



The University of Sydney

Board of Studies in Social Work Handbook 2001

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Board of Studies in Social Work

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University semester and vacation dates 2001

Semester 1 lectures begin	Monday 26 February
Easter recess	
Last day of lectures	Thursday 12 April
Lectures resume	Monday 23 April
Study vacation: 1 week beginning	Monday 11 June
Examinations commence	Monday 18 June
Semester 1 ends	Saturday 30 June
Semester 2 lectures begin	Monday 23 July
Mid-semester recess	
Last day of lectures	Friday 21 September
Lectures resume	Tuesday 2 October
Study vacation: 1 week beginning	Monday 5 November
Examinations commence	Monday 12 November
Semester 2 ends	Saturday 1 December

Last dates for withdrawal or discontinuation 2001

<i>Semester 1 units of study</i>	
Last day to add a unit	Friday 9 March
Last day for withdrawal	Friday 30 March
Last day to discontinue without failure (DNF)	Friday 13 April
Last day to discontinue (Discontinued --Fail)	Friday 8 June
<i>Semester 2 units of study</i>	
Last day to add a unit	Friday 3 August
Last day for withdrawal	Thursday 30 August
Last day to discontinue without failure (DNF)	Friday 7 September
Last day to discontinue (Discontinued --Fail)	Friday 2 November
<i>Full Year units of study</i>	
Last day for withdrawal	Friday 30 March
Last day to discontinue without failure (DNF)	Friday 27 July
Last day to discontinue (Discontinued --Fail)	Friday 2 November

Academic year information (Academic Board policy and dates 1998-2002) is available at:
www.usyd.edu.au/su/planning/policy/acad/3JOaca.html

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Board of Studies in Social Work Handbook 2001

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

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Welcome

As you take up (or resume) your studies in Social Work, I extend my congratulations on your choice of degree. The breadth and complexity of issues facing Australian and global societies demand increasing numbers of persons able to bring a strong intellectual, policy and professional outlook to social change. The Social Work profession has been quick to adjust to the many changes taking place around it. At the forefront of leadership in the profession has been the University of Sydney, which remains committed to the academic excellence and professional strength of its degree programs.

The Department of Social Work, Social Policy and Sociology - as with the University itself- was the first of its kind in Australia. Many features of Social Work across and beyond Australia began here, and innovation and flexibility continue to be special characteristics of the Sydney degree and experience. It is your Department, with enviable strengths and resources available to all its students. Do take advantage of them.

We have committed ourselves to the on-going strengthening of the Social Work profession, chiefly through the quality of our graduates. We believe that our graduates, in turn, are committed to attaining the highest professional and ethical standards in their work, are committed to a constructive approach to social policy needs, and are committed to being lifelong learners. We will support many of you who will wish to study at Honours level, and I encourage you now to consider the many advantages that come from graduating with Honours. Further, I remind you of the rich array of postgraduate courses available at Sydney - and it is not too early to envisage yourself now as a postgraduate student!

The undergraduate Social Work course allows a wide choice of subjects in the first two years of study. These form a highly flexible basis for the more specific professional subjects undertaken in the final two years. The *Faculty of Arts Undergraduate Handbook* provides details of available course units, and you should consult it as well as this handbook in planning the overall shape of your degree. Decisions about your first two years of study influence the kind of professional Social Work expertise you develop. Because these choices are important ones, you should discuss them and your career interests with those best able to help you. For example, the Chair of the Department of Social Work, Social Policy and Sociology (Associate Professor Jude Irwin) and the Secretary



of the Board of Studies in Social Work (Ms Robyn Longhurst) are available to provide advice.

The more formal avenues for consultation between students and University staff are outlined in Chapter 5 of this handbook. I know, however, that all members of the Department will be pleased to meet with you more informally to discuss issues of interest and concern to you. A great additional resource is the Sydney University Social Work Students' Association and I hope you will actively participate in its work.

I wish you every success in your studies, and hope that much enjoyment and satisfaction accompanies them.

A handwritten signature in cursive script that reads "Phillip Jones." The signature is written in dark ink on a white background. Below the signature is a horizontal line that starts under the first part of the name and extends to the right, ending under the last part of the name.

Associate Professor Phillip Jones, Chair, Board of Studies in Social Work

Guide to the Department

The Board of Studies

Chairperson

Associate Professor Phillip Jones

It is the task of the Board of Studies in Social Work to oversee the academic work of the department. The Board draws heavily on the knowledge and experience of distinguished practitioners from outside the University and senior academics from cognate fields within the University.

The composition of the Board of Studies in Social Work is governed by a resolution of the Senate which is contained in the University's Calendar 1999, Vol. 1: Statutes and Regulations.

Camperdown Campus

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Web: www.usyd.edu.au

Chair of department: Associate Professor Jude Irwin

Undergraduate adviser: Ms Lindsey Napier

Department of Social Work, Social Policy and Sociology

The department's primary function is to offer a professional education to men and women who wish to become social workers. The qualification offered is a requirement for employment in this field. The course involves the study of social policy, social administration, community studies and the social sciences generally. The department is also responsible for teaching sociology and social policy units of study in the Faculty of Arts.

Social work

In contemporary Australia, social work is a crucial activity. For example, some of the worst consequences of events such as an economic recession can be alleviated by Federal, State and local initiatives in social policy over which social workers exercise influence, in particular in projects often described as 'community development'. In addition, there are many areas of national life where politically initiated reforms, whether in the administration of justice or the provision of child care or in attempts to increase employment opportunities for disabled people, have to be carried out by staff who have some expertise in managing the human and other resources of organisations and who know how to make effective use of other professionals and volunteers. The promotion and administration of changes in key areas of health and welfare are also tasks for social workers.

A more traditional job of social workers is to provide those statutory services that aim at meeting basic human needs, whether for income maintenance, shelter, personal support, information, guidance and counselling, and to carry out those statutory functions, such as supervision and control which may involve involuntary clients. These services for individuals and families involve casework but they also require social workers to know about agencies' resources and to be effective in planning, organisation and administration.

The importance of social work in providing services for individuals lies in the location of social workers between powerful institutions on the one hand and the predicament and powerlessness of ordinary people on the other. This requires that social workers and social policy planners have extensive knowledge of the social, political and economic contexts of welfare practice.

The fields

Social work can be roughly classified into fields indicating the groups of social agencies that serve each area, as follows:

Physical health: general hospitals, government departments of health, rehabilitation centres, special agencies for the physically handicapped;

Mental health: psychiatric hospitals, child guidance clinics, community health centres;

Corrections: probation and parole services;

Public welfare: the major government departments charged with the individual's economic and social security;

Family and child welfare: various government and voluntary services that care for the needs of the families and children both in and out of their own homes; and

Community work: the process of enabling local people, including participants in specific projects, to develop their own resources and initiatives in improving services and to increase their power over various forms of decision making.

This is only a selection covering the chief areas of social work services.

Professional education

While social work has come to be regarded as a profession only during the last sixty years, appropriate training at the tertiary level is now widely accepted and demanded. This demand has accompanied developments in the biological, psychological and social sciences and the increasing complexity of industrial society. The emergence of 'social work' has, in fact, been universally associated with the growth of industrial society.

In Australia in the last fifty years developments in the field of social work have been rapid. These have included the provision of undergraduate social work education in university departments of social work, among which Sydney's is the oldest. Courses given take a variety of forms but in no case can a recognised undergraduate qualification be obtained in less than four years, dating from the beginning of this period.

Details of the admission procedures are in chapter 2 of this handbook.

Employment and training

In carrying out these activities, whether in community development, in social policy initiatives including research or in the direct provision of services, social workers are employed by a range of government and non-government organisations. In New South Wales, their major employers are hospitals and the Department of Health, Centrelink, the Department of Community Services and the Department of Corrective Services, the last being responsible for probation and parole supervision. In the non-government or voluntary sector there are employment opportunities in women's and youth refuges, and in residential child care, with housing associations and a variety of self-help organisations concerned to develop services for particular minority and other disadvantaged groups.

In some of those organisations there are career ladders, in others the duration of the social worker's job is limited to the completion of particular projects. In all of these posts the direction of social work depends partly on the values and beliefs of the practitioners and on their skills in making effective alliances with people who share their objectives. In all of these activities the competence of social workers depends on their knowledge of policies and agencies' resources, their skills in research and administration and on their ability to communicate effectively, orally and in various forms of writing from letters to memoranda, and from social enquiry reports to the completion of research-type papers. The demanding standards expected of social workers and the complex nature of their activities underline the need and importance of professional training.

A professional qualification in social work opens up opportunities for experience outside Australia. In the first place, Australians find interesting employment in most

English-speaking countries, and secondly, provided they hold a degree, they may proceed to a higher qualification or take shorter specialised courses offered by schools of social work, particularly in the United States and Britain.

Staff

Professor of Sociology and Social Policy (Personal Chair)

Bettina Cass, AO, BA PhD U.N.S. W, FASSA. Appointed 1990
(Currently Dean, Faculty of Arts)

Associate Professors

Janet E.G. George, BAN.E. MPhil H.K. PhD

Jude Irwin, BSW U.N.S.W. MA Macq. (*Chair of Department*)

Robert M. van Krieken, BA PhD U.N.S. W.

Senior Lecturers

Joanne Finkelstein, BA Hons LaT. MEd Mon. PhD U.I. U-C.

Mary Lane, BA MSW DipSocStud

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M. Lindsey Napier, MA Aberd. DipSocStud Edin. DipMH
L.S.E. MSW

Alec Pemberton, BA Hons BSocSt MA Qld PhD

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Karen Healy, BSW Qld PhD Qld

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Zita I. Weber, BSocStud PhD

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Christine Crowe, BA U.N.S. W.

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Agi O'Hara, BA

Professional Officer

Deborah Hart, BA BSocStud MSW

Secretary to the Board

Robyn Longhurst, BA

Office staff

Charlie Reimer

Undergraduate degree requirements

There are two undergraduate programs offered:

- Bachelor of Social Work (BSW)
- Bachelor of Arts/Bachelor of Social Work (BA/BSW)

The BSW is studied over four years, and the combined BA/BSW is a five-year program. In both programs you complete units of study within the Faculty of Arts and, depending where your interests lie, you can choose from a wide range of units including sociology, history, economics, psychology, government, and languages. This provides a strong base for subsequent studies in social work and social policy.

Entry to both courses is at first year or, for qualified applicants, at second or third year level.

It is possible to undertake the first two years of the social work degree program by studying less than the full component of units of study in each year. There are time limits to the completion of the course as a full-time program.

There are formal requirements governing the order in which the various units of study may be attempted. Students who wish to complete the program in more than the minimum time must ensure that their course plans meet all these requirements. These requirements are set out in the Resolutions of the Board of Studies in Social Work contained in Chapter 3.

Length of candidature: in both the BSW and the BA/BSW combined program the maximum length of candidature is twice the minimum period required at point of entry.

Admission

There are three methods of admission to the BSW degree:

- HSC admission
- Undergraduate or graduate admission
- Special admission.

HSC admission - BSW or BA/BSW degree program

This method is for people who:

- are completing the HSC or its equivalent; or
- have completed the HSC in the past, but have not completed any tertiary study.

Successful applicants enter the first year of the degree program.

Application and selection

- Applicants are selected on the basis of their Universities Admission Index (UAI).
- Applicants who are currently completing the HSC or its equivalent must phone the UAC Infoline.
- Applicants who have completed the HSC in the past should lodge an 'Application for Enrolment' form with the Universities Admission Centre by the specified date in the year preceding that in which you are seeking entry. The UAC Guidebook containing the application form is available for sale in August from most newsagencies. Enquiries should be directed to the Universities Admission Centre, Locked Bag 500, Post Office Lidcombe, NSW 2141. Phone (02) 9330 7200.

Undergraduate or graduate admission - BSW degree program

This method is for people who:

- have an HSC (or equivalent); and
- are currently undertaking a full-year degree/diploma course at the University of Sydney or another tertiary institution; or
- have been awarded an associate diploma.

Application and selection

To apply and be selected for enrolment in the BSW degree course, you must:

- have met the University's minimum eligibility requirements;
- have completed one year of university or equivalent tertiary studies;

If you seek credit for units of study which were not completed at the University of Sydney, you should also submit to the Secretary of the Board of Studies in Social Work, at the time of making application through UAC, a copy of the certified statement of your academic record from the other tertiary institution and relevant handbook extracts describing the unit(s) of study for which you seek credit. These extracts should be photocopies from the handbook for the year in which you completed the unit(s) of study.

Credit may be granted, where appropriate, for up to the equivalent of 96 credit points (ie, for admission to the second or third years) towards the BSW degree course (see the Board of Studies resolutions contained in Chapter 3 of this handbook).

BA/BSW degree program

If you seek credit for units of study which are not completed at the University of Sydney, you should contact the Faculty of Arts for advice in respect to what credit you may be given.

Special Admission

Mature age applicants:

- are 21 years of age or over on 1 March of the year of entry or are from an educationally disadvantaged background; and
- must produce evidence which satisfies the University's Special Admissions Committee that they have the ability to undertake the Bachelor of Social Work course.

Most Special Admissions applicants have successfully completed postsecondary studies at a technical college or a 'Special Admission' university preparation course. If you think you may be eligible, contact the Special Admissions Adviser, phone (02) 9351 3615.

Applicants who succeed in gaining a place through Special Admissions usually commence in the first year of the degree program. In cases where a successful applicant has already completed work towards another degree course, however, this can be credited towards the Bachelor of Social Work course.

Broadway Scheme

Year 12 students who are currently sitting the N.S.W. HSC and who have experienced serious educational disadvantage should check their eligibility for consideration under this scheme with their school (or equivalent). For more information please contact the University Admissions Office, phone (02) 9351 3615.

Disabilities

If you have a medical or physical disability of a kind likely to impair your working program you should place this on record, accompanied where appropriate by medical evidence. Allowance may be made to accommodate your needs in the lecture room and at examination time.

Further information

For full details of the Arts units of study see the *Faculty of Arts Undergraduate Handbook*. Enquiries about the BSW degree course or the combined BA/BSW degrees course may be made to the Secretary of the Board of Studies in Social Work (Ms Robyn Longhurst), who is located in the Department of Social Work, Social Policy and Sociology, RC Mills Building, A26 (phone (02) 9351 6890). Prospective applicants are advised to obtain a copy of the booklet *Department of Social Work, Social Policy and Sociology* at the University of Sydney.

Regulations

Board of Studies in Social Work Resolutions relating to the degree of Bachelor of Social Work

These Resolutions must be read in conjunction with the University of Sydney (Undergraduate Courses) Rule 1999 and the Glossary appended to these Board Resolutions.

Section 1

Units of study

1. The Board of Studies in Social Work offers units of study as set out in the *Table of Undergraduate Units of Study*.

Requirements for the pass degree

2. To qualify for the award of the degree a student shall complete units of study having a total value of at least 192 credit points, including:
 - (1) In the first year - 48 credit points - comprising -
 - (a) Introduction to Sociology 1 and Introduction to Sociology 2; and
 - (b) 36 credit points from the table of units of study for the Bachelor of Arts course.
 - (2) In the second year - 48 credit points comprising -
 - (a) 8 credit point Senior level Sociology unit of study; and
 - (b) Social Inquiry: Research Methods in Sociology (8 credit points); and
 - (c) Psychology for Social Work 201 and 202 (16 credit points); or
 - (d) Intermediate level Psychology units of study totalling 16 credit points; and
 - (e) Senior level units of study totalling 16 credit points prescribed for the award of Bachelor of Arts and taken in accordance with the resolutions for that course.
 - (3) In the third year - 48 credit points comprising -
 - (a) Preparation Seminar 301 (6 credit points); and
 - (b) Issue Based Learning Unit 1 (6 credit points); and
 - (c) Issue Based Learning Unit 2 (6 credit points); and
 - (d) Skills Workshop 301 (6 credit points); and
 - (e) Field Education 302 consisting of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and
 - (4) In the fourth year - 48 credit points comprising -
 - (a) Issue Based Learning Unit 3 (9 credit points); and
 - (b) Field Education 401 consisting of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and
 - (c) Issue Based Learning Unit 4 (9 credit points); and
 - (d) Integrative Studies 402 (6 credit points).
3. Units of study completed at the University of Sydney Summer School which correspond to units of study in the *Table of Undergraduate Units of Study* may be credited towards the course requirements.
4. A candidate shall proceed according to the following progression rules:
 - (a) Except with the permission of the Board, a candidate shall not commence the third year without having obtained 96 credit points as outlined in the *Table of Undergraduate Units of Study*;
 - (b) A candidate shall not attempt Field Education 301 without having obtained 120 credit points and having been approved as being ready to undertake field education;

- (c) A candidate shall not attempt the fourth year without having obtained 144 credit points;
- (d) A candidate shall not attempt Field Education 401 without having obtained 153 credit points;
- (e) A candidate shall not attempt IBL Unit 4 without having obtained 177 credit points;
- (f) a candidate shall not attempt Integrative Studies 402 without having obtained 186 credit points.

Combined Arts/Social Work course

5. A candidate qualifies for the combined courses of Bachelor of Arts and Bachelor of Social Work by completing 240 credit points including:
 - (a) at least 28 credit points in Sociology (including Social Inquiry: Research Methods in Sociology); and
 - (b) either 28 credit points of Psychology or Psychology for Social Work 201 and 202; and
 - (c) at least 64 further Senior credit points from the *Table of Units of Study* for the Bachelor of Arts course, including a major; and
 - (d) the third and fourth years of the Bachelor of Social Work course as set out in the *Table of Undergraduate Units of Study*.
6. The Dean of the Faculty of Arts and the Chairperson of the Board shall jointly exercise authority in any matter concerning the combined degrees not otherwise dealt with in these resolutions.

Honours course

7. Honours shall be awarded in the following manner:
 - (a) The credit points in the third and fourth years shall be weighted as follows:
 - (i) Third year
IBL Unit 1: 2
IBL Unit 2: 2
Skills Workshop 301: 2
 - (ii) Fourth year
IBL Unit 3: 3
IBL Unit 4: 4
Integration Studies 402: 4
 - (b) a weighted average mark shall be calculated and grades of honours will be awarded for the following weighted average marks:

Marks	Class of Honours
80-100	1
75-79	2/1
70-74	2/2
8. In awarding honours at graduation, the Board will take into account the performance of students generally, including the length of time taken to complete the course and performance in field education;
9. If a candidate graduates with First Class Honours and the Board is of the opinion that the candidate's work is of sufficient merit, that candidate shall receive a bronze medal.

Section 2

Field education

10. The Department of Social Work, Social Policy and Sociology shall be responsible for the selection of field education placements, the approval of students to undertake field education and, in consultation with practitioners who act as field education supervisors, for the evaluation of the candidate's performance in the field;
11. The Department of Social Work, Social Policy and Sociology may withdraw a candidate who has commenced a field education placement if changes to examination results or other evidence alter the candidate's status with respect to the prerequisites for that placement;
12. The Board, acting on the advice of the Chair of the Department of Social Work, Social Policy and Sociology, may, in special circumstances, authorise the Department not to place a candidate in a field education placement or to refuse permission for a candidate to undertake or continue field education;
13. These procedures shall be implemented when a student:

- (a) while undertaking a field education placement, is excluded by either the University or agency staff from that placement, which exclusion is, as soon as possible thereafter, the subject of written report;
- (b) while undertaking a field education placement, is the subject of an adverse report in writing from either University or agency staff. This report refers not to unsatisfactory progress resulting in a failure in the placement, but rather to specific incidents or behaviours which, in the opinion of the reporting staff, cast doubt on the student's capacity to perform appropriately as a beginning professional practitioner in social work. Such a report may refer to overall progress in professional development, including academic, emotional and ethical matters. Such a report may be in addition to a failure in the placement; or
- (c) is considered by University staff in a written report to be unsuitable to undertake field education.
14. The student who is subject to the exclusion or reports set out in paragraph 1 may elect to have the matter dealt with by the Chair of the Department of Social Work, Social Policy and Sociology or by the Special Cases Subcommittee on Practice;
15. The Chair of Department of Social Work, Social Policy and Sociology or the sub-committee shall:
- (a) provide the student with the relevant written reports;
- (b) invite the student to present his or her case; and
- (c) review the reports and related evidence in the light of any submission made by the student.
16. The student may present a case orally or in writing, or both, and may be accompanied to any meeting with the Chair of the Department of Social Work, Social Policy and Sociology or sub-committee by a person of the student's choice. The Chair of the Department of Social Work, Social Policy and Sociology or the sub-committee shall arrange for the presence of a person to keep a record of the meeting. The record of the meeting and the decision taken shall be communicated to the student in writing;
17. The Chair of the Department of Social Work, Social Policy and Sociology or the sub-committee may:
- (a) allow the student to continue in field education;
- (b) warn the student that the continuation of the behaviour could result in exclusion from further field education placements and allow the student to continue in field education;
- (c) recommend to the Chairperson of the Board that the student not be placed or continued in field education unless specified conditions have been met;
- (d) recommend to the Chairperson of the Board that the student not be placed or continued in field education.
18. The Chairperson of the Board of Studies is authorised to exercise the powers of the Board and decide upon recommendations made under paragraphs 5(17)(c) and 5(17)(d);
19. In the event of a further exclusion or adverse report, the Chair of the Department of Social Work, Social Policy and Sociology or the sub-committee may taken note of the decisions taken in relation to the previous occasion;
20. A decision under paragraph 5(17)(c) constitutes a failure in the field education placement concerned;
21. A decision under paragraph 5(17)(d) constitutes exclusion from the course;
22. Nothing in these procedures interferes with the appeal rights conferred on a student by Senate;
- Enrolment in more/less than minimum load**
23. A student may not enrol without first obtaining permission from the Chairperson of the Board in additional units of study once the degree requirements of 192 credit points have been satisfied.
- Repeating a unit of study**
24. Where a student enrolls in a unit of study which is the same as, or has a substantial amount in common with, a unit of study previously attempted but not completed *at the grade of Pass or better*, the Chair of Department concerned may

exempt the student from certain requirements of the unit of study if satisfied that the relevant competence has been demonstrated.

Cross-institutional enrolment

25. Provided that permission has been obtained in advance, the Chairperson of the Board may permit a student to complete a unit of study at another institution and have that unit credited to his/her course requirements provided that either
- (a) the unit of study content is material not taught in any corresponding unit of study in the University, or
- (b) the student is unable for good reason to attend a corresponding unit of study at the University.

Restrictions on enrolment

26. Units of study which overlap substantially in content are noted in the *Table of undergraduate units of study*. Such units of study are mutually exclusive and no more than one of the overlapping units of study may be counted towards meeting the course requirements.

Satisfactory Progress

27. If a student fails or discontinues enrolment in one unit of study twice, the student may be asked to show good cause why he or she should be allowed to re-enrol in that unit of study.

Re-enrolment after an absence

28. In cases where the Board of Studies permits the re-enrolment of a student whose progress has been deemed unsatisfactory, the Board of Studies may require the completion of specified units of study in a specified time, and if the student does not comply with these conditions the student may be called upon to show good cause why he or she should be allowed to re-enrol in the course.
29. A student whose candidature has lapsed shall not re-enrol as a candidate for the degree unless selected for admission through UAC.

Discontinuation of enrolment

30. A discontinuation of enrolment after the date specified by the University may be recorded as a Discontinuation with Permission where the discontinuation is a result of the student's failure in a third or fourth year unit of study and where the student cannot proceed to the next unit.

Time limits

31. Except with the permission of the Board of Studies, a candidate shall complete the requirements for the course or courses concerned in not more than twice the minimum time for completion at the time of commencement.

Assessment policy

32. Students may be tested by written and oral examinations, exercises, essays or practical work or any combination of these as the Board may determine.
33. Chairs of Department may arrange for further testing in cases of special consideration, in accordance with Academic Board policy governing illness and misadventure.
34. The Chair of the Board of Studies, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, may determine the final mark of a candidate in a unit of study before the meeting of the Board of Examiners.

Credit transfer policy

35. Credit will not be granted for units of study completed more than nine years prior to application, except with permission of the Chairperson of the Board;
36. Credit may be granted as specific credit if the unit of study is considered to be directly equivalent to a unit of study in the *Table of undergraduate units of study* or as non-specific credit;
37. The total amount of credit granted for units of study from another degree course or for a course where a diploma has been conferred may not be greater than 96 credit points;
38. A student will not be granted credit for field education or work experience;
39. A citizen or permanent resident of Australia who holds a social work qualification obtained in a country other than

Australia and which has been assessed by the National Office of Overseas Skills Recognition or the Australian Association of Social Workers as being equivalent to three years of full-time tertiary degree level social work study in Australia, may be admitted to the fourth year;

Glossary

Specific

Completion of a unit of study means that the assessment requirements have been satisfied and a grade of Pass or R (Satisfied Requirements) has been achieved.

Junior unit of study is a first-year stage unit. Its prerequisites or assumed knowledge are non-tertiary qualifications and corequisites are other Junior units of study.

Intermediate unit of study is a second-year stage unit which is specific to the Faculty of Science.

Senior unit of study is a second or third-year stage unit. Its prerequisites or assumed knowledge are Junior or Senior units of study and corequisites are other Senior units of study.

Chairperson means the Chairperson of the Board of Studies in Social Work.

Board means the Board of Studies in Social Work.

Degree means the Bachelor of Social Work.

Requirements means coursework requirements for the award of the degree of Bachelor of Social Work.

Student means a person enrolled as a candidate for the degree of Bachelor of Social Work

Generic

Unit of study is a stand-alone component of a course and comprises such lectures, tutorial instruction, essay, exercises and practical work as the Board may prescribe.

Qualifying unit of study means a unit which must be completed at the grade of Pass or better before a student may enrol in any unit of study for which that unit of study has been prescribed as a qualifying unit unless waived with the permission of the Dean.

Prerequisite means a unit of study which must be completed at the grade of Pass or better before a student may enrol in any unit of study for which that unit of study has been prescribed as a prerequisite unless waived with the permission of the Chair of department concerned.

Assumed knowledge is curricular material which is assumed to be known by each student when enrolling in a unit of study.

Corequisite means a unit of study in which, unless previously completed, a student must enrol concurrently with any unit of study for which that unit of study has been prescribed as a corequisite unless waived with the permission of the Head of Department concerned.

Advanced standing means credit is granted in the form of credit points towards the requirements of a course of the basis of previous attainment in another course at a recognised tertiary institution.

Credit may be granted as specific credit in recognition of previously completed studies which are directly equivalent to a unit of study at this University or non-specific credit in the form of block credit for a specified number of credit points at a particular level and, where appropriate, in a particular subject area.

Exemption means that a student may be exempted from completing parts of the prescribed work (lectures, seminars, tutorials and practical work) for a unit of study on the basis of previous study. Exemption may be granted for the whole of a unit of study but no advanced standing will be granted.

Cross-listing is the availability of units of study in one subject area for counting towards requirements in other subject areas.

University means the University of Sydney.

Department means department, school, or unit.

Course means a structured academic programs of study leading to the award of a degree.

Program of study means a recommended or prescribed sequence that forms a course or part of a course, and may consist of compulsory or optional units of study as well as other forms of study.

Combined degrees means concurrent enrolment in two degree courses which compresses the duration of the two degree programs.

Double degrees means completing a second degree while enrolment is suspended from the first degree.

UAC means Universities Admission Centre.

Supervision by a Board of Studies covers all areas of policy and procedure affecting students such as degree rules, enrolment procedures and the Chairperson to whom reference is to be made at any given time.

CHAPTER 4

Course structure and units of study

Structure of the BSW course

The course involves four years full-time study. A full-time candidate would normally proceed as outlined below:

First Year

48 credit points comprising:

- (a) Introduction to Sociology 1 and Introduction to Sociology 2 (12 credit points);
- (b) 36 credit points from the Table of Units of Study for the Bachelor of Arts course taken in accordance with the resolutions for that course.

Credit may be given for units of study taken at other institutions.

Second Year

48 credit points comprising:

- (a) Senior level Sociology unit of study (8 credit points) (if qualified); or Sociology for Social Work (8 credit points); and
- (b) Social Inquiry (8 credit points); and
- (c) Intermediate level Psychology units of study (16 credit points); or Psychology for Social Work 201 and Psychology for Social Work 202 (16 credit points); and
- (d) 16 credit points from the Table of Units of Study for the Bachelor of Arts course taken in accordance with the resolutions for that course.

Credit may be given for units of study taken at other institutions.

Third Year

48 credit points comprising:

- (a) Preparation Seminar 301 (6 credit points); and
- (b) IBL Unit 1 (6 credit points); and
- (c) IBL Unit 2 (6 credit points); and
- (d) Skills Workshop 301 (6 credit points); and
- (e) Field Education 302 which includes field education of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points).

Fourth Year

48 credit points comprising:

- (a) IBL Unit 3 (9 credit points); and
- (b) Field Education 401 which includes field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and
- (c) IBL unit 4 (9 credit points); and
- (d) Integrative Studies 402 (6 credit points).

Honours

Honours are awarded on the basis of achievement in the third and fourth years.

Structure of the combined course for the BA/BSW degrees

Candidates first complete the requirements for the award of the BA course in accordance with the resolutions for that course. Within their BA program they include Introduction to Sociology 1, Introduction to Sociology 2, 8 credit points of Senior level Sociology, Social Inquiry, and Psychology for Social Work 201 and 202 or 16 Intermediate level credit points of Psychology.

Having completed the BA, they then proceed to the third and fourth years of the BSW course.

A possible plan of units of study for the combined course is as follows:

First Year

48 units comprising:

- (a) Introduction to Sociology 1 and Introduction to Sociology 2 (12 credit points); and
- (b) 36 junior credit points from the Table of Units of Study for the Bachelor of Arts course taken in accordance with the resolutions for that course. They may include Psychology 101 and 102.

Second Year

48 credit points comprising:

- (a) Senior level Sociology unit of study (8 credit points); and
- (b) Social Inquiry (8 credit points); and
- (c) Intermediate level Psychology units of study (16 credit points); or Psychology for Social Work 201 and Psychology for Social Work 202 (16 credit points); and
- (d) 16 credit points from the Table of Units of Study for the Bachelor of Arts course taken in accordance with the resolutions for that course.

Third Year

48 credit points prescribed for the Bachelor of Arts course and taken in accordance with the resolutions for that course.

Fourth Year

48 credit points comprising:

- (a) Preparation Seminar 301 (6 credit points); and
- (b) IBL Unit 1 (6 credit points); and
- (c) IBL Unit 2 (6 credit points); and
- (d) Skills Workshop 301 (6 credit points); and
- (e) Field Education 302 which includes field education of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points).

Fifth Year

48 credit points comprising:

- (a) IBL Unit 3 (9 credit points); and
- (b) Field Education 401 which includes field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and
- (c) IBL unit 4 (9 credit points); and
- (d) Integrative Studies 402 (6 credit points).

Honours

It is possible to complete an honours BA course and/or an honours BSW course within the combined course program. For the BA honours course an additional honours year is completed after the third year of the combined course program, before enrolling in the fourth year (which is the equivalent of the third year in the BSW degree course). Students proceeding full-time would normally complete an honours BA course and a BSW course (pass or honours) in six years of enrolment. For information about the honours BA course, the Faculty of Arts Handbook should be consulted and discussed with the Secretary to the Board of Studies.

First Year Program

Students are required to enrol in Introduction to Sociology 1, Introduction to Sociology 2 and 36 junior credit points from the Table of Units of Study for the Bachelor of Arts course.

Second Year Program

Students are required to enrol in:

- Senior level Sociology unit of study (8 credit points) (if qualified) as listed in the Table of Units of Study for the Bachelor of Arts course or Sociology for Social Work.
- Social Inquiry (8 credit points).
- 16 credit points of Intermediate level Psychology (if qualified) or Psychology for Social Work 201 and 202.
- 16 Senior credit points from the Table of Units of Study for the Bachelor of Arts course.

SCWK 2001 **Psychology for Social Work 201**

8 credit points

Ms O'Hara

Offered: February. **Prohibition:** PSYC 2111-2114. **Classes:** (3 lectures + 1 tutorial)/week. **Assessment:** One 1500 word tutorial process diary, one 3-hour exam.

NB: This unit is only available to students enrolled in the BSW and combined BA/BSW degrees.

This unit of study focuses on theories of psychology which have most relevance to the practice of social work. Areas covered will be:

- (i) Research in Psychology, providing a basic, general introduction to the scope and nature of research in Psychology;
- (ii) Counselling Psychology, critically examining the theoretical foundations of counselling processes;
- (iii) Developmental Psychology, indicating the main patterns of development; and
- (iv) Personality, identifying the major forces in personality theory.

Textbooks

Consult Departmental noticeboard.

SCWK 2002 **Psychology for Social Work 202**

8 credit points

Ms O'Hara

Offered: July. **Prerequisite:** SCWK 2001. **Prohibition:** PSYC 2111-2114. **Classes:** (3 lectures + 1 tutorial)/week. **Assessment:** One 1500 word tutorial process diary, one 3-hour exam.

NB: This unit is only available to students enrolled in the BSW and combined BA/BSW degrees.

This unit of study focuses on social psychology, mental health and several contemporary issues of particular relevance to the practice of social work (e.g. domestic violence, child abuse, HIV/AIDS, suicide, grief, addiction). Psychological theories and strategies are introduced to assist in an understanding of the complex factors involved.

Textbooks

Consult Departmental noticeboard.

SCWK 2003 **Sociology for Social Work**

8 credit points

Dr Pemberton

Offered: February. **Classes:** two 1-hour lectures and one 1-hour tutorial/week. **Assessment:** One essay, one exam and other work as assigned by coordinator.

This unit is designed to introduce students to the study of sociology by critically analysing contemporary Australian society. A range of sociological concepts will be presented which challenge the way in which society is organised and understood. Students will be encouraged to analyse existing social phenomena based on sociological concepts and perspectives including social structure, commodification, rationalization, power and class.

Textbooks

Haralambos, M, R van Krieken, P Smith & M Holborn.

Sociology: Themes and perspectives, Australian edition, Sydney, Addison Wesley Longman 1996. And other readings.

SCLG 2521 **Social Inquiry: Research Methods**

8 credit points

Offered: July. **Prerequisite:** SCLG 1001 and SCLG 1002 or SCWK 2003. **Prohibition:** Students may not enrol in SCLG 2521 if they have previously completed SCLG 2002 Social Inquiry: Research Methods in Sociology. **Classes:** three hours/week consisting of one lecture plus one tutorial. **Assessment:** One research project (in two stages) plus participation in tutorials.

This unit introduces students to some of the methodological issues in contemporary sociology and their impact on the range and types of research methods that sociologists commonly use. Emphasis is placed on developing a critical ability to read sociological research with an eye to their methodological adequacy as well as an appreciation of their theoretical contribution. Examples will be drawn from a range of sociological research monographs, both classical and contemporary, to show the ways in which theory and method have been used to produce sociological knowledge. The major types of research technique employed

by sociologists will be described along with problems of interpretation that arise from their use in particular studies.

This unit is mandatory for Sociology majors and honours students.

Textbooks

To be advised

Third and Fourth Year Program

The core program consists of issue based learning units. These are based on principles of adult learning, of interdisciplinary integration and of enquiry and action. The units are supported by lectures and skills workshops. The program includes a preparation seminar of three weeks duration. Assessment, directed to meeting the learning objectives of the overall and separate components of the program, includes evaluation of both the process and outcomes of learning. Strategies are diverse and continuous. They reflect the forms demanded in professional work, e.g. submissions, assessment reports, briefing papers, oral reports, as well as standard testing of knowledge and skills by essay and exam.

SCWK 3003 **Preparation Seminar 301**

6 credit points

Offered: February. **Classes:** 3 full weeks (weeks 1, 7,13).

This unit is designed to introduce students to social work and social policy and to prepare them for Field Education I.

SCWK 3001 **Issue Based Learning Unit 1**

6 credit points

Offered: February. **Prerequisite:** 96 credit points to include - 8 Senior level credit points of Sociology or SCWK 2003; SCLG 2521 or SCLG 2002 and 4 Senior Sociology credit points; SCWK 2001 or 8 intermediate Psychology credit points; SCWK 2002 or 8 intermediate Psychology credit points. **Classes:** 12 hours/week (seminars and lectures).

This is the first of a sequence of four content-based units. Each unit is of five weeks duration in which learning is sequenced to achieve greater depth, range and independence. The specific units offered will vary from time to time, including Ageing; Caring and Citizenship; Families, Children and Young People; Illness, Inequality and Intervention; Interpersonal Violence; Social Development and Urban Futures.

SCWK 3004 **Skills Workshop 301**

6 credit points

Offered: February. **Classes:** 3 hours/week (workshop).

This unit of study aims to develop the capability of students to practise generic skills in practice and policy such as assessment, advocacy, negotiation, evaluation. These skills form an essential support for the learning in IBL Units.

SCWK 3002 **Issue Based Learning Unit 2**

6 credit points

Offered: February. **Classes:** 12 hours/week (seminars and lectures).

This is the second of a sequence of four content-based units. Each unit is of five weeks duration in which learning is sequenced to achieve greater depth, range and independence. The specific units offered will vary from time to time, including Ageing; Caring and Citizenship; Families, Children and Young People; Illness, Inequality and Intervention; Interpersonal Violence; Social Development and Urban Futures.

SCWK 3005 **Field Education 301**

24 credit points

Offered: July. **Classes:** 2 hours/fortnight on Mondays.

This unit is a field education practicum of 60 days.

SCWK 4003 **Issue Based Learning Unit 3**

9 credit points

Offered: February. **Prerequisite:** SCWK 3005. **Classes:** 12 hours/week (seminars and lectures).

This unit is the third of a sequence of four context-based units. It is of five weeks duration and is intended to develop further students' capabilities in the transfer of knowledge and independent

work. It builds on the knowledge and skills gained in Field Education I and includes preparation for Field Education II.

SCWK 4004 Issue Based Learning Unit 4

9 credit points

Offered: July. Classes: 12 hours/week (seminars and lectures).

This unit is the fourth of a sequence of four context-based units. It is of five weeks duration and is intended to develop further students' capabilities in the transfer of knowledge and independent work. It builds on the knowledge and includes skills gained in Field Education n.

SCWK 4002 Integrative Studies 402

6 credit points

Offered: July. **Prerequisite:** SCWK 4001. **Classes:** 12 hours/week (seminars and lectures).

This is the final unit of study of the Bachelor of Social Work program. It is of four weeks duration. Its aim is to consolidate the knowledge and skills gained over the four years of the program.

SCWK 4001 Field Education 401

24 credit points

Offered: Full Year (starts Feb). **Classes:** 2 hours/fortnight on Wednesday.

This unit is a field education practicum of 80 days.

Other information for Social Work students

Enrolment, re-enrolment and variation of enrolment

Enrolment

Correct enrolment is the individual responsibility of each candidate.

The Board of Studies assumes that students have an understanding of the rules and regulations outlined in this Handbook as they relate to the Bachelor of Social Work degree program.

While the Departmental Office will assist you to understand and interpret these rules and regulations, it is in your interests to put your requests in writing to the Board, in order to obtain a written reply for your own records and to ensure that a copy is placed on your student file for future reference. Verbal advice, while given in good faith, may be given on an incomplete understanding of your situation as you have presented it, or may be misinterpreted or misunderstood.

A candidate cannot count any unit of study or part-unit in which the candidate is not enrolled, even if a department has calculated and provided an informal result.

Persons who wish to re-enrol after an approved period of suspension of candidature need to complete an application to re-enrol after an absence. Application forms are available from the Departmental Office and must be lodged there by the end of October for the following year.

Re-enrolment

All currently enrolled candidates will receive re-enrolment advice in October. Failure to re-enrol or have a suspension of candidature approved results in termination of candidature.

Variation of enrolment

Students should carefully check the statements of enrolment posted to the semester address registered with the University.

All variations of enrolment must be made through the Board of Studies Office by the due date. Advising the lecturer or the department is not sufficient. Students have sometimes found themselves with an unwelcome result of Absent Fail or with an unnecessary HECS liability because they either did not check their enrolment carefully or forgot to advise the University of a new semester address. Students are advised to check with the Board of Studies Office without delay if they believe their formal enrolment may not be correct.

Students wishing to withdraw from a unit of study in which they have enrolled and enrol in a new unit of study must do so at the Board of Studies Office by:

- the end of the second week of first semester (for first semester units of study)
- the end of the second week of second semester (for second semester units of study).

Class timetables

First and second year students can collect a computer-produced individual timetable from the Student Centre during the Orientation period.

Attendance at classes

In order to pass a unit of study candidates must attend the classes for that unit of study. Candidates who are unable to attend all classes should consult the chair of department teaching the unit of study as non-attendance could lead to failure.

Candidates who will be totally absent from all classes for more than one week should seek leave of absence from classes by writing to the Board of Studies Office.

Examination and assessment

Units of study are assessed in a variety of ways including:

- seen, unseen and take-home examinations
- essays, assignments and projects
- oral tests
- visual tests
- practical work.

The assessment criteria for each unit of study offered by the Department of Social Work, Social Policy and Sociology are indicated in abbreviated form as part of the unit's description in chapter 4. More detailed information on other units of study is available from the relevant department.

The Faculty of Arts and the Department of Social Work, Social Policy and Sociology have policies on matters such as late submission of work, assessment and feedback and plagiarism. Students should ensure that they are aware of these policies. Faculty policies are displayed on noticeboards and are available in the Faculty Office.

Examinations

There is a formal examination period at the end of each semester following a one-week 'study vacation'.

Draft examination timetables are issued well in advance. Candidates should make an effort to check the draft timetable as soon as it is released and immediately report any clashes to the Examinations Office. Draft examination timetables usually become final after seven days.

Information as to the time of particular exams is never available before the draft timetable is released.

Candidates are expected to be available throughout the examination periods. The Board will not approve leave of absence for these times. (It may be possible to make special arrangements with individual departments and schools on an informal basis; but only if such arrangements are acceptable to the examiners and do not involve the university in additional expense.) Candidates should not make overseas travel arrangements before the final dates of their examination are known.

Examination rules

The general rules which apply in examinations are reproduced with each timetable.

One of these rules is that, unless specifically authorised in advance by the examiner, no paper or written or printed material of any kind can be taken into or out of an examination room.

Candidates whose native language is not English may apply to the Student Centre for permission to take an English dictionary into certain examinations.

Special consideration

Candidates who have or have had medical or other serious problems which could impair their performance in examinations should lodge a request for special consideration at the Student Centre.

Where special consideration is being claimed on medical grounds, an original medical certificate must be attached which shows:

- (a) the date(s) on which treatment was sought
- (b) the nature of the illness or disability and the period concerned, and
- (c) the doctor's professional opinion as to the effect of the illness or disability on examination performance.

Where special consideration is sought on non-medical grounds the application must include a full statement of the circumstances and any supporting evidence should be attached. Examiners may respond to a request for special consideration in one or more ways:

- (1) When the candidate is on the 'borderline' between grades the examiners may elect to give the higher grade
- (2) The candidate may be given a further test
- (3) An extension for missing or unsatisfactory assignments may be approved, or new assignments arranged

(4) If in the judgement of the examiners the candidate is not capable of achieving a pass even with extensions of time and/or further tests, no action will be taken. The approval of such special arrangements is entirely at the discretion of the examiners. It should be noted that no extensions or further tests can be given; in any circumstances, after the beginning of the following academic year. If the requirements for a unit of study have not been completed by then, the candidate has failed it. (In some cases, a department or school may be willing to grant exemptions for work completed if the student re-enrols in the unit of study in a later year, but the candidate must re-enrol in the whole unit of study).

Requests for special consideration are sympathetically treated, but candidates must appreciate that in some cases the Board of Studies cannot make the concession requested, even when strong evidence is presented.

Determination of results

Grades of results will be awarded in relation to percentage marks having regard to the following general scale:

Grade	Description	Percentage mark
HD	High Distinction	85 and over
D	Distinction	75 to 84
Cr	Credit	65 to 74
P	Pass	50 to 64
R	Satisfied Requirements	Field Education and Preparation Seminar
F	Fail	Below 50 and either not awarded further tests or has not passed them
AF	Absent Fail	Includes non-submission of compulsory work (or non-attendance at compulsory classes, etc) or failure to attend an examination.

Further tests

1. Further tests may be awarded in a unit of study where the examiner requires additional evidence to reach a final assessment of a candidate who has failed a unit of study and whose mark is between 45 and 49%. Where possible and practicable, all further tests will be administered before the advertised date for release of results.
2. Examiners may give further tests to candidates whose marks have been affected by attested illness or misadventure.
3. Further tests may take the form of oral or written examination, essay or other assignment.
4. Individual students granted a further test should wherever possible be given at least three days' prior notice. A candidate who is absent from a further test without sufficient reason may be deemed to have failed the test.
5. In respect to the notification of students referred to in resolutions 3 and 4, students will be deemed to have been notified as a result of the posting of information by the due date on the departmental noticeboards.
6. It is the responsibility of the student to provide evidence of illness or misadventure to the appropriate chair of department in advance of, or as soon as possible and practicable after, the date of the final examination in a unit of study. Where such evidence is not presented in time for the student to be offered a further test on the advertised date, it will only be considered by the chairs of departments where there is sufficient reason why it has not been presented by that date.
7. Any necessary revision to the results shall be submitted to the chairs of departments as soon as possible, and not later than the commencement of the next semester.
8. All results must be determined by the beginning of the academic year and no candidate shall be given further tests or extension of written work beyond the commencement of

the academic year in any circumstances (including illness or misadventure). In cases of serious illness or misadventure, departments may consider an aegrotat result.

Field education

Students begin their field education in the third year. Responsibility for their supervision rests with qualified field teachers in social welfare agencies who, as well as supervising students, have practice responsibilities. Some students are placed in agencies having a major commitment to social welfare education. Field teachers in these agencies devote much of their time to student supervision.

There are two placements. The first is in the third year, the next being in the fourth year. Details of timing are given in the field education placement timetable below. Further information is in the *Field Education Handbook* available from the department.

Placement timetable 2001

First Placement (3rd year)

Duration: 60 days, commencing 23 July, ending on completion of 60 days

Placement days: A four-day week (Tuesday-Friday)

End of Placement: mid-October

Second Placement (4th year)

Duration: 80 days commencing 2 April, ending on completion of 80 days

Placement days: Full-time block

End of Placement: 27 July

Social work practice/field education objectives

- To develop an understanding of the social, economic and political context of social work, and a critical analysis of the place of social work in society.
- To familiarise students with the claims of competing theories about the personal and social condition and the arising tensions which are inherent in all social work intervention.
- To promote competence to act in managing this tension through the acquisition of social work skills and methods, including research.
- To develop by the end of the course a coherent practice which enables student practitioners to help individuals and to promote social change.
- To emphasise an adult education philosophy which develops a partnership in learning between student, field education teachers located in agencies, and staff of the Department of Social Work, Social Policy and Sociology.

Consultation within the department

1. Student members are elected to the Board of Studies in Social Work.
2. Each year four students are represented on the Departmental Board - one student is chosen to represent Sociology students, one to represent Social Work students, one to represent postgraduate students, and one indigenous student.
3. Each subject establishes a Course Consultative Committee to meet with academic staff.

Prizes

The Social Work Pioneers Prize

Established November 1991, the prize amalgamates the following: 'The Frances Mary Gillespie Prize' established in 1964; 'The Laura Bogue Luffman Memorial Prize' established in 1955 and the 'The Board of Social Study and Training Scholarship' established in 1941.

The prize is awarded annually on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology to the most proficient student in the third year, providing that the student's performance is of sufficient merit. The recommendation for an award shall take into account the student's level of performance in the third year including Field Education I. Value \$300.

Scholarships and prizes for Arts courses

In addition, you should refer to the scholarships and prizes awarded in respect of those courses offered in the Faculty of Arts. For details see the *Faculty of Arts Undergraduate Handbook* or contact the Scholarships Office.

Support for research*Dr Helen Marchant Memorial Scholarship*

The scholarship was established in 1988 following donations received from the family, friends and colleagues of Dr Helen Marchant, a distinguished teacher and researcher in the Department of Social Work, Social Policy and Sociology.

The scholarship is to support research in some areas to which Dr Marchant was particularly devoted, such as: social work and social change, gender and social welfare, women, work and technology, immigration, social welfare and social work.

Applications for the scholarship must include statements about the purpose for which support is sought; an outline of the research as a whole; detailed budget, including details of current or proposed sources of funding; and the intended outcome of the research.

Katharine Ogilvie Memorial Award

The award was established in 1988 following donations received from a group of retired social workers to honour pioneer social worker Katharine Ogilvie, and to support postgraduate research in social work.

The award is open to enrolled postgraduate research students within the Department of Social Work, Social Policy and Sociology, who are eligible for membership of the Australian Association of Social Workers.

The committee making the award takes into account the academic merit of each applicant and the appropriateness and quality of the research project.

The level of an award is determined by the committee, taking into account the availability of the funds and the level of financial support necessary for conclusion of the project.

Associations*Sydney University Social Work Students' Association (SUSWSA)*

All students enrolled in social work automatically become members of the Students' Association. The Association meets at regular intervals throughout the year in the Dungeon (student/staff common room in the Mills Building). SUSWSA liaises with staff of the Department of Social Work, Social Policy and Sociology, both formally and informally, on all issues which concern students. These issues include curriculum changes and course content, structural issues to do with the course, and welfare rights issues. SUSWSA is concerned about welfare issues in the community and guest speakers are invited periodically to talk on a variety of topics to interested students. SUSWSA provides funding for students who wish to attend conferences and information on other funding and welfare services available on campus.

The Students' Association also provides social functions such as parties, public meetings and end-of-year functions. In essence, SUSWSA is a social, informative and support mechanism with which all social work students should feel free to associate.

SUSWSA encourages all social work students to take part in its activities. To contact the Association, leave a note in the SUSWSA box - the General Office (Room 119A) of the Department of Social Work, Social Policy and Sociology, RC Mills Building.

Australian Association of Social Workers

The Australian Association of Social Workers is the social workers' professional organisation in Australia. Membership is determined on the basis of qualifications received from the universities and other tertiary institutions in Australia that offer social work courses. Associate membership is offered to students of social work.

The AASW is now a registered company (in the ACT) called 'AASW Ltd.' The Federal Council is the governing

body of the AASW and meets biennially at the National Conference. It consists of the federal office bearers plus branch delegates. Delegates are elected for every 100 branch members, provided each branch has a minimum of two delegates.

The Association publishes a quarterly journal, *Australian Social Work*, which all members receive. It holds the National Conference of Social Work every two years in a different state capital city, the proceedings of which are published. Professional indemnity insurance covers all members. The Federal Office also provides a code of ethics. It reviews state, national and international standards of social work education, training and practice. It provides opportunities for national and international networking.

There are national standing committees which address issues affecting social work practice such as registration, social policy and international relations.

The NSW Branch is administered by a Committee of Management elected annually at the AGM. There is close liaison with the unions, Public Service Association and Public Officers Association which concern social workers in state, commonwealth and voluntary agencies. It publishes a bi-monthly newsletter, and conducts seminars, one-day conferences and workshops both in the metropolitan and country areas.

The NSW Branch of the Australian Association of Social Workers has at its disposal the Elvira M. Lyons Students' Loan Fund. Applications for assistance should be made to the Chair of the Department.

AASW addresses

Federal office: PO Box 4956, Kingston, ACT 2604

Phone: (02) 6273 0199

NSW Branch: Room 5, 66 Albion Street, Surry Hills, 2010.

Phone: (02) 9212 2696

Staff members and their interests*Bettina Cass*

Current Dean of the Faculty of Arts, Professor of Sociology and Social Policy. Previously Senior Research fellow at Social Policy Research Centre at University of New South Wales.

1986-1988 Director of the Social Security Review established by the Commonwealth Government and in 1994 Chair of the National Council for the International Year of the Family. Has been previously Commissioner (part-time) of the Australian Law Reform Commission, Deputy Chair of the Commission for the Future of Work, Australian Council of Social Service.

Academic interests: social policy, particularly social security and tax policies; family policy; women's studies, studies of employment, unemployment and labour market programs; housing and urban development; comparative studies of welfare states.

Fran Collyer

Fran Collyer has research interests in the sociology of the state, the economy, health and illness, science and technology, and the environment. Recent publications concern privatisation and the contracting-out of government services, (particularly the privatisation of the hospital system in Australia) health financing and services and health policy.

Christine Crowe

Previously taught in the School of Sociology and the School of Health Services Management at the University of New South Wales. Currently completing a PhD in Sociology at UNSW. Research topic focuses on the social construction of medical/scientific knowledge, particularly regarding reproductive and genetic engineering.

Academic interests: sociology of science and technology, feminist theory, health and illness, women's studies, bioethics, sociology of knowledge.

Annette Falahey

Currently enrolled in a PhD in sociology at the UNSW, research topic is Resident Action Groups (RAGs) as social movements focusing on collective oppositions to alcohol consumption as well as trading practices in New South Wales hotels. Previous teaching experience in the School of

Sociology and Social Science and Policy and the Centre for General and Liberal Studies at UNSW. Previously taught social theory and cultural studies at the University of Technology, Sydney and Sociology Summer School program, University of Wollongong. Currently teaching sociology at Sydney University.

Academic interests: cultural and media studies, particularly music production and its impact; sociological theories concerning social movements.

Joanne Finkelstein

Research interests include popular culture and consumer trends such as dining out, fashions and fads, the connections between material possessions, subjectivity and desires. Before joining the University of Sydney, taught at several universities in America and then Monash and Melbourne Universities in Australia.

Current research interests are the relationships between food practices and consumption patterns as they relate to contemporary ideas of home.

Janet George

Member of the department since 1978, with background of teaching, research and practice in pharmacy, health promotion, sociology and social policy. Fellow of the Research Institute for Asia and the Pacific and board member of the regional and international organisations for social work education. Has spent several years in research and teaching in Hong Kong.

Academic interests: social policy, especially related to the areas of health, women and ageing; comparative social policy; international social development and social work education; health service social work.

Susan Goodwin

Completed a PhD on women and policy-making. Taught social policy at the University of Queensland in 1994–95. Has worked as a researcher on a range of social policy projects and as a policy officer in women's policy units. Previously worked at Macquarie Legal Centre and at Blacktown Womens Health Centre.

Academic interests: social policy, particularly in the areas of women's policy, health policy and income support; sociology of welfare states; theories of citizenship, democracy and political participation; feminist theory.

Deborah Hart

The position of Professional Officer, Field Education was created in 2000 to assist the teaching staff in planning developing and managing the social work field education program. She will be developing and maintaining field placement opportunities and working on creating some new and innovative placements. Her role includes providing professional and educational support.

Karen Healy

Research interests include: social work theory and practice; practice research methods; policy and practice interface; child and family welfare. Her forthcoming book on social work, social change and postmodernism is to be published internationally by Sage. Has published on many aspects of social work, especially in relation to service user participation.

Her current projects include practice research with parents in prison and a study of entrepreneurial activity amongst welfare professionals in the non-profit sector.

Jude Irwin

Has worked as a social worker in the Department of Immigration and Ethnic Affairs in Sydney and Wollongong. Worked at Leichhardt Council as a community worker and Bamardo's Australia involved in group work with women who have experienced domestic violence. Since moving into academia has been involved in community based organisations such as the Immigration Advice and Rights Centre and International Social Sciences. Currently co-director of the Australian Centre for Lesbian and Gay Research.

Academic interests: violence against women and children; anti-racist welfare practice; feminism and social work practice; hetero sexism in social welfare practice; field education.

Mary Lane

Background includes many years in frontline community work in outer western Sydney, and serves on National Women's Advisory Council and Family Law Council of Australia. Council member of Centre for Peace and Conflict Studies, Sydney University.

Academic interests: community development, urban planning, peace and conflict studies, violence and crime prevention, postmodernism.

Jan Larbalestier

Has published in the areas of Indigenous/non-Indigenous relations, the politics of difference and questions of representation in regard to feminist concerns in the context of both Aboriginal women's critiques of 'white' Australian feminism and social work practice.

Academic interests: colonial discourses, issues of representation and identity/difference, feminist theories, social inequality, comparative focus on social policy and Indigenous issues in Australia and North America.

Denise Lynch

Educated at UNSW, with a Masters in Criminology (Syd). Background includes working in child protection in front line work, middle and senior management. Research has been undertaken in domestic violence and child protection. Has been involved with evaluating and training in many welfare agencies.

Academic interests: child protection, groups and group work, law and criminality.

Lindsey Napier

Practised in Islington Family Service Unit and in the psychiatric unit of St. Bartholomews Hospital, London before moving to Australia. Prior to joining the Department at the University of Sydney, she worked at Sydney City Council, Prince of Wales Hospital and the Health Commission of New South Wales, as Social Work Adviser.

Current research interests: health policy and health service social work; old age and 'community care'; practice theory and critical reflective practice.

Agi O'Hara

Employed by the Department of Social Work, Social Policy and Sociology to teach Psychology for Social Work to second and third year students; and Skills workshops for 3rd year students. She is a registered psychologist and has been teaching at the university since 1990. Coordinates Psychology for Social Work and lectures on counselling, suicide, domestic violence, child abuse and grief. Occasionally consults to outside agencies offering workshops in groupwork training, conflict resolution, and team building. Her area of research is the impact of individual therapist differences on the therapeutic experience of the client, with particular focus on the recovery of childhood memories of abuse.

Academic interests: counselling and working with groups, student-staff liaison.

Alec Pemberton

Previously taught, studied and researched at the Queensland Institute of Technology, the University of Queensland, Trinity College, Oxford, Duke University (USA), and the NSW Institute of Psychiatry.

Academic interests: the sociology of the professions (especially the welfare or helping professions), and mental illness; the empirical study of modern social problems (poverty, unemployment, crime, homelessness, chronic mental illness); serial killers; Christianity and social welfare, especially the application of the gospel parables embodying love and justice to modern social policy issues.

Robert van Krieken

Sociologist; research topics have included psychoanalysis ideology, theories of social control, the history of child welfare, the history of social discipline and the welfare state. Currently researching the social and political history of the stolen generations in relation to theories of civilisation and government.

Academic interests: translating from Dutch and German, theory, sociology of the family and the welfare state, critical theory, psychoanalysis, historical and comparative sociology, organisational theory, sociology of cyberspace.

Zita Weber

Previously a social worker in various health and welfare settings in Sydney.

Academic interests: health policies, migrants' health, feminist studies, child welfare, family therapy, the social contexts of depression and the non-medical treatment of depression.

Marie Wilkinson

Has many years experience as a social worker in the health and child welfare fields, and has previously taught in social work and social welfare courses at the University of New South Wales and in the Department of Technical and Further Education.

Academic interests: social policy and childhood; children and the state; children and the law; income support policies; residential services for children and adults; children and homicide.

General University information

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

Accommodation Service

The Accommodation Service assists students to find off-campus accommodation by maintaining an extensive database of suitable accommodation in various areas but primarily close to University or within easy access via public transport.

Level 7, Education Building, A35

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 3312

Fax: (02) 9351 8262

TTY: (02) 9351 3412

Email: accomm@stuserv.usyd.edu.au

Web: www.usyd.edu.au/su/accom

Admissions Office

The Admissions Office is responsible for overseeing the distribution of offers of admission to undergraduate students through the Universities Admissions Centre (UAC) and can advise prospective local undergraduate students on admission requirements. Postgraduate students should contact the appropriate faculty. Applicants without Australian citizenship or permanent residency should contact the International Office.

Student Centre

Ground Floor, Carlaw Building, F07

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 4117 or (02) 9351 4118

Fax: (02) 9351 4869

Email: admissions@records.usyd.edu.au

Applying for a course

Prospective (intending) undergraduate students must lodge an application form with the Universities Admissions Centre (UAC) by the last working day of September of the year before enrolment for all courses except the graduate dental and medical programs, which require direct application to the faculties of Dentistry and Medicine. Note that some faculties may have additional application procedures.

Assessment

For matters regarding assessment, refer to the relevant Department or School.

Casual Employment Service

The Casual Employment Service helps students find casual and part-time work during their studies and in University vacations.

Level 7, Education Building, A35

The University of Sydney

NSW 2006 Australia

Phone: (02) 9552 2589

Fax: (02) 9552 4713

Email: ces@stuserv.usyd.edu.au

Web: www.usyd.edu.au/su/cas_emp

Centre for English Teaching

The Centre for English Teaching provides a variety of full-time English language courses for adult students at all levels of proficiency, including General English from Beginner to Advanced, IELTS preparation, and a range of specific

programs in English for Academic Purposes designed to bring international students up to the required English language entry levels for degree programs at the University.

Level 2, Building F, 88 Mallett St

Camperdown NSW 2006

Phone: (02) 9351 0706

Fax: (02) 9351 0701

Email: info@cet.usyd.edu.au

Web: www.usyd.edu.au/cet

Child Care

Contact the Child Care Coordinator for information about Children's Services for students and staff of the University who are parents.

Child Care Coordinator

Level 7, Education Building, A35

Phone: (02) 9351 5667

Fax: (02) 9351 7055

TTY: (02) 9351 3412

Email: childc@stuserv.usyd.edu.au

Web: www.usyd.edu.au/su/childcare

Co-op Bookshop

Sells textbooks, reference books, general books and software. Special order services available. The Co-op Bookshop is located at:

Sydney University Sports and Aquatic Centre, G09

Cnr Codrington St and Darlington Rd

Phone: (02) 9351 3705 or (02) 9351 2807

Fax: (02) 9660 5256

Email: sydu@mail.coop-bookshop.com.au

Web: www.coop-bookshop.com.au

Counselling Service

The Counselling Service aims to help students fulfil their academic, individual and social goals through professional counselling which is free and confidential.

Level 7, Education Building, A35

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 2228

Fax: (02) 9351 7055

TTY: (02) 9351 3412

Email: counsell@mail.usyd.edu.au

Web: www.usyd.edu.au/su/counsel

Disability Services

Disability Services is the principal point of contact and advice on assistance available for students with disabilities. The Service works closely with academic and administrative staff to ensure that students receive reasonable accommodations in all areas of their study. Assistance available includes the provision of notetaking, interpreters, and advocacy with academic staff to negotiate assessment and course requirement modifications where appropriate.

Level 7, Education Building, A35

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 4554

Fax: (02) 9351 7055

Email: disserv@stuserv.usyd.edu.au

Web: www.usyd.edu.au/su/disability

Enrolment and pre-enrolment

Students entering first year

Details of the enrolment procedures will be sent to new undergraduate students with their UAC Offer of Enrolment. Enrolment takes place at a specific time and date, depending on your surname and the faculty in which you are enrolling, but is usually within the last week of January. You must attend the University in person or else nominate, in writing, somebody to act on your behalf. On your enrolment day, you pay the compulsory fees for joining the Student Union, the Students' Representative Council and the student sporting

bodies. Fees for certain courses are also payable at enrolment as is upfront HECS if you decide to pay with this option. You also choose your first-year units of study, so it's important to consult the faculty handbook before enrolling. Faculty handbooks can be purchased at the Student Centre, or found on the web at www.usyd.edu.au/studentcentre/enrolments.

Re-enrolling students

For re-enrolling students, enrolment is accomplished via pre-enrolment which is compulsory. A pre-enrolment package is sent to all enrolled students in early October which contains instructions on pre-enrolment procedures.

Examinations

The Examinations and Exclusions Office is usually responsible for examination seat numbers, examination timetabling and examination arrangements. This information is available to students via the web (MyUni).

Examinations and Exclusions Office

Student Centre

Level 1, Carslaw Building, F07

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 4005 or (02) 9351 5054

Fax: (02) 9351 7330

Email: exams.office@exams.usyd.edu.au

Note that some faculties, such as the Sydney Conservatorium of Music, make all examination arrangements for the units of study that they offer.

Fees

The Fees Office provides advice to students on how to pay fees, where to pay, and if payments have been received.

Margaret Telfer Building, K07

The University of Sydney

NSW 2006 Australia

Phone: (02)93515222

Fax: (02) 9351 4202

Financial Assistance Office

The University has a number of loan funds and bursaries to assist students who experience financial difficulties. Assistance is not intended to provide the principal means of support but to help in emergencies and to supplement other income.

Level 7, Education Building, A35

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 2416

Fax: (02) 9351 7055

TTY: (02) 9351 3412

Email: fao@stuserv.usyd.edu.au

Web: www.usyd.edu.au/su/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, to enable a member of the public to obtain access to documents held by the University and to enable a member of the public to ensure that records held by the University concerning his or her personal affairs are not incomplete, incorrect or out of date. By definition, a 'member of the public' includes staff or students of the University.

- Application may be made for access to access University documents, however the Act provides some exemptions to particular documents. The Act contains review and appeal mechanisms which are required to be explained to applicants where applicable. The University is required to report to the public on its FOI activities on a regular basis. The two reports provided are the Statement of Affairs and the Summary of Affairs. The Statement of Affairs contains information about the University, its structure and function and the kinds of documents held. The Summary of Affairs

identifies each of the University's policy documents and provides a contact list for those wishing to access these documents. Further information, and copies of the current reports may be found at www.usyd.edu.au/arms/foi/.

- It is a requirement of the Act that applications be processed and a determination be made generally within 21 days. Determinations are made by the University's Registrar.

Graduations Office

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

Ground Floor, Carslaw Building, F07

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 3199, (02) 9351 4009

Protocol: (02) 9351 4612

Fax: (02) 9351 5072

Email: d.obrien@exams.usyd.edu.au

(Grievances) appeals

Many decisions about academic and non-academic matters are made each year and you may consider that a particular decision affecting your candidature for a degree or other activities at the University may not have taken into account all the relevant matters.

- In some cases the by-laws or resolutions of the Senate (see University Calendar) specifically 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 web site at www.usyd.edu.au/su/planning/pohcy/
- If you wish to seek assistance or advice regarding an appeal, contact:

Students' Representative Council

Level 1, Wentworth Building, G01

The University of Sydney

NSW 2006 Australia

Phone: (02) 9660 5222

HECS and fees

The HECS and Fees Office in the Student Centre can provide advice on your HECS or fee liability at any time.

Student Centre

Ground Floor, Carslaw Building, F07

The University of Sydney

NSW 2006 Australia

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

Fax: (02) 9351 5081

International Student Centre

The International Student Centre consists of the International Office (IO), the International Student Services Unit (ISSU) and the Study Abroad and Exchange Office. The International Office provides assistance with application, admission and enrolment procedures and administers scholarships for international students. The ISSU provides a wide range of international student support services including arranging arrival accommodation and offering advice and professional counselling. The Study Abroad and Exchange Unit assists both domestic and international students who wish to enrol for Study Abroad or Exchange programs.

International Student Centre

Services Building, G12

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 4079

Fax: (02) 9351 4013

Email: info@io.usyd.edu.au

Web: www.usyd.edu.au/international/index/html

General University information

International Student Services Unit

Phone: (02) 9351 4749

Fax: (02) 9351 6818

Email: info@issu.usyd.edu.au

Web: www.usyd.edu.au/su/issu/

Study Abroad and Exchange Unit Study Abroad

Phone: (02) 9351 5841

Fax: (02) 9351 2795

Email: studyabroad@io.usyd.edu.au

Web: www.usyd.edu.au/su/io/studyabroad/

Exchange

Phone: (02) 9351 5843

Fax: (02) 9351 2795

Email: exchange@io.usyd.edu.au

Web: www.usyd.edu.au/su/exchange/

Intranet

USYDnet is the University of Sydney's intranet. It provides easy access to staff and student directories, maps, software and useful resources for both staff and students. As well as delivering information, the intranet provides interactive services such as the Calendar of Events, where staff and students can enter events and publish them university-wide.

MyUni is the personalised section of USYDnet. All staff and students are provided with access to MyUni through a login name and password. This enables them to customise the information they see and also receive delivery of personal information such as exam results and seat numbers. MyUni is a portal from which students and staff can complete tasks that were previously only possible offline. Web enrolment variation is one of the first of many facilities that are helping to move the every day tasks of all members of the university online.

Learning Centre

The Learning Centre assists students to develop the generic skills which are necessary for learning and communicating knowledge and ideas at university. The Centre is committed to helping students to achieve their academic potential throughout their undergraduate and postgraduate studies.

Level 7, Education Building, A35

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 3853

Fax: (02) 9351 4865

Email: lc@stuserv.usyd.edu.au

Web: www.usyd.edu.au/su/lc

Library

Students are welcome to use any of the 23 libraries in the University. The student card is also the library borrower's card. Further details of the libraries, including services provided, locations and opening hours are available on the Library's homepage www.library.usyd.edu.au as well as in the printed *Library Guide*, available at any library. Consult the Library staff for assistance.

The libraries listed below are located on the Camperdown/Darlington campus unless otherwise specified.

Alexander Mackie Curriculum Resources Library

Old Teachers College, A22

Phone: (02) 9351 6254

Fax: (02) 9351 7766

Email: curriculum@library.usyd.edu.au

Architecture Library

Wilkinson Building, G04

Phone: (02) 9351 2775

Fax: (02) 9351 4782

Email: architecture@library.usyd.edu.au

Badham Library

Badham Building, A16

Phone: (02) 9351 2728

Fax: (02) 9351 3852

Email: badham@library.usyd.edu.au

Biochemistry Library

Biochemistry Building, G08

Phone: (02) 9351 2231

Fax: (02) 93517699

Email: biochemistry@library.usyd.edu.au

Burkitt-Ford Library

Sir Edward Ford Building, A27

Phone: (02) 9351 4364

Fax: (02) 9351 7125

Email: burkittford@Ubrary.usyd.edu.au

Camden Library

University Farms, Camden, C15

Phone: (02) 9351 1627

Fax: (02) 4655 6719

Email: camden@library.usyd.edu.au

Chemistry Library

Chemistry Building, F1 1

Phone: (02) 9351 3009

Fax: (02) 9351 3329

Email: chemistry@library.usyd.edu.au

Dentistry Library

United Dental Hospital, 2 Chalmers St, Surry Hills, C12

Phone: (02) 9351 8331

Fax: (02) 9212 5149

Email: dentistry@library.usyd.edu.au

Engineering Library

P N Russell Building, J02

Phone: (02) 9351 2138

Fax: (02) 9351 7466

Email: engineering@library.usyd.edu.au

Fisher Library

Eastern Ave, F03

Phone: (02) 9351 2993

Fax: (02) 9351 2890

Email: fishinf@library.usyd.edu.au

Geosciences Library

Madsen Building, F09

Phone: (02) 9351 6456

Fax: (02) 9351 6459

Email: geosciences@library.usyd.edu.au

Health Sciences Library

East St, Lidcombe, C42

Phone: (02) 9351 9423

Fax: (02) 9351 9421

Email: h.knight@cchs.usyd.edu.au

Law Library

Law School, 173-175 Phillip St, Sydney, C13

Phone: (02) 9351 0216

Fax: (02) 9351 0301

Email: library@law.usyd.edu.au

Mathematics Library

Carslaw Building, F07

Phone: (02) 9351 2974

Fax: (02) 9351 5766

Email: mamematics@library.usyd.edu.au

Medical Library

Bosch Building, D05

Phone: (02) 9351 2413

Fax: (02) 9351 2427

Email: medical@library.usyd.edu.au

Music Library

Seymour Centre, J09

Phone: (02) 9351 3534

Fax: (02) 9351 7343

Email: music@library.usyd.edu.au

Nursing Library

88 Mallett St, Camperdown, M02

Phone: (02) 9351 0541

Fax: (02) 9351 0634

Email: nursing@library.usyd.edu.au

Orange Library

Leeds Parade, Orange
 Phone: (02) 6360 5594
 Fax: (02) 6360 5637
 Email: lib@orange.usyd.edu.au

Pharmacy Library

Pharmacy Building, A15
 Phone: (02) 9351 2333
 Fax: (02) 9351 4445
 Email: pharmacy@library.usyd.edu.au

Physics Library

New Wing, Physics Building, A29
 Phone: (02) 9351 2550
 Fax: (02) 9351 7767
 Email: physics @ library.usyd.edu.au

Power Research Library

Mills Building, A26
 Phone: (02) 9351 2148
 Fax: (02) 9351 7323
 Email: john.spencer@artist.usyd.edu.au

Sydney College of the Arts Library

Balmain Rd, Rozelle, N01
 Phone: (02) 9351 1036
 Fax: (02) 9351 1043
 Email: scalib@sca.usyd.edu.au

Sydney Conservatorium of Music Library

109 Pitt St, Sydney, C41
 Phone: (02) 9230 3701
 Fax: (02) 9230 3707
 Email: csymes@conmusic.usyd.edu.au

Mathematics Learning Centre

The Mathematics Learning Centre runs bridging courses in mathematics at the beginning of the academic year (fees apply), and provides on-going support during the year through individual assistance and small group tutorials.

Level 4, Carslaw Building, F07

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 4061

Fax: (02) 9351 5797

Email: mlc@stuserv.usyd.edu.au

Web: www.usyd.edu.au/su/mlc

Part-time and full-time enrolment

Students are normally considered to be enrolled full-time if they have a HECS or fee weighting of at least 0.375 each semester. Anything under this amount is considered a part-time study load. Note that some faculties have minimum study load requirements for satisfactory progress.

Privacy

The University is subject to the NSW Privacy and Personal Information Protection Act 1998 (the Act). Central to the Act is Part 2 which contains twelve Information Protection Principles (IPPs) which regulate the collection, management, use and disclosure of personal information.

- In response to Section 33 of the Act the University has developed a Privacy Management Plan which includes a new University Privacy Policy incorporating the requirements of the IPPS. Both the Plan and the new University Privacy Policy were endorsed by the Vice-Chancellor on 28 June 2000. The Privacy Management Plan sets out the IPPs and how they apply to functions and activities carried out by the University.

Further information and a copy of the Plan may be found at: www.usyd.edu.au/arms/privacy/. Any questions regarding the Freedom of Information Act, the Privacy and Personal Information Protection Act or the Privacy Management Plan should be directed to:

Tim Robinson: (02) 9351 4263 or

Judith RusseU: (02) 9351 2684

Email: foi@mail.usyd.edu.au

Student Centre

Level 1, Carslaw, F07
 The University of Sydney
 NSW 2006 Australia

The Student Centre enquiry counter can assist with the following types of enquiries:

General Enquiries: (02) 9351 3023

Academic Records: (02) 9351 4109

Discontinuation of Enrolment: (02) 9351 3023

Handbooks: (02) 9351 5057

Prizes: (02) 9351 5060

Fax: (02) 9351 5081, (02) 9351 5350 (Academic Records)

Student identity cards

Student identity cards will be provided to all commencing students at in-person enrolment or will be mailed to all continuing students who have successfully pre-enrolled. The card must be carried with you at all times on the site of the University, it must be displayed during examinations and must be produced on demand of any member of the staff or any other officer of the University. The card incorporates a photograph which you are required to provide. The photograph is to be colour and passport-sized showing your head and shoulders only. The photograph will be laminated to your student identity card on the day of your in-person enrolment if you are a commencing student. Pre-enrolling continuing students will be advised where to attend to have their photos and cards laminated. Student identity cards also function as transport concession cards for those students deemed eligible by the transport authorities. Transport concession eligibility will be confirmed with the application of a holographic sticker on the card.

Student Services

Student Services exists to help you achieve your educational goals by providing personal, welfare, and academic support services to facilitate your success at University. Many factors can impact on your wellbeing while studying at University and Student Services can assist you in managing and handling these more effectively. Refer to Accommodation Service, Casual Employment Service, Child Care, Disability Service, Financial Assistance Office, Learning Centre, Mathematics Learning Centre.

Room 711, Level 7, Education Building, A35

The University of Sydney

NSW 2006 Australia

Web: www.usyd.edu.au/su/stuserv

Timetabling Unit

The timetabling unit in the Student Centre is responsible for producing students' class and tutorial timetables. Students can obtain their Semester 1 timetables from the Wednesday of Orientation Week via the web.

The Sydney Conservatorium of Music operates in accordance with a local calendar of dates and produces a complete timetable for all teaching that it delivers. The timetable is available on enrolment at the Conservatorium.

Other student assistance**Careers information**

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

Ground floor, Mackie Building, K01

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 3481

Fax: (02) 9351 5134

Email: info@careers.usyd.edu.au

Web: www.careers.usyd.edu.au

General University information

Continuing Education

University Preparation courses; bridging courses; Accounting Extension program; study skills courses; essay writing courses; and many others for career development, skill enhancement and general interest.

Centre for Continuing Education

Mackie Building, KOI

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 2907

Fax: (02) 9351 5022

Email: info@cce.usyd.edu.au

Web: www.usyd.edu.au/cce

University Health Service

Offers full general practitioner services and emergency medical care to all members of the University community.

University Health Service (Wentworth)

Level 3, Wentworth Building, G01

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 3484

Fax: (02) 9351 4110

University Health Service (Holme)

Ground Floor, Holme Building, A09

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 4095

Fax: (02) 9351 4338

Email: director@unihealth.usyd.edu.au

Web: www.unihealth.usyd.edu.au/

Koori Centre and Yooroang Garang

The Koori Centre provides tutorial assistance: access to computers, Indigenous counsellor, Aboriginal Studies library study rooms, Orientation program at the beginning of the year, and assistance in study and learning skills. Education Unit: courses in Education for ATSI students. Indigenous Studies Unit: aims to increase the awareness of Indigenous Australian issues through courses across the University.

Ground Floor, Old Teachers' College, A22

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 2046 General Enquiries

(02) 9351 7003 Liaison Officer

Fax: (02) 9351 6923

Email: koori@koori.usyd.edu.au

Web: www.koori.usyd.edu.au/

Language Centre

The Language Centre supports the teaching and research of the 34 languages taught through the Faculty of Arts and also offers self-study materials in over 140 languages. Members have access to audio-visual kits, reference books, videos, satellite television, computer software and magazines. The Language Centre also runs courses in Spanish, Russian, Portuguese, Modern Irish and Welsh.

Level 2, Christopher Brennan Building, A18

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 2371

Fax: (02) 9351 4724

Email: language.enquiries@language.usyd.edu.au

Web: www.usyd.edu.au/langcent

Scholarships

The Scholarships Office is the University's internal and external point of contact for matters related to scholarships and awards. It provides information on undergraduate and postgraduate award opportunities available at the University as well as from external funding bodies, and advice to faculties and administrative units on the establishment and administration of their specific awards. The Scholarships

Office is also responsible for administering University-wide awards and major government funded research scholarships.

Research and Scholarships Office

Scholarships Administration

Room K4.01, Main Quadrangle, A14

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 3250

Fax: (02) 9351 3256

Email: scholars@reschols.usyd.edu.au

Web: www.usyd.edu.au/su/reschols/scholarships/schol.html

Student organisations

Students' Representative Council

Level 1, Wentworth Building, G01

The University of Sydney

NSW 2006 Australia

Phone: (02) 9660 5222 Editors, Honi Soit/Legal Aid

(02) 9660 4756 Second-hand Bookshop

(02) 9351 0691 Mallett St

(02) 9230 3777 Pitt St-Conservatorium

Fax: (02) 9660 4260

Email: postmaster@src.usyd.edu.au

Sydney University Sports Union

Provides services, facilities and clubs for sport, recreation and fitness.

Sports and Aquatic Centre, G09

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 4960

Fax: (02) 9351 4962

Email: sportsunion@susu.usyd.edu.au

Web: www.susport.com.au

University of Sydney Union

Provides welfare, social and recreational services to the University community.

Holme Building, A09

The University of Sydney

NSW 2006 Australia

Phone: (02) 9563 6000 Switchboard/Enquiries

(02) 9563 6282 Academic Dress

(02) 9563 6103 ACCESS Centre, Manning

(02) 9563 6269 Campus Store, Holme

(02) 9563 6016 Campus Store, Wentworth

(02) 9563 6160 Clubs and Societies Office

(02) 9563 6010 School Tutoring Coordinator

(02) 9563 6032 Union Broadcasting Studio

(02) 9563 6115 Welfare & Information Services Manager

Fax: (02) 9563 6239

Email: email@usu.usyd.edu.au

Web: www.usu.usyd.edu.au/

Women's Sports Association

Provides for students, predominantly women, to participate in sport and recreation through the provision of facilities, courses and personnel.

Room 214, Sports Centre, A30

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 8111, (02) 9351 8112

Fax: (02) 9660 0921

Email: secretary@suwsa.usyd.edu.au

Web: www.usyd.edu.au/su/suwsa/welcome.html

Glossary

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

Academic Board

The Academic Board is 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 (UoSs), and policy relating to the admission of students. (For further information, see the University Calendar)

Academic Cycle

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

Academic Record

The Academic Record is 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. A student's Academic Record is not released to a third party without the written authorisation of the student.

(See also Academic Transcript)

Academic Transcript

An Academic Transcript is a printed statement setting out a student's academic record at the University. There are two forms of Academic Transcripts: External and Internal. (See also External Transcript, Internal Transcript)

Academic Year

An Academic Year is a normal full-time program taken in a course in a year. Some courses consist of stages, which may readily be equated with Academic Year. Others use the aggregation of credit points to do this (eg, 48 credit points = an Academic Year).

(See also Academic Cycle, Stage)

Addresses

All enrolled students need to have a current postal address recorded on FlexSIS to which all Official University correspondence is sent.

(See also Business Address, Permanent Home Address, Semester Address, Temporary Address)

Admission

Admission is governed by the University's Admission Policy and 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 (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 Basis

The main criterion 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 Mode

Admission Mode is 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. The main Admission Period takes place before the first semester, but there may also be an Admission Period for mid year applicants before the beginning of the second semester and other Admission Periods.

Admission Reply

A code used by FlexSIS to indicate whether an applicant who has received an offer has accepted the offer or not.

Admission Result

A code used by FlexSIS to indicate the result of a direct application to study at the University (eg, Offer, Unsuccessful, Withdrawn).

Admission Year

The year the student began the course.

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)

Annual Progress Report

The Annual Progress Report is a form issued by Faculties 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 nominee). The completed form is attached to the student's official file.

FlexSIS records that the form has been sent out and that it has been satisfactorily completed.

APA

Australian Postgraduate Awards. (See also Scholarships, UPA)

Appeals

Students may lodge appeals against academic or disciplinary decisions. FlexSIS will record an academic appeal (eg, against exclusion) while they are under consideration and will record the outcome of the appeal. Disciplinary (that is, non-academic) appeals are not recorded on FlexSIS.

Assessment

The process of measuring the performance of students in UoSs and courses. The assessment of performance in a UoS may include examinations, essays, laboratory projects, or assignments.

(See also Board of Examiners, Result Processing, Result Processing Schedule)

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 Mode

Refers to whether a Unit of Study is taken by the student internally (ie, by attending classes at a campus of the university) or externally (ie, remotely by correspondence or other distance education means). While most Units of Study are offered internally, the Faculty of Health Sciences and the Orange Agricultural College offer Units of Study externally.

Attendance Type

Refers to whether the student is studying part-time or full-time. For coursework students this is a function of course load - ie, the proportion being undertaken by the student of the normal full-time load specified for the course in which the student is enrolled. To be considered full-time, a coursework student must undertake at least 0.75 of the normal full-time load over the academic cycle or at least 0.375 if only enrolling in half of an academic year (one semester). It is important to note, however, that, for some purposes, to be considered full-time a student may need to be enrolled in at least 0.375 in each session. Research students, with the approval of their Faculty, nominate whether they wish to study part-time or full-time. The Attendance Status is then recorded on FlexSIS as part of the application or enrolment process.

(See also Coursework, Student Load)

AusAID

Australian Agency for International Development.

Award Course

An award course is a formally approved program of study that can lead to an academic award granted by the University. The University broadly classifies courses as Undergraduate and Postgraduate (research and coursework). The Award Courses offered by the University are:

Higher Doctorates

Doctor of Philosophy (PhD)

Doctorates by research and advanced coursework

Master's Degree

Graduate Diploma

Graduate Certificate

Bachelor's Degrees

Advanced diplomas

Diplomas

Certificates

(See also Major, Minor and Stream)

Bachelor's Degree

The highest undergraduate award offered at the University of Sydney. 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

A barrier is an instruction placed on a student's FlexSIS record that prevents the student from re-enrolling or graduating.

(See also Deadline (fees), Suppression of Results)

Board of Examiners

A Board of Examiners was a body appointed by a Faculty or Board of Studies which met to approve the results of all students undertaking Courses supervised by that Faculty or Board of Studies. Boards of Examiners were dis-established following revision of the University's examination procedures in 2000.

(See also Assessment, Result Processing, Result Processing Schedule)

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

(See Scholarships)

Business Address

FlexSIS can record a student's Business Address and contact details.

(See also Addresses, Permanent Home Address, Semester Address, Temporary Address)

Cadigal Program

The Cadigal Program is a University wide access and support scheme for Aboriginal and Torres Strait Islanders.

Campus

The grounds on which the University is situated. There are eleven campuses of the University of Sydney: Burren Street (Australian Graduate School of Management), Camperdown and Darlington ('Main Campus'), Camden (Agriculture and Veterinary Science), Conservatorium (Conservatorium of Music), Cumberland (Health Sciences), Mallett Street (Nursing), Orange (Faculty of Rural Management), Rozelle (Sydney College of the Arts), St James (Law) and Surry Hills (Dentistry).

Census date

(See HECS Census Date)

Ceremony

(See Graduation Ceremony)

Chancellor

The non-executive head of the University. An honorary position, the Chancellor chairs meetings of the University's governing body, the Senate, and presides over graduation ceremonies amongst other duties.

Class List

A listing of all Currently Enrolled students in a particular Unit of Study.

(See also Unit of Study)

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

(See Combined Course)

Commencing Student

A student enrolling in an award course at the University of Sydney for the first time. The DETYA Glossary provides a more detailed definition.

Compulsory Subscription Rates

There are two rates for some annual subscriptions: full-time and part-time.

(See also Compulsory Subscriptions)

Compulsory Subscription Waiver Provision

Certain students over a certain age or with disabilities or medical conditions may be exempted from the subscription to the sports body.

Students with a conscientious objection 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)

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. These organisations are different on different campuses. There are different organisations for undergraduate and postgraduate students.

At the Main Campus, compulsory submissions depend on the level of study:

- Undergraduate - the University of Sydney Union, Students Representative Council (SRC) and the University Men's Sports Union or the University Women's Sports Association.
- Postgraduate - the University of Sydney Union and the Sydney University Postgraduate Representative Association (SUPRA).

At other campuses, student organisations include:

- the Cumberland Student Guild
- student organisations at Orange Agricultural College and the Sydney College of the Arts.

(See also Compulsory Subscription Rates, Compulsory Subscription Waiver Provision, Joining Fee, Life membership)

Confirmation of Enrolment Status Form

A Confirmation of Enrolment Status Form is issued to students after enrolment showing the course and the UoSs they are enrolled in, together with the UoS credit point value of the UoSs 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.

For Postgraduate Research students the form also lists candidature details and Supervisor information.

Where students have an appointed adviser, the adviser information is also shown.

Convocation

Convocation is the body comprising all graduates of the University.

Core Unit of Study

A Unit of Study (UoS) that is compulsory for the course or subject area.

(See also Unit of Study (UoS))

Corequisite

A Corequisite is 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)

Course

(See Award Course)

Course Alias

Each course in FlexSIS is identified by a unique five-digit Alpha-Numeric code.

Course Code

(See Course Alias)

Course Leave

Students (undergraduate and postgraduate) 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 and recorded on FlexSIS (leave for periods of less than one semester should be recorded internally by the Faculty). 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 reapply formally for admission. In respect of research students the term 'Suspension of Candidature' was previously used to describe students on course leave.

Course (Research)

A classification of courses in which students undertake supervised research leading to the production of a thesis or other piece of written or creative work over a prescribed period of time. The research component of a research course must comprise 66% or more of the overall course requirements.

Course Rules

Course Rules govern the allowable enrolment of a student in a Course; eg, 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; eg, a candidate must have completed a minimum of 144 credit points. Course Rules may be expressed in terms of types of Units of Study taken, length of study, and Credit Points accumulated.

Course Suspension

[See Course Leave]

Course Transfer

A Course Transfer occurs where a student changes from one course in the University to another course in the University without the requirement for an application and selection (eg, from a PhD to a Master's program in the same Faculty).

Course Type

Course Type is a DETYA code.

Coursework

Coursework is a classification used to describe those courses that consist of UoSs rather than research work. All Undergraduate courses are coursework programs. Postgraduate courses can be either research courses or coursework courses.

(See also Course (Research))

Credit

Students admitted to a course at the University may be granted Advanced Standing based on previous attainment in another course at the University, or at another institution. The credit points granted count towards the course.

Credit may be granted as specific credit or non-specific credit.

Specific credit is the recognition of previously completed studies as directly equivalent to UoSs. Specific credit is recorded on FlexSIS as credit for a particular UoS or UoSs.

Non-Specific credit takes the form of a 'block credit' for a specified number of credit points at a particular level (eg, 12 Junior level credit points). These credit points may be in a particular subject area. The credit is not linked to a specific UoS.

(See also Waiver)

Credit Points

Credit Points are a measure of value indicating the contribution each Unit of Study provides towards meeting course completion requirements stated as a total Credit Point value. Each Unit of Study will have a Credit Point value assigned to it, normally in the range 3 to 24. Resolutions of Senate set the number and level of Credit Points required for graduation.

Cross-institutional Enrolment

Cross-institutional Enrolment is an enrolment in Units of Study at one university to count towards an award course at another university. Cross-institutional enrolments incur a HECS liability or tuition fee charge at the institution at which the UoS is being undertaken. Students pay compulsory subscriptions to one university only (usually their home university - ie, the university which will award their degree).

DAC (Data Audit Committee)

DAC is a sub-committee of the VCAC Enrolment Working Party, chaired by the Registrar, with membership including the Deans, the Student Centre, FlexSIS and the Planning Support Office. Its role is to oversee the integrity and accuracy of the Course and Unit of Study data as strategic university data. It has a role in advising the Academic Board on suggested policy changes with relation to Course and Unit of Study data.

Deadlines (enrolment variations)

(See Enrolment Variations)

Deadlines (fees)

The University has deadlines for the payment of fees (eg, HECS, Compulsory Subscriptions, course fees etc). 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)

Dean

The head of a Faculty or the principal or director of a College (such as the 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 Deans' Certificates. In Faculties that do, qualified students have 'Dean's Certificate' noted on their academic record.

DETYA

The Department of Education Training and Youth Affairs is the Commonwealth Government Department responsible for Higher Education. The University is required to provide DETYA with information about its students three times a year. The Government in its funding deliberations uses this information.

Deferment

(See Admission (deferment), Leave)

Degree

(See also Award Course, Bachelor's Degree)

Department

For the purposes of FlexSIS, a Department is the academic unit, which is responsible for teaching and examining a UoS. It may be called a School, a Department, a Centre or a Unit within the University.

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. Graduate Diploma courses are only available to students who already hold an undergraduate degree.

(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, registered on FlexSIS and considered by the relevant Department or Faculty body. Decisions are recorded on FlexSIS and FlexSIS produces letters to applicants advising them of the outcome.

(See also Admission, UAC Admissions)

Disability Information

Students may inform the University of any temporary or permanent disability, other than a financial disability, which affects their life as a student. Disability Information is recorded in FlexSIS but it is only visible to particular authorised users because of its sensitive nature.

Discipline Codes

Discipline Codes are four-letter codes for each area of study available at the university (eg, CHEM Chemistry, ECON Economics)

Discipline Group

A DETYA code used to classify UoSs 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 Dissertation is a written exposition of a topic and 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.

Doctor of Philosophy (PhD)

(See Award Course, Doctorate, PhD)

Doctorate

The Doctorate and the PhD are high-level postgraduate awards available at the University of Sydney. 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 of Sydney.

(See also Award Course, PhD)

Earliest date

(See Research Candidature)

EFTSU

The Equivalent Full-Time Student Unit (EFTSU) is a measure of student load expressed as a proportion of the workload for a standard annual program for a student undertaking a full year of study in a particular award course. A student undertaking the standard annual program of study (normally 48 credit points) generates one EFTSU.

EFTYR

The Effective Full-time Enrolment Year (EFTYR) is a calculation of how long, in terms of equivalence to full-time years of enrolment, a student has been enrolled in a course. If a student has always been full-time, the calculation is straightforward (for example, the fifth year of enrolment is EFTYR 5). If the student has had a mixture of part-time and full-time enrolment, this can be equated with an EFTYR.

(See also Stage)

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. The student pays whatever fees are owing to the University by the deadline for that semester. New students currently pay on the day they enrol which is normally in early February. Students already in a course at the University re-enrol each year or semester; for most students Pre-enrolment is required.

(See also Pre-enrolment)

Enrolment Non Award

Non Award enrolment is an enrolment in a Unit or Units of Study, which does not count towards a formal award of the University. Normally Tuition Fees are levied on non-award Units of Study.

Enrolment Status

A student's enrolment status is either:

- Enrolled; or
- Not enrolled

An enrolment status is linked to an enrolment status reason or category.

Enrolment Status Reason/ Category

Not enrolled status reasons/categories include: Withdrawn, Totally Discontinued, Cancelled, on Leave (suspended), Transferred, Lapsed, Terminated, Qualified and Conferred.

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)

Enrolment Year

See EFTYR, Stage

Examination

See Examination Paper Code, Examination Period, Supplementary Exams

Examination Paper Code

A code that identifies each individual examination paper. Used to help organise examinations.

Examination Period

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

Exchange Student

An Exchange student is either a student of this University 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.

Students at this University will have recorded on their academic record the fact that they have participated in an exchange program.

Exclusion

The Faculty may ask a student whose academic progress is considered to be unsatisfactory to Show 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. 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 Calendar.

(See also Senate Appeals)

External

See Attendance Mode

External Transcript

An External Transcript is 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 UoSs attempted within each course together with the UoS result (but not any UoS which has the status of Withdrawn). It also includes any scholarships or prizes the student has received. Two copies are provided to each student on graduation (one with marks and grades for each UoS and one with grades only). External transcripts are also produced at the request of the student. The student can elect either to have marks appear on the transcript or not.

(See also Academic Transcript, Internal Transcript)

Faculty

A Faculty, consisting mainly of academic staff members and headed by a dean, is a formal part of the University's academic governance structure, responsible for all matters concerning the award courses that it supervises (see the 1999 Calendar, pp 110-111). Usually, a Faculty office administers the Faculty and student or staff inquiries related to its courses. The Calendar sets out the constitution of each of the University's 17 Faculties.

(See also Board of Studies, Supervising Faculty)

Fail

A mark of less than 50% which is not a Concessional Pass.

(See also Results)

Fee Paying Students

Fee Paying Students are students who pay tuition fees to the University and are not liable for HECS.

Fee Rate

Local fees are charged in bands, a band being a group of subject areas. The bands are recommended by Faculties and approved by the DV-C (Planning and Resources).

Fee Type

Fee Type can be International or Local.

FlexSIS

FlexSIS is the computer-based Flexible Student Information System at the University. FlexSIS holds electronically details of courses and UoSs being offered by the University and the complete academic records of all students enrolled at the University. FlexSIS also holds the complete academic records of many (but not all) past students of the university. For past students whose complete records are not held on FlexSIS, there will be a reference on FlexSIS to card or microfiche records where details are kept.

Full-Time Student

(See Attendance Status, EFTSU)

Grade

A Grade is a result outcome for a Unit of Study normally linked with a mark range. For example, in most Faculties, a mark in the range 85-100 attracts the Grade 'High Distinction' ('HD').

(See also Mark)

Graduand

A Graduand is a student who has completed all the requirements for an award course but has not yet graduated.

(See also Graduation, Potential Graduand)

Graduate

A Graduate is 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 Register

The Graduate Register is a list of all graduates of the University.

(See also Graduation)

Graduation

Graduation is the formal conferring of awards either at a ceremony or in absentia.

(See also In absentia, Potential Graduand)

Graduation Ceremony

A Graduation Ceremony is a ceremony where the Chancellor confers awards upon graduands. The Registrar publishes annually the schedule of graduation ceremonies.

HECS

See Higher Education Contribution Scheme (HECS)

HECS Census Date

The date at which a student's enrolment, load and HECS liability are finalised before reporting to DETYA. The following dates apply:

- 1st Semester, 31 March
- 2nd Semester, 31 August

HECS Code

A code used by DETYA to identify the HECS status of a student (eg, 10 Deferred, 11 Upfront).

Higher Doctorates

(See Award Course)

Higher Education Contribution Scheme (HECS)

All students, except international students, local fee-paying students and holders of certain scholarships are obliged to contribute towards the cost of their education under the Higher Education Contribution Scheme (HECS). HECS liability depends on the load being taken.

Current students, except possibly those who began their studies prior to 1997, have a HECS rate charged for each Unit of Study in their degree program which depends on the 'discipline group' it is in, and the 'band' to which the Government has assigned it. These are all determined annually by the Government.

Honorary Degrees

A degree *Honoris Causa* (translated from the Latin as 'for the purpose of honouring') is an honorary award, which is conferred on a person whom the University wishes to honour.

A degree *Ad Eundem Gradum* (translated as 'at the same level') is awarded to a member of the academic staff who is not a graduate of the University in recognition of outstanding service to the University. The award of an honorary degree is noted on the person's academic record.

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, Class III) and sometimes there are two divisions within Class II

HSC

The HSC is the NSW Higher School Certificate, 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.

In absentia

In absentia is Latin for 'in the absence of'. Awards are conferred in absentia when a graduand does not, or cannot, attend the graduation ceremony scheduled for diem.

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 Conservatorium of Music and BMus students on the Camperdown campus have an instrumental teacher appointed.

(See also Advisor, Associate Supervisor, Research Supervisor, Supervision.)

Internal

(See Attendance Mode)

Internal Transcript

An Internal Transcript is a record of a student's academic record for the University's own internal use. It includes the student's name, SID, address, all courses in which the student was enrolled and the final course result and all UoSs attempted within each course together with the UoS result.

(See also Academic Transcript, External Transcript)

International Student

An International Student is required to hold a visa to study in Australia and may be liable for international tuition fees. Any student who is not an Australian or New Zealand citizen or a permanent resident of Australia is an international student. New Zealand citizens are not classified as international students but have a special category under HECS that does not permit them to defer their HECS liability.

(See also Local Student, Student Type)

Joining Fee

Students enrolling for the first time pay, in addition, a joining fee for the University of Sydney Union or equivalent student organisation.

(See also Compulsory Subscription)

Leave

(See Course Leave)

Life membership

Under some circumstances (eg, after five full-time years of enrolments and contributions) students may be granted life membership of various organisations, which means they are exempt from paying yearly fees.

(See also Compulsory Subscription)

Load

Load for an individual student is the sum of the weights of all the UoSs in which the student is enrolled.

(See also EFTSU, HECS)

Local Student

A Local Student is either an Australian or New Zealand citizen or Australian permanent resident. New Zealand citizens are required to pay their HECS upfront.

(See also Fee type, HECS, International Student)

Major

A Major is a defined program of study, generally comprising 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 prescribed in order to satisfy course requirements.

(See also Award Course, Minor and Stream)

Major Timetable Clash

Used by FlexSIS to denote occasions 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 together.

Mark

An integer (rounded if necessary) between 0 and 100 inclusive, indicating a student's performance in a UoS.

(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, Course (Research), Coursework)

Minor

A Minor is 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. Students select and transfer between Minors (and Majors) by virtue of their selection of Units of Study. One or more Minors may be prescribed in order to satisfy course requirements.

(See also Award Course, Major and Stream)

Minor Timetable Clash

Used by FlexSIS to denote occasions when a student attempts to enrol in Units of Study which have some identical times of teaching.

Mutually Exclusive Units of Study

(See Prohibited Combinations of Units of Study)

MyUni

MyUni is a personalised space for staff and students on the University of Sydney's intranet, called USYDnet. MyUni is used to deliver information and services directly through a central location, while also allowing users to customise certain information. Students are able to access such services as Exam Seat Numbers, Results, Timetables and FlexSIS Enrolment Variations on MyUni.

Non Award

(See Enrolment - Non Award)

OPRS

Overseas Postgraduate Research Scholarship.

Orientation Week

Orientation or 'O Week', takes place during the week prior to lectures in Semester 1. During O Week, students can join various clubs, societies and organisations, register for courses with departments and take part in activities provided by the University of Sydney Union.

Part-time student

(See Attendance States, EFTSU)

Permanent Home Address

The Permanent Home Address is the address for all official University correspondence both inside and outside of Semester time (eg, during Semester breaks), unless overridden by Semester Address.

(See also Addresses, Business Address, Semester Address, Temporary Address)

PhD

The Doctor of Philosophy (PhD) and other Doctorate awards are the highest awards available at the University of Sydney. A PhD course is normally purely research-based; the candidate submits a thesis that is an original contribution to the field of study. Entry to a PhD course often requires completion of a Master's degree course. Note that the PhD course is available in most departments in the University of Sydney.

(See also Award Course, Doctorate)

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.

Potential Graduand

Potential Graduands are students who have been identified as being eligible to graduate on the satisfactory completion of their current studies.

(See also Graduand, Graduation)

Pre-enrolment

Pre-enrolment takes place in October for the following year. Students indicate their choice of UoS enrolment for the following year. After results are approved, registered students are regarded as enrolled in those UoSs they chose and for which they are qualified. Their status is 'enrolled' and remains so provided they pay any money owing or comply with other requirements by the due date. Re-enrolling students who do not successfully register 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. Pre-enrolment is also known as Provisional Re-enrolment. (See also Enrolment)

Prerequisite

A prerequisite is a Unit of Study that is required to be completed before another UoS can be attempted. (See also Assumed Knowledge, Corequisite, Waiver)

Prizes

Prizes are awarded by the University, a Faculty or a Department for outstanding academic achievement. Full details can be found in the University Calendar.

Probationary Candidature

A Probationary Candidate is 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.

Progression

(See Course Progression)

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. A Unit related in this way to any other Unit is linked in Tables of Units of Study via use of the symbol N to identify related prohibited Units.

Provisional Re-enrolment

(See Pre-enrolment)

Qualification

A qualification is an academic attainment recognised by the University.

Registrar

The Registrar is responsible to the Vice-Chancellor for the keeping of official records and associated policy and procedures within the University. (See the University Calendar for details.)

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 person will be a full-time member of the academic staff or a person external to the University appointed in recognition of 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)

Resolutions of Senate

Regulations determined by the Senate of the University of Sydney that pertain to degree and diploma course requirements and other academic or administrative matters.

Result Processing

Refers to the processing of assessment results for UoSs. Departments tabulate results for all assessment activities of a UoS and assign preliminary results for each UoS. Preliminary

results are considered by the relevant Board of Examiners, which approves final results. Students are notified of results by result notices that list final marks and grades for all UoSs. (See also Assessment, Examination Period)

Result Processing Schedule

The Result Processing Schedule will be determined for each Academic Cycle. It is expected that all Departments and Faculties will comply with this schedule.

(See also Assessment, Examination Period, Result Processing)

Results

The official statement of the student's performance in each Unit of Study attempted, as recorded on the academic transcript, usually expressed as a grade.

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 UoSs 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 UoS.

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 - eg, 'no more than one sixth of the total credit points for a course can be made up from PCON results'.

F

Fail. This grade may be used for students with marks from 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 (ie, 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.

DF

Discontinued - Fail. Recorded on transcript. This applies from the time DNF ceases to be automatically available up to the cessation of classes for the Unit of Study.

MINC

Incomplete, with a mark of at least 50. This result may be 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 mark and passing grade. Except in special cases approved by the Academic Board, this result will be converted to a normal passing mark and grade either: (a) 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

Glossary

- (b) automatically to the indicated mark and 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.

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:

- (a) 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
(b) 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 (eg, Honours).

Scholarships

Scholarships are financial or other forms of support made available by sponsors to assist Australian and international students to pursue their studies at the University. When a student's means are a criterion, scholarships are sometimes called bursaries.

(See also Prizes)

School

(See Department)

SCR

System Change Request.

Semester

A semester is the Academic Teaching period of approximately 14 weeks duration. All Units of Study have been semesterised, both at the undergraduate and postgraduate level, except for those components of final honours year or postgraduate courses relating to thesis or other similar research oriented projects for which two or more semesters are normally assigned for completion. Units of Study are taught and examined in either the first semester or the second semester (or in both semesters if the course is offered twice).

Semester Address

The Semester Address is the address to which all Official University correspondence is sent during semester time, if it is different to the Permanent Address. Unless overridden by a Temporary Address all Official University correspondence during Semester (including Session 4 for students enrolled in Summer School) will be sent to this address.

(See also Addresses, Business Address, Permanent Home Address, Temporary Address)

Senate

The Senate of the University is the governing body of the University.

(See the University Calendar)

Senate Appeals

Senate appeals are held for those students who, after being excluded by the 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 - ie, the Department, Faculty, Board of Study and, in the case of postgraduates, the Committee for Graduate Studies.

(See also Exclusion)

Session

A session is a defined teaching period of the University. The two major sessions are called semesters and are defined by the DETYA HECS Census date they contain (eg, first and second semester). The Academic Board must approve variation to the normal session pattern.

Session Address

(See Semester Address)

Special Consideration

Candidates who have medical or other serious problems, which may affect performance in any assessment, may request that they be given Special Consideration in relation to the determination of their results.

They can obtain an official form from the Student Centre. The Student Centre stamps the form and the medical or other documentation. The student gives a copy of the material to the Student Centre staff and takes copies to the relevant Departments. The student retains the originals. The dates for which Special Consideration is sought are recorded on FlexSIS and printed on the Examination Register.

Special Permission

(See Waiver)

Sponsorship

Sponsorship is the financial support of a student by a Company or Government body. Sponsors are frequently invoiced directly.

Stage

For the purposes of administration, a course may be divided into stages to be studied consecutively. The stages may be related to sessions or they may relate to an Academic Cycle. Part time students progress through a course more slowly and would often enrol in the same stage more than once.

Status

Status is a variable for students both with relation to Course and Unit of Study. With relation to Course, students can have the status of Enrolled or Not Enrolled. Not Enrolled reasons can be Totally Discontinued, Withdrawn, Suspended, Cancelled, Awarded, etc. With relation to Unit of Study, students can have the status of CURENR or WITHDN, Discontinued, etc.

Stream

A Stream is a defined program of study, selected from a table of Units of Study. Students enrolled in award courses that involve streams will have the stream recorded in their enrolment record. A student generally enters streams at the time of admission, although some award courses require students to enrol in streams after the completion of Level 1000. Students may transfer between Streams by altering their enrolment status within their Award Course, but only when permitted to do so by Faculty Resolution.

(See also Award Course, Major and Minor)

Student ID card

All students who enrol are issued with an identification card. The card includes the student name, SID, the course code, and a library borrower's bar code. 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 Identifier (SID)

A nine-digit number which uniquely identifies a student at the University.

Student Load

(See Load)

Study Abroad Program

A scheme administered by the International Education Office which allows international students who are not part of an exchange program, to study UoSs at the University of Sydney, but not towards an award program. In most cases the UoSs studied 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 - eg, the Unit of Study 'History of Momoyama and Edo Art' may count towards the requirements for the Subject Areas 'Art History and Theory' or, 'Asian Studies'.

Supervising Faculty

The Supervising Faculty is the Faculty which has the responsibility for managing the academic administration of a particular course ie, 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 at any given time. Further, in the case where one course is jointly offered by two or more Faculties (eg, the Liberal Studies course) a Joint Committee may make academic decisions about candidature and the student may be assigned a Supervising Faculty for administration.

The International Office has a supporting role in the administration of the candidatures of international students and alerts the Supervising Faculty to any special conditions applying to these candidatures (eg, that enrolment must be full-time).

(See also Board of Studies)

Supervision

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 position.

(See also Advisor, Associate Supervisor, Instrumental Supervisor (teacher), Research Supervisor)

Supplementary Examination

(See Supplementary Exams)

Supplementary Exams

Supplementary exams may be offered by Faculties to students who fail to achieve a passing grade or who were absent from assessment due to illness or misadventure.

Suppression of Results

Results for a particular student can be suppressed by the University for the following reasons:

- the student has an outstanding debt to the University
- the student is facing disciplinary action.

Suspension

(See Course Leave)

Teaching Department

(See Department)

Temporary address

Students may advise the University of a Temporary Address. Correspondence will be sent to this address between the dates specified by the student.

(See also Addresses, Business Address, Permanent Home Address, Semester Address)

Testamur

A testamur is a certificate of award provided to a graduate usually at a graduation ceremony.

Thesis

A thesis is a major work that is the product of an extended period of supervised independent research.

'Earliest date' is the earliest date at which a research student can submit the thesis.

'Latest date' is the latest date at which a research student can submit the thesis.

Timetable

Timetable refers to 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 Uable for HECS.

UAC

The Universities Admissions Centre (UAC) receives and processes applications for admission to undergraduate courses at recognised universities in NSW and the ACT. Most commencing undergraduate students at the University apply through UAC.

UAC Admissions

Most local undergraduates (including local undergraduate fee payers) apply through the Universities Admission Centre (UAC).

The University Admissions Office coordinates the processing of UAC applicants with Faculties and Departments and decisions are recorded on the UAC system.

Applicants are notified by UAC and an electronic file of applicants who have been made offers of admission to courses at the University is loaded onto FlexSIS.

(See also Admission, Direct Admissions)

UAI (Universities Admission Index)

The Universities Admission Index (UAI) is a number between 0.00 and 100.00 with increments of 0.05. It provides 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.

Undergraduate

A term used to describe a course leading to a Diploma or Bachelor's Degree. An 'undergraduate' is a student enrolled in such a course.

Unit of Study (UoS)

A Unit of Study is the smallest stand-alone component of a student's course that is recordable on a student's transcript. UoSs have an integer credit point value, normally in the range 3-24. Each approved UoS is identified by a unique sequence of eight characters, consisting of a four character alphabetical code which usually identifies the Department or subject area, and a four character numeric code which identifies the particular UoS. Units of Study can be grouped by subject and level.

(See also Core Unit of Study, Course, Major)

Unit of Study Enrolment Status

The UoS Enrolment Status indicates whether the student is still actively attending the UoS (ie, currently enrolled) or is no longer enrolled (withdrawn or discontinued)

Unit of Study Group

A grouping of Units of Study within a course. The Units of Study which make up the groups are defined within FlexSIS.

Unit of Study Level

Units of Study are divided into Junior, Intermediate, Senior, Honours, 5th Year, and 6th Year. 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 students qualified for the award of an undergraduate Honours degree or some Masters degrees, whose academic performance is judged outstanding.

UoS

(See Unit of Study)

UPA

University Postgraduate Award.

USYDnet

USYDnet is the University of Sydney's intranet system. In addition to the customised MyUni service, 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.

Variation of Enrolment

(See Enrolment Variation)

Vice-Chancellor

The chief executive officer of the whole University, responsible for its leadership and management. He is head of both academic and administrative divisions.

Waiver

In a prescribed course, a Faculty may waive the Prerequisite or corequisite requirement for a Unit of Study or the course rules for a particular student. Waivers do not involve a reduction in the number of credit points required for a course.

(See also Credit)

Weighted Average Mark (WAM)

The Weighted Average Mark (WAM) is the average mark in the UoSs completed, weighted according to credit point value and level. The formulae used to calculate the WAMs are course-specific: there are many different WAMs in the University.

Year of First Enrolment (YFE)

The year in which a student first enrolls at the University.

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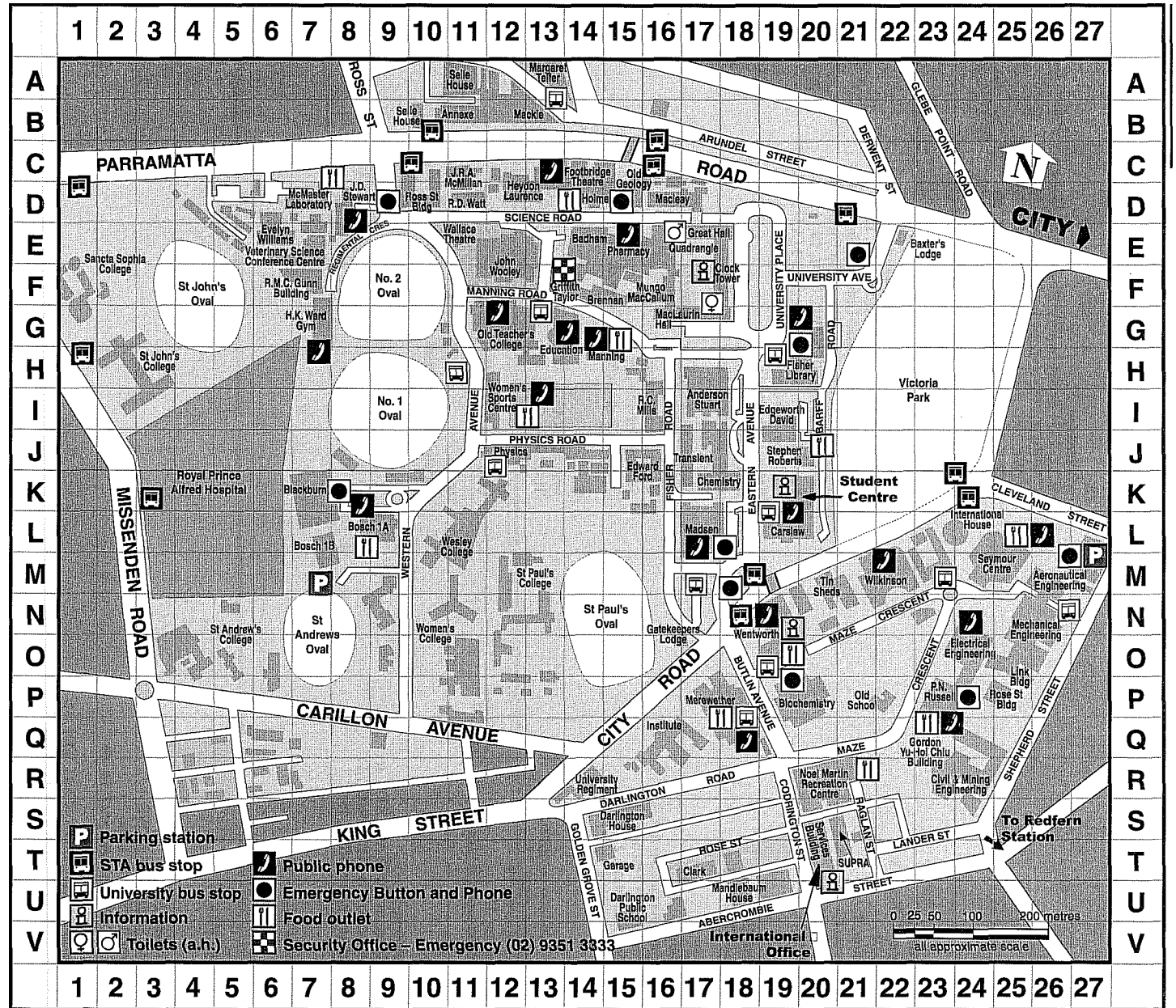
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