical conditions may be exempt from the subscription to the sports body.

Conscientious objectors to the payment of subscriptions to unions of any kind may apply to the Registrar for exemption. The Registrar may permit such a student to make the payment to the Jean Foley Bursary Fund instead. (See also Compulsory subscriptions.)

Confirmation of Enrolment form (COE)

This form is issued to each student after enrolment, showing the course and the units of study in which the student is enrolled, together with the credit point value of the units of study and the HECS weights. Until all fees are paid, it is issued provisionally.

A new confirmation of enrolment form is produced every time a student's enrolment is varied.

Conjoint ventures

Two or more institutions co-operate to provide a unit or course of study to postgraduate coursework students. Arrangements exist between individual departments at the University of Sydney and individual departments at the University of New South Wales (UNSW) and the University of Technology Sydney (UTS), whereby students enrolled for a degree at one institution complete one or more units of study at the other institution to count towards the award program at their 'home' institution.

Continuing professional education

A process which provides a number of programs of continuing education courses for professionals as they move through their career. These programs are presently administered by the Centre for Continuing Education and a number of departments and foundations across the University. This process supports the whole of life learning concept and involves the maintenance of a long term relationship between the student and the University.

Convocation

The body comprising all graduates of the University.

Core unit of study

A unit of study that is compulsory for a particular course or subject area. (See also Unit of study.)

Co-requisite

A unit of study which must be taken in the same semester or year as a given unit of study (unless it has already been completed). These are determined by the faculty or board of studies concerned, published in the faculty handbook and shown in FlexSIS. (See also Prerequisite, Waiver.)

Cotutelle scheme

Agreement between the University and any overseas university for joint supervision and examination of a PhD student as part of an ongoing co-operative research collaboration. If successful, the student receives a doctorate from both universities with each testamur acknowledging the circumstances under which the award was made.

Course

An undertaking 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 Senate, on the recommendation of the Academic Board. The University broadly classifies courses as undergraduate, postgraduate coursework or postgraduate research. (See also Bachelor's degree, Course rules, Diploma, Doctorate, Major, Master's degree, Minor, PhD, Stream.)

Non-award course

Studies undertaken by students who are not seeking an award from the University. (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, supervised, 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

A unique five character alpha-numeric code which identifies a University course.

Course code

See Course alias.

Course enrolment status

A student's enrolment status in a course is either 'enrolled' or 'not enrolled'. 'Not enrolled' reasons include: cancelled; suspended; under examination; or terminated. (See also Cancellation, Candidature, Course leave, Enrolment, Enrolment variation, Terminated, Under examination.)

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. (See also Progression.)

Course rules

Rules which govern the allowable enrolment of a student in a course. Course rules may be expressed in terms of types of units of study taken, length of study, and credit points accumulated, e.g. a candidate may not enrol in units of study having a total value of more than 32 credit points per semester. Course rules also govern the requirements for the award of the course, e.g. a candidate must have completed a minimum of 144 credit points. (See also Award course, Co-requisite, Pre-requisite.)

Course suspension

See Course leave.

Course transfer

A transfer occurs when a student changes from one course in the University to another course in the University without the requirement for an application and selection process (e.g. from a PhD to a Master's program in the same faculty).

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.

Specified credit

The recognition of previously completed studies as directly equivalent to units of study.

Non-specified credit

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. (See also AAM - Annual Average Mark, Waiver, Weighted Average Mark (WAM).)

Credit points

The value of the contribution each unit of study provides towards meeting course completion requirements. Each unit of study will have a 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. Cross-institutional enrolments incur a HECS liability or tuition fee charge at the institution at which the unit of study is being undertaken. Students pay compulsory subscriptions to one university only (usually their home university,

i.e. the university which will award their degree). (See also Non-award course).

D

The Data Audit Committee's role is to oversee the integrity and accuracy of the course and unit of study data as strategic University data. It also advises the Academic Board on suggested policy changes related to course and unit of study data. A sub-committee of the VCAC Enrolment Working Party, it is chaired by the Registrar, with membership including the deans, the Student Centre, FlexSIS and the Planning Support Office.

Deadlines (enrolment variations)

See Enrolment variation.

Deadlines (fees)

The University has deadlines for the payment of fees (e.g. HECS, compulsory subscriptions, course fees). Students who do not pay fees by these deadlines may have their enrolment cancelled or they may have a barrier placed on the release of their record. (See also Barrier, Cancellation.)

Dean

The head of a faculty, or the principal or director of a college (such as the Sydney Conservatorium of Music or the Sydney College of Arts).

Dean's certificate

A statement from the Dean certifying that all requirements, including fieldwork and practical work, have been met and that the student is eligible to graduate. Not all faculties use Dean's Certificates. In faculties that do, qualified students have 'Dean's Certificate' noted on their academic record.

Deferment (Deferral)

See Admission (deferment), Course leave.

Degree

See also Award course, Bachelor's degree.

Delivery mode

Indicates how students receive the instruction for a unit of study. The delivery mode must be recorded for each unit as distinct from the attendance mode of the student, i.e. an internal student may take one or more units by distance mode and an external student may attend campus for one or more units.

Distance Education

Where subject matter is delivered in a more flexible manner, such as correspondence notes, and student may only attend campus if required. (See also Extended Semester, Distance Education, International - Off shore)

Intensive on campus

Core content is delivered with support learning in an intensive (one or more days) format on campus. Participation is usually compulsory. Previously this may have been called residential, block mode, or weekend workshop.

On Campus (Normal)

Attendance of scheduled lectures, tutorials etc at a campus of the University.

Department

See School.

Department of Education, Science and Training (DEST)

The Commonwealth Government department responsible for higher education.

Differential HECS

See Higher Education Contribution Scheme (HECS).

Diploma

The award granted following successful completion of diploma course requirements. A diploma course usually requires less study than a degree course. (See also Award course.)

Direct admissions

For some courses, applications may be made directly to the University. Applications are received by faculties or the International Office, and considered by the relevant department or faculty body. Decisions are recorded and letters are forwarded to applicants advising them of the outcome. (See also Admission, UAC.)

Disability information

Students may inform the University of any temporary or permanent disability which affects their life as a student. Disability information is recorded but it is only available to particular authorised users because of its sensitive nature.

Disciplinary action

Undertaken as the result of academic or other misconduct, e.g. plagiarism, cheating, security infringement, criminal activity.

Discipline

A defined area of study, for example, chemistry, physics, economics.

Discipline group

A DEST code used to classify units of study in terms of the subject matter being taught or being researched.

Discontinuation (course)

See Enrolment variation.

Discontinuation (unit of study)

See Enrolment variation.

Dissertation

A written exposition of a topic which may include original argument substantiated by reference to acknowledged authorities. It is a required unit of study for some postgraduate award courses in the faculties of Architecture and Law.

Distance Education

Where a student does not attend campus on a daily basis for a given course or Unit of Study. (See also Delivery mode, Extended Semester.)

Doctorate

A high-level postgraduate award. A doctorate course normally involves research and coursework; the candidate submits a thesis that is an original contribution to the field of study. Entry to a doctorate course often requires completion of a master's degree course. Note that the doctorate course is not available in all departments at the University. (See also Award course, PhD.)

Domestic Student

A student who is not an international student (see also Local Student)

Double degree

A double degree is a program where students are permitted by participating faculties (and/or by specific resolutions within a single award) to transfer between courses in order to complete two awards.

Downgrade

Where a student enrolled in a PhD reverts to a Master's by Research, either on the recommendation of the University on the basis that the research they are undertaking is not at an appropriate level for a PhD; or at the student's own request, for personal or academic reasons.

E

Equivalent Full-Time Student Unit (EFTSU)

The equivalent full-time student unit (EFTSU) is a measure of student load based on the workload for a student undertaking a full year of study in a particular course. A student is then recorded as having generated 1 EFTSU. (See also Load, Stage)

Equivalent Full-Time Student Load (EFTSL)

The equivalent full-time student load (EFTSL) for a year. It is a measure, in respect of a course of study, of the study load for a year of a student undertaking that course of study on a full-time basis. (effective 1 January, 2005)

Embedded courses

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, e.g. the Graduate Certificate in Information Technology, Graduate Diploma in Information Technology and Master of Information Technology.

Enrolment

A student enrolls in a course by registering with the supervising faculty in the units of study to be taken in the coming year, semester or session.

Commencing

An enrolment is classified as commencing if a student has enrolled in a particular degree or diploma for the first time.

Continuing

Students already in a course at the University re-enrol each year or semester. Most continuing students are required to pre-enrol. (See also Pre-enrolment.)

Enrolment list

A list of all currently enrolled students in a particular unit of study. (See also Unit of study.)

Enrolment status

See Course enrolment status.

Enrolment variation

Students may vary their enrolment at the beginning of each semester. Each faculty determines its deadlines for variations, but HECS liability depends on the HECS census date. (See also HECS.)

Examination

A set of questions or exercises evaluating on a given subject given by a department or faculty. (See Examination period, Assessment.)

Examination period

The time set each semester for the conduct of formal examinations.

Examiner (coursework)

The person assessing either the written/oral examination, coursework assignments, presentations, etc of a student or group of students.

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 to be 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.

University policy relating to exclusion is set out in the University Calendar. (See also Progression, Senate appeals.)

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.)

Expulsion

The ultimate penalty of disciplinary action is to expel the student from the University. The effect of expulsion is:

- the student is not allowed to be admitted or to re-enrol in any course at the University;
- the student does not receive their results;
- the student is not allowed to graduate; and
- the student does not receive a transcript or testamur.

Extended semester

A distance-learning student may be allowed more time to complete a module or program if circumstances beyond the student's control, e.g. drought, flood or illness, affect the student's ability to complete the module or program in the specified time. (See also Distance Education.)

External

See Attendance mode, Distance Education.

External transcript

A certified statement of a student's academic record printed on official University security paper. It includes the student's name, any credit granted, all courses the student was enrolled in and the final course result and all units of study attempted within each course to-

gether with the result. It also acknowledges prizes the student has received. Marks can be included or omitted, as required. (See also Academic transcript, Internal transcript.)

F**Faculty**

A formal part of the University's academic governance structure, consisting mainly of academic staff members and headed by a dean, which is responsible for all matters concerning the award courses that it supervises. Usually, a faculty office administers the faculty and student or staff inquiries related to its courses. The University Calendar sets out the constitution of each of the University's faculties. (See also Board of studies, Supervising faculty.)

Fee-paying students

Students who pay tuition fees to the University and are not liable for HECS.

Flexible learning

See Delivery mode, Distance Education.

Flexible Start Date

Full fee-paying distance students are not restricted to the same enrolment time frames as campus-based or HECS students.

Flexible Student Information System (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.

Formative assessment

See Assessment.

Full-time student

See also Attendance Pattern, EFTSU.

G**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'). (See also Mark.)

Grade	Description	Comment
HD	High distinction	a mark of 85-100
D	Distinction	a mark of 75-84
CR	Credit	a mark of 65-74
P	Pass	a mark of 50-64
R	Satisfied requirements	This is used in pass/fail only outcomes.
UCN	Unit of study continuing	Used at the end of semester for units of study that have been approved to extend into a following semester. This will automatically flag that no final result is required until the end of the last semester of the unit of study.
PCON	Pass (concessional)	A mark of 46-49. Use of this grade is restricted to those courses that allow for a concessional pass of some kind to be awarded. A student may re-enrol in a unit of study for which the result was PCON. Each faculty will determine and state in its course regulations what proportion, if any, may count - e.g., 'no more than one sixth of the total credit points for a course can be made up from PCON results'.
F	Fail	A mark of 0-49. This grade may be used for students with marks of 46-49 in those faculties which do not use PCON.
AF	Absent fail	Includes non-submission of compulsory work (or non-attendance at compulsory labs, etc) as well as failure to attend an examination.
W	Withdrawn	Not recorded on an external transcript. This is the result that obtains where a student applies to discontinue a unit of study by the HECS census date (i.e. within the first four weeks of enrolment).

Abbreviations and glossary

DNF	Discontinued - not to count as failure	Recorded on external transcript. This result applies automatically where a student discontinues after the HECS Census Date but before the end of the seventh week of the semester (or before half of the unit of study has run, in the case of units of study which are not semester-length). A faculty may determine that the result of DNF is warranted after this date if the student has made out a special case based on illness or misadventure.
INC	Incomplete	This result is used when examiners have grounds (such as illness or misadventure) for seeking further information or for considering additional work from the student before confirming the final result. Except in special cases approved by the Academic Board, this result will be converted to a normal permanent passing or failing grade either: by the dean at the review of examination results conducted pursuant to section 2 (4) of the Academic Board policy 'Examinations and Assessment Procedures'; or automatically to an AF grade by the third week of the immediately subsequent academic session. Deans are authorised to approve the extension of a MINC grade for individual students having a valid reason for their incomplete status.
UCN	Incomplete	A MINC or INC grade is converted, on the advice of the dean, to UCN when all or many students in a unit of study have not completed the requirements of the unit. The students may be engaged in practicum or clinical placements, or in programs extending beyond the end of semester (e.g. Honours).

Graduand

A student who has completed all the requirements for an award course but has not yet graduated. (See also Graduation, Potential graduand.)

Graduate

A person who holds an award from a recognised tertiary institution. (See also Graduand, Graduation.)

Graduate Certificate

See Award course.

Graduate Diploma

See Award course.

Graduation

The formal conferring of awards either at a ceremony or in absentia. (See also In absentia, Potential graduand.)

Graduation Ceremony

A ceremony where the Chancellor confers awards upon graduands.

Group work

Means a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment. (See also Legitimate cooperation)

H

Head of Department (HOD)

The head of the academic unit which has responsibility for the relevant unit of study, or equivalent program leader.

Higher Doctorates

See Award course.

HECS (Higher Education Contribution Scheme)

All students, unless they qualify for an exemption, are obliged to contribute towards the cost of their education under the Higher Education Contribution Scheme. These contributions are determined annually by the Commonwealth Government. This scheme will cease in its current form from 1 January, 2005

Honorary degrees

A degree *honoris causa* (translated from the Latin as 'for the purpose of honouring') is conferred on a person whom the University wishes

to honour. Long-standing full-time members of the University's academic staff who are not graduates of the University may be considered by Senate, upon their retirement, for admission ad eundem gradum, to an appropriate degree of the University.

Honours

Some degrees may be completed 'with Honours'. This may involve either the completion of a separate Honours year or additional work in the later years of the course or meritorious achievement over all years of the course. Honours are awarded in a class (Class I, Class II – which may have two divisions or, Class III).

NSW Higher School Certificate (HSC)

The NSW Higher School Certificate (HSC), which is normally completed at the end of year 12 of secondary school. The UAI (Universities Admission Index) is a rank out of 100 that is computed from a student's performance in the HSC.

I

In absentia

Latin for 'in the absence of'. Awards are conferred in absentia when graduands do not, or cannot, attend the graduation ceremony scheduled for them. Those who have graduated in absentia may later request that they be presented to the Chancellor at a graduation ceremony. (See also Graduation.)

Instrumental supervisor / teacher

All students at the Sydney Conservatorium of Music and BMus students on the Camperdown Campus have an instrumental teacher appointed. (See also Advisor, Associate supervisor, Research supervisor, Supervision.)

Internal Mode

See Attendance mode.

Internal transcript

A record of a student's academic record for the University's own internal use. It includes the student's name, student identifier (SID), address, all courses in which the student was enrolled and the final course result, and all units of study attempted within each course together with the unit of study result. (See also Academic transcript, External transcript.)

International student

Any student who is not an Australian or New Zealand citizen or a permanent resident of Australia is an international student. An international student is required to hold a visa that allows study in Australia and may be liable for international tuition fees

Fee paying

A private International Student who is liable to pay tuition fees for their studies with the University.

Fee Paying - Outgoing Exchange

An international fee-paying student undertaking short term study at a recognised overseas institution with which the University has a student exchange agreement. Exchange study counts towards the student's University of Sydney award and students remain enrolled in their University of Sydney course during the period of exchange.

International - Cross Institutional

An international fee paying student undertaking non-award study at the University on a cross-institutional basis. They are liable to pay fees for the study they undertake at the University, but there is no compliance reporting requirement, which rest with their 'home' institution.

International - Sponsored

A private International Student who are fully sponsored for their tuition; their sponsorship may also cover Overseas Health Cover and Compulsory Subscriptions.

Offshore Studies

International offshore students undertake their program of study at one of the University's offshore campuses and hence do not enter Australia; therefore they do not require a visa. They are distinct from international students who are on outbound exchange programs as they never enter Australia during their program of study.

Short Course

An international fee-paying student undertaking a short course with the University of Sydney comprising such programs as international development programs, executive training or study visits. The study undertaken by these students is non award and generally a student visa is not required.

Sponsored Award

An international student sponsored by the Australian government, undertaking a program of study at the University. Currently Australian Development Scholarships holders, funded by AusAID, are the only students in this category. These students are fully sponsored for their tuition and other costs such as travel and health cover, and are paid a stipend.

Study Abroad

An international student who is undertaking short-term study at the University under the Study Abroad scheme. Study Abroad students must have completed at least one year of study towards a degree at a recognised institution in their home country and are continuing towards the degree of their home institution.

(See also Local student, Student type.)

J**Joining fee**

Students enrolling for the first time pay a joining fee in addition to the standard subscription for the University of Sydney Union or equivalent student organisation. (See also Compulsory subscription.)

L**Leave**

See Course leave.

Legitimate co-operation

Any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students. (See also Group work.)

Life membership

Under some circumstances (e.g. after five full-time years of enrolments and contributions) students may be granted life membership of various organisations. This means they are exempt from paying yearly fees. (See also Compulsory subscriptions.)

Load

The sum of the weights of all the units of study in which a student is enrolled. The weight is determined by the proportion of a full year's work represented by the unit of study in the degree or diploma for which the student is a candidate. Student load is measured in terms of Equivalent Full-Time Student Units (EFTSU). (See also Equivalent Full-Time Student Units (EFTSU).)

Local student

Either an Australian or New Zealand citizen or Australian permanent resident. New Zealand citizens are required to pay their Higher Education Contribution Scheme (HECS) fees upfront. (See also Domestic student, HECS, International student.)

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 graduands assessment of study. (See also Award course, Minor, Stream.)

Major Timetable Clash

The term used when a student attempts to enrol in units of study which have so much overlap in the teaching times that it has been decided that students must not enrol in the units simultaneously.

Mark

An integer (rounded if necessary) from 0 to 100 indicating a student's performance in a unit of study. (See also Grade.)

Master's degree

A postgraduate award. Master's degree courses may be offered by coursework, research only or a combination of coursework and research. Entry to the course often requires completion of an Honours year at an undergraduate level. (See also Award course.)

Method of candidature

A course is either a research course or a coursework course and so the methods of candidature are 'research' and 'coursework'. (See also Course - Coursework, Course - Research.)

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. (See also Award course, Major, Stream.)

Mixed Mode

See Attendance mode.

Mutually exclusive units of study

See Prohibited combinations of units of study.

N**Non-award course** (see Course)**Non-standard session**

A teaching session other than the standard February and August sessions - e.g. Summer School, in which units of study are delivered and assessed in an intensive mode during January. (See also Semester, Session.)

O**Orientation Week**

Orientation or 'O Week', takes place in the week before lectures begin in Semester 1. During O Week, students can join various

clubs, societies and organisations, register for courses with departments and take part in activities provided by the University of Sydney Union.

P

Part-time student

See Attendance Mode, Attendance Pattern, Equivalent Full-Time Student Units (EFTSU).

Permanent home address

The address used for all official University correspondence with a student, both inside and outside of semester time (e.g. during semester breaks), unless the student provides a different overridden by semester address for use during the semester. (See also Semester address.)

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. (See also Award course, Doctorate.)

Plagiarism

Presenting another person's ideas, findings or work as one's own by copying or reproducing them without the acknowledgement of the source. (See also Academic dishonesty.)

Postgraduate

A term used to describe a course leading to an award such as graduate diploma, a master's degree or PhD which usually requires prior completion of a relevant undergraduate degree (or diploma) course. A 'postgraduate' is a student enrolled in such a course. (See also Course – Coursework, Course - Research)

Postgraduate Education Loans Scheme (PELS)

An interest-free loans facility for eligible students who are enrolled in fee-paying, postgraduate non-research courses. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS). This scheme will cease in this manner from 1 January, 2005, and will be replaced by the FEE-HELP scheme.

Potential graduand

A student who has been identified as being eligible to graduate on the satisfactory completion of their current studies. (See also Graduand, Graduation.)

Pre-enrolment

Pre-enrolment - also known as provisional re-enrolment - takes place in October, when students indicate their choice of unit of study enrolment for the following year. After results are approved, pre-enrolment students are regarded as enrolled in those units of study for which they are qualified. Their status is 'enrolled' and remains so provided they pay any money owing and comply with other requirements by the due date. Students who do not successfully pre-enrol in their units of study for the next regular session are required to attend the University on set dates during the January/February enrolment period. (See also Enrolment.)

Prerequisite

A unit of study that is required to be successfully completed before another unit of study can be attempted. Pre-requisites can be mandatory (compulsory) or advisory. (See also Assumed knowledge, Co-requisite, Waiver, Qualifier.)

Prizes

Awarded in recognition of outstanding performance, academic achievement or service to the community or University.

Probationary candidature

A student who is enrolled in a postgraduate course on probation for a period of time up to one year. The head of department is required to consider the candidate's progress during the period of probation and make a recommendation for normal candidature or otherwise to the faculty.

Professional Practice

Students undertake placement in a professional practice as a part of their course requirements. May require University approved supervision. Professional placements are located in a wide range of professional practices environments, and may not require additional criteria to be fulfilled.

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.)

Prohibited Combinations of units of study

When two or more units of study contain a sufficient overlap of content, enrolment in any one such unit prohibits enrolment in any other identified unit. (See also Unit of Study.)

Provisional re-enrolment

See Pre-enrolment.

Q

Qualification

An academic attainment recognised by the University.

Qualifier

A mandatory (compulsory) pre-requisite unit of study which must have a grade of Pass or better. (See also Assumed knowledge, Co-requisite, Pre-requisite, Waiver.)

R

Recycling

The submission for assessment of one's own work, or of work which substantially the same, which has previously been counted towards the satisfactory completion of another unit of study, and credited towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

Registration

In addition to enrolling with the faculty in units of study, students must register with the department responsible for teaching each unit. This is normally done during Orientation Week. Note that unlike enrolment, registration is not a formal record of units attempted by the student.

Research course

See Course - research.

Research supervisor

A supervisor is appointed to each student undertaking a research postgraduate degree. The supervisor will be a full-time member of the academic staff or a person external to the University recognised for their association with the clinical teaching or the research work of the University. A research supervisor is commonly referred to as a supervisor. (See also Advisor, Associate supervisor, Instrumental supervisor/teacher, Supervision.)

Result processing

Refers to the processing of assessment results for units of study. For each unit of study, departments tabulate results for all assessment activities and assign preliminary results. (See also Assessment, Formative assessment, Examination period, Summative assessment)

Result processing schedule

The result processing schedule will be determined for each academic cycle. All departments and faculties are expected to comply with this schedule. (See also Assessment, Examination period, Result processing.)

Result

The official statement of a student's performance in each unit of study attempted as recorded on the academic transcript, usually expressed as a mark and grade. (See also Grade, Mark.)

Research Training Scheme (RTS)

The RTS provides Commonwealth-funded higher degree by research (HDR) students with an 'entitlement' to a HECS 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**Scholarships**

Financial or other form of support made available to enable students to further their studies. (See also Bursaries)

School

A school or academic unit shall encourage and facilitate teaching, scholarship and research and coordinate the teaching and examining duties of members of staff in the subjects or courses of study with which it is concerned.

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. (See also Session, Non-standard session.)

Semester address

The address to which all official University correspondence is sent during semester time, if it is different to the permanent address.

Senate

The governing body of the University. (See the University Calendar for more details of its charter and powers.)

Senate appeals

Senate appeals are held for those students who, after being excluded by a faculty from a course, appeal to the Senate for readmission. While any student may appeal to the Senate against an academic decision, such an appeal will normally be heard only after the student has exhausted all other avenues, i.e. the department, faculty, board of study and - in the case of postgraduates -, the Committee for Graduate Studies. (See also Exclusion.)

Session

Any period of time during which a unit of study is taught. A session differs from a semester in that it need not be a six-month teaching period, but it cannot be longer than six months. Each session maps to either Semester 1 or 2 for DEST reporting purposes. Session offerings are approved by the relevant dean, taking into account all the necessary resources, including teaching space and staffing. The Academic Board must approve variation to the normal session pattern. (See also Semester, Non-standard session.)

Session address

See Semester address.

Short Course

A fee paying student undertaking a short course with the University of Sydney comprising professional development, executive training etc. The study undertaken by these students is a non-award course.

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.

Sponsorship

Financial support of a student by a company or government body.

Stage

A normal full time course of study taken in a year. (See also Course Rules, EFTSU, Progression)

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, e.g. Bachelor of Engineering in Civil Engineering (Construction Management). (See also Award course, Major, Minor.)

Student

Student means a person enrolled as a candidate for an award course or unit of study.

Student Identifier (SID)

A 9-digit number which uniquely identifies a student at the University.

Student ID Card

All students who enrol are issued with an identification card. The card includes the student's name, SID, the course code, a library borrower's bar code and a passport-style photo. The card identifies the student as eligible to attend classes and must be displayed at formal examinations. It must be presented to secure student concessions and to borrow books from all sections of the University Library.

Student Progress Rate (SPR)

A calculation which measures the rate at which load undertaken is passed annually in each award program.

Student type

Student type identifies whether a student is local or international and the type of study the student is undertaking. (See also International student, Domestic student, Exchange Student.)

Study Abroad Program

A scheme administered by the International Office which allows international students who are not part of an exchange program to take units of study at the University of Sydney, but not towards an award program. In most cases the units of study taken here are credited towards an award at their home institution. (See also Exchange student.)

Subject Area

A unit of study may be associated with one or more subject areas. The subject area can be used to define prerequisite and course rules, e.g. the unit of study 'History of Momoyama and Edo Art' may

Abbreviations and glossary

count towards the requirements for the subject areas 'Art History and Theory' and 'Asian Studies'.

Summative assessment

See Assessment.

Summer School

See Sydney Summer School.

Supervising Faculty

The faculty which has the responsibility for managing the academic administration of a particular course, i.e. the interpretation and administration of course rules, approving students' enrolments and variations to enrolments. Normally the supervising faculty is the faculty offering the course. However, in the case of combined courses, one of the two faculties involved will usually be designated the supervising faculty. Further, in the case where one course is jointly offered by two or more faculties (e.g. the Liberal Studies course), a joint committee may make academic decisions about candidature and the student may be assigned a supervising faculty for administration.

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. (See also Advisor, Associate supervisor, Instrumental supervisor/teacher, Research supervisor.)

Suppression of results

Results for a particular student can be suppressed by the University when the student has an outstanding debt to the University; or the student is facing disciplinary action. A student may also request a suppression for personal reasons.

Suspension

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 and enrolled students are also liable for compulsory subscriptions. Some fee-waiver scholarships are available.

T

Teaching department

See School.

Teaching End Date

Official finish date of formal timetabled classes.

Teaching Start Date

Official commencement date of formal timetabled classes

Terminated

Term used when a student's candidature has been officially closed because they are not able to complete the Course requirements. (See also Candidature.)

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

A major work that is the product of an extended period of supervised independent research. (See also Course - Research.)

Timetable

The schedule of lectures, tutorials, laboratories and other academic activities that a student must attend.

Transcript

See Academic transcript.

Transfer

See Course transfer.

Tuition fees

Tuition fees may be charged to students in designated tuition fee-paying courses. Students who pay fees are not liable for HECS.

U

Universities Admissions Centre (UAC)

The UAC receives and processes applications for admission to undergraduate courses at recognised universities in NSW and the ACT. Most commencing, local undergraduate students at the University apply through the UAC.

Universities Admission Index (UAI)

A measure of overall academic achievement in the HSC that assists universities in ranking applicants for university selection. The UAI is based on the aggregate of scaled marks in ten units of the HSC, and is a number between 0.00 and 100.00 with increments of 0.05.

Under Examination

Indicates that a research student has submitted their written work (thesis) for assessment, and is awaiting the finalisation of the examiners' outcome and recommendation.

Undergraduate

A term used to describe both a course leading to a diploma or bachelor's degree and a student enrolled in such a course.

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. (See also Prohibited Combinations of Unit of Study.)

Unit of study enrolment status

The enrolment status indicates whether the student is still actively attending the unit of study (i.e. currently enrolled) or is no longer enrolled. (See also Discontinuation or Cancellation.)

Unit of study level

Units of study are divided into Junior, Intermediate, Senior, Honours, Year 5, and Year 6. Most majors consist of 32 Senior credit points in a subject area (either 3000 level units of study or a mix of 2000 and 3000 level units of study).

University

Unless otherwise indicated, University in this document refers to the University of Sydney.

University Medal

A faculty may recommend the award of a University Medal to a student qualified for the award of an undergraduate Honours degree (or some master's degrees), whose academic performance is judged to be outstanding.

Upgrade

Where a student enrolled in a Master's by research course is undertaking research at such a standard that either the University recommends that the student upgrade their degree to a PhD, or the student seeks to upgrade to a PhD and this is supported by the University.

USYDnet

The University of Sydney's intranet system. It provides access to other services such as directories (maps, staff and student, organisations), a calendar of events (to which staff and students can submit entries), and a software download area.

V**Variation of enrolment**

See Enrolment variation.

Vice-Chancellor and Principal

The chief executive officer of the University, responsible for its leadership and management. The Vice-Chancellor and Principal is head of both academic and administrative divisions.

W**Waiver**

In a prescribed course, a faculty may waive the pre-requisite or co-requisite requirement for a unit of study or the course rules for a particular student. Unlike credit, waivers do not involve a reduction in the number of credit points required for a course. (See also Credit, Exemption.)

Winter School

An intensive session offered by the University during the mid-year break

Weighted Average Mark (WAM)

This mark uses the unit of study credit point value in conjunction with an agreed "weight". The formula for this calculation is:

$$(\text{mark} * \text{credit_pt_value} * \text{level weight}) / (\text{credit_pt_value} * \text{level weight})$$

(sums over all UoS completed in the selected period)

The mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0. Pass/Fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations; however, the marks from all attempts at a unit of study are included. (Effective from 1 January 2004.)

In addition, faculties may adopt other average mark formulae for specific progression or entry requirements. If such a formula is not specified in the faculty resolutions, the formula outlined above is used. (See also WAM Weight)

WAM Weight

A weight assigned to each unit of study to assist in the calculation of WAMs.

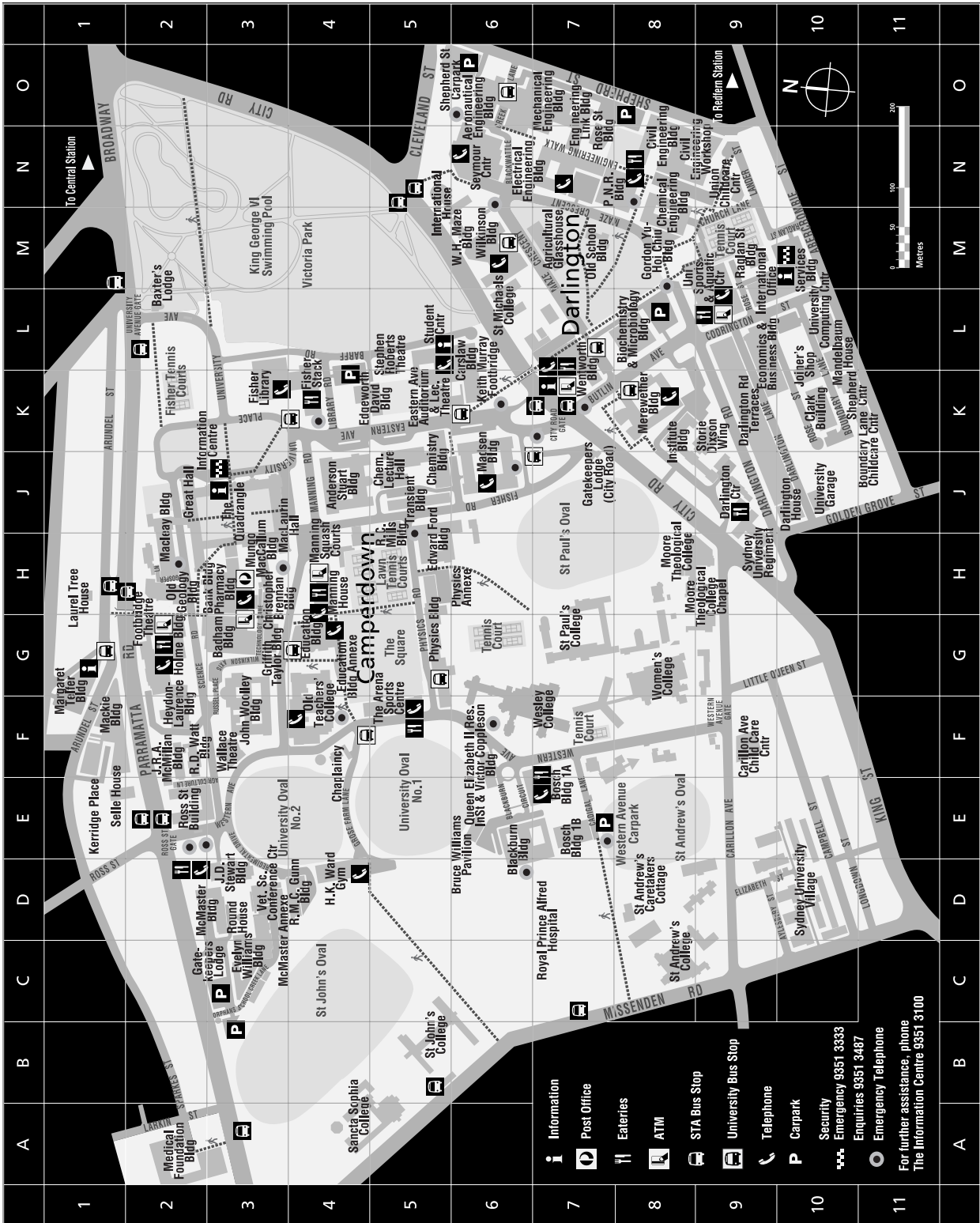
Y**Year of First Enrolment (YFE)**

The year in which a student first enrolls at the University. (See also Commencement date.)

Youth Allowance

Youth Allowance is payable to a full-time student or trainee aged 16–24 years of age who is enrolled at an approved institution such as a school, college, TAFE or university, and undertaking at least 15 hours a week face-to-face contact.

Camperdown / Darlington campus map



University Buildings

- O6 Aeronautical Engineering Building
- J4 Anderson Stuart Building
- G3 Badham Building
- H3 Bank Building
- L2 Baxter's Lodge
- E8 Biochemistry and Microbiology Building
- E6 Blackburn Building
- E7 Bosch Building 1A
- E7 Bosch Building 1B
- E6 Bruce Williams Pavilion
- L6 Carslaw Building
- F4 Chaplaincy
- M8 Chemical Engineering Building
- J5 Chemistry Building
- H3 Christopher Brennan Building
- N8 Civil Engineering Building
- N9 Civil Engineering Workshop
- K10 Clark Building
- J9 Darlington Centre
- J10 Darlington House
- K9 Darlington Road Terraces
- K5 Eastern Avenue Auditorium and Lecture Theatre Complex
- L9 Economics and Business Building
- K4 Edgeworth David Building
- G4 Education Building
- G4 Education Building Annexe
- H5 Edward Ford Building
- N7 Electrical Engineering Building
- N7 Engineering Link Building
- C3 Evelyn Williams Building
- K3 Fisher Library
- K4 Fisher Library Stack
- C3 Gatekeeper's Lodge
- J7 Gatekeeper's Lodge (City Road)
- M8 Gordon Yu-Hoi Chui Building
- J2 Great Hall
- G3 Griffith Taylor Building
- D4 H.K. Ward Gymnasium
- F2 Heydon-Laurence Building
- G2 Holme Building
- K8 Institute Building
- N5 International House
- F2 J.R.A. McMillan Building
- D3 J.D. Stewart Building
- F3 John Woolley Building
- F1 Mackie Building
- H3 MacLaurin Hall
- H2 Macleay Building
- G1 Margaret Telfer Building
- J6 Madsen Building
- H4 Manning House
- H4 Manning Squash Courts
- D3 McMaster Annexe

- D3 McMaster Building
- O6 Mechanical Engineering Building
- A2 Medical Foundation Building
- K8 Merewether Building
- H3 Mungo MacCallum Building
- H2 Old Geology Building
- M7 Old School Building
- F4 Old Teachers' College
- H3 Pharmacy Building
- H6 Physics Annexe
- G5 Physics Building
- N8 P.N.R. Building
- E6 Queen Elizabeth II Research Institute
- H5 R.C. Mills Building
- F2 R.D. Watt Building
- D4 R.M.C. Gunn Building
- M9 Raglan Street Building
- N7 Rose Street Building
- E2 Ross Street Building
- G2 Science Road Cottage
- E1 Selle House
- M10 Services Building
- N6 Seymour Centre
- K10 Shepherd Centre
- O6 Shepherd Street Carpark
- L5 Stephen Roberts Theatre
- K9 Stone Dixon Wing
- F5 The Arena Sports Centre
- J3 The Quadrangle
- J5 Transient Building
- L10 University Computing Centre
- J10 University Garage
- M9 University Sports and Aquatic Centre
- D3 Veterinary Science Conference Centre
- E6 Victor Coppleson Building
- F3 Wallace Theatre
- K7 Wentworth Building
- E7 Western Avenue Carpark
- M6 W.H. Maze Building
- M6 Wilkinson Building

Academic Colleges (offices)

- H5 Health Sciences
- F4 Humanities and Social Sciences
- N8 Sciences and Technology

Childcare Centres

- K11 Boundary Lane
- F9 Carillon Avenue
- H1 Laurel Tree House
- N9 Union

Colleges and Residential Accommodation

- J10 Darlington House
- K9 Darlington Road Terraces
- N5 International House
- L10 Mandelbaum House

- A4 Sancta Sophia College
- C8 St Andrew's College
- B5 St John's College
- L6 St Michael's College
- G7 St Paul's College
- E1 Selle House
- D10 Sydney University Village
- F7 Wesley College
- G8 Women's College

Computer Access Centres (ITS)

- G3 Brennan
- G4 Education
- K3 Fisher
- N7 Link
- L6 McGrath (Carslaw)
- H3 Pharmacy

Cultural Venues

- G2 Footbridge Theatre
- H2 Macleay Museum
- J3 Nicholson Museum
- N6 Seymour Centre
- K7 Sir Hermann Black Gallery
- M6 Tin Sheds Gallery
- J2 War Memorial Art Gallery

Facilities (offices)

- F2 Agriculture
- M6 Architecture
- H3 Arts
- K8 Economics and Business
- G4 Education and Social Work
- N7 Engineering
- H5 Medicine
- H3 Pharmacy
- L6 Science
- D3 Veterinary Science

Libraries

- M6 Architecture
- G3 Badham
- H5 Burkitt-Ford
- K3 Curriculum Resources
- N8 Engineering
- K3 Fisher
- J6 Madsen
- L6 Mathematics
- E7 Medical
- N6 Music
- H6 Physics
- H5 Schaeffer Fine Arts

Retail

- H3 Australia Post Office
- H3 Bank Building
- J9 Darlington Centre
- G2 Holme Building
- H4 Manning House

- F5 The Arena Sports Centre
- M9 University Copy Centre
- K7 University Health Service
- M9 University Sports and Aquatic Centre
- M9 University Co-op Bookshop
- D3 Veterinary Hospital and Clinic
- K7 Wentworth Building

Security

- M10 Emergency Services
- M10 Lost Property
- J3 Information Centre
- M10 Traffic and Parking

Sports and Recreational Venues

- K2 Fisher Tennis Courts
- D4 HK Ward Gymnasium
- H5 Lawn Tennis Courts
- H4 Manning Squash Courts
- F5 The Arena Sports Centre
- G5 The Square
- E5 University Oval No1
- E3 University Oval No2
- M9 University Sports and Aquatic Centre

Unions and Associations (offices)

- K7 Students' Representative Council (SRC)
- M9 Sydney University Postgraduate Representative Association (SUPRA)
- M9 Sydney University Sport
- G2 University of Sydney Union

University Administration and Services

- F3 Business Liaison Office
- F1 Careers Centre
- G1 Cashier
- F1 Centre for Continuing Education
- H3 Chancellor
- L10 Computing Centre
- H3 Development, Alumni Relations and Events
- M10 Development Services
- H2 Executive Offices
- J3 Information Centre
- L10 Information Technology Services
- L9 International Office
- G1 Personnel
- M10 Printing Services (UPS)
- H2 Publications Office
- H3 Research Office
- M10 Room Bookings and Venue Management
- F1 Scholarships Unit
- L5 Student Centre
- G1 Student Housing
- G4 Student Services Unit
- K8 Summer School
- C3 Veterinary Hospital and Clinic
- H2 Vice-Chancellor

