

Postgraduate Coursework Studies Handbook

2001

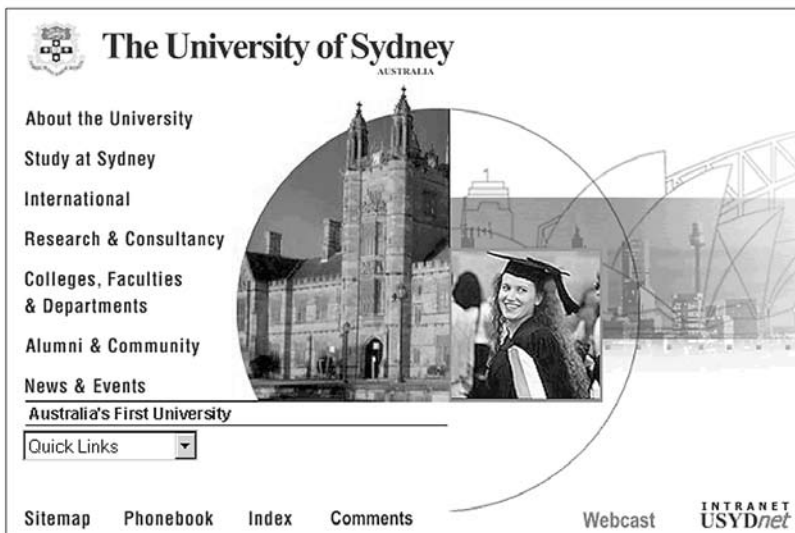


The University of Sydney



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Postgraduate Coursework Studies Handbook 2001



This Handbook can be found on the web at:
<www.usyd.edu.au/su/ab/committees/committees.html>

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The University of Sydney Postgraduate Coursework Studies Handbook 2001

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Updated by Secretariat
Produced by the Publications Office, The University of Sydney

Printed by Printing Headquarters

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Introduction

The University of Sydney is one of the foremost providers of quality postgraduate coursework education in Australia. The University is the only Australian university which offers award programs across all the discipline areas recognized by the federal government in its funding of the tertiary education sector. In 2000, over 4,700 students were enrolled in postgraduate coursework programs at the University of Sydney. Of these students, 3,500 were studying part-time and 1,200 were studying full-time. Most of these students are enrolled in master's degrees by coursework (3,500 students in 2000), although there is growing interest in graduate diplomas (850 students) and graduate certificates (350 students).

This University is committed to providing high quality education to all its students. One part of that commitment involves providing postgraduate students with useful and relevant information in a form which is easily accessible to them. This Handbook is an important part of this process. The focus of the handbook is at the University level. You should also have access to other sources of information with more detailed information about individual programs and faculties.

Purpose of Handbook

The purpose of this handbook is to provide a convenient source of reference for coursework postgraduate students about the requirements for postgraduate coursework degrees, graduate diplomas and graduate certificates within the University. It does not attempt to be comprehensive in its coverage but rather, where appropriate, to provide direction to better sources of information. At the end of this document there are copies of the formal documents which you should be familiar with, including the University's Code of practice for coursework master's degree candidatures and graduate diploma and graduate certificate candidatures. Other useful sources of important information are listed below.

Regulations

The University of Sydney (Coursework) Rule 2000 came into effect on 1 January 2001 and governs all coursework award courses in the University. It is set out in Appendix 3. This Rule is to be read in conjunction with the University of Sydney (Amendment Act) Rule 1999 and the Resolutions of the Senate and the faculty resolutions relating to each award course in that faculty.

The University of Sydney (Coursework) Rule 2000 applies to all candidates for coursework degrees, diplomas and certificates who commence candidature after 1 January 2001. Candidates who commenced candidature prior to this date may choose to proceed in accordance with the resolutions of the Senate in force at the time they enrolled, except that the faculty may determine specific conditions for any student who has re-enrolled in an award course after a period of suspension.

During 2001 faculties will be re-drafting Senate and faculty resolutions relating to all their postgraduate courses pursuant to this Rule.

Other regulations made by the Senate and the Academic Board which govern all the degrees, diplomas and certificates within the University are published in the University's *Calendar, Volume I: Statutes and Regulations*, available from the University's Student Centre on the Camperdown Campus or from Student Administration Offices on other campuses and on the University web site at <http://www.usyd.edu.au/su/calendar/>.

Faculty, college and board of studies handbooks

There are often more detailed faculty resolutions for coursework degrees, diplomas or certificates, and these are published in the *Calendar, Volume I: Statutes and Regulations* and in faculty, college or board of studies handbooks. Extracts relevant to the course you are undertaking will usually be provided with your offer of admission letter or can be obtained from your faculty, college or board of studies office. Reference is made in this handbook to the more general rather than the course-specific aspects of these regulations.

University of Sydney Diary

An Annual Diary is available upon enrolment. Although it is aimed primarily at new undergraduate students it is a useful source of information, especially for postgraduate students new to the University of Sydney, about the variety of services and facilities available for students at the University. Students on other campuses (eg Cumberland and Orange) should consult their student union for information about local services and facilities on their particular campus.

The Bulletin Board

The *Bulletin Board* is a weekly information sheet that is circulated throughout the University in the University's newspaper, *University of Sydney News*, which is available on the web at: http://www.usyd.edu.au/su/exterel/news/2K11intNews/News_int1100.html. It has information useful to postgraduates, particularly on scholarships.

USYDnet

A wide variety of information is available on the web at: <http://intranet.usyd.edu.au/>.

Practical Aspects of Producing A Thesis/Long Essay, Postgraduate Survival Manual, eXpress, SUPRAnet and egrad

The Sydney University Postgraduate Representative Association (SUPRA) publishes several publications which are useful information sources for postgraduate students. These include the quarterly magazine *eXpress*, which is direct-mailed to all postgraduate students, and the annual *Postgraduate Survival Manual*. SUPRA also produces *Practical Aspects of Producing a Thesis/Long Essay*, a guide to thesis writing, production and submission.

All of these publications are available from SUPRAnet, the SUPRA web site <http://www.usyd.edu.au/supra> or by contacting the SUPRA Office on 02 9351 3715 or supra@mail.usyd.edu.au.

Degrees, diplomas, certificates and definitions

The University offers the following types of degree, diploma and certificate.

Bachelor's degree

Bachelor's degrees such as the Bachelor of Science degree (BSc) are typically of three or four years' duration. Sometimes the fourth year is an honours year.

Graduate certificate

Graduate certificates are usually of one semester's full-time or equivalent part-time duration, requiring the completion of units of study totalling at least 24 credit points, and have entry requirements of a bachelor's degree or equivalent. In some faculties, the graduate certificate course is used as an entry point to graduate studies for persons with no formal tertiary qualifications.

Graduate diploma

Graduate diplomas are offered in a majority of faculties. In some cases the graduate diploma is offered in a specialist area such as the Graduate Diploma in Rehabilitation Counselling. In other cases the graduate diploma provides a framework within which specific subject areas are further identified. Graduate diplomas are typically two semesters full-time or four semesters part-time, normally requiring the completion of units of study totalling at least 36 credit points, and have entry requirements of a bachelor's degree or equivalent. Quite often programs are arranged so that there can be articulation between a graduate certificate, a graduate diploma and a master's degree. This means that students can leave the program with differing qualifications depending on how much of the program has been completed. (The term diploma also used to be applied to some postgraduate diplomas offered by the University. This is no longer the case.)

Master's degree

Master's degrees, such as the Master of Economics or the Master of Philosophy, typically have a minimum period of full-time candidature of one or two years and longer maximum periods as well as longer periods for part-time candidature. These degrees will be defined as being either a research degree or a coursework degree. A research master's may require the completion of some coursework, and, similarly, a coursework master's may have a research component. Coursework master's degrees normally require the completion of units of study totalling at least 48 credit points.

In 1997, the University decided to standardise across all faculties, wherever possible, the nomenclature of research master's degrees to "Master of Philosophy (MPhil)".

Doctorates by research and advanced coursework

Some faculties offer doctoral degrees combining research and advanced coursework. These degrees, such as the Doctor of Education, Doctor of Juridical Studies, Doctor of Health Science and Doctor of Public Health, comprise at least two-thirds research and one-third coursework and usually have a minimum duration of three years.

Doctor of Philosophy (PhD)

The Doctor of Philosophy (PhD) degree is offered in all faculties and colleges of the University. It is a research degree with a minimum period of full-time candidature of three years for the candidate commencing with an honours bachelor's degree or equivalent and two years (subject to faculty approval) if a master's degree or some other specific qualification is held.

Higher doctorates

Higher doctorates are degrees such as the degree of Doctor of Science or degree of Doctor of Medicine which are awarded for published work which, in the opinion of the examiners, has been generally recognised by scholars in the field concerned as a distinguished contribution to knowledge or creative achievement. There are detailed regulations to be found within the *Calendar, Volume I* concerning these degrees. While they are not the result of supervised candidature within the University, an applicant must have had some association with the University, either by being a graduate or having been a member of the full-time academic staff for at least three years, or by having had a similar significant involvement with the teaching and research of the University. There is first a preliminary assessment of the published work by a faculty committee to ensure that it is *prima facie* worthy of examination and then the work is examined by at least three examiners of whom two are external to the University.

Definitions of terms frequently used

Advanced standing - See "credit".

Adviser - An adviser is a member of the academic staff who may be appointed in an advisory role in respect of some coursework programs. If it is not the practice to appoint an adviser for the coursework program in which you are enrolled you should nonetheless find that there is someone within your department who is available to be consulted.

Articulation - See "embedded".

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

Candidature - A minimum and a maximum period of time is prescribed within which you must complete the requirements for a particular course. This is known as your candidature for the degree/diploma/certificate. It may be prescribed in terms of years or of semesters. See also later sections on extending and suspending your candidature.

Census Date - Each semester, the University is required to report to the Federal Government detailed statistical information about its student profile as of a Census Date. The two Census dates are the last working days in March and August.

Confirmation of Enrolment Status Form - This is one of the most important documents you receive while enrolled as a student at the University of Sydney. It is issued to students after enrolment each semester, showing the course and the unit(s) of study (defined below) they are enrolled in, together with the credit point value of the units of study and the HECS weights. Until all fees are paid, it is issued provisionally. A new Confirmation of Enrolment form is produced every time a student's enrolment is varied. If you change your enrolment and do not receive a new Confirmation of Enrolment Status form within a week, you should check at your Faculty Office that the changes have been processed.

Convocation - This is the body comprising, amongst others, all graduates of the University.

Course - See "award course".

Course ID - Each course at the University of Sydney is identified by a unique five digit alphanumeric code.

Course leave - Students (undergraduate and postgraduate) are permitted to apply for a period away from their course without losing their place. Course leave (sometimes referred to as “leave of absence”) is formally approved by the supervising faculty for a minimum of one semester and recorded on the Student Information System. (Leave for periods of less than one semester are normally only recorded internally by the Faculty.) Students on leave are regarded as having an active candidature, but they are not entitled to a student card. Students who are absent from study without approved leave may be discontinued and might be required to formally reapply for admission.

Coursework - means an award course not designated as a research award course. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses are coursework award courses.

Credit - means advanced standing based on previous attainment in another award course at the University or at another institution. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit.

Specific credit means the recognition of previously completed studies as directly equivalent to units of study.

Non-specific credit means a ‘block credit’ for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study;

Credit point - Credit points mean a measure of value indicating the contribution each unit of study provides towards meeting award course completion requirements stated as a total credit point value.

Cross-institutional Enrolment - This is an enrolment in one or more 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 charges at the institution at which the unit of study is being undertaken. Students pay compulsory subscriptions to one university only (usually the university which will award their degree). At the University of Sydney, students must obtain approval in advance from their faculty for any cross-institutional study they wish to undertake.

Deferral - formal name for a period of course leave taken before one semester of candidature has been completed.

Distance education and/or off-campus study - a mode in which the student is not in regular physical attendance on a designated campus of the University. A student shall be regarded as engaging in work within the University when in approved distance and/or off-campus study provided that University staff are able to give adequate direction to the candidate’s work and that the candidate carries out such work under the control of the University.

Embedded courses/programs - mean award courses in the graduate certificate / graduate diploma / master’s degree by coursework sequence which allow unit of study credit points to count in more than one of the awards.

Exchange program - The University of Sydney has an extensive range of Student Exchange Programs with universities throughout the United States, Canada, Europe and Asia. The exchange programs are open to undergraduate and postgraduate students and allow you to complete a semester or a year of your degree overseas and have the results credited towards your degree at the University of Sydney.

Exclusion - A 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 re-admission, but normally at

least two years must have elapsed before such an application would be considered.

Exemption - In a prescribed course, a faculty may grant one or more exemptions from a course requirement for a particular student. Exemptions granted will involve a reduction in the number of credit points required for a course. (See also “Credit” and “Waivers”.)

Flexible Learning - Flexible learning is defined as a student-centred approach to education in which teaching and learning times, materials and assessment are organised in a way which suits the circumstances of the individual student. Teaching can be either on or off-campus.

FlexSIS - FlexSIS is the name of the University’s new student record system which is under development. FlexSIS is designed to take maximum advantage of the World Wide Web and other new technologies.

Full-time Study - Under Federal Government regulations, any student who is enrolled in at least 18 credit points worth of study in a semester is considered to be a full-time student during that semester.

Grade - A grade is a result outcome for a unit of study normally linked with a mark range. The common result grades used are:

HD,	High Distinction,	85-100
D,	Distinction,	75-84
CR,	Credit,	65-74
P,	Pass,	50-64
F,	Fail,	0-49
AF,	Absent Fail	

Some faculties may use other grades in addition to these.

Graduate/Graduand - A graduate is a person who holds an award from a recognised tertiary institution. A graduand is a student who has completed all the requirements for an award course but has not yet graduated.

HECS - HECS stands for the Higher Education Contribution Scheme. All students, except international students, fee-paying students and those granted an APA (Australian Postgraduate Award), are obliged to pay HECS. HECS can be paid up front or through the tax system. Further information on HECS can be found at:

<<http://www.usyd.edu.au/homepage/exterel/sib/hecs.htm#hecs>>.

Mark - See “Grade”.

Major - Major means a defined program of study, generally comprising specified units of study from later stages of the award course.

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

MyUni - MyUni is your personal part of the University’s intranet. You can access it by using your login name and password, which are forwarded to you on your first Confirmation of Enrolment. You can view your semester examination results and access your Uni-based email, among other things, via MyUni. The University is committed to making more administrative functions available through MyUni.

Off-campus study - See “Distance Education”.

Off-shore study - Mode of study in which the program content is delivered outside Australia.

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

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

Satisfactory Progress - Students are expected to make satisfactory progress each semester towards the attainment of the requirements of their course. In a coursework program of study, satisfactory progress is deemed to mean that all units of study in which a student is enrolled are successfully completed. Students who fail one or more units of study may be required to show cause why they should not be excluded from further study. (*See also "Exclusion" and "Show Cause".*)

Semester - Most teaching is based around an 18-week semester involving 13-14 weeks of structured learning followed by a 1-week study vacation and a 2-3 week examination period. There are two semesters in each academic year. First Semester runs from late February/early March to early July. Second Semester runs from late July/early August to late November/early December. The full-time study load in a semester is 24 credit points.

Show cause - Students who are not performing satisfactorily will be asked to show good cause why they should not be excluded from further study. This involves producing evidence that their academic performance has been temporarily weakened by circumstances beyond their reasonable control. Such circumstances include serious ill-health or misadventure, but do not include employment-related demands, or demands of time devoted to other non-university activities. The onus is on the student to provide the University with satisfactory evidence. (*See also "Exclusion" and "Satisfactory Progress".*)

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 on the Camperdown Campus or from their Student Administration Office on other campuses. The form and the medical or other documentation are stamped by the Student Centre/Student Administration Office. The student gives a copy of the material to the Student Centre/Student Administration Office staff and takes copies to the relevant Departments. The student retains the originals. The dates for which Special Consideration is sought are recorded on SIS and printed on the Examination Register.

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

Summer Session - A period of intensive teaching during the period between the end of Second Semester and the beginning of First Semester in the next year. The full-time study load in the summer session is 12 credit points.

Suspension of Candidature - The formal name for a period of course leave taken after at least one semester of candidature has been completed. (*See also "Course Leave".*)

Testamur - This means a certificate of award provided to a graduate, usually at a graduation ceremony.

Thesis, treatise, dissertation and essay - The Academic Board has endorsed the following definitions:

Thesis

The written output from a supervised student project that is the only or major examinable assessment requirement for a research degree.

Word limit: should not normally exceed 80,000 words.

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 40,000 words.

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.

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 8,000 words.

Elsewhere in this handbook when a general term is required, "dissertation" will be used.

Transcript or academic transcript - This means a printed statement setting out a student's academic record at the University.

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

Waiver - In a prescribed course, a faculty may waive the pre-requisite or co-requisite requirement for a Unit of Study or the course rules for a particular student. Waivers do not involve a reduction in the number of credit points required for a course. (*See also "Credit", and "Exemption".*)

Winter Session - a period of intensive teaching during the period between First Semester and Second Semester. The full-time study load in a winter session is 6 credit points.

Withdrawal - name for a complete discontinuation of candidature before the HECS census date. A candidate who has withdrawn or discontinued but later wishes to re-activate his or her studies will need to lodge a fresh application for admission to the course. *See also "Course Leave".*

Organisation and administration

The academic organisation

Faculties, Colleges and Boards of Studies

Members of the academic staff belong to departments or schools which are under the supervision of a faculty or a college board (such as the Faculty of Engineering or the Board of the Sydney Conservatorium of Music).

A faculty is required to encourage teaching, scholarship and research in the departments and schools in the faculty and to co-operate with the other faculties and colleges. Among the specific responsibilities of a faculty are:

- (a) to admit to and determine candidature for the degrees and graduate diplomas and certificates in that faculty or college;
- (b) to appoint supervisors and examiners of candidates for higher degrees in that faculty or college.

The faculty typically consists of: all the full-time members of the academic staff of departments assigned to that faculty; often the fractional members of the teaching staff; representatives from other departments associated with the teaching of the faculty concerned; representatives such as deans from other faculties; members of the research staff; distinguished persons from outside the university being members of the relevant profession; and elected undergraduate and postgraduate students. It must meet at least once in each semester. College boards are similarly constituted.

Faculties and college boards normally appoint a board of postgraduate studies which exercises in respect of each candidate for a postgraduate degree or graduate diploma or graduate certificate the powers and functions of the faculty or college board and can have such other powers and functions as the faculty or college board may determine. This board of postgraduate studies may have another name such as postgraduate studies committee or postgraduate matters committee. While it often will have a student member that student is restricted from participation in matters relating to individual students.

Within each faculty there is an appointed dean and appointed or elected pro-dean and/or associate deans. The dean is the chief executive officer of the faculty. One of the associate deans or another senior academic in a faculty is usually charged with responsibility for postgraduate matters and chairs the board of postgraduate studies or equivalent. Sometimes the postgraduate responsibilities of the faculty are spread among an associate dean and one or more sub-deans. In most cases the faculty or board of postgraduate studies will formally delegate responsibility for making decisions on particular aspects of candidature to one or more of these faculty officers. They are a useful source of advice when a view from outside your department is needed. Chairs of appropriate committees in the colleges play similar roles.

The Boards of Studies in Music and Social Work are similar to faculties as far as postgraduate matters are concerned but have chairpersons rather than deans and do not supervise PhD candidatures.

Departments and schools

An academic department comprises all those appointed to teach and carry out research in a particular area which has been delineated as a department. A school, from the point of view of the regulations, is the same as a department. This term is commonly used when a number of previously autonomous departments have been brought together to form a new, larger department or school (such as the School of English, Art History, Film and Media or the School of Biological Sciences). A department also includes a range of general staff such as professional and technical staff and administrative staff.

A head of department is appointed by a pro-vice-chancellor, after a consultation process carried out by the dean, normally from among the professors and associate professors in that department. The primary responsibility of heads of departments is to foster the academic and research purposes of the department by effective leadership and management. He or she is likely to be called upon by one or other areas of the administration to make recommendations concerning aspects of any student's candidature. This will be done after consultation with appropriate people such as a supervisor or the professor responsible for promoting advanced study and research in a particular field.

Within each department and school there is a departmental board, including at least one student member, which meets at least once per semester and which can make representations on any matter pertaining to the department or school. Departments, depending on their size, are also likely to have a number of internal committees dealing with aspects of the work of the department. These may include a postgraduate committee. In many departments a senior member of the academic staff, other than the head of department, may have the role of postgraduate coordinator or some similar title.

For the postgraduate student, whether by coursework or research, the department is the most significant academic organisational unit within the University. A feature of the University of Sydney is its diversity. You should take the time to find out how your department works. It will be different to others even within the same faculty.

Graduate Studies Committee

The Graduate Studies Committee advises the Academic Board on a wide range of policy issues relating to all graduate coursework and research studies in the University. This Committee consists of a chair who is a deputy chair of the Academic Board, the pro-vice-chancellors with responsibilities for research and for teaching and learning, the chair (or nominee) of each faculty or college board or committee for postgraduate studies, the chair of the Research Committee (who is a deputy chair of the Academic Board), a member of the Teaching and Learning Committee, at least one member of the Postgraduate Awards Sub-Committee (other than the Chair) and two postgraduate students, one nominated by SUPRA and one a postgraduate student member of the Academic Forum. The membership of the Graduate Studies Committee is set out in Appendix 2.

The Graduate Studies Committee is mainly concerned with matters of policy relating to all aspects of graduate studies and consideration of new award programs and courses. This includes: advising the Academic Board on all new proposals for graduate programs and on changes to existing graduate programs; advising faculties on desirable procedures with regard to operation of faculty boards or committees of postgraduate studies; advising the Board on the criteria for determining selection for postgraduate awards and determining the successful applicants; and making recommendations concerning all matters relating to graduate studies referred to it by the Vice-Chancellor, the Academic Board or faculties.

It is also responsible for the award of higher doctorates, exercises a review role with respect to protracted higher degree candidatures and considers appeals from students about aspects of their candidature where departmental and faculty avenues have been exhausted. (See Chapter 12 on the resolution of problems.)

The Graduate Studies Committee has responsibility for the review and updating of the *Postgraduate Studies Handbooks* and for the policy for their dissemination.

The Graduate Studies Committee has three standing working parties to address particular areas of its functions: the PhD Award Sub-Committee, the Coursework Sub-Committee, and the Postgraduate Awards Sub-Committee, two of which are relevant to coursework students.

Coursework Sub-Committee

This Sub-Committee of the Graduate Studies Committee was established in 1997 to consider policy matters relating to postgraduate coursework in order to identify appropriate standards, criteria and procedures for consideration by the Graduate Studies Committee (and Academic Board). This brief is applicable to coursework in all award programs, both coursework programs (graduate certificates, graduate diplomas and coursework master's degrees) and research degrees.

The Sub-Committee's work has focused, inter alia, on the consideration of the guidelines for submissions for new and amended postgraduate courses, and on consideration of policy issues in respect of flexible learning, guidelines on usage of the terms thesis, treatise, dissertation, essay and long essay as units of study within coursework programs, development and implementation of semesterisation and nomenclature in respect of postgraduate programs, parallel teaching of postgraduate and undergraduate students, distance education, credit for prior studies, minimum lengths of courses, and postgraduate coursework units of study.

The Sub-Committee reviews most of the proposals for new postgraduate coursework courses and proposals for major changes to such existing courses.

Postgraduate Awards Sub-Committee

The Postgraduate Awards Sub-Committee is a sub-committee of the Graduate Studies Committee. It acts on the Committee's behalf in all matters relating to the selection of successful applicants for postgraduate awards and it advises the Committee on policy matters related to the award of scholarships. It includes two members selected from each of the three colleges.

Academic Board

The Academic Board is the senior academic body within the University. Its function is to advise the Senate and the Vice-Chancellor on all matters relating to and affecting the University's teaching and research activities and its educational programs, including general advice on the academic priorities and policies of the University. The Academic Board comprises some 60 members, including all the deans of faculties, members elected from the professors, non-professorial members of staff and heads of departments, the President of SUPRA and an elected postgraduate student member.

Academic Forum

The Academic Forum was established to facilitate debate about academic policy amongst the academic community. It acts as an electoral college for the Academic Board and advises the Board on academic policy matters in relation to teaching and learning, research, students and academic staffing. The Forum also serves the University community as a body where concerns and grievances affecting the academic community can be aired and brought to the attention of the Vice-Chancellor.

Membership is almost 400 in number, comprising the University's senior officers, deans and chairs of faculties, heads of departments, chairs of boards of studies, professors, non-professorial representatives of faculties/colleges and boards of studies who are elected by their colleagues, directors of the Koori Centre and Institute for Teaching and Learning, student members of faculties, the presidents of the SRC and SUPRA and any member of the Academic Board who is not already a member of the Forum.

Senate

The Senate of the University is the governing body of the University. Of its 22 Fellows, two are elected students, one being a postgraduate student. Amongst its many responsibilities the Senate is responsible, with the aid of recommendations from the Academic Board, for making regulations (known as Senate resolution or rules) concerning the requirements for particular degrees, graduate diplomas and graduate certificates. The Chancellor, who is elected by the Fellows of Senate, presides at meetings of the Senate and on University occasions such as conferring of degrees ceremonies.

The Senate is also the ultimate point of appeal within the University. (See the later chapter on appeals.)

Administration

Departmental offices

In many instances if you have an administrative enquiry you should not need to go beyond your department. There will be a departmental office where you will find that the administrative assistant is able to point you in the right direction. Some departments have an administrative officer whose responsibility is to assist the head of department in the efficient running of the department. Find out how matters are arranged in your department.

Faculty offices

The faculty office will be a source of information and advice about procedures and regulations as well as providing advice on courses available. It is also where you can find out who is the most appropriate associate dean or other faculty officer with whom to discuss a difficult situation. The colleges and the boards of studies have administrative focuses analogous to faculty offices and a full list of faculty and other similar offices and their locations and inquiry phone numbers is given in an appendix to this handbook. Some faculty offices also have appropriate e-mail facilities.

In the faculty office, as well as the dean there is a faculty secretary or manager who is responsible to the dean. In most faculty offices there are supporting administrative assistants and administrative officers, one or more of whom may have a particular postgraduate responsibility. (Sometimes this person is called the postgraduate clerk or adviser.) The faculty secretary has a broad range of responsibilities including acting as secretary to the faculty and its committees and ensuring that the University's regulations and procedures concerning postgraduate students are properly administered. Note that the Faculties of Medicine, Dentistry and Pharmacy have a common postgraduate administration office.

Student Centre (Camperdown campus)

The Student Centre (on level 1 of the Carslaw Building, tel 9351 3023/2577) is the focus for initial student enquiries. This is the area responsible for provision of general information and application forms. It acts as the information point for the Student Records Office, for HECS enquiries (tel 9351 2086/5062/5659), and for the Graduation Section (tel 9351 4009). The Student Centre web site is at: <<http://www.usyd.edu.au/su/studentcentre>>.

Student Administration Offices on other campuses

Student Administration for the Cumberland Campus is located in Building A, Jeffrey Miller Building (tel 9351 9161).

Student Administration for the Orange Campus is located in the Administration Block, Leeds Parade, Orange (tel (02) 6360 5511).

Principal officers and organisation of the University

The Vice-Chancellor and Principal

The Vice-Chancellor and Principal is the chief executive officer of the University. The Vice-Chancellor, Professor Gavin Brown, is responsible to the Senate for the administrative, financial and other business of the University, for the care of property, for the general supervision of all staff and for supervision of discipline. He consults with and advises the Academic Board and all boards, faculties, heads of departments and professors.

Administrative structure

The University's faculties are organised into three Colleges - known as the College of Health Sciences, the College of Humanities and Social Sciences and the College of Sciences and Technology.

The three Colleges are headed by Pro-Vice-Chancellors reporting directly to the Vice-Chancellor. The Pro-Vice-Chancellors (College) have responsibility for overall academic leadership, budget, staffing, building usage and equipment within their College.

The College of Health Sciences includes the Faculties of Medicine, Dentistry, Nursing, Health Sciences and Pharmacy. The College of Humanities and Social Sciences includes the Faculties of Law, Education, Economics and Business and Arts, together with the Sydney College of the Arts and the Sydney Conservatorium of Music. The Faculties of Science, Engineering, Agriculture, Architecture, Veterinary Science and Rural Management are in the College of Sciences and Technology.

The Australian Graduate School of Management is a joint venture of the University of Sydney and the University of New South Wales.

(Generally in this handbook when the term "faculties and colleges" is used, this is not a reference to the organisational Colleges but to the two faculty-equivalent colleges: Sydney College of the Arts and Sydney Conservatorium of Music.)

Central administrative portfolios are held by two Deputy Vice-Chancellors.

The Deputy Vice-Chancellor (Planning and Resources), Professor Ken Eltis, in addition to assisting the Vice-Chancellor, is responsible for industrial relations, equity, non-devolved personnel services and union liaison, student administration and services, overseeing the budget and budget development, including financial management, control and audit, capital works development, resource management and properties, preparing the Education Profile and associated DETYA liaison, providing planning information and support, IT policy and management, corporate information and secretariat and legal services.

The Deputy Vice-Chancellor (Academic and International), Professor Judith Kinnear, in addition to assisting the Vice-Chancellor, is responsible for fostering teaching and learning, fostering research, developing international operations and activities including international student recruitment and welfare, fostering links and collaborative activities with industry, the public sector and government, promotion, marketing and student recruitment, and University libraries.

There are three corporate Pro-Vice-Chancellors: Research (Professor David Siddle); Employee Relations (Professor Michael Koder); and Teaching and Learning (Professor Paul Ramsden). There is also an Assistant Pro-Vice-Chancellor (Information Technology) (Associate Professor Simon Carlile).

Registrar

The Registrar's Division is most directly concerned with services relevant to postgraduate students. Those services are outlined in Chapter 15.

The Registrar is responsible *inter alia* for the keeping and care of proper records of the proceedings of all meetings of the Senate, Academic Board, the faculties, college boards, the boards of studies and committees in the University, for keeping student records, and for managing and supervising examinations. Often you will find reference in the regulations to the 'Registrar' taking some action. This usually means in practice, a member of a faculty office or of the Registrar's Division taking that action on behalf of the Registrar.

The Secretariat services the principal committees of the University. Its members, including the Secretary to the Graduate Studies Committee, are located in the north-western corner of the main building on the Camperdown Campus.

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 whilst studying at University and Student Services can assist you in managing and handling these more effectively.

Further information regarding services is outlined in Chapter 15 under the headings: Accommodation Service, Casual Employment Service, Child Care Coordinator, Counselling Service, Disability Services, Financial Assistance Office, Learning Centre, Mathematics Learning Centre or visit the web site at: <www.usyd.edu.au/su/stuserv>.

CHAPTER 4

Application and admission

Admission requirements

The Senate Resolutions setting out the requirements for each of the various postgraduate degrees, graduate diplomas and graduate certificates can be found in the *Calendar*, Volume I. General requirements are outlined in this chapter.

Graduate diplomas and graduate certificates

Admission requirements for the various graduate diplomas and certificates are normally a bachelor's degree in the appropriate discipline or an equivalent qualification supported by the completion of studies viewed as relevant by the faculty. In some cases relevant experience may be required. In some instances the admission requirements for a graduate certificate may be met by appropriate work experience or other forms of prior learning.

In determining the entry requirements for each of the University's postgraduate degrees and graduate diplomas and certificates the Senate has acted on the advice of the Academic Board, the Graduate Studies Committee, the faculties and boards of studies and the college boards. In making their recommendations these bodies have considered the demands of the program, the needs of the profession, the likely background of applicants and the academic standards they are seeking to maintain.

Master's degrees

Admission requirements for the various master's degrees vary and you must consult the individual degree requirements.

A research-only master's degree usually requires entry requirements of a bachelor's degree with 1st or upper 2nd class honours or equivalent. Coursework master's degrees usually require a three-year Bachelor's degree as an entry requirement.

However all degrees require prerequisites to be met in terms of appropriate courses undertaken at the undergraduate level or standards of performance in the first degree or professional or other experience gained concurrently with or subsequent to the first degree being obtained or in addition to the degree or professional qualifications a high level pass in an external examination such as the Graduate Management Admissions Test (GMAT).

For admission to some master's degrees a bachelor's degree may not be essential. Evidence of general or professional qualifications and experience may be sufficient to satisfy the faculty concerned that the applicant possesses the academic preparation and capacity to complete the program in question. In any individual case the faculty concerned can prescribe additional work to be completed before or subsequent to admission.

Doctor of Philosophy (PhD)

The minimum admission requirement for the Doctor of Philosophy (PhD) is the possession of a master's degree or a bachelor's degree with 1st or 2nd class honours. Alternatively an applicant may be admitted having passed a qualifying examination at a standard equivalent to the bachelor's degree with 1st or upper 2nd class honours. This qualifying examination could be completion of a period of relevant full-time or part-time advanced study and research towards a master's degree at the University of Sydney at such a standard as would demonstrate to the satisfaction of the faculty that the candidate is suitably prepared in the particular field of study to undertake candidature for the PhD.

In addition to these academic requirements the head of department must certify to the faculty: that your proposed course of advanced study and research is appropriate and acceptable; that you have in addition to the academic qualifications the necessary training and ability to pursue the proposed course of study and research; and that there are sufficient supervisory and other resources and facilities available to enable your candidature to be completed successfully. (See also the section below on application procedures.)

The faculties are particularly concerned to ensure before admission to PhD candidature that there is every likelihood of a successful outcome. The Academic Board has agreed that a probationary period of 12 months for a PhD should be seen as usual practice. (The faculty may vary this requirement in special circumstances.) This probationary period may have been prior enrolment in and/or completion of a master's degree by research. Some departments and faculties require all potential PhD candidates first to enrol in an appropriate master's degree with transfer to PhD candidature only after completion of that degree or after at least one semester's satisfactory progress.

Graduates of other institutions

The admission requirements for postgraduate degrees, graduate diplomas and graduate certificates in the Senate regulations are usually expressed in terms of an applicant holding a qualification from the University of Sydney. The dean of a faculty may also admit to candidature applicants with qualification deemed equivalent to those expected of Sydney graduates.

Eligibility for admission to a particular degree or graduate diploma and graduate certificate is **not** simply determined by the applicant's qualification, however. The dean of the faculty or college principal/director or chairperson of the board of studies, as appropriate, must also be satisfied that the applicant is suitably prepared in the particular field of study in which the applicant proposes to be a candidate and has a standing equivalent to that required of a graduate of the University of Sydney qualified for admission to candidature for the degree or graduate diploma or graduate certificate concerned. This means that where, for example, a 1st or 2nd class honours degree is required of a University of Sydney graduate a similar level of achievement is expected of graduates from other institutions. This may be measured by other means where appropriate such as a Grade Point Average (GPA) or other form of grading. The International Office can advise about such equivalences.

Experience or further training undertaken subsequent to a first degree may be included in any assessment of eligibility for admission.

English language requirements

Applicants applying for admission to a postgraduate degree, graduate diploma or certificate on the basis of qualifications obtained from a university or other institution where the language of instruction was not primarily English are required to meet the same English language proficiency requirements as international students unless specifically exempted by the dean of the faculty concerned on the basis of other evidence of English language proficiency.

The following are acceptable language qualifications for most courses:

TOEFL	(Paper based) 575 or better plus TWE (Test of Written English) at 4.5+
TOEFL	(Computer based) 233, Essay Rating 4.5
IELTS	Overall band score of 6.5 or better, with a minimum of 6.0 in each band

Some faculties have more stringent language requirements:

Architecture

Postgraduate courses in Architecture require TOEFL 600 or better plus TWE at 4.5+ or IELTS 7.0 or better.

Economics and Business

Postgraduate courses in Economics and Business (except Commerce) require IELTS 7.0 (with a minimum of 6.0 in each band) or TOEFL 600 plus TWE at 4.5. The requirements for Commerce are under review and may be brought into line with the rest of the Faculty.

Education

Master of Teaching requires IELTS 7.5.

Health Sciences

Postgraduate courses in Physiotherapy require IELTS 7.0.

Master of Occupational Therapy requires TOEFL 600 or better plus TWE at 5.0+ or IELTS overall band score of 7.0 or better, with at least 6 for Speaking and 7 for Writing on each band.

Law

Postgraduate courses in Law require IELTS 7.0 (with a minimum of 6.0 in each band) or TOEFL 600 plus TWE at 4.5.

Medicine

Postgraduate courses in Medicine require TOEFL 600 plus TWE at 4.5.

Other admission procedures***Probationary candidature***

A faculty may admit an applicant to probationary candidature for a period of up to one year if a head of department is unsure for any reason of the applicant's preparedness to undertake postgraduate candidature. (This could be, for example, because of unfamiliarity with the applicant's qualifications.)

Where progress is not considered satisfactory the faculty will give clear reasons, to be transmitted to the candidate by the Registrar, as to why termination of the candidature will be recommended. Where admission is confirmed the candidature is normally deemed to have commenced from the date of original acceptance.

Preliminary candidature

A faculty may admit an applicant to a period of preliminary candidature where the normal entry requirements for a particular degree have not been met. This may involve completing certain courses or units of study at either an undergraduate or postgraduate level or carrying out a particular piece of research. Admission to a preliminary program does not constitute provisional acceptance to a particular degree program. A further application to that degree program must be made on completion of the preliminary program.

Application procedures

A simple but essential requirement for admission to any postgraduate course is that a current application form is completed and lodged with the relevant faculty/college office (and, in the case of international students, at the International Office) in good time.

Unless there is a specific deadline stated for a particular course an applicant within Australia must apply by no later than 10 weeks before the commencement of the next following semester: by 30 November for commencement at the end of February; and by 30 April for commencement in late July. Applicants must check the closing date because many faculties have earlier closing dates.

If the results of your first degree will not be known by the closing date this should not deter you from submitting an application providing that you forward your results when they are known.

A result of your application will be a formal response sent by the faculty office. An offer of admission will usually set out details of your candidature and should be checked carefully. If you have any questions about the terms of the offer, check with the faculty office and your intended department as necessary.

If for any reason you are unable to take up an offer of admission please let both the department and the Faculty Office know. It may be that it is then possible to offer a place to another applicant. For reasons of pressure on storage space unsuccessful applications and applications where an offer has been declined are not retained indefinitely and a full, fresh application should normally be made if you reapply in a later year.

International students

The deadline for international students is 31 October for First Semester and 30 April for Second Semester as additional lead time is required for processing visas. While late applications are accepted, they may not be processed in time for the next semester.

Quotas

Admission to candidature for any course may be limited by quota. In determining any particular quota the University will take into account availability of resources, including space, library, equipment and computing facilities and the availability of adequate and appropriate supervision.

Where a quota has been established for a particular course the faculty or college is required to select in preference those applicants who are most meritorious in terms of the expressed entry requirements and who have made application by the due date.

Enrolment and tuition fees

Enrolment

You will be provided with detailed information about the particular enrolment dates and times and about the level of fees for which you will be liable either in your offer of admission letter or subsequently. This chapter seeks to explain some of the procedures involved.

New postgraduate coursework students who receive an offer in time for on-time enrolment must complete enrolment during the relevant scheduled enrolment period in January/February or June/July or the offer will lapse. In exceptional circumstances and on the recommendation of the appropriate dean or director a new coursework student may enrol on a scheduled late day before 31 March or 31 August on payment of a late fee of \$100.

After the March census date in First Semester and the August census date in Second Semester, you cannot discontinue, vary or withdraw your candidature without incurring a substantial financial liability. This has a particular significance for those not exempt from HECS and those paying fees. For further information, see below under "Changing your enrolment".

Re-enrolment

You must be enrolled in each semester in order to remain a candidate for the degree/diploma/certificate. In October you will receive advice about re-enrolment for the following academic year. Re-enrolment is activated by pre-enrolling, and you will receive the necessary forms with the re-enrolment advice. In mid-November you will receive comprehensive information on a range of topics for the following year. In early January, you will receive confirmation of your pre-enrolment and advice about the procedure for completing enrolment for First Semester.

You cannot pursue your studies as a candidate for the course unless you are enrolled. If you have been absent from the University on a suspended candidature your recommencement must take effect by re-enrolment in one of the two semester enrolment periods.

There is a second enrolment period at the beginning of Second Semester at which enrolment details for Second Semester are finalised.

Fee-paying courses

For most postgraduate courses undertaken by coursework (and for some undergraduate degrees), tuition fees are charged rather than HECS. Such fees vary from course to course, and detailed information is available from faculty offices and the Student Centre. International students should contact the International Office regarding fees.

Tuition fees for the forthcoming semester are due at enrolment initially. You will be billed for Second Semester, prior to that semester's commencement.

There is also a small number of HECS Equity places available for postgraduate coursework students enrolling in fee-paying courses. Please contact your faculty office for further information regarding these.

Refund of tuition fees for fee-paying award courses

If you withdraw from an award course completely, or defer or suspend your candidature, before the start of semester then you are reimbursed 90% of the tuition fee. The University retains the remaining 10% to cover administrative overheads.

If you withdraw after the start of the semester but before the relevant March or August census date, then you are reimbursed 50% of the fee. The University's retained portion covers not only administrative overheads but also tuition costs.

Beyond the census date for each semester, the University retains 100% of the tuition fee.

Refund of tuition fees for fee-paying units of study

Students who withdraw from First or Second Semester units of study prior to the relevant census date but who remain actively enrolled in one or more other units of study will be refunded 100% of the tuition fee for those units (with the exception of "Intensive Mode" postgraduate units of study offered by the Faculty of Law).

Students who withdraw from "Intensive Mode" postgraduate units of study offered by the Faculty of Law are subject to the following refund policy. 90% of the fees will be refunded if withdrawal occurs before the commencement of the intensive unit. 50% of the fees will be refunded if withdrawal occurs after the commencement of the intensive unit, but before 25% (as determined by the University) of the total duration of the intensive unit has expired. No refund will be payable where withdrawal occurs after 25% of the total duration of the intensive unit has expired.

Beyond the census date for each semester, the University retains 100% of the tuition fee.

Compulsory subscriptions

All postgraduate students are required, as a condition of their enrolment, to become members of: (1) either the University of Sydney Union or the Cumberland College of Health Sciences Students Union or the Orange Agricultural College Students Association; and (2) the Sydney University Postgraduate Representative Association (SUPRA).

HECS-liable courses

A small number of postgraduate coursework degrees are HECS-liable rather than requiring the payment of tuition fees. Details of how the HECS Scheme works are printed in the booklet entitled "*HECS - Your Questions Answered 2001*", produced by the Department of Education Training and Youth Affairs (DETYA), and distributed to all students at enrolment. Copies are also available from the Student Centre, Level 1, Carslaw Building.

Changing your enrolment

Changes to your First Semester's enrolment may be made, with permission, up to 5 pm on the last working day in March but, other than to discontinue units of study, no changes will be permitted after this date. Students who vary their enrolment (including discontinuation or deferral) up to 31 March will be entitled to an appropriate adjustment to HECS or refund of tuition fees. No adjustments or refunds will be made after that date except in the special circumstances explained in the official HECS booklet which you should ensure you obtain at enrolment. Shortly after this deadline a notice will be sent to all students stating clearly their course load including any re-calculation of their HECS liability as a result of agreed units of study changes since enrolment.

Arrangements will be made to answer questions and to investigate claimed factual errors arising from these notices but it is your responsibility to check that the information is correct. You should check particularly your Second Semester notice to see that this still accurately reflects the units of study you are taking.

It is essential that an accurate record be made of the units of study being taken.

Types of candidature and modes of attendance

The University is not solely an examining body. Candidates for its courses are expected to carry out all phases of the work for the degree/graduate diploma/graduate certificate under the control of the University and at places determined by the University. It is not necessary, however, that all of the candidature should be spent on a University campus. The code of practice in the appendices details a student's responsibilities.

Types of candidature

Whether a candidate is part-time or full-time is determined solely by credit-point load for all coursework degrees, graduate diplomas and graduate certificates. A student is part-time (full-time) in a semester if he/she is enrolled in units of study which total less than (at least) 18 credit points.

Therefore, a student's status can vary between part-time and full-time from one semester to the next depending on their study load.

International students who are resident in Australia are normally required under the terms of their entry visas to undertake full-time candidature only. International students who are not resident in Australia may be able to undertake part-time candidature if course requirements permit.

Modes of attendance

In many courses, it is not necessary for students to be present on-campus during regular teaching times. Depending on the course you are in, it may be possible to undertake part or all of your studies by distance education, or by flexible delivery, and some units may be offered outside the two semesters, during the Summer session, Winter session or in concentrated blocks of teaching.

Time limits and time away

A minimum and maximum period of candidature is specified for each candidate for a postgraduate degree, graduate diploma or graduate certificate. Actual time limits for a particular course will be specified in Senate Resolutions and will depend on the number of credit points required to graduate. Minimum time limits are calculated on the basis that a full-time semester is equivalent to 24 credit points of study. Maximum time limits include an allowance for some failed units and some time away from study. You should note that there are pressures on students and on universities for students to complete as soon as possible.

The most common time limits are:

Course	Minimum	Maximum
Graduate Certificate, full-time	1 semester	2 semesters
Graduate Certificate, part-time	2 semester	4 semesters
Graduate Diploma, full-time	2 semesters	4 semesters
Graduate Diploma, part-time	3 semesters	6 semesters
Master's by coursework, full-time	2 semesters	6 semesters
Master's by coursework, part-time	4 semesters	10 semesters

If you do need an extension or time away from your course, it is important that you inform the graduate section of your faculty office. You should also keep a copy of correspondence between you and the faculty office and notes of advice you have received in person or by phone.

Suspension of candidature or course leave

The occasion may arise where it is appropriate to seek a suspension of your candidature. You should seek approval for a suspension of candidature (also known as course leave) by contacting your faculty office. If you hold a scholarship you should also note any obligations you may have to notify the Scholarships Office of periods of absence. Most variations to candidature require a corresponding variation to scholarship status.

Withdrawal

If your circumstances are such that you are unable to anticipate when you will be able to resume your candidature you should seek to withdraw from your candidature by writing to the faculty or college office. Should you be able to resume at a later date you would have to re-apply for admission. Some credit might then be given for work that you had done up to your withdrawal but you would be commencing a new candidature.

Your eligibility for refund of fees/HECS depends on when you withdraw from candidature. Refer to the section on fees in Chapter 5.

If in any year you fail to re-enrol as instructed your candidature will be regarded as having lapsed.

Satisfactory progress

The requirements for most postgraduate degrees, graduate diplomas and graduate certificates contain the provision that the faculty or college or board of studies may:

- (a) on the recommendation of the head of department concerned, call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree, graduate diploma or graduate certificate; and
- (b) where, in the opinion of the faculty or college board or board of studies, the candidate does not show good cause, terminate the candidature.

Such formal action is not taken very frequently. It would be more usual for candidates who are not making good progress to discontinue or fail to re-enrol and so forfeit their candidature.

The Senate has adopted the following definition in relation to 'good cause':

All acceptable reasons cannot be defined in advance, but:

- (a) Serious ill health or misadventure, properly attested, will be considered.
- (b) Demands of employers, pressure of employment, time devoted to non-university activities will not ordinarily be accepted except as they may be relevant to reasons advanced in (a).
- (c) A student's general record, e.g. in other courses, will be taken into account. (In particular, where students transfer from other faculties, regard will be had to their record in the previous faculty.)

The assessment process

Coursework master's degrees, graduate diplomas and graduate certificates require attendance at, and completion of, assessable tasks (e.g. examinations, essays, and projects) for prescribed units of study each semester. The University's Code of Practice stipulates that a hard copy of this information must be provided to every enrolled student at the first class meeting of a unit of study. Students who do not attend this class are advised to seek the information as soon as is practicable. This information will cover all details of assessment, including the relative weight of each task, deadlines, word lengths on essays or other written work, and nature of examinations.

A grade is finalised for each unit of study at the end of the semester and these grades are recorded on the Student Information System. Each Faculty is required to monitor results in units of study taken by its students and to ensure that results are finalised in a timely manner. The dean of the faculty concerned will approve the award of the degree, graduate diploma or graduate certificate on behalf of the faculty, and any grade of honours or merit award, once all course requirements have been successfully completed.

If you have concerns with the assessment process or the results, consult Chapters 12 and 13 which outline problem resolution and formal appeal mechanisms.

Common result grades

The Academic Board has adopted the following table of common result grades; not all faculties, however, use all grades in all courses.

Permanent results			
Grade	Description	Mark range if applicable	Comments
HD	High Distinction	85-100	
D	Distinction	75-84	
CR	Credit	65-74	
P	Pass	50-64	
R	Satisfied requirements		This is used in Pass/Fail only outcomes.
UCN	Unit of Study continuing		Used at the end of a semester for UoSs which 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)	46-49	Use of this grade is restricted to those courses which 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	0-49	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 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.

Temporary results			
MINC	Incomplete with a mark of at least 50	50-100	<p>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.</p> <p>Except in special cases approved by the Academic Board[1], this result will be converted to a normal passing mark and grade either:</p> <ul style="list-style-type: none"> (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.
INC	Incomplete		<p>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.</p> <p>Except in special cases approved by the Academic Board[1], this result will be converted to a normal permanent passing or failing grade either:</p> <ul style="list-style-type: none"> (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.
<p>[1] At its meeting of 13 October 1999, the Academic Board approved the following policies for dealing with special cases:</p> <ul style="list-style-type: none"> (a) Incomplete Units of Study Where a MINC or INC grade arises because all or many students in a Unit of Study have not completed the requirements of the Unit, the grade will be converted to UCN on the advice of the relevant Dean. The students may be engaged in practicum or clinical placements, or in programs extending beyond the end of the semester (e.g. Honours). Heads of Departments are encouraged to return UCN and not INC for students in such extended Units of Study. Deans are asked to avoid approving the use of UCN to deal with late results from a completed Unit of Study. (b) Students with incomplete results Deans are authorised to approve the extension of a MINC/INC grade for individual students having a valid reason for their incomplete status. 			

Outcomes - awards and graduations

When the award of the degree/diploma/certificate has been approved the Registrar will write advising you of this and will send you details of the next conferring ceremony at which you may graduate. Alternatively, you may apply to have your degree conferred in absentia, that is to say without attending a graduation ceremony. Until the degree/diploma/certificate has been conferred on you, you are not entitled to call yourself a graduate in that degree/diploma/certificate or to use the title of the course. (The Graduation section's telephone number is 9351 4009.)

A booklet about academic dress is available from the Student Centre and the academic dress for the various degrees is also listed in the *Calendar, Volume I*.

In April 1997, the Academic Board endorsed the view of the Graduate Studies Committee that it would be desirable to have some uniformity across the University in the grading systems used, in levels of award and in the nomenclature of master's degrees. The Board adopted the following recommendations and commended them to faculties.

Grading systems for all master's degrees and graduate diplomas and graduate certificates

- All faculties which award grades for coursework in postgraduate award programs, whether research degrees or coursework award programs, are asked to use the same grading system that is used University-wide for undergraduate programs (that is, the Fail, Pass, Credit, Distinction and High Distinction system) and that marks also be supplied in accordance with the undergraduate mark scale. (The table of common result grades is set out in Chapter 9.)
- In respect of research master's degrees, examiners should be asked to allocate a grade of Pass, Credit, Distinction or High Distinction for theses so that faculties are able to award one of these grades as a thesis final result. This result will then be entered upon candidates' transcripts of academic record and can be used for scholarships ranking.
- Faculties will need to inform examiners of the range of marks used by the University for awarding grades.
- Results of 'Satisfactory' and 'Unsatisfactory' and other such 'grades' should no longer be used.
- Explanations of the grades and marks should be published in handbooks and other relevant publications.

Levels of award for master's degrees

- In respect of coursework degrees, provision should exist for the award either without honours or, preferably, with just one class of honours, but the award with merit is an acceptable alternative to the award with honours.
- In respect of research degrees, a degree may be either awarded or not awarded at the end of the examination process, as for the PhD, and no provision should exist for research degrees to be awarded with any class or classes of honours or with merit or other distinction. Provision should be made for the thesis to be allocated a grade, however, as set out above.

Nomenclature of master's degrees

- Faculties use nomenclature for degrees that distinguishes between research degrees and coursework degrees, and the same award should not be available by the two methods of candidature.
- The degree of 'Master of Philosophy in (*name of Faculty*)' is reserved for the Faculty's main research master's degree. It is considered that the addition of the name of the Faculty to 'MPhil' will avoid any possible confusion over whether the degree is a science- or humanities-based degree. It is recognised, however, that some faculties award more than one research degree and that the entry requirements for these degrees are not always the same.

Intellectual property, authorship and ethics

Intellectual property

Intellectual property is a term which refers to a collection of specific rights which attach to the results of intellectual activity, including those in the industrial, commercial, scientific, literary and artistic fields. The University's Intellectual Property Policy is expressed as Part 8 of the University of Sydney (Amendment Act) Rule 1999, and a copy is set out in Appendix 6 of this handbook. This Rule is currently under review and a revised Rule is expected to be adopted in 2001.

The rights and responsibilities of students differ from those of members of the University's general and academic staff. The University specifically acknowledges that students own any intellectual property that they create pursuant to their studies unless they agree to some other arrangement. The information below pertains solely to students. Students who are also members of staff should ensure that they are aware of the different provisions for staff and students. They can then act in accordance with the provisions relevant to their circumstances.

There may be occasions when, in return for benefits, you would like to assign some of your intellectual property to the University. This may happen, for example, in cooperative research ventures with industry, government, or the community. It is important that all such agreements be made to the mutual satisfaction of all of the parties. This is most easily achieved if issues, such as ownership and the distribution of benefits from the use of some intellectual property, are resolved before the project is begun. Students should note that a requirement to assign intellectual property to another party in exchange for a scholarship may make that scholarship subject to income tax.

As already stated, it is University policy that students own the intellectual property that they create unless an explicit written agreement to transfer it to someone else is made. No agreement to any transfer or restrictions should be made without you taking the opportunity to seek advice. Advice on these issues can be obtained from any or all of the following people: your supervisor; the staff of the Business Liaison Office; your student representatives; or a third party familiar with these issues.

Students' opportunities to commercially exploit their intellectual property may be limited because utilisation of that intellectual property may depend on also using intellectual property owned by others. If this is so, then permission to utilise the additional intellectual property needs to be obtained from its owner/s before any discussion about commercial exploitation can take place with a third party. You should note that permission to use someone else's intellectual property may require the user to pay the creator of that intellectual property.

Important issues for students relating to intellectual property arise in the consideration of copyright, inventions, and involvement with confidential research projects. A brief summary of the major issues relating to each of these is given in the following paragraphs.

Copyright

Copyright is a legal right which vests in the creators of literary works, dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances. It can include computer programs. (Computer programs may also be inventions subject to treatment as set out below.)

Generally the author of a work is the owner of copyright in it and this is the case for a thesis produced by a postgraduate student. In the event that there are multiple authors to a work, each is entitled to exercise all rights in relation to the whole work. Copyright in a written work is automatically established as soon as it is created, and in Australia the author does not have to take any steps to bring this about. It is the practice of the University not to enter into collaborative or contract research agreements which involve students and which would prevent either the submission and examination of the thesis during the period set by Senate or the inclusion of any necessary material. This said, there are provisions within the University of Sydney (Amendment Act) Rule 1999 (as amended) for requesting that part of a thesis or the thesis in its entirety be withheld from public availability in the University library for a period.

Once a thesis is lodged in the library it may be used, but only under the normal conditions of scholarly fair dealing for the purposes of research, criticism or review. In particular no results or conclusions should be extracted from it nor should it be copied or closely paraphrased in whole or in part without the written consent of the author. Proper written acknowledgment must be made for any assistance obtained from the thesis.

Candidates should ensure that they are aware of their rights and responsibilities under copyright legislation including the concept of 'fair dealing' in respect to copying copyright material.

For further information about copyright you could contact your supervisor, the Business Liaison Office, SUPRA, or a solicitor.

Confidential research and public availability of theses

The statutes and regulations of the University require that a thesis be publicly available in the University Library after examination. In special circumstances, public availability of a thesis may be delayed in accordance with a schedule and procedures established by the University's Senate and detailed in the University of Sydney (Amendment Act) Rule 1999 (as amended), which are set out in the *Calendar, Volume I: Statutes and Regulations*. A candidate involved in work which is funded by a contractual arrangement should ensure that he or she is fully informed about any conditions which could restrict disclosure of information. If you develop new intellectual property which requires registration to ensure its protection, such as patenting, then you should seek advice from your supervisor or the Business Liaison Office as to any restriction which proceeding to register this new intellectual property may place on your thesis and its publication.

Postgraduate students who are involved in contract or collaborative research need to have a clear understanding of any restriction or delay to publication that is required by the sponsor of the research prior to commencing the work. A student's supervisor, head of department and the staff of the Business Liaison Office are ready to assist students who are attempting to evaluate the opportunities and restrictions presented through participation in a collaborative project. In no case should the submission and examination of theses be delayed beyond the period set by the Senate, nor should any necessary material be excluded. The sponsor can request that a thesis is submitted in confidence to examiners for evaluation and the public availability be restricted for a short time if it is agreed that public availability would adversely affect the commercialisation of the results of the project. Such a delay will require application to the Graduate Studies Committee through your head of department and faculty. The application must contain adequate justification for the request.

Inventions

For the purposes of this section, inventions includes patents, circuit layouts, trade marks, designs, Plant Breeders' Rights and Plant Variety Rights. The capacity to exercise exclusive rights in relation to an invention, such as the sole right to use it, may require explicit registration, such as a patent application.

The University will assist any student in reviewing the opportunities for commercially exploiting an invention which the student has produced in the course of his or her study and which the student owns. Although initial advice is both confidential and free, any action taken by the University to commercially develop an invention created by a student may require the student to enter into an agreement with the University. Contact should be made with the Business Liaison Office (tel 9351 4000) after discussing the matter with your supervisor and head of department.

Authorship and acknowledgment guidelines

Agreement should be reached between the student and the supervisor concerning authorship of publications and acknowledgment of contributions during and after the candidature. There should be open and mutual recognition of the candidate's and supervisor's contribution on all published work arising from the project.

Both ethically and legally all people who have made a substantial contribution to the production of work should be acknowledged.

It is suggested that the question of acknowledgment, including the likelihood of co-authorship, be discussed at the beginning of a project with all who are likely to participate. Agreement should be reached then, but decisions may need to be reviewed as the project proceeds.

Co-authorship

As a guiding principle it is understood that a co-author would have an excellent mastery of the subject.

Academic rank should neither preclude nor necessitate co-authorship. Special attention should be paid to the contributions of postgraduate students. They should be co-authors, as should others, if they have contributed significantly to the project.

Other acknowledgments

It is recommended that acknowledgment of contributions below the level of co-authorship be detailed in proportion to the importance to the project.

The following lists were designed to draw attention to contributions which should be considered for acknowledgment. They should be consulted for formulating decisions on co-authorship and other acknowledgment.

People who may be involved in the execution of a project include: animal attendant; archivist; collaborator; computer personnel; director/manager/co-ordinator; electron microscopist; laboratory assistant; laboratory manager; photographer; postgraduate; professional officer; research assistant; technical officer; typist; undergraduate. Their areas of involvement in a project might include:

- (a) Initiation of project: concept formation; review of area/topic; integration of first two above/discussion; writing funding proposals.
- (b) Pilot work: design and analysis strategy; execution and analysis of pilot study.
- (c) Equipment: development of procedures/devices/measures for evaluation of experiments; designing technical equipment; building technical equipment.
- (d) Computer programs and data base system: development of original programs/tables; designing or adapting alternative programs/tables; computer/statistical construction and analysis.

- (e) Execution of complete project: refer to list of people who may be involved.
- (f) Analysis: analysis strategy; computation/analysis.
- (g) Writing up: designing paper; literature review; empirical evidence; drafting paper, including bibliography; draft revision; final write up; illustrations; typing; index (for books).

The University of Sydney Code of Conduct for Responsible Research Practice and Guidelines on Dealing with Allegations of Research Misconduct

Part 1 of these Guidelines is included as an appendix to this Handbook. This includes material on retention of data, publication and authorship, the role of research supervisors and disclosure of potential conflict of interest.

Part 2 of the Guidelines on dealing with allegations of research misconduct is currently being developed and is expected to be approved in 2001.

Ethics and Biosafety

Supervisors are responsible for advising candidates of the need to apply for ethical and biosafety approval for research. Projects that require ethical approval involve human or animal subjects; projects that require biosafety approval involve genetic manipulation. If projects require such approvals they will go before the appropriate committee. For further information about ethics and biosafety, please contact the Manager, Ethics & Biosafety Administration (tel 9351 4811, fax 9351 6706).

There is a two-day workshop on animal ethics which you will be expected to attend at the beginning of your research degree, if appropriate. Your supervisor will advise you as to when it will be available.

Please note that scholarship payments cannot be made to students who have failed to obtain ethical clearance where their research requires ethical approval.

Resolution of problems

Problems arising for the candidate, teaching staff or supervisor can and do occur. It is obviously desirable that these are addressed and settled as expeditiously as possible and preferably within the department.

A candidate may approach the head of department, the postgraduate co-ordinator or any other member of the permanent staff of the department, regarding the resolution of problems. If a candidate and supervisor cannot resolve their difficulties between themselves or with third party help, either may approach the head of department or postgraduate co-ordinator concerned. The head and/or the postgraduate co-ordinator should attempt to settle the dispute.

International students should be aware of the specific counselling support available in the International Student Services Unit for international students and their supervisor/teacher. A good supervisor/candidate relationship, in any circumstances, can be difficult to establish and maintain. Cultural differences can impose additional complexity.

The problem may simply be an irreconcilable personality clash between the supervisor and candidate or it may be that the development of the topic means that the original supervisor's area of expertise is no longer relevant. In such cases either you or your supervisor may request a change of supervisor without discredit to either party.

Advice could also be sought from the Student Advisers located at SUPRA. The Student Advisers provide professional and confidential advice or referral about any matters that may affect your candidature from academic matters, processes, problems and appeals to general welfare issues that impact on your study. If you are experiencing difficulties you should also contact the University Counselling Service.

A candidate who considered that resolution of difficulties within the department was not being achieved could also go to the dean or postgraduate associate dean of the faculty.

Problems that have become in effect disputes which cannot be resolved at the faculty or college level may be referred to the Graduate Studies Committee which will consider the dispute and consult with the parties concerned and other appropriate members of staff. The Graduate Studies Committee may, as a last resort, refer a matter to the Vice-Chancellor or a Deputy Vice-Chancellor for resolution but it takes the view that the resolution of disputes is essentially the business of a department.

Appeals

Extract from the University of Sydney Calendar 2000

RESOLUTIONS OF THE SENATE

STUDENT APPEALS AGAINST ACADEMIC DECISIONS

Any student may appeal to the Senate against an academic decision. Normally such an appeal will not be heard unless the student has exhausted all other avenues. For undergraduates and for postgraduate students undertaking coursework award programs, this means appeal to the department and/or faculty/college board/board of studies concerned, and for postgraduate students undertaking research degrees, also to the Committee for Graduate Studies.

Appeals solely against questions of academic judgement that have, in the view of the Chair of the Academic Board, been thoroughly investigated by the faculty/college board/board of studies in accordance with the procedures adopted by the Academic Board, will not be heard unless there are grounds for believing due academic process has not been observed.

Appeals against exclusion from re-enrolment in undergraduate award programs and against termination of candidature for postgraduate awards are heard by the Student Appeals Committee (Exclusions and Readmissions), and appeals against disciplinary action are heard by the Student Disciplinary Appeals Committee.

Note

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

Hearing of appeals

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

1. Appeals against academic decisions may be referred by the Senate to the Student Academic Appeals Committee, a standing committee of the Senate.
2. The membership of the Student Academic Appeals Committee shall be-
 - (i) the Chancellor, the Deputy Chancellor, and the Vice-Chancellor and Principal (ex officio);
 - (ii) the Chair of the Academic Board;
 - (iii) a deputy chair of the Academic Board, nominated by the Chair;
 - (iv) two student Fellows of the Senate; and
 - (v) two Fellows of the Senate who are not members of the academic staff.
3. The Student Academic Appeals Committee acts on behalf of the Senate in hearing an appeal and in determining its outcome.
4. On receipt of an appeal the Chancellor or the Chancellor's nominee shall appoint one person from each category of membership listed in section 2 above.
5. Four members of the sub-committee shall form a quorum.
6. A unanimous decision of the sub-committee shall be final and reported to the Senate for noting.
7. An appellant will be advised as soon as practicable of the decision and the reasons for it.

8. In the event that the sub-committee is unable to reach a unanimous decision, majority and/or minority reports together with supporting papers will be referred to the Senate for final decision. The Senate should give a written statement for its decision to the parties concerned.

9. The sub-committee shall observe the following procedures in hearing an appeal:

- (a) The dean of the faculty or chairperson of the board of studies concerned shall be provided with a copy of the student's letter of appeal and be asked to provide, within ten working days, written comment from whatever source is appropriate on this matter, including the recommendations of the staff member, professor and head of department concerned, so far as is practicable.
- (b) The appellant shall be given a copy of the response elicited from the dean or chairperson of the board of studies seven working days in advance of appearing before the sub-committee.
- (c) The sub-committee will interview both the respondent and the appellant together and may call on other witnesses if it determines they are relevant, provided that the appellant has the opportunity to respond to later adverse material, if presented. The respondent shall be the dean or chairperson of the board of studies, except in a case where the dean or chairperson does not support the particular decision, in which case the Senate shall nominate the respondent.
- (d) The appellant shall respond to requests for further information, normally within fifteen working days; otherwise the Vice-Chancellor may determine that the appeal has lapsed.
- (e) The appellant will have the right to be accompanied at the interview(s) by a friend.

RESOLUTIONS OF THE ACADEMIC BOARD

PROCEDURES APPROVED BY THE ACADEMIC BOARD IN RESPECT OF STUDENT APPEALS AGAINST ACADEMIC DECISIONS

Introduction

The University operates on the basis that academic decisions (e.g. in relation to assessment, examining, etc.) are entrusted to members of the academic staff acting in accordance with proper procedures established by the faculty, college board or department in question. A student dissatisfied with an adverse decision should be able to apply to have the decision reconsidered and in appropriate cases reviewed. Since Senate has the ultimate authority over the University and since it is by authority of the Senate that all degrees, diplomas etc. are awarded, there is always an ultimate appeal to Senate against decisions, including academic decisions made within faculties. However, Senate has determined that appeals on questions of academic judgement will not be heard by the Senate unless, in the view of the Chair of the Academic Board, there are grounds for believing due academic process has not been observed.

In any appeal based solely on questions of academic judgement it will be sufficient for the Chair of the Academic Board to be satisfied that the academic process established by the faculty college board or department have been duly followed, and that the procedures set out below have been complied with.

PRINCIPLES AND PROCEDURES FOR STUDENT APPEALS AGAINST ACADEMIC DECISIONS FOR UNDERGRADUATE AND POSTGRADUATE COURSE AWARDS

Preliminary

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

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

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

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

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

Principles that underpin these procedures

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

- (1) **Timeliness.** All disputes should, wherever possible, be resolved as quickly as possible. A procedure that creates a number of opportunities to resolve a problem should not be treated as a series of hurdles which prolong the dispute. Unresolved disputes have a detrimental effect on the performance of both students and staff involved.

Deadlines prescribed in these procedures should always be followed, unless there are exceptional circumstances. If the deadline is to be exceeded by staff, the student must always be informed of the length of, and the reason for, the delay.

Time limits allowed to students are generally longer than those allowed to staff. As a general rule, it may be more appropriate to relax time limits for students within reason.

Students may find pursuing a complaint or an appeal a difficult and stressful undertaking. They may need further time to marshal the confidence, support and evidence they need to pursue a complaint. Students should also be able to express their complaint in their own terms.

- (2) **Confidentiality.** All student appeals must be treated confidentially at all stages of the process. Any information about a complaint must be strictly limited to those staff who need to know about it in order to deal with the complaint. For example, where a complaint is dealt with at departmental or faculty level, any sensitive personal information about the student should only be available to the head of the department, dean (or college principal) or the staff member assigned to the appeal. If information needs to be distributed at a broader level, then the student's written consent must first be obtained.

- (3) **Without disadvantage.** The fact that a student has made a complaint under these procedures should not disadvantage the student in any way, especially by way of victimisation. That said, the fact that a student has had to complain often does, of itself, cause disadvantage, for example, delay in finalising the mark for a unit of study. However, students should be able to complain under these procedures and feel confident that they will not be disadvantaged in any other way.

(4) **Procedural fairness.** All staff involved in a complaint or an appeal have a duty to observe the principles of procedural fairness (sometimes called natural justice), which include the following.

- (a) Staff and students involved in a complaint are entitled to raise all issues which are important to them, and to put their points of view in their own terms. In most cases, any formal complaint will be dealt with by means of written submissions. In some cases, however, it may be appropriate to deal with the matter by interviewing the relevant parties. This will be determined by the relevant decision-maker.
- (b) Staff and students are entitled to have matters dealt with in an unbiased manner, and lack of bias should always be apparent. It is impossible to list all types of potential bias. One example is where a staff member involved in conciliating a complaint has a close personal relationship with the student. The question for any decision-maker is whether he or she has a pre-conceived view that is so strong, and so related to the matter being decided by the staff member, that it is reasonable to suspect that he or she is unable to listen to the complaint in a fair manner, and to deal with that complaint on its merits alone. Any person concerned about bias is expected to raise it with the appropriate person promptly.
- (c) Parties are entitled to know the basis on which decisions about them have been made, and accordingly reasons should be given for a decision, in sufficient detail that it is reasonable to expect a student to be able to understand the decision.
- (5) **Support.** Any person involved in this process who is disadvantaged in any way in their ability to present their case should be allowed the support and advice they need to participate effectively. While a conciliatory approach is preferred and encouraged under these rules, it may be appropriate, in some circumstances that the student or staff member has another person speak on his or her behalf.
- (6) **Record-keeping.** In order to facilitate resolution of student complaints, it is important that staff establish and maintain proper records (through the Central Records filing system) once a complaint becomes formal. Staff are also advised to keep brief notes of any informal discussions with students. Copies of documentation given to students in relation to a unit of study should be kept, as well as a record of the date on which that information was supplied to students and the means by which it was disseminated. This may be important to the speedy resolution of a complaint.
- (7) **Access.** Students should normally have a right of free access to all documents concerning their appeal. This right does not apply to any documents for which the University claims legal professional privilege.

PROCEDURES FOR STUDENT APPEALS

6. Informal resolution with teacher

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

- (3) If the teacher or unit of study co-ordinator is the head of the department or school, then the student should approach the dean or college principal or director (see 8 below).

7. Approach head of department or school

Informal complaints

(1) If the student's concerns cannot be resolved under paragraph 6, or because of a failure to follow procedures, the student may then approach the head of department or school. The student may, at this point, choose to approach the head of department on an informal basis, or else put his or her complaint in writing. The student should do either of these things within 15 working days of the outcome of discussions under paragraph 6.

(2) If a student chooses to approach the head of department informally under paragraph 7(1), this does not later preclude the student from proceeding formally under this paragraph 7 by putting his or her complaint in writing to the head of department.

(3) The head of department should deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

Formal complaints

(4) The head of department must acknowledge receipt of a formal complaint in writing within 3 working days of receipt.

(5) The head of department must try to resolve the complaint within 10 working days of receiving the complaint, and then advise the student in writing of his or her decision:

- (a) setting out the reasons;
- (b) advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
- (c) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

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

Informal complaints

(1) If the student's concerns cannot be resolved under paragraph 7, or because of a failure to follow procedures, the student may then approach the dean or college principal or director. The student may, at this point, choose to approach the dean or college principal or director on an informal basis, or else put his or her complaint in writing. The student should do either of these things within 15 working days of the outcome of discussions under paragraph 7. In some cases the dean, college principal or director may nominate another faculty officer, for example a pro-dean or associate dean to deal with the matter.

(2) If the dean or college principal or director is the decision-maker under paragraphs 6 or 7, then the pro-vice-chancellor of the relevant academic college shall act as decision-maker under this paragraph 8.

(3) If a student chooses to approach the dean or college principal informally under paragraph 8(1), this does not later preclude the student from proceeding formally under this paragraph 8 by putting his or her complaint in writing to the dean or college principal or director.

(4) The dean or college principal or director should then deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

Formal complaints

(5) The dean or college principal or director must acknowledge receipt of a formal complaint in writing within 3 working days of receipt.

(6) The dean or college principal or director must try to resolve the complaint within 10 working days of receiving the complaint, and then advise the student in writing of his or her decision:

- (i) setting out the reasons;
- (ii) advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
- (iii) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

9. Written appeal to the Senate

(1) If the student is not satisfied that his or her concerns have been addressed satisfactorily under paragraph 8, then the student may make a written appeal to Senate.

(2) Note that an appeal to Senate is covered by the Senate resolution 'Student Appeals against Academic Decisions' above in this University of Sydney Calendar. This resolution provides that an appeal to Senate will not normally be heard unless the student has exhausted all other avenues. In other words before the student makes an appeal to Senate he or she should have followed the procedures set out in this document by attempting to find a resolution with his or her teacher, head of department and dean or college principal or director.

(3) Note that the Senate resolution provides for a hearing before the Senate Appeals Committee, but a complaint does not go straight to that Committee. It is first referred to the Chair of the Academic Board who attempts to resolve the matter. The procedures are outlined below. In some cases the Chair of the Academic Board may nominate the Alternative Chair or a deputy chair of the Academic Board to deal with the matter.

(4) A written appeal to Senate should outline the matter clearly, concisely and fully, and include any relevant documentation or evidence. The written appeal should be submitted to the Registrar, Main Quadrangle, A14.

(5) The Registrar will refer the appeal to the Student Centre. The Student Centre will check that the student has exhausted all avenues. If the student has not exhausted all other avenues the Student Centre will advise the student what steps can be taken. If the student has exhausted all other avenues, the Student Centre will collect together the complaint, the student's file and documentation from the faculty and forward it to the Chair of the Academic Board normally within five working days.

(6) The Chair of the Academic Board will seek to resolve the matter as informally and quickly as possible in accordance with the principles set out in this document. Normally within ten working days of receiving the file from the Student Centre, the Chair of the Academic Board will communicate his or her decision on the complaint to the student.

(7) Note that the Senate resolution provides that where the appeal is solely against a question of academic judgement, the Chair of the Academic Board will not refer the appeal to the Student Appeals Committee if: (a) the complaint has been thoroughly investigated by the faculty; and (b) these procedures, especially the principles of procedural fairness, have been followed.

(8) If the matter has not been resolved by the Chair of the Academic Board, the Chair will refer it to the Senate Appeals Committee.

(9) The procedure which the Senate Appeals Committee will follow is set out in the resolution of Senate, Student Appeals Against Academic Decisions, referred to in paragraph 9(2) above.

PRINCIPLES AND PROCEDURES FOR STUDENT APPEALS AGAINST ACADEMIC DECISIONS FOR POSTGRADUATE RESEARCH AWARDS

1. Students are expected to seek to resolve any problems or difficulties through the supervisor, departmental postgraduate coordinator, the head of department or school, chair of the faculty board of postgraduate studies or equivalent.
2. A student who has exhausted all avenues of appeal within the faculty in respect of an academic decision made by the faculty in respect of the award of a degree or which affects the student's candidature may appeal in writing to the Chair of the Academic Board's Graduate Studies Committee ('the Chair').
3. The Chair must seek a report from the dean of the faculty and may consult with other persons as appropriate.
4. If, after considering that report the Chair concludes:
 - (a) that the appeal is based solely on a question of academic judgement;
 - (b) that the proper academic procedures (including any procedures specifically established by the faculty or department) have been followed; and
 - (c) that the appeal raises no issue of general principle requiring consideration by the Committee for Graduate Studies;
 the Chair should disallow the appeal.
5. If the Chair does not disallow the appeal he or she must:
 - (a) refer the matter back to the dean for action and report; or
 - (b) refer the matter to the Committee for Graduate Studies.

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

6. There is to be an Appeal Committee of the Graduate Studies Committee consisting of:
 - (a) three academic staff members of the Committee (not involved in the candidature),
 - (b) one postgraduate student member of the Committee selected by the Chair, and
 - (c) the Chair or the Chair's nominee (who is to preside).
 Any four members constitute a quorum.
7. If the appeal raises an issue of general principle, the Committee may consider that issue and may direct the Appeal Committee, the Chair or the dean of the faculty concerned to deal with the appeal in accordance with its decision on that issue.
8. The Appeal Committee may:
 - (a) refer the matter back to a faculty with a recommendation for action,
 - (b) dismiss the appeal, or
 - (c) if the faculty declines to accept the recommendation for action, amend or alter the decision (including amending the result on behalf of the Board of Postgraduate Studies or Board of Examiners).

Procedure

9. An Appeal Committee under these resolutions must allow the student to make written observations on the appeal and may, if it thinks the issue raised is sufficiently serious, allow the student to appear in person. The student may be accompanied by a friend.
10. An Appeal Committee must reach a determination under these resolutions within a reasonable period of time. The dean or Chair must keep a record of the process of the appeal.
11. The decision of an Appeal Committee under these resolutions shall be communicated in writing to the parties with a brief statement of the reasons for the decision. If the appeal is dismissed the appellant shall be advised of any further avenues of appeal and of sources of advice.

Staffing, discrimination and safety

Staffing

Details of conditions of employment for staff on the regular pay-roll such as Level A academics or research assistants can be obtained from the personnel teams as follows.

College of Sciences and Technology - tel: 9351 2566

College of Health Sciences - tel: 9351 3862 or 9351 6964

College of Humanities and Social Sciences - tel: 9351 3600

Vacancies are advertised in the weekly *Bulletin Board*, copies of which should be available in your department and which is available on the web at:

http://www.usyd.edu.au/su/exterel/news/2K11intNews/News_int1100.html.

Fellowship and scholarship holders should contact the Research and Scholarships Office for assistance with stipend/conditions inquiries (tel 9351 3250).

Discrimination and harassment

The University of Sydney is committed to providing a work and study environment free from harassment and discrimination. Harassment and discrimination have a damaging effect on the quality of University life and impact adversely on individual performance. Every student and employee at the University of Sydney has a right to study or work in an environment that is free from discrimination and harassment, and to be treated with dignity and respect, irrespective of their background, beliefs or culture.

All students and employees have a right to use the University's Harassment and Discrimination Resolution Procedure if they are subjected to harassment or discrimination. The University has appointed a team of Harassment and Discrimination Support Officers to provide you with advice and support in the event that you have a problem, concern or complaint relating to harassment or discrimination. **A list of the Harassment and Discrimination Support Officers can be obtained by contacting the Staff and Student Equal Opportunity Unit on 9351 2212.**

The University has also appointed an expert to investigate, mediate and/or resolve staff and student concerns, problems and complaints relating to harassment and discrimination on campus. This person is called the Manager, Harassment and Discrimination Resolution. The Manager, Harassment and Discrimination Resolution is a full-time employee responsible for hearing and attempting to resolve your problem, concern or complaint in the shortest possible time. The Manager, Harassment and Discrimination is not connected with your department or faculty and must deal with your problem, concern or complaint in a confidential, fair and impartial manner. **The Manager, Harassment and Discrimination Resolution, can be contacted on 9351 8713.**

The University's Harassment Prevention Policy, Discrimination Prevention Policy and Harassment and Discrimination Resolution Procedure are available on the EEO Unit's web site at: <http://www.usyd.edu.au/su/eoo/>.

Safety and health

The University of Sydney has made a commitment to ensure the health and safety of its students, staff and visitors, and makes every effort to prevent exposures to hazardous situations. An outline of the University's health and safety policies, guidelines and systems is available at: <http://www.usyd.edu.au/su/ohs/ohsindex.html>. Some curricular activities involve working with particular hazards, eg, chemicals, machinery, electricity, animals, infectious agents, noise, heavy lifting, etc. These are more prominent in laboratories, workshops, field trips, clinical placements and practical work. The risks associated with these hazards can be minimised by complying with established health and safety procedures, using equipment provided to enhance safety and wearing relevant protective apparel such as lab coats, closed-in footwear and safety glasses. You also have an obligation under the Occupational Health and Safety Act not to misuse or tamper with any safety or emergency equipment such as fire doors and fire extinguishers.

You can expect to be informed about the hazards to which you may be exposed and the mechanisms to eliminate or minimise the risk of injury. If you have any concerns that a practice, substance or piece of equipment may be unsafe, do not use it, but report your concern to the staff member in charge of your class. If that staff member is unsure of what to do, he or she can seek assistance from the Departmental Safety Officer or the Risk Management Office, tel 9351 4335.

If you are injured or become ill at the University, report the problem to the staff member in charge of your class, or another relevant member of the University staff. If you receive a needlestick injury or any other cut or wound from an object that could transmit an infection to you, report it to a staff member and go immediately to the University Health Service, Cumberland Health and Research Clinic or nearest hospital casualty department.

Both the SRC and SUPRA have a representative on the University Central Occupational Health and Safety Committee.

Student services

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.

Camperdown/Darlington Campus

Level 7, Education Building, A35
tel: +61 2 9351 3312; fax: +61 2 9351 8262
TTY: +61 2 9351 3412
email: accomm@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/accomm

Careers Centre

The Careers Centre advises students on broad issues such as the career potential of subject choices, how to find course-related work while studying and career outcomes of various degrees. Enquiries from postgraduate students are always welcome.

Please visit our web site for details of the broad range of services available.

tel: 9351 3481; fax: 9351 5134
email: info@careers.edu.au
web site: www.careers.usyd.edu.au

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
tel: +61 2 9552 2589; fax: +61 2 9552 4713
TTY: +61 2 9351 3412
email: ces@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/cas_emp

Child Care Coordinator

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

Level 7, Education Building, A35
tel: +61 2 9351 5667; fax: +61 2 9351 7055
TTY: +61 2 9351 3412
email: childc@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/childcare

There are six long-day care centres for children aged six weeks to five years. Waiting periods depend on factors such as date of application, age of child and days required.

Laurel Tree House, tel: +61 2 9660 8857
Union Child Care Centre, tel: +61 2 9351 7878
Carillon Avenue Child Care Centre, tel: +61 2 9557 2344
Boundary Lane Children's Centre, tel: +61 2 9351 4130
Melanie Alexander Child Care Centre, tel: +61 2 9557 1521
Ngallia Child Care Centre, tel: +61 2 9749 7575

Copy Centre

The University Copy Centre provides over-the-counter copying and binding services, as well as sales of speciality and archive papers, custom-made University binders and frosted acetate covers, cut-price movie tickets, film processing and fax service.

Contact the University Copy Centre: phone 9351 4582; fax 93515566. The UCC is located on the ground floor of the Sports and Aquatic Centre, Maze Crescent.

For more detail visit the web site at www.usyd.edu.au/ucc and take advantage of the monthly specials.

Counselling Service

We aim to help students fulfil their academic, individual and social goals through professional counselling which is free and confidential.

Camperdown/Darlington Campus

Level 7, Education Building, A35
tel: +61 2 9351 2228; fax: +61 2 9351 7055
TTY: +61 2 9351 3412
email: counsell@mail.usyd.edu.au
web site: www.usyd.edu.au/su/counsel

Cumberland Campus

Student Welfare Services
tel: +61 2 9351 9473; fax: +61 2 9351 9635
email: J.grove@cchs.usyd.edu.au
web site: www.cchs.usyd.edu.au/Admin/SWS

Disability Services

Disability Services is the principal point of contact and advice on assistance available for students with disabilities. We work 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.

Camperdown/Darlington Campus

Level 7, Education Building, A35
tel: +61 2 9351 4554; fax: +61 2 9351 7055
TTY: +61 2 9351 3412
email: disserv@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/disability

Cumberland Campus

tel: +61 2 9351 9638/9081; fax: +61 2 9351 9635
email: S.Hebblewhite@cchs.usyd.edu.au
web site: www.cchs.usyd.edu.au/Admin/SWS

Financial Assistance Office

The University has a number of loan funds and bursaries to assist student 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.

Camperdown/Darlington Campus

Level 7, Education Building, A35
tel: +61 2 9351 2416; fax: +61 2 9351 7055
TTY: +61 2 9351 3412
email: fao@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/fin_assist

Cumberland Campus

Student Welfare Services
tel: +61 2 9351 9638; fax: +61 2 9351 9635
email: counsellor@cchs.usyd.edu.au

Health Service

The University Health Service offers a full, experienced general practitioner service and emergency medical care to all members of the University Community: students (undergraduate & postgraduate), staff (academic & general), families, friends, visitors, employees of other organizations on campus, former students & staff, & members of the general public. The UHS bills Medicare directly (Medibank Private OSHC for international students) for the cost of most consultations.

Wentworth Building, G01 - tel: +61 2 9351 3484, fax: +61 2 9351 4110

Holme Building, A09 - tel: 61 2 9351 4095, fax: 9351 4338

email: Director@unihealth.usyd.edu.au
web site: <http://www.unihealth.usyd.edu.au/>

Information Technology Services

The University of Sydney provides all students with a free email/Intranet account. Account details (login name and password) will be provided on your confirmation of enrolment form. In addition, the ITS Helpdesk provides Internet Accounts (where you can set up your own home page) and modem access at a cost considerably lower than commercial ISPs. Contact the Helpdesk on 9351 6000 or email <support@isu.usyd.edu.au> for details on how to take advantage of these services or visit the ITS Help Desk home page at: <<http://helpdesk.usyd.edu.au>>.

The Helpdesk can also provide information about the Computer Access Labs which are available for email and Intranet/Internet access. The labs are located in Fisher Library, in the PNR, Carslaw and Education Buildings and on the Cumberland Campus. Visit the access centre home page at <www.usyd.edu.au/su/is/labs/> for details on their locations and services.

Institute for Teaching and Learning

The Institute for Teaching and Learning assists postgraduates to prepare for an academic career by providing a range of courses and workshops on teaching, tutoring and demonstrating skills. Opportunities for more sustained study are provided through the graduate certificate, graduate diploma and master's and PhD degrees in higher education programs which are organised in collaboration with the Faculty of Education.

An extensive program on supervision is available for supervisors. This is offered in collaboration with the Graduate Studies Committee. It includes on-line learning via the Internet and face-to-face skills development sessions. Assessment is optional but can lead to accreditation. The Institute for Teaching and Learning also carries out research on postgraduate supervision.

Carslaw Building, tel: 9351 3725

Insurance

The Risk Management Office has in place a Personal Accident/Travel insurance policy for all postgraduate students travelling within Australia or overseas on authorised University activities. The policy also provides cover to postgraduate students whilst conducting on-campus activities. For more information on this or any other insurance related matter, telephone 9351 4127 or 9351 2782.

International Office

The International Office in Codrington Street provides assistance with application, admission and enrolment procedures for international students, as well as scholarships, health insurance and visa matters and tuition fees.

Ground Floor, Services Building G12
tel: 9351 4161; fax: 9351 4013
email: info@io.usyd.edu.au or reception@io.usyd.edu.au
web site: www.usyd.edu.au/international

International Student Services Unit

The International Student Services Unit assists international students through the provision of orientation, counselling and welfare services to both students and their families.

Camperdown/Darlington Campus
Ground Floor, Services Building G12
tel: 9351 4749, fax: 9351 4013
email: info@issu.usyd.edu.au
web site: <http://www.usyd.edu.au/su/issu>

Cumberland Campus
International Student Welfare
tel: +61 2 9351 9634; fax: +61 2 9351 9635
email: M.tun@cchs.usyd.edu.au

Koori Centre

The Koori Centre provides Aboriginal and Torres Strait Islander education, research and student support. It is a devolved, autonomous unit which aims to increase the successful participation of Aboriginal and Torres Strait Islander people in undergraduate and postgraduate degrees. The Centre provides policy advice, education initiatives, curriculum development and training for Aboriginal and Torres Strait Islander people and to the wider university community. The Centre supports Indigenous and non-Indigenous students in a variety of ways, including postgraduate supervision and a fully resourced library. For further information, please contact:

The Koori Centre @ Old Teachers College A22
tel: 02 9351 2046; fax: 02 9351 6923
email: koori@koori.usyd.edu.au
web site: www.koori.usyd.edu.au

Learning Centre

The Learning Centre (LC) runs a variety of programs, free of charge, to help students develop their generic skills. The LC services include skills-based workshops in faculties and at the Centre, and an Independent Learning Program for individual students. Of particular interest to all postgraduate students is the Program of generic skills workshops for research students, which support the thesis writing process from proposal to final draft, and a special Program for coursework students. In addition, there is a Program for International Postgraduate Students, which has a particular focus on the language and learning needs of these students. For further information contact the Centre or visit the web site.

Level 7, Education Building, A35
tel: +61 2 9351 3853; fax: +61 2 9351 4865
TTY: +61 2 9351 3412
email: lc@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/lc

Cumberland Campus
Language and Learning Unit
tel: +61 2 9351 9638/9319; fax: +61 2 9351 9635
email: a.chan@cchs.usyd.edu.au

Library

For general information on Library services see <www.library.usyd.edu.au>. For more detailed information on services to postgraduate students in your discipline contact the relevant library staff indicated at: <www.library.usyd.edu.au/Guides/contacts.html>.

Manager, Harassment and Discrimination Resolution

The Manager, Harassment and Discrimination Resolution, is responsible for investigating, mediating and/or resolving staff and student concerns, problems and complaints relating to harassment and discrimination on campus. The Manager, Harassment and Discrimination is not connected with your department or faculty and must deal with your problem, concern or complaint as quickly as possible and in a confidential, fair and impartial manner.

tel: +61 2 9351 8713

Mathematics Learning Centre

The Mathematics Learning Centre offers help to students who enter the University with insufficient preparation in mathematics.

Room 441, Level 4, Carslaw Building, F07
tel: +61 2 9351 4061, fax: +61 2 9351 5797
email: mlc@stuserv.usyd.edu.au
web site: <http://www.usyd.edu.au/su/mlc>

Printing Service

The University Printing Service provides printing and binding services including: high volume printing and copying, short run four colour process printing, finished artwork and design including web site design, document scanning, file conversion, and CD burning. UPS also offers folding, collating, addressing and filling of envelopes, hole-punching, stapling, comb-binding, saddle-stitching, perfect binding, stationery and print-broking services.

Contact UPS Customer Service by phone on 9351 2004 or fax 93517757. The University Printing Service is located at Room 314, top floor, Services Building, Codrington Street, G12. For more detailed information visit the web site at <www.usyd.edu.au/ups>.

Scholarships Office

The Scholarships Office, as well as administering the major government funded research awards, publishes details of major scholarship schemes and other scholarship opportunities through the Bulletin Board, published as an insert to the weekly University News. Details of the value and conditions of these awards and many others may be obtained from the Research and Scholarships Office web site at: <www.usyd.edu.au/su/reschols>.

The closing date for APAs and UPAs is in October; Commonwealth Scholarship & Fellowship Plan awards usually close in September. It is wise to confirm in advance the exact closing date (Main Quadrangle, tel 9351 3250, fax 9351 3256).

Student Services

See under this heading in Chapter 3 above.

Sydney University Postgraduate Representative Association (SUPRA)

All postgraduate students are members of SUPRA, the organisation which represents all of the University of Sydney's 8,700 postgraduates. The aims of SUPRA are, at all times, to promote the interests, defend the needs and uphold the aspirations of all the University's postgraduate students.

SUPRA provides a range of services free to members including personal accident insurance, a range of informative publications, entertaining social activities, support for postgraduate groups and representatives and educational workshops. SUPRA also employs two professional Student Advisers to provide confidential academic and welfare advice to students on issues which may affect their candidature.

SUPRA, as the organisation which represents all of Sydney University's postgraduates, is also active in pursuing and assisting with the development of policies that improve postgraduate conditions of study. If you have any concerns which you would like SUPRA to address, please contact the President of SUPRA at the SUPRA office.

The SUPRA office may be contacted by phone on 02 9351 3715, by fax on 02 9351 6400, by email <supra@mail.usyd.edu.au> or by writing to SUPRA, Raglan Street Building, Darlington Campus, University of Sydney, NSW 2006. For more information on SUPRA's representative role and services visit SUPRAnet at <www.usyd.edu.au/supra> or subscribe to egrad, the fortnightly postgraduate email bulletin, by emailing <supra@mail.usyd.edu.au>.

University of Sydney Club

The University of Sydney Club offers membership to postgraduate students (tel 9351 3761).

Appendix 1

Faculty/college/board of studies contact information

In general, all enquiries concerning postgraduate matters should be dealt with in the first instance by the faculty or departmental offices.

Set out below are initial contact details for each faculty/college/board of studies.

FACULTY OF AGRICULTURE

Room 110, McMillan Building A05 9351 2940
email: R.Jeffs@agec.usyd.edu.au

Postgraduate Coordinator

A/Professor Frank Nicholas 9351 2184
Associate Dean of Postgraduate Studies
web site: <http://www.agric.usyd.edu.au/>

FACULTY OF ARCHITECTURE

Room 450, Level 4, 9351 3248
Wilkinson Bldg G04

email: faculty@arch.usyd.edu.au
web site: <http://www.arch.usyd.edu.au/>

FACULTY OF ARTS

Ground Floor, Western Tower, 9351 3240/6675
Main Quadrangle A14
Donna Robson/Naomi Ramanathan
email: pg@faculty.arts.usyd.edu.au
web site: <http://www.arts.usyd.edu.au>

AUSTRALIAN GRADUATE SCHOOL OF MANAGEMENT

Sydney, NSW 2052 9931 9230

Director, MBA Program

Professor Chris Adam 9931 9476

Associate Director, MBA Program

Sue Bennett-Williams 9931 9491
web site: www.agsm.edu.au

FACULTY OF DENTISTRY

2 Chalmers Street
Surry Hills NSW 2010

Enquiries and postgraduate administration

Enquiries preferably in writing to: 9351 3231
Ms Pat Skinner
Faculty of Medicine
Edward Ford Building, A27
fax: 9351 3196
email: pskinner@medicine.usyd.edu.au
web site: <http://www.dentistry.usyd.edu.au>

FACULTY OF ECONOMICS AND BUSINESS

Level 2, Merewether Building H04
Ms Sharon Kuhn 9351 6628
email: graduate@econ.usyd.edu.au
web site: <http://www.econ.edu.au>

FACULTY OF EDUCATION

Graduate Studies Division
Level 6, Education Building A35
Maryke Sutton 9351 4605
fax: 9351 4235
email: gradinfo@edfac.usyd.edu.au
web site: <http://www.edfac.usyd.edu.au>

FACULTY OF ENGINEERING - GRADUATE SCHOOL OF ENGINEERING

Engineering Faculty Building J13
Ms Josephine Harty 9351 7084
email: J.Harty@eng.usyd.edu.au
web site: <http://www.eng.usyd.edu.au/>

FACULTY OF HEALTH SCIENCES

PO Box 170 Lidcombe NSW 1825
Graduate Studies Officer, Student Administration
Mrs Bharati Jayachandran 9351 9623
email: B.Jayachandran@cchs.usyd.edu.au
web site: <http://www.cchs.usyd.edu.au/>

FACULTY OF LAW

Level 12, 173-175 Phillip St, Sydney NSW 2000 (C13)
Postgraduate Adviser 9351 0265
email: pgrad@law.usyd.edu.au
web site: <http://www.law.usyd.edu.au>

FACULTY OF MEDICINE

Edward Ford Building, A27
Manager, Postgraduate Administration
Mr Paul Ashworth 9351 5760
fax: 9351 3196
email: pginfo@med.usyd.edu.au
web site: <http://www.medicine.usyd.edu.au/>

FACULTY OF NURSING

88 Mallet Street, Camperdown (M02)
Ms Susanne Norton 9351 0504
fax: 9351 0508
email: fon@nursing.usyd.edu.au
web site: <http://www.usyd.edu.au/nursing/>

FACULTY OF PHARMACY

Pharmacy Building, A15
Postgraduate Coordinator
Dr Andrew McLachlan 9351 2320
Associate Dean (Postgraduate)
email: AndrewM@pharm.usyd.edu.au
Manager, Postgraduate Administration
Mr Paul Ashworth 9351 5760
Edward Ford Building, A27
fax: 9351 3196
email: pginfo@med.usyd.edu.au
web site: <http://www.medicine.usyd.edu.au/>

FACULTY OF RURAL MANAGEMENT

Leeds Parade, Orange, NSW 2800
Postgraduate Coordinator
Mr Basil Baldwin (02) 6360 5562
email: Basil.Baldwin@oac.usyd.edu.au
web site: <http://www.oac.usyd.edu.au/>

FACULTY OF SCIENCE

Room 207, 2nd Floor
Carslaw Building F07 9351 3021
fax: 9351 4846
Postgraduate Administration
Ms Mel Slee 9351 3587
email: facsci@scifac.usyd.edu.au
web site: http://www.scifac.usyd.edu.au/postgrad_courses.html

SYDNEY COLLEGE OF THE ARTS

Balmain Road, cnr Cecily St, Rozelle
Locked Bag 15 Rozelle, NSW 2039

Admissions and Courses Officer

Mr Philip Gissing 9351 1013

email: P.Gissing@sca.usyd.edu.au

web site: <http://www.usyd.edu.au/su/sca/>

SYDNEY CONSERVATORIUM OF MUSIC

Manager, Student Administration

Michael Kreuzer, C81 9351 1239

email: info@greenway.usyd.edu.au

web site: <http://www.usyd.edu.au/su/conmusic/pgrad.html>

FACULTY OF VETERINARY SCIENCE

J D Stewart Building B01 9351 2441/9351 3550

Sub-Dean, Postgraduate Studies

A/Professor Frank Nicholas 9351 2184

web site: <http://www.usyd.edu.au/su/vetfac/>

BOARD OF STUDIES IN MUSIC

Ground Floor, Western Tower

Main Quadrangle A14 9351 6323

A/Professor Allan Marett, J09 9351 3428

BOARD OF STUDIES IN SOCIAL WORK

Lower Level, R C Mills Building A26 9351 4038

Dr Jan Larbalestier 9351 4096

web site: <http://www.arts.usyd.edu.au/Arts/departs/social/socwkcourse.html>

Appendix 2

Graduate Studies Committee

The terms of reference for the Graduate Studies Committee are to:

- (a) advise the Academic Board on policies relating to all graduate coursework and research studies in the University, including:
 - (i) attraction and recruitment of students to graduate programs;
 - (ii) admissions;
 - (iii) equity and access initiatives;
 - (iv) assessment and examinations;
 - (v) provision of facilities and services;
 - (vi) approval of new graduate programs; and
 - (vii) approval of changes to graduate degree programs;
- (b) determine matters relating to the award of the degree of Doctor of Philosophy;
- (c) advise on the pattern of graduate programs, student outcomes and any measures necessary for their improvement;
- (d) advise the Academic Board on the criteria for determining selection for postgraduate awards and to determine the successful applicants;
- (e) establish effective supervisory practices for postgraduate research students;
- (f) advise on the provision of appropriate facilities for research students;
- (g) consider and report on any matter referred to it by the Academic Board or the Vice-Chancellor; and
- (h) obtain information or reports from any faculty, department, school or other academic unit relating to graduate studies.

The members of the Graduate Studies Committee are:

- (a) the Chair or a Deputy Chair of Academic Board who shall act as chair of that Committee;
- (b) the Pro-Vice-Chancellor (Research);
- (c) the Pro-Vice-Chancellor (Teaching);
- (d) the chair (or the chair's nominee) of the Board or Committee of Postgraduate Studies in each faculty;
- (e) a member of the Teaching and Learning Committee;
- (f) at least one member of the Postgraduate Awards Sub-Committee, other than the Chair;
- (g) the Chair of the Research Committee; and
- (h) two postgraduate students:
 - (i) one of whom is to be nominated by and from the postgraduate student members of the Academic Forum; and
 - (ii) the other of whom is to be a nominee of the Sydney University Postgraduate Representative Association.

Members of the Graduate Studies Committee as at January 2001:

- (a) the Chair or a Deputy Chair of Academic Board who shall act as chair of that Committee
Associate Professor Russell Ross
- (b) the Pro-Vice-Chancellor (Research)
Professor David Siddle
- (c) the Pro-Vice-Chancellor (Teaching)
Professor Paul Ramsden
- (d) the chair (or the chair's nominee) of the Board or Committee of Postgraduate Studies in each Faculty
Agriculture
Associate Professor Frank Nicholas
Architecture
Professor John Gero
Arts
Dr Joanne Finkelstein
Dentistry
*

- Economics and Business
Professor Ann Brewer
- Education
Associate Professor Len Unsworth
- Engineering
Associate Professor John Small
- Health Sciences
Dr Barbara Adamson
- Law
Associate Professor Don Rothwell
- Medicine
*
- Nursing
Dr Maureen Boughton
- Pharmacy
*
- Rural Management
Professor David Kemp
- Science
Associate Professor Tony Masters
- Veterinary Science
Associate Professor Frank Nicholas
- Australian Graduate School of Management
Professor Chris Adam
- Sydney College of the Arts
Dr Eiril Bailly
- Sydney Conservatorium of Music
Associate Professor Peter McCallum
- *Joint Board of Postgraduate Studies in Dentistry,
Medicine and Pharmacy
Associate Professor John Christodoulou
- (e) a member of the Teaching and Learning Committee
Associate Professor Mike Prosser
 - (f) at least one member of the Postgraduate Awards Sub-Committee, other than the Chair
Professor Max Crossley
 - (g) the Chair of the Research Committee
Professor Les Field
 - (h) two postgraduate students:
 - (i) one of whom is to be nominated by and from the postgraduate student members of the Academic Forum:
-
 - (ii) the other of whom is to be a nominee of the Sydney University Postgraduate Representative Association:
Mr James A Taylor

The Committee Secretary is Miss Erica Ring.

Appendix 3

University of Sydney (Coursework) Rule 2000

Preliminary

1. Commencement and purpose of Rule

Rules relating to Coursework Award Courses

1. Definitions
2. Authorities and responsibilities

Division 1 - Award course requirements, credit points and assessment

3. Award course requirements
4. Units of study and credit points
5. Unit of study assessment
6. Attendance

Division 2 - Enrolment

7. Enrolment restrictions

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

8. Credit for previous studies
9. Cross-institutional study

Division 4 - Progression

10. Repeating a unit of study
11. Time limits

Division 5 - Discontinuation of enrolment and suspension of candidature

12. Discontinuation of enrolment
13. Suspension of candidature

Division 6 - Unsatisfactory progress and exclusion

14. Satisfactory progress
15. Requirement to show good cause
16. Exclusion for failure to show good cause
17. Applying for re-admission after exclusion
18. Appeals against exclusion

Division 7 - Exceptional circumstances

19. Variation of award course requirements in exceptional circumstances

Division 8 - Award of degrees, diplomas and certificates

20. Classes of award
21. Award of the degree of bachelor with honours
22. University Medal
23. Award of the degree of master with honours or merit
24. Transcripts and testamurs

Division 9 - Transitional provisions

25. Application of this Rule during transition

Preliminary

1. Commencement and purpose of Rule

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

Rules relating to Coursework Award Courses

1. Definitions

In this Rule:

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

coursework means an award course not designated as a research award course. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses are coursework award courses;

credit means advanced standing based on previous attainment in another award course at the University or at another institution. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit.

Specific credit means the recognition of previously completed studies as directly equivalent to units of study.

Non-specific credit means a 'block credit' for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study;

credit points mean a measure of value indicating the contribution each unit of study provides towards meeting award course completion requirements stated as a total credit point value;

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

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

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

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

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

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

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

research award course means an award course in which students undertake and report systematic, creative work in order to increase the stock of knowledge. The research award courses offered by the University are: higher doctorate, Doctor of Philosophy, doctorates by research and advanced coursework, and certain degrees of master designated as research degrees. The systematic, creative component of a research award course must comprise at least 66% of the overall award course requirements; **stream** means a defined program of study within an award course, which requires the completion of a program of study specified by the award course rules for the particular stream, in addition to the core program specified by award course rules for the award course. **student** means a person enrolled as a candidate for a course; **testamur** means a certificate of award provided to a graduate, usually at a graduation ceremony; **transcript or academic transcript** means a printed statement setting out a student's academic record at the University; **unit of study** means the smallest stand-alone component of a student's award course that is recordable on a student's transcript. Units of study have an integer credit point value, normally in the range 3-24; **undergraduate award course** means an award course leading to the award of an associate diploma, diploma, advanced diploma or degree of bachelor.

2. Authorities and responsibilities

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

Division 1 - Award course requirements, credit points and assessment

3. Award course requirements

- (1) To qualify for the award of a degree, diploma or certificate, a student must:
 - (a) complete the award course requirements specified by the Senate for the award of the degree, diploma or certificate concerned;
 - (b) complete any other award course requirements specified by the Academic Board on the recommendation of the faculty and published in the faculty resolutions relating to the award course;
 - (c) complete any other award course requirements specified by the faculty in accordance with its delegated authority and published in the faculty resolutions relating to the award course; and
 - (d) satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

4. Units of study and credit points

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

5. Unit of study assessment

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

6. Attendance

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

Division 2 - Enrolment

7. Enrolment restrictions

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

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

8. Credit for previous studies

- (1) Students may be granted credit on the basis of previous studies.
- (2) Notwithstanding any credit granted on the basis of work completed or prior learning in another award course at the University of Sydney or in another institution, in order to qualify for an award a student must:
 - (a) for undergraduate award courses, complete a minimum of the equivalent of two full-time semesters of the award course at the University; and
 - (b) for postgraduate award courses, complete at least fifty percent of the requirements prescribed for the award course at the University.

These requirements may be varied where the work was completed as part of an embedded program at the University or as part of an award course approved by the University in an approved conjoint venture with another institution.
- (3) The credit granted on the basis of work completed at an institution other than a university normally should not exceed one third of the overall award course requirements.
- (4) A faculty has authority to establish embedded academic sequences in closely related graduate certificate, graduate diploma and master's degree award courses. In such embedded sequences, a student may be granted credit for all or some of the units of study completed in one award of the sequence towards any other award in the sequence, irrespective of whether or not the award has been conferred.
- (5) In an award course offered as part of an approved conjoint venture the provisions for the granting of credit are prescribed in the Resolutions of the Senate and the faculty resolutions relating to that award course.

9. Cross-institutional study

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

Division 4 - Progression

10. Repeating a unit of study

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

11. Time limits

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

Division 5 - Discontinuation of enrolment and suspension of candidature

12. Discontinuation of enrolment

- (1) A student who wishes to discontinue enrolment in an award course or a unit of study must apply to the relevant dean and will be presumed to have discontinued enrolment from the date of that application, unless evidence is produced showing:
 - (a) that the discontinuation occurred at an earlier date; and
 - (b) that there was good reason why the application could not be made at the earlier time.
- (2) A student who discontinues enrolment during the first year of enrolment in an award course may not re-enrol in that award course unless:
 - (a) the relevant dean has granted prior permission to re-enrol; or
 - (b) the student is reselected for admission to candidature for that course.
- (3) No student may discontinue enrolment in an award course or unit of study after the end of classes in that award course or unit of study, unless he or she produces evidence that:
 - (a) the discontinuation occurred at an earlier date; and
 - (b) there was good reason why the application could not be made at the earlier time.
- (4) A discontinuation of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that discontinuation occurs within the time-frames specified by the University and published by the faculty, or where the student meets other conditions as specified by the relevant faculty.

13. Suspension of candidature

- (1) A student must be enrolled in each semester in which he or she is actively completing the requirements for the award course. A student who wishes to suspend candidature must first obtain approval from the relevant dean.
- (2) The candidature of a student who has not re-enrolled and who has not obtained approval from the dean for suspension will be deemed to have lapsed.

- (3) A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the relevant faculty.
- (4) A student who enrolls after suspending candidature shall complete the requirements for the award course under such conditions as determined by the dean.

Division 6 - Unsatisfactory progress and exclusion

14. Satisfactory progress

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

15. Requirement to show good cause

- (1) For the purposes of this Rule, good cause means circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill health or misadventure. In all cases the onus is on the student to provide the University with satisfactory evidence to establish good cause. The University may take into account relevant aspects of a student's record in other courses or units of study within the University and relevant aspects of academic studies at other institutions provided that the student presents this information to the University.
- (2) The relevant dean may require a student who has not made satisfactory progress to show good cause why he or she should be allowed to re-enrol.
- (3) The dean will permit a student who has shown good cause to re-enrol.

16. Exclusion for failure to show good cause

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

- (1) exclude the student from the relevant course; or
- (2) permit the student to re-enrol in the relevant award course subject to restrictions on units of study, which may include, but are not restricted to:
 - (a) completion of a unit or units of study within a specified time;
 - (b) exclusion from a unit or units of study, provided that the dean must first consult the head of the department responsible for the unit or units of study; and
 - (c) specification of the earliest date upon which a student may re-enrol in a unit or units of study.

17. Applying for re-admission after exclusion

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

18. Appeals against exclusion

- (1) In this Rule a reference to the Appeals Committee is a reference to the Senate Student Appeals Committee (Exclusions and Readmissions).
- (2) (a) (i) A student who has been excluded in accordance with this Rule may appeal to the Appeals Committee.

- (ii) A student who has applied for readmission to an award course or re-enrolment in a unit of study after a period of exclusion, and who is refused readmission or re-enrolment may also apply to the Appeals Committee.
- (b) The Appeals Committee shall comprise:
 - (i) 3 ex officio members (the Chancellor, the Deputy Chancellor and the Vice-Chancellor and Principal);
 - (ii) the Chair and Deputy Chairs of the Academic Board;
 - (iii) 2 student Fellows; and
 - (iv) up to 4 other Fellows.
- (c) The Appeals Committee may meet as one or more sub-committees providing that each sub-committee shall include at least 1 member of each of the categories of:
 - (i) ex officio member;
 - (ii) Chair or Deputy Chair of the Academic Board;
 - (iii) student Fellow; and
 - (iv) other Fellows.
- (d) Three members shall constitute a quorum for a meeting of the Appeals Committee or a sub-committee.
- (e) The Appeals Committee and its sub-committees have authority to hear and determine all such appeals and must report its decision to the Senate annually.
- (f) The Appeals Committee or a sub-committee may uphold or disallow any appeal and, at its discretion, may determine the earliest date within a maximum of four semesters at which a student who has been excluded shall be permitted to apply to re-enrol.
- (g) No appeal shall be determined without granting the student the opportunity to appear in person before the Appeals Committee or sub-committee considering the appeal. A student so appearing may be accompanied by a friend or adviser.
- (h) The Appeals Committee or sub-committee may hear the relevant dean but that dean may only be present at those stages at which the student is permitted to be present. Similarly, the dean is entitled to be present when the Committee or sub-committee hears the student.
- (i) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or sub-committee scheduled to consider that student's appeal, the Appeals Committee or sub-committee, at its discretion, may defer consideration of the appeal or may proceed to determine the appeal.
- (j) A student who has been excluded in accordance with these resolutions and has lodged a timely appeal against that exclusion may re-enrol pending determination of that appeal if it has not been determined by the commencement of classes in the next appropriate semester.

Division 7 - Exceptional circumstances

19. Variation of award course requirements in exceptional circumstances

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

Division 8 - Award of degrees, diplomas and certificates

20. Classes of award

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

21. Award of the degree of bachelor with honours

- (1) The award of honours is reserved to indicate special proficiency. The basis on which a student may qualify for the award of honours in a particular award course is specified in the faculty resolutions relating to the course.
- (2) Each faculty shall publish the grading systems and criteria for the award of honours in that faculty.
- (3) Classes which may be used for the award of honours are:
First Class
Second Class/Division 1
Second Class/Division 2
Third Class.
- (4) With respect to award courses which include an additional honours year:
 - (a) a student may not graduate with the pass degree while enrolled in the honours year;
 - (b) on the recommendation of the head of the department concerned, a dean may permit a student who has been awarded the pass degree at a recognised tertiary institution to enrol in the honours year in that faculty;
 - (c) faculties may prescribe the conditions under which a student may enrol part-time in the honours year;
 - (d) a student who fails or discontinues the honours year may not re-enrol in it, except with the approval of the dean.

22. University Medal

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

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

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

24. Transcripts and testamurs

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

Division 9 - Transitional provisions

25. Application of this Rule during transition

This Rule applies to all candidates for degrees, diplomas and certificates who commence candidature after 1 January 2001. Candidates who commenced candidature prior to this date may choose to proceed in accordance with the resolutions of the Senate in force at the time they enrolled, except that the faculty may determine specific conditions for any student who has re-enrolled in an award course after a period of suspension.

Appendix 4

Code of practice for coursework master's degree candidatures and graduate diploma and graduate certificate candidatures

Introduction

The University of Sydney is an institution of higher education at which postgraduate training of the highest national and international quality is a pre-eminent responsibility. The University has a responsibility to ensure that candidates for postgraduate coursework award programs work in an appropriate intellectual and academic environment and that their particular needs and contributions are recognised. A postgraduate coursework candidature involves a commitment from the student, the department and the University which will extend over one or more years. In this context the University has defined the minimum responsibilities of all parties concerned with postgraduate coursework degrees and graduate diplomas and graduate certificates in the following guidelines. These have to be read in conjunction with the University's regulations for particular degrees and the defined roles of heads of departments and schools, deans and faculties and colleges.

Postgraduate coursework award programs refer to master's degrees, graduate diplomas and graduate certificates.

A. Responsibilities at the University level

The University has the responsibility:

- (a) to ensure that University policies in respect of postgraduate coursework degrees and graduate diplomas and graduate certificates, including with respect to effective teaching, are developed and kept under review and are effectively promulgated;
- (b) to ensure that candidates have an acceptable level of access to physical space and other facilities, especially including library facilities, and that departments advise prospective candidates of what facilities will be made available;
- (c) to ensure that support services in areas such as learning assistance are available;
- (d) to ensure that support is provided for co-ordinators of postgraduate coursework award programs;
- (e) to ensure throughout the candidature that there are effective review mechanisms in place and that there are procedures to allow candidates to seek assistance in the resolution of difficulties;
- (f) to ensure that the examining procedures are both expeditious and maintain the standards required for the award programs concerned;
- (g) to ensure that appropriate appeal mechanisms exist;
- (h) to ensure that mechanisms exist to ensure that candidates are accurately advised in a timely fashion of their HECS and any other fee liabilities;
- (i) to ensure that effective mechanisms exist for the accreditation of new postgraduate coursework award programs and the review of existing postgraduate coursework award programs;
- (j) to provide resources for handling the administrative implications of this Code of Practice.

B. Responsibilities at the faculty or college level

The Faculty or College has the responsibility:

- (a) to ensure that literature is available for applicants concerning each of the postgraduate coursework award programs offered by the faculty or college which accurately describes the entry requirements, the courses outcomes, the content, the teaching methodology, what is

expected of students and the assessment practices and criteria to be used;

- (b) to ensure that applicants admitted to candidature are properly qualified both with respect to the minimum requirements for admission to the postgraduate coursework degree or graduate diplomas or graduate certificates concerned and with respect to the particular course of study proposed;
- (c) to ensure that any adviser or supervisor appointed is properly qualified;
- (d) to ensure that appropriate monitoring mechanisms exist within departments and that departments are properly advising candidates of their rights and obligations;
- (e) to monitor performance within particular postgraduate award programs through reports from departments and to intervene if necessary;
- (f) to ensure that candidates within the faculty or college are aware of persons within the faculty or college to whom they can turn for advice;
- (g) to ensure that examiners recommended are appropriately qualified and that the examination process is both expeditious and maintains the standards required for award concerned and that results are conveyed to candidates with a minimum of delay;
- (h) to ensure that University policies with respect to the encouragement of effective teaching are implemented for teachers of postgraduate coursework award programs;
- (i) to ensure that all proposals for a new postgraduate coursework award courses are effectively examined within the faculty according to the guidelines established by the University and that there is an effective ongoing review of existing courses.

C. Responsibilities at the departmental level

These responsibilities are those of the head of department.

They may however in many instances be delegated to a postgraduate coursework degree or graduate diploma or graduate certificate program co-ordinator or an adviser appointed for students within a particular program or may be exercised through a departmental committee. Such delegations must be clearly defined.

The department has the responsibility:

- (a) to ensure that applicants recommended for admission to candidature are properly qualified both with respect to the minimum requirements for admission to the award program concerned and with respect to the particular course of study proposed and that they have had appropriate discussions/correspondence concerning their proposed course of study;
- (b) to determine the facilities likely to be required for any particular candidature or group of candidates and to ascertain whether they will be available and whether any projects proposed are appropriate to the award program;
- (c) to ensure that applicants are correctly advised as to the availability of facilities including access to physical space and other resources and the availability of options within courses in a particular year and are correctly advised as to the financial support that is likely to be available to them;
- (d) to ensure that course arrangements contain sufficient elements of flexibility to allow adjustments in areas such as timetabling and assessment in response to the ascertained needs of classes;
- (e) to ensure that mechanisms exist to ensure adequate and timely feedback on written work submitted and performance generally and to ensure that the candidate is made aware of inadequate progress or of standards of work below that generally expected and in such instances to identify the problems and to suggest ways of addressing them;
- (f) to ensure that the examination process is conducted in an expeditious and correct manner and that results are conveyed to the candidate or faculty as appropriate with the minimum of delay;

- (g) to ensure that adequate appropriate supervision or advice can be made available for any particular candidate or group of candidates, for monitoring the supervision load of members of staff within the department, for ensuring that proper recognition of that load is given in the overall allocation of duties within the department; to ensure that the candidate receives proper supervision or advice throughout the candidature and to ensure that there are mechanisms to allow candidates to receive academic feedback and advice at hours appropriate to the offering of formal classes;
- (h) to ensure that the respective role of supervisors and program co-ordinator is properly defined and understood and that they have access to information defining their responsibilities;
- (i) to ensure that candidates are provided with written information concerning departmental facilities and requirements including reference to arrangements for alternative channels of problem resolution and the various review mechanisms that operate within the department;
- (j) to ensure that opportunities exist within the department or the faculty for interaction and development of profitable intellectual relationships amongst students and staff and that all students are encouraged to participate in appropriate departmental or faculty activities;
- (k) to ensure that due regard is paid to the motivations and backgrounds of applicants and candidates and their professional aspirations;
- (l) to ensure that where a program co-ordinator or equivalent has been appointed the duties and responsibilities of the position are properly defined, adequate resources are provided to assist in the performance of those duties and proper recognition is given to the workload these duties entail;
- (m) to ensure that necessary approvals are obtained from the faculty in respect of conditions of candidature, that coursework scholarship reporting requirements are met and that candidates receive all due entitlements;
- (n) to ensure that teachers within postgraduate coursework degree or graduate diploma or graduate certificate programs are encouraged to participate fully in any teaching development programs and activities and that the special needs of such postgraduate teachers are addressed;
- (o) to ensure that proposals for new postgraduate coursework degree or graduate diploma or graduate certificate programs are prepared in timely fashion in accordance with the University's Guidelines and that the department co-operates with the Faculty in the review of existing programs.

D. Responsibilities of the members of academic staff

Academic Staff concerned with teaching in a graduate coursework program may have a number of roles including that of supervisor of a thesis. In this context the Supervisor is the person appointed to supervise a thesis, dissertation or long essay component of a coursework award program. For many programs there is no such component. The term thesis is used throughout but should be taken to refer to long essay, dissertation or treatise as appropriate. In this section of the Code of Practice some responsibilities that are specific to that role of supervisor are identified as well as other responsibilities that apply to all academic staff concerned with teaching in such a program. Some or all of the responsibilities identified may be carried out by a program co-ordinator. It is important that all parties are then clear as to where these responsibilities lie.

1. Staff teaching in a graduate coursework program have a responsibility to demonstrate a commitment to effective university teaching, including attention to the special needs of graduate coursework students.
2. Staff teaching in a graduate coursework program have a responsibility to make appropriate time available for giving advice to individual students.
3. Staff teaching in a graduate coursework program have a responsibility to be aware of the problem solving mechanisms and the support services for students which exist within the University and should ensure that the head of department and the faculty or college are kept informed as necessary if problems occur during the candidature.
4. The supervisor has a responsibility before undertaking the supervision of the thesis element of any postgraduate coursework award candidature to ensure to the best of his or her ability that the candidate is prima facie capable of undertaking the project proposed and that the proposed supervisor is both suitably qualified to carry out the supervision and has sufficient time available; and to ensure that the facilities are available to enable the project to succeed.
5. The supervisor has a responsibility:
 - (a) to ensure that the candidate is aware of the standards expected for the award program concerned and for identifying with the candidate the particular research skills that will need to be acquired and the most appropriate data gathering and analysing techniques; and
 - (b) for reaching agreement with the candidate on the contact that will be necessary between them. This will include agreement upon indicators of progress being made and submission of appropriate written work, interim reports or research results. Written work is to be returned by the supervisor with constructive criticism within one month or a shorter agreed time.
6. The supervisor has a responsibility to ensure that facilities identified as necessary do eventuate, to encourage the candidate to extend his or her contacts within the department and elsewhere, recognising the contribution that can be made by the coursework student, to encourage the candidate to make productive use of his or her time and to ensure that commitments made in respect of availability and contact are met by both parties.
7. The supervisor has a responsibility to provide feedback on progress to the candidate and to ensure that the candidate is made aware of inadequate progress or of standards of work below that generally expected and in such instances to identify the problems and to suggest ways of addressing them.
8. The supervisor has a responsibility to ensure that he or she gives appropriate and timely advice on requirements regarding content, style, presentation and production of theses. She or he should also give prompt feedback on drafts submitted.
9. The supervisor has a responsibility, with the candidate, to monitor progress made within the context of the overall research plan and to ensure that sufficient time is left for writing up the thesis and that, if necessary, the scope of the project is reduced to meet the time available.
10. The supervisor has a responsibility:
 - (a) to identify the various award and other administrative requirements and to advise the candidate as necessary.
 - (b) to advise each candidate of applicable government and institutional guidelines for the conduct of research, including requirements relating to ethical approvals for studies on human or animal subjects, and the use of potentially hazardous agents (reference should be made to the AV-CC Guidelines for Responsible Practice in Research and Dealing with Problems of Research Misconduct. As far as possible, supervisors should ensure that the work submitted by candidates is their own and that data are valid).
11. The supervisor has a responsibility to give thought to the suitability and availability of examiners in good time before the thesis is submitted and to advise the head of department of the necessity to take action.

E. Responsibilities of the candidate

1. The candidate has a responsibility:
 - (a) to be familiar with both the legislative requirements for the degree, graduate diploma or graduate certificate in which he or she is enrolled and any departmental, faculty or other University written guidelines relating to that program or to postgraduate work in general;
 - (b) to attend prescribed lectures, seminars and tutorials, practical work, clinical instruction and assignments; to submit any required written work by the due date; to submit any required thesis, essay or dissertation within the time limits set and to attend any prescribed examinations;
 - (c) to devote sufficient appropriate time to the candidature;
 - (d) to participate in the opportunities offered by the department to be part of that intellectual community (the candidate must participate in such departmental activities as are required);
 - (e) where appropriate to play an informed part in the process of the selection and appointment of the supervisor;
 - (f) where a supervisor has been appointed in respect of a thesis or similar component of the award program, to establish with his or her supervisor agreed methods of working and then to fulfil his or her side of any agreement including attending as agreed for consultation and providing evidence of the progress being made;
 - (g) to plan and execute any thesis project within the time limits defined for the award program in question;
 - (h) to be familiar with government and institutional guidelines for the conduct of research; to ensure that through the supervisor the necessary approvals for studies on animal or human subjects (including the use of questionnaires) are obtained and to make appropriate reference to these approvals in the thesis;
 - (i) to adopt at all times safe working practices relevant to the field of the research and to take note of the University's Occupational Health and Safety Policy;
 - (j) to ensure that there is sufficient time allocated to write up the thesis and to ascertain what is necessary in terms of content, style and presentation.
 - (k) to draw the supervisor's or program co-ordinator's attention to difficulties being experienced, to be aware of the mechanisms that exist for helping with supervisor-candidate difficulties and to take advantage of them if necessary;
 - (l) to attend, where agreed, for consultation with the Program Co-ordinator;
 - (m) to ensure that all the administrative requirements of the faculty and the University, such as re-enrolling each year, are met and to keep herself or himself informed of any accrued HECS or other fee liabilities.
2. The candidate is solely responsible for the content, style and presentation, and for the production, of any thesis that is finally presented and has a responsibility to make any emendations required after examination in a timely fashion.

Appendix 5

THE UNIVERSITY OF SYDNEY CODE OF CONDUCT FOR RESPONSIBLE RESEARCH PRACTICE

Definitions

Researcher: all staff members and students carrying out research under the imprimatur of the University

Aims

1. to establish a framework of research practice and conduct;
2. to provide a process for dealing with allegations of research misconduct.

Code of Conduct for Responsible Research Practice

1.1 Introduction

The University of Sydney holds researchers responsible for scholarly and scientific rigour and integrity, in obtaining, recording and analysing data and in presenting, reporting and publishing results, through such means as

- (i) giving appropriate recognition to those who have made an intellectual contribution to the contents of a publication;
- (ii) obtaining the permission of the author before using new information, concepts or data originally obtained through access to confidential data;
- (iii) conforming to University requirements for working with humans, animals, and bio hazards;
- (iv) using research funds in accordance with the terms and conditions under which those funds were received;
- (v) disclosing to the University any conflict of interest, financial, personal or other, that might influence their research.

1.2 General ethical considerations

- (i) An institution conducting scholarly, creative and scientific activity must ensure that it fulfils a collective responsibility of commitment to high standards of professional conduct. Researchers also have an individual duty to ensure that their work enhances the good name of the institution and the discipline to which they belong.
- (ii) Researchers should only participate in work which conforms to accepted University ethical and discipline standards and which they are competent to perform. When in doubt they should seek assistance from their designated academic supervisor.
- (iii) Institutions and researchers have a responsibility to ensure the safety of all those associated with research. It is also essential that the design of projects take account of any ethical guidelines specific to a discipline area and the published University ethics guidelines and procedures.
- (iv) If data of a confidential nature are obtained, for example, from individual patient records or questionnaires, confidentiality must be observed and researchers must not use such information for their own personal advantage or that of a third party. In particular, researchers must observe any codes of conduct of the University relating to privacy of personal information used in research. It is the obligation of the researcher to enquire whether confidentiality applies and of the principal researcher to inform team or co-researchers of their obligations with respect to any such confidentiality requirements.
- (v) Research results and methods should be open to scrutiny by colleagues within the institution and, through appropriate publication, by peer review. Where confidentiality provisions apply, data must be kept in a

way that reference to them by third parties can occur without breaching confidentiality.

- (vi) Secrecy may be necessary for a limited period in the case of contract research. Confidentiality provisions in research contracts or separate confidentiality agreements may be entered into by the University, the researcher and the client or sponsor of research. Where such agreements limit publication and discussion, limitations and restrictions must be explicitly stated in the agreement. All researchers should ensure that they are familiar with and comply at all times with the confidentiality obligations in research contracts.

1.3 Retention of data

- (i) Sound research procedures entail the discussion of data and research methods with colleagues. Discussion may also occur after the research is complete, often because of interest following publication. It is in the interests of all researchers to ensure that research data are safely held in the University for a minimum period of five years. For some types of data, for example, clinical data, a longer period is appropriate. Researchers are also required to comply with University policies with respect to record-keeping.
- (ii) Data must be recorded in a durable and appropriately referenced form. Each department or research unit must establish procedures appropriate to their needs for the retention of data and for the keeping of records of data held. Data must be kept in a way that reference to them by third parties can occur, except where confidentiality applies.
- (iii) A copy of the original data should be retained in the department or research unit in which they were generated. Data obtained from limited access databases or in a contracted project may not be able to be retained. In such cases, a written indication of the location of the original data or key information regarding the limited-access database from which it was extracted must be kept in the department or research unit. Individual researchers are able to hold copies of the data for their own use. Nevertheless, it should be understood that retention solely by the individual researcher provides little protection to the researcher or the institution in the event of an allegation of falsification of data. Researchers who leave the University within a period of five years of the collection of the data should ensure that the department or research unit in which the data were generated retains a copy of the data.

1.4 Publication and authorship

- (i) Where there is more than one author of a publication, one author (by agreement among the authors) should formally accept overall responsibility for the entire publication. Such formal acceptance must be in writing and kept on file in the department or research unit of that author, together with the names of all other authors.
- (ii) The minimum requirement for authorship of a publication is substantial participation in conceiving, executing or interpreting at least part of the research reported. "Honorary authorship" is unacceptable. Authorship means that a person is listed as an author of a publication only when they have participated in a substantial way in the conception, execution or interpretation of at least part of the work described in the publication.
- (iii) Due recognition of all research participants is a part of a proper research process. Authors should ensure that the work of research students/trainees, research assistants and technical officers is properly acknowledged.
- (iv) The named authors of the publication must read the final paper and sign a statement indicating that each of them has met the minimum requirements for authorship and who is the author taking overall responsibility for the publication. Such a statement must include an indication that there are no other "authors" of the publication, according to the definition under (ii). If, for any reason,

one or more co-authors are unable to sign the statement, the head of the research unit or department may sign on their behalf, noting the reason for their unavailability. This statement should accompany the work to the publishers and a copy should be retained in the department or unit. Where possible, it would be wise for papers submitted for publication to be read by a staff member outside the immediate group. This helps to ensure that the paper readily communicates its findings and major conclusions. It is, in any event, good practice to encourage discussion between members of different research groups.

- (v) Publication of multiple papers based on the same set(s) or sub-set(s) of data is improper unless there is full cross-referencing (for example, by reference to a preliminary publication at the time of publication of the complete work which grew from it). Simultaneous submission to more than one journal or publisher of material based on the same set(s) or sub-set(s) of data should be disclosed at the time of submission.

1.5 The role of research supervisors

- (i) Supervision of each research student/trainee (including honours, masters and doctoral students and postdoctoral fellows) should be assigned to a specific, responsible and appropriately qualified researcher.
- (ii) The ratio of research students/trainees to supervisors should be small enough to ensure effective interaction, as well as effective supervision of the research at all stages.
- (iii) Research supervisors should advise each research student/trainee of applicable government and institutional guidelines or relevant contractual obligations for the conduct of research, including those covering ethical requirements for studies on human or animal subjects, and requirements for the use of potentially hazardous agents.
- (iv) Research supervisors should be the primary source of guidance to research students/trainees in all matters of sound research practice.
- (v) As far as possible, research supervisors should ensure that the work submitted by research students/trainees is their own and that, where there are data, the data are valid.
- (vi) Where possible, the head of a department or research unit should be personally involved in active research supervision and observe the research activities of those for whom he or she is responsible. Professional relationships should be encouraged at all times. In particular, there should be wide discussion of the work of all individuals by their peers.
- (vii) Research conditions for all involved in a research team/project, and reference to relevant University policies, should be outlined in a letter from the principal investigator before team members are engaged.

1.6 The Role of the Department

Insofar as researchers carry out their research within Departments, departmental staff have a responsibility to adhere to these and associated University policies. The Head of Department has a responsibility to put in place procedures to facilitate and monitor the issues raised in this document.

1.7 Disclosure of conflict of interest

Disclosure of any conflict or potential conflict of interest is essential and required for the responsible conduct of research.

Researchers are obliged to disclose to their academic supervisor, research team leader and co-researchers any affiliation with or financial involvement in any organisation or entity with a direct interest in the subject matter or in the provision of materials for the research. These would include benefits in-kind such as the provision of materials or facilities for the research and the support of individuals through the provision of benefits (for example, travel and accommodation expenses to attend conferences). Where a research student's scholarship or studentship is funded by a company which has an interest in the research results and the academic supervisor has an interest in the company, the academic supervisor must disclose that interest at the time of the award of the funds.

Researchers who are staff members must disclose to their academic supervisors actual or potential conflict between their personal interests and relationships and their duties and responsibilities as research staff of the University.

Appendix 6

Intellectual Property

Extract from the University of Sydney (Amendment Act) Rule 1999, as amended, University of Sydney Calendar 2000

PART 8 - INTELLECTUAL PROPERTY

Division 1: Preliminary

23. Introduction

- (1) Universities are places of scholarship and research. Those who work in the University value excellence in teaching and research and assume responsibility for the acquisition, generation and dissemination of knowledge in the most general way. Intrinsic to this process is the need to have open channels of communication and to be able to engage in discussion freely and without inhibition. One of the most attractive features of working in an academic environment is this aspect of academic freedom.
- (2) Within this knowledge-based environment, occasions will arise when work is done which has potential value beyond simply its knowledge base. The most obvious way in which this can occur is through the generation of inventions or innovative ideas which have possible commercial value. Other examples include software packages, which might be marketable, or creative works which have a monetary value to others. Work of this nature can be done deliberately by practising academics, or such innovations may simply arise by chance as part of the normal pursuit of academic activity. However they occur, their existence raises a question about how such work can and should be handled for the best interests of the people involved, the University, and society at large. For example, the premature publication of an invention may prevent subsequent patent coverage and thus impact negatively on a future income stream. Similarly, a piece of teaching material, which was generated for a specific course within the University, may be highly sought after by others and thus be deemed to have a monetary value. Matters such as these inevitably impinge on the ethos and values that drive our normal knowledge-based activities. The University needs to consider how best to address these issues in a way which retains as much as possible of the important features that make the University an exciting and creative place in which to work, but at the same time protects the financial and commercial potential of the innovations.
- (3) This document outlines policies which have been developed to address these matters. These policies represent a compromise between the competing demands of academic freedom and commercial reality. To the maximum extent possible, however, the policies have been designed to retain traditional academic values, and existing freedoms of individual academics. Within these constraints, the policies also reflect the quite reasonable societal expectation that universities demonstrate that they are giving 'value' back to society for the funds invested in them. The universities have responsibility to manage the resources given to them in an effective way, and in a way which reflects the intentions of those who provide most of our support.
- (4) In dealing with intellectual property issues, the University cannot treat students the same as staff. Students differ from staff in two important respects: they are not employees of the University, and the University has an obligation to them to facilitate their progress toward the completion of their studies.

24. Definitions

In this Part:

Business Liaison Office means the administrative unit of the University of Sydney that has that name, or any replacement of it;

intellectual property means any intellectual property rights, including:

- (a) patents, copyright, rights in circuit layouts, plant breeder's rights, registered designs, trademarks and the right to have confidential information kept confidential; and
- (b) any application or right to apply for registration of any intellectual property right;

staff member or member of staff means a person appointed as a member of the University's academic or non-academic staff including part-time and casual staff at the time he or she creates or develops intellectual property;

student means a person enrolled as a student of the University, or in a course or program of study conducted by or on behalf of the University, at the time he or she creates or develops intellectual property;

visitor means any person other than a student or staff member of the University who takes part in any research project or scholarly activity that is conducted by any staff member or student, or who visits any part of the University in which research or scholarship, or any related activity, is conducted

25. Preliminary overview of types of intellectual property

- (1) Rule 25 is a brief guide provided only as general information, and is not intended to provide an exhaustive explanation or act as a substitute for professional legal advice.
- (2) Copyright is the exclusive right to deal with intellectual property in certain ways for a limited period of time, and to authorise others to do so, for example, to copy or to license a work that is subject to copyright. The length of the copyright period is prescribed in the *Copyright Act 1968 (Cth)* and depends on factors such as the type of work involved and whether it is published. Copyright in Australia does not have to be registered, but it is desirable to signify claim to copyright ownership by including on the work the copyright symbol (c) plus the name of the copyright owner and the year of creation of the work.
- (3) The *Copyright Act* provides copyright protection for the following types of works
 - (a) literary works (including computer software);
 - (b) collective works (for example, a journal containing contributions by a number of authors);
 - (c) dramatic works;
 - (d) musical works;
 - (e) adaptations of literary, dramatic or musical works;
 - (f) artistic works;
 - (g) paintings, sculptures, drawings, engravings and photographs;
 - (h) buildings or models of buildings;
 - (i) works of artistic craftsmanship.
- (4) A patent is an exclusive right to manufacture, license, sell import or otherwise use an invention that is commercially useful and novel. That exclusive right is conditional upon full public disclosure of the invention. Note that human beings and biological processes for human reproduction cannot be patented. Patents must be registered under the *Patents Act 1990 (Cth)*.
- (5) A trademark is a sign or a mark, which is used to distinguish one type of goods or services from another, and is an exclusive right to apply the trademark to certain goods or services, including sale and licensing rights. Trademarks can be depicted in a number of ways, including letters, words, numerals, logos, colour, sound or scent. Trademarks can be unregistered or else registered under the *Trademarks Act 1995 (Cth)*. Unregistered trademarks are protected under common law, or else by legislation such as the *Trade Practices Act 1974 (Cth)*.

However, the trademark owner must be able to establish a continuous reputation for that trademark.

- (6) New or original designs (which can be 2 dimensional shapes or configurations or 3 dimensional patterns or ornamentations) may be registered under the *Designs Act 1906* (Cth), which confers an exclusive right to manufacture, sell, license or import items to which that design is applied. Designs do not include principles or methods of construction.
- (7) Original layout designs for integrated circuits or computer chips may be registered under the *Circuit Layouts Act 1989* (Cth), which confers an exclusive right to copy the layout, to manufacture, sell or distribute circuits made from the layout, and to license circuit layout rights.
- (8) New varieties of plants (but not protected plant varieties) may be registered under the *Plant Breeder's Rights Act 1994* (Cth), which confers an exclusive right to produce, reproduce, sell, import or export the plant variety registered.
- (9) Confidential information consists of trade secrets, know-how or other information that involves an obligation of confidentiality, for example, as between employers and employees. There is no legislation available to protect confidential information: common law principles apply and protection depends on the relationship between the parties, for example, the signing of a confidentiality agreement.

Division 2: Ownership of Intellectual Property

26. Members of academic and non-academic staff

- (1) The University will not assert ownership of any intellectual property over materials covered by the *Copyright Act* unless a contract has been entered into with a third party to the contrary. The originator may deal with such intellectual property as owner and the University agrees that, upon request, it will assign any right to the originator that it may have in such intellectual property. The University has the right to retain a copy of original information and data if this is essential to the maintenance of an established program in the University. The only exceptions to this are:
 - (a) **computer software:** if a staff member (academic or non-academic) generates computer software as part of their normal activities, then this will be treated as the same as inventions. However, if a person is specifically employed by the University to write or develop computer software, then this will be treated as a copyright work created in pursuance of that person's employment for the purposes of s35(6) of the *Copyright Act*, and the University will assert copyright ownership as employer, and the staff member will not be entitled to any share of income generated through commercialisation.
 - (b) **teaching materials:** if a staff member creates teaching materials as part of his or her normal activities, the University will not assert copyright ownership. However, the University will assert the right to retain a copy of those materials (not including lecture notes) for educational purposes only, if this is essential to maintain an established teaching program in the University. If a person is specifically employed by the University to produce teaching materials, then this will be treated as a copyright work created in pursuance of that person's employment for the purposes of s35(6) of the *Copyright Act*, and the University will assert copyright ownership as employer. The University may, however, in its absolute discretion, grant a non-exclusive licence to the author to use those materials for other teaching purposes only, provided this is not in direct competition with any courses taught at the University.

- (2) The University will assert ownership rights as employer in respect of all other forms of intellectual property. However, staff will be entitled to a share of income as set out in more detail below.

27. Students

- (1) Students own any intellectual property they create pursuant to their studies, unless they sign an agreement relinquishing ownership. A standard University agreement is available for this purpose. Any signing away of a student's intellectual property rights must be given freely, in full knowledge of what they are doing. ***Assignment of a student's intellectual property rights must not be a condition of enrolment in the University under any circumstances.***
- (2) There may be circumstances where student involvement in a particular research program is subject to assignment of intellectual property rights (for example, where research is funded by a third party). In these cases, it is the responsibility of the head of the research project to advise the student as follows before the student is allowed to participate in the project:
 - (a) that the student is required to assign his or her intellectual property rights; and
 - (b) that the student should seek independent legal advice (which can be arranged through the Students' Representative Council or the Sydney University Postgraduate Representative Association) about his or her rights.
- (3) The University will pay any stamp duty assessable on an instrument assigning a student's intellectual property rights to the University.

28. Visitors to the University

- (1) Before a visitor attends any University facility or participates in a University program, he or she may be required to sign as a condition of that attendance or participation an agreement to keep intellectual property and information that relates to it confidential and to transfer intellectual property created or developed by the visitor to the University.
- (2) In the absence of such an agreement, the University makes no claim on any intellectual property that a visitor creates or develops in a research project that is conducted using the University's facilities.

Division 3: Reporting and exploiting intellectual property

29. Reporting by staff members

- (1) Members of staff who believe they have generated intellectual property over which the University asserts ownership as specified in this Part must report its creation, through their Head of Department or Unit, to the Business Liaison Office as soon as possible.
- (2) The University then has 8 weeks from the time the Business Liaison Office is notified in which to assess whether it wishes to proceed with protecting or commercialising that intellectual property. This 8 week period may be extended by mutual consent.
- (3) Members of staff who give notice under Rule 29(1) are responsible for taking all reasonable steps to protect that intellectual property while the University makes its assessment under Rule 29(2). They may seek advice from the Business Liaison Office on how best to do so.

30. Commercialising intellectual property developed by members of staff

- (1) If the University, through the Business Liaison Office, decides not to proceed with the protection or commercialisation of the intellectual property within 8 weeks of notification of the intellectual property to the Business Liaison Office, the originator may seek commercial partners elsewhere. This will not prejudice the University's rights to a share of the income outlined below unless this right is specifically waived by the Vice-Chancellor.
- (2) If commercialisation occurs in collaboration with a third party, ownership of intellectual property may need to be negotiated on a case by case basis before that collaboration begins. The originator should be given the opportunity to participate in such negotiations.
- (3) Shares of income resulting from intellectual property that is commercialised by the University will be distributed according to the following principles:
 - (a) until the establishment costs incurred by the University in the commercialisation and registration of a piece of intellectual property are recovered, the originator receives 15% of gross income, the University 85%;
 - (b) following recovery of establishment costs, first call on income is any continuing protection costs;
 - (c) once these are covered, income is split a third to the originator, a third to the Department, and a third to the University centre (where there is more than one originator, income is shared according to the individual contribution to the creation, unless otherwise agreed).

31. Reporting and commercialising intellectual property developed by students

If students who create intellectual property wish to seek its commercialisation, they are encouraged to approach the University to do so, in which case the same conditions will apply to them as to staff.

32. Variation of application of this Part in individual circumstances

A staff member, student or visitor may apply to the Vice-Chancellor to vary this policy's operation. Any agreement which the Vice-Chancellor (or the Vice-Chancellor's nominee) may make with the applicant must be in writing. Copies must be provided to the applicant, all members of the group participating in the project, the Head of Department or Unit within which the project is being conducted, and the Director of the Business Liaison Office.

33. Use of the University's Share of Net Revenue from Intellectual Property.

Any net revenue received by the University will be paid into the Vice-Chancellor's Innovative Development Fund.

Division 4: Dispute resolution

34. Procedure

- (1) If a dispute arises about how to interpret or apply this policy, anyone involved may call for all involved in the work to meet with the Director of the Business Liaison Office (or nominee) within 14 days of the dispute arising with a view to resolving it.
- (2) If there is no resolution, or the meeting is not held within 14 days, the matter may be referred to the Pro-Vice-Chancellor (Research), who must attempt to resolve the dispute within 14 days.
- (3) If there is still no resolution, the matter may be referred to the Vice-Chancellor, who must decide within 31 days. The Vice-Chancellor's decision is final.

35. Review Committee

- (1) The Intellectual Property Committee is a committee established by the University as at the date this Part comes into effect.
- (2) The Committee's purpose is to monitor this Part's operation and to seek amendments where this is deemed necessary. The Committee must meet annually or more frequently as required, where it will receive a report from the Pro-Vice-Chancellor (Research) on the operation of this Part during the preceding twelve months. The Committee will consist of:
 - (a) the Vice-Chancellor or the Vice-Chancellor's nominee;
 - (b) the Pro-Vice-Chancellor (Research);
 - (c) the Chair of the Academic Board;
 - (d) the Chair of the Research Committee of the Academic Board;
 - (e) one member of academic staff from each of the three academic colleges of the University;
 - (f) one member of the non-academic staff of the University; and
 - (g) one student of the University nominated by the President of the Sydney University Postgraduate Representative Association.

Appendix 7

Semester and vacation dates, 2001-2003

Summer Session	2001	2002	2003
Summer School lectures begin	Tuesday 2 January	Wed 2 January	Monday 6 January
Summer School ends	Friday 23 February	Friday 1 March	Friday 7 March
First Semester			
Lectures begin	Monday 26 February	Monday 4 March	Monday 10 March
AVCC Common Week/ non-teaching Easter period	Friday 13 April to Friday 20 April incl	Friday 29 March to Friday 5 April incl	Friday 18 April to Friday 25 April incl
Study Vacation	Monday 11 June to Friday 15 June incl	Monday 17 June to Friday 21 June incl	Monday 16 June to Friday 20 June incl
Examination period (2 weeks)	Monday 18 June to Saturday 30 June incl	Monday 24 June to Saturday 6 July incl	Monday 23 June to Saturday 5 July incl
Semester ends	Saturday 30 June	Saturday 6 July	Saturday 5 July
AVCC Common Week/ non-teaching period	Monday 2 July to Friday 6 July incl	Monday 8 July to Friday 11 July incl	Monday 7 July to Friday 11 July incl
Second Semester			
Lectures begin	Monday 23 July	Monday 29 July	Monday 28 July
AVCC Common Week/ non-teaching period	Monday 24 September to Friday 29 September incl	Monday 30 September to Friday 4 October incl	Monday 29 September to Friday 3 October incl
Study Vacation	Monday 5 November to Friday 9 November incl	Monday 11 November to Friday 15 November incl	Monday 3 November to Friday 7 November incl
Examination period (3 weeks)	Monday 12 November to Saturday 1 December incl	Monday 18 November to Saturday 7 December incl	Monday 10 November to Saturday 22 November incl
Semester ends	Saturday 1 December	Saturday 7 December	Saturday 22 November
Public Holidays	Australia Day: 26 January Good Friday: 13 April Easter Monday: 16 April Anzac Day: 25 April Queen's Birthday: 11 June ^{TBC} Labour Day: 1 October ^{TBC}	Australia Day: 26 January Good Friday: 29 March Easter Monday: 31 March Anzac Day: 25 April Queen's Birthday: 10 June ^{TBC} Labour Day: 7 October ^{TBC}	Australia Day: 26 January Good Friday: 18 April Easter Monday: 21 April Anzac Day: 25 April Queen's Birthday: 9 June ^{TBC} Labour Day: 6 October ^{TBC}

Semester and vacation dates, 2004-2006

Summer Session	2004	2005	2006
Summer School lectures begin	Monday 5 January	Tuesday 4 January	Tuesday 3 January
Summer School ends	Friday 5 March	Friday 4 March	Friday 3 March
First Semester			
Lectures begin	Monday 8 March	Monday 7 March	Monday 6 March
AVCC Common Week/ non-teaching Easter period	Friday 9 April to Friday 16 April incl	Friday 25 March to Friday 1 April incl	Friday 14 April to Friday 21 April incl
Study Vacation	Monday 14 June to Friday 18 June incl	Monday 13 June to Friday 17 June incl	Monday 12 June to Friday 16 June incl
Examination period (2 weeks)	Monday 21 June to Saturday 3 July incl	Monday 20 June to Saturday 2 July incl	Monday 19 June to Saturday 1 July incl
Semester ends	Saturday 3 July	Saturday 2 July	Saturday 1 July
AVCC Common Week/ non-teaching period	Monday 5 July to Friday 9 July incl	Monday 4 July to Friday 8 July incl	Monday 3 July to Friday 7 July incl
Second Semester			
Lectures begin	Monday 26 July	Monday 25 July	Monday 24 July
AVCC Common Week/ non-teaching period	Monday 27 September to Friday 1 October incl	Monday 26 September to Friday 30 September incl	Monday 25 September to Friday 29 September incl
Study Vacation	Monday 1 November to Friday 5 November incl	Monday 31 October to Friday 4 November incl	Monday 30 October to Friday 3 November incl
Examination period (3 weeks)	Monday 8 November to Saturday 20 November incl	Monday 7 November to Saturday 19 November incl	Monday 6 November to Saturday 18 November incl
Semester ends	Saturday 20 November	Saturday 19 November	Saturday 18 November
Public Holidays	Australia Day: 26 January Good Friday: 9 April Easter Monday: 12 April Anzac Day: 25 April Queen's Birthday: 14 June ^{TBC} Labour Day: 4 October ^{TBC}	Australia Day: 26 January Good Friday: 25 March Easter Monday: 28 March Anzac Day: 25 April Queen's Birthday: 13 June ^{TBC} Labour Day: 3 October ^{TBC}	Australia Day: 26 January Good Friday: 14 April Easter Monday: 17 April Anzac Day: 25 April Queen's Birthday: 12 June ^{TBC} Labour Day: 2 October ^{TBC}

While Easter and AVCC Common Week dates have been confirmed for 2003-6, some public holiday dates beyond 2002 have not yet been determined/proclaimed and estimates have been used (indicated by ^{TBC}).

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Introduction

The University of Sydney is one of the foremost providers of quality postgraduate coursework education in Australia. The University is the only Australian university which offers award programs across all the discipline areas recognized by the federal government in its funding of the tertiary education sector. In 2000, over 4,700 students were enrolled in postgraduate coursework programs at the University of Sydney. Of these students, 3,500 were studying part-time and 1,200 were studying full-time. Most of these students are enrolled in master's degrees by coursework (3,500 students in 2000), although there is growing interest in graduate diplomas (850 students) and graduate certificates (350 students).

This University is committed to providing high quality education to all its students. One part of that commitment involves providing postgraduate students with useful and relevant information in a form which is easily accessible to them. This Handbook is an important part of this process. The focus of the handbook is at the University level. You should also have access to other sources of information with more detailed information about individual programs and faculties.

Purpose of Handbook

The purpose of this handbook is to provide a convenient source of reference for coursework postgraduate students about the requirements for postgraduate coursework degrees, graduate diplomas and graduate certificates within the University. It does not attempt to be comprehensive in its coverage but rather, where appropriate, to provide direction to better sources of information. At the end of this document there are copies of the formal documents which you should be familiar with, including the University's Code of practice for coursework master's degree candidatures and graduate diploma and graduate certificate candidatures. Other useful sources of important information are listed below.

Regulations

The University of Sydney (Coursework) Rule 2000 came into effect on 1 January 2001 and governs all coursework award courses in the University. It is set out in Appendix 3. This Rule is to be read in conjunction with the University of Sydney (Amendment Act) Rule 1999 and the Resolutions of the Senate and the faculty resolutions relating to each award course in that faculty.

The University of Sydney (Coursework) Rule 2000 applies to all candidates for coursework degrees, diplomas and certificates who commence candidature after 1 January 2001. Candidates who commenced candidature prior to this date may choose to proceed in accordance with the resolutions of the Senate in force at the time they enrolled, except that the faculty may determine specific conditions for any student who has re-enrolled in an award course after a period of suspension.

During 2001 faculties will be re-drafting Senate and faculty resolutions relating to all their postgraduate courses pursuant to this Rule.

Other regulations made by the Senate and the Academic Board which govern all the degrees, diplomas and certificates within the University are published in the University's *Calendar, Volume I: Statutes and Regulations*, available from the University's Student Centre on the Camperdown Campus or from Student Administration Offices on other campuses and on the University web site at <http://www.usyd.edu.au/su/calendar/>.

Faculty, college and board of studies handbooks

There are often more detailed faculty resolutions for coursework degrees, diplomas or certificates, and these are published in the *Calendar, Volume I: Statutes and Regulations* and in faculty, college or board of studies handbooks. Extracts relevant to the course you are undertaking will usually be provided with your offer of admission letter or can be obtained from your faculty, college or board of studies office. Reference is made in this handbook to the more general rather than the course-specific aspects of these regulations.

University of Sydney Diary

An Annual Diary is available upon enrolment. Although it is aimed primarily at new undergraduate students it is a useful source of information, especially for postgraduate students new to the University of Sydney, about the variety of services and facilities available for students at the University. Students on other campuses (eg Cumberland and Orange) should consult their student union for information about local services and facilities on their particular campus.

The Bulletin Board

The *Bulletin Board* is a weekly information sheet that is circulated throughout the University in the University's newspaper, *University of Sydney News*, which is available on the web at: http://www.usyd.edu.au/su/exterel/news/2K11intNews/News_int1100.html. It has information useful to postgraduates, particularly on scholarships.

USYDnet

A wide variety of information is available on the web at: <http://intranet.usyd.edu.au/>.

Practical Aspects of Producing A Thesis/Long Essay, Postgraduate Survival Manual, eXpress, SUPRAnet and egrad

The Sydney University Postgraduate Representative Association (SUPRA) publishes several publications which are useful information sources for postgraduate students. These include the quarterly magazine *eXpress*, which is direct-mailed to all postgraduate students, and the annual *Postgraduate Survival Manual*. SUPRA also produces *Practical Aspects of Producing a Thesis/Long Essay*, a guide to thesis writing, production and submission.

All of these publications are available from SUPRAnet, the SUPRA web site <http://www.usyd.edu.au/supra> or by contacting the SUPRA Office on 02 9351 3715 or supra@mail.usyd.edu.au.

Degrees, diplomas, certificates and definitions

The University offers the following types of degree, diploma and certificate.

Bachelor's degree

Bachelor's degrees such as the Bachelor of Science degree (BSc) are typically of three or four years' duration. Sometimes the fourth year is an honours year.

Graduate certificate

Graduate certificates are usually of one semester's full-time or equivalent part-time duration, requiring the completion of units of study totalling at least 24 credit points, and have entry requirements of a bachelor's degree or equivalent. In some faculties, the graduate certificate course is used as an entry point to graduate studies for persons with no formal tertiary qualifications.

Graduate diploma

Graduate diplomas are offered in a majority of faculties. In some cases the graduate diploma is offered in a specialist area such as the Graduate Diploma in Rehabilitation Counselling. In other cases the graduate diploma provides a framework within which specific subject areas are further identified. Graduate diplomas are typically two semesters full-time or four semesters part-time, normally requiring the completion of units of study totalling at least 36 credit points, and have entry requirements of a bachelor's degree or equivalent. Quite often programs are arranged so that there can be articulation between a graduate certificate, a graduate diploma and a master's degree. This means that students can leave the program with differing qualifications depending on how much of the program has been completed. (The term diploma also used to be applied to some postgraduate diplomas offered by the University. This is no longer the case.)

Master's degree

Master's degrees, such as the Master of Economics or the Master of Philosophy, typically have a minimum period of full-time candidature of one or two years and longer maximum periods as well as longer periods for part-time candidature. These degrees will be defined as being either a research degree or a coursework degree. A research master's may require the completion of some coursework, and, similarly, a coursework master's may have a research component. Coursework master's degrees normally require the completion of units of study totalling at least 48 credit points.

In 1997, the University decided to standardise across all faculties, wherever possible, the nomenclature of research master's degrees to "Master of Philosophy (MPhil)".

Doctorates by research and advanced coursework

Some faculties offer doctoral degrees combining research and advanced coursework. These degrees, such as the Doctor of Education, Doctor of Juridical Studies, Doctor of Health Science and Doctor of Public Health, comprise at least two-thirds research and one-third coursework and usually have a minimum duration of three years.

Doctor of Philosophy (PhD)

The Doctor of Philosophy (PhD) degree is offered in all faculties and colleges of the University. It is a research degree with a minimum period of full-time candidature of three years for the candidate commencing with an honours bachelor's degree or equivalent and two years (subject to faculty approval) if a master's degree or some other specific qualification is held.

Higher doctorates

Higher doctorates are degrees such as the degree of Doctor of Science or degree of Doctor of Medicine which are awarded for published work which, in the opinion of the examiners, has been generally recognised by scholars in the field concerned as a distinguished contribution to knowledge or creative achievement. There are detailed regulations to be found within the *Calendar, Volume I* concerning these degrees. While they are not the result of supervised candidature within the University, an applicant must have had some association with the University, either by being a graduate or having been a member of the full-time academic staff for at least three years, or by having had a similar significant involvement with the teaching and research of the University. There is first a preliminary assessment of the published work by a faculty committee to ensure that it is *prima facie* worthy of examination and then the work is examined by at least three examiners of whom two are external to the University.

Definitions of terms frequently used

Advanced standing - See "credit".

Adviser - An adviser is a member of the academic staff who may be appointed in an advisory role in respect of some coursework programs. If it is not the practice to appoint an adviser for the coursework program in which you are enrolled you should nonetheless find that there is someone within your department who is available to be consulted.

Articulation - See "embedded".

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

Candidature - A minimum and a maximum period of time is prescribed within which you must complete the requirements for a particular course. This is known as your candidature for the degree/diploma/certificate. It may be prescribed in terms of years or of semesters. See also later sections on extending and suspending your candidature.

Census Date - Each semester, the University is required to report to the Federal Government detailed statistical information about its student profile as of a Census Date. The two Census dates are the last working days in March and August.

Confirmation of Enrolment Status Form - This is one of the most important documents you receive while enrolled as a student at the University of Sydney. It is issued to students after enrolment each semester, showing the course and the unit(s) of study (defined below) they are enrolled in, together with the credit point value of the units of study and the HECS weights. Until all fees are paid, it is issued provisionally. A new Confirmation of Enrolment form is produced every time a student's enrolment is varied. If you change your enrolment and do not receive a new Confirmation of Enrolment Status form within a week, you should check at your Faculty Office that the changes have been processed.

Convocation - This is the body comprising, amongst others, all graduates of the University.

Course - See "award course".

Course ID - Each course at the University of Sydney is identified by a unique five digit alphanumeric code.

Course leave - Students (undergraduate and postgraduate) are permitted to apply for a period away from their course without losing their place. Course leave (sometimes referred to as “leave of absence”) is formally approved by the supervising faculty for a minimum of one semester and recorded on the Student Information System. (Leave for periods of less than one semester are normally only recorded internally by the Faculty.) Students on leave are regarded as having an active candidature, but they are not entitled to a student card. Students who are absent from study without approved leave may be discontinued and might be required to formally reapply for admission.

Coursework - means an award course not designated as a research award course. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses are coursework award courses.

Credit - means advanced standing based on previous attainment in another award course at the University or at another institution. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit.

Specific credit means the recognition of previously completed studies as directly equivalent to units of study.

Non-specific credit means a ‘block credit’ for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study;

Credit point - Credit points mean a measure of value indicating the contribution each unit of study provides towards meeting award course completion requirements stated as a total credit point value.

Cross-institutional Enrolment - This is an enrolment in one or more 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 charges at the institution at which the unit of study is being undertaken. Students pay compulsory subscriptions to one university only (usually the university which will award their degree). At the University of Sydney, students must obtain approval in advance from their faculty for any cross-institutional study they wish to undertake.

Deferral - formal name for a period of course leave taken before one semester of candidature has been completed.

Distance education and/or off-campus study - a mode in which the student is not in regular physical attendance on a designated campus of the University. A student shall be regarded as engaging in work within the University when in approved distance and/or off-campus study provided that University staff are able to give adequate direction to the candidate’s work and that the candidate carries out such work under the control of the University.

Embedded courses/programs - mean award courses in the graduate certificate / graduate diploma / master’s degree by coursework sequence which allow unit of study credit points to count in more than one of the awards.

Exchange program - The University of Sydney has an extensive range of Student Exchange Programs with universities throughout the United States, Canada, Europe and Asia. The exchange programs are open to undergraduate and postgraduate students and allow you to complete a semester or a year of your degree overseas and have the results credited towards your degree at the University of Sydney.

Exclusion - A 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 re-admission, but normally at

least two years must have elapsed before such an application would be considered.

Exemption - In a prescribed course, a faculty may grant one or more exemptions from a course requirement for a particular student. Exemptions granted will involve a reduction in the number of credit points required for a course. (See also “Credit” and “Waivers”.)

Flexible Learning - Flexible learning is defined as a student-centred approach to education in which teaching and learning times, materials and assessment are organised in a way which suits the circumstances of the individual student. Teaching can be either on or off-campus.

FlexSIS - FlexSIS is the name of the University’s new student record system which is under development. FlexSIS is designed to take maximum advantage of the World Wide Web and other new technologies.

Full-time Study - Under Federal Government regulations, any student who is enrolled in at least 18 credit points worth of study in a semester is considered to be a full-time student during that semester.

Grade - A grade is a result outcome for a unit of study normally linked with a mark range. The common result grades used are:

HD,	High Distinction,	85-100
D,	Distinction,	75-84
CR,	Credit,	65-74
P,	Pass,	50-64
F,	Fail,	0-49
AF,	Absent Fail	

Some faculties may use other grades in addition to these.

Graduate/Graduand - A graduate is a person who holds an award from a recognised tertiary institution. A graduand is a student who has completed all the requirements for an award course but has not yet graduated.

HECS - HECS stands for the Higher Education Contribution Scheme. All students, except international students, fee-paying students and those granted an APA (Australian Postgraduate Award), are obliged to pay HECS. HECS can be paid up front or through the tax system. Further information on HECS can be found at:

<<http://www.usyd.edu.au/homepage/exterel/sib/hecs.htm#hecs>>.

Mark - See “Grade”.

Major - Major means a defined program of study, generally comprising specified units of study from later stages of the award course.

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

MyUni - MyUni is your personal part of the University’s intranet. You can access it by using your login name and password, which are forwarded to you on your first Confirmation of Enrolment. You can view your semester examination results and access your Uni-based email, among other things, via MyUni. The University is committed to making more administrative functions available through MyUni.

Off-campus study - See “Distance Education”.

Off-shore study - Mode of study in which the program content is delivered outside Australia.

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

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

Satisfactory Progress - Students are expected to make satisfactory progress each semester towards the attainment of the requirements of their course. In a coursework program of study, satisfactory progress is deemed to mean that all units of study in which a student is enrolled are successfully completed. Students who fail one or more units of study may be required to show cause why they should not be excluded from further study. (See also "Exclusion" and "Show Cause".)

Semester - Most teaching is based around an 18-week semester involving 13-14 weeks of structured learning followed by a 1-week study vacation and a 2-3 week examination period. There are two semesters in each academic year. First Semester runs from late February/early March to early July. Second Semester runs from late July/early August to late November/early December. The full-time study load in a semester is 24 credit points.

Show cause - Students who are not performing satisfactorily will be asked to show good cause why they should not be excluded from further study. This involves producing evidence that their academic performance has been temporarily weakened by circumstances beyond their reasonable control. Such circumstances include serious ill-health or misadventure, but do not include employment-related demands, or demands of time devoted to other non-university activities. The onus is on the student to provide the University with satisfactory evidence. (See also "Exclusion" and "Satisfactory Progress".)

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 on the Camperdown Campus or from their Student Administration Office on other campuses. The form and the medical or other documentation are stamped by the Student Centre/Student Administration Office. The student gives a copy of the material to the Student Centre/Student Administration Office staff and takes copies to the relevant Departments. The student retains the originals. The dates for which Special Consideration is sought are recorded on SIS and printed on the Examination Register.

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

Summer Session - A period of intensive teaching during the period between the end of Second Semester and the beginning of First Semester in the next year. The full-time study load in the summer session is 12 credit points.

Suspension of Candidature - The formal name for a period of course leave taken after at least one semester of candidature has been completed. (See also "Course Leave".)

Testamur - This means a certificate of award provided to a graduate, usually at a graduation ceremony.

Thesis, treatise, dissertation and essay - The Academic Board has endorsed the following definitions:

Thesis

The written output from a supervised student project that is the only or major examinable assessment requirement for a research degree.

Word limit: should not normally exceed 80,000 words.

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 40,000 words.

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.

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 8,000 words.

Elsewhere in this handbook when a general term is required, "dissertation" will be used.

Transcript or academic transcript - This means a printed statement setting out a student's academic record at the University.

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

Waiver - In a prescribed course, a faculty may waive the pre-requisite or co-requisite requirement for a Unit of Study or the course rules for a particular student. Waivers do not involve a reduction in the number of credit points required for a course. (See also "Credit", and "Exemption".)

Winter Session - a period of intensive teaching during the period between First Semester and Second Semester. The full-time study load in a winter session is 6 credit points.

Withdrawal - name for a complete discontinuation of candidature before the HECS census date. A candidate who has withdrawn or discontinued but later wishes to re-activate his or her studies will need to lodge a fresh application for admission to the course. See also "Course Leave".

Organisation and administration

The academic organisation

Faculties, Colleges and Boards of Studies

Members of the academic staff belong to departments or schools which are under the supervision of a faculty or a college board (such as the Faculty of Engineering or the Board of the Sydney Conservatorium of Music).

A faculty is required to encourage teaching, scholarship and research in the departments and schools in the faculty and to co-operate with the other faculties and colleges. Among the specific responsibilities of a faculty are:

- (a) to admit to and determine candidature for the degrees and graduate diplomas and certificates in that faculty or college;
- (b) to appoint supervisors and examiners of candidates for higher degrees in that faculty or college.

The faculty typically consists of: all the full-time members of the academic staff of departments assigned to that faculty; often the fractional members of the teaching staff; representatives from other departments associated with the teaching of the faculty concerned; representatives such as deans from other faculties; members of the research staff; distinguished persons from outside the university being members of the relevant profession; and elected undergraduate and postgraduate students. It must meet at least once in each semester. College boards are similarly constituted.

Faculties and college boards normally appoint a board of postgraduate studies which exercises in respect of each candidate for a postgraduate degree or graduate diploma or graduate certificate the powers and functions of the faculty or college board and can have such other powers and functions as the faculty or college board may determine. This board of postgraduate studies may have another name such as postgraduate studies committee or postgraduate matters committee. While it often will have a student member that student is restricted from participation in matters relating to individual students.

Within each faculty there is an appointed dean and appointed or elected pro-dean and/or associate deans. The dean is the chief executive officer of the faculty. One of the associate deans or another senior academic in a faculty is usually charged with responsibility for postgraduate matters and chairs the board of postgraduate studies or equivalent. Sometimes the postgraduate responsibilities of the faculty are spread among an associate dean and one or more sub-deans. In most cases the faculty or board of postgraduate studies will formally delegate responsibility for making decisions on particular aspects of candidature to one or more of these faculty officers. They are a useful source of advice when a view from outside your department is needed. Chairs of appropriate committees in the colleges play similar roles.

The Boards of Studies in Music and Social Work are similar to faculties as far as postgraduate matters are concerned but have chairpersons rather than deans and do not supervise PhD candidatures.

Departments and schools

An academic department comprises all those appointed to teach and carry out research in a particular area which has been delineated as a department. A school, from the point of view of the regulations, is the same as a department. This term is commonly used when a number of previously autonomous departments have been brought together to form a new, larger department or school (such as the School of English, Art History, Film and Media or the School of Biological Sciences). A department also includes a range of general staff such as professional and technical staff and administrative staff.

A head of department is appointed by a pro-vice-chancellor, after a consultation process carried out by the dean, normally from among the professors and associate professors in that department. The primary responsibility of heads of departments is to foster the academic and research purposes of the department by effective leadership and management. He or she is likely to be called upon by one or other areas of the administration to make recommendations concerning aspects of any student's candidature. This will be done after consultation with appropriate people such as a supervisor or the professor responsible for promoting advanced study and research in a particular field.

Within each department and school there is a departmental board, including at least one student member, which meets at least once per semester and which can make representations on any matter pertaining to the department or school. Departments, depending on their size, are also likely to have a number of internal committees dealing with aspects of the work of the department. These may include a postgraduate committee. In many departments a senior member of the academic staff, other than the head of department, may have the role of postgraduate coordinator or some similar title.

For the postgraduate student, whether by coursework or research, the department is the most significant academic organisational unit within the University. A feature of the University of Sydney is its diversity. You should take the time to find out how your department works. It will be different to others even within the same faculty.

Graduate Studies Committee

The Graduate Studies Committee advises the Academic Board on a wide range of policy issues relating to all graduate coursework and research studies in the University. This Committee consists of a chair who is a deputy chair of the Academic Board, the pro-vice-chancellors with responsibilities for research and for teaching and learning, the chair (or nominee) of each faculty or college board or committee for postgraduate studies, the chair of the Research Committee (who is a deputy chair of the Academic Board), a member of the Teaching and Learning Committee, at least one member of the Postgraduate Awards Sub-Committee (other than the Chair) and two postgraduate students, one nominated by SUPRA and one a postgraduate student member of the Academic Forum. The membership of the Graduate Studies Committee is set out in Appendix 2.

The Graduate Studies Committee is mainly concerned with matters of policy relating to all aspects of graduate studies and consideration of new award programs and courses. This includes: advising the Academic Board on all new proposals for graduate programs and on changes to existing graduate programs; advising faculties on desirable procedures with regard to operation of faculty boards or committees of postgraduate studies; advising the Board on the criteria for determining selection for postgraduate awards and determining the successful applicants; and making recommendations concerning all matters relating to graduate studies referred to it by the Vice-Chancellor, the Academic Board or faculties.

It is also responsible for the award of higher doctorates, exercises a review role with respect to protracted higher degree candidatures and considers appeals from students about aspects of their candidature where departmental and faculty avenues have been exhausted. (See Chapter 12 on the resolution of problems.)

The Graduate Studies Committee has responsibility for the review and updating of the *Postgraduate Studies Handbooks* and for the policy for their dissemination.

The Graduate Studies Committee has three standing working parties to address particular areas of its functions: the PhD Award Sub-Committee, the Coursework Sub-Committee, and the Postgraduate Awards Sub-Committee, two of which are relevant to coursework students.

Coursework Sub-Committee

This Sub-Committee of the Graduate Studies Committee was established in 1997 to consider policy matters relating to postgraduate coursework in order to identify appropriate standards, criteria and procedures for consideration by the Graduate Studies Committee (and Academic Board). This brief is applicable to coursework in all award programs, both coursework programs (graduate certificates, graduate diplomas and coursework master's degrees) and research degrees.

The Sub-Committee's work has focused, inter alia, on the consideration of the guidelines for submissions for new and amended postgraduate courses, and on consideration of policy issues in respect of flexible learning, guidelines on usage of the terms thesis, treatise, dissertation, essay and long essay as units of study within coursework programs, development and implementation of semesterisation and nomenclature in respect of postgraduate programs, parallel teaching of postgraduate and undergraduate students, distance education, credit for prior studies, minimum lengths of courses, and postgraduate coursework units of study.

The Sub-Committee reviews most of the proposals for new postgraduate coursework courses and proposals for major changes to such existing courses.

Postgraduate Awards Sub-Committee

The Postgraduate Awards Sub-Committee is a sub-committee of the Graduate Studies Committee. It acts on the Committee's behalf in all matters relating to the selection of successful applicants for postgraduate awards and it advises the Committee on policy matters related to the award of scholarships. It includes two members selected from each of the three colleges.

Academic Board

The Academic Board is the senior academic body within the University. Its function is to advise the Senate and the Vice-Chancellor on all matters relating to and affecting the University's teaching and research activities and its educational programs, including general advice on the academic priorities and policies of the University. The Academic Board comprises some 60 members, including all the deans of faculties, members elected from the professors, non-professorial members of staff and heads of departments, the President of SUPRA and an elected postgraduate student member.

Academic Forum

The Academic Forum was established to facilitate debate about academic policy amongst the academic community. It acts as an electoral college for the Academic Board and advises the Board on academic policy matters in relation to teaching and learning, research, students and academic staffing. The Forum also serves the University community as a body where concerns and grievances affecting the academic community can be aired and brought to the attention of the Vice-Chancellor.

Membership is almost 400 in number, comprising the University's senior officers, deans and chairs of faculties, heads of departments, chairs of boards of studies, professors, non-professorial representatives of faculties/colleges and boards of studies who are elected by their colleagues, directors of the Koori Centre and Institute for Teaching and Learning, student members of faculties, the presidents of the SRC and SUPRA and any member of the Academic Board who is not already a member of the Forum.

Senate

The Senate of the University is the governing body of the University. Of its 22 Fellows, two are elected students, one being a postgraduate student. Amongst its many responsibilities the Senate is responsible, with the aid of recommendations from the Academic Board, for making regulations (known as Senate resolution or rules) concerning the requirements for particular degrees, graduate diplomas and graduate certificates. The Chancellor, who is elected by the Fellows of Senate, presides at meetings of the Senate and on University occasions such as conferring of degrees ceremonies.

The Senate is also the ultimate point of appeal within the University. (See the later chapter on appeals.)

Administration

Departmental offices

In many instances if you have an administrative enquiry you should not need to go beyond your department. There will be a departmental office where you will find that the administrative assistant is able to point you in the right direction. Some departments have an administrative officer whose responsibility is to assist the head of department in the efficient running of the department. Find out how matters are arranged in your department.

Faculty offices

The faculty office will be a source of information and advice about procedures and regulations as well as providing advice on courses available. It is also where you can find out who is the most appropriate associate dean or other faculty officer with whom to discuss a difficult situation. The colleges and the boards of studies have administrative focuses analogous to faculty offices and a full list of faculty and other similar offices and their locations and inquiry phone numbers is given in an appendix to this handbook. Some faculty offices also have appropriate e-mail facilities.

In the faculty office, as well as the dean there is a faculty secretary or manager who is responsible to the dean. In most faculty offices there are supporting administrative assistants and administrative officers, one or more of whom may have a particular postgraduate responsibility. (Sometimes this person is called the postgraduate clerk or adviser.) The faculty secretary has a broad range of responsibilities including acting as secretary to the faculty and its committees and ensuring that the University's regulations and procedures concerning postgraduate students are properly administered. Note that the Faculties of Medicine, Dentistry and Pharmacy have a common postgraduate administration office.

Student Centre (Camperdown campus)

The Student Centre (on level 1 of the Carslaw Building, tel 9351 3023/2577) is the focus for initial student enquiries. This is the area responsible for provision of general information and application forms. It acts as the information point for the Student Records Office, for HECS enquiries (tel 9351 2086/5062/5659), and for the Graduation Section (tel 9351 4009). The Student Centre web site is at: <<http://www.usyd.edu.au/su/studentcentre>>.

Student Administration Offices on other campuses

Student Administration for the Cumberland Campus is located in Building A, Jeffrey Miller Building (tel 9351 9161).

Student Administration for the Orange Campus is located in the Administration Block, Leeds Parade, Orange (tel (02) 6360 5511).

Principal officers and organisation of the University

The Vice-Chancellor and Principal

The Vice-Chancellor and Principal is the chief executive officer of the University. The Vice-Chancellor, Professor Gavin Brown, is responsible to the Senate for the administrative, financial and other business of the University, for the care of property, for the general supervision of all staff and for supervision of discipline. He consults with and advises the Academic Board and all boards, faculties, heads of departments and professors.

Administrative structure

The University's faculties are organised into three Colleges - known as the College of Health Sciences, the College of Humanities and Social Sciences and the College of Sciences and Technology.

The three Colleges are headed by Pro-Vice-Chancellors reporting directly to the Vice-Chancellor. The Pro-Vice-Chancellors (College) have responsibility for overall academic leadership, budget, staffing, building usage and equipment within their College.

The College of Health Sciences includes the Faculties of Medicine, Dentistry, Nursing, Health Sciences and Pharmacy. The College of Humanities and Social Sciences includes the Faculties of Law, Education, Economics and Business and Arts, together with the Sydney College of the Arts and the Sydney Conservatorium of Music. The Faculties of Science, Engineering, Agriculture, Architecture, Veterinary Science and Rural Management are in the College of Sciences and Technology.

The Australian Graduate School of Management is a joint venture of the University of Sydney and the University of New South Wales.

(Generally in this handbook when the term "faculties and colleges" is used, this is not a reference to the organisational Colleges but to the two faculty-equivalent colleges: Sydney College of the Arts and Sydney Conservatorium of Music.)

Central administrative portfolios are held by two Deputy Vice-Chancellors.

The Deputy Vice-Chancellor (Planning and Resources), Professor Ken Eltis, in addition to assisting the Vice-Chancellor, is responsible for industrial relations, equity, non-devolved personnel services and union liaison, student administration and services, overseeing the budget and budget development, including financial management, control and audit, capital works development, resource management and properties, preparing the Education Profile and associated DETYA liaison, providing planning information and support, IT policy and management, corporate information and secretariat and legal services.

The Deputy Vice-Chancellor (Academic and International), Professor Judith Kinnear, in addition to assisting the Vice-Chancellor, is responsible for fostering teaching and learning, fostering research, developing international operations and activities including international student recruitment and welfare, fostering links and collaborative activities with industry, the public sector and government, promotion, marketing and student recruitment, and University libraries.

There are three corporate Pro-Vice-Chancellors: Research (Professor David Siddle); Employee Relations (Professor Michael Koder); and Teaching and Learning (Professor Paul Ramsden). There is also an Assistant Pro-Vice-Chancellor (Information Technology) (Associate Professor Simon Carlile).

Registrar

The Registrar's Division is most directly concerned with services relevant to postgraduate students. Those services are outlined in Chapter 15.

The Registrar is responsible *inter alia* for the keeping and care of proper records of the proceedings of all meetings of the Senate, Academic Board, the faculties, college boards, the boards of studies and committees in the University, for keeping student records, and for managing and supervising examinations. Often you will find reference in the regulations to the 'Registrar' taking some action. This usually means in practice, a member of a faculty office or of the Registrar's Division taking that action on behalf of the Registrar.

The Secretariat services the principal committees of the University. Its members, including the Secretary to the Graduate Studies Committee, are located in the north-western corner of the main building on the Camperdown Campus.

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 whilst studying at University and Student Services can assist you in managing and handling these more effectively.

Further information regarding services is outlined in Chapter 15 under the headings: Accommodation Service, Casual Employment Service, Child Care Coordinator, Counselling Service, Disability Services, Financial Assistance Office, Learning Centre, Mathematics Learning Centre or visit the web site at: <www.usyd.edu.au/su/stuserv>.

CHAPTER 4

Application and admission

Admission requirements

The Senate Resolutions setting out the requirements for each of the various postgraduate degrees, graduate diplomas and graduate certificates can be found in the *Calendar*, Volume I. General requirements are outlined in this chapter.

Graduate diplomas and graduate certificates

Admission requirements for the various graduate diplomas and certificates are normally a bachelor's degree in the appropriate discipline or an equivalent qualification supported by the completion of studies viewed as relevant by the faculty. In some cases relevant experience may be required. In some instances the admission requirements for a graduate certificate may be met by appropriate work experience or other forms of prior learning.

In determining the entry requirements for each of the University's postgraduate degrees and graduate diplomas and certificates the Senate has acted on the advice of the Academic Board, the Graduate Studies Committee, the faculties and boards of studies and the college boards. In making their recommendations these bodies have considered the demands of the program, the needs of the profession, the likely background of applicants and the academic standards they are seeking to maintain.

Master's degrees

Admission requirements for the various master's degrees vary and you must consult the individual degree requirements.

A research-only master's degree usually requires entry requirements of a bachelor's degree with 1st or upper 2nd class honours or equivalent. Coursework master's degrees usually require a three-year Bachelor's degree as an entry requirement.

However all degrees require prerequisites to be met in terms of appropriate courses undertaken at the undergraduate level or standards of performance in the first degree or professional or other experience gained concurrently with or subsequent to the first degree being obtained or in addition to the degree or professional qualifications a high level pass in an external examination such as the Graduate Management Admissions Test (GMAT).

For admission to some master's degrees a bachelor's degree may not be essential. Evidence of general or professional qualifications and experience may be sufficient to satisfy the faculty concerned that the applicant possesses the academic preparation and capacity to complete the program in question. In any individual case the faculty concerned can prescribe additional work to be completed before or subsequent to admission.

Doctor of Philosophy (PhD)

The minimum admission requirement for the Doctor of Philosophy (PhD) is the possession of a master's degree or a bachelor's degree with 1st or 2nd class honours. Alternatively an applicant may be admitted having passed a qualifying examination at a standard equivalent to the bachelor's degree with 1st or upper 2nd class honours. This qualifying examination could be completion of a period of relevant full-time or part-time advanced study and research towards a master's degree at the University of Sydney at such a standard as would demonstrate to the satisfaction of the faculty that the candidate is suitably prepared in the particular field of study to undertake candidature for the PhD.

In addition to these academic requirements the head of department must certify to the faculty: that your proposed course of advanced study and research is appropriate and acceptable; that you have in addition to the academic qualifications the necessary training and ability to pursue the proposed course of study and research; and that there are sufficient supervisory and other resources and facilities available to enable your candidature to be completed successfully. (See also the section below on application procedures.)

The faculties are particularly concerned to ensure before admission to PhD candidature that there is every likelihood of a successful outcome. The Academic Board has agreed that a probationary period of 12 months for a PhD should be seen as usual practice. (The faculty may vary this requirement in special circumstances.) This probationary period may have been prior enrolment in and/or completion of a master's degree by research. Some departments and faculties require all potential PhD candidates first to enrol in an appropriate master's degree with transfer to PhD candidature only after completion of that degree or after at least one semester's satisfactory progress.

Graduates of other institutions

The admission requirements for postgraduate degrees, graduate diplomas and graduate certificates in the Senate regulations are usually expressed in terms of an applicant holding a qualification from the University of Sydney. The dean of a faculty may also admit to candidature applicants with qualification deemed equivalent to those expected of Sydney graduates.

Eligibility for admission to a particular degree or graduate diploma and graduate certificate is **not** simply determined by the applicant's qualification, however. The dean of the faculty or college principal/director or chairperson of the board of studies, as appropriate, must also be satisfied that the applicant is suitably prepared in the particular field of study in which the applicant proposes to be a candidate and has a standing equivalent to that required of a graduate of the University of Sydney qualified for admission to candidature for the degree or graduate diploma or graduate certificate concerned. This means that where, for example, a 1st or 2nd class honours degree is required of a University of Sydney graduate a similar level of achievement is expected of graduates from other institutions. This may be measured by other means where appropriate such as a Grade Point Average (GPA) or other form of grading. The International Office can advise about such equivalences.

Experience or further training undertaken subsequent to a first degree may be included in any assessment of eligibility for admission.

English language requirements

Applicants applying for admission to a postgraduate degree, graduate diploma or certificate on the basis of qualifications obtained from a university or other institution where the language of instruction was not primarily English are required to meet the same English language proficiency requirements as international students unless specifically exempted by the dean of the faculty concerned on the basis of other evidence of English language proficiency.

The following are acceptable language qualifications for most courses:

TOEFL	(Paper based) 575 or better plus TWE (Test of Written English) at 4.5+
TOEFL	(Computer based) 233, Essay Rating 4.5
IELTS	Overall band score of 6.5 or better, with a minimum of 6.0 in each band

Some faculties have more stringent language requirements:

Architecture

Postgraduate courses in Architecture require TOEFL 600 or better plus TWE at 4.5+ or IELTS 7.0 or better.

Economics and Business

Postgraduate courses in Economics and Business (except Commerce) require IELTS 7.0 (with a minimum of 6.0 in each band) or TOEFL 600 plus TWE at 4.5. The requirements for Commerce are under review and may be brought into line with the rest of the Faculty.

Education

Master of Teaching requires IELTS 7.5.

Health Sciences

Postgraduate courses in Physiotherapy require IELTS 7.0.

Master of Occupational Therapy requires TOEFL 600 or better plus TWE at 5.0+ or IELTS overall band score of 7.0 or better, with at least 6 for Speaking and 7 for Writing on each band.

Law

Postgraduate courses in Law require IELTS 7.0 (with a minimum of 6.0 in each band) or TOEFL 600 plus TWE at 4.5.

Medicine

Postgraduate courses in Medicine require TOEFL 600 plus TWE at 4.5.

Other admission procedures***Probationary candidature***

A faculty may admit an applicant to probationary candidature for a period of up to one year if a head of department is unsure for any reason of the applicant's preparedness to undertake postgraduate candidature. (This could be, for example, because of unfamiliarity with the applicant's qualifications.)

Where progress is not considered satisfactory the faculty will give clear reasons, to be transmitted to the candidate by the Registrar, as to why termination of the candidature will be recommended. Where admission is confirmed the candidature is normally deemed to have commenced from the date of original acceptance.

Preliminary candidature

A faculty may admit an applicant to a period of preliminary candidature where the normal entry requirements for a particular degree have not been met. This may involve completing certain courses or units of study at either an undergraduate or postgraduate level or carrying out a particular piece of research. Admission to a preliminary program does not constitute provisional acceptance to a particular degree program. A further application to that degree program must be made on completion of the preliminary program.

Application procedures

A simple but essential requirement for admission to any postgraduate course is that a current application form is completed and lodged with the relevant faculty/college office (and, in the case of international students, at the International Office) in good time.

Unless there is a specific deadline stated for a particular course an applicant within Australia must apply by no later than 10 weeks before the commencement of the next following semester: by 30 November for commencement at the end of February; and by 30 April for commencement in late July. Applicants must check the closing date because many faculties have earlier closing dates.

If the results of your first degree will not be known by the closing date this should not deter you from submitting an application providing that you forward your results when they are known.

A result of your application will be a formal response sent by the faculty office. An offer of admission will usually set out details of your candidature and should be checked carefully. If you have any questions about the terms of the offer, check with the faculty office and your intended department as necessary.

If for any reason you are unable to take up an offer of admission please let both the department and the Faculty Office know. It may be that it is then possible to offer a place to another applicant. For reasons of pressure on storage space unsuccessful applications and applications where an offer has been declined are not retained indefinitely and a full, fresh application should normally be made if you reapply in a later year.

International students

The deadline for international students is 31 October for First Semester and 30 April for Second Semester as additional lead time is required for processing visas. While late applications are accepted, they may not be processed in time for the next semester.

Quotas

Admission to candidature for any course may be limited by quota. In determining any particular quota the University will take into account availability of resources, including space, library, equipment and computing facilities and the availability of adequate and appropriate supervision.

Where a quota has been established for a particular course the faculty or college is required to select in preference those applicants who are most meritorious in terms of the expressed entry requirements and who have made application by the due date.

Enrolment and tuition fees

Enrolment

You will be provided with detailed information about the particular enrolment dates and times and about the level of fees for which you will be liable either in your offer of admission letter or subsequently. This chapter seeks to explain some of the procedures involved.

New postgraduate coursework students who receive an offer in time for on-time enrolment must complete enrolment during the relevant scheduled enrolment period in January/February or June/July or the offer will lapse. In exceptional circumstances and on the recommendation of the appropriate dean or director a new coursework student may enrol on a scheduled late day before 31 March or 31 August on payment of a late fee of \$100.

After the March census date in First Semester and the August census date in Second Semester, you cannot discontinue, vary or withdraw your candidature without incurring a substantial financial liability. This has a particular significance for those not exempt from HECS and those paying fees. For further information, see below under "Changing your enrolment".

Re-enrolment

You must be enrolled in each semester in order to remain a candidate for the degree/diploma/certificate. In October you will receive advice about re-enrolment for the following academic year. Re-enrolment is activated by pre-enrolling, and you will receive the necessary forms with the re-enrolment advice. In mid-November you will receive comprehensive information on a range of topics for the following year. In early January, you will receive confirmation of your pre-enrolment and advice about the procedure for completing enrolment for First Semester.

You cannot pursue your studies as a candidate for the course unless you are enrolled. If you have been absent from the University on a suspended candidature your recommencement must take effect by re-enrolment in one of the two semester enrolment periods.

There is a second enrolment period at the beginning of Second Semester at which enrolment details for Second Semester are finalised.

Fee-paying courses

For most postgraduate courses undertaken by coursework (and for some undergraduate degrees), tuition fees are charged rather than HECS. Such fees vary from course to course, and detailed information is available from faculty offices and the Student Centre. International students should contact the International Office regarding fees.

Tuition fees for the forthcoming semester are due at enrolment initially. You will be billed for Second Semester, prior to that semester's commencement.

There is also a small number of HECS Equity places available for postgraduate coursework students enrolling in fee-paying courses. Please contact your faculty office for further information regarding these.

Refund of tuition fees for fee-paying award courses

If you withdraw from an award course completely, or defer or suspend your candidature, before the start of semester then you are reimbursed 90% of the tuition fee. The University retains the remaining 10% to cover administrative overheads.

If you withdraw after the start of the semester but before the relevant March or August census date, then you are reimbursed 50% of the fee. The University's retained portion covers not only administrative overheads but also tuition costs.

Beyond the census date for each semester, the University retains 100% of the tuition fee.

Refund of tuition fees for fee-paying units of study

Students who withdraw from First or Second Semester units of study prior to the relevant census date but who remain actively enrolled in one or more other units of study will be refunded 100% of the tuition fee for those units (with the exception of "Intensive Mode" postgraduate units of study offered by the Faculty of Law).

Students who withdraw from "Intensive Mode" postgraduate units of study offered by the Faculty of Law are subject to the following refund policy. 90% of the fees will be refunded if withdrawal occurs before the commencement of the intensive unit. 50% of the fees will be refunded if withdrawal occurs after the commencement of the intensive unit, but before 25% (as determined by the University) of the total duration of the intensive unit has expired. No refund will be payable where withdrawal occurs after 25% of the total duration of the intensive unit has expired.

Beyond the census date for each semester, the University retains 100% of the tuition fee.

Compulsory subscriptions

All postgraduate students are required, as a condition of their enrolment, to become members of: (1) either the University of Sydney Union or the Cumberland College of Health Sciences Students Union or the Orange Agricultural College Students Association; and (2) the Sydney University Postgraduate Representative Association (SUPRA).

HECS-liable courses

A small number of postgraduate coursework degrees are HECS-liable rather than requiring the payment of tuition fees. Details of how the HECS Scheme works are printed in the booklet entitled "*HECS - Your Questions Answered 2001*", produced by the Department of Education Training and Youth Affairs (DETYA), and distributed to all students at enrolment. Copies are also available from the Student Centre, Level 1, Carlslaw Building.

Changing your enrolment

Changes to your First Semester's enrolment may be made, with permission, up to 5 pm on the last working day in March but, other than to discontinue units of study, no changes will be permitted after this date. Students who vary their enrolment (including discontinuation or deferral) up to 31 March will be entitled to an appropriate adjustment to HECS or refund of tuition fees. No adjustments or refunds will be made after that date except in the special circumstances explained in the official HECS booklet which you should ensure you obtain at enrolment. Shortly after this deadline a notice will be sent to all students stating clearly their course load including any re-calculation of their HECS liability as a result of agreed units of study changes since enrolment.

Arrangements will be made to answer questions and to investigate claimed factual errors arising from these notices but it is your responsibility to check that the information is correct. You should check particularly your Second Semester notice to see that this still accurately reflects the units of study you are taking.

It is essential that an accurate record be made of the units of study being taken.

Types of candidature and modes of attendance

The University is not solely an examining body. Candidates for its courses are expected to carry out all phases of the work for the degree/graduate diploma/graduate certificate under the control of the University and at places determined by the University. It is not necessary, however, that all of the candidature should be spent on a University campus. The code of practice in the appendices details a student's responsibilities.

Types of candidature

Whether a candidate is part-time or full-time is determined solely by credit-point load for all coursework degrees, graduate diplomas and graduate certificates. A student is part-time (full-time) in a semester if he/she is enrolled in units of study which total less than (at least) 18 credit points.

Therefore, a student's status can vary between part-time and full-time from one semester to the next depending on their study load.

International students who are resident in Australia are normally required under the terms of their entry visas to undertake full-time candidature only. International students who are not resident in Australia may be able to undertake part-time candidature if course requirements permit.

Modes of attendance

In many courses, it is not necessary for students to be present on-campus during regular teaching times. Depending on the course you are in, it may be possible to undertake part or all of your studies by distance education, or by flexible delivery, and some units may be offered outside the two semesters, during the Summer session, Winter session or in concentrated blocks of teaching.

Time limits and time away

A minimum and maximum period of candidature is specified for each candidate for a postgraduate degree, graduate diploma or graduate certificate. Actual time limits for a particular course will be specified in Senate Resolutions and will depend on the number of credit points required to graduate. Minimum time limits are calculated on the basis that a full-time semester is equivalent to 24 credit points of study. Maximum time limits include an allowance for some failed units and some time away from study. You should note that there are pressures on students and on universities for students to complete as soon as possible.

The most common time limits are:

Course	Minimum	Maximum
Graduate Certificate, full-time	1 semester	2 semesters
Graduate Certificate, part-time	2 semester	4 semesters
Graduate Diploma, full-time	2 semesters	4 semesters
Graduate Diploma, part-time	3 semesters	6 semesters
Master's by coursework, full-time	2 semesters	6 semesters
Master's by coursework, part-time	4 semesters	10 semesters

If you do need an extension or time away from your course, it is important that you inform the graduate section of your faculty office. You should also keep a copy of correspondence between you and the faculty office and notes of advice you have received in person or by phone.

Suspension of candidature or course leave

The occasion may arise where it is appropriate to seek a suspension of your candidature. You should seek approval for a suspension of candidature (also known as course leave) by contacting your faculty office. If you hold a scholarship you should also note any obligations you may have to notify the Scholarships Office of periods of absence. Most variations to candidature require a corresponding variation to scholarship status.

Withdrawal

If your circumstances are such that you are unable to anticipate when you will be able to resume your candidature you should seek to withdraw from your candidature by writing to the faculty or college office. Should you be able to resume at a later date you would have to re-apply for admission. Some credit might then be given for work that you had done up to your withdrawal but you would be commencing a new candidature.

Your eligibility for refund of fees/HECS depends on when you withdraw from candidature. Refer to the section on fees in Chapter 5.

If in any year you fail to re-enrol as instructed your candidature will be regarded as having lapsed.

Satisfactory progress

The requirements for most postgraduate degrees, graduate diplomas and graduate certificates contain the provision that the faculty or college or board of studies may:

- (a) on the recommendation of the head of department concerned, call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree, graduate diploma or graduate certificate; and
- (b) where, in the opinion of the faculty or college board or board of studies, the candidate does not show good cause, terminate the candidature.

Such formal action is not taken very frequently. It would be more usual for candidates who are not making good progress to discontinue or fail to re-enrol and so forfeit their candidature.

The Senate has adopted the following definition in relation to 'good cause':

All acceptable reasons cannot be defined in advance, but:

- (a) Serious ill health or misadventure, properly attested, will be considered.
- (b) Demands of employers, pressure of employment, time devoted to non-university activities will not ordinarily be accepted except as they may be relevant to reasons advanced in (a).
- (c) A student's general record, e.g. in other courses, will be taken into account. (In particular, where students transfer from other faculties, regard will be had to their record in the previous faculty.)

The assessment process

Coursework master's degrees, graduate diplomas and graduate certificates require attendance at, and completion of, assessable tasks (e.g. examinations, essays, and projects) for prescribed units of study each semester. The University's Code of Practice stipulates that a hard copy of this information must be provided to every enrolled student at the first class meeting of a unit of study. Students who do not attend this class are advised to seek the information as soon as is practicable. This information will cover all details of assessment, including the relative weight of each task, deadlines, word lengths on essays or other written work, and nature of examinations.

A grade is finalised for each unit of study at the end of the semester and these grades are recorded on the Student Information System. Each Faculty is required to monitor results in units of study taken by its students and to ensure that results are finalised in a timely manner. The dean of the faculty concerned will approve the award of the degree, graduate diploma or graduate certificate on behalf of the faculty, and any grade of honours or merit award, once all course requirements have been successfully completed.

If you have concerns with the assessment process or the results, consult Chapters 12 and 13 which outline problem resolution and formal appeal mechanisms.

Common result grades

The Academic Board has adopted the following table of common result grades; not all faculties, however, use all grades in all courses.

Permanent results			
Grade	Description	Mark range if applicable	Comments
HD	High Distinction	85-100	
D	Distinction	75-84	
CR	Credit	65-74	
P	Pass	50-64	
R	Satisfied requirements		This is used in Pass/Fail only outcomes.
UCN	Unit of Study continuing		Used at the end of a semester for UoSs which 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)	46-49	Use of this grade is restricted to those courses which 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	0-49	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 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.

Temporary results			
MINC	Incomplete with a mark of at least 50	50-100	<p>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.</p> <p>Except in special cases approved by the Academic Board[1], this result will be converted to a normal passing mark and grade either:</p> <ul style="list-style-type: none"> (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.
INC	Incomplete		<p>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.</p> <p>Except in special cases approved by the Academic Board[1], this result will be converted to a normal permanent passing or failing grade either:</p> <ul style="list-style-type: none"> (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.
<p>[1] At its meeting of 13 October 1999, the Academic Board approved the following policies for dealing with special cases:</p> <ul style="list-style-type: none"> (a) Incomplete Units of Study Where a MINC or INC grade arises because all or many students in a Unit of Study have not completed the requirements of the Unit, the grade will be converted to UCN on the advice of the relevant Dean. The students may be engaged in practicum or clinical placements, or in programs extending beyond the end of the semester (e.g. Honours). Heads of Departments are encouraged to return UCN and not INC for students in such extended Units of Study. Deans are asked to avoid approving the use of UCN to deal with late results from a completed Unit of Study. (b) Students with incomplete results Deans are authorised to approve the extension of a MINC/INC grade for individual students having a valid reason for their incomplete status. 			

Outcomes - awards and graduations

When the award of the degree/diploma/certificate has been approved the Registrar will write advising you of this and will send you details of the next conferring ceremony at which you may graduate. Alternatively, you may apply to have your degree conferred in absentia, that is to say without attending a graduation ceremony. Until the degree/diploma/certificate has been conferred on you, you are not entitled to call yourself a graduate in that degree/diploma/certificate or to use the title of the course. (The Graduation section's telephone number is 9351 4009.)

A booklet about academic dress is available from the Student Centre and the academic dress for the various degrees is also listed in the *Calendar, Volume I*.

In April 1997, the Academic Board endorsed the view of the Graduate Studies Committee that it would be desirable to have some uniformity across the University in the grading systems used, in levels of award and in the nomenclature of master's degrees. The Board adopted the following recommendations and commended them to faculties.

Grading systems for all master's degrees and graduate diplomas and graduate certificates

- All faculties which award grades for coursework in postgraduate award programs, whether research degrees or coursework award programs, are asked to use the same grading system that is used University-wide for undergraduate programs (that is, the Fail, Pass, Credit, Distinction and High Distinction system) and that marks also be supplied in accordance with the undergraduate mark scale. (The table of common result grades is set out in Chapter 9.)
- In respect of research master's degrees, examiners should be asked to allocate a grade of Pass, Credit, Distinction or High Distinction for theses so that faculties are able to award one of these grades as a thesis final result. This result will then be entered upon candidates' transcripts of academic record and can be used for scholarships ranking.
- Faculties will need to inform examiners of the range of marks used by the University for awarding grades.
- Results of 'Satisfactory' and 'Unsatisfactory' and other such 'grades' should no longer be used.
- Explanations of the grades and marks should be published in handbooks and other relevant publications.

Levels of award for master's degrees

- In respect of coursework degrees, provision should exist for the award either without honours or, preferably, with just one class of honours, but the award with merit is an acceptable alternative to the award with honours.
- In respect of research degrees, a degree may be either awarded or not awarded at the end of the examination process, as for the PhD, and no provision should exist for research degrees to be awarded with any class or classes of honours or with merit or other distinction. Provision should be made for the thesis to be allocated a grade, however, as set out above.

Nomenclature of master's degrees

- Faculties use nomenclature for degrees that distinguishes between research degrees and coursework degrees, and the same award should not be available by the two methods of candidature.
- The degree of 'Master of Philosophy in (*name of Faculty*)' is reserved for the Faculty's main research master's degree. It is considered that the addition of the name of the Faculty to 'MPhil' will avoid any possible confusion over whether the degree is a science- or humanities-based degree. It is recognised, however, that some faculties award more than one research degree and that the entry requirements for these degrees are not always the same.

Intellectual property, authorship and ethics

Intellectual property

Intellectual property is a term which refers to a collection of specific rights which attach to the results of intellectual activity, including those in the industrial, commercial, scientific, literary and artistic fields. The University's Intellectual Property Policy is expressed as Part 8 of the University of Sydney (Amendment Act) Rule 1999, and a copy is set out in Appendix 6 of this handbook. This Rule is currently under review and a revised Rule is expected to be adopted in 2001.

The rights and responsibilities of students differ from those of members of the University's general and academic staff. The University specifically acknowledges that students own any intellectual property that they create pursuant to their studies unless they agree to some other arrangement. The information below pertains solely to students. Students who are also members of staff should ensure that they are aware of the different provisions for staff and students. They can then act in accordance with the provisions relevant to their circumstances.

There may be occasions when, in return for benefits, you would like to assign some of your intellectual property to the University. This may happen, for example, in cooperative research ventures with industry, government, or the community. It is important that all such agreements be made to the mutual satisfaction of all of the parties. This is most easily achieved if issues, such as ownership and the distribution of benefits from the use of some intellectual property, are resolved before the project is begun. Students should note that a requirement to assign intellectual property to another party in exchange for a scholarship may make that scholarship subject to income tax.

As already stated, it is University policy that students own the intellectual property that they create unless an explicit written agreement to transfer it to someone else is made. No agreement to any transfer or restrictions should be made without you taking the opportunity to seek advice. Advice on these issues can be obtained from any or all of the following people: your supervisor; the staff of the Business Liaison Office; your student representatives; or a third party familiar with these issues.

Students' opportunities to commercially exploit their intellectual property may be limited because utilisation of that intellectual property may depend on also using intellectual property owned by others. If this is so, then permission to utilise the additional intellectual property needs to be obtained from its owner/s before any discussion about commercial exploitation can take place with a third party. You should note that permission to use someone else's intellectual property may require the user to pay the creator of that intellectual property.

Important issues for students relating to intellectual property arise in the consideration of copyright, inventions, and involvement with confidential research projects. A brief summary of the major issues relating to each of these is given in the following paragraphs.

Copyright

Copyright is a legal right which vests in the creators of literary works, dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances. It can include computer programs. (Computer programs may also be inventions subject to treatment as set out below.)

Generally the author of a work is the owner of copyright in it and this is the case for a thesis produced by a postgraduate student. In the event that there are multiple authors to a work, each is entitled to exercise all rights in relation to the whole work. Copyright in a written work is automatically established as soon as it is created, and in Australia the author does not have to take any steps to bring this about. It is the practice of the University not to enter into collaborative or contract research agreements which involve students and which would prevent either the submission and examination of the thesis during the period set by Senate or the inclusion of any necessary material. This said, there are provisions within the University of Sydney (Amendment Act) Rule 1999 (as amended) for requesting that part of a thesis or the thesis in its entirety be withheld from public availability in the University library for a period.

Once a thesis is lodged in the library it may be used, but only under the normal conditions of scholarly fair dealing for the purposes of research, criticism or review. In particular no results or conclusions should be extracted from it nor should it be copied or closely paraphrased in whole or in part without the written consent of the author. Proper written acknowledgment must be made for any assistance obtained from the thesis.

Candidates should ensure that they are aware of their rights and responsibilities under copyright legislation including the concept of 'fair dealing' in respect to copying copyright material.

For further information about copyright you could contact your supervisor, the Business Liaison Office, SUPRA, or a solicitor.

Confidential research and public availability of theses

The statutes and regulations of the University require that a thesis be publicly available in the University Library after examination. In special circumstances, public availability of a thesis may be delayed in accordance with a schedule and procedures established by the University's Senate and detailed in the University of Sydney (Amendment Act) Rule 1999 (as amended), which are set out in the *Calendar, Volume I: Statutes and Regulations*. A candidate involved in work which is funded by a contractual arrangement should ensure that he or she is fully informed about any conditions which could restrict disclosure of information. If you develop new intellectual property which requires registration to ensure its protection, such as patenting, then you should seek advice from your supervisor or the Business Liaison Office as to any restriction which proceeding to register this new intellectual property may place on your thesis and its publication.

Postgraduate students who are involved in contract or collaborative research need to have a clear understanding of any restriction or delay to publication that is required by the sponsor of the research prior to commencing the work. A student's supervisor, head of department and the staff of the Business Liaison Office are ready to assist students who are attempting to evaluate the opportunities and restrictions presented through participation in a collaborative project. In no case should the submission and examination of theses be delayed beyond the period set by the Senate, nor should any necessary material be excluded. The sponsor can request that a thesis is submitted in confidence to examiners for evaluation and the public availability be restricted for a short time if it is agreed that public availability would adversely affect the commercialisation of the results of the project. Such a delay will require application to the Graduate Studies Committee through your head of department and faculty. The application must contain adequate justification for the request.

Inventions

For the purposes of this section, inventions includes patents, circuit layouts, trade marks, designs, Plant Breeders' Rights and Plant Variety Rights. The capacity to exercise exclusive rights in relation to an invention, such as the sole right to use it, may require explicit registration, such as a patent application.

The University will assist any student in reviewing the opportunities for commercially exploiting an invention which the student has produced in the course of his or her study and which the student owns. Although initial advice is both confidential and free, any action taken by the University to commercially develop an invention created by a student may require the student to enter into an agreement with the University. Contact should be made with the Business Liaison Office (tel 9351 4000) after discussing the matter with your supervisor and head of department.

Authorship and acknowledgment guidelines

Agreement should be reached between the student and the supervisor concerning authorship of publications and acknowledgment of contributions during and after the candidature. There should be open and mutual recognition of the candidate's and supervisor's contribution on all published work arising from the project.

Both ethically and legally all people who have made a substantial contribution to the production of work should be acknowledged.

It is suggested that the question of acknowledgment, including the likelihood of co-authorship, be discussed at the beginning of a project with all who are likely to participate. Agreement should be reached then, but decisions may need to be reviewed as the project proceeds.

Co-authorship

As a guiding principle it is understood that a co-author would have an excellent mastery of the subject.

Academic rank should neither preclude nor necessitate co-authorship. Special attention should be paid to the contributions of postgraduate students. They should be co-authors, as should others, if they have contributed significantly to the project.

Other acknowledgments

It is recommended that acknowledgment of contributions below the level of co-authorship be detailed in proportion to the importance to the project.

The following lists were designed to draw attention to contributions which should be considered for acknowledgment. They should be consulted for formulating decisions on co-authorship and other acknowledgment.

People who may be involved in the execution of a project include: animal attendant; archivist; collaborator; computer personnel; director/manager/co-ordinator; electron microscopist; laboratory assistant; laboratory manager; photographer; postgraduate; professional officer; research assistant; technical officer; typist; undergraduate. Their areas of involvement in a project might include:

- (a) Initiation of project: concept formation; review of area/topic; integration of first two above/discussion; writing funding proposals.
- (b) Pilot work: design and analysis strategy; execution and analysis of pilot study.
- (c) Equipment: development of procedures/devices/measures for evaluation of experiments; designing technical equipment; building technical equipment.
- (d) Computer programs and data base system: development of original programs/tables; designing or adapting alternative programs/tables; computer/statistical construction and analysis.

- (e) Execution of complete project: refer to list of people who may be involved.
- (f) Analysis: analysis strategy; computation/analysis.
- (g) Writing up: designing paper; literature review; empirical evidence; drafting paper, including bibliography; draft revision; final write up; illustrations; typing; index (for books).

The University of Sydney Code of Conduct for Responsible Research Practice and Guidelines on Dealing with Allegations of Research Misconduct

Part 1 of these Guidelines is included as an appendix to this Handbook. This includes material on retention of data, publication and authorship, the role of research supervisors and disclosure of potential conflict of interest.

Part 2 of the Guidelines on dealing with allegations of research misconduct is currently being developed and is expected to be approved in 2001.

Ethics and Biosafety

Supervisors are responsible for advising candidates of the need to apply for ethical and biosafety approval for research. Projects that require ethical approval involve human or animal subjects; projects that require biosafety approval involve genetic manipulation. If projects require such approvals they will go before the appropriate committee. For further information about ethics and biosafety, please contact the Manager, Ethics & Biosafety Administration (tel 9351 4811, fax 9351 6706).

There is a two-day workshop on animal ethics which you will be expected to attend at the beginning of your research degree, if appropriate. Your supervisor will advise you as to when it will be available.

Please note that scholarship payments cannot be made to students who have failed to obtain ethical clearance where their research requires ethical approval.

Resolution of problems

Problems arising for the candidate, teaching staff or supervisor can and do occur. It is obviously desirable that these are addressed and settled as expeditiously as possible and preferably within the department.

A candidate may approach the head of department, the postgraduate co-ordinator or any other member of the permanent staff of the department, regarding the resolution of problems. If a candidate and supervisor cannot resolve their difficulties between themselves or with third party help, either may approach the head of department or postgraduate co-ordinator concerned. The head and/or the postgraduate co-ordinator should attempt to settle the dispute.

International students should be aware of the specific counselling support available in the International Student Services Unit for international students and their supervisor/teacher. A good supervisor/candidate relationship, in any circumstances, can be difficult to establish and maintain. Cultural differences can impose additional complexity.

The problem may simply be an irreconcilable personality clash between the supervisor and candidate or it may be that the development of the topic means that the original supervisor's area of expertise is no longer relevant. In such cases either you or your supervisor may request a change of supervisor without discredit to either party.

Advice could also be sought from the Student Advisers located at SUPRA. The Student Advisers provide professional and confidential advice or referral about any matters that may affect your candidature from academic matters, processes, problems and appeals to general welfare issues that impact on your study. If you are experiencing difficulties you should also contact the University Counselling Service.

A candidate who considered that resolution of difficulties within the department was not being achieved could also go to the dean or postgraduate associate dean of the faculty.

Problems that have become in effect disputes which cannot be resolved at the faculty or college level may be referred to the Graduate Studies Committee which will consider the dispute and consult with the parties concerned and other appropriate members of staff. The Graduate Studies Committee may, as a last resort, refer a matter to the Vice-Chancellor or a Deputy Vice-Chancellor for resolution but it takes the view that the resolution of disputes is essentially the business of a department.

Appeals

Extract from the University of Sydney Calendar 2000

RESOLUTIONS OF THE SENATE

STUDENT APPEALS AGAINST ACADEMIC DECISIONS

Any student may appeal to the Senate against an academic decision. Normally such an appeal will not be heard unless the student has exhausted all other avenues. For undergraduates and for postgraduate students undertaking coursework award programs, this means appeal to the department and/or faculty/college board/board of studies concerned, and for postgraduate students undertaking research degrees, also to the Committee for Graduate Studies.

Appeals solely against questions of academic judgement that have, in the view of the Chair of the Academic Board, been thoroughly investigated by the faculty/college board/board of studies in accordance with the procedures adopted by the Academic Board, will not be heard unless there are grounds for believing due academic process has not been observed.

Appeals against exclusion from re-enrolment in undergraduate award programs and against termination of candidature for postgraduate awards are heard by the Student Appeals Committee (Exclusions and Readmissions), and appeals against disciplinary action are heard by the Student Disciplinary Appeals Committee.

Note

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

Hearing of appeals

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

1. Appeals against academic decisions may be referred by the Senate to the Student Academic Appeals Committee, a standing committee of the Senate.
2. The membership of the Student Academic Appeals Committee shall be-
 - (i) the Chancellor, the Deputy Chancellor, and the Vice-Chancellor and Principal (ex officio);
 - (ii) the Chair of the Academic Board;
 - (iii) a deputy chair of the Academic Board, nominated by the Chair;
 - (iv) two student Fellows of the Senate; and
 - (v) two Fellows of the Senate who are not members of the academic staff.
3. The Student Academic Appeals Committee acts on behalf of the Senate in hearing an appeal and in determining its outcome.
4. On receipt of an appeal the Chancellor or the Chancellor's nominee shall appoint one person from each category of membership listed in section 2 above.
5. Four members of the sub-committee shall form a quorum.
6. A unanimous decision of the sub-committee shall be final and reported to the Senate for noting.
7. An appellant will be advised as soon as practicable of the decision and the reasons for it.

8. In the event that the sub-committee is unable to reach a unanimous decision, majority and/or minority reports together with supporting papers will be referred to the Senate for final decision. The Senate should give a written statement for its decision to the parties concerned.

9. The sub-committee shall observe the following procedures in hearing an appeal:

- (a) The dean of the faculty or chairperson of the board of studies concerned shall be provided with a copy of the student's letter of appeal and be asked to provide, within ten working days, written comment from whatever source is appropriate on this matter, including the recommendations of the staff member, professor and head of department concerned, so far as is practicable.
- (b) The appellant shall be given a copy of the response elicited from the dean or chairperson of the board of studies seven working days in advance of appearing before the sub-committee.
- (c) The sub-committee will interview both the respondent and the appellant together and may call on other witnesses if it determines they are relevant, provided that the appellant has the opportunity to respond to later adverse material, if presented. The respondent shall be the dean or chairperson of the board of studies, except in a case where the dean or chairperson does not support the particular decision, in which case the Senate shall nominate the respondent.
- (d) The appellant shall respond to requests for further information, normally within fifteen working days; otherwise the Vice-Chancellor may determine that the appeal has lapsed.
- (e) The appellant will have the right to be accompanied at the interview(s) by a friend.

RESOLUTIONS OF THE ACADEMIC BOARD

PROCEDURES APPROVED BY THE ACADEMIC BOARD IN RESPECT OF STUDENT APPEALS AGAINST ACADEMIC DECISIONS

Introduction

The University operates on the basis that academic decisions (e.g. in relation to assessment, examining, etc.) are entrusted to members of the academic staff acting in accordance with proper procedures established by the faculty, college board or department in question. A student dissatisfied with an adverse decision should be able to apply to have the decision reconsidered and in appropriate cases reviewed. Since Senate has the ultimate authority over the University and since it is by authority of the Senate that all degrees, diplomas etc. are awarded, there is always an ultimate appeal to Senate against decisions, including academic decisions made within faculties. However, Senate has determined that appeals on questions of academic judgement will not be heard by the Senate unless, in the view of the Chair of the Academic Board, there are grounds for believing due academic process has not been observed.

In any appeal based solely on questions of academic judgement it will be sufficient for the Chair of the Academic Board to be satisfied that the academic process established by the faculty college board or department have been duly followed, and that the procedures set out below have been complied with.

PRINCIPLES AND PROCEDURES FOR STUDENT APPEALS AGAINST ACADEMIC DECISIONS FOR UNDERGRADUATE AND POSTGRADUATE COURSE AWARDS

Preliminary

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

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

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

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

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

Principles that underpin these procedures

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

- (1) **Timeliness.** All disputes should, wherever possible, be resolved as quickly as possible. A procedure that creates a number of opportunities to resolve a problem should not be treated as a series of hurdles which prolong the dispute. Unresolved disputes have a detrimental effect on the performance of both students and staff involved.

Deadlines prescribed in these procedures should always be followed, unless there are exceptional circumstances. If the deadline is to be exceeded by staff, the student must always be informed of the length of, and the reason for, the delay.

Time limits allowed to students are generally longer than those allowed to staff. As a general rule, it may be more appropriate to relax time limits for students within reason.

Students may find pursuing a complaint or an appeal a difficult and stressful undertaking. They may need further time to marshal the confidence, support and evidence they need to pursue a complaint. Students should also be able to express their complaint in their own terms.

- (2) **Confidentiality.** All student appeals must be treated confidentially at all stages of the process. Any information about a complaint must be strictly limited to those staff who need to know about it in order to deal with the complaint. For example, where a complaint is dealt with at departmental or faculty level, any sensitive personal information about the student should only be available to the head of the department, dean (or college principal) or the staff member assigned to the appeal. If information needs to be distributed at a broader level, then the student's written consent must first be obtained.

- (3) **Without disadvantage.** The fact that a student has made a complaint under these procedures should not disadvantage the student in any way, especially by way of victimisation. That said, the fact that a student has had to complain often does, of itself, cause disadvantage, for example, delay in finalising the mark for a unit of study. However, students should be able to complain under these procedures and feel confident that they will not be disadvantaged in any other way.

(4) **Procedural fairness.** All staff involved in a complaint or an appeal have a duty to observe the principles of procedural fairness (sometimes called natural justice), which include the following.

- (a) Staff and students involved in a complaint are entitled to raise all issues which are important to them, and to put their points of view in their own terms. In most cases, any formal complaint will be dealt with by means of written submissions. In some cases, however, it may be appropriate to deal with the matter by interviewing the relevant parties. This will be determined by the relevant decision-maker.
- (b) Staff and students are entitled to have matters dealt with in an unbiased manner, and lack of bias should always be apparent. It is impossible to list all types of potential bias. One example is where a staff member involved in conciliating a complaint has a close personal relationship with the student. The question for any decision-maker is whether he or she has a pre-conceived view that is so strong, and so related to the matter being decided by the staff member, that it is reasonable to suspect that he or she is unable to listen to the complaint in a fair manner, and to deal with that complaint on its merits alone. Any person concerned about bias is expected to raise it with the appropriate person promptly.
- (c) Parties are entitled to know the basis on which decisions about them have been made, and accordingly reasons should be given for a decision, in sufficient detail that it is reasonable to expect a student to be able to understand the decision.
- (5) **Support.** Any person involved in this process who is disadvantaged in any way in their ability to present their case should be allowed the support and advice they need to participate effectively. While a conciliatory approach is preferred and encouraged under these rules, it may be appropriate, in some circumstances that the student or staff member has another person speak on his or her behalf.
- (6) **Record-keeping.** In order to facilitate resolution of student complaints, it is important that staff establish and maintain proper records (through the Central Records filing system) once a complaint becomes formal. Staff are also advised to keep brief notes of any informal discussions with students. Copies of documentation given to students in relation to a unit of study should be kept, as well as a record of the date on which that information was supplied to students and the means by which it was disseminated. This may be important to the speedy resolution of a complaint.
- (7) **Access.** Students should normally have a right of free access to all documents concerning their appeal. This right does not apply to any documents for which the University claims legal professional privilege.

PROCEDURES FOR STUDENT APPEALS

6. Informal resolution with teacher

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

- (3) If the teacher or unit of study co-ordinator is the head of the department or school, then the student should approach the dean or college principal or director (see 8 below).

7. Approach head of department or school

Informal complaints

(1) If the student's concerns cannot be resolved under paragraph 6, or because of a failure to follow procedures, the student may then approach the head of department or school. The student may, at this point, choose to approach the head of department on an informal basis, or else put his or her complaint in writing. The student should do either of these things within 15 working days of the outcome of discussions under paragraph 6.

(2) If a student chooses to approach the head of department informally under paragraph 7(1), this does not later preclude the student from proceeding formally under this paragraph 7 by putting his or her complaint in writing to the head of department.

(3) The head of department should deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

Formal complaints

(4) The head of department must acknowledge receipt of a formal complaint in writing within 3 working days of receipt.

(5) The head of department must try to resolve the complaint within 10 working days of receiving the complaint, and then advise the student in writing of his or her decision:

- (a) setting out the reasons;
- (b) advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
- (c) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

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

Informal complaints

(1) If the student's concerns cannot be resolved under paragraph 7, or because of a failure to follow procedures, the student may then approach the dean or college principal or director. The student may, at this point, choose to approach the dean or college principal or director on an informal basis, or else put his or her complaint in writing. The student should do either of these things within 15 working days of the outcome of discussions under paragraph 7. In some cases the dean, college principal or director may nominate another faculty officer, for example a pro-dean or associate dean to deal with the matter.

(2) If the dean or college principal or director is the decision-maker under paragraphs 6 or 7, then the pro-vice-chancellor of the relevant academic college shall act as decision-maker under this paragraph 8.

(3) If a student chooses to approach the dean or college principal informally under paragraph 8(1), this does not later preclude the student from proceeding formally under this paragraph 8 by putting his or her complaint in writing to the dean or college principal or director.

(4) The dean or college principal or director should then deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

Formal complaints

(5) The dean or college principal or director must acknowledge receipt of a formal complaint in writing within 3 working days of receipt.

(6) The dean or college principal or director must try to resolve the complaint within 10 working days of receiving the complaint, and then advise the student in writing of his or her decision:

- (i) setting out the reasons;
- (ii) advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
- (iii) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

9. Written appeal to the Senate

(1) If the student is not satisfied that his or her concerns have been addressed satisfactorily under paragraph 8, then the student may make a written appeal to Senate.

(2) Note that an appeal to Senate is covered by the Senate resolution 'Student Appeals against Academic Decisions' above in this University of Sydney Calendar. This resolution provides that an appeal to Senate will not normally be heard unless the student has exhausted all other avenues. In other words before the student makes an appeal to Senate he or she should have followed the procedures set out in this document by attempting to find a resolution with his or her teacher, head of department and dean or college principal or director.

(3) Note that the Senate resolution provides for a hearing before the Senate Appeals Committee, but a complaint does not go straight to that Committee. It is first referred to the Chair of the Academic Board who attempts to resolve the matter. The procedures are outlined below. In some cases the Chair of the Academic Board may nominate the Alternative Chair or a deputy chair of the Academic Board to deal with the matter.

(4) A written appeal to Senate should outline the matter clearly, concisely and fully, and include any relevant documentation or evidence. The written appeal should be submitted to the Registrar, Main Quadrangle, A14.

(5) The Registrar will refer the appeal to the Student Centre. The Student Centre will check that the student has exhausted all avenues. If the student has not exhausted all other avenues the Student Centre will advise the student what steps can be taken. If the student has exhausted all other avenues, the Student Centre will collect together the complaint, the student's file and documentation from the faculty and forward it to the Chair of the Academic Board normally within five working days.

(6) The Chair of the Academic Board will seek to resolve the matter as informally and quickly as possible in accordance with the principles set out in this document. Normally within ten working days of receiving the file from the Student Centre, the Chair of the Academic Board will communicate his or her decision on the complaint to the student.

(7) Note that the Senate resolution provides that where the appeal is solely against a question of academic judgement, the Chair of the Academic Board will not refer the appeal to the Student Appeals Committee if: (a) the complaint has been thoroughly investigated by the faculty; and (b) these procedures, especially the principles of procedural fairness, have been followed.

(8) If the matter has not been resolved by the Chair of the Academic Board, the Chair will refer it to the Senate Appeals Committee.

(9) The procedure which the Senate Appeals Committee will follow is set out in the resolution of Senate, Student Appeals Against Academic Decisions, referred to in paragraph 9(2) above.

PRINCIPLES AND PROCEDURES FOR STUDENT APPEALS AGAINST ACADEMIC DECISIONS FOR POSTGRADUATE RESEARCH AWARDS

1. Students are expected to seek to resolve any problems or difficulties through the supervisor, departmental postgraduate coordinator, the head of department or school, chair of the faculty board of postgraduate studies or equivalent.
2. A student who has exhausted all avenues of appeal within the faculty in respect of an academic decision made by the faculty in respect of the award of a degree or which affects the student's candidature may appeal in writing to the Chair of the Academic Board's Graduate Studies Committee ('the Chair').
3. The Chair must seek a report from the dean of the faculty and may consult with other persons as appropriate.
4. If, after considering that report the Chair concludes:
 - (a) that the appeal is based solely on a question of academic judgement;
 - (b) that the proper academic procedures (including any procedures specifically established by the faculty or department) have been followed; and
 - (c) that the appeal raises no issue of general principle requiring consideration by the Committee for Graduate Studies;
 the Chair should disallow the appeal.
5. If the Chair does not disallow the appeal he or she must:
 - (a) refer the matter back to the dean for action and report; or
 - (b) refer the matter to the Committee for Graduate Studies.

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

6. There is to be an Appeal Committee of the Graduate Studies Committee consisting of:
 - (a) three academic staff members of the Committee (not involved in the candidature),
 - (b) one postgraduate student member of the Committee selected by the Chair, and
 - (c) the Chair or the Chair's nominee (who is to preside).
 Any four members constitute a quorum.
7. If the appeal raises an issue of general principle, the Committee may consider that issue and may direct the Appeal Committee, the Chair or the dean of the faculty concerned to deal with the appeal in accordance with its decision on that issue.
8. The Appeal Committee may:
 - (a) refer the matter back to a faculty with a recommendation for action,
 - (b) dismiss the appeal, or
 - (c) if the faculty declines to accept the recommendation for action, amend or alter the decision (including amending the result on behalf of the Board of Postgraduate Studies or Board of Examiners).

Procedure

9. An Appeal Committee under these resolutions must allow the student to make written observations on the appeal and may, if it thinks the issue raised is sufficiently serious, allow the student to appear in person. The student may be accompanied by a friend.
10. An Appeal Committee must reach a determination under these resolutions within a reasonable period of time. The dean or Chair must keep a record of the process of the appeal.
11. The decision of an Appeal Committee under these resolutions shall be communicated in writing to the parties with a brief statement of the reasons for the decision. If the appeal is dismissed the appellant shall be advised of any further avenues of appeal and of sources of advice.

Staffing, discrimination and safety

Staffing

Details of conditions of employment for staff on the regular pay-roll such as Level A academics or research assistants can be obtained from the personnel teams as follows.

College of Sciences and Technology - tel: 9351 2566

College of Health Sciences - tel: 9351 3862 or 9351 6964

College of Humanities and Social Sciences - tel: 9351 3600

Vacancies are advertised in the weekly *Bulletin Board*, copies of which should be available in your department and which is available on the web at:

http://www.usyd.edu.au/su/exterel/news/2K11intNews/News_int1100.html.

Fellowship and scholarship holders should contact the Research and Scholarships Office for assistance with stipend/conditions inquiries (tel 9351 3250).

Discrimination and harassment

The University of Sydney is committed to providing a work and study environment free from harassment and discrimination. Harassment and discrimination have a damaging effect on the quality of University life and impact adversely on individual performance. Every student and employee at the University of Sydney has a right to study or work in an environment that is free from discrimination and harassment, and to be treated with dignity and respect, irrespective of their background, beliefs or culture.

All students and employees have a right to use the University's Harassment and Discrimination Resolution Procedure if they are subjected to harassment or discrimination. The University has appointed a team of Harassment and Discrimination Support Officers to provide you with advice and support in the event that you have a problem, concern or complaint relating to harassment or discrimination. **A list of the Harassment and Discrimination Support Officers can be obtained by contacting the Staff and Student Equal Opportunity Unit on 9351 2212.**

The University has also appointed an expert to investigate, mediate and/or resolve staff and student concerns, problems and complaints relating to harassment and discrimination on campus. This person is called the Manager, Harassment and Discrimination Resolution. The Manager, Harassment and Discrimination Resolution is a full-time employee responsible for hearing and attempting to resolve your problem, concern or complaint in the shortest possible time. The Manager, Harassment and Discrimination is not connected with your department or faculty and must deal with your problem, concern or complaint in a confidential, fair and impartial manner. **The Manager, Harassment and Discrimination Resolution, can be contacted on 9351 8713.**

The University's Harassment Prevention Policy, Discrimination Prevention Policy and Harassment and Discrimination Resolution Procedure are available on the EEO Unit's web site at: <http://www.usyd.edu.au/su/eoo/>.

Safety and health

The University of Sydney has made a commitment to ensure the health and safety of its students, staff and visitors, and makes every effort to prevent exposures to hazardous situations. An outline of the University's health and safety policies, guidelines and systems is available at: <http://www.usyd.edu.au/su/ohs/ohsindex.html>. Some curricular activities involve working with particular hazards, eg, chemicals, machinery, electricity, animals, infectious agents, noise, heavy lifting, etc. These are more prominent in laboratories, workshops, field trips, clinical placements and practical work. The risks associated with these hazards can be minimised by complying with established health and safety procedures, using equipment provided to enhance safety and wearing relevant protective apparel such as lab coats, closed-in footwear and safety glasses. You also have an obligation under the Occupational Health and Safety Act not to misuse or tamper with any safety or emergency equipment such as fire doors and fire extinguishers.

You can expect to be informed about the hazards to which you may be exposed and the mechanisms to eliminate or minimise the risk of injury. If you have any concerns that a practice, substance or piece of equipment may be unsafe, do not use it, but report your concern to the staff member in charge of your class. If that staff member is unsure of what to do, he or she can seek assistance from the Departmental Safety Officer or the Risk Management Office, tel 9351 4335.

If you are injured or become ill at the University, report the problem to the staff member in charge of your class, or another relevant member of the University staff. If you receive a needlestick injury or any other cut or wound from an object that could transmit an infection to you, report it to a staff member and go immediately to the University Health Service, Cumberland Health and Research Clinic or nearest hospital casualty department.

Both the SRC and SUPRA have a representative on the University Central Occupational Health and Safety Committee.

Student services

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.

Camperdown/Darlington Campus

Level 7, Education Building, A35
tel: +61 2 9351 3312; fax: +61 2 9351 8262
TTY: +61 2 9351 3412
email: accomm@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/accom

Careers Centre

The Careers Centre advises students on broad issues such as the career potential of subject choices, how to find course-related work while studying and career outcomes of various degrees. Enquiries from postgraduate students are always welcome.

Please visit our web site for details of the broad range of services available.

tel: 9351 3481; fax: 9351 5134
email: info@careers.edu.au
web site: www.careers.usyd.edu.au

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
tel: +61 2 9552 2589; fax: +61 2 9552 4713
TTY: +61 2 9351 3412
email: ces@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/cas_emp

Child Care Coordinator

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

Level 7, Education Building, A35
tel: +61 2 9351 5667; fax: +61 2 9351 7055
TTY: +61 2 9351 3412
email: childc@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/childcare

There are six long-day care centres for children aged six weeks to five years. Waiting periods depend on factors such as date of application, age of child and days required.

Laurel Tree House, tel: +61 2 9660 8857
Union Child Care Centre, tel: +61 2 9351 7878
Carillon Avenue Child Care Centre, tel: +61 2 9557 2344
Boundary Lane Children's Centre, tel: +61 2 9351 4130
Melanie Alexander Child Care Centre, tel: +61 2 9557 1521
Ngallia Child Care Centre, tel: +61 2 9749 7575

Copy Centre

The University Copy Centre provides over-the-counter copying and binding services, as well as sales of speciality and archive papers, custom-made University binders and frosted acetate covers, cut-price movie tickets, film processing and fax service.

Contact the University Copy Centre: phone 9351 4582; fax 93515566. The UCC is located on the ground floor of the Sports and Aquatic Centre, Maze Crescent.

For more detail visit the web site at www.usyd.edu.au/ucc and take advantage of the monthly specials.

Counselling Service

We aim to help students fulfil their academic, individual and social goals through professional counselling which is free and confidential.

Camperdown/Darlington Campus

Level 7, Education Building, A35
tel: +61 2 9351 2228; fax: +61 2 9351 7055
TTY: +61 2 9351 3412
email: counsell@mail.usyd.edu.au
web site: www.usyd.edu.au/su/counsel

Cumberland Campus

Student Welfare Services
tel: +61 2 9351 9473; fax: +61 2 9351 9635
email: J.grove@cchs.usyd.edu.au
web site: www.cchs.usyd.edu.au/Admin/SWS

Disability Services

Disability Services is the principal point of contact and advice on assistance available for students with disabilities. We work 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.

Camperdown/Darlington Campus

Level 7, Education Building, A35
tel: +61 2 9351 4554; fax: +61 2 9351 7055
TTY: +61 2 9351 3412
email: disserv@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/disability

Cumberland Campus

tel: +61 2 9351 9638/9081; fax: +61 2 9351 9635
email: S.Hebblewhite@cchs.usyd.edu.au
web site: www.cchs.usyd.edu.au/Admin/SWS

Financial Assistance Office

The University has a number of loan funds and bursaries to assist student 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.

Camperdown/Darlington Campus

Level 7, Education Building, A35
tel: +61 2 9351 2416; fax: +61 2 9351 7055
TTY: +61 2 9351 3412
email: fao@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/fin_assist

Cumberland Campus

Student Welfare Services
tel: +61 2 9351 9638; fax: +61 2 9351 9635
email: counsellor@cchs.usyd.edu.au

Health Service

The University Health Service offers a full, experienced general practitioner service and emergency medical care to all members of the University Community: students (undergraduate & postgraduate), staff (academic & general), families, friends, visitors, employees of other organizations on campus, former students & staff, & members of the general public. The UHS bills Medicare directly (Medibank Private OSHC for international students) for the cost of most consultations.

Wentworth Building, G01 - tel: +61 2 9351 3484,
fax: +61 2 9351 4110

Holme Building, A09 - tel: 61 2 9351 4095, fax: 9351 4338

email: Director@unihealth.usyd.edu.au
web site: <http://www.unihealth.usyd.edu.au/>

Information Technology Services

The University of Sydney provides all students with a free email/Intranet account. Account details (login name and password) will be provided on your confirmation of enrolment form. In addition, the ITS Helpdesk provides Internet Accounts (where you can set up your own home page) and modem access at a cost considerably lower than commercial ISPs. Contact the Helpdesk on 9351 6000 or email <support@isu.usyd.edu.au> for details on how to take advantage of these services or visit the ITS Help Desk home page at: <<http://helpdesk.usyd.edu.au>>.

The Helpdesk can also provide information about the Computer Access Labs which are available for email and Intranet/Internet access. The labs are located in Fisher Library, in the PNR, Carslaw and Education Buildings and on the Cumberland Campus. Visit the access centre home page at <www.usyd.edu.au/su/is/labs/> for details on their locations and services.

Institute for Teaching and Learning

The Institute for Teaching and Learning assists postgraduates to prepare for an academic career by providing a range of courses and workshops on teaching, tutoring and demonstrating skills. Opportunities for more sustained study are provided through the graduate certificate, graduate diploma and master's and PhD degrees in higher education programs which are organised in collaboration with the Faculty of Education.

An extensive program on supervision is available for supervisors. This is offered in collaboration with the Graduate Studies Committee. It includes on-line learning via the Internet and face-to-face skills development sessions. Assessment is optional but can lead to accreditation. The Institute for Teaching and Learning also carries out research on postgraduate supervision.

Carslaw Building, tel: 9351 3725

Insurance

The Risk Management Office has in place a Personal Accident/Travel insurance policy for all postgraduate students travelling within Australia or overseas on authorised University activities. The policy also provides cover to postgraduate students whilst conducting on-campus activities. For more information on this or any other insurance related matter, telephone 9351 4127 or 9351 2782.

International Office

The International Office in Codrington Street provides assistance with application, admission and enrolment procedures for international students, as well as scholarships, health insurance and visa matters and tuition fees.

Ground Floor, Services Building G12
tel: 9351 4161; fax: 9351 4013
email: info@io.usyd.edu.au or reception@io.usyd.edu.au
web site: www.usyd.edu.au/international

International Student Services Unit

The International Student Services Unit assists international students through the provision of orientation, counselling and welfare services to both students and their families.

Camperdown/Darlington Campus
Ground Floor, Services Building G12
tel: 9351 4749, fax: 9351 4013
email: info@issu.usyd.edu.au
web site: <http://www.usyd.edu.au/su/issu>

Cumberland Campus
International Student Welfare
tel: +61 2 9351 9634; fax: +61 2 9351 9635
email: M.tun@cchs.usyd.edu.au

Koori Centre

The Koori Centre provides Aboriginal and Torres Strait Islander education, research and student support. It is a devolved, autonomous unit which aims to increase the successful participation of Aboriginal and Torres Strait Islander people in undergraduate and postgraduate degrees. The Centre provides policy advice, education initiatives, curriculum development and training for Aboriginal and Torres Strait Islander people and to the wider university community. The Centre supports Indigenous and non-Indigenous students in a variety of ways, including postgraduate supervision and a fully resourced library. For further information, please contact:

The Koori Centre @ Old Teachers College A22
tel: 02 9351 2046; fax: 02 9351 6923
email: koori@koori.usyd.edu.au
web site: www.koori.usyd.edu.au

Learning Centre

The Learning Centre (LC) runs a variety of programs, free of charge, to help students develop their generic skills. The LC services include skills-based workshops in faculties and at the Centre, and an Independent Learning Program for individual students. Of particular interest to all postgraduate students is the Program of generic skills workshops for research students, which support the thesis writing process from proposal to final draft, and a special Program for coursework students. In addition, there is a Program for International Postgraduate Students, which has a particular focus on the language and learning needs of these students. For further information contact the Centre or visit the web site.

Level 7, Education Building, A35
tel: +61 2 9351 3853; fax: +61 2 9351 4865
TTY: +61 2 9351 3412
email: lc@stuserv.usyd.edu.au
web site: www.usyd.edu.au/su/lc

Cumberland Campus
Language and Learning Unit
tel: +61 2 9351 9638/9319; fax: +61 2 9351 9635
email: a.chan@cchs.usyd.edu.au

Library

For general information on Library services see <www.library.usyd.edu.au>. For more detailed information on services to postgraduate students in your discipline contact the relevant library staff indicated at: <www.library.usyd.edu.au/Guides/contacts.html>.

Manager, Harassment and Discrimination Resolution

The Manager, Harassment and Discrimination Resolution, is responsible for investigating, mediating and/or resolving staff and student concerns, problems and complaints relating to harassment and discrimination on campus. The Manager, Harassment and Discrimination is not connected with your department or faculty and must deal with your problem, concern or complaint as quickly as possible and in a confidential, fair and impartial manner.

tel: +61 2 9351 8713

Mathematics Learning Centre

The Mathematics Learning Centre offers help to students who enter the University with insufficient preparation in mathematics.

Room 441, Level 4, Carslaw Building, F07
tel: +61 2 9351 4061, fax: +61 2 9351 5797
email: mlc@stuserv.usyd.edu.au
web site: <http://www.usyd.edu.au/su/mlc>

Printing Service

The University Printing Service provides printing and binding services including: high volume printing and copying, short run four colour process printing, finished artwork and design including web site design, document scanning, file conversion, and CD burning. UPS also offers folding, collating, addressing and filling of envelopes, hole-punching, stapling, comb-binding, saddle-stitching, perfect binding, stationery and print-broking services.

Contact UPS Customer Service by phone on 9351 2004 or fax 93517757. The University Printing Service is located at Room 314, top floor, Services Building, Codrington Street, G12. For more detailed information visit the web site at <www.usyd.edu.au/ups>.

Scholarships Office

The Scholarships Office, as well as administering the major government funded research awards, publishes details of major scholarship schemes and other scholarship opportunities through the Bulletin Board, published as an insert to the weekly University News. Details of the value and conditions of these awards and many others may be obtained from the Research and Scholarships Office web site at: <www.usyd.edu.au/su/reschols>.

The closing date for APAs and UPAs is in October; Commonwealth Scholarship & Fellowship Plan awards usually close in September. It is wise to confirm in advance the exact closing date (Main Quadrangle, tel 9351 3250, fax 9351 3256).

Student Services

See under this heading in Chapter 3 above.

Sydney University Postgraduate Representative Association (SUPRA)

All postgraduate students are members of SUPRA, the organisation which represents all of the University of Sydney's 8,700 postgraduates. The aims of SUPRA are, at all times, to promote the interests, defend the needs and uphold the aspirations of all the University's postgraduate students.

SUPRA provides a range of services free to members including personal accident insurance, a range of informative publications, entertaining social activities, support for postgraduate groups and representatives and educational workshops. SUPRA also employs two professional Student Advisers to provide confidential academic and welfare advice to students on issues which may affect their candidature.

SUPRA, as the organisation which represents all of Sydney University's postgraduates, is also active in pursuing and assisting with the development of policies that improve postgraduate conditions of study. If you have any concerns which you would like SUPRA to address, please contact the President of SUPRA at the SUPRA office.

The SUPRA office may be contacted by phone on 02 9351 3715, by fax on 02 9351 6400, by email <supra@mail.usyd.edu.au> or by writing to SUPRA, Raglan Street Building, Darlington Campus, University of Sydney, NSW 2006. For more information on SUPRA's representative role and services visit SUPRAnet at <www.usyd.edu.au/supra> or subscribe to egrad, the fortnightly postgraduate email bulletin, by emailing <supra@mail.usyd.edu.au>.

University of Sydney Club

The University of Sydney Club offers membership to postgraduate students (tel 9351 3761).

Appendix 1

Faculty/college/board of studies contact information

In general, all enquiries concerning postgraduate matters should be dealt with in the first instance by the faculty or departmental offices.

Set out below are initial contact details for each faculty/college/board of studies.

FACULTY OF AGRICULTURE

Room 110, McMillan Building A05 9351 2940
email: R.Jeffs@agec.usyd.edu.au

Postgraduate Coordinator

A/Professor Frank Nicholas 9351 2184
Associate Dean of Postgraduate Studies
web site: <http://www.agric.usyd.edu.au/>

FACULTY OF ARCHITECTURE

Room 450, Level 4, 9351 3248
Wilkinson Bldg G04

email: faculty@arch.usyd.edu.au
web site: <http://www.arch.usyd.edu.au/>

FACULTY OF ARTS

Ground Floor, Western Tower, 9351 3240/6675
Main Quadrangle A14
Donna Robson/Naomi Ramanathan
email: pg@faculty.arts.usyd.edu.au
web site: <http://www.arts.usyd.edu.au>

AUSTRALIAN GRADUATE SCHOOL OF MANAGEMENT

Sydney, NSW 2052 9931 9230

Director, MBA Program

Professor Chris Adam 9931 9476

Associate Director, MBA Program

Sue Bennett-Williams 9931 9491
web site: www.agsm.edu.au

FACULTY OF DENTISTRY

2 Chalmers Street
Surry Hills NSW 2010

Enquiries and postgraduate administration

Enquiries preferably in writing to: 9351 3231
Ms Pat Skinner
Faculty of Medicine
Edward Ford Building, A27
fax: 9351 3196
email: pskinner@medicine.usyd.edu.au
web site: <http://www.dentistry.usyd.edu.au>

FACULTY OF ECONOMICS AND BUSINESS

Level 2, Merewether Building H04 9351 6628
Ms Sharon Kuhn
email: graduate@econ.usyd.edu.au
web site: <http://www.econ.edu.au>

FACULTY OF EDUCATION

Graduate Studies Division 9351 4605
Level 6, Education Building A35
Maryke Sutton
fax: 9351 4235
email: gradinfo@edfac.usyd.edu.au
web site: <http://www.edfac.usyd.edu.au>

FACULTY OF ENGINEERING - GRADUATE SCHOOL OF ENGINEERING

Engineering Faculty Building J13
Ms Josephine Harty 9351 7084
email: J.Harty@eng.usyd.edu.au
web site: <http://www.eng.usyd.edu.au/>

FACULTY OF HEALTH SCIENCES

PO Box 170 Lidcombe NSW 1825
Graduate Studies Officer, Student Administration
Mrs Bharati Jayachandran 9351 9623
email: B.Jayachandran@cchs.usyd.edu.au
web site: <http://www.cchs.usyd.edu.au/>

FACULTY OF LAW

Level 12, 173-175 Phillip St, Sydney NSW 2000 (C13)
Postgraduate Adviser 9351 0265
email: pgrad@law.usyd.edu.au
web site: <http://www.law.usyd.edu.au>

FACULTY OF MEDICINE

Edward Ford Building, A27
Manager, Postgraduate Administration
Mr Paul Ashworth 9351 5760
fax: 9351 3196
email: pginfo@med.usyd.edu.au
web site: <http://www.medicine.usyd.edu.au/>

FACULTY OF NURSING

88 Mallet Street, Camperdown (M02)
Ms Susanne Norton 9351 0504
fax: 9351 0508
email: fon@nursing.usyd.edu.au
web site: <http://www.usyd.edu.au/nursing/>

FACULTY OF PHARMACY

Pharmacy Building, A15
Postgraduate Coordinator
Dr Andrew McLachlan 9351 2320
Associate Dean (Postgraduate)
email: AndrewM@pharm.usyd.edu.au
Manager, Postgraduate Administration
Mr Paul Ashworth 9351 5760
Edward Ford Building, A27
fax: 9351 3196
email: pginfo@med.usyd.edu.au
web site: <http://www.medicine.usyd.edu.au/>

FACULTY OF RURAL MANAGEMENT

Leeds Parade, Orange, NSW 2800
Postgraduate Coordinator
Mr Basil Baldwin (02) 6360 5562
email: Basil.Baldwin@oac.usyd.edu.au
web site: <http://www.oac.usyd.edu.au/>

FACULTY OF SCIENCE

Room 207, 2nd Floor 9351 3021
Carslaw Building F07
fax: 9351 4846
Postgraduate Administration
Ms Mel Slee 9351 3587
email: facsci@scifac.usyd.edu.au
web site: http://www.scifac.usyd.edu.au/postgrad_courses.html

SYDNEY COLLEGE OF THE ARTS

Balmain Road, cnr Cecily St, Rozelle
Locked Bag 15 Rozelle, NSW 2039

Admissions and Courses Officer

Mr Philip Gissing 9351 1013

email: P.Gissing@sca.usyd.edu.au

web site: <http://www.usyd.edu.au/su/sca/>

SYDNEY CONSERVATORIUM OF MUSIC

Manager, Student Administration

Michael Kreuzer, C81 9351 1239

email: info@greenway.usyd.edu.au

web site: <http://www.usyd.edu.au/su/conmusic/pgrad.html>

FACULTY OF VETERINARY SCIENCE

J D Stewart Building B01 9351 2441/9351 3550

Sub-Dean, Postgraduate Studies

A/Professor Frank Nicholas 9351 2184

web site: <http://www.usyd.edu.au/su/vetfac/>

BOARD OF STUDIES IN MUSIC

Ground Floor, Western Tower

Main Quadrangle A14 9351 6323

A/Professor Allan Marett, J09 9351 3428

BOARD OF STUDIES IN SOCIAL WORK

Lower Level, R C Mills Building A26 9351 4038

Dr Jan Larbalestier 9351 4096

web site: <http://www.arts.usyd.edu.au/Arts/departs/social/socwkcourse.html>

Appendix 2

Graduate Studies Committee

The terms of reference for the Graduate Studies Committee are to:

- (a) advise the Academic Board on policies relating to all graduate coursework and research studies in the University, including:
 - (i) attraction and recruitment of students to graduate programs;
 - (ii) admissions;
 - (iii) equity and access initiatives;
 - (iv) assessment and examinations;
 - (v) provision of facilities and services;
 - (vi) approval of new graduate programs; and
 - (vii) approval of changes to graduate degree programs;
- (b) determine matters relating to the award of the degree of Doctor of Philosophy;
- (c) advise on the pattern of graduate programs, student outcomes and any measures necessary for their improvement;
- (d) advise the Academic Board on the criteria for determining selection for postgraduate awards and to determine the successful applicants;
- (e) establish effective supervisory practices for postgraduate research students;
- (f) advise on the provision of appropriate facilities for research students;
- (g) consider and report on any matter referred to it by the Academic Board or the Vice-Chancellor; and
- (h) obtain information or reports from any faculty, department, school or other academic unit relating to graduate studies.

The members of the Graduate Studies Committee are:

- (a) the Chair or a Deputy Chair of Academic Board who shall act as chair of that Committee;
- (b) the Pro-Vice-Chancellor (Research);
- (c) the Pro-Vice-Chancellor (Teaching);
- (d) the chair (or the chair's nominee) of the Board or Committee of Postgraduate Studies in each faculty;
- (e) a member of the Teaching and Learning Committee;
- (f) at least one member of the Postgraduate Awards Sub-Committee, other than the Chair;
- (g) the Chair of the Research Committee; and
- (h) two postgraduate students:
 - (i) one of whom is to be nominated by and from the postgraduate student members of the Academic Forum; and
 - (ii) the other of whom is to be a nominee of the Sydney University Postgraduate Representative Association.

Members of the Graduate Studies Committee as at January 2001:

- (a) the Chair or a Deputy Chair of Academic Board who shall act as chair of that Committee
Associate Professor Russell Ross
- (b) the Pro-Vice-Chancellor (Research)
Professor David Siddle
- (c) the Pro-Vice-Chancellor (Teaching)
Professor Paul Ramsden
- (d) the chair (or the chair's nominee) of the Board or Committee of Postgraduate Studies in each Faculty
Agriculture
Associate Professor Frank Nicholas
Architecture
Professor John Gero
Arts
Dr Joanne Finkelstein
Dentistry
*

- Economics and Business
Professor Ann Brewer
- Education
Associate Professor Len Unsworth
- Engineering
Associate Professor John Small
- Health Sciences
Dr Barbara Adamson
- Law
Associate Professor Don Rothwell
- Medicine
*
- Nursing
Dr Maureen Boughton
- Pharmacy
*
- Rural Management
Professor David Kemp
- Science
Associate Professor Tony Masters
- Veterinary Science
Associate Professor Frank Nicholas
- Australian Graduate School of Management
Professor Chris Adam
- Sydney College of the Arts
Dr Eiril Bailly
- Sydney Conservatorium of Music
Associate Professor Peter McCallum
- *Joint Board of Postgraduate Studies in Dentistry,
Medicine and Pharmacy
Associate Professor John Christodoulou
- (e) a member of the Teaching and Learning Committee
Associate Professor Mike Prosser
 - (f) at least one member of the Postgraduate Awards Sub-Committee, other than the Chair
Professor Max Crossley
 - (g) the Chair of the Research Committee
Professor Les Field
 - (h) two postgraduate students:
 - (i) one of whom is to be nominated by and from the postgraduate student members of the Academic Forum:
-
 - (ii) the other of whom is to be a nominee of the Sydney University Postgraduate Representative Association:
Mr James A Taylor

The Committee Secretary is Miss Erica Ring.

Appendix 3

University of Sydney (Coursework) Rule 2000

Preliminary

1. Commencement and purpose of Rule

Rules relating to Coursework Award Courses

1. Definitions
2. Authorities and responsibilities

Division 1 - Award course requirements, credit points and assessment

3. Award course requirements
4. Units of study and credit points
5. Unit of study assessment
6. Attendance

Division 2 - Enrolment

7. Enrolment restrictions

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

8. Credit for previous studies
9. Cross-institutional study

Division 4 - Progression

10. Repeating a unit of study
11. Time limits

Division 5 - Discontinuation of enrolment and suspension of candidature

12. Discontinuation of enrolment
13. Suspension of candidature

Division 6 - Unsatisfactory progress and exclusion

14. Satisfactory progress
15. Requirement to show good cause
16. Exclusion for failure to show good cause
17. Applying for re-admission after exclusion
18. Appeals against exclusion

Division 7 - Exceptional circumstances

19. Variation of award course requirements in exceptional circumstances

Division 8 - Award of degrees, diplomas and certificates

20. Classes of award
21. Award of the degree of bachelor with honours
22. University Medal
23. Award of the degree of master with honours or merit
24. Transcripts and testamurs

Division 9 - Transitional provisions

25. Application of this Rule during transition

Preliminary

1. Commencement and purpose of Rule

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

Rules relating to Coursework Award Courses

1. Definitions

In this Rule:

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

coursework means an award course not designated as a research award course. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses are coursework award courses;

credit means advanced standing based on previous attainment in another award course at the University or at another institution. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit.

Specific credit means the recognition of previously completed studies as directly equivalent to units of study.

Non-specific credit means a 'block credit' for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study;

credit points mean a measure of value indicating the contribution each unit of study provides towards meeting award course completion requirements stated as a total credit point value;

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

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

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

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

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

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

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

research award course means an award course in which students undertake and report systematic, creative work in order to increase the stock of knowledge. The research award courses offered by the University are: higher doctorate, Doctor of Philosophy, doctorates by research and advanced coursework, and certain degrees of master designated as research degrees. The systematic, creative component of a research award course must comprise at least 66% of the overall award course requirements; **stream** means a defined program of study within an award course, which requires the completion of a program of study specified by the award course rules for the particular stream, in addition to the core program specified by award course rules for the award course. **student** means a person enrolled as a candidate for a course; **testamur** means a certificate of award provided to a graduate, usually at a graduation ceremony; **transcript or academic transcript** means a printed statement setting out a student's academic record at the University; **unit of study** means the smallest stand-alone component of a student's award course that is recordable on a student's transcript. Units of study have an integer credit point value, normally in the range 3-24; **undergraduate award course** means an award course leading to the award of an associate diploma, diploma, advanced diploma or degree of bachelor.

2. Authorities and responsibilities

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

Division 1 - Award course requirements, credit points and assessment

3. Award course requirements

- (1) To qualify for the award of a degree, diploma or certificate, a student must:
 - (a) complete the award course requirements specified by the Senate for the award of the degree, diploma or certificate concerned;
 - (b) complete any other award course requirements specified by the Academic Board on the recommendation of the faculty and published in the faculty resolutions relating to the award course;
 - (c) complete any other award course requirements specified by the faculty in accordance with its delegated authority and published in the faculty resolutions relating to the award course; and
 - (d) satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

4. Units of study and credit points

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

5. Unit of study assessment

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

6. Attendance

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

Division 2 - Enrolment

7. Enrolment restrictions

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

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

8. Credit for previous studies

- (1) Students may be granted credit on the basis of previous studies.
- (2) Notwithstanding any credit granted on the basis of work completed or prior learning in another award course at the University of Sydney or in another institution, in order to qualify for an award a student must:
 - (a) for undergraduate award courses, complete a minimum of the equivalent of two full-time semesters of the award course at the University; and
 - (b) for postgraduate award courses, complete at least fifty percent of the requirements prescribed for the award course at the University.

These requirements may be varied where the work was completed as part of an embedded program at the University or as part of an award course approved by the University in an approved conjoint venture with another institution.
- (3) The credit granted on the basis of work completed at an institution other than a university normally should not exceed one third of the overall award course requirements.
- (4) A faculty has authority to establish embedded academic sequences in closely related graduate certificate, graduate diploma and master's degree award courses. In such embedded sequences, a student may be granted credit for all or some of the units of study completed in one award of the sequence towards any other award in the sequence, irrespective of whether or not the award has been conferred.
- (5) In an award course offered as part of an approved conjoint venture the provisions for the granting of credit are prescribed in the Resolutions of the Senate and the faculty resolutions relating to that award course.

9. Cross-institutional study

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

Division 4 - Progression

10. Repeating a unit of study

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

11. Time limits

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

Division 5 - Discontinuation of enrolment and suspension of candidature

12. Discontinuation of enrolment

- (1) A student who wishes to discontinue enrolment in an award course or a unit of study must apply to the relevant dean and will be presumed to have discontinued enrolment from the date of that application, unless evidence is produced showing:
 - (a) that the discontinuation occurred at an earlier date; and
 - (b) that there was good reason why the application could not be made at the earlier time.
- (2) A student who discontinues enrolment during the first year of enrolment in an award course may not re-enrol in that award course unless:
 - (a) the relevant dean has granted prior permission to re-enrol; or
 - (b) the student is reselected for admission to candidature for that course.
- (3) No student may discontinue enrolment in an award course or unit of study after the end of classes in that award course or unit of study, unless he or she produces evidence that:
 - (a) the discontinuation occurred at an earlier date; and
 - (b) there was good reason why the application could not be made at the earlier time.
- (4) A discontinuation of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that discontinuation occurs within the time-frames specified by the University and published by the faculty, or where the student meets other conditions as specified by the relevant faculty.

13. Suspension of candidature

- (1) A student must be enrolled in each semester in which he or she is actively completing the requirements for the award course. A student who wishes to suspend candidature must first obtain approval from the relevant dean.
- (2) The candidature of a student who has not re-enrolled and who has not obtained approval from the dean for suspension will be deemed to have lapsed.

- (3) A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the relevant faculty.
- (4) A student who enrolls after suspending candidature shall complete the requirements for the award course under such conditions as determined by the dean.

Division 6 - Unsatisfactory progress and exclusion

14. Satisfactory progress

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

15. Requirement to show good cause

- (1) For the purposes of this Rule, good cause means circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill health or misadventure. In all cases the onus is on the student to provide the University with satisfactory evidence to establish good cause. The University may take into account relevant aspects of a student's record in other courses or units of study within the University and relevant aspects of academic studies at other institutions provided that the student presents this information to the University.
- (2) The relevant dean may require a student who has not made satisfactory progress to show good cause why he or she should be allowed to re-enrol.
- (3) The dean will permit a student who has shown good cause to re-enrol.

16. Exclusion for failure to show good cause

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

- (1) exclude the student from the relevant course; or
- (2) permit the student to re-enrol in the relevant award course subject to restrictions on units of study, which may include, but are not restricted to:
 - (a) completion of a unit or units of study within a specified time;
 - (b) exclusion from a unit or units of study, provided that the dean must first consult the head of the department responsible for the unit or units of study; and
 - (c) specification of the earliest date upon which a student may re-enrol in a unit or units of study.

17. Applying for re-admission after exclusion

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

18. Appeals against exclusion

- (1) In this Rule a reference to the Appeals Committee is a reference to the Senate Student Appeals Committee (Exclusions and Readmissions).
- (2) (a) (i) A student who has been excluded in accordance with this Rule may appeal to the Appeals Committee.

- (ii) A student who has applied for readmission to an award course or re-enrolment in a unit of study after a period of exclusion, and who is refused readmission or re-enrolment may also apply to the Appeals Committee.
- (b) The Appeals Committee shall comprise:
 - (i) 3 ex officio members (the Chancellor, the Deputy Chancellor and the Vice-Chancellor and Principal);
 - (ii) the Chair and Deputy Chairs of the Academic Board;
 - (iii) 2 student Fellows; and
 - (iv) up to 4 other Fellows.
- (c) The Appeals Committee may meet as one or more sub-committees providing that each sub-committee shall include at least 1 member of each of the categories of:
 - (i) ex officio member;
 - (ii) Chair or Deputy Chair of the Academic Board;
 - (iii) student Fellow; and
 - (iv) other Fellows.
- (d) Three members shall constitute a quorum for a meeting of the Appeals Committee or a sub-committee.
- (e) The Appeals Committee and its sub-committees have authority to hear and determine all such appeals and must report its decision to the Senate annually.
- (f) The Appeals Committee or a sub-committee may uphold or disallow any appeal and, at its discretion, may determine the earliest date within a maximum of four semesters at which a student who has been excluded shall be permitted to apply to re-enrol.
- (g) No appeal shall be determined without granting the student the opportunity to appear in person before the Appeals Committee or sub-committee considering the appeal. A student so appearing may be accompanied by a friend or adviser.
- (h) The Appeals Committee or sub-committee may hear the relevant dean but that dean may only be present at those stages at which the student is permitted to be present. Similarly, the dean is entitled to be present when the Committee or sub-committee hears the student.
- (i) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or sub-committee scheduled to consider that student's appeal, the Appeals Committee or sub-committee, at its discretion, may defer consideration of the appeal or may proceed to determine the appeal.
- (j) A student who has been excluded in accordance with these resolutions and has lodged a timely appeal against that exclusion may re-enrol pending determination of that appeal if it has not been determined by the commencement of classes in the next appropriate semester.

Division 7 - Exceptional circumstances

19. Variation of award course requirements in exceptional circumstances

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

Division 8 - Award of degrees, diplomas and certificates

20. Classes of award

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

21. Award of the degree of bachelor with honours

- (1) The award of honours is reserved to indicate special proficiency. The basis on which a student may qualify for the award of honours in a particular award course is specified in the faculty resolutions relating to the course.
- (2) Each faculty shall publish the grading systems and criteria for the award of honours in that faculty.
- (3) Classes which may be used for the award of honours are:
First Class
Second Class/Division 1
Second Class/Division 2
Third Class.
- (4) With respect to award courses which include an additional honours year:
 - (a) a student may not graduate with the pass degree while enrolled in the honours year;
 - (b) on the recommendation of the head of the department concerned, a dean may permit a student who has been awarded the pass degree at a recognised tertiary institution to enrol in the honours year in that faculty;
 - (c) faculties may prescribe the conditions under which a student may enrol part-time in the honours year;
 - (d) a student who fails or discontinues the honours year may not re-enrol in it, except with the approval of the dean.

22. University Medal

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

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

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

24. Transcripts and testamurs

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

Division 9 - Transitional provisions

25. Application of this Rule during transition

This Rule applies to all candidates for degrees, diplomas and certificates who commence candidature after 1 January 2001. Candidates who commenced candidature prior to this date may choose to proceed in accordance with the resolutions of the Senate in force at the time they enrolled, except that the faculty may determine specific conditions for any student who has re-enrolled in an award course after a period of suspension.

Appendix 4

Code of practice for coursework master's degree candidatures and graduate diploma and graduate certificate candidatures

Introduction

The University of Sydney is an institution of higher education at which postgraduate training of the highest national and international quality is a pre-eminent responsibility. The University has a responsibility to ensure that candidates for postgraduate coursework award programs work in an appropriate intellectual and academic environment and that their particular needs and contributions are recognised. A postgraduate coursework candidature involves a commitment from the student, the department and the University which will extend over one or more years. In this context the University has defined the minimum responsibilities of all parties concerned with postgraduate coursework degrees and graduate diplomas and graduate certificates in the following guidelines. These have to be read in conjunction with the University's regulations for particular degrees and the defined roles of heads of departments and schools, deans and faculties and colleges.

Postgraduate coursework award programs refer to master's degrees, graduate diplomas and graduate certificates.

A. Responsibilities at the University level

The University has the responsibility:

- (a) to ensure that University policies in respect of postgraduate coursework degrees and graduate diplomas and graduate certificates, including with respect to effective teaching, are developed and kept under review and are effectively promulgated;
- (b) to ensure that candidates have an acceptable level of access to physical space and other facilities, especially including library facilities, and that departments advise prospective candidates of what facilities will be made available;
- (c) to ensure that support services in areas such as learning assistance are available;
- (d) to ensure that support is provided for co-ordinators of postgraduate coursework award programs;
- (e) to ensure throughout the candidature that there are effective review mechanisms in place and that there are procedures to allow candidates to seek assistance in the resolution of difficulties;
- (f) to ensure that the examining procedures are both expeditious and maintain the standards required for the award programs concerned;
- (g) to ensure that appropriate appeal mechanisms exist;
- (h) to ensure that mechanisms exist to ensure that candidates are accurately advised in a timely fashion of their HECS and any other fee liabilities;
- (i) to ensure that effective mechanisms exist for the accreditation of new postgraduate coursework award programs and the review of existing postgraduate coursework award programs;
- (j) to provide resources for handling the administrative implications of this Code of Practice.

B. Responsibilities at the faculty or college level

The Faculty or College has the responsibility:

- (a) to ensure that literature is available for applicants concerning each of the postgraduate coursework award programs offered by the faculty or college which accurately describes the entry requirements, the courses outcomes, the content, the teaching methodology, what is

expected of students and the assessment practices and criteria to be used;

- (b) to ensure that applicants admitted to candidature are properly qualified both with respect to the minimum requirements for admission to the postgraduate coursework degree or graduate diplomas or graduate certificates concerned and with respect to the particular course of study proposed;
- (c) to ensure that any adviser or supervisor appointed is properly qualified;
- (d) to ensure that appropriate monitoring mechanisms exist within departments and that departments are properly advising candidates of their rights and obligations;
- (e) to monitor performance within particular postgraduate award programs through reports from departments and to intervene if necessary;
- (f) to ensure that candidates within the faculty or college are aware of persons within the faculty or college to whom they can turn for advice;
- (g) to ensure that examiners recommended are appropriately qualified and that the examination process is both expeditious and maintains the standards required for award concerned and that results are conveyed to candidates with a minimum of delay;
- (h) to ensure that University policies with respect to the encouragement of effective teaching are implemented for teachers of postgraduate coursework award programs;
- (i) to ensure that all proposals for a new postgraduate coursework award courses are effectively examined within the faculty according to the guidelines established by the University and that there is an effective ongoing review of existing courses.

C. Responsibilities at the departmental level

These responsibilities are those of the head of department.

They may however in many instances be delegated to a postgraduate coursework degree or graduate diploma or graduate certificate program co-ordinator or an adviser appointed for students within a particular program or may be exercised through a departmental committee. Such delegations must be clearly defined.

The department has the responsibility:

- (a) to ensure that applicants recommended for admission to candidature are properly qualified both with respect to the minimum requirements for admission to the award program concerned and with respect to the particular course of study proposed and that they have had appropriate discussions/correspondence concerning their proposed course of study;
- (b) to determine the facilities likely to be required for any particular candidature or group of candidates and to ascertain whether they will be available and whether any projects proposed are appropriate to the award program;
- (c) to ensure that applicants are correctly advised as to the availability of facilities including access to physical space and other resources and the availability of options within courses in a particular year and are correctly advised as to the financial support that is likely to be available to them;
- (d) to ensure that course arrangements contain sufficient elements of flexibility to allow adjustments in areas such as timetabling and assessment in response to the ascertained needs of classes;
- (e) to ensure that mechanisms exist to ensure adequate and timely feedback on written work submitted and performance generally and to ensure that the candidate is made aware of inadequate progress or of standards of work below that generally expected and in such instances to identify the problems and to suggest ways of addressing them;
- (f) to ensure that the examination process is conducted in an expeditious and correct manner and that results are conveyed to the candidate or faculty as appropriate with the minimum of delay;

- (g) to ensure that adequate appropriate supervision or advice can be made available for any particular candidate or group of candidates, for monitoring the supervision load of members of staff within the department, for ensuring that proper recognition of that load is given in the overall allocation of duties within the department; to ensure that the candidate receives proper supervision or advice throughout the candidature and to ensure that there are mechanisms to allow candidates to receive academic feedback and advice at hours appropriate to the offering of formal classes;
- (h) to ensure that the respective role of supervisors and program co-ordinator is properly defined and understood and that they have access to information defining their responsibilities;
- (i) to ensure that candidates are provided with written information concerning departmental facilities and requirements including reference to arrangements for alternative channels of problem resolution and the various review mechanisms that operate within the department;
- (j) to ensure that opportunities exist within the department or the faculty for interaction and development of profitable intellectual relationships amongst students and staff and that all students are encouraged to participate in appropriate departmental or faculty activities;
- (k) to ensure that due regard is paid to the motivations and backgrounds of applicants and candidates and their professional aspirations;
- (l) to ensure that where a program co-ordinator or equivalent has been appointed the duties and responsibilities of the position are properly defined, adequate resources are provided to assist in the performance of those duties and proper recognition is given to the workload these duties entail;
- (m) to ensure that necessary approvals are obtained from the faculty in respect of conditions of candidature, that coursework scholarship reporting requirements are met and that candidates receive all due entitlements;
- (n) to ensure that teachers within postgraduate coursework degree or graduate diploma or graduate certificate programs are encouraged to participate fully in any teaching development programs and activities and that the special needs of such postgraduate teachers are addressed;
- (o) to ensure that proposals for new postgraduate coursework degree or graduate diploma or graduate certificate programs are prepared in timely fashion in accordance with the University's Guidelines and that the department co-operates with the Faculty in the review of existing programs.

D. Responsibilities of the members of academic staff

Academic Staff concerned with teaching in a graduate coursework program may have a number of roles including that of supervisor of a thesis. In this context the Supervisor is the person appointed to supervise a thesis, dissertation or long essay component of a coursework award program. For many programs there is no such component. The term thesis is used throughout but should be taken to refer to long essay, dissertation or treatise as appropriate. In this section of the Code of Practice some responsibilities that are specific to that role of supervisor are identified as well as other responsibilities that apply to all academic staff concerned with teaching in such a program. Some or all of the responsibilities identified may be carried out by a program co-ordinator. It is important that all parties are then clear as to where these responsibilities lie.

1. Staff teaching in a graduate coursework program have a responsibility to demonstrate a commitment to effective university teaching, including attention to the special needs of graduate coursework students.
2. Staff teaching in a graduate coursework program have a responsibility to make appropriate time available for giving advice to individual students.
3. Staff teaching in a graduate coursework program have a responsibility to be aware of the problem solving mechanisms and the support services for students which exist within the University and should ensure that the head of department and the faculty or college are kept informed as necessary if problems occur during the candidature.
4. The supervisor has a responsibility before undertaking the supervision of the thesis element of any postgraduate coursework award candidature to ensure to the best of his or her ability that the candidate is prima facie capable of undertaking the project proposed and that the proposed supervisor is both suitably qualified to carry out the supervision and has sufficient time available; and to ensure that the facilities are available to enable the project to succeed.
5. The supervisor has a responsibility:
 - (a) to ensure that the candidate is aware of the standards expected for the award program concerned and for identifying with the candidate the particular research skills that will need to be acquired and the most appropriate data gathering and analysing techniques; and
 - (b) for reaching agreement with the candidate on the contact that will be necessary between them. This will include agreement upon indicators of progress being made and submission of appropriate written work, interim reports or research results. Written work is to be returned by the supervisor with constructive criticism within one month or a shorter agreed time.
6. The supervisor has a responsibility to ensure that facilities identified as necessary do eventuate, to encourage the candidate to extend his or her contacts within the department and elsewhere, recognising the contribution that can be made by the coursework student, to encourage the candidate to make productive use of his or her time and to ensure that commitments made in respect of availability and contact are met by both parties.
7. The supervisor has a responsibility to provide feedback on progress to the candidate and to ensure that the candidate is made aware of inadequate progress or of standards of work below that generally expected and in such instances to identify the problems and to suggest ways of addressing them.
8. The supervisor has a responsibility to ensure that he or she gives appropriate and timely advice on requirements regarding content, style, presentation and production of theses. She or he should also give prompt feedback on drafts submitted.
9. The supervisor has a responsibility, with the candidate, to monitor progress made within the context of the overall research plan and to ensure that sufficient time is left for writing up the thesis and that, if necessary, the scope of the project is reduced to meet the time available.
10. The supervisor has a responsibility:
 - (a) to identify the various award and other administrative requirements and to advise the candidate as necessary.
 - (b) to advise each candidate of applicable government and institutional guidelines for the conduct of research, including requirements relating to ethical approvals for studies on human or animal subjects, and the use of potentially hazardous agents (reference should be made to the AV-CC Guidelines for Responsible Practice in Research and Dealing with Problems of Research Misconduct. As far as possible, supervisors should ensure that the work submitted by candidates is their own and that data are valid).
11. The supervisor has a responsibility to give thought to the suitability and availability of examiners in good time before the thesis is submitted and to advise the head of department of the necessity to take action.

E. Responsibilities of the candidate

1. The candidate has a responsibility:
 - (a) to be familiar with both the legislative requirements for the degree, graduate diploma or graduate certificate in which he or she is enrolled and any departmental, faculty or other University written guidelines relating to that program or to postgraduate work in general;
 - (b) to attend prescribed lectures, seminars and tutorials, practical work, clinical instruction and assignments; to submit any required written work by the due date; to submit any required thesis, essay or dissertation within the time limits set and to attend any prescribed examinations;
 - (c) to devote sufficient appropriate time to the candidature;
 - (d) to participate in the opportunities offered by the department to be part of that intellectual community (the candidate must participate in such departmental activities as are required);
 - (e) where appropriate to play an informed part in the process of the selection and appointment of the supervisor;
 - (f) where a supervisor has been appointed in respect of a thesis or similar component of the award program, to establish with his or her supervisor agreed methods of working and then to fulfil his or her side of any agreement including attending as agreed for consultation and providing evidence of the progress being made;
 - (g) to plan and execute any thesis project within the time limits defined for the award program in question;
 - (h) to be familiar with government and institutional guidelines for the conduct of research; to ensure that through the supervisor the necessary approvals for studies on animal or human subjects (including the use of questionnaires) are obtained and to make appropriate reference to these approvals in the thesis;
 - (i) to adopt at all times safe working practices relevant to the field of the research and to take note of the University's Occupational Health and Safety Policy;
 - (j) to ensure that there is sufficient time allocated to write up the thesis and to ascertain what is necessary in terms of content, style and presentation.
 - (k) to draw the supervisor's or program co-ordinator's attention to difficulties being experienced, to be aware of the mechanisms that exist for helping with supervisor-candidate difficulties and to take advantage of them if necessary;
 - (l) to attend, where agreed, for consultation with the Program Co-ordinator;
 - (m) to ensure that all the administrative requirements of the faculty and the University, such as re-enrolling each year, are met and to keep herself or himself informed of any accrued HECS or other fee liabilities.
2. The candidate is solely responsible for the content, style and presentation, and for the production, of any thesis that is finally presented and has a responsibility to make any emendations required after examination in a timely fashion.

Appendix 5

THE UNIVERSITY OF SYDNEY CODE OF CONDUCT FOR RESPONSIBLE RESEARCH PRACTICE

Definitions

Researcher: all staff members and students carrying out research under the imprimatur of the University

Aims

1. to establish a framework of research practice and conduct;
2. to provide a process for dealing with allegations of research misconduct.

Code of Conduct for Responsible Research Practice

1.1 Introduction

The University of Sydney holds researchers responsible for scholarly and scientific rigour and integrity, in obtaining, recording and analysing data and in presenting, reporting and publishing results, through such means as

- (i) giving appropriate recognition to those who have made an intellectual contribution to the contents of a publication;
- (ii) obtaining the permission of the author before using new information, concepts or data originally obtained through access to confidential data;
- (iii) conforming to University requirements for working with humans, animals, and bio hazards;
- (iv) using research funds in accordance with the terms and conditions under which those funds were received;
- (v) disclosing to the University any conflict of interest, financial, personal or other, that might influence their research.

1.2 General ethical considerations

- (i) An institution conducting scholarly, creative and scientific activity must ensure that it fulfils a collective responsibility of commitment to high standards of professional conduct. Researchers also have an individual duty to ensure that their work enhances the good name of the institution and the discipline to which they belong.
- (ii) Researchers should only participate in work which conforms to accepted University ethical and discipline standards and which they are competent to perform. When in doubt they should seek assistance from their designated academic supervisor.
- (iii) Institutions and researchers have a responsibility to ensure the safety of all those associated with research. It is also essential that the design of projects take account of any ethical guidelines specific to a discipline area and the published University ethics guidelines and procedures.
- (iv) If data of a confidential nature are obtained, for example, from individual patient records or questionnaires, confidentiality must be observed and researchers must not use such information for their own personal advantage or that of a third party. In particular, researchers must observe any codes of conduct of the University relating to privacy of personal information used in research. It is the obligation of the researcher to enquire whether confidentiality applies and of the principal researcher to inform team or co-researchers of their obligations with respect to any such confidentiality requirements.
- (v) Research results and methods should be open to scrutiny by colleagues within the institution and, through appropriate publication, by peer review. Where confidentiality provisions apply, data must be kept in a

way that reference to them by third parties can occur without breaching confidentiality.

- (vi) Secrecy may be necessary for a limited period in the case of contract research. Confidentiality provisions in research contracts or separate confidentiality agreements may be entered into by the University, the researcher and the client or sponsor of research. Where such agreements limit publication and discussion, limitations and restrictions must be explicitly stated in the agreement. All researchers should ensure that they are familiar with and comply at all times with the confidentiality obligations in research contracts.

1.3 Retention of data

- (i) Sound research procedures entail the discussion of data and research methods with colleagues. Discussion may also occur after the research is complete, often because of interest following publication. It is in the interests of all researchers to ensure that research data are safely held in the University for a minimum period of five years. For some types of data, for example, clinical data, a longer period is appropriate. Researchers are also required to comply with University policies with respect to record-keeping.
- (ii) Data must be recorded in a durable and appropriately referenced form. Each department or research unit must establish procedures appropriate to their needs for the retention of data and for the keeping of records of data held. Data must be kept in a way that reference to them by third parties can occur, except where confidentiality applies.
- (iii) A copy of the original data should be retained in the department or research unit in which they were generated. Data obtained from limited access databases or in a contracted project may not be able to be retained. In such cases, a written indication of the location of the original data or key information regarding the limited-access database from which it was extracted must be kept in the department or research unit. Individual researchers are able to hold copies of the data for their own use. Nevertheless, it should be understood that retention solely by the individual researcher provides little protection to the researcher or the institution in the event of an allegation of falsification of data. Researchers who leave the University within a period of five years of the collection of the data should ensure that the department or research unit in which the data were generated retains a copy of the data.

1.4 Publication and authorship

- (i) Where there is more than one author of a publication, one author (by agreement among the authors) should formally accept overall responsibility for the entire publication. Such formal acceptance must be in writing and kept on file in the department or research unit of that author, together with the names of all other authors.
- (ii) The minimum requirement for authorship of a publication is substantial participation in conceiving, executing or interpreting at least part of the research reported. "Honorary authorship" is unacceptable. Authorship means that a person is listed as an author of a publication only when they have participated in a substantial way in the conception, execution or interpretation of at least part of the work described in the publication.
- (iii) Due recognition of all research participants is a part of a proper research process. Authors should ensure that the work of research students/trainees, research assistants and technical officers is properly acknowledged.
- (iv) The named authors of the publication must read the final paper and sign a statement indicating that each of them has met the minimum requirements for authorship and who is the author taking overall responsibility for the publication. Such a statement must include an indication that there are no other "authors" of the publication, according to the definition under (ii). If, for any reason,

one or more co-authors are unable to sign the statement, the head of the research unit or department may sign on their behalf, noting the reason for their unavailability. This statement should accompany the work to the publishers and a copy should be retained in the department or unit. Where possible, it would be wise for papers submitted for publication to be read by a staff member outside the immediate group. This helps to ensure that the paper readily communicates its findings and major conclusions. It is, in any event, good practice to encourage discussion between members of different research groups.

- (v) Publication of multiple papers based on the same set(s) or sub-set(s) of data is improper unless there is full cross-referencing (for example, by reference to a preliminary publication at the time of publication of the complete work which grew from it). Simultaneous submission to more than one journal or publisher of material based on the same set(s) or sub-set(s) of data should be disclosed at the time of submission.

1.5 The role of research supervisors

- (i) Supervision of each research student/trainee (including honours, masters and doctoral students and postdoctoral fellows) should be assigned to a specific, responsible and appropriately qualified researcher.
- (ii) The ratio of research students/trainees to supervisors should be small enough to ensure effective interaction, as well as effective supervision of the research at all stages.
- (iii) Research supervisors should advise each research student/trainee of applicable government and institutional guidelines or relevant contractual obligations for the conduct of research, including those covering ethical requirements for studies on human or animal subjects, and requirements for the use of potentially hazardous agents.
- (iv) Research supervisors should be the primary source of guidance to research students/trainees in all matters of sound research practice.
- (v) As far as possible, research supervisors should ensure that the work submitted by research students/trainees is their own and that, where there are data, the data are valid.
- (vi) Where possible, the head of a department or research unit should be personally involved in active research supervision and observe the research activities of those for whom he or she is responsible. Professional relationships should be encouraged at all times. In particular, there should be wide discussion of the work of all individuals by their peers.
- (vii) Research conditions for all involved in a research team/project, and reference to relevant University policies, should be outlined in a letter from the principal investigator before team members are engaged.

1.6 The Role of the Department

Insofar as researchers carry out their research within Departments, departmental staff have a responsibility to adhere to these and associated University policies. The Head of Department has a responsibility to put in place procedures to facilitate and monitor the issues raised in this document.

1.7 Disclosure of conflict of interest

Disclosure of any conflict or potential conflict of interest is essential and required for the responsible conduct of research.

Researchers are obliged to disclose to their academic supervisor, research team leader and co-researchers any affiliation with or financial involvement in any organisation or entity with a direct interest in the subject matter or in the provision of materials for the research. These would include benefits in-kind such as the provision of materials or facilities for the research and the support of individuals through the provision of benefits (for example, travel and accommodation expenses to attend conferences). Where a research student's scholarship or studentship is funded by a company which has an interest in the research results and the academic supervisor has an interest in the company, the academic supervisor must disclose that interest at the time of the award of the funds.

Researchers who are staff members must disclose to their academic supervisors actual or potential conflict between their personal interests and relationships and their duties and responsibilities as research staff of the University.

Appendix 6

Intellectual Property

Extract from the University of Sydney (Amendment Act) Rule 1999, as amended, University of Sydney Calendar 2000

PART 8 - INTELLECTUAL PROPERTY

Division 1: Preliminary

23. Introduction

- (1) Universities are places of scholarship and research. Those who work in the University value excellence in teaching and research and assume responsibility for the acquisition, generation and dissemination of knowledge in the most general way. Intrinsic to this process is the need to have open channels of communication and to be able to engage in discussion freely and without inhibition. One of the most attractive features of working in an academic environment is this aspect of academic freedom.
- (2) Within this knowledge-based environment, occasions will arise when work is done which has potential value beyond simply its knowledge base. The most obvious way in which this can occur is through the generation of inventions or innovative ideas which have possible commercial value. Other examples include software packages, which might be marketable, or creative works which have a monetary value to others. Work of this nature can be done deliberately by practising academics, or such innovations may simply arise by chance as part of the normal pursuit of academic activity. However they occur, their existence raises a question about how such work can and should be handled for the best interests of the people involved, the University, and society at large. For example, the premature publication of an invention may prevent subsequent patent coverage and thus impact negatively on a future income stream. Similarly, a piece of teaching material, which was generated for a specific course within the University, may be highly sought after by others and thus be deemed to have a monetary value. Matters such as these inevitably impinge on the ethos and values that drive our normal knowledge-based activities. The University needs to consider how best to address these issues in a way which retains as much as possible of the important features that make the University an exciting and creative place in which to work, but at the same time protects the financial and commercial potential of the innovations.
- (3) This document outlines policies which have been developed to address these matters. These policies represent a compromise between the competing demands of academic freedom and commercial reality. To the maximum extent possible, however, the policies have been designed to retain traditional academic values, and existing freedoms of individual academics. Within these constraints, the policies also reflect the quite reasonable societal expectation that universities demonstrate that they are giving 'value' back to society for the funds invested in them. The universities have responsibility to manage the resources given to them in an effective way, and in a way which reflects the intentions of those who provide most of our support.
- (4) In dealing with intellectual property issues, the University cannot treat students the same as staff. Students differ from staff in two important respects: they are not employees of the University, and the University has an obligation to them to facilitate their progress toward the completion of their studies.

24. Definitions

In this Part:

Business Liaison Office means the administrative unit of the University of Sydney that has that name, or any replacement of it;

intellectual property means any intellectual property rights, including:

- (a) patents, copyright, rights in circuit layouts, plant breeder's rights, registered designs, trademarks and the right to have confidential information kept confidential; and
- (b) any application or right to apply for registration of any intellectual property right;

staff member or member of staff means a person appointed as a member of the University's academic or non-academic staff including part-time and casual staff at the time he or she creates or develops intellectual property;

student means a person enrolled as a student of the University, or in a course or program of study conducted by or on behalf of the University, at the time he or she creates or develops intellectual property;

visitor means any person other than a student or staff member of the University who takes part in any research project or scholarly activity that is conducted by any staff member or student, or who visits any part of the University in which research or scholarship, or any related activity, is conducted

25. Preliminary overview of types of intellectual property

- (1) Rule 25 is a brief guide provided only as general information, and is not intended to provide an exhaustive explanation or act as a substitute for professional legal advice.
- (2) Copyright is the exclusive right to deal with intellectual property in certain ways for a limited period of time, and to authorise others to do so, for example, to copy or to license a work that is subject to copyright. The length of the copyright period is prescribed in the *Copyright Act 1968 (Cth)* and depends on factors such as the type of work involved and whether it is published. Copyright in Australia does not have to be registered, but it is desirable to signify claim to copyright ownership by including on the work the copyright symbol (c) plus the name of the copyright owner and the year of creation of the work.
- (3) The *Copyright Act* provides copyright protection for the following types of works
 - (a) literary works (including computer software);
 - (b) collective works (for example, a journal containing contributions by a number of authors);
 - (c) dramatic works;
 - (d) musical works;
 - (e) adaptations of literary, dramatic or musical works;
 - (f) artistic works;
 - (g) paintings, sculptures, drawings, engravings and photographs;
 - (h) buildings or models of buildings;
 - (i) works of artistic craftsmanship.
- (4) A patent is an exclusive right to manufacture, license, sell import or otherwise use an invention that is commercially useful and novel. That exclusive right is conditional upon full public disclosure of the invention. Note that human beings and biological processes for human reproduction cannot be patented. Patents must be registered under the *Patents Act 1990 (Cth)*.
- (5) A trademark is a sign or a mark, which is used to distinguish one type of goods or services from another, and is an exclusive right to apply the trademark to certain goods or services, including sale and licensing rights. Trademarks can be depicted in a number of ways, including letters, words, numerals, logos, colour, sound or scent. Trademarks can be unregistered or else registered under the *Trademarks Act 1995 (Cth)*. Unregistered trademarks are protected under common law, or else by legislation such as the *Trade Practices Act 1974 (Cth)*.

However, the trademark owner must be able to establish a continuous reputation for that trademark.

- (6) New or original designs (which can be 2 dimensional shapes or configurations or 3 dimensional patterns or ornamentations) may be registered under the *Designs Act 1906* (Cth), which confers an exclusive right to manufacture, sell, license or import items to which that design is applied. Designs do not include principles or methods of construction.
- (7) Original layout designs for integrated circuits or computer chips may be registered under the *Circuit Layouts Act 1989* (Cth), which confers an exclusive right to copy the layout, to manufacture, sell or distribute circuits made from the layout, and to license circuit layout rights.
- (8) New varieties of plants (but not protected plant varieties) may be registered under the *Plant Breeder's Rights Act 1994* (Cth), which confers an exclusive right to produce, reproduce, sell, import or export the plant variety registered.
- (9) Confidential information consists of trade secrets, know-how or other information that involves an obligation of confidentiality, for example, as between employers and employees. There is no legislation available to protect confidential information: common law principles apply and protection depends on the relationship between the parties, for example, the signing of a confidentiality agreement.

Division 2: Ownership of Intellectual Property

26. Members of academic and non-academic staff

- (1) The University will not assert ownership of any intellectual property over materials covered by the *Copyright Act* unless a contract has been entered into with a third party to the contrary. The originator may deal with such intellectual property as owner and the University agrees that, upon request, it will assign any right to the originator that it may have in such intellectual property. The University has the right to retain a copy of original information and data if this is essential to the maintenance of an established program in the University. The only exceptions to this are:
 - (a) **computer software:** if a staff member (academic or non-academic) generates computer software as part of their normal activities, then this will be treated as the same as inventions. However, if a person is specifically employed by the University to write or develop computer software, then this will be treated as a copyright work created in pursuance of that person's employment for the purposes of s35(6) of the *Copyright Act*, and the University will assert copyright ownership as employer, and the staff member will not be entitled to any share of income generated through commercialisation.
 - (b) **teaching materials:** if a staff member creates teaching materials as part of his or her normal activities, the University will not assert copyright ownership. However, the University will assert the right to retain a copy of those materials (not including lecture notes) for educational purposes only, if this is essential to maintain an established teaching program in the University. If a person is specifically employed by the University to produce teaching materials, then this will be treated as a copyright work created in pursuance of that person's employment for the purposes of s35(6) of the *Copyright Act*, and the University will assert copyright ownership as employer. The University may, however, in its absolute discretion, grant a non-exclusive licence to the author to use those materials for other teaching purposes only, provided this is not in direct competition with any courses taught at the University.

- (2) The University will assert ownership rights as employer in respect of all other forms of intellectual property. However, staff will be entitled to a share of income as set out in more detail below.

27. Students

- (1) Students own any intellectual property they create pursuant to their studies, unless they sign an agreement relinquishing ownership. A standard University agreement is available for this purpose. Any signing away of a student's intellectual property rights must be given freely, in full knowledge of what they are doing. ***Assignment of a student's intellectual property rights must not be a condition of enrolment in the University under any circumstances.***
- (2) There may be circumstances where student involvement in a particular research program is subject to assignment of intellectual property rights (for example, where research is funded by a third party). In these cases, it is the responsibility of the head of the research project to advise the student as follows before the student is allowed to participate in the project:
 - (a) that the student is required to assign his or her intellectual property rights; and
 - (b) that the student should seek independent legal advice (which can be arranged through the Students' Representative Council or the Sydney University Postgraduate Representative Association) about his or her rights.
- (3) The University will pay any stamp duty assessable on an instrument assigning a student's intellectual property rights to the University.

28. Visitors to the University

- (1) Before a visitor attends any University facility or participates in a University program, he or she may be required to sign as a condition of that attendance or participation an agreement to keep intellectual property and information that relates to it confidential and to transfer intellectual property created or developed by the visitor to the University.
- (2) In the absence of such an agreement, the University makes no claim on any intellectual property that a visitor creates or develops in a research project that is conducted using the University's facilities.

Division 3: Reporting and exploiting intellectual property

29. Reporting by staff members

- (1) Members of staff who believe they have generated intellectual property over which the University asserts ownership as specified in this Part must report its creation, through their Head of Department or Unit, to the Business Liaison Office as soon as possible.
- (2) The University then has 8 weeks from the time the Business Liaison Office is notified in which to assess whether it wishes to proceed with protecting or commercialising that intellectual property. This 8 week period may be extended by mutual consent.
- (3) Members of staff who give notice under Rule 29(1) are responsible for taking all reasonable steps to protect that intellectual property while the University makes its assessment under Rule 29(2). They may seek advice from the Business Liaison Office on how best to do so.

30. Commercialising intellectual property developed by members of staff

- (1) If the University, through the Business Liaison Office, decides not to proceed with the protection or commercialisation of the intellectual property within 8 weeks of notification of the intellectual property to the Business Liaison Office, the originator may seek commercial partners elsewhere. This will not prejudice the University's rights to a share of the income outlined below unless this right is specifically waived by the Vice-Chancellor.
- (2) If commercialisation occurs in collaboration with a third party, ownership of intellectual property may need to be negotiated on a case by case basis before that collaboration begins. The originator should be given the opportunity to participate in such negotiations.
- (3) Shares of income resulting from intellectual property that is commercialised by the University will be distributed according to the following principles:
 - (a) until the establishment costs incurred by the University in the commercialisation and registration of a piece of intellectual property are recovered, the originator receives 15% of gross income, the University 85%;
 - (b) following recovery of establishment costs, first call on income is any continuing protection costs;
 - (c) once these are covered, income is split a third to the originator, a third to the Department, and a third to the University centre (where there is more than one originator, income is shared according to the individual contribution to the creation, unless otherwise agreed).

31. Reporting and commercialising intellectual property developed by students

If students who create intellectual property wish to seek its commercialisation, they are encouraged to approach the University to do so, in which case the same conditions will apply to them as to staff.

32. Variation of application of this Part in individual circumstances

A staff member, student or visitor may apply to the Vice-Chancellor to vary this policy's operation. Any agreement which the Vice-Chancellor (or the Vice-Chancellor's nominee) may make with the applicant must be in writing. Copies must be provided to the applicant, all members of the group participating in the project, the Head of Department or Unit within which the project is being conducted, and the Director of the Business Liaison Office.

33. Use of the University's Share of Net Revenue from Intellectual Property.

Any net revenue received by the University will be paid into the Vice-Chancellor's Innovative Development Fund.

Division 4: Dispute resolution

34. Procedure

- (1) If a dispute arises about how to interpret or apply this policy, anyone involved may call for all involved in the work to meet with the Director of the Business Liaison Office (or nominee) within 14 days of the dispute arising with a view to resolving it.
- (2) If there is no resolution, or the meeting is not held within 14 days, the matter may be referred to the Pro-Vice-Chancellor (Research), who must attempt to resolve the dispute within 14 days.
- (3) If there is still no resolution, the matter may be referred to the Vice-Chancellor, who must decide within 31 days. The Vice-Chancellor's decision is final.

35. Review Committee

- (1) The Intellectual Property Committee is a committee established by the University as at the date this Part comes into effect.
- (2) The Committee's purpose is to monitor this Part's operation and to seek amendments where this is deemed necessary. The Committee must meet annually or more frequently as required, where it will receive a report from the Pro-Vice-Chancellor (Research) on the operation of this Part during the preceding twelve months. The Committee will consist of:
 - (a) the Vice-Chancellor or the Vice-Chancellor's nominee;
 - (b) the Pro-Vice-Chancellor (Research);
 - (c) the Chair of the Academic Board;
 - (d) the Chair of the Research Committee of the Academic Board;
 - (e) one member of academic staff from each of the three academic colleges of the University;
 - (f) one member of the non-academic staff of the University; and
 - (g) one student of the University nominated by the President of the Sydney University Postgraduate Representative Association.

Appendix 7

Semester and vacation dates, 2001-2003

Summer Session	2001	2002	2003
Summer School lectures begin	Tuesday 2 January	Wed 2 January	Monday 6 January
Summer School ends	Friday 23 February	Friday 1 March	Friday 7 March
First Semester			
Lectures begin	Monday 26 February	Monday 4 March	Monday 10 March
AVCC Common Week/ non-teaching Easter period	Friday 13 April to Friday 20 April incl	Friday 29 March to Friday 5 April incl	Friday 18 April to Friday 25 April incl
Study Vacation	Monday 11 June to Friday 15 June incl	Monday 17 June to Friday 21 June incl	Monday 16 June to Friday 20 June incl
Examination period (2 weeks)	Monday 18 June to Saturday 30 June incl	Monday 24 June to Saturday 6 July incl	Monday 23 June to Saturday 5 July incl
Semester ends	Saturday 30 June	Saturday 6 July	Saturday 5 July
AVCC Common Week/ non-teaching period	Monday 2 July to Friday 6 July incl	Monday 8 July to Friday 11 July incl	Monday 7 July to Friday 11 July incl
Second Semester			
Lectures begin	Monday 23 July	Monday 29 July	Monday 28 July
AVCC Common Week/ non-teaching period	Monday 24 September to Friday 29 September incl	Monday 30 September to Friday 4 October incl	Monday 29 September to Friday 3 October incl
Study Vacation	Monday 5 November to Friday 9 November incl	Monday 11 November to Friday 15 November incl	Monday 3 November to Friday 7 November incl
Examination period (3 weeks)	Monday 12 November to Saturday 1 December incl	Monday 18 November to Saturday 7 December incl	Monday 10 November to Saturday 22 November incl
Semester ends	Saturday 1 December	Saturday 7 December	Saturday 22 November
Public Holidays	Australia Day: 26 January Good Friday: 13 April Easter Monday: 16 April Anzac Day: 25 April Queen's Birthday: 11 June ^{TBC} Labour Day: 1 October ^{TBC}	Australia Day: 26 January Good Friday: 29 March Easter Monday: 31 March Anzac Day: 25 April Queen's Birthday: 10 June ^{TBC} Labour Day: 7 October ^{TBC}	Australia Day: 26 January Good Friday: 18 April Easter Monday: 21 April Anzac Day: 25 April Queen's Birthday: 9 June ^{TBC} Labour Day: 6 October ^{TBC}

Semester and vacation dates, 2004-2006

Summer Session	2004	2005	2006
Summer School lectures begin	Monday 5 January	Tuesday 4 January	Tuesday 3 January
Summer School ends	Friday 5 March	Friday 4 March	Friday 3 March
First Semester			
Lectures begin	Monday 8 March	Monday 7 March	Monday 6 March
AVCC Common Week/ non-teaching Easter period	Friday 9 April to Friday 16 April incl	Friday 25 March to Friday 1 April incl	Friday 14 April to Friday 21 April incl
Study Vacation	Monday 14 June to Friday 18 June incl	Monday 13 June to Friday 17 June incl	Monday 12 June to Friday 16 June incl
Examination period (2 weeks)	Monday 21 June to Saturday 3 July incl	Monday 20 June to Saturday 2 July incl	Monday 19 June to Saturday 1 July incl
Semester ends	Saturday 3 July	Saturday 2 July	Saturday 1 July
AVCC Common Week/ non-teaching period	Monday 5 July to Friday 9 July incl	Monday 4 July to Friday 8 July incl	Monday 3 July to Friday 7 July incl
Second Semester			
Lectures begin	Monday 26 July	Monday 25 July	Monday 24 July
AVCC Common Week/ non-teaching period	Monday 27 September to Friday 1 October incl	Monday 26 September to Friday 30 September incl	Monday 25 September to Friday 29 September incl
Study Vacation	Monday 1 November to Friday 5 November incl	Monday 31 October to Friday 4 November incl	Monday 30 October to Friday 3 November incl
Examination period (3 weeks)	Monday 8 November to Saturday 20 November incl	Monday 7 November to Saturday 19 November incl	Monday 6 November to Saturday 18 November incl
Semester ends	Saturday 20 November	Saturday 19 November	Saturday 18 November
Public Holidays	Australia Day: 26 January Good Friday: 9 April Easter Monday: 12 April Anzac Day: 25 April Queen's Birthday: 14 June ^{TBC} Labour Day: 4 October ^{TBC}	Australia Day: 26 January Good Friday: 25 March Easter Monday: 28 March Anzac Day: 25 April Queen's Birthday: 13 June ^{TBC} Labour Day: 3 October ^{TBC}	Australia Day: 26 January Good Friday: 14 April Easter Monday: 17 April Anzac Day: 25 April Queen's Birthday: 12 June ^{TBC} Labour Day: 2 October ^{TBC}

While Easter and AVCC Common Week dates have been confirmed for 2003-6, some public holiday dates beyond 2002 have not yet been determined/proclaimed and estimates have been used (indicated by ^{TBC}).