

2007 handbook

Dentistry



The University of Sydney

Acknowledgments



The Arms of the University

Sidere mens eadem mutato

*Though the constellation may change
the spirit remains the same.*

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All updates to the information in this handbook can be found at www.usyd.edu.au/handbooks/handbooks_admin/updates.shtml

Disability

Accessible versions of this document in Microsoft Word are available at www.usyd.edu.au/handbooks/handbooks_disability/index.shtml

Resolutions

Numbering of Faculty Resolutions is for convenience only and does not affect the interpretation of the Faculty Resolutions, unless the context otherwise requires.

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Important dates – How to use a handbook

University semester and vacation dates for 2007

Summer School lectures	Dates
December program	Monday 11 December to Friday 28 February
Main program	Thursday 4 January to Friday 28 February
Late January program	Friday 12 January to Friday 28 February
Winter School lectures	Dates
For the latest dates please refer to http://www.summer.usyd.edu.au/winter/	
Semester One	Dates
International student orientation (Semester One)	Monday 12 February to Thursday 15 February
Lectures begin	Monday 5 March
AVCC Common Week/non-teaching Easter period	Friday 6 April to Friday 13 April
International Application Deadline (Semester Two) *	Monday 30 April
Last day of lectures	Friday 8 June
Study vacation	Monday 11 June to Friday 15 June
Examination period	Monday 18 June to Saturday 30 June
Semester ends	Saturday 30 June
AVCC Common Week/non-teaching period	Monday 2 July to Friday 6 July
Semester Two	Dates
International student orientation (Semester Two)	Monday 16 July to Thursday 19 July
Lectures begin	Monday 23 July
AVCC Common Week/non-teaching period	Monday 24 September to Friday 28 September
International application deadline (Semester One 2008)*	Wednesday 31 October*
Last day of lectures	Friday 26 October
Study vacation	Monday 29 October to Friday 2 November
Examination period	Monday 5 November to Saturday 17 November
Semester ends	Saturday 17 November

*Deadlines for application to the USydMP and BDent are different. Please see: www.acer.edu.au/tests/universit/gamsat

Last dates for withdrawal or discontinuation for 2007

Semester One units of study	Dates
Last day to add a unit	Friday 16 March
Last day for withdrawal	Saturday 31 March
Last day to discontinue without failure (DNF)	Friday 27 April
Last to discontinue (Discontinued – Fail)	Friday 8 June
Semester Two units of study	Dates
Last day to add a unit	Friday 3 August
Last day for withdrawal	Friday 31 August
Last day to discontinue without a failure (DNF)	Friday 7 September
Last day to discontinue (Discontinued – Fail)	Friday 26 October
Last day to withdraw from a non-standard unit of study	Census date of the unit, which must not be earlier than 20 per cent of the way through the period of time during which the unit is undertaken
Public holidays	Dates
Australia Day	Friday 26 January
Good Friday	Friday 6 April
Easter Monday	Monday 9 April
Anzac Day	Wednesday 25 April
Queen's Birthday	Monday 11 June
Labour Day	Monday 1 October

How to use a handbook

What is a handbook?

The handbook is an official publication and an essential guide for every student who studies at the University of Sydney. It is an important source of enrolment information. It can also help you with more than just planning your course of study.

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

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

What new students need to know

- terminology used for courses and programs of study
- semester dates and examination periods
- important contact details
- how to plan your study program
- rules and policies on assessment, satisfactory progression, honours etc.
- what University services are available and where to find them
- how to get around your campus

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

Where to find what

Course terminology

University terminology – like 'credit point', 'unit of study', 'WAM' etc – can be found at the back of all handbooks.

Definitions of all terminology are located in the General University information section under **Abbreviations and Glossary**, at the back of this handbook.

Dates

The start and finish dates of semester can be found in the front section of the handbook. Summer School dates are in the General University section at the back of the handbook.

Contents and index

The comprehensive **contents** section at the front of the handbook explains the details you'll find within each chapter.

You'll find information like:

- how and where to contact Faculty staff
- how to select your units of study and programs
- a list of degrees
- detailed information on all units of study – classified by unit identifiers (a four-alpha, four-digit code and a title)
- electives and streams
- scholarships and prizes
- information specific to faculties

The **index** lists units of study only. It allows you to check every reference which refers to your unit of study within the handbook.

Colour-coded sections

- Ivory – for undergraduate courses
- Blue – for postgraduate courses

Faculty rules and regulations

Faculty resolutions are the rules and regulations pertaining to a specific faculty. They can generally be found in their own chapter, or next to the relevant units of study.

These should be read along with the University's own *Coursework Rule 2000 (as amended)* which can be found in the general University information towards the back of the book. Together they outline the agreement between student and faculty, and student and University. Senate resolutions are located in the University Calendar.

General University information

This is information about the University in general, rather than information specific to the faculty. This information is at the back of the book and includes, among other things:

- the University Coursework Rule
- the PhD Rule
- University terminology and abbreviations
- campus maps to help you find your way around
- Summer School information
- international student information
- student services

Course planner

You might like to plot the course of your degree as you read about your units of study. This planner can be found at the back of the handbook.

Timetables

For information about personal timetables, centrally timetabled units of study, and venue bookings, see <http://www.usyd.edu.au/studentcentre/timetabling.shtml>.

For the session calendar, see <http://web.timetable.usyd.edu.au/calendar.jsp>

Students with a disability

Accessible versions of this document, including word, pdf and html versions are available at http://www.usyd.edu.au/handbooks/handbooks_disability/.

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

For details on registering with the Service and online resources see the Disability Services website <http://www.usyd.edu.au/disability>.

Handbook updates

The information in the handbook is current at the time of publication. Updated information to handbooks and references to University policies such as plagiarism and special consideration, among others can be found in the University's website.

Feedback regarding the Handbook is welcome.
Visit <http://www.usyd.edu.au/handbooks/>

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Dean's welcome

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

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

This is an exciting time for us – the Faculty launched its new Bachelor of Oral Health degree in 2005. In the BDent program, the Faculty has over the last four years implemented a new educational philosophy and embraced the concepts of self-directed, problem-based learning and of self-evaluation in education with an aim to promoting excellence in Dentistry; our first BDent graduates entered the workforce in late 2004. As a student within the Faculty of Dentistry, your educational experience will involve a blend of clinical, medical and dental science, and dental and clinical practice based on a comprehensive care approach. You will also have the opportunity to develop skills in critical analysis, reasoning, team work and problem solving to help you prepare for a professional career and for your life-long learning.

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

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

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

Professor Eli Schwarz, KOD
Dean



Faculty of Dentistry semester dates 2007

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

Bachelor of Dentistry

Year 2
Monday 5 February to Friday 16 March
Recess: Monday 9 April to Friday 20 April
Monday 23 April to Friday 27 June
Recess: Monday 2 July to Friday 13 July
Monday 16 July to Friday 21 September
Recess: Monday 24 September to Friday 5 October
Assessment: Monday 8 October to Friday 12 October*
Monday 15 October to Friday 16 November

Year 2
Monday 5 February to Friday 16 March
Recess: Monday 9 April to Friday 20 April
Monday 23 April to Friday 27 June
Recess: Monday 2 July to Friday 13 July
Monday 16 July to Friday 21 September
Recess: Monday 24 September to Friday 5 October
Assessment: Monday 8 October to Friday 12 October*
Monday 15 October to Friday 16 November

Year 3
Monday 15 January to Friday 6 April
Recess: Monday 9 April to Friday 20 April
Monday 23 April to Friday 29 June
Recess: Monday 2 July to 13 July
Monday 17 July to Friday 22 September
Recess: Monday 24 September to Friday 28 September
Monday 1 October to Friday 23 November
Assessment: Monday 26 November to Friday 30 November*

Year 4
Monday 12 February to Friday 6 April
Recess: Monday 9 April to Friday 20 April
Monday 23 April to Friday 29 June
Recess: Monday 2 July to Friday 13 July
Monday 16 July to Friday 21 September
Recess: Monday 24 September to Friday 28 September

Bachelor of Oral Health

Semester 1

5 March to 6 April	
AVCC Common Week	Friday 6 April to Friday 13 April
Stuvac	Monday 11 June to Friday 15 June
Examination Period	Monday 18 June to Friday 30 June
AVCC Common Week	Monday 2 July to Friday 6 July

Semester 2

Monday 23 July to Friday 21 September	
AVCC Common Week	Monday 24 September to Friday 28 September
Stuvac	Monday 29 October to Friday 2 November
Examination Period	Monday 5 November to Saturday 15 December

Postgraduate courses

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

* to be confirmed.

1. Faculty overview

Background

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

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

Undergraduate courses

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

Postgraduate courses

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

Research courses

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

Student associations

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

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

International students

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

History of the Faculty

Consideration was first given in 1897 to the possibility of establishing a School of Dentistry in the University of Sydney, when a provisional

curriculum was drawn up by the Senate. However, in the absence of any law in New South Wales regulating the practice of dentistry, it was not considered appropriate to take any definite steps, and no action was taken until the passing of the Dentists Act in 1900.

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

The Dentists Act provided for the licensing of dental practitioners who presented evidence of their qualification to a Board created for the purpose by the Act. The Act recognised any qualification which might be awarded by the University of Sydney, and there was therefore no further reason for delay in establishing a dental school. In 1901 a Committee of the Senate was appointed to complete the arrangements for the opening of a dental school. A Department of Dental Studies was established, with the Dean of the Faculty of Medicine at its head. In March 1901 the Dental School opened, with 17 students.

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

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

Initially it was proposed that dental students should obtain clinical training in the dental department of Sydney Hospital, but this was found to be impracticable. The University Dental Hospital was therefore established in 1901 for the purpose of providing dental care for persons unable to pay normal dental fees and also for the purpose of clinical instruction to dental students of the University.

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

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

Instructor in Mechanical Dentistry

NA Gray

Three lecturers in Surgical Dentistry

NS Hinder, DDS; NB Pockley, DDS; R Fairfax Reading, MRCSEd

Three lecturers in Mechanical Dentistry

AH MacTaggart, DDS; AC Nathan, DDS; HS du Vernet, DDS

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

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

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

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

The Australian Dental Association, NSW Branch, was established in 1927 with the active support of the Faculty of Dentistry and in 1928 the federal body, the Australian Dental Association, came into being. In 1934 the Dentists Act was amended. The principal change was the abolition of the system of apprenticeship, which had allowed dentists to take apprentices or pupils in return for payment. The University of Sydney was now recognised as the only institution for training recognised dental practitioners in New South Wales.

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

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

In 1959 the Faculty established the Diploma in Public Health Dentistry. The degree of Master of Dental Science was established in 1964. This was the first full-time formal postgraduate degree in dentistry in Australia. In 1961 the Senate resolved to establish three Chairs in the Faculty, in the fields of Prosthetic Dentistry, Operative Dentistry, and Preventive Dentistry. Associate Professors Campbell Graham, John Lyell and Noel Martin were appointed to these Chairs respectively. When Professor Arnott retired in 1964, he was succeeded by Dr Mark Jolly as McCaughey Professor of Oral Surgery and by Professor Lyell as Dean of the Faculty. In 1970 Professor Martin became Dean of the Faculty.

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

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

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

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

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

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

2. Guide for new students

Welcome to the faculty of Dentistry, congratulations on being accepted into one of our courses.

If you are newly enrolled for Year 1 for the **Bachelor of Dentistry** you will be required to complete the following during Week Zero and enrolment time:

You need to appear in person at the specified time and date for enrolment.

You will be required to fill in criminal record check forms, prohibited employment declaration forms and return your vaccination cards which will have been issued to you at the time of receiving your offer letter.

After completing these forms, you will be enrolled by the Undergraduate officer.

You will be enrolled in the first year subjects of

- USDP1011 Life Sciences 1
- USDP1012 Foundations of Total Patient Care 1
- USDP1013 Personal and Professional Development 1
- USDP1014 Dentist and Community 1
- USDP1021 Life Sciences 2
- USDP1022 Foundations of Total Patient Care 2
- USDP1023 Personal and Professional Development 2
- USDP1024 Dentist and Community 2

However, as this is a standard program, please note you will not be required to fill in these subjects on your enrolment form.

Please check the Bachelor of Dentistry chapter which illustrates this process in more detail.

If you are enrolled in the **Bachelor of Oral Health** you are not required to select subjects or credit points. The following subjects are covered:

- BIOS1134 Basic Sciences for Health Studies
- BIOS1161 Biochemistry and Human Biology
- ORHL1001 Foundations of Oral Health 1
- ORHL1005 Oral Health Clinical Practice (Intro)
- BACH1130 Foundations of Health Sociology
- BACH1132 Foundations of Health Psychology
- ORHL1003 Foundations of Oral Health 2
- ORHL1004 Oral Health Clinical Practice 1

However as this is a standard program, students are prompted to do the standard program and will automatically be enrolled in the following mentioned above.

Please check the Bachelor of Oral Health chapter which illustrates this process in more detail.

Please check the glossary for further clarification on any of the terms used that you are not familiar with.

3. Guide to the Faculty

Helpful information and contacts

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

Academic matters

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

Bachelor of Dentistry

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

Foundations of Total Patient Care (FTPC)

Dr Catherine Groenlund
+61 2 9351 8323 or
cathieg@dentistry.usyd.edu.au

Life Sciences (LS)

Dr Michael Thomas
+61 2 9351 8325 or
mthomas@dentistry.usyd.edu.au

Total Patient Care (TPC)

Associate Professor Elizabeth Martin
+61 2 9845 7183 or
femartin@dentistry.usyd.edu.au

Dentist in the Community (DC)

Associate Professor Wendell Evans
+61 2 9845 7537 or
w.evans@dentistry.usyd.edu.au

Personal & Professional Development (PPD)

Dr Evelyn Howe
+61 2 9845 7955 or
evelyn.howe@usyd.edu.au

Sub-Dean (Year Coordinator)

For queries about your year of the course (1, 2, 3 or 4) for issues relating to the timetable, structure, assessment etc.

Year 1

Dr Michael Thomas
+61 2 9351 8325 or
mthomas@dentistry.usyd.edu.au

Year 2

Dr Shalinie King
+61 2 9351 8312 or
shalinie@dentistry.usyd.edu.au

Year 3

Dr Kathy Holden
+61 2 9845 7161 or
kholden@usyd.edu.au

Year 4

Associate Professor Elizabeth Martin
+61 2 9845 7183 or
femartin@dentistry.usyd.edu.au

Associate Dean (Students) Dr Evelyn Howe
+61 2 9845 7955 or
evelyn.howe@usyd.edu.au

The Sub-Dean (Clinical Affairs)

For matters relating to electives, overseas' student electives, overall course queries, pastoral advice, etc.

Sub-Dean (Clinical Affairs – Sydney Dental Hospital)
Dr Tania Gerzina
+61 2 9351 8324 or
tgerzina@usyd.edu.au

The Sub-Dean (Clinical Affairs) is responsible for the coordination of clinical activities undertaken by students in the Sydney Dental Hospital in consultation with the hospital, and for forging and establishing collegiate relations between the Faculty and Sydney Dental Hospital for clinical affairs.

Sub-Dean (Clinical Affairs Westmead Hospital)
Associate Professor Elizabeth Martin
+61 2 9845 7183 or
femartin@dentistry.usyd.edu.au

The Sub-Dean Clinical Affairs is responsible for the coordination of clinical activities undertaken by students in the Westmead Hospital, in consultation with the hospital and for forging and establishing collegiate relations between the Faculty and Westmead for clinical affairs.

Bachelor of Dentistry (Honours)

Coordinator: Professor Greg Murray
+61 2 9845 6380 or
gregm@usyd.edu.au

Bachelor of Oral Health

All academic matters relating to this course should be directed to the Course Director
Dr Peter Dennison
+61 2 9845 6333 or
peter.dennison@dentistry.usyd.edu.au

Postgraduate students

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

MDSc(Community Oral Health & Epidemiology)

Associate Professor Wendell Evans
+61 2 9845 7537 or
w.evans@dentistry.usyd.edu.au

MDSc(Oral Medicine & Oral Pathology)

Associate Professor Hans Zoellner
+61 2 9845 7879 or
hzoellne@usyd.edu.au

MDS(Orthodontics)

Professor Ali Darendeliler
+61 2 9351 8314 or
maria@dentistry.usyd.edu.au

MDS(Paediatric Dentistry)

Dr Sally Hibbert
+61 2 9845 7420 or
francesp@dental.wsahs.nsw.gov.au

MDS(Periodontics)

Associate Professor Chris Daly
+61 2 9351 8320 or
cdaly@dentistry.usyd.edu.au

MDS(Prosthodontics)

Professor Iven Klineberg
+61 2 9845 7192 or
iven_klineberg@wsahs.nsw.gov.au

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

Dr Douglas Stewart
+61 2 9845 7915 or
dougs@dental.wsahs.nsw.gov.au

Graduate Diploma in Clinical Dentistry (Oral Implants)

Professor Iven Klineberg
+61 2 9845 7192 or
iven_klineberg@wsahs.nsw.gov.au

Graduate Diploma in Community Oral Health & Epidemiology

Associate Professor Wendell Evans
+61 2 9845 7537 or
w.evans@dentistry.usyd.edu.au

Graduate Diploma in Clinical Dentistry (Restorative)

Professor Iven Klineberg
+61 2 9845 7192 or
iven_klineberg@wsahs.nsw.gov.au

Graduate Certificate in Clinical Dentistry (Restorative)

Professor Iven Klineberg
+61 2 9845 7192 or
iven_klineberg@wsahs.nsw.gov.au

Postgraduate research degree students enrolled in the PhD or MPhil programs should contact:

the Associate Dean (Postgraduate), Associate Professor Chris Peck for academic matters in the first instance:

+61 2 9845 7821 or
cpeck@usyd.edu.au

Administrative matters

Bachelor of Dentistry and Bachelor of Oral Health students should contact the Undergraduate Officer with administrative enquiries in the first instance:

Ms Anne Quinlan
+61 2 9351 8308 or
admissions@dentistry.usyd.edu.au

Postgraduate students (coursework and research) should contact:

the Postgraduate Administrator
Ms Rebecca Granger
+61 2 9845 8706 or
rgranger@mail.usyd.edu.au or

the Postgraduate Administration Unit for the Faculties of Dentistry, Medicine and Pharmacy
+61 2 9351 5470 or
pg@med.usyd.edu.au or
visit <http://www.chs.usyd.edu.au/PG/>

Harassment and discrimination

Students wishing to report incidents they believe involve harassment and/or discrimination can make confidential contact with the Faculty's Harassment and Discrimination Officer
Ms Jo Fairley
+61 2 9351 8378 or
email: jo@dentistry.usyd.edu.au

Staff and student disability

Students who identify as having a disability and who require support or assistance are urged to make confidential contact with the Student and Staff Disability Liaison Officer
Ms Jo Fairley
+61 2 9351 8378 or
email: jo@dentistry.usyd.edu.au

Faculty governance, management and organisation

The governance of the Faculty occurs through the Faculty's Committees, whose membership comprises representatives from the Faculty's academic staff, student body, the teaching hospitals and the profession. The Committees of the Faculty are:

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

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

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

Dean

Professor Eli Schwarz

Associate Deans

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

Associate Dean (Learning and Teaching)

Dr Catherine Groenlund

The Associate Dean (Learning and Teaching) is responsible for the planning and monitoring of the curriculum for the four years of the BDent program, and for learning and teaching matters. The position

is assisted by the Sub-Deans (Year Heads) of the Bachelor of Dentistry Program.

Associate Dean (Postgraduate)

Associate Professor Chris Peck

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

Associate Dean (Research)

Prof Neil Hunter

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

Associate Dean (Educational Development)

Dr Tania Gerzina

The Associate Dean (Educational Development) is responsible for the evaluation, development and implementation of good educational research and practice across the BDent program, including the overall evaluation of the BDent program in conjunction with the Evaluations Officer.

Associate Dean (Students)

Dr Evelyn Howe

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

Sub-Deans

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

Year	Sub-Deans
1	Dr Michael Thomas
2	Dr Shalinie King
3	Dr Kathy Holden
4	Associate Professor Elizabeth Martin

Professional matters

The field of dentistry

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

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

Dentistry as a profession

There is an increasing scope of activity for dental graduates. The control of dental caries and the lessening of needs for routine

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

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

General dental practice

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

Specialisation

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

Dental Hygiene and Dental Therapy as part of the dental team

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

Dental Hygienists work in the private and public dental sectors treating children and adults. Dental Therapists currently work in the public sector in NSW treating children and adolescents up to the age of 18 years. Both trained health professionals form part of the preventive dental team and provide individual and community dental health care including education, oral hygiene instruction and oral health promotion. Graduates will also have the opportunity to be involved in research programs and teaching undergraduates.

Research

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

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

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

Teaching

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

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

Institutional dentistry

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

Armed Services

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

School Dental Service

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

Aboriginal Medical Service

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

The Dental Practice Act

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

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

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

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

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

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

Centres and services for teaching and research

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

Both sites provide:

- clinical and technical facilities for the instruction of dentistry students
- dental treatment for patients who are holders of Health Cards or those referred for specialist care

Bachelor of Oral Health students also study at the Lidcombe campus.

Constitution of the Faculty

- (a) the Professors, Associate Professors, Senior Lecturers, Lecturers, and Associate Lecturers being full-time members of the teaching staff in the Faculty of Dentistry;
- (b) the Pro-Vice-Chancellor, College of Health Sciences, the Deans of the Faculties of Medicine and Health Sciences;
- (c) the Professors, Associate Professors, Senior Lecturers, Lecturers, and Associate Lecturers being fractional members of the teaching staff of half-time (0.5) or greater;
- (d) head, School of Medical Sciences and Head, School of Molecular and Microbial Biosciences;
- (e) two members of the part-time academic staff at 0.4 and below, elected by and from the part-time academic staff of the Faculty appointed at 0.4 and below;
- (f) full-time members of the research staff of the disciplines of the Faculty of Dentistry and of the Institute of Dental Research who hold appointments of research fellow and above;
- (g) persons upon whom the title of Clinical Professor, Adjunct Professor, Clinical Associate Professor, Adjunct Associate Professor, Clinical Senior Lecturer, Clinical Lecturer or Adjunct Lecturer has been conferred in accordance with the resolutions of the Academic Board;
- (h) not more than five students elected in the manner prescribed by resolution of the Senate;
- (i) the President of the Oral Health Foundation within the University of Sydney;
- (j) the Area Clinical Director, Westmead Centre for Oral Health, the General Manager, Westmead Centre for Oral Health;
- (k) Area Clinical Director, Oral Health (Eastern Zone), Sydney South Western Area Health Service and the Clinical Manager, Sydney Dental Hospital;
- (l) the Director of the Institute of Dental Research;
- (m) the Chief Dental Officer of New South Wales;
- (n) one nominee of each of the Royal Australasian College of Dental Surgeons and the Australian Dental Association (New South Wales Branch);
- (o) such other persons as may be appointed by the Faculty on the nomination of the Dean, for such period as determined by the Faculty; and
- (p) such other persons as may be appointed by the Faculty as Honorary Members of Faculty on the nomination of the Dean, for such period as determined by the Faculty, in accordance with resolutions adopted by the Faculty at its meeting on 10 November 1995.
- (q) President of the Dental Therapy Association and Dental Hygienists Association (NSW Branch);
- (r) President of the Dental Alumni Society;
- (s) Chairperson, Committee for Continuing Education in Dentistry;
- (t) former members of the Faculty upon whom the University has conferred the title of Emeritus Professor;
- (u) Fellows of the University who were prior members of the Faculty of Dentistry.

Student membership of the Faculty

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

- (a) the President of the Sydney University Dental Undergraduates' Association, provided he or she is a student enrolled for a degree or diploma in the Faculty of Dentistry (*ex officio*),
- (b) one student enrolled for a postgraduate degree or for a diploma in the Faculty of Dentistry, provided that if there is no nomination of a postgraduate student the vacancy may be filled by an undergraduate student,
- (c) three other students.

The Senate resolutions for the student membership of the Faculty of Dentistry are set out in full in the University's Calendar.

Students may also become members of other university bodies.

4. Staff

Dean

Professor Eli Schwarz

Pro-Dean

Professor Iven Klineberg

Associate Dean (Learning & Teaching)

Dr Catherine Groenlund

Associate Dean (Educational Development)

Dr Tania Gerzina

Associate Dean (Postgraduate)

Associate Professor Chris Peck

Associate Dean (Research)

Professor Neil Hunter

Associate Dean (Students)

Dr Evelyn Howe

Director, Bachelor of Oral Health Program

Dr Peter Dennison

Sub-Dean (Clinical Affairs – Sydney Dental Hospital)

Dr Tania Gerzina

Sub-Dean (Clinical Affairs – Westmead Centre for Oral Health)

Associate Professor Elizabeth Martin

Sub-Dean (Rural and Extramural Placements)

Dr Sabrina Manickham

Sub-Deans (Learning & Teaching)

Dr Michael Thomas

Dr Shalinie King

Dr Kathy Holden

Associate Professor Elizabeth Martin

Academic and Clinical staff

Professor and Dean

Eli Schwarz KOD DDS *Copenhagen* MPH *Jerusalem* PhD *Copenhagen*
FHKAM, FCDHK FACD

Professor of Prosthodontics

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

Professor of Conservative Dentistry

Professor Roland W Bryant, MDS PhD, FRACDS

Professor of Orthodontics

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

Professor of Biomaterials Science

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

Professor

Gregory M Murray, PhD *Tor* MDS, FRACDS

Associate Professors

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

F Elizabeth Martin, MDS PhD, FRACDS

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

Gang Shen, BDS MDSc *Shanghai Second Medical Uni* PhD *HK*

Hans Zoellner, BDS PhD

Director, Bachelor of Oral Health

Peter Dennison, BDS *Otago* DipPubHealthDent *Otago*
MCommDent *Otago*

Associate Professor (Fractional)

Christopher G Daly, MSc *London* BDS PhD, FRACDS (Periodontics)
FICD

Senior Lecturers

Tania M Gerzina, MDS PhD, FRACDS GradCertEdStud (Higher
Education)

Evelyn LC Howe, BA PhD (Sesqui Lecturer)

Senior Lecturers (Fractional)

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

Sheena WY Chan, BDS MDSc PhD (Oral Medicine)

Malcolm Coombs, LDS *Sheffield* BDS *Sheffield* MDS *Syd* DCR *London*

Matthew Hunter, BDS *London* LDSRCS *Eng* MSc *London* MClinDent *London*,

FDSRCS *Eng* FFDRCS (Perio) MRDRCS *Eng* (Periodontics)

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

Lecturers

Ayman Ellakwa, BDS *Tanta Egypt* MDS *Tanta Egypt* PhD *Birm*

Stephen Cox, BDS MScDent, FRACDS (Oral Surgery)

Bradley Curtis, BDS, MPH

Kathy Holden, BDS *Adel*

Shalinie King, BDS MSc (Med), FRACDS

Andrew McGregor, BDS *Glasgow*, MFDS *RCS Edin*

Antonia Scott, BDS

Lecturers (Fractional)

Ernest Altman, BDS MDS, MHP

Theodor Baisi, BDS MDSc

Roger Beran, BDS

Timothy Castrisos, BDS MDSc (Endo) *Melb*

Lester Clifford, BDS

Suhandas Desphande, BDS *Bombay* MDS *Bombay*

Leonard Fabre, BDS GradCertDent *Adel* GradCertPainMgmt

GradDipSc (Med Pain)

Massimiliano Guazzato, BDS *Milan* PhD *DT Milan*

Catherine E Groenlund, MPH *UNSW* DipMark *UNSW* BDS MDSc

Stuart Howe, BDS

Markijan Hupalo, BDS (Hons) *Qld* MDSc (Pros)

Krupalini Krupalini, BDS, MDSc (Pros)

Danielle Layton, BDS *Qld* MDSc (Pros)

Luke Leung, BDS *HKU* GradDipClinDent, FRACDS

Yvonne M Poon, BDS *London* MDSc, FDSRCS (Orthodontics)

Morris Rapaport, BDS MDSc (Ortho)

Robert Santosa, BDS *Adel* MDSc

Shanti Sivanewaran, BDS *Mysore* DipPubHealthDent MDS

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

Elda Tabourian, DMD *Boston* RDH *Boston*

Brian Vern-Barnett, BDS MDS

Luke Villata, MS BDS (Perio)

Associate Lecturers (Fractional)

Manish Bhutada, BDS *BUP Dental College*

Alan Deutch, BDS

Chris Dirckze, BSc, MBBS *Melb*

Tim Earnshaw, MAMacq

Penelope Jones, BDS

4. Staff

Rajah Kanagaratnam, BDS
Bramara Kumar, BDS
Christine Lucas, BSc PhD
Linda Moldovan, BDS
Jeremy Moran, BDS
Afsaneh Pakdaman, DDS/Iran MPH/Iran
Lindy Sank, BSc DipTherDietetics(Dietetics)
Liana Tian, MD/Tianjin China PhD
Parisa Zahra, DDS/Iran

Clinical Educators (Fractional)

Robert Dalby, BDS
Brian Duncan, BDS
Robert Fell, BDS
Nicole Floyd, BDS
Danny Ho, BDS
Michael Hornby, BDS
Gordon Howe, BDS
Michelle Huang, BDS
Keith Hunter, BDS
Mark Killen, BDS
Claire Kim, BDS
Agnes Lai, BDS
Helen Lee, BMedSci BDent
Joseph Lee, BDS
Paulina Lee, BDS
Thea Meneses, BNW'gong BDent
Sherean Najdi, BSc BDent
Ryan Nevin, BAppSc BDS
Audrey Ng, BDS
Caroline Nguyen, BDS
Catherine Prineas, BDS GradDipClinDent
Nigel Rock, BDS
Cheng-yee Rossiter, BDS
Amy Sacco, BDS
Peter Salameh, BDS
Andrew See, BDS
Soundara Rajah Selvarajah, BDS
Kala Sivasubramaniam, BDS
Richard Solomon, BDS
John Strange, BDS
Alan Trinh, BDS
Mino Vellani, BDS
Anura, Vyagurunathar, BDS
Philip Whalley, BDS
Andy Wu, BDS
Josephine Yuen, BDS
Cherry Zhaw, BDS
Lena Zhu, BDS

Honorary staff

At the time of publication, the Faculty was in the process of updating its honorary staff register. Details will be made available on the Faculty website during 2007.

Administration staff

Sydney Dental Hospital (Surry Hills Campus)

Senior Administrative Officer
Marlon Ornek

Executive Assistant to the Dean
Denise Fischer

Faculty Accountant
Reuben Karunaikumar, ACMA UK, CPA

IT Administrator
Kamal Wanigaratne

Undergraduate Officer
Anne Quinlan, GradCertComm

Academic & Promotions Officer
Jo Fairley BSocSc(Hons)Edin

Curriculum Support Officer
Eileen Nio, BMgmtUWS MAMacq

Systems Programmer and Administrator
Vacant

Faculty Support Officer
Patrick Ryan

Administrative Assistant (Faculty Office)
Ann Barron

Administrative Assistant (Orthodontics)
Maria Apostol BAPhil

Dental Education Officers (Prosthetics Laboratory)
Michael Jean-Louis
Robert Underdown

Academic Support Officer
Aysin Darendelilar BDS/Istanbul MDS/Geneva

Westmead Centre for Oral Health, Westmead Hospital

Administrative Officer
Rebecca Granger

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5. Bachelor of Dentistry

Introduction

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

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

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

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

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

Aims

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

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

Characteristics

Features of the new curriculum include:

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

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

Learning is integrated across dental and medical disciplines and between years; understanding and knowledge are built progressively in a relevant context. Students are challenged to identify key issues for learning and to seek out and share knowledge that will progress the group's collective understanding. Three tutorials each week will be held in one of the two dental teaching hospitals; these tutorials form the basis of the students' learning.

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

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

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

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

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

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

Small interactive tutorials and clinical teams are featured throughout the program, ensuring that students participate effectively and learn

actively. The group work prepares students for working in dental teams or multi-disciplinary groups in practice.

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

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

Students will use information technology throughout the program:

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

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

Organisation

Themes

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

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

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

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

Structure

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

describing) to higher order skills (analysing, evaluating and synthesising).

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

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

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

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

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

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

Years 1 and 2

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

Year 3

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

A Clinical Mentor, who is a senior clinician, is responsible for the supervision and management of a team of about eight students consisting of both BDent 3 and 4 students, although BDent 2 students may also be included in the future. The teams are patient-centred and care will often be at different stages of their treatment plans to make best use of hospital facilities. Clinical sessions are held at both the Westmead Centre of Oral Health (WCOH) and the Sydney Dental Hospital (SDH) with students engaged in general patient care for the

majority of their week. Patient allocation and support is facilitated by a Student Clinical Manager at both WCOH and SDH. Clinical treatment will ultimately be electronically logged, linked to all sites, through a restricted area of the BDent website. Students will be expected to directly provide dental care for a range of patients and to show evidence of participating in management of patients requiring specialist care. Regular rostering of students in small groups to specialist clinical rotations occurs throughout the year from both WCOH and SDH locations. These rotations are both within the hospitals themselves or in satellite clinics. All students will be expected to maintain a Clinical Case Journal detailing the care provided for their patients assigned to them, including management by specialists and allied health workers. For two months at the end of the year, students will undertake either elective placements (at their own choice) or selective placements (determined by staff and students in consultation to meet specific learning needs).

Year 4

Students will be offered experiences in a wide range of clinics in the community, hospitals and in rural areas. A conference week at the end of the year requires students to prepare presentations on their research, electives or rural experiences. Professional seminars and preparation for practice will be included at that time. Learning in the BDent 4 is assessed in several ways to align with the goals and objectives of the program. As in the previous years of the program, assessment is formative and summative, progressively determined and criterion-referenced. In BDent 3 and 4, clinical assessment assumes a large proportion of student progress and readiness for independent dental practice following graduation.

Curriculum blocks

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

Year	Block	Topic	Description
BDent 1	1	Foundation studies (8 weeks)	This block introduces basic mechanisms in disease including fundamental microbiology, anatomy and pathology in considering several problems such as myocardial infarction, breast cancer, rubella and skin infection.
	FTPC	Normal Oral Health and Structure	This block introduces the dental and medical terminology used to describe oral and facial structures and their location in the body during clinical dental examination.
	2	Drug and alcohol/ Musculoskeletal Science (8 weeks)	Aspects of drug and alcohol use in health, for example tolerance and dependency, are the focus of this block. This block also presents principles of first aid, bone structure and healing and arthritis.
	FTPC	Recognising oral disease	This block will consider the signs of oral disease including anatomy and radiological imaging. The prevention, signs and symptoms of dental caries and of periodontal disease builds on basic knowledge about normal structures. Behavioural issues in communicating health information and behavioural change to create awareness of prevention are presented. The role of fluoride and implications of tooth loss are also presented.
	3	Respiration (7 weeks)	This block covers the basic respiratory health concerns, such as asthma, interstitial lung disease, cystic fibrosis and pneumonia.
	FTPC	Introductory management of an Oral Disease	Early intervention and management of the effects of oral disease, dental caries and periodontal disease, are considered in this block. The block also introduces instrumentation in periodontal treatment and the principles of the restoration of tooth defects and loss of tooth structure.

Year	Block	Topic	Description
	4	Haematology (5 weeks)	During this block the curriculum is concerned with haematological issues such as leucocyte function and conditions such as anaemia, thalassaemia and DVT.
	FTPC	Dental Materials and Technology	Material science in dentistry is introduced in this block supporting the role of materials in the replacing of lost tooth structure and in the management of lost teeth with removable prostheses. Chair-side implications of interviewing and management of gagging are also considered.
	5	Cardiovascular sciences (6 weeks)	This block is concerned with cardiovascular health and disease, such as heart failure, hypertension and congenital heart disease.
	FTPC	Revision of Oral Structures	A revision of the anatomy and structure of oral tissues is presented in this block, recapitulating knowledge presented in block 1. A consideration of the implications of tooth loss is continued following on from block 4.
BDent 2	6	Neurosciences (10 weeks)	This block considers a range of neurological disorders and disease such as spinal injury, epilepsy, multiple sclerosis and spina bifida. The block also focuses on the visual system and on psychiatric concerns such as depression, dementia and schizophrenia.
	FTPC	Assessment of Dental Pain	The scope of this block is to provide an introduction to the clinical aspects of dental pain in both soft and hard tissues from assessment to initial management and prevention. The block starts by revising head and neck anatomy, particularly in relation to intra-oral local anaesthetics, leading into principles of pain management and exodontia.
	7	Endocrine-nutrition-gastroenterology (11 weeks)	This block covers the endocrine disorders such as diabetes and thyrotoxicosis, nutrition issues such as infant failure to thrive and gastroenterological disorders such as celiac disease.
	FTPC	Restoration and occlusion	The dynamics and physiology of occlusion is introduced in this block providing the background and rationale for a form of occlusal therapy, the construction of an occlusal splint. Preliminary consideration of temporomandibular disorders and their prevention are also presented.
	8	Renal-reproduction-carries (7 weeks)	This block considers renal and fluid balance in problems such as renal failure. The block also includes three oral health problems including herpes simplex, the microbiological basis of caries and the prevention and reduction of caries.
	FTPC	Growth and development, restoration	This block aims to introduce principles of craniofacial growth and development and to present principles of record collection and diagnosis in the developing dentition. Stages of psychological development as related to communication are introduced. Techniques of tooth conservation relative to the primary dentition are presented.
	9	Cancer and Palliative Care (5 weeks)	Aspects of palliative care and oncology are presented in this block including the issues of HIV/AIDS and cancer of the breast and lung.
	FTPC	Assessment, diagnosis and treatment planning	This block presents the principles of integrated clinical treatment planning for care of the dental patient. The multi-disciplinary approach to patient care starts with assessment and record taking and interpretation followed by diagnosis and construction of treatment plan options.
BDent 3	10	Care of the Acute Patient (4 weeks)	This block aims to provide the concepts and competency development to diagnose, treatment plan and provide clinical management of acute dental disease and disorders.

Year	Block	Topic	Description
	11	Prevention and Oral Rehabilitation (20 weeks)	The objectives of this block are to provide the necessary competencies, knowledge and critical understanding to provide basic dental clinical restorative and preventative care for patients.
	12	Care of the Child and Adolescent (6 weeks)	This block presents the principles and knowledge basis of assessment, diagnosis, treatment planning, care management and prevention of conditions and disorders commonly found in the child and adolescent.
	13	Surgery and advanced techniques (6 weeks)	This block presents the basic principles of surgical evaluation, diagnosis, treatment and management of a range of oral soft and hard tissues disorders and conditions including dento-alveolar surgery, minor oral surgery, craniofacial and implant surgery.
	14	Oral Medicine and Oro-Facial Pain (3 weeks)	This block aims to provide the knowledge base and clinical competencies required to assess, diagnose, treatment plan and manage oro-facial pain and disorders and diseases of the temporomandibular joints and associated structures. The principles, knowledge and clinical competencies required to diagnose, treatment plan and provide clinical management of these conditions will be provided through observational learning with the Oro-facial Pain Clinic at WCOH.
BDent 4	15	Advanced Care (10 weeks)	This block presents advanced aspects of general dental care in the dental clinical areas of implants, orthodontics, prosthodontics, periodontics and oral surgery. It will focus on the treatment options and integrated treatment planning of patient needs requiring advanced or specialist care. It provides for the continued development of competencies practiced during the Prevention and Oral Rehabilitation Block in Year 3, and on those in FTPC during years 1 and 2.
	16	Gerodontology & Special Care (6 weeks)	This block focuses on two important areas: dental care and oral health of the older age care group; and the oral health and care needs of the disabled. Particular focus will be on the integrated nature of care of these special groups and the interaction of the roles of the dentist, carers and other health care professionals in providing oral health and dental care.
	17	Sustainable Oral Rehabilitation (8 weeks)	This block focuses on advanced integrated dental care, specifically including interdisciplinary dental care and within the health care team.
	18	Professional Dental Practice (8 weeks)	This block covers the interaction of the general practitioner and the specialist in the management of complex aspects of patient care. The block also aims to prepare for future practice in dentistry, including such as practice management, ethics and responsibilities.
	19	Rural Care (2 weeks)	Awareness of the importance of dental care in rural areas of Australia remains an important community concern. This short block is located entirely in a rural placement and covers issues pertinent to remote community concerns including indigenous health, organisational structure of Oral Health Service in NSW, access to Oral Health care in rural and remote areas and risk management and professional development in rural practice. An extension of the Rural Placement block will be offered as an Elective Rural Placement in the future of the program.

Goals

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

Particular influences have included:

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

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

General and diagnostic

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

Management

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

Personal

- familiarity with the use and applications of information technology, including: effective communication; the gathering, recording, organising and analysis of information; accessing databases including library resources; identifying and using the best evidence for decision-making
- cooperative teamwork in professional practice, accepting leadership as appropriate
- a recognition of the contributions of basic and clinical research to clinical practice
- a commitment to ongoing learning throughout professional life
- reflection in practice and the capacity to identify the limits of personal competence and knowledge.

Community

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

Information Communication Technology

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

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

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

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

Learning

All years

Problem-based learning

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

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

Self-directed learning

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

Theme sessions and lectures

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

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

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

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

Evidence-based practice

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

Team approach to practice

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

Years 1 and 2

FTPC Dental Competencies

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

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

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

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

Years 3 and 4

Placements and rotations

Practical clinical experience will form the substrate for learning in the latter two years. Clinic-based activities, under supervision, will dominate. The emphasis will be on integrated clinical care and a team

approach. In Year 4, the rotations will include a range of activities in the dental hospitals, in other hospital dental clinics, in community settings where possible and in rural areas.

Structured teaching sessions

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

Assessment

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

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

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

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

Principles

Assessments have been designed so as to:

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

Progression

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

Year 1

PPD and D&C themes

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

FTPC theme

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

Year 2

LS theme

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

PPD and D and C themes

- meet requirements for attendance, participation, ethical and professional behaviours
- D and C theme: satisfactory performance in written summative assessment

FTPC theme

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

Year 3

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

LS theme

- satisfactory achievement on written summative assessment(s) and/or assignments

PPD and D and C themes

- meet requirements for attendance, participation, ethical and professional behaviours
- satisfactory evidence-based practice presentation
- meets the criteria for required assignment(s)
- satisfactory reports from clinical supervisors

TPC theme

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

Year 4

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

LS theme

- satisfactory achievement on written or oral assignments

PPD and D&C themes

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

- satisfactory presentations in evidence-based practice and the elective
- meets the criteria for required written or oral assignment(s)
- satisfactory reports from all rotations and elective
- reflective portfolio

TPC theme

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

Evaluation

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

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

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

Research

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

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

Student rules

Rules governing candidature in the BDent program are stipulated in the University's *Coursework Rule 2000 (as amended)*, available in the University Calendar at <http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

Dentistry conjoint studies

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

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

The BDent and PhD conjoint studies program will normally take six or seven years, the BDent and MPhilPH conjoint studies program five years.

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

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

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

Note that students enrol in the two degrees separately; they are not offered and awarded as a combined degree program. All candidates are expected to undertake their BDent studies full time and complete the other degree on a part time basis. It is expected that candidates for the PhD or MPH program will have made some progress towards the completion of the PhD or MPH program. The candidate also undertakes conjoint studies on the condition that their candidature in the BDent program will not be compromised by the workload expected in the PhD or MPH program. The candidate and his/her supervisor must be able to verify this at the time of admission to the BDent program.

Dentistry intercalated degree programs

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

Master of Philosophy by research

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

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

The BDent/MSc (Dent) and MPH Intercalated Degree Programs will normally each take five years.

Fees

The course fee for 2007 is \$31,200 for local fee-paying students and \$40,560 for international students.

The course fee for 2007 is subject to increase for 2008 and beyond.

Note the above amounts are for one (1) year of the course and should be multiplied by four (4) to give an indication of the overall course fee.

Ancillary fees are also payable during the course to cover costs of equipment, which are approximately valued at \$7000, and are subject to change without notice.

Units of study/enrolment

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

Year	Semester	Unit of study	Credit points
1	1	USDP1011 Life Sciences 1	12
1	1	USDP1012 Foundations of Total Patient Care 1	6
1	1	USDP1013 Personal and Professional Development 1	3
1	1	USDP1014 Dentist and Community 1	3
1	2	USDP1021 Life Sciences 2	12
1	2	USDP1022 Foundations of Total Patient Care 2	6
1	2	USDP1023 Personal and Professional Development 2	3
1	2	USDP1024 Dentist and Community 2	3
2	1	USDP2012 Foundations of Total Patient Care 3	6
2	1	USDP2013 Personal and Professional Development 3	3
2	1	USDP2014 Dentist and Community 3	3
2	1	USDP2016 Life Sciences 3	12
2	2	USDP2022 Foundations of Total Patient Care 4	6

5. Bachelor of Dentistry

Year	Semester	Unit of study	Credit points
2	2	USDP2023 Personal and Professional Development 4	3
2	2	USDP2024 Dentist and Community 4	3
2	2	USDP2026 Life Sciences 4	12
3	1	USDP3001 Life Sciences 5	5
3	1	USDP3002 Total Patient Care 1	12
3	1	USDP3003 Personal and Professional Development 5	4
3	1	USDP3004 Dentist and Community 5	3
3	2	USDP3005 Life Sciences 6	5
3	2	USDP3006 Total Patient Care 2	12
3	2	USDP3007 Personal and Professional Development 6	4
3	2	USDP3008 Dentist and Community 6	3
4	1	USDP4001 Life Sciences 1	4
4	1	USDP4002 Total Patient Care 3	12
4	1	USDP4003 Personal and Professional Development 7	5
4	1	USDP4004 Dentist and Community 7	3
4	2	USDP4005 Life Sciences 2	4
4	2	USDP4006 Total Patient Care 4	12
4	2	USDP4007 Personal and Professional Development 8	12
4	2	USDP4008 Dentist and Community 8	3

6. Bachelor of Dentistry Honours program

The Faculty of Dentistry, in recognition of meritorious performance, offers an Honours program for BDent candidates. The Honours policy and guidelines for students were adopted by the Faculty Learning and Teaching Committee for implementation at its 7 July 2005 meeting, and amended by the Faculty Board on 29 May 2006.

Faculty Honours Policy

I. Philosophy of Honours

It has been resolved by Faculty that Honours shall be awarded for meritorious performance by students in the University of Sydney Bachelor of Dentistry Program (BDent). Assessment for the University of Sydney Bachelor of Dentistry Program is criterion-referenced and students must satisfy requirements of the three themes of the curriculum which include all facets of learning required for students to graduate as future dentists. The philosophy of Honours in the BDent program conforms to the Academic Board Policy on Honours courses and grading (effective January 2000) and Honours Grades' Uniform Reporting (effective 1997).

Following University-wide discussion of Honours degrees, there is consensus that it should include a significant research component. The Faculty of Dentistry also recognises the need for outstanding clinical achievement as a basis for the award of Honours. The BDent(Hons) program was approved by the University Academic Board in 2004.

II. Principles of Honours

The principles underlying the approach to award of Honours in the BDent include the following:

- All students should be encouraged to meet the Honours standard but eligibility requires a high level of clinical competence.
- Honours will be awarded on the basis of successful completion of all assessments across the three curriculum themes and of an Honours project that meets the required standard.
- Honours will be determined by completion of a defined Honours Program.
- The Honours program is subject to review by the Learning and Teaching Committee, providing that students engaged in the program are not disadvantaged.
- Participation in the Honours program by an individual student is voluntary.

III. Eligibility for the Honours program

- All students are encouraged to participate in a research project.
- Students will be informed that they cannot formally enrol in Honours until after their summative exams at the end of BDent 2.
- The final result as to whether or not a student receives Honours will depend on satisfactory performance in all four themes at the first attempt, overall clinical proficiency, and satisfactory completion of a research project. The criteria for satisfactory performance and clinical proficiency will be determined by the Faculty of Dentistry.
- Students who have enrolled in Honours and have satisfactorily completed a research project but whose clinical performance is not deemed by the Faculty to be at a sufficiently high level, may be eligible for the award of a Research Prize for Outstanding Proficiency in the area of research carried out.
- A student should not undertake the Honours program if s/he is having difficulties in meeting the requirements of the BDent.
- Students enrolled in the Honours program may not request any additional assistance in completing assessment requirements in the concurrent BDent program if the only reason forwarded for

the request is the requirements of the Honours program commitment.

- The Honours Subcommittee will determine eligibility and arrange assessment of the applications.

IV. Requirements for the award of Honours

Eligibility for candidature for Honours, in addition to the general eligibility requirement for the Honours Program, should include evidence of experience and training in research methodology, especially that required in the proposed project. This experience could include: that gained in a Previous Honours research project, or experience during a vacation scholarship in the BDent Program, or participation in a research environment during Years 1, 2 or 3 of the BDent Program. The Honours project should address the themes of the BDent (Total Patient Care, Life Sciences, Personal and Professional Development and Dentist and the Community). The Honours project should address one theme as a principal focus.

(a) Selection of a Research Project

- Individual choice for the student
- Student should seek an appropriate supervisor for the project
- A significant portion of the project can be undertaken and completed during the research allocation in Year 4 of the BDent program

Suitable research projects will be considered by the Honours Subcommittee and could include:

- Participation in one aspect of an ongoing research project
- A survey and analysis of results obtained
- A critical appraisal of a research or clinical topic
- Participation in special patient clinics, and critical review of ancillary basic and/or clinical science and outcome data
- Development and evaluation of educational materials (including a literature review), evaluation tools or analyses of educational issues
- Students must indicate the principal theme addressed
- Students can complete a project in groups, with each student being required to individually write their own report based on the findings of the group

(b) Project proposal

Prepared by the student in discussion with the proposed supervisor

(c) Responsibilities of the supervisor

- Provide opportunity for research training possibilities during the course of the program
- Ensure quality supervision during the completion of the project
- Regular review of student progress in the project
- Final review of the written work before its submission for assessment
- Nominate two appropriate examiners for examination of the report of the project

V. Assessment

(a) Assessment of the report of the project

- The essential criterion for quality will be that the report is potentially publishable
- The candidate must indicate clearly what was his/her specific contribution if a group was involved, and the report must be written independently by that student
- Each report will be assessed by two examiners: one faculty member and a suitably qualified external reviewer.
- Determine whether or not the report is of a sufficient standard to merit award of Honours.

- The criteria for assessment to be confirmed by the Honours Subcommittee.
 - The examiners will be asked to grade each report. The grading will be criterion-referenced, using the following categories:
1. Satisfactory for the award of Honours (with or without minor emendations)
 2. Requires revisions and re-submission for repeat assessment for the award of Honours
 3. Unsatisfactory for the award of Honours

(b) Final report

Submission date to the assigned supervisor should normally be no later than 1 August in Academic Year 4. The nature and specifications of the final report to be determined by the Honours Subcommittee

VI. Administration of Honours

The supervision and administration of the Honours system shall be the responsibility of the Honours Subcommittee of the Learning and Teaching Committee, which shall liaise with students and supervisors. The subcommittee may coopt members as necessary. The membership of the Honours Subcommittee shall be:

- The Honours Coordinator (*ex officio*) as Chair
- Dean of Faculty of Dentistry or nominee (*ex officio*)
- Chair of Assessment Subcommittee (*ex officio*)
- Associate Dean (Learning and Teaching) (*ex officio*)
- Associate Dean (Research) (*ex officio*)
- The Year 4 BDent Sub-Dean
- Other member/s as coopted by the Chair in recognition of their expertise/experience in a given area relevant to the program

The responsibilities of this subcommittee shall be:

- Review of eligibility requirements for the Honours program
- Review of proposed Honours research projects and advice about the suitability or otherwise of proposals
- Selection of examiners, as needed, and collation of results for student projects
- Review of assessment criteria for research projects
- Determination of conditions for extensions to submissions dates and for hearing of student appeals in regard to conduct or assessment of the project submission
- Preparation of a list of students recommended for the award of Honours to be considered by the Dean
- Preparation of an annual report to the Learning and Teaching Committee about the number of projects undertaken, and the outcomes for those projects

VII. Academic transcripts and testamurs

For successful students, the award of Honours will be included in their academic transcripts and on their testamurs.

VIII. Relationship to prizes in the BDent program

Work submitted for Honours may be eligible for the determination of Prizes awarded by the Faculty.

Guidelines for students

The details below complement the information contained in the formal Faculty Honours Policy, and have been devised to provide detailed information and procedures to potential and current Honours candidates and their supervisors to assist them in successfully undertaking the Honours program.

I. Why do Honours?

An Honours degree reflects meritorious performance at the undergraduate level, and provides greater opportunities after graduation. An Honours degree will make you more competitive when seeking employment amongst graduates without Honours degrees. Honours will reflect that you have developed research and analytical skills which are more advanced to those of pass degree candidates, and that you developed superior organisational and time management skills to complete the Honours program simultaneously with the

demands of the BDent4 program. Honours will also provide an advantage when applying for postgraduate study.

II. Honours timeline and key dates

The Honours program is completed within the four years of the BDent curriculum, and is a program of study available only to meritorious students who satisfy the admissions criteria stipulated in (II) above. The Honours program is overseen by the Honours Subcommittee, whose composition is reflected in Section (V) above. The Honours program is taken in addition to the curriculum requirements of BDent4. Honours is typically completed during the final (fourth) year of the program, though students considering entry should start contemplating their research project and choice of supervisor towards the end of their third year. Students considering Honours should be mindful that the Honours program is academically demanding and is completed in addition and simultaneously to all requirements of the BDent4 curriculum; hence good motivation and excellent time management and organisational skills are required to ensure that you keep up with expectations. The Faculty, via the Honours Subcommittee, will advise of students eligible to undertake Honours at the commencement of BDent4. The yearly timeline for Honours (exact dates available from the Honours Subcommittee each year) is as detailed below: January BDent4 Honours Subcommittee recommends students eligible for Honours who are contacted individually from the Faculty Office January (end).

Eligible students are to advise the Chair of the Honours Subcommittee of decision whether or not to undertake the program.

- February (end) Outline of research project proposal due to the Honours Subcommittee, as approved by supervisor.
- March (mid) Honours Subcommittee to provide notification on outcome of research project applications to applicants and their supervisors. Reasons for non-approval of a project are also to be provided.
- October (early) Honours project due for submission to the Chair, Honours Subcommittee for marking
- October (end) Student to present outline and findings of the Honours project at the Faculty Research Day.
- December (early) Results of Honours project advised to students by the Faculty December (mid) Graduation ceremony.

III. Selecting a supervisor – matters to consider

The importance of supervisor and project selection should not be overlooked – your supervisor is crucial to the quality of your experience and the successful completion of your project. Thus, you should expect to devote a considerable amount of time to this step, critically assessing the research environment offered by the supervisor. Clearly, you should find your proposed project interesting and important (and so should your supervisor!). Ideally, a supervisor will have demonstrated productivity by a record of publication and have a clear leadership position as evidenced by a record of private or public funding in a given area. A supervisor must be a salaried or honorary staff member of the Faculty of Dentistry. Potential candidates should approach the Chair of the Honours Subcommittee (Professor Greg Murray) or the Sub-Dean, BDent4 (Dr Elizabeth Martin) for advice on potential supervisors and their areas of expertise. The research section of the Faculty website is being developed to include the research areas of staff, which will assist you locating a suitable supervisor. Note that once you have identified an appropriate supervisor, you must approach him/her to discuss your intended project and to determine whether the staff member is able to supervise you for the duration of the project. Your supervisor will be your mentor for your project and will your primary recourse for all matters relating to the conduct of the project; hence it is critical that you are comfortable with your choice of supervisor. Your supervisor must also inform you whether appropriate resources/facilities are available to support your intended project.

IV. How to successfully develop your project proposal

Candidates must provide the Honours Subcommittee with a copy of the proposal prior to the end of February during BDent4. The proposal must be endorsed by your supervisor prior to submission to the Committee. The format for the proposal should include the following sections:

- Background and significance – Why is this area interesting and important, and what has been done before? Remember to include a thorough literature review.
- Goal and specific aims – What is the ultimate goal of this research? The specific aims are aptly named: they should be a specific outline of the research questions you would like to answer. These provide the foundation for your research. You should spend some time on developing them.
- Materials and methods – What are the specific steps by which you will achieve this goal? The information you provide should be sufficiently detailed to allow a reader to carry out your methods independently. Include the specific statistical methods, if any, that you intend to use.
- References
- Appropriate appendices and use of refereed sources

Students considering conducting a literature review as opposed to a formal research project should consider, in addition to the above:

- The amount of literature available on the proposed area of study
- The quality of this literature – i.e. is it predominately published in refereed journals or edited books?
- Limiting the scope of the literature search to a definable problem/study within the parameters of the Honours program, taking into account the time available and the broad objectives of the Honours program.
- That the literature review can be used as a basis for further study on the proposed topic.

Above all, candidates must be mindful that a literature review is not a summary of available literature; it is a succinct, critical reflection and analysis of existing sources, which could be linked to your own clinical or theoretical experience of the program. Your supervisor can provide more details on how to successfully conduct a critical and reflective literature review. The proposal should be 2-5 pages in length using 12-point font and single spacing. All proposals must be approved by both the supervisor and by the Honours Subcommittee. Two signatures on the research proposal are required to verify this approval.

V. How your research proposal is approved

Members of the Honours Subcommittee will consider your research proposal and will decide whether to approve the topic based on factors such as:

- whether the project can be completed within the time frame taking into account the scope of methodology of the proposed study,
- that the project does not incur any significant financial costs (forequipment, travel, etc),
- that adequate literature and resources exist to support the project,
- that ethical considerations/protocols can be accommodated within the timeframe,
- that the proposed methodology appears sound,
- that the project has relevance in terms of contributing to dental education and research.

VI. Funding procedures for research purposes

Any funds anticipated to support an Honours project must be made clear in the proposal and supported with sound rationale; it will then be at the discretion of the Honours Subcommittee to determine whether the committee requires or warrants any funding to support it, but at the Honours level, it is generally considered that the level and scope of projects should not require funding from the Faculty. However, whilst the chance of faculty funding for Honours projects is very limited, the Australian Dental Research Foundation (ADRF) may provide funds on an annual basis to support student research on a competitive basis; information is typically disseminated to the faculty during March of the

year funding is awarded and this information addressed to students via the BDent4 website. Applications for funding from the ADRF must be approved by the Faculty prior to submission to the ADRF.

VII. Help available

You should contact your supervisor in the first instance with any questions you have concerning the conduct of your project or the administration of the Honours program. Matters that cannot be resolved by your supervisor may be referred to the Chair of the Honours Subcommittee for consideration with your supervisor.

VIII. Human or Animal Subject Approval Procedures

If your project involves animal or human subjects, you should discuss with your supervisor whether the proposed research requires formal ethical approval. If the project requires approval from the University or Hospital Ethics Committees, you must allocate additional time to secure this approval, bearing in mind that the approval process required of the University and/or Hospital Ethics Committees can take several months, given the protocols and process involved. Information on the ethics approval process can be obtained from your supervisor and from the web:

<http://www.usyd.edu.au/su/reschols/animal/animal.html> (University). An excerpt from the Research Office website (Ethics section) summarises who needs to apply for ethics and in general, what research activities require ethics approval:

"All research undertaken by Staff, Honours, Master's, Doctorate and other Higher degree and Diploma students, involving humans which includes:

- the use of questionnaires/surveys or interviews
- access to medical or other personal records
- investigations of human behaviour
- routine testing of human subjects
- the administration of drugs, ionising radiation, chemical agents or vaccines
- any other experimentation on human beings

must be submitted for the approval of the Human Research Ethics Committee."

As a rule, undergraduate pre-honours or course work projects may be approved by the Head of Department but, if there is any doubt, reference should be made to the Ethics Manager. (Refer to: <http://www.usyd.edu.au/ethics/human/faq/gen.html>)

IX. Project presentation guidelines

The written format to be used for the thesis should be either that of a journal article or that of a formal thesis. The student should work closely with the supervisor during the writing phases of the project. If you intend to use the journal article format, consult the requirements of the journal to which you intend to submit the manuscript. Please note that you should follow the format for the full journal article, rather than any of the abbreviated or preliminary reports.

1. Australian Dental Journal
http://www.ada.org.au/_Journal_Archives.asp
2. British Dental Journal
<http://www.nature.com/bdj/index.html>
3. Journal of the American Dental Association
<http://www.ada.org/prof/pubs/jada/authors/index.html>
4. Journal of Dental Research
<http://jdr.iadrjournals.org/misc/ifora.shtml>
5. New England Journal of Medicine
<http://www.nejm.org/hfa/subinstr.asp>
6. Journal of the American Dental Association
<http://www.ada.org/prof/pubs/jada/authors/index.html>

Presenting the project in thesis format is similar to that of a manuscript to be submitted to a scholarly journal. Because there are no limitations on length, however, you should plan to include all background, experimental details, and discussion points, which are pertinent to the

study. As such, the thesis should be composed of the following sections:

(a) Introduction and selected review of the literature

This section should review the pertinent literature and outline the major purpose of the research. Reference should be made to previous relevant studies in order to explain what has been done as well as to explain the purpose of this research. The Introduction should start or end with a succinct articulation of the hypothesis tested.

(b) Materials and methods

Describe clearly and carefully the procedures and materials used; a reader should be able to repeat your exact methodology. This section should also include the overall research design and statistical methods.

(c) Results

Report the results in a well-organised fashion with minimal subjective comment or reference to the literature. This section serves mainly to introduce tables and figures and to call attention to their significant parts.

(d) Discussion

The data should be explained and interpreted with reference to the previous literature. The significance of the results may also be included. This is the section in which to emphasise subjective comment. In a thesis, the scope of the discussion extends beyond that of a journal article. For example, you may discuss why your first experiments failed, or how you arrived at the design for a particular protocol, or what you would do next if you were continuing the study.

(e) Summary and Conclusions

Summarise essential results and conclusions. End with a statement on the real significance of the study.

(f) Abstract

(g) References

A bibliography must be included. References must comply with the Harvard referencing style throughout the project.

X. Participation in Faculty Research Day

The Faculty Research Day (held during October) provides an opportunity for scholastic intercourse, where our students and staff have the opportunities to present their research findings to peers, members of the profession, the community and personnel of the teaching hospitals. Honours candidates are required to make an oral or poster presentation at the Faculty Research Day to showcase their research and achievement. Presentations and posters given at the Research are required to adhere to professional standards expected at an external conference. The information below should be used as a guide.

(a) Abstract format

Abstracts must contain the following information, in order:

In 200 words or less, summarise the purpose, methods, results, and conclusions. A reader should be able to understand your study and its results from reading your abstract.

1. *Abstract title*
Capitalise appropriate words (e.g. In situ Hybridisation Studies of Osteocalcin mRNA in Developing Rat Bone)
2. *Your name*
(e.g. Ima Student)
3. *Research Sponsor, Title, Department, School or Organisation*
(e.g. ADA, Halas scholarship etc)
4. *Abstract text*
(500 word maximum)
Include:

- Hypothesis tested
- Brief background
- Methods used
- Results

- Data
- Statistical analysis (where appropriate)
- Conclusions (underline)

(b) Funding sources

Name of supporting agency and grant number (e.g. This study was supported by YOUNAMEIT grant) All abstracts must be approved by your supervisor prior to the Research Day

(c) Poster format and size

Each presenter will have a space of 120x120 cm for his or her poster. The stationary, double-sided poster boards stand 7 feet high and are 8 feet long. Thus two posters 120x120cm will occupy each side of a poster board. A diagram and space assignment will be distributed prior to Research Day.

(d) Poster layout

Poster components may be mounted directly on the poster boards with pushpins. The boards are white, so it is a good idea to use a contrasting colour behind each component to frame it. In designing the poster, keep in mind that the poster is a guide for your verbal "talking-points". Therefore, the best use of space is usually for an abstract, minimal bulleted highlights of your project, (e.g. Specific Aims, Significance, Methods, Results, and Conclusions) and multiple graphics. It is a good idea to include the abstract at the beginning. Remember, small fonts are not "viewer friendly" while graphics are "viewer friendly". Make sure your information can be easily read from a distance of 1–1.5m away.

The banner for the poster should include Title, Your Name (Year _____), Sponsored by [Sponsor's Name if relevant], [Sponsor's Title and Affiliation]. If the project was funded, cite the funding agency and grant number, if any, at the end of the abstract. A suggestion for making the title banner in Word (use Landscape orientation).

(e) The six elements of an outstanding poster

1. Clear title. This will indicate either the question being asked, or the answer to the question that was asked.
2. Why do it? Why is this important? Why is it interesting? Why should anyone (other than you and your mentor) care?
3. How did you do it? What are the methods?
4. What were the results?
5. Where do we go from here? Having answered an interesting and important question, how will the information be applied, or what will be the next steps toward refining the answer? (Note, if the answer to this question is to, "do a larger study" then you probably have not thought through element #2 above).
6. The entire poster should be readable in less than 5 minutes. This usually means that:
 - you will need to present more charts, graphs, and pictures than words;
 - the words should be readable from 4 feet away, and
 - the type font is greater than 24.

XI. Assessment and grading of the Honours project

- The Honours project is assessed by two examiners, who are anonymous to the student.
- The final mark is made on the recommendation of the Honours Subcommittee, taking to account the marks and comments made by the two examiners.
- The criteria used for marking the Honours project is detailed in the Faculty Honours Policy, Section V (Assessment).
- After the assessment process is completed, the student is able to review a copy of the collated examiners comments and marks.

XII. Award of Honours

The Honours Subcommittee will recommend to the Dean whether a student is eligible for graduating with Honours based on the academic merit of the research project submitted. Students graduate with BDent(Hons) – a class of Honours is not awarded due to the non-numerical grading system of the BDent program.

7. Bachelor of Oral Health

Overview

The Bachelor of Oral Health (BOH) degree course is a full-time three year vocational program designed to provide education at a university level so that graduates may register as dental hygienists and dental therapists. It will equip students with the required skills, knowledge and experience to deliver oral health education and promotion, dental hygiene and dental therapy services to patients in NSW, as well as throughout Australia and New Zealand. The program combines a firm scientific basis with extensive skills and professional development to produce graduates who are equipped to deal with the full range of treatments that dental hygienists and dental therapists may offer in the environment within which they work.

The course is structured so that students start acquiring their science foundation in parallel with early contact with patients, and the level and amount of patient contact increases as their scientific skills and oral health competencies grow. The emphasis of the course is on prevention and health maintenance in the context of a primary health care approach. Clinical practice largely occurs in the teaching hospitals where a team approach to patient care is practised. In their final year students are enhancing their understanding and knowledge of the legal, ethical and organisational environment in which they are practising, at the same time as delivering services to patients.

Graduates will have an effective understanding of their role and the roles of others in the oral health team as they deliver dental hygiene and dental therapy services to the community, delivering dental care appropriate to their scopes of practice, and referring patients to other providers as necessary.

- They will be able to liaise confidently with a range of health providers and deliver high-quality oral health education and promotion in the community.
- They will know how to apply theory to practice in a range of different situations, and will have the spirit of enquiry that encourages the extension of their knowledge and skill and their own professional development.
- They will be able to assume responsibility for the treatment of their patients' oral health, including analysis, diagnosis, and the development and execution of a treatment plan.
- They will know their limits, personal and professional, and be able to work competently and confidently within them.
- They will have the training and attributes to exercise leadership in oral health promotion, dental hygiene and dental therapy in the future.

Knowledge

- Detailed knowledge and skills in all topics identified by the Australian Dental Council as being essential to an undergraduate dental auxiliary program, and in all topics specified by NSW legislation for dental hygienists and dental therapists.
- Expertise in the analysis of dental conditions, in the diagnosis of dental diseases, and in the development and execution of dental treatments plans, under the supervision of a dentist.

Thinking skills

- Develop, integrate and apply knowledge and understanding of basic, clinical, behavioural and social sciences to support, inform and enlighten professional practice.
- Acquire, understand and integrate the latest knowledge into practice on a continuous basis.
- Keep up-to-date with professional, social and cultural changes and develop an understanding of their implications for practice.

Personal skills

- Develop and maintain the capacity to work as a member of an oral health team to provide community-based health promotion and individual patient care in the current and future professional, ethical and legal environment.
- Develop the ability to use information technology for patient management, communication, professional development, research, and practice management.

Personal attributes

- Develop an understanding of oral health as an integral part of overall health, and apply a preventive approach to the improvement of oral health through the community, including disadvantaged groups and the indigenous population.
- Develop and apply a broad understanding of different perspectives – professional, cultural, social, political – to the practice environment.
- Apply an ethical and moral approach to practice.
- Use critical self-examination and reflection as tools for personal and professional development, and to gain an appreciation of the need for continuing education.

Practical skills

- Manage dental disease by applying an evidence-based approach to analysis, diagnosis and treatment.
- Manage resources and people (including themselves) within the constraints of the practice environment.

Units of study 2007

The units of study for 2007 that is for students enrolled in Years 1, 2 and 3 of the course are detailed below:

Year 1

Semester	Unit of study	Credit points
1	BIOS1134 Basic Sciences for Health Studies	6
1	BIOS1161 Biochemistry and Human Biology	6
1	ORHL1001 Foundations of Oral Health 1	2
1	ORHL1005 Oral Health Clinical Practice (Intro)	10
2	BACH1130 Foundations of Health Sociology	3
2	BACH1132 Foundations of Health Psychology	3
2	ORHL1003 Foundations of Oral Health 2	6
2	ORHL1004 Oral Health Clinical Practice 1	12

Year 2

Semester	Unit of study	Credit points
1	BIOS2100 Applied Body Systems 1	6
1	ORHL2001 Foundations of Oral Health 3	3
1	ORHL2002 Oral Health Clinical Practice II	15
2	BIOS2101 Applied Body Systems 2	6
2	BACH1148 Health, Attitudes and Interaction	3
2	ORHL2003 Oral Health Clinical Practice III	15

Year 3

Semester	Unit of study	Credit points
1	ORHL3001 Foundations of Oral Health 4	3
1	ORHL3002 Oral Health in Society 1	3
1	ORHL3003 Oral Health in Clinical Practice 4	18
2	ORHL3005 Oral Health in Society 2	3
2	ORHL3004 Foundations of Oral Health 5	3
2	ORHL3006 Oral Health in Clinical Practice 5	18

Resolutions of the Senate

Consult the University of Sydney's 2006 Calendar for the Resolutions of the Senate for this course:

<http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

8. Postgraduate coursework rules and regulations

Enrolment information for new and continuing domestic students

New students

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

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

Continuing students

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

You may choose to pre-enrol online at MyUni or to submit your pre-enrolment form in person, by mail or by fax to the Postgraduate Student Administration Unit. In 2002, pre-enrolment via the web was open until 15 November and pre-enrolment through the Postgraduate Student Administration Unit was open until 1 November.

NB: No responsibility can be taken for forms faxed or mailed to the wrong address. It is in your interests to ensure that your form is lodged correctly and on time. It is also your responsibility to make sure the university has your correct postal address. If the University does not have your correct postal address you will not receive any of the documentation regarding pre-enrolment.

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

You will be required to pay the amount shown on the invoice at any branch of the National Australia Bank within approximately 7 days of receiving the invoice. The bank teller's stamped, receipt portion of the invoice which confirms payment of fees will then function as your

interim student ID card for a period of 14 days. Your official student card will be mailed to you when your payment is transferred from the bank to the University with information regarding card lamination and transport concessions.

Circumstances in which pre-enrolment is not permitted

You are not permitted to pre-enrol if:

You are commencing a new degree.

You are returning to study after a period of suspension.

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

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

Pre-enrolment and candidature variation

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

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

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

Failure to pre-enrol

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

What if I want to withdraw my candidature?

All students wishing to withdraw should advise the Postgraduate Student Administration Unit in writing or complete the candidature variation form (Click here for form) and submit it to the Unit before 31 March (for withdrawal in Semester 1) or 31 August (for withdrawal in Semester 2). If the form is received after these deadlines, your

candidature will be withdrawn in the following semester and you will be liable to pay all fees due for the current semester.

Enrolment information for new and continuing international students

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

Legal issues

Vaccination against infectious diseases

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

Criminal record check

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

Prohibited employment declaration

The NSW Child Protection (Prohibited Employment) Act 1998 regulates the employment of "prohibited persons" in "child-related employment". Under the Act a "prohibited person" is a person who has committed a serious sex offence. "Child related employment" means employment, paid or unpaid, which involves direct contact with children, where that contact is not directly supervised. The Act specifically includes persons undertaking practical training as part of an education or vocational course within its definition of employment. Under the Act, the University must, before referring a student to a child-related placement, require that student to disclose whether or not he or she is a "prohibited

person". Further, if the University becomes aware that a student is a "prohibited person" it must not refer that student to a child-related placement. It follows from the above that if you are enrolling in, or are already enrolled in, a course which requires you to undertake a placement in a setting where you are in direct contact with children you are required to complete a Prohibited Employment Declaration form and return it to the University.

2007 Fees

Domestic and international students are required to pay fees for the Faculty's postgraduate coursework programs, as listed below. In addition, students have the option to pay the University's Student Union fees.

The fees listed, unless otherwise stated, are for a standard full-time year of the course – i.e. where a course is three years full-time, then the amount should be multiplied by three to gain the total course fee. Note the Faculty and University reserve the right to increase fees from year to year, and that the fees below are not fixed for the duration of a student's candidature in the program.

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

Master of Dental Science (Oral Medicine & Oral Pathology, Orthodontics, Paediatric Dentistry, Periodontics, Prosthodontics)

\$22,320 (Domestic)
\$36,480 (International)

Master of Dental Science (Community Oral Health & Epidemiology)

\$16,800 (Domestic)
\$24,720 (International)

Graduate Diploma in Community Oral Health & Epidemiology

\$15,360 (Domestic)
\$24,720 (International)

Graduate Diploma in Clinical Dentistry (Oral Implants)

\$19,000 (total domestic course fee)
Not available to international students

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

\$15,360 (Domestic)
Not available to international students

Graduate Diploma in Clinical Dentistry (Restorative)

\$22,320 (Domestic)
\$36,480 (International)

Graduate Certificate in Clinical Dentistry (Restorative)

\$11,280 (Domestic)
\$18,480 (International)

Resolutions of the Senate for postgraduate coursework programs

The resolutions of the Senate relating to the Faculty's postgraduate coursework programs are available from the 2007 University of Sydney Calendar <http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

9. Postgraduate coursework rules and regulations

Overview

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

Master of Dental Science (MDSc) (Community Oral Health and Epidemiology)

Master of Dental Science (MDSc) (Oral Medicine and Oral Pathology)

Master of Dental Science (MDSc) (Orthodontics)

Master of Dental Science (MDSc) (Paediatric Dentistry)

Master of Dental Science (Periodontics)

Master of Dental Science (MDSc) (Prosthodontics)

Graduate Diploma in Clinical Dentistry (Restorative) (GradDipClinDent(Restorative))

Graduate Certificate in Clinical Dentistry (Restorative) (GradCertClinDent(Restorative))

Graduate Diploma in Community Oral Health and Epidemiology (GradDipComOH&Epid)

Graduate Diploma in Clinical Dentistry (Conscious Sedation and Pain Control) (GradDipClinDent)

Graduate Diploma in Clinical Dentistry (Oral Implants) (GradDipClinDent)

Master of Dental Science (Community Oral Health and Epidemiology)

Course code: EC031

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

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

The program is aimed at qualified dentists wishing to develop skills and acquire the knowledge for the effective practice of community dentistry.

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

Admission

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

Course structure

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

Units of study

The units of study are listed below for each year of the course.

Year	Semester	Unit of study	Credit points
1	1	DENT5744 Community Oral Health and Epidemiology A	9
1	1	DENT5746 Preventative Dentistry A	9
1	1	DENT5748 Public Health A	6
1	2	DENT5745 Community Oral Health and Epidemiology B	9
1	2	DENT5747 Preventative Dentistry B	9
1	2	DENT5749 Public Health B	6
2	1	DENT6428 Community Oral Health & Epidemiology Research A	24
2	2	DENT6429 Community Oral Health & Epidemiology Research B	24
Total: 96 credit points			

Further information

Contact the Course Coordinator
Associate Professor Wendell Evans
+61 2 9845-7537 or
w.evans@dentistry.usyd.edu.au

Master of Dental Science (Oral Medicine and Oral Pathology)

Course code and overview: EC001

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

Admission

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

Duration

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

Units of study

The units of study are listed below for each year of the course.

Year	Semester	Unit of study	Credit points
1	1	DENT6126 Oral Medicine 1A	24
1	2	DENT6127 Oral Medicine 1B	24
2	1	DENT6128 Oral Medicine 2A	24
2	2	DENT6129 Oral Medicine 2B	24
3	1	DENT6130 Oral Medicine 3B	24
3	2	DENT6131 Oral Medicine 3B	24
Total: 144 credit points			

Further information

Associate Professor Hans Zoellner
+61 2 9845-7373 or
hansz@dental.wsahs.nsw.gov.au

Master of Dental Science (Orthodontics)**Course code and overview: EC001**

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

Admission

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

Duration

The course is completed over three years full-time.

Units of study

The units of study are listed below for each year of the course.

Year	Semester	Unit of study	Credit points
1	1	DENT6226 Orthodontics 1A	24
1	2	DENT6227 Orthodontics 1B	24
2	1	DENT6228 Orthodontics 2A	24
2	2	DENT6229 Orthodontics 2B	24
3	1	DENT6230 Orthodontics 3B	24
3	2	DENT6231 Orthodontics 3B	24
Total: 144 credit points			

Further information

Contact the Course Coordinator
Prof Ali Darendeliler
+61 2 9351-8314 or
maria@dentistry.usyd.edu.au

Master of Dental Science (Paediatric Dentistry)**Course code and overview: EC001**

The program aims to develop the skills necessary for specialisation in paediatric dentistry. The program is aimed at qualified dentists who

wish to specialise in paediatric dentistry. The program prepares students for work in a specialist practice in paediatric dentistry or a specialist clinic in a hospital.

Admission

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

Duration

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

Units of study

The units of study are listed below for each year of the course.

Year	Semester	Unit of study	Credit points
1	1	DENT6276 Paediatric Dentistry 1A	24
1	2	DENT6277 Paediatric Dentistry 1B	24
2	1	DENT6278 Paediatric Dentistry 2A	24
2	2	DENT6279 Paediatric Dentistry 2B	24
3	1	DENT6280 Paediatric Dentistry 3B	24
3	2	DENT6281 Paediatric Dentistry 3B	24
Total: 144 credit points			

Further information

Contact the Course Coordinator
Dr Sally Hibbert
+61 2 9845-7420 or
frances@dental.wsahs.nsw.gov.au

Master of Dental Science (Periodontics)**Course code and overview: EC001**

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

Admission

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

Duration

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

Units of study

The units of study are listed below for each year of the course.

Year	Semester	Unit of study	Credit points
1	1	DENT6326 Periodontics 1A	24
1	2	DENT6327 Periodontics 1B	24
2	1	DENT6328 Periodontics 2A	24
2	2	DENT6329 Periodontics 2B	24
3	1	DENT6330 Periodontics 3B	24
3	2	DENT6331 Periodontics 3B	24
Total: 144 credit points			

Further information

Contact the Course Coordinator
Associate Professor Chris Daly
+61 2 9351-8320 or
cdaly@dentistry.usyd.edu.au

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

Course code and overview: EC001 (MDS), EF006 (Grad Dip);
EG007 (Grad Cert)

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

Admission

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

Duration

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

Units of study

Table 1

for students commencing from 2005

The units of study are listed below for each year of the course.

Year	Semester	Unit of study	Credit points
1	1	DENT6382 Foundation Studies: Restorative Dentistry	6
1	1	DENT6383 Foundation Studies: Fixed Prosthodontics	6
1	1	DENT6384 Foundation Studies: Removable Prosthodontics	6
1	1	DENT6385 Foundation Studies: Orofacial Pain	6
The above units (X4) satisfy the graduate certificate component.			

Year	Semester	Unit of study	Credit points
Total: 24 credit points			

Year	Semester	Unit of study	Credit points
1	2	DENT6386 Restorative Dentistry 1	6
1	2	DENT6387 Fixed Prosthodontics 1	6
1	2	DENT6388 Removable Prosthodontics 1	6
1	2	DENT6389 Orofacial Pain 1	6
The above units (X8) satisfy the graduate diploma requirement.			
Total: 48 credit points			

Year	Semester	Unit of study	Credit points
2	1	DENT6390 Advanced Clinical Prosthodontics 1A	6
2	1	DENT6391 Advanced Clinical Prosthodontics 1B	6
2	1	DENT6392 Advanced Clinical Prosthodontics 1C	6
2	1	DENT6393 Prosthodontics Research 1	6
2	2	DENT6394 Advanced Clinical Prosthodontics 2A	6
2	2	DENT6395 Advanced Clinical Prosthodontics 2B	6
2	2	DENT6396 Advanced Clinical Prosthodontics 2C	6
2	2	DENT6397 Prosthodontics Research 2	6
3	1	DENT6398 Advanced Clinical Prosthodontics 3A	6
3	1	DENT6399 Advanced Clinical Prosthodontics 3B	6
3	1	DENT6400 Advanced Clinical Prosthodontics 3C	6
3	1	DENT6411 Prosthodontics Research 3	6
3	2	DENT6412 Advanced Clinical Prosthodontics 4A	6
3	2	DENT6413 Advanced Clinical Prosthodontics 4B	6
3	2	DENT6414 Advanced Clinical Prosthodontics 4C	6
3	2	DENT6415 Prosthodontics Research 4	6
The above units (X24) satisfy the master's component.			
Total: 144 credit points			

Further information

Contact the Course Coordinator
Professor Iven Klineberg
+61 2 9845-7192 or
iven_klineberg@wsahs.nsw.gov.au

Graduate Diploma in Community Oral Health and Epidemiology

Course code and overview: EF004

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

of oral health resources and services, monitoring of oral health/disease parameters, management and development of oral health resources and services, forensic dentistry, research issues in community oral health.

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

Admission

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

Duration

The course is completed over one year full-time.

Units of study

The units of study are listed below for each year of the course.

Year	Semester	Unit of study	Credit points
1	1	DENT5744 Community Oral Health and Epidemiology A	9
1	1	DENT5746 Preventative Dentistry A	9
1	1	DENT5748 Public Health A	6
1	2	DENT5745 Community Oral Health and Epidemiology B	6
1	2	DENT5747 Preventative Dentistry B	6
1	2	DENT5749 Public Health B	6
Total: 48 credit points			

Further information

Contact the Course Coordinator
Associate Professor Wendell Evans
+61 2 9845-7537 or
wevans@dentistry.usyd.edu.au

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

Course code and overview: EF001

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

Admission

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

Duration

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

Units of study

The units of study are listed below for each year of the course.

Year	Semester	Unit of study	Credit points
1	1	DENT5251 Basic Life Support and Resuscitation A	5
1	1	DENT5261 Practical Dental Sedation A	4
1	1	DENT5271 Theory of Dental Sedation A	3
1	2	DENT5252 Basic Life Support and Resuscitation B	5

Year	Semester	Unit of study	Credit points
1	2	DENT5262 Practical Dental Sedation B	5
1	2	DENT5272 Theory of Dental Sedation B	2
2	1	DENT5253 Basic Life Support and Resuscitation C	5
2	1	DENT5263 Practical Dental Sedation C	5
2	1	DENT5273 Theory of Dental Sedation C	2
2	2	DENT5254 Basic Life Support and Resuscitation D	4
2	2	DENT5264 Practical Dental Sedation D	5
2	2	DENT5274 Theory of Dental Sedation D	3
Total: 48 credit points			

Further information

Contact the Course Coordinator
Dr Doug Stewart
+61 2 9845-7195 or
Douglas_Stewart@wsahs.nsw.gov.au

Graduate Diploma in Clinical Dentistry (Oral Implants)

Course code and overview: EF002

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

Admission

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

Duration

The course is completed over 1.5 years part-time.

Units of study

The units of study are listed below for each year of the course.

Year	Semester	Unit of study	Credit points
1	1	DENT5357 Treatment Planning	20
1	2	DENT5358 Clinical Procedures	8
2	1	DENT5359 Case Studies	20
Total: 48 credit points			

Further information

Contact the Course Coordinator
Prof Iven Klineberg
+61 2 9845-7192 or
traceyb@dental.wsahs.nsw.gov.au

Resolutions of the Senate for postgraduate coursework programs

The resolutions of the Senate relating to the Faculty's postgraduate coursework programs are available from the 2007 University of Sydney Calendar <http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

10. Postgraduate research courses and regulations

Overview

The Faculty of Dentistry offers the research degrees of:

Doctor of Dental Science (DDSc)

Doctor of Philosophy (PhD)

Master of Science in Dentistry (MSc(Dent))
(phased out from 2006)

Master of Philosophy (MPhil)

Doctor of Dental Science (DDSc)

Course Code: EA000

Course overview:

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

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

Admission requirements:

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

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

Doctor of Philosophy (PhD)

Course code: EB000

Course overview:

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

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

Full-time PhD students have a minimum of 3 years and maximum of 4 years to submit a thesis for examination. Part-time students have

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

Admission requirements:

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

Master of Philosophy (MPhil)

Course code: EC003

Course overview:

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

Admission requirements:

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

Master of Science in Dentistry (MSc(Dent))

Course code: EC003

Course overview:

The MSc(Dent) is a research degree and is aimed at those who intend to pursue research careers in oral health or a related field. It may also be used as a foundation to commencing a Doctor of Philosophy (PhD). Full-time MSc (Dent) students have a minimum of 2 years and maximum of 3 years to submit a thesis for examination. Part-time students have a minimum of 2 years and a maximum of 6 years to submit. The word limit for a thesis submitted to the Faculty of Dentistry is 80,000 words. MSc (Dent) students may be required to attend classes or undertake coursework units of study, and the thesis is the only or major examinable assessment requirement for the degree. Note: This course is being phased out from 2006 and has been replaced by the MPhil from 2007.

Admission requirements:

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

Enrolment information for new domestic students

Once you have been given an offer of admission, you will be required to enrol in your course prior to commencement. In most cases, this means that you must attend the University in person on a specific enrolment day. If you are unable to attend on that day you should arrange for someone else to attend on your behalf. Proxy enrolment guidelines and authorisation forms are available from the Student Centre website. On enrolment day, you will be asked to check and

complete your enrolment forms, pay your fees and will be given your student card. If you are a coursework student you will need to confirm the units of study that you will be undertaking during the year. Detailed enrolment instructions will be sent to you by the Postgraduate Student Administration Unit in advance of enrolment day.

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

Enrolment information for continuing domestic students

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

You may choose to pre-enrol online at MyUni or to submit your pre-enrolment form in person, by mail or by fax to the Postgraduate Student Administration Unit. In 2002, pre-enrolment via the web was open until 15 November and pre-enrolment through the Postgraduate Student Administration Unit was open until 1 November.

NB: No responsibility can be taken for forms faxed or mailed to the wrong address. It is in your interests to ensure that your form is lodged correctly and on time. It is also your responsibility to make sure the University has your correct postal address. If the University does not have your correct postal address you will not receive any of the documentation regarding pre-enrolment.

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

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

Circumstances in which pre-enrolment is not permitted

You are not permitted to pre-enrol if:

You are commencing a new degree.

You are returning to study after a period of suspension.

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

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

Pre-enrolment and candidature variation

Please note that pre-enrolment only allows you to maintain your current enrolment – it does not allow you to make changes to your enrolment. If, once you have pre-enrolled, you wish to change your candidature (i.e. transfer to another degree, suspend or extend your candidature, change from FT to PT or PT to FT or spend time away from the university) you must complete a candidature variation form, obtain

the necessary approvals and submit it to the Postgraduate Student Administration Unit. Click here for more information on candidature variation.

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

Pre-enrolment for research candidates

Are you about to submit your thesis?

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

Enrolment information for international students

International students are to adhere to the enrolment procedure stipulated by the International Office.

Refer to <http://www.usyd.edu.au/internationaloffice>

Legal issues

Research students may be required to undertake criminal records and infectious diseases checks if their research involves a clinical component that requires direct contact with patients in the teaching hospitals or in private practice/sector settings. Refer to the Postgraduate Coursework chapter in this handbook for full details.

2007 Fees

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

International candidates will be required to pay fees. The fee for the PhD in 2007 is \$24,720, payable for each year of enrolment in the program. The fee for the MSc(Dent) and MPhil for 2007 is \$24,720, payable for each year of enrolment in the program. Note the Faculty and the University reserve the right to increase fees from year to year, and that the above fees may not be fixed for the duration of a student's candidature in the program.

Resolutions

The Resolutions of the Senate relating to the Faculty's research degree programs are available in the 2007 University of Sydney Calendar <http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

11. Other Faculty information

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

Enrolment

Infectious diseases

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

This vaccination documentation must be presented to the Faculty before students can participate in clinical activities in the BDEnt and BOH programs and applies to all students, local and international.

Criminal record

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

Further information is available on the NSW Health Department website.

All students commencing in 2007 will be sent information and forms on infectious diseases and criminal records check requirements with their offers in November, and will be expected to undertake the relevant checks prior to enrolment in February.

Child Protection/Prohibited Employment

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

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

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

Information regarding the NSW Child Protection Act can be found at this following address:

http://www.austlii.edu.au/au/legis/nsw/consol_act/cpea1998401/longtitle.html

Confirmation of enrolment

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

To enable you to see what enrolment data have been recorded, you will be sent a "confirmation of enrolment" notice by the Student Centre shortly after completion of enrolment. You should check this carefully. If the information is correct you should keep the notice as a record of your current enrolment. Should the notice be incorrect in any detail, you should apply at the Student Centre immediately to have your record amended. A new confirmation will then be prepared and sent to you. You will also receive, about two months after the beginning of each semester, a statement showing your HECS or fees assessment for that semester. If there appears to be an error in this assessment, you should follow the directions for correction of the assessment which are included in the statement.

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

Libraries

Dentistry Library

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

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

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

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

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

Contact: Ms Elizabeth Pigott (Dentistry Librarian)
Email: dentistry@library.usyd.edu.au
Web: www.library.usyd.edu.au/Libraries/Dentistry

Other libraries

Other libraries in the University relevant to Dentistry are the Fisher, Badham, Burkitt-Ford, Engineering, Medical and Pharmacy Libraries. Dentistry staff and students may also use the Westmead Hospital Library (conditions may apply).

Faculty societies

Sydney University Dental Undergraduates' Association

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

The Association is a registered society within the University Union. With assistance from the Union, the SUDUA has provided facilities at the Sydney Dental Hospital campus and the Westmead Centre for Oral Health campus, such as common rooms, pool tables, photocopiers and computers. In addition to this, the SUDUA plays a pivotal role in organising and running various activities to meet the educational and social needs of its members.

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

Dental Alumni Society of the University of Sydney

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

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

Dental Alumni Society Museum

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

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

Oral Health Foundation

Purpose

The Oral Health Foundation was established in 2000, with the following aims:

To support education and research activities at the Faculty of Dentistry.
To unite Faculty alumni and the general community in the support of the Faculty.
To promote the advancement of the oral health of the community.

Background

Prior to 2000, there were two Foundations associated with the Faculty of Dentistry, the Faculty of Dentistry Foundation and the Dental Health Education and Research Foundation. These were amalgamated into

one foundation with the broad purpose of promoting stronger ties between the Faculty, profession, and the community at large.

Structure

The Foundation is part of the University of Sydney and is accountable to the University Senate. It operates under a constitution approved by the University Senate and has a governing Council consisting of dental professionals and representatives from the ADA Inc, ADA (NSW Branch), Recent Graduates Committee of the ADA, the Dental Board of NSW, the Dental Industry Association, the Dental Alumni Society and the Sydney University Dental Undergraduates Association, as well as *ex-Officio* senior University representatives.

Funding

The Foundation is a self-funding organisation and as such, is totally reliant on professional and corporate support for its activities. Donations to the Foundation are tax deductible.

Support for the Faculty

In recent years Universities across Australia have suffered a depletion of funding for all manner of socio-political reasons. The rationale is at least partly aimed at increasing support for tertiary education from the corporate and alumnus communities. The Faculty of Dentistry at the University of Sydney has seen many changes to its teaching and research facilities over the years, most of them beneficial, but the need for further finance is always pressing.

Contact Details

The Oral Health Foundation
Faculty of Dentistry
Level 6
Sydney Dental Hospital
2 Chalmers Street
Surry Hills NSW 2010
Phone: +61 2 9351 8347
Fax : +61 2 9351 8333
Email: ohf@dentistry.usyd.edu.au

Committee for Continuing Education in Dentistry

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

1. To provide courses of continuing education in all fields of dentistry for dental graduates. Over 600 courses have been conducted, and 2006 is the Continuing Education unit's 59th year of operation. The courses range from short courses of half-day duration to longer courses conducted over a number of days, either grouped together or spread over a number of weeks/months/years. These may be "hands-on" or lecture programs, including courses of a specialised nature or general update courses for the general practitioner.
2. To provide funds for research and appropriate Faculty infrastructure.

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

Enquiries about the Committee's program can be addressed to the Secretary, Committee for Continuing Education in Dentistry, Faculty of Dentistry, 2 Chalmers Street, Surry Hills NSW 2010, on +61 2 9351 8340 or on email: smctaggart@usyd.edu.au

Traineeships, scholarships and prizes

Traineeships

Traineeships are available in dentistry that afford financial assistance to students during the latter parts of the course. In each case, fees and a living allowance are paid and some assistance is given with books.

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

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

from whom further particulars may be obtained.

Undergraduate scholarships and prizes

Financial assistance

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

Dental Board of New South Wales

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

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

Funds are limited and loans must therefore be restricted accordingly.

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

Prizes for academic merit

The Faculty of Dentistry awards a number of prizes on the basis of academic merit. Prizes awarded are detailed on the faculty website. <http://www.dentistry.usyd.edu.au/student/prozes.php>

University Medal

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

The Sydney Summer and Winter Schools

2007	Dates
Summer School	December 2006–February 2007
Winter School	July 2007

The Summer School

The Summer School is a full fee-paying, intensive program offering high quality undergraduate and postgraduate units of study from most faculties. These units of study are the same as those offered in Semesters One and Two, but are taught as an intensive program over summer. Some classes commence in December, others commence in January and continue into February (including the exam week). Some units of study run for seven weeks others are shorter. Students can take a maximum of two units of study.

The Winter School

The Winter School is held every July during the academic year. The Winter School is a smaller, more intensive three week program.

Advantages

Attending classes at Sydney University during summer offers many advantages. You can

- use this time to accelerate your academic career and to finish your degree sooner
- devote your full attention to a single area of study
- take courses that might be outside your normal degree
- reduce your workload throughout the rest of the year
- repeat units of study in which you may have been unsuccessful
- combine study with a field trip in Australia or a tour overseas.

For high school graduates, you can

- sample a university program
- get a head start on your degree.

How to apply

Applications will only be accepted online. Our website is www.summer.usyd.edu.au

Some units have limited places and fill very quickly. All places are filled strictly on a first in first served basis so it is recommended that you apply early.

Applications open on 27 September 2006.

Applications close on 15 December 2006.

Census dates – Summer School 2007

Students can withdraw from their unit of study without academic penalty and receive a full refund until the census date. However, a late withdrawal fee may apply. As classes start throughout December to February there are three census dates for the Summer School. These are based on when the class commences.

ID	Session name	Classes begin	Census date
42*	Summer Dec	11 December	2 January
43	Summer Main	4 January	12 January
44**	Summer Late	12 January	6 February

*42 Summer Dec: Allows for a unit to run for 3–9 weeks, provided that the 20 per cent criterion is met.

**44 Summer Late: Last exam must be held by 1 March.

Withdrawal and Refund policy

- For classes commencing in **December 2006**, students withdrawing from a Summer School unit of study from 28 November 2006 to 2 January 2007, will receive a refund of tuition fees but will be liable for a \$500 late withdrawal fee.
- For classes commencing after **4 January 2007**, students withdrawing from a Summer School unit of study from 16 December 2006 to 12 January 2007, will receive a refund of tuition fees but will be liable for a \$500 late withdrawal fee.
- For classes commencing after **12 January 2007**, students withdrawing from a Summer School unit of study from 16 December 2006 to 6 February 2007, will receive a refund of tuition fees but will be liable for a \$500 late withdrawal fee.
- Students may withdraw from their Summer School unit(s) of study up until 4pm on the last day of the Teaching Period for that particular unit of study. However, there may be an academic penalty (please refer to our website). The Teaching Period for purposes of this policy is defined in hours of published classes from the first day through to the last day of classes, excluding any final examination or assessment.
- Students withdrawing from a Summer School unit of study after 4pm on the relevant census date will receive no refund of their tuition fee.

Transferring between Summer School units

There will be no penalty if a student changes between units of study in the Summer School before the commencement of class. However NO transfers will be allowed after the commencement of the class.

Summer School scholarships

Merit scholarships

Only four merit scholarships are available and are automatically awarded to the top four students who achieve the highest results in their Summer School unit of study.

Educational/Financial Disadvantage scholarships

Partial or full Summer School scholarships are available to local undergraduate students for the Summer School with a good academic record. To be eligible for consideration you will need to provide evidence of long-term and serious educational disadvantage based on two or more criteria, one of which must be financial hardship. Please check our website for further details. Applications close on 27 October 2006.

For more information

Web: www.summer.usyd.edu.au
 Email: info@summer.usyd.edu.au
 Phone: +61 2 9351 5542
 Fax: +61 2 9351 5888

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

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

[Section 1]

University Coursework Rule

Preliminary

Rules relating to Coursework Award Courses

Division 1 Award course requirements, credit points and assessment

Division 2 Enrolment

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

Division 4 Progression

Division 5 Discontinuation of enrolment and suspension of candidature

Division 6 Unsatisfactory progress and exclusion

Division 7 Exceptional circumstances

Division 8 Award of degrees, diplomas and certificates

Division 9 Transitional provisions

Preliminary

1. Commencement and purpose of Rule

1.1 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*.

1.2 This Rule comes into force on 1 January 2001.

1.3 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:

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

1.2 **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.

1.3 **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.

1.3.1 **specific credit** means the recognition of previously completed studies as directly equivalent to units of study;

1.3.2 **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

1.3.3 **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.

1.4 **dean** means the dean of a faculty or the director or principal of an academic college or the chairperson of a board of studies.

1.5 **degree** means a degree at the level of bachelor or master for the purpose of this Rule.

1.6 **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.

1.7 **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.

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

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

1.10 **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.

1.11 **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.

1.12 **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.

1.13 **student** means a person enrolled as a candidate for a course.

1.14 **testamur** means a certificate of award provided to a graduate, usually at a graduation ceremony.

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

1.16 **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.

1.17 **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

2.1 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.

2.1 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

3.1 To qualify for the award of a degree, diploma or certificate, a student must:

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

3.1.2 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;

3.1.3 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

3.1.4 satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

4. Units of study and credit points

4.1.1 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.

4.1.2 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.

4.2 A student completes a unit of study if the student:

4.2.1 participates in the learning experiences provided for the unit of study;

4.2.2 meets the standards required by the University for academic honesty;

4.2.3 meets all examination, assessment and attendance requirements for the unit of study; and

4.2.4 passes the required assessments for the unit of study.

4.3 Each unit of study is assigned a specified number of credit points by the faculty responsible for the unit of study.

4.4 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.

4.5 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.

4.6 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

5.1 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.

5.2 A student who completes a unit of study for which only a pass/fail result is available will be recorded as having satisfied requirements.

5.3 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.

5.4 Examination and assessment in the University are conducted in accordance with the policies and directions of the Academic Board.

6. Attendance

6.1 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.

6.2 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

7.1 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.

7.2 Except as provided in section 7.1, 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.

7.3 A student may not enrol in units of study additional to award course requirements without first obtaining permission from the relevant dean.

7.4 Except as prescribed in faculty resolutions or with the permission of the relevant dean:

7.4.1 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

7.4.2 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

8.1 Students may be granted credit on the basis of previous studies.

8.2 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:

8.2.1 for undergraduate award courses, complete a minimum of the equivalent of two full-time semesters of the award course at the University; and

8.2.2 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.

8.3 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.

8.4 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.

8.5 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

9.1 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.

9.2 The relevant dean has authority to determine any conditions applying to cross-institutional study.

Division 4: Progression

10. Repeating a unit of study

10.1 A student who repeats a unit of study shall, unless granted exemption by the relevant dean:

10.1.1 participate in the learning experiences provided for the unit of study; and

10.1.2 meet all examination, assessment and attendance requirements for the unit of study.

10.2 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

11.1 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

- 12.1 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:
- 12.1.1 that the discontinuation occurred at an earlier date; and
- 12.1.2 that there was good reason why the application could not be made at the earlier time.
- 12.2 A student who discontinues enrolment during the first year of enrolment in an award course may not re-enrol in that award course unless:
- 12.2.1 the relevant dean has granted prior permission to re-enrol; or
- 12.2.2 the student is reselected for admission to candidature for that course.
- 12.3 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:
- 12.3.1 the discontinuation occurred at an earlier date; and
- 12.3.2 there was good reason why the application could not be made at the earlier time.
- 12.4 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

- 13.1 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.
- 13.2 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.
- 13.3 A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the relevant faculty.
- 13.4 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

- 14.1 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

- 15.1 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.
- 15.2 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.
- 15.3 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:

- 16.1 exclude the student from the relevant course; or
- 16.2 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:
- 16.2.1 completion of a unit or units of study within a specified time;

- 16.2.2 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
- 16.2.3 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

- 17.1 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.
- 17.2 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

- 18.1 In this Rule a reference to the Appeals Committee is a reference to the Senate Student Appeals Committee (Exclusions and Re-admissions).
- 18.2.1.1 A student who has been excluded in accordance with this Rule may appeal to the Appeals Committee.
- 18.2.1.2 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.
- 18.2.2 The Appeals Committee shall comprise:
- 18.2.2.1 three *ex officio* members (the Chancellor, the Deputy Chancellor and the Vice-Chancellor and Principal);
- 18.2.2.2 the Chair and Deputy Chairs of the Academic Board;
- 18.2.2.3 two student Fellows; and
- 18.2.2.4 up to four other Fellows.
- 18.2.3 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:
- 18.2.3.1 *ex officio* member;
- 18.2.3.2 Chair or Deputy Chair of the Academic Board;
- 18.2.3.3 student Fellow; and
- 18.2.3.4 other Fellows.
- 18.2.4 Three members shall constitute a quorum for a meeting of the Appeals Committee or a subcommittee.
- 18.2.5 The Appeals Committee and its subcommittees have authority to hear and determine all such appeals and must report its decision to the Senate annually.
- 18.2.6 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.
- 18.2.7 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.
- 18.2.8 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.
- 18.2.9 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.
- 18.2.10 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

- 19.1 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

- 20.1 Undergraduate diplomas may be awarded in five grades – pass, pass with merit, pass with distinction, pass with high distinction or honours.
- 20.2 Degrees of bachelor may be awarded in two grades – pass or honours.
- 20.3 Graduate diplomas and graduate certificates may be awarded in one grade only – pass.
- 20.4 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

- 21.1 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.
- 21.2 Each faculty shall publish the grading systems and criteria for the award of honours in that faculty.
- 21.3 Classes which may be used for the award of honours are:
 - 21.3.1 First Class
 - 21.3.2 Second Class/Division 1
 - 21.3.3 Second Class/Division 2
 - 21.3.4 Third Class
- 21.4 With respect to award courses which include an additional honours year:
 - 21.4.1 a student may not graduate with the pass degree while enrolled in the honours year;
 - 21.4.2 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;
 - 21.4.3 faculties may prescribe the conditions under which a student may enrol part-time in the honours year;
 - 21.4.4 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

- 22.1 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

- 23.1 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

- 24.1 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.
- 24.2 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

- 25.1 This Rule applies to all candidates for degrees, diplomas and certificates who commence candidature after 1 January 2001.
- 25.2 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.

University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

Please also see the *University of Sydney (Authority Within Academic Units) Rule 2003 (as amended)*

Part 1 – Preliminary

Part 2 – Admission to candidature

Part 3 – Supervision

Part 4 – Candidature

Part 5 – Submission of thesis

Part 1 – Preliminary

1. Citation and commencement

1.1 Citation

1.1.1 This Rule is made by the Senate of the University of Sydney pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.

1.2 Commencement

1.2.1 This Rule commences on the day after it is made in accordance with Chapter 2 of the University of Sydney By-law 1999.

2. Purpose

2.1 This Rule:

- 2.1.1 repeals and replaces Part 10, Division 4 of the University of Sydney (Amendment Act) Rule 1999 in its entirety; and
- 2.1.2 deals with matters relating to the degree of Doctor of Philosophy.

Part 2 – Admission to candidature

3. Heads of department

3.1 A head of department may delegate to a specified member of the academic staff his or her responsibilities under these Rules by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

4. Admission to candidature

4.1 An applicant for admission as a candidate for the degree shall, except as provided in 4.2 and 4.3 below, hold or have fulfilled all the requirements for:

- 4.1.1 the degree of master, or
- 4.1.2 the degree of bachelor with first or second class honours.

4.2 A faculty may admit as a candidate for the degree an applicant holding the degree of bachelor without first or second class honours after the applicant has passed a qualifying examination at a standard equivalent to the bachelor's degree with first or second class honours, provided that a faculty may exempt an applicant from the qualifying examination if the applicant has obtained a high distinction or distinction in the highest course available in the subject or subjects relevant to the proposed course of advanced study and research.

4.3 The Academic Board has endorsed an interpretation of the qualifying examination as including completion of a period of relevant full-time or part-time advanced study and research towards a master's degree in the University of Sydney, at such a standard as would demonstrate to the satisfaction of the faculty that the candidate is suitably prepared in the particular field of study to undertake candidature for the degree of Doctor of Philosophy.

4.4 The Academic Board may, in accordance with this Rule, admit as a candidate for the degree an applicant holding qualifications which, in the opinion of the faculty concerned and of the Academic Board, are equivalent to those prescribed in 4.1 or

4.2 above and such candidate shall proceed to the degree under such conditions as the Academic Board may prescribe.

4.5 An applicant for admission to candidature shall submit to the faculty concerned:

4.5.1 a proposed course of advanced study and research, approved by the head of the department in which the work is to be carried out, to be undertaken by the applicant in a department of the University, and

4.5.2 satisfactory evidence of adequate training and ability to pursue the proposed course.

4.6 The faculty may require a candidate, as part of the evidence of the candidate's training and ability to pursue the proposed course, to pass a special examination.

4.7 A reference in this section to one or more departments, one or more schools, an interdepartmental committee and an interschool committee.

5. Probationary acceptance

5.1 A candidate may be accepted by a faculty on a probationary basis for a period not exceeding one year and upon completion of this probationary period, the faculty shall review the candidate's work and shall either confirm the candidate's status or terminate the candidature.

5.2 In the case of a candidate accepted on a probationary period under 5.1 above, the candidature shall be deemed to have commenced from the date of such acceptance.

6. Control of candidature

6.1 Each candidate shall pursue his or her course of advanced study and research wholly under the control of the University.

6.2 Where a candidate is employed by an institution other than the University, the faculty or college board may require a statement by that employer acknowledging that the candidature will be under the control of the University.

7. Other studies during the candidature

7.1 A candidate may be required by the head of department or the supervisor to attend lectures, seminar courses or practical work courses or to undertake courses and, if required, the assessment for such courses, subject to the approval of any other head of department concerned.

8. Credit for previous studies

8.1 A candidate who, at the date of admission to candidature, has completed not less than six months as a candidate for the degree of master in any faculty or board of studies of the University of Sydney, may be permitted by the faculty concerned to be credited for the whole or any part of the period of candidature completed for the degree of master as a period of candidature completed for the degree of Doctor of Philosophy, provided that the period of candidature for the degree of master for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the faculty or board of studies concerned and directly related to the candidate's proposed course of advanced study and research for the degree of Doctor of Philosophy.

8.2 A candidate who, at the date of admission has completed not less than six months as a candidate for a higher degree in another university or institution may be permitted by the Academic Board, on the recommendation of the faculty concerned, to be credited for the whole or any part of the period of candidature completed as a period completed for the degree of Doctor of Philosophy of the University of Sydney, provided that:

8.2.1 at the date of admission to candidature for the higher degree of the other university or institution concerned the candidate shall have fulfilled the requirements of admission to candidature set out in section 3 above;

8.2.2 the period of candidature for the higher degree of the other university or institution concerned for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the

- other university or institution concerned and directly related to the candidate's proposed course of advanced study and research in the University of Sydney;
- 8.2.3 the candidate shall have abandoned candidature for the higher degree of the other university or institution concerned for which credit is sought;
- 8.2.4 the amount of credit which may be so granted shall not exceed one year; and
- 8.2.5 no candidate who has been granted credit shall present a thesis for examination for the degree earlier than the end of the second year after acceptance.
- 8.3 The Faculty of Medicine may grant credit not exceeding one year to a candidate for the degree of Doctor of Philosophy in that Faculty who has submitted documented evidence of having previously completed supervised study towards the degree of Doctor of Medicine of the University of Sydney.

Part 3 – Supervision

9. **Appointment and qualifications of supervisors and associate supervisors**
- 9.1 The faculty or college board, on the recommendation of the head of department concerned, shall appoint a suitably qualified supervisor and associate supervisors for each candidate to take primary responsibility for the conduct of the candidature and to be responsible for the progress of the candidature to the head of department and the faculty or college board concerned in accordance with policy established by the Academic Board.

Part 4 – Candidature

10. **Location**
- 10.1.1 Subject to the annual approval of the supervisor, head of department and faculty or college board, the candidate shall pursue the course of advanced study and research either:
- 10.1.1.1 within the University including its research stations and teaching hospitals;
- 10.1.1.2 on fieldwork either in the field or in libraries, museums or other repositories;
- 10.1.1.3 within industrial laboratories or research institutions or other institutions considered by the faculty or college board concerned to provide adequate facilities for that candidature; or
- 10.1.1.4 within a professional working environment;
- 10.1.2 and shall attend at the University for such consultation with the supervisor and shall participate in such departmental and faculty or college seminars as shall annually be specified.
- 10.2.1 A candidate pursuing candidature outside Australia must also complete a minimum of two semesters of candidature within the University [but not necessarily immediately before submission, not necessarily as a continuous two-semester period] before submission of the thesis.
- 10.2.2 The corresponding period for candidates for whom the minimum length of candidature is four semesters is a minimum of one semester.
- 10.3 When recommending the detailed annual conditions for each candidate's particular course of advanced study and research the supervisor and head of department must indicate whether they are satisfied that the proposed supervision arrangements will be satisfactory.
11. **Progress**
- 11.1 At the end of each year each candidate shall provide evidence of progress and attend a progress review interview to the satisfaction of the supervisor and head of department concerned and any Departmental or Faculty Postgraduate Review Committee.
- 11.2 On the basis of evidence provided and the interview, the head of department shall recommend the conditions of candidature to apply for the following year and may require the candidate to provide further evidence of progress at the end of one semester or such other period as the head of department considers appropriate.
- 11.3 If a candidate fails to submit evidence of progress or if the head of department concerned considers that the evidence submitted does not indicate satisfactory progress, the faculty or college board may, on the head's recommendation, call upon that candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards

completion of the degree and where, in the opinion of the faculty or college board, the candidate does not show good cause the faculty or college board may terminate that candidature or may impose conditions on the continuation of that candidature.

Part 5 – Submission of thesis

12. **The thesis**
- 12.1.1 On completing the course of advanced study and research, a candidate shall present a thesis embodying the results of the work undertaken, which shall be a substantially original contribution to the subject concerned.
- 12.1.2 The candidate shall state, generally in the preface and specifically in notes, the sources from which the information is derived, the animal and human ethical approvals obtained, the extent to which the work of others has been made use of, and the portion of the work the candidate claims as original.
- 12.2 A candidate may also submit in support of the candidature any publication of which the candidate is the sole or joint author. In such a case the candidate must produce evidence to identify satisfactorily the sections of the work for which the candidate is responsible.
- 12.3 Except where the candidature has been governed by an approved cotutelle agreement, a candidate may not present as the thesis any work which has been presented for a degree or diploma at this or another university, but the candidate will not be precluded from incorporating such in the thesis, provided that, in presenting the thesis, the candidate indicates the part of the work which has been so incorporated.
- 12.4 Theses shall be written in English, except that:
- 12.4.1 in the case of a candidature governed by an approved cotutelle agreement, the thesis may be written in English or in another language; and
- 12.4.2.1 in the Faculty of Arts, in the case of language departments, theses may be written either in English or in their target language as determined by the department, unless a department has specified by means of a Faculty resolution that it will consider applications to submit the thesis in a language other than:
- 12.4.2.1.1 English; or
- 12.4.2.1.2 a target language of the department.
- 12.4.2.2 Such applications should be made in writing; and approved by the head of department concerned and the Dean of the Faculty, before the commencement of candidature.
- 12.4.2.3 In considering applications a head of department shall take into account arrangements for supervision and examination.
- 12.5 A candidate shall submit to the Registrar four copies of the thesis in a form prescribed by resolution of the Academic Board and four copies of a summary of about 300 words in length.
- 12.6 The thesis shall be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.
13. **Earliest date for submission**
- 13.1 Except as provided below, a candidate may not submit a thesis for examination earlier than the end of the sixth semester of candidature.
- 13.2 A faculty or college board may permit a candidate holding any of the following qualifications of the University of Sydney or from such other institution as the faculty or college board may approve, to submit a thesis for examination not earlier than the end of the fourth semester of candidature:
- 13.2.1 a degree of master completed primarily by research;
- 13.2.2 both the degrees of Bachelor of Dental Surgery with honours and Bachelor of Science (Dental) with honours;
- 13.2.3 both the degrees of Bachelor of Medicine with honours and Bachelor of Science (Medical) with honours; or
- 13.2.4 both the degrees of Bachelor of Veterinary Science with honours and Bachelor of Science (Veterinary) with honours.
- 13.3 Notwithstanding 13.1 and 13.2 above, a faculty may, on the recommendation of the head of department and supervisor concerned, permit a candidate to submit a thesis for examination up to one semester earlier than prescribed if, in the opinion of the faculty, evidence has been produced that the candidate has made exceptional progress in his or her candidature.
- 13.4.1 Notwithstanding 13.1, 13.2 and 13.3 above, the Chair of the Academic Board may, on the recommendation of the dean

of the faculty in which the candidate is enrolled, permit a candidate to submit a thesis for examination earlier than prescribed if, in the opinion of the Chair of the Academic Board, evidence has been produced that the candidate has made exceptional progress in his or her candidature.

- 13.4.2 The Chair of the Academic Board may take advice from the Chair of the Graduate Studies Committee and shall report any applications under this provision and the action taken to the next meeting of the Academic Board.

14. Latest date for submission

- 14.1 Except as provided in 14.1 to 14.3 below, a candidate shall submit the thesis for examination not later than the end of the eighth semester of candidature.
- 14.2 A candidate whose candidature has been part-time throughout shall submit the thesis for examination not later than the end of the 16th semester of candidature.
- 14.3 The time limits set out in 14.1 to 14.2 above, apply to candidates who commence candidature after 31 December 2000. Candidates who commenced candidature prior to this date may choose to proceed in accordance with the Rules in force at the time when they commenced candidature.
- 14.4 The relevant dean may permit a candidate to submit the thesis for examination after a period of time greater than the maximum periods specified.

15. Examination

- 15.1 The procedures for examination shall be prescribed by the Academic Board.

General University information

For further information or advice, please feel free to call our Helpline on **1300 362 006**.

Accommodation Service
 Admissions Office
 Applying for a course
 Assessment
 Careers Centre
 Casual Employment Service
 Centre for Continuing Education
 Centre for English Teaching
 Child Care
 Client Services, Information and Communications Technology (ICT)
 The Co-op Bookshop
 Counselling Service
 Disability Services
 Email
 Enrolment
 Environmental Policy
 Examinations
 Fees
 Financial Assistance Office
 Freedom of Information
 Graduations Office
 (Grievances) Appeals
 HECS and Fees Office
 HELP
 Information and Communications Technology
 International Office
 International Student Support Unit
 Koori Centre and Yooroang Garang
 Learning Centre
 Library
 Mathematics Learning Centre
 Multimedia and Educational Technologies in Arts (META) Resource Centre
 MyUni Student Portal
 Part-time, full-time
 Policy online
 Privacy
 Scholarships for undergraduates
 Services for Students
 Student Centre
 Student Identity Cards
 Student Services
 The Sydney Summer School
 The University of Sydney Foundation Program
 Timetabling Unit
 University Health Service

Accommodation Service

The Accommodation Service helps students find off-campus accommodation. The service maintains extensive databases of share accommodation, rental properties, and full board accommodation. Currently enrolled students can access the database online through the MyUni student portal, or the accommodation website via your MyUni student portal or the Services for Students website.

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 Web: <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.

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

Phone: +61 2 9351 4117 or +61 2 9351 4118
 Fax: +61 2 9351 4869
 Email: admissions@records.usyd.edu.au
 Web: <http://www.usyd.edu.au/studentcentre>

Applying for a course

Domestic applicants for undergraduate courses and programs of study

For the purpose of admission and enrolment 'domestic applicant' refers to citizens and permanent residents of Australia and citizens of New Zealand. If you are in this group and wish to apply for admission into an undergraduate course, you would generally apply through the Universities Admissions Centre (UAC). The deadline for application is the last working day of September in the year before enrolment. Go to the UAC website for more information.

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

Domestic applicants for postgraduate courses and programs of study

For the purpose of admission and enrolment 'domestic applicant' refers to citizens and permanent residents of Australia and citizens of New Zealand. Application is direct to the faculty which offers the course that you are interested in. Application forms for postgraduate coursework, postgraduate research and the master's qualifying or preliminary program and for non-award postgraduate study can be found at <http://www.usyd.edu.au/studentcentre>.

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). 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 K01
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3481
Fax: +61 2 9351 5134
Email: info@careers.usyd.edu.au
Web: <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.

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

Phone: +61 2 9351 8714
Fax: +61 2 9351 8717
Email: ces@stuserv.usyd.edu.au
Web: 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
160 Missenden Rd
Newtown NSW 2042

Postal address:
Locked Bag 2020
Glebe NSW 2037

Ph: +61 2 9036 4789
Fax: +61 2 9036 4799
Email: info@cce.usyd.edu.au
Web: <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.

Camperdown Campus G01
University Of Sydney
NSW 2006 Australia

Phone: +61 2 9351 0760
Fax: +61 2 9351 0710
Email: info@cet.usyd.edu.au
Web: <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

Child Care Information Officer
Level 7, Education Building A35
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 5667
Fax: +61 2 9351 7055
Email: childc@stuserv.usyd.edu.au
Web: <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 (<http://www.itassist.usyd.edu.au>) or by visiting the staff at one of the University Access Labs. The access labs on the Camperdown and Darlington campuses are located in:

- Fisher Library (Level 2);
- Carlaw 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 are available on a fee for service basis which 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 (<http://www-mail.usyd.edu.au>);
- access to the Internet from home or residential colleges (<http://www.itassist.usyd.edu.au/services.html>);
- student facilities via the MyUni student portal (<http://myuni.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
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 6000
Fax: +61 2 9351 6004
Email: support@usyd.edu.au
Web: <http://www.itassist.usyd.edu.au>

The Co-op Bookshop

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

- textbooks
- general books
- reference books
- DVDs
- flash drives; and
- software at academic prices.

Lifetime membership costs \$20.00 and gives great discounts on purchases (conditions apply).

Sports and Aquatic Centre Building G09

Phone: +61 2 9351 3705

Fax: +61 2 9660 5256

Email: sydu@coop-bookshop.com.au

Web: <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. The Service provides short-term, problem-focused counselling to promote psychological wellbeing and to help students develop effective and realistic coping strategies. International students can access counselling assistance through the International Students Support Unit (ISSU). Each semester the Counselling Service runs a program of workshops designed to assist students master essential study and life management skills. Workshops are available to all local and international students. 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. Phone to make an appointment. Daily walk-in appointments are also available between 11am and 3pm.

Camperdown and Darlington campuses

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

Phone: +61 2 9351 2228

Fax: +61 2 9351 7055

Email: counsell@mail.usyd.edu.au

Web: <http://www.usyd.edu.au/counsel>

Cumberland Campus

Ground Floor, A Block, Cumberland Campus C42
University of Sydney
East Street
Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638

Fax: +61 2 9351 9635

Email: CS_Cumberland@fhs.usyd.edu.au

Web: <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. Students with a disability need to register with Disability Services to receive support and assistance. Disability Services 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 negotiation with academic staff regarding assessment and course requirement modifications where appropriate. For details on registering with the Service including documentation required and online resources see the Disability Services website via your MyUni student portal or <http://www.usyd.edu.au/disability>.

Camperdown and Darlington campuses

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

Phone: +61 2 9351 7040

Fax: +61 2 9351 3320

TTY: +61 2 9351 3412

Email: disserv@stuserv.usyd.edu.au

Web: <http://www.usyd.edu.au/disability>

Cumberland Campus

Ground Floor, A Block, Cumberland Campus C42
University of Sydney
East Street
Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638

Fax: +61 2 9351 9635

Email: DS_Cumberland@fhs.usyd.edu.au

Web: <http://www.usyd.edu.au/disability>

Equity Support Services

Equity Support Services, located within Student Services, brings together a number of student support services that produce practical assistance and information to support students in meeting their academic and personal goals while at University. Services include Accommodation Service, Casual Employment Service, Childcare Information Officer, Disability Services and the Financial Assistance Officer. For details of these services and online resources provided see their individual entry in this Handbook or go to the MyUni student portal or the Services for Students website.

Email

See Client Services, Information and Communications Technology

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.

All other students

A pre-enrolment package is sent to all enrolled students in late September and contains instructions on the procedure for web-based pre-enrolment.

Environmental Policy

The University of Sydney's Environmental Policy promotes sustainable resource and product use; and encourages the practice of environmental stewardship by staff and students. The policy is supported by the University wide Sustainable Campus Program.

Enquiries can be directed to the Manager, Environmental Strategies

Phone: +61 2 93512063

Email: sustainable@usyd.edu.au

or go to <http://www.usyd.edu.au/sustainable> 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
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4005 or +61 2 9351 4006
Fax: +61 2 9351 7330
Email: exams.office@exams.usyd.edu.au

Fees

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

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

Phone: +61 2 9351 5222
Fax: +61 2 9351 4202
Email: feespay@usyd.edu.au

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

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

Phone: +61 2 9351 2416
Fax: +61 2 9351 7055
Email: fao@stuserv.usyd.edu.au
Web: 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

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 and to produce two documents: a *Statement of Affairs* (annually) and a *Summary of Affairs* (every six months). The *Statement of Affairs* contains information about the University, its structure, function and the kinds of documents held. The *Summary of Affairs* identifies the University's policy documents and provides information on how to make an application for access to University documents.

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

The University is required to report to the public on its freedom of information (FOI) activities on a regular basis and to produce two documents: a *Statement of Affairs* (annually) and a *Summary of Affairs* (every six months). The *Statement of Affairs* contains information about the University, its structure, function and the kinds of documents held. The *Summary of Affairs* identifies the University's policy documents and provides information on how to make an application for access to University documents.

Further information and copies of the current Statement and Summary may be found at <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
Carlaw Building F07
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3199, +61 2 9351 4009
Protocol: +61 2 9351 4612
Fax: +61 2 9351 5072

(Grievances) Appeals

You may consider that a decision affecting your candidature for a degree or other activities at the University has not taken into account all relevant matters.

In some cases the by-laws or resolutions of the Senate (see the University Calendar) provide for a right of appeal against particular decisions; for example, there is provision for appeal against academic decisions, disciplinary decisions and exclusion after failure.

A document outlining the current procedures for appeals against academic decisions is available at the Student Centre, at the SRC, and on the University's policy online website (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
University of Sydney
NSW 2006 Australia

Phone: +61 2 9660 5222

HECS and Fees Office

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

Phone: +61 2 9351 5659, +61 2 9351 5062, +61 2 9351 2086
 Fax: +61 2 9036 6111

HELP

See HECS and Fees Office

Information and Communications Technology

See Client Services, Information and Communications Technology

International Office

The International Office provides assistance with application, admission and enrolment procedures for international students. The International Office also includes units responsible for international marketing, government relations, international scholarships, including AusAID scholarships, and compliance with government regulations related to 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 Office

Services Building G12
 University of Sydney
 NSW 2006 Australia

Phone: +61 2 9351 4079
 Fax: +61 2 9351 4013
 Email: info@io.usyd.edu.au
 Web: <http://www.usyd.edu.au/internationaloffice>

Study Abroad

Phone: +61 2 9351 3699
 Fax: +61 2 9351 2795
 Email: studyabroad@io.usyd.edu.au
 Web: <http://www.usyd.edu.au/studyabroad>

Student Exchange

Phone: +61 2 9351 3699
 Fax: +61 2 9351 2795
 Email: exchange@io.usyd.edu.au
 Web: <http://www.usyd.edu.au/studentexchange>

International Student Support Unit

The International Student Support 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 <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
 University of Sydney
 NSW 2006 Australia

Phone: +61 2 9351 4749
 Fax: +61 2 9351 6818
 Email: info@issu.usyd.edu.au
 Web: <http://www.usyd.edu.au/issu>

Cumberland Campus

Ground Floor, A Block, Cumberland Campus C42
 University of Sydney
 East Street, Lidcombe
 NSW 2141 Australia

Phone: +61 2 9351 9638
 Fax: +61 2 9351 9635
 Email: ISSU_Cumberland@fhs.usyd.edu.au
 Web: <http://www.usyd.edu.au/issu>

Koori Centre and Yooroang Garang

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 Indigenous Australian 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 for Indigenous Australian students across the University.

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
 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: +61 2 9351 6923
 Email: koori@koori.usyd.edu.au
 Web: <http://www.koori.usyd.edu.au>

Yooroang Garang

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

Phone: +61 2 9351 9393
 Toll Free: 1800 000 418
 Fax: +61 2 9351 9400
 Email: yginfo@fhs.usyd.edu.au
 Web: <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, 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.

Camperdown and Darlington campuses

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

Phone: +61 2 9351 3853
Fax: +61 2 9351 4865
Email: lc@stuserv.usyd.edu.au
Web: <http://www.usyd.edu.au/lc>

Cumberland Campus

Ground Floor, A Block, Cumberland Campus C42
University of Sydney
East Street
Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: LC_Cumberland@fhs.usyd.edu.au
Web: <http://www.usyd.edu.au/lc>

Library

The University of Sydney Library, the largest academic library in the Southern Hemisphere, is a network of 17 libraries located on nine campuses. The Library website provides access to services and resources, anywhere at anytime. The locations, opening hours and subject specialities of the libraries are listed on the website.

Over five million items are available via the Library catalogue, including more than 68,000 electronic journals and 281,000 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 <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.

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

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

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

The *Client Service Charter* describes the Library's commitment to supporting students' learning, including those with special needs. See the *Client Service Charter* online.

Your comments and suggestions are always welcome.

University of Sydney Library F03
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2993 (general enquiries)
Fax: +61 2 9351 2890 (administration)
+61 2 9351 7278 (renewals)
Email: loanenq@library.usyd.edu.au (loan enquiries),
udd@library.usyd.edu.au (document delivery enquiries)
Web: <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 on-going 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.

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

Phone: +61 2 9351 4061
Fax: +61 2 9351 5797
Email: mlc@stuserv.usyd.edu.au
Web: <http://www.usyd.edu.au/mlc>

Multimedia and Educational Technologies in Arts (META) Resource Centre (Languages and E-Learning)

The centre provides access to recorded lectures, classwork and interactive self-paced learning materials for students of languages other than English (LOTE) and English as a second language (ESL). 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)
University of Sydney
NSW 2006 Australia

Phone: Library enquiries +61 2 9351 2683
For all other enquiries +61 2 9351 6781
Fax: +61 2 9351 3626
Email: For Library enquiries meta.library@arts.usyd.edu.au
For all other enquiries meta@arts.usyd.edu
Web: <http://www.arts.usyd.edu.au/centres/meta>

MyUni Student Portal

The MyUni student portal is the starting point and 'one-stop' environment for students to access all their web-based University information and services. MyUni automatically tailors what a student sees based on their login-in and offers students the option of further personalising content. Most importantly, MyUni allows students to complete tasks online that would previously have required attendance in person. The following are examples of MyUni services and information:

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

Website: <http://myuni.usyd.edu.au>

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.

Policy online

In addition to the resolutions covering specific courses there are a number of University policies that apply to students. These include:

- The code of conduct for students
- Academic honesty in coursework
- Student plagiarism: Coursework assessment and examination of coursework

All of these policies can be accessed from the University's Policy online website.

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 <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

Scholarships for undergraduates

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

Phone: +61 2 9351 2717
Fax: +61 2 9351 5134
Email: scholarships@careers.usyd.edu.au

Web: <http://www.usyd.edu.au/scholarships>

Services for Students

See Student Services

Student Centre

Ground Floor, Carslaw Building F07
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: +61 2 9351 5060
Fax: +61 2 9351 5081, +61 2 9351 5350 (academic records)
Web: <http://www.usyd.edu.au/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.

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 your MyUni student portal or the Services for Students website: <http://www.usyd.edu.au/stuserv>.

The Sydney Summer School

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

The University of Sydney Foundation Program (USFP)

The University of Sydney offers its foundation program to international students as a preparation for undergraduate degrees at several Australian universities.

The Foundation Program is conducted by Taylors College on behalf of Study Group Australia and the University of Sydney. The Foundation Program allows both first and second semester entry to undergraduate courses at the University of Sydney and other universities within Australia.

Phone: +61 2 8263 1888
Fax: +61 2 9267 0531

Email: info@io.usyd.edu.au
Web: <http://www.usyd.edu.au/foundationprogram>

College Address
The University of Sydney Foundation Program
Taylors College
965 Bourke St
Waterloo NSW 2017

Phone: +61 2 8303 9700
Fax: +61 2 8303 9777

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.

University Health Service

The University Health Service provides a full experienced general practitioner service and emergency medical care to all members of the University community. You can consult a doctor either by appointment or on a walk-in basis (for more urgent matters only). The Health Service bills Medicare or your overseas student health care provider (Worldcare or Medibank Private) directly for the full cost of most consultations.

Email: director@unihealth.usyd.edu.au
Web: <http://www.unihealth.usyd.edu.au>
Fax: +61 2 9351 4110

University Health Service (Holme)

University Health Service (Holme)]]
Holme Building A09
Science Rd
University of Sydney
NSW 2006 Australia

Opening Hours: 8:30am–5pm, Mon–Fri
Phone: +61 2 9351 4095

University Health Service (Wentworth)

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

Opening Hours: 8:30am–5:30pm, Mon–Fri
Phone: +61 2 9351 3484

Holme Building A09
Science Rd
University of Sydney
NSW 2006 Australia

Opening Hours: 8:30am–5pm, Mon–Fri
Phone: +61 2 9351 4095

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

Student organisations and International students

Student organisations

Students' Representative Council

The Students' Representative Council (SRC) advances and defends the interests of Sydney University undergraduate students at Sydney University and in the community. SRC members receive free advocacy and advice and a discount at the SRC shop.

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

Phone: + 61 2 9660 5222
Fax: +61 2 9660 4260
SRC Shop: +61 2 9660 4756
Email: info@src.usyd.edu.au
Web: www.src.usyd.edu.au

Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is an independent representative association providing advice, advocacy and support services for the postgraduate student community. SUPRA is your postgraduate student association and is here to help you.

Raglan Street Building G10
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3715
Freecall: 1800 249 950
Fax: +61 2 9351 6400
Email: admin@supra.usyd.edu.au
Web: 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
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4960
Fax: +61 2 9351 4962
Email: admin@susport.usyd.edu.au
Web: www.susport.com

University of Sydney Union

The University of Sydney Union (USU) 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
University of Sydney
NSW 2006 Australia

Phone: 1800 013 201 (switchboard)
Fax: +61 2 9563 6109
Email: info@usu.usyd.edu.au
Web: www.usuonline.com

International students

The following information is for international students studying onshore on an Australian Student Visa.

Full-time study

International students must maintain full-time enrolment at all times (a minimum of 18 credit points). However, in the following limited circumstances, part-time study is permitted:

- students studying in Australia on a different type of visa that does not carry study restrictions;
- students in their final semester who are required to take additional units to complete their course;
- cross-institutional students enrolled full-time at their home institution;
- students enrolled in an approved joint delivery program that involves enrolment at two institutions.

Satisfactory academic progress

The University is required to report to the Department of Immigration and Multicultural Affairs (DIMA) any International Student who fails to maintain satisfactory academic progress. This may result in automatic visa cancellation. It is important that International Students contact the International Office if they are experiencing academic difficulties.

Distance/web-based study

International students studying onshore in Australia are not permitted to enrol in distance or web-based courses. However, a small number of web-based units within a course taught largely in face-to-face mode are allowed. Contact the faculty to discuss enrolment options.

Work permits

International students with a work permit are permitted to work for up to 20 hours during semester and full-time during the University's official vacation periods. Contact the International Office for more information.

Change of address

International Students must notify the University of their residential address within seven days of arrival and notify any change of address within seven days. This may be done via the University's MyUni Web portal.

Course transfers

Sponsored students will need permission from their sponsors before transferring courses. Australian Government sponsored students (AusAID, Endeavour) and Asia Development Bank (ADB) sponsored students should contact the International Office in the early stages of considering a course transfer.

Suspension/discontinuation

The University is required to report to DIMA international students who discontinue or suspend their studies. Students who suspend their studies for severe medical or compassionate reasons should contact the International Office urgently.

Overseas student health cover

Australian Student Visa holders must maintain overseas health cover for the duration of their stay. The International Office arranges health cover for the first year but it is the individual student's responsibility to maintain health cover for each subsequent year.

Additional information

For more information related to international students, please see the Glossary in this handbook.

Abbreviations

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

A	
AARNet	Australian Academic Research Network
AAUT	Australian Awards for University Teaching
AAM	Annual Average Mark
ABC	Activity Based Costing
ABSTUDY	Aboriginal Study Assistance Scheme
ACER	Australian Council for Educational Research
AGSM	Australian Graduate School of Management
ANZAAS	Australian and New Zealand Association for the Advancement of Science
APA	Australian Postgraduate Awards
APAC	Australian Partnership for Advanced Computing
APAI	Australian Postgraduate Awards (Industry)
APA-IT	Australian Postgraduate Awards in Information Technology
APDI	Australian Postdoctoral Fellowships Industry
APEC	Asia-Pacific Economic Cooperation
APF	Australian Postdoctoral Fellowship
AQF	Australian Qualifications Framework
ARC	Australian Research Council
ARTS	Automated Results Transfer System
ASDOT	Assessment Fee Subsidy for Disadvantaged Overseas Students
ATN	Australian Technology Network
ATP	Australian Technology Park
ATPL	Australian Technology Park Limited
AUQA	Australian Universities Quality Agency
AusAID	Australian Agency for International Development
AUTC	Australian Universities Teaching Committee
AVCC	Australian Vice-Chancellors Committee

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

C	
CAF	Cost Adjustment Factor
CAUT	Committee for Advancement of University Teaching
CDP	Capital Development Program
CEP	Country Education Profile
CEQ	Course Experience Questionnaire
CES	Casual Employment Service
CFO	Chief Financial Officer
CHASS	College of Humanities and Social Sciences
CHESSN	Commonwealth Higher Education System Student Number
CHS	College of Health Sciences
CIO	Chief Information Officer
COE	Confirmation of Enrolment
CPSU	Community and Public Sector Union

C	
CRC	Cooperative Research Centre
CREO	Centre for Regional Education, Orange
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CRRRI	Centre for Rural and Regional Innovation
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CST	College of Sciences and Technology
CULT	Combined Universities Language Test
CUTSD	Committee for University Teaching and Staff Development

D	
DAC	Data Audit Committee
DEST	Commonwealth Department of Education, Science and Training
DET	NSW Department of Education and Training
DIMA	Department of Immigration and Multicultural Affairs
D-IRD	Discovery-Indigenous Researchers Development Program
DVC	Deputy Vice-Chancellor

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

F	
FFT	Fractional Full-Time (Equivalent Staff)
FlexSIS	Flexible Student Information System
FHS	Faculty of Health Sciences
FMO	Facilities Management Office
FOS	Field of Study
FTE	Full-Time Equivalent (Staff)
FRM	Faculty of Rural Management

G	
GATS	General Agreement on Trade in Services
GCCA	Graduate Careers Council of Australia
GDS	Graduate Destination Survey
GPOF	General Purpose Operating Funds
GSA	Graduate Skills Assessment
GSG	Graduate School of Government
GWSLN	Greater Western Sydney Learning Network

H	
HDR	Higher Degree Research
HECS	Higher Education Contribution Scheme
HEEP	Higher Education Equity Program

Abbreviations

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

I	
IAF	Institutional Assessment Framework (This is a new name for what was previously the DEST Profile process.)
IAS	Institute of Advanced Studies
ICT	Information and Communication Technology
ICTR	Information and Communication Technology Resources
IELTS	International English Language Testing Scheme
IGS	Institutional Grants Scheme (DEST)
IO	International Office
IP	Intellectual Property
IPRS	International Postgraduate Research Scholarships
IREX	International Researcher Exchange Scheme
ISFP	Indigenous Support Funding Program
ISIG	Innovation Summit Implementation Group
ISSU	International Student Services Unit
ITC	Information Technology Committee
ITL	Institute for Teaching and Learning
ITS	Information Technology Services

J	
JASON	Joint Academic Scholarships Online Network

L	
LBOTE	Language Background Other Than English

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

N	
NBCOTP	National Bridging Courses for Overseas Trained Program
NCG	National Competitive Grant
NESB	Non-English-Speaking Background
NHMRC	National Health and Medical Research Council
NOIE	National Office for the Information Economy
NOOSR	National Office for Overseas Skill Recognition
NRSL	Non-Recent School Leaver
NSW VCC	New South Wales Vice-Chancellors' Conference
NTEU	National Tertiary Education Industry Union

O	
OECD	Organisation for Economic Cooperation and Development
OLA	Open Learning Australia
OLDPS	Open Learning Deferred Payment Scheme

O	
OPRS	Overseas Postgraduate Research Scholarships

P	
PELS	Postgraduate Education Loans Scheme
PSO	Planning Support Office
PVC	Pro-Vice-Chancellor

Q	
QA	Quality Assurance
QACG	Quality Advisory and Coordination Group

R	
R&D	Research and Development
R&R	Restructuring and Rationalisation Program
RC	Responsibility Centre
REG	Research and Earmarked Grants
REP	Research Education Program
RFM	Relative Funding Model
RIBG	Research Infrastructure Block Grant (DEST)
RIEF	Research Infrastructure Equipment and Facilities Scheme
RISF	Restructuring Initiatives Support Fund
RMO	Risk Management Office
ROA	Record of Achievement
RQ	Research Quantum
RQU	Recognition Quality Unit (Higher Education Division – DEST)
RRTMR	Research and Research Training Management Reports
RSL	Recent School Leaver
RTS	Research Training Scheme (DEST)

S	
SCA	Sydney College of the Arts
SCEQ	Sydney Course Experience Questionnaire
SCM	Sydney Conservatorium of Music
SCR	Science Capability Review
SDF	Strategic Development Fund
SEG	Senior Executive Group
SES	Socioeconomic Status
SI	Scholarship Index
SLE	Student Learning Entitlement
SNA	Safety Net Adjustment
SPIRT	Strategic Partnerships with Industry – Research and Training Scheme
SPR	Student Progress Rate
SRC	Students' Representative Council
SSR	Student/Staff Ratio
STABEX	Study Abroad Exchange (database)
SUPRA	Sydney University Postgraduate Students' Representative Association
SUSport	Sydney University Sport

T	
TAFE	Technical and Further Education
TOEFL	Test of English as a foreign language
TPI	Teaching Performance Indicator

U	
UAC	Universities Admissions Centre
UMAP	University Mobility in Asia and the Pacific
UNESCO	United Nations Educational, Scientific and Cultural Organisation

U	
UPA	University Postgraduate Awards

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

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

Y	
YFE	Year of First Enrolment

Glossary

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

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 sidneienseis

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:

$$AAM = \frac{\sum (\text{marks} \times \text{credit point value})}{\sum (\text{credit point value})}$$

(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.

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 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**Calendar**

The annual University publication which provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the Senate resolutions relating to constitutions and courses in each faculty.

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 10 campuses of the University of Sydney:

- Burren Street (Institute of Transport Studies)
- Camperdown
- Darlington
- Camden (Agriculture and Veterinary Science)
- Conservatorium (Sydney Conservatorium of Music)
- Cumberland (Health Sciences)
- Mallett Street (Nursing)
- 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 Commonwealth-supported Student, HECS-HELP.)

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.

Commonwealth-supported student

Most of the students who study at the University of Sydney are Commonwealth supported. These students have most of the cost of their education paid by the government but must also contribute towards this cost themselves (their student contribution).

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 student-contribution liability (see Commonwealth-supported student) or tuition fee charge at the institution at which the unit of study is being undertaken. (See also Non-award course).

D

Data Audit Committee (DAC)

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 subcommittee of the VCAC Enrolment Working Party, it is chaired by the Registrar, with membership including the deans, the Student Centre, FlexSIS and the Planning Support Office.

Deadlines (Enrolment variations)

(See Enrolment variation.)

Deadlines (Fees)

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

Dean

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

Dean's certificate

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

Deferment (Deferral)

(See Admission (deferment), Course leave.)

Degree

(See also Award course, Bachelor's degree.)

Delivery mode

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

Distance education

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

Intensive on campus

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

On campus (normal)

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

Department

(See School.)

Department of Education, Science and Training (DEST)

The Commonwealth Government department responsible for higher education.

Differential HECS

(See Higher Education Contribution Scheme (HECS).)

Diploma

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

Direct admissions

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

Disability information

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

Disciplinary action

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

Discipline

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

Discipline group

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

Discontinuation (course)

(See Enrolment variation.)

Discontinuation (unit of study)

(See Enrolment variation.)

Dissertation

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

Distance education

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

Doctorate

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

Domestic Student

A student who is not an international student. (See also Local student.)

Double degree

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

Downgrade

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

E**Equivalent full-time student unit (EFTSU)**

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

Faculty handbook

The annual University publication for each faculty which provided detailed information about the faculty and its courses.

FEE-HELP Loan

Fee-paying students who are Australian citizens or holders of a Permanent Humanitarian Visa can gain assistance in paying their fees through the Commonwealth Government's FEE-HELP program. There is a \$50,000 limit to the amount students can borrow and a 20 per cent loan fee on the amounts borrowed through FEE-HELP.

Fee-paying students

Students who pay tuition fees to the University and are not liable for HECS.

Fellows of Senate

Members of the governing body of the University.

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.

Grade	Description	Comment
PCON	Pass (concessional)	A mark of 46–49. Use of this grade is restricted to those courses that allow for a concessional pass of some kind to be awarded. A student may re-enrol in a unit of study for which the result was PCON. Each faculty will determine and state in its course regulations what proportion, if any, may count – e.g. "no more than one sixth of the total credit points for a course can be made up from PCON results".
F	Fail	A mark of 0–49. This grade may be used for students with marks of 46–49 in those faculties which do not use PCON.
AF	Absent fail	Includes non-submission of compulsory work (or non-attendance at compulsory labs, etc) as well as failure to attend an examination.
W	Withdrawn	Not recorded on an external transcript. This is the result that obtains where a student applies to discontinue a unit of study by the HECS census date (i.e. within the first four weeks of enrolment).
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.)

Graduate entry degree

A bachelor's, or undergraduate degree, that requires another undergraduate degree as a prerequisite of entry. Examples of graduate entry degrees at the University of Sydney include: the Medical Program; Graduate Law and the Bachelor of Dentistry.

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.)

Grand Weighted Average Mark (GWAM)

Is the WAM calculated over all units of study undertaken in a degree course (except those "Discontinued – Not to count as failure" and those with only a "Satisfied Requirements" result), weighted according to credit point value and the year-levels (1, 2, 3 or 4) of the units of study. The GWAM may be expressed as:

$$GWAM = \frac{\sum (Mark \times Credit Points \times Year)}{\sum (Credit Points \times Year)}$$

H**Handbook**

(See Faculty handbook.)

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)

Higher Education Contribution Scheme (HECS)

The Higher Education Contribution Scheme (HECS) was the previous Commonwealth Government student loan scheme. It ceased to operate on 1 January, 2005 and was replaced by HECS-HELP (see below).

HECS-HELP Loan

Commonwealth supported students who are Australian citizens or holders of a Permanent Humanitarian Visa can choose to pay their contributions upfront or to obtain a HECS-HELP loan from the Commonwealth. A HECS-HELP loan is repaid through the tax system once the student is working and their income reaches a threshold (currently around \$35 000). Students who choose to pay their student contribution upfront receive a 20 per cent discount. The student's contribution is calculated twice a year (before each semester).

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

Learning Entitlement

Each student has a seven year full-time period during which they can remain Commonwealth supported. This seven year period is called their 'learning entitlement'.

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 Commonwealth-supported student, Domestic student, 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.)

MPhil

The Master of Philosophy (MPhil) is a master's by research degree offered by some (but not all) of the University's faculties. (See also Award course, Master's degree.)

Mutually exclusive units of study

(See Prohibited combinations of units of study.)

MyUni

The University of Sydney's student portal system. It provides students with access to information about the University and its courses, including access to email, library services, student support services, student self-administration and e-learning software such as Blackboard and WebCT.

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 was replaced by the FEE-HELP scheme on 1 January 2005. (See FEE-HELP Loan.)

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.

Semester Weighted Average Mark (SWAM)

Is the WAM calculated over all units of study undertaken in a semester (except those 'Discontinued – Not to count as failure' and those with only a 'Satisfied Requirements' result), weighted according to credit point value. The SWAM may be expressed as:

$$SWAM = \frac{\sum (Mark \times Credit\ points)}{\sum (Credit\ points)}$$

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:

$$WAM = \frac{\sum (W_c \times M_c)}{\sum (W_c)}$$

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.

Index of units of study

B

BACH1130 Foundations of Health Sociology, **7, 28**
 BACH1132 Foundations of Health Psychology, **7**
 BIOS1134 Basic Sciences for Health Studies, **7, 28**
 BIOS1161 Biochemistry and Human Biology, **7, 28**
 BIOS2100 Applied Body Systems 1, **28**
 BIOS2101 Applied Body Systems 2, **28**

D

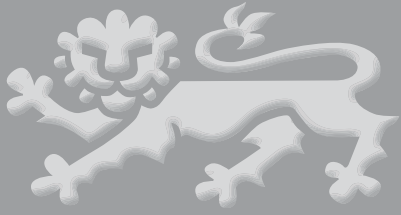
DENT5251 Basic Life Support and Resuscitation A, **34**
 DENT5252 Basic Life Support and Resuscitation B, **34**
 DENT5253 Basic Life Support and Resuscitation C, **34**
 DENT5254 Basic Life Support and Resuscitation D, **34**
 DENT5261 Practical Dental Sedation A, **34**
 DENT5262 Practical Dental Sedation B, **34**
 DENT5263 Practical Dental Sedation C, **34**
 DENT5264 Practical Dental Sedation D, **34**
 DENT5271 Theory of Dental Sedation A, **34**
 DENT5272 Theory of Dental Sedation B, **34**
 DENT5273 Theory of Dental Sedation C, **34**
 DENT5274 Theory of Dental Sedation D, **34**
 DENT5357 Treatment Planning, **34**
 DENT5358 Clinical Procedures, **34**
 DENT5359 Case Studies, **34**
 DENT5744 Community Oral Health and Epidemiology A, **32, 34**
 DENT5745 Community Oral Health and Epidemiology B, **32, 34**
 DENT5748 Public Health A, **32, 34**
 DENT5749 Public Health B, **32, 34**
 DENT6383 Foundation Studies: Fixed Prosthodontics, **34**
 DENT6384 Foundation Studies: Removable Prosthodontics, **34**
 DENT6385 Foundation Studies: Orofacial Pain, **34**
 DENT6386 Restorative Dentistry 1, **34**
 DENT6387 Fixed Prosthodontics 1, **34**
 DENT6388 Removable Prosthodontics 1, **34**
 DENT6389 Orofacial Pain 1, **34**
 DENT6390 Advanced Clinical Prosthodontics 1A, **34**
 DENT6391 Advanced Clinical Prosthodontics 1B, **34**
 DENT6392 Advanced Clinical Prosthodontics 1C, **34**
 DENT6393 Prosthodontics Research 1, **34**
 DENT6394 Advanced Clinical Prosthodontics 2A, **34**
 DENT6395 Advanced Clinical Prosthodontics 2B, **34**
 DENT6396 Advanced Clinical Prosthodontics 2C, **34**
 DENT6397 Prosthodontics Research 2, **34**
 DENT6398 Advanced Clinical Prosthodontics 3A, **34**
 DENT6399 Advanced Clinical Prosthodontics 3B, **34**
 DENT6400 Advanced Clinical Prosthodontics 3C, **34**
 DENT6411 Prosthodontics Research 3, **34**
 DENT6412 Advanced Clinical Prosthodontics 4A, **34**
 DENT6413 Advanced Clinical Prosthodontics 4B, **34**
 DENT6414 Advanced Clinical Prosthodontics 4C, **34**
 DENT6415 Prosthodontics Research 4, **34**

O

ORHL1001 Foundations of Oral Health 1, **7, 28**
 ORHL1003 Foundations of Oral Health 2, **7, 28**
 ORHL1004 Oral Health Clinical Practice 1, **7, 28**
 ORHL1005 Oral Health Clinical Practice (Intro), **7, 28**
 ORHL2001 Foundations of Oral Health 3, **28**
 ORHL2002 Oral Health Clinical Practice II, **28**
 ORHL2003 Oral Health Clinical Practice III, **28**
 ORHL3001 Foundations of Oral Health 4, **28**
 ORHL3002 Oral Health in Society 1, **28**
 ORHL3004 Foundations of Oral Health 5, **28**
 ORHL3005 Oral Health in Society 2, **28**

U

USDP1011 Life Sciences 1, **7, 21**
 USDP1012 Foundations of Total Patient Care 1, **7, 21**
 USDP1013 Personal and Professional Development 1, **7, 21**
 USDP1014 Dentist and Community 1, **7, 21**
 USDP1021 Life Sciences 2, **7, 21**
 USDP1022 Foundations of Total Patient Care 2, **7, 21**
 USDP1023 Personal and Professional Development 2, **7, 21**
 USDP1024 Dentist and Community 2, **7**
 USDP2012 Foundations of Total Patient Care 3, **21**
 USDP2016 Life Sciences 3, **21**
 USDP2022 Foundations of Total Patient Care 4, **21**
 USDP2023 Personal and Professional Development 4, **22**
 USDP2024 Dentist and Community 4, **22**
 USDP2026 Life Sciences 4, **22**
 USDP3001 Life Sciences 5, **22**
 USDP3002 Total Patient Care 1, **22**
 USDP3003 Personal and Professional Development 5, **22**
 USDP3005 Life Sciences 6, **22**
 USDP3006 Total Patient Care 2, **22**
 USDP3007 Personal and Professional Development 6, **22**
 USDP4001 Life Sciences 1, **22**
 USDP4002 Total Patient Care 3, **22**
 USDP4003 Personal and Professional Development 7, **22**
 USDP4004 Dentist and Community 7, **22**
 USDP4005 Life Sciences 2, **22**
 USDP4006 Total Patient Care 4, **22**
 USDP4007 Personal and Professional Development 8, **22**



2007 handbook

maps

Quick links:

www.facilities.usyd.edu.au/maps/index.shtml

Campuses

Bicycle map

Precincts

Disability access

Parking layout

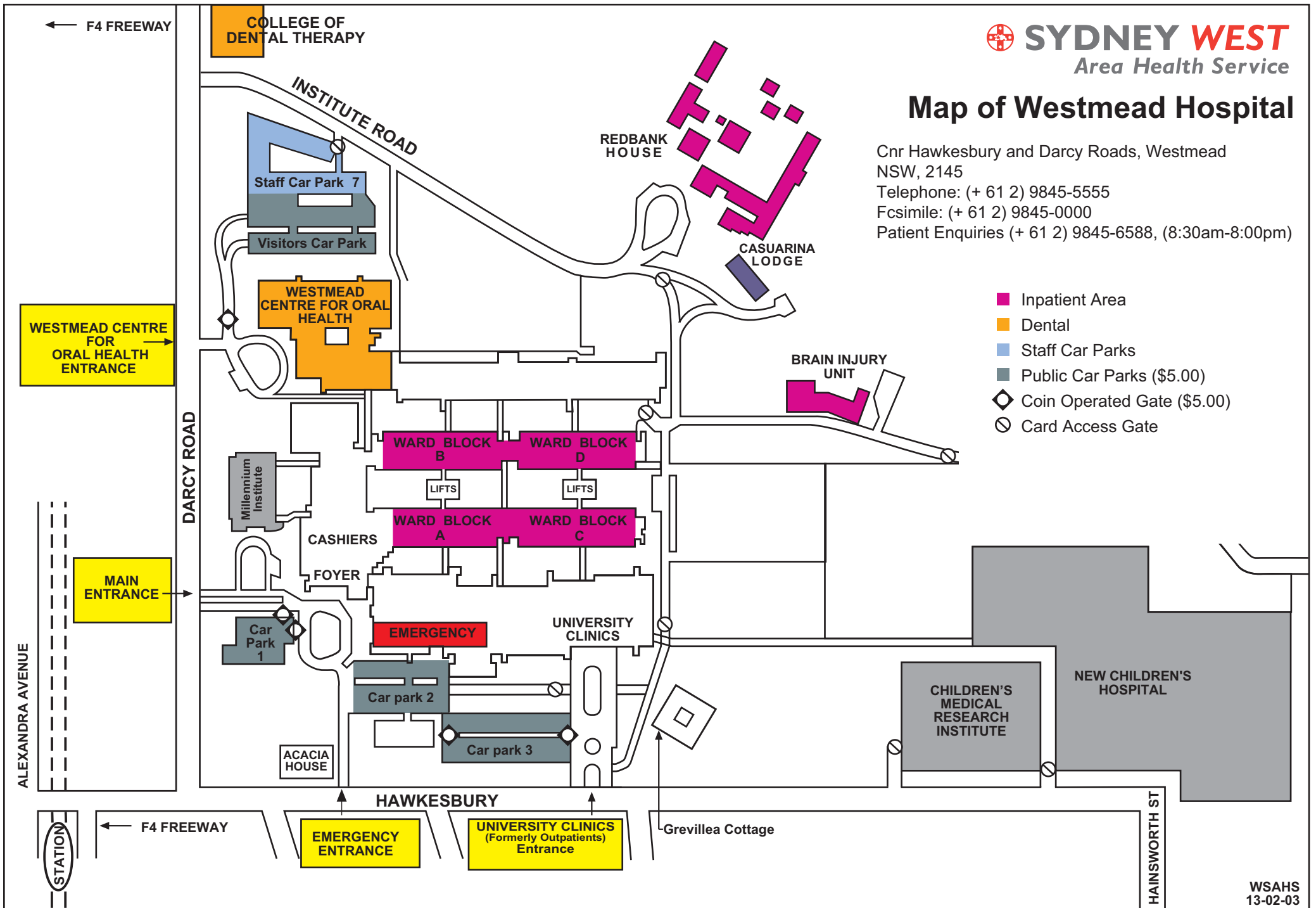


The University of Sydney

Map of Westmead Hospital

Cnr Hawkesbury and Darcy Roads, Westmead
NSW, 2145
Telephone: (+ 61 2) 9845-5555
Fcsimile: (+ 61 2) 9845-0000
Patient Enquiries (+ 61 2) 9845-6588, (8:30am-8:00pm)

- Inpatient Area
- Dental
- Staff Car Parks
- Public Car Parks (\$5.00)
- ◇ Coin Operated Gate (\$5.00)
- Card Access Gate





The University of Sydney

Cumberland Campus

East Street, PO Box 170, Lidcombe 1825
Telephone (02) 9351 2222 Fax (02) 9351 9412

KEY

- A** Education Connections
Facilities Management Office
Faculty Office
Finance/Cashier/Purchasing
Personnel Services
Student Administration Unit
Student Counsellor
Student Services
- B** Teaching Rooms – Level 0
Information and Communication
Technology
Open Access Computer Laboratories
– Level 1

- C** FitAbility Programs
Rehabilitation Research Centre
(Exercise and Sport Science)
- D** Australian Stuttering Research Centre
Physiotherapy Research
- E** Lecture Theatre/Auditorium
- F** Food Services Canteen/ Credit Union
- G** Behavioural and Community Health
Sciences
- H** Exercise and Sport Science/
Biomedical Sciences Laboratories
- J** Driver Rehabilitation
Occupation and Leisure Sciences
- K** Exercise and Sport Science
- L** Anatomy and Physiology Laboratories
- M** Medical Radiation Sciences
– Levels 0, 1 and 2

- M** National Centre for Classification in
Health – Level 5
Occupation and Leisure Sciences
Specialist Areas – Levels 3 and 4
- N** Teaching Rooms and Physiotherapy
Research
- O** Physiotherapy
- Q** Ngallia Child Care Centre
- R** Printery and Central Store – Level 0
Health Sciences Library
– Levels 1 and 2
- S** Biomedical Sciences – Level 2
Communication Disorders Research
and Treatment Clinics – Level 1
Communication Sciences
and Disorders – Level 1
Physiotherapy Specialist Areas – Level 2
- T** Teaching Rooms – Levels 1 and 2
Applied Vision Sciences – Level 3
Health Information Management
– Level 3
Yooroang Garang – Level 4
- U** CSG Administration
The Campus Bookstore
JDV Food Court
- V** CSG Sports Centre
- W** Building and Grounds Workshop
- Y** Yannadah (Students' Residence)



Course planner

Year	Semester	Unit of study 1 & credit points	Unit of study 2 & credit points	Unit of study 3 & credit points	Unit of study 4 & credit points	Total credit points
1	1					
	2					
2	summer					
	1					
	winter					
	2					
3	summer					
	1					
	winter					
	2					
4	summer					
	1					
	winter					
	2					
5	summer					
	1					
	winter					
	2					
Total credit points						