



The University of Sydney

# Faculty of Nursing and Midwifery Handbook 2006

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# University dates

## University semester and vacation dates 2006

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<i>Summer School</i>	
Lectures begin	Tuesday 3 January
Lectures end	Friday 3 March
<i>Semester One</i>	
Lectures begin	Monday 6 March
AVCC common week/non-teaching Easter period	Friday 14 April to Friday 21 April
Last day of lectures	Friday 9 June
Study vacation: one week beginning	Monday 12 June to Friday 16 June
Examination period	Monday 19 June to Saturday 1 July
Semester ends	Saturday 1 July
AVCC common week/non-teaching period	Monday 3 July to Friday 7 July
<i>Semester Two</i>	
Lectures begin	Monday 24 July
AVCC common week/non-teaching period	Monday 25 September to Friday 29 September
Last day of lectures	Friday 27 October
Study vacation	Monday 30 October to Friday 3 November
Examination period	Monday 6 November to Saturday 18 November
Semester ends	<u>Saturday 18 November</u>

## Last dates for withdrawal or discontinuation 2006

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<i>Semester One units of study</i>	
Last day to add a unit	Friday 17 March
Last day for withdrawal	Friday 31 March
Last day to discontinue without failure (DNF)	Friday 28 April
Last day to discontinue (Discontinued - Fail)	Friday 9 June
<i>Semester Two units of study</i>	
Last day to add a unit	Friday 4 August
Last day for withdrawal	Thursday 31 August
Last day to discontinue without failure (DNF)	Friday 8 September
Last day to discontinue (Discontinued - Fail)	Friday 27 October
Last day to withdraw from a non standard unit of study	By the census date of the non standard unit of study which must not be earlier than 20 per cent of the way through the period of time during which the unit is undertaken.

Details are in the session calendar on the timetabling website  
<http://web.timetable.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](http://www.usyd.edu.au/fstudent/undergrad/apply/scm/dates.shtml)

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

The University of Sydney

Faculty of Nursing and Midwifery 2006.

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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 Nursing and Midwifery Handbook

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

## Dean's message

Welcome to the Faculty of Nursing and Midwifery.

In 2006 the Faculty commences a new phase for professional study of Nursing and Midwifery in Australia by shifting to a postgraduate focus. This means that the Faculty will focus on more advanced and specialised courses and research. A number of new and different opportunities will be available.



For people who are interested in starting a career in nursing we offer two pathways: the graduate entry Master of Nursing, if you have a first degree in a field that is not nursing; and a range of innovative combined degree programs in which you complete an undergraduate degree in a relevant field with the Master of Nursing. This pattern will take a minimum of four years. These combined degrees provide unique opportunities offered only at the University of Sydney.

If you are a registered nurse or midwife wanting to undertake further study you can do this in many different ways. You can:

- audit a unit of study, which means that you can attend the lectures and participate in the learning activities but you don't complete the assessment. This is a good way to refresh your ideas or to get a feel for how we do things. The fees for auditing a unit are lower than the fee if you enrolled to have that counted toward a qualification;
- enrol in a single unit of study, which means you study as a "non-award" student, complete the classes and the assignment work, but you don't study for a particular qualification. If you later decide to undertake a graduate qualification with us, you may be able to have this unit counted toward your award. If you want to do this, you can enrol in any unit of study on offer, provided that you meet any prerequisites for that unit;
- enrol in a range of coursework programs including graduate certificates, the Graduate Diploma in Midwifery, and master's degrees;
- enrol in a research degree such as the Bachelor of Nursing (Honours), Master of Nursing (Honours), Master of Midwifery (Honours), Master of Philosophy or Doctor of Philosophy.

If you chose to study with us we would also encourage you to think about studying in other Faculties. The range of choices is vast and we would like you to think about studying more laterally.

If you are not a registered nurse or midwife, but you see some units of study that interest you, we may be able to offer you enrolment in that unit.

The Faculty's research programs allow for a variety of topics and fields to be investigated, for example, clinical practice specialisations, aged care, illness experience, cancer care, midwifery and women's health, health services, community health, among others.

The Faculty offers the opportunity for postdoctoral study and for other training in a range of fields.

Jocalyn Lawler  
Dean



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# Faculty of Nursing

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

## University dates

Please see the University dates (<http://www.usyd.edu.au/fstudent/undergrad/apply/scm/dates.shtml>) page for a listing of all current semester, holiday and examination dates within the University of Sydney.

Please see the Nursing Calendar ([http://www.usyd.edu.au/handbooks/nursing/nur2005\\_calendar.pdf](http://www.usyd.edu.au/handbooks/nursing/nur2005_calendar.pdf)) for a listing of current semester, holiday and examination dates within the Nursing Faculty.

## History of the Faculty

Prior to 1983 the majority of nurse education within Australia was conducted by hospital-based, or hospital-affiliated, schools of nursing and was of an apprenticeship nature.

This education was the responsibility of the Minister(s) for Health and, within each state, a statutory authority was established with specific powers and responsibilities for nurse education. In New South Wales this authority is the Nurses Registration Board of New South Wales which was, and still is, responsible for setting educational standards for nursing programs and maintaining a register of qualified nurses. Until 1983, at the individual hospital level, responsibility for nurse education was shared by the hospital administration including the then Matron (Director of Nursing).

Throughout the late 1960s until 1983 the nursing profession, both in New South Wales and across Australia, was subjected to investigation by a plethora of expert committees which examined numerous aspects of nursing, including educational preparation. The reports of these committees were widely circulated and discussed both inside and outside of the nursing profession. These reports provided an important stimulus for change to nursing and to the educational preparation of nurses.

There were, however, a number of other factors that helped to accelerate the rate of change. Important among these were the growing militancy of nurses to obtain improved wages and conditions and the problems created by attempting to improve nurse education within the existing framework. The changing role of the nurse, as well as the developments taking place in nursing and nurse education internationally, also contributed to this change. General social factors, including the role of women and the increased general education of the population, as well as increasing cohesiveness between the various nursing organisations across Australia were also important contributing factors.

On 7 November 1983, the then State Minister for Health in New South Wales, Mr Laurie Brereton, announced that from January 1985, all basic nurse education would be conducted by the higher education sector. Then, on 24 August 1984, the Federal Government made an historic announcement when it gave its in-principle support for the full transfer of nurse education into the higher education sector. This education would then be the responsibility of the Federal Minister for Education. The full transfer of nurse education into this sector was to be completed by 1993.

## The Faculty of Nursing

The transfer of basic nurse education into the higher education sector ultimately led to the formation of the Faculty of Nursing within the University of Sydney in 1991. This Faculty developed from two previous nursing groups within the college of advanced education sector - the School of Nursing, Cumberland College of Health Sciences, and the Institute of Nursing Studies, Sydney College of Advanced Education.

### *The University of Sydney*

In 1992 a further milestone in the education of nurses was reached when the initial pre-registration course became a degree, the Bachelor of Nursing, across Australia.

In 1993 the decision was taken to integrate the two nursing groups within the University of Sydney (the Faculty of Nursing and the School of Nursing, Faculty of Health Sciences) into the one Faculty of Nursing from January 1994. The Faculty of Nursing now offers a full range of courses at the undergraduate and graduate levels. Undergraduate courses include the Bachelor of Nursing (Pre-Registration), a conversion Bachelor of Nursing (for registered nurses), a Bachelor of Nursing (Honours), and starting in 2000, the Faculty introduced the first of a series of combined undergraduate degrees. This began with the Bachelor of Nursing/Bachelor of Arts offered in conjunction with the Faculty of Arts, followed in 2001 by the Bachelor of Nursing/Bachelor of Science offered in conjunction with the Faculty of Science. A range of graduate specialty clinical coursework awards in the major study areas of midwifery, critical care, rural and remote, infection control and perioperative nursing. The research degrees available in the Faculty include the Master of Philosophy (Nursing) and a Doctor of Philosophy.

The Faculty of Nursing has close affiliations with the health care sector; in particular, Central Sydney Area Health Service, the Northern Sydney Area Health Service, the South Eastern Sydney Area Health Service, and Western Sydney Area Health Service. The Faculty continues to develop close links with the health care service sector for the continuing education and professional preparation of nurses, the clinical practice of nursing and research. In 1997 a new research centre was established, The Nursing Research Centre for Adaptation in Health and Illness. This centre is another example of the collaboration between the health care sector, in this instance Central Sydney Area Health Service and the Faculty of Nursing and is designed to foster partnerships between the health care sector, the University and the community.

The Faculty made a further step in its continuing development and growing strength when it began to consolidate onto the Mallett Street campus in 2000. From 2000 no new students enrolled at the Cumberland campus. This process was completed at the end of 2001. This change has enabled the Faculty of Nursing to strengthen and develop further its range of courses and its research profile.

During 2004 a number of major decisions were made about the future profile of the Faculty. Among these was a change of name to the Faculty of Nursing and Midwifery, the disestablishment of departments and the phasing out of undergraduate courses to become, over time, a specialised postgraduate, post-registration and graduate entry faculty with a greater focus on research.



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# Guide to the Faculty

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

## Contact details

### *Street address*

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Web: [www.nursing.usyd.edu.au](http://www.nursing.usyd.edu.au)  
Toll free: 1800 628 518

## Centres and units

### *International and Professional Relations Office*

Phone: +612 9351 0677  
Fax: +612 9351 0679  
Director: Mr Stuart Newman

### *Research Development and Support Unit*

Phone: +612 9351 0778  
Fax: +612 3951 0779  
Director: Professor Kate White

### *Nursing History Research Unit*

Phone: +612 9351 0696  
Fax: +612 9351 0508  
Director: Emeritus Professor R Lynette Russell

### *Sydney Nursing Research Centre*

Phone: +61 2 9351 0547  
Fax: +612 9351 0506  
Director: Professor Jocalyn Lawler

### *Research Centre for Adaptation in Health and Illness*

Phone: +612 9351 0674  
Fax: +612 9351 0700  
Director: Dr Rhonda Hawley

## Composition of the Faculty

### **Constitution of the Faculty of Nursing and Midwifery**

The Faculty of Nursing shall comprise the following persons:

1.(a) the professors, readers, associate professors, senior lecturers, lecturers, associate lecturers and postgraduate fellows who are full-time or at least half time-members of the academic staff in the Departments of Clinical Nursing and Family and Community Nursing and, the Research Centre for Adaptation in Health and Illness;

(b) the professors, readers, associate professors, senior lecturers, lecturers, associate lecturers and postgraduate fellows being members of the academic staff who are on continuing or fixed term appointments (of at least two years) in the departments and research centres included in sub-section (a);

(c) the Dean, or a nominee of the Dean, of each of the Faculties of Arts, Health Sciences, Medicine, Pharmacy and Science;

(d) the Executive Officer who will act as Faculty Secretary;

(e) the Librarian of the Mallett Street library;

(f) full-time members of research staff of the departments and research centres included in sub-section (a) who hold appointments of research fellow and above;

(g) not more than five students, i.e. three students enrolled in an undergraduate degree or diploma and one student enrolled in a postgraduate coursework degree or diploma offered by the Faculty, and one from among the postgraduate research students elected in the manner prescribed by resolutions of Senate;

(h) persons upon whom the title of adjunct professor, adjunct associate professor, clinical professor, clinical associate professor, clinical senior lecturer, clinical lecturer, clinical associate lecturer, and has been awarded in accordance with the resolutions of the Academic Board;

(i) four of the directors of nursing of health care agencies associated with the Faculty and up to five other members of the nursing profession appointed by the Faculty on the nomination of the Dean;

(j) not more than five persons, who have teaching, research or other appropriate associations with the work of the Faculty, appointed by the Faculty on the nomination of the Dean;

(k) two persons, being members of the general staff employed by the Faculty of Nursing and Midwifery having a close and appropriate association with the Faculty's work of teaching and research, to be appointed by the Dean.

2. A person appointed in accordance with sections 1(i) to 1(k) shall hold office for a period of two years unless otherwise specified at the time of appointment and shall be eligible for reappointment.

### **Committees of the Faculty**

The committees of the Faculty of Nursing are responsible for the development and implementation of faculty policies. The Dean is a member of every committee of the faculty and may preside at meetings of those committees.

*The following is a list of University committees:*

- Faculty of Nursing
- Board of Studies (BOS)
- Research Degree Subcommittee (a subcommittee of BOS)
- Student/Staff Liaison Subcommittee (a subcommittee of BOS)
- Learning and Teaching Committee
- Research Committee
- Honorary Titles Assessment Committee
- Faculty Promotions Committee

*The following is a list of the Faculty Committees:*

- Clinical Performance Committee

*The following is a list of the Committees of the Dean:*

- Dean's Advisory Committee (DAC)
- Academic and Faculty Office Committee (AFOC)

## Staff

### **Faculty**

#### *Dean*

Professor Jocalyn Lawler, RN CertOpThNursing, BSocSc MEd NE PhD UNSWAssDipNursEd *Armidale CAE, FCN(NSW)*

#### *Personal Assistant to the Dean*

Tim McCarron, BA(Hons) ANU

*Pro Dean*

Dr Maureen Boughton, RN RM M'CraftCert BEd(Nursing) NE PhD  
DipNursEd ADCHN *Cumb*, FCN(NSW) FRNCA MACM

*Associate Deans*

*Learning and Teaching:*

Dr Maureen Boughton, RN RM M' CraftCert BEd(Nursing) NE PhD  
DipNursEd ADCHN *Cumb*, FCN(NSW) FRNCA MACM

*Academic:*

Dr Jenni Blundell, RN CertNeuroNursing, BappSc(Nursing) Grad-  
DipEd WAIT PhD, FRCNA FCN

*Directors*

Research Development Support Unit: Professor Kate White, RN  
CertOnc CertPall MN ACU PhD FRCNA FCN (NSW)  
International & Professional Relations: Mr Stuart Newman, RN  
BEd(Nursing) NE MHLth(Admin) UNSW

*Coordinators*

Pre-registration: Ms Lynne Brown, RN BHSc(Nursing) *Charles  
Sturt* MN(Honours) UWS *Nepean*  
Postgraduate Coursework: Ms Maureen Ahern, N RM BSc *Macq*  
MN UTS  
Postgraduate Research: Dr Sue Forsyth, RN PhD MA, MCN(NSW)

*Librarian*

Lesley Muir, MA PhD, ALAA

*Executive Officer*

Lynda Rose, BSc *Monash* GradDipAdmin *CIT MBA NE*, ATEMM

*Faculty Accountant*

Sunil Bhandarkar, ACA (India)

*Computer Network Manager*

Mr Daniel Patterson, BE (Elec) UTS

*Clinical Education Manager*

Maria Carlisle, RN DipAppSc(Nursing) BN MN(Ed)

*Administrative and Laboratory Staff*

Sarah Brown JP, BA/LLB *Macq*  
Sree Chandra, BA *India* MA(Asian Studies) *Murdoch*  
Nada Dunda, RN BN *Adelaide* AssDipArt *SIT*  
Peter Forwood, BComm (Hons)  
Michael Geia  
Julia Harte, BA *Macq*  
Ms Pieta Joy, BA UNSWMA (Applied Linguistics) UNSW  
Patrick Kelly  
Keir Kirkby, BA *Monash*  
Bryce McDonough  
Sharon New  
Susanne Norton  
Rodney McAloon

*Professors*

Jocalyn Lawler, RN CertOpThNursing AssDipNursEd *Armidale*  
CAE BSocSc MEd(Hons) NE PhD UNSWFCN(NSW) FRCNA  
Appointed 1992  
M Colleen Stainton, RN BN *UBC* MN DNSc *UCSF*, FCN (Clinical  
Chair of Women's Health). Appointed 1996  
Kate White, RN CertOnc CertPall MN ACU PhD FRCNA FCN  
(NSW). Appointed 2004

*Honorary Professors*

Lindsay Gething, BA UNSW PhD *Melb*, MAPsS  
Judy Lumby, RN IntCareCert BA DNE NE MPhEd UNSW PhD  
*Deakin*, FCN(NSW) FRCNA

*Associate Professor*

Sandra H West, RN RM IntCareCert BSc PhD *Macq*, MRCNA

*Honorary Associate Professor*

Les Higgins, BA MLitt NE MEd PhD

*Senior Lecturers*

Jennifer Blundell, RN CertNeuroNursing BappSc(Nursing) Grad-  
DipEd WAIT PhD, FRCNA FCN

Maureen Boughton, RN RM M'CraftCert BEd(Nursing) NE PhD  
DipNursEd ADCHN *Cumb*, FRNCA MACMI  
Murray Fisher, RN IntCare Cert BHlthSc(Nursing) UTS MHPed  
WV^WDipAppSc(Nursing) *CCEs*, MRCNA  
Rhonda Hawley, RN RM CTcert BA NE MEd PhD DNE *UNE*  
FCN(NSW) FRCNA  
Jo Patching, DipAppSci (Nursing) BN BA (Psychology), MLitt  
(Psychology) NE  
Heather McKenzie, RN BA(Hons) PhD UNSW  
Lillian J Hayes, RN BA MPH PhD DipEd(Sec) DipEd(Nursing)  
*SCAE*  
Sue Forsyth, RN PhD MA MCN(NSW)

*Lecturers*

Lorel Adams, RN RM BSc *Macq* MN UTS  
Maureen Ahern, RN BA MHP UNSW  
Lynne Brown, RN BHSc(Nursing) *Charles Sturt* MN(Honours)  
*UWS Nepean*  
Alastair Burn, RN BA *Macq* MAppSc UTS, MCN(NSW)  
Lesa Freeman, RGON RM BA MA (Hons) PhD *Auckland* CATE  
Hilary Gatward, RN RM NeoIntCareCert BN MRCM  
William Goodin, RN BA(SocSc) MCH UNSWMCMAE DipRemMass  
*NSW Coll Ost Sc*, FCN(NSW)  
Jennifer Green, RN CertIntCareNursing CertClinNursStudies  
BEd(Nursing) NE MA(Ed) *Macq* PhD Sydney  
Colum Hearne, RN BSSc(Hons) MMgt GradDipTechEd UTS  
Susan Jones, RN RM PaedNursCert BA MCN UNSW  
Michelle Maw, RN IntCareCert CertNeuroNursing BN(HlthSc)  
GradDipEd NE  
Troy McNeill, RN RM MN GradCertClinTeaching ACU  
Stuart Newman, RN BEd(Nursing) NE MHLth(Admin) UNSW  
Deborah A Neyle, RN RM BA NE MScSoc UNSWMed(Adult Ed)  
*UTS ADNE Armidale CAE* FRCNA MCN(NSW)  
Marilyn Orrock, RN RM BA NE MHA UNSW DipNurseEd  
Sue Ronaldson, RN DipNEd BSc(Hons) PhD FRCNA  
Tracey Thornley, RN NeuroNursCert BN(Hons) DipAppSci(Nursing)  
*SCAE*, MRCNA  
Alexander Wright, RN RM BA NE MAppSc(Res), MRCNA

*Research Fellows*

Sandie Bredemeyer OAM, RN RM NeoIntCareCert BAppSc(Ad-  
vNsg) MAppSc(Research) PhD FCN (NSW)  
Michele Travers, RN BA UNSWMA PhD

*Postgraduate Research Fellows*

Maree Duddle, RN BN MHLthLaw MN(Hons) MRCNA

*Research Associates*

Natalie D Abrew, BA(Psych)(Hons) ECU

*Honorary Associates*

Virginia Booth, RN BA *Macq*  
Shea Caplice, RN RM FamilyPlanningNursePracCert GradDip(Ind-  
Prac)  
Josephine Chow, RN BAppSc *W'gong* GradCert(AdultEd) NE  
Yoong Choong, BHlthSc(Nursing) MN UWS DipTeach *SCAE*  
Michelle Cleary, RN BHlthSc(Nursing) MHLthSc(Nursing) UTS  
Liz Cloughessy, RN Acc&EmergCert *NSW Coll Nursing*  
Keith Cox, EN General NursingCert OncCert  
Sadie Dugdale, RN RM NeoIntCareCert BN(Health) UWS  
Maureen Edgton, RN CertIntCare MHLthScEd  
Margaret Evans, RN RM BHlthSc *Charles Sturt* MHP UWS  
Margaret Fry, RN IntCareCert BAppSc MEd(Adult Ed) UTS  
Susan Harvey, RN, CardiothorCert GradDipAcCare(Nursing)  
Joy Heads, RN RM DipAppSc(Nursing) DipTeach(Nursing) *SCAE*  
GradCert(Bioethics) UTS  
David Kerley, RN, MA PGDip  
Ann Kneivitt, RN, GradDipNursing *UNE* CertPhysAss *Flinders*  
CertRefl *School of Refl S A* CertGriefManagement *Alfred James Ed*  
*Centre S A* CertChemPrac *NSW College of Nursing* CertPallStudies  
CertPainManagement *Univ Partnerships Armidale*  
Helen Lunn, BA(Hons)  
Catherine Maher, RN RM BHlthSc *Charles Sturt* MMid UWS  
Margaret Anne Ross Martin, RN RM BA UTS AssDipNurseEd NE  
Margaret Murphy, RN MHLthSc  
Jane O'Connell, RN MN UTS  
Ruth Rae, RN, BA MLitt NE PhD  
Pamela Rawling, GradDipNurseMgt  
Maree Reynolds, RN RM BN MN GradDipNursingMgt UTS

Lea Sorensen, RN, BHlthSc NE  
 Jill Squire, RN, BN UTS  
 Karen Swan, RN *N'cle UK RM Leeds UK GradDipMid GradDipHlth-Mgt NE*  
 Clare Turner, RN, DipGenNursing DipMid DipPsychNursing, BA *South Africa*  
 Kathryn Weyman, RN MN GradDipPallCareNursing UTS OncNursingCert NSW *College of Nursing*  
 Valda Wiles, MHigherEd UNSW

## Centres and units

### **International and Professional Relations Office**

#### *Director*

Mr Stuart Newman  
 Administrative Assistant  
 Nada Dunda

### **Nursing History Research Unit**

#### *Director*

Emeritus Professor R Lynette Russell AO

### **Research Development Support Unit**

#### *Director*

Professor Kate White  
 Research Support Officer  
 Peter Forwood

### **Research Centre for Adaptation in Health and Illness**

#### *Director*

Dr Rhonda Hawley  
 Senior Research Officer  
 Judith Fethney, MA BA  
 [i|Honorary Associates]]  
 Lina Baytieth, BSc(NutrBiochem) MSc(NutrDiet) *W'gong*  
 Michele Carey, RN RM OncNursingCert MN ACU GradDipHlth-Sc(Nursing) PalliativeCare  
 Denise Cummins, RN HIV Nursing *St Vincents & Syd Hosp* Oncological Course Palliative Care Course Community Nursing  
 Marianne Cummins, RN PsychNCert NMedNSurgCertn GerNursingCert BHlthSc(Nursing) *Mitchell*  
 Joan Anne Hughes BEd *Old* GradDipSSc(HRM) *Lismore* DipEd *Kelvin Grove* CAE *Brisbane* CertTeaching *Kelvin Grove Teacher College Brisbane*  
 Katja Jukkola, MSc(NutrDiet) BSc(Nutr) *W'gong*  
 Fiona Kemp, DipCreative Arts *SthOld Scenic Art Sydney Theatre Co* GradDipProf Studies UNSW GradDipSecEd BA UNSW *Hons-Psych Res Thesis Progr UNSWMPsych(Clinical) UNSW*  
 Lisa Masterson, RN BAppSc(Nursing) DipAppSc(Nursing)  
 Kristine Millar, RN BSocSc UNSW  
 Felicity Anne Purdy, BAPsych(Hons)  
 Robyn Rosina, RN PaedCert RAHC, MN UTS DipSexHlth NSWFA  
 DipAdolescMntHlth NSWInstPsych GradDipChildHlthNursing

Charlene Thornton, BN GradDipMid UWS

### **Sydney Nursing Research Centre**

#### *Director*

Professor Jocalyn Lawler

## Academic staff areas of interest

The following is a brief summary of the main research and teaching interests of the academic staff of the Faculty of Nursing and Midwifery.

#### *Dean and Professor*

Jocalyn Lawler - Experience of and meaning making associated with illness and (di)stress; methodologies for researching nursing and nursing knowledge; the body and embodiment; taboo topics

#### *Emeritus Professor*

R Lynette Russell - History of nursing and nursing education; comparative aspects of nursing and nursing education

#### *Professors*

M Colleen Stainton - Women's health; early parent/child relationships; attachment; science practice links in nursing.  
 Kate White - Psychosocial research related to cancer and palliative care, rural health, sexuality, breast cancer and quality of life of cancer patients and their families.

#### *Academic staff*

Maureen Ahern - Professional issues; pain management; and nursing issues.

Jennifer Blundell - Neuroscience nursing, especially care of patients with cerebrovascular dysfunction or acquired brain injury; positioning of patients; professional and nursing discipline related issues

Maureen Boughton - Midwifery practice and education; women's health; menopause (in particular premature menopause); phenomenological methodology; embodiment and experience

Lynne Brown - Gerontology; implication of nursing home placement for the carer; clinical education

Alastair Burn - Cardiopulmonary and paediatric nursing; academic issues; clinical reasoning and decision making

Murray Fisher - Masculinities, men's health and nursing; clinical competency assessment; readiness for self-directed learning; medication administration errors; quantitative methods and multivariate analysis

Sue Forsyth - History of nursing; historical methodology; professionalisation of nursing; sociology of health and health care

Lesa Freeman - Midwifery practice and education including midwives' decision making; the partnership relationship between the midwife and the woman; midwifery models of care; and pain management

Hilary Gatward - Midwifery care; women's health issues; and pet therapy

William Goodin - Psychoactive substance use, especially early intervention; measurement of attitudes; clinical skills and nursing competencies

Jennifer Green - Cardiovascular nursing; respiratory nursing; lymphoedema; problem-based learning; student assessment

Rhonda Hawley - Clinical skills and performance evaluation; asthma education Lillian Hayes - Primary health care; small area health research; community health nursing; socio-economic differentials in health

Susan Jones - Paediatrics, especially neuroscience nursing and professional-family relations; qualitative research especially Grounded Theory and NUDIST

Heather McKenzie - Sociology of health, illness and suffering; sociology of emotions; sociology of risk; qualitative methods; social theory; the interface between institutions of health care and consumers; politics of nursing

Michelle Maw - Critical care nursing; clinical supervision and nurse education

Troy McNeill - Midwifery and neonatal nursing education

Stuart Newman - Health services; men's health; health care management

Deborah Neyle - Scientific basis of nursing practice; quantitative methodologies in nursing research

Marilyn Orrock - Health Services Management, public health management and nursing administration

Jo Redenbach - Eating disorders; obesity and body image, body products, life history research

Sue Ronaldson - Gerontic nursing; aged care; spiritual health; care of confused older adults; physiology of ageing; palliative care in residential aged care settings

Tracey Thornley - Neurological nursing; skill development; and expertise in nursing

Sandra West - Circadian rhythm effects on shiftwork and aging; nursing physiology; biologically based exploration of clinical nursing practice

Alexander Wright - Infusion failure; phlebitis/extravasation; heparin stability; clinical nurses' perceptions of research; ethics in NICU; maternal and neonatal health; pharmacology; clinical trials; thermo regulation; physiological research; quantitative methods; "selective" qualitative approaches - e.g. phenomenology

## Centres and units

### **International and Professional Relations**

The International and Professional Relations unit is responsible for the development and coordination of international links for the Faculty of Nursing and Midwifery. These links enhance the Faculty's

opportunities in relation to the development of international collaborative research agreements, the recruitment of postgraduate and study abroad students as well as enhancing opportunities for the development of off-shore programs and long-term partnerships between the faculty and our international colleagues.

The International and Professional Relations unit also incorporates the Nursing Alumni Association, which is open to all graduates of nursing degrees and diplomas and staff (past and present) of the Faculty of Nursing and Midwifery and the predecessor organisations of the Faculty - the Faculty of Nursing, the School of Nursing at Cumberland College of Health Sciences (previously the New South Wales College of Paramedical Studies) and the Institute of Nursing Studies (previously the Division of Nursing) of the former Sydney College of Advanced Education. One of the major activities of the Nursing Alumni Association is to provide a network through which graduates can keep up to date with what is happening in the Faculty and with colleagues as well as an opportunity for graduates to contribute to and participate in the work of the Faculty. The Nursing Alumni Association also liaises with other professional nursing bodies and fosters interaction between members of the profession in public, private and community sectors locally, nationally and internationally.

#### *Nursing Alumni Association*

The Nursing Alumni Association is open to all graduates of nursing degrees and diplomas and staff (past and present) of the University of Sydney and the predecessor organisations of the Faculty - the School of Nursing at Cumberland College of Health Sciences (previously the New South Wales College of Paramedical Studies) and the Institute of Nursing Studies (previously the Division of Nursing) of the former Sydney College of Advanced Education.

One of the major activities of the Association is to provide a network through which graduates can keep up to date with what is happening in the Faculty and the University and with colleagues. The Alumni Association will also provide an opportunity for graduates to contribute to and participate in the work of the Faculty. Funds raised through the Association will be used to support the Association, provide scholarships for students, support research and to continue to develop the Faculty. The Alumni Association will liaise with other professional nursing bodies and foster interaction between members of the profession in public, private and community sectors locally, nationally and internationally.

#### *Research Development and Support Unit*

The Research Development and Support Unit is designed to strengthen and grow research within the Faculty by supporting and assisting existing researchers and fostering a supportive environment for early career researchers. The overall aim is to create a research environment that is viewed as a benchmark in nursing research and a destination of preference for outstanding research postgraduate students both nationally and internationally.

#### *Nursing History Research Unit*

This unit promotes and fosters research training and high quality research of national and international importance in the area of the history of nursing and the health care sector. It will also collect and protect valuable historical records that are crucial for this research.

#### *Sydney Nursing Research Centre*

The Sydney Nursing Research Centre was founded in 1988 to promote research into clinical nursing. The Centre is a joint project of the Faculty of Nursing and interested clinical agencies. The clinical agencies at present participating in the work of the Centre are the Sydney Home Nursing Service, the Developmental Disability Service of NSW, the Southern Metropolitan Mental Health Service and the following hospitals: Balmain, Garrawarra, Gladesville, Prince Henry, Prince of Wales, Prince of Wales Children's, Rachel Forster, Royal Hospital for Women, Royal North Shore, Royal Prince Alfred, Royal South Sydney, Rozelle, St George, Sydney Eye and Sydney.

The Centre provides financial support for staff from any of the participating institutions to undertake research into clinical nursing. The research may be undertaken on either a part- or full-time basis. The Centre holds regular workshops for prospective researchers and promotes the formation of research teams comprising individuals from both the Faculty and one of the participating clinical agencies.

#### *Research Centre for Adaptation in Health and Illness*

The Research Centre for Adaptation in Health and Illness was established in 1996 by the Faculty of Nursing with the Central Sydney Area Health Service as a foundation collaborating partner. The Centre involves partnerships between three sectors: University, health care and community. Its mission is to foster active research involvement and information exchange between these sectors.

The aim of the Centre is to provide research training and to conduct high-quality research of national and international importance which will inform policies and practice in regard to the health, community care and the quality of life of people with disabilities, people who live through chronic illness, their carers and families. Research projects conducted by the Community Disability and Ageing Program (CDAP) have now been integrated into the Centre as the activities program is now one of the major focuses of the Centre.

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# Helpful information

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

## Who is responsible for what?

**Lecturers** deliver lectures, lead tutorial groups and provide advice, at advertised times, about your class work and assessment.

A **Unit of study coordinator** is responsible for the overall running of a unit of study and usually participates in the group teaching of that unit of study. Applications for special consideration or extensions should be submitted to the relevant unit of study coordinator.

The **Clinical Education Administration Officer** is responsible for the overall coordination of the clinical placements.

**Students** are responsible for ensuring that they:

- are enrolled correctly
- undertake all the required learning activities in units of study
- are responsible for their own learning
- behave in a manner that shows respect for staff and fellow students
- do not impede the learning of any other student.

The **Sydney University Nursing Society (SUNS)** is your branch of the University of Sydney Student Union. Information is available from the Ground Floor Office.

## English language requirements

Students are strongly advised that all courses are presented on the assumption that you possess a high level of competency in English. This is particularly the case in respect of clinical education units of study where students require language skills that will not be challenged in a critical situation. Nurses require a high level of verbal and written English language skills, particularly technical language, for safe practice. Good English language skills are also necessary to fulfill the University's generic skills and the New South Wales Nurses' Registration Board competency requirements.

The Faculty is sufficiently concerned about this area of skill development that if you are facing difficulties with English language, either in the classroom or in the clinical environment, academic staff will recommend that you attend University support programs. You will be expected to use this assistance, so that you can perform well and communicate effectively with peers, teachers and patients/clients.

## Office hours

The Faculty Office, Level 5, Building C is open during the following hours:

### *General enquiry hours*

Monday-Thursday: 10am-4pm  
Friday: 10am-12noon

### *Clinical enquiry hours*

Monday-Thursday: 10am-4pm  
Friday: 10am-12noon

### *EDSU enquiry hours*

Monday-Thursday: 10.30am-12.30pm & 2pm-4pm  
Friday: 10.30 am-12 noon

## Frequently asked questions

The Faculty has answers to frequently asked questions on its Web site for prospective, enrolled and honours students at the FAQ page (<http://www.usyd.edu.au/nursing/courses/courses.html>).

## Scholarships and prizes

### University scholarships - undergraduate and postgraduate

For information regarding both undergraduate and postgraduate scholarships offered by the University, please contact:

Scholarships unit  
Room 147 Ground Floor  
Mackie Building KO1  
The University of Sydney NSW 2006

Phone: +612 9351 2717

Fax: +612 9351 5134

Email: [scholarships@careers.usyd.edu.au](mailto:scholarships@careers.usyd.edu.au)

Web: [www.usyd.edu.au/fstudent/undergrad/study/shm/scholarships.shtml](http://www.usyd.edu.au/fstudent/undergrad/study/shm/scholarships.shtml) (<http://www.usyd.edu.au/fstudent/undergrad/study/shm/scholarships.shtml>)

### Faculty scholarships and prizes - undergraduate and postgraduate

For information regarding the Faculty's undergraduate and postgraduate scholarships and prizes, please visit the Faculty's website (<http://www.usyd.edu.au/nursing/students/student.html>).

## Clinical nursing laboratory

### Clinical Laboratory Behaviour

Students are to wait in the corridor until their facilitator arrives. Bags are to be left inside the main door of the laboratories. They are not to be taken into the work area. Valuables should not be left in student's bags.

Students **MUST NOT** eat, drink, smoke or use mobile phones in the laboratory.

Students are not permitted to take equipment for practice home without authorisation from laboratory staff.

Students must leave the laboratory area clean and tidy, especially during independent practice times. Measures to enforce this will be implemented as required.

Children will not be allowed to attend classes in the laboratory area.

Occupational health and safety deem that students must observe the following dress requirements during laboratory practice:

- Wearing closed in shoes (no sandals)
- Sleeves above elbow
- No jewellery (except for plain rings)
- Hair tied back

### Independent Practice

Students are encouraged to utilize the availability to practise in their free time. Lists of times when the laboratories are available for independent practice sessions will be posted outside the laboratories.

## Student facilities

### Student Liaison Subcommittees

This Committee meets at least twice per semester to advise the Dean and Faculty, through the Board of Studies, on academic issues or any other matters referred to it by the Board of Studies or the Dean. Do consider being a representative for your year. Names of representatives are posted on the Noticeboard, Ground Floor, 88 Mallett Street Campus. Keep in touch with your representatives and inform

them of any problems. The Dean and Pro-Dean are kept informed of problems which are put before the Student Liaison Subcommittee.

### **Computer laboratory**

The computer laboratory is located in Room C. 106, Level 1, Building C, Mallett Street. The laboratory computers are available to both undergraduate and postgraduate students. Students need to go to the Faculty Office to obtain their computer access card after enrolment to enable them to use the laboratory.

### **Computer lab hours during semester (subject to change)**

Monday to Friday: 8am-8pm

### **Library**

The Nursing Library, a branch of the University of Sydney Library, is located in Building F, Level 1, Mallett Street. It houses books, periodicals and audiovisual material to support the Faculty's courses at both undergraduate and postgraduate level.

### **Library hours during semester (subject to change)**

Monday: 9am-7pm  
Tuesday: 9am-7pm  
Wednesday: 9am-7pm  
Thursday: 9am-7pm  
Friday: 9am-5pm

### **Vacation hours**

Monday to Thursday: 9am-6pm  
Friday: 9am-5pm  
Long vacations: 9am-5pm

Information about the arrangements of materials in the library, borrowing procedures, and the closed reserve system for books in heavy demand is available from the library staff. See also the entry on the Library in the University of Sydney Diary, and the Library's Web site (<http://www.library.usyd.edu.au>).

### **Summer School**

Most faculties at the University offer units of study from degree programs during January/February. As the University uses all of its HECS quota in first and second semester, these units are full fee-paying and 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 requisite subjects before they commence their degrees. Units start on 2 January and run for up to six weeks (followed by an examination week). Notice of the units available is usually circulated to students with their results notices and may be found at The Summer School website (<http://www.summer.usyd.edu.au>).

## **Appeals**

### **[Extract from the University of Sydney Calendar 2005, pp 180-184]**

#### *Resolutions of the Senate*

Information about appeals against exclusion can be found in Section 18 of the University of Sydney (Coursework) Rule 2000 (as amended) in this Calendar and at the following Web address: [db.usyd.edu.au/policy/policy-all.stm](http://db.usyd.edu.au/policy/policy-all.stm).

#### **Student appeals against academic decisions**

Any student may appeal to the Senate against an academic decision. Normally such an appeal will not be heard unless the student has exhausted all other avenues. For undergraduates and for postgraduate students undertaking coursework award programs, this means appeal to the department and/or faculty/college board/board of studies concerned, and for postgraduate students undertaking research degrees, also to the Committee for Graduate Studies. Appeals solely against questions of academic judgement that have, in the view of the Chair of the Academic Board, been thoroughly investigated by the faculty/college board/board of studies in accordance with the

procedures adopted by the Academic Board, will not be heard unless there are grounds for believing due academic process has not been observed. Appeals against exclusion from re-enrolment in undergraduate award programs and against termination of candidature for postgraduate awards are heard by the Student Appeals Committee (Exclusions and Readmissions), and appeals against disciplinary action are heard by the Student Disciplinary Appeals Committee.

*Note: It has been expedient throughout this document to refer to faculties and deans of faculties; it should be understood that the procedures are to be read as applying, mutatis mutandis, to colleges and the graduate school and the college principals and directors.*

#### **Hearing of appeals**

The Senate has resolved as follows with respect to the hearing of appeals against academic decisions:

1. Appeals against academic decisions may be referred by the Senate to the Student Academic Appeals Committee, a standing committee of the Senate.
2. The membership of the Student Academic Appeals Committee shall be:
  - (i) the Chancellor, the Deputy Chancellor, and the Vice-Chancellor and Principal (ex officio);
  - (ii) the Chair of the Academic Board;
  - (iii) a deputy chair of the Academic Board, nominated by the Chair;
  - (iv) two student Fellows of the Senate; and
  - (v) two Fellows of the Senate who are not members of the academic staff.
3. The Student Academic Appeals Committee acts on behalf of the Senate in hearing an appeal and in determining its outcome.
4. On receipt of an appeal the Chancellor or the Chancellor's nominee shall appoint one person from each category of membership listed in section 2 above.
5. Four members of the subcommittee shall form a quorum.
6. A unanimous decision of the subcommittee shall be final and reported to the Senate for noting.
7. An appellant will be advised as soon as practicable of the decision and the reasons for it.
8. In the event that the subcommittee is unable to reach a unanimous decision, majority and/or minority reports together with supporting papers will be referred to the Senate for final decision. The Senate should give a written statement for its decision to the parties concerned.
9. The subcommittee shall observe the following procedures in hearing an appeal:
  - (a) The dean of the faculty or chairperson of the board of studies concerned shall be provided with a copy of the student's letter of appeal and be asked to provide, within ten working days, written comment from whatever source is appropriate on this matter, including the recommendations of the staff member, professor and head of department concerned, so far as is practicable.
  - (b) The appellant shall be given a copy of the response elicited from the dean or chairperson of the board of studies seven working days in advance of appearing before the subcommittee.
  - (c) The subcommittee will interview both the respondent and the appellant together and may call on other witnesses if it determines they are relevant, provided that the appellant has the opportunity to respond to later adverse material, if presented. The respondent shall be the dean or chairperson of the board of studies, except in a case where the dean or chairperson does not support the particular decision, in which case the Senate shall nominate the respondent.
  - (d) The appellant shall respond to requests for further information, normally within 15 working days; otherwise the Vice-Chancellor may determine that the appeal has lapsed.
  - (e) The appellant will have the right to be accompanied at the interview(s) by a friend.

## Resolutions of the Academic Board

### *Principles for student appeals against academic decisions*

#### **Preliminary**

1. Any student may complain about an academic decision that affects him or her. This document describes the principles and procedures to be followed by students, academic units and decision-makers when a student complains about an academic decision:

- (1) First, at a local level, to enable a student's concerns to be addressed in an informal way; and
- (2) Secondly, by means of a formal, central procedure.

2. These procedures apply to all academic decisions made in relation to undergraduate and postgraduate course awards. A separate set of procedures applies with respect to postgraduate research awards.

3. In these procedures, an "academic decision" means a decision of a member of the academic staff that affects the academic assessment or progress of a student.

4. Each stage below represents an opportunity to resolve the complaint. Members of academic staff are expected to attempt to resolve all students' complaints at a local, informal level, wherever possible.

#### **Principles that underpin these procedures**

5. The following principles apply with respect to any dispute about an academic decision, whether dealt with formally or informally:

- (1) **Timelines.** All disputes should, wherever possible, be resolved as quickly as possible. A procedure that creates a number of opportunities to resolve a problem should not be treated as a series of hurdles which prolong the dispute. Unresolved disputes have a detrimental effect on the performance of both students and staff involved. Deadlines prescribed in these procedures should always be followed, unless there are exceptional circumstances. If the deadline is to be exceeded by staff, the student must always be informed of the length of, and the reason for, the delay. Time limits allowed to students are generally longer than those allowed to staff. As a general rule, it may be more appropriate to relax time limits for students within reason. Students may find pursuing a complaint or an appeal a difficult and stressful undertaking. They may need further time to marshal the confidence, support and evidence they need to pursue a complaint. Students should also be able to express their complaint in their own terms.
- (2) **Confidentiality.** All student appeals must be treated confidentially at all stages of the process. Any information about a complaint must be strictly limited to those staff who need to know about it in order to deal with the complaint. For example, where a complaint is dealt with at departmental or faculty level, any sensitive personal information about the student should only be available to the head of the department, dean (or college principal) or the staff member assigned to the appeal. If information needs to be distributed at a broader level, then the student's written consent must first be obtained.
- (3) **Without disadvantage.** The fact that a student has made a complaint under these procedures should not disadvantage the student in any way, especially by way of victimisation. That said, the fact that a student has had to complain often does, of itself, cause disadvantage, for example, delay in finalising the mark for a unit of study. However, students should be able to complain under these procedures and feel confident that they will not be disadvantaged in any other way.
- (4) **Procedural fairness.** All staff involved in a complaint or an appeal have a duty to observe the principles of procedural fairness (sometimes called natural justice), which include the following:
  - (a) Staff and students involved in a complaint are entitled to raise all issues which are important to them, and to put their points of view in their own terms. In most cases, any formal complaint will be dealt with by means of written submissions. In some cases, however, it may be appropriate to deal with the matter by interviewing the relevant parties. This will be determined by the relevant decision-maker.
  - (b) Staff and students are entitled to have matters dealt with in an unbiased manner, and lack of bias should always be apparent. It is impossible to list all types of potential bias. One example is where a staff member involved in conciliating a complaint has a close personal relationship with the

student. The question for any decision-maker is whether he or she has a preconceived view that is so strong, and so related to the matter being decided by the staff member, that it is reasonable to suspect that he or she is unable to listen to the complaint in a fair manner, and to deal with that complaint on its merits alone. Any person concerned about bias is expected to raise it with the appropriate person promptly.

- (c) Parties are entitled to know the basis on which decisions about them have been made, and accordingly reasons should be given for a decision, in sufficient detail that it is reasonable to expect a student to be able to understand the decision.
- (5) **Support.** Any person involved in this process who is disadvantaged in any way in their ability to present their case should be allowed the support and advice they need to participate effectively. While a conciliatory approach is preferred and encouraged under these rules, it may be appropriate, in some circumstances that the student or staff member has another person speak on his or her behalf.
- (6) **Record-keeping.** In order to facilitate resolution of student complaints, it is important that staff establish and maintain proper records (through the Central Records filing system) once a complaint becomes formal. Staff are also advised to keep brief notes of any informal discussions with students. Copies of documentation given to students in relation to a unit of study should be kept, as well as a record of the date on which that information was supplied to students and the means by which it was disseminated. This may be important to the speedy resolution of a complaint.
- (7) **Access.** Students should normally have a right of free access to all documents concerning their appeal. This right does not apply to any documents for which the University claims legal professional privilege.

### *Procedures for student appeals against academic decisions for undergraduate and postgraduate coursework awards*

#### **6. Informal resolution with teacher**

- (1) If a student is concerned about any academic decision, he or she should first discuss the issue informally with the relevant teacher or unit of study coordinator. This should be done within three months of the particular academic decision being made.
- (2) The teacher or unit of study coordinator should then deal with the issue promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.
  - (a) If the student's concerns are not resolved by this means, then the teacher should:
    - (i) Explain the next step and the procedure, which is set out in paragraph 7 below; and
    - (ii) Give to the student a copy of these principles and procedures.
- (3) If the teacher or unit of study coordinator is the head of the department or school, then the student should approach the dean or college principal or director (see 8 below).

#### **7. Approach head of department or school**

##### *Informal complaints*

- (1) If the student's concerns cannot be resolved under paragraph 6, or because of a failure to follow procedures, the student may then approach the head of department or school. The student may, at this point, choose to approach the head of department on an informal basis, or else put his or her complaint in writing. The student should do either of these things within 15 working days of the outcome of discussions under paragraph 6.
- (2) If a student chooses to approach the head of department informally under paragraph 7(1), this does not later preclude the student from proceeding formally under this paragraph 7 by putting his or her complaint in writing to the head of department.
- (3) The head of department should deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

### *Formal complaints*

- (4) The head of department must acknowledge receipt of a formal complaint in writing within three working days of receipt.
- (5) The head of department must try to resolve the complaint within ten working days of receiving the complaint, and then advise the student in writing of his or her decision:
  - (a) setting out the reasons;
  - (b) advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
  - (c) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

## **8. Approach the dean or college principal or director or their nominee**

### *Informal complaints*

- (1) If the student's concerns cannot be resolved under paragraph 7, or because of a failure to follow procedures, the student may then approach the dean or college principal or director. The student may, at this point, choose to approach the dean or college principal or director on an informal basis, or else put his or her complaint in writing. The student should do either of these things within 15 working days of the outcome of discussions under paragraph 7. In some cases the dean, college principal or director may nominate another faculty officer, for example a pro-dean or associate dean to deal with the matter.
- (2) If the dean or college principal or director is the decision-maker under paragraphs 6 or 7, then the pro-vice-chancellor of the relevant academic college shall act as decision-maker under this paragraph 8.
- (3) If a student chooses to approach the dean or college principal informally under paragraph 8(1), this does not later preclude the student from proceeding formally under this paragraph 8 by putting his or her complaint in writing to the dean or college principal or director.
- (4) The dean or college principal or director should then deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

### *Formal complaints*

- (5) The dean or college principal or director must acknowledge receipt of a formal complaint in writing within three working days of receipt.
- (6) The dean or college principal or director must try to resolve the complaint within ten working days of receiving the complaint, and then advise the student in writing of his or her decision:
  - (i) setting out the reasons;
  - (ii) advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
  - (iii) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

## **9. Written appeal to the Senate**

- (1) If the student is not satisfied that his or her concerns have been addressed satisfactorily under paragraph 8, then the student may make a written appeal to Senate.
- (2) Note that an appeal to Senate is covered by the Senate resolution "Student Appeals against Academic Decisions" above in this University of Sydney Calendar. This resolution provides that an appeal to Senate will not normally be heard unless the student has exhausted all other avenues. In other words before the student makes an appeal to Senate he or she should have followed the procedures set out in this document by attempting to find a resolution with his or her teacher, head of department and dean or college principal or director.
- (3) Note that the Senate resolution provides for a hearing before the Senate Appeals Committee, but a complaint does not go straight to that Committee. It is first referred to the Chair of the Academic Board who attempts to resolve the matter. The procedures are outlined below. In some cases the Chair of the Academic Board may nominate the Alternative Chair or a deputy chair of the Academic Board to deal with the matter.

- (4) A written appeal to Senate should outline the matter clearly, concisely and fully, and include any relevant documentation or evidence. The written appeal should be submitted to the Registrar, Main Quadrangle A14.
- (5) The Registrar will refer the appeal to the Student Centre. The Student Centre will check that the student exhausted all avenues. If the student has not exhausted all other avenues the Student Centre will advise the student what steps can be taken. If the student has exhausted all other avenues, the Student Centre will collect together the complaint, the student's file and documentation from the faculty and forward it to the Chair of the Academic Board normally within five working days.
- (6) The Chair of the Academic Board will seek to resolve the matter as informally and quickly as possible in accordance with the principles set out in this document. Normally within ten working days of receiving the file from the Student Centre, the Chair of Academic Board will communicate his or her decision on the complaint to the student.
- (7) Note that the Senate resolution provides that where the appeal is solely against a question of academic judgement, the Chair of the Academic Board will not refer the appeal to the Student Appeals Committee if:
  - (a) the complaint has been thoroughly investigated by the faculty; and
  - (b) these procedures, especially the principles of procedural fairness, have been followed.
- (8) If the matter has not been resolved by the Chair of the Academic Board, the Chair will refer it to the Senate Appeals Committee.
- (9) The procedure which the Senate Appeals Committee will follow is set out in the resolution of Senate, Student Appeals Against Academic Decisions, referred to in paragraph 9(2) above.

## ***Procedures for student appeals against academic decisions for postgraduate research awards***

### **Informal resolution**

1. Students are expected to seek to resolve any problems or difficulties through, in order, the supervisor, departmental postgraduate coordinator, the head of department or school, chair of the faculty board of postgraduate studies or equivalent.

### **Approach the dean or college director or principal or chair of the board of studies**

2.
  - (1) A student who has not resolved a problem in respect of an academic decision made by the faculty, college or board of studies (hereafter referred to as "the faculty") in respect of the award of a degree or other matter which affects the student's candidature may approach the relevant dean or college principal or director or chairperson of the board of studies.
  - (2) The student may, at this point, choose to approach the dean or college principal or director or chairperson of the board of studies (hereafter referred to as "the dean") on an informal basis, or else put his or her complaint in writing. A student intending to approach the dean informally or formally must:
    - (a) give notice of this intent to the dean within one calendar month of the date of notification of the decision; and
    - (b) lodge the formal appeal with the dean within two calendar months from the date of the notification of the decision.

### *Informal complaints*

- (3) In some cases the dean may nominate another faculty officer, for example a pro-dean or associate dean, to deal with the matter, except that the dean may not nominate any faculty officer to deal with the matter under this paragraph 2 who was the decision-maker in respect of the matter concerned.
- (4) If the dean was the decision-maker in respect of the matter concerned, then the pro-vice-chancellor of the relevant academic college shall act as decision-maker under this paragraph 2.
- (5) If a student chooses to approach the dean informally under paragraph 2(2), this does not later preclude the student from proceeding formally under paragraph 2(2) by putting his or her complaint in writing to the dean.
- (6) The dean should then deal with informal complaints promptly, giving a full explanation to the student of the reasons for the

academic decision. Many complaints should be resolved at this stage.

#### *Formal complaints*

- (7) The dean must acknowledge receipt of a formal complaint in writing within three working days of receipt.
- (8) The dean must try to resolve the complaint within ten working days of receiving the complaint, and then advise the student in writing of his or her decision:
  - (i) setting out the reasons;
  - (ii) advising that, if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
  - (iii) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

#### **Approach the Chair of the Graduate Studies Committee**

3.
  - (1) A student who has not resolved a problem relating to an academic decision made by the faculty in respect of the award of a degree or which affects the student's candidature under paragraph 2 may approach the Chair of the Graduate Studies Committee.
  - (2) The student may, at this point, choose to approach the Chair of the Graduate Studies Committee on an informal basis, or else put his or her complaint in writing. A student intending to approach the Chair of Graduate Studies informally or formally must:
    - (a) give notice of this intent to the Chair within one calendar month of the date of notification of the decision by the dean under paragraph 2; and
    - (b) lodge the formal appeal with the Chair within two calendar months from the date of the notification of the decision under paragraph 2.

#### **Consideration of appeal by the Chair of the Graduate Studies Committee**

4.
  - (1) The Chair must acknowledge receipt of a formal complaint in writing within three working days of receipt.
  - (2) The Chair must seek a report from the dean of the faculty and may consult with other persons as appropriate.
  - (3) If, after considering that report, the Chair concludes:
    - (a) that the appeal is based solely on a question of academic judgement;
    - (b) that the proper academic procedures (including any procedures specifically established by the faculty or department) have been followed; and
    - (c) that the appeal raises no issue of general principle requiring consideration by the Graduate Studies Committee; the Chair should disallow the appeal.
  - (4) If the Chair does not disallow the appeal he or she must:
    - (a) refer the matter back to the dean for action and report; or
    - (b) refer the matter to the Graduate Studies Committee.

Having received a report after referring the matter to the dean the Chair may refer the matter to the Graduate Studies Committee.

- (5) The Chair shall inform the student in writing of his or her decision. If the decision is to disallow the appeal, the student will be informed of any further avenues of appeal. If the decision is to allow the appeal to proceed, the student will be informed that the appeal has been referred to the Appeal committee of the Graduate Studies Committee.

#### **Appeal Committee of the Graduate Studies Committee**

5. There is to be an Appeal Committee of the Graduate Studies Committee consisting of:
  - (a) the Chair of the Graduate Studies Committee, or nominee, who shall be chairperson;
  - (b) the Dean of Graduate Studies;
  - (c) three academic staff members appointed by and from the Graduate Studies Committee (not involved in the candidature); and
  - (d) one postgraduate research student member of the Graduate Studies Committee appointed by the Chair of the Graduate Studies Committee. Any four members constitute a quorum.

6. If the appeal raises an issue of general principle, the Appeal Committee may consider that issue and may direct the Chair of

Graduate Studies Committee or the dean of the faculty concerned to deal with the appeal in accordance with its decision on that issue.

7. The Appeal Committee may:
  - (a) refer the matter back to a faculty with a recommendation for action,
  - (b) dismiss the appeal, or
  - (c) if the faculty declines to accept the recommendation for action, amend or alter the decision (including amending the result on behalf of the Board of Postgraduate Studies or Board of Examiners).

#### **Procedure**

8. An Appeal Committee under these resolutions must allow the student to make written observations on the appeal and may, if it thinks the issue raised is sufficiently serious, allow the student to appear in person. The student may be accompanied by a friend.

9. An Appeal Committee must reach a determination under these resolutions within a reasonable period of time. The dean or Chair must keep a record of the process of the appeal.

10. The decision of an Appeal Committee under these resolutions shall be communicated in writing to the parties with a brief statement of the reasons for the decision. If the appeal is dismissed the appellant shall be advised of any further avenues of appeal and of sources of advice.

#### **Appeal to Senate**

11. The student may, at this point, choose to make a formal approach in writing to the Senate. A student intending to approach the Senate must:

- (a) give formal notice in writing of this intent to the Student Centre within one calendar month of the date of notification of the Appeal Committee's decision; and
- (b) lodge the formal written appeal with the Student Centre within two calendar months from the date of the notification of the Appeal Committee's decision.



# Pre-registration courses and regulations

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

The Faculty of Nursing and Midwifery offers the following pre-registration courses:

*Master of Nursing*

*Bachelor of Applied Science (Exercise & Sport Science)/Master of Nursing*

*Bachelor of Arts/Master of Nursing*

*Bachelor of Health Science/Master of Nursing*

*Bachelor of Science/Master of Nursing*

## Master of Nursing

Course code GC057

### Course overview

The Master of Nursing is a pre-registration, graduate entry course for students who have completed an undergraduate degree at a tertiary institution. It aims to produce a graduate who will function as a first level practitioner in a broad range of health care settings. It comprises 2 years full-time or 4 years part-time study.

Students who hold a Diploma in Aboriginal Health Care and have relevant work experience may be eligible to enrol in the Master of Nursing and should discuss their case with an academic advisor.

At the conclusion of the course, students, subject to the requirements of the Nurses and Midwives Act of NSW, will be eligible to apply for registration with the Nurses and Midwives Board, NSW.

### Admission requirements

Candidates should refer to the relevant section of this handbook for admission requirements.

### Assumed knowledge

It is assumed that students will have undertaken a human biology unit in their undergraduate degree. Students who do not have this will need to take either a preparation program or Summer School course prior to commencing the course. Individual requirements should be discussed with an academic advisor prior to enrolment.

Prospective students should note in particular Division 5, 29A of the Nurses Act 1991 No 9 which states:

"Despite any entitlement that a person may have to registration or enrolment, the board may refuse an application for registration or enrolment in either of the following cases:

1. The Board is of the opinion that the applicant does not have sufficient physical or mental capacity to practise nursing.
2. The applicant has been convicted of an offence (either in or outside New South Wales) and the Board is of the opinion that the circumstances of the offence render the applicant unfit in the public interest to practise nursing.

If the Board is satisfied that an applicant for registration or enrolment suffers from an impairment which does not justify refusal of the application, the Board may impose such conditions on the applicant's registration or enrolment as the Board thinks appropriate."

## Master of Nursing - units of study

Year 1 Semester 1	Year 1 Semester 2
<b>Assumed knowledge: Human Biology</b>	
<b>NURS 5001</b> Nursing Concepts: Bodies & Boundaries 6 credit points Prerequisites: none	<b>NURS 5005</b> Biomedical Therapies & Nursing 6 credit points Prerequisites: none
<b>NURS 5002</b> Social Contexts of Health 6 credit points Prerequisites: none	<b>NURS 5006</b> Illness Experience & Nursing Care 6 credit points Prerequisites: none
<b>NURS 5003</b> Observation in Nursing Practice 6 credit points Prerequisites: none	<b>NURS 5007</b> Mental Health Nursing Practice I 6 credit points Prerequisites: none
<b>NURS 5004</b> Applied Nursing Practice 6 credit points Prerequisites: none	<b>NURS 5008</b> Acute Care & Nursing Practice I 6 credit points Prerequisites: NURS 5004
Year 2 Semester 1	Year 2 Semester 2
<b>NURS 6001</b> Biological Parameters & Nursing Observations 6 credit points Prerequisites: None	<b>NURS 6005</b> Acute Care & Nursing Practice II 6 credit points Prerequisites: NURS 5008; NURS 6001
<b>NURS 6002</b> Maternity, Child & Adolescent Nursing I 6 credit points Prerequisites: none	<b>NURS 6006</b> Mental Health Nursing Practice II 6 credit points Prerequisites: NURS 5007
<b>NURS 6003:</b> Nursing Care for Chronic Conditions 6 credit points Prerequisites: none	<b>NURS 6007</b> Community Nursing 6 credit points Prerequisites: none
<b>NURS 6004</b> Nursing & the Politics of Health Care 6 credit points Prerequisites: none	<b>NURS 6008:</b> Inquiry & Research in Nursing 6 credit points Prerequisites: none

## Bachelor of Applied Science (Exercise & Sport Science)/Master of Nursing

Course code GH018

### Course overview

The Bachelor of Applied Science (Exercise & Sport Science)/Master of Nursing is a 4 year pre-registration course for students wishing to undertake a combined degree. Students are required to complete 96 credit points in the Bachelor of Applied Science (Exercise & Sport Science) and 96 credit points in the Master of Nursing. Master of Nursing units are begun in the second year of the undergraduate degree.

Students are generally expected to obtain a credit average in Year 1 to be permitted to commence study in the Master of Nursing in Year 2. Students are not permitted to enrol in Year 4 subjects without having completed their Bachelor of Applied Science (Exercise & Sport Science) degree.

The combined study of exercise and sport science with a professional qualification in nursing means that graduates have broader range of skills and knowledge. Examples include employment in the sport industry, fitness industry, health industry, occupational health and safety, public health, rehabilitation, research and technology, education and medical insurance.

At the conclusion of the course, students, subject to the requirements of the Nurses Act of NSW, will be eligible to apply for registration with the Nurses and Midwives Board, NSW.

### Admission requirements

Candidates should refer to the relevant sections of the Faculty of Health Sciences and Faculty of Nursing and Midwifery handbooks for admission requirements.

Prospective students should note in particular Division 5, 29A of the Nurses Act 1991 No 9 as described in the course description for the Master of Nursing.

## Bachelor of Applied Science (Exercise & Sport Science/Master of Nursing - units of study

Year 1 Semester 1	Year 1 Semester 2
<b>BACH 1161</b> Introductory Behavioural Health Science 6 credit points	<b>BIOS 1133</b> Body Systems: Structure & Function 3 credit points
<b>BIOS 1159</b> Functional Anatomy A - Exercise Science 6 credit points	<b>BIOS 1160</b> Functional Anatomy B - Exercise Science 6 credit points
<b>BIOS 1137</b> Introductory Neuroscience 3 credit points	<b>EXSS 1032</b> Fundamentals of Exercise Science 6 credit points
<b>EXSS 1018</b> Biomechanics of Human Movement 6 credit points	<b>EXSS 1030</b> Sport First Aid/Trainer 3 credit points
<b>EXSS 1031</b> Cell Metabolism and Biochemistry 3 credit points	<b>EXSS 2025</b> Motor Control and Learning 6 credit points
Year 2 Semester 1	Year 2 Semester 2
<b>BIOS 2098</b> Body Systems: Structure and Function II 3 credit points	<b>EXSS 2026</b> Growth Development & Ageing 6 credit points
<b>EXSS 2016</b> Motor Control 3 credit points	<b>NURS 5002</b> Social Contexts of Health 6 credit points
<b>EXSS 2027</b> Exercise Physiology for Clinicians 6 credit points	<b>NURS 5006</b> Illness Experience and Nursing Care 6 credit points
<b>NURS 5001</b> Nursing Concepts: Bodies & Boundaries 6 credit points	<b>NURS 5004</b> Applied Nursing Practice 6 credit points
<b>NURS 5003</b> Observation in Nursing Practice 6 credit points	
Year 3 Semester 1	Year 3 Semester 2
<b>EXSS 3024</b> Exercise, Health & Disease 6 credit points	<b>NURS 5008</b> Acute Care & Nursing Practice I 6 credit points
<b>EXSS 3023</b> Exercise Testing and Prescription 6 credit points	<b>NURS 5005</b> Biomedical Therapies & Nursing 6 credit points
<b>EXSS 3042</b> Nutrition for Health, Exercise and Sport 6 credit points	<b>EXSS 3038</b> Ergonomics 6 credit points
<b>NURS 5007</b> Mental Health Nursing Practice I 6 credit points	<b>EXSS 3027</b> Exercise & Rehabilitation 6 credit points
Year 4 Semester 1	Year 4 Semester 2
<b>NURS 6001</b> Nursing Observations & Bio Parameters 6 credit points	<b>NURS 6005</b> Acute Care & Nursing Practice II 6 credit points
<b>NURS 6002</b> Maternity, Child & Adolescent Nursing 6 credit points	<b>NURS 6006</b> Mental Health Nursing Practice II 6 credit points
<b>NURS 6003</b> Nursing Care for Chronic Conditions 6 credit points	<b>NURS 6007</b> Community Nursing 6 credit points
<b>NURS 6004</b> Nursing & the Politics of Health Care 6 credit points	<b>NURS 6008</b> Inquiry & Research in Nursing 6 credit points

Students should refer to the Faculty of Health Sciences handbook for descriptions of relevant units of study listed above.

## Bachelor of Arts/Master of Nursing

Course code GH014

### Course overview

The Bachelor of Arts/Master of Nursing is a 4 year pre-registration course for students wishing to undertake a combined degree. Students are required to complete 96 credit points in the Bachelor of Arts. Master of Nursing units are begun in the second year of the undergraduate degree.

Students are generally expected to obtain a credit average in Year 1 to be permitted to commence study in the Master of Nursing in Year

2. Students are not permitted to enrol in Year 4 subjects without having completed their Bachelor of Arts degree.

Students following this pathway will have a broader range of skills and knowledge. They will have the opportunity to work in positions in health and medical industries, in clinical and non-clinical settings such as media and communications, in research, government and public institutions, community organisations and the private sector.

At the conclusion of the course, students, subject to the requirements of the Nurses Act of NSW, will be eligible to apply for registration with the Nurses and Midwives Board, NSW.

### Admission requirements

Candidates should refer to the relevant sections of the Faculty of Arts and Faculty of Nursing and Midwifery handbooks for admission requirements.

### Assumed knowledge

It is assumed that students will have undertaken a human biology unit during the course of their undergraduate degree. Students who do not have this will need to take either a preparation program or Summer School course prior to commencing the course. Individual requirements should be discussed with an academic advisor prior to enrolment.

Prospective students should note in particular Division 5, 29A of the Nurses Act 1991 No 9 as described above.

## Bachelor of Arts/Master of Nursing - units of study

Year	Semester 1	Semester 2
<b>Year 1</b> 48 credit points	<b>Bachelor of Arts</b> 24 credit points	<b>Bachelor of Arts</b> 24 credit points
<b>Year 2</b> 48 credit points	<b>Bachelor of Arts</b> 12 credit points	<b>Bachelor of Arts</b> 12 credit points
	<b>NURS 5001</b> Nursing Concepts: Bodies & Boundaries 6 credit points	<b>NURS 5002</b> Social Contexts of Health 6 credit points
	<b>NURS 5003</b> Observation in Nursing Practice 6 credit points	<b>NURS 5004</b> Applied Nursing Practice 6 credit points
<b>Year 3</b> 48 credit points	<b>Bachelor of Arts</b> 12 credit points	<b>Bachelor of Arts</b> 12 credit points
	<b>NURS 5005</b> Biomedical Therapies & Nursing 6 credit points	<b>NURS 5006</b> Illness Experience and Nursing Care 6 credit points
	<b>NURS 5007</b> Mental Health nursing Practice I 6 credit points	<b>NURS 5008</b> Acute Care & Nursing Practice I 6 credit points
<b>Year 4</b> 48 credit points	<b>NURS 6001</b> Nursing Observations & Bio Parameters 6 credit points	<b>NURS 6006</b> Acute Care & Nursing Practice II 6 credit points
	<b>NURS 6002</b> Maternity, Child & Adolescent Nursing 6 credit points	<b>NURS 6006</b> Mental health Nursing Practice II 6 credit points
	<b>NURS 6003</b> Nursing Care for Chronic Conditions 6 credit points	<b>NURS 6007</b> Community Nursing 6 credit points
	<b>NURS 6004</b> Nursing & the Politics of Health Care 6 credit points	<b>NURS 6008</b> Inquiry & Research in Nursing 6 credit points

Students should refer to the Faculty of Arts handbook for descriptions of relevant units of study listed above.

## Bachelor of Health Sciences/Master of Nursing

Course code GH016

### Course overview

The Bachelor of Health Sciences/Master of Nursing is a 4 year pre-registration course for students wishing to undertake a combined degree. Students are required to complete 96 credit points in the Bachelor of Health Sciences. Master of Nursing units are begun in the second year of the undergraduate degree.

Students are generally expected to obtain a credit average in Year 1 to be permitted to commence study in the Master of Nursing in Year 2. Students are not permitted to enrol in Year 4 subjects without having completed their Bachelor of Health Sciences degree.

The combined study of general health sciences with a professional qualification in nursing means that graduates have broader range of skills and knowledge. Examples include positions working in scientific, research and management positions in health-related organisations in the public and private sectors health and medical industries, in clinical and non-clinical settings such as forensic science, journalism, environmental science media and communications, in research, government and public institutions, community organisations and the private sector.

At the conclusion of the course, students, subject to the requirements of the Nurses Act of NSW, will be eligible to apply for registration with the Nurses and Midwives Board, NSW.

### Admission requirements

Candidates should refer to the relevant sections of the Faculty of Health Sciences and Faculty of Nursing and Midwifery handbooks for admission requirements.

Prospective students should note in particular Division 5, 29A of the Nurses Act 1991 No 9 as described above.

## Bachelor of Health Sciences/Master of Nursing - units of study

Year 1 Semester 1	Year 1 Semester 2
<b>BIOS 1134</b> Basic Sciences for Health Studies <i>6 credit points</i>	<b>BIOS 1162</b> Introductory Microbiology and Biotechnology <i>6 credit points</i>
<b>BIOS 1161</b> Biochemistry and Human Biology <i>6 credit points</i>	<b>BIOS 1155</b> Structure Function and Disease A <i>6 credit points</i>
<b>BACH 1161</b> Introductory Behavioural Health Science <i>6 credit points</i>	<b>BACH 1164</b> Human Behaviour and Behavioural Change <i>6 credit points</i>
<b>BACH 1162</b> Environments, Health and Society <i>6 credit points</i>	<b>BACH 1163</b> Professional Practice and Communication <i>6 credit points</i>
Year 2 Semester 1	Year 2 Semester 2
<b>BIOS 2111</b> Introductory Toxicology <sup>^</sup> <i>6 credit points</i>	<b>BIOS 1156</b> Structure, Function and Disease B <i>6 credit points</i>
<b>HIMT 1051</b> Introduction to Management Principles <i>6 credit points</i>	<b>BIOS 2112</b> Epidemiology & Principles of Disease <i>6 credit points</i>
<b>NURS 5001</b> Nursing Concepts: Bodies & Boundaries <i>6 credit points</i>	<b>NURS 5002</b> Social Contexts of Health <i>6 credit points</i>
<b>NURS 5003</b> Observation in Nursing Practice <i>6 credit points</i>	<b>NURS 5004</b> Applied Nursing Practice <i>6 credit points</i>
Year 3 Semester 1	Year 3 Semester 2
<b>BIOS 3063</b> Project Design & Management <i>6 credit points</i>	<b>NURS 5005</b> Biomedical Therapies & Nursing <i>6 credit points</i>
<b>BIOS 3066</b> Current Issues in Health Care <i>6 credit points</i>	<b>NURS 5006</b> Illness Experience & Nursing Care <i>6 credit points</i>
<b>BIOS 3067</b> Principles of Pharmacology <i>6 credit points</i>	<b>NURS 5007</b> Mental Health Nursing Practice I <i>6 credit points</i>
<b>BACH 2140</b> Research Methods for Health Sciences <i>6 credit points</i>	<b>NURS 5008</b> Acute Care & Nursing Practice I <i>6 credit points</i>

Year 4 Semester 1	Year 4 Semester 2
<b>NURS 6001</b> Nursing Observations & Bio Parameters <i>6 credit points</i>	<b>NURS 6005</b> Acute Care & Nursing Practice II <i>6 credit points</i>
<b>NURS 6002</b> Maternity, Child & Adolescent Nursing <i>6 credit points</i>	<b>NURS 6006</b> Mental health Nursing Practice II <i>6 credit points</i>
<b>NURS 6003</b> Nursing Care for Chronic Conditions <i>6 credit points</i>	<b>NURS 6007</b> Community Nursing <i>6 credit points</i>
<b>NURS 6004</b> Nursing & the Politics of Health Care <i>6 credit points</i>	<b>NURS 6008</b> Inquiry & Research in Nursing <i>6 credit points</i>

Students should refer to the Faculty of Health Sciences handbook for descriptions of relevant units of study listed above.

## Bachelor of Science/Master of Nursing

Course code GH015

### Course overview

The Bachelor of Science/Master of Nursing is a 4 year pre-registration course for students wishing to undertake a combined degree. Students are required to complete 96 credit points in the Bachelor of Science. Master of Nursing units are begun in the second year of the undergraduate degree.

Students are generally expected to obtain a credit average in Year 1 to be permitted to commence study in the Master of Nursing in Year 2. Students are not permitted to enrol in Year 4 subjects without having completed their Bachelor of Science degree.

The combined study of the sciences with a professional qualification in nursing means that graduates have broader range of skills and knowledge. Examples include positions in new areas of biotechnology and treatments that shape health care. Careers in research and product development, pharmaceutical use and misuse are also available.

At the conclusion of the course, students, subject to the requirements of the Nurses and Midwives Act of NSW, will be eligible to apply for registration with the Nurses and Midwives Board, NSW.

### Admission requirements

Candidates should refer to the relevant sections of the Faculty of Science and Faculty of Nursing and Midwifery handbooks for admission requirements.

### Assumed knowledge

It is assumed that students will have undertaken a human biology unit in their undergraduate degree. Students who do not have this will need to take either a preparation program or Summer School course prior to commencing the course. Individual requirements should be discussed with an academic advisor prior to enrolment.

Prospective students should note in particular Division 5, 29A of the Nurses Act 1991 No 9 as described above.

## Bachelor of Science/Master of Nursing - units of study

Year	Semester 1	Semester 2
<b>Year 1</b> <i>48 credit points</i>	<b>Bachelor of Science</b> <i>24 credit points</i>	<b>Bachelor of Science</b> <i>24 credit points</i>
<b>Year 2</b> <i>48 credit points</i>	<b>Bachelor of Science</b> <i>12 credit points</i>	<b>Bachelor of Science</b> <i>12 credit points</i>
	<b>NURS 5001</b> Nursing Concepts: Bodies & Boundaries <i>6 credit points</i>	<b>NURS 5002</b> Social Contexts of Health <i>6 credit points</i>
	<b>NURS 5003</b> Observation in Nursing Practice <i>6 credit points</i>	<b>NURS 5004</b> Applied Nursing Practice <i>6 credit points</i>

Year 3 48 credit points	Bachelor of Science 12 credit points	Bachelor of Science 12 credit points
	NURS 5005 Biomedical Therapies & Nursing 6 credit points	NURS 5006 Illness Experience and Nursing Care 6 credit points
	NURS 5007 Mental Health nursing Practice I 6 credit points	NURS 5008 Acute Care & Nursing Practice I 6 credit points
Year 4 48 credit points	NURS 6001 Nursing Observations & Bio Parameters 6 credit points	NURS 6006 Acute Care & Nursing Practice II 6 credit points
	NURS 6002 Maternity, Child & Adolescent Nursing 6 credit points	NURS 6006 Mental health Nursing Practice II 6 credit points
	NURS 6003 Nursing Care for Chronic Conditions 6 credit points	NURS 6007 Community Nursing 6 credit points
	NURS 6004 Nursing & the Politics of Health Care 6 credit points	NURS 6008 Inquiry & Research in Nursing 6 credit points

Students should refer to the Faculty of Science handbook for descriptions of relevant units of study listed above.

## Regulations

### Master of Nursing

#### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended) which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

#### 2. Requirements for the Master of Nursing

To qualify for the award of the Master of Nursing a student must:

- (1) complete successfully units of study giving credit for a total of 96 credit points; and
- (2) satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

#### 3. Requirements for the honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the course.

#### 4. Requirements for the combined degrees

To qualify for the award of the combined degree a student must:

- (1) Successfully complete the requirements published in the Faculty Resolutions relating to the combined degree course.

#### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended) which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

#### Section 1

##### 2. Admission

- (1) Applicants for admission as candidates for the Master of Nursing shall be:
  - (a) graduates of the University of Sydney holding bachelor's degree in a discipline other than nursing; or
  - (b) be graduates of other universities or other appropriate institutions who hold qualifications equivalent to those specified in (1)(a);
  - (c) provided that with respect to clauses (1)(a) or (b) the degree shall not be older than five years since completion; or

- (d) hold a Diploma of Aboriginal and Torres Strait Islander Health, or equivalent, and have relevant work experience; and
- (e) meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
  - (i) written and verbal English language competence and interpersonal communication;
  - (ii) numeracy;
  - (f) have completed the equivalent of a 6 credit point unit in a human biology subject approved by the Faculty of Nursing and Midwifery for this purpose; and
  - (g) have completed relevant studies in the humanities and social sciences as approved by the Faculty of Nursing and Midwifery; and
  - (h) not be currently registered as a nurse in New South Wales.
- (2) Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.
- (3) Applicants with qualifications gained in a country other than Australia will be:
  - (a) assessed on the equivalence of their qualifications to the Australian bachelor degree standards; and
  - (b) where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.
- (4) Mature-age applicants will be assessed on criteria determined by the Faculty of Nursing and Midwifery.

### 3. Units of study

Refer to the attached table.

### 4. Requirements for the degree

- (1) To qualify for the award of the degree of Master of Nursing, a candidate shall complete successfully:
  - (a) those candidates admitted under (1)(a), (b), (c) or (d) and (3) or (4), units of study with a minimum value of 96 credit points as prescribed in the attached table; or
  - (b) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;
  - (c) where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 4(1)(a) and (b).
- (2) The requirements of the award must be completed within a maximum of four calendar years for full-time students or five calendar years for part-time students, pro-rata for those students who change their pattern of study between full and part-time, including time taken for a suspension of candidature.
- (3) Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty.
- (4) A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may;
  - (a) require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in (4)(1)(a) and (b) above; and/or
  - (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.
- (5) A candidate whose behaviour, performance or character may be considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may;
  - (a) require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in (4)(1)(a) above; and/or
  - (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

### 5. Combined degrees

Candidates enrolled in a combined degree should refer to the Faculty Resolutions relating to that degree.

## 6. Requirements for honours degree

- (1) Candidates who have a WAM of 70 and who:
  - (a) achieved a mark of 75 per cent or better in the unit of study Inquiry and Research in Nursing; and
  - (b) performed with merit in clinical practice;
 

may be awarded the Master of Nursing with Honours.
- (2) There shall be two classes of Honours awarded, namely Class I, Class II, and within Class II there shall be two divisions, namely Division I and Division 2.
- (3) The Honours grade will be reported in percentages and the grades for the award shall be:

First Class	80-100
Second Class: Division 1	75-79
Second Class: Division 2	70-74

- (4) A bronze medal may be awarded to the one student in a graduating cohort with First Class Honours who secures the most distinguished record of achievement throughout the course and also shows outstanding merit by achieving an average grade of Distinction in all units of study undertaken during the course.

## Bachelor of Applied Science (Exercise & Sport Science)/Master of Nursing

### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the Bachelor of Applied Science (Exercise & Sport Science)/Master of Nursing

To qualify for the award of the Bachelor of Applied Science (Exercise & Sport Science)/Master of Nursing a student must:

- (1) complete successfully units of study giving credit for a total of 192 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

### 3. Requirements for the honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the combined award course. Honours will be awarded in either award course covered by the resolutions.

### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended) which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

### Section 1

#### 2. Admission

- (1) Applicants for admission as candidates for the combined Bachelor of Applied Science (Exercise & Sport Science)/Master of Nursing shall:
  - (a) be eligible for admittance to the Bachelor of Applied Science (Exercise & Sport Science), University of Sydney
  - (b) meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
    - (i) written and verbal English language competence and interpersonal communication;
    - (ii) numeracy; and
  - (c) not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.
- (2) Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.

- (3) Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.
- (4) Mature-age applicants will be assessed on criteria determined by the Faculty of Nursing and Midwifery.

### 3. Units of Study

Refer to the attached table.

### 4. Requirements for the Bachelor of Applied Science (Exercise & Sport Science)/Master of Nursing

- (1) To qualify for the award of the degree of combined Bachelor of Applied Science (Exercise & Sport Science)/Master of Nursing, a candidate shall complete successfully:
  - (a) a minimum of 192 credit points including:
    - (i) 144 credit points from the Bachelor of Applied Science (Exercise and Sport Science) including:
      - (ii) 96 credit points of units in the Bachelor of Applied Science (Exercise and Sport Science) as prescribed in the attached table; and
      - (hi) 48 credit points from the Master of Nursing in the manner prescribed in the attached table;
      - (iv) 48 credit points from the Faculty of Nursing and Midwifery, in addition to those prescribed in (1)(a)(i)(b) above, for the Master of Nursing as set out in the attached table;
    - (v) meet all requirements for the Bachelor of Applied Science (Exercise & Sport Science) and the Master of Nursing as specified in the tables of units for those degrees.
    - (vi) complete a minimum of 6 credit points in a human biology subject approved by the Faculty of Nursing and Midwifery;
  - (b) may not enrol in any unit of study that is substantially the same as one they have already passed;
  - (c) may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study in the Bachelor of Applied Science (Exercise & Sport Science) with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;
  - (d) may not enrol in Year 4 Master of Nursing units of study until they have completed the requirements for the Bachelor of Applied Science (Exercise & Sport Science);
  - (e) will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures;
  - (f) will receive separate testamurs for both the Bachelor of Applied Science (Exercise & Sport Science) and the Master of Nursing in accordance with appropriate rules governing those degrees.
  - (g) will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;
  - (h) will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in (4)(1)(a) as required by the Faculty of Nursing and Midwifery.
- (2) The requirements of the award must be completed within a maximum of five calendar years for full-time students or nine calendar years for part-time students, pro-rata for those students who change their pattern of study between full and part-time.
- (3) Candidates who abandon the combined course and:
  - (a) who do not hold a bachelor degree may elect to complete the Bachelor Applied Science (Exercise & Sport Science) degree in accordance with appropriate rules governing that degree and the Faculty of Health Sciences will recognise up to 48 credit points completed in the Master of Nursing towards the requirements for the Bachelor of Applied Science (Exercise & Sport Science); or
  - (b) hold a bachelor degree may elect to complete either degree in accordance with the resolutions governing that degree and the Faculty of Health Sciences will recognise up to 48 credit points completed in the Master of Nursing as satisfactorily completing requirements for the Bachelor of Applied Science (Exercise & Sport Science).

- (4) The Deans of the Faculties of Nursing and Midwifery and Health Sciences shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.
- (5) Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.
- (6) A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:
  - (a) require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in (4)(1)(a) above; and/or
  - (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.
- (7) A candidate whose behaviour, performance or character may be considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:
  - (a) require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in (1) (a) above; and/or
  - (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

### 5. Requirements for honours degrees

- (1) Honours will be awarded in accordance with the resolutions for the degree to which the award is to be applied.

## Bachelor of Arts/Master of Nursing

### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the Bachelor of Arts/Master of Nursing

To qualify for the award of the Bachelor of Arts/Master of Nursing a student must:

- (1) complete successfully units of study giving credit for a total of 192 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

### 3. Requirements for the honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the combined award course. Honours will be awarded in either award course covered by the resolutions.

### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended) which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

### Section 1

#### 2. Admission

- (1) Applicants for admission as candidates for the combined Bachelor of Arts/Master of Nursing shall:
  - (a) be eligible for admittance to the Bachelor of Arts, University of Sydney
  - (b) meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
    - (i) written and verbal English language competence and interpersonal communication;
    - (ii) numeracy; and

- (c) not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.
- (2) Candidates who do not meet the above criteria, may be admitted by the Dean of Nursing and Midwifery.
- (3) Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.
- (4) Mature-age applicants will be assessed on criteria determined by the Faculty of Nursing and Midwifery.

### 3. Units of Study

Refer to the attached table.

### 4. Requirements for the Bachelor of Arts/Master of Nursing

(1) To qualify for the award of the degree of combined Bachelor of Arts/Master of Nursing, a candidate:

- (a) shall successfully complete a minimum of 192 credit points including:
  - (i) 144 credit points from the Bachelor of Arts including:
    - (a) a major from Part A of the Faculty of Arts Table of units of study;
    - (b) a maximum of 48 Junior credit points from the Faculty of Arts;
    - (c) a maximum of 12 credit points from Part B from the Faculty of Arts Table of units of study; and
    - (d) 48 credit points from the Master of Nursing in the manner prescribed in the attached table;
  - (ii) 48 credit points from the Faculty of Nursing and Midwifery, in addition to those prescribed in (1)(a)(i)(d) above, for the Master of Nursing as set out in the attached table;
  - (iii) meet all requirements for the Bachelor of Arts and the Master of Nursing as specified in the tables of units for those degrees.
  - (iv) complete a minimum of 6 credit points in a human biology subject approved by the Faculty of Nursing and Midwifery;
- (b) may not enrol in any unit of study that is substantially the same as one they have already passed
- (c) may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study, that is 48 credit points, in the Bachelor of Arts with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;
- (d) may not enrol in Year 4 Master of Nursing units of study until they have completed the requirements for the Bachelor of Arts.
- (e) will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.
- (f) will receive separate testamurs for both the Bachelor of Arts and the Master of Nursing in accordance with appropriate rules governing those degrees.
- (g) will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;
- (h) will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in (4)(1)(a) as required by the Faculty of Nursing and Midwifery.

(2) The requirements of the award must be completed within a maximum of five calendar years for full-time students or nine calendar years for part-time students, pro-rata for those students who change their pattern of study between full and part-time.

- (3) Candidates who abandon the combined course and;
  - (a) who do not hold a bachelor degree may elect to complete the Bachelor of Arts degree in accordance with appropriate rules governing that degree and the Faculty of Arts will recognise up to 48 credit points completed in the Master of Nursing towards the requirements for the Bachelor of Arts; or
  - (b) hold a bachelor degree may elect to complete either degree in accordance with the resolutions governing that degree and the Faculty of Arts will recognise up to 48 credit points completed in the Master of Nursing as satisfactorily completing requirements for the Bachelor of Arts.

(4) The Deans of the Faculties of Nursing and Midwifery and Arts shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions

(5) Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.

(6) A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:

- (a) require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in (4)(1)(a) above; and/or
- (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

(7) A candidate whose behaviour, performance or character may be considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:

- (a) require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in (1)(a) above; and/or
- (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

### 5. Requirements for honours degrees

(1) Honours will be awarded in accordance with the resolutions for the degree to which the award is to be applied.

## Bachelor of Health Sciences/Master of Nursing

### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the Bachelor of Health Sciences/Master of Nursing

To qualify for the award of the Bachelor of Health Sciences/Master of Nursing a student must:

- (1) complete successfully units of study giving credit for a total of 192 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

### 3. Requirements for the honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the combined award course. Honours will be awarded in either award course covered by the resolutions.

### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended) which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

### Section 1

#### 2. Admission

- (1) Applicants for admission as candidates for the combined Bachelor of Health Sciences/Master of Nursing shall:
  - (a) be eligible for admittance to the Bachelor of Health Sciences, University of Sydney
  - (b) meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
    - (i) written and verbal English language competence and interpersonal communication;
    - (ii) numeracy; and

(c) not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.

- (2) Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.
- (3) Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.
- (4) Mature-age applicants will be assessed on criteria determined by the Faculty of Nursing and Midwifery.

### 3. Units of study

Refer to the attached table.

### 4. Requirements for the Bachelor of Health Sciences/Master of Nursing

(1) To qualify for the award of the degree of combined Bachelor of Health Sciences/Master of Nursing, a candidate shall complete successfully:

- (a) a minimum of 192 credit points including:
    - (i) 144 credit points from the Bachelor of Health Sciences including:
      - (a) 96 credit points from the units prescribed for the Bachelor of Health Sciences; and
      - (b) 48 credit points from the Master of Nursing in the manner prescribed in the attached table;
    - (ii) 48 credit points from the Faculty of Nursing and Midwifery, in addition to those prescribed in (1)(a)(i)(b) above, for the Master of Nursing as set out in the attached table;
    - (iii) meet all requirements for the Bachelor of Health Sciences and the Master of Nursing as specified in the tables of units for those degrees.
    - (iv) complete a minimum of 6 credit points in a human biology subject approved by the Faculty of Nursing and Midwifery;
  - (b) may not enrol in any unit of study that is substantially the same as one they have already passed;
  - (c) may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study in the Bachelor of Health Sciences with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;
  - (d) may not enrol in Year 4 Master of Nursing units of study until they have completed the requirements for the Bachelor of Health Sciences.
  - (e) will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.
  - (f) will receive separate testamurs for both the Bachelor of Health Sciences and the Master of Nursing in accordance with appropriate rules governing those degrees.
  - (g) will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;
  - (h) will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in (4)(1)(a) as required by the Faculty of Nursing and Midwifery.
- (2) The requirements of the award must be completed within a maximum of five calendar years for full-time students or nine calendar years for part-time students, pro-rata for those students who change their pattern of study between full and part-time.
- (3) Candidates who abandon the combined course and:
    - (a) who do not hold a bachelor degree may elect to complete the Bachelor of Health Sciences degree in accordance with appropriate rules governing that degree and the Faculty of Health Sciences will recognise up to 48 credit points completed in the Master of Nursing towards the requirements for the Bachelor of Health Sciences; or
    - (b) hold a bachelor degree may elect to complete either degree in accordance with the resolutions governing that degree and the Faculty of Health Sciences will recognise up to 48 credit points completed in the Master of Nursing as satisfactorily completing requirements for the Bachelor of Health Sciences.
  - (4) The Deans of the Faculties of Nursing and Midwifery and Health Sciences shall jointly exercise authority in any matter concerning

this combined degree course not otherwise dealt with in these resolutions.

(5) Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.

(6) A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:

- (a) require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in (4)(1)(a) above; and/or
- (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

(7) A candidate whose behaviour, performance or character may be considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:

- (a) require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in (1) (a) above; and/or
- (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

### 5. Requirements for honours degrees

- (1) Honours will be awarded in accordance with the resolutions for the degree to which the award is to be applied.

## Bachelor of Science/Master of Nursing

### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the Bachelor of Science/Master of Nursing

To qualify for the award of the Bachelor of Science/Master of Nursing a student must:

- (1) complete successfully units of study giving credit for a total of 192 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

### 3. Requirements for the honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the combined award course. Honours will be awarded in either award course covered by the resolutions.

### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended) which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

### Section 1

#### 2. Admission

- (1) Applicants for admission as candidates for the combined Bachelor of Science/Master of Nursing shall:
  - (a) be eligible for admittance to the Bachelor of Science, University of Sydney;
  - (b) meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
    - (i) written and verbal English language competence and interpersonal communication;
    - (ii) numeracy; and
  - (c) not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.

(2) Candidates who do not meet the above criteria, may be admitted by the Dean of Nursing and Midwifery.

(3) Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.

(4) Mature-age applicants will be assessed on criteria determined by the Faculty of Nursing and Midwifery.

### 3. Units of study

Refer to the attached table.

### 4. Requirements for the Bachelor of Science/Master of Nursing

(1) To qualify for the award of the degree of combined Bachelor of Science/Master of Nursing, a candidate shall complete successfully:

- (a) a minimum of 192 credit points including:
    - (i) 144 credit points from the Bachelor of Science including:
      - (a) 96 credit points from the units prescribed for the Bachelor of Science; and
      - (b) 48 credit points from the Master of Nursing in the manner prescribed in the attached table;
    - (ii) 48 credit points from the Faculty of Nursing and Midwifery, in addition to those prescribed in (1)(a)(i)(b) above, for the Master of Nursing as set out in the attached table;
    - (iii) meet all requirements for the Bachelor of Science and the Master of Nursing as specified in the tables of units for those degrees.
    - (iv) complete a minimum of 6 credit points in a human biology subject approved by the Faculty of Nursing and Midwifery;
  - (b) may not enrol in any unit of study that is substantially the same as one they have already passed;
  - (c) may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study equalling 48 credit points, in the Bachelor of Science with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;
  - (d) may not enrol in Year 4 Master of Nursing units of study until they have completed the requirements for the Bachelor of Science;
  - (e) will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures;
  - (f) will receive separate testamurs for both the Bachelor of Science and the Master of Nursing in accordance with appropriate rules governing those degrees;
  - (g) will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;
  - (h) will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in (4)(1)(a) as required by the Faculty of Nursing and Midwifery.
- (2) The requirements of the award must be completed within a maximum of five calendar years for full-time students or nine calendar years for part-time students, pro-rata for those students who change their pattern of study between full and part-time.

(3) Candidates who abandon the combined course may either:

- (a) elect to complete the Bachelor of Science degree in accordance with the resolutions governing that degree and the Faculty of Science will recognise up to 48 credit points completed in the Master of Nursing towards the requirements for the Bachelor of Science; or
- (b) elect to complete the Master of Nursing degree if they already hold a bachelor degree, in accordance with the resolutions governing the degree of Master of Nursing.

(4) The Deans of the Faculties of Nursing and Midwifery and Science shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.

(5) Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.

(6) A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:

- (a) require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in (4)(1)(a) above; and/or
- (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

(7) A candidate whose behaviour, performance or character may be considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may:

- (a) require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in (1) (a) above; and/or
- (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

### 5. Requirements for honours degrees

(1) Honours will be awarded in accordance with the resolutions for the degree to which the award is to be applied.

#### Section 2 - All courses

##### 1. Details of units of study

Refer to the attached table.

##### 2. Enrolment in more/less than the minimum load

- (1) Candidates who have a shown significant academic ability may, at the discretion of the Dean, be allowed to undertake more than the prescribed 24 credit points per semester.
- (2) Candidates who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the Dean, be permitted to do so.

##### 3. Cross-institutional study

- (1) Credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 24 credit points.

##### 4. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
- (3) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

##### 5. Discontinuation of enrolment

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

##### 6. Suspension of enrolment

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.
- (3) The granting of a suspension of candidature is at the discretion of the Dean.
- (4) Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.
- (5) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

### 7. Re-enrolment after an absence

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
  - (a) lodge an application by 30 October in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
  - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).
- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

### 8. Satisfactory Progress

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) A Concessional Pass (PCON) may be considered for no more than one unit of study in the final year of enrolment and will not apply to any nursing practice unit or to any previously failed unit.
- (3) Candidates who fail:
  - (a) up to 6 credit points of the units of study in which they are enrolled in any one semester may progress to a normal full-time load in the subsequent semester. Any failed unit of study must be taken in the following year;
  - (b) between 12 and 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
  - (c) more than 24 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a practicum unit, or who discontinue fail enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
  - (d) under clause 15.3(a), (b) or (c) and are enrolled in a combined degree will not be permitted to undertake Year 4 units of study until such time as they have completed their undergraduate degree.
- (4) The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.
- (5) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

### 9. Time limit

- (1) A candidate for the degree may proceed on either a full-time or part-time basis.
  - (a) A full-time candidate shall complete the requirements for the degree no later than at the end of the eighth semester of candidature for the Master of Nursing and no later than the tenth semester of candidature for a combined degree, including time taken for a suspension of candidature;
  - (b) A part-time candidate shall complete the requirements for the degree no later than at the end of the tenth semester of candidature for a Master of Nursing and no later than the eighteenth semester of candidature for a combined degree, including time taken for a suspension of candidature; and
  - (c) These times are prorated for candidates who change their study between full and part-time.

### 10. Assessment Policy

Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and the general Resolutions of the Faculty of Nursing and Midwifery.

### 11. Credit Transfer Policy

- (1) Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 24 credit points.
- (2) Credit granted on the basis of work completed at an institution other than a university may not exceed 18 credit points.
- (3) Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

### 12. Transitional arrangements

No transitional arrangements are required.

## Section 1(3) and Section 2(1): units of study • Master of Nursing

Year 1 Semester 1	Year 1 Semester 2
Assumed knowledge: Human Biology	
NURS 5001 Nursing Concepts: Bodies & Boundaries 6 credit points Prerequisites: none	NURS 5005 Biomedical Therapies & Nursing 6 credit points Prerequisites: none
NURS 5002 Social Contexts of Health 6 credit points Prerequisites: none	NURS 5006 Illness Experience & Nursing Care 6 credit points Prerequisites: none
NURS 5003 Observation in Nursing Practice 6 credit points Prerequisites: none	NURS 5007 Mental Health Nursing Practice I 6 credit points Prerequisites: none
NURS 5004 Applied Nursing Practice 6 credit points Prerequisites: none	NURS 5008 Acute Care & Nursing Practice I 6 credit points Prerequisites: NURS 5004

Year 2 Semester 1	Year 2 Semester 2
NURS 6001 Biological Parameters & Nursing Observations 6 credit points Prerequisites: none	NURS 6005 Acute Care & Nursing Practice II 6 credit points Prerequisites: NURS 5008; NURS 6001
NURS 6002 Maternity, Child & Adolescent Nursing I 6 credit points Prerequisites: none	NURS 6006 Mental Health Nursing Practice II 6 credit points Prerequisites: NURS 5007
NURS 6003: Nursing Care for Chronic Conditions 6 credit points Prerequisites: none	NURS 6007 Community Nursing 6 credit points Prerequisites: none
NURS 6004 Nursing & the Politics of HealthCare 6 credit points Prerequisites: none	NURS 6008: Inquiry & Research in Nursing 6 credit points Prerequisites: none

## Section 1(3) and Section 2(1): units of study - Bachelor of Applied Science (Exercise & Sport Science)/ Master of Nursing

Year 1, Semester 1	Year 1, Semester 2
BACH 1161 Introductory Behavioural Health Science 6 credit points	BIOS 1133 Body Systems: Structure & Function 3 credit points
BIOS 1159 Functional Anatomy A - Exercise Science 6 credit points	BIOS 1160 Functional Anatomy B - Exercise Science 6 credit points
BIOS 1137 Introductory Neuroscience 3 credit points	EXSS 1019 Fundamentals of Exercise Science 6 credit points
EXSS 1018 Biomechanics of Human Movement 6 credit points	EXSS 1030 Sport First Aid/Trainer 3 credit points
EXSS 1031 Cell Metabolism and Biochemistry 3 credit points	EXSS 2020 Motor Control and Learning 6 credit points
Year 2, Semester 1	Year 2, Semester 2
BIOS 2098 Body Systems: Structure and Function II 3 credit points	EXSS 2023 Growth Development & Ageing 6 credit points
EXSS2016 Motor Control 3 credit points	NURS 5002 Social Contexts of Health 6 credit points
EXSS 2027 Exercise Physiology for Clinicians 6 credit points	NURS 5006 Illness Experience and Nursing Care 6 credit points

NURS 5001 Nursing Concepts: Bodies & Boundaries 6 credit points	NURS 5004 Applied Nursing Practice 6 credit points
NURS 5003 Observation in Nursing Practice 6 credit points	

Year 3, Semester 1	Year 3, Semester 2
EXSS 3024 Exercise, Health & Disease 6 credit points	NURS 5008 Acute Care & Nursing Practice I 6 credit points
EXSS 3023 Exercise Testing and Prescription 6 credit points	NURS 5005 Biomedical Therapies & Nursing 6 credit points
EXSS 3042 Nutrition for Health, Exercise and Sport 6 credit points	EXSS 3008 Ergonomics 6 credit points
NURS 5007 Mental Health Nursing Practice I 6 credit points	EXSS 3027 Exercise & Rehabilitation 6 credit points

Year 4 Semester 1	Year 4 Semester 2
NURS 6001 Nursing Observations & Bio Parameters 6 credit points	NURS 6006 Acute Care & Nursing Practice II 6 credit points
NURS 6002 Maternity, Child & Adolescent Nursing 6 credit points	NURS 6006 Mental health Nursing Practice II 6 credit points
NURS 6003 Nursing Care for Chronic Conditions 6 credit points	NURS 6007 Community Nursing 6 credit points
NURS 6004 Nursing & the Politics of Health Care 6 credit points	NURS 6008 Inquiry & Research in Nursing 6 credit points

## Section 1(3) and Section 2(1): units of study • Bachelor of Arts/Master of Nursing

Year	Semester 1	Semester 2
Year 1 48 credit points	Bachelor of Arts 24 credit points	Bachelor of Arts 24 credit points
Year 2 48 credit points	Bachelor of Arts 12 credit points	Bachelor of Arts 12 credit points
	NURS 5001 Nursing Concepts: Bodies & Boundaries 6 credit points	NURS 5002 Social Contexts of Health 6 credit points
	NURS 5003 Observation in Nursing Practice 6 credit points	NURS 5004 Applied Nursing Practice 6 credit points
Year 3 48 credit points	Bachelor of Arts 12 credit points	Bachelor of Arts 12 credit points
	NURS 5005 Biomedical Therapies & Nursing 6 credit points	NURS 5006 Illness Experience and Nursing Care 6 credit points
	NURS 5007 Mental Health Nursing Practice I 6 credit points	NURS 5008 Acute Care & Nursing Practice I 6 credit points
Year 4 48 credit points	NURS 6001 Nursing Observations & Bio Parameters 6 credit points	NURS 6006 Acute Care & Nursing Practice II 6 credit points
	NURS 6002 Maternity, Child & Adolescent Nursing 6 credit points	NURS 6006 Mental health Nursing Practice II 6 credit points
	NURS 6003 Nursing Care for Chronic Conditions 6 credit points	NURS 6007 Community Nursing 6 credit points
	NURS 6004 Nursing & the Politics of Health Care 6 credit points	NURS 6008 Inquiry & Research in Nursing 6 credit points

### Section 1(3) and Section 2(1): units of study - Bachelor of Health Science/Master of Nursing

Year 1 Semester 1	Year 1 Semester 2
BIOS 1134 Basic Sciences for Health Studies	BIOS 1162 Introductory Microbiology and Biotechnology
BIOS 1161 Biochemistry and Human Biology	BIOS 1155 Structure Function and Disease A
BACH 1161 Introductory Behavioural Health Science	BACH 1164 Human Behaviour and Behavioural Change
BACH 1162 Environments, Health and Society	BACH 1163 Professional Practice and Communication
Year 2 Semester 1	Year 2 Semester 2
BIOS 2111 Introductory Toxicology	BIOS 1158 Structure, Function and Disease B
HIMT 1051 Introduction to Management Principles	BIOS 2112 Epidemiology & Principles of Disease
NURS 5001 Nursing Concepts: Bodies & Boundaries	NURS 5002 Social Contexts of Health
NURS 5003 Observation in Nursing Practice	NURS 5004 Applied Nursing Practice
Year 3 Semester 1	Year 3 Semester 2
BIOS 3063 Project Design & Management	NURS 5005 Biomedical Therapies & Nursing
BIOS 3066 Current Issues in Health Care	NURS 5006 Illness Experience & Nursing Care
BIOS 3067 Principles of Pharmacology	NURS 5007 Mental Health Nursing Practice I
BACH 2140 Research Methods for Health Sciences	NURS 5008 Acute Care & Nursing Practice I
Year 4 Semester 1	Year 4 Semester 2
NURS 6001 Nursing Observations & Bio Parameters	NURS 6005 Acute Care & Nursing Practice II
NURS 6002 Maternity, Child & Adolescent Nursing	NURS 6006 Mental health Nursing Practice II
NURS 6003 Nursing Care for Chronic Conditions	NURS 6007 Community Nursing
NURS 6004 Nursing & the Politics of Health Care	NURS 6008 Inquiry & Research in Nursing

### Section 1(3) and Section 2(1): units of study • Bachelor of Science/Master of Nursing

Year	Semester 1	Semester 2
Year 1 48 credit points	Bachelor of Science 24 credit points	Bachelor of Science 24 credit points
Year 2 48 credit points	Bachelor of Science 12 credit points NURS 5001 Nursing Concepts: Bodies & Boundaries 6 credit points NURS 5003 Observation in Nursing Practice 6 credit points	Bachelor of Science 12 credit points NURS 5002 Social Contexts of Health 6 credit points NURS 5004 Applied Nursing Practice 6 credit points
Year 3 48 credit points	Bachelor of Science 12 credit points NURS 5005 Biomedical Therapies & Nursing 6 credit points NURS 5007 Mental Health nursing Practice I 6 credit points	Bachelor of Science 12 credit points NURS 5006 Illness Experience and Nursing Care 6 credit points NURS 5008 Acute Care & Nursing Practice I 6 credit points
Year 4 48 credit points	NURS 6001 Nursing Observations & Bio Parameters 6 credit points NURS 6002 Maternity, Child & Adolescent Nursing 6 credit points NURS 6003 Nursing Care for Chronic Conditions 6 credit points NURS 6004 Nursing & the Politics of Health Care 6 credit points	NURS 6006 Acute Care & Nursing Practice II 6 credit points NURS 6006 Mental health Nursing Practice II 6 credit points NURS 6007 Community Nursing 6 credit points NURS 6008 Inquiry & Research in Nursing 6 credit points



# Pre-registration units of study

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

## **NURS 5001 Nursing Concepts: Bodies and Boundaries**

6 credit points. B A, M N, B App Sc (Ex &Sp Sc), M N, B B Hlth Sc, M N, B Hlth Sc, M N, B Sc, M N, M N, PG Coursework Exchange. **Session:** Semester 1.

In this unit of study the concept of embodiment will be used to examine nursing and nurses' practice, exploring both the physical body and the lived body as experienced and interpreted by the patient and the nurse. This unit is closely related to two other units of study: Observation, Assessment & Nursing and Applied Nursing Practice. The unit explores the relevant literatures on: how different cultures have evolved social practices to govern the body and its products and functions; and why the study of these is central to successfully and safely providing nursing care for patients. Students will also study the legislative and regulatory frameworks relating to nurses' professional and legal boundaries and the origins and purposes of these governing frameworks. The ultimate purpose of the unit is the mindful application of the insights gained here to understanding the clinical context of nurses' care of the physical body and the patient's experiences of nursing care.

## **NURS 5002 Social Contexts of Health**

6 credit points. B A, M N, B App Sc (Ex &Sp Sc), M N, B B Hlth Sc, M N, B Hlth Sc, M N, B Sc, M N, M N, PG Coursework Exchange. **Session:** Semester 1, Semester 2.

All ideas, beliefs and understandings about health and illness are intrinsically connected to particular social and historical contexts. This unit of study explores a range of such ideas and beliefs from different societies and different historical eras. A major component of this unit will be Indigenous health and history, including Indigenous ideas and beliefs about health and illness. The unit also explores established theories about health and illness from western and non-western perspectives. Drawing on these theories the unit critically analyses the relationship between social factors (for example ethnicity, gender, socioeconomic status, employment) and patterns of health and illness in contemporary Australia. A focus on contemporary Indigenous Australian health is an important aspect of this unit of study. Current issues related to health and illness in Australia and its region are also explored in this unit.

## **NURS 5003 Observation in Nursing Practice**

6 credit points. B A, M N, B App Sc (Ex &Sp Sc), M N, B B Hlth Sc, M N, B Hlth Sc, M N, B Sc, M N, M N, PG Coursework Exchange. **Session:** Semester 1a.

This unit of study provides an opportunity to observe and assess approaches to health care such as the biomedical model, the role of preventative and community-based care and complementary and alternative treatments. Observation of specific issues surrounding Indigenous approaches to health care and the increasing aged and chronically ill populations will be explored. The unit focuses on the roles and relationships among nurses, patients and other health professionals in practice settings. Regular clinical visits, with an experiential and reflective approach to learning, provides opportunities for students to gain insight into the provision and receipt of nursing care across a broad spectrum of nurses' working environments. Students will learn how to observe for symptom clusters associated with common illnesses and the processes of clinical nursing assessment will be introduced during the clinical visits.

## **NURS 5004 Applied Nursing Practice**

6 credit points. B A, M N, B App Sc (Ex &Sp Sc), M N, B B Hlth Sc, M N, B Hlth Sc, M N, B Sc, M N, M N, PG Coursework Exchange. **Session:** Semester 1b, Semester 2.

This unit of study builds on the unit, Observation in Nursing Practice, and will further develop the principles of caring, communication and critical thinking within nursing practice. Practices concerning patient hygiene and comfort, specific observations of the body, infection control (including asepsis and standard and additional precautions, and environmental safety) will be studied. Nursing practices, which are designed to assist those experiencing hospitalisation, will be addressed, including: maintenance of fluid status, skin integrity, mobility, the effective levels of pain relief and oxygenation. This knowledge will be extended to incorporate the experience of both patients and nurses when the body fails to function as expected, particularly where surgery is required. There will be regular clinical visits and a period of clinical placement to further develop the

knowledge and skills gained in the unit, Observation in Nursing Practice.

## **NURS 5005 Biomedical Therapies and Nursing**

6 credit points. B A, M N, B App Sc (Ex &Sp Sc), M N, B B Hlth Sc, M N, B Hlth Sc, M N, B Sc, M N, M N, PG Coursework Exchange. **Session:** Semester 1, Semester 2.

This unit of study builds on knowledge of the cellular and systemic organisation of the human body. A cell-tissue-body environment approach to pathogenesis will be used as a framework to facilitate the exploration of biomedical and pharmacological interventions and their relationship to nursing practices. This approach allows the student to develop an understanding of the applications of various biomedical therapies to disease processes with similar pathogenic derivations. The development of such conceptual schemas provides an understanding and approaches to the evaluation of medical interventions and their outcomes.

## **NURS 5006 Illness Experience and Nursing Care**

6 credit points. B A, M N, B App Sc (Ex &Sp Sc), M N, B B Hlth Sc, M N, B Hlth Sc, M N, B Sc, M N, M N, PG Coursework Exchange. **Session:** Semester 2.

The ways in which individual people subjectively experience illness and care, particularly nursing care, is the focus of this unit of study. The unit examines theories of human consciousness, emotionality and embodiment. It addresses the use of qualitative research methodologies, and the findings of key studies, for exploring illness experiences. Many different illness experiences are examined, and attention is drawn to such factors as emotions arising in illness, issues of embodiment, and social attitudes to illness (for instance, stigmatisation of some illnesses). The nurse-patient relationship is critically examined, particularly in relation to emotions arising in this context, nurses' attitudes towards a range of illnesses, and contemporary models of care. Students are involved in a research project that requires them to draw on theories about qualitative research methodologies.

## **NURS 5007 Mental Health Nursing Practice I**

6 credit points. B A, M N, B App Sc (Ex &Sp Sc), M N, B B Hlth Sc, M N, B Hlth Sc, M N, B Sc, M N, M N, PG Coursework Exchange. **Session:** Semester 1, Semester 2.

This unit of study begins with the concept of mental health and illness by adopting the approach that mental health exists on a continuum. It examines a variety of mental health disorders and explores mental health care settings as therapeutic milieu utilising a multi-disciplinary model. Further, this unit of study explores the scope of mental health nursing practice. A particular focus is the systematic analysis and discussion of the therapeutic relationship and the dynamic components of interpersonal processes and the therapeutic use of self. Students will develop capabilities in establishing therapeutic relationships, micro counselling skills, assessment, and intervention skills for working with individuals and families experiencing mental illness. A variety of treatment modalities are explored, as is the scope of mental health nursing practice across diverse age, gender and cultural backgrounds. This unit of study examines the Australian ethico-legal context of mental health nursing, and compares historical developments in nursing to emerging trends in contemporary mental health nursing. This unit prepares the students for an extended mental health clinical placement, in either hospital, community or specialist units. This clinical placement provides opportunities to apply therapeutic interactive nursing capabilities in the mental health care setting as well as developing and consolidating overall nursing skills.

## **NURS 5008 Acute Care and Nursing Practice I**

6 credit points. B A, M N, B App Sc (Ex &Sp Sc), M N, B B Hlth Sc, M N, B Hlth Sc, M N, B Sc, M N, M N, PG Coursework Exchange. **Session:** Semester 2. **Prerequisites:** NURS5004.

This unit of study will examine the integration of theoretical and clinical components of nursing knowledge to enable the provision of physical care to acutely ill people. Building on the theme of embodiment, the responses of an individual and others to an acute disruption in health will be explored. Using those illnesses commonly found in our community, the experiences of acute illness and how these illnesses impact individuals, families and communities will

also be examined. The content of the unit is devoted to the area of medical/surgical nursing and focuses on the themes of disruption to health, the impact of illness, the processes of nursing care and the experience of illness on the individual and their family.

#### **NURS 6001 Nursing Observations and Bio Parameters**

6 credit points. M N. **Session:** Semester 1.

Intelligent observation and monitoring of patients' progress characterises that aspect of nursing that has often been referred to as the 'art of nursing'. Technology enhances, complements, and increases the complexity of nurses' practices in observing and monitoring and can itself become the focus of practice without the development of embodied clinical expertise. This unit of study allows the students to develop an understanding of the scientific basis of nursing observations by establishing links to the physiological concepts that support the methodology used in observation and monitoring of people across the life span in nursing practice; and it also provides a basis for understanding how more sophisticated clinical capabilities, such as pattern recognition, develop with experience and mindful attention to clinical matters. The development of these clinical capabilities is assisted through examining the wider nursing spectrum of knowledge underpinning observation and monitoring in order to facilitate patient care, the development of effective nursing practices, and the generation of nursing knowledge

#### **NURS 6002 Maternity, Child & Adolescent Nursing I**

6 credit points. M N. **Session:** Semester 1.

The family will provide the central organising frame through which conception, normal pregnancy, childbirth, early parenting, childhood and adolescence will be examined within this unit of study. Utilising a developmental life stage approach, issues and current nursing/mid-wifery research and practice related to preconception, pregnancy, childbirth, care of the newborn through to adolescence will be discussed and analysed. The great diversity of family structures and life in modern Australia will be addressed to enable students to understand the role of the nurse in assisting families during life transitions such as becoming parents. Normal childhood and adolescent developmental stages will be addressed in order to provide a frame of reference for recognising deviations and the potential for disruption to the health and wellbeing of the individual and their family. Disruptions to health that may require hospitalisation, and the subsequent impact on the individual (newborn, child and/or adolescent) and their family will be examined within the unit of study.

#### **NURS 6003 Nursing Care for Chronic Conditions**

6 credit points. M N. **Session:** Semester 1.

This unit of study addresses nursing practices designed to meet the needs of individuals and families who are either living with long-term health conditions or terminal illness. An emphasis is placed on an holistic approach to nursing care in a variety of health care settings. Continuity of care between hospital and community settings is emphasized, using a case management model of care. Upon completion of this unit, students will have acquired an understanding of the nature of chronic illness and the demands these illnesses place on individuals, their families and communities. Students will be able to: (i) identify and describe the most common chronic health conditions experienced by the Australian population, and (ii) assess, plan and implement nursing care for these patients and evaluate the effectiveness of their care. For patients and their families experiencing the terminal phase of an illness, students will be able to provide appropriate symptom management and psychosocial care to ensure a peaceful death. In the case of Indigenous health, students will study the importance of community involvement in care delivery for affected individuals. The unit will involve a period of supervised clinical experience in practice settings where students may experience caring for chronic conditions using a case management approach.

#### **NURS 6004 Nursing and the Politics of Health Care**

6 credit points. M N. **Session:** Semester 1.

The organisation and delivery of health care, including nursing care, is always a political matter. In this unit of study students explore the politics of health care in Australia, with particular emphasis on prevailing discourses about health, illness and the provision of care. The Australian health care system is compared with other formal systems of care, particularly in relation to health policy, resource allocation and issues of access and equity. In addition, the recent political history of health care in Australia is explored. The unit also critically analyses contemporary nursing models of care, and the ways in which these are affected by political forces. Finally, current political issues and debates (including those concerning nursing) in

Australia and internationally are studied, including the ways in which these are affecting health policy and the delivery of care.

#### **NURS 6005 Acute Care and Nursing Practice II**

6 credit points. M N. **Session:** Semester 2. **Prerequisites:** NURS 5008 and NURS 6001.

This unit of study addresses nursing practices and interventions that are designed to meet the needs of seriously or critically ill patients being nursed in high acuity settings of acute hospitals. It builds on the knowledge, capabilities and experiences gained in Acute Care & Nursing Practice I. The unit specifically focuses on high acuity environments, technological possibilities within such environments and their effects on the patient. The unit will examine acute life threatening health care problems, such as, interruption to: circulation; neurological function; respiratory function, and; elimination. Physiological compensatory mechanisms, nursing assessment and specific biomedical and nursing interventions are investigated.

#### **NURS 6006 Mental Health Nursing Practice II**

6 credit points. M N. **Session:** Semester 2. **Prerequisites:** NURS 5007.

This unit extends knowledge and skills introduced in the unit of study, Mental Health Nursing Practice I. The principles of primary health care will be integrated in the development of nursing care for people experiencing identified psychopathologies in acute mental settings, and for individuals experiencing enduring chronic mental illness. The principles of least to most restrictive mental health nursing environments (as per the National Standards of Mental Health Care) will be examined. Issues of more complexity within mental health will be addressed. The effect of dynamic influences such as substance use, and homelessness on the mental health and lifestyle of the individual and family and/or significant others will be considered. Post-traumatic stress in relation to victims of violence, trauma and incarceration will be explored. Students in this unit of study will identify and critique published research as it informs their developing practice and relates to the development of mental health nursing. They will also appraise research development opportunities in mental health by identifying research possibilities for mental health nursing and society.

#### **NURS 6007 Community Nursing**

6 credit points. M N. **Session:** Semester 2.

Increasingly complex and chronic health conditions are being managed in the community. This unit of study examines the major concepts and principles of community health nursing including self care, continuity of care, primary health care, health promotion/ illness prevention, community assessment, family assessment, and home care. Approaches to the provision nursing care for people of all ages with acute, chronic or life threatening illness in settings where they live will be critiqued. Particular attention is given to the home visit process; its therapeutic nature, communication skills and safety issues. Epidemiological concepts and methodologies integral to community health nursing are explored. Students undertake a community assessment using a 'community profile' approach. This approach will be extended to explore and plan for the health needs of vulnerable groups within the Australian community including Aboriginal and Torres Strait Islanders, people living with disability, minority cultural groups and the homeless. Community clinical placements afford students the opportunity to consolidate and integrate theoretical knowledge and community nursing practice.

#### **NURS 6008 Inquiry and Research in Nursing**

6 credit points. M N. **Session:** Semester 2.

This unit of study builds on the research roundtable that is studied in previous units. Two key areas are emphasised in this unit: (i) students' ability to communicate research in nursing practice; and (ii) understanding research approaches that have proved successful for improving nursing practice(s) and patient care. In this unit, students will be required to develop a repertoire appropriate to working in a research-informed manner, identifying areas where research could enhance practice, being skilled in accessing and assessing research relevant to particular clinical issues, and integrating research into their professional practice. Where appropriate, students will participate actively in research projects and all students will learn to present research papers.

# Post-registration courses and regulations

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

## Bachelor of Nursing (Post-Registration)

Course code: GH009

### Course overview

This course of study is designed specifically for registered nurses. The course recognises the prior learning and experience of registered nurses. It is intended that the outcome of this course will provide graduates with a strong foundation in the discipline of nursing and be equipped to progress to the Bachelor of Nursing (Honours) or graduate coursework study.

### Admission requirements

Students will be assessed individually in terms of the amount of credit/advanced standing for previous studies.

For further information, please contact the Associate Dean (Post-Registration) and refer to the resolutions relating to undergraduate courses in this handbook.

*NB: International students not seeking registration in NSW may enrol in the BN (Post-Reg).*

### Sample course structure: full-time certificate level

Unit of study	Credit points
<i>Year 1 Semester 1</i>	
Human Biology	6
Nursing Knowledge and Practice	6
Research in Nursing	6
Elective	6
<i>Year 1 Semester 2</i>	
Professional Practice and People	6
Nursing, Individuals and Societies	6
Elective	6
Elective	6
Total credit points for program	48

### Sample course structure: part-time certificate level

Unit of study	Credit points
<i>Year 1 Semester 1</i>	
Human Biology	6
Nursing Knowledge and Practice	6
<i>Year 1 Semester 2</i>	
Elective	6
Elective	6
<i>Year 2 Semester 1</i>	
Research in Nursing	6
Elective	6
<i>Year 2 Semester 2</i>	
Professional Practice and People	6

Unit of study	Credit points
Nursing, Individuals and Societies	6
Total credit points for program	48

### Sample course structure: full-time diploma level

Unit of study	Credit points
<i>Year 1 Semester 1</i>	
Research in Nursing	6
Nursing Knowledge and Practice	6
Elective	6
Elective	6
Total credit points for program	24

### Sample course structure: part-time diploma level

Unit of study	Credit points
<i>Year 1 Semester 1</i>	
Research in Nursing	6
Nursing Knowledge and Practice, or elective	6
<i>Year 1 Semester 2</i>	
Professional Practice and People, or elective	6
Nursing, Individuals and Societies, or elective	6
Total credit points for program	24

\* Students must complete Research in Nursing, two electives and at least ONE unit of study chosen from:

- Nursing Knowledge and Practice;
- Nursing, Individuals and Societies; or
- Professional Practice and People.

### Electives

- Aboriginal Health
- Community Health Nursing
- Health Assessment
- Medical/Surgical Nursing 1
- Nursing and the Aged
- Psychiatric and Mental Health Nursing
- OR any other unit of study approved by the Dean.

## Bachelor of Health Science (Nursing)

Off-shore (Singapore based)

### Course overview

This off-shore course is conducted in Singapore by the University of Sydney in conjunction with the Singapore Institute of Management. The course is implemented through the collaboration of the Faculty of Nursing and Midwifery with the Faculty of Health Sci-

ences. Graduates of this course receive an award from the University of Sydney.

The course is offered in Singapore over two years part-time with teaching conducted in a modular format. Ongoing responsibility for the administration of the program lies with the Faculty of Health Sciences, assisted by the Singapore Institute of Management.

### Admission requirements

- Students must have a Diploma in Nursing from Nanyang Polytechnic, Singapore; OR
- an approved Diploma in Nursing from an approved institution; OR
- a Certificate in Nursing from the Singapore School of Nursing, or its equivalent; AND
- a minimum of 12 months clinical nursing practice; AND
- must be employed as a registered nurse in an appropriate professional working environment that is acceptable to the University.

Administration of this course is conducted through the Faculty of Health Sciences, Cumberland Campus. Please contact the course coordinator on +61 2 9351 9349 for further information.

### Course structure: part-time, January start

Unit of study	Credit points
<b>Year 1 Semester 1</b>	
SING 4038 Health Care Ethics	3
SING 4039 Legal Perspectives and Health Care	3
SING 4048 Nursing Knowledge and Health Care	6
<b>Year 1 Semester 2</b>	
SING 4041 Managing Resource Demands in Health Services	3
SING 4042 Pathophysiology A	3
SING 4043 Pathophysiology B	3
SING 4040 Patient/Client Education	3
<b>Total for Year 1</b>	<b>24</b>
<b>Year 2 Semester 1</b>	
SING 4046 Sociology of Work and Organisations	3
SING 4047 Sociology of Patient/Practitioner Relations	3
SING 4049 Nursing and Health Assessment	6
<b>Year 2 Semester 2</b>	
SING 4044 Research Methods I	3
SING 4045 Research Methods II	3
SING 4050 Nursing and Complex Clinical Situations	6
<b>Total for Year 2</b>	<b>24</b>

### Course structure: part-time, July start

Unit of study	Credit points
<b>Year 1 Semester 1</b>	
SING 4062 Health Care Ethics	3
SING 4063 Legal Perspectives and Health Care	3
SING 4072 Nursing Knowledge and Health Care	6
<b>Year 1 Semester 2</b>	
SING 4064 Patient/Client Education	3
SING 4065 Managing Resource Demands in Health Services	3
SING 4066 Pathophysiology A	3
SING 4067 Pathophysiology B	3
<b>Total for Year 1</b>	<b>24</b>
<b>Year 2 Semester 1</b>	
SING 4070 Sociology of Work and Organisations	3
SING 4071 Sociology of Patient/Practitioner Relations	3
SING 4073 Nursing and Health Assessment	6
<b>Year 2 Semester 2</b>	

Unit of study	Credit points
SING 4068 Research Methods I	3
SING 4069 Research Methods II	3
SING 4074 Nursing and Complex Clinical Situations	6
<b>Total for Year 2</b>	<b>24</b>

## Bachelor of Nursing

### Resolutions of the Senate

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the pass degree (pre-registration)

To qualify for the award of the pass degree a student must:

- (1) Complete units of study giving credit for a minimum of 144 credit points by successfully undertaking all the units of study set out in Table 1 of the Faculty Resolutions in the prescribed order.
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

### 3. Requirements for the pass degree (post-registration)

To qualify for the award of the pass degree, candidates must complete the requirements published in the Faculty Resolutions relating to the course.

### Resolutions of the Faculty

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing Resolutions.

### Bachelor of Nursing (Post-Registration)

#### 5. Admission

- (1) Applicants for admission as candidates for the Bachelor of Nursing (Post-Registration) shall:
  - (a) be registered to practise nursing in New South Wales or another state/territory of Australia and:
    - (i) hold a qualification at the level of certificate which leads to registration as a nurse; or
    - (ii) hold a qualification at the level of diploma which leads to registration as a nurse; or
  - (b) be eligible to practise as a registered nurse in a country other than Australia and:
    - (i) hold a qualification leading to registration as a nurse at the level of certificate (or Australian equivalent); or
    - (ii) hold a qualification leading to registration as a nurse at the level of diploma (or Australian equivalent).
- (2) International candidates who hold qualifications not recognised by the Nurses Registration Board of NSW (or any other state in Australia) for registration as a nurse, are required to enrol in the Bachelor of Nursing (Pre-Registration).

#### 6. Requirements for the pass degree

- (1) To qualify for the award of the degree:
  - (a) Candidates who are admitted under clause 5(1)(a)(i) or 5(1)(b)(i) shall qualify for the pass degree by completing satisfactorily units of study, to a minimum of 48 credit points, as prescribed in the table of units for the course.
  - (b) Candidates who are admitted under clause 5(1)(a)(ii) shall qualify for the pass degree by completing units of study, to a minimum of 24 credit points, as prescribed in the table of units for the course.
  - (c) An outstanding candidate in the pass degree may be admitted to the degree with merit.

## Section 2

### 13. Re-enrolment after an absence

(1) Students seeking permission to re-enrol after an absence are required to:

- (a) lodge an application by 30 October in the year prior to that in which re-enrolment is sought;
- (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
- (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).

#### 14. Satisfactory progress

- (1) Candidates who fail:
  - (a) up to one quarter of the units of study in which they are enrolled in any semester (this is one unit of study for a candidate enrolled in 4 units of study) may progress to a normal full time load in the subsequent year. In addition, they are permitted to enrol in the failed unit of study;
  - (b) one half of the units of study in which they are enrolled in any semester may only progress to a normal full time load in the subsequent year. This must include the units of study in which they failed previously; or
  - (c) more than half of the credit point load undertaken during a semester or a year, or who fail to meet the requirements of a practicum unit, or who discontinue enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (2) The Board of Undergraduate Studies shall have the power to resolve on satisfactory progress and progression in individual cases.

#### 15. Assessment policy

- (1) Candidates may be assessed by written and oral examinations, exercises, essays or practical work or any combination of these, and the results of such tests may be taken into account by the Faculty in determining the final results for a unit of study.
- (2) In all units of study work of a standard higher than that required for an ordinary pass may be recognised by the award of High Distinction, Distinction or Credit.
- (3) Candidates who have been prevented by duly certified illness or misadventure from sitting for the whole or part of a unit of study assessment may be tested at such times and in such a way as the Faculty shall determine.
- (4) There will be no re-examination for honours. If the student does not reach the expected level of achievement for the award of at least Third Class Honours no award is made.
- (5) If a candidate qualifies for the award of Honours Class I and the Faculty is of the opinion that the candidate's work is of outstanding merit, that candidate shall receive a university medal.
- (6) The class of honours will be achieved by the weighted marks achieved in the coursework and thesis components of 30 per cent and 70 per cent respectively.

#### 16. Transition Rules

- (1) Students who enrolled in but did not complete the first year of the Bachelor of Nursing before or in the calendar year 2002 will be enrolled in the revised degree from 2003, with the appropriate accrued credit points, unless they elect to complete the degree pattern in which they had enrolled originally.
- (2) From the year 2003, students returning after an absence of one calendar year or more will be enrolled in the revised degree pattern with credit equivalent to the total credit point value that has already been completed, provided that they have not completed more than 30 per cent of the credit points for the degree.
- (3) Students who have not progressed satisfactorily will be required to complete appropriate units of study in the revised degree to the total of 144 credit points.
- (4) At the discretion or with the permission of the Dean, students who fail to complete the degree under the pre-2003 resolutions may complete equivalent units in the revised degree to satisfy the minimum credit point value and accreditation requirements for registration.
- (5) A student who has completed all requirements for the first two years of the pre-2003 degree resolutions and who qualifies for admission to the Bachelor of Nursing (Honours) under resolution 9(1)(c) of the 2003 resolutions, may elect to transfer

their candidature and complete requirements for the Honours degree under the newer resolutions.

- (6) The Dean may approve the transfer of candidature of any student who wishes to complete the degree under the 2003 resolutions, subject to the availability of units of study, clinical or any other factor that may limit the student's ability to complete the degree in a reasonable time.
- (7) A students who progresses satisfactorily under the pre-2003 resolutions will be able to complete their degree under those same resolutions.
- (8) Any student who wishes to have a transition issue considered that is not addressed in these resolutions may request that the Dean consider their individual case.
- (9) Any other transition matter that is not addressed in these resolutions may be referred to the Faculty's Board of Undergraduate Studies for consideration.

### Bachelor of Health Science (Nursing)

Resolutions for the Bachelor of Health Science (Nursing) may be found in the Faculty of Health Sciences handbook.



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# Post-registration units of study

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

## **BSSN 3012 Psychiatric and Mental Health Nursing**

6 credit points. B N, B N, B A, UG Study Abroad Program. **Session:** Semester 2.

*NB: Offered in the flexible mode.*

This unit of study is intended to provide students with a basic introduction to understanding and working in an empathic and effective way with clients experiencing a variety of mental health problems. Although this unit of study recognises that extreme emotional distress is experienced by people in many avenues of life, particular emphasis will be given to those individuals who are likely to be encountered in community and/or inpatient settings. The unit of study will also look at ways to deal with the particular stress and anxiety generated by this work.

## **CLIN 3020 Human Biology**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 2.

*NB: Offered by distance education only.*

This unit of study is designed for registered nurses and therefore assumes a familiarity with basic concepts of anatomy and physiology. All major body systems are reviewed, stressing their integration via neuro-hormonal control in the following sequence: physiology of oxygenation, physiology of metabolism and physiology of elimination.

## **CLIN 3021 Nursing, Knowledge and Practice**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 2.

*NB: Offered by distance education only.*

This unit of study examines the historical background to, and current debates surrounding, the means by which nurses have established their knowledge and practice. In addition to examining the historical record in relation to nursing as a discrete area of knowledge and practice in health care, the unit of study will examine and critique current trends and discourses in nursing and how they impact on understandings of the nature of nursing knowledge and contemporary practice(s).

## **CLIN 3022 Health Assessment**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 1.

*NB: Offered by distance education only.*

This unit of study is designed to assist registered nurses to develop an understanding of the principles of health assessment and to further develop skills in history taking and physical examination of clients. The unit of study uses a framework of 'Activities of Daily Living' as they apply to assessment or otherwise of an individual.

## **CLNU 3013 Nursing, Knowledge and Practice**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 2.

*NB: Offered in the flexible mode.*

This unit of study examines the historical background to, and current debates surrounding, the means by which nurses have established their knowledge and practice. In addition to examining the historical record in relation to nursing as a discrete area of knowledge and practice in health care, the unit of study will examine and critique current trends and discourses in nursing and how they impact on understandings of the nature of nursing knowledge and contemporary practice(s).

## **CLNU 3015 Medical/Surgical Nursing 1**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

This unit of study is designed for registered nurses with little or no recent experience in medical-surgical nursing. The four concepts of oxygenation, alimentation and elimination, consciousness and regulation, and protection will be addressed by examining basic problems, nursing principles and skills that may be required by the person experiencing dysfunction in these areas.

## **FCHN 3003 Nursing, Individuals and Societies**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

This unit of study explores the relationship between nursing and health care practice, individuals and societies with particular reference to human lifestyles, culture, health care policy and economic and social (under)development. The unit of study draws particularly

on anthropological, ethnographic, geographic, environmental and planetary issues as they impact on human health and ways in which nursing has responded.

## **FCHN 3005 Nursing and the Aged**

6 credit points. B N, B N, B A, B N, B Sc, UG Study Abroad Program. **Session:** Semester 2.

*NB: Offered in the flexible mode.*

This unit of study deals with the following content areas: patterns of ageing; theories of ageing; societal myths and attitudes related to ageing; health assessment; multicultural and Aboriginal issues; chronological and/or functional changes of the individual, family and community; role of the nurse in temporary and permanent confusion; reminiscence; validation and reality therapies; sleep disturbance; incontinence and falls in the elderly; influence of government policies on the provision of health care services for the aged; and planning and implementation of nursing interventions for health problems associated with ageing.

## **FCHN 3006 Community Health Nursing**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

This unit examines community health and community health nursing from a primary health care perspective. Topics covered include: community dynamics; determinants of wellness, health breakdown and illness; inequalities in health; nurses role in the provision of comprehensive care in the community; primary, secondary and tertiary prevention and palliation; the 'community profile' as a systematic study of a community; demography and epidemiology in nursing; and specialised areas of community health nursing practice.

## **FCHN 3012 Professional Practice and People**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 2.

*NB: Offered in the flexible mode.*

This unit of study is based on a theoretical model which acknowledges the person as central to the practice of nursing. Fundamental to the practice of caring in nursing is an understanding of humanism, existentialism and embodiment. Issues related to these theoretical concepts as well as spiritual and cultural influences are taken into account when examining how individuals make meaning of health and illness. Learning experiences allow for reflection upon these ideas and influences, and how they intertwine with and affect nursing and professional relationships. In this context notions of power, aggression, dignity and interpersonal closeness are explored.

## **FCHN 3013 Research in Nursing**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 2.

*NB: Offered in the flexible mode.*

This unit of study aims to foster the notion that nursing research is integral to all aspects of nursing theory, education, applications and practice. Students will explore a range of quantitative and qualitative research techniques. This unit will help prepare students for future research activities.

## **FCNU 3020 Research in Nursing**

6 credit points. B N. **Session:** Semester 2.

*NB: Offered by distance education only.*

This unit of study aims to foster the notion that nursing research is integral to all aspects of nursing theory, education, applications and practice. Students will explore a range of quantitative and qualitative research techniques. This unit will help prepare students for future research activities.

## **FCNU 3021 Nursing, Individuals and Society**

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 1.

*NB: Offered by distance education only.*

This unit of study explores the relationship between nursing and health care practice, individuals and societies with particular reference to human lifestyles, culture, health care policy and economic and social (under) development. The unit of study draws particularly on anthropological, ethnographic, geographic, environmental and planetary issues as they impact on human health and ways in which nursing has responded.

### FCNU 3022 Professional Practice and People

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 2.

*NB: Offered by distance education only.*

This unit of study is based on a theoretical model which acknowledges the person as central to the practice of nursing. Fundamental to the practice of caring in nursing is an understanding of humanism, existentialism and embodiment. Issues related to these theoretical concepts as well as spiritual and cultural influences are taken into account when examining how individuals make meaning of health and illness. Learning experiences allow for reflection upon these ideas and influences, and how they intertwine with and affect nursing and professional relationships. In this context notions of power, aggression, dignity and interpersonal closeness are explored.

### KOCR 3001 Aboriginal Health

6 credit points. B N, UG Study Abroad Program. Ms Blanchard and others. **Session:** Semester 1. **Classes:** 3 hours/week. Assessment: Tutorial presentation, cultural icon exercise, exhibition.

This unit of study is run by lecturers from the Koori Centre and focuses on the historical and contemporary influences on Aboriginal and Torres Strait Islander health status. The unit of study will provide an understanding of history and policy, Indigenous cultures, health promotion and a general overview of Aboriginal health issues in contemporary society. Aboriginal people will provide contrasting perspectives on the development and delivery of Indigenous health problems which are within dominant culture institutions.

*Textbooks*

Handbook of readings to be purchased at the beginning of the unit of study.

### NUPR 3015 Health Assessment

6 credit points. B N, UG Study Abroad Program. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

This unit of study is designed to assist registered nurses to develop an understanding of the principles of health assessment and to further develop skills in history taking and physical examination of clients. The unit of study uses a framework of 'Activities of Daily Living' as they apply to assessment or otherwise of an individual.

### SING 4073 Advanced Clinical Studies I

6 credit points. B Hlth Sc (Nursing). **Session:** Semester 2, Semester 1.

This unit will examine aspects of nursing practice, with special emphasis on patient/client assessment and the planning of nursing care. The unit utilises a clinical case study approach through the use of clinical case studies that focus on the nursing management of patients with varying degrees of clinical and social complexity. Students are expected to apply knowledge and skills encountered in previous units of study in the analysis of the case studies.

### SING 4074 Advanced Clinical Studies II

6 credit points. B Hlth Sc (Nursing). **Session:** Semester 2, Semester 1.

This unit will examine aspects of nursing practice, with special emphasis on the pharmacological aspects of patient/client management. The unit utilizes a clinical case study approach through the use of clinical case studies that focus on the nursing management of patients with varying degrees of management and social complexity. Students may apply knowledge and skills encountered in previous units of study in the analysis of the case studies.

### SING 4062 Health Care Ethics

3 credit points. B Hlth Sc (MRT), B Hlth Sc (Nursing), B Hlth Sc (OT), B Hlth Sc (Phy). **Session:** Semester 1, Semester 2. **Classes:** SIM Block mode.

In this module students will be introduced to some major ethical theories and consider ethical issues which are central to the delivery of good health care. Students will be expected to contribute to the case study discussions, and to reflect on the ethical nature of health care practice in general, and their own practice in particular.

### SING 4063 Legal Perspectives and Health Care

3 credit points. B Hlth Sc (MRT), B Hlth Sc (Nursing), B Hlth Sc (OT), B Hlth Sc (Phy). **Session:** Semester 1, Semester 2. **Classes:** SIM Block mode.

The aim of this module is to provide an overview of basic principles of law relating to health care. It involves an examination of the structure and process of law and the legal system, together with a discussion of case law and legislation relevant to health care. It is becoming increasingly important for health professionals to know and understand the legal context within which they live and work, the rights of health consumers and the obligations of health care providers.

### SING 4065 Managing Resources in Health Services

3 credit points. B App Sc (Ex &Sp Sc) Hons, B Hlth Sc (MRT), B Hlth Sc (Nursing), B Hlth Sc (OT), B Hlth Sc (Phy). **Session:** Semester 2, Semester 1. **Classes:** SIM Block mode.

This unit has been designed to provide students with an appreciation of their ability, as health professionals, to influence the costs of healthcare. Topics include health economics, accounting, budgeting, goal setting, time management and decision making. The implications of casemix and other funding systems for patients and health professionals will also be studied.

### SING 4066 Pathophysiology A

3 credit points. B App Sc (Ex &Sp Sc) Hons, B Hlth Sc (MRT), B Hlth Sc (Nursing), B Hlth Sc (OT), B Hlth Sc (Phy). **Session:** Semester 1, Semester 2. **Classes:** SIM Block mode.

Pathophysiology A examines the pathophysiological processes underlying certain disease conditions. A body systems approach is used, and the major systems covered in this module are the immune system, the cardiovascular system, the renal system and the pulmonary system. A case study approach is used to illustrate the features of disease, the signs and symptoms, risk factors and causative factors. The pathophysiological processes underlying the breakdown of the functional integrity of the system and anomalies that contribute to the disease condition are emphasised. Relevant clinical tests for the diagnosis and monitoring of disease and the treatment rationales are also presented. The relationship between clinical pathways and basic pathophysiological processes will be considered. Where appropriate, the normal structure and functions of the relevant body system are covered.

### SING 4067 Pathophysiology B

3 credit points. B App Sc (Ex &Sp Sc) Hons, B Hlth Sc (MRT), B Hlth Sc (Nursing), B Hlth Sc (OT), B Hlth Sc (Phy). **Session:** Semester 2, Semester 1. **Classes:** SIM Block mode.

Pathophysiology B complements Pathophysiology A by further examining the pathophysiological processes underlying disease conditions. In this module the major systems covered are the immune system, the endocrine system, the digestive system and the nervous system. Neoplasia is also a major concept covered within this module. Case studies are used to illustrate the features of disease, the signs and symptoms, risk factors and causative factors. The underlying pathophysiological processes are emphasised. Relevant clinical tests for the diagnosis and monitoring of disease and the treatment rationales are also presented. The relationship between clinical pathways and basic pathophysiological processes will be considered. Where appropriate, the normal structure and functions of the relevant body system are covered.

### SING 4064 Patient/Client Education

3 credit points. B App Sc (Ex &Sp Sc) Hons, B Hlth Sc (MRT), B Hlth Sc (Nursing), B Hlth Sc (Phy). **Session:** Semester 1, Semester 2. **Classes:** SIM Block mode.

The primary focus of this unit is to nurture the confidence and skills that will motivate health professionals to undertake teaching in their work environment. Thus the emphasis of the unit is on the teacher as planner and teacher as facilitator of learning. Embedded throughout are the three themes of thinking like a teacher, the learner as active participant and learning as change. Participants are prompted to explore some of the micro skills of teaching and in so doing also come to recognise what is 'personally distinctive' about their own style of teaching.

### SING 4068 Research Methods I

3 credit points. B Hlth Sc (MRT), B Hlth Sc (Nursing). **Session:** Semester 1, Semester 2.

This unit introduces students to the concept of scientific research by defining the key approaches, methods and designs used in carrying out research, particularly within the health professions and health care settings. It incorporates an outline of the research process which will guide students through the completion of a simple descriptive study. Students will develop basic skills related to instrument design, data collection and data analysis. SPSS software will be used to facilitate achievement of the objectives.

### SING 4069 Research Methods II

3 credit points. B Hlth Sc (MRT), B Hlth Sc (Nursing). **Session:** Semester 1, Semester 2.

The unit of study (rather than a course = Bachelor of Health Science) examines issues related to research design and how best to analyse and interpret data collected using a variety of experimental and non-experimental designs. Students are given the opportunity to apply the various skills in the conduct of a clinical-focussed group research project.

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# Graduate research courses and regulations

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

The Faculty of Nursing and Midwifery offers the following graduate research degrees in nursing:

- Doctor of Philosophy (PhD)
- Master of Philosophy (Nursing) [MPhil (Nurs)]
- Master of Nursing (Honours) [MN (Hons)]
- Bachelor of Nursing (Honours) [BN (Hons)]

Faculty Resolutions in addition to those listed in this chapter can be found in chapter 9 in Faculty Resolutions Governing Approved Courses.

## Doctor of Philosophy

Course code: GB000

### Course overview

The degree of Doctor of Philosophy is a research degree awarded for a thesis considered to be a substantially original contribution to knowledge within the discipline. Some coursework may be required as part of the degree but in no case is it a major component.

The course may be undertaken on either a full-time or part-time basis. In the case of full-time candidates, the minimum period of candidature is four semesters for candidates holding a master's degree by research or equivalent, or six semesters in the case of candidates holding a bachelor's degree with first or upper second class honours; the maximum period of candidature for students enrolling in 2003 will normally be eight semesters. For full time students enrolled prior to 2001, the maximum length of candidature will normally be ten semesters.

Part-time candidature may be approved for applicants who can demonstrate they are engaged in an occupation or other activity which leaves them substantially free to pursue their candidature for the course. Normally the minimum period for part-time candidature is six semesters; the maximum period of part-time candidature is normally sixteen semesters.

Candidates for this research degree work individually on advanced study and research under the direction of a supervisor who must be consulted regularly concerning the general planning of the thesis and the work in progress. Candidates are enrolled on a probationary basis for the first full time year, or three semesters for part-time candidates, during which time they are expected to complete a detailed research proposal and literature review. Participation in the Faculty's research student seminar program, including the annual presentation of a seminar is expected.

### Admission requirements

- A bachelor's degree with first or second class honours or a master's degree from the University of Sydney; or
- Equivalent qualifications from another university or institution.

Intending applicants should write well in advance for advice from the Associate Dean (Postgraduate) concerning their proposed study and research.

Applications are generally made directly to the Faculty and should be accompanied by an outline of the proposed research. Admission also depends upon the capability of the Faculty to provide adequate supervision in the applicant's stated area of research interest.

For further information regarding supervision requirements, please consult chapter 2 of this handbook which contains detailed information concerning the research interests of academic staff.

## Master of Philosophy (Nursing)

Course code: GC005

### Course overview

The Master of Philosophy (Nursing) degree is a research degree awarded for a thesis focusing on research into aspects of nursing practice. Some coursework in research techniques will be required but in no case is this a major component of the degree.

The course may be undertaken on either a full-time or part-time basis. In the case of full-time candidature, the minimum period of candidature is four semesters and the maximum period of candidature is normally six semesters.

Part time candidature may be approved for applicants who can demonstrate they are engaged in an occupation or other activity which leaves them substantially free to pursue their candidature for the course. Normally the minimum period of part-time candidature is six semesters; the maximum period of part-time candidature is normally ten semesters. Candidates work individually on a research project under the direction of a supervisor who must be consulted regularly concerning the work proposed and the general planning of the thesis. Candidates are enrolled on a probationary basis for the first full time year or equivalent during which time they are expected to complete the coursework component and to develop a detailed research proposal. Participation in the Faculty's research student seminar program including the annual presentation of a seminar is expected.

### Admission requirements

- A bachelor's degree in nursing with first or second class honours from the University of Sydney; or
- Equivalent qualifications from another university or institution.
- Current registration with the NSW Nurses Registration Board (local students) or home country (international students); and
- Post-registration clinical experience as specified by the Faculty.

Intending applicants should write well in advance for advice from the Associate Dean (Postgraduate) or relevant Head of Department concerning their proposed study and research.

Admission also depends upon the capability of the Faculty to provide adequate supervision in the applicant's stated area of research interest. Please consult chapter 2 of this handbook which contains detailed information concerning the research interests of Faculty members. Applications are generally made directly to the Faculty and should be accompanied by an outline of the proposed research.

## Master of Nursing (Honours)

Course code: GC080

### Course overview

The Master of Nursing (Honours) is an additional option for students completing the Master of Nursing. It is envisaged that this option will be used by clinicians with an interest in research work to develop formal and detailed proposals for higher degree study or to conduct in-depth exploration of topics of professional relevance.

### Admission requirements

- Students must have qualified for the award of an appropriate graduate course with a weighted average mean (WAM) of 65 or above; or
- Hold qualifications deemed by the Dean to be the equivalents: and

- Current registration with the NSW Nurses Registration Board (local students) or home country (international students); and
- Post-registration clinical experience as specified by the Faculty.

Intending applicants should write well in advance for advice from the Associate Dean (Postgraduate) concerning their proposed study and research.

Admission also depends upon the capability of the Faculty to provide adequate supervision in the applicant's stated area of research interest. Please consult chapter 2 of this handbook that contains detailed information concerning the research interests of Faculty members. Applications are generally made directly to the Faculty and should be accompanied by an outline of the proposed research.

## Bachelor of Nursing (Honours)

Course code GH041

### Course overview

Students currently enrolled in the Bachelor of Nursing at the University of Sydney can undertake a further year of study or equivalent for the Bachelor of Nursing (Honours) degree. A total of 192 credit points are required for the completion of this degree. This degree may be taken in either the full-time or part-time mode.

Graduates of the University of Sydney and from universities other than the University of Sydney are also eligible to apply for the honours course. Selection into the honours course will be made by the Dean of the Faculty on the basis of the availability of places, the availability of appropriate supervisors and the academic performance of the candidate.

The course includes two units of study related to research methods and a thesis. The thesis is designed to focus on research into an aspect of nursing practice. Students undertake this work independently, under the guidance of a supervisor.

### Admission requirements

Candidates should refer to the relevant page of this handbook for admission requirements.

*Bachelor of Nursing (Honours) course structure - current students at the University of Sydney (Pre-registration)*

Semester 1	Semester 2
CLIN 4010 Clinical Practice Development 1A 12 credit points	CLIN 4011 Clinical Practice Development IB 12 credit points
CLIN 4012 Clinical Practice Development 2A 12 credit points	CLIN 4013 Clinical Practice Development 2B 12 credit points
Credit from BN 144 credit points	

*Bachelor of Nursing (Honours) course structure - graduate candidates (Post-registration)*

Semester 1	Semester 2
CLIN 4010 Clinical Practice Development 1A 12 credit points	CLIN 4011 Clinical Practice Development IB 12 credit points
CLIN 4012 Clinical Practice Development 2A 12 credit points	CLIN 4013 Clinical Practice Development 2B 12 credit points

## Regulations

### Doctor of Philosophy

#### *Resolutions of the Senate*

The Senate resolutions governing the award of this degree are available on the Web at [www.usyd.edu.au/study/pg-studieshb/indexresearch.html](http://www.usyd.edu.au/study/pg-studieshb/indexresearch.html).

#### *Resolutions of the Faculty*

The Faculty resolutions governing the award of this degree can be found in Part VI, Division VI, chapter 8 of this handbook.

### Master of Philosophy

#### *Resolutions of the Senate*

This excerpt of the resolutions governing the award of this degree is from the University's Calendar 2002, Vol. I: Statutes and Regulations.

1. An applicant for admission as a candidate for the degree of Master of Philosophy (Nursing) shall, except as provided in chapter 10 of the by-laws:
  - (a) be a graduate of the University of Sydney;
  - (b) have, in the opinion of the Faculty, reached a first or second class honours standard:
    - (i) in the final year of an honours course for the degree of Bachelor of Nursing; or
    - (ii) in a course considered by the Faculty to be equivalent to a course referred to in subparagraph (i); or hold the degree of Bachelor of Nursing of the University without first or second class honours and have completed equivalent work or passed a preliminary examination or examinations as prescribed by the Faculty; or have, in some other manner, acquired a standard of knowledge considered by the Faculty to be equivalent to a first or second class Honours standard in a course referred to in subparagraph (i);
  - (c) be registered with the NSW Nurses Registration Board or for international applicants be registered in their own country;
  - (d) have such post-registration clinical experience as may be specified by the Faculty.
2. An applicant may be required to undertake preliminary or qualifying studies, and complete such preliminary examinations as the Faculty may prescribe, before admission to candidature.
3. (1) Admission to the degree may be limited by quota.  
 (2) In determining the quota the University will take into account:
  - (a) availability of resources including space, library, equipment and computing facilities; and
  - (b) availability of adequate and appropriate supervision.
 (3) In considering an application for admission to candidature the Faculty shall take account of the quota and will select in preference applicants who are most meritorious in terms of section 1 above.
4. A candidate may be admitted to proceed on either a full-time basis or a part-time basis.
5. A candidate for the degree shall proceed by research and thesis.
6. The degree shall be awarded in a pass grade only.
7. Except with the permission of the Faculty and under such special conditions as it may prescribe:
  - (a) a full-time candidate shall complete all the requirements for the degree not earlier than the end of the fourth semester of candidature or later than the end of the sixth semester of candidature;
  - (b) a part-time candidate shall complete all the requirements for the degree not earlier than the end of the sixth semester of candidature or later than the end of the tenth semester of candidature;
  - (c) a qualifying student shall not be eligible to be enrolled as a research degree candidate until a period of at least one semester has elapsed from initial enrolment. A qualifying student shall complete the prescribed qualifying program within two years.
8. A candidate who, before admission to candidature, has completed advanced study in a university which includes work considered by the Faculty to be equivalent to courses prescribed for the degree may receive credit towards satisfying the requirements for the degree, provided no more than one-third of the requirements are so met.
9. A candidate shall complete:
  - (a) the courses prescribed by the Faculty; and

(b) a thesis of a maximum length of 60,000 words in the form prescribed by the Faculty.

10. On the recommendation of the head of department concerned the Faculty shall appoint a supervisor, being a member of the academic staff of the University, and may appoint an appropriately qualified associate supervisor for each candidate, in respect of the thesis component.

11. A candidate is required to complete an annual report on their work to the Faculty each year, and must maintain satisfactory progress.

12. The candidate shall give three months' notice in writing of their intention to submit the thesis to their supervisor who shall so advise the head of the department concerned.

13. On the recommendation of the Head of department concerned the Faculty shall appoint two examiners of the thesis, at least one of whom shall be external to the Faculty.

14. On receipt of the examiners' reports, the Head of department shall report the results of the examination together with a recommendation concerning the award of the degree to the Faculty which shall determine the result.

15. In special cases the Faculty may, on the recommendation of the Head of the department concerned, require the candidate to take a further examination in the area of the thesis.

16. The Faculty may permit an unsuccessful candidate to revise and resubmit the thesis for re-examination if, in the opinion of the head of the department concerned, the candidate's work is of sufficient merit and may prescribe special conditions to be fulfilled by the candidate.

17. The Faculty may call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Faculty, the candidate does not show good cause, terminate the candidature.

### ***Resolutions of the Faculty***

The Faculty resolutions governing the award of this degree can be found in Part VI, Division V of the General Faculty Resolutions governing approved courses, found in chapter 8 of this handbook.

## **Master of Nursing (Honours)**

### ***Resolutions of the Senate***

#### **1. Admission requirements**

(1) An applicant for admission to candidature for the degree of Master of Nursing (Honours) shall have qualified for the award of an appropriate graduate course with a weighted average mean (WAM) of 65 or above or hold qualifications deemed by the Dean to be the equivalent.

#### **2. Requirements for the course**

(1) To qualify for the award of the degree of Master of Nursing (Honours) a candidate must:

- complete successfully units of study totalling 24 credit points, and
- satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

#### **3. Time limits**

(1) A candidate for the degree may proceed on either a full-time or part-time basis.

- A full-time candidate shall complete the requirements for the degree no later than at the end of the first semester of candidature.
- A part-time candidate shall complete the requirements for the degree no later than at the end of the second semester of candidature.

#### **4. Award of the degree**

(1) There shall be three classes of honours awarded, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division I and Division 2.

(2) The class of honours shall be determined by the weighted marks achieved.

(3) The honours grade will be reported in percentages and the grades for the award shall be:

Result	Percentage
First Class	80-100
Second Class Division 1	75-79
Second Class Division 2	70-74
Third Class	65-69
Honours not awarded	<65

### ***Resolutions of the Faculty***

Additional Faculty resolutions governing the award of this degree can be found in Part VI, Division III, chapter 8 of this handbook.

#### **1. Admission**

(1) Applicants for admission as candidates for the Master of Nursing (Honours) shall:

- have qualified for the award of the pass degree of this University with a weighted average mean (WAM) of 65 or above; or
  - be graduates from other universities who hold qualifications equivalent to those specified in sub-section (i); and
- be considered by the Dean and Head of Department concerned to have the requisite knowledge and aptitude to enrol in the honours course; and
- be registered or eligible to be registered to practise nursing by the Nurses Registration Board of New South Wales; or
  - be authorised to practise as a registered nurse in a country other than Australia as approved by the Faculty; and
- demonstrate a minimum of one year's post-registration relevant experience as a registered nurse.

(2) Candidates who do not meet the above criteria, may be admitted by the Dean on the advice of the relevant Head of Department and/or Associate Dean (Postgraduate).

#### **2. Requirements for the degree**

(1) To qualify for the award of the degree of Master of Nursing (Honours) a candidate must complete successfully an independent study of 24 credit points on a selected topic conducted with the supervision of a member of academic staff appointed by the Head of Department.

#### **3. Award of degree**

(1) There shall be three classes of honours awarded, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division I and Division 2.

(2) The class of honours shall be determined by the grade achieved in the independent study described in clause 2(1).

(3) The honours grade will be reported in percentages and the grades for the award shall be:

Result	Percentage
First Class	80-100
Second Class Division 1	75-79
Second Class Division 2	70-74
Third Class	65-69
Honours not awarded	<65

#### 4. Cross-institutional study

- (1) Credit in respect of this degree will not be granted on the basis of work completed at another university or institution as part of a program of cross-institutional study.

#### 5. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.

#### 6. Suspension of enrolment

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

#### 7. Re-enrolment after an absence

- (1) A student returning after an approved period of suspension may re-enrol in accordance with the current procedures for continuing students.

#### 8. Satisfactory progress

- (1) A student shall be deemed not to have made satisfactory progress, and shall be required to show good cause as to why they should be permitted to re-enrol in the course if they have:
  - (a) failed more than half of the credit point load undertaken during a semester; or
  - (b) failed, or discontinued enrolment without permission, in one unit of study twice.

#### 9. Credit Transfer Policy

- (1) Credit in respect of this degree will not be granted on the basis of work completed at another university or institution.

### Bachelor of Nursing (Honours)

#### Section 1

##### 1. Admission

- (1) An applicant for admission to candidature for the honours course shall:
  - (a) be a registered nurse and hold the pass degree of Bachelor of Nursing or equivalent and achieved a minimum Weighted Average Mean (WAM) set from time to time by the Faculty in units undertaken for the pass degree; or
  - (b) be a registered nurse and hold qualifications deemed by the Dean to be the equivalent; or
  - (c) have completed the first two years of the Bachelor of Nursing (Pre-Registration) degree with a minimum WAM set by time to time by the Faculty; and
  - (d) be considered by the Faculty and the head of department concerned to have the requisite knowledge and aptitude for an honours course.
- (2) The WAM is calculated by summing the products of the weighted marks achieved for each year and then dividing by the sum of the product of the weighted number of units of study attempted in each year. Units undertaken in each year are weighted according to their designations as first second or third year units in the following manner: 1=first year; 2=second year and 3=third year. All attempts at units of study are included in the calculation, except where units of study are discontinued with permission.

##### 2. Requirements for honours

- (1) To qualify for the award of the degree of Bachelor of Nursing (Honours) a candidate shall:
  - (a) if admitted under clauses 9(1)(a) or 9(1)(b), complete successfully a minimum of 48 credit points specified as Honours units of study; or

- (b) if admitted under clauses 9(1)(c) and 9(1)(d), complete successfully a minimum of 96 credit points of which 48 credit points must be third year units of study and 48 credit points specified as Honours units of study.

- (2) A candidate admitted under clause 9(1)(c) and (9)(1)(d) who withdraws from the course, provided they have completed the specified units of study required for the pass degree, will be awarded a Bachelor of Nursing pass degree which forms part of the eligibility for registration as a nurse with the NSW Nurses Registration Board.

#### 3. Time limits

- (1) A candidate for the degree may proceed on either a full-time or part-time basis.
  - (a) A full-time candidate if admitted under clauses 9(1)(a) or 9(1)(b) shall complete the requirements for the degree no later than at the end of the second semester of candidature; or
  - (b) A full-time candidate admitted under clauses 9(1)(c) shall complete the requirements for the degree no later than at the end of the fourth semester of candidature.
  - (c) A part-time candidate admitted under clauses 9(1)(a) or 9(1)(b) shall complete the requirements for the degree over a period of four consecutive semesters; or
  - (d) A part-time candidate admitted under clauses 9(1)(c) shall complete the requirements for the degree over a period of eight consecutive semesters.
- (2) A candidate who withdraws from the course shall not be permitted to re-enrol without permission of the Dean.

#### 4. Award of the degree

- (1) There shall be three classes of Honours, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division 1 and Division 2.
- (2) The class of Honours shall be determined by the weighted marks achieved in the coursework and thesis components of 30 per cent for the WAM for Years 1 to 3 inclusive and 70 per cent for Year 4.
- (3) The Honours grade will be reported in percentages and the grades for the award shall be:
  - First Class: 80-100
  - Second Class, Division 1: 75-79
  - Second Class, Division 2: 70-74
  - Third Class: 65-69
  - Honours not awarded: < 65

#### Section 2

##### 1. Re-enrolment after an absence

- (1) Students seeking permission to re-enrol after an absence are required to:
  - (a) lodge an application by 30 October in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
  - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).

##### 2. Satisfactory progress

- (1) Candidates who fail:
  - (a) up to one quarter of the units of study in which they are enrolled in any semester (this is one unit of study for a candidate enrolled in 4 units of study) may progress to a normal full time load in the subsequent year. In addition, they are permitted to enrol in the failed unit of study;
  - (b) one half of the units of study in which they are enrolled in any semester may only progress to a normal full time load in the subsequent year. This must include the units of study in which they failed previously; or

- (c) more than half of the credit point load undertaken during a semester or a year, or who fail to meet the requirements of a practicum unit, or who discontinue enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (2) The Board of Undergraduate Studies shall have the power to resolve on satisfactory progress and progression in individual cases.

### **3. Assessment policy**

- (1) Candidates may be assessed by written and oral examinations, exercises, essays or practical work or any combination of these, and the results of such tests may be taken into account by the Faculty in determining the final results for a unit of study.
- (2) In all units of study work of a standard higher than that required for an ordinary pass may be recognised by the award of High Distinction, Distinction or Credit.
- (3) Candidates who have been prevented by duly certified illness or misadventure from sitting for the whole or part of a unit of study assessment may be tested at such times and in such a way as the Faculty shall determine.
- (4) There will be no re-examination for honours. If the student does not reach the expected level of achievement for the award of at least Third Class Honours no award is made.
- (5) If a candidate qualifies for the award of Honours Class I and the Faculty is of the opinion that the candidate's work is of outstanding merit, that candidate shall receive a university medal.
- (6) The class of honours will be achieved by the weighted marks achieved in the coursework and thesis components of 30 per cent and 70 per cent respectively.



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# Research units of study

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

## **CLIN 4010 Clinical Practice Development Honours 1A**

12 credit points. B N (Hons). **Session:** Semester 1.

*NB: Department permission required for enrolment.*

This unit of study provides academic and clinical support for students enrolled in the Bachelor of Nursing (Honours). The unit focuses on the clinical practice of nursing as a locus for scholarly inquiry, research and critique. The unit examines responsibilities and practice issues of the clinical environment as these are experienced and conceptualised as a researchable field. The unit also involves a period of supported clinical practice for pre-registration students. Students who are enrolling in this unit as the fourth year of their pre-registration degree, will have a period of supervised clinical experience of 30 days (minimum), in a variety of health care settings. Students who are practising as registered nurses are not required to complete clinical performance requirements.

## **CLIN 4011 Clinical Practice Development Honours 1B**

12 credit points. B N (Hons). **Session:** Semester 2. **Prerequisites:** CLIN4010.

*NB: Department permission required for enrolment.*

This unit of study provides academic and clinical support for students enrolled in the Bachelor of Nursing (Honours). The unit focuses on the clinical practice of nursing as a locus for scholarly inquiry, research and critique. The unit examines responsibilities and practice issues of the clinical environment as these are experienced and conceptualised as a researchable field. The unit also involves a period of supported clinical practice for pre-registration students. Students who are enrolling in this unit as the fourth year of their pre-registration degree, will have a period of supervised clinical experience of 30 days (minimum), in a variety of health care settings. Students who are practising as registered nurses are not required to complete clinical performance requirements.

## **CLIN 4012 Clinical Practice Development Honours 2A**

12 credit points. B N (Hons). **Session:** Semester 1. **Prerequisites:** CLIN4011.

*NB: Department permission required for enrolment.*

This unit of study provides academic and clinical support for students enrolled in the Bachelor of Nursing (Honours). The unit focuses on scholarly inquiry in nursing and the political nature of knowledge generation and review. The unit examines the relationships among knowledge/power and practice - both social and clinical. The unit also involves a period of supported clinical practice for pre-registration students. Students who are enrolling in this unit as the fourth year of their pre-registration degree, will have a period of supervised clinical experience of 30 days (minimum), in a variety of health care settings.

## **CLIN 4013 Clinical Practice Development Honours 2B**

12 credit points. B N (Hons). **Session:** Semester 2. **Prerequisites:** CLIN4012.

*NB: Department permission required for enrolment.*

This unit of study provides academic and clinical support for students enrolled in the Bachelor of Nursing (Honours). The unit focuses on scholarly inquiry in nursing and the political nature of knowledge generation and review. The unit examines the relationships among knowledge/power and practice - both social and clinical. The unit also involves a period of supported clinical practice for pre-registration students. Students who are enrolling in this unit as the fourth year of their pre-registration degree, will have a period of supervised clinical experience of 30 days (minimum), in a variety of health care settings.



# Graduate coursework courses and regulations

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

The Faculty of Nursing and Midwifery offers the following graduate coursework programs:

- Master of Cancer Nursing
  - Master of Clinical Education
  - Master of Clinical Nursing
  - Master of Emergency Nursing
  - Master of Health Services Management
  - Master of Gerontic Nursing
  - Master of Intensive Care Nursing
  - Master of Mental Health Nursing
  - Master of Midwifery
  - Master of Midwifery Research
  - Master of Nursing Research
- 
- Graduate Diploma in Health Services Management
  - Graduate Diploma in Midwifery
  - Graduate Diploma in Nursing\*
- 
- Graduate Certificate in Cancer Nursing
  - Graduate Certificate in Clinical Education
  - Graduate Certificate in Clinical Nursing
  - Graduate Certificate in Emergency Nursing
  - Graduate Certificate in Health Services Management
  - Graduate Certificate in Gerontic Nursing
  - Graduate Certificate in Intensive Care Nursing
  - Graduate Certificate in Mental Health Nursing

\*The Graduate Diploma in Nursing is only available as an exit option for students who have successfully completed eight units of study in a master's course (excluding the Master of Health Services Management).

## Master of Health Services Management (Commencing Semester 2, 2006)

Course code GC043

### Course overview

This course is designed specifically for people working in health care. The changing nature of management within the health care system and the decline in professional isolation in management practise has meant that there is now a greater focus on managing multi-disciplinary groups within health care organisations. The College of Health Sciences at the University of Sydney is ideally placed to provide this course as it has experienced educators and practitioners in the majority of the health care disciplines found in Australia.

Management in health services as it currently stands, involves a much more complex health structure that requires far broader disciplinary and management knowledge. This course is designed to be taught by staff that have experience in the sector and understand the need for education that has relevance to the requirements of managers of health care organisations. It will be taught by people who come from the multiple genres of health sector management both within the College and those currently working in the field.

The course consists of 12 units of study (72 credit points). Students study a minimum of six units from Group A and a minimum of four units from Group B over a period of three semesters full-time or six semesters part-time.

Students may also undertake units in their area of interest such as aged care management or health policy. In addition to this, students will have the opportunity to undertake a research stream with specific units in qualitative and quantitative research methods culminating in the development of a management research project with the potential of entering the honours pathway described below.

Students within the master's program who elect to take the two research method units and have a grade point average of credit or better, may undertake a 24 credit point research project and graduate with honours. The research project would take the place of four elective units. These students would then have the opportunity to advance to PhD work in the faculty of their choice.

### Admission requirements

Candidates will be required to hold an undergraduate degree with a credit average or better or have completed a Graduate Certificate in Health Services Management with a credit average or better. Candidates who are unsure of their eligibility should consult an academic advisor prior to application.

Candidates should refer to the relevant section of this handbook for full details of admission requirements.

Students will undertake units from the following list in 2006. This list will be expanded for 2007.

## Group A units of study

<i>Unit of study</i>	<i>Semester</i>
<b>A minimum of six units from:</b>	
HIMT 5078 Financial Management in Health Care Facilities	2
NURS 5028 Legal Studies for Health Care Managers	2
BACH 5291 Organisational Psychology	2
CEPI 5200 Quality and Safety in Health Care	2

## Group B units of study

<b>A minimum of four units from:</b>	<i>Semester</i>
HPOL 5002 Contemporary Issues in Australian Health Policy	2
HIMT 5076 Casemix Measurement Systems	2
BACH 5306 Health Risk Management (International Perspectives)	2
NURS 5036 Managing Financial Resources in Nursing	2
HIMT 5058 Health Informatics Applications	2
HIMT 5065 Project Management	2
NURS 5035 Field Placement	2
NURS 5033 Management Project	2

**Two further units from those listed above or any other faculty within the University providing the entry requirements for the unit are able to be met.**

## Master of Health Services Management (Honours)

Course code GC044

<b>Unit of study</b>	<b>Semester</b>
Six units from Group A	
Two research units from Group B	2007
Research Project	2007

## Master's degrees (Nursing)

### Course overview

The master's courses at the Faculty of Nursing and Midwifery consists of 12 units of study (72 credit points). Students study both prescribed units and electives over a period of three semesters if studying full-time or six semesters part-time.

Graduates will have gained the capability to undertake more sophisticated clinical leadership and advanced practice in their field. They will be better equipped to review and critique the professional and research literature, to undertake practice development and provide clinical leadership. Graduates with a degree from the range on offer will be well placed to advance their careers to the level of Clinical Nurse Consultant.

The Master of Nursing Research is a 72 credit point degree including 36 credit points from Group A units (see below) and a 12 credit point project. This degree will provide a career-enhancing qualification for research nurses whose work is related directly to health care research and whose careers are focused on the management of research, in particular, clinical trials. It is also designed to support the growing emphasis on evidence based practice in nursing and practice development.

Each degree will be offered as an honours degree that allows students to study in their area of interest and undertake a dissertation. An honours degree consists of 72 credit points of which 42 credit points are taken from Group A units (see below) including a 24 credit point dissertation. To be eligible for an honours degree candidates must have successfully completed 36 credit points in a master's course and have a minimum average mark of 70.

Students within the master's program who elect to take the two research method units and have a grade point average of credit or better, may undertake a 24 credit point research project and graduate with honours. The research project would take the place of four elective units. These students would then have the opportunity to advance to PhD work in the faculty of their choice.

### Admission requirements

Candidates will hold a bachelor's degree or a graduate certificate in the area of specialisation in which they will be studying with a minimum grade point average of credit or better. Registered nurses with a minimum of five years experience and who can demonstrate significant contribution to the development of the specialty, e.g. clinical leadership, practice development, publications, etc should also apply.

Candidates who are unsure of their eligibility should consult an academic advisor prior to application. Applicants with overseas qualifications may be required to show they have completed an IELTS achieving a score of 7.0 overall and 7.0 in each band. Candidates should refer to the relevant pages of this handbook for full details of admission requirements.

### Assumed knowledge

These degrees assume that the candidate is currently registered to practise nursing in an Australian state or a comparable country and hold a qualification at the level of bachelor or full diploma or a graduate certificate with a GPA of at least credit or equivalent. Candidates whose first language is not English will be required to have a IELTS score of 7 in each band and 7 overall. Candidates who are unsure that they meet these requirements should consult an academic advisor.

### Structure of the degrees

The following tables list the units that comprise the three areas of study required for the award of a master's degree. Details of the required pattern of study for a degree to be awarded in each of the specialty areas are then provided with reference to the area of study tables.

*Group A: Foundations, theory and research methods*

In this group the focus is on advanced and specialised practice constructs as they are understood theoretically and researched. These units are more conceptual and broader in scope across the discipline and they deal with major issues appropriate to advanced graduate work in nursing.

<b>Group A: Foundations, theory and research methods</b>	<b>Credit points</b>	<b>Semester</b>
CLIN 5002 History of Ideas in Nursing	6	1
CLIN 5013 Illness, Experience and Embodiment	6	1
FCNU 5037 History of Ideas in Midwifery	6	1
NURS 5011 Advanced Nursing: Cellular Therapies	6	2
NURS 5012 Assessment & Clinical Judgement	6	2
NURS 6010 Clinical Qualitative Research	6	2
NURS 5022 Nursing Research Methods & Application	6	1
FCNU 5013 Interpersonal Relations in Clinical Environments	6	1
Any other unit approved by the Faculty		

*Group B: Clinical specialisations and fields of practice*

These units of study are concerned with direct clinical practice in a specialised and/or advanced clinical area or field of practice. The learning outcomes and forms of assessment in these units are directly linked to advanced and specialised clinical nursing practice(s).

<b>Group B: Clinical specialisations and fields of practice</b>	<b>Credit points</b>	<b>Semester</b>	<b>Coreqs</b>	<b>Prereqs</b>
NURS 5011 Advanced Nursing: Cellular Therapies	6	2		
NURS 5009 Advanced Mental Health Nursing	6	2		
NURS 5010 Advanced Mental Health Nursing Practicum	6	2	NURS 5009	
NURS 5012 Assessment & Clinical Judgement	6	2		
NURS 5013 Clinical Education	6	1		
NURS 5014 Clinical Education Practicum	6	2		NURS 5013
CLIN 5003 Critical Care Nursing	6	1		
CLIN 5007 Emergency Nursing	6	1	CLIN 5003	
CLIN 5009 Trauma & Resuscitation Nursing	6	2		CLIN 5007
CLIN 5006 Intensive Care Nursing: Core Concepts	6	1	CLIN 5003	
CLIN 5008 Intensive Care Nursing: Integrated Concepts	6	2		CLIN 5006
FCNU 5013 Interpersonal Relations in Clinical Environments	6	1		
FCNU 5050 Mental Health Assessment and Interventions	6	1		
NURS 5023 Palliative Nursing	6	1		
NURS 6020 Advanced Nursing Practicum 1	6	1		
NURS 6021 Advanced Nursing Practicum 2	6	2		
NURS 5024 Cancer Nursing Practice	6	2		NURS 5025
NURS 5025 Understanding Cancer Causes & Therapies	6	1		
NURS 5026 Health Promotion in Cancer Recovery	6	2		
NURS 5034 Trends & Issues in Gerontic Nursing	6	1		
Any other unit approved by the Faculty	6			

*Group C: Electives*

The units in this group include nursing units of study as well as any other unit approved by the Faculty. It is anticipated that increasingly students will elect to study units in other faculties.

<b>Group C: Electives</b>	<b>Credit points</b>	<b>Semester</b>	<b>Prereqs</b>
NURS 5021 Nursing, Midwifery and Work	6	2007	
NURS 5015 Comparative Health Care Systems	6	1	
CLIN 5013 Illness, Experience and Embodiment	6	1	
NURS 6011 Practice Development Project	12	2	
NURS 5027 Health Care Sector Management (2007)	6	1	
NURS 5029 Management in Aged Care I (2007)	6	1	
NURS 5031 Community Analysis and Health Planning (2007)	6	1	
CLIN 5033 Nursing Services Management in Health	6	1	
NURS 5028 Legal Studies for Health Care Managers	6	2	
NURS 5030 Management in Aged Care II	6	2	NURS 5029
NURS 5036 Managing Financial Resources in Nursing	6	2	
Any other unit approved by the Faculty	6		

The following tables provide the details of the required pattern of study if a student is electing to complete one of the master's degrees that will be designated according to an identified area of speciality.

### Master of Cancer Nursing

Course code GC033

#### Master of Cancer Nursing (Honours)

Course code GC034

Unit of study	Semester	Prereqs
NURS 5025 Understanding Cancer Causes & Therapies (B)	1	
NURS 5024 Cancer Nursing Practice (B)	2	NURS 5025
NURS 5026 Health Promotion in Cancer Recovery (B)	2	
NURS 6012 Nursing Dissertation	2	
18 cps from Group A		
12 cps from Group C		

#### Master of Clinical Education

Course code GC035

Unit of study	Semester	Prereqs
NURS 5012 Assessment & Clinical Judgement (A)	2	
NURS 5013 Clinical Education (B)	1	
NURS 5014 Clinical Education Practicum (B)	2	NURS 5013
CLIN 5002 History of Ideas in Nursing (A)	1	
6 cps from Group A		
6 cps from Group B		
18 cps from Group C		
18 cps from Groups A, B and/or C		

#### Master of Clinical Education (Honours)

Course code GC036

Unit of study	Semester	Prereqs
NURS 5012 Assessment & Clinical Judgement (A)	2	
NURS 5013 Clinical Education (B)	1	
NURS 5014 Clinical Education Practicum (B)	2	NURS 5013
CLIN 5002 History of Ideas in Nursing (A)	1	
NURS 6012 Nursing Dissertation		
6 cps from Group A		
6 cps from Group B		
12 cps from Groups A, B and/or C		

#### Master of Clinical Nursing

Course code GC037

Unit of study	Semester
NURS 5012 Assessment & Clinical Judgement (A)	2
12 cps from Group A	
18 cps Group B	
18 cps from Group C	
18 cps from Group A, B and/or C	

#### Master of Clinical Nursing (Honours)

Course code GC038

Unit of study	Semester
NURS 5012 Assessment & Clinical Judgement (A)	2
NURS 6012 Nursing Dissertation	2
12 cps from Group A	
18 cps Group B	
12 cps from Group C	

#### Master of Emergency Nursing

Course code GC039

Unit of study	Semester	Coreqs	Prereqs
NURS 5012 Assessment & Clinical Judgement (A)	2		
CLIN 5003 Critical Care Nursing (B)	1		
CLIN 5007 Emergency Nursing (B)	1	CLIN 5003	
CLIN 5009 Trauma & Resuscitation Nursing (B)	2		CLIN 5007
12 cps from Group A			
18 cps from Group C			
18 cps from Groups A, B and/or C			

#### Master of Emergency Nursing (Honours)

Course code GC040

Unit of study	Semester	Coreqs	Prereqs
NURS 5012 Assessment & Clinical Judgement (A)	2		
CLIN 5003 Critical Care Nursing (B)	1		
CLIN 5007 Emergency Nursing (B)	1	CLIN 5003	
CLIN 5009 Trauma & Resuscitation Nursing (B)	2		CLIN 5007
NURS 6012 Nursing Dissertation			
12 cps from Group A			
12 cps from Groups A, B and/or C			

**Master of Gerontic Nursing**

Course code GC041

Units of study	Semester
NURS 5012 Assessment & Clinical Judgement (A)	2
NURS 5034 Trends & Issues in Gerontic Nursing (B)	1
12 cps from Group A	
12 cps from Group B	
18 cps from Group C	
18 cps from Groups A, B and/or C	

**Master of Gerontic Nursing (Honours)**

Course code GC042

Units of study	Semester
NURS 5012 Assessment & Clinical Judgement (A)	2
NURS 5034 Trends & Issues in Gerontic Nursing (B)	1
NURS 6012 Nursing Dissertation	2
12 cps from Group A	
12 cps from Group B	
12 cps from Groups A, B and/or C	

**Master of Intensive Care Nursing**

Course code GC045

Units of study	Semester	Coreqs	Prereqs
NURS 5012 Assessment & Clinical Judgement (A)	2		
CLIN 5003 Critical Care Nursing (B)	1		
CLIN 5006 Intensive Care Nursing: Core Concepts (B)	1	CLIN 5003	
CLIN 5008 Intensive Care Nursing: Integrated Concepts (B)	2		CLIN 5006
12 cps from Group A			
18 cps from Group C			
18 cps from Groups A, B and/or C			

**Master of Intensive Care Nursing (Honours)**

Course code GC046

Units of study	Semester	Coreqs	Prereqs
NURS 5012 Assessment & Clinical Judgement (A)	2		
CLIN 5003 Critical Care Nursing (B)	1		
CLIN 5006 Intensive Care Nursing: Core Concepts (B)	1	CLIN 5003	
CLIN 5008 Intensive Care Nursing: Integrated Concepts (B)	2		CLIN 5006
NURS 6012 Nursing Dissertation	2		
12 cps from Group A			
12 cps from Groups A, B and/or C			

**Master of Mental Health Nursing**

Course code GC047

Units of study	Semester	Coreqs
NURS 5013 Interpersonal Relations in Clinical Environments (A)	1	
NURS 5050 Mental Health Assessment & Intervention (B)	1	
NURS 5009 Advanced Mental Health Nursing (B)	2	
NURS 5010 Advanced Mental Health Nursing Practicum (B)	2	NURS 5009
12 cps from Group A		
18 cps from Group C		
18 cps from Groups A, B and/or C		

**Master of Mental Health Nursing (Honours)**

Course code GC048

Units of study	Semester	Coreqs
NURS 5013 Interpersonal Relations in Clinical Environments (A)	1	
NURS 5050 Mental Health Assessment & Intervention (B)	1	
NURS 5009 Advanced Mental Health Nursing (B)	2	
NURS 5010 Advanced Mental Health Nursing Practicum (B)	2	NURS 5009
NURS 6012 Nursing Dissertation	2	
12 cps from Group A		
12 cps from Groups A, B and/or C		

**Master of Nursing Research**

Course code GC054

Units of study	Semester	Coreqs	Prereqs
36 cps from Group A			Dependant upon units chosen
NURS 6011 Practice Development Project	2		
24 cps from Groups B and/or C			Dependant upon units chosen

**Master of Nursing Research (Honours)**

Course code GC055

Units of study	Semester	Coreqs	Prereqs
12 cps from Group A			Dependant upon units chosen
NURS 6011 Practice Development Project	2		
NURS 6012 Nursing Dissertation	2		
24 cps from Groups A, B and/or C			Dependant upon units chosen

**Master's degrees (Midwifery)****Course overview**

The Master of Midwifery aims to provide an opportunity for midwives to deepen their level of understanding of the broader issues that may impact midwifery practice. It will enable midwives to critically analyse contemporary practice and add to their knowledge of the discipline. The minimum credit points required to complete the qualification will be 72.

The Master of Midwifery is a coursework degree embedded with the Graduate Diploma in Midwifery if undertaken at the University of Sydney. Students must enrol in the Master of Midwifery within five (5) years of completing the Graduate Diploma in Midwifery in order to take advantage of the 48 credit point advanced standing that is available to students who have previously completed a Graduate Diploma in Midwifery. Applicants who have completed a Graduate Diploma in Midwifery five or more years prior to their application will be required to complete 50 per cent of the total credit points. That is 36 credit points. Applicants who hold a Graduate Diploma in Midwifery from another tertiary institution may apply for advanced standing of up to 36 credit points. All students must complete MIDI 6010 Midwifery Project (12 credit points).

Applicants who are registered to practise as a midwife and have clinical midwifery practice experience may apply for recognition of prior learning based on their experience, research publications and other qualifications up to 24 credit points.

The Master of Midwifery Research is a 72 credit point degree including 36 credit points from Group A units (listed under master's degrees (Nursing)) and a 12 credit point project. The Master of Midwifery Research will provide a career-enhancing qualification for research

midwives whose work is related directly to health care research and whose careers are focused on the management of research, in particular, clinical trials and for whom no appropriate award or career-enriching qualification currently exists. This degree is also designed to support the growing emphasis on evidence based practice in midwifery and practice development.

The Master of Midwifery Research will be offered as an honours degree that allows students to undertake a dissertation. An honours degree consists of 72 credit points of which 42 credit points are taken from Group A units (listed under master's degrees (Nursing)) including a 24 credit point dissertation. To be eligible for an honours degree candidates must have successfully completed 36 credit points in the Master of Midwifery Research with a minimum grade point average of 70.

**Admission requirements**

In order to meet the requirement of the Master of Midwifery applicants who:

1. hold a Graduate Diploma in Midwifery from the University of Sydney are required to complete one unit of study from Group A, one from Group B and MIDI 6010 Midwifery Project;
2. hold a Graduate Diploma in Midwifery from another tertiary institution are required to complete: two units of study from Group A, two from Group B and MIDI 6010 Midwifery Project;
3. who are registered to practise as a midwife (without tertiary qualifications) will need to complete two units of study from Group A, two from Group B, MIDI 6010 Midwifery Project and additional units of study that can be selected from either Group A or B or from other faculties with permission to the required 72 credit points.

Applicants for admission to candidature for the Master of Midwifery Research shall hold a Graduate Diploma in Midwifery and a bachelor's degree in a relevant field, or other equivalent award or be certified or eligible to be certified to practise midwifery in an Australian state or territory.

Applicants with overseas qualifications may be required to show they have completed an IELTS achieving a score of 7.0 overall and 7.0 in each band.

Candidates should refer to the relevant page of this handbook for full details of admission requirements.

**Master of Midwifery**

Course code GC049

*Group A units of study*

Unit of study	Credit point	Semester
FCNU 5037 History of Ideas in Midwifery	6	1
MIDI6002 Midwifery Research Methods & Application	6	1
NURS 5021 Nursing, Midwifery & Work	6	2007
NURS 5015 Comparative health Care Systems	6	1

*Group B Units of study*

MIDI 6005 Communication & Interaction in Midwifery	6	2007
NURS 5013 Clinical Education	6	1
NURS 5012 Assessment & Clinical Judgement	6	2
MIDI 6004 Pharmacotherapeutics & Midwifery	6	2007
NURS 6010 Clinical Qualitative Research	6	2
MIDI 5007 Professional Issues in Midwifery	6	2
Compulsory unit of study		
MIDI 6010 Midwifery Project	12	1&2

**Master of Midwifery Research**

Course code GC050

Units of study	Semester	Coreqs	Prereqs
36 cps from the Group A listing for the Master of Nursing		Dependant upon units chosen	

NURS 6011 Practice Development Project	2	
24 cps from Groups A, B or C within either Nursing or Midwifery units of study		Dependant upon units chosen

**Master of Midwifery Research (Honours)**

Course code GC051

Units of study	Semester	Coreqs	Prereqs
12 cps from the Group A listing for the Master of Nursing			Dependant upon units chosen
NURS 6011 Practice Development Project	2		
MIDI 6013 Midwifery Dissertation	2		
24 cps from Groups A, B or C within either Nursing or Midwifery units of study		Dependant upon units chosen	

**Graduate Diploma in Health Services Management (Commencing Semester 2, 2006)**

Course code GF012

**Course overview**

The Graduate Diploma in Health Services Management consists of 8 units of study (48 credit points). Students study four units from Group A and four units from Group B over a period of two semesters full-time or four semesters part-time.

This course will provide students with a comprehensive education in managing health care services and organisations. It is underpinned by knowledge of organisations, particularly those in the public sector and an understanding of requirements in areas such as human resources, finance and quality and safety that are mandatory in the current policy and legislative initiatives governing these organisations and subsequently, management practice.

**Admission requirements**

Candidates should hold an undergraduate degree or have completed a Graduate Certificate in Health Services Management with a credit average or better. Candidates who are unsure of their eligibility should consult an academic advisor prior to application.

Candidates should refer to the relevant page of this handbook for full details of admission requirements.

Students will undertake units from the following list in 2006. This list will be expanded for 2007.

*Group A units of study*

Unit of study	Semester	Credit points
Four units from:		
HIMT 5078 Financial Management in Health Care Facilities	2	6
NURS 5028 Legal Studies for Health Care Managers	2	6
BACH 5291 Organisational Psychology	2	6
CEPI 5200 Quality and Safety in Health Care	2	6

*Group B units of study*

Unit of study	Semester	Credit points
Four units from:		
HIMT 5078 Financial Management in Health Care Facilities	2	6
NURS 5028 Legal Studies for Health Care Managers	2	6
BACH 5291 Organisational Psychology	2	6
CEPI 5200 Quality and Safety in Health Care	2	6

## Graduate Diploma in Midwifery

Course code GF011

### Course overview

The Graduate Diploma in Midwifery is a graduate course that provides specialty education for registered nurses in midwifery. Graduates of the course will be eligible to apply for registration to the Nurses and Midwives Board of NSW for registration as a midwife.

The course is conducted over one year with students employed the midwifery areas in participating hospitals. The course will include a theoretical component in blocks - the first of which will commence in January, with the final block completed by early December. These units will occur concurrently with clinical experience at 0.8 FTE for one calendar year (February-February).

During the clinical component of the course students will be employed at one of the participating hospitals and selection into the course is contingent upon meeting the Area Health Service's appointment criteria as well as the University's selection criteria for graduate study in this course.

### Admission requirements

Candidates shall hold a bachelor's degree in nursing and be eligible to be registered to practise nursing by the Nurses and Midwives Board of NSW. Candidates must also be able to demonstrate they have guaranteed employment for 52 weeks at 0.8 full time equivalent at one of the participating midwifery hospitals. Candidates who are unsure of their eligibility should consult an academic advisor prior to application.

Applicants with overseas qualifications may be required to complete an IELTS score of 7.0 overall and 7.0 in each band. Candidates should refer to the relevant page of this handbook for full details of admission requirements.

### Assumed knowledge

The Graduate Diploma in Midwifery has been designed for students who hold a Bachelor of Nursing degree or equivalent and who are registered nurses in NSW. It is assumed that students will have prior knowledge in the following curriculum areas:

- Wound management
- Health assessment
- Medication administration
- Pain management
- Haemodynamic monitoring
- Infection control
- Medical and surgical emergencies
- Perioperative care

### Course structure: Graduate Diploma in Midwifery

Unit of study	Pre-requisite	Corequisite	Credit points
<b>SEMESTER ONE</b>			
MIDI 5001: Midwifery Foundations and Practice	Nil	Nil	6
MIDI 5004: Inquiry and Evidence in Midwifery	Nil	Nil	6
MIDI 5002: Midwifery Clinical Experience A (0.8 FTE employment)	MIDI 5001	MIDI 5003	6
MIDI 5003: Contemporary Midwifery in Context	MIDI 5001	MIDI 5002	6
<b>SEMESTER TWO</b>			
MIDI 5005: Midwifery Care in Complex Situations A	MIDI 5001 MIDI 5003	MIDI 5008	6
MIDI 5006: Midwifery Care in Complex Situations B	MIDI 5002 MIDI 5005	MIDI 5008	6
MIDI 5007: Professional Issues in Midwifery	MIDI 5002 MIDI 5005	Nil	6

MIDI 5008: Midwifery Clinical Experience B (0.8 FTE employment)	MIDI 5002	MIDI 5005 MIDI 5006	6
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## Graduate Diploma in Nursing

Course code GF006

Students studying in a masters course may, with permission of the Dean, elect to exit with a Graduate Diploma in Nursing after successfully completing eight units of study, however they are not permitted to begin their study in this course nor is it awarded in any specialty area.

## Graduate Certificate in Health Services Management

Course code GG008

### Course overview

The Graduate Certificate in Health Services Management is a beginning management course consisting of two Group A units and two Group B units. These can be taken in one semester full-time or two semesters part-time. This course caters not only for students who hold an undergraduate degree but also for students who hold another tertiary qualification and have extensive relevant work experience. Progression beyond the graduate certificate will be dependent upon them attaining a grade point average of credit or better. Examples of this might be students who hold a Diploma in Aboriginal Health Work or Diploma of Nursing.

### Admission requirements

Candidates should refer to the relevant page of this handbook for full details of admission requirements.

#### Group A Units of study

Unit of study	Semester	Credit points
<i>Two units from:</i>		
HIMT 5078 Financial Management in Health Care Facilities	2	6
NURS 5028 Legal Studies for Health Care Managers	2	6
BACH 5291 Organisational Psychology	2	6
CEPI 5200 Quality and Safety in Health Care	2	6

#### Group B units of study

<i>Two units from:</i>		
HPOL 5002 Contemporary Issues in Australian Health Policy	2	6
HIMT 5076 Casemix Measurement Systems	2	6
BACH 5306 Health Risk Management (International Perspectives)	2	6
NURS 5036 Managing Financial Resources in Nursing	2	6
HIMT 5058 Health Informatics Applications	2	6
HIMT 5065 Project Management	2	6
NURS 5032 Reading Topic in Health Care Management	2	6

## Graduate Certificate courses (Nursing)

### Course overview

The graduate certificates are focused on a given field of practice. In the named fields of study a set pattern of units is approved by the Faculty. In the Graduate Certificate in Clinical Nursing the pattern is more open, allowing students to select from a range of units. Some units of study have prescribed clinical components consistent with the need to ensure capability in an advanced clinical specialisation.

Students undertake four units of study from Groups A and B as prescribed below. Full details of the units available may be found in the following pages of this handbook. Study may be completed in one semester full-time or two semesters part-time.

### Admission requirements

Candidates should be registered as a nurse in Australia or hold a qualification as a registered nurse in a country other than Australia. Applicants with overseas qualifications are required to complete an IELTS score of 7.0 overall and 7.0 in each band.

Candidates should refer to the relevant page of this handbook for full details of admission requirements.

### Graduate Certificate in Cancer Nursing

Course code GG001

Units of study	Semester	Coreqs	Prereqs
NURS 5025 Understanding Cancer Causes & Therapies (B)	1		
NURS 5024 Cancer Nursing Practice (B)	2		NURS 5025
NURS 5026 Health Promotion in Cancer Recovery (B)	2		
Plus a 6 credit point unit from Group A			

### Graduate Certificate in Clinical Education

Course code GG002

Units of study	Semester	Coreqs	Prereqs
NURS 5012 Assessment & Clinical Judgement (A)	2		
NURS 5013 Clinical Education (B)	1		
NURS 5014 Clinical Education Practicum (B)	2		NURS 5013
CLIN 5002 History of Ideas in Nursing (A)	1		

### Graduate Certificate in Clinical Nursing

Course code GG003

Units of study	Semester	Coreqs	Prereqs
NURS 5012 Assessment & Clinical Judgement (A)	2	Dependant upon	units of study chosen
Plus a 6 credit point unit from Group A			
Plus 12 credit points from Group B units of study			

### Graduate Certificate in Emergency Nursing

Course code GG005

Units of study	Semester	Coreqs	Prereqs
NURS 5025 Assessment & Clinical Judgement (A)	2		
CLIN 5003 Critical Care Nursing (B)	1		
CLIN 5007 Emergency Nursing (B)	1	CLIN 5003	
CLIN 5009 Trauma & Resuscitation Nursing (B)	2		CLIN 5007

### Graduate Certificate in Gerontic Nursing

Course code GG006

Units of study	Semester	Coreqs	Prereqs
NURS 5025 Assessment & Clinical Judgement (A)	2		
NURS 5034 Trends & Issues in Gerontic Nursing (B)	1		
Plus 12 credit points in units of study approved by the Faculty		Dependant upon units of study chosen	

### Graduate Certificate in Intensive Care Nursing

Course code GG004

Units of study	Semester	Coreqs	Prereqs
NURS 5025 Assessment & Clinical Judgement (A)	2		
CLIN 5003 Critical Care Nursing (B)	1		
CLIN 5006 Intensive Care Nursing: Core Concepts (B)	1	CLIN 5003	
CLIN 5008 Intensive Care Nursing: Integrated Concepts (B)	2		CLIN 5006

### Graduate Certificate in Mental Health Nursing

Course code GG007

Units of study	Semester	Coreqs	Prereqs
FCNU 5013 Interpersonal Relations in Clinical Environments (A)	1		
FCNU 5050 Mental Health Assessment & Intervention (B)	1		
NURS 5009 Advanced Mental Health Nursing (B)	2		
NURS 5010 Advanced Mental Health Nursing Practicum (B)	2	NURS 5009	

## Regulations

### Regulations

*Master of Health Services Management*

*Graduate Diploma in Health Services Management*

*Graduate Certificate in Health Services Management*

### Master of Health Services Management

#### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

2. *Requirements for the Master of Health Services Management*  
To qualify for the award of the Master of Health Services Management a student must:

- (1) complete successfully units of study giving credit for a minimum total of 72 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

#### 3. Requirements for the honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the course.

#### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

#### Section 1

##### 2. Admission

Applicants for admission to candidature for the course, Master of Health Services Management shall:

- (a) hold an undergraduate degree with a credit average or better; or

- (b) hold a Graduate Certificate in Health Services Management and an undergraduate degree; or
- (c) hold another qualification and a Graduate Certificate in Health Services Management with a credit average or better.

### 3. Units of study

Table 1 refers.

### 4. Requirements for the Master of Health Services Management

- (1) Students enrolled in the Master of Health Services Management shall:
  - (a) complete successfully 72 credit points in the following manner;
    - (i) 48 credit points as specified in Group A;
    - (ii) 36 credit points of electives from either Group A or Group B; and
    - (iii) 12 credit points of electives from either Group A, Group B or from any faculty within the University providing they meet the entry requirements of the particular unit of study.
  - (b) complete successfully all requirements for the degree within the maximum calendar time allowed;
  - (c) satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University of Sydney.

### 5. Award of the Master of Health Services Management

- (1) The Master of Health Services Management shall be awarded in one grade only, namely the Pass certificate.

### 6. Award of Honours

- (1) Candidates who have a WAM of 70 at the end of their first full-time equivalent semester and who:
  - (a) have completed the research method units of study as prescribed by the Faculty; and
  - (b) completed successfully a research dissertation;
 may be awarded the Master of Health Services Management with Honours.
- (2) There shall be two classes of Honours awarded, based on the dissertation, namely Class I, Class II, and within Class II there shall be two divisions, namely Division I and Division 2.
- (3) The Honours grade will be reported in percentages and the grades for the award shall be:

First Class	80-100
Second Class: Division 1	75-79
Second Class: Division 2	70-74

- (4) A bronze medal may be awarded to the one student in a graduating cohort with First Class Honours who secures the most distinguished record of achievement throughout the course and also shows outstanding merit by achieving an average grade of Distinction in all units of study undertaken during the course.

## Graduate Diploma in Health Services Management

### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the Graduate Diploma in Health Services Management

To qualify for the award of the Graduate Diploma in Health Services Management a student must:

- (1) complete successfully units of study giving credit for a minimum total of 48 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

### Section 1

#### 2. Admission

Applicants for admission to candidature for the course, Graduate Diploma in Health Services Management shall:

- (a) hold an undergraduate degree; or
- (b) hold a Graduate Certificate in Health Services Management and an undergraduate degree; or
- (c) hold another qualification and a Graduate Certificate in Health Services Management with a credit average or better.

#### 3. Units of study

Table 1 refers.

#### 4. Requirements for the Graduate Diploma in Health Services Management

- (1) Students enrolled in the Graduate Diploma shall:
  - (a) complete successfully 48 credit points in the following manner;
    - (i) 24 credit points as specified in Group A; and
    - (ii) 24 credit points of electives from either Group A or Group B.
  - (b) complete successfully all requirements for the degree within the maximum calendar time allowed;
  - (c) satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University of Sydney.

#### 5. Award of the Graduate Diploma in Health Services Management

- (1) The Graduate Diploma shall be awarded in one grade only, namely the Pass certificate.

## Graduate Certificate in Health Services Management

### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the Graduate Certificate in Health Services Management

To qualify for the award of the Graduate Certificate in Health Services Management a student must:

- (1) complete successfully units of study giving credit for a minimum total of 24 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

### Section 1

#### 2. Admission

Applicants for admission to candidature for the course, Graduate Certificate in Health Services Management shall:

- (i) hold an undergraduate degree; or
- (ii) hold another tertiary qualification; or
- (iii) have extensive relevant work experience.

#### 3. Units of study

Table 1 refers.

#### **4. Requirements for the Graduate Certificate in Health Services Management**

- (1) Students enrolled in the Graduate Certificate shall;
  - (a) complete successfully 24 credit points in the following manner;
    - (i) 12 credit points as specified in Group A; and
    - (ii) 12 credit points of electives from Group B.
  - (b) complete successfully all requirements for the degree within the maximum calendar time allowed;
  - (c) satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University of Sydney.

#### **5. Award of the Graduate Certificate in Health Services Management**

- (1) The Graduate Certificate shall be awarded in one grade only, namely the Pass certificate.

#### *Faculty Resolutions - All courses*

#### *Section 2*

##### **1. Details of units of study**

Refer to the attached table.

##### **2. Enrolment in more/less than minimum load**

- (1) Candidates who have a shown significant academic ability may, at the discretion of the Dean, be allowed to undertake more than the prescribed 24 credit points per semester.
- (2) Candidates who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the Dean, be permitted to do so.

##### **3. Cross-institutional study**

- (1) Candidates enrolled in the Graduate Certificate in Health Services Management will not be granted credit on the basis of work completed at another university or institution.
- (2) Candidates enrolled in the Graduate Diploma in Health Services Management may have credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study but may not exceed 12 credit points.
- (3) Candidates enrolled in the Master of Health Services Management may have credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study but may not exceed 24 credit points.
- (4) Candidates enrolled in the Doctor of Health Services Management may have credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study, but may not exceed 12 credit points.

##### **4. Restrictions on enrolment**

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.

##### **5. Discontinuation of enrolment**

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

##### **6. Suspension of enrolment**

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.
- (3) The granting of a suspension of candidature is at the discretion of the Dean.
- (4) Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the certificate, diploma or degree.

- (5) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

##### **7. Re-enrolment after an absence**

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
  - (a) lodge an application by the date advised by the Faculty in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
  - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).
- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

##### **8. Satisfactory progress pursuant to the University of Sydney (Coursework) Rule 2000**

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) Candidates who fail:
  - (a) up to 6 credit points of the units of study in which they are enrolled in any one semester may progress to a normal full-time load in the subsequent semester. Any failed unit of study must be taken in the following year;
  - (b) between 12 and 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
  - (c) more than 24 credit points of the credit point load undertaken during a year or who discontinue fail enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (3) The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.

##### **9. Time limit**

- (1) Candidates enrolled in the Graduate Certificate in Health Services Management shall complete the course in a minimum of one semester and a maximum of three semesters.
- (2) Candidates enrolled in the Graduate Diploma in Health Services Management shall complete the course in a minimum of two semesters and a maximum of six semesters.
- (3) Candidates enrolled in the Master of Health Services Management shall complete the course in a minimum of three semesters and a maximum of eight semesters.
- (4) Candidates enrolled in the Doctor of Health Services Management shall complete the course in a minimum of four semesters and a maximum of twelve semesters.
- (5) The maximum time limit for completion includes any time spent away from the course including exclusion.

##### **10. Assessment policy**

- (1) Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended).

##### **11. Credit transfer policy is in accordance with the University of Sydney (Coursework) Rule 2000 and Academic Board policies**

- (1) Credit in the Graduate Certificate in Health Services Management granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 6 credit points.
- (2) Credit in the Graduate Diploma in Health Services Management granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 12 credit points.

- (3) Credit in the Master of Health Services Management granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 24 credit points.
- (4) Credit in the Graduate Certificate in Health Services Management will not be granted on work completed at an institution other than a university.
- (5) Credit in the Graduate Diploma in Health Services Management granted on the basis of work completed at an institution other than a university may not exceed 6 credit points.
- (6) Credit in the Master of Health Services Management granted on the basis of work completed at an institution other than a university may not exceed 18 credit points.
- (7) Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

### Section 1(3) and Section (2)(1) - Table 1: units of study 2006 only

Group A	Credit points
HIMT 5078 Financial Management in Health Care Facilities	6
NURS 5028 Legal Studies for Health Care Managers	6
BACH 5291 Organisational Psychology	6
CEPI 5200 Quality and Safety in Health Care	6
Group B	
HPOL 5002 Contemporary Issues in Australian Health Policy	6
HIMT 5076 Casemix Measurement Systems	6
BACH 5306 Health Risk Management (International Perspectives)	6
NURS 5036 Managing Financial Resources in Nursing	6
HIMT 5058 Health Informatics Applications	6
HIMT 5065 Project Management	6
NURS 5035 Field Placement	6
NURS 5033 Management Project	6

Two further units from those listed above or any other faculty within the University providing the entry requirements for the unit are able to be met

### Master of Cancer Nursing

### Master of Cancer Nursing (Honours)

### Master of Clinical Education

### Master of Clinical Education (Honours)

### Master of Clinical Nursing

### Master of Clinical Nursing (Honours)

### Master of Emergency Nursing

### Master of Emergency Nursing (Honours)

### Master of Gerontic Nursing

### Master of Gerontic Nursing (Honours)

### Master of Intensive Care Nursing

### Master of Intensive Care Nursing (Honours)

### Master of Mental Health Nursing

### Master of Mental Health Nursing (Honours)

#### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the degree

To qualify for the award of the Master of Cancer Nursing, Master of Clinical Education, Master of Clinical Nursing, Master of Emergency Nursing, Master of Gerontic Nursing, Master of Intensive Care Nursing, or the Master of Mental Health Nursing a student must:

- (1) complete successfully units of study giving credit for a minimum total of 72 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

### 3. Requirements for the honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the course.

#### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

#### Section 1

#### 2. Admission

- (1) Applicants for admission to candidature for the Master of Cancer Nursing, Master of Clinical Education, Master of Clinical Nursing, Master of Emergency Nursing, Master of Gerontic Nursing, Master of Intensive Care Nursing or the Master of Mental Health Nursing shall:
  - (a) be graduates of the University of Sydney holding a Bachelor of Nursing degree, or another equivalent degree; or
  - (b) be graduates of other universities or other appropriate institutions who hold qualifications equivalent to those specified in (1)(a); or
  - (c) hold a Graduate Certificate in the area of specialisation in which they will be studying from the University of Sydney or another university, or equivalent, with a minimum grade point average of credit or better; or
  - (d) be registered nurses with a minimum of five years experience in the field and can demonstrate significant contribution to the development of the specialty, eg. clinical leadership, improvement of clinical standards, practice development, publications or research; and
  - (e) be registered, or be eligible to be registered, to practise nursing in an Australian state or territory;
  - (f) provided that with respect to clause (c) the award shall not be older than five years since completion; and
  - (g) in relation to qualifications not awarded in Australia, meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
    - (i) written and verbal English language competence and interpersonal communication; and
    - (ii) numeracy.
- (2) Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.
- (3) Applicants with qualifications gained in a country other than Australia will be assessed on the equivalence of their qualifications to Australian standards.

#### 3. Units of study

Refer to the attached table.

#### 4. Requirements for the degree

- (1) To qualify for the award of the degree:
  - (a) those candidates admitted under (1)(a) or (b) shall:
    - (i) complete a minimum of 72 credit points provided that at least 18 credit points are from each of Groups A, B and C; and
    - (ii) include a prescribed pattern of study approved by the Faculty;
  - (b) those candidates admitted under (1)(c) shall:
    - (i) complete 48 credit points provided that at least 18 credit points are from of Group A and 18 credit points are from Group C; and
    - (ii) include a pattern of study approved by the Faculty;
  - (c) those candidates admitted under (1)(d) shall:

- (i) complete at least 48 credit points provided that at least 18 credit points are from of Group A and 18 credit points are from Group C; and
  - (ii) include a pattern of study approved by the Faculty;
  - (d) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;
  - (e) where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 4(1)(a), (b) or (c).
- (2) The requirements of the award must be completed within a maximum of six calendar years for a student required to complete 72 credit points inclusive of periods of suspension or and/or exclusion from candidature and pro rata for fewer credit point requirements.
  - (3) Students are required to attend clinical placements, fieldwork and laboratory sessions as prescribed by the Faculty.
  - (4) A candidate who is deemed to be unsatisfactory at any time during a clinical placement or fieldwork may be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:
    - (a) require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in (4)(1) above; and/or
    - (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.
  - (5) A candidate whose behaviour, performance or character may be considered to be incompatible with the safe and professional practice of nurses or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, or whose good standing with the registration authorities ceases, may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:
    - (a) require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in (4)(1) above; and/or
    - (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

#### 5. Requirements for the honours degree

- (1) A candidate for the degree may be given permission to undertake a pattern of study leading to the award of the degree with honours.
- (2) To become eligible for the honours pattern, a candidate must:
  - (a) have completed a minimum of 36 credit points toward the degree; and
  - (b) have a achieved WAM of 70; and
  - (c) have shown aptitude to undertake original work; and
  - (d) have an appropriate topic in this field approved by the Faculty.
- (3) An honours candidate shall undertake supervised 24 credit point thesis in a topic approved by the Faculty and to complete this work in a maximum period approved by the Faculty.
- (4) There shall be two classes of Honours awarded, namely Class I, Class II, and within Class II there shall be two divisions, namely Division I and Division 2.
- (5) The Honours grade will be reported in percentages and the grades for the award shall be:

First Class	80-100
Second Class: Division 1	75-79
Second Class: Division 2	70-74

- (6) A bronze medal may be awarded to the one student in a graduating cohort with First Class Honours who secures the most distinguished record of achievement throughout the course.

## Section 2

### 1. Details of units of study

Refer to the attached table.

### 2. Enrolment in more/less than the minimum load

- (1) Candidates who have a shown significant academic ability may, at the discretion of the Dean, be allowed to undertake more than the prescribed 24 credit points per semester.
- (2) Candidates who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the Dean, be permitted to do so.

### 3. Cross-institutional study

- (1) Credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 24 credit points.

### 4. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
- (3) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

### 5. Discontinuation of enrolment

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

### 6. Suspension of enrolment

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.
- (3) The granting of a suspension of candidature is at the discretion of the Dean.
- (4) Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.
- (5) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

### 7. Re-enrolment after an absence

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
  - (a) lodge an application by October 30 in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
  - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).
- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

### 8. Satisfactory progress

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) A Concessional Pass (PCON) may be considered for no more than one unit of study in the final year of enrolment and will

not apply to any nursing practice unit or to any previously failed unit.

- (3) Candidates who fail:
- up to 6 credit points of the units of study in which they are enrolled in any one semester may progress to a normal full-time load in the subsequent semester. Any failed unit of study must be taken in the following year;
  - between 12 and 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
  - more than 24 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a practicum unit, or who discontinue enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (4) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum units of study in addition to the minimum number of credit points required to complete the degree.
- (5) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

### 9. Time limit

- A candidate for the degree may proceed on either a full-time or part-time basis.
  - A full-time candidate shall complete the requirements for the degree no later than at the end of the eighth semester of candidature.
  - A part-time candidate shall complete the requirements for the degree no later than at the end of the tenth semester of candidature.
  - All candidates must complete the requirements for the degree within six calendar years of first enrolment inclusive of periods of suspension and exclusion.

### 10. Assessment Policy

- Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and the general Resolutions of the Faculty of Nursing and Midwifery.

### 11. Credit Transfer Policy

- Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 24 credit points.
- Credit granted on the basis of work completed at an institution other than a university may not exceed 18 credit points.
- Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

### 12. Transitional arrangements

No transitional arrangements are required.

## Master of Midwifery Research

### Master of Midwifery Research (Honours)

#### *Senate Resolutions*

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

#### 2. Requirements for the degree

To qualify for the award of the Master of Midwifery Research a student must:

- complete successfully units of study giving credit for a minimum total of 72 credit points; and
- satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

### 3. Requirements for the honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the course.

#### *Faculty Resolutions*

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

#### *Section 1*

##### 2. Admission

- Applicants for admission to candidature for the Master of Midwifery Research, shall:
  - be graduates of the University of Sydney holding a Graduate Diploma in Midwifery and a bachelor's degree in a relevant field, or other equivalent award; or
  - be graduates of other universities or other appropriate institutions who hold qualifications equivalent to those specified in (1)(a); or
  - be certified or eligible to be certified to practise midwifery in an Australian state or territory;
  - in relation to qualifications not awarded in Australia, meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
    - written and verbal English language competence and interpersonal communication; and
    - numeracy.
- Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.
- Applicants with qualifications gained in a country other than Australia will be assessed on the equivalence of their qualifications to Australian standards.
- The candidature may be accepted by the Faculty on a probationary basis for a period not exceeding twelve months, and on the completion of this probationary period, the Faculty shall review the candidate's work and shall either confirm or terminate the candidature.

##### 3. Units of study

Refer to the attached table.

##### 4. Requirements for the degree

- To qualify for the award of the degree:
  - candidates shall complete a minimum of 72 credit points and include a prescribed pattern of study of 36 credit points approved by the Faculty;
  - satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.
- The requirements of the award must be completed within a maximum of six calendar years for a student required to complete 72 credit points inclusive of periods of suspension or and/or exclusion from candidature and pro rata for fewer credit point requirements.
- Students are required to attend classes as prescribed by the Faculty.
- A candidate who ceases to be in good standing with the nurses and midwives registration authorities may be asked to show good cause as to why they should be allowed to continue the degree.

##### 5. Requirements for the honours degree

- A candidate for the degree may be given permission to undertake a pattern of study leading to the award of the degree with honours.
- To become eligible for the honours pattern, a candidate must:
  - have completed 36 credit points toward the degree; and
  - have a achieved WAM of 70; and
  - have shown aptitude to undertake original work; and
  - have an appropriate topic in this field approved by the Faculty.
- Undertake a supervised 24 credit point thesis in a topic approved by the Faculty and to complete this work in a maximum period approved by the Faculty.

- (4) There shall be two classes of Honours awarded, namely Class I, Class II, and within Class II there shall be two divisions, namely Division I and Division 2.
- (5) The Honours grade will be reported in percentages and the grades for the award shall be:

First Class	80-100	Second Class: Division 1	75-79	Second Class: Division 2	70-74
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- (6) A bronze medal may be awarded to the one student in a graduating cohort with First Class Honours who secures the most distinguished record of achievement throughout the course.

## Section 2

### 1. Details of units of study

Refer to the attached table.

### 2. Enrolment in more/less than the minimum load

- (1) Candidates who have a shown significant academic ability may, at the discretion of the Dean, be allowed to undertake more than the prescribed 24 credit points per semester.
- (2) Candidates who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the Dean, be permitted to do so.

### 3. Cross-institutional study

- (1) Credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 24 credit points.

### 4. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
- (3) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

### 5. Discontinuation of enrolment

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

### 6. Suspension of enrolment

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.
- (3) The granting of a suspension of candidature is at the discretion of the Dean.
- (4) Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.
- (5) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

### 7. Re-enrolment after an absence

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
  - (a) lodge an application by October 30 in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and

- (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).
- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

### 8. Satisfactory progress

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) A Concessional Pass (PCON) may be considered for no more than one unit of study in the final year of enrolment and will not apply to any nursing practice unit or to any previously failed unit.
- (3) Candidates who fail:
  - (a) up to 6 credit points of the units of study in which they are enrolled in any one semester may progress to a normal full-time load in the subsequent semester. Any failed unit of study must be taken in the following year;
  - (b) between 12 and 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
  - (c) more than 24 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a practicum unit, or who discontinue fail enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (4) The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.
- (5) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

### 9. Time limit

- (1) A candidate for the degree may proceed on either a full-time or part-time basis.
  - (a) A full-time candidate shall complete the requirements for the degree no later than at the end of the eighth semester of candidature.
  - (b) A part-time candidate shall complete the requirements for the degree no later than at the end of the tenth semester of candidature.
  - (c) All candidates must complete the requirements for the degree within six calendar years of first enrolment inclusive of periods of suspension and exclusion.

### 10. Assessment Policy

- (1) Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and the general Resolutions of the Faculty of Nursing and Midwifery.

### 11. Credit Transfer Policy

- (1) Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 24 credit points.
- (2) Credit granted on the basis of work completed at an institution other than a university may not exceed 18 credit points.
- (3) Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

### 12. Transitional arrangements

No transitional arrangements are required.

## Master of Nursing Research

### Master of Nursing Research (Honours)

#### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

#### 2. Requirements for the degree

To qualify for the award of the Master of Nursing Research a student must:

- (1) complete successfully units of study giving credit for a minimum total of 72 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

#### 3. Requirements for the honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the course.

#### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

#### Section 1

##### 2. Admission

- (1) Applicants for admission to candidature for the Master of Nursing Research, shall:
  - (a) be graduates of the University of Sydney holding a Bachelor of Nursing degree, or another equivalent degree; or
  - (b) be graduates of other universities or other appropriate institutions who hold qualifications equivalent to those specified in (1)(a); or
  - (c) be registered or eligible to register to practise nursing in an Australian state or territory;
  - (d) in relation to qualifications not awarded in Australia, meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
    - (i) written and verbal English language competence and interpersonal communication; and
    - (ii) numeracy.
- (2) Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.
- (3) Applicants with qualifications gained in a country other than Australia will be assessed on the equivalence of their qualifications to Australian standards.
- (4) The candidature may be accepted by the Faculty on a probationary basis for a period not exceeding twelve months, and on the completion of this probationary period, the Faculty shall review the candidate's work and shall either confirm or terminate the candidature.

##### 3. Units of study

Refer to the attached table.

##### 4. Requirements for the degree

- (1) To qualify for the award of the degree:
  - (a) candidates shall complete a minimum of 72 credit points and include a prescribed pattern of study of 36 credit points approved by the Faculty
  - (b) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;
- (2) The requirements of the award must be completed within a maximum of six calendar years for a student required to complete 72 credit points inclusive of periods of suspension or and/or exclusion from candidature and pro rata for fewer credit point requirements.
- (3) Students are required to attend classes as prescribed by the Faculty.
- (4) A candidate who ceases to be in good standing with the nurses and midwives registration authorities may be asked to show good cause as to why they should be allowed to continue the degree.

##### 5. Requirements for the honours degree

- (1) A candidate for the degree may be given permission to undertake a pattern of study leading to the award of the degree with honours.
- (2) To become eligible for the honours pattern, a candidate must:
  - (a) have completed 36 credit points toward the degree; and
  - (b) have a achieved WAM of 70; and
  - (c) have shown aptitude to undertake original work; and
  - (d) have an appropriate topic in this field approved by the Faculty.
- (3) Undertake a supervised 24 credit point thesis in a topic approved by the Faculty and to complete this work in a maximum period approved by the Faculty.
- (4) There shall be two classes of Honours awarded, namely Class I, Class II, and within Class II there shall be two divisions, namely Division I and Division 2.
- (5) The honours grade will be reported in percentages and the grades for the award shall be:

First Class	80 - 100	Second Class: Division 1	75 -79	Second Class: Division 2	70 - 74
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- (6) A bronze medal may be awarded to the one student in a graduating cohort with First Class Honours who secures the most distinguished record of achievement throughout the course.

#### Section 2

##### 1. Details of units of study

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##### 2. Enrolment in more/less than the minimum load

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- (2) Candidates who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the Dean, be permitted to do so.

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- (1) Credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 24 credit points.

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- (3) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

##### 5. Discontinuation of enrolment

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

##### 6. Suspension of enrolment

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.
- (3) The granting of a suspension of candidature is at the discretion of the Dean.

- (4) Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.
- (5) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

### 7. Re-enrolment after an absence

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
  - (a) lodge an application by 30 October in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
  - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).
- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

### 8. Satisfactory Progress

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) A Concessional Pass (PCON) may be considered for no more than one unit of study in the final year of enrolment and will not apply to any nursing practice unit or to any previously failed unit.
- (3) Candidates who fail:
  - (a) up to 6 credit points of the units of study in which they are enrolled in any one semester may progress to a normal full-time load in the subsequent semester. Any failed unit of study must be taken in the following year;
  - (b) between 12 and 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
  - (c) more than 24 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a practicum unit, or who discontinue fail enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (4) The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.
- (5) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

### 9. Time limit

- (1) A candidate for the degree may proceed on either a full-time or part-time basis.
  - (a) A full-time candidate shall complete the requirements for the degree no later than at the end of the eighth semester of candidature.
  - (b) A part-time candidate shall complete the requirements for the degree no later than at the end of the tenth semester of candidature.
  - (c) All candidates must complete the requirements for the degree within six calendar years of first enrolment inclusive of periods of suspension and exclusion.

### 10. Assessment Policy

- (1) Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and the general Resolutions of the Faculty of Nursing and Midwifery.

### 11. Credit Transfer Policy

- (1) Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 24 credit points.
- (2) Credit granted on the basis of work completed at an institution other than a university may not exceed 18 credit points.
- (3) Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

### 12. Transitional arrangements

No transitional arrangements are required.

### Section 1(3) and Section 2(1): Table 1: units of study (master's courses: Master of Midwifery Research, Master of Nursing Research)

Group A	Credit points
CLIN 5002 History of Ideas in Nursing	6
CLIN 5013 Illness, Experience and Embodiment	6
FCNU 5037 History of Ideas in Midwifery	6
NURS 5011 Advanced Nursing: Cellular Therapies	6
NURS 5012 Assessment & Clinical Judgement	6
NURS 6010 Clinical Qualitative Research	6
NURS 5022 Nursing Research Methods & Application	6
FCNU 5013 Interpersonal Relations in Clinical Environments	6
Any other unit approved by the Faculty	
Group B	
NURS 5011 Advanced Nursing: Cellular Therapies	6
NURS 5009 Advanced Mental Health Nursing	6
NURS 5010 Advanced Mental Health Nursing Practicum	6
NURS 5012 Assessment & Clinical Judgement	6
NURS 5013 Clinical Education	6
NURS 5014 Clinical Education Practicum	6
CLIN 5003 Critical Care Nursing	6
CLIN 5007 Emergency Nursing	6
CLIN 5009 Trauma & Resuscitation Nursing	6
CLIN 5006 Intensive Care Nursing: Core Concepts	6
CLIN 5008 Intensive Care Nursing: Integrated Concepts	6
FCNU 5013 Interpersonal Relations in Clinical Environments	6
FCNU 5050 Mental Health Assessment and Interventions	6
NURS 5023 Palliative Nursing	6
NURS 6020 Advanced Nursing Practicum 1	6
NURS 6021 Advanced Nursing Practicum 2	6
NURS 5024 Cancer Nursing Practice	6
NURS 5025 Understanding Cancer Causes & Therapies	6
NURS 5026 Health Promotion in Cancer Recovery	6
NURS 5034 Trends & Issues in Gerontic Nursing	6
Any other unit approved by the Faculty	
Group C	
NURS 5015 Comparative Health Care Systems	6
CLIN 5013 Illness, Experience and Embodiment	6
NURS 6011 Practice Development Project	12
NURS 5027 Health Care Sector Management (2007)	6
NURS 5029 Management in Aged Care I (2007)	6
NURS 5031 Community Analysis and Health Planning (2007)	6
CLIN 5033 Nursing Services Management in Health	6
NURS 5028 Legal Studies for Health Care Managers	6
NURS 5030 Management in Aged Care II	6
NURS 5036 Managing Financial Resources in Nursing	6
Any other unit approved by the Faculty	

## Master of Midwifery

### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the Master of Midwifery

To qualify for the award of the Master of Midwifery a student must:

- (1) complete successfully units of study giving credit for a total of 48 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and the Faculty.

### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

### Section 1

#### 2. Admission

- (1) Applicants for the admission as candidates for the Master of Midwifery shall:
  - (a) hold a Graduate Diploma in Midwifery from The University of Sydney or an equivalent qualification from another tertiary institution; and
  - (b) are registered to practice as a midwife in NSW or in, the case of international students, their country of origin; or
  - (c) be registered to practise as a midwife by the Nurses and Midwives Board, NSW; and
- (2) An applicant may be required to undertake preliminary qualifying studies, and complete such preliminary examinations as the Faculty may prescribe before admission to candidature.
- (3) Candidates who do not meet the above criteria, may be admitted by the Dean on advice of the Associate Dean (Teaching & Learning).

#### 3. Units of study

Refer to the attached table.

#### 4. Requirements for the Master of Midwifery

- (1) To qualify for the award of the Master of Midwifery:
  - (a) candidates who hold a Graduate Diploma in Midwifery from the University of Sydney shall successfully complete:
    - (i) one unit of study from the units of study in Group A; and
    - (ii) one unit of study from the units of study in Group B; and
    - (iii) a midwifery project worth 12 credit points.
  - (b) candidates who hold a Graduate Diploma in Midwifery from another tertiary institution are required to successfully complete:
    - (i) two units of study from the units of study in Group A; and
    - (ii) two units of study from the units of study in Group B; and
    - (iii) a midwifery project worth 12 credit points.
  - (c) candidates who are registered to practice as a midwife, but who do not hold a qualification from a recognised tertiary institution are required to successfully complete up to 72 credit points in the following manner:
    - (i) two units of study from the units of study in Group A; and
    - (ii) two units of study from the units of study in Group B; and
    - (iii) a midwifery project worth 12 credit points; and
    - (iv) any other units from either Group A or Group B units of study to meet the requirements of the degree.
- (2) The requirements of the award must be completed within a maximum of ten semesters.

### Section 2

#### 1. Details of units of study

Refer to the attached table.

#### 2. Enrolment in more/less than minimum load

- (1) The proposed course pattern of sequential blocks in the Graduate Diploma in Midwifery does not allow for variation in the enrolment load.
- (2) Candidates enrolled in the Master of Midwifery who have a shown significant academic ability may, at the discretion of the Dean, be allowed to undertake more than the prescribed 24 credit points per semester.
- (3) Candidates enrolled in the Master of Midwifery who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the Dean, be permitted to do so.

#### 3. Cross-institutional study

- (1) Credit granted to candidates enrolled in the Graduate Diploma in Midwifery or the Master of Midwifery, on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 12 credit points.

#### 4. Restrictions on enrolment

- (1) Admission to any unit of study may be limited by a quota. In determining the quota the Faculty will take into account:
  - (a) availability of resources including space, library, equipment and computing facilities; and
  - (b) availability of adequate and appropriate supervision.
- (2) In considering an application for admission to candidature the Faculty shall take account of the quota and select in preference applicants who are most meritorious in terms of (2)(1) above.
- (3) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
- (4) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

#### 5. Discontinuation of enrolment

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

#### 6. Suspension of candidature

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) The granting of a suspension of candidature is at the discretion of the Dean.
- (3) Suspension of candidature will be for a minimum and maximum of one semester and may be granted only once during the diploma.
- (4) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

#### 7. Re-enrolment after an absence

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
  - (a) lodge an application by the date advised in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
  - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until

financial obligations and show cause requirements are completed).

- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

### 8. Satisfactory Progress

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) A student shall be deemed not to have made satisfactory progress, and shall be required to show good cause as to why they should be permitted to re-enrol in the course if they have:
  - (a) failed 12 credit points or more in any one semester; or
  - (b) failed, or discontinued enrolment without permission, in one unit of study twice.
- (3) The Faculty reserves the right to require students who are asked to show cause and enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.
- (5) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

### 9. Time limit

- (1) A candidate for the diploma may proceed on a full-time basis only.
- (2) Candidates shall complete the requirements for the diploma no later than at the end of the fourth semester of candidature.

### 10. Assessment Policy

Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and the general Resolutions of the Faculty of Nursing and Midwifery.

### 11. Credit Transfer Policy

- (1) Credit granted to students enrolled in the Graduate Diploma in Midwifery on the basis of work completed or prior learning in another course at this University or at another university may not exceed 12 credit points.
- (2) No credit in the Graduate Diploma in Midwifery will be granted on the basis of work completed at an institution other than a university.
- (3) Credit granted to students enrolled in the Master of Midwifery and who hold a Graduate Diploma in Midwifery from another tertiary institution will not exceed 50 per cent of the total credit point value of the degree.
- (4) Credit granted to students enrolled in the Master of Midwifery and who are registered to practice as a midwife, but do not hold a midwifery qualification from a recognised tertiary institution will be determined on an individual basis, but may not exceed 24 credit points.
- (5) Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

### 12. Transitional arrangements

No transitional arrangements are required.

#### Section 1(3) and Section 2(1): Table of units of study

Group A	Credit points
FCNU 5037 History of Ideas in Midwifery	6
MIDI 6002 Midwifery Research Methods & Application	6
NURS 5021 Nursing, Midwifery & Work	6
NURS 5015 Comparative health Care Systems	6
Group B	
MIDI 6005 Communication & Interaction in Midwifery	6
NURS 5013 Clinical Education	6
NURS 5012 Assessment & Clinical Judgement	6

MIDI 6004 Pharmacotherapeutics & Midwifery	6
NURS 6010 Clinical Qualitative Research	6
MIDI 5007 Professional Issues in Midwifery	6
Compulsory unit of study	
MIDI 6010 Midwifery Project	12

## Graduate Diploma in Midwifery

### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

### 2. Requirements for the Graduate Diploma in Midwifery

To qualify for the award of the Graduate Diploma in Midwifery a student must:

- (1) complete successfully units of study giving credit for a total of 72 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and the Faculty.

### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

### Section 1

#### 2. Admission

- (1) Applicants for the admission as candidates for the Graduate Diploma in Midwifery shall:
  - (a) hold the degree of Bachelor of Nursing from the University of Sydney or an equivalent qualification;
  - (b) be registered or eligible to be registered to practise nursing by the Nurses and Midwives Board, NSW; and
  - (c) be able to demonstrate to the Faculty that she/he has guaranteed employment for 52 weeks at 0.8 full time equivalent, at one of the participating midwifery hospitals for the midwifery clinical experience.
- (2) An applicant may be required to undertake preliminary qualifying studies, and complete such preliminary examinations as the Faculty may prescribe before admission to candidature.
- (3) Candidates who do not meet the above criteria, may be admitted by the Dean on advice of the Associate Dean (Teaching and Learning).

#### 3. Units of study

Refer to the attached table.

#### 4. Requirements for the Graduate Diploma in Midwifery

- (1) To qualify for the award of the Graduate Diploma in Midwifery, a candidate shall complete successfully:
  - (a) all units of study set out in (3) above having a total value of 48 credit points;
  - (b) such clinical experience requirements as the Faculty may prescribe;
  - (c) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;
  - (d) where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 4(1)(a) and (b).
- (2) The requirements of the award must be completed within a maximum of two calendar years.
- (3) A candidate who is deemed to be unsatisfactory at any time during their clinical experience may be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may;

- (a) require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in (4)(1)(a) and (b) above; and/or
  - (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.
- (4) A candidate whose behaviour, performance or character may be considered to be incompatible with the safe and professional practice of midwives, or commits any serious breach of the ethical standards required for the professional practice of midwifery, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may;
- (a) require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the diploma set down in (4)(1)(a) above; and/or
  - (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

## Section 2

### 1. Details of units of study

Refer to the attached table.

### 2. Enrolment in more/less than minimum load

- (1) The proposed course pattern of sequential blocks in the Graduate Diploma in Midwifery does not allow for variation in the enrolment load.
- (2) Candidates enrolled in the Master of Midwifery who have a shown significant academic ability may, at the discretion of the Dean, be allowed to undertake more than the prescribed 24 credit points per semester.
- (3) Candidates enrolled in the Master of Midwifery who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the Dean, be permitted to do so.

### 3. Cross-institutional study

- (1) Credit granted to candidates enrolled in the Graduate Diploma in Midwifery or the Master of Midwifery, on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 12 credit points.

### 4. Restrictions on enrolment

- (1) Admission to any unit of study may be limited by a quota. In determining the quota the Faculty will take into account:
  - (a) availability of resources including space, library, equipment and computing facilities; and
  - (b) availability of adequate and appropriate supervision.
- (2) In considering an application for admission to candidature the Faculty shall take account of the quota and select in preference applicants who are most meritorious in terms of (2)(1) above.
- (3) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
- (4) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

### 5. Discontinuation of enrolment

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

### 6. Suspension of candidature

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) The granting of a suspension of candidature is at the discretion of the Dean.
- (3) Suspension of candidature will be for a minimum and maximum of one semester and may be granted only once during the diploma.

- (4) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

### 7. Re-enrolment after an absence

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
  - (a) lodge an application by the date advised in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
  - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).
- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

### 8. Satisfactory Progress

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) A student shall be deemed not to have made satisfactory progress, and shall be required to show good cause as to why they should be permitted to re-enrol in the course if they have:
  - (a) failed 12 credit points or more in any one semester; or
  - (b) failed, or discontinued enrolment without permission, in one unit of study twice.
- (3) The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.
- (4) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

### 9. Time limit

- (1) A candidate for the diploma may proceed on a full-time basis only.
- (2) Candidates shall complete the requirements for the diploma no later than at the end of the fourth semester of candidature.

### 10. Assessment Policy

Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and the general Resolutions of the Faculty of Nursing and Midwifery.

### 11. Credit Transfer Policy

- (1) Credit granted to students enrolled in the Graduate Diploma in Midwifery on the basis of work completed or prior learning in another course at this University or at another university may not exceed 12 credit points.
- (2) No credit in the Graduate Diploma in Midwifery will be granted on the basis of work completed at an institution other than a university.
- (3) Credit granted to students enrolled in the Master of Midwifery and who hold a Graduate Diploma in Midwifery from another tertiary institution will not exceed 50 per cent of the total credit point value of the degree.
- (4) Credit granted to students enrolled in the Master of Midwifery and who are registered to practice as a midwife, but do not hold a midwifery qualification from a recognised tertiary institution will be determined on an individual basis, but may not exceed 24 credit points.
- (5) Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

### 12. Transitional arrangements

No transitional arrangements are required.

**Section 1(3) and Section 2(1): Table: units of study**

	Credit points
MIDI 5001: Midwifery Foundations and Practice	6
MIDI 5004: Inquiry and Evidence in Midwifery	6
MIDI 5002: Midwifery Clinical Experience A (0.8 FTE employment)	6
MIDI 5003: Contemporary Midwifery in Context	6
MIDI 5005: Midwifery Care in Complex Situations A	6
MIDI 5006: Midwifery Care in Complex Situations B	6
MIDI 5007: Professional Issues in Midwifery	6
MIDI 5008: Midwifery Clinical Experience B (0.8 FTE employment)	6

**Graduate Diploma in Nursing****Senate Resolutions**

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

**2. Requirements for the degree**

To qualify for the award of the Graduate Diploma in Nursing a student must:

- (1) be currently enrolled in a masters coursework program at the Faculty of Nursing and Midwifery and have successfully completed eight units of study giving credit for a minimum total of 48 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

**Faculty Resolutions**

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

**Section 1****2. Admission**

- (1) Application for admission to the Graduate Diploma in Nursing is limited to those students currently enrolled in a master's coursework program at the Faculty of Nursing and Midwifery and only with the permission of the Dean.

**3. Units of study**

Refer to master's coursework resolutions.

**4. Requirements for the diploma**

- (1) To qualify for the award of the diploma candidates must have successfully completed eight units of study for a minimum of 48 credit points from the units available within the master's coursework program and have the permission of the Dean.
- (2) The requirements of the award must be completed within a maximum of three calendar years inclusive of periods of suspension or and/or exclusion from candidature.
- (3) Students are required to attend clinical placements, fieldwork and laboratory sessions as prescribed by the Faculty.
- (4) A candidate who is deemed to be unsatisfactory at any time during a clinical placement or fieldwork may be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:
  - (a) require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in (4)(1) above; and/or
  - (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.
- (5) A candidate whose behaviour, performance or character may be considered to be incompatible with the safe and professional

practice of nurses or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, or whose good standing with the registration authorities ceases, may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:

- (a) require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in (4)(1) above; and/or
- (b) ask the candidate to show good cause as to why they should be allowed to continue the degree.

**Section 2****1. Details of units of study**

Refer to master's coursework resolutions.

**2. Enrolment in more/less than the minimum load**

- (1) The resolutions relating to master's coursework degrees apply.

**3. Cross-institutional study**

- (1) The resolutions relating to master's coursework degrees apply.

**4. Restrictions on enrolment**

- (1) Candidates may only enrol with the permission of the Dean.

**5. Discontinuation of enrolment**

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed may not re-enrol in the graduate diploma.

**6. Suspension of enrolment**

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.
- (3) The granting of a suspension of candidature is at the discretion of the Dean.
- (4) Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the graduate diploma.
- (5) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies.

**7. Re-enrolment after an absence**

- (1) Candidates may not re-enrol in the graduate diploma after an absence.

**8. Satisfactory Progress**

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) A Concessional Pass (PCON) may be considered for no more than one unit of study in the final year of enrolment and will not apply to any nursing practice unit or to any previously failed unit.
- (3) Candidates who fail:
  - (a) up to 6 credit points of the units of study in which they are enrolled in any one semester may progress to a normal full-time load in the subsequent semester. Any failed unit of study must be taken in the following year;
  - (b) between 12 and 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
  - (c) more than 24 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a practicum unit, or who discontinue fail enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (4) The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete

units of study in addition to the minimum number of credit points required to complete the degree.

- (5) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

#### 9. Time limit

- (1) A candidate for the graduate diploma may proceed on either a full-time or part-time basis.
  - (a) A full-time candidate shall complete the requirements for the degree no later than at the end of the fourth semester of candidature.
  - (b) A part-time candidate shall complete the requirements for the degree no later than at the end of the sixth semester of candidature.

#### 10. Assessment Policy

- (1) Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and the general Resolutions of the Faculty of Nursing and Midwifery.

#### 11. Credit Transfer Policy

- (1) Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 18 credit points.
- (2) Credit granted on the basis of work completed at an institution other than a university may not exceed 12 credit points.
- (3) Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

#### 12. Transitional arrangements

No transitional arrangements are required.

### Graduate Certificate in Cancer Nursing

### Graduate Certificate in Clinical Education

### Graduate Certificate in Clinical Nursing

### Graduate Certificate in Emergency Nursing

### Graduate Certificate in Gerontic Nursing

### Graduate Certificate in Intensive Care Nursing

### Graduate Certificate in Mental Health Nursing

#### Senate Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

#### 2. Requirements for the certificate

To qualify for the award of the Graduate Certificate in Cancer Nursing, Graduate Certificate in Clinical Education, Graduate Certificate in Clinical Nursing, Graduate Certificate in Emergency Nursing, Graduate Certificate in Gerontic Nursing, Graduate Certificate in Intensive Care Nursing or the Graduate Certificate in Mental Health Nursing a student must:

- (1) complete successfully units of study giving credit for a minimum total of 24 credit points; and
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

#### Faculty Resolutions

1. These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate.

## Section 1

### 2. Admission

- (1) Applicants for admission to candidature for the Graduate Certificate in Cancer Nursing, Graduate Certificate in Clinical Education, Graduate Certificate in Clinical Nursing, Graduate Certificate in Emergency Nursing, Graduate Certificate in Gerontic Nursing, Graduate Certificate in Intensive Care Nursing or the Graduate Certificate in Mental Health Nursing shall:
  - (a) be registered as a nurse in Australia; or
  - (b) hold a qualification that qualifies them to be a registered nurse in a country other than Australia and meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of written and verbal English language competence and interpersonal communication

### 3. Units of study

Refer to the attached table.

### 4. Requirements for the certificate

- (1) To qualify for the award of the course, a candidate must:
  - (a) complete successfully 24 credit points;
  - (b) complete all requirements for the certificate within the maximum calendar time allowed;
  - (c) satisfy the requirements of all other relevant By-laws, Rules and Resolutions of The University of Sydney.
  - (d) where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 4(1).
- (2) Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty.
- (3) A candidate who is deemed to be unsatisfactory at any time during a clinical requirement for the award may be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may;
  - (a) require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the certificate set down in (1)(a) and/or
  - (b) ask the candidate to show good cause as to why they should be allowed to continue the course.

### 5. Award of the certificate

- (1) The Graduate Certificate shall be awarded in one grade only, namely the Pass certificate.

## Section 2

### 1. Details of units of study

Refer to the attached table.

### 2. Enrolment in more/less than the minimum load

- (1) Candidates who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the Dean, be permitted to do so.

### 3. Cross-institutional study

- (1) Credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 12 credit points.

### 4. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
- (3) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

### 5. Discontinuation of enrolment

- (1) A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

## 6. Suspension of enrolment

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.
- (3) The granting of a suspension of candidature is at the discretion of the Dean.
- (4) Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.
- (5) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

## 7. Re-enrolment after an absence

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
  - (a) lodge an application by October 30 in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
  - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).
- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

## 8. Satisfactory Progress

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) A Concessional Pass (PCON) may be considered for no more than one unit of study in the final year of enrolment and will not apply to any nursing practice unit or to any previously failed unit.
- (3) Candidates who fail:
  - (a) up to 6 credit points of the units of study in which they are enrolled in any one semester may progress to a normal full-time load in the subsequent semester. Any failed unit of study must be taken in the following year;
  - (b) up to 12 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
  - (c) more than 12 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a practicum unit, or who discontinue fail enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (4) The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.
- (5) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

## 9. Time limit

- (1) A candidate for the graduate certificate may proceed on either a full-time or part-time basis.
  - (a) A full-time candidate shall complete the requirements for the degree no later than at the end of the second semester of candidature.

- (b) A part-time candidate shall complete the requirements for the degree no later than at the end of the fourth semester of candidature.
- (c) All candidates must complete the requirements for the degree within two calendar years of first enrolment inclusive of periods of suspension and exclusion.

## 10. Assessment Policy

- (1) Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and the general Resolutions of the Faculty of Nursing and Midwifery.

## 11. Credit Transfer Policy

- (1) Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 24 credit points.
- (2) Credit granted on the basis of work completed at an institution other than a university may not exceed 18 credit points.
- (3) Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

## 12. Transitional arrangements

No transitional arrangements are required.

### Section 1(3) and Section 2(1): Table 1: units of study

Group A	Credit points
CLIN 5002 History of Ideas in Nursing	6
CLIN 5013 Illness, Experience and Embodiment	6
FCNU 5037 History of Ideas in Midwifery	6
NURS 5011 Advanced Nursing: Cellular Therapies	6
NURS 5012 Assessment & Clinical Judgement	6
NURS 6010 Clinical Qualitative Research	6
NURS 5022 Nursing Research Methods & Application	6
FCNU 5013 Interpersonal Relations in Clinical Environments	6
Any other unit approved by the Faculty	
Group B	
NURS 5011 Advanced Nursing: Cellular Therapies	6
NURS 5009 Advanced Mental Health Nursing	6
NURS 5010 Advanced Mental Health Nursing Practicum	6
NURS 5012 Assessment & Clinical Judgement	6
NURS 5013 Clinical Education	6
NURS 5014 Clinical Education Practicum	6
CLIN 5003 Critical Care Nursing	6
CLIN 5007 Emergency Nursing	6
CLIN 5009 Trauma & Resuscitation Nursing	6
CLIN 5006 Intensive Care Nursing: Core Concepts	6
CLIN 5008 Intensive Care Nursing: Integrated Concepts	6
FCNU 5013 Interpersonal Relations in Clinical Environments	6
FCNU 5050 Mental Health Assessment and Interventions	6
NURS 5023 Palliative Nursing	6
NURS 6020 Advanced Nursing Practicum 1	6
NURS 6021 Advanced Nursing Practicum 2	6
NURS 5024 Cancer Nursing Practice	6
NURS 5025 Understanding Cancer Causes & Therapies	6
NURS 5026 Health Promotion in Cancer Recovery	6
NURS 5034 Trends & Issues in Gerontic Nursing	6

## University of Sydney (Coursework) Rule 2000

The University of Sydney (Coursework) Rule 2000 containing the rules relating to the coursework degrees of the University can be found in the University Coursework Rule section of this book.



# Graduate units of study

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

## CLIN 5003 Critical Care Nursing

6 credit points. Grad Cert Clin N, Grad Cert Emerg N, Grad Cert Ger N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (H. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

This unit provides the opportunity for the student to examine the theoretical and professional aspects of critical care practice. The unit focuses on the nursing assessment of patients who are critically ill and examines principles of the associated technologies. It also introduces students to the non-physical, non-technical impact of critical illness on patients and families, and professional issues related to this area as a field of specialty practice.

## CLIN 5006 Intensive Care: Core Concepts

6 credit points. Grad Cert Clin N, Grad Cert Ger N, Grad Cert Int Care N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

This unit focuses on nursing people with conditions that commonly require intensive care and will address the following aspects of such care in detail: complex airway management, ventilatory, circulatory, and neurological support. Concepts such as hypoxia, ischaemia, and oedema will be considered in relation to specific clinical states. The communicative and experiential dimensions of such health care crises will also be considered. The unit will also focus explicitly on nursing practices, origins and means by which this area of nursing may be researched and further developed.

## CLIN 5007 Emergency Nursing

6 credit points. Grad Cert Clin N, Grad Cert Emerg N, Grad Cert Ger N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (H. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

This unit of study is concerned with nursing of people who experience a complex medical, surgical, toxic, drug-related, domestic or mental health emergency. The unit will concern people of all ages, people who are especially at risk and those who may be affected either directly or indirectly by their involvement in such an emergency. It will focus explicitly on the nursing practices associated with the field of emergency health care. The unit will examine current practices and their efficacy and will explore the origins and means by which this area of nursing may be researched.

## CLIN 5008 Intensive Care: Integrated Concepts

6 credit points. Grad Cert Clin N, Grad Cert Ger N, Grad Cert Int Care N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N. **Session:** Semester 2.

*NB: Offered in the flexible mode.*

This unit focuses on the nursing people experiencing complex single organ and multi-organ dysfunction and requiring advanced intensive care including metabolic and endocrine support. The unit also addresses the care relationship between nurses, patients and families. The unit will also focus explicitly on the nursing practices and the origins and means by which this area of nursing may be researched and further developed.

## CLIN 5009 Trauma and Resuscitation Nursing

6 credit points. Grad Cert Clin N, Grad Cert Emerg N, Grad Cert Ger N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (H. **Session:** Semester 2.

*NB: Offered in the flexible mode.*

This unit of study is concerned with nursing of people who experience a severe and complex trauma, multisystem failure and other conditions requiring resuscitation. The unit will address situations concerning people of all ages. The unit will focus explicitly on the nursing practices associated with the field of trauma nursing and resuscitation and will examine current practices and their efficacy. The origins and means by which this area of nursing may be researched are debated.

## CLIN 5013 Illness, Experience and Embodiment

6 credit points. Grad Cert Ca N, Grad Cert Clin N, Grad Cert Ger N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

This unit of study is concerned with ways in which experiences of illness, (di)stress and recovery can be understood from the subjective perspective(s) of the patient/client and the people who are closely associated with them. The major emphasis is on the meaning world of others and its influence on responses to illness and (di)stress. While this unit of study is not a methodology unit of study per se, it provides theoretical, methodological and clinical background for conducting interpersonally-oriented research projects in clinical practice.

## CLIN 5033 Nursing Services Management in Health

6 credit points. Grad Cert N, M N, PG Coursework Exchange. **Session:** Semester 1.

*NB: Offered by distance education only.*

This unit is a critical analysis of the context and theoretical underpinnings of health services and models of delivery. Students will analyse and evaluate the influence of policy issues, contemporary models of health care and care delivery, socio-political changes, and scientific and technological advances on the delivery and management of nursing services.

## FCNU 5013 Interpersonal Relations in Clinical Env

6 credit points. Grad Cert Clin N, Grad Cert Ger N, Grad Cert M Hlth N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

This unit of study focuses on professional and interpersonal relationships among professionals, patients, relatives and others. Particular attention is paid to relationships in areas of high stress, potential conflict, potential burnout, harassment and emotionality. Potential and actual effects on staff wellbeing and patient care are explored. Issues that are addressed include conflict and conflict resolution, stress and stressful relationships, managing stress and emotionality, harassment, burnout and discrimination.

## FCNU 5037 History of Ideas in Midwifery

6 credit points. Grad Cert Ca N, Grad Cert Clin Ed, Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N. **Session:** Semester 1.

*NB: Offered in the flexible mode.*

The origins of the midwife will be explored with particular reference to the political, industrial, scholarly debates and assumptions surrounding the nature of knowledge and knowledge making in midwifery and health care. Trends and influences that have shaped, and continue to shape midwifery knowledge and practice will be explored and possible futures discussed. Of particular interest will be the impact of postmodernism, the increasing use of technologies in midwifery and new forms of information gathering and usage.

## FCNU 5050 Mental Health Assessment & Interventions

6 credit points. Grad Cert Clin N, Grad Cert Ger N, Grad Cert M Hlth N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (. **Session:** Semester 1.

*NB: Offered by distance education only.*

This unit of study is designed to provide students with an opportunity to analyse the socio-political context of mental health nursing and to develop skills in mental health assessment and acute intervention for people with mental health problems.

## MIDI 5001 Midwifery Foundations and Practice

6 credit points. Grad Dip Mid. **Session:** SI Intensive.

This unit of study will provide students with a knowledge base in relation to normal conception, pregnancy, birth and the postnatal period prior to their commencement in the clinical environment. A primary health care focus as it applies to childbearing will be adopted. The unit will assist students in gaining an understanding of the scientific knowledge that underpins midwifery practice. The anatomy

and physiology of reproduction will be covered as it relates to understanding of the normal childbearing process, that is conception, pregnancy, labour, birth and the puerperium. Issues for the childbearing family and midwifery care are briefly explored from historical, cultural and ideological perspectives. An overview of the current models of midwifery care will be given and interpersonal/therapeutic communications will be introduced. Cultural diversity (including indigenous Australians) and issues related to the provision of midwifery care will be covered at an introductory level within this unit of study.

#### **MIDI 5002 Midwifery Clinical Experience A**

6 credit points. Grad Dip Mid. **Session:** Semester 1. **Prerequisites:** MIDI5001. **Corequisites:** MIDI5003.

The aim of Midwifery Clinical Experience A is to provide students with experiences delivering appropriate care to women and their families throughout childbearing. During this unit of study students have the opportunity to commence the midwifery clinical experience required by the Nurses and Midwives Board of New South Wales and write these up in the Midwifery Clinical Practice Record. The unit of study provides opportunities to integrate the theoretical studies with midwifery clinical experience.

#### **MIDI 5003 Contemporary Midwifery in Context**

6 credit points. Grad Dip Mid. **Session:** Semester 1a. **Prerequisites:** MIDI 5001. **Corequisites:** MIDI 5002.

This unit of study will build upon the Midwifery Foundations and Practice unit. The principles of primary health care and woman centered approach to midwifery practice will continue to be integrated throughout this unit to enable students to understand and apply the principles in planning midwifery care. Assessment and monitoring of the progress of a woman and her baby (foetus) during pregnancy, labour, birth and postnatal period will be addressed. Assessment of the education requirements of the woman and her family during the childbearing period (including preconception) and how these might be addressed will be covered. Issues affecting childbearing will be further explored from socio-political, legal, ethical, cultural, environmental, psychological and spiritual perspectives.

#### **MIDI 5004 Inquiry and Evidence in Midwifery**

6 credit points. Grad Dip Mid. **Session:** Semester 1b.

Midwifery knowledge is generated through a process of inquiry into the practice of the discipline and by examining personal experience, research texts and journals. Critical analysis of these various modes of inquiry will be used to investigate midwifery practice and/or matters of interest to midwives. Areas of midwifery that require further inquiry to provide a sound evidence base for practice will be identified and explored. Opportunities will be provided to experience the inquiry process with reference to clinically related situations.

#### **MIDI 5005 Midwifery Care in Complex Situations A**

6 credit points. Grad Dip Mid. **Session:** S2 Intensive. **Prerequisites:** MIDI 5001, MIDI 5003. **Corequisites:** MIDI 5008.

This unit of study builds on knowledge and skills gained in Midwifery Foundations and Practice and Contemporary Midwifery in Context. It is designed to prepare students to provide appropriate woman centered midwifery care, at a beginning practitioner level, throughout childbearing in complex midwifery situations. It will address situations that deviate from the normal.

#### **MIDI 5006 Midwifery Care in Complex Situations B**

6 credit points. Grad Dip Mid. **Session:** Semester 2a. **Prerequisites:** MIDI 5002, MIDI 5005. **Corequisites:** MIDI 5008.

This unit is studied concurrently with Midwifery Clinical Experience B. It is designed to prepare students to continue to provide appropriate midwifery care, at a beginning practitioner level, for the woman and her family throughout childbearing in complex midwifery situations.

#### **MIDI 5007 Professional Issues in Midwifery**

6 credit points. Grad Dip Mid, M Mid. **Session:** Semester 2b. **Prerequisites:** MIDI 5002, MIDI 5005.

This unit of study embraces a range of issues surrounding contemporary midwifery practice such as models of midwifery practice, therapeutic communication skills and ethical issues, contemporary motherhood, parenting and family dynamics. The unit will enable students to develop competencies in the application of therapeutic communications in midwifery and to develop an ethical decision-making framework for the complex issues that may arise in their practice.

#### **MIDI 5008 Midwifery Clinical Experience B**

6 credit points. Grad Dip Mid. **Session:** S2 Late Int. **Prerequisites:** MIDI 5002. **Corequisites:** MIDI 5005, MIDI 5006.

The aim of Midwifery Clinical Experience B is to provide students with experiences delivering appropriate care to women and their families throughout childbearing; the opportunity to continue the midwifery clinical experience required by the Nurses and Midwives Board of New South Wales. The unit of study provides the opportunities for the students to integrate their concurrent theoretical studies with midwifery clinical experience.

#### **MIDI 6002 Midwifery Research Methods & Application**

6 credit points. M Mid. **Session:** Semester 1.

This unit examines the ways in which midwifery knowledge, practices and modes of service can be investigated and enhanced. The unit begins with the Nightingale legacy of statistical analyses of morbidity and mortality and their use as key indicators and evidence of midwifery/nursing, health service and practice efficacy. This unit addresses the range of research designs, methodologies, data analysis/interpretation and processes of reporting that can be appropriately used in the development and evaluation of midwifery practices and processes of care.

#### **NURS 5009 Advanced Mental Health Nursing**

6 credit points. Grad Cert Clin N, Grad Cert Ger N, Grad Cert M Hlth N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid R. **Session:** Semester 2.

This unit of study has three major themes that in combination provide a deeper level of understanding of major concepts that underpin contemporary advanced mental health nursing practice. The first is an exploration of, sociopolitical, economic, ethnic-cultural and environmental determinants of mental health and illness in modern Australian society and strategies that support consumers and carers. The second theme concerns humans as relational beings in the context of clinical nursing and principles of advanced psychodynamics that allow an individual to engage in a therapeutic relationship. The third, and most commonly neglected theme, is on the wellbeing of the nurse and ways of taking care of and nurturing the self as a clinician

#### **NURS 5010 Advanced Mental Health Nursing Practicum**

6 credit points. Grad Cert Clin N, Grad Cert Ger N, Grad Cert M Hlth N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid R. **Session:** Semester 2. **Corequisites:** NURS 5009.

This unit is available to students who are working in or who will undertake a supervised clinical placement in a mental health care setting for the duration of the semester. The primary focus of the unit is the students' development of advanced mental health practice capabilities and the ability to systematically inquire into clinical issues and concerns specific to this field. Students will undertake a comprehensive longitudinal case study and review the relevant research literature. It will also be a requirement that students demonstrate advanced clinical capabilities in mental health nursing practice.

#### **NURS 5011 Advanced Nursing: Cellular Therapies**

6 credit points. Grad Cert Ca N, Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res. **Session:** Semester 2.

This unit is available to students who are working in or who will undertake a supervised clinical placement in a mental health care setting for the duration of the semester. The primary focus of the unit is the students' development of advanced mental health practice capabilities and the ability to systematically inquire into clinical issues and concerns specific to this field. Students will undertake a comprehensive longitudinal case study and review the relevant research literature. It will also be a requirement that students demonstrate advanced clinical capabilities in mental health nursing practice.

#### **NURS 5012 Assessment and Clinical Judgement**

6 credit points. Grad Cert Ca N, Grad Cert Clin Ed, Grad Cert Clin N, Grad Cert Emerg N, Grad Cert Ger N, Grad Cert Int Care N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M. **Session:** Semester 2.

Clinical judgment is an integral component of advanced and specialised nursing practice. Clinical judgment involves linking the outcomes of nursing assessment to the delivery of effective nursing care. This unit examines the knowledge, capabilities and clinical skills that are required to undertake nursing assessment in complex situations and will address the processes of knowledge generation and evaluation associated with the development of clinical judgment

that informs advanced practice. The unit is generic in its application and is not therefore specific to any particular field of nursing. Students will have opportunities learn and refine their clinical capabilities in a supportive simulated environment. The unit is focused on learning and refining more advanced and specialised clinical capabilities now being required of registered nurses. Students will also focus on case analysis and case study methods.

### NURS 5013 Clinical Education

6 credit points. Grad Cert Clin Ed, Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid. **Session:** Semester 1.

The field of clinical education is explored in the context of the practice professions and continuing changes in technologies, information and evidence bases for practice. The unit involves a study of the literature on the nature of learned and performed skills, what factors affect changing understandings, beliefs, dogma and practice(s) in clinical settings. The unit is interdisciplinary in approach and has a fieldwork/practice component.

### NURS 5014 Clinical Education Practicum

6 credit points. Grad Cert Clin Ed, Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res. **Session:** Semester 2. **Corequisites:** NURS 5013.

In this unit of study students will undertake an invivo clinical education performance component as well as written assessments. There will be a period of supervised clinical education during which students will learn about, and demonstrate that they are capable of mentoring, providing supervision and coaching of other clinicians. The relevant research literature of this area and other comparable field, such as performance studies, will be studied and students be required to compile a professional portfolio as part of their assessment.

### NURS 5015 Comparative Health Care Systems

6 credit points. Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid, M Mid Res, M Mid Res (Hons), M N, M N R. **Session:** Semester 1.

This unit of study critically analyses and compares contemporary national health care systems, and also locates them in an international context. Three broad themes are explored: (i) political ideologies and their effects to the organization of health care (including funding and resource allocation); (ii) issues of access and equity in health care, and (iii) models of care, primarily biomedical, allied health, and influential non-western approaches to care and the growing relationships between these models. These three themes provide the framework for exploring the nature and effectiveness of the Australian health care system, and also the health care systems of selected OECD and developing nations. These themes also inform a critical examination of the effects of globalisation on health and the delivery of care across national borders, particularly in relation to important current issues in international health and health care. Students will actively engage in a major research project related to one or more of these substantive areas.

### NURS 5022 Nursing Research Methods & Application

6 credit points. Grad Cert Ca N, Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res. **Session:** Semester 1.

This unit examines the ways in which nursing knowledge, practices and modes of service can be investigated and enhanced. The unit begins with the Nightingale legacy of statistical analyses of morbidity and mortality and their use as key indicators and evidence of nursing, health service and practice efficacy. This unit addresses the range of research designs, methodologies, data analysis/interpretation and processes of reporting that can be appropriately used in the development and evaluation of nursing practices and processes of care.

### NURS 5023 Palliative Nursing

6 credit points. Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res, M Mid Res (Hons). **Session:** Semester 1.

The unit will critically analyse the developments of palliative care as a new specialty area in healthcare. It will focus on the physical, psychological and supportive approaches to symptom management, their role in improving the quality of life for individuals (and their families) living with a life threatening illness. The skills and knowledge nurses require as members of an interdisciplinary team

providing quality palliative care is explored. The unit will critique the WHO philosophy of active total care of patients whose disease is not responsive to curative treatment. The challenging goal of achieving the best quality of life for patients and their families within the contemporary Australian health care system will be explored.

### NURS 5024 Cancer Nursing Practice

6 credit points. Grad Cert Ca N, Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res. **Session:** Semester 2. **Prerequisites:** NURS5025.

This unit will explore the evidence-based knowledge for best nursing practice in cancer treatment and care. The nurse's role in the diagnosis of cancer, treatment and follow up will be investigated. Biomedical approaches to cure and cancer control will be explored, and key principles of cancer nursing therapeutics addressed. The therapeutic nursing role of communicating with patients and their families, translating medical information, educating patients and families, and providing support will be investigated. The unit will also identify common side effects of the medical treatment for cancer and identify best practice for developing related supportive care strategies. The unit will further investigate how nursing services are being reconfigured in Australia to more appropriately meet the needs of people undergoing diagnostic tests or treatment for cancer, rather than for the those of the service or service provider.

### NURS 5025 Understanding Cancer Causes & Therapies

6 credit points. Grad Cert Ca N, Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res. **Session:** Semester 1.

This unit of study is a pre requisite for the field of cancer nursing and will provide the scientific basis for cancer nursing practice. The unit will explore cancer epidemiology, with a focus on identifying the determinants and distribution of cancer in defined populations. The reporting and measurement of cancer in Australia will be included. Cancer as a genetic disease is explored and advances in understanding the biology of cancer is critiqued. Biological and physiological principles that support cancer treatments will be reviewed in detail.

### NURS 5026 Health Promotion in Cancer Recovery

6 credit points. Grad Cert Ca N, Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res. **Session:** Semester 2. **Prerequisites:** NURS5025.

This unit will analyse the consequences of a cancer diagnosis and the subsequent treatment, on the individual and their family. The short and long term side effects, impact on quality of life, employment, physical and psychological functioning will be reviewed. Approaches to maximising the individual's recovery will be explored, with specific focus on the role of early interventions, and maintaining individual autonomy. Areas such as body image, fertility, employment, and management of fatigue will be a major focus of this unit.

### NURS 5028 Legal Studies for Health Care Managers

6 credit points. Grad Cert H S M, Grad Dip H S M, M H S M, M H S M (Hons), PG Coursework Exchange. **Session:** Semester 2. **Prerequisites:** NURS5025.

This unit will introduce students to an understanding of the Australian legal system and general principles and law governing health. This unit of study examines the constitutional and statutory sources of government power with respect to health care and the application of the law to health policy. This unit also explores government regulation of health care including resource allocation and professional practice. This unit also examines legal issues relating to professional liability in health care with a particular emphasis on managers and the management of health services.

### NURS 5031 Managing Financial Resources in Nursing

6 credit points. Grad Cert H S M, Grad Dip H S M, M H S M, M H S M (Hons), PG Coursework Exchange. **Session:** Semester 2. **Prerequisites:** NURS5025.

This unit of study explores the resource issues impacting on the provision of nursing services. This unit requires a critical examination of the resource management tradition in nursing services and the impact of economic rationalism and managerialism on health politics and thinking and subsequently on nursing resource management. Issues such as the pressure for increased efficiency and effectiveness; increasing demand for health care services; growing consumer awareness and expectations and an increasing focus on quality improvement, better practice and clinical governance will be analysed

and evaluated. This unit also explores the concepts of casemix, nursing cost weights and DRGs and their impact on the financial management of nursing services.

**NURS 5032 Reading Topic in Health Care Management**

6 credit points. Grad Cert H S M, Grad Dip H S M, M H S M, M H S M (Hons). **Session:** Semester 2. **Prerequisites:** NURS5025.

The reading topic in management provides students with the opportunity to complete a comprehensive literature review of a defined management topic of their choice. Topics may be identified from any management area including: management practice, organisational behaviour, public policy and management, financial management, human resource management, information technology management, etc. Enrolment in this unit of study requires permission from the Associate Dean (Academic) who will appoint an appropriate supervisor, in consultation with the student. Students will be required to present a defence of their chosen topic and pursue their investigation as an independent scholar under the guidance of the nominated supervisor. Assessment will be based on submission of a scholarly paper as a result of their investigation.

**NURS 5034 Trends and Issues in Gerontic Nursing**

6 credit points. Grad Cert Clin N, Grad Cert Ger N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res, M M. **Session:** Semester 1.

The impact of advanced gerontic nurse practice on maintaining optimal health of older adults in modern society is highlighted in this unit. Issues associated with an ageing population and the outcome of this phenomenon on modern society and in particular the health care system are examined. The concept of healthy ageing is a central focus of the unit. Psychological and sociological aspects of ageing are discussed as well as demography, morbidity and mortality trends, and socio-political issues. The influence of an ageing population on funding and service delivery will be critiqued and government aged care policy and guideline updates reviewed. The increased vulnerability of some groups of older adults is identified. The future of gerontic nursing is discussed in regard to a rapidly changing health service.

**NURS 5036 Breast Cancer Nursing**

6 credit points. PG Summer/Winter School. **Session:** Winter.

This unit will enable students to expand their knowledge of the epidemiology, prevention, screening and early detection of breast cancer. The unit will address the pathophysiological basis of breast cancer, and explore in detail the latest treatment modalities. The principles underlying the therapies used in the treatment of breast cancer, nursing implications and approaches to improve psychosocial outcomes for women and their families will be analysed.

**NURS 5037 Therapeutic Nursing in Head/Neck Cancer**

6 credit points. PG Summer/Winter School. **Session:** Winter.

This unit will enable students to expand their knowledge in the pathophysiology of cancers broadly classified as head and neck. The epidemiology of, screening and treatment modalities for head and neck cancers will be reviewed. The short and long term quality of life issues associated with a diagnosis of head and neck cancer will be analysed with specific focus on the therapeutic nursing interventions that can improve outcomes for both the patient and their family. Specific interventions that focus on sexuality and body image, functional psychosocial care, quality of life issues, nutrition and speech will be covered in detail.

**NURS 6010 Clinical Qualitative Research**

6 credit points. Grad Cert Ca N, Grad Cert Clin N, Grad Cert Ger N, Grad Cert N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons). **Session:** Semester 2.

This unit explores the specific issues related to the use of qualitative research in clinical settings and with clinical populations. In particular, it explores the appropriate uses of a qualitative research methodology in which the experiences of people with a health issue or illness are being researched. The unit focuses specifically on research approaches where human social interaction and/or observation is fundamental to the collection of data. The unit explores issues of design, methods of data collection, ethical and clinical considerations as well as matters related to rigor, analysis and reporting of results.

**NURS 6011 Practice Development Project**

12 credit points. Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Clin Ed, M Clin N, M Emerg N, M Ger N, M Int Care N, M M Hlth N, M Mid Res, M N (Hons), M N Res. **Session:** Semester 2.

Students who elect to undertake this unit of study will have the opportunity to do advanced work on an area of practice, or a particular practice, in Nursing or Midwifery. The project will generally involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses and midwives whose professional responsibilities and interests include clinical leadership, practice development and/or the use of evidence in practice.

**NURS 6020 Advanced Nursing Practicum 1**

6 credit points. Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res, M Mid Res (Hons). **Session:** Semester 1.

This semester one unit of study provides the student with the opportunity to undertake systematic inquiry related to clinical issues and develop behaviours relevant to advanced clinical practice appropriate to their specific area of study. Outcomes of this unit include the development of competent clinical, professional and ethical practice at an advanced level, the ability to contribute and work collaboratively within the health care team and to advance knowledge generation.

**NURS 6021 Advanced Nursing Practicum 2**

6 credit points. Grad Cert Clin N, Grad Cert Ger N, M Ca N, M Ca N (Hons), M Clin Ed, M Clin Ed (Hons), M Clin N, M Clin N (Hons), M Emerg N, M Emerg N (Hons), M Ger N, M Ger N (Hons), M Int Care N, M Int Care N (Hons), M M Hlth N, M M Hlth N (Hons), M Mid Res, M Mid Res (Hons). **Session:** Semester 2.

This semester two unit of study provides the student with the opportunity to undertake systematic inquiry related to clinical issues and develop behaviours relevant to advanced clinical practice appropriate to their specific area of study. Outcomes of this unit include the development of competent clinical, professional and ethical practice at an advanced level, the ability to contribute and work collaboratively within the health care team and to advance knowledge generation.

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# Faculty Resolutions

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

## Faculty Resolutions governing approved courses

These resolutions should be read in conjunction with the latest University of Sydney Calendar Statutes and Regulations, relevant By-laws, Rules, Resolutions of the Senate and Academic Board contained therein and with Faculty Resolutions relating to the degrees, diplomas and certificates of the Faculty.

### Definitions

**Associate Dean** means the Associate Dean (Academic), or Associate Dean (Learning and Teaching) within the Faculty of Nursing and Midwifery;

**Board of Studies** means the Board of Studies within the Faculty of Nursing and Midwifery, unless otherwise specified;

**Course** means a program of units of study that leads to the award of a degree, diploma or certificate within the Faculty of Nursing and Midwifery, unless otherwise specified;

**Dean** means the Dean of the Faculty of Nursing and Midwifery or their nominee;

**Director** means the Director (Research) or Director (International and Professional Relations) within the Faculty of Nursing and Midwifery;

**Coordinator** means the Coordinator (Undergraduate Students), Coordinator (Postgraduate Students), Coordinator (Research Students) or Coordinator (International & Professional Relations) within the Faculty of Nursing and Midwifery;

**Faculty** means the Faculty of Nursing and Midwifery, University of Sydney, unless otherwise specified;

**Non-award** means a unit of study taken as a "stand alone" unit not associated with a particular course of study. It does not lead to the award of a degree, diploma or certificate, but may in certain circumstances be credited at a later date towards a degree, diploma or certificate undertaken within the Faculty of Nursing and Midwifery;

**Student** means a person enrolled as a candidate for a course or enrolled in a given unit of study within a particular course as a non-award unit of study;

**Unit of study** means a stand-alone component of a course or a unit of study taken alone and classified as a non-award unit of study.

### Preamble

#### 1. Registration

The Nurses and Midwives Board, NSW recognises the successful completion of degrees and diplomas from the Faculty of Nursing and Midwifery.

There are, however, some circumstances under the Nurses Act 1991 No 9, where registration may be denied, despite the applicant having been awarded the appropriate degree or diploma. The following extract from the Nurses Act 1991 No 9, identifies those grounds:

#### Extract - Nurses Act 1991

##### Part 4: Registration and Enrolment

##### Division 5 - Supplementary

##### Special grounds for refusing or imposing conditions on registration/enrolment

29A

- (1) Despite any entitlement that a person may have to registration or enrolment, the Board may refuse an application for registration or enrolment in either of the following cases:

The Board is of the opinion that the applicant does not have sufficient physical or mental capacity to practise nursing.

The applicant has been convicted of an offence (either in or outside New South Wales) and the Board is of the opinion

that the circumstances of the offence render the applicant unfit in the public interest to practise nursing.

- (2) If the Board is satisfied that an applicant for registration or enrolment suffers from an impairment which does not justify refusal of the application, the Board may impose such conditions on the applicant's registration or enrolment as the Board thinks appropriate.
- (3) An accredited nurse who has had conditions imposed on his or her registration or enrolment under this section (including on a review under this section) may apply to the Board for a review of these conditions.
- (4) The Board may decline to review the conditions if the application is made within twelve months after the conditions were last reviewed under this section. No appeal lies under section 32 in respect of such a decision by the Board to decline to review conditions.
- (5) On a review of the conditions, the Board may alter or remove conditions or impose new conditions, as it thinks appropriate.

## 2. Privacy

The University is subject to the NSW Privacy and Personal Information Act 1998. It is unlawful to disclose personal information except in accordance with the Act. Personal information is defined very widely under the Act, and includes such matters as whether or not someone is enrolled as a student.

Information about students can only be released in circumstances where the disclosure is required by an Act of Parliament (e.g. the Social Security Act) and the government department seeking the information issues a proper notice. This includes applications from the Nurses and Midwives Board, NSW. Court orders (subpoenas etc) received by the University must be directed to the office of the University Solicitor in A14. Similarly, all requests for personal information by police services must be directed to the University Solicitor.

Personal information about students may be disclosed to third parties if the student concerned has agreed in writing to the disclosure.

Parents do not have any automatic right of access to information regarding their children. Where a parent is seeking to contact their daughter or son contact details cannot be revealed, however it may be appropriate to offer to relay a message.

The fact that someone is a graduate of the University is in the public domain. However, great care should be exercised in replying to requests regarding graduate status. Such requests should only be accepted, and replied to, in writing. Only the date of conferral and degree awarded may be disclosed. Copies of the correspondence should be retained on the appropriate file maintained by Records Management Services in A14.

Further information regarding privacy matters may be found in the University's Privacy Management Plan. The plan may be seen at <http://www.usyd.edu.au/arms/privacy/>.

## Part I: Admission, Enrolment, Attendance and Progression

### 1. Admission

- (1) Students should refer to the resolutions relating to specific degrees, diplomas and certificates of the Faculty for specific admission requirements.

## 2. Attendance

### 2.1 Attendance at units of study other than clinical placements

- (1) The Dean may call upon any student in the Faculty who has been absent without leave from more than 10 per cent of classes in any one semester in a particular unit of study to show cause why that student should not be deemed to have failed to complete that unit of study.
- (2) The Dean shall decide whether the cause shown is sufficient.
- (3) A student who fails to show sufficient cause for absence shall be deemed not to have completed that unit of study.

### 2.2 Tutorial attendance

- (1) Satisfactory performance must be achieved in tutorials within a unit of study prior to students being permitted to sit for examination in that unit of study. Within the first two weeks of semester students will be provided with unit of study outlines that clearly state the requirements for satisfactory performance.

### 2.3 Attendance at residential Schools

- (1) Students enrolled in a distance education unit of study may be enrolled in units that offer residential schools. In some cases these residential schools may be compulsory.
- (2) Students who are absent from compulsory residential schools without approval or good cause will be awarded a fail grade.

### 2.4 Attendance and part-time study for research students

- (1) All research candidates, who reside outside the Sydney Metropolitan area, prior to the commencement of their candidature, submit to the Research Degree Subcommittee for approval an annual plan of their on-campus attendance for their probationary period. Thereafter, candidates are required to submit an annual plan at the Annual Review of candidates.

## 3. Advisement

### 3.1 If the matter relates to a unit of study:

- (1) Students should discuss the matter with the member of academic staff concerned and then if necessary the appropriate unit of study coordinator.
- (2) If the issue is not resolved, students should discuss the matter with the appropriate coordinator.
- (3) If the issue has not been dealt with to the student's satisfaction by (1) and (2) above a meeting should be sought with the Associate Dean (Learning and Teaching) who will provide guidance for further action which may include discussion at the Board of Studies or relevant subcommittee of the Board.

### 3.2 If the matter relates to the overall course or concerns the Faculty Office or the Library:

- (1) Students should discuss the issue with the appropriate coordinator.
- (2) If the issue has not been dealt with to the student's satisfaction the Associate Dean (Learning and Teaching) should be contacted who will provide guidance for further action which may include discussion and the Board of Studies or the relevant subcommittee of the Board.

## 4. Credit, advanced standing and exemption and waivers

### 4.1 Advanced standing

- (1) Advanced standing provides for admission to a course at the University of Sydney based on previous attainment in another course at a recognised tertiary institution. Advanced standing is granted in the form of credit points, which count towards the requirements for the course.

### 4.2 Credit

- (1) Credit is granted for a unit of study based on study undertaken in another course when it is deemed by the Faculty that the unit of study is equivalent to a full unit of study within the relevant course offered by the Faculty of Nursing and Midwifery.
- (2) In general a student cannot be granted credit for work done in an award that establishes eligibility for admission to the award in which credit or exemption is sought, however, exemption may be appropriate in some cases.
- (3) Credit cannot be granted retrospectively.
- (4) Applications are processed at Faculty level and must be lodged with the Faculty Office.

### 4.3 Exemption

- (1) Exemption applies to any 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.
- (2) The decision to allow an exemption rests with the Associate Dean (Learning and Teaching) and will only be granted in exceptional circumstances.
- (3) Any unit of study in which exemption is granted receives a result calculated on the basis of performance in assessment completed within the unit of study. Once all the components of the units of study are completed the full credit point value is included in the academic record of the student.
- (4) Exemptions cannot be granted retrospectively.

### 4.4 Waivers

- (1) Waivers apply to the procedure whereby a student is enrolled in a unit of study without having either completed a prerequisite unit of study or enrolled contemporaneously in a corequisite unit of study.
- (2) The decision to allow a waiver will be made by the Associate Dean (Learning and Teaching).
- (3) No credit points will be given to units of study that are waived.
- (4) Waivers will not be given retrospectively.

### 4.5 Time frames for credit exemptions and waivers

- (1) Applications must be lodged with the Faculty Office no later than the second Friday after the commencement of the unit of study. Late enrolling students will have a deadline of two weeks after the date of enrolment. Students awaiting the outcome of a "show cause" will have two weeks from the date they are advised of the final outcome of a "show cause". In the last two categories applications must be submitted to allow processing in time to meet government requirements for a particular session. Students should contact the Faculty Office for advice.

### 4.6 Appeals against a decision on an exemption, waiver, or credit application

- (1) A student whose application for exemption, credit or waiver for a unit of study is refused may appeal against the decision. A student who wishes to appeal the decision is required, within seven days of the notification of the decision, to apply to the Associate Dean (Teaching and Learning) for a review of the decision.
- (2) Students must submit appeals in time for applications to be processed by the HECS census date of the unit(s) of study (that is, two weeks after the commencement of the unit(s) of study).

### 4.6 Progression from Year 1 to Year 2

- (1) Students who have an outstanding record or who have significant credit/advanced standing may be permitted by the Board to enrol in Year 2 units of study while also enrolled in a normal Year 1 pattern in the Master of Nursing (graduate entry).
- (2) Students who are enrolled in a combined degree may not enrol in Year 2 units until they have completed and passed all units in their bachelor's degree.

## 5. Enrolment

### 5.1 Confirmation of enrolment

- (1) Students are responsible for ensuring that the information on their course, academic year and units of study are correct at the beginning of the semester and amending them should a change occur in any of the details during the semester. Students should be aware that this information has potential financial implications within the Commonwealth Supported Students Scheme.
- (2) Students will be sent a "confirmation of enrolment" notice shortly after completion of enrolment. This should be checked carefully. Should the notice be incorrect in any detail it is the student's responsibility to contact the Faculty Office immediately to have the record amended. A new confirmation notice will then be prepared. Students will also receive, approximately two months after the beginning of each semester, a statement showing their CSS assessment for that semester.
- (3) To:

- (a) change enrolment in a unit of study;
  - (b) discontinue a unit of study; or
  - (c) discontinue enrolment totally;
- students should apply to the Faculty Office for the appropriate form or download it from the Faculty's website and then forward to the Faculty Office for approval and processing. Unless an enrolment change is approved formally at the Faculty level it will not be accepted by the Registrar and in some cases will incur a financial liability under HECS.
- (4) Any changes to units enrolled in any session must be made no later than 12 days after the commencement of the unit of study.

### 5.2 Discontinuation of enrolment

- (1) Fee-paying students undertaking units of study in the distance mode and who discontinue their enrolment will be refunded 60 per cent of the total fees paid providing the application to withdraw is received prior to dispatch of the unit material. Once unit material has been dispatched there will be no refunds.

## 6. Criminal record checks

- (1) The NSW Health Department requires all staff, volunteers and students undertaking any kind of work in a NSW owned facility to undergo a criminal records check prior to employment or placement in the NSW Health System.
- (2) Responsibilities
  - (i) Responsibilities of the Faculty
 

The Faculty is responsible for ensuring that the student has a criminal record clearance prior to any attendance at a clinical placement,
  - (ii) Responsibilities of the student
 

The student is responsible for completing a Criminal Record Check form, having it signed by a Justice of the Peace and forwarding it to the appropriate office for processing. It is the student's responsibility to carry their criminal clearance at all times whilst on a clinical placement.

It is the responsibility of all students to inform the NSW Health Department of any criminal offences of which they are convicted subsequent to the initial criminal record check.

Students who fail to return the form to the NSW Health Department by the nominated date may be denied a clinical placement. Failing to obtain a criminal record clearance may result in a failure in any unit of study where clinical is a component.

## 7. Child Protection

- (1) The NSW Health Department requires candidates who, as part of their requirements to complete a course or unit of study have the potential to come into contact with children as defined by the law, to complete a declaration confirming a candidates compliance with the regulations relating to the Child Protection Act.

## 8. International students

### 8.1 Entry to Master of Nursing (graduate entry)

- (1) Applicants with overseas qualifications will be assessed on the equivalence of their qualification to Australian undergraduate degrees. Unless the final year of schooling was conducted in English, applicants will be required to achieve a prescribed minimum standard in an English proficiency test in accordance with University policy.
- (2) The Faculty of Nursing and Midwifery requires a minimum standard of English proficiency equal to an IELTS score of 7.0 overall with a minimum of 7.0 in each band (or equivalent language qualification accepted by the University).
- (3) International students authorised to practise as registered nurses in their home country, but who are not registered by the Nurses Registration Board of NSW, may be offered places in the Master of Nursing (graduate entry) and may be eligible for advanced standing based on relevant qualifications and nursing experience.

### 8.2 Entry to Bachelor of Nursing (Post-Registration)

- (1) International students must be registered to practise nursing in a country other than Australia and must hold a qualification

at certificate or diploma (or Australian equivalent) which leads to registration as a nurse in their country.

- (2) International students who wish to establish eligibility to register as a nurse in NSW shall be advised to seek enrolment in the Master of Nursing (graduate entry), providing they meet the entry requirements set down in 8.1 above and those requirements set out in the Faculty Resolutions pertaining to the degree.

## 9. Suspension of candidature/course leave and discontinuation of enrolment

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.
- (3) The granting of a suspension of candidature is at the discretion of the Dean.
- (4) Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.
- (5) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

## 10. Re-enrolment after an absence

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
  - (a) lodge an application by 30 October in the year prior to that in which re-enrolment is sought;
  - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
  - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).
- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

## 11. Satisfactory progress

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) A Concessional Pass (PCON) may be considered in circumstances where there is only one failed unit of study in the final year of enrolment and will not apply to any nursing practice unit or to any previously failed unit. A PCON will only be awarded where a mark greater than 45 per cent has already been achieved in the unit of study. The Faculty will consider the awarding of a PCON without application from the student.
- (3) Candidates who fail:
  - (a) up to 12 credit points of the units of study in which they are enrolled in any year may progress to a normal full-time load in the subsequent year. In addition, they are permitted to enrol in the failed unit of study;
  - (b) between 12 and 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
  - (c) more than 24 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a practicum unit, or who discontinue fail enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
  - (d) under clause 3 (a), (b) or (c) and are enrolled in a combined degree will not be permitted to undertake Year 4 units of study until such time as they have completed all requirements for their undergraduate degree.
- (4) The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete

units of study in addition to the minimum number of credit points required to complete the degree.

- (5) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty as necessary to safe practice to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

## 12. Vaccinations

- (1) Students are required to be immunised adequately against poliomyelitis, diphtheria, tetanus, tuberculosis, hepatitis A, hepatitis B, measles, and rubella.
- (2) Students are reminded that as health professionals it is their responsibility to maintain their health.
- (3) In the Faculty of Nursing and Midwifery HIV or Hepatitis B infection status of students is not relevant to their capacity to graduate. However, because infection with HIV or HBV may limit students' professional opportunities after graduation, students should be aware that people with HIV or HBV are currently prohibited from performing "exposure-prone procedure" in N.S.W. health establishments.

Further information on the University's policy on students with HIV or Hepatitis B may be found at [http://www.usyd.edu.au/su/planning/policy/admin/13\\_8\\_hiv.html](http://www.usyd.edu.au/su/planning/policy/admin/13_8_hiv.html).

## Part II: Assessment, examinations, appeals and penalties

### 1. Appeals

#### 1.1 Appeals against academic decisions

- (1) Student appeals are dealt with in the first instance by the Board of Studies and the appropriate University By-laws, Rules and Resolutions of the Senate and Academic Board.

### 2. Assignments

#### 2.1 Submission of assignments

- (1) All assignments must be placed in the designated area outside the Faculty Office on Level 5 of the Mallett Street campus. Students are advised to retain a photocopy of their assignments.
- (2) Marked assignments can be collected from the Faculty Office. Advice on collection dates and times will be provided to students at the beginning of each semester. Assignments must be collected within one month of the advised collection date, after which they will be destroyed.

#### 2.2 Responsibilities relating to assignments

- (1) Students are responsible for:
  - (a) submitting assignments by the due date; and
  - (b) prior to submission, photocopying, or keeping a disc copy of all assignments.

#### 2.3 Penalties for late submission

- (1) The Faculty of Nursing and Midwifery applies penalties to assignments submitted after the due date. The penalty will be deducted from the mark the assignment would have received had it not been late.
- (2) Penalties are calculated as a percentage of the total mark available for the assignment as follows:

(a) Up to 1 week late	15 per cent
(b) More than 1 week but less than 2 weeks	50 per cent
(c) More than two weeks	100 per cent

#### 2.4 Extensions

- (1) In the event of a student requiring an extension for a piece of work in a particular unit of study, the student should make their request directly to the Faculty Office.

- (2) The student may be granted an extension of up to but no more than one week beyond the due date of the work in question.

### 2.5 Plagiarism

Students should refer to the University's policy on plagiarism.

### 3. Special Consideration

- (1) This resolution applies to assessment and examination for individual units of study, with the exception of the assessment of clinical performance undertaken within an off-campus clinical setting. There will be no special consideration related to clinical performance undertaken within a clinical setting off-campus. Where students are unable to complete a clinical placement due to illness or emergency they will be required to make up all missed time.

#### 3.1 Request for special consideration

- (1) The Faculty must be notified of a request for special consideration:
  - (a) in the case of written assessments, where possible prior to the due date of that piece of assessment but no later than seven days after the event; and/or,
  - (b) in the case of a written or clinical examination, where possible prior to the day of the examination but no later than seven days after the event.
- (2) This notification may be in writing, including email, or by telephone to the Faculty Office.
- (3) Should the need for special consideration become apparent on the day of an examination, students should notify the invigilator, if at the examination or, in any other circumstance, the Faculty Office.
- (4) In cases where a student is not able, because of their circumstances, to request the special consideration in person, another person may lodge the application on their behalf. In this circumstance, the Faculty will require appropriate documentation to establish that this person is acting as an agent of the student.

#### 3.2 Documentation

- (1) All original documentation relevant to the request for special consideration must be forwarded to the Faculty within seven working days of notification as specified in 3.1.
- (2) Information on the required documentation may be obtained from the Faculty's website, the Faculty Office and the Faculty Handbook.
- (3) On submission of their documentation students will be provided with a receipt.
- (4) Students are advised to retain a copy of all submitted documentation.
- (5) It is the responsibility of the student to ensure that the supporting documentation meets University criteria.
- (6) Students will not be asked for additional documentation nor will they be permitted to submit additional documentation at a later date.
- (7) Applications for special consideration that are rejected on the basis of insufficient or inadequate documentation will not be eligible for appeal.

#### 3.3 Approval

- (1) The appropriate coordinator will determine the outcome of requests for special consideration, and if approved will determine the form that this consideration will take.
- (2) Notification of approval or rejection will be forwarded to students via their University email address within seven (7) working days of their documentation being received by Faculty Office.
- (3) Students who have their application for special consideration approved will:
  - (a) be offered additional or alternative assessment;
  - (b) this additional or alternative assessment will replace any previous attempt; and
  - (c) the original piece of assessment or examination will not be marked.
- (4) Students registered with the Disabilities Office and who have a request for special consideration approved will have their original piece of assessment marked and if:
  - (a) successful in passing that piece of assessment, will not be required to undertake additional assessment but will be allocated the mark from the original paper; or

- (b) unsuccessful in passing that piece of assessment or examination will be offered additional assessment.

#### 4. Provision of medical certificates

- (1) Students are required to supply medical certificates whenever they are unfit to undertake work related to their candidature, including the following circumstances:
  - (a) cases of special consideration where illness is involved;
  - (b) where a clinical laboratory session and/or a clinical placement day(s) has been missed due to illness;
  - (c) teaching sessions; and
  - (d) extensions for assignments.
- (2) Depending upon the circumstance the certificate is to be handed to the following person(s):
  - (a) special consideration, extensions for assignments and teaching sessions - to the Faculty Office along with any other relevant documentation;
  - (b) where a clinical laboratory session or clinical placement day(s) has been missed - to the unit of study coordinator who will forward the certificate to Clinical Administration Manager;
- (3) Certificates are required to follow the Australian Medical Association guidelines as set out in the AMA Position Statement Certificates Certifying Illness 1998 and include the following details:
  - (a) name and address of the medical practitioner issuing the certificate;
  - (b) name of the student;
  - (c) date on which the certificate was issued;
  - (d) date(s) on which the student is or was unfit to attend the classes or clinical placement; and
  - (e) any supplementary information of assistance to the student in obtaining the appropriate leave especially where there is a discrepancy in the period for which the certificate is issued and the date of the certificate.
- (4) The Faculty reserves the right to reject any certificate that does not meet the requirements set out above. Students will be notified within five working days should their certificate be rejected.
- (5) The date shown on the certificate must show the date of the day on which the certificate was written.
- (6) Responsibilities of the student are to:
  - (a) consult their medical practitioner in a timely manner when requesting a medical certificate;
  - (b) ensure the requirements of the Faculty have been met; and
  - (c) ensure the certificate reaches the appropriate person.
- (7) Responsibilities of the Faculty are:
  - (a) to ensure the student is informed in the event their certificate is rejected;
  - (b) to permit the student to keep details of the student's medical condition confidential; and
  - (c) where further clarification is required, to seek written permission from the student to obtain further details from their medical practitioner, whilst at the same time acknowledging the student's right to keep the details of their medical condition confidential.

#### 5. Marking, double marking, and re-marking

##### 5.1 Marking

- (1) It is the policy of the Faculty of Nursing and Midwifery that student work undertaken for assessment purposes will be marked fairly, independently and on the merits of the submitted/performed work.
- (2) Where written assignment work forms part of the assessment for a unit of study marks will be awarded with respect to how well a student has met the expectations set down for that work including, but not exclusively confined to:
  - (a) presentation and layout;
  - (b) compliance with academic conventions of acknowledging the work of others;
  - (c) academic merit;
  - (d) composition;
  - (e) expression in written English and readability;
  - (f) strength of argument;
  - (g) weight of relevant evidence;
  - (h) structure and coherence of the work;
  - (i) imagination, creativity and original thought; and
  - (j) the merits of the submitted work with respect to particular issues in a given topic.

- (3) Where work undertaken as part of a designated group forms part of the assessment for a unit of study specific criteria by which the marks awarded to individuals will be determined within each unit of study.
- (4) Where clinical performance assessed within the clinical nursing laboratories forms part of the assessment for a unit of study specific criteria for the award of marks to individuals will be determined within each unit of study.

##### 5.2 Double marking

- (1) Double marking is defined as the practice by which (usually two) members of staff review a piece of assessment prior to awarding a formal mark to the work.
- (2) It is the policy of this Faculty that there will be no double marking of written assignment work or examinations.
- (3) Established measures for determining the validity and consistency among markers on the same unit of study within the same academic year will be used, e.g. inter-rater reliability or any other proven method, as determined by the Faculty.

##### 5.3 Re-marking

- (1) Re-marking is defined as an independent assessment of a piece of written work that has already been assessed.
- (2) The Associate Dean (Learning and Teaching) shall determine whether to allow a re-mark for a particular piece of written work.
- (3) Request for a re-mark will only be considered if the request is:
  - (a) made by writing a letter addressed to the Associate Dean (Teaching and Learning) stating the grounds for the request;
  - (b) received within five (5) working days of the original result for the particular piece of written work being made available to the student. In the case of international students who are studying by distance education this means within five days of receipt of the piece of work by the student;
  - (c) accompanied by a clean copy of the work, together with the original piece of work as it was marked; and
  - (d) received either:
    - (i) personally to the Faculty Office; or
    - (ii) where a student resides outside the Sydney metropolitan area or is unable to attend the Faculty Office in person the documentation is mailed and marked to the attention of the Associate Dean (Learning and Teaching), c/- the Faculty Office;
- (4) Students who make a request by mail will be required to provide a signed declaration available from the Faculty website acknowledging their understanding of the Faculty's policy and procedures with respect to remarking.
- (5) In considering an application for a remark, the Associate Dean (Learning and Teaching) will consider the student's case with respect to:
  - (a) the stated grounds for the request; and
  - (b) any procedural issues that may be relevant.
- (6) The outcome of the remark will be final.
- (7) There will be no remarking of clinical performance as assessed within the clinical nursing laboratories or clinical settings.
- (8) Remarking will not apply in circumstances where a student has applied for special consideration. An approved application for special consideration will take priority over an application for remarking.

#### 6. Examinations

##### 6.1 Aegrotat results

- (1) In accordance with the Resolutions of the Senate, the Associate Dean (Learning and Teaching) may recommend to the Board of Studies that a candidate, in a pre-registration, post-registration or postgraduate program, be awarded an aegrotat result (including a posthumous degree or diploma) in cases where:
  - (a) because of serious illness or misadventure, supported by appropriate evidence, the candidate has been unable to sit for the examination or complete the assessment schedule;
  - (b) it is extremely unlikely for the same reasons that the candidate would be able to attempt a further assessment; and
  - (c) the Associate Dean is satisfied beyond doubt on the basis of the work performed throughout the year, that, had the candidate been able to sit for the examination or complete the assessment, he or she would have achieved at least the result recommended.

### 6.2 Examination feedback

- (1) Students may view their examination scripts in the presence of an appropriate lecturer up to 4 months following the posting of results. Feedback will be given at this time. Students wishing to view their examination script should make an appointment with the appropriate unit of study coordinator via the administrative officer attached to the Associate Dean (Academic).

### 6.3 International students

#### 6.3.1 Examination/assessment

- (1) International students must undertake examination/assessment in the same specified period as other students.

### 6.4 Missed examinations

- (1) Students who miss examinations because of illness or extenuating circumstances should refer to the resolutions relating to special consideration in this document.

### 6.5 Notification of examination results

#### 6.5.1 Mid-year examination results

- (1) Mid-year examination results are posted on the University's website during the first class week of the July semester.

#### 6.5.2 End-of-year results

- (1) End of year results are posted on the University's website prior to closure of the University for the Christmas break. Final results are also sent to students' home addresses via the mail service at this time. Students should ensure that the Faculty Office is notified of any change of address.

### 6.6 Re-marking examination scripts

- (1) The Faculty, in accordance with Senate Resolutions, has resolved that no provision be made for students to have their examination papers re-marked.

### 6.7 Retention of academic records

- (1) Raw scores (for individual components and the aggregate of course assessment) and final grades for each course will be held on hard copy at departmental level for a period of six (6) years.
- (2) Examination papers will be held at a Faculty level and shredded after a period of 12 months from the date of the last examination in the examination period in question.

### 6.8 Retrospective exemption

- (1) Claims for retrospective exemptions from units of study will not be permitted.

### 6.9 Room and seating allocation

- (1) All students require a room and seat number for examinations. These should be checked well in advance of the examination period.
- (2) Seat numbers and exam rooms will be displayed on the noticeboards in the Main Quadrangle, Main Campus one to two weeks prior to the examination. This information will also be available from the Faculty Office, Mallett Street a day or two later.
- (3) Seat numbers will also be displayed outside the examination room prior to the exam. Any student who feels they should be sitting the exam but whose name is not displayed, should see the Supervisor-in-Charge of the room.

#### 6.9.1 Problems with seat numbers

- (1) Students should report any problems with seat numbers to the Student Centre, Main Campus, Carslaw Building as soon as possible. These must be reported before the examination.
- (2) Special examination arrangements can be made for students with illness or disability. Students with a disability should first apply to the Disabilities Services Office who will forward all relevant documentation to the Associate Dean (Learning and Teaching) for consideration. Students who experience illness should follow the guidelines set out in the resolutions relating to special consideration in this document.

### 6.10 Rules to be observed by candidates for examination

- (1) Candidates are required to follow all instructions given by examination supervisors.
- (2) No papers, books, manuscripts or notes of any kind are to be taken into an examination room (unless expressly permitted in advance by the examiner). No papers may be taken out of the examination room.
- (3) No mobile telephones, or other means of electronic communication, may be taken into the examination room.
- (4) Students may take in bottles of ink, pens, pencils and drawing instruments, slide rules, small sweets etc, but not fruit, biscuits or food generally. Small handbags (which may be left underneath desks whilst working) may be taken in, but all other bags must be left outside the examination room. All students are warned against leaving money or valuables outside examination rooms. The University can accept no responsibility for the loss of students' personal property. Anything taken into an examination room must be made available for inspection by the examination supervisors or other University staff.
- (5) Battery operated, non-programmable calculators may be used unless specifically prohibited by an examiner. If students are in any doubt about the use of electronic calculators, they should contact the examiner well before the date of the examination.
- (6) No candidate may be admitted to the examination room after the expiration of one hour from the commencement of writing, except under very exceptional circumstances, and then only by the express permission of the Examinations Section. Permission cannot be given if a candidate who may have seen a paper has already left an examination.
- (7) No candidate may leave an examination room (even if entered in error) except under escort, until one hour has elapsed from the time of writing commenced. Students who attend an examination at the wrong time and have entered the examination room, will be required to stay in that room for one hour from the time writing has commenced. No candidate may leave during the last ten minutes of any examination.
- (8) Ten minutes reading time is allowed for most papers. During this time students may only complete the attendance form and fill in the covers of their answer books. No other writing is permitted.
- (9) "Confidential" Papers: Most papers of this type (usually multiple-choice papers) are not to be copied, nor removed from the examination room by students or supervisors. The following rules will be observed:
  - (a) Any student wishing to leave the examination room early must attract the attention of the supervisor and wait until the supervisor has collected the paper.
  - (b) When "cease writing" is called, students must remain in their seats until all books have been collected.
- (10) Students are not permitted to loiter in the vicinity of examination rooms; during or at the conclusion of an examination. Nor are they permitted to talk or make noise near such rooms.
- (11) The attention of all candidates is drawn to the instructions printed on the cover of each examination book.

#### 6.11 Supplementary examinations and further tests for the Master of Nursing (graduate entry)

- (1) No supplementary examinations or further tests will be conducted in the Master of Nursing (graduate entry) course by the Faculty of Nursing and Midwifery, except where there are extenuating circumstances in particular cases. Students should refer to the resolutions in this document relating to special consideration.

#### 6.12 Timetables

- (1) Examination timetables are available from the Faculty Office approximately two to three weeks prior to the examination period. Initially the timetable is published in draft form. Students are responsible to ensure that they check the final form of the timetable. Note that errors in reading timetables are not a valid excuse for missing examinations.

##### 6.12.1 Timetable problems

- (1) Students who find they have two or more examinations scheduled in the same timeslot should apply for a change of timetable at Main Campus Student Services as soon as the draft timetable is published.

### 6.13 Translation dictionaries

- (1) Translation dictionaries may be used in examinations by ESL (English as a second language) students who are sitting for examinations in Year 1 of the Master of Nursing (graduate entry) in the Faculty of Nursing and Midwifery including those enrolled in the Bachelor of Nursing (Post-registration). Year 2 ESL students are not permitted to use translation dictionaries.
- (2) Procedures for applying to use a translation dictionary are set by the Examinations Office and students should seek further information from the Student Centre (Camperdown Campus).

## 7. Exclusion

### 7.1 Restriction upon re-enrolment

- (1) There are certain circumstances in which students could be asked to show good cause why they should be permitted to repeat any previously attempted unit of study.
- (2) Liability for exclusion from re-enrolment is determined by academic attainment during the immediate past one or two academic years (depending upon the faculty or board of studies concerned). Students who are in any doubt about their liability for exclusion following academic failure or discontinuation of degrees should ask advice of the Exclusions office in Student Services (Main Campus).
- (3) Students should refer to the Faculty resolutions relating to show cause in this document.
- (4) Students whose attendance at and/or performance in clinical practicum sessions causes doubt in relation to their safety to practise may be asked to show cause why they should be permitted to re-enrol in the course.

## 8. Exemption

### 8.1 Partial Exemptions

Upon re-enrolment in a failed unit of study, students will be required to complete the whole unit of study.

## Part III: Clinical - Pre-registration

### 1. Application

- (1) These resolutions apply to pre-registration students and international students who hold a qualification in another country and who are completing requirements to register in NSW.

### 2. Definitions

#### 2.1 Nursing Assessment by Simulation (NABS) (1996 Resolutions only)

NABS are examinations conducted on the practical clinical skills and are part of the assessment of the clinical component of a unit of study. A student who fails to achieve a passing grade in NABS will be deemed to have failed the unit of study.

#### 2.2 On-campus clinical assessments (2002 Resolutions)

- (1) On-campus clinical assessments are conducted as a component of particular units of study. A student who fails to achieve a passing grade in on-campus clinical assessments will be deemed to have failed the unit of study.

#### 2.3 Clinical failure

A student is deemed to have a clinical failure if they fail to satisfy requirements for the clinical component of a unit of study either on the basis of attendance and/or performance.

### 3. Attendance

#### 3.1 Clinical nursing laboratory sessions (on and off-campus)

- (1) Clinical nursing laboratory sessions form an essential part of the clinical component of the Master of Nursing (graduate entry) curriculum approved by the Nurses and Midwives Board, NSW. Students are required to attend and participate in each of the clinical sessions and are required to register their attendance at the commencement and completion of each session.
- (2) Students who are absent for part or all of a clinical session are required to notify the unit of study coordinator within the week of the missed session to arrange suitable make-up. Attendance time is at the discretion of the laboratory facilitator.
- (3) In the case of prolonged illness or misadventure, subject to the meeting the requirements of the resolutions relating to

special consideration in this document, students may book independent practice sessions on return from their absence. These sessions must take place prior to the student's clinical placement and should be arranged with the unit coordinator.

- (4) Failure to attend all clinical sessions or to make appropriate arrangements with the unit of study co-ordinator when absent will result in the student not being allowed to attend clinical placements in health service agencies and an Absent Fail grade being awarded.
- (5) A maximum of two make-up clinical laboratory sessions will be permitted each semester.

### 3.2 Clinical placements

- (1) Clinical settings may include community settings, people's homes, hospitals and nursing homes. Attendance at all clinical placements is compulsory. Unsubstantiated absences from clinical placements will result in a Fail grade. The student will then be required to show cause.
- (2) The opportunity for students to indicate a preference for particular clinical placement sites will be available. Preferences should be lodged with the Clinical Education Administration Office located within the Faculty Office on the appropriate form by the date indicated at the commencement of the semester. Staff will endeavour to meet the requests of students who nominate preferences, however places at a specific site cannot be guaranteed. Students may nominate their clinical preferences on the Faculty's website.
- (3) For clinical placements where the Faculty is unable to meet nominated clinical preferences or where no preference is recorded, the Faculty, having given due attention to students' listed home address, will endeavour to place students within a reasonable distance of this address but cannot guarantee any particular placement.
- (4) If a student is unable to attend a clinical placement for any reason they must:
  - (a) contact their ward/placement and notify their clinical supervisor;
  - (b) contact the Faculty Office with the reason for non-attendance; and
  - (c) follow the guidelines set out in the resolutions relating to special consideration in this document.
- (5) Any student who is called for jury duty at the time of a clinical placement should contact the Faculty Office as a matter of urgency.
- (6) Hospitals and health care agencies may not accept students for clinical placement who are more than 33 weeks pregnant. Students in this situation are required to contact the Faculty Clinical Administration Officer.

#### 3.2.1 Changing a scheduled clinical placement

- (1) Students are required to be available for clinical placements throughout the specified clinical period as designated by the semester and vacation dates published by the Faculty annually.
- (2) In normal circumstances variation of scheduled clinical experience will not be possible.
- (3) In extenuating circumstances requests for specific dates for clinical placements may be made in writing to the Faculty Office by week 3 of the relevant semester (except in the event of unforeseen circumstances such as illness where students are advised to contact the appropriate coordinator for assistance. The reason for the request must be clearly stated, and applications submitted with supporting documentation.
- (4) In extenuating circumstances variation to placement sites may be considered up to 1 week after the advisement of the site on the noticeboard in the clinical laboratory area.

### 3.3 Infectious diseases

- (1) All students are required to be aware of the NSW Health Department's definition of exposure-prone procedures and note that clinical practice may pose risks of infection. The Clinical Education Office is able to provide students with details of these requirements.
- (2) The Faculty of Nursing and Midwifery expects that all nursing students will be aware of their own infectious diseases status and, if necessary, undergo appropriate immunisations. Students for whom immunisation is inadvisable on medical grounds should seek advice about alternative preventive measures in the event of exposure.

- (3) In addition to the personal risks to students there are small risks to susceptible patients from actively infected students. Students who consider themselves at risk should seek advice individually and check their status as often as advised.
- (4) Students need to be aware that the NSW Health Department has the right to refuse placements to students who are not fully immunised.

### 3.4 Length of clinical day

- (1) The clinical day can occur between the hours of 7am and 11pm, Monday to Friday, depending on the experience being undertaken, the clinical setting, and the commencement time of the morning and afternoon shifts. Greater variation in the clinical day may occur during Year 2.
- (2) The length of the clinical day will also vary. Details will be provided to the students as necessary. Many clinical sites have a clear expectation that students on placement will attend for the length of a full shift, i.e. eight hours.
- (3) The number of days of attendance during the clinical week for each placement will vary between placements. The Faculty Office will provide details, but students are forewarned that attendance 4 or 5 days per week is usually required.

### 3.5 Length of clinical placement

- (1) The following periods of clinical placement off campus will be undertaken during a Master of Nursing (graduate entry) course:

First year	10 weeks equivalent
Second year	19.2 weeks equivalent

- (2) Part-time students will undertake clinical placements during the same periods as full-time students.
- (3) Students are strongly advised not to organise paid employment or any other extraneous activities until they are aware of their actual clinical experience hours. Students who fail to do so may not be able to have their requests to vary placement granted.

### 3.6 Supplementary clinical policy

- (1) The Faculty aims to manage clinical placements in an efficient and academically fair manner. Clinical placements will be organised for particular weeks during the calendar year, some of which may be outside the semester periods. Students are advised to ensure they are substantially free from other commitments at those times.
- (2) Only students who have a genuine illness or misadventure during their original clinical placement are eligible for supplementary clinical.
- (3) Students who are absent from their assigned clinical placements, and who meet the requirements for special consideration as set out in this document, are required to complete an Application for a Supplementary Clinical form and forward to the Faculty Office within seven days of the completion of the affected clinical placement.
- (4) Applications will not be considered unless they include the following supporting documentation:
  - (a) for illness, the information supplied on the medical certificate should be sufficient to satisfy the Board of Studies that the condition is of a serious enough nature to merit consideration for a supplementary clinical and should include the likely effect on the student's performance during the clinical placement together with the estimated period of time over which the condition may result in prohibiting the student from completing a clinical placement;
  - (b) for misadventure, the reason for the absence must be beyond the control of the student and outside of normal circumstances expected of student life.

"Normal circumstances" relate to matters that an average student could be expected to encounter in daily life such as:

  - (i) difficulty applying oneself to university studies;

- (ii) demands of employment including the consequence of promotion, employment transfer or change;
- (iii) being temporarily absent from the usual place of residence;
- (iv) difficulties in personal relationships;
- (v) the need for financial support; and
- (vi) social activities.

- (5) Completion of an Application for a Supplementary Clinical does not guarantee:
  - (a) a place in a supplementary clinical; or
  - (b) a place during the next appropriate clinical placement period.
- (6) Generally there will be a limited number of places available to students requiring supplementary clinical in any given semester.
- (7) Applications for supplementary clinical will be considered on merit.
- (8) Applications will be reviewed by the Associate Dean (Learning and Teaching) and students will be notified of the decision.
- (9) Students who are not granted a supplementary clinical by the Associate Dean (Learning and Teaching) will be deemed to have failed the relevant unit of study. These students will be required to re-enrol in the unit of study.

### 3.7 Transport to clinical placements

- (1) It is the student's responsibility to arrive at the designated clinical experience placement on time.

## 4. Performance

### 4.1 Assessment of clinical performance

- (1) To achieve a passing grade for their clinical placements students are required to:
  - (a) meet all attendance requirements; and
  - (b) pass both the core and required components of a unit of study.
- (2) Specific assessment requirements will be communicated to students by the unit of study coordinator responsible for a unit of study which includes a clinical placement.
- (3) A student who does not meet the requirements of a clinical placement unit of study will be deemed to have failed that unit; such failures are defined as "clinical failures".
- (4) A student who is deemed to be unsatisfactory or unsafe at any time during a clinical placement unit of study may have the clinical placement terminated and may be failed in that unit of study.
- (5) A student who fails to meet the requirements of a clinical practicum unit of study shall be deemed not to have made satisfactory progress, and shall be required to show good cause why she or he should be permitted to re-enrol in the unit of study.
- (6) Students who fail two clinical placements will not be permitted to proceed further with their course unless they can show good cause as to why they should be permitted to continue.

### 4.2 Dress at clinical placements

- (1) Unless stated otherwise all students are required to wear uniforms during clinical placement.
- (2) Students are required to dress appropriately when participating in clinical education placement in health agencies. University staff have the discretion to ask a student to dress in an appropriate manner before proceeding on clinical placement.

#### 4.2.7 Females' standard of dress

- (1) Blue short sleeved dress with collar, University logo to be attached to the right side of uniform opposite the breast pocket; black lace-up flat shoes; navy blue cardigan and/or vest; flesh or light coloured stockings; student identification card (to be worn on left side of uniform).
- (2) As an alternative, students may wear a white short sleeved shirt with collar, blue stitching on sleeves and collar, University logo to be attached to the right side of uniform opposite the breast pocket; blue slacks or culottes; black lace-up flat shoes; navy blue cardigan and/or vest; flesh or light coloured stockings.

#### 4.2.2 Males' standard of dress

- (1) White open necked jacket with collar, blue stitching on sleeves and collar, university logo to be attached to the right side of uniform opposite the breast pocket; blue trousers; black lace-up shoes; navy blue cardigan and/or vest; dark socks.

#### 4.2.3 Identification

- (1) Student identification card is to be worn on left side of uniform.

#### 4.3 Clinical experience requirements students re-enrolling after an interruption to their studies

- (1) Students returning from exclusion or leave will be required to undertake clinical practical placements during the academic year in which they re-commence their studies. Such students are required to achieve a satisfactory grade and undertake on and off campus clinical experience as deemed appropriate by the Board on advice from the relevant coordinator.
- (2) Any student currently enrolled who has not completed clinical experience within a period of two years prior to eligibility for registration will be required to undertake a clinical unit of study before completion of the course.

#### 4.4 Credit for clinical placements

- (1) Master of Nursing (graduate entry) students who are currently working as enrolled nurses may be granted an exemption from one week's off-campus clinical held during Semester 1, Year 1. Students will be required to provide proof of employment.

#### 4.5 Exclusion from clinical placements

- (1) A meeting of the Professional Standards Subcommittee shall be convened in circumstances where a student, while undertaking a field experience or clinical nursing placement, is:
  - (a) excluded by either University or agency staff from a clinical agency; and/or
  - (b) the subject of an adverse report in writing related to specific incident(s) which, in the opinion of the reporting registered nurse, are sufficiently serious to cast doubt on the student's potential to perform safely as a beginning practitioner in clinical nursing; will be required to appear before the Professional Standards Subcommittee.

### Part IV: Clinical - Postgraduate

#### 1. Attendance

- (1) In order to successfully complete a postgraduate degree, diploma or certificate students undertaking specific majors or units of study may be required to undertake periods of clinical practice during which their performance and attendance are assessed. These requirements are set out in the resolutions for the Master of Nursing, Graduate Diploma of Nursing, Graduate Diploma in Midwifery and the Graduate Certificate of Nursing as well as within individual units of study.

#### 2. Assessment of clinical performance

- (1) To achieve a passing grade for their clinical placements students are required to:
  - (a) meet all attendance requirements; and
  - (b) be assessed as "satisfactory".
- (2) Specific assessment requirements will be communicated to students by the unit of study coordinator responsible for a unit of study, which includes a clinical component.
- (3) A student who does not meet the requirements of the clinical component of a unit of study or course will be deemed to have failed that unit or course; such failures are defined as "clinical failures".
- (4) A student who is assessed or deemed to be unsatisfactory or unsafe clinically may be asked to show cause why they should be permitted to re-enrol in the course.
- (5) A student who fails to meet the requirements of the clinical component of a unit of study or course shall be deemed not to have made satisfactory progress, and shall be required to show good cause why she or he should be permitted to re-enrol in the unit of study.
- (6) Students who have two clinical failures will not be permitted to proceed further with their course unless they can show good cause as to why they should be permitted to continue.

### 3. Exclusion

- (1) A student who while undertaking a field experience in clinical nursing, or undertaking clinical practice pertaining to a unit of study or course in which they are enrolled is:
  - (a) excluded by staff of either the University or from a clinical agency; and/or
  - (b) the subject of an adverse report in writing in relation to specific incident(s) which, in the opinion of the reporting staff, are sufficiently serious to cast doubt on the student's clinical performance will be required to appear before the Professional Standards Subcommittee.

### Part V: Graduate Studies - Coursework

The resolutions relating to graduate studies must be read in conjunction with other Faculty Resolutions.

#### 1. Candidature - suspension/extension/course leave

##### 1.1 Suspension of candidature in postgraduate coursework courses

- (1) Students will normally only be eligible to apply for suspension of their candidature in coursework postgraduate courses following the successful completion of a minimum of two (2) units of study (equivalent to one (1) semester enrolment in the part-time mode).
- (2) Students will be able to suspend candidature for a maximum of two semesters.
- (3) During a course of study a student may only be permitted to suspend candidature once.

#### 2. Satisfactory progress

- (1) Candidates who fail:
  - (a) up to 12 credit points in which they are enrolled in any semester may progress to a normal full-time load in the subsequent year. In addition, they are permitted to enrol in the failed unit of study;
  - (b) up to 24 credit points study in which they are enrolled in any semester may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
  - (c) more than half of the credit point load (12 credit points in the case of a part-time student and 24 credit points in the case of a full-time student) undertaken during a semester or a year, or who fail to meet the requirements of a practicum unit, or who discontinue enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (2) The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.
- (3) The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

#### 3. Award with merit

The following resolutions apply only to students enrolled in degree codes in operation prior to 2001.

##### 3.1 Graduate Diploma

- (1) All students who achieve a distinction average or better on the basis of all units of study will be awarded their diploma with merit.

##### 3.2 Master of Nursing

- (1) All students who achieve a distinction average or better on the basis of all units of study undertaken in the course will be awarded their degree with merit.

### Part VI: Research Degrees

The resolutions relating to graduate studies must be read in conjunction with all other Faculty Resolutions.

## **Division I: General Information**

### **1. Candidature - suspension/extension**

#### **1.1 Extension of research candidature**

- (1) A recommendation from the Associate Dean (Research) should, where reasonably possible, accompany all applications to the Board of Studies for extension of research candidatures.
- (2) If a three month notice of submission of thesis has not been received in the Faculty Office by 30 May or 30 November as appropriate, for the final semester of a student's candidature, the coordinator (Research Students) will be advised and a review undertaken to provide a recommendation to the Board of Studies in time for a student to receive timely advice on their next semester's enrolment.

### **2. Theses**

#### **2.1 Definition of Terms**

- (1) The term, thesis, applies to the independent work of a student enrolled in a designated research degree. A degree is designated as a research degree if it contains a research component of 66 per cent. In the case of the Faculty of Nursing and Midwifery, this includes the following awards:
  - (a) Bachelor of Nursing (Honours) (students enrolled in GH01 1 as of 31 March 2005 only)
  - (b) Master of Nursing (Honours)
  - (c) Master of Philosophy
  - (d) Doctor of Philosophy

## **Division II: Bachelor of Nursing (Honours)**

This applies only to those students enrolled in degree code GH01 1.

### **1. Admission**

- (1) Students who have qualified for the Bachelor of Nursing and who are registered to practise nursing and are considered by the Faculty and the coordinator (Research Students) to have the requisite knowledge and aptitude may be eligible to apply for the honours course.
- (2) Students who have completed the first two years of the Bachelor of Nursing as a pre-registration degree and are considered by the Faculty and the Associate Dean (Learning and Teaching) to have achieved at a sufficiently meritorious level in their academic and off-campus clinical work may be admitted to the Bachelor of Nursing (Honours) course as a pre-registration pattern of study.

### **2. Supervision**

- (1) Students admitted under clause 1(1) and (3) will complete all required coursework and a thesis with the guidance of a supervisor appointed by the Associate Dean (Academic).
- (2) Students admitted under clause 1(2) will complete:
  - (a) all required coursework and a thesis with the guidance of a supervisor (or supervisor) appointed by the Associate Dean (Academic); and
  - (b) all required clinical requirements as specified from time to time by the Faculty.

### **3. Bachelor of Nursing (Honours) Thesis**

- (1) While a student is required to demonstrate originality when writing a thesis, it does not follow that the thesis must be a research report in the sense that the student has collected and analysed original data. A thesis is required to embody original work or new knowledge (facts), insights or understandings in the sense that the student argues for a particular position, methodical approach, and/or analysis and/or interpretation and is able to defend it. The thesis is original in the sense that it makes a distinct contribution to knowledge or to ways of investigating a particular topic. The student is also expected to demonstrate competence in conducting research.
- (2) One of the central characteristics of an honours degree is that it requires the student to complete a substantial piece of work in a limited time frame. This requirement should be reflected in the topic and the scale of the project. As general principles:

- (a) the size of the project and the topic to be investigated should be matched by the time and resources available to complete the award in the specified time;
  - (b) any ethical issues must be addressed before the final selection of the topic is made.
- (3) Possible options for an honours thesis include but are not restricted to, the following:
    - (a) a report of research in which data have been collected, analysed and interpreted, including replication studies;
    - (b) a literature review and critique, with particular emphasis on the identification of lines of inquiry that can be followed;
    - (c) a discourse (and textual) analysis;
    - (d) a philosophical essay;
    - (e) an exposition of an ethical issue or area;
    - (f) a clinical or nursing practice project, that is, the identification, description and analysis of a particular clinical issue or nursing practice, the means by which it can be investigated and any particular methodological, theoretical, clinical and conceptual issues that need to be addressed;
    - (g) an historical project;
    - (h) an audit of case records;
    - (i) a needs analysis; or
    - (j) an epidemiological inquiry.
  - (4) Suggested parameters for projects, which involve the collection of data for an honours thesis are as follows:
    - (a) research designs should be uncomplicated;
    - (b) instrumentation should already be established;
    - (c) replication studies are permissible;
    - (d) descriptive hypothesis-generation studies are permissible;
    - (e) evidence must be produced in the early stages of the student's enrolment that ready access to respondents or to the relevant field(s) can be obtained;
    - (f) the sample size of the project should not be too ambitious and the sample should be readily accessible;
    - (g) the design characteristics of the study should be simple and straightforward; and
    - (h) descriptive and/or inferential statistics may be used.
  - (5) The length for the honours thesis is 10,000 to 15,000 (maximum) words.
  - (6) The thesis must be submitted in a form consistent with the Faculty style guide.

## **Division III: Master of Nursing (Honours)**

### **1. Admission**

- (1) Students who have qualified for the Master of Nursing and are considered by the Faculty and the Coordinator (Research Students) to have the requisite knowledge and aptitude may be eligible to apply for the Master of Nursing (Honours) course.
- (2) Students who have graduated with a Master of Nursing or another appropriate degree from universities other than the University of Sydney may also be eligible to apply for the honours course.

### **2. Supervision**

- (1) Students will complete a thesis under the guidance of a supervisor appointed by the Associate Dean (Academic). Supervision will normally involve, on average, a one hour per week meeting.

### **3. Master of Nursing (Honours) Thesis**

- (1) While a student is required to demonstrate originality when writing at thesis, it does not follow that the thesis must be a research report in the sense that the student has collected and analysed original data. A thesis is required to embody original work or new knowledge (facts), insights or understandings in the sense that the student argues for a particular position, methodical approach, and/or analysis and/or interpretation and is able to defend it. The thesis is original in the sense that it makes a distinct contribution to knowledge or to ways of investigating a particular topic. The student is also expected to demonstrate competence in conducting research.
- (2) One of the central characteristics of an honours degree is that it requires the student to complete a substantial piece of advanced work in a limited time frame. This requirement should be reflected in the topic and the scale of the project. As general principles:

- (a) size of the project and the topic to be investigated should be matched by the time and resources available to complete the award in the specified time;
  - (b) any ethical issues must be addressed before the final selection of the topic is made.
- (3) Possible options for an honours thesis include but are not restricted to, the following:
- (a) a report of research in which data have been collected, analysed and interpreted, including replication studies;
  - (b) a literature review and critique, with particular emphasis on the identification of lines of inquiry that can be followed;
  - (c) a discourse (and textual) analysis;
  - (d) a philosophical essay;
  - (e) an exposition of an ethical issue or area;
  - (f) a clinical or nursing practice project, that is, the identification, description and analysis of a particular clinical issue or nursing practice, the means by which it can be investigated and any particular methodological, theoretical and conceptual issues that need to be addressed;
  - (g) an historical project;
  - (h) an audit of case records;
  - (i) a needs analysis;
  - (j) an epidemiological inquiry; or
  - (k) a highly developed proposal for a research project.
- (4) Suggested parameters for projects, which involve the collection of data for an honours thesis are as follows:
- (a) designs should be simple;
  - (b) instrumentation should be established;
  - (c) descriptive hypothesis-generation studies are permissible;
  - (d) evidence must be produced in the early stages of the student's enrolment that ready access to respondents or to the relevant field(s) can be obtained;
  - (e) the sample size of the project should not be too ambitious and the sample should be readily accessible;
  - (f) the design characteristics of the study should be achievable in the time available.
- (5) The length for the honours thesis is 15,000 to 20,000 (maximum) words.
- (6) The thesis must be submitted in a form consistent with the Faculty style guide.

#### **Division IV: Final Year Honours**

In degrees where honours grades are reported in percentages, the grades for the award of honours shall be:

Code	Description	MarkRange	Comments
HIM	Honours Class I and Medal	90-100	The student's performance is of first class Honours standard and justifies consideration of the award of the University medal.
HI	Honours Class I	80-89	The student's performance is of first class Honours standard but not of a standard that justifies consideration of the award of the University medal.
H21	Honours Class II (Division 1)	75-79	The student's performance is of second class Honours (Division 1) standard.
H22	Honours Class II (Division 2)	70-74	The student's performance is of second class Honours (Division 2) standard.
H3	Honours Class III	65-69	The student's performance is of third class Honours standard.
P	Pass	<64	The student's performance is not such as to justify the award of Honours.

#### **Division V: Master of Philosophy (Nursing)**

##### **1. Length of thesis**

- (1) The length of the Master of Philosophy thesis is determined by the topic area and the type of research conducted. Although the Faculty of Nursing and Midwifery does not stipulate a word limit the maximum for a Master of Philosophy thesis is 60,000 words.

##### **2. Submission of thesis**

- (1) Three months prior to submission of the thesis students are required to inform the Faculty on the appropriate form that the thesis is approaching completion. At that time it is also necessary to supply three copies of a 300 word summary of the thesis for distribution to potential examiners.
- (2) Three copies of the thesis must be presented for examination. These copies may be soft bound as stated in 1998 Thesis Guide (SUPRA). The recommendation for submission from the supervisor must be presented along with the thesis (a sample form is included in Appendix II).
- (3) On successful completion of the examination process a minimum of two hard bound copies of the completed thesis printed on acid free paper will be required, by the Associate Dean (Academic) for lodging in the University and Faculty libraries. These requirements are further explained in the 1998 Thesis Guide (SUPRA).

##### **3. Examination of thesis**

###### *3.1 Appointment of Examiners*

- (1) Once the thesis has been lodged and the supervisor's certificate received, the Chair of the Board of Studies (acting on behalf of the Faculty - see section 3.30), having considered the certificate, shall approve the appointment of examiners on recommendation from the Associate Dean (Academic), unless the faculty board considers that examiners should not be appointed.

###### *3.2 Examiners not appointed*

- (1) If the Board of Studies, after consideration of the supervisor's certificate, has resolved not to proceed to the appointment of examiners, it shall refer the matter back, with the reasons for the decision, to the Associate Dean (Academic) for further consideration in consultation with the supervisor.

###### *3.3 Delays in appointment*

- (1) The Associate Dean (Academic) and the Board of Studies shall take all possible steps to ensure that examiners are appointed within four weeks of the submission of the thesis.
- (2) The Associate Dean (Academic) should normally have taken the steps outlined below in sections 3.4 to 3.6, noting the provisions of section 3.8, before the thesis is submitted.

###### *3.4 Consultation and recommendation*

- (1) The Associate Dean (Academic) shall, if reasonably possible, before making his or her recommendation for the appointment of examiners, consult the supervisor and, if it is considered by the supervisor to be necessary, any appointed associate supervisor.
- (2) The Associate Dean (Academic) shall recommend the appointment of two examiners of the thesis of whom one shall be external to the University, i.e. not being a member of the staff of the University, or hold a clinical academic title.
- (3) The Associate Dean (Academic) may also recommend the appointment of one or more qualified additional persons who may be called on to act in place of one or more of the two first appointed examiners.

### 3.5 *Qualifications of examiners*

- (1) Examiners recommended should be known to be familiar with the supervision and examination of research theses and should normally still be active in research and/or scholarship.
- (2) An examiner appointed to act as an assessor under section 3.18(f) should possess very high standing in the subject in question.
- (3) Subject to any policy to the contrary by the Board of Studies, a supervisor of a candidate may be appointed as an examiner for that candidate, except that a supervisor shall not normally be so appointed if he or she is also the head of the department or academic unit concerned. It is however, Faculty of Nursing and Midwifery policy that a supervisor would not normally be appointed as an examiner.
- (4) The Associate Dean (Academic), in making a recommendation, shall take all reasonable steps to ensure that the examiners proposed are free from bias either for or against the candidate or the supervisor.

### 3.6 *Involvement of candidate*

- (1) The Associate Dean (Academic) or the supervisor or the candidate may initiate a general discussion with the candidate by the supervisor and/or the Associate Dean of a wide range of possible examiners.
- (2) A candidate may advise the Associate Dean (Academic) or the Dean or the Chair of the Board of Studies of the names of any persons the candidate does not wish to see appointed as examiners, giving the reasons in writing.

### 3.7 *Faculty to appoint examiners*

- (1) The Board of Studies, on receipt of a recommendation for the appointment of examiners from the Associate Dean (Academic), and having considered any advice from the candidate, may appoint the examiners as recommended or appoint different examiners after consultation with the Associate Dean (Academic).

### 3.8 *Disclosure of names*

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

### 3.9 *Invitation to examiners*

- (1) After the appointment of examiners by the Board of Studies, the Associate Dean (Academic) shall write to the external examiner inviting him or her to act, specifying the conditions applicable to the examination process and enclosing the resolutions for the degree, an information statement and the examiner's report form.
- (2) On receipt of an acceptance of the invitation to act, the Associate Dean (Academic) shall dispatch a copy of the thesis.
- (3) The Associate Dean (Academic) shall similarly write to the internal examiner advising him or her of their appointment and the conditions, which apply and enclosing the resolutions for the degree and the examiner's report form, together with a copy of the thesis.

### 3.10 *Delegations of authority*

- (1) A Associate Dean (Academic) may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making and forwarding to the Dean, a written statement of delegation of those powers.

### 3.11 *Examiners' reports*

- (1) An examiner is required to complete the examination of the thesis and submit a report on the prescribed form within two months of receipt of the thesis.
- (2) The examiner shall be advised by the Associate Dean (Academic) of the name of the other examiner who has agreed to act and may consult the co-examiner directly at any stage of the examining process, but shall submit an independent report and shall not have any right of access to the other examiner's reports.
- (3) The report shall include the recommendation that:

- (a) the candidate be awarded the degree without further examination; or
  - (b) the candidate be awarded the degree subject to correcting typographical errors before the degree is conferred. (Typographical errors include spelling, grammar, punctuation, capitalisation and reference dates); or
  - (c) the candidate be awarded the degree subject to conditions listed in the examiner's report being addressed to the satisfaction of the Faculty (which may include a recommendation that, if reasonably possible, the candidate should be required to take an additional oral or other examination); or
  - (d) the candidate be not awarded the degree, but be permitted to resubmit the thesis in a revised form for re-examination, following a further period of study, the examiner having formed the opinion that the errors or deficiencies substantially affect the argument or the thesis; or
  - (e) the candidate be not awarded the degree.
- (4) The report shall also record whether in the opinion of the examiner:
- (a) the thesis is a substantially original contribution to the knowledge of the subject concerned;
  - (b) the thesis affords evidence of originality by the discovery of new facts;
  - (c) the thesis affords evidence of originality by the exercising of independent critical ability;
  - (d) the thesis is satisfactory as regards literary presentation; and
  - (e) a substantial amount of material in the thesis is suitable for publication.
- (5) The examiner shall state the grounds on which his or her recommendation is based, indicating the strengths and weaknesses of the thesis and the particular contributions made by the candidate and may list emendations that it is considered should be made and shall indicate the extent of any consultation with the other examiner.

### 3.12 *Release of examiners' names*

- (1) As part of the report form, the examiner shall be asked to indicate whether he or she is willing to have his or her name and/or his or her report in full or in part released to the candidate, either at the conclusion of the examination, or in the circumstances outlined in sections 3.22(2) to 3.22(4).

### 3.13 *Receipt of reports*

- (1) The Associate Dean (Academic) shall acknowledge receipt of reports as received and arrange for payment of the examiner's fee to external examiners.
- (2) The Associate Dean (Academic) shall contact any examiner, who has not submitted his or her report within ten weeks of dispatch of the thesis, requesting advice as to when it will be submitted and reminding the examiner of the conditions of the examination.

### 3.14 *Replacement examiner if report not received*

- (1) The Associate Dean (Academic) shall further contact any examiner who has not submitted the report by the end of the 14th week after dispatch of the thesis, advising that it will be necessary to proceed to the appointment of a replacement examiner if the report is not received within a further two weeks and shall proceed to do so if the report is not received within that time.
- (2) Notwithstanding the fact that replacement examiners may previously have been appointed, the Associate Dean (Academic) shall seek advice from the Coordinator (Research Students) or the Director (Research) as to who should act as a replacement examiner in the event of an examiner being replaced under the circumstances referred to in section 3.14(1) and, if necessary, the Board of Studies shall appoint a further qualified examiner on the recommendation of the Associate Dean (Academic) who shall, if necessary, have carried out the same consultative procedures as applied to the initial appointment of examiners.
- (3) Should the process of appointing a replacement examiner under the circumstances referred to in section 3.14(1) have proceeded to the point where a copy of the thesis has been dispatched to the replacement examiner, any report subsequently received from the examiner who has been replaced

shall not be considered in determining the result of the candidature.

- (4) Notwithstanding the provisions of sections 3.14(1) to 3.14(3) the Board of Studies or its Chair may, in such circumstances as it shall determine are exceptional allow some specific variation to those requirements.

### 3.15 Consideration of examiners' reports: Associate Dean (Academic) reports

- (1) When both examiners' reports have been received:
- if both examiners' reports have recommended that:
    - the degree be awarded without qualification; or
    - the degree be awarded subject to the correction of typographical errors; or
    - the degree be awarded subject to emendations;
- the reports shall be forwarded by the Faculty Office to the Chair of the Board of Graduate Studies or the Chair's nominee for consideration; or
- if any other recommendations have been made, or if there is disagreement between the examiners, the Faculty Office shall forward the reports to the Associate Dean (Academic) for a recommendation and to the supervisor.
- (2) Neither Associate Dean (Academic) nor supervisor shall have a right of access to the examiners' reports before they have both been received, except where the Dean of the Faculty considers that special circumstances exist.
- (3) The Associate Dean (Academic), if:
- there is disagreement between the examiners; or
  - emendations have been recommended by an examiner;
- shall, before making a recommendation, if reasonably possible, consult the candidate's supervisor(s), the student, and (where appropriate) the candidate's annual progress reports.
- (4) When making her/his recommendation, the Associate Dean (Academic) shall indicate the nature and extent of consultation that has been carried out and shall forward a copy of any written report she/he has received from the supervisor(s).

### 3.16 Associate Dean (Academic)'s recommendation

- (1) Having considered the reports of the examiners and carried out any required consultation, the Associate Dean may make one of the following recommendations:
- that the degree be awarded without further conditions; or
  - that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
  - that the degree be awarded subject to emendations being made in all copies of the thesis to be retained in the University; or
  - that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner; or
  - that an additional examiner be appointed; or
  - that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners; or
  - that the reports of the examiners, together with the comments from the supervisor be referred to both the examiners for their comment; or
  - that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
  - that the degree not be awarded.

### 3.17 Consideration of examiners' reports and Associate Dean (Academic)'s recommendation

- (1) The Associate Dean, having made a recommendation in accordance with any of 3.16(a) to 3.16(i) above, shall forward the recommendation to the Faculty Office for the consideration of the Chair of the Board of Studies, who may convene a meeting of members of the Board of Studies.
- (2) In the event of a recommendation in accordance with 3.16(d) to 3.16(i) above, the Chair of the Board of Studies shall refer the matter to the Board of Studies for its consideration.

### 3.18 Board of Studies' action

- (1) The Board of Studies, after consideration of the examiners' reports and the recommendation of the Associate Dean (Academic) may decide:
- that the degree be awarded without further examination; or
  - that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
  - that the degree be awarded subject to emendations specified by the Associate Dean (Academic) being made in all copies of the thesis to remain available in the University; or
  - that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner, this not being a substitute for requiring the candidate to make emendations to the thesis or to revise and resubmit the thesis; or
  - that an additional examiner be appointed; or
  - that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners; or
  - that the reports of the examiners, together with comments from the supervisor, shall be referred to both the examiners for their comment; or
  - that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
  - that the degree be not awarded.
- (2) Where the Board of Studies has approved the award of the degree without further conditions, the Associate Dean (Academic) shall advise the candidate that the degree has been awarded subject to the lodgement of two permanently bound copies of the thesis printed on acid-free or permanent paper, with the University and Faculty Librarians, and shall advise the examiners, Coordinator (Research Students) and supervisor.
- (3) Where the Board of Studies has approved the award of the degree subject to the correction of typographical errors, the Associate Dean (Academic) shall advise the candidate that the degree has been awarded subject to the lodgement of two permanently bound copies of the thesis printed on acid free or permanent paper in which the typographical corrections have been made to the satisfaction of the Associate Dean (Academic), with the University and Faculty Librarians, and shall advise the examiners, Coordinator (Research Students) and supervisor.
- (4) Where the Board of Studies resolves that the degree be awarded subject to emendations specified by the Associate Dean (Academic) being made in all copies of the thesis to remain available in the University, the Associate Dean (Academic) shall advise the candidate of the decision and of the nature of the emendations required and the latest date by which the emendations shall be made, being, unless otherwise determined by the Board of Studies, within a further three months, and shall provide such detail in relation to the examiners' reports as the he or she recommends.

### 3.19 Oral examinations

- (1) Where the Board of Studies has resolved under section 3.18(d) that the candidate be required to take an additional oral or other examination, or answer specific questions put by an examiner, unless the Board of Studies has determined otherwise, the Board of Studies shall be responsible for the oversight of these further examining processes and, having sought a further recommendation from the Associate Dean (Academic), may then resolve in accordance with section 3.18(1).
- (2) Those present at an oral examination may include one or more of:
- the examiners;
  - persons, other than the examiners, nominated by the Board of Studies;
  - shall include the supervisor if he or she wishes; and
  - may include, with the approval of the Dean, a member of the University nominated by the candidate.
- (3) A candidate shall be given reasonable notice of any oral examination and of the nature of the examination and the names of the persons who will be present and may advise the Associate Dean (Academic) of reservations he or she may have about the presence of any particular person, giving reasons in writing.

### 3.20 Additional examiner

- (1) Where the Board of Studies resolves under section 3.18(e) that an additional examiner be appointed, the provisions of sections 3.1 to 3.16 shall apply as appropriate and the Associate Dean (Academic) shall write to the examiner as provided in section 3.9(1) or 3.9(3) and shall advise the previously appointed examiners of the name of the additional examiner.
- (2) The Board of Studies, having received a further recommendation from the Associate Dean (Academic), together with an additional examiner's report, may then resolve as provided in section 3.16(1).
- (3) Where the Board of Studies resolves under section 3.18(f) that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, the provisions of sections 3.1 to 3.16 of these resolutions shall apply as appropriate and the Associate Dean (Academic) shall write to the examiner as provided in section 3.9(1) or 3.9(3), inviting the examiner to act as an assessor of the examiners' reports, as well as an examiner of the thesis and shall provide copies of the unidentified examiners' reports and shall also advise the previously appointed examiners of the name of the additional examiner who is also to act as assessor.
- (4) The Board of Studies, having received a further recommendation from the Associate Dean (Academic), together with an additional examiner-as-assessor's report, may then resolve as provided in section 3.18(1), except that, where the Board does not substantially resolve in the terms recommended by the assessor, it shall inform the Associate Dean (Academic) of its decision together with the reasons for that decision prior to any further action being taken.

### 3.21 Referral of reports to examiners

- (1) Where the Board of Studies resolves under section 3.16(1)(g) that the reports of the examiners, together with comments from the supervisor, shall be referred to both the examiners for their comment, the Associate Dean (Academic) shall seek comments from the supervisor and then send copies of the examiners' reports and the supervisor's comments to each of the examiners, advising them that it is in order for them to confer and seeking a further report from each examiner within a period of four weeks.
- (2) The Associate Dean (Academic) shall forward the responses received, following the circulation of reports, for such consultation as is required under sections 3.15 and 3.16, and make a recommendation. The Board of Studies on receipt of that recommendation may then resolve as provided in section 3.18(1).

### 3.22 Consultation with candidate

- (1) Where the Board of Studies forms the intention either to resolve under section 3.18(h) that the degree not be awarded but that the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, or to resolve under section 3.18(i) that the degree not be awarded, that resolution shall be deferred to allow a process of consultation with the candidate.
- (2) The Associate Dean (Academic) shall advise the candidate in writing of the Board's intention; shall provide de-identified copies of such of the examiners' reports as the examiners have indicated may be released and shall advise the candidate that he or she may within a period of four weeks give notice of intention to provide comment on the foreshadowed decision, such comments to be submitted in writing by no later than a total of eight weeks from the date of the Associate Dean (Academic)'s advice.
- (3) The Board of Studies shall further consider the examiners' reports and the Associate Dean (Academic)'s recommendation, together with any comments provided by the candidate and any further comments provided by the Associate Dean (Academic) or supervisor and may then resolve as provided in section 3.18(1). At its discretion, the Board may refer any or all of the comments received to the examiners or to an examiner appointed as an assessor.
- (4) The Associate Dean (Academic) may extend either of the time limits set out in section 3.22(2).

### 3.23 Revise and resubmit

- (1) Where the Board of Studies, following the consultation process referred to in sections 3.22, resolves under section 3.18(h) that the degree not be awarded but the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, the Associate Dean (Academic) shall advise the candidate of the decision, of any provisions relating to appeals, the particular conditions applying and the general requirements in respect of revision and resubmission and shall provide such detail in relation to the examiners' reports as determined by the Associate Dean (Academic) and shall also advise the examiners, Coordinator (Research Students) and supervisor of the terms of the decision.

### 3.24 Degree not awarded

- (1) Where the Board of Studies, following the consultation process referred to in sections 3.22, resolves under section 3.18(i) that the degree not be awarded, this decision shall be reported to the Associate Dean (Academic) who may note the decision or refer it back to the Board for further consideration. The Associate Dean (Academic) shall advise the candidate of the decision, of any provisions relating to appeals, shall provide such detail in relation to the examiners' reports and shall also advise the examiners and supervisor of the decision.

### 3.25 Emendations and lodging of corrected thesis

- (1) A candidate, on receipt of advice from the Associate Dean (Academic) that the degree has been awarded subject to emendations being made, shall make these emendations in consultation with his or her supervisor or the Associate Dean on all the copies of the thesis which are to be available within the University, including the copies printed on permanent or acid-free paper which are to be lodged with the University and Faculty Librarians; shall comply with the requirements with respect to permanently binding a copy of the thesis; shall request the Associate Dean (Academic) to certify that the corrections have been made and shall submit the thesis copies to the Associate Dean (Academic) by no later than the latest date advised for completing such action.
- (2) The Associate Dean (Academic), on receipt of the two corrected, permanently bound copies of the thesis and a statement from the Coordinator (Research Students) that the corrections have been made to his or her satisfaction, shall cause all corrected copies submitted to be stamped to indicate that the thesis is in the form which has been accepted for the degree; shall advise the Chair of the Board of Studies that the corrections have been made and that the Board can therefore approve the award of the degree; shall write to the candidate advising that all the requirements for the award of the degree have been met; shall lodge the permanently printed copies with the University and Faculty Librarians and shall so advise the examiners, Coordinator (Research Students) and supervisor.
- (3) If a candidate does not carry out the required emendations within the time limit set, or the Associate Dean (Academic), after consultation with the supervisor, does not consider that the emendations made are satisfactory, the Associate Dean shall refer the matter to the Board of Studies, which may grant additional time or set different conditions or may initiate proceedings under the provisions for the termination of candidature.

### 3.26 Participation of Supervisor and Associate Dean (Academic)

- (1) The supervisor and Associate Dean (Academic) may be present at any discussion by the Board of Studies of a recommendation in respect to examiners' reports on the thesis of a candidate.

### 3.27 Delegation of authority

- (1) The Associate Dean (Academic) may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making and forwarding to the Dean, a written statement of delegation of those powers.
- (2) The Board of Studies may delegate to its Chair, or in the absence of the Chair to the Chair's nominee from the Board its powers to award the degree under sections 3.18(a), (b) or (c).

### 3.28 Revision and re-examination

- (1) If the Board of Studies has resolved that a candidate not be awarded the degree but be permitted to revise and resubmit the thesis for re-examination, it shall prescribe a maximum period of further candidature and may prescribe particular conditions to be met.
- (2) A candidate permitted to revise and resubmit shall re-enrol while remaining a candidate for the degree and shall proceed according to the provisions of these resolutions.

### 3.29 Revise and resubmit - examination

- (1) The Associate Dean (Academic) shall recommend examiners for a revised and resubmitted thesis after the consultation processes provided for in section 3.1 to 3.10, but the Board of Studies shall normally reappoint the original examiners of the thesis, provided that they are available, unless one or more of those examiners has required modifications of the thesis that the Board consider to be unnecessary or undesirable or, in the opinion of the Board, there are academic reasons for not reappointing any or all of the original examiners.
- (2) Subject to section 5.05 all the provisions of sections 3.1 to 3.27 relating to the examination process apply to the examination of a revised and resubmitted thesis.
- (3) Except where the Board of Studies permits otherwise, the recommendation that a candidate be not awarded the degree but be permitted to resubmit the thesis in a revised form for re-examination shall not be available to examiners of a thesis that has itself been submitted for re-examination.

### 3.30 Faculty Board of Studies delegations

- (1) Where in these resolutions reference is made to a faculty board or action to be taken by a faculty board, that reference pertains to the Board of Studies or equivalent and any Dean, Chair, Associate Dean or other officer of the faculty board acting with the authority of the faculty board.

## 4. Probationary review for Master of Philosophy students

- (1) All Master of Philosophy students admitted to the degree are to be subjected to a review after their first year of candidature, for full-time applicants and after their second year of candidature for part-time applicants.
- (2) Those students admitted to the degree on a probationary basis are required to be subjected to a review at the end of the specified probationary period.
- (3) The satisfactory completion of this probationary period requires:
  - (a) successful completion of any specified coursework;
  - (b) presentation of a seminar on their project;
  - (c) a supportive letter from the student's supervisor related to the student's ability to complete a project of appropriate scope and nature; and
  - (d) a supportive recommendation from the Coordinator (Research Students) on the basis of the supervisor's advice, the student's performance and progress towards completion.
- (4) The Board also resolved that the requirements of this probationary review must be communicated in writing to the candidate in their offer of admission letter.

## Division VI: Doctor of Philosophy

### 1. Length of thesis

- (1) The length of a PhD thesis is determined by the topic area and the type of research conducted. The Faculty of Nursing and Midwifery does not stipulate a word limit but is in agreement with University guidelines which state that the maximum number of words is 100,000.

### 2. Submission of the thesis for examination

- (1) Three months prior to submission of the thesis students must inform the Faculty on the appropriate form that the thesis is approaching completion. At that time the student should also supply four copies of a 300 word summary of the thesis for distribution to potential examiners.
- (2) Four copies of a PhD thesis must be presented for examination. These copies may be soft bound. The recommendation from the student's supervisor that the thesis is ready for submission must be presented along with the thesis.

- (3) On successful completion of the examination process a minimum of two hard bound copies of the completed thesis printed on acid free paper will be required for lodging in the University and Faculty Libraries.

## 3. Part-time applicants

- (1) Part-time applicants for a PhD candidature are required to make a statement to the effect that they will be in a position to devote a minimum of 20 hours per week to their candidature and attend the University for purposes of their PhD studies at least one full day per week.
- (2) Where applicable, the statement must include a declaration from their employer confirming that the student will be released from work commitments for one full day per week to pursue their studies, with the understanding that the student will be required to allocate at least a further 12 hours of their own time to the PhD candidature.

## 4. Probationary period

- (1) The initial full-time year or equivalent period of candidature for all commencing research students is viewed as a probationary period. Part-time students will have a probationary period of not more than the initial three semesters. Consequently, candidature is not confirmed until this period has been completed and a supportable assessment of the student's progress is available.
- (2) In order for the Faculty to be confident of a student's ability to successfully complete a research candidature within the existing time frame the student must, by the end of the probationary period, demonstrate they are able to achieve the following to a level commensurate with the degree they are undertaking:
  - (a) evidence of developing intellectual autonomy within the context of their particular research project;
  - (b) the ability to conduct a confident discussion on the direction, structure and content of the research they are planning to undertake;
  - (c) a thorough engagement with the literature relating to both the topic area and methodological issues associated with their research project; and
  - (d) a realistic view of the potential outcomes, feasibility and scope for their research project in context of the timeframe as related to the degree that they are undertaking.
- (3) To allow the Review Committees the opportunity to make reasonable judgements on the student's ability to conduct the doctoral project successfully candidates are required to complete the following by the end of the probationary period:
  - (a) submit a literature review as guided by, and to the satisfaction of the student's supervisor. The topic and length of this piece of work is to be negotiated with the supervisor in association with the Associate Dean (Academic) and the Coordinator (Research Students);
  - (b) submit a Thesis Proposal and draft Table of Contents for the thesis to the Coordinator (Research Students) for the information of the Review Committee prior to interview;
  - (c) present a seminar which focuses on the methodological aspects of their proposed project to the Review Committee and interested faculty prior to interview;
  - (d) attend a Review Committee interview which will be conducted in line with current university policy in this area; and
  - (e) complete satisfactorily any units of study prescribed in association with candidature.
- (4) Supervisors are also required to provide to the student and members of the Review Committee a written report on the student's progress during the probationary period.

## 5. Workshop

- (1) A workshop of three days in length will be conducted for all new research students and scheduled for late March each year. Attendance at the workshop will be compulsory for students commencing their candidature in 2000 and beyond.



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# 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 website. Please visit "<http://www.usyd.edu.au/handbooks/>".

**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

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

## 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; and

**credit points** means 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 a research 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 per cent 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:

- complete the award course requirements specified by the Senate for the award of the degree, diploma or certificate concerned;
- 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;
- 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 subsection (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 50 per cent 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 re-admission to the award course or re-enrolment in the unit or units of study concerned after at least four 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 Re-admissions).
- (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 re-admission to an award course or re-enrolment in a unit of study after a period of exclusion, and who is refused re-admission or re-enrolment may also apply to the Appeals Committee.
- (b) The Appeals Committee shall comprise:
  - (i) three ex officio members (the Chancellor, the Deputy Chancellor and the Vice-Chancellor and Principal);
  - (ii) the Chair and Deputy Chairs of the Academic Board;
  - (hi) two student Fellows; and
  - (iv) up to four other Fellows.
- (c) The Appeals Committee may meet as one or more subcommittees providing that each subcommittee shall include at least one member of each of the categories of:
  - (i) ex officio member;
  - (ii) Chair or Deputy Chair of the Academic Board;
  - (hi) student Fellow; and
  - (iv) other Fellows.
- (d) Three members shall constitute a quorum for a meeting of the Appeals Committee or a subcommittee.
- (e) The Appeals Committee and its subcommittees have authority to hear and determine all such appeals and must report its decision to the Senate annually.
- (f) The Appeals Committee or a subcommittee 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 subcommittee considering the appeal. A student so appearing may be accompanied by a friend or adviser.
- (h) The Appeals Committee or subcommittee 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 subcommittee hears the student.
- (i) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or subcommittee scheduled to consider that student's appeal, the Appeals Committee or subcommittee, 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.

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# General University information

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

## 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 (<http://myuni.usyd.edu.au>), or the accommodation website via your MyUni student portal or the Services for Students website (<http://www.usyd.edu.au/stuserv>).

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Web: [www.usyd.edu.au/accomm](http://www.usyd.edu.au/accomm)

## 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 +61 2 9351 4118 for more information. For enquiries regarding special admissions (including mature-age entry) phone +61 2 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: +61 2 9351 4117 or +61 2 9351 4118  
Fax: +612 93514869  
Email: [admissions@records.usyd.edu.au](mailto: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 (<http://www.uac.edu.au>) 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 [www.usyd.edu.au/su/studentcentre/applications/applications.html](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.

## Assessment

For assessment matters refer to the relevant department or school.

## Careers Centre

The Careers Centre will help you with careers preparation and graduate recruitment.

Careers Centre  
Ground Floor, Mackie Building KOI  
The University of Sydney  
NSW 2006 Australia

Phone: +612 93513481  
Fax: +612 93515134  
Email: [info@careers.usyd.edu.au](mailto:info@careers.usyd.edu.au)  
Web: [www.careers.usyd.edu.au](http://www.careers.usyd.edu.au)

## 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 via your MyUni student portal, or the Services for Students website (<http://www.usyd.edu.au/stuserv>).

Level 7, Education Building A3 5  
The University of Sydney  
NSW 2006 Australia

Phone: +612 9351 8714  
Fax: +612 93518717  
Email: [ces@stuserv.usyd.edu.au](mailto: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.

Centre for Continuing Education  
Cnr Missenden Road and Campbell Street  
Sydney University Village  
Newtown NSW 2042

Postal address:  
Locked Bag 20  
Glebe NSW 2037

Ph: +61 2 9036 4789  
Fax: +612 9036 4799  
Email: [info@cce.usyd.edu.au](mailto:info@cce.usyd.edu.au)  
Web: [www.cce.usyd.edu.au](http://www.cce.usyd.edu.au)

Subject areas include: history and culture, creative arts, social sciences, languages, IT, business and overseas study tours. Courses are open to everyone.

## Centre for English Teaching (CET)

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: +612 93510760  
Fax: +612 93510710  
Email: [info@cet.usyd.edu.au](mailto: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 via your MyUni student portal or the Services for Students website (<http://www.usyd.edu.au/stuserv>)

Child Care Information Officer  
Level 7, Education Building A3 5

Phone: +612 93515667  
Fax: +612 93517055  
Email: [childc@stuserv.usyd.edu.au](mailto:childc@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/childcare](http://www.usyd.edu.au/childcare)

## Client Services, Information and Communications Technology (ICT)

Client Services are responsible for the delivery of many of the computing services provided to students. Students can contact Client Services by phoning the ICT Helpdesk on 9351 6000, through the IT Assist website ([www.itassist.usyd.edu.au](http://www.itassist.usyd.edu.au)) or by visiting the staff of the University Access Labs.

The access labs on the Camperdown and Darlington 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, Westmead Hospital and Cumberland campuses.

The labs provide students free access to computers including office productivity and desktop publishing software.

Services available on a fee for service basis include Internet access, printing facilities and the opportunity to host their own non-commercial website.

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

- free email ([www-mail.usyd.edu.au](http://www-mail.usyd.edu.au));
- access to the Internet from home or residential colleges ([www.itassist.usyd.edu.au/services.html](http://www.itassist.usyd.edu.au/services.html));

- student facilities via the MyUni student portal (<http://my-uni.usyd.edu.au>), including exam results, enrolment variations and timetabling; and
- free courses in basic computing (such as MS Office; basic html and excel) that are run by Access Lab staff in the week following orientation week. To register contact the Access Lab Supervisor on +61 2 9351 6870.

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

Phone: +612 93516000  
Fax: +612 93516004  
Email: [support@usyd.edu.au](mailto:support@usyd.edu.au)  
Web: [www.itassist.usyd.edu.au](http://www.itassist.usyd.edu.au)

## The Co-op Bookshop

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

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

Lifetime membership costs \$20.00 and gives a ten per cent discount on purchases (conditions apply).

Sports and Aquatic Centre Building G09

Phone: +612 93513705  
Fax: +61 2 9660 5256  
Email: [sydu@coop-bookshop.com.au](mailto:sydu@coop-bookshop.com.au)  
Web: [www.coop-bookshop.com.au](http://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 Counselling Service website via your MyUni student portal or the Services for Students website [www.usyd.edu.au/stuserv](http://www.usyd.edu.au/stuserv).

*Camperdown and Darlington*  
Level 7, Education Building A35  
The University of Sydney  
NSW 2006 Australia

Phone: +612 93512228  
Fax: +612 93517055  
Email: [counsell@mail.usyd.edu.au](mailto:counsell@mail.usyd.edu.au)  
Web: [www.usyd.edu.au/counsel](http://www.usyd.edu.au/counsel)

*Cumberland Campus*  
Ground Floor, A Block, Cumberland Campus C42  
The University of Sydney  
East Street  
Lidcombe  
NSW 2141 Australia

Phone: +612 93519638  
Fax: +612 93519635  
Email: [CS\\_Cumberland@fhs.usyd.edu.au](mailto:CS_Cumberland@fhs.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. For details on registering with the service and online resources see the Disability Services website via your MyUni student portal or the Services for Students website [www.usyd.edu.au/stuserv](http://www.usyd.edu.au/stuserv).

### Camperdown and Darlington campuses

Level 7, Education Building A3 5  
The University of Sydney  
NSW 2006 Australia

Phone: +612 93517040  
Fax: +612 93513320  
TTY: +612 93513412  
Email: [disserv@stuserv.usyd.edu.au](mailto:disserv@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/disability](http://www.usyd.edu.au/disability)

### Cumberland Campus

Ground Floor, A Block, Cumberland Campus C42  
The University of Sydney  
East Street  
Lidcombe  
NSW 2141 Australia  
Phone: +612 93519638  
Fax: +612 93519635  
Email: [DS\\_Cumberland@fhs.usyd.edu.au](mailto:DS_Cumberland@fhs.usyd.edu.au)  
Web: [www.usyd.edu.au/disability](http://www.usyd.edu.au/disability)

## 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. (These are currently subject to Parliamentary Review and may be voluntary in 2006.) 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 phone +61 2 93512063, email: [janet.broadly@usyd.edu.au](mailto:janet.broadly@usyd.edu.au), or go to [www.facilities.usyd.edu.au/projects/enviro/about.shtml](http://www.facilities.usyd.edu.au/projects/enviro/about.shtml) where you can find out what the University is doing and how you can get involved, make suggestions or receive the Sustainable Campus Newsletter.

## 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: +61 2 9351 4005 or +61 2 9351 4006  
Fax: +612 93517330  
Email: [exams.office@exams.usyd.edu.au](mailto: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: +612 93515222  
Fax: +612 93514202

## 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. Advertised bursaries, including First Year Bursaries, are advertised through the MyUni student portal in January each year. For details of types of assistance and online resources provided by the service see the Financial Assistance website via your MyUni student portal or the Services for Students website [www.usyd.edu.au/stuserv](http://www.usyd.edu.au/stuserv)

Level 7, Education Building A3 5  
The University of Sydney  
NSW 2006 Australia

Phone: +61 2 9351 2416  
Fax: +612 93517055  
Email: [fao@stuserv.usyd.edu.au](mailto: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: +61 2 9351 3199, +61 2 9351 4009  
Protocol: +61293514612  
Fax: +612 93515072

## (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 (<http://www.usyd.edu.au/about/publication/pub/calendar.shtml>)) 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: +61 2 9660 5222

## HECS and Fees Office

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

Phone: +61 2 9351 5659, +61 2 9351 5062, +61 2 9351 2086  
Fax: +612 93515081

## International Student Centre

The International Student Centre consists of the International Office and the Study Abroad and Exchange Office. The IO provides assistance with application, admission and enrolment procedures and administers scholarships for international students. 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: +612 93514079  
Fax: +612 93514013  
Email: [info@io.usyd.edu.au](mailto:info@io.usyd.edu.au)  
Web: [www.usyd.edu.au/international](http://www.usyd.edu.au/international)

### *Study Abroad and Exchange Unit*

#### *Study Abroad*

Phone: +612 93513699  
Fax: +612 93512795  
Email: [studyabroad@io.usyd.edu.au](mailto:studyabroad@io.usyd.edu.au)  
Web: [www.usyd.edu.au/fstudent/studyabroad/index.shtml](http://www.usyd.edu.au/fstudent/studyabroad/index.shtml)

#### *Exchange*

Phone: +612 93513699  
Fax: +612 93512795  
Email: [exchange@io.usyd.edu.au](mailto:exchange@io.usyd.edu.au)  
Web: [www.usyd.edu.au/fstudent/studyabroad/partners.shtml](http://www.usyd.edu.au/fstudent/studyabroad/partners.shtml)

## International Student Services Unit

The International Student Services Unit assists international students through the provision of orientation, counselling and welfare services to both students and their families. ISSU aims to help international students cope successfully with the challenges of living and studying in a unfamiliar culture, to achieve success in their studies and to make the experience of being an international student rewarding and enjoyable. For details of orientation activities, counselling and welfare services provided to both students and their families and online resources, see the MyUni student portal or the Services for Students website [www.usyd.edu.au/stuserv](http://www.usyd.edu.au/stuserv). International students also have access to all University student support services.

### *Camperdown and Darlington campuses*

Ground Floor, Services Building G12  
The University of Sydney  
NSW 2006 Australia

Phone: +612 93514749  
Fax: +612 93516818  
Email: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)  
Web: [www.usyd.edu.au/issu](http://www.usyd.edu.au/issu)

### *Cumberland Campus*

Ground Floor, A Block, Cumberland Campus C42  
The University of Sydney  
East Street  
Lidcombe  
NSW 2141 Australia

Phone: +612 93519638  
Fax: +612 93519635  
Email: [ISSU\\_Cumberland@fhs.usyd.edu.au](mailto:ISSU_Cumberland@fhs.usyd.edu.au)  
Web: [www.usyd.edu.au/issu](http://www.usyd.edu.au/issu)

## 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 Cadigal Special Entry Program assists Indigenous Australians to enter undergraduate study across all areas of the University.

As well as delivering block-mode courses for Indigenous Australian students, the Koori Centre teaches Aboriginal Studies in various mainstream courses. In addition the Centre provides tutorial assistance, and student facilities such as: computer lab, Indigenous research library and study rooms.

In particular the Koori Centre aims to increase the successful participation of Indigenous Australians in undergraduate and postgraduate degrees, develop the teaching of Aboriginal Studies, conduct research

in the field of Aboriginal education, and establish working ties with schools and communities.

The Koori Centre works in close collaboration with Yooroang Garang: 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: +61 2 9351 2046 (general enquiries)  
Toll Free: 1800 622 742  
Community Liaison Officer: +61 2 9351 7003  
Fax: +612 93516923  
Email: [koori@koori.usyd.edu.au](mailto:koori@koori.usyd.edu.au)  
Web: [www.koori.usyd.edu.au](http://www.koori.usyd.edu.au)

#### Yooroang Garang

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

Phone: +612 93519393  
Toll Free: 1800 000 418  
Fax: +612 93519400  
Email: [yginfo@fhs.usyd.edu.au](mailto:yginfo@fhs.usyd.edu.au)  
Web: [www.yg.fhs.usyd.edu.au](http://www.yg.fhs.usyd.edu.au)

## 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 via your MyUni student portal or the Services for Students website [www.usyd.edu.au/stuserv](http://www.usyd.edu.au/stuserv).

#### Camperdown and Darlington campuses

Level 7, Education Building A3 5  
The University of Sydney  
NSW 2006 Australia

Phone: +612 93513853  
Fax: +612 93514865  
Email: [lc@stuserv.usyd.edu.au](mailto:lc@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/lc](http://www.usyd.edu.au/lc)

#### Cumberland Campus

Ground Floor, A Block, Cumberland Campus C42  
The University of Sydney  
East Street  
Lidcombe  
NSW 2141 Australia

Phone: +612 93519638  
Fax: +612 93519635  
Email: [LC\\_Cumberland@fhs.usyd.edu.au](mailto:LC_Cumberland@fhs.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 18 libraries located on nine campuses. The Library website (<http://www.library.usyd.edu.au>) 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 52,000 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 at [www.library.usyd.edu.au/borrowing](http://www.library.usyd.edu.au/borrowing).

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 (<http://opac.library.usyd.edu.au/screens/reserve.html>).

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 (<http://www.library.usyd.edu.au/contacts/index.html>).

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 (<http://www.library.usyd.edu.au/contacts/subjectcontacts.html>).

Library facilities include individual and group study spaces, computers, printers, multimedia equipment, photocopiers and adaptive technologies. Check the "Libraries" link on the home page (<http://www.library.usyd.edu.au>) 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 (<http://www.library.usyd.edu.au/about/policies/clientcharter.html>).

Your comments and suggestions are always welcome.

University of Sydney Library F03  
University of Sydney  
NSW 2006 Australia

Phone: +61 2 9351 2993 (general enquiries)  
Fax: +61 2 9351 2890 (administration), +61 2 9351 7278 (renewals)  
Email: [loaneng@library.usyd.edu.au](mailto:loaneng@library.usyd.edu.au) (loan enquiries),  
[udd@library.usyd.edu.au](mailto:udd@library.usyd.edu.au) (document delivery enquiries)  
Web: [www.library.usyd.edu.au](http://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 via your MyUni student portal or the Services for Students website [www.usyd.edu.au/stuserv](http://www.usyd.edu.au/stuserv).

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

Phone: +612 93514061  
Fax: +612 93515797  
Email: [mlc@stuserv.usyd.edu.au](mailto:mlc@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/mlc](http://www.usyd.edu.au/mlc)

## Multimedia and Educational Technologies in Arts (META) Resource Centre (Languages and E-Learning)

The centre provides access to lectures, class work and interactive self-paced learning materials for students of languages other than English (LOTE) and English as a second language (ESL). The library

holds materials in over 90 LOTE languages. The self study room provides interactive computer assisted learning and access to live multilingual satellite television broadcasts. Computer access labs provide Internet, email and word processing access. The centre also provides teaching rooms with state-of-the-art multimedia equipment, language laboratories and video conferencing facilities for Faculty of Arts courses.

Level 2, Brennan Building (opposite Manning House)  
The University of Sydney  
NSW 2006 Australia

Phone: For language enquiries +61 2 9351 2371, for all other enquiries +61 2 93516781  
Fax: +61 2 9351 3626  
Email: For language related enquiries [language.enquiries@arts.usyd.edu.au](mailto:language.enquiries@arts.usyd.edu.au), for all other enquiries [METAResource-Centre@arts.usyd.edu](mailto:METAResource-Centre@arts.usyd.edu)  
Web: [www.arts.usyd.edu.au/centres/meta](http://www.arts.usyd.edu.au/centres/meta)

## MyUni Student Portal

Launched in July 2004, the MyUni student portal (<http://my-uni.usyd.edu.au>) is the starting point and "one-stop" environment for students to access all their web-based University information and services. MyUni automatically tailors what a student sees based on their login-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;
- important messages 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 student load of at least 0.375 each semester. Anything under this amount is considered a part-time study load. Note that some faculties have minimum study load requirements for satisfactory progress.

### *Postgraduate Students (Coursework)*

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: +61 2 9351 4263, or Anne Picot: +61 2 9351 7262  
Email: [foi@mail.usyd.edu.au](mailto:foi@mail.usyd.edu.au)

## Scholarships for undergraduates

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

Phone: +61293512717  
Fax: +612 93515134  
Email: [scholarships@careers.usyd.edu.au](mailto: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: +61 2 9351 3023 (general enquiries)  
Academic records: +61 2 9351 4109  
Discontinuation of enrolment: +61 2 9351 3023  
Handbooks: +61 2 9351 5057  
Prizes: +612 93515060  
Fax: +61 2 9351 5081, +61 2 9351 5350 (academic records)  
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, administrative 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 (<http://www.summer.usyd.edu.au>) 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 3 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 (<http://www.summer.usyd.edu.au>).

## Timetabling Unit

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

The Faculty of Health Sciences, The Sydney College of the Arts, The Sydney Conservatorium of Music and the Faculty of Veterinary Science produce their own timetables for all teaching that they deliver. These timetables are available from the faculties.

## 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](mailto:director@unihealth.usyd.edu.au)

Web: [www.unihealth.usyd.edu.au](http://www.unihealth.usyd.edu.au)

*University Health Service (Wentworth)*

Level 3, Wentworth Building G01

The University of Sydney

NSW 2006 Australia

Phone: +61 2 9351 3484

Fax: +612 93514110

*University Health Service (Holme)*

Science Rd entry, Holme Building A09

The University of Sydney

NSW 2006 Australia

Phone: +612 93514095

Fax: +612 93514338

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



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# Student organisations

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

## 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: + 612 9660 5222 (editors, *Honi Soti/Legd* Aid, Student Welfare and Centrelink advice, interest free loans)  
Second-hand Bookshop: +61 2 9660 4756  
Mallet Street: +61 2 9351 0691  
Conservatorium: +61 2 9351 1291  
Fax: +61 2 9660 4260  
Email: [info@src.usyd.edu.au](mailto:info@src.usyd.edu.au)  
Web: [www.src.usyd.edu.au](http://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: +61293513715  
Freecall: 1800 249 950  
Fax: +612 93516400  
Email: [supra@mail.usyd.edu.au](mailto:supra@mail.usyd.edu.au)  
Web: [www.supra.usyd.edu.au](http://www.supra.usyd.edu.au)

## Sydney University Sport

Sydney University Sport provides opportunities for participation in a range of sporting and recreational activities along with first class facilities.

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

Phone: +61 2 93514960  
Fax: +612 93514962  
Email: [admin@susport.usyd.edu.au](mailto:admin@susport.usyd.edu.au)  
Web: [www.susport.com](http://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: +61 2 9563 6109  
Email: [info@usu.usyd.edu.au](mailto:info@usu.usyd.edu.au)  
Web: [www.usydunion.com](http://www.usydunion.com)



# Abbreviations

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

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

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

<b>A</b>		<b>C</b>	
AARNet	Australian Academic Research Network	CREO	Centre for Regional Education, Orange
AAUT	Australian Awards for University Teaching	CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
AAM	Annual Average Mark	CRRRI	Centre for Rural and Regional Innovation
ABC	Activity Based Costing	CSIRO	Commonwealth Scientific and Industrial Research Organisation
ABSTUDY	Aboriginal Study Assistance Scheme	CST	College of Sciences and Technology
ACER	Australian Council for Educational Research	CULT	Combined Universities Language Test
AGSM	Australian Graduate School of Management	CUTSD	Committee for University Teaching and Staff Development
ANZAAS	Australian and New Zealand Association for the Advancement of Science	<b>D</b>	
APA	Australian Postgraduate Awards	DAC	Data Audit Committee
APAC	Australian Partnership for Advanced Computing	DEST	Commonwealth Department of Education, Science and Training
APAI	Australian Postgraduate Awards (Industry)	DET	NSW Department of Education and Training
APA-IT	Australian Postgraduate Awards in Information Technology	D-IRD	Discovery-Indigenous Researchers Development Program
APDI	Australian Postdoctoral Fellowships Industry	DVC	Deputy Vice-Chancellor
APEC	Asia-Pacific Economic Cooperation	<b>E</b>	
APF	Australian Postdoctoral Fellowship	EB	Enterprise Bargaining
AQF	Australian Qualifications Framework	EFTSU	Equivalent Full-Time Student Unit
ARC	Australian Research Council	EFTSL	Equivalent Full-Time Student Load
ARTS	Automated Results Transfer System	EIP	Evaluations and Investigations Program
ASDOT	Assessment Fee Subsidy for Disadvantaged Overseas Students	ELICOS	English Language Intensive Course of Study
ATN	Australian Technology Network	EMU	Electron Microscope Unit
ATP	Australian Technology Park	ESOS Act	Education Services for Overseas Student Act
ATPL	Australian Technology Park Limited	<b>F</b>	
AUQA	Australian Universities Quality Agency	FFT	Fractional Full-Time (Equivalent Staff)
AusAID	Australian Agency for International Development	FlexSIS	Flexible Student Information System
AUTC	Australian Universities Teaching Committee	FHS	Faculty of Health Sciences
AVCC	Australian Vice-Chancellors Committee	FMO	Facilities Management Office
<b>B</b>		FOS	Field of Study
BAA	Backing Australia's Ability	FTE	Full-Time Equivalent (Staff)
BAC	Budget Advisory Committee	FRM	Faculty of Rural Management
BITLab	Business Intelligence Lab	<b>G</b>	
BLO	Business Liaison Office	GATS	General Agreement on Trade in Services
BOTPLS	Bridging for Overseas Trained Professionals Loans Scheme	GCCA	Graduate Careers Council of Australia
<b>C</b>		GDS	Graduate Destination Survey
CAF	Cost Adjustment Factor	GPOF	General Purpose Operating Funds
CAUT	Committee for Advancement of University Teaching	GSA	Graduate Skills Assessment
CDP	Capital Development Program	GSG	Graduate School of Government
CEP	Country Education Profile	GWSLN	Greater Western Sydney Learning Network
CEQ	Course Experience Questionnaire	<b>H</b>	
CFO	Chief Financial Officer	HDR	Higher Degree Research
CHASS	College of Humanities and Social Sciences	HECS	Higher Education Contribution Scheme
CHESSN	Commonwealth Higher Education System Student Number	HEEP	Higher Education Equity Program
CHS	College of Health Sciences	HEFA	Higher Education Funding Act 1988
CIO	Chief Information Officer	HEIMS	Higher Education Information Management System
COE	Confirmation of Enrolment	HEIP	Higher Education Innovation Program (DEST)
CPSU	Community and Public Sector Union	HELP	Higher Education Loan Program
CRC	Cooperative Research Centre		

## Abbreviations

<b>H</b>		<b>Q</b>	
HEO	Higher Education Officer	QACG	Quality Advisory and Coordination Group
HEP	Higher Education Provider	R	
HERDC	Higher Education Research Data Collection	R&D	Research and Development
HESA	Higher Education Support Act	R&R	Restructuring and Rationalisation Program
HOD	Head of Department	RC	Responsibility Centre
<b>I</b>		REG	Research and Earmarked Grants
IAF	Institutional Assessment Framework (This is a new name for what was previously the DEST Profile process.)	REP	Research Education Program
IAS	Institute of Advanced Studies	RFM	Relative Funding Model
ICT	Information and Communication Technology	RIBG	Research Infrastructure Block Grant (DEST)
ICTR	Information and Communication Technology Resources	RIEF	Research Infrastructure Equipment and Facilities Scheme
IELTS	International English Language Testing Scheme	RISF	Restructuring Initiatives Support Fund
IGS	Institutional Grants Scheme (DEST)	RMO	Risk Management Office
IO	International Office	ROA	Record of Achievement
IP	Intellectual Property	RQ	Research Quantum
IPRS	International Postgraduate Research Scholarships	RQU	Recognition Quality Unit (Higher Education Division - DEST)
IREX	International Researcher Exchange Scheme	RRTMR	Research and Research Training Management Reports
ISFP	Indigenous Support Funding Program	RSL	Recent School Leaver
ISIG	Innovation Summit Implementation Group	RTS	Research Training Scheme (DEST)
ISSU	International Student Services Unit	<b>S</b>	
ITC	Information Technology Committee	SCA	Sydney College of the Arts
ITL	Institute for Teaching and Learning	SCEQ	Sydney Course Experience Questionnaire
ITS	Information Technology Services	SCM	Sydney Conservatorium of Music
<b>J</b>		SCR	Science Capability Review
JASON	Joint Academic Scholarships Online Network	SDF	Strategic Development Fund
<b>L</b>		SEG	Senior Executive Group
LBOTE	Language Background Other Than English	SES	Socioeconomic Status
<b>M</b>		SI	Scholarship Index
MBA	Master of Business Administration	SLE	Student Learning Entitlement
MISG	Management Information Steering Group	SNA	Safety Net Adjustment
MNRF	Major National Research Facilities Scheme	SPIRT	Strategic Partnerships with Industry - Research and Training Scheme
MOU	Memorandum of Understanding	SPR	Student Progress Rate
MPG	Major Projects Group	SRC	Students' Representative Council
MRB	Medical Rural Bonded Scholarship Scheme	SSR	Student/Staff Ratio
<b>N</b>		STABEX	Study Abroad Exchange (database)
NBCOTP	National Bridging Courses for Overseas Trained Program	SUPRA	Sydney University Postgraduate Students' Representative Association
NCG	National Competitive Grant	SUSport	Sydney University Sport
NESB	Non-English-Speaking Background	<b>T</b>	
NHMRC	National Health and Medical Research Council	TAFE	Technical and Further Education
NOIE	National Office for the Information Economy	TOEFL	Test of English as a foreign language
NOOSR	National Office for Overseas Skill Recognition	TPI	Teaching Performance Indicator
NRSL	Non-Recent School Leaver	<b>U</b>	
NSWVCC	New South Wales Vice-Chancellors' Conference	UAC	Universities Admissions Centre
NTEU	National Tertiary Education Industry Union	UMAP	University Mobility in Asia and the Pacific
<b>O</b>		UNESCO	United Nations Educational, Scientific and Cultural Organisation
OECD	Organisation for Economic Cooperation and Development	UPA	University Postgraduate Awards
OLA	Open Learning Australia	<b>V</b>	
OLDPS	Open Learning Deferred Payment Scheme	VCAC	Vice-Chancellor's Advisory Committee
OPRS	Overseas Postgraduate Research Scholarships	VET	Vocational Education and Training
<b>P</b>		<b>W</b>	
PELS	Postgraduate Education Loans Scheme	WAM	Weighted Average Mark
PSO	Planning Support Office	WRP	Workplace Reform Program
PVC	Pro-Vice-Chancellor	WTO	World Trade Organization
<b>Q</b>		<b>Y</b>	
QA	Quality Assurance	YFE	Year of First Enrolment

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# Glossary

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

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

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

### Annual average mark (AAM)

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:

$$AAM = \frac{\sum (\text{marks} \times \text{credit point value})}{\sum (\text{credit point value})}$$

(sums over all units of study completed in the selected period)

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 One through to the completion of the processing of results at the end of Semester Two. (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 sidneiensis**

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

**Annual average mark (AAM)**

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:

$$\frac{(\text{mark} * \text{credit\_pt\_value})}{(\text{credit\_pt\_value})}$$

(sums over all units of study completed in the selected period)

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.

**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 are 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 11 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 cooperate 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.)

**Corequisite**

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 cooperative 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 per cent 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, Corequisite, Prerequisite.)

#### **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).

#### **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.)

## **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****Earliest date**

(See Research candidature.)

**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 one 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 together 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.
PGDN	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).
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 rests with their "home" institution.

**International - Sponsored**

A private international student who is fully sponsored for his/her tuition; his/her 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 cooperation**

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 One. 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. Prerequisites can be mandatory (compulsory) or advisory. (See also Assumed knowledge, Corequisite, 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) prerequisite unit of study which must have a grade of pass or better. (See also Assumed knowledge, Corequisite, Prerequisite, 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 master's 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 One or Two 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 teaching period.)

**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 nine-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 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 six 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 prerequisite or corequisite 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:

$$WAM = \frac{\sum (W_c \times M_c)}{\sum (w_y)}$$

Where  $W_c$  is the weighted credit point value - ie, the product of the credit point value and the level of weighting of 1, 2, 3, or 4 for a first, second, third or fourth year unit of study respectively; and where  $M_c$  is the greater of 45 or the mark out of 100 for the unit of study.

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.

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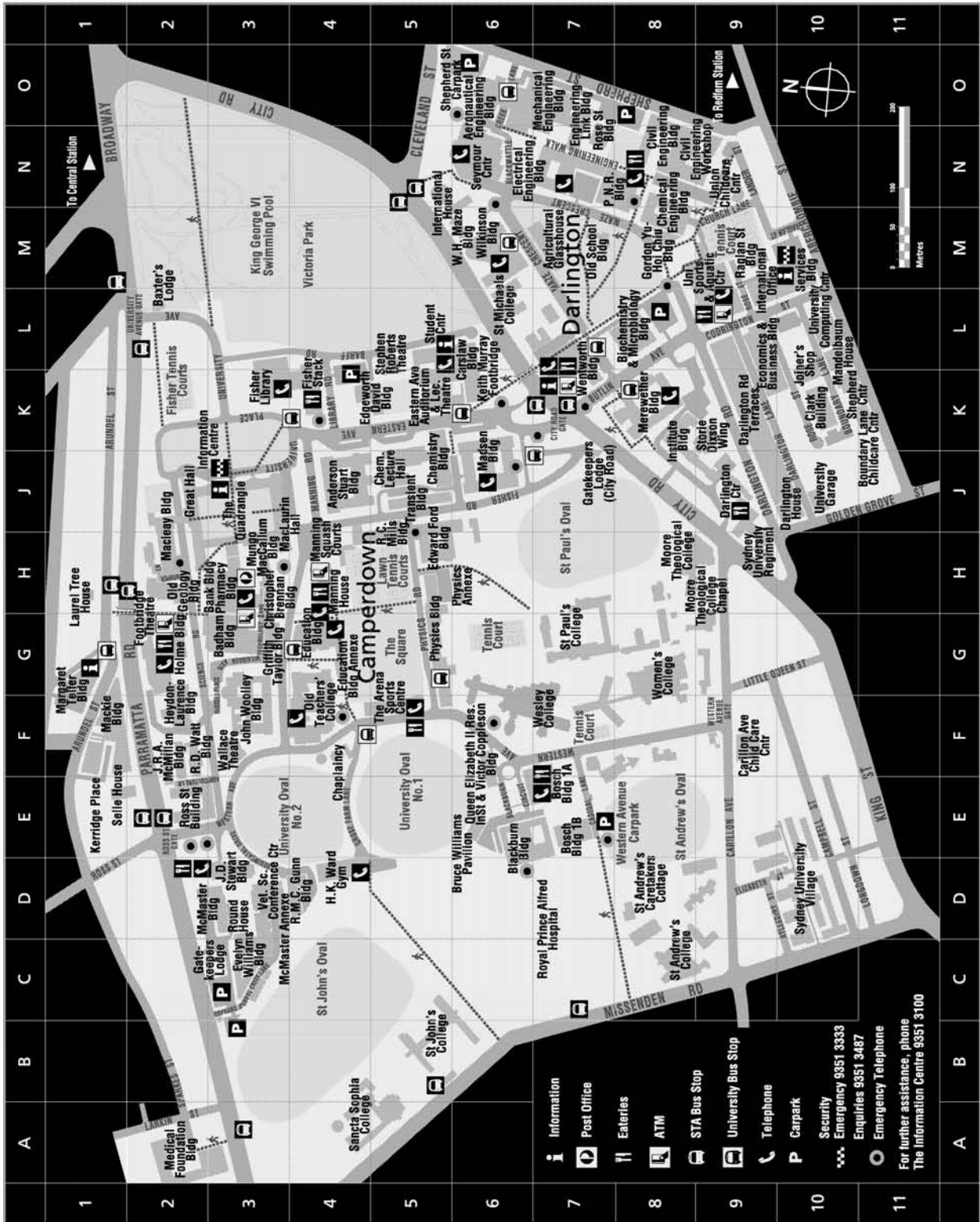
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Camperdown / Darlington campus map



### University Buildings

06 Aeronautical Engineering Building  
J4 Anderson Stuart Building  
G3 Badham Building  
H3 Bank Building  
L2 Baxter's Lodge  
L8 Biochemistry and Microbiology Building  
E6 Blackburn Building  
E7 Bosch Building 1A  
E7 Bosch Building IB  
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 Hey don-Laurence Building  
G2 Holme Building  
K8 Institute Building  
N5 International House  
F2 J.R.A.McMillan Building  
D3 L.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  
06 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  
06 Shepherd Street Carpark  
L5 Stephen Roberts Theatre  
K9 Storie Dixson 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

### Faculties (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 Burkiitt-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 No 1  
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





**The University of Sydney**

**Faculty of Nursing and  
Midwifery  
Handbook 2006**

**Amendments**

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# Amendments

Please note that the following Handbook amendments should be read in conjunction with the 2006 Handbooks as published on [www.usyd.edu.au/handbooks](http://www.usyd.edu.au/handbooks)

- ❖ All amendments are listed by item number and referenced by the page to which they refer in the Handbook.
- ❖ The relevant Handbook and those amendments listed below are binding and final.
- ❖ Inquiries and questions relating to the information below should be directed to the relevant faculty.

Item	Amendment	Handbook page number
1	2006 calendar approved for the Faculty by the Academic Board	See below
2	List of electives for the Master of Health Services Management	43
	<b><i>Group B Units of Study</i></b>	
	<b><i>A minimum of four units from:</i></b>	
	HPOL 5002 Contemporary Issues in Australian Health Policy	
	HIMT 5076 Casemix Measurement Systems	
	BACH 5306 Health Risk Management (International Perspectives)	
	NURS 5036 Managing Financial Resources in Nursing	
	HIMT 5058 Health Informatics Applications	
	HIMT 5065 Project Management	
	NURS 5035 Field Placement	
	NURS 5033 Management Project	
	<i>Two further units from those listed above or any other faculty within the University providing the entry requirements for the unit are able to be met</i>	

**Authorised by LYNDA ROSE 09/04/06**

Semester Dates 2006  
Faculty of Nursing and Midwifery

	January					February				March				April				May					June				July					August				September					October					November				December										
	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25								
Sem Wks										1	2	3	4	5	6			7	8	9	10	11	12	13	14								1	2	3	4	5	6	7	8	9			10	11	12	13	14												
	Summer School																																																											
Orange Blocks																																																												
Postgrad /Post-reg																																																												
UG Yr 1																																																												
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UG Yr 3																																																												
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MN Yr 1																																																												
MIN Yr 1 (Comb deg) BN (Hons)																																																												
Comb Deg Yr 2																																																												
Comb Deg Yr 3																																																												
Comb Deg Yr 4																																																												
Comb Deg Yr 5																																																												

Public Holidays  
 Australia Day - Thursday 26 January  
 Good Friday - 14 April  
 Easter Monday - 17 April  
 Anzac Day - Tuesday 25 April  
 Queen's Birthday - Monday 12 June  
 Labour Day - Monday 2 October