



The University of Sydney

## Sydney College of the Arts Handbook 2001

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Sydney College of the Arts

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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)	Thursday 12 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	Friday 31 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/3\\_0aca.html](http://www.usyd.edu.au/su/planning/policy/acad/3_0aca.html)

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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 to Sydney College of the Arts

*'The value and the meaning of a work can be appreciated only in the greater international context. That truth becomes particularly pressing for any artist who is relatively isolated.'*  
—Milan Kundera

Meaningful and innovative responses to future, unpredictable situations require flexibility and focus, informed intuition, an appreciation of the possible, as well as the confidence to challenge preconceptions. Sydney College of the Arts endeavours to provide access to skills and knowledge to support this outcome. Working in a wide range of media and with different approaches, many SCA graduates, through their professional activities, are influencing the shape of contemporary art, object design and new media. They are, like this institution, ambitious and global in their outlook.

During 2000 Sydney College of the Arts was reviewed by the University to assess its programs and its national and international reputation. The outcome of this review confirmed SCA's leadership in its field, the high quality of its courses, its campus and its graduates.

Sydney College of Arts campus is an outstanding learning environment, located in Kirkbride, Australia's most substantial nineteenth century building complex, converted in an award winning project to serve the needs of a modern art school. The facilities, workshops and equipment are of international standard, located in harbourside parkland close to Sydney's centre and not far from the main campus of Australia's first University.

The undergraduate degree program offers great flexibility of learning and access to study programs, but requires of students self-motivation and increasingly focussed learning as they progress through the course. This is at the heart of student-centred, studio-based learning at SCA. The Bachelor of Visual Arts degree may be undertaken with three career-oriented majors to assist students and staff in the academic advisory process.

SCA has been unique in maintaining the fundamental relationship between practice and theory through its Studio Theory unit of study offered by the studio teachers and the Theories of Art Practice core program for history and theory. The theory program complements studio-based learning by challenging and informing and by suggesting ways of working that are not fully contained within the bounds of the particular areas of concentration. Students develop written, verbal and critical skills and extend their knowledge of art, photomedia, temporal art, digital multimedia, object design histories and theories and their relationships.

Irrespective of which major study stream a student follows, teaching at SCA reflects the nature of current visual culture and material production which challenges traditional discipline distinctions. The courses are structured to allow an interdisciplinary approach within SCA and, by extension, into other disciplines of the University of Sydney. This flexibility of the course structure enables students to design their own program of work, guided by staff. Digital processes, as an end in itself or as an adjunct to other specific practices, informs many students' work and is supported through the SCA Computer Laboratory.

As studio workspaces are provided to each full-time student in the undergraduate course and the postgraduate research degree, students are expected to develop a sustained studio practice irrespective of formal staff contact. Consequently, students bear a responsibility for their attendance and contact with staff and for seeking discussion and views with regard to their progress.

Students who get the most from their time at SCA will seek the knowledge and experience of the academic staff chosen because of their active careers as artists, and utilise the technical and information resources of SCA workshops and facilities and the broader resources of the University of Sydney. Information on the interests and approaches of staff is contained in this handbook.

For this reason, in selecting students, SCA seeks those who are self-motivated, responsive and possess the capacity for independent study. The full potential of the SCA educational experience requires a high level of commitment and participation in an intensive studio-based program of learning, including significant levels of history and theory.

Art school is challenging, sometimes confusing, as well as informing and stimulating. If you have concerns, please express them. If you require assistance, seek it. Your learning depends on your participation and your receptivity to developing knowledge of the context in which you will practice as developing artists.

Professor Richard Dunn

# Profile of SCA

## History of SCA

Sydney College of the Arts, The University of Sydney, was the first tertiary art school of its kind in New South Wales. The basic concepts and ideals of what was to become the Sydney College of the Arts were first made explicit in the Gleeson Report of 1970, which drew attention to the need for the establishment in Sydney of '...a corporate college of advanced education...for the purpose of providing tertiary education for persons preparing for professional careers in art and design'. As no such institution existed in Sydney at the time, the report concluded that 'an excellent opportunity exists to develop such an institution by grouping together resources for advanced education in art, design, art education, dramatic art, film and television, with the possible addition of other appropriate study areas'. Sydney College of the Arts was established on the recommendation of the Gleeson Report.

Of further influence upon the ultimate concepts behind the Sydney College of the Arts was the comprehensive report, 'The Crafts in Australia', made by a Committee of Enquiry under the auspices of the Australia Council. This committee found that '...training in the Crafts, particularly at a tertiary level, is the area of greatest need identified by the Crafts Enquiry. In nearly every capital city in the country, a young person can obtain training for the career of his choice; he cannot do this in the crafts'.

Sydney College of the Arts was constituted under Section 5 of the Colleges of Advanced Education Act, 1975, No. 11 (as amended). In 1976 SCA enrolled its first students when it took over responsibility for Design Diploma Courses previously conducted by the Department of Technical and Further Education. The Visual Arts Program commenced the following year as a completely new program.

Sydney College of the Arts, as originally constituted, was dissolved in January, 1988. The courses of the School of Design are now in the Faculty of Design, Architecture and Building at the University of Technology, Sydney. The School of Visual Art, retaining the name Sydney College of the Arts, became a semi-autonomous component of the New South Wales Institute of the Arts, under the NSW Institute of the Arts Act, 1987.

This was an interim phase in the Governance of SCA which, on 1 January 1990, led to its becoming an academic college of The University of Sydney with status equivalent to a faculty of the university. The founding concepts, ideals and ambitions, as well as the name are retained by SCA.

The provision of a flexible inter-disciplinary approach to education and training in the arts, focusing on practice and theory, is wholly appropriate to the University and context.

## SCA mission

The mission of the Sydney College of the Arts is to educate and train those who will practice as makers or interpreters of contemporary art, craft, and design (the visual arts) to be skilled and knowledgeable, innovative and resourceful in their practice.

SCA is international in outlook and will be responsive to changing needs and developments at local, national and international levels appropriate to visual arts theory and practice and, through teaching, scholarship, research, and creative practice; exercising an independent role at the forefront of art education.

## SCA Gallery

Sydney College of the Arts launched the SCA Gallery in April 1997 and since then there have been 25 exhibitions in an international and Australian program. The Gallery is physically and functionally at the centre of the campus in the SCA Hall which also houses the Auditorium and the Lecture Theatre. This provides a major facility for faculty programs, public interface and a venue for national and international conferences, symposia and exhibitions. SCA Gallery aims to become one of Sydney's most vibrant public contemporary art spaces. Exhibitions of an international standard present the best in contemporary art, craft and design. Projects of an innovative and experimental nature are encouraged.

Sydney College of the Arts has two smaller galleries, two foyer exhibition spaces and a number of installation spaces each with their own unique character and features. These are used in addition to the SCA Gallery for large exhibitions and on their own for student or smaller scale exhibitions. The SCA Gallery and the various exhibition spaces contribute to the public profile of The University of Sydney and are a major asset.

## Visiting artist accommodation

There is on-campus accommodation available for artists, curators, preparators and lecturers who may be visiting SCA as part of the SCA Gallery exhibition program or who are contributing to the academic program by conducting specialised workshops, tutorials and lectures. The artist flat is fully self contained and conveniently located. At this time SCA can only provide accommodation, there is no per diem or special allowances available for visiting artists.

## SCA committees

### SCA Board

The SCA Board determines all academic matters concerning the degrees at SCA. Detailed terms of reference are included in the University of Sydney Statutes and Regulations. These can be obtained through the Faculty Manager. The SCA Board chaired by the Dean or as appropriate a chair is elected by the Board every two years.

There are three student members elected to the SCA Board - two undergraduate students and one postgraduate. The election is conducted by the University in October each year for membership in the following year, to end after the teaching year.

There are four subcommittees of the SCA Board: Teaching, Learning & Undergraduate Studies Committee, Research and Postgraduate Studies Committee and the Library Committee. In addition an Information Technology Coordinator reports to the SCA Board and the SCA Management Advisory Committee.

### Teaching, Learning & Undergraduate Studies Committee

This Committee is responsible for advising and overseeing the development and delivery of undergraduate programs and monitoring of standards. Membership comprises the three undergraduate Year Convenors, the Postgraduate Convenor and one undergraduate student. The Dean is an ex-officio member.

### Research & Postgraduate Studies Committee

This Committee advises on research and research training and the allocation of research funds. This Committee acts also as the Board of Postgraduate Studies dealing with student matters in the postgraduate courses. Membership comprises the Postgraduate Convenor as Chair, 3 members elected by SCA Board and one postgraduate student. The Director is an ex-officio member. The Coordinator of the Centre for Innovation in Contemporary Art and Design is also a member.

### Course Coordination Committee

The Course Coordination Committee advises the Director on matters concerning the implementation of the Teaching Program and is a vehicle for consultation and discussion for matters concerning the academic program.

### SCA Management Advisory Committee

This Committee advises the Director on the management of the resources allocated to SCA, consistent with its specific

academic policies and with the plans of the University. Membership comprises the Chairs of the Teaching, Learning & Undergraduate Studies and Research & Postgraduate Studies Committees, the Chair of SCA Board, the Faculty Manager and the Facilities Manager. The Committee is chaired by the Director.

#### Directorate

##### *Acting Director*

Professor Margaret Harris, (02) 9351 1002

##### *Director's Office*

Marlene Troha, Project Officer, (02) 9351 1002

Cathy Herrera, Administrative Assistant, (02) 9351 1126

##### *Faculty Manager*

to be advised

#### Year convenors

##### *Postgraduate*

Dr EirilBaily, (02)9351 1033

##### *BVA(Hons) & Third Year*

Steven Lojewski, (02) 9351 1048

##### *Second Year*

to be advised

##### *First Year*

Matthys Gerber, (02) 9351 1063

#### Program Coordinators

The disciplines are grouped into four organisational units, each with a Program Coordinator. The units and disciplines are:

##### **Art**

Program Coordinator: Mirabel FitzGerald, (02) 9351 1060

- Painting
- Printmedia
- Sculpture

##### **Media**

Program Coordinator: Rebecca Cummins, (02) 9351 1050

- Electronic & Temporal Art
- Photomedia

##### **Object**

Program Coordinator: Mark Edgoose, (02) 9351 1071

- Ceramics
- Glass
- Jewellery+Metal

##### **Theory**

Program Coordinator: Christina Davidson, (02) 9351 1032

#### Centre for Innovation in Contemporary Art and Design

The Centre was established in late 1998 for promoting and advancing research activity at SCA.

Coordinator: Geoff Weary, (02) 9351 1055

#### SCA Gallery

The gallery was opened in April 1997.

Coordinator: Tom Arthur, (02) 9351 1083

#### Campus enquiries

##### **Admissions & Courses**

Tim McCarron (Manager), (02) 9351 1013

Jennifer King (Undergraduate), (02) 9351 1012

Christina Forte (Undergraduate), (02) 9351 1010

Deborah Saxelby (Postgraduate), (02) 9351 1103

Helen Sharpe (International), (02) 9351 1106

##### **Campus Services**

George Steel (Officer), (02) 9351 1014

Christine Atkinson (Assistant), (02) 9351 1021

Brett Bentley (Attendant), (02) 9351 1026

Marie Fergusson (Attendant), (02) 9351 1025

##### **Disabilities Liaison Officer**

to be advised

##### **Finance Officers**

Jeanette Frost, (02) 9351 1004

Elizabeth Quilty (Assistant), (02) 9351 1005

##### **International Student Coordinator**

to be advised

##### **SASCA (Sydney College of the Arts Student Association)**

Office, (02) 9351 1027

##### **SCA Gallery**

Deborah Kirby-Parsons, (02) 9351 1008

##### **SCA Library**

Front Desk, (02)9351 1036

##### **Degree Show Coordinator**

to be advised

##### **Summer School**

Associate Professor Brad Buckley, (02) 9351 1061

##### **Visiting Lecturer Program**

to be advised

#### Counselling

The Students' Representative Council provides the following services on campus for students of Sydney College of the Arts:

##### **Counsellor**

Ester German (Tuesdays only). Phone Counselling Unit for appointment, (02) 9351 2228.

A student counsellor is available and can assist students with personal problems such as anxiety, depression or relationship difficulties. The Counsellor's office is located on the ground floor of the Administration Building B24.

Should you require counselling assistance or advice outside scheduled times please contact the Counselling Unit on the main campus, (02) 9351 2228.

##### **Welfare Liaison Officer**

Brigid Boman (days and times advised at the beginning of each semester).

Phone: SCA (02) 9351 1006; Mallet Street (02) 9351 0691.

Fax: (02) 9351 0692. Email: [b.boman@src.usyd.edu.au](mailto:b.boman@src.usyd.edu.au)

The Welfare Liaison Officer provides advise and/or referrals to the appropriate person and can assist undergraduate students in the following: Academic Grievances, Austudy/Youth Allowance, Childcare, Compensation, Course Curricula, Discrimination, Government Departments, Legal problems, HECS, Misconduct Allegations, Racial/Sexual/Sexuality/Harassment, Show Cause/Exclusions, Social Security, SRC Interest Free Loans, SRC Emergency Loans, Tenancy/Housing and University Interest Free Loans.

# Undergraduate study

## Bachelor of Visual Arts (BVA)

The Sydney College of the Arts academic program is focused on achieving flexibility of study options leading to career choice by encouraging students to explore their potential in an interdisciplinary learning environment. Career outcome is fostered through the learning process and built on the premise that SCA is educating for a role in art and design through the teaching of skills, knowledge and practice rather than by providing narrow vocational preparation. Inventive and committed visual arts practice will arise from self-directed and motivated learners, able to negotiate more than one art discipline or to import relevant skills to a specific practice. In this sense the traditional boundaries between art disciplines that used to separate art practice are irrelevant to contemporary practice, as are strict separation between art, design, craft, and so on.

The Bachelor of Visual Arts is a three year course with a fourth, Honours year offered in three major study streams - Fine Arts, Media Arts and Object Art and Design. In each semester students undertake study in 2 broad areas: Studio and Theory, supported by Technics in the first two years. The Foundation Year introduces students to contemporary visual arts study, its theories, histories and studio practices and generic skills. Foundation Studies include an introduction to visual arts studio discipline, 2D, 3D and 4D fundamentals (colour, drawing, representation, building, carving, constructing, time-based processes of sound and video); the language of the two dimensional surface and means for constructing ideas in space and time. During the first year of the course students are introduced to more specialist facilities at SCA.

In years Two and Three, except for the core theory component of Theories of Art Practice, students undertake specialist study in an area of concentration or interdisciplinary study within the faculty, or with other parts of the University, to pursue the development of supervised individual work through structured group or self-directed projects and undertake studio practice related study in Studio Theory.

Units of study and options are subject to quotas at each level of study. While SCA will attempt to meet preferences, this may affect choice of a discipline concentration in second and third year.

### The BVA degree major study streams

The three major study streams offered in the Bachelor of Visual Arts degree are intended to identify course outcomes that students wish to aim towards as their career ambitions. Each represents a different set of approaches and attitudes in the use of knowledge and skills gained in the BVA program. Each has a set of areas of concentration appropriate to it. A number of these are shared by different streams of the degree.

#### BVA (Fine Arts)

##### *Painting, Printmedia, Sculpture, Electronic & Temporal Art, Photomedia, Ceramics, Glass, Jewellery+Metal*

This stream provides an opportunity for the specialist or interdisciplinary study of contemporary fine arts for those predominantly interested in becoming practising, exhibiting contemporary artists. Although a number of outcomes are possible through a fine arts education, for most who wish to establish careers as artists, resourcefulness and motivation are essential as it may take some period of dedicated studio work and exhibiting after graduation, and of exercising business

skills, to establish a profile sufficient to live from the sale of art works alone. The BVA (Fine Arts) is offered in all the areas of concentration of Sydney College of the Arts: Painting, Printmedia, Sculpture, Electronic & Temporal Art, Photomedia, Ceramics, Glass, Jewellery+Metal. It is also possible to combine study with other studio courses at SCA, or with other Units of Study available through the many departments of the University of Sydney.

#### BVA (Media Arts)

##### *Photomedia, Electronic & Temporal Art and Printmedia*

This stream provides access to skills and knowledge applicable to various career outcomes in the visual media, gained within a broad arts context, such as in visual communication, broadly defined photo-journalism, film and video, and multimedia design and other digital processes. Areas of concentration in the BVA (Media Arts) stream are Photomedia, Electronic & Temporal Art and Printmedia. Students may focus on one area of concentration or explore multidisciplinary study within the Media Arts or to combine study with other studio courses at SCA, or with other Units of Study available through the many departments of the University of Sydney.

#### BVA (Object Art and Design)

##### *Ceramics, Glass, Jewellery+Metal and Sculpture*

This stream provides an opportunity for the specialist or integrated study of Ceramics, Glass, Jewellery+Metal and Sculpture aimed at people who wish to become practicing object designers, artists/craftpeople, makers of hand-made functional objects or objects designed for manufacture. Graduates can establish studio/workshops, whether individually or on a cooperative basis, from which to design and make their work. Professional academic staff encourage self directed learning, which is combined with the support of regular personal tutorials and the added stimulation of visiting artists and designers. As for Media Arts it is also possible to combine study with other studio courses at SCA, or with other Units of Study in the University of Sydney. Students are encouraged to develop their ideas, to make objects or images in the context of contemporary art, craft and design practice. They gain an appreciation of the historical development of ceramics, glass, jewellery and the designed object.

## Areas of concentration

The areas of concentration at SCA are Ceramics, Electronic & Temporal Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia, Sculpture. Quotas will be applied to access to Areas of Concentration as study options.

### Ceramics

The Ceramics studio embraces a wide range of approaches which lead to various career development opportunities for students who wish to work with clay as a medium. Students interested in becoming exhibiting artists may wish to take a conceptual approach, developing sculptural and installation work. Whereas students wanting to become designer/makers of one-off or production work or work for architectural spaces are encouraged to develop their design skills, including the use of CAD/CAM as well as more traditional production skills such as throwing, mould making and casting.

The studio seeks to develop individual expression within the medium (or across various media) and to challenge the student to explore and expand her/his understanding of contemporary cultural and historical issues.

The development of a comprehensive set of skills and knowledge base of the ceramics medium is seen as essential, as this becomes the basis for a successful outcome no matter what the choice of stream, whether fine arts or object/design based. This includes use of kilns, various construction techniques, and surface development technologies including use commercial materials and design of glazes.

Studies in Ceramics are largely hands-on and are supported by well-equipped workshops, giving students the opportunity to develop a personal visual vocabulary through explorations of concept and form. Tuition covers a wide range of techniques including hand-building, throwing, slip casting, mould making, surface technologies and firing.

### **Glass**

The program of study focuses on designing and making objects with the goal of establishing and developing a contemporary visual practice through research, experimentation and an acquisition of skills. Each studio member is encouraged to realise the wide applications of glass in their work and the possibilities of resolving their ideas using the most appropriate materials and processes available. The glass studio has access to extensive digital media facilities within the faculty that are available for research, development and refinement of work for one off pieces, limited production or manufacture. Students have access within the studio to an excellent hot glass and casting facility and fully equipped mould making and kiln rooms. There are flame working and sandblasting areas provided and a comprehensive range of cutting, grinding, engraving and polishing equipment. Professional academic staff encourage self-directed learning, which is combined with the support of regular personal tutorials and the added stimulation of visiting artists and designers.

### **Jewellery+Metal**

Jewellery+Metal focuses on the designing and making of small-scale to large-scale work in the disciplines of contemporary jewellery and object design. Excellent facilities are provided, including fully equipped casting, enamelling and metalsmithing rooms and the SCA Wood and Metal Workshop for larger scale work.

The program engages students in conceptual and practical investigations through specific and self initiated projects designed to develop their ideas through extensive research, experimentation and the acquisition of technical skills.

A broad range of appropriate materials and processes are engaged to realise ideas producing outcomes including work of a utilitarian and conceptual nature. The work itself may take the form of one-off pieces, small runs of production work to be placed in galleries and shops, design for manufacture, or commission work.

### **Electronic & Temporal Art**

Electronic & Temporal Art includes the time-based art practices and technologies of Video, Film, Sound and Multi-media/Computer-generated Art. These practices have wide application and may form a basis for further career development. A general grounding is offered in preparation for the specialised practice in a particular medium, or for work utilising two or more technologies, or of work made in conjunction with other visual arts disciplines at SCA. The program focuses on the use of electronic and mechanical means for the production of time-based works of art. The orientation of the course is towards work appropriate in scale and means to the art context, incorporating skills and concepts that may have much broader applications.

Facilities include film editing, sound and video recording and editing rooms; film/video and sound recording studios and a computer laboratory to support multimedia, digital production.

### **Photomedia**

In Photomedia, students may explore a variety of approaches to photography as a medium. The program emphasises conceptual and practical investigations through specific projects designed to promote the acquisition of technical skills and foster individual interpretations and aesthetic development.

Photomedia program includes chemical photography and electronic photomedia. It offers a wide range of theoretical and practical skills as a basis for contemporary art, gallery,

advertising or editorial photography practice. A number of study options are offered from the second year of the course covering a cross-section of photographic investigation: photo-installation, extended and alternative processes, photo-illustration, documentary photography and digital imaging: each dealing with specialised theoretical concerns and techniques. Whilst students are encouraged to explore a variety of approaches to the medium initially through assignments followed by self-initiated projects, an increasing degree of specialisation is expected of senior students. Facilities and instruction are available in B/W and colour developing and printing, mural enlarging, alternative processes and digital imaging.

Studies in Photomedia are supported by black/white and colour darkrooms, mural and copy rooms and a well-equipped lighting studio. The SCA Computer Laboratory augments the computer resources to support digital photography.

### **Painting**

Painting is addressed in its historical continuum and as a category of contemporary art. It is broadly defined as an extended practice with a broad range of representational and non-objective, material, spatial and intellectual possibilities. The object, colour and surface, installation and arrangement, the readymade, the role of typography, photography, digital processes and printmaking may each profoundly impact on painting as a contemporary practice. In the course these are explored through focused and self-initiated projects. As their studies progress, students are encouraged to develop their own approaches and set their own parameters to create a valid studio practice.

Whilst the studio is the primary site for the practice of painting, paint and stretcher preparation areas and an epidiascope and projection room are adjacent to the studios. The faculty workshops for wood and metal and other facilities, including the SCA Computer Laboratory, support the work of students focusing on painting.

### **Printmedia**

Printmedia is based on the technologies of reproduction. These range from the traditional processes through to new technology. In Printmedia students are encouraged to explore a wide range of printmaking processes ranging from the traditional etching, relief and screen printing mediums through to the emerging possibilities of digital print.

The program aims to provide students with both the appropriate technical skills and the broad conceptual understandings necessary for the successful translation of their ideas into a contemporary art context. Within the studio, students are work in an independent and exploratory way, developing their own ideas through a process of on-going experimentation, research, and creative intuition.

Technical skills are taught through a series of studio-based projects which cover the key print processes. Group and individual tutorials are designed to help students locate and integrate such processes into the broader contexts of contemporary art. Excellent facilities support etching, lithography, screen and digital printing. The faculty Computer Laboratory is a significant support facility for the work of students focusing on an expanded approach to the possibilities of printmaking.

### **Sculpture**

Sculpture is taught on the premise that it addresses the language of three-dimensional space through the manipulation of materials and objects and thus addresses a relationship between the body, the object and space. Consequently sculpture may include temporal as well as spatial approaches such as installation and performance, the use of sounds and images, and can intersect with other facilities of SCA. Sculpture includes concepts and processes central to its history - casting, carving, welding - the processes of building and assembling objects in space or objects that may articulate space. Graduates within this concentration continue to work as

exhibiting artists or develop practices in design and planning and public art.

Whilst a plaster/clay workshop and forge, stone and wood carving areas are available, the SCA Wood and Metal Workshop is the major facility to support the production of objects. Other facilities of the faculty, including the computer facilities will aid students in their work.

## Group organisational structure and the areas of concentration

Four organisational groups or teams include areas of concentration with common interests where specialist and interdisciplinary developments are encouraged - Art (Painting, Printmedia and Sculpture), Object (Ceramics, Glass and Jewellery+Metal), Media (Electronic & Temporal Art and Photomedia), Theory (Theories of Art Practice, including Studio Theory). The groups are designed to foster a team-based approach to course delivery focused of a particular visual arts direction, and cooperation between related visual art fields. In particular, the groups assist in coordinating aspects of the BVA program in Studio Theory, Foundation studio options, Technics and technical facilities. The groups are an essential part of the faculty communication process to focus the academic program, particularly through the Program Coordinators as group leaders.

## Studio units of study

### Studio Major

Students undertake Studio Major study in a studio-based areas of concentration from second year on, supervised by an Academic Adviser, normally from this concentration. Students may identify a second area of concentration for which access to facilities and instruction is sought. Please note that quotas apply to all course components and that the outcome of the previous level of study will affect access to your choice of areas of concentration. Assessment is focused by the Academic Adviser, but will normally include other academic staff. From the second year of the course onward work is increasingly directed towards independent study critically discussed in group tutorials working towards a student-identified course outcome in Fine Arts, Media Arts or Object Art & Design. In the studio, individual work is pursued through group structured or self-directed projects. Studio-based study includes regular group and individual tutorials and from the second year of the course onward, is increasingly directed towards independent study critically discussed in group tutorials or juries.

### Cross-disciplinary study Studio (Minor)

Work in one of the eight Areas of Concentration may be combined with study in a unit of study offered by another faculty of the University of Sydney from the second year of the BVA onwards. This allows students to further tailor their study to their desired outcomes. A Studio (Minor) may be undertaken by students from other parts of The University of Sydney subject to the availability of facilities.

## Theory units of study

The Theories of Art Practice program provides an introduction to contemporary and modern art, media, craft and object design history & theory. Theories of Art Practice is designed to be supportive of studio work. The program includes Core and Studio components which extend over the full four years of the undergraduate course.

**Core Theory** addresses **History, Criticism and Theory of Art and Design Practice, Critical Theory, and History of Ideas** and provides the central theoretical and historical framework of visual arts study.

**Studio Theory** addresses contemporary concerns particular to studio practices in Fine Arts, Media Arts and Object Art and Design. The focus of Studio Theory is on objects and artworks and the actions of artists. Consequently Studio Theory has a practical and actual aspect which bridges between studio practice and Theories of Art Practice.

The program is designed to develop students' written, verbal and critical skills through essays, class discussions and other projects. Students from all areas of concentration come together in lecture, tutorial and seminar programs. From time to time, the regular teaching program is augmented by field trips to art museums and galleries. Visits to exhibitions and other special events take advantage of SCA's proximity to Sydney's active contemporary art scene.

Each strand is individually assessed.

## Technical units of study

Technics - the technical skills, processes, systems, or art of using tools to manipulate materials - is a kind of 'prosthetics'. Technics extends the capabilities of the body to achieve an outcome whether through machinery or technology. Technics is an essential component of the undergraduate program at SCA. In the Foundation program skills and techniques related tuition relevant to foundation projects and SCA facilities is provided. From the second year on, students will undertake workshops in Technics as instructed relating to their studio-based area/s of concentration to which a student wishes access, or by student choice. The components of Technics are comprised of short-term technical workshops imparting specific 'core' or 'generic' skills and processes which may be developed by students in studio work, in their practice or through studio projects. Technics will be acknowledged only in terms of competency and the completion of requirements. No grades will be offered in the Technics program. Technics involves technical workshops in specific core skills and processes and related occupational health and safety, to be further developed in studio-based learning. Foundation Technics includes skills and techniques related tuition, relevant to projects and facilities. In the second year of the course, students undertake workshops in Technics as advised or by choice to support studio-based study and provide practical skills relevant to the disciplines chosen. These may relate to an area of concentration or to other disciplines to which access may be required for particular projects. *Please refer to the Student Information section for details on Safety Equipment.*

## BVA Honours: 4th year of study

The objective of the Honours year is to provide students who have qualified for or been awarded an undergraduate pass degree in visual arts (not more than three years previously) the opportunity to extend their potential in studio work and research skills. Students may continue to work in the area of their undergraduate study or undertake research in a different area. Honours study allows students to prepare for higher degree study by research in the field of creative practice. The course is pursued predominantly through studio-based work, supported by a Research Paper of 5000 words. It is also possible to undertake the course predominantly by dissertation of 15,000 words. In this case the program will provide an opportunity to develop a deeper understanding of the theoretical and critical issues that affect art making to prepare students for higher degree study in art history, theory or criticism. Students are expected to have developed a focus and direction in their work and be prepared for working in a tutorial environment with a supervisor. They also participate in seminars and attend lectures as required. Students are examined at the end of the course at the Degree Show. Entry to the Honours program is based on a minimum academic requirement of credit average and is competitive by proposal, interview and portfolio. Candidates nominate study by Studio Project and Research Paper or Dissertation and Minor Studio Project.

## Notebooks and visual diaries

Students at all levels are expected to maintain notebooks recording ideas and references relevant to their work in the course and a visual diary in which is kept a record of studio work undertaken. These will be available for assessment at the end of each semester.

## Rules and requirements

### Admission

Selection of candidates will be by BVA stream as follows:  
*BVA (Fine Arts)* may be undertaken in Ceramics, Electronic & Temporal Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia and Sculpture. Fine Arts applicants indicate the area/s in which they intend to concentrate their study.

*BVA (Media Arts)* requires a major focus in Electronic & Temporal Art, Photomedia or Printmedia with applicants indicating the area/s in which they intend to concentrate their study.

*BVA (Object Art and Design)* requires a major focus in Ceramics, Glass, Jewellery+Metal, or Sculpture with applicants indicating the area/s in which they intend to concentrate their study.

All applicants will be interviewed by interdisciplinary panels. Each panel should include a representative of an applicants major discipline interest, if this is indicated. Although the UAI is not the only criterion, it is still used as an indicator of ability to undertake studies at tertiary level, and therefore SCA will not normally accept recent HSC graduates with a UAI below 65.0.

### Requirements for the award

Candidates for the BVA must complete at least 144 credit points as follows:

#### *Foundation year*

48 credit points as prescribed (24 credit points per semester)

#### *2000 level*

48 credit points as prescribed (24 credit points per semester).

A maximum of 16 credit points may be undertaken in another Faculty with approval.

32 credit points in Studio (including 4 Credit points in Technics). Up to 16 credit points may be undertaken in another Faculty with approval.

8 credit points in Theories of Art Practice and

8 credit points in Studio Theory or 8 credit points may be undertaken in another Faculty with approval from the July Semester.

#### *3000 level*

48 credit points as prescribed (24 credit points per semester).

A maximum of 16 credit points may be undertaken in another Faculty with approval.

32 credit points in Studio up to 16 credit points may be undertaken in another Faculty with approval.

8 credit points in Theories of Art Practice and

8 credit points in Studio Theory or 8 credit points may be undertaken in another Faculty with approval.

### Progression

All units in Foundation year

12 credit points required each semester at 2000 level

12 credit points in February Semester at 3000 level.

### Prerequisites and corequisites

#### *Studio and Studio (Minor)*

Prerequisites: successful completion of the preceding semester Studio or Studio (Minor), in the order determined at enrolment.

Corequisites: relevant Studio Theory and Technics at March 2000 level.

#### *Theories of Art Practice*

Prerequisites: successful completion of the preceding Theories of Art Practice units, in the order determined at enrolment.

#### *Studio Theory*

Prerequisites: successful completion of the preceding Studio Theory units, in the order determined at enrolment.

Corequisites: relevant Studio or Studio (Minor) at February Semester 2000 level.

#### *Technics*

Prerequisites: none

Corequisites: Studio or Studio (Minor) at February Semester 2000 level.

## Units of study

### Foundation Year February Semester

#### MSTD 1101 **Foundation Studio**

10 credit points. **Offered:** February.

In the March semester Foundation Studio will include an introduction to tertiary visual arts education and culture, addressing concepts and approaches to form, space, material and making within a single studio-based study addressing ideas and skills. Building on previous experience and knowledge Foundation Studio will be aimed at developing a knowledge of the language of two, three and four dimensions and a sense of the possibilities of the studio as a site for experimentation and for disciplined and constructive 'play'. Tuition will be provided through project-based studio work. Activities will be project-based.

#### MDRW 1011 **Foundation Drawing**

4 credit points. **Offered:** February.

#### FMTD1301 **Foundation Technics**

2 credit points. **Offered:** February.

An introduction to SCA workshops, Foundation Technics addresses core skills for the visual arts relevant to Foundation Studio, for example, forming, carving, building in various materials; basic darkrooms and reproductive techniques; basic computer skills. Health and safety relevant to workshops will be introduced.

#### THAP 1201 **Theories of Art Practice**

4 credit points. **Offered:** February.

Students are introduced to both the climate of contemporary art and the broad range of study options that exist at Sydney College of the Arts through a series of lectures delivered by contemporary artists and theorists. This lecture series is also a brief introduction to the languages of contemporary art and so touches upon politics, criticism, aesthetics and the impact of new technologies in contemporary art.

#### THAP 1211 **Studio Theory**

4 credit points. **Offered:** February.

Studies in the history, theory and criticism of contemporary art and design practice focussed on history of artworks relevant to Foundation studio projects. This unit focuses on contemporary art. Involves lectures seminars and essays from a list of topics.

### Foundation Year July Semester

#### MSTD 1102 **Foundation Studio**

10 credit points. **Offered:** July. **Prerequisite:** MSTD 1101.

In the July semester Foundation Studio will continue the introduction to the visual arts, addressing concepts and approaches to form, space, material and making within a single studio-based study addressing ideas and skills; the language of two, three and four dimensions and a sense of the possibilities of the studio as a site for experimentation and for disciplined and constructive 'play'. Tuition will be provided through project-based studio work. Activities will be project-based

#### MDRW 1012 **Foundation Drawing**

4 credit points. **Offered:** July.

Project-based drawing addressing various approaches to drawing including skills needed to visually communicate and record an idea. For example, expressive/non-representational, representational drawing (still-life, life, landscape/exterior), formal systems of representation such as perspective and orthographic. Notebooks and independent drawing will be included as a component of the unit of study.

#### FMTD1302 **Foundation Technics**

2 credit points. **Offered:** July.

An introduction to SCA workshops, Foundation Technics addresses core skills for the visual arts relevant to Foundation Studio, for example, forming, carving, building in various materials; basic darkrooms and reproductive techniques; colour in pigment and light. Health and safety relevant to workshops will be introduced.

#### THAP 1202 Theories of Art Practice

4 credit points. Offered: July. Prerequisite: THAP 1201.

Histories of Modernity and Modernism is an introduction to the conditions and experiences of urbanism and their impact on contemporary art. Centred largely in the nineteenth century this course explores the development of periods, styles and the changing roles of art and the artist: the heritage of The Enlightenment: the rise of the city and the middle classes and the emergence of avant-garde cultural practices. Students are introduced to on-line education with a web based Virtual Art exhibition for assessment.

#### THAP 1212 Studio Theory

4 credit points. Offered: July. Prerequisite: THAP 1211.

Studies in the history, theory and criticism of contemporary art and design practice focussed on history of artworks. This unit focuses on contemporary art. Involves lectures seminars and essays from a list of topics.

### Year 2 February Semester

#### MSTD2191 Studio

14 credit points. Offered: February. Prerequisite: MSTD 1102.

Corequisite: MTMD 2301 Technics.

Study may be undertaken in the following areas of concentration: Ceramics, Electronic Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia and Sculpture.

Project-based studio work under the supervision of an academic adviser from the student's major area of concentration, focussing on specialist study in student's chosen discipline. Students may undertake work and access facilities and staff in other areas apart from their major area. With permission of the Year Convenor, students can choose an Academic Advisor from an area of concentration other than that identified as their major.

Studio is studio-based activity in identified areas of concentration addressing ideas, approached and skills, focussing on specialist study of a particular interdisciplinary approach. Building on previous experience and knowledge developed in First Year, studio will develop a focus on studio work, its discipline and potential. Study will normally be through small groups which will address methods of making and conceptualising in a studio-based context.

#### MSTD 2401 Studio (Minor)

7 credit points. Offered: February. Prerequisite: MSTD 1102.

Corequisite: MIMD 2311 Technics (Minor).

Study may be undertaken in the following areas of concentration: Ceramics, Electronic Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia and Sculpture.

The Studio (Minor) unit of study is for students who wish to undertake an approved 8 cp unit of study offered by another faculty of the University of Sydney or other university study. A Studio Minor may be undertaken, with appropriate approvals, by a student enrolled in another degree program of the University-

The Studio Minor unit of study is project-based studio work under the supervision of an Academic Adviser from the student's major area of concentration, focussing on specialist study in student's chosen discipline.

#### MTMD 2301 Technics

2 credit points. Offered: February.

Short duration skills/process-based workshops to introduce students to particular processes and skills supportive of studio practice open to all students at 2000 level or above. Technics will be offered within the areas of concentration at scheduled programmed times. Classes will be introductory in nature, normal-

ly offered in 2 hour sessions, subject to quotas. Classes will be linked to the major areas of concentration for major students, some undertaken as a component of the Studio Major as a requirement or as options.

#### MTMD 2311 Technics (Minor)

1 credit point. Offered: February.

Where a student is undertaking a Studio (Minor), enrolment in the relevant Technics (Minor) is compulsory.

Short duration skills/process-based workshops to introduce students to particular processes and skills supportive of studio practice open to all students at 2000 level or above. Technics will be offered within the areas of concentration at scheduled programmed times. Classes will be introductory in nature.

#### THAP 2211 Theories of Art Practice

4 credit points. Offered: February. Prerequisite: THAP 1202.

The Avant Garde and Cultural Criticism focuses on a series of critical issues pertinent to the social and symbolic dimensions of art practices from c.1900 - c.1945. In particular, this course considers the material and conceptual unconscious, the ready-made and media are discussed in relation to the rapid technological, intellectual and political changes of the early 20th century. The impact of Film, Design and Architecture of the period are also addressed in this course.

#### THAP 2111 Studio Theory

4 credit points. Offered\* February. Prerequisite: THAP 1212.

In history, theory and criticism, students complete one of the following units:

Strands offered in THAP - Studio Theory are: Fine Arts, Media Arts, Object Design and Craft.

### Year 2 July Semester

#### MSTD 2192 Studio

14 credit points. Offered: February, July. Prerequisite: MSTD 2191 or MSTD 2401. Corequisite: MIMD 2302 Technics.

Study may be undertaken in the following areas of concentration: Ceramics, Electronic Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia and Sculpture. Access to facilities and instruction for a second area of concentration can be sought at enrolment.

Project-based studio work under the supervision of an academic adviser from the student's area of concentration, focussing on specialist study in student's chosen discipline. Students may undertake work and access facilities and staff in other areas apart from their major areas. With permission of the Year Convenor, a student can choose an Academic Advisor from an area of concentration other than that identified as their major.

Studio is a single unified studio-based activity in an identified area of concentration addressing ideas, approaches and skills, focussing on specialist study or a particular interdisciplinary approach. Building on previous experience and knowledge developed in first year, Studio will develop a focus on studio work, its discipline and potential. Study will normally be through small group, project-based work, which may address methods of making, technical skills and conceptualising in a studio-based context, with a greater or lesser study emphasis on any of these three foci. Projects will be undertaken within the context of purposeful work - that is, a student's imaginative response to a project.

#### MSTD 2402 Studio (Minor)

7 credit points. Offered: July. Prerequisite: MSTD 2191 or MSTD 2401. Corequisite: MIMD 2012 Technics (Minor).

Study may be undertaken in the following areas of concentration: Ceramics, Electronic Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia and Sculpture.

The Studio (Minor) unit of study is for students who wish to undertake an approved 8 cp unit of study offered by another faculty of the University of Sydney or other university study. A Studio Minor may be undertaken, with appropriate approvals, by a student enrolled in another degree program of the University.

The Studio Minor unit of study is project-based studio work under the supervision of an Academic Adviser from the student's major area of concentration, focussing on specialist study in student's chosen discipline.

#### **MTMD 2302 Technics**

2 credit points. **Offered:** July.

Short duration skills/process-based workshops to introduce students to particular processes and skills supportive of studio practice open to all students at 2000 level or above. Technics will be offered within the areas of concentration at scheduled programmed times. Classes will be introductory in nature, normally offered in 2 hour sessions, subject to upper and lower quotas. Classes will be linked to the major areas of concentration for major students, some undertaken as a component of the Studio Major as a requirement or as options.

#### **MTMD 2012 Technics (Minor)**

1 credit point. **Offered:** July.

Where a student is undertaking a Studio Minor, enrolment in the relevant Technics (Minor) is compulsory.

Short duration skills/process-based workshops to introduce students to particular processes and skills supportive of studio practice open to all students at 2000 level or above. Technics will be offered within the areas of concentration at scheduled programmed times. Classes will be introductory in nature, normally offered in 2 hour sessions, subject to upper and lower quotas.

#### **THAP 2202 Theories of Art Practice**

4 credit points. **Offered:** July. **Prerequisite:** THAP 2211.

Post Modernism and Cultural Critique is a course that addresses the key issues and concepts that inform the ever-expanding fields of contemporary art practice. The intersections of what constitutes "high" and "low" culture are at the core of this course. Concentrating on cultural practices from 1970, this course explores the political, technological, psychological and philosophical boundaries of Postmodernism. The course examines such issues as originality and appropriation, bodies and desires, Feminism and the visual arts, and the impact of digital technologies.

#### **THAP 2262 Studio Theory**

4 credit points. **Offered:** July. **Prerequisite:** THAP 2111.

Studio related studies in history, theory and criticism. Students complete an option for Pine Arts, Media Arts or Object Art and Design.

### **Year 3 February Semester**

#### **MSTD 3101 Studio**

16 credit points. **Offered:** February. **Prerequisite:** MSTD 2192 or MSTD 2402.

Study may be undertaken in one or two strands in the following areas of concentration: Ceramics, Electronic Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia and Sculpture.

Project-based studio work under the supervision of an academic adviser from the student's major area of concentration, focussing on specialist study in student's chosen discipline. Students may undertake work and access facilities and staff in other areas apart from their major area. With permission of the Year Convenor, students can choose an Academic Advisor from an area of concentration other than that identified as their major.

Studio is studio-based activity in identified area/s of concentration addressing ideas, approaches and skills, focussing on specialist study or a particular interdisciplinary approach. Building on previous experience and knowledge developed in first year, Studio will develop a focus on studio work, its discipline and potential. Study will normally be through small groups which will address methods of making and conceptualising in a studio-based context.

#### **MSTD 3401 Studio (Minor)**

8 credit points. **Offered:** February. **Prerequisite:** MSTD 2192 or MSTD 2402.

Study may be undertaken in up to two strands in the following areas of concentration: Ceramics, Electronic Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia and Sculpture.

The Studio (Minor) unit of study is for students who wish to undertake an approved 8 cp unit of study offered by another faculty of the University of Sydney or other university study. A Studio Minor may be undertaken, with appropriate approvals, by a student enrolled in another degree program of the University-

The Studio Minor unit of study is project-based studio work under the supervision of an Academic Adviser from the student's major area of concentration, focussing on specialist study in student's chosen discipline.

#### **THAP 3201 Theories of Art Practice**

4 credit points. **Offered:** February, Summer. **Prerequisite:** THAP 2202.

Contemporary Art in Australia and Asia Pacific is an examination of post-colonial visual arts from the 1970's to the present. It aims to give students a specific cultural context to their practice as artists. This course discusses the contemporary art works in other areas of the Asia Pacific. The issues of difference, the hybrid and marginalisation are addressed. Interdisciplinary, cross-cultural and collaborative projects are presented as important artistic strategies for the new century.

#### **THAP 3211 Studio Theory**

4 credit points. **Offered:** February. **Prerequisite:** THAP 2262.

Studio related studies in history, theory and criticism. Students complete an option for Fine Arts, Media Arts or Object Art and Design.

### **Year 3 July Semester**

#### **MSTD 3102 Studio**

16 credit points. **Offered:** July. **Prerequisite:** MSTD 3101 or MSTD 3401.

Study may be undertaken in up to two strands in the following areas of concentration: Ceramics, Electronic Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia and Sculpture.

Project-based studio work under the supervision of an academic adviser from the student's area of concentration, focussing on specialist study in student's chosen discipline. Students may undertake work and access facilities and staff in other areas apart from their major area/s. With permission of the Year Convenor, a student can choose an Academic Advisor from an area of concentration other than that identified as their major.

Studio is a single unified studio-based activity in an identified area of concentration addressing ideas, approaches and skills, focussing on specialist study or a particular interdisciplinary approach. Building on previous experience and knowledge developed in first year, Studio will develop a focus on studio work, its discipline and potential. Study will normally be through small group, project-based work, which may address methods of making, technical skills and conceptualising in a studio-based context, with a greater or lesser study emphasis on any of these three foci. Projects will be undertaken within the context of purposeful work - that is, a student's imaginative response to a project.

#### **MSTD 3402 Studio (Minor)**

8 credit points. **Offered:** July. **Prerequisite:** MSTD 3101 or MSTD 3401.

Study may be undertaken in up to two strands in the following areas of concentration: Ceramics, Electronic Art, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia and Sculpture.

The Studio (Minor) unit of Study is for students who wish to undertake an approved 8 cp unit of study offered by another faculty of the University of Sydney or other university study. A

Studio Minor may be undertaken, with appropriate approvals, by a student enrolled in another degree program of the University-

The Studio (Minor) unit of study is project-based studio work under the supervision of an Academic Adviser from the student's major area of concentration, focussing on specialist study in student's chosen discipline.

#### THAP 3272 **Theories of Art Practice**

4 credit points. Offered: July, Summer. Prerequisite: THAP 3201. Studies in the history, theory and criticism of contemporary art and design practice. This unit focuses on early modernism and the avant garde.

#### THAP 3282 **Studio Theory**

4 credit points. Offered: July. Prerequisite: THAP 3211. Discipline/studio related studies in history, theory and criticism. Students complete one of the following units. Students may substitute units from another faculty.

### Year 4 February Semester

#### MSTD4101 **Studio A**

16 credit points. Offered: February. Supervised and independent studio work on a nominated project. In the March semester Studio will be ungraded.

#### THAP 4251 **Honours Seminar**

4 credit points. Offered: February. Classes: 2 hrs contact, 2 hrs independent study. Students can choose from two Seminar options that investigate the histories and practices that have shaped contemporary visual arts. Students are expected to further develop their critical and analytical skills in discussion papers and essay writing.

#### THAP 4241 **Research Paper A**

4 credit points. Offered: February. Supervised and independent study including research for, and first draft of Research Paper.

### Year 4 July Semester

#### MSTD4102 **Studio B**

16 credit points. Offered: July. Supervised and independent studio work on a nominated project. Body of work presented in exhibition.

#### THAP 4212 **Research Paper B**

8 credit points. Offered: July. Supervised 5000 word Dissertation.

### Year 4 February Semester (by thesis)

#### THAP 4231 **Honours Dissertation A**

16 credit points. Offered: February. Supervised and independent studio work on a nominated project. In the March semester Dissertation will be ungraded.

#### MSTD4111 **Studio Minor A**

4 credit points. Offered: February. Studio project for Honours by Dissertation candidates.

#### THAP 4251 **Honours Seminar**

4 credit points. Offered: February. Classes: 2 hrs contact, 2 hrs independent study. Students can choose from two Seminar options that investigate the histories and practices that have shaped contemporary visual arts. Students are expected to further develop their critical and analytical skills in discussion papers and essay writing.

### Year 4 July Semester (by thesis)

#### THAP 4222 **Honours Dissertation B**

16 credit points. Offered: July. Supervised and independent studio work on a nominated project. In the July semester Dissertation will be ungraded.

#### MSTD4112 **Studio Minor B**

8 credit points. Offered: July.

## Resolutions of the Senate

### Bachelor of Visual Arts

1. (1) The degree of Bachelor of Visual Arts may be awarded in two grades, namely the Pass degree and the degree with Honours.  
(2) There shall be three classes of Honours, namely, Class 1, Class 11 and Class 111. Within Class 11 there shall be two divisions, namely, Division 1 and Division 11.
2. Streams  
(1) The degree of Bachelor of Visual Arts shall be awarded in the following streams:
  - i. Fine Arts
  - ii. Media Arts
  - iii. Object Art and Design  
(2) The testamur for the degree of Bachelor of Visual Arts shall specify the stream for which it is awarded.  
(3) A candidate for the BVA Degree in any stream may apply to the Sydney College of the Arts Board (hereafter referred to as SCA Board) for permission to transfer candidature to any other stream.
3. (1) A unit of study shall consist of lectures, and/or such studio instruction, seminars and tutorials, practical work, exercises and essays as may be prescribed by Sydney College of the Arts.  
(2) The words 'to complete a unit' and derivative expressions mean:
  - (a) to attend the lectures, seminars tutorials and other prescribed meetings or instruction; and
  - (b) to attend studio for self directed work; and
  - (c) to obtain a passing grade for that unit in accordance with the assessment criteria prescribed by SCA Board.  
(3) A candidate permitted to re-enrol in a unit which has previously not been satisfactorily completed shall again complete all the work of the course or satisfactorily complete such work as prescribed by SCA Board.
4. Where in these resolutions a power is given to SCA Board, subject to any express indication to the contrary or resolution passed by SCA Board, SCA Board may, in their discretion, in any particular case
  - (a) exercise the power,
  - (b) exercise the power conditionally, or
  - (c) decline to exercise the power.
5. A candidate for the degree shall complete 144 credit points from units of study set out in the associated table.
6. (1) A candidate readmitted to candidature for the degree after an absence of more than one year shall complete the degree under such conditions as SCA Board shall determine.  
(2) Except with the permission of SCA Board, a candidate shall not enrol in a unit unless entry requirements prescribed for that unit have been satisfied and any required concurrent enrolments are met.  
(3) Except with the permission of SCA Board, a candidate shall normally enrol in 24 credit points in each semester and may not enrol in more than 32.  
(4) Except with the permission of SCA Board a candidate may not enrol in any units at 2000 or 3000 level unless all foundation year units are successfully completed.  
(5) Except with the permission of SCA Board a candidate may not progress at 2000 level unless at least 12 credit points of study from the immediately preceding semester have been satisfactorily completed.
7. (1) A candidate may be granted credit towards the degree on the basis of courses, regarded by SCA Board as equivalent in workload and academic standard, successfully completed at another university or other tertiary institution, provided that the maximum credit granted shall not exceed 72 credit points.  
(2) A candidate may be permitted by SCA Board to enrol in another course, that SCA Board deems to be equivalent, in another faculty of the University or in another institution, in place of a unit specified in the associated table, or may enrol in another unit in addition to the

courses specified subject to 6(3) with the permission of SCA Board.

8. Except with the permission of SCA Board, a candidate must complete all the requirements for the Pass degree within 10 semesters of enrolment and within 8 calendar years of admission to candidature.

#### *Satisfactory progress*

9. Candidates are expected to satisfactorily complete at least 50 per cent of the credit points in which they are enrolled each semester. Candidates, other than those who are completing their degree, who do not complete sufficient credit points, or who fail the same unit of study twice, may be asked by SCA Board to show cause why they should be allowed to re-enrol in the following year. If they are allowed to re-enrol, SCA Board may impose additional conditions on their re-enrolment.  
If SCA Board does not accept a candidate's explanation for failure to complete the required number of credit points, SCA Board can exclude the student for a minimum of two years. After two years, the candidate can apply to SCA Board for re-admission and, if re-admitted, will be bound by the regulations then in force.

#### *Qualifications for Honours*

- 10.(1) SCA Board may permit a candidate who has qualified for a pass degree of Bachelor of Visual Arts at the University of Sydney or equivalent degree at another recognised institution to take the fourth year Honours course.  
(2) A candidate who has qualified for the pass degree with a weighted average grade of Credit, and satisfies discipline entry requirements, shall qualify for the award of the degree with Honours by completing a fourth year Honours course at an appropriate standard.  
(3) Except with the permission of SCA Board, a candidate who is otherwise eligible to enter a fourth year Honours course shall not do so:
  - (a) more than three years after having satisfied the entry requirement for that course;
  - (b) if the candidate is in breach of any time limit imposed under section 8.

#### *Honours conversion*

11. A candidate who is otherwise eligible to enter a fourth year Honours course shall not be precluded from doing so on the ground that the pass degree has been awarded. The pass degree shall not be awarded whilst a candidate is enrolled in a fourth year Honours course.

# Postgraduate study

## Degrees by research

Postgraduate study may be undertaken in any of the disciplines offered by Sydney College of the Arts: Ceramics, Electronic & Temporal Arts, Glass, Jewellery+Metal, Painting, Photomedia, Printmedia, Sculpture and Theories of Art Practice.

## Doctor of Philosophy (PhD)

This degree is awarded for the successful completion of an approved program of supervised advanced research which constitutes an original contribution to knowledge. Undertaken by thesis or predominantly by thesis with supporting creative work.

At the completion of the PhD, you will have investigated and evaluated or critically studied an approved topic over not less than three years of full-time study resulting in an original contribution to knowledge. You will have demonstrated an understanding of research methods appropriate to the field, and will have presented the thesis perhaps with supporting creative work, to the satisfaction of the examiners.

### Entry requirements

For admission to candidature, you should hold:

- the degree of Master; or
- the degree of Bachelor of Visual Arts with first or second class Honours, or equivalent, as provided by subsections 1(2) and 1(3) of the Resolutions of Senate relating to the degree of Doctor of Philosophy.

In addition to the academic qualifications, the SCA Research Committee must be assured that you have the necessary training and ability to pursue the proposed course of study and research, and that sufficient supervisory and other resources and facilities are available to enable successful completion of the program.

If English is not your first language you must also satisfy the SCA Research Committee that you can express yourself (in both written and spoken English) sufficiently well to pursue your research satisfactorily.

### Application procedure

Applications should be submitted to the SCA Admissions and Courses Office on the appropriate application form and should include a detailed synopsis of your proposed program of research, your proposed methods of investigation, an indication of source material already consulted, and evidence of your ability to carry out research.

### Course structure and Requirements

The course is offered over three years full-time; or six years part-time. (International students may only study on a full-time basis.) The first year of candidature is a probationary year. Candidates deemed to be making unsatisfactory progress at the end of the first year will be given the option of converting to the Master of Visual Arts degree (MVA) if such a move is considered appropriate on academic advice. This option does NOT apply to candidates who already have an MVA.

- In the first year of candidature, candidates who have not completed an MVA degree or its equivalence are required to attend the MVA Seminars and complete the appropriate tasks - one 2000-word essay per semester.
- In subsequent years, candidates are required to deliver one seminar paper on an aspect of their research per year in the

seminar program which is open to all SCA staff and students.

If you are prevented from making progress with your program of research (because of ill-health or other circumstances), enrolment may be suspended with the agreement of the Research Committee, but not for more than one year at a time.

The SCA degree program gives emphasis to structured knowledge-based research expressed through a thesis of a substantial length, not normally exceeding 80,000 words, which may be supported by research in a studio discipline, comprising works of art, design or communication in the form of originals, prototypes, models, drawings, photographs, films, sound or vision recordings, or digital information. The exact relationship between the primary work of the thesis and the supporting creative work will vary depending on the field of research as described in your research proposal.

### Supervision and attendance

You will have a supervisor who will take primary responsibility for the conduct of your candidature and be responsible for the progress of your candidature. It is also usual for associate supervisors to be appointed.

It is the responsibility of the supervisors to submit a progress report at the completion of each semester.

The nature and amount of supervision will be discussed with you.

### Annual review

There will be a review of your work at the end of each academic year. Provided your progress in the unit is satisfactory, you will be permitted to proceed. The minimum composition for a Review Panel will be:

- the Director
- your supervisor
- the Postgraduate Convenor

An opportunity will be provided for the candidate to comment without the supervisor present.

Where 2 or more of the categories are filled by one person, the substitution of nominees will be approved by SCA Research Committee.

If your work is considered unsatisfactory by the panel, the panel may recommend that you be set a specific program of work to be submitted for assessment not later than 1 March of the following year. If this work is not satisfactory, your enrolment may be terminated. A candidate whose progress at any time during the year is unsatisfactory may be subject to the review process as described above.

### Submission of work and examination

On completion of the program you will submit to the Registrar four copies of the thesis (in a form prescribed by the Academic Board), and four copies of a summary of the thesis (about 300 words in length).

The thesis may be submitted for examination with supportive creative studio work in a form agreed with the Postgraduate Convener. A submission must be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the submission is satisfactory.

You will be examined by at least three appropriately qualified examiners, at least one of whom is external to the University.

## Master of Visual Arts (MVA)

The Master of Visual Arts by research provides an opportunity for graduates and professionally qualified visual artists to pursue studio and theoretical studies in depth and extend their knowledge, understanding and competence within their major field of endeavour.

Work is undertaken in a tutorial environment under the guidance of a supervisor and through participation in a seminar program. It is assumed that those entering this unit of study are trained and competent in their particular field and are seeking to extend their practice at a higher level. The Unit

emphasises an individual mode of advanced research in a particular studio discipline or across studio disciplines

As an applicant you will need to have achieved a level of proficiency, direction and focus to sustain self-directed study and produce work of an original and speculative nature in one of the forms described in the Unit Requirements.

### Full-time/part-time study

The Master of Visual Arts is normally undertaken full-time. As a full time candidate, you will be allocated a studio space at Rozelle Campus and will be expected to complete in 2 (two) years. Generally speaking, you will be expected to devote the equivalent of 35 hour week to your research. Part-time candidature is available on a limited basis. Priority will be given to mid-career candidates who have a demonstrated professional practice over 5 or more years. Part-time candidates must complete requirements in 3 years and may not be allocated studio space within SCA.

### 1. Admission requirements

Applicants are expected to hold one of the following academic qualifications:

- a) An honours degree in Visual Arts
- b) Bachelor of Visual Arts and a Graduate Diploma in Visual Arts; **or**
- c) Other qualifications considered by SCA Board to be equivalent to 4 years tertiary study in visual arts.

In some circumstances, applicants without the above qualifications may be admitted provided there is evidence to the satisfaction of SCA Board of the possession of equivalent professional skills and experience and the capacity to successfully undertake higher degree study. This would include having actively practised and achieved at a high level for a significant time in the professional field.

As there are some limitations on places and space, not all eligible applicants can be offered candidature. Selection is competitive based on your study proposal, slides of recent work and resume.

#### *Probationary admission*

You may be admitted on a probationary basis for a period not exceeding one year. Upon completion of this probationary period, your work will be reviewed and your candidature confirmed or terminated.

#### *Postgraduate qualifying/preliminary study*

SCA may admit you to a period of preliminary study if the normal entry requirements have not been met. This may involve completing specified courses or carrying out a particular piece of research. A further application to the degree must then be made on completion of the preliminary program.

### 2. Requirements

You will be required to nominate one of the following methods:

- Studio Practice and Research Paper (10,000-12,000 words), culminating in a substantial exhibition, performance or installation of works in a joint show of candidates at the end of candidature, together with the Research Paper and oral presentation.
- Thesis (35,000-50,000 words) in the fields of art theory, art history, cultural studies or professional studies in visual art.

Over the first two semesters you will be required to attend a series of seminars. Part-time candidates must attend the seminars within the first two years, and in consecutive semesters. At the end of each semester you must submit a 2000 word paper prescribed by the academic staff members coordinating the seminar series. In the first two semesters, you may also be required to undertake study in research and professional practice. In the third and fourth semesters of the unit, you will complete your research paper. You may also be required to undertake other units of study or produce certain work as directed.

### 3. Supervision of study

You will be assigned a supervisor to be responsible for supervision of your studio and written research. This supervisor will be a member of SCA academic staff. There is also provision for associate supervision if appropriate. You will be expected to meet with your supervisor on a monthly basis during semester; that is, no less than 4 meetings each semester. It is your responsibility to maintain contact with your supervisor.

### 4. Annual review

There will be a review of your work at the end of each academic year. Provided your progress in the unit is satisfactory, you will be permitted to proceed. The minimum composition for a Review Panel will be:

- the Director
- your supervisor
- the Postgraduate Convenor.

An opportunity will be provided for the candidate to comment without the supervisor present.

Where 2 or more of the categories are filled by one person, the substitution of nominees will be approved by SCA Research Committee.

If your work is considered unsatisfactory by the panel, the panel may recommend that you be set a specific program of work to be submitted for assessment not later than 1 March of the following year. If this work is not satisfactory, your enrolment may be terminated. A candidate whose progress at any time during the year is unsatisfactory may be subject to the review process as described above.

### Submission and examination

#### *By studio practice and research*

You must mount/submit for examination:

- 1) a substantial exhibition, performance or installation of the work or works with supporting visual material of work completed during candidature and an explanation of the structure and mode of exhibition and developmental process, and;
- 2) a Research Paper in English, relevant to your work and its development, its cultural, historical or theoretical references.

The work or works of art and the Research Paper will be the result of original investigation in the approved study area.

#### *By thesis*

You must submit for examination:

- A thesis of between 35,000 and 50,000 words which is the result of an original investigation in the fields of art theory, art history, cultural studies or professional studies in visual art. You must identify those components of assessable work which are respectively your own, and that of others.

You need to advise of your expected submission date in writing (form is available from the Admissions & Courses office) approximately 14 weeks in advance, so that appropriate examiners can be considered and other arrangements can be made in good time.

You will be examined by an examination panel consisting of at least two persons, who have not been your supervisor during your candidature. The Examination Panel will examine the exhibition, performance or installation and the associated written work at a meeting chaired in a non-voting capacity by the Director or member of staff appointed by the Director.

## Degrees by coursework

### Master of Contemporary Art for Educators (MCAE)

The Master of Contemporary Art for Educators is a one year postgraduate course designed for high school and tertiary art teachers seeking to re-engage with contemporary visual arts practice. Throughout the year, candidates will update and expand their practical and theoretical knowledge across a variety of disciplines.

A Fourteen week semesterised structure will enable students to enter the program in either semester. Five-week blocks in each of the five studio areas of photography, digital imaging, printmedia, ceramics and painting will enable candidates to develop studio projects for examination. Art theory lectures and seminars are delivered one evening per week for two hours. The practical component will be held on Saturdays for six hours.

Candidates are appointed an academic supervisor for each of the studio disciplines which are fully supported by technological facilities and technical staff.

#### Course objectives

To make available to teachers and other suitably qualified professionals the opportunity to work and study in an environment dedicated to the practice and theory of the visual arts. To provide an opportunity for those who want to re-engage with contemporary art practices and critical theory but do not necessarily have the time to commit to a full-time on campus program. To assist in the development of a visual arts based project that otherwise might not be realised due to the lack of a motivating, critically engaging environment and technical facilities.

#### Admission requirements

Admission to the Master of Contemporary Art for Educators program will require the applicant to

1. hold a bachelor's degree or furnish evidence which satisfies the SCA Board that the applicant has equivalent professional skills and experience
2. demonstrate to the satisfaction of the SCA board through the presentation of work, their ability to proceed.

#### Course structure and assessment

Studio Project: One completed studio project (including a series) in each of the five studio areas.

Assessment: At the completion of each studio area work will be assessed by a panel consisting of two appointed academic staff from SCA.

In addition to the Saturday weekly sessions, a three-week residential period at the completion of Semester 2 will provide students access to complete projects or to take the opportunity to develop new work. **All courses in the program include discipline specific occupational health and safety training.**

#### Advanced Art Theory 1 & 2

The weekly lecture/seminar is group-based providing candidates the opportunity to critically discuss and address key developments in contemporary art.

Assessment: Completion of a 5000 word essay in Semester 2 which demonstrates the understanding of current concepts and issues in the contemporary art arena.

#### Seminar presentation

Candidates will present a seminar to the group in each semester and provide a written summary of their presentation.

#### Percentage weightings

Each studio project, seminar and research paper will equal 12.5% of the total mark.

Candidates must pass all strands of the course.

### Master of Multimedia Design (MMDes)

The Master in Multimedia Design is a coursework degree, intended for people with some knowledge of digital media who hold an undergraduate degree or equivalent professional experience, and wish to upgrade and/or consolidate their skills for both personal and/or professional reasons. The program will be offered as 1 year full-time.

#### Program

The Master of Multimedia Design degree course is offered over two semesters of full-time study. The course combines design theory components and intensive hands-on experience.

#### First semester - Electronic Publishing

The first semester of study provides you with the opportunity to design, develop and publish an interactive CD-ROM title. You will learn:

- the models of visual communication and design in multimedia production
- the software and hardware tools you will need in the multimedia authoring environment
- the principles of effective screen design
- how to work with digital video, graphics, animation, sound and text
- the principles and psychology of user-interface design
- how to work with navigational architecture and branching narrative structures in the multimedia environment
- the integration of media resources, prototype development and testing
- publishing and interactive CD-ROM.

#### Second semester - On-line Design

In semester two you will design, develop and publish a web site. You will learn:

- the models of design and communication for internet/web publishing
- the authoring systems, software and scripting tools you will need for internet/web design and production
- how to work with HTML in visual design
- the principles of representation, action and communication in screen-surface design
- how to work with digital video, graphics, animation, text and sound in the web environment
- the principles of interface design metaphors, way-finding strategies and user/human interaction in interface design
- the integration of media resources, prototype testing and the production of a web site.

#### Admission requirements

Applicants are expected to hold one of the following academic qualifications:

- a) a relevant undergraduate qualification or;
- b) other qualifications considered by SCA Board to be equivalent; **and**
- c) evidence of ability to undertake the coursework demonstrated through application or interview.

#### Assessment

Assessment will be based on meeting attendance requirements at compulsory lectures, the completion of practical coursework objectives and a 2000 word essay for each semester. You will be awarded the degree with honours if you achieve a distinction or high distinction for both:

- Electronic Publishing: The Multimedia Canvas (1) and
- Online Design: The Multimedia Canvas (2)

### Master of Studio Art (MSA)

The Master of Studio Art by coursework is a one year postgraduate course designed for those engaged in a professional visual arts practice who wish to undertake a further degree based primarily in Studio Practice.

Throughout the year candidates develop a studio project for examination as well as attend weekly Masters Seminars and fortnightly Studio Tutorials. Candidates also have the option of attending Theories of Art Practice lectures, however, this is not a requirement for the degree.

Candidates are appointed an academic supervisor who monitors progress and assists in the development of the project through dialogue and critical feedback. Candidates also have access to technological facilities on the Campus and the support of technical staff.

It is expected that local candidates will already have access to their own studio, however, for international and interstate candidates consideration will be given to the provision of a studio space on Campus.

Candidates working off campus attend an intensive 3 week program in July when they are expected to be on campus from 9 am to 5 pm, five days a week. Studio space on campus will be allocated for that period.

### Course objectives

To make available to professional and other suitably qualified visual arts practitioners the opportunity to work and study in an environment dedicated to the practice and theory of the visual arts.

To provide an opportunity for those who want to re-engage with contemporary art practices and critical theory but do not necessarily have the time to commit to a full-time on campus program.

To assist in the development of a visual arts based project that otherwise might not be realised due to the lack of a motivating, critically engaging environment and technical facilities.

### Course structure

**Studio Project:** One proposed studio project to be developed over the year. Assessment: Examination at the end of the year preferably by one examiner internal to SCA and one examiner who has had no supervisory relationship to the candidate and who may be external to SCA.

**Masters Seminar:** A reading and discussion group attended by MSA and MVA Candidates. A Seminar Reader is made available and candidates undertake to address one paper from the Reader per semester. The Masters Seminar runs for 10 weeks each semester. Assessment: 1 x 2000-word essay per semester

**Studio Tutorial:** An art practice based group in which MVA and MSA candidates (and in some instances Honours students) critically discuss their studio work and theoretical issues related to their discipline with their peers and academic supervisors. Studio Tutorials are every fortnight per 14-week semester.

### Assessment

One per semester, scheduled progress report on the rationale and critical development of the candidate's studio project supported by appropriate visual material.

#### Percentage weightings

Masters Seminar and Studio Tutorial: 30%

Studio Practice: 70%

Candidates must pass in both strands of the course.

### Annual review

There will be a review of your work in mid-year. Provided your progress in the unit is satisfactory, you will be permitted to proceed. The minimum composition for a Review Panel will be:

- the Director
- your supervisor
- the Postgraduate Convenor.

An opportunity will be provided for the candidate to comment without the supervisor present.

Where 2 or more of the categories are filled by one person, the substitution of nominees will be approved by SCA Research Committee.

### Master of Teaching

The University of Sydney Faculty of Education offers a Master of Teaching program. Graduates in Visual Arts are eligible to apply.

## Resolutions of the Senate

### Doctor of Philosophy (PhD)

Please refer to *The University of Sydney Calendar, Volume 1: Statutes and Regulations* (Amendment Act) Rule 1999, Part 11 -*Awarding Degrees, Diplomas and Certificates*, Division 3: Doctor of Philosophy (PhD).

### Master of Visual Arts

#### Award of the degree

1. The degree of Master of Visual Arts shall be awarded in one grade only.

#### Eligibility for admission

2. An applicant for admission to candidature for the degree shall, except as provided in Chapter 10 of the By-laws (a) be a Bachelor of Visual Arts (Honours) of the University of Sydney, *or* (b) hold the degree of Bachelor of Visual Arts and the Graduate Diploma of Visual Arts of the University of Sydney.
3. An applicant for admission to candidature must in support of the application submit for the approval of the Sydney College of the Arts Board (hereafter in these resolutions - referred to as SCA Board) a proposal for a program of study in the discipline area nominated.
4. Applicants may be required to demonstrate to the satisfaction of SCA Board their ability to proceed by the method nominated.

#### Availability

5. Admission to candidature for the degree may be limited by quota.
6. In determining the quota the University will take into account (a) availability of resources, including studio space, library, equipment and computing facilities; *and* (b) availability of adequate and appropriate supervision.
7. In considering an applicant for admission to candidature SCA Board may take account of the quota and will select in preference applicants who are most meritorious in terms of the admission criteria.

#### Probationary admission

8. (1) A candidate may be accepted by SCA Board on a probationary basis for a period not exceeding twelve months and upon completion of this period SCA Board shall review the candidate's work and shall either confirm the candidate's status or terminate the candidature. (2) In the case of a candidate accepted on a probationary basis, the candidature shall be deemed to have commenced from the date of acceptance.

#### Method of progression

9. A candidate for the degree shall proceed: (a) by studio practice and research; *or* (b) by thesis.

#### Discipline areas

10. The degree may be taken in the following disciplines: Ceramics; Glass; Jewellery+Metal; Electronic Art; Photomedia; Painting; Printmedia; Sculpture (including performance and installation); Theories of Art Practice.

#### Time limits

11. A candidate may proceed on either a full-time basis or, with the permission of SCA Board, a part-time basis.
12. (1) A full-time candidate shall complete the requirements for the degree, unless otherwise determined by SCA Board on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts, at the end of the second year of candidature (2) A part-time candidate shall complete the requirements for the degree, unless otherwise determined by SCA Board on the recommendation of the Director or member of staff appointed by the Director to have supervisory

responsibility for the Master of Visual Arts, by the end of the third year of candidature.

(3) The dates for completion of requirements for the degree shall be adjusted for those candidates permitted to proceed on a part-time basis following their admission to candidature on a full-time basis, and vice versa.

#### **Credit**

13. A candidate, who before admission to candidature has spent time in advanced study in the University of Sydney or in another University or institution, may be deemed by SCA Board to have spent such time after admission to candidature provided that it represents no more than half of the total candidature.

#### **Supervision**

14.(1) SCA Board shall appoint to act as supervisor of each candidate, on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts, a full-time member of the academic staff of Sydney College of the Arts or a member of the academic staff of Sydney College of the Arts with a fractional appointment of 0.5 or greater.

(2) SCA Board may appoint, from amongst appropriately qualified persons, an associate supervisor to assist in the supervision of any candidature.

#### **Requirements for the degree**

15. (1) A candidate proceeding primarily by thesis shall:

- complete such seminars and such units as may be prescribed by SCA Board;
- carry out supervised research on a topic approved by SCA Board on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts;
- write a thesis embodying the results of the research; and in completion of requirements for the degree -
- lodge with the Registrar three copies of this thesis, typewritten and bound in either a temporary or a permanent form.

(2) The degree shall not be awarded until the candidate has caused at least one copy of the thesis (containing any corrections or amendments that may be required) to be bound in a permanent form.

(3) The candidate shall state in the thesis the sources from which the information was derived, the extent to which the work of others has been used and the portion of the work claimed as original.

(4) The thesis shall be accompanied by a statement from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.

(5) A candidate may not present as the thesis a work which has been presented for a degree in this or another university, but will not be precluded from incorporating such in the thesis provided that in presenting the thesis the candidate indicates the part of the work which has been so incorporated.

16. A candidate proceeding by studio practice and research (1) shall:

- complete such courses;
- attend such seminars; **and**
- complete such essay or other written work including a research paper; **and**
- carry out such supervised research in a discipline or disciplines as may be prescribed by SCA Board on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts; **and**

(2) present for exhibition, at a joint exhibition of candidates, and examination at the end of the second year of candidature a substantial exhibition, performance or installation, work or series of works of art.

#### **Examination: Research and Thesis**

17. On completion of requirements for the degree by a candidate proceeding primarily by thesis, SCA Board shall appoint on the recommendation of the Director or member

of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts, an examination panel consisting of at least two persons, who have not been supervisors of the candidate and at least one of whom is external to SCA.

18. The reports of the examiners shall be made available to the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts who shall consult with the supervisor.

19. The Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts shall report the result of the examination of the candidature, together with a recommendation concerning the award of the degree, to SCA Board which shall determine the result.

20. In special cases SCA Board on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts may require the candidate to take a further examination in the area of the thesis.

21. SCA Board may permit an unsuccessful candidate to revise and re-submit the thesis if, in the opinion of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts, the candidate's work is of sufficient merit to warrant this concession, and may prescribe special conditions to be fulfilled by the candidate.

#### **Examination: Studio Practice and Research**

22.(1) On completion of the requirements for the degree by a candidate proceeding primarily by studio practice and research, SCA Board, on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts, shall appoint an examination panel consisting of at least two persons, who have not been supervisors of the candidate and at least one of whom is external to SCA;

(2) The Examination Panel shall examine the exhibition, performance or installation and the associated written work at a meeting chaired in a non voting capacity by the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts;

(3) Having received reports from the Examination Panel and having received reports on the examination of the coursework the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts shall report the result of the examination to SCA Board, which shall determine the result of the candidature.

23. In special cases SCA Board, on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts may require the candidate to take a further examination.

24. SCA Board may permit an unsuccessful candidate to revise and re-submit the work if, on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts, the candidate's work is of sufficient merit to warrant this concession, and may prescribe special conditions to be fulfilled by the candidate.

#### **Progress**

25. SCA Board may:

- on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts, call upon any candidate to show cause why that candidature should not be terminated by reason of satisfactory progress towards completion of the degree; **and**
- where, in the opinion of SCA Board, the candidate does not show good cause, terminate the candidature.

## Master of Contemporary Art for Educators

### *Award of the degree*

1. The Master of Contemporary Art for Educators shall be awarded in one grade only.

### *Eligibility for admission*

2. Sydney College of the Arts Board (hereafter referred to in these resolutions as SCA Board) may admit to candidature for the Master of Contemporary Art for Educators an applicant who:
  - (1) (a) holds a bachelor's degree or  
(b) furnishes evidence which satisfies the SCA Board that the applicant has equivalent professional skills and experience
  - (2) has demonstrated to the satisfaction of the SCA Board through the presentation of work, their ability to proceed.

### *Availability*

3. Admission to candidature for the Master of Contemporary Art for Educators may be limited by quota.
4. In determining the quota the University will take into account: availability of resources, including studio space, library, equipment and computing facilities
5. In considering an applicant for admission to candidature the SCA Board may take account of the quota and will select in preference candidates who are most meritorious in terms of the admission criteria.

### *Time limits*

6. Candidates may proceed on a full-time basis only.

### *Credit*

7. As the course is one which is structured towards an interdisciplinary approach in order to increase the integration of skills no credits will be allowed.

### *Supervision*

8. (a) The SCA Board shall appoint a member of the academic staff of the SCA faculty to be responsible for the coordination of the course  
(b) The SCA Board shall appoint, from appropriately qualified persons, a supervisor for each of the disciplines for the supervision of candidature.

### *Requirements for the degree*

9. A candidate shall:
  - (1) (a) complete such units of study  
(b) attend such seminars  
(c) complete such essay or other written work  
(d) carry out such supervised research in the discipline areas as may be prescribed by the SCA Board; and
  - (2) Present a minor work for assessment at the end of each of the disciplines covered.

### *Assessment*

10. (1) SCA Board shall appoint an Assessment Panel consisting of two academic staff members.  
(2) The Assessment Panel shall assess the work prescribed in section 9.2 and shall assess the written work of the candidate  
(3) Having received a report from the Assessment Panel the SCA Board shall determine the result of the candidature.
11. SCA Board may permit an unsuccessful candidate to revise and resubmit work if the candidate's work is of sufficient merit to warrant this concession. The SCA Board may also prescribe special conditions to be filled by the candidate.

### *Progress*

12. SCA Board may:
  - (1) on the recommendation of the Director or staff member appointed by the Director to have supervisory responsibility for the Master of Contemporary Art for Educators, call upon any candidate to show cause why that candidature should not be terminated by reason of satisfactory progress towards the completion of the degree; and
  - (2) where, in the opinion of the SCA Board, the candidate does not show good cause, terminate the candidature.

## Master of Multimedia Design

### *Award of the degree*

1. The Master of Multimedia Design may be awarded with honours.

### *Eligibility for admission*

2. Sydney College of the Arts Board (hereafter referred to in these resolutions as SCA Board) may admit to candidature for the Master of Multimedia Design an applicant who:
  - (1) (a) holds a bachelor's degree; or  
(b) furnishes evidence which satisfies SCA Board that the applicant has equivalent professional skills and experience; and
  - (2) has demonstrated to the satisfaction of SCA Board through the presentation of work, his or her ability to proceed.

### *Availability*

3. Admission to candidature for the Master of Multimedia Design may be limited by quota.
4. In determining the quota the University will take into account -
  - (a) availability of resources, including studio space, library, equipment and computing facilities; and
  - (b) availability of adequate and appropriate supervision.
5. In considering an applicant for admission to candidature SCA Board may take account of the quota and will select in preference applicants who are most meritorious in terms of the criteria for admission.

### *Time limits*

6. A candidate may proceed on either a full-time basis or a part-time basis.
7. (1) A full-time candidate shall, except with the permission of SCA Board, complete the requirements for the Master of Multimedia Design at the end of the second semester of candidature.  
(2) A part-time candidate shall, except with the permission of SCA Board, complete the requirements for the Master of Multimedia Design at the end of the fourth semester of candidature.  
(3) The dates for completion of requirements for the Master of Multimedia Design shall be adjusted for those candidates permitted to proceed on a part-time basis following their admission to candidature on a full-time basis, and vice versa.

### *Credit*

8. A candidate who, before admission to candidature, has spent time in advanced study may be deemed by SCA Board to have spent such time after admission to candidature provided that it represents no more than half of the total candidature.

### *Supervision*

9. (1) SCA Board shall appoint a member of the academic staff of the College to act as supervisor of each candidate.  
(2) SCA Board may appoint from amongst appropriately qualified persons, an associate supervisor to assist in the supervision of any candidature.

### *Requirements for the Master of Multimedia Design*

10. A candidate shall -
  - (1) (a) complete such units of study;  
(b) attend such seminars;  
(c) complete such essay or other written work;  
(d) carry out such supervised research in the discipline area as may be prescribed by SCA Board; and
  - (2) present for assessment and exhibition:
    - (a) at the end of the First semester of candidature a CD-ROM; and
    - (b) at the end of the second semester of candidature a web site.

### *Assessment*

11. (1) SCA Board shall appoint an Assessment Panel consisting of two persons.

(2) The Assessment Panel shall assess the work prescribed in section 10(2), and shall assess the written work of the candidate.

(3) Having received a report from the Assessment Panel and having received reports on the examination of the coursework the head of department shall report the result of the examination to SCA Board, which shall determine the result of the candidature.

12. In special cases SCA Board may require the candidate to take a further examination.
13. SCA may permit an unsuccessful candidate to revise and resubmit the work if the candidate's work is deemed to be of sufficient merit to warrant this concession, and may prescribe special conditions to be fulfilled by the candidate.

#### *Progress*

14. SCA Board may:

- (a) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the Master of Multimedia Design; and
- (b) where, in the opinion of SCA Board, the candidate does not show good cause, terminate the candidature.

## Master of Studio Art

#### *Award of the degree*

1. The Master of Studio Art may be awarded with honours.

#### *Eligibility for admission*

2. Sydney College of the Arts Board (hereafter referred to in these resolutions as SCA Board) may admit to candidature for the Master of Studio Art an applicant who:
- (1) (a) holds a bachelor's degree in visual art or art education; or
- (b) furnishes evidence which satisfies SCA Board that the applicant has equivalent professional skills and experience; and
- (2) has demonstrated to the satisfaction of SCA Board through the presentation of work, his or her ability to proceed.

#### *Availability*

3. Admission to candidature for the Master Studio Art may be limited by quota.
4. In determining the quota SCA Board will take into account -
- (a) availability of resources, including studio space, library, equipment and computing facilities; and
- (b) availability of adequate and appropriate supervision.
5. In considering an applicant for admission to candidature SCA Board may take account of the quota and will select in preference applicants who are most meritorious in terms of the admission criteria.

#### *Discipline areas*

6. The Master Studio Art may be taken in the following areas:
- Ceramics
  - Glass
  - Electronic Art
  - Jewellery and Metal
  - Painting
  - Photomedia
  - Printmedia
  - Sculpture (including Performance and Installation).

#### *Time limits*

1. A candidate may proceed on either a full-time basis or a part-time basis.
8. (1) A full-time candidate shall except with the permission of SCA Board complete the requirements for the Master of Studio Art at the end of the second semester of candidature.
- (2) A part-time candidate shall, except with the permission of SCA Board, complete the requirements for the Master of Studio Art at the end of the fourth semester of candidature.
- (3) The earliest and latest dates for completion of requirements for the Master of Studio Art shall be adjusted for those candidates permitted to proceed on a part-time

basis following their admission to candidature on a full-time basis, and vice versa.

#### *Credit*

9. A candidate, who before admission to candidature has spent time in advanced study may be deemed by SCA Board to have spent such time after admission to candidature provided that it represents no more than half of the total candidature.

#### *Supervision*

10. (1) SCA Board shall appoint a full-time member of the academic staff of the College to act as supervisor of each candidate.
- (2) SCA Board may appoint from amongst appropriately qualified persons, an associate supervisor to assist in the supervision of any candidature.

#### *Requirements for the Master of Studio Art*

11. A candidate shall -

- (1) (a) complete such units of study;
- (b) attend such seminars;
- (c) complete such essay or other written work including a research paper;
- (d) carry out such supervised research in a studio or inter studio area as may be prescribed by SCA Board; and
- (2) present for examination and exhibition at the end of the final semester of candidature a work or series of works of art.

#### *Examination*

12. (1) SCA Board shall appoint an Assessment Panel consisting of two persons.
- (2) The Assessment Panel shall examine the exhibition, performance or installation and shall assess the written work of the candidate.
- (3) Having received a report from the Assessment Panel and having received reports on the examination of the coursework the head of department shall report the result of the examination to SCA Board, which shall determine the result of the candidature.
13. In special cases SCA Board may require the candidate to take a further examination.
14. SCA Board may permit an unsuccessful candidate to revise and resubmit the work if the candidate's work is of sufficient merit to warrant this concession, and may prescribe special conditions to be fulfilled by the candidate.

#### *Progress*

15. SCA Board may:

- (a) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of Master of Studio Art; and
- (b) where, in the opinion of SCA Board, the candidate does not show good cause, terminate the candidature.

## Units of study (MCAE)

MCAE 5001 **Photography**

6 credit points. **Offered:** February.

MCAE 5002 **Digital Imagery**

6 credit points. **Offered:** February.

MCAE 5003 **Printmaking**

6 credit points. **Offered:** February.

MCAE 5004 **Ceramics**

6 credit points. **Offered:** July.

MCAE 5005 **Painting**

6 credit points. **Offered:** July.

MCAE 5006 **Advanced Art Theory 1**

6 credit points. **Offered:** February.

MCAE 5007 **Advanced Art Theory 2**

6 credit points. **Offered:** July.

MCAE 5008 **Research Paper**

6 credit points. **Offered:** July.

# Staff

## *Acting Director*

Professor Margaret Harris, PhD *Lond.*

## **Object**

### **Ceramics**

#### *Senior Lecturers*

Gudrun Klix, MA *GeorgeWash*, MFA *Wisconsin*

Mitsuo Shoji, MFA *Kyoto*

#### *Technical Supervisor*

Clive Cooper

### *Glass*

#### *Senior Lecturer*

Maureen Cahill, MA *NSWIA (SCA)*

#### *Lecturer*

to be advised

#### *Technical Supervisor*

Shaelene Murray, BVA(Hons) *Syd*

### **Jewellery & Metal**

#### *Lecturer*

Mark Edgoose, MA Ed, PG Dip, Dip *RMLT*

#### *Technical Supervisor*

Valerie Odewahn, GD OHM *Uni. ofBallarat*

## **Media**

### **Electronic and Temporal Art**

#### *Lecturers*

Geoffrey Weary, MFA *UNSW*

#### *Associate Lecturer*

Mahalya Middlemist, MA *UNSW*

#### *Technical Supervisor*

Glenn Remington, BVA *SCA*

### **Photomedia**

#### *Senior Lecturer*

Steven Lojewski, MA *SCA*

#### *Lecturer*

Rebecca Cummins, MA *New Mexico*

#### *Associate Lecturer*

to be advised

#### *Technical Supervisor*

Arthur Georgeson, GradDipEd *SCAE*, DipAD *VCA*

## **Art**

### **Painting**

#### *Associate Professor*

Brad Buckley, MFA *RISD*, GradDipEd *SCAE*

#### *Lecturer*

Matthys Gerber, MFA *UNSW*

#### *Technical Supervisor*

Terry Burrows GradDipVisCom *SCA*

### **Printmedia**

#### *Senior Lecturer*

Mirabel Fitzgerald, MFA *COFA*

#### *Associate Lecturer*

Justin Trendall, MVA, Grad.Dip. *SCA*

#### *Technical Supervisor*

Glenn Conroy, DipFA *SIT*

### **Sculpture**

#### *Senior Lecturers*

Tom Arthur, BSc(ArtEd) *Tufts DipFA Boston Mus Sch*

#### *Lecturer*

to be advised

### *Technical Supervisor*

Colin Winter

## **Theory**

### *Senior Lecturer*

Dr Ann Elias, MA(Hons), PhD *Auckland*

### *Lecturers*

Dr Eril Baily, PhD *USyd*

Christina Davidson, B A(Hons) *Melbourne*

## **SCA Workshop**

### *Workshop Supervisor*

Tony Mesiti, Cert(Boilermaking) *STC*

### *Technical Supervisor*

Colin Winter

## **Computer Laboratory**

### *Technical Supervisor*

Cameron Fargo

### *Network Manager*

Morgan Jones

## **Admissions & Courses**

### *Manager*

Tim McCarron

### *Administrative Assistants*

Christina Forte

Jennifer King

Deborah Saxelby

Helen Sharpe, BA DipSocStud *Syd*

## **Executive**

### *Project Officer and Executive Assistant to the Director*

Marlene Troha, BA *UNSW*

### *Administrative Assistant*

Cathy Herrera

### *Finance Officer*

Jeanette Frost, AccCert *STC*

### *Administrative Assistant Finance*

to be advised

### *Faculty Manager*

to be advised

## **Campus Services**

### *Officer*

George Steel

### *Assistant*

Christine Atkinson, BVA MA *SCA*

### *Attendants*

Brett Bentley

Marie Fergusson

## **Graphic Communications Centre**

### *Manager*

Rodney Weier

## **SCA Library**

### *Head*

Jennifer Hayes, ALIAA, ASTC, BA MLitt (Comm)

### *Senior Library Technician*

Gillian McPherson, LibPracCert *STC*

### *Library Technician*

Claire Gordon, LibTechCert *STC*

### *Library Assistant*

Lorraine Child, ALIA

## **SCA Gallery**

### *Administrator*

Deborah Kirby-Parsons, BVA Grad Dip *SCA*

### *Administrative Assistant*

Rhonda Hunt

## Adjunct Professors

Jane Campion  
Marc Newson

## Academic staff profiles

### *Tom Arthur, Senior Lecturer, Sculpture*

A graduate of the School of Boston Museum of Fine Arts and Tufts University, Tom Arthur is principally known as a conceptual installation artist, whose works incorporate a wide range of processes, materials and contextual sitings. Tom's work is included in many private and public collections, has been exhibited in Australia and abroad, including Project and Survey exhibitions in the Art Gallery of NSW, the National Gallery of Victoria, The Australian National Gallery, the Serpentine Gallery in London, and several international Biennales and the Australian Perspecta. Tom is a keen collector and advocate of the indigenous art of Oceania and an active member of the Oceanic Art Society of Australia.

### *Eril Baily, Lecturer, Theories of Art Practice*

Eril Baily combines a pre-academic career in advertising with an academic career in philosophy. Her primary fields of interest and research are analysing the effects of historic symbolic constructs on contemporary visual practice, and the impact of technology on concepts of subjects and culture. In her spare time, Eril writes baroque fictions.

### *Brad Buckley, Associate Professor, Painting*

Brad Buckley was educated in Sydney, London and in 1982 graduated from Rhode Island School of Design with an MFA. He has exhibited widely in Australia and internationally in New Zealand, USA, Germany, Poland, Canada and Israel. His most recent works 'Das Schlachthaus Projekt: Dieser Kreislauf des Begehrens' was shown at the Kunstlerhaus Bethanien, Berlin, Germany and 'The Slaughterhouse Project: On the Edge' at Franklin Furnace, New York, USA during 1997.

### *Maureen Cahill, Senior Lecturer, Glass*

Maureen Cahill has worked in the field of contemporary glass since 1972, specialising in architectural glass. Major large scale permanent glass installations include Parliament House, Canberra and World Congress Centre, Melbourne. Her work is in major national and international collections and she regularly exhibits at S.O.F.A. Chicago and New York, USA. She is currently a director of Craft Australia and is committed to promotions of Australian contemporary glass by curating touring exhibitions for national and international audiences.

### *Rebecca Cummins, Lecturer, Photomedia*

Rebecca Cummins, a graduate of the University of New Mexico, brings a background in the history and practice of photomedia to her teaching and to her current explorations of the sculptural and experiential possibilities of light and optical phenomena. Her installations frequently incorporate obsolete technologies, often in combination with contemporary digital media (these have included a machine for making rainbows, a journey through the centre of the earth, an interactive photographic video rifle, dinner table surveillance devices, computers, photography, periscope birdbaths and site-specific portable camera obscuras) and are designed to playfully engage the viewer while stimulating an appraisal of technological 'progress'. Her writings have focused on archaeologies of media: the magical mechanisms and compelling stories that make up our technological past. Rebecca's teaching emphasises an exploratory technical and conceptual approach to media art.

### *Christina Davidson, Lecturer, Theories of Art Practice*

Christina Davidson has published widely in the field of Contemporary Australian art and is currently researching contemporary German art. Her special interests include Postcolonial and Transcultural Theory; regional cultural exchange; relations between theory, criticism and practice in contemporary art.

### *Richard Dunn, Director of SCA*

Richard Dunn studied architecture at the University of New South Wales, and painting at the Royal College of Art, London. While a student of architecture, part-time study was undertaken in painting with John Olsen and sculpture with Lyndon Dadswell. He lived in Europe for a decade, between London and Paris, and in New York City for a year. His early work responded to the opportunities presented by pop and its opposite, minimalism, through a conceptual filter. Although nominally a painter, Richard's work is responsive to the languages of contemporary art which don't recognise limiting boundaries. He exhibits paintings, installations, constructions, photographs that address the idea and actuality of space and question the nature of personalised vision as something separate from the great influences of history. His art acknowledges the pleasure of looking, then questioning what we are seeing. Richard Dunn's background has prepared him to work with students whose focus is in fine arts, object art and design of media arts. Research interests include architecture and music, and indeed art, as something engaged, that leads to further insights; the interaction and impact between the histories and present manifestations of design, music and fine arts.

### *Mark Edgoose, Lecturer, Jewellery+Metal*

Through his commitment to teaching and his studio practice, Mark Edgoose has set out to rigorously challenge what constitutes contemporary object design and making. His extensive national and international experience brings an informed, broad and interdisciplinary understanding of the role of the object. Aligned with this is a desire to pursue skill, new and appropriate technology/material and thoughtful (sometimes playful) detail. Mark's applied knowledge of traditional and contemporary object design and making and interests in architecture and the objects location, connection and intervention in today's world allows for an independent and varied approach, where the languages of material and of process are inextricably linked to aesthetic and conceptual concerns.

### *Ann Elias, Senior Lecturer, Theories of Art Practice*

Ann Elias lectures in the core program of Theories of Art Practice. She has helped design undergraduate courses for arts practitioners with the intention of demonstrating the connections of theory and practice. Her research concentrates on the area of still life and decorative aesthetics. She has written about objects that have been peripheral to traditional Art History, but have been part of mainstream culture, including flower painting, cake decorating and photography. *Mirabel FitzGerald, Senior Lecturer, Printmedia* Graduated from The Byam Shaw School of Art, London, (NDD) and the UNSW. (MFA), Mirabel FitzGerald has been teaching in the visual arts since 1966 and exhibiting both in Australia and internationally. Her practice seeks to extend the possibilities of prints in relation to scale, surface and drawing. Influenced by research and travel in Asia, particularly China, Mirabel FitzGerald's current work employs ink rubbing on paper exploring the architectural fabric of buildings and their implied histories.

### *Matthys Gerber, Lecturer, Painting*

Born in the Netherlands and in Australia since 1971, Matthys is an artist who works primarily with painting and photography. The work tends to hover uncomfortably between abstraction and representation, seeking out the failings of images and superimpositions of contradictory painting techniques. Any technique can be used, from photorealism to geometric abstraction. Matthys regularly exhibits in Australia and overseas and is represented by Sarah Cottier Gallery in Sydney.

### *Gudrun Klix, Senior Lecturer, Ceramics*

Although born in Germany, Gudrun Klix grew up and was educated in the USA, is a Graduate from the University of Wisconsin-Madison and has been living in Australia since 1981. Her interest in Ceramics is primarily sculptural although she also has a background in throwing. She has exhibited widely nationally and internationally, including New Zealand,

Korea, the USA, South America and Europe. Her work includes both individual works in clay, and mixed media installations, addressing issues of the relationship of man to nature, notions of the feminine, migration, alienation, loss of identity, material and space. Personal interests supporting the work include mythology, aboriginal cultures, bushwalking and ecological issues.

***Steven Lojewski, Senior Lecturer, Photomedia***

Steven Lojewski's photographic practice focuses on an exploration of cultural and geographic environments, attempting, through photography, to make sense of his surroundings. He deals with cultural aspects of Australian society, often depicting the mundane and ordinary in an approach which brings together an anthropological interest and an exploration of visual language. His photographic practice is not fixed on fine art expression, but equally sees its role as archiving and recording issues of historical and cultural significance.

***Mahalya Middlemist, Associate Lecturer, Electronic & Temporal Art***

Mahalya is completing a CD ROM artwork in collaboration with media artist Justine Cooper. The project has been funded by the New Media Arts Fund of the Australia Council. Mahalya also has a history of collaboration with Sydney-based dancer Sue-Ellen Kohlar, in the production of both dance films and live performance works, which incorporate projected film and video. Mahalya is Academic Advisor to Year 2 in the Electronic & Temporal Art Studio and is a member of the SCA Research Committee.

***Mitsuo Shoji, Senior Lecturer, Ceramics***

After graduating from Kyoto University of Arts, Japan, Mitsuo has lectured in Australia, the U.S.A, Europe and Japan. Mitsuo began teaching at SCA in 1978. His work in ceramics is broad, ranging from functional design ware to sculptural objects and experimental work. His main concern is to research traditional ceramics medium and explore his own work, experimenting in new aspects of ceramics and developing new techniques such as ceramic paintings. For the last four years he has been invited to participate in a series of international symposia to produce his work and exhibit, in the Czech Republic, Lithuanian, Finland and Turkey. He won the purchase award at Faenza in Italy and the prime award at the Fletcher Challenge International ceramics competition, New Zealand. He is also a member of the International Academy of Ceramics.

***Justin Trendall, Associate Lecturer, Printmedia***

Justin Trendall completed a Master Of Visual Arts at Sydney College of the Arts in 1994. For over a decade he has worked within the various disciplines of Printmedia, exploring the convergence of technology, politics, and cultural identity in the modern world. His current work makes use of digital imaging, screenprinting, photography and Lego. Amongst his influences are Tourism, modularity, concrete poetry, Caucasion flat woven rugs, Modernist Architecture, cardboard, and the urban landscape.

***Geoffrey Weary, Lecturer, Electronic Arts***

Geoffrey Weary's art practice is based in film and photography in the context of digital media art production. He has exhibited widely in Australia and internationally. His recent work has involved an exploration of the space of the Museum as a psychological, emotional and physical entity. In 1998 he was awarded the Australia Council Rome Studio Residency. Geoffrey Weary is the Academic Advisor for Years 2 and 3 in the Electronic and Temporal Art Studio. He is also the Coordinator for Postgraduate Coursework Degrees at SCA.



# Student information

## Definition of terms

### *Academic year*

The period during which teaching takes place, from March to November. The academic year is divided into two semesters.

### *Academic Adviser*

The member of academic staff assigned to a student at the beginning of an academic year to supervise the student's progress, advise the student on decisions regarding academic choices and participate in the student's assessment.

### *Convenors*

There is a Year Convenor elected for each undergraduate year and a Postgraduate Convenor. Year Convenors liaise with individual staff members, representatives or groups of staff in the studios to ensure the provision of classes and support for the students in each year of SCA program. The Convenors also act as student advisers in regard to course difficulties. Convenors are elected for a period of two years. The Chair of the Teaching and Learning Committee is chosen from these four people.

### *Core*

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

### *Corequisite*

A Unit of Study that must be taken with a given Unit. If a corequisite is not successfully completed, it becomes a prerequisite for further study in that subject area.

### *Creditpoint*

The term credit point is used to indicate the relative quantitative contribution of a unit of study to a course of study. Units of study shared across courses are examined with a view to achieving uniformity in credit point allocations. The means by which student effort is equated with allocated credit points in individual units of study will be articulated and defined within the context of a course of study. Undergraduate courses have 24 credit points per semester.

### *Critique (crit session)*

Forum for student/instructor discussions of an individual student's work, usually with the participation of other students.

### *Cross-Credit Study*

Enrolment in a unit or units is not normally included in the degree course for which a student is enrolled. These units are to be credited toward the degree and may be offered by another faculty or another institution.

### *Dissertation*

The written output from a supervised student project that is undertaken as a unit of study (or multiples of units of study) within a coursework postgraduate program. Word limit: should not normally exceed 20,000 words.

### *Entry requirement*

The level of knowledge and/or experience required for entry to a particular unit of study.

### *Essay*

The written output from an unsupervised student project that is an assessment requirement for a unit of study within a coursework postgraduate program. Word limit: should not normally exceed 8000 words.

### *Lecture*

Formal presentation of new material prepared specifically for a group of students facilitating the acquisition of theory and criticism.

### *Prerequisite*

Unit of study you must have completed in order to be able to enrol in the next level of study.

### *Seminar*

Structured group discussion facilitating further exploration and application of techniques, concepts and theories.

### *Thesis*

The written output from a supervised student project that is undertaken towards a majority coursework degree for which some coursework and some research work are examinable components. Word limit: should not normally exceed 80,000 words.

### *Tutorial*

Single or small group discussion of work in progress facilitating exploration of techniques, concepts and theories.

### *Treatise*

The written output from a supervised student project that is undertaken towards a majority coursework degree for which some coursework and some research work are examinable components. Word limit: should not normally exceed 20,000.

## Assessment

### Assessment criteria

The following criteria will be assessable from a student's attendance, participation and responsiveness to the unit of study and to tutorial direction; their essays, studio work and other unit of study work, and from tutorial and seminar team discussion. They are applicable to studio-based learning and to theory units of study.

#### 1. Requirements

Satisfaction of requirements as determined by academic staff, including attendance, communicated to students through SCA Handbook, unit of study outlines, other written notifications and/or verbally through tutorials or seminars.

#### 2. Competence

The development and application of practical and intellectual competency and skills appropriate to the unit of studies.

#### 3. Development

Students are expected to develop the ability to initiate and realise their own objectives for studio practice and theory work within the requirements of the unit of study and their developing knowledge of its historical and theoretical context. Students are expected to improve their abilities, competency and understanding throughout a semester, and in successive semesters.

#### 4. Critical awareness

Students are expected to develop a critical awareness and knowledge of the unit of study; the ability to objectively evaluate their own work, select appropriate methods and materials and to formulate and evaluate ideas/methods.

#### 5. Commitment

Commitment and self-motivation are important to a student's successful study in the unit of study. The level of commitment to study in the academic program is reflected in: the development of self-motivation applied to individual, group or assignment based work; the degree of participation in the group work, project submission, essays or discussion; the development of a consistent work pattern, and the regularity and punctuality of attendance and submissions.

#### 6. Innovation

Innovative and imaginative thinking, appropriate to the unit of study, is a measure of the quality of ideas underlying a student's work and of development in their studies.

#### Essays and other written work

Essays will be assessed according to the following criteria:

- Structural clarity, with concise introduction outlining both sequence and content
- Clear development of discussion and clear focus on the topic throughout
- Inclusion of relevant research material and demonstration that it is understood
- Demonstration of ability to process and order ideas/information
- Critical evaluation of material
- Formal bibliography that reflects the scope of research contained in the essay
- Accurate documentation of sources in footnotes
- Grammatical correctness and spelling
- Avoidance of unnecessary repetition.

## Assessment guidelines

### In general

Students receive knowledge and advice in their academic theory and studio work through lectures, group tutorials, seminars, one-to-one tutorials and the provision of technical advice. Some students will require more frequent guidance than others.

Students have the responsibility to communicate their intentions and to seek out assistance from Academic Advisers and Technical Supervisors as they identify the need; to select Technics workshops which support their studio work; to develop self-initiative and self-motivation and the ability for critical analysis.

Academic staff have the responsibility to monitor a student's progress with judgement and advice, to make themselves available to students through access periods identified on their timetables and to meet regularly with the students they supervise.

These guidelines should be read in conjunction with the Assessment Criteria and Grade Definition.

### Attendance

Attendance at programmed sessions is a requirement for assessment. It is also one indicator of commitment. It is not the only assessable component for a graded unit of study. The expectation for attendance within the University is at least 90% of programmed sessions in a unit of study unless notified absent with reasonable cause, - ie, 90% of lectures, tutorials or seminars in a theory unit; 90% of programmed studio days in a studio unit (for example, three per week for an 8 credit point unit, two days per week for a 6 credit point unit, and so on).

A student's progress, competence and awareness are exemplified in the work that each student produces. Thus objects that students produce are not assessed on their aesthetic merit alone.

#### *Attendance records*

Records are kept of student attendance by maintaining a roll for each assessed component of the course. Attendance in the Studio is also monitored. There may be differences of method between academic groups in the faculty. For example, a daybook which students can sign before 10 am each programmed studio day will satisfy this requirement.

A summary of attendance will be recorded for each assessment period.

### Academic Adviser

Each student will have an Academic Adviser (supervisor/mentor) who will be responsible for monitoring a student's progress in the course (assessment/evaluation) and supervising a student's academic work (assistance/advice). The dual role of an Academic Adviser in supervising and evaluating is important to be made clear between a student and her/his Academic Adviser.

Academic Advisers are required to post times and days when they are available for consultation as well as set up regular patterns of one-to-one tutorials (in studios).

Each Academic Adviser is expected to meet regularly with all students supervised in a group tutorial, normally held each

week. General attendance and study problems are normally monitored through this tutorial.

It is a responsibility of Academic Advisers and other academic staff involved with evaluation to acquaint students with the requirements of the course, their expectations in relation to the subsequent evaluative process leading to assessment, and the criteria applied.

Consultations with students will identify work to be carried out including expectations regarding its quantity, scale, quality and appropriate timetable for completion or submissions. It is expected that students will communicate their intentions and develop self-critical analysis in this process.

An Academic Adviser is also responsible for monitoring work undertaken in other areas of concentration and will contribute to any interim assessment and the recommended result for the unit of study. The Academic Adviser will monitor for problems that students may experience in Theories of Art Practice - Core Theory and Studio Theory.

### Theories of Art practice - core theory and studio theory

For theory units of study the requirements and procedures for assessment will be different from that for studio work and assessment notes or records will reflect this difference.

There are three distinct components of assessment. Not all may be applicable. Nevertheless, as a minimum, two of these components will apply to all theory study:

- 1 *Participation, including attendance.* Attendance at and participation in lectures, tutorials and other events organised as components of the Unit of study
- 2 *Tutorial/seminar paper or its prescribed equivalent.* The satisfactory conduct of a tutorial on a student's work or other topic, or delivery of a seminar paper during a semester. This requirement may vary in its specific format from semester to semester or between theory course components. However, it is expected that there be such a requirement or its work load equivalent
- 3 *Essay/semester paper or its prescribed equivalent.* An essay or semester paper, usually due at the end of each semester. This requirement may vary in format, such that two papers may be required, or the specified length or nature of the paper may vary between theory course components. However, it is expected that there be an essay or its work load equivalent due at the completion of each semester.

The value given to each of the above components for assessment may vary from unit of study to unit of study. However, in general, an essay is given more weight than a seminar paper. Attendance is in itself not awarded marks towards assessment. Lecturers delivering theory units are expected to make themselves available to students, and encourage students to approach them outside of formal class time.

- (i) A record will be maintained for attendance and active participation in Core Theory and Studio Theory.
- (ii) Assessment of the tutorial/seminar paper will be recorded as each student completes his/her presentation. Students are entitled to have access to comments made on a record regarding this presentation.
- (iii) Essay assessment will be recorded at the end of semester.
- (iv) The grade recommended following the summation review of the semester's work will be recorded after all other components have been assessed.

### Material students must present for studio assessment

- *Notebooks* used to keep a record of ideas, projects, references and so on useful to visual arts study
- *A visual record of studio work*, in slides or photographs, produced during the period to be assessed, including work not available to be viewed during any final assessment process
- Examples of studio work completed.

## Grade definitions

**HD** - High Distinction, 85-100% - The grade appropriate to unit of study work that fulfils the requirements of the unit of study and *meets the assessment criteria to an exceptionally high degree.*

**D** - Distinction, 75-84% - The grade appropriate to unit of study work that fulfils the requirements of the unit of study and *meets the assessment criteria to a high level.*

**CR** - Credit, 65-74% - The grade appropriate to unit of study work that fulfils the requirements of the unit of study and *meets the assessment criteria to a satisfactory level, some to an exceptional or most to a high level.*

**P** - Pass, 50-64% - The grade appropriate to unit of study work that fulfils the requirements of the unit of study and *meets the assessment criteria to a satisfactory level.*

**XX** - Failure - The grade appropriate to unit of study work that fails to fulfil the requirements of the unit of study or to meet all or most of the assessment criteria to satisfactory level. A 'Failure' grade requires re-enrolment and repetition of the unit of study (or specific component of the unit on the expressed advice of the relevant program coordinator and on the recommendation of the Director).

**PCon** - Conceded - The grade appropriate to unit of study work that is *borderline - ie, fails to fulfil the requirements of the unit of study or to meet the assessment criteria to satisfactory level* throughout the semester, but where there has been noted progressive improvement in unit of study work during the semester and a student's work in other courses is of a satisfactory standard. A 'PCon' allows a student who has failed to satisfy unit of study requirements to progress. *NB: A 'PCon' result cannot be recorded in more than one unit of study per semester or where other courses are failed. A 'PCon' result cannot be recorded in a unit of study if a 'PCon' was awarded in the unit of study at the previous level.*

**Pass** - The grade appropriate for courses where the major mode of assessment is attendance and participation.

**R** - Satisfied Requirements - The grade appropriate when, for valid reasons, *an extension is permitted* so that a unit of study result may be recorded by the date of the Board of Examiners at which time unless there are exceptional circumstances an 'Incomplete' grade will be converted to another.

**V** - Incomplete - The grade appropriate where a candidate *discontinues from a unit of study without notice.*

**AXX** - Absent/fail - An 'Absent/fail' requires re-enrolment and repetition of the unit of study (or specific component of the unit on the expressed advice of the relevant program coordinator and on the recommendation of the Director).

## Bachelor of Visual Arts

### Academic requirements

The basic academic requirement is the NSW Higher School Certificate or its interstate or overseas equivalent.

The UAI (University Admission Index) is used as an indicator of ability to undertake studies at tertiary level and therefore SCA would not normally accept applicants with a UAI below 65. Mature age (21 by 1 March in the year of admission) applicants who have not satisfied the normal academic requirements may be eligible for admission to the Bachelor of Visual Arts program under provisions for mature age application.

### Additional criteria

Applicants fulfilling the requirements above will be selected on merit based on portfolio presentation and interview, (see Selection Process below). Two or three unit Visual Art and HSC English and History are seen to be useful to this course.

### Application procedures-local students

There are 3 steps in the application process for undergraduate study as follows:

1. You need to lodge an application listing one or more of the streams within the Bachelor of Visual Arts at Sydney College of the Arts as preferences with the University Admission Centre (UAC) by the due date (see calendar - 14 September for Olympic year only).
2. You need to also complete and submit an SCA Undergraduate Questionnaire to Sydney College of the Arts by the due date (normally the last business day in September in the year before entry). Forms are available from SCA Admissions & Courses office.
3. An interview and portfolio presentation will be arranged on the basis of the questionnaire. This is a requirement. These interviews will take place from mid-November. If you are a current year HSC student, your interview will be during the first two weeks of December following the HSC. If you are from interstate or a country area, or there are other special circumstances which make attendance impossible, you may send your portfolio or slides with a brief commentary on your work.

### Special Admission - Educational Disadvantage

The University's *Special Admission Scheme* provides a means of entry for people who have not satisfied the University's normal requirements, due to disadvantage. Applicants in the category will be required to provide evidence of a capacity to succeed at course work at University level and satisfy additional selection criteria outlined below.

Persons applying under the *Educational Disadvantage* entry provisions should contact the Special Admissions Officer, University of Sydney, phone (02) 9351 3615.

### Selection process -presentation of portfolio

Eligible **local students** are selected on the basis of the interview and portfolio presentation process. This is a single process and a score is given based on assessment of five criteria. It is the overall score out of 50 (10 for each component) that is used to rank applicants.

The interview panels evaluate the applicants based on the following criteria:

- commitment/vocational interest
- cultural awareness
- intellectual/critical skills
- communication and literacy skills
- portfolio.

If you are a mature age applicant, you will also need to provide information about professional or other relevant experience pursued since leaving school.

**International students** will need to send a portfolio for evaluation with your application.

### Portfolio requirements

You should bring up to ten (10) examples of work to the interview. Actual examples are preferred, however, photographs or slides of work are acceptable, particularly for works larger than 56 centimetres by 76 centimetres, or portfolios sent by mail. SCA recognises the differences of opportunity to acquire a body of work and prior experience in the preferred major study is not essential.

Provide items you believe are relevant and representative; not necessarily works which are related to your intended area of major study. School leavers are encouraged to include their Visual Arts Process Diary.

The assessment of the portfolio is based on the following criteria: the potential for skill development, evidence of hand-eye skills, articulation of a sustained idea or concept and the demonstration of a high level of lateral or creative thinking or a high level of creative process.

### Admission for Advanced Standing

You may be eligible for advanced standing for relevant tertiary study previously completed and exemption from equivalent SCA units to a maximum of 50 percent of the Course (72 credit points).

If you are granted exemption in units of study to the equivalent of one year of full time study (48 credit points) or more, you will be admitted on the basis of the questionnaire. This is a requirement.

## International students

### *English language requirements for international students*

Instruction in the University of Sydney is in English. If it is not your first language, you must demonstrate a proficiency in English before admission can be confirmed. The following are the acceptable language qualifications for Sydney College of the Arts:

- TOEFL: 575 or better plus TWE (Test of Written English) at 4.5+
- IELTS: Overall band score of 6.5 or better
- Cambridge Certificate of Proficiency in English - Grades A or B.

Scores more than two years old cannot be accepted. Please note that if you are taking TOEFL, the TWE must also be taken. Results of the TOEFL examination must be sent directly to the University of Sydney, International Office from TOEFL/TSE Services at Princeton USA. TOEFL results cannot be accepted unless they are sent directly from Princeton.

### Application procedures - international students

If you are NOT an Australian citizen, a permanent resident or a citizen of New Zealand, you will be considered as an international student, and can be accepted into the University only on a full-fee basis.

Two applications are required: a current International Students' application form and a SCA Application, indicating the proposed program of study, together with slides of recent work and curriculum vitae.

Applications forms are available from SCA Admissions & Courses office:

Sydney College of the Arts  
Locked Bag 15

Rozelle NSW 2039, Australia

Fax: (02) 9351 1199

Email: [h.sharpe@sca.usyd.edu.au](mailto:h.sharpe@sca.usyd.edu.au)

Phone: Tim McCarron, Admissions & Courses Manager,  
(02) 9351 1013; or Helen Sharpe, (02) 9351 1106.

Application forms for SCA are also available from the University of Sydney International Office. When completed, these forms must be sent to the University of Sydney International Office.

### Closing dates for application

- for commencement in March semester, 31 October (of preceding year)
- for commencement in July semester, 30 April (same year).  
NB: July semester intake numbers are very limited.

Applications should be lodged with:

The International Office

G12 Services Building

Cnr Abercrombie & Codrington Streets

The University of Sydney NSW 2006 Australia

Phone: (02) 9351 4079

Fax: (02) 9351 4013

Email: [info@io.usyd.edu.au](mailto:info@io.usyd.edu.au).

### Enrolment

Commencing students enrol in January/February as detailed in the offer of admission. Continuing students are normally required to pre-enrol in October for the following year. Enrolment will be confirmed by the University each semester.

It is your responsibility to ensure you are enrolled correctly to complete all requirements of the course. You will not be credited for units in which you are not enrolled and you will incur a liability for all units in which you are enrolled after the applicable census date. Please contact the Admissions & Courses Office if you are unclear about your enrolment status.

## Bachelor of Visual Arts (Honours)

### Admission to Honours year

You will need to have qualified for a Pass Degree in Visual Arts or have an equivalent qualification. Admission is competitive and not all eligible applicants can be offered candidature. Honours may be undertaken primarily by studio work with a research paper or by dissertation with a studio component.

To be eligible for admission, applicants would normally have a minimum average weighted grade of credit over the first three years of undergraduate study. The formula used can be obtained from the Admissions & Courses office. You can apply up to 3 years after the completion of your Pass degree. You may be interviewed if you are not a current Third Year SCA student. Applicants are selected on the basis of their undergraduate grades and studio and paper project proposal. Application may be made for study in an inter-disciplinary mode, in which case an application may be considered by more than one visual arts discipline. Interviews, if required, will take place in November. If you are offered a place, candidature cannot be deferred.

### External applications for Honours

Please contact Admissions & Courses Office (02) 9351 1104 for details.

### Honours supervisors

Each student is assigned a supervisor for the general supervision of studio and written work, seminar preparation and other requirements of the course studies, has the responsibility for maintaining regular contact with the appointed course supervisor, maintaining ongoing studies consultation and to a schedule of dates for the presentation of drafts. Meetings are expected to be at least fortnightly.

The supervisor will maintain a record of progress and at the end of first semester a summary of progress will be provided to the candidate and Postgraduate Convenor.

### Honours examination

The final examination of candidature for B VA(Hons) will take place at the Degree Show at the end of the course.

Studio work and paper will be examined by a panel of two, one not being a member of SCA staff. The research paper or dissertation is normally assessed at the same time. You will need to include in your submission a supporting visual record of work completed during candidature and a notebook documenting the developmental process in the course.

Students who (by virtue of taking leave, or for any other reason) conclude their studies at mid-year, must submit their research paper or dissertation at that time, but will not be assessed until the Exhibition.

Following approval of examiners, SCA will arrange a meeting of the candidate and the examiner who is not a member of SCA staff, to familiarise the examiner with work to be submitted.

### Levels of Honours

Percentages are calculated as weighted average mark (WAM). Admissions & Courses Office can advise the formula. The following levels of Honours apply:

First Class: 80-100%

Second Class, Division 1: 75-79%

Second Class, Division 2: 70-74%

Third Class: 65-69%

Honours not to be awarded: less than 65%

## BVA course requirements

You would normally enrol in courses to the value of 24 credit points each semester except in the following circumstances where:

- You need to repeat or make up credit points before progressing; **or**

- The Director has granted a variation due to evidence you are genuinely unable to attempt the full load due to ill health or other exceptional circumstances. You will need to obtain formal approval for this through the Admissions & Courses Office.

#### Minimum time for completion

The minimum time within which you may become eligible for the Bachelor of Visual Arts is six (6) semesters unless this is adjusted for advanced standing.

#### Maximum time for completion

The maximum number of semesters which you may take to complete requirements for the Bachelor of Visual Arts is eight (8) semesters (excluding periods of leave) unless this is adjusted for advanced standing. Requirements for a pass degree must be completed within eight (8) years of initial enrolment, including periods of leave.

## Campus services & facilities

### Canteen

During 2001 Canteen facilities will be upgraded to provide more comfortable accommodation for students and staff of the faculty.

### Cashier

The SCA Cashier is located at specific times on the ground floor near the entrance to the Administration Building (B24). Please check noticeboard and Cashier's door for opening hours.

### Computer laboratory

SCA has a well-equipped facility for undergraduate students, postgraduate and academic visual arts research incorporating the digitising and manipulation of images in different ways. The Computer Laboratory has within it a computer research lab.

The Macintosh computer laboratory is equipped for high end imaging and production of multimedia. Photographic manipulation, painting, illustration and drawing, 3D design, rendering and animation, video digitising and manipulation and interactive presentations, are covered including the internet/world-wide web.

Workshops are held in a variety of different applications, with a technical officer to assist with projects.

### Exhibition and installation spaces

There are exhibition spaces on-campus for student work. Booking forms are available from the Admissions & Courses Office and should be lodged with the Gallery Administrator for Gallery One & Two and Assistant Campus Services officer for Installation Rooms 1 & 2.

### Graphic Communications Office

The Graphic Communications Office creates advertising and promotional materials including catalogues, stationery, posters, labels, brochures, business cards, invitations and booklets for the faculty. The Manager is knowledgeable in all matters related to printing and may be able to direct you to the appropriate sources for help in the production of theses and research papers and other associated material.

### Notice boards

Official notice boards are in place at the main pedestrian entry point and outside the Admissions & Courses Office to communicate important information to students regarding official SCA and University matters. Please take notice on a regular basis. Other general notice boards are available throughout the campus for matters of general interest.

### SCA Library

The SCA Library is part of the University of Sydney Library system. Students have access to any of the many libraries

within the system. The student identification card is used for borrowing. The emphasis within the SCA collection is on the visual arts, in both theory and practice areas. The SCA library holds a range of different types of material available for loan, including books, videos, slides and multimedia. The library also holds journals and reference material on the visual arts. Other facilities available include photocopying.

### SCA Workshop

SCA has a well-equipped workshop which offers a full range of facilities for woodwork, metalwork, welding and picture framing. Students are trained and supervised in the use of the machinery and must observe all safety regulations and guidelines.

## General campus information

### Car parking

No parking is permitted on hospital parkland roadways. There are approximately 100 student parking spaces available on the western side of the campus. SCA Student Parking Permits are available from Campus Services and these entitle the bearer to park in the Western Carpark on campus. These are not valid for parking on any other University Campuses. Cars parked outside designated parking areas will be subject to parking infringement notices.

### Children on University premises

The University of Sydney Policy on *Children on University Premises* is intended to ensure equal opportunity for scholarship and employment to those who are responsible for the care of children. The University of Sydney also has responsibility, under Section 16(1) of the NSW Occupational Health and Safety Act, 1983, to provide premises that are free from risk to the health and safety of non-employees which includes children.

Children are not permitted in laboratories, workshops or storerooms, except for those occasions when public displays are mounted and supervised, or other supervised children's activities take place. Other areas not listed above may also pose risks to children and access to them is restricted.

Children brought onto the University's premises must be supervised by a parent or guardian at all times.

SCA recognises the need for dependent children of students to occasionally attend classes. Students should seek permission for a child or children to attend a class with them and when making such requests, should bear in mind the size of the tutorial rooms. Permission is given at the discretion of the lecturer or tutor concerned who must bear in mind the University's legal obligations not to put at risk the health and safety of both the children and the students. Children must be supervised at all times and must not disrupt the class.

Parents taking children into the Library occasionally, or other non-teaching areas, must ensure that other users are not inconvenienced.

### Emergency

In the event of an emergency in the studio, immediately advise the Technical Supervisor or an Academic Staff member. After hours there is security staff on campus. They can be contacted via the University emergency number, (02) 9351 3333 or (02) 9351 1026, or by going to Reception at the main pedestrian entrance and using the intercom.

The names of wardens and emergency evacuation procedures are listed in all buildings. Practice emergency evacuations will be carried out at least once a year.

### First aid

There are a number of first aid officers located throughout the campus. Their names and locations are listed in all buildings. There is a rest room located near the main entrance which is accessible through a First Aid Officer.

### Harassment and sexual harassment

Harassment is a serious issue and has no place in the University. The University of Sydney is committed to the

elimination of all forms of harassment and to providing support to the victims of harassment. All staff and students within the University have the right to be treated fairly and with respect. The University seeks to promote an environment which supports the productivity, self-esteem and personal work goals of both staff members and students. In the first instance complaints of harassment and sexual harassment should be raised with the Sydney College of the Arts Discrimination Officer. Please see Admissions & Courses Office for details in 2001. The following may also be contacted for advice:

SCA Counsellor: Ester German, (02) 9351 2228 (for appointments)

SUPRA, (02) 9351 3715

SRC, (02) 9351 2871 or (02) 9660 5222.

#### Internal mail

There is a daily mail service between the Rozelle Campus and Camperdown Campus (main University campus). Mail to staff may be left at the Admissions & Courses office or at the mail room near the main pedestrian entrance to the campus.

#### Lost property

Lost property is located in the attendant's office/mail room located near the main pedestrian entrance to the campus. Enquiries may also be made at the Admissions & Courses office.

#### Pets

Pets (excluding guide dogs) are not permitted on campus.

#### Public transport

Public transport to the Rozelle campus includes 500, 504, 506 buses which run from Circular Quay to Top Ryde via George Street and Victoria Road. The 501 buses run along George Street through Haymarket and on to Victoria Road via the Powerhouse Museum. The 445 buses travel between Canterbury and Balmain along Balmain Road and Darling Street. The 440 buses from the City to Leichhardt and Rozelle travel along Parramatta Road, Norton Street and then along Balmain Road. The 440 bus links the Rozelle campus to the main campus at Camperdown. Please contact the State Transit Authority for more information.

#### Smoking

Smoking is prohibited in all University buildings and in entrance-ways, doorways, and outside windows.

#### Student services

SCA Students have access to all University Student Services located at the Camperdown Campus. These services are confidential and free. Following is a selection of the services available to students:

1. **University Counselling Service.** Level 7, Education Building, Manning Road, Camperdown Campus. Phone (02) 9351 2228. A counsellor is available at Rozelle campus each Tuesday. For appointment phone (02) 9351 1104. Walk-ins and phone counselling is available.
2. **Accommodation/Housing Office.** Education Building. Phone (02) 9351 3312.
3. **Careers & Appointments Service.** Mackie Building. Phone (02) 9351 3481. This service helps students with careers, resumes and casual employment.
4. **The Learning Assistance Centre** is located on Level 7, A35 Education Building (Manning Rd). Phone (02) 9351 3853. Fax (02) 9351 4865. Email [lewalker@mail.usyd.edu.au](mailto:lewalker@mail.usyd.edu.au). Web [www.usyd.edu.au/su/lac/](http://www.usyd.edu.au/su/lac/). The Learning Assistance Centre holds free workshops throughout the calendar year to assist undergraduate and postgraduate students wanting to improve their academic writing and communication skills at University. Workshops are offered on topics such as essay and assignment writing, oral communication skills, studying at university, and conducting research.

5. **International Student Services Unit.** Phone (02) 9351 4749. Offers a wide range of support for international students and their families, including language skills.
6. **Student Loan Scheme.** Phone (02) 9351 2416. Students requiring financial assistance may contact the Financial Assistance Officer, Education Building.
7. **Special Services.** Phone (02) 9351 4554. For assistance for students with disabilities.
8. **Health Service.** Phone (02) 9351 3484 for appointments.
9. **Austudy enquiries.** Phone SRC on (02) 9660 5222. A Welfare Liaison Officer is available on campus at SCA two days each week during semester. For enquiries regarding Austudy/Youth Allowance, HECS, Emergency Loans etc. Please phone (02) 9351 1006 for an appointment.
10. **Koori Centre and Yooroang Garang,** Ground Floor, A22 Old Teachers' College. Phone (02) 9351 2046 general enquiries; (02) 9351 7001 Liaison Officer; (02) 9351 7073 student counsellor. Fax (02) 9351 6923. Email [adminoff@koori.usyd.edu.au](mailto:adminoff@koori.usyd.edu.au), web [www.koori.usyd.edu.au](http://www.koori.usyd.edu.au). The Koori Centre runs the AEA training program, supports Aboriginal and Torres Strait Islander students on campus and during enrolment. There is also an educational unit which supports Aboriginal studies in the University.
11. **Students' Representative Council,** Level 1, Wentworth G01, The University of Sydney. Phone (02) 9660 5222 Editors, Honi Soit; (02) 9660 4756 Secondhand Bookshop; (02) 9660 5222 Legal Aid. Fax (02) 9660 4260. Email [postmaster@src.usyd.edu.au](mailto:postmaster@src.usyd.edu.au).
12. **University of Sydney Union.** Box 500 Holme Building, A09 Holme, The University of Sydney. 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; (02) 9563 6239. Email [email@usu.usyd.edu.au](mailto:email@usu.usyd.edu.au). Web [www.usu.usyd.edu.au](http://www.usu.usyd.edu.au). Provides welfare, social and recreational services to the University community.
13. **Sydney University Sports Union.** G09 Sports and Aquatic Centre, The University of Sydney. Phone (02) 9351 4960. Fax (02) 9351 4962. Email [sports-union@susu.usyd.edu.au](mailto:sports-union@susu.usyd.edu.au). Provides services, facilities and clubs for sport, recreation and fitness.
14. **Women's Sports Association.** Room 214, A30 Sports Centre, The University of Sydney. Phone (02) 9660 6355, (02) 9351 2057. Fax (02) 9660 0921. Email [secretary@suwsa.usyd.edu.au](mailto:secretary@suwsa.usyd.edu.au). Web [www.usyd.edu.au/su/suwsa/welcome.html](http://www.usyd.edu.au/su/suwsa/welcome.html). Provides for students, predominantly women, to participate in sport and recreation through the provision of facilities, courses and personnel.

## Exchange programs

### 1. Introduction

An exchange student is one who exchanges places with a student of an overseas institution (host institution), to work under supervision for a stated period of time (normally one semester) without payment of fees. All exchanges require the agreement of both the home and the host institutions. Students remain enrolled at their home institution.

Exchanges are reciprocal and, if possible, simultaneous (ie, one incoming student replacing one outgoing student). Where no reciprocal arrangement exists between institutions, students are not exchange students, but visiting students who are liable to pay tuition fees.

Applicants should have successfully completed at least two years at SCA.

Students may apply for Sydney College of the Arts travelling scholarships. See Admissions & Courses for application forms and closing dates.

## 2. SCA exchange programs

Sydney College of the Arts has a number of faculty-specific programs. These are only available to students of Sydney College of the Arts after successful completion of one year's study.

Participating institutions are listed below.

### Canada

- Alberta College of Art & Design (available to undergraduate and postgraduate students). See [www.acad.ab.ca](http://www.acad.ab.ca).
- University of Toronto. See [www.utoronto.ca](http://www.utoronto.ca)

### France

- Ecole Nationale Supérieure Des-Beaux-Arts, Paris (available to undergraduate and postgraduate students). See [www.ensba.fr](http://www.ensba.fr)

### Germany

- Hochschule der Künste, Berlin. Instruction is in German (available to undergraduate and postgraduate students). See [www.hdk-berlin.de/indexe.html](http://www.hdk-berlin.de/indexe.html)
- Kunsthochschule Kassel  
Instruction is in German (available to undergraduate and postgraduate students). See [www.uni-kassel.de/uk/](http://www.uni-kassel.de/uk/)

### Israel

- Bezalel Academy of Art and Design, Jerusalem (available to undergraduate and postgraduate students). See [www.bezalel.ac.il/first.html](http://www.bezalel.ac.il/first.html)

### Korea

- Seoul National University\*

### Scotland

- Glasgow School of Art (Honours & Masters students only). See [www.gsa.ac.uk](http://www.gsa.ac.uk)

### Sweden

- Lund University/Malmö Art Academy\*

### Thailand

- Chulalongkorn University\*
- Silpakorn University. See [www.su.ac.th](http://www.su.ac.th)

### USA

- University of California (available to undergraduate and postgraduate students):  
Berkeley, [www.berkeley.edu](http://www.berkeley.edu)  
Davis, [www.ucdavis.edu](http://www.ucdavis.edu)  
Irvine, [www.peg.ewis.uci.edu](http://www.peg.ewis.uci.edu)  
Los Angeles, [www.ucla.edu](http://www.ucla.edu)  
Riverside, [www.ucr.edu](http://www.ucr.edu)  
San Diego, [www.ucsd.edu](http://www.ucsd.edu)  
Santa Barbara, [www.ucsb.edu](http://www.ucsb.edu)  
Santa Cruz, [www.ucsc.edu](http://www.ucsc.edu)
- University of Illinois at Urbana-Champaign\*
- Iowa State University\*
- Northeastern University\*
- University of Texas at Austin\*
- Penn State University\*
- Rhode Island School of Design. See [www.risd.edu](http://www.risd.edu)

The University of Sydney offers an extensive range of student exchange programs throughout USA, Canada and Asia. Please enquire at Admissions & Courses.

## 3. Application procedures

Applications are accepted from Third Year, Honours and MVA students.

Application forms and information sheets are available from the Admissions & Courses Office and should be returned to:

Sydney College of the Arts  
Admissions & Courses Office  
Locked Bag 15  
Rozelle NSW 2039

A complete application includes:

- Two application forms
  1. Application from host institution with a passport photograph
  2. Application to be an Exchange Student from the University of Sydney.
- 12 slides/photographs of recent examples of your work
- Curriculum Vitae
- Approval from the Director of Sydney College of the Arts or nominee.

### SCA students going overseas

The recommended duration of the visits is one term. A guide to term dates follows and specific information regarding each institution can be obtained from the Admissions & Courses Office. Students need to apply by:

#### Closing dates

Term 1: 30 March

Term 2/3: 31 August

#### Terms

Term 1: September to December

Term 2: January to March

Term 3: April to June

A complete application consists of:

- a) Two application forms
  1. Application from host institution with a passport photograph
  2. University of Sydney application to be an Exchange Student.
- b) 12 slides/photographs of recent examples of your own work
- c) Curriculum Vitae
- d) Approval from Director of Sydney College of the Arts or nominee.

### Interview

There is a 15-20 minute interview with the Director or nominee and one other appropriate member of academic staff. The applicant will be invited to attend the interview by letter. Where more than one applicant wishes to be an exchange student at the same host institution, the panel will choose one applicant.

### Accommodation

Where possible, a copy of information available on accommodation is available for consultation at the Admissions & Courses Office. Please refer to the exchange institution web site for assistance in securing accommodation.

When an exchange of accommodation has not been arranged, students are reminded that they will be responsible for securing and financing their own accommodation.

### Other information

Students are responsible for making their own travel arrangements, including visas if required, and should inform the Host Institution of their expected date and time of arrival and should enrol at the institution on the first week day after their arrival. While on exchange program students are subject to the same code of conduct as home students and will have access to all school facilities, Library, Students' Union.

Students are responsible for meeting living expenses and the cost of any necessary materials. The Host Institution will comply with requests for documentation such as status letters, certification required for immigration control, etc.

\*Please refer to the University of Sydney web site at Current Students, Exchange Programs, Exchange Links or directly on:  
[www.usyd.edu.au/homepage/exterel/intemet/exchange.htm](http://www.usyd.edu.au/homepage/exterel/intemet/exchange.htm)

## Fees and charges 2001

The following fees combine compulsory charges which are subject to GST and tuition fees.

### Fee paying courses

#### Local students

Master of Studio Art	\$8,100
Master of Multimedia Design	\$9,850

#### International students

Undergraduate year 1	\$11,200
Undergraduate years 2-3	\$11,200
Honours	\$11,200
Master of Visual Arts (new student)	\$12,100
Master of Visual Arts (re-enrolling)	\$12,100
Master of Studio Art (no studio space)	\$8,100
Master of Studio Art (with studio space)	\$11,100
Master of Multimedia Design	\$9,850
Doctor of Philosophy	\$12,100

### Permanent residence and refunds

Students who obtain permanent residence by 31 March (March semester) or 31 August (July semester) and become HECS-paying or local fee-paying students by these dates will be refunded 90 percent of the fees paid for that semester. Permanent residence is recognised from the date of the residence stamp on the passport. There will be no refunds for students who obtain permanent residence after these dates.

### Non-award study

Units are available for non-award study on a fee-paying basis for persons who wish to pursue a special interest in the visual arts or to further their professional knowledge. No formal credit is given for non-award study.

Further information is available from the Admissions & Courses office.

SCA offers some short courses and discipline specific workshops throughout the year, as part of a continuing education program.

### Student exhibition

Students are asked to make a contribution of \$50 for inclusion in the SCA end-of-year Student Exhibition catalogue.

### Material costs

Students are expected to provide their own materials and should have a small tool set which includes Occupational Health and Safety equipment. Students can expect to spend between \$1200 and \$2500 for materials purchased for studio work, depending on the type of materials, area and level of study.

Due to the individual nature of art education, costs may vary substantially from student to student.

### Keys and cards

For Honours and Masters students, after hours access is via a security access card. There is a \$60 charge for access cards and keys and this includes a \$50 refundable deposit. Cards and keys will only be issued after payment has been received. Refunds will be made on the return of keys and cards at the end of the academic year.

Lost keys and cards will be replaced at a cost of \$25 per item.

### Summer school and short courses

From time to time SCA offers introductory and advanced courses in a range of specific disciplines. The courses are designed for:

- Those who are seeking preliminary studies to enhance entry prospects into university and other tertiary visual arts programs
- Year 11 and 12 students wishing to further develop their HSC folio
- Artists who wish to further develop specific skills and professional experience

- Those who wish to pursue studies in the Visual Arts for reasons of self-enrichment.

The courses are held on evenings or weekends throughout the year.

The **Portfolio Preparation** course will be offered during the July school holidays in 2001. These intensive three day workshops are designed for those wishing to develop their curriculum vitae, gain tertiary entrance interview skills and produce a professionally presented folio of their work.

For details on short courses please contact:

Admissions & Courses office

Phone: (02) 9351 1000

Fax: (02) 9351 1199

Email: [t.mccarron@sca.usyd.edu.au](mailto:t.mccarron@sca.usyd.edu.au)

or visit our web site at [www.usyd.edu.au/su/sca](http://www.usyd.edu.au/su/sca).

**Summer School** is held in January/February and is an intensive award-level program.

For further information on the SCA Summer School Program please contact Associate Professor Brad Buckley. Phone (02) 9351 1061. Fax (02) 9351 1199. Email [b.buckley@sca.usyd.edu.au](mailto:b.buckley@sca.usyd.edu.au).

## Occupational health & safety

Sydney College of the Arts is covered by the University of Sydney Occupational Health and Safety policy. In brief the policy states that: 'The University is committed to providing a healthy and safe workplace and to eliminating conditions and incidents which could result in personal injury or ill health. The University requires its activities to conform to relevant state and federal legislation and good, established practices including Australian Standards. The University will provide staff and students with guidelines on, and training in, safe work practices, as well as information on identification and control of hazards in the workplace'.

The University recognises that success depends on the commitment and cooperation of staff and students. Participation of and consultation with staff and students takes place through the Zone and Central Occupational Health and Safety (OHS) Committees.

The University expects staff and students to comply with its OHS policies, procedures and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk. Members of staff are responsible for the health and safety of staff and students working under their direction.

As a teaching institution, with responsibilities to the wider community, the University is committed to providing its students with appropriate occupational health and safety instruction, practical work and role models.

### Responsibility of the individual

Each member of staff and each student is responsible for ensuring that his or her own work environment is conducive to good OHS by:

- complying with occupational health and safety instructions
- taking action to avoid, eliminate or minimise hazards
- making proper use of safety devices and protective equipment
- not wilfully placing at risk the health, safety or well-being of others at the workplace
- seeking information or advice where necessary, particularly before carrying out new or unfamiliar work
- wearing appropriate clothing and protective equipment for the work being done, including protective clothing and footwear whilst on campus or at work
- consuming or storing food and drink in external areas or those areas designated for this purpose (which does not include workshops, laboratories or studios)
- being familiar with emergency and evacuation procedures and the location of and, if appropriately trained, the use of emergency equipment.

## Safety equipment

Students are required to wear the appropriate safety equipment when working in studios and workshops. The following recommendations are for basic equipment only. Specialised activities may require more specific safety equipment. Please check with staff before using any equipment, read signs, follow instructions and heed warnings.

### *Ceramics*

Protective clothing - old shirt, apron  
Protective eyewear - clear plastic Safety Glasses  
Respirator/dust mask  
Protective footwear - covered shoes

### *Glass*

Protective eyewear - clear plastic Safety Glasses  
Disposable dust masks  
Hearing protection - ear muffs or plugs  
Disposable latex gloves  
Protective footwear - covered shoes

### *Jewellery+Metal*

Protective eyewear - clear plastic Safety Glasses or Goggles  
marked as approved to AS/NZS 1337  
Hearing protection - ear muffs or plugs

### *Painting*

Protective clothing - old shirt, apron  
Protective footwear - covered shoes

### *Photomedia*

Apron  
Rubber gloves  
Protective footwear - covered shoes

### *Printmedia*

Protective clothing - old shirt, apron  
Protective footwear - covered shoes  
Solvent proof gloves  
Protective eyewear - clear plastic Safety Glasses

### *Sculpture*

Protective eyewear - clear plastic Safety Glasses  
Hearing protection - ear muffs or plugs  
Respirator/dust mask  
Various types of gloves including rubber, latex and leather.  
Protective footwear - covered shoes  
Protective Clothing - Cotton apron

## Procedure for dealing with OHS issues

OHS issues should be raised first with a technical supervisor of the area or lecturer. If the matter cannot be resolved at this level then contact should be made with the Departmental Safety Officer.

If the matter has still not been resolved it should be referred to the Zone OHS Committee. Students can also refer OHS issues to their representative association for assistance.

Copies of all policies on specific issues, procedures and guidelines may be obtained by contacting the Risk Management Office, phone (02) 9351 2222, web [www.usyd.edu.au/su/ohs/index.html](http://www.usyd.edu.au/su/ohs/index.html).

## Zone 12 OHS Committee

This committee represents both staff and students of SCA. It is the role of this committee to act in an advisory capacity to management to provide a safe working environment for all staff and students. There is provision for a student member of the committee elected by the student body.

Local safety and security conditions apply to all workshops and spaces on campus and are posted in the area.

## Procedures & requirements

Any enquiries about procedures or requirements should be directed to the Admissions & Courses Office. Please do not hesitate to ask questions if any information contained in this Handbook is unclear or does not cover your particular situation.

## Absence

Students who, for medical or other reasons, are unable to attend for a period of five days or more, are asked to provide the Admissions & Courses Office with medical certificates, or other documentation where appropriate, within seven days of their return. All information is held in absolute confidence. It is best to advise your lecturers directly by phone if you are missing classes. All staff have voicemail facilities on their phone extension so messages can be left at any time.

Students are discouraged from submitting certificates for absences totalling less than one week (although frequently recurrent short absences would need documentation).

While it is important to ask for a medical certificate for illness of longer than a few days duration at the time of the first visit, there is no need to submit it unless the illness becomes prolonged or further frequent absences are required.

## Attendance requirements

You are required to attend 90 percent of classes. If you have been absent without approval or explanation, such as a medical certificate, from more than ten percent of the classes in any one semester in a particular unit, you may be considered to have failed to complete requirements and consequently to have failed the units of study.

## Correspondence

All official correspondence with SCA should be addressed to SCA Faculty Manager, Locked Bag 15, Rozelle NSW 2039.

## Exclusion

In accordance with the Senate Resolutions relating to 'Restrictions upon re-enrolment', students will be excluded from re-enrolment for a period of two (2) years if they are deemed by SCA Board to have failed to establish a cause for the continuance of their course of study.

Students who have been required to show cause and who fail to do so, shall be automatically excluded.

Students who have been excluded and wish to re-enrol may re-apply for admission after a period of two (2) years.

## Extensions

Extensions of time for submission of work must be approved in writing, on the appropriate form, with a signature from your lecturer. A penalty of 1 percent per day will apply to late submissions with no approval.

Extensions can only be granted by your lecturer up to a certain date (the Admissions & Courses Office can advise you of this date). In cases of illness or for some other genuine reason you cannot attend your summation assessment meeting, you should notify the Admissions & Courses Office immediately and provide medical certificates or other appropriate documentation. A new time must be made to complete assessment **before expiry of the above date**. You must discuss completion of assessment with your academic advisor as soon as possible.

## External coursework and cross credit study

You may request to undertake units other than those specifically prescribed for the course either:

- in addition to the normal requirements (up to a max. of 32 credit points); **or**
- in place of some electives indicated (up to a max. of 32 credit points).

*Please Note:* this is not an option if you are undertaking an interdisciplinary major study involving units from another faculty.

These units may be offered by the University of Sydney or another institution. If credit is required, then approval must be obtained beforehand for the substitution or addition. You are advised to consider carefully the timetable implications and work requirements of study undertaken in other faculties or institutions. You will need to complete the appropriate form from Admissions & Courses and attach course outlines of the intended study, in the semester prior to intended study. It is

your responsibility to ensure you comply with any requirements of the other faculty or institution.

### Finalising of results

Assessments for all units of study will be finalised at the end of each semester except where:

- a. The Unit is a full year study;
- b. an examiner is not able to recommend that an incomplete result becomes a Pass or Fail grade, the Board of Examiners may, in exceptional circumstances, extend the period for finalising the result;
- c. a student who has already completed six (6) semesters of full-time study towards the degree and is completing an outstanding unit to qualify for the award. If the examiner is not able to recommend that an incomplete result becomes a Pass or Fail grade, the Board of Examiners may extend the period for finalising the result.

### Finalising of results - recommendation of grades

A grade is not recommended to the Board of Examiners until after the Review Summation at the end of the semester. The recommended grade is to be decided at a meeting of all academic staff in the Studio/Study Area involved with the implementation of the course and supervision of students. This assessment meeting should include a member of staff from another Studio/Study Area.

This meeting *may* be preceded by an interview between a student's Academic Adviser and a student in the manner of interim reviews, however this is not a requirement. If so, the inclusion of other academic staff in an interview with each student is not proscribed.

### Finalising of results - grade queries and appeals

Following receipt of your results you may wish to discuss, query or appeal your grade.

In the first instance you should arrange a time to meet with your Year Convenor. These staff will have specified particular times for this purpose, normally in the case of first semester courses, during the first two weeks of the second semester or in case of the second semester courses, between the beginning of February and the end of second week of first semester the following year. You can make an appointment through the Admissions & Courses Office. The review will not mean a re-examination of your work, but a detailed check of the assessment process to ensure that due academic process has taken place and that no part of your performance or circumstances have been overlooked.

At this meeting you should clarify:

- the basis of your query and reason for the requested amendment if applicable
- whether there was an oversight or mistake in grading
- the criteria used to determine the grade.

The staff member will advise Admissions & Courses in writing if the grade is to be changed and you will receive a copy of the advice. If there is no amendment and you wish to appeal the decision then you will need to lodge a Grade Appeal with the Admissions & Courses officer.

The appeal will then be considered by the Grade Appeals Committee (which is appointed each year by the Undergraduate and Teaching Committee), as soon as possible. This is a more formal process and you must be sure of documenting sufficient grounds for your case to be heard.

The Chair of the Appeals Committee will request from your Academic Adviser and Year Convenor:

- the relevant course outline
- written explanation of how the grade was determined
- any other relevant material

The Committee will convene and will interview all parties separately. You do not have to appear if you do not wish to.

The Committee will make a decision which will be communicated in writing to you including the reasons for the decision.

### Information to be provided to students

Students should be provided with the following information at the commencement of each semester as appropriate to their level of study:

- name of *Academic Adviser*, days and times of availability for consultation
- frequency of *one-to-one tutorials* with Academic Adviser (approximately every two to three weeks)
- *course outline* and *timetable*
- a copy of the *assessment criteria* and *definition of grades*
- *attendance requirements* in each course
- *reading list* if appropriate
- *deadlines* for submissions of work if specified
- *other requirements* of the degree/course such as:
  - *minimum amount of work expected* and guides for it such as number of words, scale, complexity and sufficiency of number of works to judge development throughout the semester. For example, although the number of works required will depend upon the scale and complexity of each, one large work for a semester would not be considered adequate.
  - expectations for *participation* in tutorials/seminars or collaborative work
  - expectations regarding *method of submission* or presentation of work
  - expectations for *development of competence and innovation*
  - expectations for *quality* or standard of work in terms of critical awareness, and development
  - expectations regarding *self-motivation* in the course.

### Keeping records of work

Students are required to maintain a workbook and to keep a visual record of work, both of which must be made available at assessment.

### Leave

#### *Leave during semester*

If for reasons such as illness, family or financial difficulties or misadventure, you cannot attend classes and undertake course work during a particular period within the semester, you should apply for Special Leave of up to four (4) weeks. Work missed during the period of absence will need to be made up on your return.

#### *Leave for a semester or longer*

Leave of Absence (sometimes referred to as Suspension of Candidature) may be granted at the conclusion of a semester for a maximum of 2 semesters, provided you have successfully completed at least one semester of study. Applications for leave of absence may be lodged up to the first two (2) weeks of the semester.

### Minimum time for completion

The minimum time in which you may become eligible for the Bachelor of Visual Arts is six (6) semesters unless this is adjusted for advanced standing.

### Maximum time for completion

The maximum number of semesters which you may take to complete requirements for the Bachelor of Visual Arts is eight (8) semesters (excluding periods of leave) unless this is adjusted for advanced standing. Requirements for a pass degree must be completed within eight (8) years of initial enrolment, including periods of leave.

### Plagiarism

Plagiarism can be broadly defined as knowingly presenting another person's ideas, findings or written work as one's own by copying or reproducing them without due acknowledgement of the source.

Within this general definition, plagiarism may take several different forms. At its worst, plagiarism is theft. Plagiarism may involve copying the work of another student, or it may involve paraphrasing or copying a published author's text or argument without giving a reference.

Procedures for dealing with plagiarism will be consistent with the University Policy/Code of Practice and be consistent with the nature and severity of the alleged offence. (Please refer the Policy on Plagiarism on the University website.)

Students who plagiarise will receive substantial penalties and be referred to the Director.

### Prerequisites and corequisites

You need to ensure you are enrolled correctly and that you take into account any prerequisites and corequisites specified as this will affect your progression through the course. All prerequisites and corequisites are indicated in the detailed units of study chapter.

### Progression

You must successfully complete at least twelve (12) credit points each semester before being eligible to proceed to the next level of study.

### Show cause

The Sydney College of the Arts Board may require you to show good cause why you should be allowed to re-enrol in the degree if, in the opinion of the Board, you have not made satisfactory progress towards fulfilling the requirements.

A student who:

- has failed to gain at least twelve (12) units in a semester where twelve (12) units or more are attempted; or
- has failed to gain all units in a semester where less than twelve (12) units are attempted;
- has failed the same unit of study for the second time shall be deemed not to have made satisfactory progress.

### Special consideration

#### *Special consideration for illness or misadventure*

Students who feel that their academic performance will be adversely affected by serious illness or misadventure can seek special consideration. Although it is impossible to outline in advance all the circumstances that would lead to decisions to allow latitude in submitting assignments or attending assessment reviews, it should be noted that only well-attested serious illness or misadventure during a semester or occurring at the time of assessment will warrant special consideration. Occasional brief or trivial illness would not normally be regarded as sufficient to explain an absence or a poor performance. The exact nature of misadventure will vary, but serious illness or death of a close family member, particularly at the time of assessment, would clearly warrant consideration.

#### *Special consideration - application procedure*

Special consideration forms are available from the Admissions & Courses Office, and should be submitted to that office with all appropriate documentation. Any information provided in support of an application for special consideration is held in strict confidence, and only made available to the examiners, coordinator and Dean. In the first instance, if you because of serious illness or adverse circumstances, are prevented from attending classes for prolonged periods, you should seek an interview with the member of academic staff concerned and/or the relevant Year Convenor.

*Important Note:* Even if the duration of your anticipated absence does not exceed any specified permitted length of time, you may need to consider whether your best academic interests are served by discontinuing with permission from the course until you are able to resume studies effectively.

#### *Special consideration - what is satisfactory documentation ?*

Medical Certificates submitted in support of applications for special consideration should comply with the following conditions:

The certificate should be submitted and signed by your own medical practitioner or a practitioner from the University Health Service. The practitioner must have seen you during an illness or immediately afterwards, when it was first possible to seek help. Certificates signed by family members are not acceptable.

The certificate should indicate the date on which you first sought attention and further information about the duration of an illness or the after effects of an accident, and/or further visits if appropriate. Within the limits of confidentiality, the certificate should describe the nature and seriousness of your problem, so that an assessment of the possible effects of the illness or accident on performance can be made. The certificate should indicate the degree of incapacity and its duration or probable duration.

Certificates submitted in connection with assessment reviews should be submitted before the scheduled date of the review (or within one week of the scheduled date if the nature of the illness and the timing of its occurrence prevented submission of the certificate beforehand).

Other documentation will depend on the nature of the misadventure, but it should be provided to support your account of the circumstances and indicate the likely duration and the effect of the problem on the student's performance.

### Withdrawal and discontinuation - census dates

There are two *census dates* set by the Department of Education, Training & Youth Affairs (DETYA) in each year. These are 31 March and 31 August. You may withdraw from full-year and February semester units before 31 March and from July semester units before 31 August and not incur a HECS liability or academic penalty for the unit of study. After these dates, discontinuing your study in a unit will not delete the HECS liability and your academic transcript will show:

- 'Discontinued - Not to count as failure' when the discontinuation occurs after the relevant withdrawal period and up to the last day of the seventh week of teaching. The Director will determine that a discontinuation of enrolment should be recorded as 'Discontinued - Not to count as failure' after this date only on the grounds of serious ill-health or misadventure.
- 'Discontinued - Fail' when the discontinuation occurs after the last day of the seventh week of teaching in a one-semester course.

If you discontinue enrolment in all units during first year, you may not re-enrol for the course unless the Director has agreed that you may re-enrol without reapplying for admission.

### Variation of enrolment

Students should carefully check the statements of enrolment posted to the semester address registered with the University. All variations of enrolments must be made through the Admissions & Courses office.

Advising the lecturer 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 Admissions & Courses office of a new semester address. Students are encouraged to check without delay if they believe their formal enrolment may not be correct.

Students wishing to vary their enrolment must do so at the Admissions & Courses office by:

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

You may vary your major study provided:

- You have successfully completed Foundation Studies;
- There is space and facilities available in the discipline you wish to study;
- The discipline to which you wish to change is satisfied that you have appropriate skills for study in the particular discipline. This may be determined at an interview to discuss your work.

You will need to submit to the appropriate program coordinator, a Variation of Enrolment form which must be approved (in the case of major study), prior to the commencement of the semester for which the variation is to be effective - or by the end of the second week of any semester, in the case of other units.



- quality of the presentation of the application (visual documentation and written proposal)
- relationship of the proposal to the visual documentation
- possibility of successful outcome
- evaluation of the merits of the work
- assessment results.

The Scholarships Committee has the right in any year to make no award. The decisions of the Scholarships Committee are final and not subject to appeal or review.

#### 4. Presentation

Following the decision of the Scholarships Committee:

- You will be notified in writing of the result
- The Scholarships (excluding the Sydney Scholarship) will be presented at a formal ceremony at which students receiving an award will be required to exhibit work
- **After completion of the project, applicants may be asked to submit a 250 word report to the Scholarship committee, outlining ways in which the grant contributes to the project.**

#### 5. Visual documentation guidelines

The purpose of requiring visual evidence of the applicant's recent work in the visual arts is to demonstrate to the selection committee that the applicant has achieved a level of excellence worthy of encouragement and that his or her work has the potential to benefit from the proposed project. Video can be used as documentation, playing time should not exceed 5 minutes.

The following requirements apply:

- Six (6) 35 mm mounted colour slides of work executed in the past 2 years.
- Slides submitted should be of high technical quality to enable selectors to see the work clearly.
- It is recommended that applicants take time and care in preparing their slides prior to submitting an application. Selection and arrangement of slides should be undertaken with regard to the proposal.
- Slides should be numbered from 1 to 6 in the top right hand corner.
- Each slide must be clearly marked in ink (permanent marker will write on plastic slide mounts) with name, title of work, medium, date and dimensions of work.
- Place an arrow on the right hand side of the slide mount, pointing upwards, indicating the correct way to view your work (not how to put into the projector).
- Do not use sticky labels on slide mounts.
- Send slides in a clear plastic slide envelope marked with name and contact details.
- Video presentations should be cued ready for viewing.

## Student Association

The Student Association of Sydney College of the Arts is the on-campus student organisation. The association provides an avenue of communication between the student body, SCA administration, the University administration and its various student bodies.

SASCA is active in the facilitation of both personal and political representation, and in generating cultural events. The Student Association is the recognised organisation representing the students enrolled at Sydney College of the Arts, and coordinating student services and activities. The membership fee is covered by the compulsory subscription paid by students on enrolment.

The Association is governed by a committee elected by and from the student body. The association has an active executive with studio representatives, and welcomes and encourages students to become involved on all levels and at all times throughout the year. An open program has been established by SASCA to encourage all SCA students to participate in cross-studio and cross-cultural artistic events.

SASCA meetings provide an open forum between the current committee members and students. SASCA is fuelled

by student participation and initiatives, and is as active and creative as student participation is willing.

SASCA operates *Newspace*, an off campus gallery in Rozelle to promote the education and professional development of the SCA students.

SASCA also provides services and funds for certain events and activities. More information about SASCA Services, meetings and activities can be obtained from the office in Building 15, phone (02) 9351 1027/8, fax (02) 9351 1085, or at the SASCA web site at [splinter.sca.usyd.edu.au](http://splinter.sca.usyd.edu.au) and via email [sasca@mail.usyd.edu.au](mailto:sasca@mail.usyd.edu.au).



# 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](mailto:accomm@stuserv.usyd.edu.au)

Web: [www.usyd.edu.au/su/accomm](http://www.usyd.edu.au/su/accomm)

## 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](mailto: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](mailto:ces@stuserv.usyd.edu.au)

Web: [www.usyd.edu.au/su/cas\\_emp](http://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](mailto:info@cet.usyd.edu.au)

Web: [www.usyd.edu.au/cet](http://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: [childdc@stuserv.usyd.edu.au](mailto:childdc@stuserv.usyd.edu.au)

Web: [www.usyd.edu.au/su/childdcare](http://www.usyd.edu.au/su/childdcare)

## 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](mailto:sydu@mail.coop-bookshop.com.au)

Web: [www.coop-bookshop.com.au](http://www.coop-bookshop.com.au)

## Counselling Service

The Counselling Service aims to help students fulfil their academic, individual and social goals through professional counselling 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](mailto:counsell@mail.usyd.edu.au)

Web: [www.usyd.edu.au/su/counsel](http://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](mailto:disserv@stuserv.usyd.edu.au)

Web: [www.usyd.edu.au/su/disability](http://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

## General University information

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](http://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](mailto: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) 9351 5222

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](mailto:fao@stuserv.usyd.edu.au)

Web: [www.usyd.edu.au/su/fin\\_assist](http://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/](http://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](mailto: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/policy/](http://www.usyd.edu.au/su/planning/policy/)
- 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](mailto:info@io.usyd.edu.au)

Web: [www.usyd.edu.au/international/index/html](http://www.usyd.edu.au/international/index/html)

*International Student Services Unit*

Phone: (02) 9351 4749

Fax: (02) 9351 6818

Email: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)Web: [www.usyd.edu.au/su/issu/](http://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](mailto:studyabroad@io.usyd.edu.au)Web: [www.usyd.edu.au/su/io/studyabroad/](http://www.usyd.edu.au/su/io/studyabroad/)*Exchange*

Phone: (02) 9351 5843

Fax: (02) 9351 2795

Email: [exchange@io.usyd.edu.au](mailto:exchange@io.usyd.edu.au)Web: [www.usyd.edu.au/su/exchange/](http://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](mailto:lc@stuserv.usyd.edu.au)Web: [www.usyd.edu.au/su/lc](http://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](http://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](mailto:curriculum@library.usyd.edu.au)*Architecture Library*

Wilkinson Building, G04

Phone: (02) 9351 2775

Fax: (02) 9351 4782

Email: [architecture@library.usyd.edu.au](mailto:architecture@library.usyd.edu.au)*Badham Library*

Badham Building, A16

Phone: (02) 9351 2728

Fax: (02) 9351 3852

Email: [badham@library.usyd.edu.au](mailto:badham@library.usyd.edu.au)*Biochemistry Library*

Biochemistry Building, G08

Phone: (02) 9351 2231

Fax: (02) 93517699

Email: [biochemistry@library.usyd.edu.au](mailto:biochemistry@library.usyd.edu.au)*Burkitt-Ford Library*

Sir Edward Ford Building, A27

Phone: (02) 9351 4364

Fax: (02) 9351 7125

Email: [burkittford@library.usyd.edu.au](mailto:burkittford@library.usyd.edu.au)*Camden Library*

University Farms, Camden, C15

Phone: (02) 9351 1627

Fax: (02) 4655 6719

Email: [camden@library.usyd.edu.au](mailto:camden@library.usyd.edu.au)*Chemistry Library*

Chemistry Building, F11

Phone: (02) 9351 3009

Fax: (02) 9351 3329

Email: [chemistry@library.usyd.edu.au](mailto: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@hbrary.usyd.edu.au](mailto:dentistry@hbrary.usyd.edu.au)*Engineering Library*

P N Russell Building, J02

Phone: (02) 9351 2138

Fax: (02) 9351 7466

Email: [engineering@Ubrary.usyd.edu.au](mailto:engineering@Ubrary.usyd.edu.au)*Fisher Library*

Eastern Ave, F03

Phone: (02) 9351 2993

Fax: (02) 9351 2890

Email: [fishinf@library.usyd.edu.au](mailto:fishinf@library.usyd.edu.au)*Geosciences Library*

Madsen Building, F09

Phone: (02) 9351 6456

Fax: (02) 9351 6459

Email: [geosciences@library.usyd.edu.au](mailto: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](mailto: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](mailto:library@law.usyd.edu.au)*Mathematics Library*

Carslaw Building, F07

Phone: (02) 9351 2974

Fax: (02) 9351 5766

Email: [mathematics@library.usyd.edu.au](mailto:mathematics@library.usyd.edu.au)*Medical Library*

Bosch Building, D05

Phone: (02) 9351 2413

Fax: (02) 9351 2427

Email: [medical@library.usyd.edu.au](mailto:medical@library.usyd.edu.au)*Music Library*

Seymour Centre, J09

Phone: (02) 9351 3534

Fax: (02) 9351 7343

Email: [music@library.usyd.edu.au](mailto: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](mailto:nursing@library.usyd.edu.au)

### **Orange Library**

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

### **Pharmacy Library**

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

### **Physics Library**

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

### **Power Research Library**

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

Web: [www.usyd.edu.au/su/mlc](http://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/](http://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 Russell: (02) 9351 2684

Email: [foi@mail.usyd.edu.au](mailto: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](http://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](mailto:info@careers.usyd.edu.au)

Web: [www.careers.usyd.edu.au](http://www.careers.usyd.edu.au)

### 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](mailto:info@cce.usyd.edu.au)

Web: [www.usyd.edu.au/cce](http://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](mailto:director@unihealth.usyd.edu.au)

Web: [www.unihealth.usyd.edu.au/](http://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](mailto:koori@koori.usyd.edu.au)

Web: [www.koori.usyd.edu.au/](http://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](mailto:language.enquiries@language.usyd.edu.au)

Web: [www.usyd.edu.au/langcent](http://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](mailto:scholars@reschols.usyd.edu.au)

Web: [www.usyd.edu.au/su/reschols/scholarships/schol.html](http://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](mailto: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](mailto:sportsunion@susu.usyd.edu.au)

Web: [www.susport.com.au](http://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](mailto:email@usu.usyd.edu.au)

Web: [www.usu.usyd.edu.au/](http://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) 93518112

Fax: (02) 9660 0921

Email: [secretary@suwsa.usyd.edu.au](mailto:secretary@suwsa.usyd.edu.au)

Web: [www.usyd.edu.au/su/suwsa/welcome.html](http://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 them.

Those who have graduated in absentia may later request that they be presented to the Chancellor at a graduation ceremony. (See also Graduation)

*Instrumental Supervisor (teacher)*

All students at the 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 Status, 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

- (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 liable 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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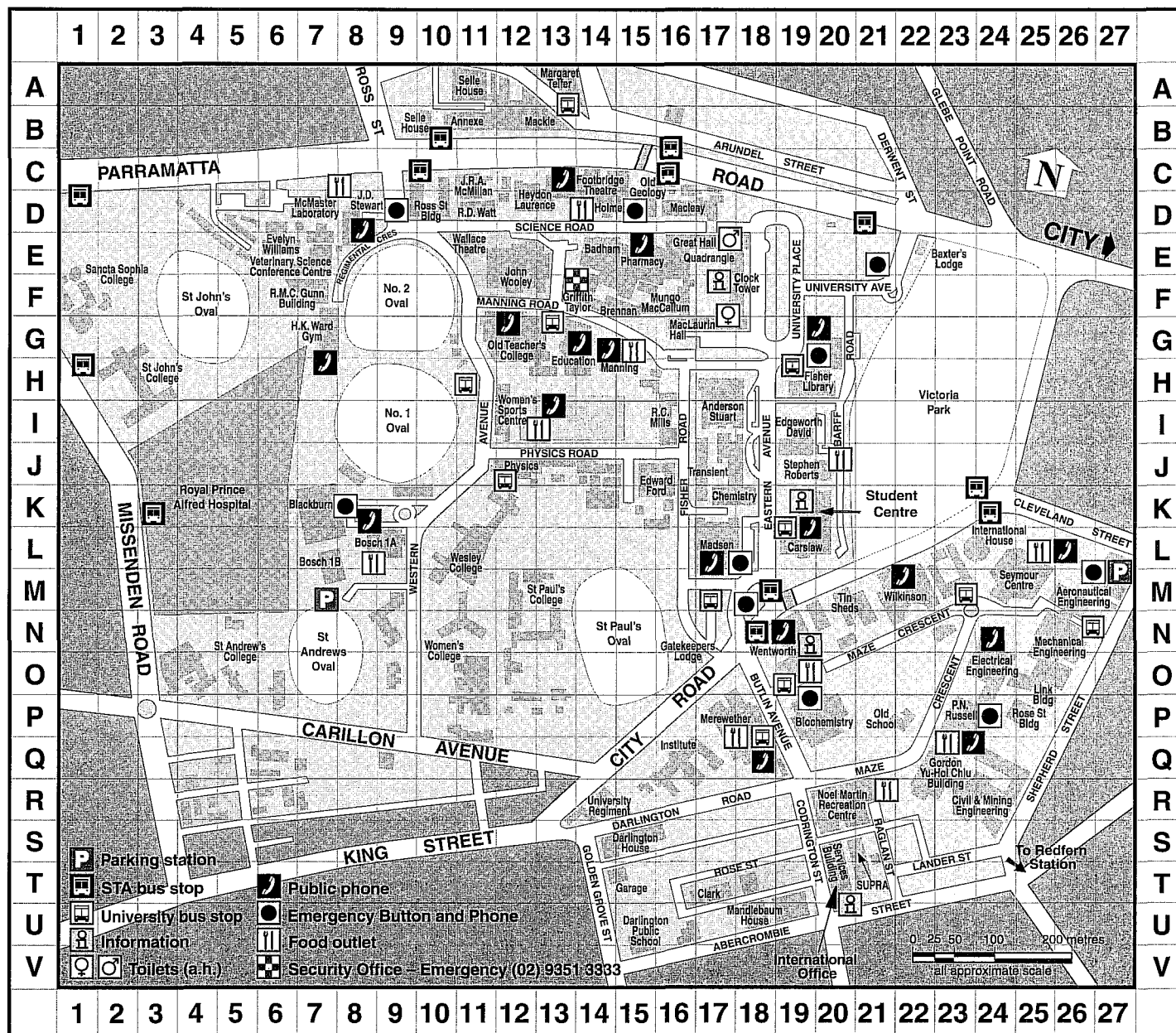
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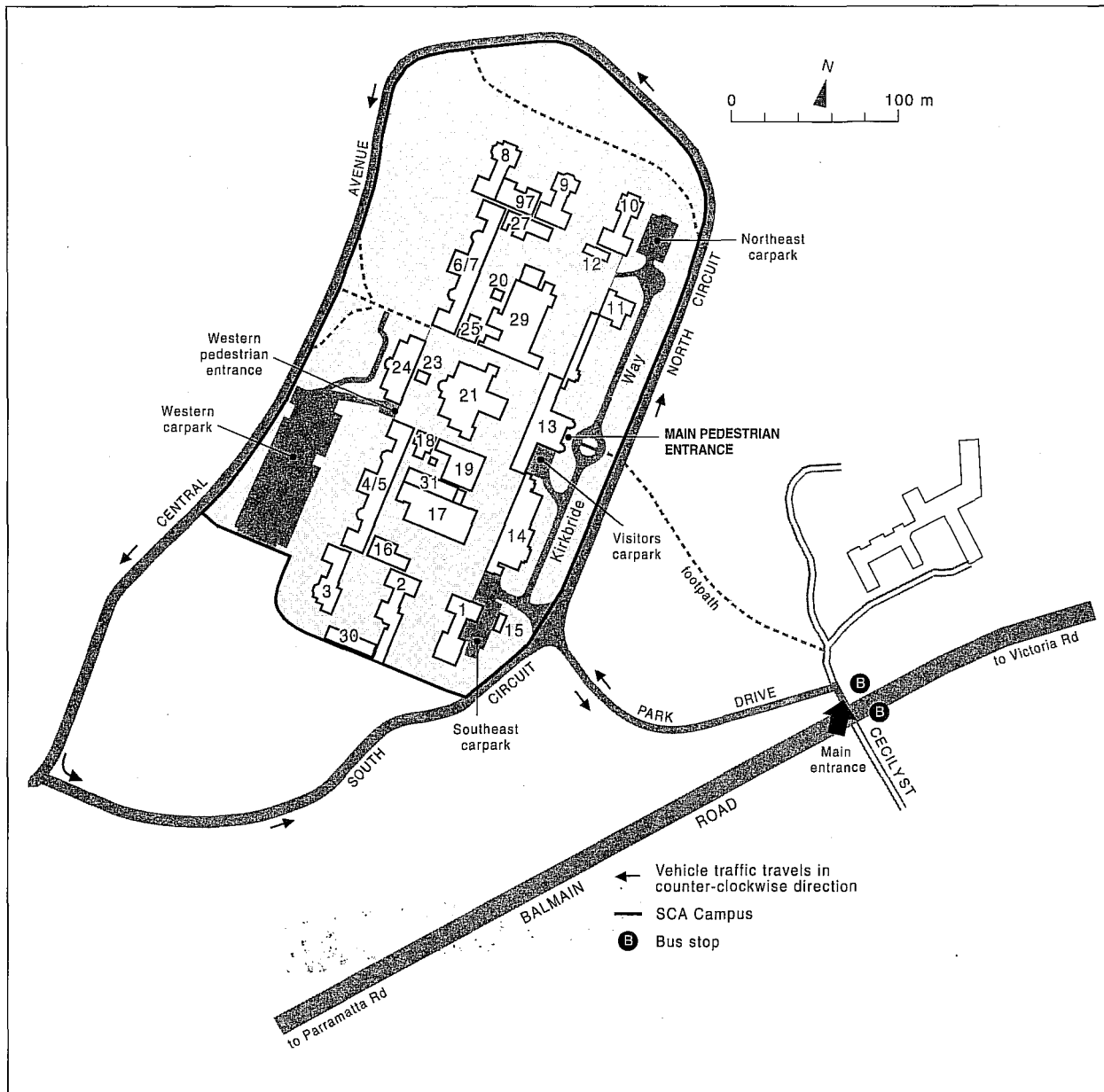
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 St Paul's College **12N**  
 Sancta Sophia College **IF**

# SCA campus

Balmain Road (opposite Cecily Street) Rozelle



NB: Buildings 9, 10, 11, 12 & 23 are not in use.

- |  |   |
|--|---|
| 1 SCA Library                                | 19 Glass  |
| 2 Ceramics                                   | 20 Watertower   |
| 3 Photomedia<br>Electronic & Temporal Arts   | 21 SCA Lecture Theatre<br>SCA Auditorium<br>SCA Gallery |
| 4/5 Photomedia<br>Electronic & Temporal Arts | 24 Administration<br>Computer Laboratories              |
| 6/7 Painting                                 | 25 Cafe   |
| 8 Painting and Printmedia                    | 27 Printmedia   |
| 13 Theories of Art Practice                  | 29 Sculpture  |
| 14 Jewellery+Metal                           | 30 Ceramics   |
| 15 SASCA office                              | 31 Glass  |
| 16 Drawing                                   | 97 Printmedia   |
| 17 SCA Workshop                              |   |
| 18 Glass                                     |   |

## Public transport

The 500, 502, 503 & 504 Ryde-area buses ran from Circular Quay and Druiit Street to Victoria Road and stop at the Balmain Road/Darling Street intersection. The exception is the 501 which travels from Circular Quay to Victoria Road via Harris Street (past the Powerhouse Museum) and the Fish Markets.

The 445 buses travel between Canterbury and Balmain along Balmain Road and Darling Street. The 440 buses from the City to Leichhardt and Rozelle travel along Parramatta Road, Norton Street and then along Balmain Road. The 440 bus links the Rozelle campus to the main campus at Camperdown.