



THE UNIVERSITY OF  
**SYDNEY**

# Calendar

## 2017



The Arms of the University

**Sidere mens eadem mutato**

*Though the constellations change, the mind is universal*

**The Arms**

The following is an extract from the document granting Arms to the University, dated May 1857:

*Argent on a Cross Azure an open book proper, clasps Gold, between four Stars of eight points Or, on a chief Gules a Lion passant guardant also Or, together with this motto "Sidere mens eadem mutato" ... to be borne and used forever hereafter by the said University of Sydney on their Common Seal, Shields, or otherwise according to the Law of Arms.*

The motto, which was devised by FLS Merewether, Second Vice-Provost of the University, conveys the feeling that in this hemisphere all feelings and attitudes to scholarship are the same as those of our predecessors in the northern hemisphere.

**Disclaimer**

This publication is copyright and remains the property of the University of Sydney.

The University reserves the right to make alterations to any information contained within this publication without notice.

**Numbering of resolutions**

Renumbering of resolutions is for convenience only and does not affect the interpretation of the resolutions, unless the context otherwise requires.

**Production**

This publication is produced by Marketing and Communications, the University of Sydney, April 2017. 17/6381

**The University of Sydney**

NSW 2006 Australia  
 Phone: +61 2 9351 2222  
 Website: sydney.edu.au  
 CRICOS provider code: 00026A  
 ISSN: 0313-4466

# Contents

<b>Introduction</b> .....	<b>1</b>	Supplementary Delegations of Authority - Academic Functions.....	365
<b>General information about the University of Sydney</b> .....	<b>3</b>	Election of Principal Officers of the Senate and of Committees of the Senate and of the Fellow Referred to in Section 9(1) (c) of the Act Policy .....	369
Senate .....	4	Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees .....	373
University officers .....	6	Guidelines Concerning Commercial Activities Section 26B of the University of Sydney Act 1989 .....	389
Academic Board .....	7	Selection of Candidates for Honorary Awards Policy 2015...	401
Deans and Heads of School and Deans .....	10	Sports Unions, SRC and Faculty Societies, SUPRA, Union, Cumberland Student Guild and SASCA Policy.....	406
University Executive .....	11	University Governance Resolutions (as amended) .....	409
<b>Organisational Structure</b> .....	<b>13</b>		
<b>Statutes</b> .....	<b>15</b>	<b>Constitutions of faculties, colleges and boards of study</b> .....	<b>417</b>
Royal Charter of the University of Sydney .....	16	Faculty of Dentistry.....	418
University of Sydney Act 1989 (as amended) .....	18	Faculty of Medicine.....	419
University of Sydney By-law 1999 (as amended).....	43	Faculty of Pharmacy.....	419
University of Sydney (Academic Governance) Rule 2003 (as amended).....	76	Faculty of Nursing and Midwifery.....	420
University of Sydney (Alumni Council) Rule 2014 .....	92	Sydney College of the Arts .....	420
University of Sydney (Amendment Act) Rule 1999 (as amended).....	98	Board of Interdisciplinary Studies .....	420
University of Sydney (Authority Within Academic Units) Rule 2003 .....	104	<b>Degrees, diplomas and certificates of faculties, colleges and boards of study</b> .....	<b>423</b>
University of Sydney (Campus Access) Rule 2009.....	105	Faculty of Arts and Social Sciences .....	424
University of Sydney (Coursework) Rule 2014 .....	107	Faculty of Dentistry.....	428
University of Sydney (Delegations of Authority - Administrative Functions) Rule 2010 (as amended).....	115	Faculty of Engineering and Information Technologies .....	429
University of Sydney (Governance of Faculties and University Schools) Rule 2016 .....	196	Faculty of Health Sciences .....	431
University of Sydney (Higher Degree by Research) Rule 2011 (as amended) .....	241	Faculty of Pharmacy.....	432
University of Sydney (Library) Rule 2011 .....	286	Faculty of Science.....	432
University of Sydney (Organisational Design - Transitional Provisions) Rule 2016.....	294	Sydney College of the Arts .....	435
University of Sydney (Policies Development and Review) Rule 2011.....	303	Sydney Conservatorium of Music.....	436
University of Sydney (Senate) Rule 2002 .....	314	The University of Sydney Business School .....	437
University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended) .....	315	The University of Sydney Law School .....	438
University of Sydney (Student Proctorial Panel) Rule 2003 (as amended).....	324	The University of Sydney Medical School .....	440
University of Sydney (Testamur Seal) Rule 2011.....	326	The University of Sydney Nursing School.....	444
		The University of Sydney School of Architecture, Design and Planning .....	445
		The University of Sydney School of Education and Social Work .....	446
		Board of Interdisciplinary Studies .....	448
<b>Resolutions</b> .....	<b>327</b>		
Appointment and Roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans Resolutions.....	328		
Appointment of a Deputy Vice-Chancellor or Pro-Vice-Chancellor: Selection Committee Resolutions ...	330		
Appointment of Vice-Chancellor Resolutions.....	331		
Charter of Academic Freedom .....	332		
Committees: Academic Board.....	333		
Committees: Senate .....	342		
Delegations of Authority: Academic Functions.....	353		



# Introduction

The University of Sydney is a leading, comprehensive research and teaching university – consistently ranked in the top 50 universities in the world (QS World University Rankings 2016-17). Our community includes more than 60,000 students, 6400 academic staff, and more than 300,000 alumni in 170 countries.

Our aim is to make lives better not just by producing leaders of society, but through equipping our people with qualities so they can meaningfully serve all of our communities at every level.

We aim to create and sustain a community in which, for the benefit of both Australia and the wider world, the brightest researchers and the most promising students can thrive and realise their full potential, whatever their social or cultural background.

This purpose resonates with the historical objectives of the institution. The University was incorporated by the Parliament of New South Wales on 1 October 1850, making it the first university to be established in Australia.

As a leader in tertiary education we have been challenging traditions for more than 160 years. We can make a strong claim to be the first university in the world to admit students purely on the basis of academic merit, and we were one of the first universities in the world to open our doors to women on the same basis as men.

Under the *University of Sydney Act 1989* (as amended), the University's principal functions include:

- provision of facilities for education and research of university standard
- encouragement of the dissemination, advancement, development and application of knowledge informed by free enquiry
- provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community
- participation in public discourse
- conferring of degrees, including those of bachelor, master and doctor, and the awarding of diplomas, certificates and other awards
- provision of teaching and learning that engage with advanced knowledge and enquiry.

## The Senate

The Senate is the governing authority of the University of Sydney and has the functions conferred or imposed on it by or under the *University of Sydney Act 1989* (as amended).

The Senate's primary responsibilities are:

- appointing the Vice-Chancellor as the principal executive officer of the University, and monitoring his or her performance
- approving the mission and strategic direction of the University, as well as the annual budget and business plan
- overseeing and reviewing the management of the University and its performance
- establishing policy and procedural principles, consistent with legal requirements and community expectations
- approving and monitoring systems of control and accountability, including general overview of any controlled entities
- overseeing and monitoring the assessment and management of risk across the University, including commercial undertakings and
- overseeing and monitoring the academic activities of the University.

Comprising 22 fellows and chaired by the Chancellor, the Senate awards all degrees and diplomas and is responsible to the Parliament of New South Wales.

The Vice-Chancellor and Principal and the Chair of the Academic Board are both ex-officio members of the Senate.

**The Academic Board**

The Academic Board, which reports to Senate, is responsible for safeguarding the quality of the University's academic activities. It is an elected body that includes staff and student representation from across the University's academic communities.

The Academic Board provides advice to Senate and the Vice-Chancellor on all academic matters, including their relation to the University's strategic priorities and policies, the conditions of appointment and employment of academic staff, the approval of new and revised courses and the maintenance of academic standards.

**Executive Management**

The Vice-Chancellor is the principal administrative officer, or chief executive, of the University and has line-management responsibility for a number of Deputy Vice-Chancellors who, with him, comprise the University's executive team. Directors of strategic administrative areas within the University also report to the Vice-Chancellor.

The Vice-Chancellor chairs the University Executive (UE), a management body that includes the faculty deans. The UE is representative of the University's diverse academic and administrative communities and reports to Senate for the University's academic and financial health.

# General information about the University of Sydney

As at 1 January 2017

## Senate

---

- Official members of Senate
- Appointed members of Senate
- Elected members of Senate

## University officers

---

- Vice-Chancellor and Principal
- Deputy Vice-Chancellors
- Pro-Vice-Chancellors
- Vice-Principals
- Other University officers

## Academic Board

---

- Ex-officio members of the Academic Board
- Elected academic staff members of faculties on the Academic Board
- Elected student members of the Academic Board
- Appointed members of the Academic Board
- Co-opted members of the Academic Board

## Deans

---

Heads of Schools and Deans

# Senate

As at 1 January 2017

## Official members of Senate

---

### Chancellor

Belinda Hutchinson AM  
BEc *Sydney*, FCA  
(Term of office from 4 February 2013 to  
6 February 2021)

### Deputy Chancellor

Alexander (Alec) Brennan AM  
BSc(Food Technology) *UNSW MBA City(UK)*  
(External Fellow appointed by the Minister  
for Education)  
(Term of office from 1 January 2016 to  
31 December 2017)

### Vice-Chancellor and Principal

Dr Michael Spence AC  
BA LLB *Sydney* DPhil PGDipTheol *Oxf*  
(Term of office from 11 July 2008)

### Chair of the Academic Board

Associate Professor Anthony (Tony) Masters  
BSc(Hons) *Melbourne* PhD *ANU*, FRACI CChem GAIDC  
(Term of office from 1 January 2016 to  
31 December 2017)

### Pro-Chancellor

Dr Barry Catchlove AM  
MB BS *Sydney*, FRACMA FRACP FCHSE  
(Graduate Fellow from 1 December 2009)  
(Term of office from May 2016 to May 2018)

Peter FitzSimons AM  
BA *Sydney*  
(Graduate Fellow from 1 December 2009)  
(Term of office from March 2017 to May 2018)

Dorothy Hoddinott AO  
MA DipEd *Sydney*, FACE FACEL  
(External Fellow appointed by the Minister for  
Education)  
(Term of office from March 2017 to May 2018)

Kevin McCann AM  
BA LLB *Sydney* LLM *Harvard*, FAICD  
(External Fellow appointed by the Minister  
for Education)  
(Term of office from March 2017 to May 2018)

David Mortimer AO  
BEc(Hons) *Sydney*, FCPA  
(External Fellow appointed by the Minister  
for Education)  
(Term of office from March 2017 to May 2018)

## Appointed members of Senate

Six external Fellows appointed by the  
Minister for Education:

Ilana Atlas  
LLB LLM *Sydney* BJuris(Hons) *UWA*  
Fellow from 1 January 2015 to 31 December 2018

Alexander (Alec) Brennan AM  
BSc(Food Technology) *UNSW MBA City(UK)*  
Fellow from 1 January 2006 to 31 December 2017

Dorothy Hoddinott AO  
MA DipEd *Sydney*, FACE FACEL  
Fellow from 1 January 2010 to 31 December 2017

Kevin McCann AM  
BA LLB *Sydney* LLM *Harvard*, FAICD  
Fellow from 9 March 2010 to 31 December 2017

David Mortimer AO  
BEc(Hons) *Sydney*, FCPA  
Fellow from 1 January 2010 to 31 December 2017

Vacancy

One external Fellow appointed by Senate:

Peter Scott  
BE(Hons) *Monash* MEngSc *UNSW HonFIEAust* MICE  
Fellow from 16 August 2016 to 30 November 2019



## Elected members of Senate

---

Four Fellows elected by and from the academic staff for two years to 31 May 2017:

Professor Marian Baird AO  
BEc(Hons) DipEd PhD *Sydney*  
Fellow from 1 June 2011

Professor Christopher (Chris) Murphy  
BSc(Hons) *Adelaide* PhD *Flinders* DSc *Sydney*  
Fellow from 1 June 2011

Professor Sharon Naismith  
BA *Macquarie* Hons *Queensland* MClInPsych  
DPsych *Macquarie*  
Fellow from 1 June 2015

Professor Jill White AM  
BEd *Flinders* MEd *Sydney* PhD *Adelaide*, RN RM  
Fellow from 1 June 2015

One Fellow elected by and from the non-academic staff for two years to 31 May 2017:

Jordi Austin  
BA(Hons) MPsych(Clin) *UNSW*, MAPS GAICD  
Fellow from 1 June 2013

One Fellow elected by and from the undergraduate students for two years to 30 November 2018:

Colin Whitchurch  
BEc *Sydney*  
Fellow from 22 September to 30 November 2018

One Fellow elected by and from the postgraduate students for two years to 30 November 2018:

David Jordan  
BSc LLB *Sydney* LLM *UNSW*  
Fellow from 1 December 2016 to 30 November 2018

Five Fellows elected by and from the graduates of the University for four years to 30 November 2017:

Dr Barry Catchlove  
MB BS *Sydney*, FRACMA FRACP FCHSE  
Fellow from 24 February 2016 to 30 November 2017

Peter FitzSimons AM  
BA *Sydney*  
Fellow from 1 December 2009 to 30 November 2017

Peter King  
BA(Hons) *Sydney* MA *Oxf*  
Fellow from 1 January 2017 to 30 November 2017

Kathryn (Kate) McClymont  
BA(Hons) *Sydney*  
Fellow from 1 December 2013 to 30 November 2017

Dr Catriona Menzies-Pike  
BA(Hons) PhD *Sydney*  
Fellow from 1 December 2013 to 30 November 2017

# University officers

As at 1 January 2017

## Visitor

His Excellency General The Honourable David Hurley  
AC DSC (Ret'd) BA Grad Dip Defence Studies *RMC*  
From 2 October 2014

## Chancellor

Belinda Hutchinson AM  
BEc *Sydney*, FCA  
Elected 25 November 2016

## Deputy Chancellor

Alexander (Alec) Brennan AM  
BSc(Food Technology) *UNSW* MBA *City(UK)*  
Elected 18 March 2016

## Vice-Chancellor and Principal

Dr Michael Spence AC  
BA LLB *Sydney* DPhil PGDipTheol *Oxf*

## Deputy Vice-Chancellors

### Provost and Deputy Vice-Chancellor

Professor Stephen Garton  
BA *Sydney* PhD *UNSW*, FAHA FASSA FRAHS

### Deputy Vice-Chancellor (Education)

Professor Philippa Pattison  
PhD *Melbourne*, FASSA

### Deputy Vice-Chancellor (Indigenous Strategy and Services)

Professor Shane Houston  
PhD *Curtin*

### Deputy Vice-Chancellor (Registrar)

Professor Tyrone Carlin  
LLB(Hons) LLM *Sydney* MCom *UNSW* PhD *Macquarie*  
Grad Dip Fin *SIA*, CA FCPA FFin

### Deputy Vice-Chancellor (Research)

Professor Duncan Ivison  
BA *McGill* MSc PhD *LSE*

## Pro-Vice-Chancellors

### Pro-Vice-Chancellor

(Education – Enterprise and Engagement)

Professor Richard Miles  
BA *Lpool* PhD *Camb*, FSA

### Pro-Vice-Chancellor (Global Engagement)

Professor Kathy Belov  
BSc(Hons) PhD *Macquarie*

### Pro-Vice-Chancellor

(Strategic Collaborations and Partnerships)

Professor Laurent Rivory  
BVSc PhD *Queensland*

## Vice-Principals

### Vice-Principal (Advancement)

Tim Dolan  
BA *UCLA*

### Vice-Principal (External Relations)

Tania Rhodes-Taylor  
BA *OU* MBA *UCL* PGDIP Marketing *CIM*

### Vice-Principal (Operations)

Stephen Phillips  
BCom *Wits*

### Vice-Principal (Strategy)

Rebecca Murray  
BA MSocSc *UON*

## General Counsel

Richard Fisher AM  
MEc *UNE* LLB *Sydney*

## Chair of the Academic Board

Associate Professor Anthony (Tony) Masters  
BSc(Hons) *Melbourne* PhD *ANU*, FRACI CChem GAIDC  
(Term of office from 1 January 2016  
to 31 December 2017)

## Secretary to the Senate

David Pacey  
BBus GradCertMgmt GradDipBus *CSU*

# Academic Board

As at 1 January 2017

*Note that Senate has approved transitional provisions to retain representation in 2017 from faculties as constituted at 31 December 2016.*

## Chair

Associate Professor Tony Masters

## Vice-Chancellor and Principal

Dr Michael Spence

## Ex-officio members

### Deputy Vice-Chancellors

Provost and Deputy Vice-Chancellor  
Professor Stephen Garton

Deputy Vice-Chancellor (Education)  
Professor Philippa Pattison AO

Deputy Vice-Chancellor (Indigenous Strategy and Services)  
Professor Shane Houston

Deputy Vice-Chancellor (Registrar)  
Professor Tyrone Carlin

Deputy Vice-Chancellor (Research)  
Professor Duncan Ivison

### Pro Vice-Chancellors

Pro-Vice-Chancellor (Education – Enterprise and Engagement)  
Professor Richard Miles

Pro-Vice-Chancellor (Global Engagement)  
Professor Kathy Belov

Pro-Vice-Chancellor (Strategic Collaborations and Partnerships)  
Professor Laurent Rivory

## Deans

Faculty of Agriculture and Environment  
Professor Alex McBratney (Acting)

Faculty of Arts and Social Sciences  
Professor Annamarie Jagose

Faculty of Dentistry  
Professor Chris Peck

Faculty of Education and Social Work  
Professor Diane Mayer

Faculty of Engineering and Information Technologies  
Professor Archie Johnston

Faculty of Health Sciences  
Professor Kathryn Refshauge

Faculty of Medicine  
Professor Arthur Conigrave (Acting)

Faculty of Nursing and Midwifery  
Professor Donna Waters

Faculty of Pharmacy  
Professor Iqbal Ramzan

Faculty of Science  
Professor Trevor Hambley

Faculty of Veterinary Science  
Professor Rosanne Taylor

Sydney College of the Arts  
Professor Margaret Harris (Acting)

Sydney Conservatorium of Music  
Professor Anna Reid

The University of Sydney Business School  
Professor Greg Whitwell

The University of Sydney Law School  
Professor Joellen Riley

The University of Sydney School of Architecture,  
Design and Planning  
Professor John Redmond

## Other members

---

Director of University Libraries  
Anne Bell

Director, Teaching and Learning  
Vacant

Director, Student Centre  
Vacant

President of the Students' Representative Council (SRC)  
Isabella Brook

President of the Sydney University Postgraduate Representative Association (SUPRA)  
Thomas Greenwell

Two other undergraduate students nominated by the executive of SRC  
Imogen Grant  
Ivana Radix

Two other postgraduate students nominated by the executive of the Sydney University Postgraduate Representative Association  
Lily Matchett  
Alexandra Nixon

## Elected academic staff members of faculties

---

Faculty of Agriculture and Environment  
Associate Professor Tina Bell  
Associate Professor Tom Bishop  
Professor Robyn McConchie  
Professor Balwant Singh

Faculty of Arts and Social Sciences  
Dr Frances Di Lauro  
Dr Nerida Jarkey  
Associate Professor Susan Park  
Dr Rebecca Suter  
Associate Professor Graham White

Faculty of Education and Social Work  
Associate Professor Tim Allender  
Associate Professor Judy Anderson  
Dr Jen Scott Curwood  
Dr Ilektra Spandagou

Faculty of Dentistry  
Dr Jinlong Gao  
Associate Professor Tania Gerzina  
Lucy Michalewska

Faculty of Engineering and Information Technologies  
Dr Douglass Auld  
Professor Alan Fekete  
Associate Professor Chengwang Lei  
Professor David Lowe  
Associate Professor Marjorie Valix

Faculty of Health Sciences  
Professor Patrick Brennan  
Dr Anne Honey  
Associate Professor Mark McEntee  
Dr Rhonda Orr  
Professor Roger Stancliffe

Faculty of Medicine  
Associate Professor Rachel Codd  
Professor Manuel Graeber  
Professor Inam Haq  
Dr Lenka Munoz  
Associate Professor Henry Woo

Faculty of Nursing and Midwifery  
Dr Jacqueline Bloomfield  
Associate Professor Tom Buckley  
Professor Robyn Gallagher

Faculty of Pharmacy  
Associate Professor Thomas Balle  
Associate Professor Thomas Grewal  
Professor Jane Hanrahan  
Dr Carl Schneider

Faculty of Science  
Helen Agus  
Associate Professor David Easdown  
Associate Professor John O'Byrne  
Dr Jenny Saleeba  
Associate Professor Charlotte Taylor

Faculty of Veterinary Science  
Associate Professor Alex Chaves  
Professor David Emery  
Professor Claire Wade  
Dr Peter White

Sydney Conservatorium of Music  
Dr Jeannell Carrigan  
Dr Alan Maddox  
Associate Professor Neal Peres da Costa  
Associate Professor Jennifer Rowley

Sydney College of the Arts  
Associate Professor Ann Elias  
Oliver Smith  
Justin Trendall

The University of Sydney Business School  
Patty Kamvounias  
Dr Eric Knight  
Associate Professor Susan McGrath-Champ  
Associate Professor Maurice Peat  
Associate Professor Catherine Sutton-Brady

The University of Sydney Law School  
Dr Emily Crawford  
Dr Penelope Crossley  
Associate Professor James Glister  
Dr Scott Grattan

The University of Sydney School of Architecture,  
Design and Planning  
Associate Professor Wendy Davis  
Professor Nicole Gurran  
Dr Sandra Loschke

---

### **Elected student members**

---

Faculty of Agriculture and Environment  
Disha Dhanda

Faculty of Arts and Social Sciences  
Georgia Mantle

Faculty of Dentistry  
Gilbert Ng

Faculty of Education and Social Work  
Jodie Hartman

Faculty of Engineering and Information Technologies  
Muddasir Tahir

Faculty of Health Sciences  
Tong Li

Faculty of Medicine  
Alexander McCarthy

Faculty of Nursing and Midwifery  
Amy Wenham

Faculty of Pharmacy  
Dean Lovett

Faculty of Science  
Marco Avena

Faculty of Veterinary Science  
Matthew Wun

Sydney College of the Arts  
Tilly Lees

Sydney Conservatorium of Music  
Oliver Shermacher

The University of Sydney Business School  
James Fick

The University of Sydney Law School  
Joshua Reisler

The University of Sydney School of Architecture,  
Design and Planning  
Brennan Clody

### **Appointed Members**

---

Associate Professor Kirsten McKenzie  
(Faculty of Arts and Social Sciences)

Associate Professor Tim Wilkinson (Faculty of  
Engineering and Information Technologies)

### **Co-opted Members**

---

Professor Adam Bridgeman  
(Director, Educational Innovation)

Associate Professor Ross Coleman  
(Director, Graduate Research)

### **Secretary**

---

The Secretary to Senate, or the Secretary's nominee,  
is to act as Secretary to the Academic Board.  
Dr Matthew Charet (nominee)

# Deans

As at 1 January 2017

## Faculty of Arts and Social Sciences

Professor Annamarie Jagose

PhD *Wellington*, FAHA

## Faculty of Dentistry

Professor Chris Peck

MScDent *Sydney* PhD *BrCo* GradDipScMed(Pain)

*Sydney*, GAIC

## Faculty of Engineering and Information Technologies

Professor Archie Johnston

PhD *H-W*, FTSE FIEAust EngExec FICE FAICD

## Faculty of Health Sciences

Professor Kathryn Refshauge

MBiomedE PhD *UNSW* DipPhy GradDipManipTher

*Cumb*

## Faculty of Medicine

Professor Arthur Conigrave (Acting)

BSc(Med) MBBS MSc PhD MD *Sydney* FRACP

## Faculty of Pharmacy

Professor Iqbal Ramzan

MSc PhD *Sydney* DipPharm *CIT(NZ)*

## Faculty of Science

Professor Trevor Hambley

BSc *UWA* PhD *Adelaide*, FRACI CChem

## Sydney College of the Arts

Professor Margaret Harris (Acting)

MA Hons *Sydney* PhD *Lond*, FAHA

## The University of Sydney Business School

Professor Gregory Whitwell

BEd(Hons) *Monash* PhD *Melbourne*

## The University of Sydney Nursing School

Professor Donna Waters

BA *Macquarie* MPH PhD *Sydney*, FACN RN

## Head of School and Dean

.....  
The University of Sydney School of Architecture,  
Design and Planning

Professor John Redmond

BA *CSAD* MA(RCA) *RCA* DipID(Eng) *CSAD*, FRSA

AADM FDIA

The University of Sydney Law School

Professor Joellen Riley

MA LLB PhD *Sydney* BCL *Oxf* DipMgt *MGSM*

Sydney Conservatorium of Music

Professor Anna Reid

BMus *Sydney* MEd *UNE* PhD *UTS*

# University Executive

As at 1 January 2017

The University Executive (UE) makes recommendations to the Vice-Chancellor in the exercise of his delegated authority for University-wide planning, decision-making and oversight. It reports to Senate on the prosecution and management of initiatives under the University's strategic plan, and on the academic and financial health of the University.

The UE's terms of reference are to:

- make recommendations to the Vice-Chancellor in the exercise of his delegated authority for University-wide decision making and management oversight for the institution
- identify emerging opportunities and assess fit with University strategy
- protect and enhance the position and reputation of the University
- oversee the initiatives of the University's strategic plan
- report to Senate on the financial and academic viability and sustainability of the University, including review the University's budget prior to its presentation for Senate approval
- oversee performance monitoring and improvement, regulatory compliance and quality assurance processes
- oversee the University's curriculum, teaching, research and research training, in conjunction with the Academic Board
- maintain oversight of the University's compliance with WH&S legislation, policies and procedures
- oversee the University's risk management framework including:
  - agreement and ongoing review of the University's Risk Appetite and Tolerance statement
  - ongoing review of the institutional risk register to ensure appropriate management of risk and
  - reviewing and determining appropriate mitigation strategies for escalated risks from other portfolios
- oversee the University's human resources management and capability planning across human resources, digital and physical portfolios
- oversee University investment in infrastructure:
  - endorse the business cases for investment and
  - endorse annual capital prioritisation for infrastructure and technology.
- oversee, in conjunction with the Academic Board, the programs of faculty reviews conducted jointly by the University Executive and the Academic Board
- note the decisions made by University Executive Committees and review and approve any matters referred by University Executive committees regarding policies, procedures, programs and initiatives
- ensure the effective communication of University Executive decisions to University leaders and the broader University community.

## The UE's membership comprises:

---

- the Vice-Chancellor (Chair)
- all Deputy Vice-Chancellors
- all Vice-Principals
- the Chair of the Academic Board
- representation of the University's faculties and schools.

A number of senior members of staff routinely attend UE meetings to assist with the conduct of its business and the communication and implementation of its decisions.

The UE's decision-making is underpinned by a number of committees that undertake detailed analysis and planning in particular areas of expertise and interest. The work of these committees intersects at many points.

## Committees

---

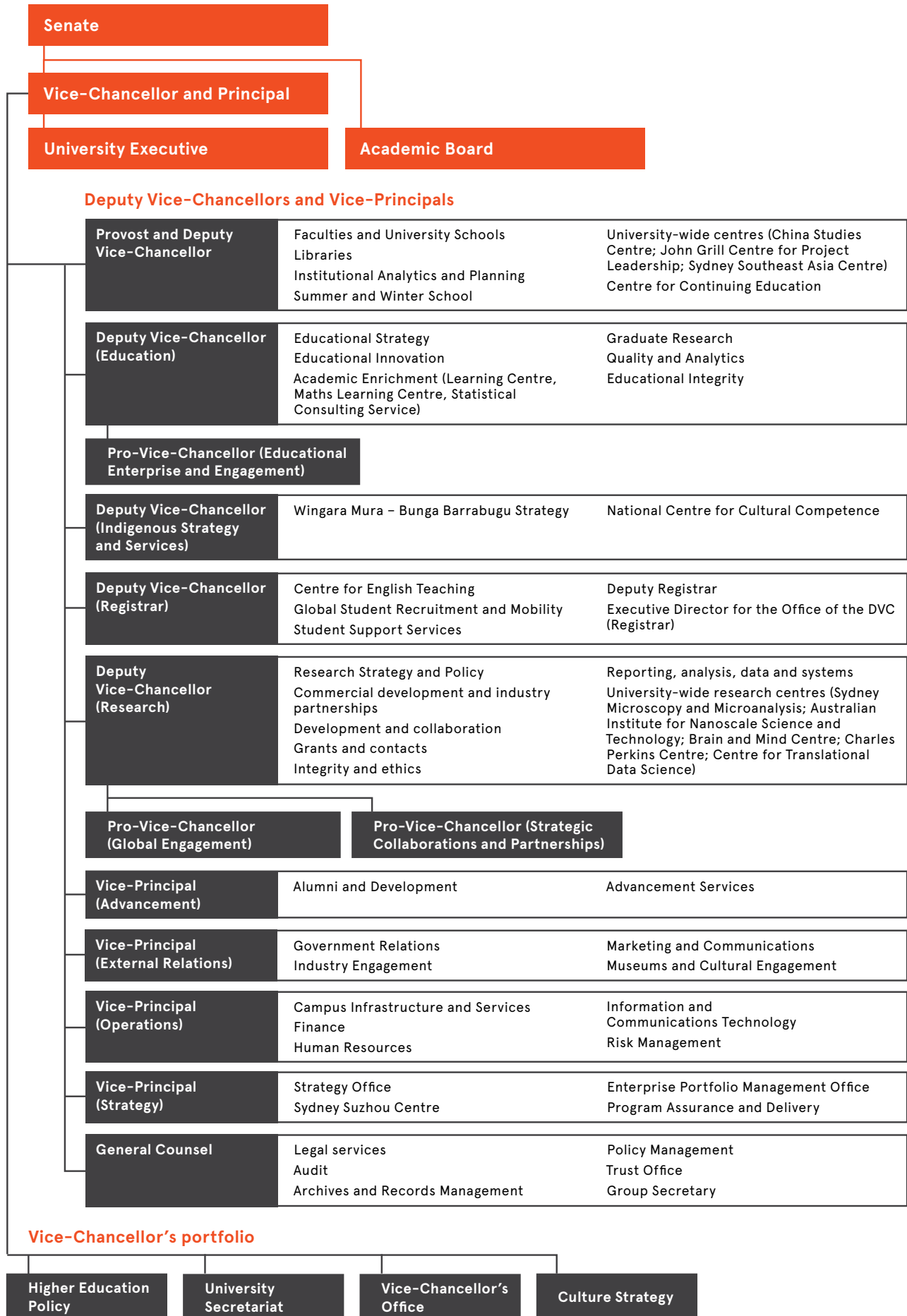
The UE committees focus on key University-wide themes, such as education and research, finance and curriculum and course planning. They provide expert, high-level strategic advice to UE, and engage UE members, along with other experts, in the detailed preparation of matters for UE consideration.

The committees are:

- Australian Institute for Nanoscale Science and Technology Board
- Centre in China Steering Committee
- Colleges Consultative Committee
- Curriculum and Course Planning Committee
- Education Committee
- Faculty General Managers Committee
- Financial Performance Committee
- Heads of School Committee
- Indigenous Strategy and Services Committee
- Operations Committee
- Reporting and Analytics Committee
- Research Committee
- Research Education Committee
- Strategic Priority Areas for Collaboration Committee
- Strategy Governance Board and its Program Control Boards
- Student Consultative Committee
- Student Life Committee
- Work Health and Safety Committee.



# Organisational Structure



Organisational Structure

University Executive



# Statutes

# Royal Charter of the University of Sydney

**Approved by:** Queen Victoria  
**Date of effect:** 27 February 1858

February 27th, 1858

VICTORIA, by the Grace of God, of the United Kingdom of Great Britain and Ireland, Queen, Defender of the Faith, to all to whom these presents shall come Greeting: Whereas under and by virtue of the provisions of an Act of the Governor and Legislative Council of our Colony of New South Wales, passed in the fourteenth year of our reign, No. 31, intituled 'An Act to Incorporate and Endow the University of Sydney', and to which our Royal Assent was granted on the 9th day of December, One Thousand Eight Hundred and Fifty-one, a Senate, consisting of Sixteen Fellows, was incorporated and made a body politic with perpetual succession, under the name of the University of Sydney, with power to grant, after Examination, the several degrees of Bachelor of Arts, Master of Arts, Bachelor of Laws, Doctor of Laws, Bachelor of Medicine, and Doctor of Medicine, and to examine for Medical Degrees in the four Branches of Medicine, Surgery, Midwifery and Pharmacy. And whereas our trusty and well-beloved Sir William Thomas Denison, Knight Commander of our most honourable Order of the Bath, Lieutenant-Colonel in the Royal Engineers, our Captain-General and Governor-in-Chief in and over our said Colony, has transmitted to us the humble Petition of the Senate of the said University of Sydney under their common seal, dated the 9th day of February, One Thousand Eight Hundred and Fifty-seven, wherein is set forth a statement of the establishment of the said University, the appointment of learned Professors of the Faculty of Arts, and the Provisions adopted and to be adopted in respect of the Faculties of Laws and Medicine, and the course of Education and discipline for the Scholars, Undergraduates, and Graduates of the said University, and in which it is humbly submitted that the standard of acquirements which must be attained by Graduates in the University of Sydney is not below that prescribed by the most learned Universities of the United Kingdom, and the direction of the studies in the said University has been committed to Professors who have highly distinguished themselves in British Universities, that the rules under which the high standard in the University has been fixed cannot be altered without the approval of our representative in the Colony, and that there is invested in him the power of interference should the rules laid down be unduly relaxed in practice, and that, therefore, the Memorialists confidently hope that the Graduates of the University of Sydney will not be inferior in scholastic requirements to the majority of Graduates of British Universities, and that it is desirable to have the degrees of the University of Sydney generally recognised throughout our dominions; and it is also humbly submitted that although our Royal Assent to the Act of Legislature of New South Wales hereinbefore recited fully satisfies the principle of our law that the power of granting degrees should flow from the Crown, yet that as that assent was conveyed through an Act which has effect only in the territory of New South Wales, the *Memorialists believe that the degrees granted by the said University under the authority*

of the said Act, are not legally entitled to recognition beyond the limits of New South Wales; and the Memorialists are in consequence most desirous to obtain a grant from us of Letters Patent requiring all our subjects to recognise the degrees given under the Act of the Local Legislature in the same manner as if the said University of Sydney had been an University established within the United Kingdom under a Royal Charter or an Imperial enactment; and the Memorialists therefore hereby most humbly pray that we will be pleased to take the premises into our gracious consideration and grant to the University of Sydney Letters Patent effective of the object therein set forth.

NOW KNOW YE that we, taking the premises into consideration, and deeming it to be the duty of our Royal office, and for the advancement of religion and morality and the promotion of useful knowledge to hold forth to all classes and denominations of our faithful subjects, without any distinction whatsoever, throughout our dominions *encouragement for pursuing a regular and liberal course of education*, and considering that many persons do prosecute and complete their studies in the Colony of New South Wales, on whom it is just to confer such distinctions and rewards as may induce them to persevere in their laudable pursuits; do, by virtue of our Prerogative Royal and our especial Grace and certain knowledge and mere motion, by these presents of us, our heirs and successors, will, grant and declare that the Degrees of Bachelor of Arts, Master of Arts, Bachelor of Laws, Doctor of Laws, Bachelor of Medicine, and Doctor of Medicine, already granted or conferred or hereafter to be granted or conferred by the Senate of the said University of Sydney shall be recognised as Academic distinctions and rewards of merit *and be entitled to rank, precedence, and consideration in our United Kingdom and in our Colonies and possessions throughout the world as fully as if the said Degree had been granted by any University of our said United Kingdom*. And we further will and ordain that *any variation of the Constitution of the said University* which may at any time or from time to time be made by an Act of the said Governor and Legislature shall not, *so long as the same or a like standard of knowledge is in the opinion of the said Governor preserved as a necessary condition for obtaining the aforesaid degrees therein*, in any manner annul, abrogate, circumscribe, or diminish the privileges conferred on the said University by these our Royal Letters Patent, nor the ranks, rights, privileges, and consideration conferred by such degrees. And, lastly, we do hereby for us, our heirs, and successors, grant and declare that these our Letters Patent or the enrolment or exemplification thereof shall be in and by all things valid and effectual in law according to the true intent and meaning of same, and shall be construed and adjudged in the most favourable and beneficial sense to the best advantage of the said University, as well in all our courts as elsewhere, notwithstanding any non-recital, uncertainty, or imperfection in these our Letters Patent. In witness whereof we have caused these our Letters to be made Patent.

Witness ourself at Westminster, the Twenty-seventh day of February, in the Twenty-first year of our Reign.

BY WARRANT under the Queen's sign manual.

C. ROMILLY

# University of Sydney Act 1989 (as amended)

**Assented to by:** the NSW Government on 30 August 1989

**Date of effect:** 1 January 1990

**Latest amendment assented to by:** the NSW Government on 26 August 2014

**Date of effect:** 26 August 2014

---

## University of Sydney Act 1989



New South Wales

An Act with respect to the constitution and functions of the University of Sydney; to repeal the *University and University Colleges Act 1900*; and for other purposes.

### Part 1 Preliminary

#### 1 Name of Act

This Act may be cited as the *University of Sydney Act 1989*.

#### 2 Commencement

- (1) This Act (section 40 (2)–(4) excepted) commences on a day or days to be appointed by proclamation.
- (2) The provisions of section 40 (2)–(4) commence on the date of assent to this Act.

#### 3 Definitions

- (1) In this Act:

***academic college*** means a college established by or under Part 5.

***advisory council*** means an advisory council established under Part 5.

***Bachelor*** means any person on whom the degree of Bachelor has been conferred by the University.

***commercial functions*** of the University means the commercial functions described in section 6 (3) (a).

***Doctor*** means any person on whom the degree of Doctor has been conferred by the University.

***Fellow*** means a member of the Senate.

**incorporated college** means Sancta Sophia College, St Andrew's College, St John's College, St Paul's College, Wesley College or the Women's College.

**Master** means any person on whom the degree of Master has been conferred by the University.

**principal**, in relation to an incorporated college, means the master, warden, rector or other person who is the head of the college.

**residential college** means an incorporated college or a college (other than an academic college) established under this Act.

**Senate** means the Senate of the University.

**University** means the University of Sydney established by this Act.

- (2) In this Act, a reference to a graduate of the University is a reference to:
- (a) a person who is the recipient of a degree, or of such other diploma, award or certificate as may be prescribed by the by-laws, conferred or awarded by the University, or
  - (b) a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded:
    - (i) by or on behalf of any former institution that has, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, or
    - (ii) by any predecessor of any such institution.
- (3) In this Act:
- (a) a reference to a function includes a reference to a power, authority and duty, and
  - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (4) Notes included in this Act do not form part of this Act.

## Part 2 Constitution and functions of the University

### 4 Establishment of University

A University, consisting of:

- (a) a Senate,
  - (b) Convocation,
  - (c) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and
  - (d) the graduates and students of the University,
- is established by this Act as a continuation of the University of Sydney established by Act 14 Vic No 31.

### 5 Incorporation of University

The University is a body corporate under the name of The University of Sydney.

### 6 Object and functions of University

- (1) The object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.
- (2) The University has the following principal functions for the promotion of its object:
  - (a) the provision of facilities for education and research of university standard,
  - (b) the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry,

- (c) the provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community,
  - (d) the participation in public discourse,
  - (e) the conferring of degrees, including those of Bachelor, Master and Doctor, and the awarding of diplomas, certificates and other awards,
  - (f) the provision of teaching and learning that engage with advanced knowledge and inquiry,
  - (g) the development of governance, procedural rules, admission policies, financial arrangements and quality assurance processes that are underpinned by the values and goals referred to in the functions set out in this subsection, and that are sufficient to ensure the integrity of the University's academic programs.
- (3) The University has other functions as follows:
- (a) the University may exercise commercial functions comprising the commercial exploitation or development, for the University's benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others,
    - (a1) without limiting paragraph (a), the University may generate revenue for the purpose of funding the promotion of its object and the carrying out of its principal functions,
    - (b) the University may develop and provide cultural, sporting, professional, technical and vocational services to the community,
    - (c) the University has such general and ancillary functions as may be necessary or convenient for enabling or assisting the University to promote the object and interests of the University, or as may complement or be incidental to the promotion of the object and interests of the University,
    - (d) the University has such other functions as are conferred or imposed on it by or under this or any other Act.
  - (4) The functions of the University may be exercised within or outside the State, including outside Australia.

## **7 Facilities for students, staff and others**

The University may, for the purposes of or in connection with the exercise of its functions, provide such facilities for its students and staff and other members of the university community as the University considers desirable.

## **Part 3 The Senate, authorities and officers of the University**

### **8 The Senate**

- (1) There is to be a Senate of the University.
- (2) The Senate is the governing authority of the University and has the functions conferred or imposed on it by or under this Act.

### **9 Constitution of Senate**

- (1) The Senate is to consist of:
  - (a) 3 official members, being:
    - (i) the Chancellor (if the Chancellor is not otherwise a member of the Senate), and
    - (ii) the Vice-Chancellor, and
    - (iii) the person for the time being holding the office of presiding member of the Academic Board (if that person is not the Vice-Chancellor) or of deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor), and
  - (b) 6 external persons appointed by the Minister, one of whom is nominated by the Senate for appointment otherwise than pursuant to subsection (2), and
  - (c) one external person appointed by the Senate, and



- (d) 4 persons:
  - (i) who are members of the academic staff of the University, and
  - (ii) who have such qualifications as may be prescribed by the by-laws, and
  - (iii) who are elected by members of the academic staff of the University in the manner prescribed by the by-laws, and
- (e) one person:
  - (i) who is a member of the non-academic staff of the University, and
  - (ii) who has such qualifications as may be prescribed by the by-laws, and
  - (iii) who is elected by members of the non-academic staff of the University in the manner prescribed by the by-laws, and
- (f) one person:
  - (i) who is an undergraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
  - (ii) who has such qualifications as may be prescribed by the by-laws, and
  - (iii) who is elected by undergraduate students of the University in the manner prescribed by the by-laws, and
- (g) one person:
  - (i) who is a postgraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
  - (ii) who has such qualifications as may be prescribed by the by-laws, and
  - (iii) who is elected by postgraduate students of the University in the manner prescribed by the by-laws, and
- (h) 5 external persons:
  - (i) who are graduates of the University, and
  - (ii) who have such qualifications as may be prescribed by the by-laws, and
  - (iii) who are elected by graduates of the University in the manner prescribed by the by-laws.
- (2) The Minister may appoint a person who is a member of the Parliament of New South Wales under subsection (1) (b) but only if the person is nominated by the Senate for appointment.

No more than 2 such persons may hold office at any one time as appointed members under subsection (1) (b).

- (3) Of the members of the Senate:
  - (a) at least 2 must have financial expertise (as demonstrated by relevant qualifications and by experience in financial management at a senior level in the public or private sector), and
  - (b) at least one must have commercial expertise (as demonstrated by relevant experience at a senior level in the public or private sector).
- (4) All appointed members of the Senate must have expertise and experience relevant to the functions exercisable by the Senate and an appreciation of the object, values, functions and activities of the University.
- (5) The majority of members of the Senate must be external persons.
- (6) The by-laws are to prescribe the procedures for the nomination of persons for appointment as members of the Senate.
- (7) Schedule 1 has effect in relation to the members and procedure of the Senate.
- (8) A reference in this section to members of the academic staff of the University includes a reference to such persons as the by-laws declare to be members of the academic staff of the University for the purposes of this section.
- (9) A reference in this section to external persons is a reference to persons who are not members of the academic or non-academic staff of the University or undergraduate or postgraduate students of the University.

## 10 Chancellor

- (1) Whenever a vacancy in the office of Chancellor occurs, the Senate must elect a person (whether or not a Fellow) to be Chancellor of the University.

- (2) The Chancellor, unless he or she sooner resigns or is removed from office as Chancellor or ceases to be a Fellow, holds office for such period (not exceeding 4 years), and on such conditions, as may be prescribed by the by-laws.
- (3) The Chancellor has the functions conferred or imposed on the Chancellor by or under this or any other Act.

## **11 Deputy Chancellor**

- (1) Whenever a vacancy in the office of Deputy Chancellor occurs, the Senate must elect a Fellow to be Deputy Chancellor of the University.
- (2) The Deputy Chancellor, unless he or she sooner resigns or is removed from office as Deputy Chancellor or ceases to be a Fellow, holds office for such period (not exceeding 2 years), and on such conditions, as may be prescribed by the by-laws.
- (3) In the absence of the Chancellor, or during a vacancy in the office of Chancellor or during the inability of the Chancellor to act, the Deputy Chancellor has all the functions of the Chancellor.

### **11A Removal from office of Chancellor or Deputy Chancellor**

- (1) The Senate may remove the Chancellor or Deputy Chancellor from office by a no confidence motion passed in accordance with this section if it considers it in the best interests of the University to do so.
- (2) The removal from office may be effected only if the no confidence motion is supported by at least a two-thirds majority of the total number of Fellows for the time being of the Senate at two consecutive ordinary meetings of the Senate.
- (3) The Chancellor or Deputy Chancellor may be removed from office under this section despite section 26G (6) and without the need to establish any breach of duty.
- (4) This section applies to the Chancellor and Deputy Chancellor holding office on the commencement of this section and all subsequent holders of those offices.

## **12 Vice-Chancellor**

- (1) Whenever a vacancy in the office of Vice-Chancellor occurs, the Senate must appoint a person (whether or not a Fellow) to be Vice-Chancellor of the University.
- (2) The Vice-Chancellor, unless he or she sooner resigns as Vice-Chancellor, holds office for such period, and on such conditions, as the Senate determines.
- (3) The Vice-Chancellor is the principal executive officer of the University and has the functions conferred or imposed on the Vice-Chancellor by or under this or any other Act.
- (4) If a person who is not a Fellow is appointed at any time to act in the place of the Vice-Chancellor, that person is, while so acting, to be taken to be a Fellow.

## **13 Visitor**

- (1) The Governor is the Visitor of the University but has ceremonial functions only.
- (2) Accordingly, the Visitor has no functions or jurisdiction with respect to the resolution of disputes or any other matter concerning the affairs of the University (other than a matter involving the exercise of ceremonial functions only).

## **14 Convocation**

- (1) Convocation consists of:
  - (a) the Fellows and former Fellows of the Senate,
  - (b) the graduates of the University,
  - (c) the persons referred to in section 34,
  - (d) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and
  - (e) such graduates of other universities, or other persons, as are, in accordance with the by-laws, admitted as members of Convocation.

- (2) Subject to the by-laws, meetings of Convocation are to be convened and the business at the meetings is to be as determined by Convocation.
- (3) A quorum at any meeting of Convocation is to be such number of members as may be prescribed by the by-laws.
- (4) Convocation has such functions as may be prescribed by the by-laws.
- (5) The Senate may establish a Standing Committee and such other committees of Convocation as it considers necessary.

## **15 Academic Board**

- (1) There is to be an Academic Board of the University, consisting of:
  - (a) the Vice-Chancellor, and
  - (b) such other persons as the Senate may, in accordance with the by-laws, determine.
- (2) Subject to subsection (1), the constitution and functions of the Academic Board are to be as prescribed by the by-laws.

## **Part 4 Functions of Senate**

### **Division 1 General**

#### **16 Functions of Senate**

- (1A) The Senate:
  - (a) acts for and on behalf of the University in the exercise of the University's functions, and
  - (b) has the control and management of the affairs and concerns of the University, and
  - (c) may act in all matters concerning the University in such manner as appears to the Senate to be best calculated to promote the object and interests of the University.
- (1B) Without limiting the functions of the Senate under subsection (1A), the Senate is, in controlling and managing the affairs and concerns of the University:
  - (a) to monitor the performance of the Vice-Chancellor, and
  - (b) to oversee the University's performance, and
  - (c) to oversee the academic activities of the University, and
  - (d) to approve the University's mission, strategic direction, annual budget and business plan, and
  - (e) to oversee risk management and risk assessment across the University (including, if necessary, taking reasonable steps to obtain independent audit reports of entities in which the University has an interest but which it does not control or with which it has entered into a joint venture), and
  - (f) to approve and monitor systems of control and accountability for the University (including in relation to controlled entities within the meaning of section 16A), and
  - (g) to approve significant University commercial activities (within the meaning of section 26A), and
  - (h) to establish policies and procedural principles for the University consistent with legal requirements and community expectations, and
  - (i) to ensure that the University's grievance procedures, and information concerning any rights of appeal or review conferred by or under any Act, are published in a form that is readily accessible to the public, and
  - (j) to regularly review its own performance (in light of its functions and obligations imposed by or under this or any other Act), and
  - (k) to adopt a statement of its primary responsibilities, and
  - (l) to make available for Fellows a program of induction and of development relevant to their role as a Fellow.
- (1) Without limiting the functions of the Senate under subsection (1A), the Senate may, for and on behalf of the University in the exercise of the University's functions:
  - (a) provide such courses, and confer such degrees (including ad eundem degrees and honorary degrees) and award such diplomas and other certificates, as it thinks fit,
  - (b) appoint and terminate the appointment of academic and other staff of the University,

- (c) (Repealed)
  - (d) borrow money,
  - (e) invest any funds belonging to or vested in the University,
  - (f) promote, establish or participate in (whether by means of debt, equity, contribution of assets or by other means) partnerships, trusts, companies and other incorporated bodies, or joint ventures (whether or not incorporated),
  - (g) (Repealed)
  - (h) authorise any other university or educational institution (whether in New South Wales or elsewhere) to confer degrees, or to award diplomas or other certificates, on behalf of the University,
  - (i) make loans and grants to students, and
  - (j) impose fees, charges and fines.
- (2) The functions of the Senate under this section are to be exercised subject to the by-laws.
- (3) Schedule 2 has effect in relation to the investment of funds by the Senate.

**Note.** The *Annual Reports (Statutory Bodies) Act 1984* regulates the making of annual reports to Parliament by the Senate and requires the Senate to report on the University's operations (including in relation to risk management and insurance arrangements) and a range of financial and other matters.

## 16A Controlled entities

- (1) The Senate must ensure that a controlled entity does not exercise any function or engage in any activity that the University is not authorised by or under this Act to exercise or engage in, except to the extent that the Senate is permitted to do so by the Minister under this section.
  - (2) The Minister may, by order in writing, permit the Senate to authorise a controlled entity to exercise a function or engage in an activity of the kind referred to in subsection (1). Permission may be given in respect of a specified function or activity or functions or activities of a specified class.
  - (3) The Governor may make regulations providing that subsection (1) does not apply to functions or activities of a specified class.
  - (4) Nothing in the preceding subsections confers power on a controlled entity to engage in any activity.
  - (5) Nothing in the preceding subsections affects any obligations imposed on a controlled entity by or under any Act or law, other than an obligation imposed on the controlled entity by the Senate at its discretion.
- (5A) The Senate is, as far as is reasonably practicable, to ensure:
- (a) that the governing bodies of controlled entities:
    - (i) possess the expertise and experience necessary to provide proper stewardship and control, and
    - (ii) comprise, where possible, at least some members who are not members of the Senate or members of staff, or students, of the University, and
    - (iii) adopt and evaluate their own governance principles, and
    - (iv) document, and keep updated, a corporate or business strategy containing achievable and measurable performance targets, and
  - (b) that a protocol is established regarding reporting by governing bodies of controlled entities to the Senate.
  - (6) In this section:

**controlled entity** means a person, group of persons or body of which the University or Senate has control within the meaning of a standard referred to in section 39 (1A) or 45A (1A) of the *Public Finance and Audit Act 1983*.

## 17 Delegation by Senate

The Senate may, in relation to any matter or class of matters, or in relation to any activity or function of the University, by resolution, delegate all or any of its functions (except this power of delegation) to:

- (a) any member or committee of the Senate,
- (b) any authority or officer of the University (including any advisory council), or
- (c) any other person or body prescribed by the by-laws.

## 17A Operation of certain Acts

Nothing in this Act limits or otherwise affects the operation of the *Ombudsman Act 1974*, the *Public Finance and Audit Act 1983* or the *Annual Reports (Statutory Bodies) Act 1984* to or in respect of the University or the Senate.

## 17B Recommendations of Ombudsman or Auditor-General

The Senate must include in each annual report of the Senate as part of the report of its operations a report as to any action taken by the Senate during the period to which the report relates to implement any recommendation made in a report of the Ombudsman or the Auditor-General concerning the Senate or the University:

- (a) whether or not the recommendation relates to a referral by the Minister under section 26E, and
- (b) whether or not the recommendation relates to a University commercial activity (as defined in section 26A).

## Division 2 Property

### 18 Powers of Senate relating to property

- (1) The Senate:
  - (a) may acquire (whether by purchase, gift, grant, bequest, devise or otherwise) any property for the purposes of this Act and may agree to carry out the conditions of any such acquisition and
  - (b) has the control and management of all property at any time vested in or acquired by the University and may, subject to this section, dispose of property in the name and on behalf of the University.
- (2) The Senate may, subject to this section, alienate, mortgage, charge or demise any lands of the University.
- (2A) The Senate must not alienate, mortgage, charge or demise any lands acquired by the University from the State at nominal or less than market value except with the approval of the Minister.
- (3) Despite subsection (2A), the Senate may, without the approval of the Minister, lease any lands of the University if:
  - (a) the term of the lease does not exceed 21 years, and
  - (b) the Senate is satisfied that it is to the benefit of the University, whether from a financial or educational standpoint or otherwise, that the lease be entered into.
- (4) In the case of a lease of any lands of the University, or any renewal of the lease, to a residential college affiliated with the University, the lease:
  - (a) is to be for a term not exceeding 99 years, and
  - (b) is to be at a nominal rent, and
  - (c) is to contain a condition that the lease is not to be assigned and such other conditions as the Senate thinks fit.
- (5) The rule of law against remoteness of vesting does not apply to or in respect of any condition of a gift, grant, bequest or devise to which the University has agreed.

### 19 Powers of Senate over certain property vested in Crown

- (1) Where any property used for the conduct of the University is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the Senate has the control and management of that property and is responsible for its maintenance.
- (2) Nothing in subsection (1) enables the Senate to alienate, mortgage, charge or demise any land vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise).
- (3) Notwithstanding subsection (2), the Senate may (on behalf of the Crown or a Minister of the Crown) lease land of which it has, pursuant to this section, the control and management.
- (4) Such a lease:

- (a) must not be granted for a term (including any option for the grant of a further term) exceeding 21 years except with the approval of the Minister, and
  - (b) is to contain a condition that the lease is not to be assigned and such other conditions as the Senate thinks fit.
- (5) The Senate is, in the exercise of its functions under this section, subject to the control and direction of the Minister.

## 20 Acquisition of land

- (1) The Minister may, for the purposes of this Act, acquire land (including an interest in land) by agreement or by compulsory process in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.
- (2) The Minister may do so only if the University:
  - (a) applies to the Minister for acquisition of the land, and
  - (b) makes provision to the satisfaction of the Minister for the payment of the purchase price or of compensation for compulsory acquisition (together with all necessary charges and expenses incidental to the acquisition).
- (3) For the purposes of the *Public Works Act 1912*, any acquisition of land under this section is taken to be for an authorised work and the Minister is, in relation to that authorised work, taken to be the Constructing Authority.
- (4) Sections 34, 35, 36 and 37 of the *Public Works Act 1912* do not apply in respect of works constructed under this section.

## 21 Grant or transfer of certain land to University

- (1) If land on which the University is conducted is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the land may:
  - (a) if it is vested in the Crown—be transferred to the University subject to such trusts, conditions, covenants, provisions, exceptions and reservations as the Minister for Natural Resources thinks fit, or
  - (b) if it is vested in a Minister of the Crown—be conveyed or transferred to the University for such estate, and subject to such trusts and rights of way or other easements, as the Minister in whom the land is vested thinks fit.
- (2) A conveyance, transfer or other instrument executed for the purposes of this section:
  - (a) is not liable to stamp duty under the *Stamp Duties Act 1920*, and
  - (b) may be registered under any Act without fee.

## Division 3 Variation of trusts

### 22 Definitions

In this Division:

*donor*, in relation to a trust, means the person creating the trust, whether or not the trustee is a volunteer.

*prize* includes a scholarship or exhibition.

### 23 Trusts to which Division applies

This Division applies to a trust, whether created before or after the commencement of this section:

- (a) by which any property is held:
  - (i) by the University on trust for a particular purpose, or
  - (ii) by any person on trust for the University for a particular purpose, and
- (b) the terms of which, by reason of the death or incapacity of the donor or otherwise, could not, but for the provisions of this Division, be varied without the order of a court.

## 24 Variation of amount of prize, scholarship or exhibition

- (1) If:
  - (a) by the terms of a trust for the award from time to time, out of the income from the trust property or its proceeds, of a prize, the prize to be awarded is a fixed amount of money, and
  - (b) in the opinion of the Senate, the value of the amount so fixed has been so affected by monetary inflation that it no longer reflects the intentions of the donor with respect to the value and significance of the prize,  
the Senate may request the Minister to effect a variation of the amount of the prize.
- (2) The Minister, if satisfied that it is just and equitable to do so, may determine to vary the amount of the prize in accordance with the Senate's request.
- (3) On delivery to the Senate of an instrument in writing signed by the Minister and specifying such a variation, the trust concerned is varied accordingly.

## 25 Variation of terms of trust

- (1) If:
  - (a) by the terms of a trust, any property is held:
    - (i) on trust for a charitable purpose, or
    - (ii) on trust for a purpose of the University other than its general purposes, and
  - (b) in the opinion of the Senate, it is impossible or inexpedient to carry out or observe the terms of the trust, whether as to its purpose or any other of its terms,  
the Senate may request the Minister to effect a variation of the terms of the trust.
- (2) The Minister, if satisfied that it is just and equitable to do so, and with the concurrence of the Attorney General, may determine to vary the terms of the trust concerned in accordance with the Senate's request.
- (3) In the making of any such determination, regard is to be had:
  - (a) to the extent to which it may be necessary to depart from the terms of the trust concerned in order to avoid the impossibility or inexpediency complained of, and
  - (b) to what appear to have been the intentions of the donor in creating the trust.
- (4) On delivery to the Senate of an instrument in writing signed by the Minister and specifying a variation of the terms of the trust concerned, the trust is varied accordingly.

## 26 Further variation

A trust that has been varied in accordance with this Division may, in the same manner, be further varied from time to time.

### Division 4 Commercial activities

#### 26A Definitions

In this Division:

*the Guidelines* means the guidelines determined for the time being under section 26B.

*University commercial activity* means:

- (a) any activity engaged in by or on behalf of the University in the exercise of commercial functions of the University, and
- (b) any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of the University, that is for the time being declared by the Guidelines to be a University commercial activity.

## 26B Guidelines for commercial activities

- (1) The Senate must by resolution determine, and must maintain, Guidelines requiring specified processes and procedures to be followed in connection with University commercial activities.
- (2) The Senate may by resolution amend or replace the Guidelines from time to time.
- (3) Without limitation, the Guidelines may contain provision for or with respect to the following in connection with University commercial activities:
  - (a) requiring feasibility and due diligence assessment,
  - (b) requiring the identification of appropriate governance and administrative arrangements (including as to legal structures and audit requirements),
  - (c) requiring the undertaking of risk assessment and risk management measures,
  - (d) regulating and imposing requirements concerning the delegation by the Senate of any of its functions under this Act in connection with University commercial activities,
  - (e) declaring a specified activity to be a University commercial activity for the purposes of paragraph (b) of the definition of that expression in section 26A,
  - (f) establishing a protocol regarding the rights and responsibilities of members of the Senate in relation to commercialisation, with a view to avoiding real or apparent conflicts of interest.
- (4) The Senate must ensure that the Guidelines are complied with.
- (5), (6) (Repealed)

## 26C Register of commercial activities

- (1) The Senate is to maintain a Register of University commercial activities and is to enter and keep in the Register the following details of each of those activities:
  - (a) a description of the activity,
  - (b) details of all parties who participate in the activity,
  - (c) details of any appointment by or on behalf of the University to relevant boards or other governing bodies,
  - (d) details of any meetings at which relevant matters were considered and approved for the purposes of compliance with the Guidelines,
  - (e) such other details as the Guidelines may require.
- (2) The Guidelines may make provision for the following:
  - (a) exempting specified activities or activities of a specified class from all or specified requirements of this section,
  - (b) altering the details to be included in the Register in respect of specified activities or activities of a specified class,
  - (c) enabling related activities to be treated as a single activity for the purposes of the Register.
- (3) The Senate must comply with any request by the Minister to provide the Minister with a copy of the Register or any extract from the Register.

## 26D Reports to Minister on commercial activities

- (1) The Minister may request a report from the Senate as to University commercial activities or as to any particular University commercial activity or aspect of a University commercial activity.
- (2) The Senate must provide a report to the Minister in accordance with the Minister's request.

## 26E Referral of matters to Ombudsman or Auditor-General

The Minister may refer a University commercial activity or any aspect of a University commercial activity (whether or not the subject of a report by the Senate to the Minister):

- (a) to the Auditor-General for investigation and report to the Minister, or
- (b) as a complaint to the Ombudsman that may be investigated by the Ombudsman as a complaint under the *Ombudsman Act 1974*.



## **Part 4A Duties of Fellows**

### **26F Duties of Fellows**

The Fellows have the duties set out in Schedule 2A.

### **26G Removal from office for breach of duty**

- (1) The Senate may remove a Fellow from office for breach of a duty set out in Schedule 2A.
- (2) The removal from office may be effected only at a meeting of the Senate of which notice (including notice of the motion that the Fellow concerned be removed from office for breach of duty) was duly given.
- (3) The removal from office may be effected only if the motion for removal is supported by at least a two-thirds majority of the total number of Fellows for the time being.
- (4) The motion for removal must not be put to the vote of the meeting unless the Fellow concerned has been given a reasonable opportunity to reply to the motion at the meeting, either orally or in writing.
- (5) If the Fellow to whom the motion for removal refers does not attend the meeting, a reasonable opportunity to reply to the motion is taken to have been given if notice of the meeting has been duly given.
- (6) A Fellow may not be removed from office by the Senate for breach of duty except pursuant to this section.

## **Part 5 Establishment of academic colleges**

### **27 Establishment of academic colleges**

- (1) The following academic colleges of the University are established:

Sydney Conservatorium of Music

Cumberland College of Health Sciences

Sydney College of the Arts

- (2) The Governor may, by order published in the Gazette, establish:
  - (a) an educational institution set up by the University,
  - (b) any other public educational institution or body, or
  - (c) any part of any such institution or body,  
as an academic college.
- (3) If, before the establishment of an academic college, any property has been vested in or acquired by any person on trust for the purposes for which the college is established, the person may, when the college is established, convey or transfer the property to the University on trust to apply the property, or the proceeds of it or the income from it, for the benefit of the college.

### **28 Advisory councils**

- (1) An advisory council may be constituted for an academic college.
- (2) An advisory council is to consist of no fewer than 10, and no more than 20, members.
- (3) The members of an advisory council are to be appointed by the Senate.
- (4) An advisory council has such functions as may be prescribed by the by-laws.

## Part 6 General

### 29 Advance by Treasurer

The Treasurer may, with the approval of the Governor, advance to the Senate money for the temporary accommodation of the University on such terms and conditions in relation to repayment and interest as may be agreed upon.

#### 29A Stamp duty exemption

- (1) Unless the Treasurer otherwise directs in a particular case, neither the University nor the Senate is liable to duty under the *Duties Act 1997*, in respect of anything done by the University or Senate for the purposes of the borrowing of money or the investment of funds of the University under this Act.
- (2) The Treasurer may direct in writing that any other specified person is not liable to duty under the *Duties Act 1997* in respect of anything done for the purposes of the borrowing of money or the investment of funds of the University under this Act, and the direction has effect accordingly.

### 30 Financial year

The financial year of the University is:

- (a) if no period is prescribed as referred to in paragraph (b)—the year commencing on 1 January, or
- (b) the period prescribed by the by-laws for the purposes of this section.

### 31 No religious test or political discrimination

A person is not, because of his or her religious or political affiliations, views or beliefs, to be denied admission as a student of the University or to be taken to be ineligible to hold office in, to graduate from or to enjoy any benefit, advantage or privilege of the University.

### 32 Exemption from membership of body corporate or Convocation

A student or graduate of the University or a member of staff of the University is entitled to be exempted by the Senate, on grounds of conscience, from membership of the body corporate of the University or of Convocation, or both.

### 33 Re-appointment or re-election

Nothing in this Act prevents any person from being re-appointed or re-elected to any office under this Act if the person is eligible and otherwise qualified to hold that office.

### 34 Academic status

- (1) Persons belonging to the following classes of persons have the same rights and privileges within the University as have Masters and Doctors:
  - (a) professors and other full-time members of the academic staff of the University,
  - (b) principals of the incorporated colleges,
  - (c) persons declared by the by-laws to be superior officers of the University.
- (2) Persons who possess qualifications that are recognised by the by-laws as being of the same rank as the degree of Bachelor have the same rights and privileges within the University as have Bachelors.

### 35 Seal of University

The seal of the University is to be kept in such custody as the Senate may direct and is only to be affixed to a document pursuant to a resolution of the Senate.

**Note.** Documents requiring authentication may be sufficiently authenticated without a seal in accordance with section 50 (3) of the *Interpretation Act 1987*.

## 36 By-laws

- (1) The Senate may make by-laws, not inconsistent with this Act, for or with respect to any matter that is required or permitted to be prescribed or that is necessary or convenient to be prescribed for carrying out or giving effect to this Act and, in particular, for or with respect to:
  - (a) the management, good government and discipline of the University,
  - (b) the method of election of members of the Senate who are to be elected,
  - (c) the manner and time of convening, holding and adjourning the meetings of the Senate or Academic Board,
  - (d) the manner of voting (including postal voting or voting by proxy) at meetings of the Senate or Academic Board,
  - (e) the functions of the presiding member of the Senate or Academic Board,
  - (f) the conduct and record of business of the Senate or Academic Board,
  - (g) the appointment of committees of the Senate or Academic Board,
  - (h) the quorum and functions of committees of the Senate or Academic Board,
  - (i) the resignation of members of the Senate, the Chancellor, the Deputy Chancellor or the Vice-Chancellor,
  - (j) the tenure of office, stipend and functions of the Vice-Chancellor,
  - (k) the designation of members of staff of the University as academic staff, non-academic staff, full-time staff, part-time staff or otherwise and the designation of students of the University as undergraduate students, postgraduate students or otherwise,
  - (l) the number, stipend, manner of appointment and dismissal of officers and employees of the University,
  - (m) admission to, enrolment in and exclusion from courses of studies,
  - (n) the payment of such fees and charges, including fines, as the Senate considers necessary, including fees and charges to be paid in respect of:
    - (i) entrance to the University,
    - (ii) tuition,
    - (iii) lectures and classes,
    - (iv) examinations,
    - (v) residence,
    - (vi) the conferring of degrees and the awarding of diplomas and other certificates,
    - (vii) the provision of amenities and services, whether or not of an academic nature, and
    - (viii) an organisation of students or of students and other persons,
  - (o) the exemption from, or deferment of, payment of fees and charges, including fines,
  - (p) without limiting the operation of paragraphs (n) and (o), the imposition and payment of penalties for parking and traffic infringements,
  - (q) the courses of lectures or studies for, the assessments for and the granting of degrees, diplomas, certificates and honours and the attendance of candidates for degrees, diplomas, certificates and honours,
  - (r) the assessments for, and the granting of, memberships, scholarships, exhibitions, bursaries and prizes,
  - (s) the admission of students and former students of other universities and institutions of higher education to any status within the University or the granting to graduates of such universities or institutions, or other persons, of degrees or diplomas without examination,
  - (t) the establishment and conduct of places of accommodation for students (including residential colleges and halls of residence within the University) and the affiliation of residential colleges,
  - (u) the discipline of academic and residential colleges,
  - (v) the classes and courses of instruction provided at academic colleges and the conduct of examinations at such colleges,
  - (w) the constitution and functions of advisory councils,
  - (x) the delegation of functions of the Senate to advisory councils,
  - (y) the affiliation with the University of any educational or research establishment,
  - (z) the creation of faculties, schools, departments, centres, institutes or other entities within the University,
  - (aa) the provision of schemes of superannuation for the officers and employees of the University,

- (bb) the form and use of academic costume,
  - (cc) the form and use of an emblem of the University or of any body within or associated with the University,
  - (dd) the use of the seal of the University, and
  - (ee) the making, publication and inspection of rules.
- (2) A by-law has no effect unless it has been approved by the Governor.

### 37 Rules

- (1) The by-laws may empower any authority (including the Senate) or officer of the University to make rules (not inconsistent with this Act or the by-laws) for or with respect to any or all of the matters for or with respect to which by-laws may be made, except the matters referred to in sections 3 (2), 9 (1) (d) (ii), (e) (ii), (f) (ii), (g) (ii) and (h) (ii), (6) and (8), 10 (2), 14 (1), 16 (1) (d) and (e), 30 and 36 (1) (k) and clauses 1 (1) (c) and (d) of Schedule 1 and clause 3 of that Schedule (to the extent that it relates to appointments).
- (1A) Despite subsection (1), only the Senate may be empowered to make rules for or with respect to which by-laws may be made concerning matters referred to in sections 9 (1) (d) (iii), (e) (iii), (f) (iii), (g) (iii) and (h) (iii) and 36 (1) (b) and clause 3 of Schedule 1 (to the extent it relates to elections) (***election rules***).
- (1B) Election rules must be consistent with sound and democratic electoral practices, procedures and methods of voting.
- (1C) The Senate must ensure that any election rule it makes is made readily available to the public by whatever means the Senate considers appropriate as soon as practicable after it is made.
- (2) A rule:
- (a) has the same force and effect as a by-law, and
  - (b) may, from time to time, be amended or repealed by the Senate (whether or not the Senate is empowered to make such a rule), or by the authority or officer of the University for the time being empowered to make such a rule, and
  - (c) takes effect on the day on which it is published or on such later day as may be specified in the rule, and
  - (d) must indicate the authority or officer who made the rule and that it is made under this section.
- (3) In the event of an inconsistency between a by-law and a rule, the by-law prevails to the extent of the inconsistency.
- (4) The fact that a provision of this Act specifically provides for a matter to be the subject of by-laws (without mention of rules) does not prevent the matter from being the subject of rules made in accordance with this section.

### 38 Recovery of charges, fees and other money

Any charge, fee or money due to the University under this Act may be recovered as a debt in any court of competent jurisdiction.

### 39 Repeal etc

- (1) The *University and University Colleges Act 1900* is repealed.
- (2) The Senate of the University of Sydney, as constituted immediately before the repeal of the *University and University Colleges Act 1900*, is dissolved.
- (3) The persons holding office as members of the Senate and Deputy Chancellor immediately before the repeal of the *University and University Colleges Act 1900* cease to hold office as such on that repeal.

### 40 Savings and transitional provisions

- (1) Schedule 3 has effect.
- (2) For the purpose only of enabling the Senate to be duly constituted on or after the commencement of section 9, elections may be conducted and appointments made before that commencement as if:
  - (a) the whole of this Act, and

- (b) sections 7, 10, 13, 19, 20 and 21 of the *Higher Education (Amalgamation) Act 1989*, were in force.
- (3) A Fellow who is elected or appointed to the Senate under this section does not assume office before the commencement of section 9.
- (4) The Senate of the University of Sydney referred to in the *University and University Colleges Act 1900* is to make the nomination for the purposes of section 9 (4) in respect of the first Senate to be constituted under this Act.

## Schedule 1 Provisions relating to Fellows and to the procedure of the Senate

(Section 9)

### 1 Term of office

- (1) Subject to this Act, a Fellow holds office as follows:
  - (a) in the case of an official member, while the member holds the office by virtue of which he or she is a member,
  - (b) in the case of a member appointed under section 9 (1) (b) or (c), for such term (not exceeding 4 years) as may be specified in the member's instrument of appointment,
  - (c) in the case of an elected member referred to in section 9 (1) (d), (e), (f) or (g), for such term (not exceeding 2 years) as may be prescribed by the by-laws,
  - (d) in the case of an elected member referred to in section 9 (1) (h), for such term (not exceeding 4 years) as may be prescribed by the by-laws.
- (2) The need to maintain an appropriate balance of experienced and new members on the Senate must be taken into account:
  - (a) by the Senate, when making the by-laws required under this clause, and
  - (b) by the Minister and the Senate, when appointing members to the Senate.
- (3) A person must not be appointed or elected to serve more than 12 consecutive years of office (unless the Senate otherwise resolves in relation to the person).

### 2 Vacation of office

The office of a Fellow becomes vacant if the Fellow:

- (a) dies, or
- (b) declines to act, or
- (c) resigns the office by writing under his or her hand addressed:
  - (i) in the case of a Fellow appointed by the Minister, to the Minister, or
  - (ii) in the case of a Fellow appointed by the Senate, to the Chancellor, or
  - (iii) in the case of an elected Fellow, to the Vice-Chancellor, or
- (d) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes any assignment of his or her estate for their benefit, or
- (e) becomes a mentally incapacitated person, or
- (f) is convicted in New South Wales of an offence that is punishable by imprisonment for 12 months or more or is convicted elsewhere than in New South Wales of an offence that, if committed in New South Wales, would be an offence so punishable, or
- (g) is, or becomes, disqualified from managing a corporation under Part 2D.6 of the *Corporations Act 2001* of the Commonwealth, or
- (h) is removed from office by the Senate pursuant to section 26G, or
- (i) is absent from 3 consecutive meetings of the Senate of which reasonable notice has been given to the Fellow personally or in the ordinary course of post and is not, within 6 weeks after the last of those meetings, excused by the Senate for his or her absence, or
- (j) in the case of an elected Fellow, ceases to be qualified for election, or
- (k) in the case of a Fellow appointed by the Minister, is removed from office by the Minister, or

- (1) in the case of a Fellow appointed by the Senate, is removed from office by the Senate.

### **3 Filling of vacancy in office of Fellow**

- (1) If the office of an appointed or elected Fellow becomes vacant, a person is, subject to this Act and the by-laws, to be appointed or elected to fill the vacancy.
- (2) The by-laws may provide that, in such circumstances as may be prescribed, a person is to be appointed or elected in such manner as may be prescribed instead of in the manner provided for by this Act.

### **4 Committees of the Senate**

- (1) The Senate may establish committees to assist it in connection with the exercise of any of its functions.
- (2) It does not matter that any or all of the members of a committee are not Fellows.
- (3) The procedure for the calling of meetings of a committee and for the conduct of business at those meetings is to be as determined by the Senate or (subject to any determination of the Senate) by the committee.

### **5 Liability of Fellows and others**

No matter or thing done or omitted to be done by:

- (a) the University, the Senate or a Fellow, or
- (b) any person acting under the direction of the University or the Senate, if the matter or thing was done or omitted to be done in good faith for the purpose of executing this or any other Act, subjects a Fellow or a person so acting personally to any action, liability, claim or demand.

### **6 General procedure**

The procedure for the calling of meetings of the Senate and for the conduct of business at those meetings is, subject to this Act and the by-laws, to be as determined by the Senate.

#### **6A Use of technology**

- (1) Without limiting clause 6, a meeting of the Senate may be called or held using any technology consented to by all the Fellows of the Senate.
- (2) The consent may be a standing one.
- (3) A Fellow may only withdraw his or her consent a reasonable period before the meeting.
- (4) If the Fellows are not all in attendance at one place and are holding a meeting using technology that permits each Fellow to communicate with other Fellows:
  - (a) the Fellows are, for the purpose of every provision of this Act and by-laws concerning meetings of the Senate, taken to be assembled together at a meeting and to be present at that meeting, and
  - (b) all proceedings of those Fellows conducted in that manner are as valid and effective as if conducted at a meeting at which all of them were present.

### **7 Presiding member**

- (1) The Chancellor is to preside at all meetings of the Senate at which the Chancellor is present.
- (2) At any meeting of the Senate at which the Chancellor is not present, the Deputy Chancellor is to preside and, in the absence of both the Chancellor and the Deputy Chancellor, a member elected by and from the members present is to preside.
- (3) Except as provided by subclause (4), at the meetings of a committee constituted by the Senate a Fellow appointed by the Senate (or, if no Fellow is so appointed, elected by and from the Fellows present) is to preside.
- (4) At any meeting of a committee constituted by the Senate at which the Chancellor is present, the Chancellor is entitled, if he or she so desires, to preside at that meeting.

## **8 Quorum**

At any meeting of the Senate, a majority of the total number of Fellows for the time being constitutes a quorum.

## **9 Voting**

A decision supported by a majority of the votes cast at a meeting of the Senate at which a quorum is present is the decision of the Senate.

## **10 Remuneration**

The Senate may, but need not, provide from time to time for a Fellow of the Senate to be paid such remuneration (if any) as is determined by a resolution passed by at least two-thirds of the Fellows of the Senate.

## **Schedule 2 Investment**

(Section 16)

### **1 Definition of “funds”**

For the purposes of this Schedule, the funds of the University include funds under the control of the University and real property, securities or other property comprising an investment.

### **2 (Repealed)**

### **2A Funds managers**

- (1) The Senate may engage a funds manager to act in relation to the management of the funds belonging to or vested in the University.
- (2) Such a funds manager may on behalf of the Senate invest funds of the University in any investment in which the funds manager is authorised to invest its own funds or other funds.

### **3 Investment common funds**

- (1) The Senate may establish one or more investment common funds.
- (2) The Senate may from time to time, without liability for breach of trust, bring into or withdraw from any such investment common fund the whole or any part of trust funds or other funds of the University.
- (3) Subject to subclause (4), the Senate must periodically distribute the income of each investment common fund among the funds participating in the common fund, having regard to the extent of the participation of each fund in the common fund during the relevant accounting period.
- (4) The Senate may, if it considers it expedient to do so, from time to time add some portion of the income of an investment common fund to the capital of the common fund or use some portion of the income to establish or augment a fund or funds as a provision against capital depreciation or reduction of income.
- (5) If an investment is brought into an investment common fund:
  - (a) the University is to be taken to hold that investment on behalf of and for the benefit of the common fund instead of the participating trust fund or other fund, and
  - (b) that participating fund is to be taken to have contributed to the common fund an amount of money equivalent to the value attributed to the investment by the Senate at the time it is brought into the common fund, and
  - (c) on the withdrawal of that participating fund from the common fund, the amount of money to be withdrawn is to be the amount equivalent to the value attributed by the Senate to the equity in the common fund of that participating fund at the time of withdrawal.

- (6) The inclusion in an investment common fund of trust funds does not affect any trust to which those trust funds (or money attributed to them) are subject.
- (7) On the withdrawal of trust funds from an investment common fund, the funds (or money attributed to them) continue to be subject to the trust.

#### **4 Terms of trust to prevail**

In respect of the trust funds of the University:

- (a) the investment powers of the Senate, and
- (b) the power of the Senate to bring the trust funds into an investment common fund, are subject to any express direction in or express condition of the trust.

### **Schedule 2A Duties of Fellows**

(Section 26F)

#### **1 Duty to act in best interests of University**

A Fellow must carry out his or her functions:

- (a) in good faith in the best interests of the University as a whole, and
- (b) for a proper purpose.

#### **2 Duty to exercise care and diligence**

A Fellow must act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions.

#### **3 Duty not to improperly use position**

A Fellow must not make improper use of his or her position:

- (a) to gain, directly or indirectly, an advantage for the Fellow or another person, or
- (b) to cause detriment to the University.

#### **4 Duty not to improperly use information**

A Fellow must not make improper use of information acquired because of his or her position:

- (a) to gain, directly or indirectly, an advantage for the Fellow or another person, or
- (b) to cause detriment to the University.

#### **5 Disclosure of material interests by Fellows**

(1) If:

- (a) a Fellow has a material interest in a matter being considered or about to be considered at a meeting of the Senate, and
- (b) the interest appears to raise a conflict with the proper performance of the Fellow's duties in relation to the consideration of the matter,  
the Fellow must, as soon as possible after the relevant facts have come to the Fellow's knowledge, disclose the nature of the interest at a meeting of the Senate.

(2) A disclosure by a Fellow at a meeting of the Senate that the Fellow:

- (a) is a member, or is in the employment, of a specified company or other body, or
- (b) is a partner, or is in the employment, of a specified person, or
- (c) has some other specified interest relating to a specified company or other body or to a specified person,  
is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person which may arise after the date of the disclosure and which is required to be disclosed under subclause (1).



- (3) Particulars of any disclosure made under this clause must be recorded by the Senate in a book kept for the purpose and that book must be open at all reasonable hours for inspection by any person on payment of a reasonable fee determined by the Senate.
- (4) After a Fellow has disclosed the nature of an interest in any matter, the Fellow must not, unless the Senate otherwise determines:
  - (a) be present during any deliberation of the Senate with respect to the matter, or
  - (b) take part in any decision of the Senate with respect to the matter.
- (5) For the purpose of the making of a determination by the Senate under subclause (4), a Fellow who has a material interest in a matter to which the disclosure relates must not:
  - (a) be present during any deliberation of the Senate for the purpose of making the determination, or
  - (b) take part in the making by the Senate of the determination.
- (6) A contravention of this clause does not invalidate any decision of the Senate.
- (7) This clause does not prevent a person from taking part in the consideration or discussion of, or from voting on any question relating to, the person's removal from office by the Senate pursuant to section 26G or the person's remuneration pursuant to clause 10 of Schedule 1.
- (8) This clause applies to a member of a committee of the Senate and the committee in the same way as it applies to a member of the Senate and the Senate.
- (9) For the purposes of this clause, a Fellow has a material interest in a matter if a determination of the Senate in the matter may result in a detriment being suffered by or a benefit accruing to the Fellow or an associate of the Fellow.
- (10) In this clause:

**associate** of a Fellow means any of the following:

- (a) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of the Fellow,
- (b) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of a person referred to in paragraph (a) if that relationship is known to the Fellow,
- (c) any other person who is known to the Fellow for reasons other than that person's connection with the University or that person's public reputation.

**Note.** "De facto partner" is defined in section 21C of the [Interpretation Act 1987](#).

## Schedule 3 Savings and transitional provisions

(Section 40)

### 1A Savings or transitional regulations

- (1) The regulations may contain provisions of a savings or transitional nature consequent on the enactment of this Act or any Act that amends this Act. (2) Any such provision may, if the regulations so provide, take effect from the date of assent to the Act concerned or a later date.
- (3) To the extent to which any such provision takes effect from a date that is earlier than the date of its publication in the Gazette, the provision does not operate so as:
  - (a) to affect, in a manner prejudicial to any person (other than the State or an authority of the State), the rights of that person existing before the date of its publication, or
  - (b) to impose liabilities on any person (other than the State or an authority of the State) in respect of anything done or omitted to be done before the date of its publication.

### 1 University a continuation of the old University

The University is a continuation of, and the same legal entity as, the University of Sydney referred to in the *University and University Colleges Act 1900*.

## 2 Chancellor

- (1) The person who, immediately before the commencement of this clause, held office as the Chancellor of the University of Sydney:
  - (a) remains Chancellor of the University, and
  - (b) continues to hold office as such (unless he or she sooner resigns) for the residue of the term for which he or she was appointed as Chancellor.
- (2) Section 10 (2) does not apply to or in respect of the Chancellor referred to in this clause.

## 3 Deputy Chancellor

The Senate must, at its first meeting that takes place after the commencement of this clause or as soon as practicable thereafter, appoint a Deputy Chancellor of the University.

## 4 Vice-Chancellor

- (1) The person who, immediately before the commencement of this clause, held office as the Vice-Chancellor of the University of Sydney:
  - (a) remains Vice-Chancellor of the University, and
  - (b) continues to hold office as such (unless he or she sooner resigns) for the residue of the term for which he or she was appointed as Vice-Chancellor.
- (2) Section 12 (2) does not apply to or in respect of the Vice-Chancellor referred to in this clause.
- (3) Any appointment made by the Senate of the University of Sydney referred to in the *University and University Colleges Act 1900* before the commencement of this clause (not being an appointment that has been revoked) under which a person has been appointed to succeed, as Vice-Chancellor, the person who was the Vice-Chancellor immediately before the commencement of this clause continues to have effect, unless sooner revoked, as if it had been made by the Senate on or after that commencement.

## 5 Convocation

- (1) Convocation includes:
  - (a) past members of the governing body of any of the former institutions that have, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, and
  - (b) graduates of any of those institutions.
- (2) In this clause, a reference to a former institution includes a reference to any predecessor of the institution.

## 6 Savings of delegations

Any delegation made or taken to have been made by the Senate of the University of Sydney under the *University and University Colleges Act 1900* is to be taken to be a delegation under this Act by the Senate.

## 7 Existing investments

Nothing in this Act affects the validity of any investment made on behalf of the University before the commencement of Schedule 2.

## 8 Advisory councils

An advisory council constituted under section 43 of the *University and University Colleges Act 1900* and in existence immediately before the commencement of this clause is to be taken to have been constituted under section 28.

## 9 By-laws

The By-laws of the University of Sydney:

- (a) continue in force as if they had been made by the Senate, and
- (b) may be amended and revoked accordingly.

## 10 Visitor

- (1) Section 13 (2) extends to disputes and other matters arising before the commencement of this clause.
- (2) However, if an inquiry by or at the direction of the Visitor into a dispute or other matter has commenced or been completed before the commencement of this clause, the dispute or other matter is to be dealt with and determined as if the *University Legislation (Amendment) Act 1994* had not been enacted.

## 10A Repeal of Acts does not affect operation of savings and transitional provisions

- (1) Despite the repeal of the Acts listed in Column 1 of the Table to this subclause, the provisions listed in Column 2 continue to have effect and are taken to have been transferred to this Act.

### Table

#### Column 1

*University Amendment (Exhibitioners' Fees) Act 1918*

*University Prizes and Medals Alteration Act 1917*

#### Column 2

Sections 1–3

Section 2 and Schedule

- (2) The provisions listed in Column 2 of the Table to subclause (1) are transferred provisions to which section 30A of the *Interpretation Act 1987* applies.

## 11 Effect of the University Legislation (Amendment) Act 1994 on existing by-laws and rules

- (1) Any by-law made or taken to have been made under this Act and in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the by-law was made.
- (2) Any rule in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the rule was made.

## 12 Investment powers

Until an order is made under clause 2 of Schedule 2 (as substituted by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001*), approval is taken to have been given by order under that clause to the investment by the Senate of any funds of the University in any manner that the Senate was authorised to invest those funds immediately before the Senate ceased to be an authority for the purposes of Part 3 (Investment) of the *Public Authorities (Financial Arrangements) Act 1987*.

## 13 Validation

Any act or omission occurring before the substitution of section 6 by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001* that would have been valid had that section as so substituted been in force from the commencement of that section as originally enacted is (to the extent of any invalidity) taken to be, and always to have been, valid.

## 14 Provisions consequent on enactment of **University Legislation Amendment Act 2004**

(1) In this clause:

**amending Act** means the *University Legislation Amendment Act 2004*.

**former section 9** means section 9 as in force immediately before its substitution by the amending Act.

**new section 9** means section 9 as substituted by the amending Act.

**relevant day** means the date of assent to the amending Act.

- (2) Subject to this Act, on the relevant day:
- (a) a person holding office under former section 9 (2) ceases to hold that office, and
  - (b) a person holding office under former section 9 (4) or (6) is taken to be appointed as a member under new section 9 (1) (b) or (c), respectively, for the balance of the person's term of office, and
  - (c) a person holding office under former section 9 (5) (a), (b), (c), (d) or (e) is taken to be elected as a member under new section 9 (1) (d), (e), (f), (g) or (h), respectively, for the balance of the person's term of office.
- (3) On, or as soon as is reasonably practicable after, the relevant day, the Minister must appoint the balance of the members required to be appointed under new section 9 (1) (b).
- (4) The Senate is to make all necessary by-laws and take all necessary steps to ensure, as far as possible, that the Senate is duly constituted under new section 9 as soon as is reasonably practicable after the relevant day.
- (5) For the purposes of making the by-laws referred to in subclause (4), the Senate must be constituted so as to include all of the members required to be appointed under new section 9 (1) (b).
- (6) The Senate is taken to be properly constituted until such time as it is constituted in accordance with new section 9.
- (7) A casual vacancy occurring in the office of a Fellow before the Senate is duly constituted under new section 9 is to be filled as follows:
- (a) if the vacancy occurs in the office of a Fellow appointed under new section 9 (1) (b), the Minister is to appoint a person whom the Minister considers appropriate,
  - (b) if the vacancy occurs in the office of a Fellow appointed under new section 9 (1) (c), the Senate is to appoint a person whom the Senate considers appropriate,
  - (c) if the vacancy occurs in the office of a Fellow elected under new section 9 (1) (d) or (e), the Senate is to appoint a person qualified to hold that office,
  - (d) if the vacancy occurs in the office of a Fellow elected under new section 9 (1) (f) or (g), the Senate is to appoint a person qualified to hold that office following consultation with the relevant student body or bodies recognised by the Senate,
  - (e) if the vacancy occurs in the office of a Fellow elected under new section 9 (1) (h), the Senate is to appoint a person qualified to hold that office following consultation with the alumni association or body for the University.
- (8) Subject to this Act, a Fellow appointed under subclause (7) holds office from the time that person is appointed under that subclause until the expiry of the term of that Fellow's predecessor.
- (9) Subject to this Act, if, on the expiry:
- (a) of a Fellow's term of office that is continued under subclause (2) (b) or (c), or
  - (b) in the case of a Fellow appointed under subclause (7), of the term of office of the Fellow's predecessor,
- the by-laws necessary to enable a person to be duly appointed or elected (as the case may be) to that office under new section 9 are not yet in force, the Fellow may continue to hold that office until such time as a person is so duly appointed or elected.

- (10) For the purposes of subclause (2), a Fellow filling a casual vacancy and holding office immediately before the relevant day is taken to hold that office immediately before the relevant day under the provision under which the Fellow's predecessor was elected or appointed.
- (11) A person who ceases to hold office under subclause (2) (a):
- (a) is not entitled to any remuneration or compensation because of loss of that office, and
- (b) is eligible (subject to this Act and if otherwise qualified) to be appointed as a Fellow.
- (12) Consecutive years of office served by a Fellow immediately before the relevant day are to be taken into account in applying clause 1 (3) of Schedule 1 in respect of the Fellow.
- (13) However, clause 1 (3) of Schedule 1 does not affect the operation of subclause (2) (b) or (c) or (9) of this Schedule.
- (14) Section 26G, as inserted by the amending Act, applies only in relation to breaches of duty constituted by acts or omissions occurring after the relevant day.
- (15) No amendment made by the amending Act affects the continuity of the Senate.
- (16) The provisions of this clause are subject to any regulations made under clause 1A.

### 15 Guidelines for commercial activities

The Guidelines approved for the time being under section 26B, as in force immediately before the amendments made to that section by the *Universities Legislation Amendment (Regulatory Reforms) Act 2014*, continue to have effect as if they were Guidelines determined by the Senate under that section as amended.

### 16 Existing investments

An amendment made to this Act by the *Universities Legislation Amendment (Regulatory Reforms) Act 2014* does not affect the appointment of a funds manager or the validity of any investment made by or on behalf of the University before the commencement of the amendment.

### 17 Previously acquired land

Section 18 (2) – (3), as inserted by the *Universities Legislation Amendment (Regulatory Reforms) Act 2014*, extend to land acquired from the State before the insertion of those subsections.

## Table of amending instruments

[University of Sydney Act 1989 No 124](#). Assented to 30.8.1989. Date of commencement, sec 40 (2)–(4) excepted, 1.1.1990, sec 2 (1) and GG No 124 of 22.12.1989, p 11037; date of commencement of sec 40 (2)–(4), assent, sec 2 (2). This Act has been amended as follows:

<b>1989</b> No 179	<a href="#">Universities Legislation (Investment) Amendment Act 1989</a> . Assented to 14.12.1989. Date of commencement, assent, sec 2.
<b>1992</b> No 57	<a href="#">Statute Law (Miscellaneous Provisions) Act (No 2) 1992</a> . Assented to 8.10.1992. Date of commencement of the provision of Sch 2 relating to the <a href="#">University of Sydney Act 1989</a> , assent, Sch 2.
<b>1993</b> No 70	<a href="#">Higher Education (Amalgamation) Amendment Act 1993</a> . Assented to 9.11.1993. Date of commencement, 1.1.1994, sec 2 and GG No 138 of 17.12.1993, p 7277.
<b>1994</b> No 16	<a href="#">University Legislation (Amendment) Act 1994</a> . Assented to 10.5.1994. Date of commencement of item (1) of the provisions of Sch 1 relating to the <a href="#">University of Sydney Act 1989</a> and of so much of item (5) of those provisions as inserts clause 10 of Schedule 3 to that Act, 10.6.1994, sec 2 and GG No 78 of 10.6.1994, p 2761; date of commencement of item (2) of those provisions, 9.9.1994, sec 2 and GG No 115 of 9.9.1994, p 5635; date of commencement of the remainder of those provisions, 6.8.1999, sec 2 and GG No 86 of 30.7.1999, p 5232.
<b>1996</b> No 24	<a href="#">Financial Institutions (Miscellaneous Amendments) Act 1996</a> . Assented to 21.6.1996. Date of commencement, 12.7.1996, sec 2 and GG No 84 of 12.7.1996, p 3984.
<b>1999</b> No 94	<a href="#">Crimes Legislation Amendment (Sentencing) Act 1999</a> . Assented to 8.12.1999. Date of commencement of sec 7 and Sch 5, 1.1.2000, sec 2 (1) and GG No 144 of 24.12.1999, p 12184.
<b>2001</b> No 101	<a href="#">Universities Legislation Amendment (Financial and Other Powers) Act 2001</a> . Assented to 11.12.2001. Date of commencement, 1.3.2002, sec 2 and GG No 56 of 1.3.2002, p 1470.

- 2004** No 115 [University Legislation Amendment Act 2004](#). Assented to 21.12.2004.  
Date of commencement, assent, sec 2.
- 2005** No 98 [Statute Law \(Miscellaneous Provisions\) Act \(No 2\) 2005](#). Assented to 24.11.2005.  
Date of commencement of Sch 2.69, assent, sec 2 (2).
- 2006** No 58 [Statute Law \(Miscellaneous Provisions\) Act 2006](#). Assented to 20.6.2006.  
Date of commencement of Sch 1.39, assent, sec 2 (2).
- 2007** No 82 [Statute Law \(Miscellaneous Provisions\) Act \(No 2\) 2007](#). Assented to 7.12.2007.  
Date of commencement of Sch 4, assent, sec 2 (1).
- 2008** No 23 [Miscellaneous Acts Amendment \(Same Sex Relationships\) Act 2008](#). Assented to 11.6.2008.  
Date of commencement, 22.9.2008, sec 2 and GG No 118 of 19.9.2008, p 9283.
- 2010** No 19 [Relationships Register Act 2010](#). Assented to 19.5.2010.  
Date of commencement of Sch 3, assent, sec 2 (2).
- 2011** No 51 [Universities Governing Bodies Act 2011](#). Assented to 25.10.2011.  
Date of commencement, assent, sec 2.
- 2013** No 47 [Statute Law \(Miscellaneous Provisions\) Act 2013](#). Assented to 25.6.2013.  
Date of commencement of Sch 1.38, 5.7.2013, sec 2 (1).
- 2014** No 43 [Universities Legislation Amendment \(Regulatory Reforms\) Act 2014](#).  
Assented to 26.8.2014.  
Date of commencement, assent, sec 2.

# University of Sydney By-law 1999 (as amended)

## University of Sydney By-law 1999 (as amended)

**Approved by:** Senate on 6 October 1998 and gazetted on 6 August 1999

**Date of effect:** 6 August 1999

**Latest amendment assented to by:** the NSW Government

**Date of effect:** 7 December 2012, the day on which it is published on the NSW legislation website.

## University of Sydney By-law 1999 (as amended)



### Chapter 1 Preliminary

#### 1 Name of By-law

This By-law is the *University of Sydney By-law 1999*.

#### 2 Commencement

This By-law commences on 6 August 1999.

#### 3 Definitions

(1) In this By-law and in any rule:

*Academic Board* means the Academic Board established under section 15 of the Act.

*Appeals Committee* means the Student Disciplinary Appeals Committee constituted under clause 78.

*Nominations Committee* means the Committee established under clause 46A.

*official University notice board* means a notice board (including any electronic notice board) designated as such by the Senate.

*Registrar* means the Registrar of the University or a member of the staff of the University nominated by the Registrar to exercise any of the Registrar's functions under this By-law.

*rule* means a rule made under section 37 (1) of the Act.

**Secretary** means the Secretary to Senate of the University or a member of the staff of the University nominated by the Secretary to exercise any of the Secretary's functions under this By-law.

**student** means a person who is currently admitted to candidature in an award course of the University.

**the Act** means the University of Sydney Act 1989.

- (2) In this By-law and in any rule, a reference to:
- (a) a board, committee or other body established within the University means the board, committee or other body established by that name within the University, and
  - (b) an officer of the University means the incumbent of that position from time to time (including any person acting in that capacity), and
  - (c) a reference to a chair of a board, committee or other body established within the University means the incumbent of that office from time to time, and includes any person acting or deputising in that office.

#### **4 Notes**

The explanatory note and table of contents do not form part of this By-law.

### **Chapter 2 Making rules**

#### **5 Who may make rules**

- (1) The Senate may make rules, not inconsistent with the Act or this By-law, for or with respect to any matter for which by-laws may be made, except those matters referred to in section 37 (1) of the Act.
- (2) The Vice-Chancellor may make rules, not inconsistent with the Act or this By-law, for or with respect to the direction and management of the administrative, financial and other business of the University.
- (3) The University Librarian may make rules, not inconsistent with the Act or this By-law, for or with respect to any matter concerning the management of any University library, including:
  - (a) conditions of use or borrowing of library items or facilities, and
  - (b) the imposition or payment of penalties in connection with library items or facilities, and
  - (c) determining the category or categories of persons eligible to borrow items or use facilities of a University library.
- (4) The Academic Board may make rules, not inconsistent with the Act or this By-law, for or with respect to the meeting procedures of the Academic Board.

#### **6 How rules must be promulgated**

- (1) A rule must be displayed on all official University notice boards for at least twenty-four hours after it is made.
- (2) A rule must also be published in at least one official publication of the University.
- (3) Failure to comply with subclause (1) or (2) does not invalidate a rule.



## **7 Inconsistency between rules**

- (1) If there is any inconsistency between a rule made by the Senate and a rule made by another person or body empowered to make rules under this By-law, then the rule made by the Senate prevails to the extent of that inconsistency.
- (2) If there is any inconsistency between a rule made by the Vice-Chancellor and a rule made by the University Librarian, then the rule made by the Vice-Chancellor prevails to the extent of that inconsistency.

## **8 Amendment or repeal of rules**

- (1) A person or body with power to make a rule under this By-law also has power to amend or repeal that rule from time to time.
- (2) Any amendment or repeal of a rule must be promulgated in the manner prescribed in clause 6.

## **Chapter 3 Chancellor and Deputy Chancellor**

### **Division 1 Chancellor**

#### **9 Term of office and election procedure**

- (1) An election to the office of Chancellor must take place at an ordinary meeting of the Senate and be held in accordance with those procedures prescribed by resolution of the Senate for an election to the office of Chancellor.
- (2) The Chancellor holds office for a term of 4 years from the date of election and is eligible for re-election.

#### **10 Casual vacancies**

- (1) If a casual vacancy in the office of Chancellor occurs, the Senate must elect a successor no later than at the second ordinary meeting of the Senate after that vacancy occurs in accordance with any procedures prescribed by resolution of the Senate for an election to the office of Chancellor.
- (2) A person elected under this clause holds office for a term of 4 years from the date of election and is eligible for re-election.
- (3) The Deputy Chancellor is to act as the Chancellor from the date on which the casual vacancy occurs until the date on which a successor to the Chancellor is elected under this clause.

### **Division 2 Deputy Chancellor**

#### **11 Term of office and election procedure**

- (1) Subject to section 11 of the Act, an election to the office of Deputy Chancellor must take place at an ordinary meeting of the Senate held:
  - (a) in February 2000, and
  - (b) in February of every second year after that year.
- (2) The Deputy Chancellor holds office until his or her successor is elected, and is eligible for re-election.

(2A), (2B) (Repealed)

- (3) Elections for Deputy Chancellor are to be held in accordance with those procedures prescribed by resolution of the Senate for election to the office of Deputy Chancellor.

## **12 Casual vacancies**

- (1) If a casual vacancy in the office of Deputy Chancellor occurs, the Senate must elect a successor in accordance with those procedures prescribed by resolution of the Senate for election to the office of Deputy Chancellor.
- (2) A person elected under this section holds office from the date of election and for the balance of the term of office of the preceding Deputy Chancellor.

## **Division 3 Miscellaneous**

### **13 Chancellor may preside at meetings**

- (1) The Chancellor may preside at any meeting of:
- (a) a committee established by this By-law or by a rule or resolution of the Senate, or
  - (b) a faculty or board (other than a Student Proctorial Board convened under Chapter 8) within the University,
- and, while so presiding, has the powers and duties of the presiding officer of (as the case may be) that committee, faculty or board.
- (2) If:
- (a) the Chancellor is not present at a meeting, or does not wish or is unable to preside at the meeting, or
  - (b) the office of Chancellor is vacant,
- the Deputy Chancellor may preside at the meeting and has the same powers and duties as the Chancellor has when doing so.

### **14 (Repealed)**

## **Chapter 4 Election of Fellows of the Senate**

### **Division 1 Preliminary**

#### **15 Definitions**

In this Chapter:

*absolute majority of votes* means an amount greater than 50% of valid votes.

*closing date* of the ballot means:

- (a) in the case of a postal ballot, the date and time by which ballot papers must be returned to the returning officer, and
- (b) in the case of an electronic ballot, the date and time by which the electronic ballot form must be submitted to the returning officer via the election website.

*election* means an election held for the purposes of section 9 (1) (d)–(h) of the Act.

**election website** means a secure internet site approved or managed by the returning officer for the purposes of an electronic ballot.

**electronic ballot** means a ballot conducted in accordance with Division 5B.

**electronic vote** means a vote cast in an electronic ballot by means of an electronic ballot form.

**exhausted ballot paper** means a ballot paper or an electronic vote containing votes which can no longer be allocated according to the procedure in (as the case may be) Division 6 or 7, and which is to be set aside as having been finally dealt with.

**notice of ballot** means a notice of an election given by the returning officer under clause 27.

**postal ballot** means a ballot conducted in accordance with Division 5A.

**primary votes** means:

- (a) in the case of elections to fill one position only under Division 6—votes on ballot papers or electronic votes marked “1”, and
- (b) in the case of elections to fill more than one position under Division 7—votes on a ballot paper or an electronic vote marked “1”, “2” and so on up to the number of positions to be filled.

**roll** means a roll established by the returning officer in accordance with clause 17.

**secondary vote** means the first preference vote beyond the primary votes.

## **16 Returning officer**

- (1) The Secretary is the returning officer for all elections.
- (1A) The returning officer is to take all reasonable steps to ensure the fairness and integrity of the election process.
- (2) Subject to the Act and this By-law, the returning officer’s decision is final in connection with any matter affecting the conduct of an election including, without limitation, eligibility of candidates and the results of any election.
- (3) The returning officer may authorise another person to exercise any function of the returning officer under this By-law. Any function exercised by that authorised person is taken to have been exercised by the returning officer.

## **Division 2 Rolls and provisional voting**

### **16A Definition**

In this Division, **address** includes both residential address and email address.

## 17 Rolls

- (1) The returning officer must, for the purposes of elections, establish and maintain separate Rolls for each of the following categories:
  - (a) a Roll of academic staff containing the names and addresses of the full-time and part-time members of the academic staff of the University,
  - (b) a Roll of non-academic staff containing the names and addresses of the full-time and part-time members of the non-academic staff of the University,
  - (c) a Roll of undergraduate students containing the names and addresses of persons enrolled in an undergraduate award course of the University,
  - (d) a Roll of postgraduate students containing the names and addresses of persons enrolled in a postgraduate award course of the University,
  - (e) a Roll of graduates containing the names and addresses of graduates of the University as defined in section 3 (2) of the Act.
- (2) For the purposes of subclause (1) (a) and (b), a person who is engaged as a casual member of the academic or non-academic staff is not entitled to have his or her name entered on the relevant Roll.
- (2A) A person is not entitled to have his or her name entered on the Roll of undergraduate students or the Roll of postgraduate students unless the person has completed, to the satisfaction of the University, all requirements for enrolment or re-enrolment in the award course concerned.
- (3) A copy of the relevant Roll must be available for inspection at the office of the returning officer during the University's usual business hours for at least 14 days before the date on which the election is due to be held.
- (4) The returning officer is entitled to alter a Roll at any time by:
  - (a) correcting any mistake or omission in the details of any eligible voter entered on that Roll, or
  - (b) altering, on the written application of any eligible voter, the name or address of the person entered on that Roll, or
  - (c) removing the name of any deceased person, or
  - (d) removing the superfluous entry where the name of the same eligible voter appears more than once on the Roll, or
  - (e) reinstating the name of an eligible voter removed from the Roll, where the returning officer is satisfied that such person is still entitled to be entered on the relevant Roll.
- (5) Notwithstanding subclause (4), a Roll is not invalid because any one or more of the following events occurs in connection with that Roll:
  - (a) the Roll contains any mistake or omission in the details of any eligible voter entered on that Roll,
  - (b) the Roll contains the name of any deceased person,
  - (c) the Roll contains more than one entry for the same eligible voter,
  - (d) the Roll does not contain the name of any person entitled to be entered on that Roll.

## 18 Provisional voting

- (1) This clause applies to a person who claims he or she is entitled to vote in an election even though:
  - (a) the person's name cannot be found on the Roll for the election for which the person is claiming an entitlement to vote, or

- (b) the person's name is on the Roll for the relevant election, but his or her address is incorrect, or does not appear on that Roll, or
  - (c) a mark on the Roll used in that election indicates incorrectly that the person has already voted in that election.
- (2) A person to whom this clause applies may cast a provisional vote if:
- (a) the person makes a request to the returning officer to do so, and
  - (b) the person complies with the provisions of clause 36 or 36D, as the case requires.

### **Division 3 Qualifications for election and terms of office**

#### **19 Academic staff Fellow**

For the purposes of section 9 (1) (d) of the Act, a person is eligible for election as an academic staff Fellow if that person's name appears on the Roll of academic staff members at the time for close of nominations specified in the notice of ballot.

#### **20 Non-academic staff Fellow**

For the purposes of section 9 (1) (e) of the Act, a person is eligible for election as a non-academic staff Fellow if that person's name appears on the Roll of non-academic staff members at the time for close of nominations specified in the notice of ballot.

#### **21 Undergraduate student Fellow**

For the purposes of section 9 (1) (f) of the Act, a person is eligible for election as an undergraduate student Fellow if:

- (a) the person's name appears on the Roll of undergraduate students, and
- (b) the person's name does not appear on the Roll of academic or non-academic staff, at the time for close of nominations specified in the notice of ballot.

#### **22 Postgraduate student Fellow**

For the purposes of section 9 (1) (g) of the Act, a person is eligible for election as a postgraduate student Fellow if:

- (a) the person's name appears on the Roll of postgraduate students, and
- (b) the person's name does not appear on the Roll of academic or non-academic staff, at the time for close of nominations specified in the notice of ballot.

#### **23 Graduate Fellow**

For the purposes of section 9 (1) (h) of the Act, a person is eligible for election as a graduate Fellow if:

- (a) the person's name appears on the Roll of graduates, and
- (b) the person is not a member of the academic or non-academic staff of the University or an undergraduate or a postgraduate student of the University, at the time for close of nominations specified in the notice of ballot.

## 24 Terms of office

- (1) A Fellow elected pursuant to section 9 (1) (d) of the Act holds office:
  - (a) in the case of a Fellow elected to hold office on and from 1 December 2005, until and including 31 May 2007, and
  - (b) in any other case, for a term of 2 years on and from 1 June following election.
- (2) A Fellow elected pursuant to section 9 (1) (e) of the Act holds office:
  - (a) in the case of a Fellow elected to hold office on and from 1 December 2005, until and including 31 May 2007, and
  - (b) in any other case, for a term of 2 years on and from 1 June following election.
- (3) A Fellow elected pursuant to section 9 (1) (f) or (g) of the Act holds office for a term of 2 years on and from 1 December following election.
- (4) A Fellow elected pursuant to section 9 (1) (h) of the Act holds office for a term of 4 years on and from 1 December following election.
- (5) A Fellow filling a casual vacancy holds office from the time that person is elected or appointed under Division 8 to fill that casual vacancy, until the expiry of the term of that Fellow's predecessor.

## Division 4 Commencement of election procedures

### 25 Time intervals for different stages of the election process

In any election, there must be:

- (a) no less than 14 days between the date on which publication of a notice of ballot occurs and the date on which nominations close, and
- (b) no more than 28 days between the date on which nominations close and the date of issue of ballot material, being:
  - (i) in the case of a postal ballot, the date of issue of ballot papers by the returning officer, and
  - (ii) in the case of an electronic ballot, the date on which instructions on how to access the electronic ballot and complete an electronic ballot form are sent to voters by the returning officer, and
- (c) no less than 14 days between the date of issue of ballot material and the closing date of the ballot.

### 26 Manner of conducting ballot

- (1) Each election must be conducted by a postal ballot or an electronic ballot.
- (2) The returning officer may decide whether the election is to be conducted by a postal ballot or an electronic ballot.
- (3) In the case of an electronic ballot, the returning officer may make alternative arrangements for eligible voters who are unable to take part in an electronic ballot to vote in the election.
- (4) If there is any technical malfunction in respect of an electronic ballot, the returning officer may determine that the election is to be held again by a postal ballot or another electronic ballot.

## 27 Notice of ballot

- (1) A notice of ballot for election of a Fellow must be published in the following manner:
  - (a) by displaying a copy of the notice of ballot on all official University notice boards,
  - (b) if the election is for a graduate Fellow elected pursuant to section 9 (1) (h) of the Act, by publishing a copy of the notice of ballot in at least 2 daily newspapers published in Sydney.
- (2) A notice of ballot must specify the following:
  - (a) that an election is necessary to a particular office,
  - (b) the category or categories of persons who are eligible for election,
  - (c) the number of vacancies to be filled in each category,
  - (d) the term of office of each category,
  - (e) an invitation for nominations for election,
  - (f) the form in which nominations must be made,
  - (g) the date and time when nominations close,
  - (h) who is eligible to vote in the election,
  - (i) whether the election is to be conducted by a postal ballot or an electronic ballot,
  - (j) the closing date of the ballot,
  - (k) the method of election,
  - (l) any other information about the election that the returning officer decides is appropriate to be included,
  - (m) that the election procedures can be found in this Chapter of the By-law.

## 28 Nominating candidates

- (1) A separate nomination form must be completed for each nominee and for each category in which that person is nominated.
- (2) Each person who nominates another for election must be eligible to vote in that election. A person cannot nominate himself or herself for election.
- (3) Each nomination form must contain:
  - (a) a statement to the effect that section 26F of the Act provides that each Fellow has the duties set out in Schedule 2A of the Act and may be removed from office by the Senate in accordance with section 26G of the Act for a breach of such a duty, and
  - (b) an acknowledgment to be signed by the person nominated that the person has read sections 26F and 26G of, and Schedule 2A to, the Act and understands the effect of those provisions.
- (3A) Each nomination form must contain the written consent of the person nominated and an acknowledgment (as referred to in subclause (3) (b)) signed by the person nominated.
- (4) A person cannot nominate more than one person in any election. If this occurs, the returning officer is to treat the first signed nomination form received as the valid nomination for that election.
- (5) At the time of nomination, the nominee may provide a statement of no more than 100 words containing any of the following information:
  - (a) the nominee's name,
  - (b) current occupation or position,
  - (c) if a student, the current course and year of enrolment,
  - (d) academic qualifications,
  - (e) honours and distinctions,

- (f) employment experience,
- (g) any other information the nominee thinks relevant.
- (6) The returning officer may edit any information provided by a nominee under subclause (5). Edited statements are to be provided to voters.

## **29 Nominations**

Each nomination for the election of a Fellow must be proposed in the nomination form by at least 2 persons who are eligible to vote in the relevant election.

## **30 Deadline for close of nominations**

Nominations for any election close at 12.00 noon on the date specified in the notice of ballot.

## **31 Receiving nominations**

The returning officer must reject a nomination paper if satisfied that the nomination does not comply with the requirements of any of clauses 28, 29 or 30. If a nomination is rejected, then the returning officer must, within seven days of receiving that nomination, send or deliver a notice to each person who has signed or endorsed that nomination paper that the nomination has been rejected.

## **32 Dealing with nominations**

- (1) If the number of nominations received is less than or equal to the number of positions to be filled, the returning officer must declare those nominees elected.
- (2) If the number of nominations received is greater than the number of positions to be filled, the returning officer must conduct an election in accordance with Divisions 5 and (as the case may be) 6 or 7.

## **Division 5 Conduct of ballot—general**

### **33 Death or ineligibility of candidates**

If, before the closing date of a ballot, a candidate at the election dies or becomes no longer eligible for election, the election must proceed as if:

- (a) the candidate was not nominated for election, and
- (b) the candidate's name did not appear on the list of candidates for election, and
- (c) any vote for that person was not cast.

### **34 Secret ballots**

- (1) An election must be conducted by secret ballot.
- (2) A person involved in administering the conduct of an election (including any scrutineer appointed under clause 38) must not disclose or assist another person to disclose any information as to how a person voted at that election.



## **Division 5A Conduct of postal ballot**

### **34A Application of Division**

This Division applies if the returning officer decides to conduct an election by postal ballot.

### **35 Preparing and sending ballot papers**

- (1) The returning officer must prepare ballot papers that contain:
  - (a) instructions for completing the voting paper, and
  - (b) the names of all candidates for election, arranged in an order determined by drawing lots, and
  - (c) a box opposite and to the left of the name of each candidate.
- (2) The returning officer must send the following to each voter on the relevant Roll, at the voter's address as listed on the Roll:
  - (a) a ballot paper prepared in accordance with subclause (1),
  - (b) a notice describing:
    - (i) how the ballot paper must be completed, and
    - (ii) the closing date of the ballot, and
    - (iii) the address where the ballot paper is to be returned to the returning officer,
  - (c) a summary of information about each candidate, if provided under clause 28 (5),
  - (d) a declaration form requiring the voter to state his or her name and that he or she is eligible to vote,
  - (e) 2 envelopes, one marked "Voting Paper" and the other a returning envelope addressed to the returning officer.

### **36 Marking and returning ballot papers**

- (1) Voters must vote by marking the ballot paper with the numbers 1, 2, 3 and so on, next to the name of each candidate, in order of preference.
- (2) Voters:
  - (a) must express their order of preference for a number of candidates at least equal to the number of vacancies to be filled, and
  - (b) may express their order of preference for as many of the other candidates as have been nominated.
- (3) Voters must, after completing the ballot paper:
  - (a) enclose and seal that ballot paper in the envelope marked "Voting Paper", and
  - (b) enclose and seal that envelope in the returning envelope addressed to the returning officer, together with the signed declaration of eligibility to be given under clause 35 (2) (d), and
  - (c) send by post or deliver the envelope to the returning officer so that the returning officer receives it no later than the closing date of the ballot.
- (4) The returning officer must ensure that all ballot papers received are stored securely until the counting of votes begins in accordance with (as the case may be) Division 6 or 7.

## **Division 5B Conduct of electronic ballot**

### **36A Application of Division**

This Division applies if the returning officer decides to conduct an election by electronic ballot.

### **36B Providing ballot material to voters**

The returning officer must send to each voter on the relevant Roll, at the voter's email or residential address, instructions on how to access the electronic ballot and complete an electronic ballot form, including the internet address of the election website.

### **36C Election website**

- (1) An election website is to be established for the purposes of an electronic ballot.
- (2) The election website must include the following:
  - (a) instructions on how to vote, including the closing date of the ballot,
  - (b) a summary of information about each candidate, if provided under clause 28 (5),
  - (c) the names of all candidates for election arranged in an order determined by drawing lots.
- (3) The election website may require voters to verify their eligibility to vote and their identity.

### **36D Completing and submitting electronic ballot forms**

- (1) Voters must vote by completing the electronic ballot form on the election website, in accordance with the instructions on the election website, so as to indicate their preference for the candidates.
- (2) Voters:
  - (a) must express their order of preference for a number of candidates at least equal to the number of vacancies to be filled, and
  - (b) may express their order of preference for as many of the other candidates as have been nominated.
- (3) Voters must, after completing the electronic ballot form, submit it to the returning officer by following the prompts on the election website.
- (4) The returning officer must ensure that any electronic database or retrieval system containing electronic votes is kept secure until the counting of votes begins in accordance with Division 6 or 7 (as the case requires).

## **Division 5C Procedures after election is conducted**

### **37 Election not invalidated because of certain errors**

- (1) An election is not invalid because of any one or more of the following:
  - (a) any one or more of the events described in clause 17 (5) occurs,
  - (b) an eligible voter did not see a notice of ballot,
  - (b1) in the case of a postal ballot—an eligible voter did not receive a ballot paper,

- (b2) in the case of an electronic ballot—an eligible voter could not access the election website,
- (c) an eligible voter’s vote has not been accepted at the election.
- (2) Notwithstanding subclause (1) and without limiting any of the returning officer’s other powers, the returning officer may at any time declare an election invalid because, in his or her opinion, one or more of the events described in that subclause has materially affected, or is likely to materially affect, the outcome of that election.

### **38 Scrutineers**

- (1) Each candidate for election may appoint one person to be present as that candidate’s scrutineer at any counting of votes for that election. Any appointment under this clause must be in writing, signed by the candidate, and given to the returning officer before counting of votes commences.
- (2) A candidate for election is not eligible to be a scrutineer.
- (3) In the case of a postal ballot, a scrutineer may inspect any ballot paper provided that, in the opinion of the returning officer, that scrutiny does not delay the counting of votes unreasonably.
- (4) In the case of an electronic ballot, a scrutineer may inspect any report or record from any electronic database or retrieval system containing electronic votes used in the electronic ballot, provided that, in the opinion of the returning officer, that scrutiny does not delay the counting of votes unreasonably.

### **39 Informal votes**

- (1) In the case of a postal ballot, a ballot paper is informal if, and only if that ballot paper:
  - (a) contains any mark or writing that, in the opinion of the returning officer, enables any person to identify the voter, or
  - (b) is not validated by the returning officer, or
  - (c) in the opinion of the returning officer, contains no vote, or does not include a vote for a number of candidates at least equal to the number of vacancies to be filled.
- (2) In the case of an electronic ballot, an electronic vote is informal if, and only if, in the opinion of the returning officer, it does not include a vote for a number of candidates at least equal to the number of vacancies to be filled.

### **40 Tally sheet to be kept**

- (1) The returning officer must keep a tally sheet (in either electronic or hard copy form) for each ballot containing the following information:
  - (a) total number of ballot papers or electronic votes,
  - (b) total number of informal ballot papers or electronic votes,
  - (c) a list of candidates,
  - (d) primary votes allocated to each candidate,
  - (e) secondary votes allocated to each candidate,
  - (f) exhausted ballot papers,
  - (g) progressive total votes for each candidate.
- (2) At each stage of counting, the total number of votes divided by the number of candidates to be elected must correspond with the total number of formal ballot papers or electronic votes (including exhausted ballot papers).

## **Division 6 Procedures for election to fill one position only**

### **41 Counting votes**

In an election to fill one position only, the returning officer must follow the following procedure for counting votes, in the order specified:

- (a) exclude all informal ballot papers or electronic votes,
- (b) count the primary votes for each candidate on the formal ballot papers or electronic votes,
- (c) enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet,
- (d) if a candidate receives an absolute majority of primary votes, declare that candidate elected,
- (e) if no candidate receives an absolute majority of primary votes, distribute secondary votes according to paragraphs (f) to (l) inclusive until one candidate receives an absolute majority of votes,
- (f) exclude the candidate with the fewest primary votes,
- (g) for each ballot paper or electronic vote where the excluded candidate received a primary vote, allocate the next active secondary vote to the remaining candidates,
- (h) indicate on the tally sheet the excluded candidate and that the next active secondary vote has been allocated,
- (i) add together the primary votes and the allocated secondary votes for each remaining candidate, and exclude the candidate with the lowest number of total votes,
- (j) if, after the exclusion of a candidate, the next active secondary vote is to an excluded candidate, disregard that secondary vote and distribute the next active secondary vote,
- (k) repeat the process described in paragraphs (f) to (j) inclusive until one candidate receives an absolute majority of votes,
- (l) if on any count, 2 or more candidates have an equal number of votes, and that number is the lowest on that count, the returning officer must:
  - (i) eliminate the candidate with the lowest number of primary votes, or
  - (ii) if the number of primary votes is equal, in the presence of any scrutineers present, draw lots with the candidate drawn first remaining in the ballot.

## **Division 7 Procedures for election to fill more than one position**

### **42 Counting votes**

In an election to fill more than one position, the returning officer must follow the following procedure for counting votes, in the order specified:

- (a) exclude all informal ballot papers or electronic votes,
- (b) count the primary votes for each candidate on the formal ballot papers or electronic votes,
- (c) enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet,
- (d) exclude the candidate with the fewest primary votes,
- (e) for each ballot paper or electronic vote where the excluded candidate received a number 1 vote, allocate the next active secondary vote to the remaining candidates,
- (f) indicate on the tally sheet the excluded candidate and that the next active secondary vote has been allocated,

- (g) add together the primary votes and the allocated secondary votes for each remaining candidate and exclude the candidate with the lowest number of total votes,
- (h) if, after the exclusion of a candidate, the next active secondary vote indicates an excluded candidate, disregard that preference and allocate the next active secondary vote,
- (i) repeat the process described in paragraphs (d) to (h) inclusive until only the number of candidates required to fill the vacancies remain,
- (j) if on any count, 2 or more candidates have an equal number of votes and that number is the lowest on that count, the returning officer must:
  - (i) eliminate the candidate with the lowest number of primary votes, or
  - (ii) if the number of primary votes is equal, in the presence of any scrutineers present, draw lots with the candidate first drawn remaining in the ballot,
- (k) in order to determine which candidate is next in order of preference:
  - (i) the votes counted for any excluded candidate must not be considered further, and
  - (ii) the order of voters' preferences must be determined on the next available preference indicated on the ballot papers or electronic votes.

## **Division 8 Casual vacancies for elected Fellows**

### **43 Academic or non-academic staff Fellows**

- (1) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (d) or (e) of the Act occurs on or before the last 6 months of the end of that Fellow's term of office:
  - (a) that vacancy must be filled by the candidate at the immediately preceding election who, in the vote counting process at the election, was the last remaining candidate for election aside from the person who was declared elected, and who remains eligible to be elected, or
  - (b) if there is no eligible candidate, an election must be held.
- (2) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (d) or (e) of the Act occurs within the last 6 months of that Fellow's term, the Senate must fill the vacancy by appointing a person qualified to hold that office.

### **44 Undergraduate or postgraduate student Fellows**

- (1) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (f) or (g) of the Act occurs within the first year of that Fellow's term, an election must be held.
- (2) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (f) or (g) of the Act occurs within the last year of that Fellow's term, the Senate must fill the vacancy, by no later than the date of the second meeting of the Senate after that casual vacancy occurs, by appointing a person qualified to hold that office, and only after first consulting the relevant student body or bodies recognised by the Senate.

### **45 Graduate Fellows**

- (1) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (h) of the Act occurs and that vacancy is the first or second vacancy occurring during the term of office for which that Fellow was elected, that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.

- (2) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (h) of the Act occurs and that vacancy:
  - (a) is the third or subsequent vacancy occurring during the term of office for which that Fellow was elected, and
  - (b) occurs more than 6 months before the end of that Fellow's term of office, an election must be held.
- (3) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (h) of the Act occurs and that vacancy:
  - (a) is the third or subsequent vacancy occurring during the term of office for which that Fellow was elected, and
  - (b) occurs 6 months or less before the end of that Fellow's term of office, the vacancy is to remain unfilled until that term of office for which that Fellow was elected expires.

## **Division 9**

### **46(Repealed)**

#### **Chapter 4A Appointed Fellows of the Senate**

##### **46A Nominations Committee**

- (1) The Senate is to establish a Nominations Committee consisting of the following persons:
  - (a) the Chancellor,
  - (b) the Deputy Chancellor,
  - (c) the Vice-Chancellor,
  - (d) the Chair of the Academic Board,
  - (e) 3 Fellows who are external persons (within the meaning of section 9 (9) of the Act), appointed to the Committee by the Senate.
- (2) Despite subclause (1), the Nominations Committee may be constituted in accordance with a resolution of the Senate passed by a majority of the number of Fellows present and voting at a meeting of the Senate of which at least 7 days' notice has been given.

##### **46B Nominations procedure relating to appointed Fellows**

- (1) If the Senate is required to make a nomination as referred to in section 9 (1) (b) of the Act or intends to make a nomination as referred to in section 9 (2) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for nomination.
- (2) If the Senate is required to appoint a person under section 9 (1) (c) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for appointment.
- (3) The Committee is:
  - (a) to determine which of the persons identified under subclause (1) or (2) are to be recommended to the Senate:
    - (i) for nomination for consideration for appointment by the Minister, or
    - (ii) for appointment by the Senate, as the case may be, and
  - (b) to recommend the length of appointment for each such person, and

- (c) to forward those recommendations to the Senate.
- (4) In determining the persons to be recommended under subclause (3) (a), the Committee is to have regard to:
  - (a) the skills and experience of the continuing Fellows, and
  - (b) the matters referred to in section 9 (3) and (4) of the Act.
- (5) The Senate:
  - (a) is to consider the recommendations forwarded by the Nominations Committee, and
  - (b) is to determine which of the recommended persons are to be nominated for appointment and may select one or more other persons for nomination in place of one or more of the recommended persons, and
  - (c) is to determine which of the persons referred to in paragraph (b) are to be:
    - (i) nominated for consideration for appointment by the Minister, or
    - (ii) appointed by the Senate, as the case may be, and
  - (d) is to determine:
    - (i) in the case of the persons referred to in paragraph (c) (i), the recommended length of appointment for each such person, or
    - (ii) in the case of the persons referred to in paragraph (c) (ii), the length of appointment for each such person.
- (6) The Senate is, when selecting a person for nomination other than a person recommended by the Nominations Committee, to have regard to the matters referred to in subclause (4) (a) and (b).
- (7) The Chancellor is to forward the determinations referred to in subclause (5) (c) (i) and (d) (i) to the Minister.

#### **46BA Procedure for proposing Fellows to Minister for appointment**

- (1) The Senate may propose to the Minister the names of persons (other than those nominated by the Senate in accordance with clause 46B) to be considered for appointment to the Senate by the Minister under section 9 (1) (b) of the Act.
- (2) For the purposes of making any such proposal, the Senate may request the Nominations Committee to recommend to the Senate:
  - (a) persons the Committee considers suitable for appointment, and
  - (b) the length of appointment for each such person.
- (3) In determining the persons to be recommended to the Senate, the Nominations Committee is to have regard to:
  - (a) the skills and experience of the continuing Fellows, and
  - (b) the matters referred to in section 9 (3) and (4) of the Act.
- (4) The Senate may, after considering the Nominations Committee's recommendations, propose to the Minister the names of persons to be considered for appointment and the length of appointment for each such person.
- (5) If the Senate is considering proposing to the Minister a person other than a person recommended by the Nominations Committee, the Senate is to have regard to:
  - (a) the skills and experience of the continuing Fellows,
  - (b) the matters referred to in section 9 (3) and (4) of the Act.
- (6) The Chancellor is to forward any proposal by the Senate under this clause to the Minister.

## 46C Casual vacancy in office of appointed Fellow

- (1) If a casual vacancy occurs in the office of a Fellow appointed under section 9 (1) (b) of the Act, the Chancellor is to forward to the Minister for consideration for appointment the name of a person nominated in accordance with the procedures set out in clause 46B in respect of such an office.
- (2) If a casual vacancy occurs in the office of a Fellow appointed under section 9 (1) (c) of the Act, the vacancy is to be filled in accordance with the procedures set out in clause 46B in respect of such an office.

## Chapter 5 Vice-Chancellor

### 47 Functions

- (1) The Vice-Chancellor is responsible for promoting the interests and furthering the development of the University.
- (2) The Vice-Chancellor is, under the Senate and subject to this By-law or any rule or resolution of the Senate, to:
  - (a) manage and supervise the administrative, financial and other business of the University, and
  - (b) collect and prepare for the Senate and Finance Committee of the Senate all information required by those bodies about the administration, finance and other business of the University, and
  - (c) consult with and advise the Senate and its committees, the Academic Board, and all other University boards, faculties, committees, professors and heads of department, and
  - (d) exercise general supervision over the staff and students of the University, and
  - (e) subject to any delegations of authority approved by the Senate, apportion administrative authority throughout the University, and
  - (f) exercise supervision over the discipline of the University, in accordance with and subject to any law or rule dealing with discipline or misconduct of staff or students, and
  - (g) give effect to this By-law, any rules, or any resolutions made, or reports adopted, by the Senate, and
  - (h) have such functions of the Senate as the Senate may, from time to time, delegate to the Vice-Chancellor.
- (3) The Vice-Chancellor:
  - (a) is, ex officio, a member of every board, faculty or committee, except a Student Proctorial Board convened under Chapter 8, and
  - (b) may preside at any meeting of such board, faculty or committee.
- (4) Nothing in this Chapter affects the precedence or authority of the Chancellor or the Deputy Chancellor.
- (5) In this clause, *student* includes a person registered in a unit of study or course conducted by the University who is not admitted to candidature in an award course of the University.



## 48 Acting Vice-Chancellor

The Vice-Chancellor may appoint:

- (a) a Deputy Vice-Chancellor, or
- (b) in the absence of a Deputy Vice-Chancellor, a Pro-Vice-Chancellor, as Acting Vice-Chancellor, when the Vice-Chancellor is absent from the University.

## Chapter 6 Academic governance

### 49 Academic Board

- (1) The Academic Board:
  - (a) is to comprise at least 18 members and (subject to this clause) to consist of the membership prescribed by rules made by the Senate, and
  - (b) is to have the functions prescribed by rules made by the Senate, and
  - (c) is to report directly to the Senate.
- (2) Of the members of the Academic Board:
  - (a) one is to be Chair and one is to be Deputy Chair, and
  - (b) at least 9 are to be academic staff members, of whom at least 4 are to be professors, and at least 4 are not to be professors, and
  - (c) at least 9 are to be enrolled students.
- (3) For the purposes of section 17 of the Act, the Academic Board is prescribed as a body to which the Senate may delegate its functions.

### 50 Definitions

- (1) In this Chapter:

*academic staff member* means a person who is employed as a member (other than a casual member) of the academic staff of the University.

*enrolled student* means a person (other than a person who is an academic staff member) who is enrolled as a student in an award course at the University.

- (2) Expressions used in any rule relating to election procedures for the Academic Board have the same meaning as they have in this Chapter.
- (3) In any election for the Academic Board, the question of whether a person is an academic staff member or an enrolled student is to be determined at the time of the close of nominations for the election concerned, as specified in the notice of ballot for the election.
- (4) A person is not considered to be enrolled as a student in an award course unless the person has completed, to the satisfaction of the University, all requirements for enrolment or re-enrolment in the award course concerned.

### 51 (Repealed)

## Chapter 7 Convocation

### 52 Standing Committee of Convocation

There is to be a Standing Committee of Convocation which:

- (a) consists of the membership, and
- (b) has those functions, powers and procedures, prescribed by rules made by the Senate.

### 53 (Repealed)

## Chapter 8 Student discipline

### Division 1 Preliminary

#### 54 Definitions

In this Chapter:

*academic staff member* means a member of the academic staff of the University.

*Appeals Committee* means the Student Disciplinary Appeals Committee established pursuant to clause 78 (1).

*Board* means a Student Proctorial Board established pursuant to clause 66 (1).

*Chair of the Panel* means the member of the Panel referred to in clause 64 (1) (a).

*misconduct* includes:

- (a) conduct on the part of a student which is prejudicial to the good order and government of the University or impairs the reasonable freedom of other persons to pursue their studies or research in the University or to participate in the life of the University, and
- (b) refusal by a student to give satisfactory particulars of the student's identity in response to a direction to do so by a prescribed officer and any other form of wilful disobedience to a reasonable direction of a prescribed officer.

*Panel* means a Student Proctorial Panel established pursuant to clause 64 (1).

*prescribed officer* means a member of the staff of the University who is designated as a prescribed officer by a resolution of the Senate.

*University grounds* includes all land, buildings and other property owned, leased or otherwise used by the University.

#### 55 Miscellaneous provisions

- (1) A prescribed officer must, before giving a direction to a student, state to the student the officer's name and official position or rank.

- (2) A document or notice which is required to be given to any person under this Chapter may be:
  - (a) delivered to or left for the person at the address of the person as last known to the Registrar, or
  - (b) posted by prepaid registered mail to the person at the address of the person as last known to the Registrar,  
and is to be taken to have been given to the person when it has been so delivered or left or at the expiration of 2 days after it has been so posted.
- (3) If, in the opinion of the Vice-Chancellor, the Vice-Chancellor is required to:
  - (a) exercise any power or discretion, or
  - (b) perform any duty in relation to any matter in which the Vice-Chancellor has been, is or may be personally involved,  
the Vice-Chancellor may appoint a Deputy Vice-Chancellor to exercise those powers or discretions and to perform those duties and the Deputy Vice-Chancellor has the power and authority to so act.

## **Division 2 Suspension of students**

### **56 By senior officers**

If, in the opinion of the Vice-Chancellor, a Deputy Vice-Chancellor, a Pro-Vice-Chancellor or a Deputy Principal:

- (a) the behaviour of a student amounts to misconduct, or
- (b) there is an imminent threat of misconduct by a student,  
that officer may, for the purpose of halting or preventing misconduct, suspend the student from entering the University grounds or any part of those grounds for a period not exceeding 7 days.

### **57 By academic staff**

- (1) If, in the opinion of a member of the academic staff:
  - (a) the behaviour of a student in the member's class or during other work supervised by the member amounts to misconduct, or
  - (b) there is an imminent threat of misconduct by a student in the member's class or during other work supervised by the member,  
the member may, for the purpose of halting or preventing misconduct, suspend the student from attending the member's classes or other supervised work for a period not exceeding 7 days.
- (2) A member of the academic staff who has imposed a period of suspension under subclause (1) exceeding 24 hours must immediately report the suspension and circumstances of the suspension to:
  - (a) the Registrar, and
  - (b) unless the suspension was imposed by the Head of a Department or School, to the Head of the member's Department or School.

### **58 By University Librarian or nominee**

- (1) If, in the opinion of the University Librarian or a member of the Library staff nominated by the University Librarian for the purpose of this subclause:

- (a) the behaviour of a student in a library of the University or in relation to any property of the Library amounts to misconduct, or
  - (b) there is an imminent threat of misconduct by a student in a library of the University or in relation to any property of the Library,  
the University Librarian or nominated member of the Library staff may, for the purpose of halting or preventing misconduct, suspend the student from the use of or entry to all or any of the libraries of the University for a period not exceeding 7 days.
- (2) The University Librarian or a nominated member of the Library staff who has imposed a period of suspension under subclause (1) exceeding 24 hours must immediately report the suspension and circumstances of the suspension to:
- (a) the Registrar, and
  - (b) unless the suspension was imposed by the University Librarian, to the University Librarian.

### **59 By Registrar**

- (1) If, in the opinion of the Registrar or a member of the academic staff:
- (a) the behaviour of a student in, or in respect of, an examination or other test amounts to misconduct, or
  - (b) there is an imminent threat of misconduct by a student in, or in respect of, an examination or other test,  
the Registrar or the member of the academic staff may, for the purpose of halting or preventing misconduct, suspend the student from sitting for the examination or test.
- (2) A person who has imposed a suspension under subclause (1) must immediately report the suspension and circumstances of the suspension:
- (a) unless the suspension was imposed by the Head of the Department or School within which the examination or test was held, to the Head of that Department or School, and
  - (b) unless the suspension was imposed by the Registrar, to the Registrar.

### **60 Suspension does not prevent subsequent action**

A suspension imposed under clause 56, 57 (1), 58 (1) or 59 (1) in respect of conduct alleged to be misconduct does not prevent any subsequent action against the student in respect of the conduct.

### **61 Suspension pending inquiry or disciplinary proceedings**

- (1) The Vice-Chancellor may:
- (a) suspend a student, or
  - (b) extend a suspension of a student, from entering the University grounds or any part of those grounds,  
for the purpose of halting or preventing misconduct by the student pending an inquiry into, or disciplinary proceedings in respect of, alleged misconduct by the student but no such suspension is to be imposed, extended or continued unless, in the opinion of the Vice-Chancellor, it is reasonably necessary to do so.
- (2) If, in respect of certain conduct, a student is suspended under this Chapter for a period exceeding 24 hours and:
- (a) no subsequent proceedings in respect of the conduct are taken against the student within a reasonable time after the suspension, or

- (b) the student is, in relation to the conduct, found by a Student Proctorial Board or the Vice-Chancellor or on appeal to be not guilty of misconduct, reasonable allowance must be made by the University for any academic disadvantage incurred by the student as a result of the suspension.

### **Division 3 Complaints, investigations and summary proceedings**

#### **62 Procedure for investigating complaints**

- (1) Any member of the University staff or any student may, by written complaint, inform the Registrar of any conduct by a student which the member or student considers to be misconduct.
- (2) The Registrar:
- (a) must, upon receipt of a complaint referred to in subclause (1), make a recommendation to the Vice-Chancellor as to whether, in the Registrar's opinion, the conduct which is the subject of the complaint warrants investigation, and
- (b) may, without having received any such complaint, make a recommendation to the Vice-Chancellor that conduct by a student which the Registrar alleges to be misconduct warrants investigation.
- (3) Upon receipt of a recommendation referred to in subclause (2) in respect of conduct by a student, the Vice-Chancellor may, whether or not the Registrar has recommended an investigation of the conduct:
- (a) determine that no investigation is to be made, or
- (b) direct the Registrar to cause a full investigation of the conduct to be made.
- (4) In making the investigation referred to in subclause (3) (b), the Registrar has power to require any member of the University staff or any student to appear before the Registrar with a view to assisting the investigation, but no person appearing is obliged to answer any question.
- (5) Upon completion of an investigation in relation to an allegation of misconduct by a student, the Registrar is to make a recommendation to the Vice-Chancellor:
- (a) that no further action should be taken, or
- (b) that the student be given a notice in the form specified in clause 63 (1), or
- (c) that the allegation of misconduct be heard and determined by the Vice-Chancellor or a Student Proctorial Board.
- (6) Upon receipt of a recommendation referred to in subclause (5) in relation to action to be taken in respect of an allegation of misconduct by a student, the Vice-Chancellor may, whether or not it is in accordance with the recommendation:
- (a) decide that no further action should be taken, or
- (b) cause the student to be given a notice in the form specified in clause 63 (1), or
- (c) refer the allegation of misconduct to the Chair of the Panel or, unless the Registrar recommended that no action should be taken with respect to the allegation, hear and determine the allegation in person.

#### **63 Notifying students of allegations of misconduct**

- (1) A notice given under clause 62 (5) (b) is to inform the student to whom it is addressed of the allegation of misconduct made against that student and that:
- (a) if, within the period of 14 days immediately following the date upon which the notice is given, the student notifies the Vice-Chancellor that the allegation of misconduct

specified in the notice is denied—the allegation of misconduct will be formally heard and determined, and

- (b) if, within the period of 14 days immediately following the date upon which the notice is given, the student does not notify the Vice-Chancellor that the allegation of misconduct is denied—the Vice-Chancellor will, at the expiration of that period, impose on the student a specified penalty unless:
  - (i) the student has given to the Vice-Chancellor an explanation concerning the alleged misconduct which the Vice-Chancellor considers adequate, in which case no penalty is to be imposed on the student, or
  - (ii) the student has satisfied the Vice-Chancellor that, for any reason, a lesser or different penalty from that specified should be imposed, in which case the Vice-Chancellor will impose the lesser or different penalty on the student.
- (2) If a student to whom a notice is given under subclause (1) does not, within the period of 14 days immediately following the date upon which the notice is given, notify the Vice-Chancellor that the allegation of misconduct specified in the notice is denied, the Vice-Chancellor must, at the expiration of that period, impose on the student the penalty in the notice unless:
  - (a) the student has given to the Vice-Chancellor an explanation concerning the alleged misconduct which the Vice-Chancellor considers adequate, in which case no penalty is to be imposed on the student in relation to the alleged misconduct, or
  - (b) the student has satisfied the Vice-Chancellor that, for any reason, a lesser or different penalty from that specified should be imposed, in which case the Vice-Chancellor is to impose that lesser or different penalty on the student, and must lay a report of any penalty so imposed upon the table of the Senate and of the Academic Board.
- (3) Clause 76 (4) applies to a report referred to in subclause (2) in the same way as it applies to a report referred to in clause 76 (3).
- (4) If a student to whom a notice is given under subclause (1) denies the allegation of misconduct specified in the notice, the Vice-Chancellor is to refer the allegation to the Chair of the Panel or, unless the Registrar recommended that no action should be taken with respect to the allegation, hear and determine the allegation in person.

## **Division 4 Student Proctorial Panels and Student Proctorial Boards**

### **64 Student Proctorial Panel**

- (1) There is to be a Student Proctorial Panel consisting of:
  - (a) the Chair of the Academic Board, and
  - (b) 9 members of the academic staff (of whom at least 4 are to be professors and at least 4 are not to be professors) appointed by and from the members of the Academic Board, and
  - (c) 9 student members of the Academic Board appointed by and from the student members of the Academic Board.
- (2) The members of the Panel referred to in subclause (1) (b) and (c) are to be appointed at the first meeting of the Academic Board held in each calendar year, or at another time determined by resolution of the Senate.
- (3) If the office of any member of the Panel referred to in subclause (1) (b) or (c):
  - (a) falls vacant for any reason, or
  - (b) is not filled at the meeting referred to in subclause (2),

that office may be filled by a person appointed in accordance with the relevant paragraph of subclause (1) which is applicable to that office.

- (4) A member of the Panel (other than the member referred to in subclause (1) (a)) is to assume office from the date of appointment by the Academic Board and, subject to subclause (5) and clause 67, is to hold office until a successor is appointed.
- (5) The Senate may, at any time, extend the term of office of any member of the Panel and the successor to that member is not to assume office until the expiration of that term as so extended.
- (6) The member of the Panel referred to in subclause (1) (a) is to be the Chair of the Panel.
- (7) In the case of the illness or absence of the Chair of the Panel, the Deputy Chair of the Academic Board may act as deputy for the Chair during the Chair's illness or absence and, during the time the Deputy Chair acts as deputy, the Deputy Chair has all the powers and authority of the Chair.

### **65 Convening meetings of the Student Proctorial Panel**

- (1) The Chair of the Panel must convene a meeting of the Panel as soon as practicable after the Vice-Chancellor has referred an allegation of misconduct against a student to the Chair.
- (2) The Panel is to establish, in accordance with this clause and clause 66, a Board to hear and determine the allegation of misconduct.
- (3) At a meeting of the Panel the Chair must inform the Panel of the allegation of misconduct in respect of which the meeting was convened and the name of the student against whom the allegation is made and any member of the Panel may, with the consent of Chair of the Panel, be disqualified at the member's own request from membership of a Board to be constituted to hear an allegation against a student on the ground that the member may appear to be biased in relation to any matter concerning the allegation.
- (4) When all disqualifications from membership of a Board to be constituted to hear an allegation of misconduct have been made under subclause (3), each of the remaining members of the Panel must disclose to the Panel:
  - (a) whether the member has been or is involved in or associated with any matter concerning the allegation and, if the member has been or is so involved or associated, the nature or extent of the involvement or association, and
  - (b) whether the member has or has had any attitude towards or association with any person known to be involved in or associated with any matter concerning the allegation.
- (5) If, in the opinion of the Chair of the Panel, a disclosure made by a member of the Panel under subclause (4) gives rise to a reasonable apprehension that the member would be biased in deciding any matter concerning an allegation of misconduct against a student, the Chair may disqualify that member from membership of the Board to be constituted to hear the allegation.
- (6) If the Chair of the Panel seeks to be disqualified under subclause (3) or where the Chair makes a disclosure under subclause (4), the senior member of the members of the Panel referred to in clause 64 (1) (b) who has not been disqualified has the power to consent to the Chair being disqualified under subclause (3) or to disqualify the Chair under subclause (5).

## 66 Student Proctorial Board

- (1) A Student Proctorial Board is to consist of 3 persons of whom:
  - (a) one is to be a member elected by and from the Panel, being an academic staff member who is not disqualified from membership of that Board, and
  - (b) one is to be a member elected by and from the Panel, being a student member who is not disqualified from membership of that Board, and
  - (c) one is to be a person appointed by the Senate under subclause (4).
- (2) The member of a Board referred to in subclause (1) (c) is the Chair of that Board.
- (3) If the Chair of the Panel considers it to be desirable, 2 Boards may be constituted and may hear different allegations of misconduct simultaneously.
- (4) The Senate must appoint one or more Chairs of Boards annually, or at such other times as appears to it desirable, from among persons who:
  - (a) have been admitted to practise as barristers or solicitors of the Supreme Court of New South Wales for at least five years, or
  - (b) hold or have held office as judge or stipendiary magistrate in any State or federal court in Australia.
- (5) If the Senate has appointed more than one person as Chair of the Boards under subclause (4), the Chair of the Panel is to determine which person is to be Chair of a particular Board.

## 67 Death of or expiry of term of member of Student Proctorial Panel or Student Proctorial Board

- (1) If the term of office of a member of the Panel expires while the member is a member of a Board constituted to hear an allegation of misconduct, the member is to continue to be a member of the Board until the hearing of the allegation is completed.
- (2) If:
  - (a) a member of the Panel dies or otherwise ceases to be a member of the Panel while the member is a member of a Board constituted to hear an allegation of misconduct, or
  - (b) a member of a Board is, for any reason unable to attend a meeting of the Board, the remaining 2 members of that Board may, with the written approval of the Chair of the Panel, but subject to clause 75, continue the hearing of the allegation and make a determination in relation to the allegation.
- (3) If, in the opinion of the Chair of the Panel, it is not possible for a hearing of an allegation of misconduct to be concluded within a reasonable time then a new Board must be constituted and the allegation heard by it *de novo*.
- (4) A Board must not hear any allegation of misconduct or make any decision in relation to such an allegation (other than a decision to adjourn a hearing) in the absence of the Chair of the Board.

## Division 5 Hearing and determining allegations of misconduct

### 68 Who hears and determines allegations of misconduct

An allegation of misconduct against a student must be heard and determined:

- (a) if the Vice-Chancellor has decided to do so in person—as soon as practicable after the Vice-Chancellor so decides, or



- (b) if the Vice-Chancellor has referred the allegation to the Chair of the Panel—as soon as practicable after the Board is constituted for that purpose.

### **69 Preliminary matters to be dealt with by Vice-Chancellor or Student Proctorial Board**

- (1) In the hearing of an allegation of misconduct against a student, the Vice-Chancellor or a Board has power:
  - (a) to summon any member of the University staff or any student to appear to give evidence in relation to the allegation, and
  - (b) to obtain information as to the facts concerning the allegation in any way the Vice-Chancellor or the Board sees fit and may at any stage seek further information in any manner reasonably possible, and
  - (c) to determine the procedure of the hearing.
- (2) The Vice-Chancellor or Board must:
  - (a) ensure that the student and any witnesses have been correctly identified and that the allegations of misconduct against the student have been made known to the student, and
  - (b) if satisfied that there is insufficient evidence to establish the allegation of misconduct, dismiss the allegation without calling on the student to answer it, and
  - (c) if satisfied that there is a case to answer with respect to the allegation, give the student an opportunity to answer the allegation.

### **70 Dealing with more than one allegation of misconduct**

- (1) One or more different allegations of misconduct may be heard against one or more students at the same hearing.
- (2) If at any time before a final determination has been made in relation to an allegation of misconduct against a student, a fresh allegation is made against the student, being an allegation which arises out of or relates to the same conduct which is the subject of the previous allegation, the Vice-Chancellor or, as the case may be, a Board may hear the fresh allegation together with the allegation previously made against the student but the student must be given an opportunity to prepare a response to that fresh allegation.

### **71 Failure to appear**

If a student fails to appear at the time and place appointed by the Vice-Chancellor or a Board, for the hearing of an allegation of misconduct against the student, the Vice-Chancellor or the Board, as the case may be, may, if satisfied that reasonable and proper steps have been taken to give to the student notice of the hearing:

- (a) proceed in the absence of the student, or
- (b) adjourn the hearing to a later date and cause the student to be given a notice stating that the hearing is so adjourned and informing the student that the hearing will proceed on the later date notwithstanding any further absence of the student.

## 72 Objections to questions

- (1) A person to whom a question is put at a hearing may object to the question and the Vice-Chancellor or, subject to subclause (2), the Board is to decide whether the objection should be upheld.
- (2) A decision in respect of any matter at a hearing of a Board:
  - (a) if the matter raises a point of law, must be made by the Chair of the Board, and
  - (b) in any other case, must be made by the agreement of at least 2 members of the Board.

## 73 Presenting evidence on behalf of the University

The Registrar must designate a person to present evidence in relation to an allegation of misconduct at a hearing of the allegation and that person must attend the hearing and may:

- (a) question any witness giving evidence at the hearing, and
- (b) present witnesses and other evidence, and
- (c) address the Vice-Chancellor or the Board on any issue.

## 74 Student's rights in respect of hearing

Any student against whom an allegation of misconduct has been made, being an allegation which the Vice-Chancellor has referred to the Chair of the Panel or decided to hear and determine in person must:

- (a) be informed of the allegation and of all relevant particulars relating to the allegation, and
- (b) subject to clause 75 (2) (c), has the right to be present at any hearing in which any evidence or submission is given or made in relation to the allegation, and
- (c) be afforded a reasonable opportunity of bringing to the knowledge of the Vice-Chancellor or the Board any factual material relevant to the allegation and of bringing before the Vice-Chancellor or Board any person who can provide that material, and
- (d) be afforded a reasonable opportunity of questioning either in person or by a representative any person who has furnished information at the hearing of the allegation, and
- (e) is entitled to inspect any documentary or other physical evidence placed before the Vice-Chancellor or Board, and
- (f) is entitled to address the Vice-Chancellor or Board on any issue relating to the allegation whether in relation to the allegation or the penalty which may be imposed, and
- (g) is entitled to be represented at the hearing of the allegation or to be accompanied at the hearing by a friend.

## 75 Conduct at hearing

- (1) All persons appearing before or present at a hearing of an allegation of misconduct against a student must conduct themselves in a proper manner.
- (2) If a person fails to comply with subclause (1):
  - (a) at a hearing by a Board, the Board must, if the person is a member of staff of the University, inform the Vice-Chancellor of the failure, and

- (b) at a hearing by the Vice-Chancellor or a Board, the Vice-Chancellor or, as the case may be, the Board must, if the person is a student, inform the person that disciplinary action may be taken in respect of the person's behaviour, and
- (c) at a hearing by the Vice-Chancellor or a Board, the Vice-Chancellor or, as the case may be, the Board may require the person to leave the hearing.
- (3) If a person who is required under subclause (2) (c) to leave a hearing is the student who is the subject of the hearing, the hearing may only continue in the absence of the student if the student was required to leave the hearing by reason of conduct which was so improper as to unreasonably disrupt the hearing.

## **76 Making a determination**

- (1) The Vice-Chancellor or a Board may, after hearing an allegation of misconduct against a student:
  - (a) make a finding that the student is guilty of misconduct but impose no penalty, or
  - (b) impose one or more penalties on the student if satisfied that the student is guilty of misconduct.
- (2) The Vice-Chancellor or a Board may, instead of or in addition to a penalty imposed under subclause (1):
  - (a) if a student is found to have damaged or destroyed any property of the University, order the student to pay to the University such amount as may be determined by the Vice-Chancellor or Board as compensation for the damage or destruction of the property, or
  - (b) if a student is found to have taken or removed any property of the University:
    - (i) order the student to return the property to the University, or
    - (ii) order the student to pay to the University such amount as may be determined by the Vice-Chancellor or Board as compensation for the taking or removal of the property, or both, or
  - (c) if a student is found to have taken or removed and damaged or destroyed any property of the University, make orders in respect of the property under subclause (2) (a) and (b).
- (3) The Vice-Chancellor and any Board must, as soon as practicable after making a determination under subclause (1) (b) to impose a penalty on any student for misconduct or an order under subclause (2), lay a report of that determination or order upon the table of the Senate and of the Academic Board.
- (4) Unless the Senate otherwise determines, only one report referred to in subclause (3) is required to be tabled at a meeting of the Senate or the Academic Board but the Vice-Chancellor or the person who is presiding at the meeting of the Senate or the Academic Board at which the report is tabled must state at the meeting the number of persons mentioned in the report, the nature of the misconduct alleged and the penalties imposed or order made.

## **Division 6 Penalties**

### **77 Penalties that may be imposed**

- (1) One or more of the following penalties may be imposed under this Chapter in respect of misconduct by a student:
  - (a) expulsion from the University,

- (b) suspension from admission to or from the use of University grounds or any part of those grounds, either permanently or for a specified period,
  - (c) suspension from a University course either permanently or for a specified period,
  - (d) a fine,
  - (e) a reprimand or a severe reprimand,
  - (f) a penalty in accordance with academic usage.
- (2) The Vice-Chancellor or a Board, when imposing a penalty, may suspend the operation of that penalty on such terms as may be determined by the Vice-Chancellor or Board.

## **Division 7 Appeals**

### **78 Student Disciplinary Appeals Committee**

- (1) There is to be a Student Disciplinary Appeals Committee that consists of:
  - (a) a person who holds, or has held, office as a judge or magistrate in any State or Federal Court in Australia, and
  - (b) a Fellow, and
  - (c) a person admitted and enrolled as a legal practitioner under the *Legal Profession Act 1987* for at least 5 years.
- (2) The members of the Appeals Committee are to be appointed by the Senate, on the nomination of the Chancellor, for a period of not more than 2 years.
- (3) The member of the Appeals Committee referred to in subclause (1) (a) or, where applicable, that member's substitute, is the Chairperson of the Committee.
- (4) Members of the Appeals Committee hold office for the period of their appointment or, in the case of the Fellow, until he or she ceases to be a Fellow, whichever is the earlier.
- (5) If a member of the Appeals Committee is unwilling or unable for any reason to hear a particular appeal by a student, or the Chancellor (or, in the Chancellor's absence, the Deputy Chancellor) determines after consultation with the Vice-Chancellor that in the particular circumstances of the appeal it would be inappropriate for a member to sit, then the Chancellor (or Deputy Chancellor) must appoint a substitute member qualified under subclause (1) (a), (b) or (c) to hear the appeal.
- (6) Subject to subclause (5), any casual vacancy in the office of a member of the Appeals Committee must be filled by the Senate, on the nomination of the Chancellor, as soon as practicable after the casual vacancy arises.
- (7) If, before the commencement of this clause, the Student Disciplinary Appeals Committee has commenced the hearing of an appeal by a student but has not made a determination in respect of the appeal, that Committee is to continue to hear and determine the appeal under this Chapter unless that Committee directs that it be heard afresh by the Appeals Committee constituted under subclause (1).

### **79 Student may appeal against determination**

- (1) A student may, in accordance with subclause (2), appeal to the Appeals Committee against a determination being:
  - (a) a finding by the Vice-Chancellor or a Board that the student is guilty of misconduct, or
  - (b) the imposition of a penalty upon the student by the Vice-Chancellor under clause 63 (2) or by the Vice-Chancellor or a Board under clause 76 (1) (b), or

- (c) an order made by the Vice-Chancellor or a Board under clause 76 (2).
- (2) An appeal by a student against a determination made by the Vice-Chancellor or a Board:
  - (a) must be filed with the Registrar within the period of 14 days (or such longer period not exceeding one month as the Vice-Chancellor may allow) immediately following the date upon which the student was given notice of the determination, and
  - (b) must be in writing giving full particulars of the grounds of appeal, and
  - (c) may be made only on one or more of the following grounds:
    - (i) that the determination is unreasonable or cannot be supported, having regard to the evidence,
    - (ii) that the determination was made in breach of the rules of natural justice,
    - (iii) that particular evidence should not have been admitted or rejected,
    - (iv) that fresh relevant evidence has become available to the student, being evidence that was not available or not known to the student at the time of the hearing,
    - (v) that a provision of this Chapter was not complied with,
    - (vi) that the meaning or effect of any provision of this Chapter was misinterpreted,
    - (vii) that in any way whatever there was a miscarriage of justice,
    - (viii) that the penalty imposed on the student or order made against the student was excessive or inappropriate.

## **80 Hearing and determining appeals**

- (1) (Repealed)
- (2) A Fellow must not participate in or be present at the hearing of an appeal by the Appeals Committee against a determination made by a Board of which the Fellow was a member or, if the Fellow is the Vice-Chancellor, against any determination.
- (3) The Appeals Committee must, on the hearing of an appeal by a student:
  - (a) allow the appeal if it is of the opinion that the determination of the Vice-Chancellor or Board should be set aside on any of the grounds of appeal referred to in clause 79 (2) (c), or
  - (b) dismiss the appeal if it is of the opinion that:
    - (i) the determination of the Vice-Chancellor or Board should not be set aside on any of the grounds of appeal referred to in clause 79 (2) (c), or
    - (ii) notwithstanding that the determination may be set aside on any 1 or more of the grounds referred to in clause 79 (2) (c) (ii) to (vii) (both inclusive), no substantial miscarriage of justice has actually occurred.
- (4) In allowing an appeal by a student, the Appeals Committee may:
  - (a) quash a determination made by the Vice-Chancellor or a Board, or
  - (b) quash a determination made by the Vice-Chancellor or a Board and direct that all or any of the allegations the subject of the appeal be reheard by:
    - (i) if the determination was made by the Vice-Chancellor—a Board, or
    - (ii) if the determination was made by a Board—another Board, or
  - (c) if the appeal was made on the ground specified in clause 79 (2) (c) (viii), substitute a different penalty for the one imposed or a different order for the one made, or
  - (d) if an appeal is made on the ground specified in clause 79 (2) (c) (iv), consider any fresh evidence offered by the student and determine the matter itself without directing a rehearing.
- (5) In relation to the hearing of an appeal by a student, the student, any representative of the student and the person designated for that purpose by the Registrar may make

written submissions or, with the consent of the Appeals Committee, may make oral submissions.

- (6) The Appeals Committee must, except in the case of an appeal made on the ground specified in clause 79 (2) (c) (iv), determine an appeal on the basis of such official record of evidence as may have been taken at the hearing of the allegation in respect of which the determination was made.
- (7) The provisions of clauses 69, 71, 72 (1), 73, 74 and 75 apply to the Appeals Committee in the same way as they apply to and in respect of the hearing of an allegation by the Vice-Chancellor or a Board.
- (8) If a student has filed an appeal in accordance with clause 79 (2) against a determination of the Vice-Chancellor or a Board to impose a penalty for misconduct or against an order made by the Vice-Chancellor or a Board under clause 76 (2), the penalty or order is not to be enforceable against the student until the appeal is withdrawn or the Appeals Committee has determined the appeal.
- (9) Subject to clause 81, the determination of the Appeals Committee on an appeal is final and conclusive.

## **Division 8 Miscellaneous**

### **81 Request to quash determination**

The Senate may at any time, on the recommendation of the Vice-Chancellor, quash a determination made by the Vice-Chancellor, a Board or the Appeals Committee, whether or not an appeal has been made against that determination.

### **82 All hearings to be conducted in camera**

All disciplinary hearings in the University under this By-law are limited to those persons who in accordance with this Chapter are required or entitled to be present.

### **83 (Repealed)**

## **Chapter 9 Miscellaneous**

### **84 Repeal**

- (1) The *By-laws of the University of Sydney* are repealed.
- (2) Any act, matter or thing that immediately before the repeal of the *By-laws of the University of Sydney* had effect under the *By-laws of the University of Sydney* is taken to have effect under this By-law.

### **85 Transitional provision relating to terms of office of undergraduate or postgraduate student Fellows**

- (1) In this clause, **2012 By-law** means the *University of Sydney Amendment (Terms of Office) By-law 2012*.
- (2) The amendment of clause 24 (3) by the 2012 By-law does not apply to persons elected before the commencement of that amendment.

- (3) The amendment of clause 44 by the 2012 By-law does not apply to a casual vacancy in the office of a Fellow who was elected before the commencement of that amendment.

**86 Transitional provision relating to casual vacancies in office of Chancellor**

Clause 10 as amended by the *University of Sydney Amendment (Chancellor) By-law 2012* applies to a casual vacancy in the office of Chancellor that occurs on or after the commencement of that amendment.

# University of Sydney (Academic Governance) Rule 2003 (as amended)

**Approved on:** 6 May 2002  
**Amended on:** 1 June 2015  
**Amendment effective from:** 1 June 2015

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

## Part 1 – Preliminary

### 1. Citation and commencement

#### 1.1 Citation

This Rule is made by the Senate of the University of Sydney pursuant to section 37(1) of the Act, and pursuant to Chapter 6 of the *University of Sydney By-law 1999 (as amended)*.

#### 1.2 Commencement

This Rule commences on the same day that the *University of Sydney Amendment (Academic Board) By-law 2003* comes into force.

### 2. Purpose

This Rule:

- 2.1 repeals and replaces the Rules relating to the constitution and functions of, and elections to the Academic Board and the Academic Forum in force immediately before this Rule came into effect; and
- 2.2 prescribes the membership, functions and procedures of the Academic Board.

### 3. Dictionary

#### 3.1 Definitions

In this Rule the following words or expressions have these meanings:

**absolute majority of votes** – an amount greater than 50 per cent of valid votes

**academic staff member** – as defined in Chapter 6 of the *University of Sydney By-law 1999 (as amended)*

**Act** – the *University of Sydney Act 1989 (NSW) (as amended)*

**Board of Studies** – an academic unit of the University described as such

**By-law** – the *University of Sydney By-law 1999 (as amended)*

**Chair** – a person elected as Chair of the Academic Board pursuant to Part 3 of this Rule

**college** – an academic college established under section 27(1) of the Act

**Dean** – a dean of a Faculty; or a director or a principal of an academic college as defined in Part 5 of the Act

**Deputy Chair** – a person appointed as the Deputy Chair of the Academic Board pursuant to Part 3 of this Rule

**election** – an election conducted according to Part 5 of this Rule

**enrolled student** has the meaning prescribed in subclause 50(1) of the *University of Sydney By-law 1999 (as amended)*

**Faculty** – a faculty of the University; or an academic college as defined in Part 5 of the Act

**majority** – an amount greater than 50 per cent

**non-professorial member of academic staff** – a member of academic staff who is not a professor

**notice of election** – a notice of an election given by the returning officer under Rule 18

**primary vote** – preferences marked on a voting paper equal to the number of vacancies to be filled, and which shall have equal value

**professor** – a member of academic staff who is appointed or promoted to the position of professor

**Roll** – a roll established according to Rule 15.1

**secondary votes** – preferences marked on a voting paper beyond the primary votes to be allocated in rank order according to their numerical values

**special resolution** – a resolution passed at an Academic Board meeting by at least two thirds of all Academic Board members who are present at that meeting and are eligible to vote

**Standing Committee** – a committee of that description established under Rule 12



**student** has the meaning prescribed in subclause 3(1) of the *University of Sydney By-law 1999* (as amended)

**student of a faculty, college or board** – has the meaning given to it in the Resolutions of Senate: “Student membership of the faculties, college boards and boards of studies”

## **Part 2 – Functions and membership of the Academic Board**

### **4.1 General functions**

Subject to the governing authority and powers of the Senate and to the powers of the Vice-Chancellor, the Academic Board has principal responsibility:

- 4.1.1 to maintain the highest standards in teaching, scholarship and research and, in that process, to safeguard the academic freedom of the University;
- 4.1.2 to oversee and monitor the development of all academic activities of the University; and
- 4.1.3 to communicate with the academic community through the Faculties, colleges and boards of studies and similar organisational units.

### **4.2 Advisory functions**

The Academic Board will provide advice to the Senate and the Vice-Chancellor on:

- 4.2.1 academic 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;
- 4.2.2 academic aspects of the formulation and review of the University's strategic plan;
- 4.2.3 policies concerning the academic aspects of the conditions of appointment and employment of academic staff;
- 4.2.4 any academic matters it considers to be of strategic importance, including any Faculty plans; and
- 4.2.5 the maintenance of academic standards.

### **4.3 Specific functions**

Subject to the governing authority and powers of the Senate and to the powers of the Vice-Chancellor, the functions of the Academic Board are to:

- 4.3.1 exercise authority as delegated to the Academic Board to approve new academic courses and changes to existing courses, provided that any such approval:
  - 4.3.1.1 must be tabled and considered at the next appropriate meeting of Senate; and
  - 4.3.1.2 must not commence until after such tabling and consideration.
- 4.3.2 determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies and within such policy, determine requirements to be satisfied by candidates for the award of degrees, diplomas or certificates;
- 4.3.3 determine the terms and conditions of awards, scholarships and prizes established within the University and make awards;
- 4.3.4 formulates and review policies, guidelines and procedures in relation to academic matters;
- 4.3.5 request reports from, or refer matters to Faculties, colleges and boards of studies and similar organisational units for consideration and action as required;
- 4.3.6 consider and take action as required on reports or academic submissions from Faculties, colleges or boards of studies or similar organisational units;
- 4.3.7 play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of Faculties, colleges and boards of studies and similar organisational units;
- 4.3.8 initiate and oversee a formal and regular program of review of academic activities of Faculties, colleges and boards of studies, and similar organisational units;
- 4.3.9 provide a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community;
- 4.3.10 make regular reports on the range of its activities to the Senate after each meeting of the Academic Board and make a formal, annual report on its activities and its assessment of its performance to the Senate;
- 4.3.11 consider and report on all matters referred to it by the Senate or the Vice-Chancellor; and

4.3.12 exercise any powers and perform any other duties delegated to it by the Senate.

## **5. Constitution**

### **5.1 Members**

The Board consists of:

- 5.1.1 the Chair;
- 5.1.2 the Vice-Chancellor;
- 5.1.3 the following members *ex officio*:
  - 5.1.3.1 the Deputy Vice-Chancellors;
  - 5.1.3.2 the Pro Vice-Chancellors;
  - 5.1.3.3 the Deans;
  - 5.1.3.4 the Director, University Libraries;
  - 5.1.3.5 the Director, Teaching and Learning;
  - 5.1.3.6 the Director, Student Centre;
  - 5.1.3.7 the President of the Students' Representative Council;
  - 5.1.3.8 two other undergraduate students nominated by the executive of the Students' Representative Council;
  - 5.1.3.9 the President of the Sydney University Postgraduate Representative Association; and
  - 5.1.3.10 two other postgraduate students nominated by the executive of the Sydney University Postgraduate Representative Association;
- 5.1.4 the following elected academic staff members, who do not already hold office as members under Rule 5.1.1, 5.1.2 or 5.1.3 elected:
  - 5.1.4.1 by a group of voters defined by each relevant Faculty and approved by the Academic Board; and
  - 5.1.4.2 according to guidelines approved from time to time by the Academic Board and the Senate:
    - 5.1.4.2.1 three academic staff members for each faculty with 40 or fewer full-time academic staff;
    - 5.1.4.2.2 four academic staff members for each faculty with more than 40 but fewer than 100 full-time academic staff; and
    - 5.1.4.2.3 five academic staff members for each faculty with 100 or more full-time academic staff;
  - 5.1.4.3 for each group of academic staff members elected from a faculty at least one should be appointed at professorial level and at least one should be appointed at a non-professorial level;
- 5.1.5 the following elected enrolled student members:
  - 5.1.5.1 one representative of each faculty, college and board of studies, elected by and from the enrolled student members of the relevant faculty, college and board of studies;
- 5.1.6 up to four members, who do not already hold office as members under rules 5.1.1 to 5.1.5 inclusive, appointed by resolution of the Academic Board at an ordinary meeting of the Academic Board on the recommendation of the Chair;
- 5.1.7 up to four members, who do not already hold office as members under Rules 5.1.1 to 5.1.6 inclusive, co-opted by resolution at an ordinary meeting of the Academic Board on the recommendation of the Chair (Note: co-opted members are defined as short-term appointees who are identified to assist the Academic Board with a specific issue or project, and their term of office will normally reflect the time-span of that issue or project).

### **5.2 Allocation of members**

For the purposes of Rule 5.1:

- 5.2.1 the Vice-Chancellor may allocate to any one Faculty any member of the academic staff who is not a member of a department or school placed under the supervision of a Faculty; and
- 5.2.2 a member of the academic staff who is a member of more than one Faculty is taken to be a member only of the Faculty that supervises that person through the relevant department or school.

### **5.3 When membership ceases**

A person ceases to be a member of the Academic Board if that person at any time during their term of office:

- 5.3.1 resigns from the Academic Board;
- 5.3.2 in the case of a member holding office under Rule 5.1.1, 5.1.2 or 5.1.3, no longer holds the relevant position;
- 5.3.3 in the case of an academic staff member elected under Rule 5.1.4, ceases to be:
  - 5.3.3.1 an academic staff member; or
  - 5.3.3.2 an academic staff member in the category for which that person was elected (for example, if that person transfers to another Faculty);
- 5.3.4 in the case of an enrolled student member elected under Rule 5.1.5, is no longer enrolled as a student;
- 5.3.5 is absent from three consecutive ordinary meetings of the Academic Board and is not, within six weeks of the last of those meetings, excused for his or her absence; or
- 5.3.6 dies.

## **6. Terms of office**

### **6.1 Elected academic staff members**

All academic staff members elected pursuant to Rule 5.1.4 hold office for a term of two years from 1 January in the year immediately following the year of their election.

### **6.2 Student members**

All enrolled student members elected pursuant to Rule 5.1.5 hold office for a term of one year from 1 January in the year immediately following the year of their election.

### **6.3 Appointed and co-opted members**

All appointed and co-opted members appointed pursuant to Rule 5.1.6 or 5.1.7 hold office for the term and on such conditions as resolved by the Academic Board at the time of their appointment.

### **6.4 Casual vacancies**

A person filling a casual vacancy holds office from the time that person is elected or appointed to fill that casual vacancy, until the expiry of the term of that person's predecessor.

### **6.5 Re-election in the same category**

Elected members of the Academic Board are eligible for re-election in the same category, on the conditions that they:

- 6.5.1 are, at the time of their nomination, eligible for membership in that category; and
- 6.5.2 do not serve more than three full, consecutive terms as a member in that category.
- 6.5.3 A period of service as a Chair of one of the Academic Board's Standing Committees will not count towards calculating the term of membership referred to in clause 6.5.2 but service for a term as a member in a particular category immediately prior to service as a Chair of one of the Academic Board's Standing Committees and service for a term as a member in a particular category immediately following service as a Chair of one of the Academic Board's Standing Committees shall constitute service for consecutive terms for the purposes of clause 6.5.2.

## **Part 3 – Chair, Deputy Chair and Chairs of Standing Committees**

### **7. Chair of the Academic Board**

#### **7.1 Role and functions**

The Chair of the Academic Board:

- 7.1.1 is responsible for managing and supervising the functions and business of the Academic Board;
- 7.1.2 is the point of contact between the academic community of the University and:
  - 7.1.2.1 the Senate; and
  - 7.1.2.2 the senior executive management of the University;
- 7.1.3 subject to any delegations of authority approved by the Senate or resolutions of the Academic Board, may apportion authority for carrying out the functions of the Academic Board to other members of the Academic Board; and
- 7.1.4 must present reports to the Senate about matters considered at meetings of the Academic Board held since the previous meeting of the Senate.

#### **7.2 Election and term of office**

The Chair:

- 7.2.1 must be an academic staff member who is a professor or associate professor;
- 7.2.2 shall be elected, as soon as practicable after elections are held according to Part 5 of this Rule; by:
  - 7.2.2.1 all incoming elected members of the Academic Board; and
  - 7.2.2.2 student representatives holding office under clauses 5.1.3.7, 5.1.3.8, 5.1.3.9 and 5.1.3.10.
- 7.2.3 holds office
  - 7.2.3.1 if elected in the same year as the members elect, from 1 January following election for a period of two years, or
  - 7.2.3.2 in any other case, from election for the remainder of the period of two years from 1 January in the year of election.

### 7.3 Re-election

A person elected as Chair is eligible for re-election, so long as that person does not serve more than three full, consecutive terms as Chair.

### 7.4 Disqualification

A person may not hold office as Chair while that person is:

- 7.4.1 the Vice-Chancellor [but subject to the Vice-Chancellor's right to preside at any meeting of the Academic Board pursuant to clause 47(3)(b) of the *University of Sydney By-law 1999 (as amended)*];
- 7.4.2 a Deputy Vice-Chancellor;
- 7.4.3 a Pro-Vice-Chancellor;
- 7.4.4 a Dean.

### 7.5 Casual vacancy

The office of Chair becomes vacant if the person holding that office:

- 7.5.1 resigns in writing, either as Chair or from the University;
- 7.5.2 assumes any of the positions referred to in Rule 7.4; or
- 7.5.3 dies.

## 8. Deputy Chair of the Academic Board

### 8.1 Role and functions

The Deputy Chair of the Academic Board is to:

- 8.1.1 assist the Chair in the performance of his or her functions as the Chair determines from time to time;
- 8.1.2 act as an alternate Chair of the Academic Board when the Chair is on leave, unavailable to attend meetings or if a casual vacancy in the office of Chair occurs; and
- 8.1.3 attend meetings of the Senate in the place of the Chair when the Chair is unable to do so, or if a casual vacancy in the office of Chair occurs.

### 8.2 Appointment and term of office

The Deputy Chair of the Academic Board:

- 8.2.1 must be an academic staff member;
- 8.2.2 shall be appointed by the Academic Board from among the Chairs of Standing Committees, on the nomination of the Chair, at the first meeting of the Academic Board following an election of Academic Board members; and
- 8.2.3 holds office for a period of two years following appointment.

### 8.3 Re-appointment

A person appointed as a Deputy Chair is eligible for re-appointment, so long as that person does not serve more than three full, consecutive terms as Deputy Chair.

### 8.4 Disqualification

A person may not hold office as Deputy Chair while that person is:

- 8.4.1 the Vice-Chancellor;
- 8.4.2 Chair;
- 8.4.3 a Deputy Vice-Chancellor;
- 8.4.4 a Pro-Vice-Chancellor;
- 8.4.5 a Dean.

### 8.5 Casual vacancy

The office of Deputy Chair becomes vacant if the person holding that office:

- 8.5.1 resigns in writing, either as Deputy Chair or from the University;
- 8.5.2 assumes any of the positions referred to in Rule 8.4; or
- 8.5.3 dies.

#### **8.6 Filling casual vacancies**

If a casual vacancy occurs in the office of Deputy Chair, then the Academic Board shall fill that casual vacancy in accordance with the procedure set out in Rule 8.2 to hold office for the rest of the term of that person's predecessor.

### **9. Chairs of Standing Committees**

#### **9.1 Appointment**

Chairs of Standing Committees:

- 9.1.1 shall be appointed by and from the members of the Academic Board, on the nomination of the Chair at the first meeting of the Academic Board following an election of Academic Board members; and
- 9.1.2 hold office for a period of two years following appointment.

#### **9.2 Re-appointment**

A person appointed as Chair of a Standing Committee is eligible for re-appointment, so long as that person does not serve more than three full, consecutive terms as Chair of that Standing Committee.

#### **9.3 Disqualification**

A person may not hold office as Chair of a Standing Committee while that person is:

- 9.3.1 the Vice-Chancellor;
- 9.3.2 a Deputy Vice-Chancellor;
- 9.3.3 a Pro-Vice-Chancellor;
- 9.3.4 a Dean.

#### **9.4 Casual vacancy**

The office of the Chair of a Standing Committee becomes vacant if the person holding that office:

- 9.4.1 resigns in writing, either as Chair of that Standing Committee or from the University;
- 9.4.2 assumes any of the positions referred to in Rule 9.3; or
- 9.4.3 dies.

#### **9.5 Filling casual vacancies**

If a casual vacancy occurs in the office of Chair of a Standing Committee, then the Academic Board shall fill that casual vacancy in accordance with the procedure set out in Rule 9.1 to hold office for the rest of the term of that person's predecessor.

## **Part 4 – Meetings and procedures of the Academic Board**

### **10. Meetings**

#### **10.1 Frequency of meetings**

The Academic Board must meet at least eight times in any one calendar year.

#### **10.2 Who convenes meetings**

The Chair must convene all meetings.

#### **10.3 Special meetings**

The Chair may at any time convene a special meeting of his or her own motion, and must do so if requested by:

- 10.3.1 the Senate;
- 10.3.2 the Vice-Chancellor; or
- 10.3.3 at least 50 per cent of all members of the Academic Board.

#### **10.4 Secretary**

The Secretary to Senate, or the Secretary to Senate's nominee, is to act as secretary to the Academic Board.

#### **10.5 Notices of meetings**

Notices of meetings of the Academic Board:

- 10.5.1 must:
  - 10.5.1.1 subject to Rule 10.5.1.2, be given at least seven days in advance of the meeting to which it relates; or
  - 10.5.1.2 in the case of special meetings convened under Rule 10.3, be given at least three days in advance of the meeting to which it relates; and

10.5.1.3 specify the place, date and time of that meeting and a brief description of the business to be transacted at that meeting;

10.5.2 may be given in electronic or hard copy form.

#### **10.6 Meetings or resolutions not invalid in certain circumstances**

A meeting held or a resolution passed at a meeting is not invalid because:

10.6.1 of an accidental failure to give notice of that meeting to a person entitled to receive notice;

10.6.2 a person entitled to receive notice of that meeting does not receive it; or

10.6.3 less than the prescribed time of notice of that meeting was given.

#### **10.7 Standing alternates and acting members**

10.7.1 A staff member who is formally acting in the capacity of any *ex officio* member of the Academic Board may attend Board meetings and may exercise the voting rights of that position.

10.7.2 An elected staff or student member or *ex officio* student member may nominate a standing alternate to attend Academic Board meetings on their behalf as follows:

10.7.2.1 the member must advise the Secretary to Academic Board that they nominate another person to be their standing alternate;

10.7.2.2 a person nominated as a standing alternate must meet the same membership criteria as the nominating member;

10.7.2.3 the name, position and contact details of the standing alternate must be provided to the Secretary to Academic Board at least two days prior to any Academic Board meeting; and

10.7.2.4 once nominated, a standing alternate may attend on behalf of the nominating member for any other Academic Board meeting in the same calendar year, but the Secretary to Academic Board must be advised at least two days before the Academic Board meeting that the alternate will be attending.

### **11. Meeting procedures**

#### **11.1 Quorum**

The quorum of the Academic Board is thirty members.

#### **11.2 No quorum**

Subject to Rule 11.3, no business may be transacted at a meeting unless a quorum of members is present at the meeting within 30 minutes of the time nominated in a notice given under Rule 10.5.

#### **11.3 Qualification**

If a quorum is not present at a meeting, the meeting may consider procedural matters only.

#### **11.4 Minutes**

Minutes of each meeting must be kept and must be:

11.4.1 signed by the Chair as a true and accurate record; and

11.4.2 distributed to each Board member no later than the date when notice of the next meeting is given.

#### **11.5 Resolutions**

Any motion which is to be put to a vote by members of the Academic Board:

11.5.1 must be duly proposed and seconded;

11.5.2 subject to Rule 11.6, may be carried or lost by a majority of votes of those present at the meeting and eligible to vote; and

11.5.3 together with the results of any vote on that motion, must be recorded in the minutes.

#### **11.6 Special resolution**

A special resolution is required to make or change a Rule made by the Academic Board.

#### **11.7 Motions without notice**

Subject to Rule 11.9, only the Chair may put a motion without notice to a meeting of the Academic Board.

#### **11.8 Chair's ruling is final**

Subject to Rules 11.9 and 11.10, the Chair's decision on all matters relating to meetings (including, without limitation, how meeting procedures are to be interpreted) is final.

#### **11.9 Motions of dissent**

Members of the Academic Board may [and without the need for notice to be given under Rule 10.5], by resolution of at least two-thirds of members present at the meeting:

11.9.1 overrule a ruling of the Chair; and

11.9.2 substitute their own ruling for the ruling of the Chair.

**11.10 Presiding over motions of dissent**

The following person must preside at the meeting while a motion is put to, and resolved by, the members of the Academic Board under Rule 11.9:

11.10.1 the Deputy Chair; or

11.10.2 if that person is not present at that meeting, another member of the Academic Board elected by and from the members of the Academic Board present at that meeting.

**11.11 Voting at meetings**

Voting at meetings must be conducted by:

11.11.1 show of hands; or

11.11.2 secret ballot, if demanded by any two members who are present and have the right to vote at that meeting, or if the Chair so directs.

**11.12 Member's vote**

Each member present at a meeting of the Academic Board has one deliberative vote.

**11.13 Casting vote**

If there is a tied vote then the person chairing that meeting of the Academic Board has one casting vote, in addition to a deliberative vote. However, this Sub-rule does not apply to a motion under Rule 11.9.

**12. Standing and other committees**

**12.1 Establishment by Academic Board**

The Academic Board may, by resolution, establish such Standing Committees or other committees or working parties as it thinks fit to assist or advise the Academic Board in the performance of its functions.

**12.2 Establishment by the Chair**

The Chair may establish committees (but not Standing Committees) or working parties to provide advice in connection with the role and functions of the Academic Board and the Chair.

**12.3 Terms of reference and membership**

The terms of reference and the membership of Standing Committees or other committees or working parties established under this Rule 12 are to be as determined by (as the case may be) the Academic Board or the Chair, but the following principles apply to all of them:

12.3.1 quality assurance matters shall be embedded in their terms of reference; and

12.3.2 they must, as appropriate, include the following members, taking into account gender, discipline and expertise:

12.3.2.1 academic staff members who are not necessarily members of the Academic Board;

12.3.2.2 members of the non-academic staff of the University who have relevant professional expertise or experience; and

12.3.2.3 appropriate student representation – with all Standing Committees to include at least one enrolled student member and, where appropriate, one undergraduate enrolled student and one postgraduate enrolled student member.

**Part 5 – Election procedures for the Academic Board**

**13. Procedural requirements**

All elections to the Academic Board and for the Chair must be carried out according to the procedure set out in this Part 5.

**14. Timing of elections**

**14.1 Elected academic staff members**

The election of the elected academic staff members of each faculty and college board to the Academic Board shall be held in second semester of every alternate year (i.e. the last semester prior to the end of the term of office of such members), and will normally be scheduled to run in conjunction with the election of elected enrolled student members of each faculty, college board and board of studies.

**14.2 Student members**

The election of the elected enrolled student member of each faculty, college board and board of studies to the Academic Board shall be held in second semester of each year, following the election of enrolled students to faculties, college boards and boards of studies.

**14.3 Chair of the Academic Board**

The election of the Chair of the Academic Board shall be held in second semester of every alternate year (i.e. the last semester prior to the end of the term of office of the Chair of the Academic Board), following the election of the academic staff members and the enrolled student members of the Academic Board as per sections 14.1 and 14.2 above.

**15. Returning Officer****15.1 Who acts as returning officer**

The Secretary to Senate, or the Secretary to Senate's nominee, acts as the returning officer for all elections.

**15.2 Decision of returning officer is final**

Subject to the By-law and this Rule, the returning officer's decision is final in connection with any matter affecting the conduct of an election including, without limitation, eligibility of candidates and the results of any election.

**15.3 Agency**

The returning officer may authorise another person to exercise any function of the returning officer under these Rules. Any function exercised by that authorised person is taken to have been exercised by the returning officer.

**16. Rolls****16.1 Rolls required**

The returning officer must, for the purpose of elections, establish and maintain separate Rolls for each category of elected members of the Academic Board prescribed in Rule 5, current as at the date of close of nominations.

**16.2 Availability and inspection of Rolls**

16.2.1 A copy of each relevant Roll must be available for inspection at the office of the returning officer during the University's usual business hours for at least 14 days before the date on which the election is due to be held.

16.2.2 A person's entitlement to inspect a Roll is subject to any policies or procedures of the University from time to time concerning privacy of personal information.

**16.3 Alteration of Roll**

The Secretary to Senate or the Secretary to Senate's Nominee is entitled to alter a Roll at any time by:

- 16.3.1 correcting any mistake or omission in the details of any eligible voter entered on that Roll;
- 16.3.2 altering, on the written application of any eligible voter, the name or address of the person entered on that Roll;
- 16.3.3 removing the name of any deceased person;
- 16.3.4 removing the name of any person who is no longer entitled to vote in that election, or in the relevant category of that election;
- 16.3.5 removing the superfluous entry where the name of the same eligible voter appears more than once on the Roll; or
- 16.3.6 reinstating the name of an eligible voter removed from the Roll, where the Secretary to Senate or the Secretary to Senate's Nominee is satisfied that such person is still entitled to be entered on the relevant Roll.

**16.4 Roll not invalid**

Notwithstanding Rule 16.3, a Roll is not invalid because that Roll:

- 16.4.1 contains any mistake or omission in the details of any eligible voter entered on that Roll;
- 16.4.2 contains the name of any deceased person;
- 16.4.3 contains the name of any person who is no longer entitled to vote in that election, or the relevant category of that election;
- 16.4.4 contains more than one entry for the same eligible voter; or
- 16.4.5 does not contain the name of any person entitled to be entered on that Roll.



## **17. Eligibility for election and to vote**

### **17.1 Defined**

A person is eligible for election to the Academic Board and/or (as the case may be) to vote in any election of the Academic Board if that person's name appears on the Roll in the relevant category at the time of close of nominations specified in the notice of election.

### **17.2 Circumstances where a provisional vote may apply**

Rule 17.3 applies to a person who claims he or she is entitled to vote in an election even though:

- 17.2.1 that person's name cannot be found on the Roll for the election for which the person is claiming an entitlement to vote;
- 17.2.2 the person's name is on the Roll, but contains an incorrect address, or no address; or
- 17.2.3 a mark on the Roll used in that election indicates incorrectly that the person has already voted in that election.

### **17.3 Casting a provisional vote**

A person to whom Rule 17.2 applies may cast a provisional vote if:

- 17.3.1 the person makes a request to the returning officer to do so; and
- 17.3.2 the person complies with clause 24.3.

## **18. Time intervals for different stages of the election process**

When conducting an election, the returning officer must ensure that:

- 18.1 there are not less than 14 days nor more than 28 days between the publication of the notice that an election is to be held and the time for nominations to close;
- 18.2 there are not less than 14 days nor more than 28 days between the time nominations close and the issue of voting papers; and
- 18.3 where a postal vote is held, there are not less than 14 days nor more than 28 days between the issue of voting papers and polling day.

## **19. Notice of election**

### **19.1 What it must contain**

When an election becomes necessary, the returning officer must publish a notice of election containing the following information:

- 19.1.1 that an election is necessary to a particular office;
- 19.1.2 the category or categories for election;
- 19.1.3 the number of vacancies to be filled in each category;
- 19.1.4 the term of office of each category;
- 19.1.5 inviting nominations for election;
- 19.1.6 the form in which a nomination must be made;
- 19.1.7 the date and time when nominations close;
- 19.1.8 the polling day for the election;
- 19.1.9 the method of election;
- 19.1.10 where appropriate, the time(s) and place(s) where polling is to take place; and
- 19.1.11 that the election procedures can be found in this Rule.

### **19.2 How it must be published**

The returning officer must give a notice of an election by any one of these methods:

- 19.2.1 placing a notice in the *University News*, *Staff News* and/or *Student News* as appropriate;
- 19.2.2 displaying the notice on all official University notice boards (including, without limitation, on the University's website); or
- 19.2.3 sending a hard copy or an electronic notice to each person entitled to vote in that election.

## **20. Nominating candidates**

### **20.1 Requirements**

- 20.1.1 A separate nomination form must be completed for each candidate and for each category in which that person is nominated.
- 20.1.2 Except under the circumstances outlined in 20.1.5 below, each person who nominates another for election must be eligible for election in that category. A person cannot nominate himself or herself for election.
- 20.1.3 Each nomination must be signed by the candidate, and by the two persons nominating the candidate.

20.1.4 A person cannot nominate more than one person in any category of election. If this occurs, the returning officer is to treat the first signed nomination form received as the valid nomination for that election.

20.1.5 In the case of nominations for election as an enrolled student member, both of the nominators must be enrolled students at the University of Sydney in the same faculty, college or board of studies as the nominee.

## **20.2 Nominating in more than one category**

An eligible person may be nominated in more than one category of membership of the Academic Board.

## **20.3 Non-withdrawal**

A nomination cannot be withdrawn once nominations have closed.

## **20.4 Statement of information**

At the time of nomination, a candidate may provide a statement of no more than 100 words containing any of the following information:

20.4.1 the candidate's name;

20.4.2 his or her current occupation or position;

20.4.3 if an enrolled student, his or her current course of enrolment and year; and

20.4.4 any other information the candidate thinks relevant (for example, brief policy statements).

## **20.5 Editing and distributing statement of information**

The returning officer may edit any information provided by a candidate under Rule 20.4. Edited statements will be printed as a summary of information and distributed with voting papers.

## **20.6 Death or ineligibility of candidate**

If, before the declaration of a poll for an election, a candidate dies or is no longer eligible for election, the election must proceed as if:

20.6.1 the candidate had not been nominated for election;

20.6.2 the candidate's name had not been included on the voting papers printed for the election; and

20.6.3 any vote for that person had not been cast.

## **21. Receiving nominations**

### **21.1 Deadline for receipt**

Nominations must be received by the returning officer no later than 4pm on the date for close of nominations specified in the relevant notice of election.

### **21.2 Rejection of nomination**

The returning officer must reject a nomination paper if satisfied that the nomination does not comply with the requirements of Rule 20.1. If a nomination is rejected, then the returning officer must, within seven days of receiving that nomination, send or deliver a notice to each person who has signed or endorsed that nomination paper, notifying the person that the nomination has been rejected.

## **22. Dealing with nominations**

### **22.1 Nominations less than or equal to positions vacant**

If the number of nominations received is less than or equal to the number of candidates to be elected, then the returning officer must declare those candidates elected.

### **22.2 Number of nominations greater than positions vacant**

If the number of nominations received is greater than the number of candidates to be elected, then the returning officer must conduct an election in accordance with these Rules.

## **23. Secret ballots**

### **23.1 Election by secret ballot**

All elections must be conducted by secret ballot.

### **23.2 Confidentiality**

A person involved in an election (including any scrutineer) must not disclose or assist another person to disclose any information as to how a person voted at that election.

## **24. Postal votes**

### **24.1 Postal vote required**

All elections must be conducted by postal vote.

### **24.2 Dispatch of electoral material**

The returning officer must, at least 14 days before the ballot is due to be held, send to each voter on the relevant Roll, at the voter's address listed on that Roll:

24.2.1 a voting paper;

24.2.2 a notice describing:

24.2.2.1 how the voting paper must be completed; and

24.2.2.2 the date and time by which the voting paper must be returned to the returning officer;

24.2.2.3 a declaration requiring the voter to state his or her name and that he or she is eligible to vote; and

24.2.2.4 two envelopes, one marked 'Voting Paper' and the other a returning envelope addressed to the returning officer.

### **24.3 Voting**

Each voter must, after completing a postal vote:

24.3.1 enclose and seal the voting paper in the envelope marked 'Voting Paper';

24.3.2 complete and sign the declaration of eligibility required under Rule 24.2.3;

24.3.3 enclose and seal the envelope and declaration, referred to in Rule 24.3.1 and 24.3.2 above, in the returning envelope addressed to the returning officer; and

24.3.4 send by post or deliver the envelope to the returning officer so that the returning officer receives it no later than the closing date for voting specified in Rule 24.2.2.2.

### **24.4 Security of voting papers**

The returning officer must take all reasonable steps to ensure that all voting papers received under Rule 24.3 are stored securely until the close of the poll concerned.

## **25. Marking and returning voting papers**

### **25.1 Preferences must be allocated**

Voters must vote by marking the numbers 1, 2, 3 and so on, next to every candidate, in order of preference.

## **26. Errors**

### **26.1 Election not invalidated because of certain errors**

An election is not invalidated if:

26.1.1 any one or more of the events described in Rule 16.4 occurs;

26.1.2 an eligible voter did not receive a voting paper, or did not see displayed or receive a notice of election; or

26.1.3 an eligible voter's voting paper has not been accepted at the election.

### **26.2 Returning officer may declare election invalid**

Notwithstanding Rule 26.1, and without limiting any of the returning officer's other powers, the returning officer may, at any time, declare an election invalid because, in his or her opinion, one or more of the events described in that Rule has materially affected, or is likely to materially affect, the outcome of that election.

## **27. Scrutineers**

### **27.1 Each candidate may nominate a scrutineer**

Each candidate for election may nominate one person to be present as that candidate's scrutineer at any counting of votes for that election. Any nomination under this Rule must be in writing, signed by the candidate, and given to the returning officer before counting of votes commences.

### **27.2 Candidate may not be a scrutineer**

A candidate for election is not eligible to be a scrutineer.

### **27.3 Inspection of voting papers**

A scrutineer is entitled to inspect any voting paper provided that, in the opinion of the returning officer, that scrutiny does not delay the counting of votes unreasonably.

## **28. Informal voting papers**

### **28.1 Informality**

A voting paper is informal if it:

28.1.1 contains any mark or writing that, in the opinion of the returning officer, enables any person to identify the voter;

28.1.2 is not validated by the returning officer; or

28.1.3 in the opinion of the returning officer, contains no vote, or does not allocate a preference to each candidate.

## **28.2 Not informal for any other reason**

A voting paper:

28.2.1 cannot be declared informal for any reason other than a reason specified in Rule 28.1; and

28.2.2 must be given effect to according to the voter's intention so far as that intention is clear.

## **29. Tally sheet to be kept**

### **29.1 Contents of tally sheet**

The returning officer must keep a tally sheet for each ballot containing the following information:

29.1.1 total number of voting papers;

29.1.2 a list of candidates;

29.1.3 primary votes allocated to each candidate;

29.1.4 secondary votes allocated to each candidate;

29.1.5 progressive total vote for each candidate;

29.1.6 informal votes, calculated by multiplying informal voting papers by the number of candidates to be elected; and

29.1.7 exhausted votes.

### **29.2 Number of voting papers must tally**

At each stage of counting the total votes divided by the number of candidates to be elected must correspond with the total number of voting papers.

## **30. Procedures for election of one candidate only**

The returning officer must follow the procedures in Rule 31 where one candidate only is to be elected.

## **31. Counting votes for one candidate only**

### **31.1 Informal voting papers**

Exclude all informal voting papers.

### **31.2 Count primary votes**

Count the primary votes for each candidate on formal voting papers.

### **31.3 Total primary votes**

Enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet.

### **31.4 Majority of votes**

If a candidate receives an absolute majority of primary votes, then declare that candidate elected.

### **31.5 Distribute secondary votes**

Where no candidate receives an absolute majority of primary votes, distribute secondary votes according to Rules 31.6 to 31.11 until one candidate receives an absolute majority.

### **31.6 Exclusion of candidates**

Exclude the candidate with the fewest primary votes.

### **31.7 Allocation of secondary votes**

For each voting paper where the excluded candidate received a primary vote, allocate the next active secondary vote.

### **31.8 Indicate excluded candidate**

Indicate the excluded candidate and that the next secondary vote has been allocated.

### **31.9 Exhausted voting papers**

If there is no active secondary vote on any voting paper examined then that voting paper is exhausted.

### **31.10 Exclusion of candidates**

Add together the primary votes and secondary votes for each remaining candidate and exclude the candidate with the lowest number of total votes.

### **31.11 Distribution of secondary votes**

If, after the exclusion of a candidate, the next active secondary vote is to an excluded candidate then that secondary vote shall be disregarded and the next secondary vote, if any, distributed.

### **31.12 Repeat process**

Repeat the process as set down in Rules 31.6 to 31.11 until one candidate receives an absolute majority of votes.

### **31.13 Equal lowest vote**

If on any count two candidates have an equal number of votes and that number is the lowest on that count then:

- 31.13.1 the candidate with the lowest number of primary votes shall be eliminated; or
- 31.13.2 where the number of primary votes is equal, then the returning officer shall draw lots with the candidate first drawn remaining in the ballot.

### **32. Election procedures for more than one candidate**

The returning officer must follow the procedures in Rule 33 where more than one candidate is to be elected.

### **33. Counting votes**

#### **33.1 Informal voting papers**

Exclude all informal voting papers.

#### **33.2 Count primary votes**

Count the primary votes for each candidate on the formal voting papers.

#### **33.3 Total primary votes**

Enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet.

#### **33.4 Exclusion of candidates**

Exclude the candidate with the fewest primary votes.

#### **33.5 Allocation of secondary votes**

For each voting paper where the excluded candidate received a primary vote, allocate the next active secondary vote.

#### **33.6 Indicate excluded candidate**

Indicate the excluded candidate and that the next secondary vote has been allocated.

#### **33.7 Exhausted voting papers**

If there is no active secondary vote on any voting paper then that voting paper is exhausted.

#### **33.8 Exclusion of candidates**

Add together the primary votes and secondary votes for each remaining candidate and exclude the candidate with the lowest of total votes.

#### **33.9 Allocation of secondary votes**

If, after the exclusion of a candidate, the next active secondary vote indicates an excluded candidate, then that secondary vote must be disregarded and the next secondary vote, if any, allocated.

#### **33.10 Repeat process**

Repeat the process as set down in Rules 33.5 to 33.9 until only the number of candidates required to fill the vacancies remain.

#### **33.11 Equal lowest vote**

If on any count, two candidates have an equal number of votes and that number is the lowest on that count then:

- 33.11.1 the candidate with the lowest number of primary votes shall be eliminated; or
- 33.11.2 where the number of primary votes is equal, then the returning officer must draw lots with the candidate first drawn remaining in the ballot.

### **34. Election in more than one category**

#### **34.1 Order of election**

Where a non-professional member of academic staff is nominated in more than one category under Rule 5.1, and receives a sufficient number of votes to be declared elected under Rule 5.1.4, that person must be declared elected in that category.

#### **34.2 Removal from subsequent categories**

If a person is declared elected pursuant to Rule 34.1, then that person is no longer eligible for election to another category of membership, and must be removed from any list of candidates for that category of membership.

### **35. Filling casual vacancies or dealing with insufficient nominations**

#### **35.1 Elected academic staff members**

35.1.1 If a casual vacancy occurs in the office of any elected academic staff member of the Academic Board [other than in the office of the Chair], then that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.

- 35.1.2 If:  
 35.1.2.1 a casual vacancy cannot be filled according to Rule 35.1.1; or  
 35.1.2.2 there are insufficient nominations for any category of academic staff members,  
 then the Academic Board may fill that vacancy or position by appointing a person from the relevant Faculty who is eligible to be elected to that category of members, after first consulting with the relevant Dean.
- 35.1.3 If a casual vacancy or position cannot be filled according to Rule 35.1.2, then the position shall remain vacant until it can be filled for the remainder of the term according to Rule 35.1.1 or 35.1.2 [as the case may be].  
*Explanatory note: This Sub-rule is designed to enable more than one attempt to fill a casual vacancy or position while the relevant term of office remains current.*

### 35.2 Elected student members

- 35.2.1 If a casual vacancy occurs in the office of any elected enrolled student member, then that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.
- 35.2.2 If:  
 35.2.2.1 a casual vacancy cannot be filled according to Rule 35.2.1; or  
 35.2.2.2 there are no nominations  
 then that vacancy or position must be filled by an enrolled student, who is not already a member of the Academic Board, on the nomination of the relevant dean or chair of the board of studies, who must first consult with the Presidents of the Students' Representative Council and the Sydney University Postgraduate Representative Association. For the purposes of that consultation the relevant Dean, the President of the Students' Representative Council and the President of the Student University Postgraduate Representative Association shall have regard to the consideration that it is desirable that undergraduate enrolled students, postgraduate coursework enrolled students and postgraduate research enrolled students all be represented on the Academic Board;
- 35.2.3 If a casual vacancy or position cannot be filled according to Rule 35.2.2, then the position shall remain vacant until it can be filled for the remainder of the term according to Rule 35.2.1 or 35.2.2 [as the case may be].  
*Explanatory note: This Sub-rule is designed to enable more than one attempt to fill a casual vacancy or position while the relevant term of office remains current.*

### 35.3 Chair

- If a casual vacancy occurs in the office of the Chair:
- 35.3.1 on or after the last six months of the end of the Chair's term, then that vacancy must be filled by the Deputy Chair; or
- 35.3.2 before the last six months of the end of the Chair's term, then an election must be held to fill that vacancy according to Part 5.

### Notes

---

#### ***University of Sydney (Academic Governance) Rule 2003***

---

Date made: 6 May 2002  
 Date registered:  
 Date commenced: 23 May 2003

Administered by: University Secretariat

Publication date:

Review date:

Related documents: *University of Sydney (Authority Within Academic Units) Rule 2003 (as amended)*

---

## Amendment history

Provision	amendment	commencing
	6 February 2012	10 February 2012
4.3.1; 5.1.3; 7.2.2; 8.1.2; 10.7 (new); 19.2.1	1 June 2015	1 June 2015

# University of Sydney (Alumni Council) Rule 2014

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.

Adopted on: 1 December 2014

Effective from: 8 December 2014

## CONTENTS

---

1	Name of Rule .....	1
2	Commencement.....	1
3	Statement of intent.....	1
4	Interpretation.....	2
5	Constitution of Alumni Council.....	2
6	Purpose of Alumni Council .....	2
7	Powers of Alumni Council.....	3
8	Alumni Council standing orders .....	3
9	Alumni Council sub-committees and taskforces.....	3
10	Appointment of Alumni Council.....	3
11	Duties of Alumni Council members.....	3
12	Eligibility for office .....	4
13	Term of office .....	4
14	Vacation of office .....	4
15	Removal from office for breach of duty.....	5
16	Savings and transitional provisions .....	5
17	Rescissions and replacements .....	5

### 1 Name of Rule

This is the University of Sydney (Alumni Council) Rule 2014.

### 2 Commencement

This Rule commences on 8 December 2014.

### 3 Statement of intent

- (1) This Rule is made by the Senate under section 37(1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*
- (2) The principal objective of this Rule is to prescribe:



- (a) the constitution, purpose and powers of the Alumni Council;
  - (b) a process for the appointment of Alumni Council members; and
  - (c) the duties of Alumni Council members.
- (3) This Rule governs:
- (a) members of Convocation;
  - (b) the Alumni Council; and
  - (c) Alumni Council members.

## 4 Interpretation

- (1) In this Rule:

**Alumni Council** means the Standing Committee of Convocation.

**By-law** means a by-law made by the Senate in accordance with section 36 of the [University of Sydney Act 1989](#).

**Convocation** has the meaning given to it by section 14 of the [University of Sydney Act 1989](#).

**Standing Committee of Convocation** means the Standing Committee of Convocation established by section 52 of the [University of Sydney By-law 1999](#).

- (2) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (3) A note, marginal note, footnote or endnote is not a provision of this Rule.

## 5 Constitution of Alumni Council

- (1) The Alumni Council will comprise 12 members, selected and appointed by the Senate on the recommendation of its Nominations and Appointments Committee in accordance with section 10.
- (2) The Senate will appoint a President and Deputy President from among the Alumni Council members.
- (3) At least 25 per cent of the Alumni Council members will be women.
- (4) At least 25 per cent of the Alumni Council members will be men.
- (5) Alumni Council members will be drawn from a cross-section of different faculties.

## 6 Purpose of Alumni Council

The purposes of the Alumni Council are to:

- (a) support the University and its faculties in their endeavours to grow alumni engagement across the University community; and
- (b) provide opportunities for alumni to develop a lifelong connection with the University, commencing when a student enters the University.

## **7 Powers of Alumni Council**

- (1) The Alumni Council may submit for the consideration of the Senate such suggestions as it thinks fit in respect of the affairs and concerns of the University.
- (2) The Senate may take into account any suggestions made by the Alumni Council in accordance with paragraph (1), and report to the Alumni Council on any related determinations.
- (3) The Alumni Council will report to Senate on any matters referred to it by the Senate for report.
- (4) If the Senate requests the Alumni Council to report to the Senate its opinion on any proposal by the Senate to make, amend or repeal any By-laws, the Alumni Council will do so within 28 days of the request.
- (5) The Alumni Council may at any time report to Convocation.

## **8 Alumni Council standing orders**

The Alumni Council will make standing orders for the conduct of business and its meetings, including for:

- (a) the number of ordinary meetings to be held in each year; and
- (b) the notice and conduct of meetings, including quorum.

## **9 Alumni Council sub-committees and taskforces**

The Alumni Council may establish sub-committees and taskforces to facilitate the conduct of its business.

## **10 Appointment of Alumni Council**

- (1) The Secretary to Senate will publish on the University's website a notice calling for and giving the closing date for nominations for appointment to the Alumni Council.
- (2) The closing date for nominations will be no less than six weeks from the date of the notice.
- (3) An eligible person may nominate him or herself, or another eligible person, for appointment to the Alumni Council by completing an online form.
- (4) Subject to section 5, when appointing members to the Alumni Council, the Senate will have regard to:
  - (a) nominees' skills and experience; and
  - (b) the desirability of a cross-section of skills and experience among Alumni Council members.

## **11 Duties of Alumni Council members**

- (1) Alumni Council members must carry out their functions:
  - (a) in good faith in the best interests of the University as a whole; and

- (b) for a proper purpose.
- (2) Alumni Council members must act honestly and exercise a reasonable degree of care and diligence in carrying out their functions.
- (3) Alumni Council members must not make improper use of their position, or of information acquired because of their position, to:
  - (a) gain, directly or indirectly, an advantage for another member or other person; or
  - (b) cause detriment to the University.

## 12 Eligibility for office

A person is eligible for appointment as a member of the Alumni Council if:

- (a) the person's name appears on the register of members of Convocation kept by the Registrar in accordance with section 12.2 of the [University of Sydney \(Amendment Act\) Rule 1999](#); and
- (b) by the end of the term of appointment, he or she will not have served more than six consecutive years on the Alumni Council.

## 13 Term of office

- (1) Subject to this clause, the Senate will appoint Alumni Council members for a two year term.
- (2) In the first round of appointments made by the Senate under this Rule, the Senate will appoint:
  - (a) six Alumni Council members for a two year term; and
  - (b) six Alumni Council members for a one year term.
- (3) The Senate will appoint six members in every year after the first round of appointments.

## 14 Vacation of office

- (1) The office of an Alumni Council member becomes vacant if the member:
  - (a) dies;
  - (b) declines to act;
  - (c) gives his or her written resignation to the Secretary to Senate;
  - (d) becomes bankrupt;
  - (e) becomes a mentally incapacitated person;
  - (f) is convicted of an offence that is punishable by imprisonment for 12 months or more;
  - (g) is removed from office by the Senate pursuant to section 15; or
  - (h) is absent from three consecutive meetings of the Alumni Council without being excused by the Alumni Council for his or her absence.

- (2) If an Alumni Council member vacates office before the end of his or her term, the Senate will appoint a member from among the nominees for the previous round of appointments.
- (3) The term of an Alumni Council member appointed in accordance with paragraph (2) will end on a date determined by the Senate, but will be no longer than two years.

## 15 Removal from office for breach of duty

- (1) The Senate may remove an Alumni Council member from office for breach of a duty set out in section 11.
- (2) The removal from office may be effected only:
  - (a) at a meeting of the Senate of which notice (including notice of the motion that the member concerned be removed from office for breach of duty) was duly given; and
  - (b) the motion for removal is supported by at least a two-thirds majority of the total number of Senate Fellows.
- (3) The motion for removal will not be put to the vote of the meeting unless the member concerned has been given a reasonable opportunity to reply to the motion in writing.
- (4) An Alumni Council member may not be removed from office for breach of duty except in accordance with this section.

## 16 Savings and transitional provisions

- (1) Except to the extent that they are inconsistent with this Rule, any standing orders made by Convocation or the Alumni Council before the commencement of this Rule will remain in full force and effect until revoked or amended in accordance with this Rule.
- (2) The term of an Alumni Council member who was elected or appointed before the commencement of this Rule will terminate on 14 April 2015.

## 17 Rescissions and replacements

This Rule replaces clauses 11.1, 11.2, 13.10.1, 13.11, 13.12, 14.2, 14.3, 14.4 and 14.5 of the [University of Sydney \(Amendment Act\) Rule 1999](#), which are rescinded as from the date of commencement of this Rule.

## NOTES

---

University of Sydney (Alumni Council) Rule 2014

Date adopted: 1 December 2014

Date commenced: 8 December 2014

Related documents: *University of Sydney Act 1989*

*University of Sydney By-law 1999*

*University of Sydney (Amendment Act) Rule 1999*

*University of Sydney Code of Conduct – Staff and Affiliates*

## **AMENDMENT HISTORY**

---

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
------------------	------------------	-------------------

# University of Sydney (Amendment Act) Rule 1999 (as amended)

<b>Approved on:</b>	6 October 1998
<b>Amended on:</b>	12 June 2012
	1 December 2014
	4 August 2014
	17 August 2016
<b>Amendment effective from:</b>	1 January 2013
	18 December 2014
	11 March 2015
	17 August 2016

## Part 1 – Preliminary

### 1. Commencement and purpose of Rule

- 1.1 This Rule is made by the Senate pursuant to section 37(1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.
- 1.2 This Rule comes into force on 6 August 1999.
- 1.3 The purpose of this Rule is to regulate certain matters for which rules may be made by the Senate.

### 2. Definitions

In this Rule, a reference to a Chapter means a reference to a Chapter of the *University of Sydney By-law 1999*.

## Part 2 – Standard format of Rules

### 3. Requirements

All Rules must specify:

- 3.1 by whom they are made;
- 3.2 that they are made pursuant to section 37(1) of the Act for the purposes of the *University of Sydney By-law 1999*;
- 3.3 when they commence;
- 3.4 their purpose; and
- 3.5 if they are intended to replace Rules or resolutions already in existence,
  - 3.5.1 the Rules or resolutions that they will replace; and
  - 3.5.2 that those Rules or resolutions already in existence are taken to be repealed by the Rules replacing them.

## Part 3 – Procedures of Senate

### 4. Secretary

- 4.1 The Secretary to Senate is to act as secretary at all meetings of the Senate.
- 4.2 The Secretary to Senate is responsible for:
  - 4.2.1 issuing notices for all meetings of the Senate; and
  - 4.2.2 keeping minutes of the proceedings of Senate.

### 5. Time and frequency of ordinary meetings of Senate

- 5.1 Meetings of the Senate are normally to be held six to eight times per year at approximately six weekly intervals, with an option to increase the numbers of meetings ad hoc where urgency or workload requires.
- 5.2 Meetings of the Senate may be held at times other than those specified in Rule 5.1 if the Senate so resolves.
- 5.3 Meetings of Senate may be adjourned to a convenient later time to conclude any unfinished business.
- 5.4 Additional meetings of the Senate may be held on an ad hoc basis where required as a matter of urgency or workload.

## **6. Special meetings of the Senate**

- 6.1 At any time between meetings convened under Rule 5.1, either:
  - 6.1.1 the Chancellor; or
  - 6.1.2 in the absence of the Chancellor, the Deputy Chancellor; or
  - 6.1.3 in the absence of the Chancellor and the Deputy Chancellor, the Vice-Chancellor,may, if there is an emergency, call a special meeting of the Senate to consider any business he or she may wish to submit, by notifying the Secretary to Senate in writing to that effect.
- 6.2 If the Secretary to Senate receives a request under Rule 6.1, he or she must convene a meeting of the Senate to be held as soon as conveniently possible.
- 6.3 At any time upon written request given by any 3 Fellows:
  - 6.3.1 the Chancellor; or
  - 6.3.2 in the absence of the Chancellor, the Deputy Chancellor; or
  - 6.3.3 in the absence of the Chancellor and the Deputy Chancellor, the Vice-Chancellor; or
  - 6.3.4 in the absence of the Chancellor, the Deputy Chancellor and the Vice-Chancellor, the Secretary to Senatemust convene a special meeting of the Senate, to be held as soon as conveniently possible, and no earlier than seven days after that written request is received.

## **7. Notice of meetings and motions**

- 7.1 Subject to Rule 7.2, the Secretary to Senate must give at least three days' notice of any meeting of Senate (including any date for re-convening an adjourned meeting).
- 7.2 There is no minimum prescribed time for giving notice of a special meeting of Senate under Rule 6.1.
- 7.3 Except for a motion moved by the Vice-Chancellor which, in the opinion of the Vice-Chancellor and the Chancellor is a matter of urgency, no motion initiating a subject for discussion at a meeting of the Senate may be made unless that motion is included in the notice of meeting given by the Secretary to Senate under Rule 7.1, or in a notice of the previous meeting.

## **8. Quorum**

If there is no quorum of Senate, as prescribed by clause 8 of Schedule 1 of the Act, within 30 minutes of the hour appointed for that meeting, those Fellows present may appoint a future time convenient to re-convene that adjourned meeting.

## **9. Minutes**

- 9.1 All proceedings of Senate are to be recorded in minutes, and must be confirmed as a true and correct record at the ordinary meeting immediately following that to which the minutes relate.
- 9.2 The person presiding at the meeting at which minutes are confirmed as a true and correct record must sign the minutes to that effect.

## **Part 4 – Convocation**

### **10. Exemption from membership of Convocation**

A person may be exempted from membership of Convocation upon satisfying the Senate that he or she objects on the grounds of conscience to such membership.

### **11. Standing Committee of Convocation**

- 11.1 Rescinded.
- 11.2 Rescinded.
- 11.3 The Standing Committee of Convocation may be referred to as the University of Sydney Alumni Council.

### **12. Register of graduates and members of Convocation**

- 12.1 A register of graduates of the University shall be kept by the Registrar in such manner as the Senate shall from time to time direct.
- 12.2 A register of members of Convocation shall be kept by the Registrar in such manner as the Senate shall from time to time direct and such register shall be conclusive evidence that any person whose name shall appear thereon at the time of his or her claiming a vote at a meeting of Convocation or for an election of Fellows of the Senate is so entitled to vote.

### **13. Meeting procedures of Convocation**

- 13.1 The Chancellor, or in his or her absence the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, shall in pursuance of a resolution of the Senate, or upon the receipt of a requisition signed by at least 20 members of Convocation, summon a meeting of Convocation to be held at such time and place as he or she shall direct. Such meeting shall be held accordingly within 28 days from the receipt of the requisition. And notice of such meeting shall be given by public advertisement not less than 14 days before the day appointed for the meeting: provided that every such requisition shall specify the subjects which it is proposed to bring before Convocation. If, in the opinion of the summoning officer, the subjects so specified, or any of them, are such as ought not to be discussed in Convocation, he or she shall refer the matter to the Senate, which shall decide whether the meeting shall be held or not: provided that no such meeting shall be held in the month of January.
- 13.2 At all meetings so summoned, the Chancellor, or in his or her absence, the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, shall preside. In the absence of the Chancellor, the Deputy Chancellor or the Vice-Chancellor, the members of the Convocation present shall elect one of their number to preside at that meeting.
- 13.3 Apart from the meetings of Convocation provided for in this Rule, Convocation shall meet when summoned:
  - 13.3.1 by the Standing Committee; or
  - 13.3.2 as provided for by standing orders of Convocation.
- 13.4 Convocation shall hold at least 1 meeting in each year.
- 13.5 The presence at any meeting of one hundred members of Convocation shall be necessary to form a quorum. And if within 30 minutes from the time of meeting there shall be no quorum present the meeting shall lapse.
- 13.6 At all meetings of Convocation the Secretary to Senate or the Secretary to Senate's nominee shall act as secretary and keep the minutes of all proceedings.
- 13.7 Every meeting may be adjourned by the person presiding at the meeting to such day and hour as may be fixed by resolution.



- 13.8 All questions submitted to the Convocation shall be decided by a majority of members present. The person presiding at the meeting shall have a deliberative as well as a casting vote.
- 13.9 All resolutions of Convocation shall be signed by the person presiding at the meeting and shall be laid by the Secretary to Senate before the Senate at its next meeting.
- 13.10 Convocation shall make standing orders providing for:
- 13.10.1 Rescinded.
  - 13.10.2 the number of ordinary meetings to be held in each year;
  - 13.10.3 the time and place of and manner of convening meetings summoned by the Standing Committee;
  - 13.10.4 for the regulation of meetings so summoned;
  - 13.10.5 and for any other matters with respect to which it is empowered by the Senate to make standing orders so far as such standing orders are not inconsistent with the Act or any Rule.
- 13.11 Rescinded.
- 13.12 Rescinded.

#### **14. Powers of Convocation and of Standing Committee**

- 14.1 Convocation shall submit for the consideration of the Senate such suggestions as it thinks fit with respect to the affairs and concerns of the University, and the Senate may take all such suggestions into consideration and report to Convocation its determinations thereon.
- 14.2 Rescinded.
- 14.3 Rescinded.
- 14.4 Rescinded.
- 14.5 Rescinded.

### **Part 5 – Appointment to Student Proctorial Panel**

Part 5 has been repealed and replaced by a new Rule, the *University of Sydney (Student Proctorial Panel) Rule 2003*.

### **Part 6 – Seal and Arms of the University**

#### **17. Affixing the Seal**

- 17.1 The Seal of the University may not be affixed to any document except as authorised by a resolution of the Senate including, without limitation, pursuant to a delegation of authority given under section 17 of the Act.
- 17.2 Every document to which the Seal is affixed must be signed by:
- 17.2.1 the Chancellor; or
  - 17.2.2 the Deputy Chancellor; or
  - 17.2.3 the Vice-Chancellor;
- and counter-signed by the Secretary to Senate.

#### **18. Arms of the University**

- 18.1 Consent to use or reproduce the Arms of the University may only be conferred by resolution of the Senate (including, without limitation, pursuant to a delegation of authority conferred under section 17 of the Act). No person, body or organisation may use the Arms except in accordance with this Rule.
- 18.2 Notwithstanding Rule 18.1, any person, body or organisation (including any club, society, foundation or other body established within the University) which, before this Rule commenced, had authority to use or reproduce the Arms of the University, may

continue to do so, subject to this Rule and any terms imposed as a condition of such use or reproduction.

#### **19. Arms design**

- 19.1 The Arms of the University may only be used, reproduced or represented in a design or format approved by the Senate from time to time.
- 19.2 No other design or format representing the Arms of the University may be used, except with the approval of the Senate.
- 19.3 Any design or format representing the Arms which:
  - 19.3.1 exists when this Rule commences; and
  - 19.3.2 has previously been approved by the Senate,may continue to be used, subject to this Rule and to any terms imposed as a condition of such use.
- 19.4 Any person or body to whom the Senate, before the commencement of this Rule, has given approval to use, reproduce or otherwise deal with the Arms may continue to do so after this Rule commences, subject to any terms imposed as a condition of such use, reproduction or dealing.

### **Part 7 – Senior Officers of the University**

#### **20. Deputy Vice-Chancellors**

- 20.1 The Senate may appoint one or more Deputy Vice-Chancellors.
- 20.2 A Deputy Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.
- 20.3 A Deputy Vice-Chancellor is, while holding office as Deputy Vice-Chancellor, a member of the Academic Board and its committees, and of every Faculty, College Board and Board of Studies.

#### **21. Pro-Vice-Chancellors**

- 21.1 The Senate may appoint one or more Pro-Vice-Chancellors.
- 21.2 A Pro-Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.

#### **22. University Librarian**

- 22.1 The University Librarian shall, under the Vice-Chancellor, be responsible for the operation and management of the University Library and shall assist the Vice-Chancellor on such other matters as the Vice-Chancellor may require.
- 22.2 The University Librarian is, while holding office as University Librarian, a member of every Faculty, College Board and Board of Studies.
- 22.3 The University Librarian may nominate another member of staff of the Library to act as a member of a Faculty, College Board or Board of Studies in the University Librarian's place.

### **Part 8 – Intellectual Property**

Part 8 has been repealed and replaced by a new Policy, the *Intellectual Property Policy 2016*.

## **Part 9 – Admission to courses**

Part 9, Divisions 1 through 9 have been repealed and replaced by a new Rule, the *University of Sydney (Coursework) Rule 2014* and the *Coursework Policy 2014*.

## **Division 10: Admission to candidature for postgraduate courses**

### **Division 11: Conditions of postgraduate study**

Part 9, Divisions 10 and 11 have been repealed and replaced by a new Rule, the *University of Sydney (Higher Degree by Research) Rule 2011*.

# University of Sydney (Authority Within Academic Units) Rule 2003

**Approved by:** Senate on 5 May 2003  
**Date of effect:** 16 May 2003

The Senate of the University of Sydney has approved the following Rule pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-Law 1999.

This Rule takes effect from 16 May 2003.

## **1. Chapter 8 – University of Sydney By-Law 1999**

- 1.1 For the purposes of clauses 57(2)(b) and 59(2)(b) of Chapter 8 of the University of Sydney By-Law 1999, a reference to a “Head of School” or “Head of Department” includes a reference to:
  - 1.1.1 the Dean of the relevant Faculty (or the equivalent of that position, for example the Principal of the Sydney Conservatorium of Music); or
  - 1.1.2 any person (such as a Pro-Dean or Associate Dean) to whom the Dean apportions authority for that purpose.
- 1.2 Sub-Rule 1.1 takes effect on and from the date on which this Rule comes into force.

## **2. Other University instruments**

- 2.1 In any:
  - 2.1.1 Rule or Resolution made by the Senate;
  - 2.1.2 Resolution of the Academic Board or of any Faculty;
  - 2.1.3 Policy or Procedure of the University,  
in force as at the date on which this Rule is made, any reference to a “Head of School” or “Head of Department” contained in that instrument shall be taken to be a reference to:
    - 2.1.4 a Dean (or the equivalent of that position, for example the Principal of the Sydney Conservatorium of Music); or
    - 2.1.5 any other person (such as a Pro-Dean or Associate Dean) to whom (as the case may be) the Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellor or Dean apportions authority.
- 2.2 Sub-clause 2.1 is taken to amend the instruments specified in it on and from the date this Rule comes into force.

# University of Sydney (Campus Access) Rule 2009

**Approved by:** Senate on 4 May 2009  
**Date of effect:** 5 May 2009

## 1. Citation and Commencement

### 1.1 Citation

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

### 1.2 Commencement

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

## 2. Purpose

The purpose of this Rule is to confer upon the University certain powers in relation to persons coming onto a campus or other property occupied by the University.

## 3. Dictionary

**"Magistrate"** means a Magistrate appointed under the *Local Courts Act 1982*.

**"Termination of Licence Notice"** includes a written notice completed and forwarded or delivered by a University representative to an individual which revokes that individual's express or implied right to remain on any University lands.

**"University lands"** includes any land or roads occupied or used in connection with the University including the whole or part of any building or structure and any land or roads occupied or used in connection with the whole or part of any building or structure.

**"University representative"** includes the following.

- A Security Services Officer engaged by the University to undertake security and guard services throughout University property.
- A University employee duly appointed to oversee the day to day management and administration of the University's security and guard services.
- A person engaged by the University or the University of Sydney Union to provide security and guard services to single events and functions.

## 4. Unlawful Entry on University Lands

Any person who, without lawful excuse (proof of which lies on the person), enters into University lands without the consent of the University, or who remains on those lands after being requested by a University representative to leave those lands will have their licence to access those lands terminated by way of a Termination of License Notice.

## 5. Offensive Conduct While on University Lands

Any person, who remains upon the University lands after being requested by a University representative to leave those lands and while remaining upon those lands conducts himself or herself in such a manner as would be regarded by reasonable persons as being, in all the circumstances, offensive will have their licence to access those lands terminated by way of a Termination of License Notice.

## 6. Offender May be Apprehended

Any person found committing any offence upon the University lands, and who

refuses, when required to do so, to give his or her name and place of abode, may be apprehended by a University representative upon or in relation to which the offence was committed, and delivered to the custody of the nearest constable to be taken before a Magistrate or an authorised officer within the meaning of the *Criminal Procedure Act 1986* to be dealt with according to law.

# University of Sydney (Coursework) Rule 2014

The Senate, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the *University of Sydney Act 1989 (as amended)* for the purposes of the *University of Sydney By-law 1999*.

Adopted on:	1 December 2014
Effective from:	18 December 2014
Amended on:	23 February 2016 (administrative amendments only)
Amendment effective from:	23 February 2016

## CONTENTS

---

<b>Part 1</b>	<b>Preliminary</b> .....	<b>1</b>
1.1	Name of Rule .....	1
1.2	Commencement.....	2
1.3	Statement of intent.....	2
1.4	Authorities and responsibilities .....	2
1.5	University may change courses and units of study .....	3
1.6	Interpretation.....	3
<b>Part 2</b>	<b>Admission</b> .....	<b>4</b>
2.1	Overall requirements.....	4
2.2	No right to admission .....	4
2.3	Course resolutions .....	5
2.4	Admission on the basis of merit.....	5
2.5	Admission by Dean .....	5
<b>Part 3</b>	<b>Assessment</b> .....	<b>5</b>
3.1	Grades .....	5
3.2	Examination and assessment.....	5
<b>Part 4</b>	<b>Progression</b> .....	<b>5</b>
4.1	Progression requirements.....	5
4.2	Time limits.....	6
<b>Part 5</b>	<b>Award course requirements</b> .....	<b>6</b>
5.1	Students must meet award course requirements .....	6
5.2	Variation of award course requirements in exceptional circumstances.....	7
<b>Part 6</b>	<b>Awards</b> .....	<b>7</b>
6.1	Award of Degrees, Diplomas and Certificates .....	7
<b>Part 7</b>	<b>Rescissions and replacements</b> .....	<b>7</b>
7.1	Rescissions and replacements .....	7

## PART 1 PRELIMINARY

---

### 1.1 Name of Rule

This is the University of Sydney (Coursework) Rule 2014.

## 1.2 Commencement

This Rule commences on 18 December 2014.

## 1.3 Statement of intent

- (1) This Rule governs all coursework award courses leading to the following qualifications:
  - (a) Diplomas;
  - (b) Advanced Diplomas;
  - (c) Bachelor Degrees;
  - (d) Bachelor Honours Degrees;
  - (e) Graduate Certificates;
  - (f) Graduate Diplomas; and
  - (g) Masters Degrees.
- (2) These are the only coursework qualifications awarded or conferred by the University.
- (3) Except to the extent that a contrary intention is expressed:
  - (a) this Rule binds:
    - (i) the University, staff, affiliates and students; and
    - (ii) non-award students, exchange students and study abroad students enrolled in a unit of study at the University; and
  - (b) it is a condition of each student's admission to candidature for an award course that the student complies with his or her obligations under this Rule.
- (4) This Rule should be read in conjunction with, but not subject to, any applicable policy and any Senate or faculty resolution applying to the award course.

**Note 1:** 'Masters Degrees' includes the following exceptions endorsed under the Issuance Policy of the Australian Qualifications Framework (AQF) relating to AQF level 9 qualifications that contain the word 'doctor' rather than 'master' in their title: Juris Doctor, Doctor of Dental Medicine, Doctor of Medicine and Doctor of Veterinary Medicine.

## 1.4 Authorities and responsibilities

- (1) The Academic Board may make policies, not inconsistent with the [University of Sydney Act 1989](#), the [University of Sydney By-law 1999 \(as amended\)](#), the [Delegations of Authority – Academic Functions](#) or this Rule, for or with respect to any matter relating to coursework award courses, other than budgetary matters.
- (2) Authorities and responsibilities set out in this Rule are also defined in the [Delegations of Authority – Academic Functions](#). In the event of any inconsistency, the [Delegations of Authority – Academic Functions](#) will prevail.



## 1.5 University may change courses and units of study

Despite any policy, faculty resolutions or course resolutions, the University:

- (a) is not obliged to offer a particular course, or a particular unit of study, in any academic year; and
- (b) is not liable to any person for not offering a particular course, or a particular unit of study, in a particular academic year.

## 1.6 Interpretation

(1) In this Rule:

<b>ATAR or Australian Tertiary Admissions Rank</b>	for an applicant, means: <ul style="list-style-type: none"> <li>• the applicant's rank in relation to the applicant's secondary cohort, as provided to the University by UAC; or</li> <li>• the applicant's results in a school leaving examination in another State, Territory or country, converted to an ATAR equivalent, as provided to the University by UAC.</li> </ul>
<b>award course</b>	means a course approved by the Senate, on the recommendation of the Academic Board, that leads to the conferral of a degree or the award of a diploma or certificate.
<b>course resolutions</b>	means the requirements for an award course set out in the faculty resolutions for the course, in accordance with clause 2.3.
<b>coursework award course</b>	means a course approved by the Senate, on the recommendation of Academic Board, that leads to a degree, diploma or certificate and is undertaken predominantly by coursework. 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, graduate certificates, graduate diplomas and those master's degrees that comprise less than 66% research are coursework award courses.
<b>Dean</b>	means the Dean of the relevant faculty.
<b>exchange student</b>	means a person who is: <ul style="list-style-type: none"> <li>• not an Australian citizen;</li> <li>• not admitted to an award course at the University;</li> <li>• admitted to a formally approved program of study at an overseas institution with which the University has an exchange agreement; and</li> <li>• enrolled in one or more units of study at the University.</li> </ul>
<b>faculty</b>	means a faculty or a board of studies as established by Senate in each case by its constitution and in this Rule refers to the faculty or faculties responsible for the award course concerned.
<b>faculty resolutions</b>	means resolutions passed by a faculty in accordance with its constitution.

<b>non-award student</b>	means a person who is not admitted to an award course and is not an exchange student or study abroad student, but is enrolled in a unit of study at the University.
<b>progression requirements</b>	means the requirements for academic progression set out in the relevant faculty resolutions, course resolutions and any applicable policy.
<b>study abroad student</b>	means a person who is: <ul style="list-style-type: none"><li>• not an Australian citizen;</li><li>• not admitted to an award course at the University;</li><li>• admitted to a formally approved program of study at an overseas institution with which the University does not have an exchange agreement; and</li><li>• enrolled in one or more units of study at the University.</li></ul>
<b>University</b>	means the University of Sydney, established under the <a href="#">University of Sydney Act 1989 (as amended)</a> .

- (2) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (3) A note, marginal note, footnote or endnote is not a provision of this Rule.

## **PART 2 ADMISSION**

---

### **2.1 Overall requirements**

The University will admit a person to an award course only if the person:

- (a) is eligible for admission to the award course;
- (b) meets the University's English language requirements;
- (c) applies for admission in accordance with this Rule, any applicable policy, faculty resolutions and the course resolutions;
- (d) accepts an offer made by the University for admission to the course; and
- (e) completes, to the satisfaction of the University, all requirements for enrolment in the award course.

### **2.2 No right to admission**

Nothing in this Rule, or any applicable policy, confers a right on a person to be admitted to candidature in an award course or imposes a duty on the University to admit, or to offer to admit, a person to candidature in an award course.

## **2.3 Course resolutions**

Subject to this Rule and any applicable policy, faculties, with the approval of the Academic Board, may adopt resolutions setting out admission, progression, course and other requirements for award courses offered in that faculty.

## **2.4 Admission on the basis of merit**

- (1) Subject to this Rule and any applicable policy, admission to award courses will be determined by the standard achieved by eligible applicants in the relevant entry qualification, including any special entry requirements, taking into account:
  - (a) the number of places available in a course or unit of study; and
  - (b) the number of applicants competing for places.
- (2) Offers are made on the basis of academic merit, and available places will be offered to the most meritorious applicants.

## **2.5 Admission by Dean**

Subject to this Rule and any applicable policy, the Dean of a faculty is responsible for the admission of eligible candidates to courses within that faculty.

# **PART 3 ASSESSMENT**

---

## **3.1 Grades**

A student who completes a unit of study will be awarded a mark and a grade, or a grade only, in accordance with any applicable policy.

## **3.2 Examination and assessment**

Examination and assessment will be conducted in accordance with any applicable policy or procedure.

# **PART 4 PROGRESSION**

---

## **4.1 Progression requirements**

A student enrolled in an award course must meet the progression requirements, and will be subject to the conditions specified in faculty resolutions, course resolutions and any applicable policy.

## 4.2 Time limits

- (1) A student must meet all the course requirements for an award course:
  - (a) within the period prescribed by this Part; or
  - (b) any shorter period prescribed in the course resolutions; and
  - (c) in any event, within 10 years of his or her first enrolment in the course.
- (2) Subject to this Part, a student must meet all the course requirements for an award course within the period set out in the following table:

Item	Course	Maximum period for meeting course requirements
1	Master's degree or degrees classified at the same level as the master's degree that are of more than 2 years duration	10 years
2	Master's degree of 2 years duration or less	6 years
3	Graduate Diploma	4 years
4	Graduate Certificate	3 years
5	Bachelor's degree (including combined degrees)	10 years
6	Juris Doctor, Doctor of Medicine and Doctor of Veterinary Medicine	10 years
7	Doctor of Dental Medicine	5 years
8	Advanced Diploma	6 years
9	Undergraduate Diploma	6 years

- (3) Subject to this Part and with the approval of the Academic Board, faculties may impose a shorter period for completing the course requirements.
- (4) Subject to paragraph 4.2(1)(c), periods of suspension will not be counted when calculating the maximum period within which a student must meet all the course requirements, unless the course resolutions say otherwise.

**Note 2:** In accordance with paragraph 4.2(1)(c), the maximum length of any candidature is 10 years.

## PART 5 AWARD COURSE REQUIREMENTS

### 5.1 Students must meet award course requirements

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

- (a) complete the award course requirements prescribed in any relevant faculty resolutions and the course resolutions; and

- (b) satisfy the requirements of this Rule and any applicable policy.

## **5.2 Variation of award course requirements in exceptional circumstances**

- (1) Subject to subclause (2), the relevant Dean may vary a course requirement for a particular student enrolled in an award course in that faculty where, in the opinion of the Dean, exceptional circumstances exist.
- (2) A Dean cannot vary the total number of credit points required for completion of an award course.

**Note 3:** A Dean cannot vary the time limits for completion of the requirements for an award course. See clause 4.2.

## **PART 6 AWARDS**

---

### **6.1 Award of Degrees, Diplomas and Certificates**

- (1) A Diploma or Advanced Diploma may be awarded at one of four grades:
  - (a) pass;
  - (b) pass with merit;
  - (c) pass with distinction;
  - (d) pass with high distinction.
- (2) A Bachelor's degree may be awarded at one of two grades:
  - (a) pass;
  - (b) pass with honours.
- (3) Degrees of Master by coursework may be awarded, and Graduate Diplomas and Graduate Certificates may be awarded, only at a pass grade.

## **PART 7 RESCISSIONS AND REPLACEMENTS**

---

### **7.1 Rescissions and replacements**

This Rule replaces the following, which are rescinded as from the date of commencement of this document:

- (1) Part 9 of the *University of Sydney (Amendment Act) Rule 1999*, which commenced on 6 October 1998;
- (2) Resolutions of the Senate: *Restrictions on Re-enrolment*, which commenced on 6 September 1999; and
- (3) *University of Sydney (Coursework) Rule 2000 (as amended)*, which commenced on 4 December 2000.

## NOTES

---

University of Sydney (Coursework) Rule 2014

Date adopted: 3 December 2014

Date commenced: 18 December 2014

Related documents: *Australian Citizenship Act 2007 (Cth)*  
*Disability Discrimination Act 1992 (Cth)*  
*Education Act 1990 (NSW)*  
*University of Sydney Act 1989 (NSW)*  
*University of Sydney By-law 1999 (NSW) (as amended)*  
*Disability Standards for Education (Cth)*  
*Delegations of Authority – Academic Functions*  
*University of Sydney (Coursework) Rule 2014*  
*University of Sydney (Student Appeals against Academic Decisions) Rule 2006*  
*Academic Honesty in Coursework Policy*  
*Learning and Teaching Policy 2015*  
*Assessment Procedures 2011*  
*Recordkeeping Manual*

## AMENDMENT HISTORY

---

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
6.1.3	Word “conferred” changed to “awarded”. Administrative amendment only.	23 February 2016
Related documents	References to other documents updated. Administrative amendment only.	23 February 2016

# University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

Adopted on:	21 June 2010
Amended on:	19 September 2011
	19 March 2012
	17 September 2012
	4 February 2013
	4 November 2013
	2 June 2014
	3 November 2014
	3 August 2015
	9 September 2015 (administrative only)
	18 March 2016
	4 July 2016
Amendment effective from:	4 October 2011
	23 March 2012
	2 October 2012
	8 February 2013
	8 November 2013
	6 June 2014
	1 December 2014
	17 August 2015
	9 September 2015 (administrative only)
	24 March 2016
	25 July 2016

## Table of Contents

---

<b>Part 1</b>	<b>Preliminary</b>
	1.1 Citation
	1.2 Commencement
	1.3 Purpose
	1.4 Effect
<b>Part 2</b>	<b>Principles Governing the Exercise of Delegations</b>
<b>Part 3</b>	<b>Interpretation</b>
<b>Part 4</b>	<b>Brand and Marketing</b>
	4.1 Marketing
	4.2 University image and brand management (including use of University logo and name)
	4.3 University digital publishing channels
	4.4 Naming
	4.5 Sponsorship
	4.6 University trade marks and business names
<b>Part 5</b>	<b>Fundraising and Alumni Relations</b>
	5.1 Fundraising
	5.2 Gifts and bequests
	5.3 Non-research funding agreements
	5.4 Alumni engagement
	5.5 Foundations

**Part 6 Financial and Infrastructure**

- 6.1 Financial and infrastructure policy
- 6.2 Budgeting and allocation of funds
- 6.3 Capital expenditure and strategic initiatives based on business case approval
- 6.4 Expenditure of funds
- 6.5 Contracts for approved major capital works for building projects
- 6.6 Real Property
- 6.7 Student loans
- 6.8 Payments
- 6.9 Pricing decisions
- 6.10 Sales, write-offs and disposals
- 6.11 Investment and capital management
- 6.11A Treasury management
- 6.12 Dealings with University art and heritage items
- 6.13 Borrowing money
- 6.14 Banking and investment accounts

**Part 7 Human Resources**

- 7.1 Human Resources policy
- 7.2 Workforce planning
- 7.3 Appointment of staff and individual conditions of employment
- 7.4 Performance bonuses
- 7.5 Appointment of Head of School or Head of Administration
- 7.6 Conferring and revoking of titles
- 7.7 Probation and confirmation
- 7.8 Promotion and reclassification
- 7.9 Annual close down
- 7.10 Dispute and grievance resolution
- 7.11 Termination of employment
- 7.12 Performance warnings and disciplinary action other than termination
- 7.13 Ill health
- 7.14 Redundancy
- 7.15 External affiliations
- 7.16 External employment
- 7.17 Appointment of affiliates (i.e. non-employees)

**Part 8 Information and Communication Technology**

- 8.1 Information and Communication Technology policy
- 8.2 Provision and maintenance of ICT infrastructure and resources
- 8.3 Provision and delivery of ICT services
- 8.4 Acquisition of software

**Part 9 International**

- 9.1 International policy
- 9.2 International student experience
- 9.3 Appointment of international agents
- 9.4 Travel expenditure
- 9.5 International Program Development Fund
- 9.6 Memoranda of Understanding

**Part 10 Legal Affairs**

- 10.1 Legal affairs policy
- 10.2 Confidentiality agreements
- 10.3 Legal processes and execution
- 10.4 Records management

**Part 11 Work Health and Safety**

- 11.1 Work Health and Safety policy



- 11.2 Travel to destinations subject to Australian government advisories
- Part 12 Research**
  - 12.1 Research policy
  - 12.2 Cooperative Research Centres
  - 12.3 Centres and institutes
  - 12.4 Memoranda of understanding, research agreements & grants
  - 12.5 Research grant applications
  - 12.6 Research grant payments and refunds
  - 12.7 Clinical trials agreements
  - 12.8 Intellectual property
  - 12.9 Agreements affected by Australian government sanctions
- Part 13 Education and Student Management**
  - 13.1 Student management policies
  - 13.2 Course admissions and related matters
  - 13.3 Student welfare and activities
  - 13.4 Student practicum placements
  - 13.5 Course delivery
  - 13.6 Agreements for educational services, to be provided to or by the University
  - 13.7 Teaching affected by Australian government sanctions
  - 13.8 Appointment of Senate representatives
  - 13.9 Third party payment of student fees
  - 13.10 Bursaries, prizes and scholarships
  - 13.11 Waiver of tuition fees
  - 13.12 Use of student information
- Part 14 Commercial and Corporate Activities**
  - 14.1 Associations and affiliations (excluding controlled entities and activities concerned with investment and capital management of University funds)
  - 14.2 Commissioned research
  - 14.3 Other commercial activities
  - 14.4 Provision of clinical services
  - 14.5 Controlled and external entities
- Part 15 Ceremonial Matters**
  - 15.1 Formal ceremonies
- Part 16 Student Accommodation**
  - 16.1 Appointments and agreements
  - 16.2 Fees and rents

## Part 1 – Preliminary

---

### 1.1 Citation

- 1.1.1 This Rule is made by the Senate of the University, pursuant to section 37(1) of the *University of Sydney Act 1989* ('Act') and section 5(1) of the *University of Sydney By-law 1999* (as amended).

### 1.2 Commencement

- 1.2.1 This Rule will commence on 25 June 2010.

### 1.3 Purpose

- 1.3.1 The purpose of this Rule is to provide for the delegation by Senate to the University committees, authorities, officers, employees, consultants and contractors set out in Parts 4 to 15 of this Rule the activities and functions prescribed in those Parts.

**Note:** Delegation of the power to borrow was effected by cognate resolution of Senate passed at the same time as adoption of this amended Rule; see the limitation of the authority to delegate the power to borrow by way of Rule in s37 of the Act.

### 1.4 Effect

- 1.4.1 Pursuant to section 37(2)(a) of the Act, this Rule has the same force and effect as a by-law.
- 1.4.2 The Senate delegates to the University committees, authorities, officers, employees, consultants and contractors set out in Parts 4 to 15 of this Rule the activities and functions prescribed in those Parts.
- 1.4.3 This Rule supersedes and revokes the previous 'Delegations of Authority – Administrative Functions', and all earlier delegations of authority for administrative functions.
- 1.4.4 Nothing in this Rule has the effect of invalidating past acts validly performed by delegates under any previous delegations.
- 1.4.5 In exercising a delegation of authority conferred by this Rule, a delegate must ensure that he or she is familiar with, and complies with:
- i. the Act and any delegated legislation (such as by-laws or rules of the University) as amended from time to time;
  - ii. applicable industrial instruments (i.e. the University's Enterprise Agreement, Awards, Australian Workplace Agreements and Individual Transitional Employment Agreements);
  - iii. University policies and procedures, and guidelines as amended from time to time (except to the extent of any inconsistency with this Rule).
- 1.4.6 The University's Enterprise Agreement provides for certain functions to be performed by the University. While these functions may not require a delegation of authority from Senate, where appropriate they are included in this Rule for the avoidance of doubt.
- 1.4.7 A University committee, authority, officer, employee, consultant or contractor may not exercise a function without delegated authority from the Senate.

## Part 2 – Principles Governing the Exercise of Delegations

---

The following principles apply to a delegate's level and scope of authority under any delegation of authority (whether it appears in this Rule or elsewhere).

- 2.1 This Rule constitutes an important legal document (not a policy or guideline) conferring on the individual delegates specified the authority of the Senate to perform the particular functions delegated to them. To the extent of any inconsistency, this Rule prevails over any University policy, procedure or guideline.
- 2.2 If the exercise of a function in accordance with this Rule requires the exercise of some preliminary or ancillary administrative function, then the delegated authority extends to the exercise of that function.
- 2.3 Where authority is delegated in this Rule to approve transactions, then that authority extends to the negotiation of all terms and execution of all documents necessary to give effect to those transactions, as prescribed in the section relevant to such transactions.
- 2.4 Subject to any financial limits, where authority is delegated in this Rule to enter into a contract or other document effecting a transaction, then delegated authority extends to varying or amending the terms of that contract or other document.
- 2.5 A delegation applies only to a delegate's accountability area unless otherwise specified.
- 2.6 A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate's delegated functions to another person or group of persons.
- 2.7 In the performance of a delegated function that a delegate has been authorised to perform, a delegate may use input from a designated source of expertise provided that the Senate delegate retains ultimate responsibility and accountability for the exercise of the delegation. Some delegations include a specific requirement to consult with a named officer, body, or person more senior in the lines of responsibility. When exercising their delegations, delegates should undertake consultation to the extent required by this Rule, or otherwise as reasonably considered appropriate, whilst retaining ultimate responsibility and accountability for the performance of the delegated function, subject, however, in the case of the delegations of authority conferred by Parts 4.5 and 5.2 where, in the event that the Gift Acceptance Committee expresses the opinion that a potential gift, bequest, devise or sponsorship should not be accepted the decision on that account shall be referred by the Vice-Chancellor to the Senate.
- 2.8 A delegation of authority applies to the occupant of the position described in this document, and may be exercised by a person formally appointed in writing, whether by means of the person's job description or otherwise, on an acting or temporary basis to that position.
- 2.9 These delegations of authority apply to all University activities including foundations, centres, associations and institutes not separately incorporated.
- 2.10 In exercising a delegation with respect to a transaction, the delegate must estimate the cost of the transaction as a whole, over the term of the transaction. For the purpose of making this calculation, the following principles apply:
  - i. a transaction must not be assessed in components or parts, such as instalments, tranches, or the cost of individual items;
  - ii. the total gross cost of the transaction (including all taxes and duties) must be estimated;
  - iii. no reduction may be made in respect of any set-off, trade-in or the like.

- 2.11 Any delegation to incur expenditure must be exercised within the limits of the relevant approved budget or other approved source of funds.
- 2.12 A delegate who is ultimately subject to the direction and supervision of the Vice-Chancellor through established lines of accountability is, in the exercise of delegations, also subject to the direction and supervision of delegates more senior than the delegate in the lines of accountability. Delegates more senior in the lines of accountability to a delegate named in these delegations of authority may exercise a delegation conferred on that named delegate but in accordance only with its terms.
- 2.13 The Vice-Chancellor has authority to exercise any delegations made by Senate in this Rule, except delegations made to a member or Committee of Senate or delegations pertaining to the terms of appointment and/or resignation or retirement of the Vice-Chancellor.
- 2.14 Where the Senate or an authorised delegate of the Senate approves a change to the University's administrative structure or to the title of an employee's position, with the effect that there is a reassignment of responsibility for a particular delegated function, authority to perform that delegated function is reassigned accordingly.
- 2.15 Where a delegate proposes to exercise a delegation under Part 7 (Human Resources) which would directly affect the occupant of a position which directly reports to the delegate, the delegate must obtain the approval of his or her supervisor before exercising the delegation.

### Part 3 – Interpretation

---

- 3.1 The delegations are specified in table form, using a standard framework with the following elements:

<b>Activity</b>	the strategic University activity to which the function relates.
<b>Function</b>	the subject of the delegation.
<b>Appointed delegate</b>	the specified position, on the holder of which the delegation is conferred.
<b>Exercise conditions</b>	the conditions governing the exercise of the delegation.
<b>Financial limits</b>	the financial limits within which the delegate is authorised to exercise the delegation.
<b>Staff Level</b>	the staff level for which the delegate is authorised to exercise the delegation.
<b>Expertise</b>	the advice required for the delegate to effectively exercise the delegation.
<b>Consultation</b>	the consultation required for the delegate to effectively exercise the delegation.
<b>Notification</b>	notification required to be made to a specified person, body or register after a delegation is exercised.

- 3.2 For the purpose of this document only, the following terms have these meanings:

<b>Academic college</b>	collective reference to Conservatorium of Music, Sydney College of the Arts
<b>Academic staff</b>	academic staff of the University, including teaching and research academic staff, research only and teaching focused academic staff, who are neither Exempt staff nor English Language Teaching staff
<b>Accountability area</b>	the organisational unit (e.g., an Academic College, Faculty, School, responsibility centre, administrative unit) for which a delegate is responsible or carries fiscal responsibility

<b>Act</b>	<i>The University of Sydney Act 1989</i> (as amended)
<b>AD PPRM</b>	Associate Director – Procurement Portfolio and Relationship Management
<b>Adjunct titles</b>	titles conferred on persons from business, the professions or external bodies who it is intended will make a substantial and regular contribution to the teaching, research, scholarship or creative work of the University
<b>Advance database</b>	the University's database of information relating to gifts and bequests
<b>Alumni Council</b>	Standing Committee of Convocation established by section 52 of the <i>University of Sydney By-law 1999</i> (as amended)
<b>Alumni Council Executive</b>	the Executive Committee of the Alumni Council as constituted from time to time
<b>ARC</b>	Australian Research Council
<b>Asset Register</b>	the University's register of assets
<b>Associate Dean</b>	the Associate Dean of a Faculty or Academic College
<b>Authorised bank signatories</b>	individuals authorised to sign and open cheques, authorise debits to the University's bank accounts and enter into agreements with the University's bank
<b>BEC</b>	Buildings and Estates Committee of Senate
<b>Cadigal Program</b>	educational access scheme supporting Aboriginal and Torres Strait Islander students
<b>Casual staff</b>	a staff member who is engaged and paid on an hourly rate or sessional basis
<b>CDIP</b>	Commercial Development and Industry Partnerships (previously known as Sydnovate)
<b>CFO</b>	Chief Financial Officer
<b>CIO</b>	Chief Information Officer
<b>Classification assessment team</b>	team established under the Enterprise Agreement to advise the Director (Human Resources) on the classification of Professional staff appointments
<b>Clinical academic titles</b>	titles conferred by the University of Sydney upon persons who are not University staff who meet teaching needs, on a regular basis, which the University may not otherwise satisfy and who may also contribute to the University's research activities
<b>Commercial activity</b>	a commercial activity as defined in section 26A of the Act, and in the <i>Guidelines Concerning Commercial Activities</i> made from time to time under section 26B of the Act
<b>Conjoint appointments</b>	a form of appointment by the University of employees who are or will also be employees of external bodies (such as an Area Health Service) who will contribute to the teaching, research or other goals of the University
<b>Corporate card holder</b>	a University representative issued with a University corporate credit card
<b>CPO</b>	Chief Procurement Officer
<b>DARM</b>	Director, Audit and Risk Management
<b>DCFO</b>	Deputy Chief Financial Officer
<b>DCF</b>	Director, Corporate Finance
<b>DCIS</b>	Director, Campus Infrastructure Services

<b>Dean</b>	Dean of a Faculty or Academic College. Where appropriate a reference to Dean includes a reference to the Academic Director of the Charles Perkins Centre.
<b>Delegate</b>	an employee, member or Committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate in these delegations of authority
<b>Delegated Officer (Staffing)</b>	the Director, Human Resources (who has a standing appointment as Delegated Officer (Staffing)) and such other person or persons as may be appointed by the Vice-Chancellor to exercise the functions of Delegated Officer (Staffing) from time to time
<b>Department</b>	a disciplinary grouping established by a Faculty or, if the Faculty does not have an internal departmental structure, a Faculty itself
<b>DGSR</b>	Director, Global Student Recruitment
<b>DHR</b>	Director, Human Resources
<b>DMC</b>	Director, Marketing and Communications
<b>DMCE</b>	Director, Museums and Cultural Engagement
<b>DOGE</b>	Director, Office of Global Engagement
<b>DSHW</b>	Director, Safety Health and Wellbeing
<b>DSGM</b>	Director, Sydney Global Mobility
<b>DSSS</b>	Director, Student Support Services
<b>DVC</b>	collective reference to: Provost and Deputy Vice-Chancellor; Deputy Vice-Chancellor (Education); Deputy Vice-Chancellor (Research); Deputy Vice-Chancellor (Registrar); Deputy Vice-Chancellor (International); Deputy Vice-Chancellor (Indigenous Strategy and Services); and any other Deputy Vice-Chancellor
<b>DVC(Ed)</b>	Deputy Vice-Chancellor (Education)
<b>DVC(ISS)</b>	Deputy Vice-Chancellor (Indigenous Strategy and Services)
<b>DVC(R)</b>	Deputy Vice-Chancellor (Research)
<b>DVC(Reg)</b>	Deputy Vice-Chancellor (Registrar)
<b>Enterprise Agreement</b>	the University of Sydney Enterprise Agreement 2013-2017 or any replacement agreement
<b>Exempt position</b>	a position to be filled by an Exempt staff member
<b>Exempt staff</b>	staff to whom the University's Enterprise Agreement does not apply
<b>FAC</b>	Finance and Audit Committee of Senate
<b>FCT</b>	Financial Control and Treasury
<b>Future Fund</b>	The fund, established by the University, constituted by: <ul style="list-style-type: none"> <li>(a) gifts or bequests made to the University which are the absolute property of the University, or the proceeds of such gifts or bequests, the corpus of which the University has determined should be preserved with the intention that the income be applied to support the University's operating costs; and</li> <li>(b) such other moneys as may be contributed, with or without conditions, to the fund by the University</li> </ul>
<b>GAB</b>	Gift Administration Board
<b>GC</b>	General Counsel
<b>Gifts Register</b>	the University's Register of Gifts and Bequests

<b>Gift Acceptance Committee</b>	the Committee established under the Gift Acceptance Policy for the purpose of advising the University as to whether any particular gift satisfies the gift acceptance principles established by that policy or any successor committee which performs a like function.
<b>HBMS</b>	Head, Brand and Marketing Services
<b>HEO #</b>	a higher education officer being a member of the Professional staff of the University at the level designated by the number immediately following (e.g., HEO 10) and English Language Teacher classifications.
<b>HOA</b>	an employee, normally a HEO 10 or above, who is head of an administrative or equivalent budget unit, and is formally appointed as such by a Principal Officer or Dean. Where appropriate, a reference to a HOA includes a reference to the Director, International House, the Chief Operating Officer, Brain and Mind Centre, or the Chief Executive Officer of the Veterinary Teaching Hospital.
<b>HOS</b>	an employee who is a head of a School or equivalent budget unit (or the equivalent of that position, for example Associate Dean or Pro Dean), formally appointed as such; or such other employee who, by terms of appointment approved by the Provost, is accorded the status of a Head of School. Where appropriate, a reference to a HOS includes a reference to the Director, China Studies Centre; the Director, Sydney Southeast Asia Centre; a Director, Brain and Mind Centre; or the Chief Executive Officer, John Grill Centre for Project Leadership.
<b>HR</b>	Human Resources
<b>HWDD</b>	Head, Web and Digital Development
<b>ICC</b>	Investment and Commercialisation Committee of Senate
<b>Independent contractor</b>	a party engaged directly by the University pursuant to a contract for services. In the context of workforce engagements, this includes sole traders, companies or partnerships with whom the University enters into an agreement for the provision of specified individuals to supply specific skills, services or consultancy arrangements. It does not include individuals engaged through labour hire agencies. Independent contractors are not employees of the University.
<b>Investment consultant</b>	a consultant, approved by ICC, appointed to advise the University about its investment funds portfolio
<b>Labour hire agency</b>	a recruitment agency or labour engagement specialist contracted by the University to provide temporary labour resourcing services.
<b>Land bank property</b>	real property which is surplus to the University's needs but is being held for strategic reasons.
<b>Level#</b>	a level designated by the letter immediately following (e.g., Level A) as the letters are used in the Enterprise Agreement for Academic staff.
<b>Major capital works project</b>	a capital works project for which the total approved budget is greater than \$10M
<b>Mobile application</b>	a computer program which runs on a mobile electronic device such as a smart phone or tablet computer.
<b>NHMRC</b>	National Health and Medical Research Council

<b>Nominated University organisation</b>	any of International House Council, Law Extension Committee, Mandelbaum House Council, Student Disciplinary Appeals Committee, Sydney University Sport and Fitness General and Management Committees, Student Proctorial Board or University of Sydney Union Board of Directors
<b>Non-financial gift</b>	a gift of real or personal property other than a gift of cash or its equivalent
<b>OGC</b>	Office of General Counsel
<b>Principal Officer</b>	collective reference, for the purpose of this document to: Vice-Chancellor and Principal Deputy Vice-Chancellor Vice-Principal General Counsel Director, University Libraries
<b>PCG</b>	Project Control Group, being the body appointed by the BEC to exercise responsibility for overseeing and supervising the delivery of a major capital works project
<b>Professional staff</b>	employees of the University who are not Academic staff including English Language Teaching staff
<b>Project Director</b>	an officer, employee or contractor of the University with responsibility for delivering a major capital works project
<b>Property Register</b>	the University's register of owned and leased real property interests
<b>Provost</b>	Provost and Deputy Vice-Chancellor
<b>PVC (GE)</b>	Pro Vice-Chancellor (Global Engagement)
<b>PVC (SCP)</b>	Pro Vice-Chancellor (Strategic Collaborations and Partnerships)
<b>Remuneration package</b>	annual salary and other monetary benefits, including loadings, allowances and performance bonus payments, but excluding employer superannuation contributions and shift penalty rates.
<b>School</b>	an organisational unit or equivalent budget unit reporting through an Academic college or a Faculty, or unit with equivalent standing as designated by the Provost
<b>Secondary logo</b>	a logo, other than the University Logo, used by a University entity
<b>Senate Human Resources Committee</b>	the Human Resources Committee established by resolution of the Senate as constituted from time to time
<b>SEG</b>	Senior Executive Group which comprises the Vice-Chancellor, Deputy Vice-Chancellors, Deans and the Director, Human Resources.
<b>SEG ADM</b>	the Alumni, Development and Marketing Committee of SEG
<b>SEC CCPC</b>	the Curriculum and Course Planning Committee of SEG
<b>SEG CR</b>	the Cultural Resources Committee of SEG
<b>SEG DAP</b>	the Disability Action Plan Implementation Committee of SEG
<b>SEG ED</b>	the Education Committee of SEG
<b>SEG FIC</b>	the Finance and Infrastructure Committee of SEG
<b>SEG HRE</b>	the Human Resources and Equity Committee of SEG
<b>SEG Int</b>	the International Committee of SEG
<b>SEG R</b>	the Research Committee of SEG



<b>SEG SITI</b>	the Space, Infrastructure and Technology Innovation Committee of SEG
<b>SEG WHS</b>	the Work Health and Safety Committee of SEG
<b>SGS</b>	a Professional staff position graded within the Senior Professional staff range, which comprises eight levels (1 to 8) above HEO 10. Where an SGS position is an Exempt position, the delegations of authority relating to Exempt staff must be applied, except where otherwise specified.
<b>SHOC</b>	the Student Housing Operating Committee, which is a sub-committee which reports ultimately to BEC.
<b>Sponsorship</b>	means a commercial relationship between a funder and a recipient through which the funder receives a material benefit in return for making a financial or other commitment to the recipient.
<b>Standard rate</b>	the salary rate (excluding loadings and allowances) applicable to a current or prospective staff member's classification or level (as specified in the relevant enterprise agreement or award) or, in the case of Professional staff in roles at or above HEO 10, University's official remuneration scales.
<b>Student organisation</b>	any of the Student Representative Council, Sydney University Postgraduate Representative Association, Sydney University Sport and Fitness or University of Sydney Union
<b>Tender Board</b>	the board established by the CFO to review and approve acquisition of goods and services by tender process
<b>University logo</b>	the crest with the University of Sydney word mark
<b>University digital publishing channel</b>	a digital publishing channel which is either owned or controlled by the University or located on a web domain owned or controlled by the University.
<b>VC</b>	Vice-Chancellor and Principal
<b>VP(Ad)</b>	Vice-Principal (Advancement)
<b>VP(ER)</b>	Vice-Principal (External Relations)
<b>VP(O)</b>	Vice-Principal (Operations)
<b>VP(S)</b>	Vice-Principal (Strategy)

## Part 4 – Brand and Marketing

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
4.1 Marketing	4.1.1 Approve University marketing policies	VC		DMC; DGSR; OGC	SEG ADM; SEG		Brand Policy; Procurement Policy	Policies Development and Review Procedures; Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures
	4.1.2 Approve marketing campaigns, including advertising campaigns, and market research	VC DVC(Reg); DMC	>\$750K ≤\$750K	DMC; DGSR Marketing and Communications Division; Student Recruitment and Admissions	Provost; DVC(Reg); SEG ADM; SEG	Brand and Marketing Services SEG; SEG ADM	Brand Policy; Procurement Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures
		Relevant Dean DSSS (in relation to student accommodation)	≤\$150K	DMC; Brand and Marketing Services	SEG ADM	Brand and Marketing Services		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
4.2 University image and brand management (including use of University logo and name)	4.2.1 Approve policy for management of the University's brand including use of the University logo	VC		OGC; DMC	SEG ADM	OGC	Brand Policy	
	4.2.2 Approve use of the University logo in University-owned publications, including electronic publications and digital publishing channels	HBMS					Brand Policy	
	4.2.3 Approve the separate use or reproduction of elements of the University logo	HBMS				SEG ADM	Brand Policy	
	4.2.4 Approve use or reproduction of the University Logo by third parties	HBMS					Brand Policy	
	4.2.5 Approve use of the University logo, except on letterhead, by affiliates, associates and academic title holders who are not employees	HBMS		Dean; DHR; HOS			Brand Policy; Outside Earnings of Academic Staff Policy	
	4.2.6 Approve use of the University logo on letterhead by affiliates, associates and academic title holders who are not employees	Dean; HOS		Brand and Marketing Services			Brand Policy; Outside Earnings of Academic Staff Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	4.2.7 Approve use of the University's name (including variations of the University's name) by third parties	HBMS		CDIP	Dean; HOS	SEG ADM	Brand Policy	
	4.2.8 Approve use of secondary logos or graphical devices	VC		DMC	SEG ADM; SEG	Brand and Marketing Services	Brand Policy	
	4.2.9 Approve display of a third party's logo or branding on a University digital publishing channel	DMC		HWDD; HBMS	Channel owner	SEG ADM	Brand Policy	
<b>4.3 University digital publishing channels</b>	4.3.1 Direct the removal of content from a University digital publishing channel that damages the University's reputation	VC		DMC; OGC; HWDD	Provost; relevant Dean; Channel owner	CIO; SEG ADM; SEG	Brand Policy; Public Comment Policy	
	4.3.2 Direct the removal of inaccurate information from a University digital publishing channel	DMC		HWDD	Channel or application owner; relevant Dean; CIO	OGC; SEG ADM; CIO	Brand Policy; Public Comment Policy	
	4.3.3 Approve creation of University web domain names or sub-domains	DMC		HWDD	Channel owner; ICT	CIO	Brand Policy	
	4.3.4 Approve establishment of University digital publishing channels or domain names on infrastructure not owned by the University	DMC		HWDD; HBM	Channel owner	OGC; Relevant Dean; HOA; SEG ADM	Brand Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	4.3.5 Approve publication of mobile application for external communications purposes through a University digital publishing channel	DMC		HWDD	Application owner		Brand Policy	
<b>4.4 Naming</b>	4.4.1 Exercise right to name Chairs	VC		Provost	Relevant Dean	Senate		
	4.4.2 Exercise right to name University positions other than Chairs, where external funding support is provided (see also 5.2)	VC	Sufficient funding guaranteed for duration	Provost	Relevant Dean	Gifts Register	Gift Acceptance Policy; Naming Policy – Positions and Events	Gift Acceptance Procedures
	4.4.3 Exercise right to name University buildings, other physical assets and University centres	Authority retained by Senate			SEG; VC; Provost; SEG ADM; SEG FIC	Property Register	Naming of Buildings and Other Significant Physical Assets Policy	
<b>4.5 Sponsorship</b>	4.4.4 Exercise right to name rooms (including lecture theatres, laboratories, libraries, classrooms or meeting rooms)	VC			SEG; SEG ADM	Property Register	Naming of Buildings and Other Significant Physical Assets Policy	
	4.5.1 Approve acceptance of sponsorship from third parties (other than sponsorship of Chairs)	FAC	>\$10M	OGC; DMC	VC; Dean; SEG ADM		Gift Acceptance Policy	
		VC	<\$10M	OGC; DMC	VP(Ad); Dean; SEG ADM			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		DVC	≤\$1M	OGC; DMC	VC; VP(Ad); Dean; SEG ADM			
		Dean; DMC; Director, University Libraries	≤\$500K	DMC	Relevant HOS	SEG ADM		
		HOS	≤\$5K	DMC	Relevant Dean			
	4.5.2 Approve acceptance of sponsorship from third parties for a chair	VC		OGC	SEG ADM; Gift Acceptance Committee; VP(Ad)			
	4.5.3 Approve sponsorship to third parties	DMC	>\$200k	Brand and Marketing Services; Faculty Marketing Manager	SEG ADM	SEG	Sponsorship Policy	
		Dean; Director, University Libraries	≤\$200K	Brand and Marketing Services; Faculty Marketing Manager		ADM SEG Committees		
<b>4.6 University trade marks and business names</b>	4.6.1 Approve applications for, assignment of or other dealings in trade marks or business names (including cancellation)	DMC		OGC	Director CDIP; Dean; or DMC (as case requires)	Group Secretary		

## Part 5 – Fundraising and Alumni Relations

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
5.1 Fundraising	5.1.1 Approve policy for fundraising activities	VC		VP(Ad); OGC	SEG ADM; SEG			
	5.1.2 Approve University-wide fundraising campaigns and initiatives	VC	>\$1M	VP(Ad)	SEG ADM; SEG		Gift Acceptance Policy	Fundraising Procedures; Gift Acceptance Procedures
		DVC	≤\$1M		SEG ADM; SEG			
		VP(Ad)	≤\$100K		SEG ADM; SEG			
5.2 Gifts and bequests	5.1.3 Approve fundraising activities undertaken on behalf of the University, including by controlled entities, centres and foundations	VC	>\$1M	VP(Ad)	SEG ADM; SEG			
		DVC	≤\$1M		SEG ADM; SEG			
		VP(Ad)	≤\$100K		SEG ADM; SEG			
	5.2.1 Approve acceptance of gift or bequest whether to the whole or a part of the University (such as a Chair or Chairs, and establish terms for its management	VC			SEG ADM; Gift Acceptance Committee; VP(Ad); GAB	Advance database; Gifts Register	Gift Acceptance Policy; Naming Policy – Positions and Events; Gift Administration Policy	Gift Acceptance Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	5.2.2 Approve acceptance of a non-financial gift, bequest or devise whether to the whole or a part of the University (such as a museum or collection) which is subject to a condition that it be maintained in perpetuity, rather than being sold, and establish terms for its management	VC	>\$1M		Gift Acceptance Committee; GAB; SEG CR		Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
		Provost	≤\$1M		SEG CR		Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
	5.2.3 Approve acceptance of gift, bequest or devise whether to the whole or a part of the University (such as a faculty) and establish the terms for its management	FAC	>\$10M	OGC	Development Office; SEG ADM	Senate; Advance database; Gifts Register; SEG	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
		VC	≤\$10M	OGC	FAC; Gift Acceptance Committee; SEG ADM; Development Office; GAB	Dean; Advance Gift database; Gifts Register; SEG	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
		DVC; Dean	≤\$5M	OGC	VC; Gift Acceptance Committee; Development Office; GAB; SEG ADM	Advance database; Gifts Register; SEG	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Director, University Libraries; University Archivist; DMCE; VP(Ad)	≤\$1M	OGC	Gift Acceptance Committee, Development Office. In the case of VP(Ad), also DVC(Ed); DVC(Reg); GAB; relevant Deans	Advance database; Gifts Register; SEG ADM	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
		HOS	≤\$100K		Gift Acceptance Committee; Development Office; GAB	Advance database; Gifts Register	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
<b>5.3 Non-research funding agreements</b>	5.3.1 Approve agreements with government for the acceptance of funds other than in relation to research or Commercial Activity	DVC; VP(O)	>\$250K	Deputy CFO; OGC				
	5.3.2 Approve agreements with non-government entities for the acceptance of funds other than in relation to research or Commercial Activity	Dean	≤\$250K	Finance Director; OGC				
		DVC; VP(O)	>\$250K	Deputy CFO; OGC				
		Dean	≤\$250K	Finance Director; OGC				
<b>5.4 Alumni engagement</b>	5.4.1 Approve policy for alumni engagement activities	VC		VP(Ad)	SEG ADM	OGC; Alumni Council		
	5.4.2 Approve procedures and guidelines for alumni engagement activities	VP(Ad)			SEG ADM	OGC; Alumni Council		
	5.4.3 Approve development and implementation of alumni engagement activities	VC	>\$500K	VP(Ad)	SEG ADM	Alumni Council; SEG		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		VP(Ad)	≤\$500K		SEG ADM	VC; Alumni Council; SEG		
	5.4.4 Approve establishment of alumni associations	VC		VP(Ad)	Relevant Dean; SEG ADM	Alumni Council; Register of Entities; SEG		Alumni Associations Model Constitution
	5.4.5 Approve alumni-related University events	VC VP(Ad)	>\$500K ≤\$500K	VP(Ad)	SEG ADM SEG ADM	Alumni Council VC; Alumni Council		
	5.4.6 Determine recipients of annual alumni awards	Alumni Council						
<b>5.5 Foundations</b>	5.5.1 Approve establishment or disestablishment of a foundation	VC		OGC	VP(Ad)	Group Secretary	Foundations Policy	
	5.5.2 Approve amendments to rules of a foundation	VC		OGC	VP(Ad)	Group Secretary	Foundations Policy	

## Part 6 - Financial and Infrastructure

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
6.1 Financial and infrastructure policy	6.1.1 Approve University financial and infrastructure policy	VP(O)		CFO; CPO; CIO; Chief Investment Officer; DCIS; Chair Tender Board; OGC	SEG FIC; SEG; VC	FAC (Annual Report)		
6.2 Budgeting and allocation of funds	6.2.1 Determine and approve budgets and allocations including: Capital Program, Repairs & Maintenance Program, Capital Development Program - Information Technology and Research revenue	Authority retained by Senate		CFO	VC; FAC			
	6.2.2 Revise approved Operational budgets if the total allocation across the University would not change as a result of the revision or if the total capital budget allocation increases	VP(O)		CFO	VC	FAC		
	6.2.3 Revise approved Capital budget if the total allocation across the University would materially change as a result of the revision	FAC		CFO	VC; SEG; VP(O)	Senate		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.2.4 Revise budget allocations within portfolios or Faculties to respond to organisational changes or other initiatives	CFO			DVCs of affected portfolios or Deans of affected Faculties; VP(O)			
<b>6.3 Capital expenditure and strategic initiatives based on business case approval</b>	6.3.1 Approve capital expenditure projects or strategic initiative business case within approved University budget total	FAC; ICC (in respect of expenditure from the Future Fund on account of student housing projects approved by BEC)	>\$10M		SEG; CFO	Senate	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
		VC	≤\$10M		SEG FIC; CFO; CPO	FAC; SEG	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
		Provost; VP(O)	≤\$5M	DVC; CFO; DCIS; CIO	SEG SITI; CFO; CPO	VC; SEG	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
		CFO	≤\$1M	CIS Directors; Finance Directors; CIO	Capital Expenditure - SEG (capital priority list - category totals only); Officer responsible for the relevant budget unit; AD PPRM	CPO	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
		DVC; VP(S); CIO; DCIS; PVC(SCP)	≤\$500K	CIS Directors; Finance Directors; CIO	Procurement Category Manager	CPO	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Dean; Principal Officer	≤\$200K	CIS Directors; Finance Directors; CIO			Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
<b>6.4 Expenditure of funds</b> <b>Note:</b> <i>These delegations apply to transactions governed by the Procurement Policy, the expenditure of funds sourced from research grants and any other expenditure transactions not separately specified in these delegations. See also sections 8.4, 10.3.7 and 12.6</i>	6.4.1 Suspend payment of an approved expenditure if funding cannot be confirmed	CPO; CFO; DCFO; Finance Director			Approving Officer			
	6.4.2 Approve acquisition of goods and services from a supplier, other than an independent contractor or a labour hire agency as specified in clause 6.4.3	FAC (Contract to be executed under seal or by VC)	>\$10M	CFO; DCIS; OGC	VC, CPO. Where acquired for a portfolio or Faculty, relevant DVC or Dean	Senate	Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		VC	≤\$10M	CFO; DCIS; OGC	CPO. Where acquired for a portfolio or Faculty, relevant DVC or Dean	FAC	Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures
		Provost; CFO	≤\$5M	Finance Director; DCIS; OGC	CPO. Where acquired for a portfolio or Faculty, relevant DVC or Dean		Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		DCIS	≤\$2M	Finance Director; OGC	Where acquired for a portfolio or Faculty, relevant DVC or Dean	CPO	Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures
		DVC; CIO; DMC	≤\$500K	Procurement Category Manager	Where acquired for a portfolio or Faculty, relevant DVC or Dean. If on non-University standard terms, OGC	CPO	Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Dean; Principal Officer; CIS Divisional Manager Corporate Services; PVC(SCP)	≤\$200K	Procurement Category Manager	If not on University standard terms, OGC		Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures
		HOS; HOA; Manager Rural Operations	≤\$100K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Level E; HEO 10; ARC Research Centre Director; Library staff HEO 9	≤\$50K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures
		Chief Investigator; Level D; HEO 8	≤\$25K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Level C; HEO 6; HEO 5 in Finance Staff; Farm Manager	≤\$10K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures
		University credit card holder	≤\$5K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Corporate Card Procedures; Non-allowable Expense Procedures; Travel Procedures
	6.4.3 Approve acquisition of services of specifically identified individuals from an independent contractor or a labour hire agency	VC; DVC; VP(O)	>\$500K	CPO; OGC if not using standard University terms; DHR	Where acquired for a portfolio or Faculty, relevant DVC or Dean		Procurement Policy; Workforce Engagements and Payments Policy	Relevant procurement procedures; Temporary Labour Hire Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		GC; CFO; DCIS; CIO	≤\$500K	CPO; OGC if not using standard University terms; DHR	Where acquired for a portfolio or Faculty, relevant DVC or Dean		Procurement Policy; Workforce Engagements and Payments Policy	Relevant procurement procedures; Temporary Labour Hire Procedures
		Dean; Other Principal Officer; PVC(SCP)	≤\$200K	CPO; DHR			Procurement Policy; Workforce Engagements and Payments Policy	Relevant procurement procedures; Temporary Labour Hire Procedures
		HOS; HOA	≤\$100K	DHR			Procurement Policy; Workforce Engagements and Payments Policy	Relevant procurement procedures; Temporary Labour Hire Procedures
	6.4.4 Approve issue of University credit card to named individual; set credit card limit	Finance Director; Associate Director Finance					Procurement Policy; Travel Policy	Relevant procurement procedures; Corporate Card Procedures; Travel Procedures
<b>6.5 Contracts for approved major capital works for building projects</b>	6.5.1 Approve entry into contracts	BEC (contract to be executed under seal or by VC or by DCIS under Power of Attorney)	>\$10M (up to approved project budget)	OGC Project Director	PCG (if any); VP(O)	Senate	Work Health and Safety Policy; Procurement Policy	Work Health and Safety Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		PCG (contract to be executed under seal or by DCIS under Power of Attorney) Project Director	≤\$10M	OGC Project Director		BEC; VP(O)		
		Project Director	≤\$500K	OGC		PCG (if any)		
	6.5.2 Approve variations to contracts, within the approved project budget	BEC (contract to be executed under seal or by VC)	Individual variation >\$500K Any variation where total aggregate variations >3% of the approved project budget, calculated since date of last BEC approval of aggregate variations.	OGC Project Director OGC Project Director	FAC, if approval would result in exceeding original project budget	Senate Senate	Work Health and Safety Policy; Procurement Policy	Work Health and Safety Procedures
		PCG (contract to be executed by VC or by DCIS under Power of Attorney)	Individual variation ≤\$500K Aggregate variations ≤3% of the approved project budget, calculated since date of last BEC approval of aggregate variations	OGC Project Director	BEC, if approval would result in exceeding original project budget	BEC		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE		
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Project Director	Individual variation ≤\$100K Aggregate variations ≤1.5% of the approved project budget.	OGC	PCG, if approval would result in exceeding original project budget	PCG		
<b>6.6 Real Property</b>	6.6.1 Approve the acquisition of real property	FAC; ICC (contract to be executed under seal, by VC or by DCIS under Power of Attorney)	>\$10M	OGC		Senate; Property Register		
	6.6.2 Approve the disposal of real property consistently with Part 4; Division 2 of the Act	VC; ICC (contract to be executed by VC or by DCIS under Power of Attorney)	≤\$10M	CFO; DCIS; OGC	Chair of FAC	Property Register		
	6.6.3 Approve leases and licences whether as tenant or landlord consistently with Part 4, Division 2 of the Act (other than student residential agreements as referred to in 16.1.3)	DCIS; CFO (In relation to land bank properties)		DCIS; OGC	Chair of ICC	Property Register		
	6.6.4 Approve any other dealing with real property consistently with Part 4, Division 2 of the Act	DCIS		DCIS; OGC	VP(O); CIO, where there is a potential impact on ICT operations; DSSS, in relation to student accommodation	Property Register		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.6.5 Determine policy and procedures for the security and manner of use of University land and buildings	DCIS			CFO			
	6.6.6 Determine policy and procedures for the security and manner of use of University land and buildings held in land bank	VP(O)			CFO			
	6.6.7 Determine policy for the hire of University venues	DCIS			SEG ADM; SEG; VP(O)			
<b>6.7 Student loans</b>	6.7.1 Approve student loans	DVC(Reg)	>\$10K					Student Loan Procedures – Accounts Receivable
	6.7.2 Approve emergency student cash loans	DSSS	≤\$10K					Student Loan Procedures – Accounts Receivable
<b>6.8 Payments</b>	6.8.1 Approve payment schedules for accounts payable financial transactions	Financial Controller; Treasurer, FCT						Payment Procedures
	6.8.2 Approve emergency student cash loans	DSSS	≤\$5K					Student Loan Procedures – Accounts Receivable

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.8.2 Approve payment schedules for payroll system transactions and payments for payroll tax, group tax from payroll and superannuation	Director, HR Service Centre						Payment Procedures
	6.8.3 Sign manual cheques and open cheques for cash	Authorised Bank Signatories						Payment Procedures
	6.8.4 Approve refund of trade debtor overpayments	Financial Controller; Treasurer, FCT; Order to Cash Manager, Financial Control & Treasury						Trade Debtors Procedures – Accounts Receivable
	6.8.5 Approve refund of student fee overpayments	Order to Cash Manager, Financial Control and Treasury; Manager, Finance and Student Administration, Fees and Scholarships						
<b>6.9 Pricing decisions</b>	6.9.1 Approve annual pricing of student fees	Provost			DVC(Reg); Deans	SEG CCPC; SEG		
	6.9.2 Approve pricing of other services (excluding grants)	HOS; HOA						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>6.10 Sales, write-offs and disposals</b>  <b>Note:</b> <i>In relation to writing off student debts or library fines only, these delegations apply to the total value of each write off transaction rather than to individual components of the transaction.</i>	6.10.1 Operational sales of approved and budgeted business activities	Principal Officer; DVC; CFO; DCIS	>\$200K					
	6.10.2 Approve write-off, disposal of goods and sale of assets (excluding real property, University art and heritage items, and other property held subject to the terms of a trust)	HOS; HOA  VC	≤\$200K  >\$500K					Asset Disposal Procedures – Plant and Equipment
		DVC; VP(O); DCIS	≤\$500K					Asset Disposal Procedures – Plant and Equipment
		Principal Officer; Dean; CIO; Manager Rural Operations; PVC(SCP)	≤\$200K					Asset Disposal Procedures – Plant and Equipment
		HOS; HOA; Farm Manager	≤\$10K					Asset Disposal Procedures – Plant and Equipment
	6.10.3 Approve write-off of library fines	Library staff HEO6	≤\$1K				Student Debtor Sanctions Policy	Student Debtor Sanctions Procedures



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
6.11 Investment and capital management	6.11.1 Oversee and approve strategy for management of University medium and long term investments (includes policies, mandates, asset allocations, earnings targets, spending goals, financial risk and Future Fund)	Reserved to ICC by Committee Constitution		CFO; Chief Investment Officer	VP(O)	VC	Investment Policy	Investment Portfolio Procedures
	6.11.2 Except in relation to a controlled entity, appoint directors or other representative of the University	DVC; VP(O)				Group Secretary	Investment Policy	Investment Portfolio Procedures
	6.11.3 Except in relation to a controlled entity, exercise voting rights of the University arising from its membership of a company, partnership, other incorporated body or joint venture (including appointing a proxy to exercise such rights)	Chief Investment Officer; CFO		CFO; GC	VP(O)		Investment Policy	Investment Portfolio Procedures
	6.11.4 Execute medium and long term investments transactions in accordance with registered policies and mandates approved by ICC	Chief Investment Officer; Associate Director, External Investments					Investment Policy	Investment Portfolio Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.11.5 Approve investment and redemption of University medium and long term funds in accordance with registered policies and mandates approved by ICC	Chief Investment Officer			CFO	ICC	Investment Policy	Investment Portfolio Procedures
	6.11.6 Establish investment common fund(s) and exercise the powers set out in clause 3 of Schedule 2 of the <i>University of Sydney Act 1989</i> (as amended)	Chief Investment Officer			CFO	ICC	Investment Policy	Investment Portfolio Procedures
	6.11.7 Appoint and terminate appointment of investment consultants	ICC		Chief Investment Officer			Investment Policy	Investment Portfolio Procedures
	6.11.8 Appoint and terminate appointment of external investment managers	ICC		Chief Investment Officer	Investment consultant		Investment Policy	Investment Portfolio Procedures
	6.11.9 Change sector benchmark for performance measurement and evaluation	Chief Investment Officer	>\$50M		Investment consultant	ICC	Investment Policy	Investment Portfolio Procedures
	6.11A.1 Oversee and approve strategy for management of University short term investments (including policies, asset allocations, earnings targets, spending goals and financial risk).	VP(O)	≤\$50M and within approved strategic asset allocation target sectors		Investment consultant	ICC	Investment Policy	Investment Portfolio Procedures
<b>6.11A Treasury management</b>						FAC	Treasury Management Policy	Treasury Management Procedures

DELEGATION		APPOINTED DELEGATE			DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function	Financial	Expertise	Consultation	Notification	Policies	Procedures		
	6.11A.2 Execute short term treasury management transactions in accordance with registered policies					Treasury Management Policy	Treasury Management Procedures		
	6.11A.3 Approve investment and redemption of University short term funds in accordance with registered policies			CFO	FAC	Treasury Management Policy	Treasury Management Procedures		
<b>6.12 Dealings with University art and heritage items</b>	6.12.1 Approve sale or other disposition of University art and heritage collections not subject to the terms of a trust	>\$1M	DMCE	Curator of relevant museum or collection; SEG CR	Asset Register and relevant collection catalogue				
		≤\$1M	DMCE						
		≤\$100K		Curator of relevant museum or collection					
<b>6.13 Borrowing money</b> (These delegations effected by cognate resolution of Senate, in accordance with s37 of the Act)	6.12.2 Approve loan of University art and heritage items not subject to the terms of a trust	>\$1M	DMCE	Curator of relevant museum or collection	Asset Register and relevant collection catalogue				
		≤\$1M	DMCE						
		≤\$100K							
	6.13.1 Authority to borrow money and raise capital (including issuance of securities or debentures), subject to approval by the Governor on the recommendation of the Treasurer		CFO	ICC					
	6.13.2 Undertake transactions permitted under an agreement for loan authorised by FAC under clause 6.13.1			Asset & Liability Committee		Treasury Management Policy	Treasury Management Procedures		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.13.3 Undertake transactions necessary to implement risk management strategies in accordance with registered policies	CFO, Chief Investment Officer; Treasurer, FCT; Associate Director, External Investments			Asset & Liability Committee		Treasury Management Policy	Treasury Management Procedures
<b>6.14 Banking and investment accounts</b>	6.14.1 Approve bank signatories, including authorisations for electronic transfers	FAC				Register of bank and investment fund accounts		
	6.14.2 Approve all arrangements concerning the University's bank accounts (e.g. opening and closing, styles, cheque signatories, payment and receipting processes)	CFO				Register of bank and investment fund accounts		Bank Account Procedures; Imprest Bank Account Procedures
	6.14.3 Approve investment fund authorised operators, including electronic transfers and trade instructions and all arrangements concerning the University's investment fund transactions (including money market instruments, hedging and <i>in specie</i> share transfers)	CFO				Register of bank and investment fund accounts		

## Part 7 - Human Resources

Note: Section 2.15 applies to the exercise of delegations in this part

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE			
Activity	Function		Academic	Staff Level	Professional	Expertise	Consultation	Notification	Policies	Procedures
7.1 Human Resources policy	7.1.1 Approve HR policy solely applying to academic staff and functions	Provost				OGC	DHR; VP(O)	Senate		
	7.1.2 Approve other HR policy	VP(O)				DHR; OGC	SEG HRE; SEG	Senate		
7.2 Workforce planning	7.2.1 Establish categories of employment and position classifications	DHR					VC			
	7.2.2 Establish official remuneration scales and ranges for all levels, and standard conditions of employment (including authorising the Enterprise Agreement)	VC				DHR	CFO; Provost; SEG HRE; VP(O)	Senate Human Resources Committee		
	7.2.3 Authority to establish positions	Authority retained by Senate								
		VC	VC; DVC; Dean			Chair	Provost; Relevant dean	Senate		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE		
Activity	Function		Academic	Professional	Staff Level	Expertise	Consultation	Notification	Policies	Procedures
		VC; VP(O)	Exempt Positions above SGS 8 other than VC; DVC; Dean			DHR	Senate			
		Provost	Level E							
		Dean	Level D and below							
		Principal Officer; Dean			SGS 8 and below	DHR				
		HOS, HOA			HEO 10 and below			Dean		
<b>7.3 Appointment of staff and individual conditions of employment</b>  <b>Note: "Conditions of employment" includes conversion of full-time to part-time and vice versa; temporary internal transfer; external secondment / exchange and consequential variations to conditions.</b>	7.3.1 Appointment of staff (continuing, fixed term or casual) – including determining level of position	Authority retained by Senate	Appointment of VC; DVC			DHR			Staff Selection and Recruitment Policies; Workforce Engagements and Payments Policy	Temporary Labour Hire Procedures
		Senate Human Resources Committee	Appointment of Pro Vice-Chancellor; Dean	Appointment of any other Principal Officer		DHR				
		VC	Appointment of Chair; Level E academic staff			DHR				
		Principal Officer	All exempt academic staff below Level E	All exempt Professional staff and below		DHR	Dean			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
		Dean	Academic Level D and below	Professional SGS 5 and below					
		HOA; HOS	Casual staff only	HEO 10 and below					
<b>EXEMPT STAFF</b>									
7.3.2 Determination of non-remuneration conditions of employment for Exempt staff, (including extension or renewal of fixed term employment for staff other than VC)	Senate Human Resources Committee (excluding extension or renewal of employment)	VC	VC		DHR			Staff Selection and Recruitment Policies; Workforce Engagements and Payments Policy	Temporary Labour Hire Procedures
	VC	VC	DVC; University Chair	Any other Principal Officer	DHR				
7.3.3 Determination of remuneration package for Exempt Staff	Senate Human Resources Committee	VC	VC		DHR		Senate		
			DVC; University Chair	Any other Principal Office		VC			
7.3.4 Determination of all terms and conditions of employment (including remuneration and extension or renewal of fixed term employment) for Exempt Staff	VC	VC	Dean	All Professional staff above SGS 8	DHR				
	Provost		Level E						
	Principal Officer; Dean		Levels A - D	Exempt SGS staff at Level 8 and below					

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE		
Activity	Function		Academic	Staff Level	Professional	Expertise	Consultation	Notification	Policies	Procedures
<b>NON-EXEMPT STAFF</b>										
	7.3.5 Approval of remuneration package of more than 25% above standard rate for non-exempt staff	Principal Officer	All academic staff	HEO 10 and non-exempt SGS staff		DHR			Staff Selection and Recruitment Policies; Workforce Engagements and Payments Policy	Temporary Labour Hire Procedures
	7.3.6 Approval of remuneration package of up to 25% above standard rate for non-exempt staff	Dean; Principal Officer	All academic staff	HEO 10 and non-exempt SGS staff		DHR	DHR			
	7.3.7 Approval of all other terms and conditions of employment for non-exempt staff (including extension or renewal of fixed term contracts)	HOS; HOA	Casual staff only	HEO 9 and below		DHR	DHR			
		Principal Officer	Level E; HOS	HEO 10 and non-exempt SGS staff		DHR				
		Dean	Levels A - D	HEO 10 and non-exempt SGS staff		DHR				
		HOS; HOA	Casual staff only	HEO 9 and below		DHR	Dean			
<b>7.4 Performance bonuses</b>	7.4.1 Approve payment of performance bonuses	Senate Human Resources Committee	VC; DVC			DHR	Senate			
		VC	Exempt Academic staff (Dean)	All Exempt Professional staff		DHR		Senate Human Resources Committee		



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS						GOVERNANCE	
Activity	Function		Academic Staff Level	Professional	Expertise	Consultation	Notification	Policies	Procedures	
		DVC	Level E, All other Exempt Academic staff		Dean, DHR		VC			
		Dean	All non-exempt Academic staff		DHR					
		Principal Officer		All other Professional staff	DHR					
<b>7.5 Appointment of Head of School or Head of Administration</b>	7.5.1 Approve appointment of HOS	Provost	HOS		DHR	Dean				
	7.5.2 Approve appointment of HOA	Principal Officer; Dean		HOA	DHR					
<b>7.6 Conferring and revoking of titles</b>	7.6.1 Confer and revoke academic titles for non-professorial staff	Authority retained by Senate Senate Human Resources Committee	VC; DVC					Honorary Titles Policy	Honorary Titles Procedures	
	7.6.2 Confer and revoke academic titles for 12 months or more	VC Dean	Pro-Vice Chancellor; other Principal Officer; Dean Visiting Professor; Adjunct Professor; Clinical Professor Adjunct Associate Professor; Clinical Associate Professor;		Provost Provost Provost					

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
	7.6.3 Confer and revoke academic titles for less than 12 months	Dean	Adjunct Professor; Adjunct Associate Professor; Clinical Professor; Clinical Associate Professor; Visiting Professor; Professorial Fellow						
	7.6.4 Confer and revoke academic titles	VC	Emeritus Professor			Provost	Senate	Honorary Titles Policy; Titles of Bosch, Challis, Kellion, McCaughey & Peter Nicol Russell Chairs Policy	Honorary Titles Procedures
		VC	Conjoint Professor			Provost			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE				
Activity	Function		Academic	Professional	Expertise	Consultation	Notification	Policies	Procedures			
		Dean	Conjoint Associate Professor; Adjunct Senior Lecturer; Adjunct Lecturer; Adjunct Associate Lecturer; Clinical Senior Lecturer; Clinical Lecturer; Clinical Associate Lecturer; Conjoint Senior Lecturer; Conjoint Lecturer; Conjoint Associate Lecturer; Honorary Professor; Honorary Associate Professor; Honorary Reader; Honorary Senior Lecturer; Honorary Lecturer; Honorary Associate Lecturer; Honorary Senior Principal Research Fellow; Honorary Principal Research Fellow; Honorary Postdoctoral Fellow; Honorary Senior Research Fellow; Honorary Research Fellow; Honorary Associate; Visiting Scholar; Visiting Fellow;								Honorary Titles Policy	Honorary Titles Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE		
Activity	Function		Academic	Staff Level	Professional	Expertise	Consultation	Notification	Policies	Procedures
	7.6.5 Confer and revoke academic titles for holders of NHMRC, ARC & other nationally competitive fellowships	VC	Professor				Provost		Honorary Titles Policy	Honorary Titles Procedures
		Dean	Senior Lecturer; Lecturer; Associate Lecturer				Provost			
		VC	Senior Principal Research Fellow						Honorary Titles Policy	Honorary Titles Procedures
	7.6.6 Confer and revoke academic titles for non-staff members for 12 months or more	VC	Senior Principal Research Fellow						Honorary Titles Policy	Honorary Titles Procedures
		Dean	Principal Research Fellow				Provost		Honorary Titles Policy	Honorary Titles Procedures
	7.6.7 Confer and revoke academic titles for non-staff members for less than 12 months	Dean	Senior Principal Research Fellow; Principal Research Fellow						Honorary Titles Policy	Honorary Titles Procedures
		Dean	Senior Research Fellow; Research Fellow; Postdoctoral Fellow						Honorary Titles Policy	Honorary Titles Procedures
	7.6.8 Confer and revoke academic titles for non-staff members	Dean	Senior Research Fellow; Research Fellow; Postdoctoral Fellow						Honorary Titles Policy	Honorary Titles Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Academic	Staff Level	Expertise	Consultation	Notification	Policies	Procedures
7.7 Probation and confirmation	7.7.1 Confirm appointment following probation	Principal Officer; Dean		All Exempt Professional staff	DHR				
		HOS; HOA		All other Professional staff	DHR				
	7.7.2 Extend the period of probation	Principal Officer		All Exempt staff	DHR				
		HOS; Dean		All other Academic staff	DHR	Dean			
7.7 Probation and confirmation	7.7.3 Terminate employment during or at end of probation period	HOS; HOA		All other Professional staff	DHR				
		VC		All Exempt staff	DHR	Principal Officer; Provost			
	7.7.4 Approve progression from probation to confirmation period	VC		Level E	DHR	Provost; Dean			
		Dean		Level D and below	DHR	Provost			
7.7 Probation and confirmation	7.7.4 Approve progression from probation to confirmation period	HOS; HOA		All Professional staff	DHR				
		Provost;		All Exempt Academic staff	DHR	Dean			
		HOS; Dean		All other Academic staff					

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Academic	Staff Level	Expertise	Consultation	Notification	Policies	Procedures
	7.7.5 Continue confirmation (at annual confirmation review)	Provost	All Exempt Academic staff		DHR	Dean			
		HOS	All other Academic staff		DHR	Dean			
	7.7.6 Extend the period of confirmation	Provost	All Exempt Academic staff		DHR	Dean			
		HOS	All other Academic staff		DHR	Dean			
	7.7.7 Confirm appointment of academic staff	Dean	All Academic staff		DHR				
	7.7.8 Terminate employment during or at end of confirmation period	VC	All Academic staff		DHR	Provost			
		DVC	Level E		DHR	Provost			
		Dean	Level D and below		DHR	DVC	Provost		
	7.7.9 Waive or reduce period of confirmation or probation for academic staff	Principal Officer	Level E and all other Exempt Academic staff			Dean			
		Dean	Level D and below						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Academic	Staff Level Professional	Expertise	Consultation	Notification	Policies	Procedures
7.8 Promotion and reclassification	7.8.1 Approve promotion of academic staff	VC	To Level E		Provost			Academic Promotions Policy	Academic Promotions Procedures
		Provost	To Level D and below		Dean				
	7.8.2 Approve reclassification of Professional staff	DHR		Professional staff HEO 10 and above	Classification Assessment Team	VP(O); Dean; HOA			
		HOS; HOA		HEO 9 and below	Classification Assessment Team	DHR			
7.9 Annual close down	7.9.1 Approve annual close down dates and arrangements	VC							
7.10 Dispute and grievance resolution	7.10.1 Resolve employment and human resource disputes and grievances, including making settlement offers on behalf of the University	Principal Officer	All staff		GC	DHR		SEG HRE	
		VC			DHR			SEG HRE	
	7.10.2 Appoint Delegated Officer (Staffing)								

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Academic	Staff Level	Professional	Expertise	Consultation	Notification	Policies
<b>7.11 Termination of employment</b>  <b>Note:</b> For termination during probation or confirmation, see section 7.7. For termination on the grounds of ill-health, see section 7.13. For termination on the grounds of redundancy, see section 7.14.	7.11.1 Terminate employment of VC	Authority retained by Senate	VC						
	7.11.2 Terminate employment of staff other than VC	Senate Human Resources Committee	DVC	Other Principal Officers	GC; DHR		DHR		
		VC	Level E		GC; DHR		DHR		
		Provost	Other Academic staff		GC; DHR		DHR		
		Dean	Casual Academic staff		GC; DHR		DHR		
		VP(O)			Other Exempt Professional staff		DHR		
		HOS; HOA			All other Professional staff		DHR		
<b>7.12 Performance warnings and disciplinary action other than termination</b>	7.12.1 Issue performance warning under the Enterprise Agreement	Principal Officer, HOS, HOA	All non-exempt staff				DHR		
	7.12.2 Impose all forms of disciplinary action other than termination	VC Provost	DVC Dean		GC; DHR		DHR		



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Academic	Staff Level	Expertise	Consultation	Notification	Policies	Procedures
		Dean; Principal Officer; PVC(SCP)	All other Exempt staff	Professional	GC; DHR		DHR		
		HOS; HOA		All other Professional staff	GC; DHR		DHR		
		Dean	All other Academic staff		GC; DHR		DHR		
		HOS	Casual Academic staff						
<b>7.13 Ill health</b>		HOS; HOA	All staff		GC; DHR	Provost; DVC			
	7.13.1 Carry out functions relating to termination for ill-health in the Enterprise Agreement (except termination), including to undertake medical examination								
	7.13.2 Acknowledge notice of resignation or retirement (including medical retirement)	Chancellor	VC				Senate Human Resources Committee and Senate		
		VC	DVC; Dean				Senate Human Resources Committee and Senate		
		Principal Officer	All other Exempt staff				DHR		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Academic	Staff Level	Expertise	Consultation	Notification	Policies	Procedures
		HOS	All other Academic staff						
		HOA; HOS		All other Professional staff		DHR			
	7.13.3 Approve voluntary early retirement schemes	VC	All Academic staff		DHR				
	7.13.4 Terminate employment on grounds of ill-health	VP(O)		All Professional staff		VC			
		Authority retained by Senate	VC		DHR; DSHW	Provost; Principal Officer			
		VC; VP(O)	Exempt staff						
		DVC	All other Academic staff			Provost			
		DHR		All other Professional staff					
<b>7.14 Redundancy</b>	7.14.1 Declare positions redundant and terminate employment on grounds of redundancy	VC	DVC	GC; DHR; VP(O); VP(Ad)	GC; DHR	Senate Human Resources Committee	Senate		
		Provost	All other Academic staff						
		VP(O)		All other Professional staff					

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Academic	Staff Level Professional	Expertise	Consultation	Notification	Policies	Procedures
		HOS; HOA		All Professional staff (excluding Exempt staff)		Provost; DHR; VP(O)			
	7.14.2 Carry out functions relating to termination for redundancy in Enterprise Agreement	HOS	All Academic staff		DHR		Provost		
	7.15.1 Approve staff affiliations with other universities	HOS; HOA		All Professional staff	DHR				
<b>7.15 External affiliations</b>		DVC; Provost	All staff		DHR				
<b>7.16 External employment</b>		DVC; Provost; Dean	All Academic staff		DHR	DVC; Provost		Outside Earnings of Academic Staff Policy	
<b>7.17 Appointment of affiliates (i.e. non-employees)</b>		HOS					HR		
	7.17.1 Approve appointment of teaching or research affiliates upon whom no title is conferred								
	7.17.2 Approve appointment of volunteers	HOS; HOA							

## Part 8 - Information and Communication Technology

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
8.1 Information and Communication Technology policy	8.1.1 Approve policy relating to access, usage and privacy of information and communication technology resources	VP(O)		CIO; OGC	SEG; VC		Policy on Use of University Information and Communications Technology Resources; Information Security Policy	
	8.1.2 Approve policies for provision and delivery of ICT services	CIO			VC; SEG; VP(O)	OGC	Policy on Use of University Information and Communications Technology Resources; Information Security Policy; Procurement Policy	
8.2 Provision and maintenance of ICT infrastructure and resources	8.2.1 Plan, develop and maintain University ICT infrastructure	CIO		DCIS	VC; VP(O)	SEG		
8.3 Provision and delivery of ICT services	8.3.1 Approve progression from preliminary feasibility to development stage of enterprise level application system	CIO	>\$100K	CFO	Provost; VP(O)			
			≤\$100K					

DELEGATION		APPOINTED DELEGATE		DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function			Financial	Expertise	Consultation	Notification	Policies	Procedures	
	8.3.2 Determine charges for ICT services	CIO			CFO	VP(O)				
	8.3.3 Develop & implement ICT disaster recovery plan	CIO			DARM	Provost; VP(O); CFO				
<b>8.4 Acquisition of software</b> <b>Note: See also section 6.4 for delegations relating to expenditure of funds.</b>	8.4.1 Acquire software or (cloud) which involves any of: integration with existing University system(s); or holding personal, health or confidential information; or more than 20 potential users; or annual licence fee of more than \$5K	FAC		>\$10M initial or annual cost	Procurement; OGC	DVC(Ed); VP(O)		Procurement Policy	Procurement and Purchasing Guidelines; Procurement; Purchase Order Procedures; Procurement: Tendering Procedures	
		CFO		≤\$10M initial or annual cost	Procurement; OGC	DVC(Ed); VP(O)		Procurement Policy	Procurement and Purchasing Guidelines; Procurement; Purchase Order Procedures; Procurement: Tendering Procedures	
		CIO		≤\$500K initial or annual cost	Procurement; OGC	DVC(Ed); VP(O)		Procurement Policy	Procurement and Purchasing Guidelines; Procurement; Purchase Order Procedures; Procurement: Tendering Procedures	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	8.4.2 Acquire software or software as a service (cloud) which will: be solely for the purposes of research or teaching; and not be integrated into any existing University system(s); and hold no personal, health or confidential; information; and incur annual licence fees of \$5K per annum or less.	Dean		Procurement; OGC	ICT		Procurement Policy	Procurement and Purchasing Guidelines; Procurement; Purchase Order Procedures; Procurement: Tendering Procedures

## Part 9 - International

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
9.1 International policy	9.1.1 Approve policy for the accommodation of the University's international students	DVC(Reg)		DHR; OGC	DSSS; DIS	DIS; DOGE		
	9.1.2 Approve policies for the establishment and management of off-shore operations in which the University has a controlling interest	VC		OGC; CFO	Provost; SEG Int; SEG; DIS; DOGE; VP(O)	DVC(Reg); DIS; DOGE		
9.2 International student experience	9.2.1 Approve University-wide, student exchange or study abroad agreements with other universities	DVC(Reg)		DVC (Ed); OGC	DIS	SEG Int; DIS; DOGE	Cotutelle Scheme Policy	
	9.2.2 Approve, student exchange or study abroad agreements with other universities relating to a Faculty or Academic College	DVC(Reg)		OGC	Relevant HOS; Dean; DIS	DIS; DOGE	Cotutelle Scheme Policy; Conjoint Ventures in Postgraduate Courses Policy	
	9.2.3 Approve University-wide student placement agreements with international providers	DVC(Reg)		OGC	Provost; DIS	DIS; DOGE	Student Placement Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	9.2.4 Approve student placement agreements for students from a Faculty or Academic College with international providers	DVC(Reg)			Provost; Dean; DIS	DIS; DOGE	Student Placement Policy	
<b>9.3 Appointment of international agents</b>	9.3.1 Approve agreements appointing international agents for the University	DVC(Reg)		OGC	DIS			
<b>9.4 Travel expenditure</b>	9.4.1 Approve travel arrangements and budgets for Special Studies Program and Visiting Scholars	Dean			DSHW	DOGE; DVC(Ed)	Special Studies Program Policy	Special Studies Program Procedures
<b>9.5 International Program Development Fund</b>	9.5.1 Administer and manage International Program Development Fund	DOGE			SEG Int	SEG		International Program Development Fund Guidelines
<b>9.6 Memoranda of Understanding</b> <i>Note: See clause 12.4 if research involved</i>	9.6.1 Approve memoranda of understanding with overseas institutions not involving research	VC			DSGM; Dean; PVC (GE)			



## Part 10 - Legal Affairs

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
10.1 Legal affairs policy	10.1.1 Approve policy relating to the University's legal affairs	GC			VC	SEG		
10.2 Confidentiality agreements	10.2.1 Approve confidentiality agreements imposing obligations on third parties to protect confidential information owned or held by the University  10.2.2 Approve confidentiality agreements on the University to protect confidential information owned or held by third parties	Relevant DVC; VP(O); GC; CIO; DCIS; HOS; Director, CDIP; CPO; Director, Research Grants & Contracts Administration; Funding Director, Research Development; PVC(SCP)		OGC (if exercised other than by GC)				
10.3 Legal processes and execution	10.3.1 Accept service of court process on behalf of the University  10.3.2 Accept service of documents in relation to taxation matters	GC  CFO		OGC (if exercised other than by GC)	Relevant HOS			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures	
	10.3.3 Institute or settle court, legal or other formal proceedings (including apprehended or threatened proceedings) and legally bind the University in matters conducted in the Federal Court or Supreme Court	VC		GC		Senate			
	10.3.4 Institute or settle court, legal or other formal proceedings (including apprehended or threatened proceedings) and legally bind the University in matters conducted in lower courts and tribunals	GC							
	10.3.5 Settle court, legal or other formal proceedings (including apprehended or threatened proceedings) and legally bind the University in matters conducted in lower courts and tribunals and relating to HR management	DHR		GC					
	10.3.6 Affix the University seal to any document (NB. This includes execution of any deed)	Any two of VC; DVC; VP(O); Registrar; GC; Secretary to Senate							

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	10.3.7 Appoint external lawyers, approve costs agreements, and authorise payments  <b>Note: See also FAC terms of reference</b>	GC						
<b>10.4 Records management</b>	10.4.1 Approve policies, procedures and guidelines for records capture, release and destruction, including archiving and access	GC		Group Secretary; Manager, Archives & Records Management	VC			
	10.4.2 Make access directions and decisions required under Part 6 of <i>State Records Act 1998</i> (NSW)	GC		Manager, Archives & Records Management; Group Secretary				

## Part 11 - Work Health and Safety

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures	
11.1 Work health and safety policy	11.1.1 Approve policy related to work health and safety	Authority retained by Senate		DSHW	VC; DHR; SEG WHS; SEG	Relevant Senate Committees; Academic Board	Injury and Illness Management Policy; Work Health and Safety Policy	Injury and Illness Management Procedures; Work Health and Safety Procedures	
11.2 Travel to destinations subject to Australian government advisories	11.2.1 Approve travel to destination subject to "do not travel" recommendation from the Australian government	Principal Officer		DSHW	Dean; HOA; HOS; DHR		Travel Policy	Travel Procedures	
	11.2.2 Approve travel to destination subject to "reconsider your need to travel" recommendation from the Australian government	Principal Officer		DSHW	Provost; VP(O); Dean; HOA;	DARM	Travel Policy	Travel Procedures	

## Part 12 - Research

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
12.1 Research policy	12.1.1 Approve policy for the conduct of the University's research activities	DVC(R)		PVC(SCP); Director, Research Development; Director, Research Grants & Contracts	VC; Academic Board	OGC		
12.2 Cooperative Research Centres	12.2.1 Approve application to establish or for membership of a Cooperative Research Centre 12.2.2 Approve agreement for establishment of Cooperative Research Centre	DVC(R)			Provost; VP(O); Dean(s) of relevant Faculties	CFO		
12.3 Centres and institutes	12.3.1 Approve application to establish or disestablish a centre or Institute	Provost			Provost; VP(O); Director, CDIP in relation to intellectual property provisions of agreement	CFO	Research Agreements Policy; Guidelines Concerning Commercial Activities	
12.4 Memoranda of understanding, research agreements & grants	12.4.1 Approve memoranda of understanding in relation to research	DVC(R)		PVC(SCP)	VC	DOGE (if international)	Centres: Policy for Establishment Management and Review Research Agreements Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures	
	12.4.2 Approve research agreements with commercial and non-commercial partners	VC	>\$10M, or >5 yrs duration	OGC	DVC(R); PVC(SCP); Director, CDIP in relation to intellectual property provisions;	DOGE (if international)			
		DVC(R)	≤\$10M, and ≤5 yrs duration	OGC	PVC(SCP); Director, CDIP; Research Grants & Contracts for agreements with non-commercial partners	DOGE (if international)			
	12.4.3 Approve research agreements with commercial partners or scholarship agreements which are linked to a research agreement with a commercial partner	Director, CDIP	≤\$2M and ≤5 yrs duration	OGC		DOGE (if international)	Research Agreements Policy; Guidelines Concerning Commercial Activities		
	12.4.4 Approve research agreements with non-commercial or publicly funded partners other than agreements referred to in 12.4.5	Director, Research Grants & Contracts; Director, Research Development	≤\$2M and ≤5 yrs duration	OGC	Director, CDIP in relation to intellectual property provisions	DOGE (if international)	Research Agreements Policy		
	12.4.5 Approve research training or scholarship agreements with non-commercial or publicly funded partners	DSSS; Director, Research Grants & Contracts	≤\$2M and ≤5 yrs duration	OGC	Director, CDIP in relation to intellectual property provisions	DOGE (if international)			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	12.4.6 Approve research training or scholarship agreements with non-commercial or publicly funded entities, where such agreements relate only to international students	DVC(Ed)		OGC	DIS	DOGE		
<b>12.5 Research grant applications</b>	12.5.1 Approve submission of research grant proposal other than proposals referred to in 12.5.2	Director, Research Grants & Contracts; Director, Research Development	All		HOS			Research proposal approval form signed by HOS
	12.5.2 Approve submission of research or training scholarship proposals	DSSS	All		HOS	DVC(R)		Research proposal form approved by HOS
<b>12.6 Research grant payments and refunds</b>	12.6.1 Approve payments from CDIP fund	Director, CDIP						
	12.6.2 Approve refund of unexpended grant funds to funding body	HOS; Dean of relevant Faculty; DSSS						
<b>12.7 Clinical trials agreements</b>	12.7.1 Approve clinical trials	PVC (SCP)		OGC				
	12.7.2 Approve modifications to site approvals for clinical trials where risk assessment of modified trial is "high" or above	PVC (SCP)						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	12.7.3 Approve modifications to site approvals for clinical trials, where risk assessment for modified trial is less than "high"	Director, Research Integrity and Ethics Administration						
<b>12.8 Intellectual property</b>	12.8.1 Approve applications for registration, maintenance and prosecution (including abandonment) of intellectual property	Director, CDIP					Intellectual Property Policy	
	12.8.2 Execute documents to facilitate application for registration, maintenance and prosecution (including abandonment) of intellectual property	CDIP Manager Intellectual Property		Director, CDIP			Intellectual Property Policy	
	12.8.3 Approve agreements granting any right in intellectual property	Director, CDIP					Intellectual Property Policy	
<b>12.9 Agreements affected by Australian government sanctions</b>	12.9.1 Approve an application for a permit licence or other government authorisation or approval, including any change to a condition of an authorisation or approval that relates to an agreement or other research activity.	DVC(R)		OGC	OGC	Director, CDIP		



## Part 13 – Education & Student Management

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
13.1 Student management policies	13.1.1 Approve policy and procedures relating to student management and support	DVC(Reg); DVC(Ed)		OGC	VC; DSSS; SEG Ed; SEG			
	13.1.2 Approve policy for domestic and international student recruitment	DVC(Reg)		DI (in respect of International student recruitment); OGC	VC; SEG Ed; SEG			
	13.1.3 Approve guidelines for performance of domestic and international students	DVC(Reg); DVC(Ed)		Deans	VC; SEG Ed			
	13.1.4 Approve requirements regarding pre-requisites for courses	DVC(Reg); DVC(Ed)		Deans	Provost; SEG Ed			
13.2 Course admissions and related matters	13.2.1 For a maximum period of one year, place requirements and restrictions on the enrolment of a student offered admission under the Cadigal Program	Dean					University of Sydney (Coursework) Rule; Coursework Policy	
	13.2.2 Approve admission to award course	Dean					University of Sydney (Coursework) Rule, Coursework Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	13.2.3 Approve admission to honours	Dean			HOS; Head of Department		University of Sydney (Coursework) Rule; Coursework Policy	
	13.2.4 Approve admission to concurrent enrolment	Associate Dean					University of Sydney (Coursework) Rule; Coursework Policy	
	13.2.5 Permit a student who has shown good cause to re-enrol	Associate Dean					University of Sydney (Coursework) Rule; Coursework Policy 2014	
	13.2.6 Appoint research supervisor(s) for higher degree by research student project	Head of Department					Supervision of Higher Degree by Research Students Policy	
	13.2.7 Approve extension of higher degree by research candidature (i.e. change of latest date for thesis submission for examination)	Associate Dean					Supervision of Higher Degree by Research Students Policy	
	13.2.8 Approve leave of absence for higher degree by research students (other than suspension of enrolment)	Head of Department					University of Sydney (Higher Degree by Research) Rule	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	13.2.9 Approve credit recognition agreements with overseas universities	DVC(Reg)			Relevant Deans	DGSR	University of Sydney (Higher Degree by Research) Rule Coursework Policy	Coursework Credit Procedures
<b>13.3 Student welfare and activities</b>	13.3.1 Establish policies and plans to accommodate students with a disability, and policies in respect of assistance with student housing	DVC(Reg)		DHR; Manager OH&S	Provost; SEG DAP; SEG			
	13.3.2 Authorise production and distribution of University student handbook	DVC(Reg)						
	13.3.3 Approve amendments to constitutions of student organisations	Chancellor, on advice from VC						
<b>13.4 Student practicum placements</b>	13.4.1 Approve student placement agreements involving single faculty	Dean		OGC; DARM			Student Placement Policy	
	13.4.2 Approve student placement agreements including multiple faculties	Provost		OGC; DARM			Student Placement Policy	
<b>13.5 Course delivery</b>	13.5.1 Approve co-delivery of courses	DVC(Ed)			Dean			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
13.6 Agreements for educational services, to be provided to or by the University	13.6.1 Approve institutional agreements for cotutelle or other joint higher degree by research awards	DVC(Reg)			VC	DOGE	Cotutelle Scheme Policy; University of Sydney (Higher Degree by Research) Rule	
	13.6.2 Approve individual student agreements for cotutelle or other joint higher degree by research program	DVC(Reg)			Dean		Cotutelle Scheme Policy; University of Sydney (Higher Degree by Research) Rule	
	13.6.3 Approve agreements for educational services involving the establishment of a joint venture campus	VC			OGC; DVC(Ed)	DIS; DOGE	Agreements for Educational Services Policy	Agreements for Educational Services Procedures
	13.6.4 Approve agreements for provision of educational services to a commercial or non-commercial partner, where those services are badged with the University's logo or otherwise identified as being produced by the University	VC	>\$2M, or >5 years' duration		OGC; VP(O); DVC(Ed)	SEG; Academic Board	SEG; SEG ED; Academic Board	Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures	
		DVC(Ed)	≤\$2M and ≤5 years' duration	OGC; VP(O)	SEG; SEG ED; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures	
	13.6.5 Approve agreements for provision of educational services to a commercial or non-commercial partner, where those services are not badged with the University's logo or otherwise identified as being produced by the University	VC	>\$2M, or >5 years' duration	OGC; VP(O); DVC(Ed)	SEG; SEG ED; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures	
		DVC(Ed)	≤\$2M and ≤ 5 years' duration	OGC; VP(O)	SEG; SEG ED; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures	
		Dean	≤\$500K and ≤ 5 years' duration	OGC; VP(O); DVC(Ed)	Academic Board	SEG ED	Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	13.6.6 Approve agreements for acquisition of educational services from a commercial or non-commercial partner	VC	>\$2M, or >5 years' duration	OGC; VP(O); DVC(Ed)	SEG; SEG ED; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
		DVC(Ed)	≤\$2M and ≤ 5 years' duration	OGC; VP(O)	SEG; SEG ED; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
		Dean	≤\$500K and < 5 years' duration	OGC; VP(O)	DVC(Ed); Academic Board	SEG ED	Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
<b>13.7 Teaching affected by Australian government sanctions</b>	13.7.1 Approve application for permit to teach or continue to teach or provide research training to a student from a country subject to Australian government sanctions	Dean		OGC	DVC(Reg)	DVC(Reg)		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
13.8 Appointment of Senate representatives	13.8.1 Appoint a person who is not a fellow of Senate as representative on a nominated University organisation	Senate Nominations and Appointments Committee						
	13.8.2 Appoint representative to Student Appeals Panel	VC			DVC(Reg)			
13.9 Third party payment of student fees	13.9.1 Approve arrangements (including financial guarantees to the University) for third party payment of student fees and expenses	DVC(Reg)		OGC			Third Party Payment of Student Fees Policy	Third Party Payment of Student Fees Procedures
	13.10 Bursaries, prizes and scholarships	DVC(Reg)						
13.11 Waiver of tuition fees	13.10.1 Approve award of University-wide scholarships and prizes	DVC(Reg)						
	13.10.2 Approve student bursaries	DVC(Reg)	>\$10K					
13.12 Use of student information		DSSS	≤\$10K					
	13.11.1 Approve waiver of student tuition fees for non-Commonwealth supported student	DVC(Reg)		OGC	CFO			
	13.12.1 Approve use of student information for the purposes of learning analytics	DVC(Ed)		OGC	Privacy Officer		Privacy Policy	Privacy Management Plan

## Part 14 - Commercial and Corporate Activities

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
14.1 Associations and affiliations (excluding controlled entities and activities concerned with investment and capital management of University funds)	14.1.1 Other than in the case of a transaction involving the formation or acquisition of a controlled entity, approve promotion, naming or establishment of, or participation in (whether by means of debt, equity, contribution of assets or other means), partnerships, trusts, companies and other incorporated bodies, or joint ventures (except for the purpose of or in consideration for intellectual property rights) or in relation to the establishment of joint venture campuses as provided in Clause 13.6.1	DVC		GC; CFO	VC; VP(O)	Group Secretary	Associated & Affiliated Entities Policy	Associated & Affiliated Entities Operational Guidelines
	14.1.2 Other than in the case of a transaction involving the formation or acquisition of a controlled entity, approve promotion, naming or establishment of, or participation in (whether by means of debt, equity, contribution of assets or other means), partnerships, trusts, companies and other incorporated bodies, or joint ventures for the purpose of or in consideration for intellectual property rights	DVC(R)		GC; CFO	VC; Director, CDIP; VP(O)	Group Secretary	Associated & Affiliated Entities Policy	Associated & Affiliated Entities Operational Guidelines



DELEGATION		APPOINTED DELEGATE		DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function			Financial	Expertise	Consultation	Notification	Policies	Procedures
	14.1.3 Appoint directors or other representative of the University	DVC; VP(O)					Group Secretary	Associated & Affiliated Entities Policy	Associated & Affiliated Entities Operational Guidelines
	14.1.4 Exercise voting rights of the University arising from its membership of a company, partnership, other incorporated body or joint venture (including appointing a proxy to exercise such rights)	DVC; VP(O)					Group Secretary	Associated & Affiliated Entities Policy	Associated & Affiliated Entities Operational Guidelines
<b>14.2 Commissioned research</b>	14.2.1 Approve contracts, memoranda of understanding and other arrangements for commissioned research	VC		>\$10M or >5 years' duration	OGC	DVC(R); Director, CDIP; PVC(SCP)		Guidelines Concerning Commercial Activities; Research Agreements Policy	
		DVC(R)		≤\$10M and ≤ 5 years' duration	OGC	Director, CDIP; PVC(SCP)		Guidelines Concerning Commercial Activities; Research Agreements Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Director, CDIP	≤ \$2M and ≤ 5 years' duration	OGC	PVC(SCP)	DVC(R)	Guidelines Concerning Commercial Activities; Research Agreements Policy	
	14.2.2 Approve agreements for commissioned research which are linked to scholarship agreement(s)	Director, CDIP			DVC(Ed)		Guidelines Concerning Commercial Activities; Research Agreements Policy	
<b>14.3 Other commercial activities</b>	14.3.1 Approve commercial activities to be conducted through a Faculty or Academic College if the HOS has assessed the proposed commercial activities and has recommended the undertaking of such commercial activities	Director, CDIP; Chief Investment Officer; DCIS (as relevant); DVCs of affected portfolios; VP(O)	≤\$100K	CFO	Dean		Guidelines Concerning Commercial Activities	
	14.3.2 Approve commercial activities to be conducted through a Faculty or Academic College if the Dean has assessed the proposed commercial activities and has recommended the undertaking of such commercial activities	Director, CDIP; Chief Investment Officer; DCIS (as relevant); DVCs of affected portfolios; VP(O)	≤\$500K	CFO	VP(O)		Guidelines Concerning Commercial Activities	

DELEGATION		APPOINTED DELEGATE			DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function	Financial	Expertise	Consultation	Notification	Policies	Procedures			
	14.3.3 Approve commercial activities which have University wide application or a value greater than \$500K, if the CFO has assessed the proposed commercial activities and has recommended the undertaking of such commercial activities	>\$500K	CFO	VP(O)		Guidelines Concerning Commercial Activities				
	14.3.4 Maintain a register of commercial activities					Guidelines Concerning Commercial Activities				
	14.3.5 Approve publishing and distribution agreements which provide licences of copyright to the University					Guidelines Concerning Commercial Activities				
<b>14.4 Provision of clinical services</b>	14.4.1 Approve proposals to provide clinical services		GC	DVC(R); DVC(Ed); Dean	DARM					
<b>14.5 Controlled and external entities</b>	14.5.1 Approve establishment or acquisition of a controlled entity	>\$1M	GC	DVC; VP(O); DARM; CFO	Group Secretary	Controlled Entity Policy	Controlled Entity Procedures			
		≤\$1M	GC	VC; DVC; DARM; CFO	Group Secretary	Controlled Entity Policy	Controlled Entity Procedures			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	14.5.2 Approve decisions by a controlled entity which require University consent, or arrangements for a controlled entity which require University agreement	VP(O); Provost		CFO; GC	DVC	Group Secretary	Controlled Entity Policy	Controlled Entity Procedures
	14.5.3 Exercise voting rights of the University arising from its membership of a company, partnership, other incorporated body or joint venture (including appointing a proxy to exercise such rights)	VP(O); Provost		CFO; GC	DVC	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines
	14.5.4 Appoint directors or other representative of the University and determine the remuneration for such appointment	VP(O); Provost				Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines
	14.5.5 Approve transactions resulting in a change of control where there is a sale, realisation or other disposition of all or part of the University interest in any company, partnership, other incorporated body or joint	VC	>\$500K	GC	SEG FIC; VC	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines

DELEGATION		APPOINTED DELEGATE		DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function			Financial	Expertise	Consultation	Notification	Policies	Procedures
	venture, or approve the winding up of any company partnership, other incorporated body or joint venture.	DCIS; CFO; DVC		≤\$500K	GC	SEG FIC; VP(O)	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines
	14.5.6 Approve transactions not resulting in a change of control where there is a sale, realisation or other disposition of all or part of the University interest in any company, partnership, other incorporated body or joint venture	VP(O); Provost		>\$500K	GC	SEG FIC; VC	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines
		DCIS; CFO; DVC		≤\$500K	GC	SEG FIC; VP(O)	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines

## Part 15 - Ceremonial Matters

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
15 Formal ceremonies	15.1 Preside at graduations (i.e. admit to the appropriate degree or degrees and award the appropriate diploma or diplomas to those who have qualified for the degree or diploma concerned and whose names appear in the printed list contained in the official program)	Chancellor; Deputy Chancellor; Vice-Chancellor; Pro-Chancellor; Chair, Academic Board; Provost; DVC						
	15.2 Approve graduation dates	DVC(Reg)						
	15.3 Change disciplines to be presented at any graduation ceremony or the scheduled time for any such ceremony with notice to the graduands concerned	DVC(Reg)			Graduands concerned			
	15.4 Approve academic dress	DVC(Reg)						
	15.5 Nominate a member of the Alumni Council or other eminent alumnus to act as Esquire Bedell	President, Alumni Council			DVC(Reg)			

## Part 16 – Student Accommodation

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE		
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
16.1 Appointments and agreements	16.1.1 Appoint operator panel	DCIS		OGC; DSSS	CPO			
	16.1.2 Approve operator	DCIS		OGC; DSSS	CPO; CFO			
	16.1.3 Approve terms of student residential agreements	DSSS		OGC; DCIS				
	16.1.4 Approve allocation of student housing	DSSS		OGC; DCIS				
	16.1.5 Approve reservation agreements for student accommodation in properties not owned by the University	DVC(Reg)		OGC; DSSS; DCIS				
16.2 Fees and rents	16.2.1 Determine rents	CFO		OGC; DSSS; DCIS	SHOC; ICC		Any relevant tax rulings	
	16.2.2 Determine fees and charges other than rents	HOA		OGC			Any relevant tax rulings	
	16.2.3 Approve write off of student accommodation debts	DVC(Reg)		CFO				
	16.2.4 Approve waiver of student rents, fees or other charges relating to accommodation, in exceptional circumstances	DSSS				CFO		

# University of Sydney (Governance of Faculties and University Schools) Rule 2016

The Senate, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the *University of Sydney Act 1989* (as amended) for the purposes of the *University of Sydney By-law 1999*.

Adopted on: 12 December 2016

Effective from: 1 January 2017

---

## CONTENTS

<b>Contents</b> .....	<b>1</b>
<b>Part 1 - Preliminary</b> .....	<b>3</b>
1.1 Name of Rule .....	3
1.2 Commencement.....	3
1.3 Application .....	3
1.4 Statement of intent.....	4
1.5 Interpretation.....	4
<b>Part 2 – Establishment of Faculties and University Schools</b> .....	<b>6</b>
2.1 Application .....	6
2.2 Establishment of faculties .....	6
2.3 Establishment of University schools .....	6
<b>Part 3 - Faculties</b> .....	<b>7</b>
3.1 Application .....	7
3.2 Faculty leadership.....	7
3.3 Faculty governance .....	7
3.4 Membership of faculties .....	7
3.5 Responsibilities and functions of faculties .....	8
3.6 Faculty meetings.....	8
3.7 Membership of faculty boards.....	8
3.8 Responsibilities and functions of the faculty board.....	9
3.9 Faculty board meetings .....	11
3.10 Membership of the Dean’s executive committee .....	11
3.11 Responsibilities and functions of the Dean’s executive committee .....	11
3.12 Meetings of the Dean’s executive committee .....	11
3.13 Membership of the leadership group .....	11
3.14 Responsibilities and functions of the leadership group .....	12
3.15 Meetings of the leadership group .....	12
3.16 Responsibilities and functions of Deans .....	12
3.17 Responsibilities and functions of Deputy Deans .....	13
3.18 Responsibilities and functions of Associate Deans .....	14
<b>Part 4 – Schools (within a faculty)</b> .....	<b>15</b>
4.1 Application .....	15
4.2 Establishment of schools .....	16
4.3 School leadership .....	16
4.4 Membership of schools .....	16
4.5 Responsibilities and functions of schools .....	16
4.6 School meetings .....	17



4.7	Responsibilities and functions of Heads of School	17
<b>Part 5</b>	<b>– University schools</b>	<b>19</b>
5.1	Application	19
5.2	University school leadership	19
5.3	University school governance	19
5.4	Membership of University schools	19
5.5	Responsibilities and functions of University schools	20
5.6	University school meetings	20
5.7	Membership of University school boards	20
5.8	Responsibilities and functions of University school boards	21
5.9	University school board meetings	23
5.10	Membership of the Head of School and Dean’s executive committee	23
5.11	Responsibilities and functions of the Head of School and Dean’s executive committee	23
5.12	Meetings of the Head of School and Dean’s executive committee	23
5.13	Membership of the leadership group	24
5.14	Responsibilities and functions of the leadership group	24
5.15	Meetings of the leadership group	24
5.16	Responsibilities and functions of Heads of School and Deans of University schools	24
5.17	Responsibilities and functions of Associate Deans	26
<b>Part 6</b>	<b>– Health faculties (other than the faculty of health sciences)</b>	<b>27</b>
6.1	Application	27
6.2	Membership of health faculties (other than the Faculty of Health Sciences)	28
6.3	Responsibilities and functions of health faculties (other than the Faculty of Health Sciences)	28
6.4	Meetings of health faculties (other than the Faculty of Health Sciences)	30
6.5	Joint board of postgraduate studies for Dentistry, Medicine Nursing and Midwifery, and Pharmacy	30
6.6	Membership of schools and departments	31
6.7	Responsibilities and functions of schools and departments	31
6.8	School and departmental boards	31
6.9	Responsibilities and functions of school boards and departmental boards	32
6.10	School board and departmental board meetings	32
6.11	Responsibilities of Heads of School and Heads of Departments	33
<b>Part 7</b>	<b>– Board of interdisciplinary studies</b>	<b>34</b>
7.1	Application	34
7.2	Membership of the Board of Interdisciplinary Studies	34
7.3	Board of Interdisciplinary Studies meetings	35
7.4	Responsibilities and functions of the Board of Interdisciplinary Studies	35
7.5	Non-Award Sub-Committee	37
<b>Part 8</b>	<b>– Staff elections to faculty boards</b>	<b>37</b>
8.1	Application	37
8.2	Timing of elections	38
8.3	Term of office	38
8.4	Nominations	38
8.5	Filling casual vacancies	38
8.6	Electorates	38
<b>Part 9</b>	<b>– Student elections</b>	<b>39</b>
9.1	Application	39
9.2	Timing of elections	39
9.3	Term of office	40
9.4	Nominations	40
9.5	Filling casual vacancies	40
9.6	Electorates	41
9.7	Faculty and faculty board elections	41
9.8	School elections	41

9.9 University school and University school board elections.....	41
<b>Part 10 – Student participation in meetings .....</b>	<b>42</b>
10.1 Application .....	42
10.2 Faculty and University school meetings .....	42
10.3 School and department meetings .....	42
<b>Part 11 – Transitional Provisions .....</b>	<b>43</b>
11.1 Application .....	43
11.2 Staff elections .....	43
11.3 Student elections .....	43
<b>Part 12 - Rescissions and replacements .....</b>	<b>44</b>
12.1 Application .....	44
12.2 Rescissions and replacements .....	44
<b>Notes .....</b>	<b>45</b>
<b>Amendment history.....</b>	<b>46</b>

## **PART 1 - PRELIMINARY**

---

### **1.1 Name of Rule**

This is the University of Sydney (Governance of Faculties and University Schools) Rule 2016.

### **1.2 Commencement**

- (1) This Rule commences on 1 January 2017.

### **1.3 Application**

- (1) Parts 2, 7, 9, 10 and 12 of this Rule apply to all faculties and University schools.
- (2) Part 5 of this Rule applies to all University schools.
- (3) Parts 3, 4 and 8 of this Rule apply to all faculties other than:
  - (a) the Faculty of Dentistry;
  - (b) the Faculty of Medicine;
  - (c) the Faculty of Nursing and Midwifery; and
  - (d) the Faculty of Pharmacy.
- (4) Part 6 of this Rule applies to:
  - (a) the Faculty of Dentistry;
  - (b) the Faculty of Medicine;
  - (c) the Faculty of Nursing and Midwifery; and
  - (d) the Faculty of Pharmacy.
- (5) Part 11 of this Rule applies to:
  - (a) the Faculty of Arts and Social Sciences;
  - (b) the Faculty of Business;

- (c) the Faculty of Engineering and Information Technologies;
- (d) the Faculty of Health Sciences;
- (e) the Faculty of Science; and
- (f) the University schools.

#### 1.4 Statement of intent

- (1) This Rule stipulates the requirements for operational governance within faculties and University schools.
- (2) This Rule binds:
  - (a) Deans, Heads of School, Heads of School and Deans (University schools);
  - (b) Deputy Deans, Deputy Head of School and Deputy Deans (University schools), Associate Deans; and
  - (c) all members of faculty, school and University school committees, including faculty boards, University school boards, executive committees, leadership groups, sub-committees, working parties and advisory committees.

#### 1.5 Interpretation

- (1) In this Rule:

<b>academic affairs</b>	means the teaching and research activities of a faculty or University school, including award courses, honours, higher degrees by research, quality improvement and educational integrity.
<b>academic staff member</b>	means a person who has been employed by the University as a member of its academic staff, and who is not a member of the University's professional staff.
<b>administrative and operational affairs</b>	means financial, human resources, fundraising, marketing, communications and other activities relating to the administration and operation of a faculty or University school.
<b>award course</b>	means a course approved by the Academic Board and endorsed by the Senate on the recommendation of the Academic Board, that leads to the conferral of a degree or the award of a diploma or certificate.
<b>constitution</b>	means a faculty constitution approved by the Senate.
<b>Dean</b>	means the Dean of the relevant faculty, appointed in accordance with relevant University policy and procedures.
<b>department</b>	means an intellectual community within a faculty, responsible for research leadership and unit of study development within an internationally recognised field of inquiry.
<b>discipline</b>	means an intellectual community within a faculty, responsible for curriculum development and research endeavour within an internationally recognised field of inquiry.

<b>executive committee</b>	means an executive committee established by either a Dean or a Head of School and Dean (University school) in accordance with section 3.10 or 5.10 of this Rule, to deal with administrative (including financial) matters.
<b>faculty</b>	means a faculty constituted in accordance with this Rule or, in the case of the Faculty of Dentistry, the Faculty of Medicine, the Faculty of Nursing and Midwifery and the Faculty of Pharmacy, in accordance with its constitution.
<b>faculty board</b>	means a board established in accordance with section 3.7 of this Rule, to address academic matters.
<b>Head of Department</b>	means the head of a department within a faculty governed by Part 6 of this Rule, appointed in accordance with relevant University policy and procedures.
<b>Head of School</b>	means the head of a school within a faculty, including a Head of School and Dean, appointed in accordance with relevant University policy and procedures.
<b>Head of School and Dean (University school)</b>	means a Head of School and Dean of a University school, appointed in accordance with relevant University policy and procedures.
<b>interdisciplinary</b>	means involving more than one faculty or University school.
<b>leadership group</b>	means a group established by a Dean, or Head of School and Dean (University school), in accordance with section 3.13 or 5.13 of this Rule.
<b>Liberal Studies bachelor degree</b>	has the meaning given to it in the <a href="#">Coursework Policy 2014</a> .
<b>Open Learning Environment</b>	has the meaning given to it in the <a href="#">Coursework Policy 2014</a> .
<b>professional staff member</b>	means a person who has been employed by the University as a member of its professional staff, and who is not a member of the University's academic staff.
<b>school</b>	means a school within a faculty established and constituted in accordance with this Rule.
<b>student</b>	means a person who is currently admitted to candidature in an award course of the University.
<b>temporary staff member</b>	means an academic staff member or a professional staff member who has been employed by the University in a fixed term or contract position, but not a casual position.
<b>University Executive</b>	means the committee of that name, which comprises members of the University's senior leadership team.
<b>University school</b>	means a University school that is not within a faculty and is constituted in accordance with Part 5 of this Rule.

**University school board** means a board established in accordance with section 5.7 of this Rule, to address academic matters.

- (2) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (3) A note, marginal note, footnote or endnote is not a provision of this Rule.
- (4) A reference to a rule (other than this Rule) or policy is a reference to the rule or policy as amended or replaced by the University from time to time.

## **PART 2 – ESTABLISHMENT OF FACULTIES AND UNIVERSITY SCHOOLS**

---

### **2.1 Application**

This Part applies to all:

- (a) faculties; and
- (b) University schools.

### **2.2 Establishment of faculties**

- (1) There will be the following faculties, however named:
  - (a) the Faculty of Arts and Social Sciences;
  - (b) the Faculty of Business;
  - (c) the Faculty of Engineering and Information Technologies; and
  - (d) the Faculty of Science.
- (2) Subject to subsection (3), there will be the following health faculties, however named:
  - (a) the Faculty of Dentistry;
  - (b) the Faculty of Health Sciences;
  - (c) the Faculty of Medicine;
  - (d) the Faculty of Nursing and Midwifery; and
  - (e) the Faculty of Pharmacy.
- (3) The health faculties will, on a future date to be determined by the Vice-Chancellor, be consolidated into one faculty.

### **2.3 Establishment of University schools**

There will be the following University schools, however named:

- (a) the University of Sydney School of Architecture, Design and Planning;
- (b) the Sydney Conservatorium of Music; and
- (c) the University of Sydney Law School.

## **PART 3 - FACULTIES**

---

### **3.1 Application**

This Part applies to:

- (a) the Faculty of Arts and Social Sciences;
- (b) the Faculty of Business;
- (c) the Faculty of Engineering and Information Technologies;
- (d) the Faculty of Health Sciences; and
- (e) the Faculty of Science.

### **3.2 Faculty leadership**

- (1) Each faculty will have:
  - (a) a Dean;
  - (b) up to two Deputy Deans;
  - (c) a number of core Associate Deans each aligned with one of the portfolio committees of the University Executive and with responsibilities outlined in the terms of reference for that committee; and
  - (d) a Faculty General Manager.
- (2) Each faculty may have one or more optional Associate Deans, as approved by the Provost on the recommendation of the Dean.
- (3) Faculties may create faculty leadership positions other than those prescribed in subsections (1) and (2) with the approval of the Provost.

### **3.3 Faculty governance**

- (1) The academic affairs of each faculty will be governed by:
  - (a) the faculty;
  - (b) the faculty board; and
  - (c) sub-committees, working parties and advisory committees established by the faculty board in accordance with subsection 3.8(6).
- (2) The administrative and operational affairs of each faculty will be governed by:
  - (a) the Dean's executive committee; and
  - (b) the leadership group.

### **3.4 Membership of faculties**

Each faculty will comprise:

- (a) all full-time and part-time permanent and temporary members of the academic and professional staff of the faculty; and

- (b) at least 10 members elected by the students of the faculty in accordance with this Rule and any decision made by the faculty board in accordance with section 9.7 to designate a prescribed number of elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts.

### **3.5 Responsibilities and functions of faculties**

- (1) The faculty will receive and consider reports on academic matters from the faculty board at least once per semester.
- (2) The faculty may make such recommendations to the faculty board as it thinks fit, in respect of the affairs and concerns of the faculty.

### **3.6 Faculty meetings**

- (1) The Dean or their nominee will convene and chair a meeting of the faculty at least once per semester.
- (2) The Dean or their nominee will convene and chair such other meetings of the faculty as they consider necessary or as required by the:
  - (a) Vice-Chancellor;
  - (b) Provost; or
  - (c) faculty board.
- (3) The Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (4) The lesser of any 40 members of the faculty, or one eighth of the membership (calculated to the nearest whole number), will constitute a quorum for the transaction of business at a faculty meeting.
- (5) No business may be transacted at a meeting of the faculty unless a quorum is present.
- (6) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (7) Every member will have one vote on a show of hands and on a poll.
- (8) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.
- (9) If the number of votes are equal, the Chair will have the casting vote.
- (10) A meeting of the faculty may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

### **3.7 Membership of faculty boards**

Each faculty board will comprise:

- (a) the ex-officio members:
  - (i) the Dean or their nominee, who will perform the role of Chair;

- (ii) the Deputy Dean(s);
  - (iii) the Associate Dean(s);
  - (iv) the Heads of School (where relevant);
  - (v) the Faculty General Manager;
  - (vi) the Provost or their nominee;
- (b) the elected members:
- (i) 30 members elected by the full-time and part-time permanent and temporary members of the academic staff of the faculty in accordance with this Rule and any decision made by the faculty board in accordance with subsection 8.6(2) to designate a prescribed number of the allowable elected positions for each school or discipline;
  - (ii) seven members elected by the full-time and part-time permanent and temporary members of the professional staff of the faculty in accordance with this Rule;
  - (iii) between four and eight members (who may also be members of the faculty) elected by the students of the faculty in accordance with this Rule and any decision made by the faculty board in accordance with section 9.7 to designate a prescribed number of the allowable elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts.

### **3.8 Responsibilities and functions of the faculty board**

- (1) The faculty board will oversee the academic affairs of the faculty.
- (2) A reference in rules, policies or procedures to a decision of a faculty is a reference to a decision of the faculty board, unless otherwise specified.
- (3) The faculty board will exercise its responsibilities and functions subject to:
  - (a) the authority of the Senate and the Academic Board;
  - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (4) The faculty board will:
  - (a) make recommendations to the Academic Board on proposals for new award courses;
  - (b) make recommendations to the Academic Board on revisions to award courses;
  - (c) make resolutions for the coursework award courses offered by the faculty including, as appropriate:
    - (i) admission;
    - (ii) enrolment restrictions;
    - (iii) time limits;
    - (iv) suspension, discontinuation and lapse of candidature;
    - (v) recognition of prior learning;
    - (vi) attendance;
    - (vii) cross-institutional study;



- (viii) international exchange;
- (ix) assessment;
- (x) late submission of assessments;
- (xi) satisfactory progress;
- (xii) admission to honours;
- (xiii) the award of honours and the levels at which honours is awarded;
- (d) make resolutions for each degree, diploma and certificate offered by the faculty including, as appropriate:
  - (i) admission;
  - (ii) attendance;
  - (iii) majors;
  - (iv) recognition of prior learning;
  - (v) progression;
  - (vi) requirements for the award;
  - (vii) requirements for the award of honours;
  - (viii) award of the degree;
  - (ix) award of honours;
- (e) monitor and maintain quality, standards and excellence in education and research;
- (f) report to the faculty at least once per semester;
- (g) consider and report to the faculty on recommendations made by the faculty;
- (h) report to the Academic Board at least once per year on quality and educational integrity standards; and
- (i) consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board.
- (5) The faculty board may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the faculty.
- (6) The faculty board may establish sub-committees, working parties and advisory committees to:
  - (a) facilitate the conduct of its business; and
  - (b) make recommendations to the faculty board for decision.
- (7) A sub-committee, working party or advisory committee established in accordance with subsection (6) must not make decisions on behalf of the faculty board.
- (8) The faculty board of each faculty will establish a Postgraduate Research Education Committee.
- (9) The Postgraduate Research Education Committee will exercise the responsibilities of the faculty board in respect of each student admitted to candidature in a higher degree by research award course.

### **3.9 Faculty board meetings**

- (1) The Dean or their nominee will convene and Chair a meeting of the faculty board at least twice a year.
- (2) The Dean or their nominee will convene and Chair such other meetings of the faculty board as he or she considers necessary or as required by the:
  - (a) Vice-Chancellor;
  - (b) Provost; or
  - (c) faculty.
- (3) The Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty board meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (4) Fifty per cent of members will constitute a quorum for the transaction of business at a faculty board meeting.
- (5) No business may be transacted at a meeting of the faculty board unless a quorum is present.
- (6) A meeting of the faculty board may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (7) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (8) Every member will have one vote on a show of hands and on a poll.
- (9) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (10) If the number of votes are equal, the Chair will have the casting vote.

### **3.10 Membership of the Dean's executive committee**

The Dean will appoint members to the Dean's executive committee, as appropriate.

### **3.11 Responsibilities and functions of the Dean's executive committee**

The Dean's executive committee will advise the Dean on the strategic and administrative affairs of the faculty.

### **3.12 Meetings of the Dean's executive committee**

The Dean or their nominee will convene and chair meetings of the Dean's executive committee as required.

### **3.13 Membership of the leadership group**

- (1) The Dean will appoint members to the leadership group, in consultation with the Provost.

- (2) The leadership group should include:
  - (a) Deputy Deans;
  - (b) Associate Deans;
  - (c) Heads of School (where applicable);
  - (d) heads of discipline (where applicable);
  - (e) heads of central units, as appropriate; and
  - (f) the Faculty General Manager.

### **3.14 Responsibilities and functions of the leadership group**

The leadership group will collaborate and provide strategic advice to the Dean's executive committee.

### **3.15 Meetings of the leadership group**

The Dean or their nominee will convene and chair meetings of the leadership group as required.

### **3.16 Responsibilities and functions of Deans**

- (1) The Dean may, with the approval of the Provost, establish disciplines or departments to operate within the faculty.
- (2) Deans will be responsible for strategic leadership and planning, including:
  - (a) planning, setting and communicating the vision of the faculty;
  - (b) leading and demonstrating the values of the faculty, particularly in relation to culture and people, and enabling the desired culture;
  - (c) with input from the leadership group, setting, communicating and achieving the overarching faculty strategic plan and goals;
  - (d) participating in and communicating to faculty staff whole of University decision making, at the faculty level;
  - (e) having input into and communicating to faculty staff the University's strategic plan and governance;
  - (f) leading Deputy Deans, Associate Deans, and Heads of Schools or Disciplines and the Faculty General Manager; and
  - (g) managing key stakeholders and communications to relevant University entities; and
  - (h) monitoring and maintaining quality, standards and excellence in education and research.
- (3) Deans will be responsible for academic leadership, including:
  - (a) aligning strategic curriculum design with the faculty mission and distinctiveness;
  - (b) pursuing and managing strategically aligned funding and grants opportunities;

- (c) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students;
  - (d) overseeing the faculty's research profile, including reporting requirements; and
  - (e) strategic oversight of talent management, including recruitment, monitoring, promotion, performance management, retention and remuneration.
- (4) Deans will be responsible for financial management, including:
- (a) overseeing, proposing and controlling budget expenditure;
  - (b) leading development of the financial strategy and framework for the faculty; and
  - (c) with the leadership group, ensuring that financial units are working as efficiently as possible.
- (5) Deans will be responsible for operational management, including:
- (a) working with the leadership group to oversee all aspects of faculty operations;
  - (b) providing support to Heads of School to ensure that they have appropriate resources and established processes to implement efficient operations;
  - (c) as appropriate, ensuring coherence and consistency of operational frameworks within and between faculties;
  - (d) overseeing school resource management, including ensuring consistency of systems, processes and practices;
  - (e) overseeing coherence and consistency of operational processes with other faculties and University schools; and
  - (f) developing and overseeing work health and safety strategies.
- (6) Deans will be responsible for people leadership and management, including:
- (a) providing people leadership and management to all staff, including culture, mission, workforce planning, work load allocation and compliance; and
  - (b) developing strategies to attract and retain outstanding talent and integrating University-wide workforce strategies into the faculty.
- (7) Deans will be responsible for external community engagement, including:
- (a) identifying development opportunities;
  - (b) ensuring and enabling a coherent fundraising strategy;
  - (c) promoting large scale external engagement with the profession or sector, particularly at the global level;
  - (d) enabling processes and systems to support delivery;
  - (e) overseeing engagement with accreditation and professional bodies; and
  - (f) overseeing continuing and deep engagement with the alumni community.

### **3.17 Responsibilities and functions of Deputy Deans**

- (1) Deputy Deans will contribute to strategic leadership and planning by:
- (a) contributing to the development and implementation of the faculty strategy;

- (b) performing the role of the Dean when they are absent;
  - (c) participating in whole of University decision making;
  - (d) having input into and communicating to staff the University strategic plan and governance; and
  - (e) monitoring and maintaining quality, standards and excellence in education and research.
- (2) Deputy Deans will contribute to academic leadership by providing strategic input into the academic management of the faculty.
- (3) Deputy Deans will contribute to financial management by:
- (a) contributing to the development of the faculty budget and financial strategy; and
  - (b) providing input into management of financial matters for the faculty.
- (4) Deputy Deans will contribute to operational management by:
- (a) providing strategic input into the operational management of the faculty; and
  - (b) as appropriate, ensuring coherence and consistency of operational frameworks within and between faculties.
- (5) Deputy Deans will contribute to people leadership and management as appropriate within the faculty.
- (6) Deputy Deans will contribute to external community engagement by providing complementary support and expertise to the Dean.

### **3.18 Responsibilities and functions of Associate Deans**

- (1) Associate Deans will contribute to strategic leadership and planning by:
- (a) contributing to planning, setting, communicating and achieving the faculty strategic plan and goals, aligned with overall University strategies;
  - (b) providing a strategic conduit and feedback loop between the faculty and its portfolio aligned Deputy Vice-Chancellor and University Executive Committee;
  - (c) working to harness ideas and activities, to support the academic distinctiveness of the faculty;
  - (d) ensuring consistency with central portfolio services;
  - (e) modelling and leading with behaviours that enable a culture where people, diverse ideas and collaboration are valued and thrive; and
  - (f) monitoring and maintaining quality, standards and excellence in education and research.
- (2) Associate Deans will contribute to academic leadership by:
- (a) leading the implementation relevant to the portfolio of agreed strategies across all academic units with the faculty, in the context of its academic distinctiveness;
  - (b) contributing to the development and promotion of quality research and teaching strategies and practices that will attract and retain excellent researchers and research students;

- (c) participating in decisions on behalf of the faculty at their respective University Executive committee;
  - (d) consulting across all academic units within the faculty to provide feedback at the University Executive committee level prior to decision making, and then communicating within and across the faculty to ensure effective implementation and delivery;
  - (e) communicating and managing interdependencies with other Associate Dean positions within the faculty, to ensure opportunities and efficiencies are identified and leveraged in strategies, operational processes, communication and promotion practices; and
  - (f) implementing University policy in relation to their portfolio.
- (3) Associate Deans will contribute to financial management by:
- (a) contributing to the establishment of the faculty's strategic financial goals and operational financial management practices to contribute to financial sustainability; and
  - (b) working as part of the academic and operational leadership team to ensure efficiency and effectiveness of financial management practices.
- (4) Associate Deans will contribute to operational management by:
- (a) supporting the smooth operation of the faculty;
  - (b) identifying portfolio related infrastructure requirements and resourcing needs; and
  - (c) meeting governance and compliance requirements in relation to their portfolio.
- (5) Associate Deans will contribute to people leadership and management by:
- (a) contributing to people leadership practices and processes to deliver a positive working culture in which people can develop their best potential and helping deliver the faculty's strategies and goals;
  - (b) contributing to people management and engagement practices to support a workplace culture in which diversity of thought and contribution, collaboration, excellence and achieving outcomes are encouraged, enabled and valued.
- (6) Associate Deans will contribute to external community engagement by:
- (a) contributing in the relevant area of expertise to the faculty's strategies in relation to alumni, fundraising, and community and industry engagement being cohesive and aligned with overall University strategies;
  - (b) identifying strategic opportunities within external communities, so that the faculty has a strong and effective external engagement profile at the national and global level; and
  - (c) managing external accreditation processes as relevant to the portfolio.

## **PART 4 – SCHOOLS (WITHIN A FACULTY)**

---

### **4.1 Application**

This Part applies to all schools within:

- (a) the Faculty of Arts and Social Sciences;
- (b) the Faculty of Business;
- (c) the Faculty of Engineering and Information Technologies;
- (d) the Faculty of Health Sciences; and
- (e) the Faculty of Science.

## **4.2 Establishment of schools**

Schools will be established by the Vice-Chancellor, on the recommendation of the Provost.

## **4.3 School leadership**

- (1) Each school will have:
  - (a) a Head of School;
  - (b) a Deputy Head of School; and
  - (c) a School Manager.
- (2) Schools may create leadership positions other than those prescribed in subsection (1) with the approval of the Dean and Provost.

## **4.4 Membership of schools**

Each school will comprise:

- (a) all full-time and part-time permanent and temporary members of the academic and professional staff of the school;
- (b) between four and six members (who may also be members of the faculty or faculty board, or both) elected by the students of the school in accordance with this Rule and any decision made by the school in accordance with section 9.8 to designate a prescribed number of the allowable elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts.

## **4.5 Responsibilities and functions of schools**

- (1) Schools operate under the supervision of a Head of School and are part of a faculty.
- (2) Schools will exercise their responsibilities and functions subject to:
  - (a) the authority of the Senate, the Academic Board and the relevant faculty;
  - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (3) Schools will:
  - (a) encourage and facilitate teaching, scholarship and research; and
  - (b) coordinate the teaching and examination duties of staff;for the units of study and award courses that they oversee.

- (4) Schools may establish sub-committees, working parties and advisory committees to facilitate the conduct of their business.

#### **4.6 School meetings**

- (1) The Head of School or their nominee will convene and chair a meeting of the school at least twice a year.
- (2) The Head of School or their nominee will convene and chair such other meetings of the school as they consider necessary or as required by the:
  - (a) Vice-Chancellor;
  - (b) Provost; or
  - (c) Dean.
- (3) The Head of School or their nominee will, at least two weeks before the date fixed for the holding of a school meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (4) The lesser of any 20 members of the school, or one eighth of the membership of the school (calculated to the nearest whole number) will constitute a quorum for the transaction of business at a school meeting.
- (5) No business may be transacted at a school meeting unless a quorum is present.
- (6) A meeting of the school may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (7) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (8) Every member will have one vote on a show of hands and on a poll.
- (9) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (10) If the number of votes are equal, the Chair will have the casting vote.

#### **4.7 Responsibilities and functions of Heads of School**

- (1) Heads of School will contribute to strategic leadership and planning by:
  - (a) contributing to the development of the overall faculty strategy;
  - (b) developing and deploying strategies at school level in line with faculty strategy;
  - (c) planning and leading curriculum initiatives and delivery;
  - (d) being a member of the leadership team and participating in faculty committees;
  - (e) chairing any school leadership team;
  - (f) participating in and communicating to school staff whole of University decision making, at school level; and
  - (g) monitoring and maintaining quality, standards and excellence in education and research.



- (2) Heads of School will contribute to academic leadership by:
  - (a) being responsible for curriculum (teaching and learning) delivery;
  - (b) for professional schools, ensuring accreditation standards are maintained;
  - (c) providing leadership in all academic fields of endeavour of the school;
  - (d) ensuring the faculty research strategy is resourced and achieved at school level;
  - (e) managing talent at the school level within priorities, processes and strategies set by the faculty;
  - (f) liaising with the Deputy Vice-Chancellor portfolios in relation to delivery of relevant strategies.
- (3) Heads of School will contribute to financial management by:
  - (a) as a member of the leadership team, contributing to the development of the overall faculty budget and financial strategy;
  - (b) implementing the financial strategy at the school level;
  - (c) being accountable for financial management of the school and for achieving financial targets; and
  - (d) making decisions at the school level.
- (4) Heads of School will contribute to operational management by:
  - (a) ensuring that there are appropriate resources and University-consistent processes for effective operational management;
  - (b) ensuring financial, procurement, student, research and teaching policies and procedures are implemented, understood and complied with across the school;
  - (c) managing resources appropriately, including ensuring consistency of systems, processes and practices;
  - (d) ensuring coherence and consistency of operational processes within the faculty; and
  - (e) overseeing and managing work health and safety strategies.
- (5) Heads of School will contribute to people leadership and management by:
  - (a) attracting and recruiting outstanding talent and making appointment decisions for the school, within the overall faculty strategy;
  - (b) determining whether there is a need to appoint a Deputy Head of School and, if required, establishing the position requirements;
  - (c) providing leadership through mentoring and nurturing of talent and ensuring staff development opportunities (professional and academic) are part of the school culture;
  - (d) being responsible for performance management and development; and
  - (e) managing work health and safety compliance and protocols.
- (6) Heads of School will contribute to external community engagement by:
  - (a) supporting the Dean in implementing external engagement strategies;
  - (b) identifying strategic opportunities within external communities;
  - (c) for professional schools, ensuring deep engagement with accreditation, professional bodies, industry and the sector; and

- (d) together with the Dean and the leadership team, ensuring continuing and deep engagement with the alumni community.

## **PART 5 – UNIVERSITY SCHOOLS**

---

### **5.1 Application**

This Part applies to all University schools.

### **5.2 University school leadership**

- (1) Each University school will have:
  - (a) a Head of School and Dean;
  - (b) up to two Deputy Head of School and Deputy Deans;
  - (c) a number of core Associate Deans each aligned with one of the portfolio committees of the University Executive and with responsibilities outlined in the terms of reference for that committee; and
  - (d) a School General Manager.
- (2) Each University school may have one or more optional Associate Deans, as approved by the Provost on the recommendation of the Head of School and Dean.
- (3) University schools may create leadership positions other than those prescribed in subsections (1) and (2) with the approval of the Provost.

### **5.3 University school governance**

- (1) The academic affairs of each University school will be governed by:
  - (a) the University school;
  - (b) the University school board; and
  - (c) sub-committees, working parties and advisory committees established by the University school in accordance with subsection 5.8(6).
- (2) The administrative and operational affairs of each University school will be governed by:
  - (a) the Head of School and Dean's executive committee; and
  - (b) the leadership group.

### **5.4 Membership of University schools**

Each University school will comprise:

- (a) all full-time and part-time permanent and temporary members of the academic and professional staff of the University school;
- (b) at least four members elected by the students of the University school in accordance with this Rule and any decision made by the University school

board in accordance with section 9.9 to designate a prescribed number of elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts.

## **5.5 Responsibilities and functions of University schools**

- (1) The University school will receive and consider reports on academic matters from the University school board at least once per semester.
- (2) The University school may make such recommendations to the University school board as it thinks fit, in respect of the affairs and concerns of the University school.

## **5.6 University school meetings**

- (1) The Head of School and Dean or their nominee will convene and chair a meeting of the University school at least once per semester.
- (2) The Head of School and Dean or their nominee will convene and chair such other meetings of the University school as they consider necessary or as required by the:
  - (a) Vice-Chancellor;
  - (b) Provost; or
  - (c) University school board.
- (3) The Head of School and Dean or their nominee will, at least two weeks before the date fixed for the holding of a University school meeting, give notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (4) The lesser of any 20 members of the University school, or one eighth of the membership (calculated to the nearest) whole number, will constitute a quorum for the transaction of business at a University School meeting.
- (5) No business may be transacted at a meeting of the University school unless a quorum is present.
- (6) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (7) Every member will have one vote on a show of hands and on a poll.
- (8) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.
- (9) If the number of votes are equal, the Chair will have the casting vote.
- (10) A meeting of the University school may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

## **5.7 Membership of University school boards**

Each University school board will comprise:

- (a) the ex-officio members:
  - (i) the Head of School and Dean, who will perform the role of Chair;

- (ii) the Deputy Head of School and Deputy Dean(s);
  - (iii) the Associate Dean(s);
  - (iv) the School General Manager;
  - (v) the Provost or their nominee;
- (b) all full-time and part-time permanent and temporary members of the academic staff of the University school;
  - (c) between one and four permanent or temporary members of the professional staff of the University school, who will be appointed by the Head of School and Dean;
  - (d) between two and five members (who may also be members of the University school) elected by the students of the University school in accordance with this Rule and any decision made by the University school board in accordance with section 9.9 to designate a prescribed number of the allowable elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts.

## 5.8 Responsibilities and functions of University school boards

- (1) The University school board will oversee the academic affairs of the University school.
- (2) A reference in rules, policies or procedures to a decision of a University school is a reference to a decision of the University school board, unless otherwise specified.
- (3) The University school board will exercise its responsibilities and functions subject to:
  - (a) the authority of the Senate and the Academic Board;
  - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (4) The University school board will:
  - (a) make recommendations to the Academic Board on proposals for new award courses;
  - (b) make recommendations to the Academic Board on revisions to award courses;
  - (c) make resolutions for the coursework award courses offered by the University school including, as appropriate:
    - (i) admission;
    - (ii) enrolment restrictions;
    - (iii) time limits;
    - (iv) suspension, discontinuation and lapse of candidature;
    - (v) recognition of prior learning;
    - (vi) attendance;
    - (vii) cross-institutional study;
    - (viii) international exchange;
    - (ix) assessment;

- (x) late submission of assessments;
  - (xi) satisfactory progress;
  - (xii) admission to honours;
  - (xiii) the award of honours and the levels at which honours is awarded;
- (d) make resolutions for each degree, diploma and certificate offered by the University school including, as appropriate:
- (i) admission;
  - (ii) attendance;
  - (iii) majors;
  - (iv) recognition of prior learning;
  - (v) progression;
  - (vi) requirements for the award;
  - (vii) requirements for the award of honours;
  - (viii) award of the degree;
  - (ix) award of honours;
- (e) monitor and maintain quality, standards and excellence in education and research;
- (f) report to the University school at least once per semester;
- (g) consider and report to the University school on recommendations made by the University school;
- (h) report to the Academic Board at least once per year on quality and educational integrity standards;
- (i) consider and report on all matters referred to it by the Vice-Chancellor, the Provost or the Academic Board.
- (5) The University school board may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the University school.
- (6) The University school board may establish sub-committees, working parties and advisory committees to:
- (a) facilitate the conduct of its business; and
  - (b) make recommendations to the University school board for decision.
- (7) A sub-committee, working party or advisory committee established in accordance with subsection (6) must not make decisions on behalf of the University school board.
- (8) Each University school board will establish a Postgraduate Research Education Committee.
- (9) The Postgraduate Research Education Committee will exercise the responsibilities of the University school board in respect of each student admitted to candidature in a higher degree by research award course.

## 5.9 University school board meetings

- (1) The Head of School and Dean or their nominee will convene and chair a meeting of the University school board at least twice a year.
- (2) The Head of School and Dean or their nominee will convene and chair such other meetings of the University school board as they consider necessary or as required by the:
  - (a) Vice-Chancellor; or
  - (b) Provost.
- (3) The Head of School and Dean or their nominee will, at least two weeks before the date fixed for the holding of a University school board meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (4) The lesser of any 20 members of the University school board, or one eighth of the membership (calculated to the nearest whole number) will constitute a quorum for the transaction of business at a University school board meeting.
- (5) No business may be transacted at a meeting of a University school board unless a quorum is present.
- (6) A meeting of the University school board may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (7) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (8) Every member will have one vote on a show of hands and on a poll.
- (9) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (10) If the number of votes are equal, the Chair will have the casting vote.

## 5.10 Membership of the Head of School and Dean's executive committee

The Head of School and Dean will appoint members to the executive committee.

## 5.11 Responsibilities and functions of the Head of School and Dean's executive committee

The Head of School and Dean's executive committee will advise the Head of School and Dean on the strategic and administrative affairs of the faculty.

## 5.12 Meetings of the Head of School and Dean's executive committee

The Head of School and Dean or their nominee will convene and chair meetings of the executive committee as required.

### **5.13 Membership of the leadership group**

- (1) The Head of School and Dean will appoint members to the leadership group, in consultation with the Provost.
- (2) The leadership group should include:
  - (a) the Deputy Head of School and Deputy Dean(s);
  - (b) Associate Deans;
  - (c) heads of central units, as appropriate; and
  - (d) the School General Manager.

### **5.14 Responsibilities and functions of the leadership group**

The leadership group will collaborate and provide strategic advice to the Head of School and Dean's executive committee.

### **5.15 Meetings of the leadership group**

The Head of School and Dean or their nominee will convene and chair meetings of the leadership group as required.

### **5.16 Responsibilities and functions of Heads of School and Deans of University schools**

- (1) Heads of School and Deans will contribute to strategic leadership and planning by:
  - (a) planning, setting and communicating the vision of the University school;
  - (b) leading and living the values of the University school, particularly in relation to culture and people, and enabling the desired culture;
  - (c) with input from the leadership team, setting, communicating and achieving the University school strategic plan and goals aligned with overall University strategies;
  - (d) chairing the leadership team;
  - (e) planning and leading curriculum initiatives and delivery;
  - (f) participating in and communicating to University school staff whole of University decision making, at the University school level;
  - (g) leading the Deputy Head and Deputy Dean(s) and Associate Deans and School General Manager; and
  - (h) monitoring and maintaining quality, standards and excellence in education and research.
- (2) Heads of School and Deans will contribute to academic leadership by:
  - (a) aligning strategic curriculum design with the University school mission;
  - (b) pursuing and managing strategically aligned funding and grants opportunities;
  - (c) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students;

- (f) developing strategies and managing work health and safety compliance and protocols.
- (6) Heads of School and Deans will contribute to external community engagement by:
- (a) identifying development opportunities;
  - (b) ensuring and enabling a coherent fundraising strategy;
  - (c) promoting external engagement with the profession or sector, particularly at the global level;
  - (d) enabling processes and systems to support delivery;
  - (e) ensuring deep engagement with accreditation and professional bodies;
  - (f) ensuring continuing and deep engagement with the alumni community.

### **5.17 Responsibilities and functions of Associate Deans**

- (1) Associate Deans will contribute to strategic leadership and planning by:
- (a) contributing to planning, setting, communicating and achieving the University school strategic plan and goals, aligned with overall University strategies;
  - (b) providing a strategic conduit and feedback loop between the University school and its portfolio aligned Deputy Vice-Chancellor and University Executive committee;
  - (c) working to harness ideas and activities, to support the academic distinctiveness of the University school;
  - (d) ensuring consistency with central portfolio services;
  - (e) modelling and leading with behaviours that enable a culture where people, diverse ideas and collaboration are valued and thrive; and
  - (f) monitoring and maintaining quality, standards and excellence in education and research.
- (2) Associate Deans will contribute to academic leadership by:
- (a) leading the implementation relevant to the portfolio of agreed strategies across all academic units with the University school, in the context of its academic distinctiveness;
  - (b) contributing to the development and promotion of quality research and teaching strategies and practices that will attract and retain excellent researchers and research students;
  - (c) participating in decisions on behalf of the University school at their respective University Executive committee;
  - (d) consulting across all academic units within the University school to provide feedback at the University Executive committee level prior to decision making, and then communicating within and across the University school to ensure effective implementation and delivery;
  - (e) communicating and managing interdependencies with other Associate Dean positions within the University school, to ensure opportunities and efficiencies are identified and leveraged in strategies, operational processes, communication and promotion practices; and
  - (f) implementing University policy in relation to their portfolio.



- (3) Associate Deans will contribute to financial management by:
  - (a) contributing to the establishment of the University school's strategic financial goals and operational financial management practices to contribute to financial sustainability; and
  - (b) working as part of the academic and operational leadership team to ensure efficiency and effectiveness of financial management practices.
- (4) Associate Deans will contribute to operational management by:
  - (a) supporting the smooth operation of the University school;
  - (b) identifying portfolio related infrastructure requirements and resourcing needs; and
  - (c) meeting governance and compliance requirements in relation to their portfolio.
- (5) Associate Deans will contribute to people leadership and management by:
  - (a) contributing to people leadership practices and processes to deliver a positive working culture in which people can develop their best potential and helping deliver the University school's strategies and goals;
  - (b) contributing to people management and engagement practices to support a workplace culture in which diversity of thought and contribution, collaboration, excellence and achieving outcomes are encouraged, enabled and valued.
- (6) Associate Deans will contribute to external community engagement by:
  - (a) contributing in the relevant area of expertise to the University school's strategies in relation to alumni, fundraising, and community and industry engagement being cohesive and aligned with overall University strategies;
  - (b) identifying strategic opportunities within external communities, so that the University school has a strong and effective external engagement profile at the national and global level; and
  - (c) managing external accreditation processes as relevant to the portfolio.

## **PART 6 – HEALTH FACULTIES (OTHER THAN THE FACULTY OF HEALTH SCIENCES)**

---

### **6.1 Application**

This Part applies to:

- (a) the Faculty of Dentistry;
- (b) the Faculty of Medicine;
- (c) the Faculty of Nursing and Midwifery;
- (d) the Faculty of Pharmacy; and
- (e) schools and departments within the faculties at paragraphs (a) to (d).

## 6.2 Membership of health faculties (other than the Faculty of Health Sciences)

- (1) Each faculty will comprise:
  - (a) the full-time and part-time permanent members of the academic staff of schools and departments in the faculty; and
  - (b) such other persons or classes of persons as are prescribed in:
    - (i) its constitution;
    - (ii) this section.
- (2) There will be five student members of the **Faculty of Dentistry**:
  - (a) the President of the Sydney University Dental Undergraduates' Association, provided that they are enrolled in a degree or diploma of the faculty;
  - (b) one elected undergraduate student, who must be enrolled in a degree of the faculty; and
  - (c) three elected postgraduate students, who must be enrolled in a degree or graduate diploma of the faculty, of whom two will normally be enrolled in the Doctor of Dental Medicine.
- (3) There will be seven student members of the **Faculty of Medicine**:
  - (a) the Senior Graduate President of the University of Sydney Medical Society, provided that they are enrolled in the degrees of Bachelor of Medicine and Bachelor of Surgery or the Doctor of Medicine;
  - (b) the President of the Faculty of Medicine Postgraduate Society, provided that they are enrolled in a postgraduate degree of the faculty; and
  - (c) five elected students, who must be enrolled in a degree or graduate diploma of the faculty, of whom three will normally be enrolled in the Doctor of Medicine.
- (4) There will be five elected students of the **Faculty of Nursing and Midwifery**:
  - (a) three undergraduate students, who must be enrolled in an undergraduate degree of the faculty; and
  - (b) two postgraduate students, who must be enrolled as candidates for a postgraduate degree or diploma of the faculty.
- (5) There will be four elected students of the **Faculty of Pharmacy**:
  - (a) two students who are enrolled in the Bachelor of Pharmacy; and
  - (b) two students who are enrolled in a postgraduate degree or diploma of the faculty.

## 6.3 Responsibilities and functions of health faculties (other than the Faculty of Health Sciences)

- (1) Faculties will exercise their responsibilities and functions subject to:
  - (a) the authority of the Senate and the Academic Board;
  - (b) the Act, the By-law, and relevant rules, policies and procedures.

- (2) Faculties will:
- (a) make recommendations to the Academic Board on proposals for new award courses;
  - (b) make recommendations to the Academic Board on revisions to award courses;
  - (c) make resolutions for the coursework award courses offered by the faculty including, as appropriate:
    - (i) admission;
    - (ii) enrolment restrictions;
    - (iii) time limits;
    - (iv) suspension, discontinuation and lapse of candidature;
    - (v) recognition of prior learning;
    - (vi) attendance;
    - (vii) cross-institutional study;
    - (viii) international exchange;
    - (ix) assessment;
    - (x) late submission of assessments;
    - (xi) satisfactory progress;
    - (xii) admission to honours;
    - (xiii) the award of honours and the levels at which honours is awarded;
  - (d) make resolutions for each degree, diploma and certificate offered by the faculty including, as appropriate:
    - (i) admission;
    - (ii) attendance;
    - (iii) majors;
    - (iv) recognition of prior learning;
    - (v) progression;
    - (vi) requirements for the award;
    - (vii) requirements for the award of honours;
    - (viii) award of the degree;
    - (ix) award of honours;
  - (e) monitor and maintain quality, standards and excellence in education and research;
  - (f) report to the Academic Board at least once per year on quality and educational integrity standards; and
  - (g) consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board.
- (3) The faculty may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the faculty.

- (4) The faculty may establish sub-committees, working parties and advisory committees to:
  - (a) facilitate the conduct of its business; and
  - (b) make recommendations to the faculty for decision.
- (5) A sub-committee, working party or advisory committee established in accordance with subsection (4) must not make decisions on behalf of the faculty.

#### **6.4 Meetings of health faculties (other than the Faculty of Health Sciences)**

- (1) The Dean or their nominee will convene and chair a meeting of the faculty at least once per semester.
- (2) The Dean or their nominee will convene and chair such other meetings of the faculty:
  - (a) as they consider necessary;
  - (b) as required by the Vice-Chancellor or Provost; or
  - (c) as requested by five or more of the faculty members, in writing to the Registrar.
- (3) The Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (4) The lesser of any 40 members of the faculty, or one eighth of the membership (calculated to the nearest whole number), will constitute a quorum for the transaction of business at a faculty meeting.
- (5) No business may be transacted at a meeting of the faculty unless a quorum is present.
- (6) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (7) Every member will have one vote on a show of hands and on a poll.
- (8) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.
- (9) If the number of votes are equal, the Chair will have the casting vote.
- (10) A meeting of the faculty may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

#### **6.5 Joint board of postgraduate studies for Dentistry, Medicine Nursing and Midwifery, and Pharmacy**

- (1) There will be a joint board of postgraduate studies for any or all of the faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy.
- (2) The joint board will comprise the nominees of the faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy, as determined by each faculty, in consultation with the Provost.

- (3) The Chair of the joint board will be appointed by the Provost, in consultation with the Deans of the faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy.
- (4) The joint board will exercise the responsibilities of the faculties of:
  - (a) Dentistry and Medicine, in respect of postgraduate degrees (other than the Doctor of Medicine and Doctor of Dental Medicine), diplomas and certificates;
  - (b) Nursing and Midwifery, and Pharmacy, in respect of higher degrees by research.
- (5) The joint board will exercise such other responsibilities and functions in respect of postgraduate degrees, diplomas and certificates as the faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy may determine.
- (6) The faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy may establish postgraduate course advisory committees for any or all of the courses in their faculty, as they consider appropriate.
- (7) The joint board will seek the advice of relevant postgraduate course advisory committees before making recommendations about curriculum matters to the relevant faculty.

## **6.6 Membership of schools and departments**

Each school or department will comprise:

- (a) such members of the academic staff; and
  - (b) such other persons or classes of persons;
- as are appointed to it by the Dean on the recommendation of the faculty.

## **6.7 Responsibilities and functions of schools and departments**

- (1) Schools and departments operate under the supervision of a Head of School or Head of Department and are part of a faculty.
- (2) Schools and departments will exercise their responsibilities and functions subject to:
  - (a) the authority of the Senate, the Academic Board and the relevant faculty;
  - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (3) Schools and departments will:
  - (a) encourage and facilitate teaching, scholarship and research; and
  - (b) coordinate the teaching and examination duties of staff;for the units of study and award courses that they oversee.

## **6.8 School and departmental boards**

- (1) Each school and department will have a board, which will comprise:
  - (a) the full-time and part-time members of the academic staff of the school or department; and

- (b) at least one student of the school or department:
  - (i) who is not a member of the full-time teaching staff of the school or department;
  - (ii) who is enrolled in a degree or diploma offered by the school or department;
  - (iii) to be selected in a manner determined by the academic staff of the school or department; and
- (c) subject to this section, such additional members as are approved by the faculty on the recommendation of the academic staff acting through the Head of School or Head of Department, to be selected from:
  - (i) other members of staff;
  - (ii) honorary appointees; and
  - (iii) undergraduate or postgraduate students.
- (2) Any additional members appointed in accordance with paragraph 1(c):
  - (a) will hold office for a specified period of time, not exceeding two years;
  - (b) must not exceed one quarter of the total number of teaching staff of the school or department at the time the appointments are made.
- (3) A school or department with one to five members may provide for one additional member of the school board.
- (4) A school or department with six to nine members may provide for up to two additional members of the school board.
- (5) If the faculty does not approve a recommendation for the appointment of additional members to the board, the recommendation will be referred to the Academic Board for determination.
- (6) The academic staff, acting through the Head of School or Head of Department, will report at least once every two years to the faculty on the procedures that have been adopted for the selection of one or more student members of the board.

## **6.9 Responsibilities and functions of school boards and departmental boards**

A school or departmental board:

- (a) will consider and make representations on any matters referred to it by the Head of School or Head of Department;
- (b) may make representations on any matter relating to the school or department to:
  - (i) the Head of School or Head of Department; and
  - (ii) in consultation with the Head of School or Department, the faculty, the Vice-Chancellor and other appropriate officers of the University.

## **6.10 School board and departmental board meetings**

- (1) Each school board and departmental board will meet at least once per semester.

- (2) The Head of School or Head of Department or their nominee will convene and chair such other meetings of the school board or departmental board:
  - (a) as required by the Vice-Chancellor; or
  - (b) as requested by the lesser of any three members of the school or department, or three quarters of the membership (calculated to the nearest whole number), in writing to the Head of School or Head of Department.
- (3) The Head of School or Head of Department must give notice to the members of the time and place of the meeting.
- (4) Any three members will constitute a quorum for the transaction of business at a school board or departmental board meeting.
- (5) Every member will have one vote on a show of hands and on a poll.
- (6) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.
- (7) If the number of votes are equal, the Chair will have the casting vote.

### **6.11 Responsibilities of Heads of School and Heads of Departments**

- (1) Heads of School and Heads of Department report to the Dean of the relevant faculty.
- (2) Heads of School and Heads of Department will:
  - (a) submit to the faculty proposals for award courses and examinations in the school or department;
  - (b) organise the teaching and examination of award courses within the school or department;
  - (c) consult from time to time with students on courses of study, teaching and examination within the school or department, and report annually to the faculty on these arrangements;
  - (d) consult with and inform members of the school or departmental board on matters of policy and administration at least once per semester;
  - (e) allocate administrative duties within the school or department;
  - (f) allocate and supervise the expenditure of funds allocated to the school or department; and
  - (g) undertake such other responsibilities relating to the work of the school or department as required by:
    - (i) the Dean;
    - (ii) the faculty; or
    - (iii) the Vice-Chancellor.

## **PART 7 – BOARD OF INTERDISCIPLINARY STUDIES**

---

### **7.1 Application**

This Part applies to all:

- (a) faculties; and
- (b) University schools.

### **7.2 Membership of the Board of Interdisciplinary Studies**

- (1) There will be a Board of Interdisciplinary Studies.
- (2) The Board of Interdisciplinary Studies will consist of:
  - (a) the Provost and Deputy Vice-Chancellor or their nominee, who will perform the role of Chair;
  - (b) the Deputy Vice-Chancellor Education or their nominee;
  - (c) the Deans or Heads of School and Deans or their nominees of faculties and University schools that offer Liberal Studies degrees;
  - (d) the Deans or Heads of School and Deans or their nominees of two other faculties or University schools that offer majors, minors or units of study in the Bachelor of Advanced Studies;
  - (e) the course coordinator(s) of the cross-faculty and University school degrees, diplomas and certificates administered by the Board of Interdisciplinary Studies;
  - (f) the directors or their nominees of the:
    - (i) Charles Perkins Centre;
    - (ii) China Studies Centre; and
    - (iii) Sydney Southeast Asia Centre;
  - (g) the Director of the Centre for Continuing Education;
  - (h) the Head of the Open Learning Environment;
  - (i) the Chair of the Non-Award Sub-Committee of the Board of Interdisciplinary Studies, as set out in section 7.5;
  - (j) not more than two students enrolled in interdisciplinary degrees, diplomas and certificates administered by the Board of Interdisciplinary Studies, appointed by the Academic Board on the nomination of the Chair of the Academic Board in consultation with student members of the Academic Board and the relevant student organisations; and
  - (k) co-opted members appointed by resolution of the Board of Interdisciplinary Studies.
- (3) The members appointed in accordance with subsections (2)(d), (j) and (k) will hold office for a period of two years from 1 January of the year following their appointment.
- (4) Members will be eligible for reappointment.



- (5) A person will cease to be a member if he or she ceases to hold the title or qualifications in respect of which he or she was eligible to be a member.
- (6) If a vacancy occurs in the office of a member appointed in accordance with subsections (2)(d), (j) and (k):
  - (a) the vacancy may be filled in the same manner as the appointment; and
  - (b) the person appointed to fill the vacancy will hold office for the balance of the term of the person being replaced.
- (7) The members of the Board of Interdisciplinary Studies may elect a Deputy Chair from among its members.
- (8) The Deputy Chair will, in the event of the absence or inability of the Provost to perform that role, assume the powers and duties of the Chair.

### **7.3 Board of Interdisciplinary Studies meetings**

- (1) The Chair or their nominee will convene a meeting of the Board of Interdisciplinary Studies at least twice per year.
- (2) The Chair or their nominee will convene such other meetings of the Board of Interdisciplinary Studies as he or she considers necessary or as required by the:
  - (a) Vice-Chancellor;
  - (b) Academic Board; or
  - (c) Senate.
- (3) The Chair or their nominee will, at least two weeks before the date fixed for the holding of a Board of Interdisciplinary Studies meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (4) Six members will constitute a quorum for the transaction of business at a Board of Interdisciplinary Studies meeting.
- (5) No business may be transacted at a meeting of the Board of Interdisciplinary Studies unless a quorum is present.
- (6) A meeting of the Board of Interdisciplinary Studies may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (7) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (8) Every member will have one vote on a show of hands and on a poll.
- (9) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (10) If the number of votes are equal, the Chair will have the casting vote.

### **7.4 Responsibilities and functions of the Board of Interdisciplinary Studies**

- (1) The Board of Interdisciplinary Studies will exercise its responsibilities and functions subject to:
  - (a) the authority of the Senate and the Academic Board;

- (b) the Act, the By-law, and relevant rules, policies and procedures.
- (2) The Board of Interdisciplinary Studies will provide interdisciplinary supervision of the award of the interdisciplinary qualifications listed in the resolutions of Senate relating to degrees, diplomas and certificates of the Board of Interdisciplinary studies (**'Senate resolutions'**), and will;
- (a) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in the interdisciplinary degrees, diplomas and certificates;
  - (b) where stated in the degree resolutions, admit to and determine candidature for the interdisciplinary degrees, diplomas and certificates;
  - (c) admit to candidature, and appoint supervisors and examiners of candidates for higher degrees by research listed in the Senate resolutions;
  - (d) ensure that:
    - (i) course and candidature management; and
    - (ii) student support and advice;are appropriately provided through one or more of the participating faculties and University school;
  - (e) make recommendations to the Academic Board on matters relating to the interdisciplinary degrees, diplomas and certificates;
  - (f) consider and report on all matters referred to it by Senate, the Academic Board or Vice-Chancellor.
- (3) In relation to the Bachelor of Advanced Studies, the Board of Interdisciplinary Studies will:
- (a) make resolutions for the degree;
  - (b) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in the degree by augmenting the faculty and University school based supervision of their constituent academic components wherever interdisciplinary consideration is required;
  - (c) approve, on the advice of the relevant faculty or University school and subject to relevant policy, the listing of units of study, majors and minors available for credit in the degree;
  - (d) approve the listing of units of study in the Open Learning Environment;
  - (e) approve the units of study offered in the Open Learning Environment by the Centre for Continuing Education;
  - (f) provide academic oversight for the quality and outcomes of the teaching, curriculum and assessment of units offered via the Open Learning Environment;
  - (g) ensure that appropriate course and candidature management, student support and advice is provided to students enrolled in the degree, through the office of the relevant faculty or University school or academic units;
  - (h) make recommendations to the Academic Board on:
    - (i) the curriculum;
    - (ii) course resolutions; and
    - (iii) any other matter relating to the degree;

- (4) In relation to other interdisciplinary qualifications, the Board of Interdisciplinary Studies will:
  - (a) approve, on the advice of the relevant faculty or University school and subject to relevant policy, the listing of units of study, majors and minors to be made available in the shared pool for all Liberal Studies bachelor degrees; and
  - (b) report to the Deputy Vice-Chancellor (Education) on non-award courses approved by the Board of Interdisciplinary Studies.
- (5) The Board of Interdisciplinary Studies may:
  - (a) establish sub-committees to facilitate the conduct of its business; and
  - (b) delegate to those sub-committees the authority to make recommendations to the Academic Board, as prescribed in subsection 3(h).

## **7.5 Non-Award Sub-Committee**

- (1) There will be a Non-Award Sub-Committee of the Board of Interdisciplinary Studies.
- (2) The Non-Award Sub-Committee will consist of:
  - (a) a Chair, who will be elected by the members of the Non-Award Sub-Committee;
  - (b) the Deans or their nominees of every faculty and University school that offers inter-disciplinary non-award courses; and
  - (c) the Director of the Centre for Continuing Education.
- (3) The Non-Award Sub-Committee will:
  - (a) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in inter-disciplinary non-award courses; and
  - (b) report to the Deputy Vice-Chancellor (Education) on the quality and strategic fit of interdisciplinary non-award courses.
- (4) The Chair of the Non-Award Sub-Committee will represent the sub-committee on the Board of Interdisciplinary Studies.

## **PART 8 – STAFF ELECTIONS TO FACULTY BOARDS**

---

### **8.1 Application**

This Part applies to:

- (a) the Faculty of Arts and Social Sciences;
- (b) the Faculty of Business;
- (c) the Faculty of Engineering and Information Technologies;
- (d) the Faculty of Health Sciences; and
- (e) the Faculty of Science.

## 8.2 Timing of elections

- (1) The election of staff members for each faculty board will be held in Semester 2 of every second year.
- (2) Notice of the election will be given no later than four weeks prior to the election.

## 8.3 Term of office

- (1) The term of office of a staff member elected to a faculty board will be two years, commencing on 1 January of the year following the election.
- (2) Staff members will be eligible for reappointment or re-election.
- (3) A staff member will cease to hold office if they cease to be a permanent or temporary member of the academic or professional staff of the University.

## 8.4 Nominations

- (1) Nominations of staff candidates for election as members of a faculty board must be made in accordance with the relevant University procedures.
- (2) If insufficient nominations are received to fill all positions on the faculty board:
  - (a) the candidates nominated will be taken to be elected; and
  - (b) the Dean will consult with the remaining academic or professional staff members, and appoint academic staff members or professional staff members, as required to fill the vacancy.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be taken to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held.

## 8.5 Filling casual vacancies

- (1) A casual vacancy will be caused by the resignation, disqualification or death of an elected staff member.
- (2) Where possible, a casual vacancy will be filled by the staff member who, in the immediately preceding election, polled the next highest number of votes to the staff member to be replaced.
- (3) Otherwise, the Dean will consult with the remaining academic or professional staff members, and appoint an academic staff member or professional staff member, as required to fill the vacancy.

## 8.6 Electorates

- (1) Subject to subsection (2), the electorate for the election of:
  - (a) academic staff members will comprise all full-time and part-time permanent and temporary academic staff of the faculty;

- (b) professional staff members will comprise all full-time and part-time permanent and temporary professional staff of the faculty;  
as at the date that notice of the election is given.
- (2) If a faculty comprises a number of schools or disciplines:
  - (a) subject to subsection (3) and subsection 3.7(b)(i), the faculty board will designate a prescribed number of elected positions for each school or discipline; and
  - (b) the electorate for the election of academic staff members will comprise all full-time and part-time permanent and temporary academic staff of the relevant school or discipline.
- (3) The Dean, acting on the advice of the Dean's executive committee, will designate the number of elected positions for each school or discipline for the first staff elections conducted in accordance with this Rule.

## **PART 9 – STUDENT ELECTIONS**

---

### **9.1 Application**

This part applies to all:

- (a) faculties;
- (b) faculty boards;
- (c) University schools;
- (d) University school boards;
- (e) schools within:
  - (i) the Faculty of Arts and Social Sciences;
  - (ii) the Faculty of Business;
  - (iii) the Faculty of Engineering and Information Technologies;
  - (iv) the Faculty of Health Sciences; and
  - (v) the Faculty of Science;
- (f) schools and departments within:
  - (i) the Faculty of Dentistry;
  - (ii) the Faculty of Medicine;
  - (iii) the Faculty of Nursing and Midwifery; and
  - (iv) the Faculty of Pharmacy.

### **9.2 Timing of elections**

- (1) The election of student members for each faculty, faculty board, school, department, University school and University school board, as applicable, will be held in Semester 2 of each year.
- (2) Notice of the election will be given no later than four weeks prior to the election.

### 9.3 Term of office

- (1) The term of office of a student elected to a faculty, faculty board, school, department, University school or University school board, as applicable, will be one year, commencing on 1 January of the year following the election.
- (2) Student members will be eligible for reappointment or re-election.
- (3) A student member will cease to hold office if the student:
  - (a) ceases to be enrolled in a course offered by the faculty, school, department or University school, as applicable; or
  - (b) becomes a permanent or temporary member of the academic or professional staff of the faculty, school, department or University school, as applicable.

### 9.4 Nominations

- (1) Nominations of student candidates for election as members of a faculty, faculty board, school, department, University school or University school board must be made in accordance with the relevant University procedures.
- (2) If insufficient nominations are received to fill all positions:
  - (a) the candidates nominated will be taken to be elected; and
  - (b) the Chair will consult with any other student members and the leaders of any relevant student representative body and appoint student members, as required to fill the vacancy.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be taken to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held.

### 9.5 Filling casual vacancies

- (1) A casual vacancy will be caused by the resignation, disqualification or death of an elected student member.
- (2) Where possible, a casual vacancy will be filled by the student who, in the immediately preceding election, polled the next highest number of votes to the student member to be replaced.
- (3) Otherwise, the Chair will:
  - (a) consult with the remaining student members and the leaders of any relevant student representative body, and appoint a student member as required to fill the vacancy; or
  - (b) direct that a by-election be held.

## 9.6 Electorates

- (1) The electorates for the election of:
  - (a) undergraduate student members will comprise all full-time and part-time students enrolled in an undergraduate award course offered by the faculty, school, department or University school, as relevant;
  - (b) postgraduate student members will comprise all full-time and part-time students enrolled in a postgraduate award course offered by the faculty, school, department or University school, as relevant.

## 9.7 Faculty and faculty board elections

- (1) Subject to subsection (2) and subsections 3.4(b) and 3.7(b), the faculty board will designate a prescribed number of elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts for the faculty and faculty board.
- (2) The Dean, acting on the advice of the Dean's executive committee, will designate the number of elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts for the first student elections to the faculty and faculty board conducted in accordance with this Rule.

## 9.8 School elections

- (1) Subject to subsection (2) and subsection 4.4(b), a school within:
  - (a) the Faculty of Arts and Social Sciences;
  - (b) the Faculty of Business;
  - (c) the Faculty of Engineering and Information Technologies;
  - (d) the Faculty of Health Sciences; or
  - (e) the Faculty of Science;will designate a prescribed number of elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts for the school.
- (2) The Head of School will designate the number of elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts for the first student elections to the school conducted in accordance with this Rule.

## 9.9 University school and University school board elections

- (1) Subject to subsection (2) and subsections 5.4(b) and 5.7(d), the University school board will designate a prescribed number of elected positions for undergraduate students, postgraduate coursework students, higher degree by research students and other identified student cohorts for the University school and University school board.
- (2) The Head of School and Dean will designate the number of elected positions for undergraduate students, postgraduate coursework students, higher degree by

research students and other identified student cohorts for the first student elections to the University school and University school board conducted in accordance with this Rule.

## **PART 10 – STUDENT PARTICIPATION IN MEETINGS**

---

### **10.1 Application**

This Part applies to all:

- (a) faculties;
- (b) schools;
- (c) departments; and
- (d) University schools.

### **10.2 Faculty and University school meetings**

- (1) A person who is a student in a faculty or University school must not:
  - (a) be present at or participate in any discussion at a meeting of the faculty, faculty board, University school, postgraduate studies committee, or any other faculty or University school committee;
  - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
  - (c) participate in any decision;  
relating to their own candidature.
- (2) A person, other than a member of the academic staff, who is a student in a faculty or University school must not:
  - (a) be present at or participate in any discussion at a meeting of the faculty, faculty board, University school, postgraduate studies committee, or any other faculty or University school committee;
  - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
  - (c) participate in any decision;  
relating to any other student's candidature.

### **10.3 School and department meetings**

- (1) A person who is a candidate for a degree, diploma or certificate of the University must not:
  - (a) be present at or participate in any discussion at a meeting of the school or department;
  - (b) access any confidential material, including material produced for the purpose of examination or assessment; or



- (c) participate in any decision;  
relating to their own candidature.
- (2) A person, other than a member of the academic staff, who is a candidate for a degree, diploma or certificate of the University must not:
- (a) be present at or participate in any discussion at a meeting of the school or department;
  - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
  - (c) participate in any decision;
- relating to any other student's candidature for a degree, diploma or certificate that is the same as or considered to be of a standing equivalent to or higher than the degree, diploma or certificate for which the person is a candidate.

## **PART 11 – TRANSITIONAL PROVISIONS**

---

### **11.1 Application**

This Part applies to:

- (a) the Faculty of Arts and Social Sciences;
- (b) the Faculty of Business;
- (c) the Faculty of Engineering and Information Technologies;
- (d) the Faculty of Health Sciences;
- (e) the Faculty of Science; and
- (f) the University schools.

### **11.2 Staff elections**

The Dean will appoint academic staff and professional staff to serve as members of the faculty board from the date of commencement of this Rule, until the date on which the outcome of the first staff elections conducted in accordance with this Rule is declared.

### **11.3 Student elections**

- (1) From the date of commencement of this Rule until 1 January 2018, students who were elected as members of a faculty in accordance with the Senate resolution *Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees*:
- (a) will automatically become members of the relevant corresponding faculty or University school;
  - (b) will, if they become members of:
    - (i) the Faculty of Business;
    - (ii) the Faculty of Engineering and Information Technologies;
    - (iii) the Faculty of Health Sciences;

(iv) the Faculty of Science; or

(v) a University school;

automatically become members of the relevant corresponding faculty board or University school board;

- (c) will, if they become members of the Faculty of Arts and Social Sciences, be eligible for election to the faculty board in accordance with this section.
- (2) There will be eight student members on the Faculty of Arts and Social Sciences board for 2017.
- (3) Student elections for the Faculty of Arts and Social Sciences board will be conducted by the Faculty administration as early as possible in Semester 1 of 2017.
- (4) The electorate for the election of student members to the faculty board will be the student members of the Faculty of Arts and Social Sciences.
- (5) Student members of the faculty board will be elected by a preferential vote.

## **PART 12 - RESCISSIONS AND REPLACEMENTS**

---

### **12.1 Application**

This Part applies to all:

- (a) faculties; and
- (b) University schools.

### **12.2 Rescissions and replacements**

- (1) Subject to subsection (3), from the date of commencement of this Rule, any reference to a faculty constitution in any other rule, policy, procedures, guidelines or local provisions document, other than the constitutions for the Faculty of Dentistry, the Faculty of Medicine, the Faculty of Nursing and Midwifery, and the Faculty of Pharmacy, is to be read as a reference:
- (a) in the case of a faculty, to Part 2 of this Rule; and
- (b) in the case of a University school, to Part 4 of this Rule.
- (2) Subject to subsection (3), and except to the extent that they apply to the Sydney College of the Arts, this Rule replaces the following, which are rescinded as from the date of commencement of this document:
- (a) *University of Sydney (Authority within Academic Units) Rule 2003*;
- (b) Senate resolution *Appointment and Roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans*, which commenced on 25 November 2008;
- (c) Senate resolution *Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees*, which was last amended on 4 February 2014;

- (d) the constitutions of Faculties, Colleges and Boards of Studies as at 1 January 2016, other than the constitutions for:
- (i) the Faculty of Dentistry;
  - (ii) the Faculty of Medicine;
  - (iii) the Faculty of Nursing and Midwifery; and
  - (iv) the Faculty of Pharmacy.
- (3) The provisions of the documents listed in subsection 12.2(2) that apply to the Sydney College of the Arts on the day prior to the date of commencement of this Rule will continue to apply to the Sydney College of the Arts until the date determined by Vice-Chancellor in accordance with section 14 the *University of Sydney (Organisational Design – Transitional Provisions) Rule 2016*.

## NOTES

### University of Sydney (Governance of Faculties and University Schools) Rule 2016

Date adopted: 12 December 2016

Date commenced: 1 January 2017

Administrator: Deputy Vice-Chancellor and Provost

Review date: 12 December 2021

Rescinded documents:

University of Sydney (Authority within Academic Units) Rule 2003;

Senate resolution Appointment and Roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans, which commenced on 25 November 2008;

Senate resolution Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees, which was last amended on 4 February 2014;

The constitutions of Faculties, Colleges and Boards of Studies as at 1 January 2016, other than the constitutions for:

- the Faculty of Dentistry;
- the Faculty of Medicine;
- the Faculty of Nursing and Midwifery; and
- the Faculty of Pharmacy.

Related documents: *University of Sydney (Coursework) Rule 2014*  
*Coursework Policy 2014*  
*Learning and Teaching Policy 2015*  
*Learning and Teaching Procedures 2016*

## **AMENDMENT HISTORY**

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
------------------	------------------	-------------------

# University of Sydney (Higher Degree by Research) Rule 2011

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37 (1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.

Adopted on:	21 March 2011
Amended on:	5 November 2012 3 December 2012 6 May 2013 2 June 2014 11 February 2015 (administrative amendments only) 14 December 2015
Amendment effective from:	9 November 2012 7 December 2012 10 May 2013 6 June 2014 11 February 2015 1 January 2016

## CONTENTS

---

<b>Part 1 Preliminary .....</b>	<b>3</b>
1.1 Name of Rule.....	3
1.2 Commencement.....	3
1.3 Statement of intent .....	3
1.4 Interpretation .....	4
1.5 Authorities and responsibilities.....	6
1.6 University may change courses and units of study.....	6
1.7 Overall requirements .....	7
1.8 No right to admission.....	7
<b>Part 2 Master's by Research.....</b>	<b>7</b>
2.1 Course resolutions .....	7
2.2 Application of this Part.....	7
2.3 Eligibility for admission to candidature .....	7
2.4 Application for admission to candidature .....	8
2.5 Probationary admission to candidature.....	8
2.6 Credit for previous studies.....	9
2.7 Limit on credit for previous studies.....	9
2.8 Control of candidature .....	10
2.9 Other studies during candidature .....	10
2.10 Supervision .....	10
2.11 Location of candidature .....	10
2.12 Progress .....	11
2.13 Students may be required to show good cause .....	12
2.14 Discontinuation of candidature .....	13
2.15 Suspension of candidature.....	13
2.16 Lapse of candidature.....	14
2.17 Return to candidature.....	14

2.18	Leave of absence .....	14
2.19	Earliest date for submission of thesis for examination .....	14
2.20	Latest date for submission of thesis for examination .....	14
2.21	Content of thesis.....	15
2.22	Form of thesis for examination .....	15
2.23	Examination procedures.....	16
2.24	Aegrotat and posthumous awards .....	16
<b>Part 3</b>	<b>Doctorates by Research other than the Doctor of Philosophy .....</b>	<b>16</b>
3.1	Course resolutions .....	16
3.2	Application and meaning of this Part.....	16
3.3	Eligibility for admission to candidature .....	16
3.4	Application for admission to candidature .....	17
3.5	Probationary admission to candidature.....	17
3.6	Credit for previous studies.....	18
3.7	Limit on credit for previous studies.....	18
3.8	Control of candidature .....	19
3.9	Other studies during candidature .....	19
3.10	Supervision.....	19
3.11	Location of candidature .....	19
3.12	Progress .....	20
3.13	Students may be required to show good cause .....	21
3.14	Discontinuation of candidature .....	22
3.15	Suspension of candidature.....	22
3.16	Lapse of candidature .....	23
3.17	Return to candidature .....	23
3.18	Leave of absence .....	23
3.19	Earliest date for submission of thesis for examination.....	23
3.20	Latest date for submission of thesis for examination .....	24
3.21	Content of thesis.....	24
3.22	Form of thesis for examination .....	25
3.23	Examination procedures.....	25
3.24	Aegrotat and posthumous awards .....	25
<b>Part 4</b>	<b>Doctor of Philosophy .....</b>	<b>25</b>
4.1	Application of this part.....	25
4.2	Eligibility for admission to candidature .....	25
4.3	Application for admission to candidature .....	26
4.4	Probationary admission to candidature.....	26
4.5	Credit for previous studies.....	27
4.6	Limit on credit for previous studies.....	28
4.7	Control of candidature .....	28
4.8	Other studies during candidature .....	28
4.9	Supervision.....	28
4.10	Location of candidature .....	29
4.11	Progress .....	29
4.12	Students may be required to show good cause .....	30
4.13	Discontinuation of candidature .....	31
4.14	Suspension of candidature.....	31
4.15	Lapse of candidature .....	32
4.16	Return to candidature .....	32
4.17	Leave of absence .....	32
4.18	Earliest date for submission of thesis for examination.....	32
4.19	Latest date for submission of thesis for examination .....	33
4.20	Content of thesis.....	33
4.21	Form of thesis for examination .....	34
4.22	Examination procedures.....	34
4.23	Aegrotat and posthumous awards .....	34
<b>Part 5</b>	<b>Higher Doctorates.....</b>	<b>34</b>

5.1	Meaning of this Part .....	34
5.2	Award of Higher Doctorates .....	35
5.3	Eligibility for admission to candidature .....	35
5.4	Application for admission to candidature .....	36
5.5	Preliminary assessment of application for admission .....	36
5.6	Admission to candidature .....	37
5.7	Enrolment .....	37
5.8	Submission of work for examination.....	37
5.9	Appointment of examiners.....	38
5.10	Examination.....	38
5.11	Lodging the published work.....	38
<b>Part 6</b>	<b>Higher Degree by Research Theses .....</b>	<b>39</b>
6.1	Meaning of this Part .....	39
6.2	Lodgement.....	39
6.3	Use of confidential material .....	39
6.4	Access to confidential material in a restricted appendix .....	40
6.5	Restricted access to protect intellectual property.....	40
6.6	Restricted access to protect the interests of the author .....	40
6.7	Right of examiners to access .....	41
<b>Part 7</b>	<b>English Language Requirements.....</b>	<b>41</b>
7.1	All applicants whose first language is not English.....	41
7.2	Exemption from English language requirements in certain circumstances.....	42
<b>Part 8</b>	<b>Undertaking Coursework Units of Study .....</b>	<b>43</b>
8.1	Enrolment in and assessment of coursework units of study .....	43
<b>Part 9</b>	<b>Special Consideration .....</b>	<b>43</b>
9.1	Coursework units of study .....	43
9.2	Progress and examination.....	43
9.3	Variation of candidature .....	43
<b>Part 10</b>	<b>Miscellaneous.....</b>	<b>44</b>
10.1	Rules, resolutions and policies that cease to have effect .....	44
<b>Notes</b>	.....	<b>44</b>
<b>Amendment history</b>	.....	<b>44</b>

## **PART 1 PRELIMINARY**

---

### **1.1 Name of Rule**

This is the University of Sydney (Higher Degree by Research) Rule 2011.

### **1.2 Commencement**

This Rule commences on 25 March 2011.

### **1.3 Statement of intent**

This Rule deals with all higher degrees by research offered at the University. These are:

- (a) Master's degrees by research;
- (b) Doctorates by research; and
- (c) Higher Doctorates by research.

**Note:** This Rule should be read in conjunction with, but not subject to, any course resolutions applying to the degree.

## 1.4 Interpretation

(1) In this Rule:

**applicant** means an applicant for admission as a candidate for a higher degree by research.

**Associate Dean** means the Associate Dean of a Faculty with authority for matters relating to higher degrees by research within the Faculty or the Deputy Chairperson of a Board of Studies or a person appointed by the Dean to have authority for matters relating to higher degrees by research within the Faculty.

**Board of Studies** means an academic body with the same authority in relation to the supervision of an award course or courses as a Faculty, except that it is headed by a Chair rather than a Dean.

**candidate** means a candidate for a higher degree by research

**cotutelle agreement** means an agreement between the University and another university or institution that:

- (a) permits joint candidature in the Doctor of Philosophy; and
- (b) allows a candidate to receive a doctorate from the University and from the other university or institution, each testamur acknowledging the circumstances under which the award was made.

**course resolutions** means resolutions made by the Academic Board in accordance with clauses 2.1 and 3.1

**Note:** The Doctor of Philosophy is offered by the University, not by individual faculties. Accordingly, there is no power for faculties or the Academic Board to make course resolutions for the Doctor of Philosophy.

**Dean** means the Dean of a Faculty or the Chair of a Board of Studies.

**delegate** means an officer, employee or committee of the University, or any other person or entity to whom or to which, Senate has made a delegation of power.

**department** means the academic unit, however so called, responsible for a student's higher degree by research candidature. It may be called a department, discipline or school within the University. Departmental delegations may be exercised by faculties.



<b>Doctorate by research</b>	<p>means a degree with the word “doctor” in the title comprising a minimum of two-thirds research that is approved by the Academic Board.</p> <p><b>Note:</b> The Academic Board will not approve a Doctorate by research unless it complies with the Australian Qualifications Framework.</p>
<b>Faculty</b>	means the relevant Faculty, College Board or Board of Studies.
<b>full-time candidature</b>	means a candidature in which the student works on the requirements for the degree for a minimum of 35 – 40 hours per week for 48 weeks per year or as stipulated by the Faculty.
<b>good cause</b>	means circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure.
<b>Head of Department</b>	<p>means the head of the relevant department.</p> <p><b>Note:</b> Functions performed by the Head of Department may be performed by the Head of School, Dean or Associate Dean, in accordance with paragraph 1.4(4) of this Rule, particularly in faculties that are not organized into departments or disciplines.</p>
<b>higher doctorate</b>	has the meaning given to it by clause 5.1 of this Rule.
<b>Master’s by research</b>	<p>means a degree with the word “Master” in the title comprising a minimum of two-thirds research that is approved by the Academic Board.</p> <p><b>Note:</b> The Academic Board will not approve a Master’s by research unless it complies with the Australian Qualifications Framework.</p>
<b>part-time candidature</b>	means a candidature in which the student works on the requirements for the degree for a proportion of the period specified for a full-time candidature over a proportionately longer time.
<b>Postgraduate Coordinator</b>	means the member of academic staff within a department with authority for matters relating to higher degrees by research.
<b>Progress Policy</b>	means the <a href="#">Progress Planning and Review for Higher Degree by Research Students Policy 2015</a> .
<b>progress plan</b>	means a progress plan developed in accordance with the <a href="#">Progress Policy</a> .
<b>research period</b>	<p>means an enrolment period set by the University and published on its website.</p> <p><b>Note:</b> Research periods are published on the University’s website at : <a href="http://sydney.edu.au/study/study-dates.html">http://sydney.edu.au/study/study-dates.html</a></p>
<b>Review Panel</b>	means a panel established in accordance with the <a href="#">Progress Policy</a> .
<b>semester</b>	means a duration of time equal to any two research periods.
<b>student</b>	means a person who is currently admitted to candidature in an award course of the University.

**Supervisor** means, in relation to a higher degree by research student, a person appointed to discharge the responsibilities set out in the [Supervision of Higher Degree by Research Students Policy 2013](#). For the purpose of this Rule, the generic term supervisor(s) will be used to include research supervisors, co-ordinating supervisors, or auxiliary supervisors.

**thesis** means the whole of the assessable work submitted by a student for examination as required by the [Thesis & Examination of Higher Degrees by Research Policy 2015](#)

- (2) Unless the contrary appears, a provision in this Rule that specifies matters that are to be or may be considered in relation to a determination or other decision does not imply that they are the only matters to be considered.
- (3) A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate's delegated functions to another person or group of persons.
- (4) Delegates more senior in the lines of accountability to a delegate named in this Rule, may exercise a delegation conferred on that named delegate.  
Example: A Dean may exercise a delegation conferred on an Associate Dean. An Associate Dean may exercise a delegation conferred on a Head of Department.
- (5) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (6) A note, marginal note, footnote or endnote is not a provision of this Rule.
- (7) A reference to a policy or procedures includes a reference to that policy or those procedures as amended from time to time, and to any replacement policy or procedures which may be adopted in substitution for them.
- (8) A reference to a committee includes a reference to any restructured or replacement committee to which the functions or responsibilities of the original committee are reassigned.

## 1.5 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.
- (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.

## 1.6 University may change courses and units of study

- (1) Despite any policy, or the course resolutions and any other provision of the agreement between a student and the University, the University:
  - (a) is not obliged to offer a particular course or unit of study in any academic year; and
  - (b) is not liable to a student for not offering a particular course or unit of study in a particular academic year.

## 1.7 Overall requirements

- (1) The University will not admit a person to a course unless the person:
  - (a) is eligible for admission to the course;
  - (b) applies for admission in accordance with this Rule and the course resolutions;
  - (c) accepts an offer made by the University for admission to the course;
  - (d) completes, to the satisfaction of the University, all requirements for enrolment in the course; and
  - (e) meets the University's English language requirements.

## 1.8 No right to admission

Nothing in this Rule confers a right on a person to be admitted to candidature for a higher degree by research or imposes a duty on the University to admit, or offer to admit, a person to candidature for a higher degree by research.

## **PART 2 MASTER'S BY RESEARCH**

---

### 2.1 Course resolutions

- (1) The Academic Board may, on the recommendation of the Faculty, prescribe for a Master's degree by research, standards relating to:
  - (a) admission requirements;
  - (b) course requirements
  - (c) candidature; and
  - (d) examination.

### 2.2 Application of this Part

- (1) This Part applies to:
  - (a) the Master of Philosophy; and
  - (b) other Master's degrees with a research component of at least two thirds of the total student load for the degree.

### 2.3 Eligibility for admission to candidature

- (1) Subject to sub-clause (2) and (3) and to admission requirements specified in the course resolutions, to be eligible for admission by a Dean or Associate Dean to candidature for a Master's degree, an applicant must:
  - (a) hold or have completed all the academic requirements for:
    - (i) a Master's degree by coursework or research; or

- (ii) a Bachelor's degree; or
  - (iii) a qualification equivalent to a Bachelor's degree; and
- (b) meet other criteria for admission as specified in the course resolutions.
- (2) A Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Graduate Studies Committee are equivalent to those prescribed in sub-clause (1).
- (3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

## 2.4 Application for admission to candidature

- (1) An applicant for admission to candidature for a Master's degree must submit to the relevant Faculty:
  - (a) if required by the course resolutions, a proposed course of advanced study and research, approved by the Head of the department in which the work is to be undertaken;
  - (b) satisfactory evidence of the applicant's eligibility for admission; and
  - (c) a statement certifying the applicant's understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for use.

## 2.5 Probationary admission to candidature

- (1) Where provision is made for probationary admission in the course resolutions, the Dean or Associate Dean may admit a student to candidature for a Master's degree on a probationary basis for a period not exceeding four research periods.
- (2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student's work and recommend to the Associate Dean that:
  - (a) the student's candidature be confirmed; or
  - (b) the student be required to show good cause why he or she should be permitted to continue the candidature.
- (3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Associate Dean may:
  - (a) confirm the student's candidature; or
  - (b) require the student to show good cause why he or she should be permitted to continue the candidature.

**Note:** See clause 2.13 for details of the 'show cause' process.
- (4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student's probationary admission to candidature.

## 2.6 Credit for previous studies

- (1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed at least two research periods as a candidate for a higher degree by research in any Faculty of the University may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.
- (2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that the student's higher degree candidature was:
  - (a) a course of full-time or part-time advanced study and research;
  - (b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty or Board of Studies;
  - (c) directly related to the student's proposed course of advanced study for the Master's degree; and
  - (d) the student has discontinued his or her candidature in the higher degree.
- (3) Subject to sub-clause (4), and to the course resolutions, a student who, at the date of admission to candidature, has completed at least six months as a candidate for a higher degree at another university or institution may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.
- (4) The Dean or Associate Dean may grant credit in accordance with sub-clause (3), provided that:
  - (a) at the time of admission to the higher degree by research at the other university or institution, the student held academic qualifications equivalent to those set out in clause 2.3;
  - (b) the higher degree candidature was:
    - (i) a course of full-time or part-time advanced study and research;
    - (ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and
    - (iii) directly related to the student's proposed course of advanced study for the Master's degree; and
  - (c) the student has discontinued his or her candidature in the higher degree at the other university or institution.
- (5) Where the course resolutions specify the completion of coursework as part of the requirements of the award, and subject to the course resolutions and the [Coursework Policy 2014](#) the Dean or Associate Dean may grant a student credit for previously completed coursework.

## 2.7 Limit on credit for previous studies

The amount of credit for previous studies that may be granted to a student in accordance with clause 2.6 is limited by the following requirements:

- (a) the combined duration of the student's previous higher degree candidature and the Master's candidature must meet the requirements set out in clauses 2.19 and 2.20 of this Rule;

- (b) any period of discontinued, suspended or lapsed candidature (as set out in clauses 2.14 to 2.16 of this Rule) must comply with this Rule and with standards set by the Academic Board; and
- (c) no student who has been granted credit may present a thesis for examination less than:
  - (i) six months, for a full-time student; or
  - (ii) twelve months, for a part-time student;following admission to candidature at the University.

## 2.8 Control of candidature

- (1) All candidates for a Master's degree are required to undertake their candidature wholly under the control of the University.
- (2) The Dean or Associate Dean may require a student to provide a statement from his or her employer acknowledging that the candidature is under the exclusive control of the University.

## 2.9 Other studies during candidature

- (1) A student must satisfactorily complete any training required by the course resolutions, the Head of Department, Deputy Vice-Chancellor (Education) or Supervisor, including units of study, lectures, seminars, workshops, online modules, non-award courses, or practical work.

**Note:** In accordance with this Rule, a Master's degree must comprise a minimum of two-thirds research.

- (2) Failure to complete training documented in the student's progress plan satisfactorily may be considered as evidence of unsatisfactory progress.
- (3) A Faculty may decline to examine a thesis if the student has not satisfactorily completed training documented in the progress plan.

## 2.10 Supervision

The Head of Department will appoint suitably qualified supervisors for each student undertaking a Master's degree by research, in accordance with policy for supervision determined by the Academic Board.

**Note:** See also [Supervision of Higher Degree by Research Students Policy 2013](#)

## 2.11 Location of candidature

- (1) Subject to the annual approval of the supervisors and Head of Department, students will pursue their candidature:
  - (a) within the University, including its research stations and teaching hospitals;
  - (b) on fieldwork, including in the field or in libraries, museums or other repositories;

- (c) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or
  - (d) within a professional working environment.
- (2) Throughout the course of his or her candidature, a student will attend the University for such:
- (a) face-to-face consultation with his or her supervisors;
  - (b) Departmental and Faculty or College Board seminars; and
  - (c) coursework or other studies required under 2.9 of this Rule;
- as specified annually by the Head of Department.
- (3) Subject to sub-clause (4), a student who pursues his or her candidature outside Australia must complete a minimum of two research periods of candidature within the University prior to submitting his or her thesis for examination.
- (4) For the purposes of sub-clause (3), the two research periods of candidature to be completed within the University may be completed:
- (a) at any time during the candidature; and
  - (b) continuously or in several non-consecutive periods.

## 2.12 Progress

- (1) At intervals no longer than one year, Heads of Departments must require students to:
- (a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and
  - (b) participate in a progress review interview.
- (2) Satisfactory progress will be assessed by a Review Panel in accordance with the [Progress Policy](#).
- (3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department may determine that the student:
- (a) has demonstrated satisfactory or marginal progress, and specify the conditions of candidature to apply the following year; or
  - (b) has demonstrated unsatisfactory progress, and:
    - (i) allow the student to continue to be enrolled with conditions, including a supplementary progress review in accordance with the [Progress Policy](#); or
    - (ii) recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.
- (4) When determining the conditions of candidature to apply the following year, the Head of Department must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.
- (5) After considering a recommendation made by the Head of Department in accordance with sub-paragraph (3)(b)(ii), the Associate Dean may:

- (a) allow the student's candidature to continue and specify the conditions of candidature to apply the following year; or
- (b) require the student to show good cause why he or she should be permitted to continue the candidature.

## 2.13 Students may be required to show good cause

- (1) An Associate Dean may require a student to show good cause:
    - (a) following a progress review, in accordance with paragraph 2.5(3)(b) or 2.12(5)(b);
    - (b) if the student has not submitted his or her thesis for examination by the latest date to do so as required by clause 2.20; or
    - (c) at any other time, on the recommendation of the Head of Department or Postgraduate Co-ordinator.
  - (2) A student who is required to show good cause will be sent a notice that:
    - (a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;
    - (b) states why the student is being asked to show good cause;
    - (c) sets out the actions that may be taken in respect of the candidature; and
    - (d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.
  - (3) The Associate Dean must give the student a reasonable opportunity to make written submissions about the matter.
  - (4) If, after considering any submissions made by the student, progress reports, any reports by the supervisors or Head of Department, and any other relevant information, the Associate Dean forms the opinion that the student has shown good cause, the Associate Dean will permit the student to continue the candidature.
  - (5) If, after considering the information referred to in sub-clause (4), the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:
    - (a) terminate the student's candidature; or
    - (b) impose conditions or restrictions on the continuation of the student's candidature.
- Note.** For review of these decisions see [University of Sydney \(Student Appeals against Academic Decisions\) Rule 2006](#).
- (6) In addition to the decision made under 2.13(4) or 2.13(5), the Associate Dean might also offer the student the option to transfer to another course within the Faculty for which the student is eligible. The Associate Dean may impose conditions or restrictions on that offer transfer of course.
  - (7) A person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 2.13(5)(a) will not be permitted to re-enrol in that candidature.
  - (8) Where a person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 2.13(5)(a), that person may



be excluded by the Associate Dean from applying for admission to a higher degree by research within the Faculty for the longer period of:

- (a) at least two academic years; or
- (b) if the person is applying for a Research Training Scheme place, the period of time until the person is entitled to the maximum period allowed for the course under the Research Training Scheme.

**Note:** As at the date of this rule, detailed information about entitlement for Research Training Scheme can be found in Research Training Scheme: Conditions of Grant, which can be found at <https://www.education.gov.au/research-training-scheme>

## 2.14 Discontinuation of candidature

- (1) Subject to this clause and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, 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 an earlier time.
- (4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
  - (a) the Dean granted prior permission to re-enrol; or
  - (b) the student applies for and gains a new admission to the course.
- (5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with paragraphs (3)(a) and (b).

## 2.15 Suspension of candidature

- (1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
  - (a) for a maximum period of one year; or
  - (b) with the approval of the Dean or Associate Dean, for a longer period.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.

## 2.16 Lapse of candidature

- (1) If a student does not enrol by the last census date for enrolment in each research period, and the student has not discontinued or sought approval to suspend enrolment, the student's candidature lapses.
- (2) If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the student must apply for and gain a new admission to the course in order to re-enrol.

## 2.17 Return to candidature

- (1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension the course requirements as in force at the time of the student's return to candidature apply.
- (2) The Dean or Associate Dean may, in writing, modify the application of the course resolutions with respect to a particular student's return to candidature.
- (3) A student whose candidature has been discontinued or lapsed must apply for and gain a new admission to the course in order to re-enrol. The course requirements in place at the time of the new admission apply.

## 2.18 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department, take leave of absence from the course for a period less than one research period.

## 2.19 Earliest date for submission of thesis for examination

Subject to clause 2.7 and this clause 2.19:

- (a) a student may not submit a thesis for examination until he or she has completed at least four research periods of enrolled candidature; and
- (b) for the purposes of paragraph (a), a student's candidature will be considered to include any periods of credit granted under clause 2.6.
- (c) the student must be enrolled at the time that the thesis is submitted for examination.

## 2.20 Latest date for submission of thesis for examination

- (1) Subject to clause 2.7 and this clause 2.20, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination:
  - (a) after no more than eight research periods of enrolled candidature; and
  - (b) for the purposes of paragraph (a), a student's candidature will be considered by the University to include any periods of credit granted under clause 2.6.

- (2) Subject to this clause, a student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination after no more than 16 research periods of enrolled candidature.
- (3) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time research period will be counted as the equivalent of one half of a full-time research period, and the student must submit his or her thesis for examination after no more than the equivalent of eight full-time research periods of enrolled candidature.
- (4) The Dean or Associate Dean may approve an extension of candidature with a latest date for submission of thesis for examination beyond the maximum period specified in this clause.
- (5) The student must be enrolled at the time that the thesis is submitted for examination.

## **2.21 Content of thesis**

- (1) At the end of his or her course of advanced study and research, the student must submit a thesis for examination in the form required by Academic Board policy or procedures and any applicable course resolutions.
- (2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.
- (3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.
- (4) A student who undertook his or her candidature in a language department in the Faculty of Arts and Social Sciences may:
  - (a) submit a thesis written in English or in the target language determined by the department; or
  - (b) where a department has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department, submit a thesis in another language approved by the department.
- (5) Applications to submit a thesis in a language other than English or the target language of a department must be:
  - (a) made by an applicant in writing; and
  - (b) considered and determined by the Head of Department and the Dean (taking into account arrangements for supervision and examination);prior to the commencement of candidature.

## **2.22 Form of thesis for examination**

- (1) A candidate must submit his or her thesis for examination in the form required by the Academic Board.

- (2) The thesis must be accompanied by a certificate from the co-ordinating supervisor stating whether, in the supervisors' opinion, the form of presentation of the thesis is satisfactory.
- (3) The thesis must also be accompanied by an abstract in a form prescribed by resolution of the Academic Board.
- (4) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for use.

## **2.23 Examination procedures**

The examination of candidates for the degree of Master's by research will be conducted in accordance with the course resolutions and with standards and guidelines determined by the Academic Board.

## **2.24 Aegrotat and posthumous awards**

Aegrotat and posthumous awards may be made in circumstances involving serious illness or death.

# **PART 3 DOCTORATES BY RESEARCH OTHER THAN THE DOCTOR OF PHILOSOPHY**

---

## **3.1 Course resolutions**

- (1) The Academic Board may, on the recommendation of the Faculty, prescribe for a Doctorate by research other than the Doctor of Philosophy, standards relating to:
  - (a) admission requirements;
  - (b) degree requirements;
  - (c) candidature; and
  - (d) examination.

## **3.2 Application and meaning of this Part**

This Part applies to Doctorates by research other than the Doctor of Philosophy and Higher Doctorates.

## **3.3 Eligibility for admission to candidature**

- (1) Subject to sub-clause (2) and (3) and to admission requirements specified in the course resolutions, to be eligible for admission by a Dean or Associate Dean to candidature for a Doctorate by research other than a Doctor of Philosophy, an applicant must:
  - (a) hold or have completed all the academic requirements for:

- (i) a Master's degree by research or higher qualification; or
  - (ii) a Master's degree by coursework including a research component equivalent to 25% of one year's full-time enrolment; or
  - (iii) a Bachelor's degree with first or second class honours; or
  - (iv) a Bachelor's degree and either relevant professional experience or a portfolio of works as determined by the Faculty; and
- (b) meet other criteria for admission as specified in the course resolutions.
- (2) A Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Graduate Studies Committee are equivalent to those prescribed in sub-clause (1).
- (3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

### 3.4 Application for admission to candidature

- (1) An applicant for admission to candidature for a Doctorate by research other than the Doctor of Philosophy must submit to the relevant Faculty:
- (a) if required by the course resolutions, a proposed course of advanced study and research, approved by the Head of the department in which the work is to be undertaken;
  - (b) satisfactory evidence of the applicant's eligibility for admission; and
  - (c) a statement certifying the applicant's understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for use.

### 3.5 Probationary admission to candidature

- (1) Where provision is made for probationary admission in the course resolutions, the Dean or Associate Dean may admit a student to candidature for a Doctorate other than a PhD on a probationary basis for a period not exceeding four research periods.
- (2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student's work and recommend to the Associate Dean that:
- (a) the student's candidature be confirmed; or
  - (b) the student be required to show good cause why he or she should be permitted to continue the candidature.
- (3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Associate Dean may:
- (a) confirm the student's candidature; or
  - (b) require the student to show good cause why he or she should be permitted to continue the candidature.

**Note:** See clause 3.13 for details of the 'show cause' process.

- (4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student's probationary admission to candidature.

### 3.6 Credit for previous studies

- (1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed at least two research periods as a candidate for a higher degree by research in any Faculty of the University may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.
- (2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that the student's previous higher degree candidature was:
  - (a) a course of full-time or part-time advanced study and research;
  - (b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty or Board of Studies;
  - (c) directly related to the student's proposed course of advanced study for the Doctoral degree; and
  - (d) the student has discontinued his or her candidature in the previous higher degree.
- (3) Subject to sub-clause (4), a student who, at the date of admission to candidature, has completed at least six months as a candidate for a higher degree by research at another university or institution may be permitted by the Dean or Associate Dean to receive credit for all or any part of the previous higher degree candidature.
- (4) The Dean or Associate Dean may grant credit in accordance with sub-clause (3), provided that:
  - (a) at the time of admission to the higher degree at the other university or institution, the student held academic qualifications equivalent to those set out in clause 3.3;
  - (b) the previous higher degree by research candidature was:
    - (i) a course of full-time or part-time advanced study and research;
    - (ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and
    - (iii) directly related to the student's proposed course of advanced study for the Doctoral degree by research; and
  - (c) the student has discontinued his or her candidature in the previous higher degree by research at the other university or institution.
- (5) Where the course resolutions specify the completion of coursework as part of the requirements of the award, and subject to the course resolutions and the [Coursework Policy 2014](#), the Dean or Associate Dean may grant a student credit for previously completed coursework.

### 3.7 Limit on credit for previous studies

- (1) The amount of credit for previous studies that may be granted to a student in accordance with clause 3.6 is limited by the following requirements:

- (a) the combined duration of the student's previous higher degree by research candidature and the Doctoral candidature must meet the requirements set out in clauses 3.19 and 3.20 of this Rule;
- (b) any period of discontinued, suspended or lapsed candidature (as set out in 3.14 to 3.16 of this Rule) must comply with standards set by the Academic Board and this Rule; and
- (c) no student who has been granted credit may present a thesis for examination less than:
  - (i) six months, for a full-time student; or
  - (ii) twelve months, for a part-time student;
 following admission to candidature at the University.

### 3.8 Control of candidature

- (1) All candidates for a Doctoral degree by research are required to undertake their candidature wholly under the control of the University.
- (2) The Dean or Associate Dean may require a student who is employed by an institution to provide a statement by the relevant employer acknowledging that the candidature is under the exclusive control of the University.

### 3.9 Other studies during candidature

- (1) A student must satisfactorily complete any training required by the course resolutions, the Head of Department, Deputy Vice-Chancellor (Education) or Supervisor, including units of study, lectures, seminars, workshops, online modules, non-award courses, or practical work. .

**Note:** In accordance with this Rule, a Doctorate must comprise a minimum of two-thirds research.

- (2) Failure to complete training documented in the student's progress plan satisfactorily may be considered as evidence of unsatisfactory progress.
- (3) A Faculty may decline to examine a thesis if the student has not satisfactorily completed training documented in the progress plan.

### 3.10 Supervision

The relevant Head of Department will appoint suitably qualified supervisors for each student undertaking a Doctoral degree by research in accordance with policy for supervision determined by the Academic Board.

**Note:** See also [Supervision of Higher Degree by Research Students Policy 2013](#)

### 3.11 Location of candidature

- (1) Subject to the annual approval of the supervisors and Head of Department, students will pursue their candidature:
  - (a) within the University, including its research stations and teaching hospitals;

- (b) on fieldwork, including in the field or in libraries, museums or other repositories;
  - (c) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or
  - (d) within a professional working environment.
- (2) Throughout the course of his or her candidature, a student will attend the University for such:
- (a) face-to-face consultation with his or her supervisors;
  - (b) Departmental and Faculty or College Board seminars; and
  - (c) coursework or other studies required under clause 3.9 of this Rule; as specified annually by the Head of Department.
- (3) Subject to sub-clause (4) and (5), a student who pursues his or her candidature outside Australia must complete a minimum of four research periods of candidature within the University prior to submitting his or her thesis for examination.
- (4) For the purposes of sub-clause (3), the four research periods of candidature to be completed within the University may be completed:
- (a) at any time during the candidature; and
  - (b) continuously or in several non-consecutive periods.
- (5) A student granted credit under 3.6 must complete a minimum of two research periods of candidature within the University prior to submitting his or her thesis for examination.

### 3.12 Progress

- (1) At intervals no greater than one year, Heads of Departments must require students to:
- (a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and
  - (b) participate in a progress review interview.
- (2) Satisfactory progress will be assessed by a Review Panel in accordance with the [Progress Policy](#).
- (3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department may determine that the student:
- (a) has demonstrated satisfactory or marginal progress, and specify the conditions of candidature to apply the following year; or
  - (b) has demonstrated unsatisfactory progress, and:
    - (i) allow the student to continue to be enrolled with conditions, including a supplementary progress review in accordance with the [Progress Policy](#); or
    - (ii) recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.



- (4) When determining the conditions of candidature to apply the following year, the Head of Department must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.
- (5) After considering a recommendation made by the Head of Department in accordance with sub-paragraph (3)(b)(ii), the Associate Dean may:
  - (a) allow the student's candidature to continue and specify the conditions of candidature to apply the following year; or
  - (b) require the student to show good cause why he or she should be permitted to continue the candidature.

### 3.13 Students may be required to show good cause

- (1) An Associate Dean may require a student to show good cause:
  - (a) following a progress review, in accordance with paragraph 3.5(3)(b) or 3.12(5)(b);
  - (b) if the student has not submitted his or her thesis for examination by the latest date to do so, as required by clause 3.20; or
  - (c) at any other time, on the recommendation of the Head of Department or Postgraduate Coordinator.
- (2) A student who is required to show good cause will be sent a notice that:
  - (a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;
  - (b) states why the student is being asked to show good cause;
  - (c) sets out the actions that may be taken in respect of the candidature; and
  - (d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.
- (3) The Associate Dean must give the student a reasonable opportunity to make written submissions about the matter.
- (4) If, after considering any submissions made by the student, progress reports, any reports by the supervisors or Head of Department, and any other relevant information, the Associate Dean forms the opinion that the student has shown good cause, the Associate Dean will permit the student to continue the candidature.
- (5) If, after considering the information referred to in sub-clause (4), the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:
  - (a) terminate the student's candidature; or
  - (b) impose conditions or restrictions on the continuation of the student's candidature.

**Note.** For review of these decisions see University of Sydney (Student Appeals against Academic Decisions) Rule 2006.
- (6) In addition to the decision made under 3.13(4) or 3.13(5), the Associate Dean might also offer the student the option to transfer to another course within the Faculty for which the student is eligible. The Associate Dean may impose conditions or restrictions on that offer transfer of course.

- (7) A person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 3.13(5)(a) will not be permitted to re-enrol in that candidature.
- (8) Where a person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 3.13(5)(a), that person may be excluded by the Associate Dean from applying for admission to a higher degree by research within the Faculty for the longer period of:
  - (a) at least two academic years; or
  - (b) if the person is applying for a Research Training Scheme place, the period of time until the person is entitled to the maximum period allowed for the course under the Research Training Scheme.

**Note:** As at the date of this rule, detailed information about entitlement for Research Training Scheme can be found in Research Training Scheme: Conditions of Grant, which can be found at <https://www.education.gov.au/research-training-scheme>

### 3.14 Discontinuation of candidature

- (1) Subject to this clause and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, 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 an earlier time.
- (4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
  - (a) the Dean granted prior permission to re-enrol; or
  - (b) the student applies for and gains a new admission to the course.
- (5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clauses (3)(a) and (b).

### 3.15 Suspension of candidature

- (1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
  - (a) for a maximum period of one year; or
  - (b) with the approval of the Dean or Associate Dean, for a longer period.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.

### 3.16 Lapse of candidature

- (1) If a student does not enrol by the last census date for enrolment in each research period, and the student has not discontinued or sought approval to suspend enrolment, the student's candidature lapses.
- (2) If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the student must apply for and gain a new admission to the course in order to re-enrol.

### 3.17 Return to candidature

- (1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension, the course requirements as in force at the time of the student's return to candidature apply.
- (2) The Dean or Associate Dean may, in writing, modify the application of the course resolutions with respect to a particular student's return to candidature.
- (3) A student whose candidature has been discontinued or lapsed must apply for and gain a new admission to the course in order to re-enrol. The course requirements in place at the time of the new admission apply.

### 3.18 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department, take leave of absence from the course for a period less than one research period.

### 3.19 Earliest date for submission of thesis for examination

- (1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 3.6 of this Rule.
- (2) Subject to clauses 3.6 and 3.7 and this clause 3.19 a student may not submit a thesis for examination until he or she has completed at least 12 research periods of enrolled candidature.
- (3) The Dean may permit a student to submit a thesis for examination up to two research periods earlier than the period prescribed in sub-clause (2), provided that the Dean is satisfied that the student has made exceptional progress in his or her candidature.
- (4) The Chair of the Academic Board may permit a student to submit a thesis earlier than the periods prescribed in sub-clauses (1)-(2), provided that the Chair of the Academic Board is satisfied that the student has made exceptional progress in his or her candidature.
- (5) Prior to exercising his or her discretion under sub-clause (4), the Chair of the Academic Board may obtain advice from the Chair of the Graduate Studies Committee of the Academic Board, Dean or Associate Dean.
- (6) The student must be enrolled at the time that the thesis is submitted for examination.

### 3.20 Latest date for submission of thesis for examination

- (1) Subject to clause 3.6 and this clause 3.20, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination:
  - (a) after no more than 16 research periods of enrolled candidature; and
  - (b) for the purposes of paragraph (a), a student's candidature will be considered by the University to include any periods of credit granted under clause 3.6.
- (2) Subject to this clause, a student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination after no more than 32 research periods of enrolled candidature.
- (3) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time research period will be counted as the equivalent of one half of a full-time research period, and the student must submit his or her thesis for examination after no more than the equivalent of 16 full-time research periods of enrolled candidature.
- (4) The Dean or Associate Dean may approve an extension of candidature with a new latest date for submission of thesis for examination beyond the maximum period specified in this clause.
- (5) The student must be enrolled at the time that the thesis is submitted for examination.

### 3.21 Content of thesis

- (1) At the end of his or her course of advanced study and research, the student must submit a thesis for examination in the form required by Academic Board policy or procedures and any applicable course resolutions.
- (2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.
- (3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.
- (4) A student who undertook his or her candidature in a language department in the Faculty of Arts and Social Sciences may:
  - (a) submit a thesis written in English or in the target language determined by the department; or
  - (b) where a department has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department, submit a thesis in another language approved by the department.
- (5) Subject to the course resolutions, applications to submit a thesis in a language other than English or the target language of a department must be:
  - (a) made by an applicant in writing; and
  - (b) considered and determined by the Head of Department and the Dean (taking into account arrangements for supervision and examination);

prior to the commencement of candidature.

### **3.22 Form of thesis for examination**

- (1) A candidate must submit his or her thesis for examination in the form required by the Academic Board.
- (2) The thesis must be accompanied by a certificate from the co-ordinating supervisor stating whether, in the supervisors' opinion, the form of presentation of the thesis is satisfactory.
- (3) The thesis must also be accompanied by an abstract in a form required by the Academic Board.
- (4) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for use.

### **3.23 Examination procedures**

- (1) The examination of candidates for a Doctorate by research will be conducted in accordance with the course resolutions and with standards and guidelines determined by the Academic Board.
- (2) Where the course resolutions do not specify examination procedures, the examination of candidates for a Doctorate by research will be conducted in accordance with procedures prescribed by the Academic Board for the Doctor of Philosophy.

### **3.24 Aegrotat and posthumous awards**

Aegrotat and posthumous awards may be made in circumstances involving serious illness or death.

## **PART 4 DOCTOR OF PHILOSOPHY**

---

### **4.1 Application of this part**

This Part applies to the degree of Doctor of Philosophy.

### **4.2 Eligibility for admission to candidature**

- (1) Subject to sub-clauses (2) and (3), to be eligible for admission by the Dean or Associate Dean to candidature for the Doctor of Philosophy, an applicant must:
  - (a) hold or have completed all the academic requirements for:
    - (i) a Master's degree by research or higher level degree; or
    - (ii) a Master's degree by coursework including a research component equivalent to 25% of one year's full-time enrolment; or

- (iii) a Bachelor's degree with first or second class honours; and
  - (b) meet additional criteria for admission to the degree as specified by the Faculty.
- (2) A Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds or has completed all the requirements for a Bachelor's degree, and:
  - (a) has obtained a high distinction or distinction in the highest course available in the subject or subjects relevant to the proposed course of advanced study and research; or
  - (b) has completed a period of relevant full-time or part-time advanced study and research towards a Master's degree by research at the University, at such a standard as demonstrates to the satisfaction of the Dean or Associate Dean that the applicant is suitably prepared in the field of study to undertake the Doctor of Philosophy. Students admitted on this basis will be granted credit for their candidature in the Master's degree, consistently with clause 4.5.
- (3) The Chair of the Graduate Studies Committee of Academic Board may admit to candidature an applicant who does not meet the requirements of sub-clause (1) or (2), provided that the applicant holds qualifications that, in the opinion of the Chair of the Graduate Studies Committee on the recommendation of the Dean, are equivalent to those prescribed in sub-clauses (1) or (2).
- (4) The Chair of the Graduate Studies Committee of Academic Board may impose on a student admitted to candidature pursuant to sub-clause (3) such conditions as the Chair considers appropriate.

### **4.3 Application for admission to candidature**

- (1) An applicant for admission to candidature for the degree of Doctor of Philosophy must submit to the relevant Faculty:
  - (a) a proposed course of advanced study and research, approved by the Head of the department in which the work is to be undertaken; and
  - (b) satisfactory evidence of the applicant's eligibility for admission; and
  - (c) a statement certifying the applicant's understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for use.

### **4.4 Probationary admission to candidature**

- (1) The Dean or Associate Dean may admit a student to candidature for the degree of Doctor of Philosophy on a probationary basis for a period not exceeding four research periods.
- (2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student's work and recommend to the Associate Dean that:
  - (a) the student's candidature be confirmed; or
  - (b) the student be required to show good cause why he or she should be permitted to continue the candidature.

- (3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Associate Dean may:
  - (a) confirm the student's candidature; or
  - (b) require the student to show good cause why he or she should be permitted to continue the candidature.

**Note:** See clause 4.12 for details of the 'show cause' process.
- (4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student's probationary admission to candidature.

#### **4.5 Credit for previous studies**

- (1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed at least two research periods as a candidate for a higher degree by research in any Faculty of the University may be permitted by the relevant Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.
- (2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that the student's higher degree candidature was:
  - (a) a course of full-time or part-time advanced study and research;
  - (b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty or Board of Studies;
  - (c) directly related to the student's proposed course of advanced study for the degree of Doctor of Philosophy; and
  - (d) the student has discontinued his or her candidature in the previous higher degree.
- (3) Subject to sub-clause (4), a student who, at the date of admission to candidature, has completed at least six months as a candidate for a higher degree at another university or institution may be permitted by the Chair of the Graduate Studies Committee of the Academic Board to receive credit for all or any part of the higher degree candidature.
- (4) The Chair of the Graduate Studies Committee of the Academic Board may grant credit in accordance with sub-clause (3), provided that:
  - (a) at the time of admission to the higher degree by research at the other university, or institution, the student held academic qualifications equivalent to those set out in clause 4.2;
  - (b) the higher degree candidature was:
    - (i) a course of full-time or part-time advanced study and , research;
    - (ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and
    - (iii) directly related to the student's proposed course of advanced study for the degree of Doctor of Philosophy; and
  - (c) the student has discontinued his or her candidature in the higher degree at the other university or institution.

## 4.6 Limit on credit for previous studies

- (1) The amount of credit for previous studies that may be granted to a student in accordance with clause 4.5 is limited by the following requirements:
  - (a) the combined duration of the student's previous higher degree candidature and the Doctor of Philosophy candidature must meet the requirements set out in clauses 4.18 and 4.19 of this Rule;
  - (b) any period of discontinued, suspended or lapsed candidature (as set out in 4.13 to 4.15 of this Rule) must comply with standards set by the Academic Board and this Rule; and
  - (c) no student who has been granted credit may present a thesis for examination less than:
    - (i) six months, for a full-time student; or
    - (ii) twelve months, for a part-time student;following admission to candidature at the University.

## 4.7 Control of candidature

- (1) All candidates for the degree of Doctor of Philosophy are required to undertake their candidature wholly under the control of the University.
- (2) The Dean or Associate Dean may require a student to provide a statement from his or her employer acknowledging that the candidature is under the exclusive control of the University.

## 4.8 Other studies during candidature

- (1) A student must satisfactorily complete any training required by the course resolutions, the Head of Department, Deputy Vice-Chancellor (Education) or Supervisor, including units of study, lectures, seminars, workshops, online modules, non-award courses, or practical work.

**Note:** In accordance with this Rule, a Doctorate must comprise a minimum of two-thirds research.
- (2) Failure to complete training documented in the student's progress plan satisfactorily may be considered as evidence of unsatisfactory progress.
- (3) A Faculty may decline to examine a thesis if the student has not satisfactorily completed training documented in the progress plan.

## 4.9 Supervision

The Head of Department will appoint suitably qualified supervisors for each candidate for the Doctor of Philosophy in accordance with policy for supervision determined by the Academic Board.

**Note:** See also [Supervision of Higher Degree by Research Students Policy 2013](#)



## 4.10 Location of candidature

- (1) Subject to the annual approval of the supervisors and Head of Department, students will pursue their candidature:
  - (a) within the University, including its research stations and teaching hospitals;
  - (b) on fieldwork, including in the field or in libraries, museums or other repositories;
    - (i) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or
    - (ii) within a professional working environment.
- (2) Throughout the course of his or her candidature, a student will attend the University for such:
  - (a) consultation with his or her supervisors; and
  - (b) Departmental and Faculty or College Board seminars; and
  - (c) coursework or other studies required under clause 4.08 of this Rule; as specified annually by the Head of Department.
- (3) Subject to sub-clauses (4) (5) and (6), a student who pursues his or her candidature outside Australia must complete a minimum of four research periods of candidature within the University prior to submitting his or her thesis for examination.
- (4) A student whose minimum length of candidature is eight research periods (rather than the usual 12 research periods), and who pursues his or her candidature outside Australia, must complete a minimum of two research periods of candidature within the University prior to submitting his or her thesis for examination.
- (5) For the purposes of sub-clauses (3) and (4), the period required to be completed within the University may be completed:
  - (a) at any time during the candidature; and
  - (b) continuously or in several non-consecutive periods.
- (6) A student granted credit under 4.5 must complete a minimum of two research periods of candidature within the University prior to submitting his or her thesis for examination.

## 4.11 Progress

- (1) At intervals no greater than one year, Heads of Departments must require students to:
  - (a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and
  - (b) participate in a progress review interview.
- (2) Satisfactory progress will be assessed by a Review Panel in accordance with the [Progress Policy](#).
- (3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department may determine that the student:

- (a) has demonstrated satisfactory or marginal progress, and specify the conditions of candidature to apply the following year; or
- (b) has demonstrated unsatisfactory progress, and:
  - (i) allow the student to continue to be enrolled with conditions, including a supplementary progress review in accordance with the [Progress Policy](#); or
  - (ii) recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.
- (4) When determining the conditions of candidature to apply the following year, the Head of Department must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.
- (5) After considering a recommendation made by the Head of Department in accordance with sub-paragraph (3)(b)(ii), the Associate Dean may:
  - (a) allow the student's candidature to continue and specify the conditions of candidature to apply the following year; or
  - (b) require the student to show good cause why he or she should be permitted to continue the candidature.

#### **4.12 Students may be required to show good cause**

- (1) An Associate Dean may require a student to show good cause:
  - (a) following a progress review, in accordance with paragraph 4.4(3)(b) or 4.11(5)(b);
  - (b) if the student has not submitted his or her thesis for examination by the latest date to do so, as required by clause 4.19; or
  - (c) at any other time, on the recommendation of the Head of Department or Postgraduate Co-ordinator.
- (2) A student who is required to show good cause will be sent a notice that:
  - (a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;
  - (b) states why the student is being asked to show good cause;
  - (c) sets out the actions that may be taken in respect of the candidature; and
  - (d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.
- (3) The Associate Dean must give the student a reasonable opportunity to make written submissions about the matter.
- (4) If, after considering any submissions made by the student, progress reports, any reports by the supervisors or Head of Department, and any other relevant information, the Associate Dean forms the opinion that the student has shown good cause, the Associate Dean will permit the student to continue the candidature.
- (5) If, after considering the information referred to in sub-clause (4), the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:
  - (a) terminate the student's candidature; or

- (b) impose conditions or restrictions on the continuation of the student's candidature.

**Note.** For review of these decisions see [University of Sydney \(Student Appeals against Academic Decisions\) Rule 2006](#).

- (6) In addition to the decision made under 4.12(4) or 4.12(5), the Associate Dean might also offer the student the option to transfer to another course within the Faculty for which the student is eligible. The Associate Dean may impose conditions or restrictions on that offer transfer of course.
- (7) A person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 4.12(5)(a) will not be permitted to re-enrol in that candidature.
- (8) Where a person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 4.12(5)(a), that person may be excluded by the Associate Dean from applying for admission to a higher degree within the Faculty for the longer period of:
  - (a) at least two academic years; or
  - (b) if the person is applying for a Research Training Scheme place, the period of time until the person is entitled to the maximum period allowed for the course under the Research Training Scheme.

**Note:** As at the date of this rule, detailed information about entitlement for Research Training Scheme can be found in Research Training Scheme: Conditions of Grant, which can be found at <https://www.education.gov.au/research-training-scheme>

#### 4.13 Discontinuation of candidature

- (1) A student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, 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 an earlier time.
- (4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
  - (a) the Dean granted prior permission to re-enrol; or
  - (b) the student applies for and gains a new admission to the course.
- (5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clause (3)(a) and (b).

#### 4.14 Suspension of candidature

- (1) A student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
  - (a) for a maximum period of one year; or

- (b) with the approval of the Dean or Associate Dean, for a longer period.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course.

#### **4.15 Lapse of candidature**

- (1) If a student does not enrol by the last census date for enrolment in each research period, and the student has not discontinued or sought approval to suspend enrolment, the student's candidature lapses.
- (2) If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the student must apply for and gain a new admission to the course in order to re-enrol.

#### **4.16 Return to candidature**

- (1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension in candidature, the requirements as in force at the time of the student's return to candidature apply.
- (2) A student whose candidature has been discontinued or lapsed must apply for and gain a new admission to the course in order to re-enrol. The course requirements in place at the time of the new admission apply.

#### **4.17 Leave of absence**

Subject to the course resolutions, a student may, with the approval of the Head of Department, take leave of absence from the course for a period of less than one research period.

#### **4.18 Earliest date for submission of thesis for examination**

- (1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 4.6 of this Rule.
- (2) Subject to clause 4.6 and this clause 4.18 a student may not submit a thesis for examination until he or she has completed at least 12 research periods of enrolled candidature.
- (3) The Dean may permit a student to submit a thesis for examination up to two research periods earlier than the period prescribed in sub-clause (2), provided that, in the opinion of the Dean, evidence has been produced that the student has made exceptional progress in his or her candidature.
- (4) The Chair of the Academic Board may permit a student to submit a thesis earlier than the periods prescribed in sub-clauses (2)-(3), provided that, in the opinion of the Chair of the Academic Board, evidence has been produced that the student has made exceptional progress in his or her candidature.
- (5) Prior to exercising his or her discretion under sub-clause (4), the Chair of the Academic Board may obtain advice from the Chair of the Graduate Studies Committee of the Academic Board, Dean or Associate Dean.

- (6) The student must be enrolled at the time that the thesis is submitted for examination.

#### **4.19 Latest date for submission of thesis for examination**

- (1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 4.5 of this Rule
- (2) Subject to this clause 4.19, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination after no more than 16 research periods of enrolled candidature.
- (3) A student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination after no more than 32 research periods of enrolled candidature.
- (4) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time research period will be counted as the equivalent of one half of a full-time research period, and the student must submit his or her thesis for examination after no more than the full-time equivalent of 16 research periods of enrolled candidature.
- (5) The Dean or Associate Dean may approve an extension of candidature with a new latest date for submission of thesis for examination beyond the maximum period specified in this clause.
- (6) The student must be enrolled at the time that the thesis is submitted for examination.

#### **4.20 Content of thesis**

- (1) At the end of his or her course of advanced study and research, the student must submit a thesis for examination in the form required by Academic Board policy or procedures.
- (2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.
- (3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where:
  - (a) his or her candidature has been governed by an approved cotutelle agreement; or
  - (b) the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.
- (4) A student whose candidature is governed by an approved cotutelle agreement may submit a thesis written in English or in another language.
- (5) A student who undertook his or her candidature in a language department in the Faculty of Arts and Social Sciences may:
  - (a) submit a thesis written in English or in the target language determined by the department; or
  - (b) where a department has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English

or the target language of the department, submit a thesis in another language approved by the department.

- (6) Applications to submit a thesis in a language other than English or the target language of a department must be:
- (a) made by an applicant in writing; and
  - (b) considered and determined by the Head of Department and the Dean (taking into account arrangements for supervision and examination);
- prior to the commencement of candidature.

#### **4.21 Form of thesis for examination**

- (1) A candidate must submit his or her thesis for examination in the form required by the Academic Board.
- (2) The thesis must be accompanied by a certificate from the coordinating supervisor stating whether, in the supervisors' opinion, the form of presentation of the thesis is satisfactory.
- (3) The thesis must also be accompanied by an abstract in the form required by the Academic Board.
- (4) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for immediate public use.

#### **4.22 Examination procedures**

The procedures for examination of candidates for the degree of Doctor of Philosophy will be prescribed by the Academic Board.

#### **4.23 Aegrotat and posthumous awards**

Aegrotat and posthumous awards may be made in circumstances involving serious illness or death.

### **PART 5 HIGHER DOCTORATES**

---

#### **5.1 Meaning of this Part**

- (1) In this Part:
  - (a) assessment committee means the committee appointed by the Dean in accordance with clause 5.5.
  - (b) higher doctorate means any of the following:
    - (i) Doctor of Agricultural Economics;
    - (ii) Doctor of Dental Science;
    - (iii) Doctor of Engineering;

- (iv) Doctor of Laws;
  - (v) Doctor of Letters;
  - (vi) Doctor of Letters in Education;
  - (vii) Doctor of Letters in Social Work;
  - (viii) Doctor of Medicine;
  - (ix) Doctor of Music;
  - (x) Doctor of Science;
  - (xi) Doctor of Science in Agriculture;
  - (xii) Doctor of Science in Architecture;
  - (xiii) Doctor of Science in Economics;
  - (xiv) Doctor of Veterinary Science.
- (c) published work meets the higher doctorate standard if it is generally recognised by scholars in the relevant field of study as a distinguished contribution to knowledge or creative achievement.

## 5.2 Award of Higher Doctorates

- (1) The Academic Board may, on the recommendation of the relevant Faculty, award a higher doctorate for published work that, in the opinion of the examiners:
- (a) constitutes a distinguished contribution to knowledge or creative achievement; and
  - (b) is recognised by scholars in the relevant field as constituting a distinguished contribution to knowledge or creative achievement in that field.
- (2) Without limiting sub-clause (1), a published work may be regarded as a distinguished contribution to knowledge if:
- (a) it represents a significant advance in knowledge in the relevant field;
  - (b) it has caused, or become a major part of, a significant debate among scholars in the relevant field (including in books and journals); or
  - (c) it has caused significant changes in the direction of research or in the practice of recognised scholars in the relevant field.

## 5.3 Eligibility for admission to candidature

- (1) Subject to this clause 5.3, to be eligible for admission to candidature for a higher doctorate, an applicant must:
- (a) hold a degree from the University that was conferred five or more years prior to the application date;
  - (b) hold a degree from another university or institution that was conferred five or more years prior to the application date; or
  - (c) have qualifications that were conferred five or more years prior to the application date and standing that are determined by the Faculty and by the Graduate Studies Committee of the Academic Board to be equivalent to holding a degree from the University; and

- (d) for the Doctor of Dental Science, hold or have completed all the academic requirements for the award of the Bachelor of Dental Surgery;
  - (e) for the Doctor of Medicine, hold or have completed all the academic requirements for the Bachelor of Medicine;
  - (f) for the Doctor of Music hold or have completed all the academic requirements for:
    - (i) the Bachelor of Music; or
    - (ii) the Bachelor of Arts including a three year sequence of courses in Music;
  - (g) for the Doctor of Veterinary Science hold or have completed all the academic requirements for the Bachelor of Veterinary Science.
- (2) To be eligible for admission to candidature, an applicant who does not meet the requirements of paragraph (1)(a) must:
- (a) have been a full-time member of the academic staff of the University for at least three years (or pro-rata part-time); or
  - (b) be recognised by the Academic Board, on the recommendation of the Dean, to have been involved in the teaching and research of the University to an equivalent level.
- (3) To be eligible for admission to candidature, an applicant for a degree referred to in paragraphs 1(d)-(g) who does not meet the requirements of those paragraphs must be recognised by the Faculty and the Graduate Studies Committee of Academic Board to have equivalent academic standing.

#### **5.4 Application for admission to candidature**

- (1) An application for admission to a higher doctorate must:
- (a) state the name of the higher doctorate to which the application relates;
  - (b) specify the applicant's academic qualifications; and
  - (c) describe the applicant's association with the University.
- (2) The application must be accompanied by:
- (a) a list of the published works that the candidate proposes to submit for examination;
  - (b) a description of the themes of the published works; and
  - (c) where there are a large number of publications whose dates range over a period of time and cover a range of subjects, a statement of how these publications are related to one another and to the theme.

#### **5.5 Preliminary assessment of application for admission**

- (1) The Dean will appoint a committee to consider and determine, in respect of each application for admission, whether:
- (a) the applicant is eligible for admission to candidature;
  - (b) the published work is in a field appropriate to the nominated degree;



- (c) the Faculty is competent to examine the published work at the required level; and
  - (d) whether the applicant should be admitted to candidature.
- (2) The committee may not determine that the applicant should be admitted to candidature unless the requirements of each of paragraphs (1)(a)-(c) are met.
- (3) If the committee determines that the applicant should be admitted to candidature, the committee will recommend to the Dean that he or she recommends to the Academic Board:
- (a) that the applicant be admitted to candidature; and
  - (b) the appointment of at least three named examiners, of whom at least two will be external examiners.
- (4) The assessment committee will comprise:
- (a) the Dean;
  - (b) the Head of Department most closely associated with the relevant field of work;
  - (c) the academic staff member most closely associated with the relevant field of work; and
  - (d) other persons appointed by the Dean.

## **5.6 Admission to candidature**

The Academic Board may, on the recommendation of the Dean, admit to candidature for a higher doctorate an applicant who meets the requirements for admission in this Part.

## **5.7 Enrolment**

A successful applicant must enrol as a candidate for the higher doctorate in the first enrolment period following receipt of his or her offer of admission.

## **5.8 Submission of work for examination**

- (1) The candidate must submit to the Dean five copies of the published work.
- (2) The work submitted must include:
- (a) a description of the theme of the published work;
  - (b) a record of original research undertaken by the candidate;
  - (c) a statement by the candidate of:
    - (i) the sources from which the information in the work was derived;
    - (ii) the extent to which the work draws on the work of others; and
    - (iii) the portion of the work that the candidate claims as original;
- (3) if the work submitted contains research that was carried out conjointly, a statement by the candidate of the extent to which the candidate was responsible for the initiation, conduct or direction of the research; and

- (4) if the principal publications, as distinct from any supporting papers, incorporate work previously submitted for a degree or diploma at the University or at any other university or institution, a statement by the candidate of those parts of the publications that have previously been submitted.
- (5) A candidate for the Doctor of Letters must submit work that includes at least one substantial work.
- (6) A candidate for the Doctor of Music may submit one or more major musical works of the candidate's own composition

## 5.9 Appointment of examiners

- (1) The Academic Board will, on the recommendation of the Dean, appoint at least three examiners, of whom at least two will be external examiners.
- (2) The Academic Board may appoint examiners in addition to those recommended by the Dean.

## 5.10 Examination

- (1) Each examiner for a candidature must:
  - (a) examine the published work; and
  - (b) make a separate report on whether, in the examiner's opinion, the work meets the requirements for higher doctorates set out in clause 5.2.
- (2) The assessment committee will consider the examiners reports, having regard to the requirements of clause 5.2, and recommend to the Dean that:
  - (a) that the higher doctorate be awarded; or
  - (b) that the higher doctorate not be awarded.
- (3) After considering the recommendation of the assessment committee, the Dean:
  - (a) will provide to the Academic Board:
    - (i) the names and qualifications of the examiners; and
    - (ii) the substance of the examiners' reports; and
  - (b) will recommend to the Academic Board that:
    - (i) the higher doctorate be awarded;
    - (ii) the higher doctorate not be awarded; or
    - (iii) the Academic Board appoint a further examiner or examiners.
- (4) The Academic Board will determine the result of the examination.

## 5.11 Lodging the published work

If the Academic Board decides to award a higher doctorate to the candidate, the Faculty must lodge one electronic or bound copy of the published work in the form required by the Academic Board.

## **PART 6 HIGHER DEGREE BY RESEARCH THESES**

---

### **6.1 Meaning of this Part**

- (1) In this Part:
  - (a) restricted appendix means a section of a thesis to which public access has been restricted in accordance with clause 6.3.
  - (b) thesis refers to the complete final thesis, including any corrections or emendations to the satisfaction of the Head of Department.

### **6.2 Lodgement**

- (1) Subject to this Part, a candidate for a higher degree by research will not be permitted to undertake a program of advanced study and research that is likely to result in the lodgement of a thesis that cannot be made available for public use.
- (2) Subject to this Part, all successful candidates for a higher degree must lodge a copy of their final thesis with the University Librarian.
- (3) Subject to clause 6.3, 6.5 and 6.6, a thesis lodged with the University Librarian will be made available for use consistently with this Rule and Academic Board policy and procedures.

**Note 1:** Applicants are required to certify their awareness of this requirement prior to admission to candidature. See paragraphs 2.4(1)(c), 3.4(1)(c) and 4.3(1)(c).

**Note 2:** Candidates are required to certify their awareness of this requirement at the time their thesis is submitted for examination. See sub-clauses 2.22(4), 3.22(4) and 4.21(4).

- (4) Immediately following lodgement, the University Librarian will arrange for a statement of the author's rights under copyright law to be affixed or appended to the thesis.

### **6.3 Use of confidential material**

- (1) If, at any time between application for admission to candidature and the lodgement of the thesis, it appears to the candidate's supervisors or Head of Department that:
  - (a) successful completion of the candidature will require the use of confidential material; and
  - (b) the candidate would not be at liberty to fully disclose this confidential material in the thesis;

the matter will be reported as soon as possible to the Faculty Graduate Studies Committee.

- (2) The Faculty Graduate Studies Committee may, if it considers it appropriate to do so, recommend to the Chair of the Graduate Studies Committee of the Academic Board that the candidate be granted:
  - (a) permission to include in an appendix to the thesis any material that is essential to the thesis but which, for a limited period, may not be available for public inspection;

- (b) permission to restrict access to the whole thesis for a limited period, with a redacted version of the thesis available for public inspection; or
  - (c) exemption, in respect of the appendix, from the requirement to give the undertaking prescribed by sub-clauses 2.22(4), 3.22(4) and 4.21(4).
- (3) If, after considering the recommendation of the Faculty Graduate Studies Committee, the Chair of the Graduate Studies Committee of the Academic Board decides to give the permission and exemption referred to in sub-clause (2), the University Librarian will restrict public access to the appendix for a period specified by the Chair of the Graduate Studies Committee of the Academic Board.
- (4) Other than in exceptional circumstances, any period of restriction to a restricted appendix will not exceed five years.

#### **6.4 Access to confidential material in a restricted appendix**

- (1) The University Librarian may grant access by a scholar to a restricted appendix, provided that the scholar:
- (a) demonstrates genuine concern with the material in the appendix; and
  - (b) has the written consent of either:
    - (i) the author of the thesis; or
    - (ii) the Head of Department.
- (2) The Head of Department may not consent to access by a scholar to a restricted appendix unless:
- (a) all reasonable steps have been taken to contact the author; and
  - (b) the author cannot be contacted.

#### **6.5 Restricted access to protect intellectual property**

- (1) Where:
- (a) the subject of an applicant or candidate's higher degree thesis is work conducted collaboratively with industry; and
  - (b) there is a reasonable basis for concern that intellectual property contained in the thesis will be improperly exploited by others;
- the Dean may recommend to the Chair of the Graduate Studies Committee of the Academic Board that access to the thesis be restricted for a limited period of time.
- (2) After considering the Dean's recommendation, the Chair of the Graduate Studies Committee may determine that access to the thesis should be restricted for a limited period of time.
- (3) Other than in exceptional circumstances, any period of restricted access to the thesis will not exceed 18 months from the date of the award of the degree.

#### **6.6 Restricted access to protect the interests of the author**

- (1) If, at any time between application for admission to candidature and the lodgement of the thesis, it appears to the candidate that there is a reasonable basis for believing that his or her interests would be at risk if the thesis were made

immediately available to the public, the candidate may apply in writing to the Dean for access to the thesis to be restricted for a limited period of time.

- (2) The candidate's application to the Dean should:
  - (a) clearly set out the reasons for the application;
  - (b) clearly state the length of the requested restriction on access; and
  - (c) include supporting evidence, as appropriate.
- (3) If, after considering the candidate's application, the Dean is satisfied that restricting access to the thesis is necessary to protect the candidate's interests, the Dean may:
  - (a) restrict access to the thesis for a period not exceeding six months from the date of the award of the degree; or
  - (b) recommend to the Chair of the Graduate Studies Committee of the Academic Board that:
    - (i) a longer period of restriction; or
    - (ii) an extension of an earlier period of restriction;be approved.
- (4) The Chair of the Graduate Studies Committee may determine to restrict access to the thesis for a limited period of time.
- (5) Other than in exceptional circumstances, any period of restricted access to the thesis will not exceed 18 months from the date of the award of the degree.

## **6.7 Right of examiners to access**

- (1) Notwithstanding any other clause in this Rule, the thesis and any restricted appendix will be available to the examiners of the thesis, including:
  - (a) any Faculty committee or board of postgraduate studies; and
  - (b) any committee of the Academic Board;for the purposes of examination or re-examination.

## **PART 7 ENGLISH LANGUAGE REQUIREMENTS**

---

### **7.1 All applicants whose first language is not English**

- (1) All applicants whose first language is not English must meet the University's English language requirements to be eligible for admission to a higher degree by research course.
- (2) Subject to this Part, any applicant for admission to a higher degree by research course whose first language is not English, must have:
  - (a) in the five years prior to their application, successfully completed tertiary studies in which the language of the institution, instruction, examination and assessment was English; or
  - (b) in the two years prior to their application, successfully completed an appropriate course at the University's Centre for English Teaching, with

results at a standard required for the award course that the applicant is applying for; or

- (c) in the two years prior to their application, achieved:
  - (i) an IELTS overall band score of 6.5 with a minimum of 6.0 in each band; or
  - (ii) a paper based TOEFL score of 577 plus a Test of Written English (TWE) score of 4.5; or
  - (iii) an internet based TOEFL (IBT) score of 90 plus a minimum score of 23 for Writing and 22 for Reading, Speaking and Listening; or
  - (iv) a Pearson Test of English (Academic) (PTE) score of 61; or
  - (v) a Cambridge English: Advanced (CAE) score of 58.
- (3) An applicant for admission to a higher degree by research course in a Faculty that has, with the approval of the Academic Board, set English language requirements above the minimum requirements set out in paragraph (2) must meet the Faculty's requirements.

## **7.2 Exemption from English language requirements in certain circumstances**

- (1) The Dean may, in writing, grant an exemption from the English language requirements for admission to a higher degree by research course if:
  - (a) the applicant has an IELTS score and:
    - (i) the overall or average band score is no more than 0.5 below the overall or average band score otherwise required by this Rule; and
    - (ii) any individual band score is no more than 1.0 below the individual band score otherwise required by this Rule; or
  - (b) the applicant has a score on another test permitted by this Rule and the applicant's score was no more than a corresponding amount below the score otherwise required by this Rule; and
  - (c) the Dean is satisfied that the applicant has enough competence in written and spoken English to complete the course successfully.
- (2) The Chair of the Graduate Studies Committee of the Academic Board may, in exceptional circumstances, modify the limits prescribed in subparagraph (1)(a) or (b), as they apply in a particular case.
- (3) In considering whether an applicant has enough competence in written and spoken English to complete the course successfully, the Dean:
  - (a) must take into account any advice of the Head of Department; and
  - (b) may consider any other relevant matter, including:
    - (i) the applicant's ability to communicate in an academic environment;
    - (ii) whether the applicant has been known to the Faculty for at least two years;
    - (iii) whether the candidature is to be governed by an approved cotutelle agreement;
    - (iv) any appropriate work experience that the applicant has had in an English language environment; and

- (v) any oral discussions between Faculty members and the applicant.
- (4) The Dean must record in writing on the student file any grant of exemption from English language requirements, including:
  - (a) the proof of proficiency in English provided by the applicant; and
  - (b) the reasons, in accordance with this Policy, that the Dean approved the waiver.

## **PART 8 UNDERTAKING COURSEWORK UNITS OF STUDY**

---

### **8.1 Enrolment in and assessment of coursework units of study**

A higher degree by research student who is enrolled in a coursework unit of study will be subject to the provisions of Part 12 and Part 14 of the [Coursework Policy 2014](#), including in respect of enrolment and assessment.

## **PART 9 SPECIAL CONSIDERATION**

---

### **9.1 Coursework units of study**

- (1) A higher degree by research student who is enrolled in a coursework unit of study will be subject to the provisions of the [Coursework Policy 2014](#) in respect of special consideration due to illness or misadventure.

### **9.2 Progress and examination**

- (1) Special consideration is not available for illness or misadventure in:
  - (a) the assessment of a student's progress in a progress review; or
  - (b) the examination process.
- (2) A student required to show cause may request special consideration for illness, misadventure or exceptional circumstances outside of their control.

### **9.3 Variation of candidature**

- (1) A student may request special consideration due to illness, misadventure or circumstances outside of their control when seeking to vary candidature, including in respect of requests for:
  - (a) suspension;
  - (b) a change from full-time to part-time enrolment (or vice-versa);
  - (c) extension of the latest date to submit for examination.

## PART 10 MISCELLANEOUS

---

### 10.1 Rules, resolutions and policies that cease to have effect

- (1) The following rules, resolutions and policies, as amended and in force immediately before the commencement of this Rule, cease to have effect to the extent set out in the table below:
- (a) University of Sydney (Doctor of Philosophy (PhD)) Rule 2004
  - (b) University of Sydney (Amendment Act) Rule 2000:
    - (i) Part 9: Division 10 and Division 11
    - (ii) Part 10: Division 3 and Division 5

### NOTES

---

University of Sydney (Higher Degree by Research) Rule 2011

Date adopted: 21 March 2011

Date commenced: 25 March 2011

Related documents: *Coursework Policy 2014*

*Essential Resource for Postgraduate Students Policy 2012*

*Progress Planning and Review for Higher Degrees by Research Students Policy 2015*

*Supervision of Higher Degree by Research Students Policy 2013*

*Thesis and Examination of Higher Degree by Research Policy*

*Progress Planning and Review for Higher Degree by Research Students Procedures 2015*

*Thesis and Examination of Higher Degree by Research Procedures 2015*

### AMENDMENT HISTORY

---

Provision	Amendment	Commencing
		9 November 2012
		7 December 2012
		10 May 2013
		6 June 2014



<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
		11 February 2015
Multiple, throughout	Addition of requirements for progress planning, and consequential amendments	1 January 2016
	Addition of concept of research period and consequential amendments	
	Addition of requirement for other training during candidature and consequential amendments	
	Amendments to requirements for submission of theses	
PART 6	Amendments to provisions for restricted access to theses	1 January 2016
PART 7	Addition of English language requirements	1 January 2016
PART 8	Addition of references to coursework units	1 January 2016
PART 9	Addition of special consideration provisions	1 January 2016
PART 10	Addition of miscellaneous section	1 January 2016

# University of Sydney (Library) Rule 2011

The Librarian of the University of Sydney makes the following rule under Section 37(1) of the *University of Sydney Act 1989* and Chapter Six of the *University of Sydney By-law 1999*.

Dated:

Signature:

John Shipp

Position: University Librarian

---

## Table of Contents

1	Name of rule.....	2
2	Commencement.....	2
3	Statement of intent.....	2
4	Application.....	2
5	Definitions and interpretation.....	2
6	Access to library and library resources.....	3
7	Suspension or revocation of access.....	4
8	Behaviour in the library.....	4
9	Use of library resources.....	5
10	Who may borrow library resources.....	5
11	What library resources may be borrowed.....	5
12	Library cards.....	6
13	Borrowing conditions.....	6
14	Loan periods.....	6
15	Fees and charges.....	7
16	Determinations by Librarian.....	7
17	Library notices.....	7
	Notes.....	8
	Amendment history.....	8

## 1 Name of rule

This is the *University of Sydney (Library) Rule 2011*.

## 2 Commencement

This Rule commences on 28 February 2011

## 3 Statement of intent

- (1) This Rule provides:
- (a) the conditions for use of library resources;
  - (b) the terms on which library resources may be borrowed; and
  - (c) the circumstances in which fees or charges may be charged.
- (2) This Rule repeals all existing rules and regulations relating to use of the library and library resources, including the *University of Sydney (Library) Rule 2003*.

## 4 Application

This policy applies to all users of the library or library resources.

## 5 Definitions and interpretation

- (1) In this Rule:

**affiliate** has the meaning given to it in the University's *Code of Conduct*

**Note 1:** Presently the University's *Code of Conduct* defines **affiliate** as a clinical title holder, an adjunct, conjoint and honorary appointee, a consultant or contractor to the University, an office holder in a University entity, a member of any University committee and any other person appointed or engaged by the University to perform duties or functions on its behalf.

**associate** an individual over the age of 16 who wishes to use the library for independent scholarship and is:

- a graduate of the University and its antecedent institutions; or
- a graduate, student or member of staff of an international university approved by the Librarian; or
- a retired staff member of the University; or
- a person awarded a Diploma of Law by the Legal Profession Admission Board of NSW; or
- a student of another Australian university taking part in collaborative programs approved by the Librarian; or
- a member of staff of a residential college affiliated with the University; or

- a member of staff or a senior secondary student of a school taking part in a partnership program approved by the University; or
- a student or member of staff of the Conservatorium High School; or
- a member of a University centre, institute, foundation or controlled or associated body; or
- a Student-at-Law registered by the Legal Profession Admission Board of NSW; or
- a member of the community who wishes to use library resources.

<b>Enterprise Agreement</b>	means The University of Sydney Enterprise Agreement 2009-2012
<b>Librarian</b>	means the University Librarian. Where appropriate, this includes any person acting in that position or any library staff acting as a delegate or agent of the Librarian
<b>library</b>	means any library of the University of Sydney
<b>library card</b>	means any of a student campus card, staff card or a library card issued by the University under Clause 12.
<b>Library resource</b>	means any item, facility or service (including any on-line or networked resource) available in or through the library
<b>misuse</b>	includes use in a manner which breaches any law or licence condition, use for commercial purposes and use in contravention of a direction from library staff
<b>staff member</b>	means an employee of the University, including a casual employee
<b>student</b>	means a person who is currently admitted to candidature in an award course of the University or who is enrolled in a unit of study conducted by the University.

- (2) Headings, notes, marginal notes, footnotes or endnotes are not provisions of this Rule.

## **6 Access to library and library resources**

- (1) The library and library resources are provided primarily to facilitate and support the educational and research activities of the University, its staff and students.
- (2) Staff and students of the University have priority of access..
- (3) The Librarian may determine who else may use the library and library resources and under what conditions.

## 7 Suspension or revocation of access

- (1) The Librarian may temporarily suspend, or permanently revoke, a user's access to the library and or library resources if the user fails to comply with this Rule.
- (2) The Librarian may restrict access to library resources by individuals with outstanding fees or charges, or who have overdue borrowed items.
- (3) A user whose access to the library or library resources has been suspended or revoked under subclause 1 may:
  - (a) seek a review of the decision by lodging a written request with the Librarian; and
  - (b) if still aggrieved after such a review, seek a further review by lodging a written request with the Provost.
- (4) Upon receipt of a request for review from a user, the Librarian or Provost (as appropriate) will:
  - (a) provide a written acknowledgement of the request within 10 working days of receiving it; and
  - (b) notify the user in writing of any action taken; and
  - (c) provide reasons for any decision made.
- (5) A staff member whose access to the library or library resources has been suspended or revoked under subclause 1 may, if the Enterprise Agreement applies to that staff member, seek a review of the decision under the review of actions and decisions provisions of the Enterprise Agreement or invoke the dispute settling procedures of the Enterprise Agreement.
- (6) Where a user applies for a review of a decision to suspend or revoke access, the suspension or revocation will not take effect until the review has been completed.

## 8 Behaviour in the library

- (1) All users should be able to work in the library without unreasonable or unnecessary disturbance or distraction.
- (2) A user must not:
  - (a) unreasonably impede other users or library staff; or
  - (b) behave in a noisy, annoying, dangerous or otherwise unreasonably disruptive manner; or
  - (c) unreasonably restrict others' access to, or use of, library resources; or
  - (d) unnecessarily divert library staff from carrying out their normal duties; or
  - (e) bring any animal into the library other than an assistance animal as defined in Section 9 of the *Disability Discrimination Act 1992 (Cth)*.
- (3) A user must:
  - (a) produce a library card or other form of photographic identification upon request by library staff; and
  - (b) make any bag, receptacle, or folder brought into a library available for inspection upon request by library staff; and

(c) comply with all notices or signs in the library or posted on the library's website, including those relating to:

- (i) using, borrowing or reserving library resources; or
- (ii) fees or charges; or
- (iii) opening and closing times; or
- (iv) copyright (especially in relation to photocopying, printing or transfer to data storage devices); or
- (v) laws relating to data protection and privacy; or
- (vi) use of electronic or communication devices; or
- (vii) eating or drinking; or
- (viii) health and safety (including those relating to smoking and emergency evacuation procedures).

## **9 Use of library resources**

(1) A user must not:

- (a) misuse, damage or destroy any library resource or library property; or
- (b) use any library resource for a commercial purpose; or
- (c) use any library resource in a manner inconsistent with the educational and research activities of the University.

(2) A user must comply with:

- (a) laws relating to the use of internet and other on-line or networked resources, including those relating to:
  - (i) copyright and other intellectual property rights; and
  - (ii) defamation; and
  - (iii) pornography and content classification; and
  - (iv) data protection.
- (b) any conditions about access to or use of library resources imposed by this Rule, by the Librarian or the University.

(3) It is the user's responsibility to make reasonable attempts to become familiar with the laws, rules and conditions referred to in this clause.

## **10 Who may borrow library resources**

- (1) Staff, students, affiliates and associates may borrow library resources.
- (2) The Librarian may determine other categories of individuals permitted to borrow library resources.

## **11 What library resources may be borrowed**

- (1) The Librarian may determine what library resources may or may not be borrowed.
- (2) Unless the Librarian determines otherwise, users may borrow items from the open access collections of the Library.

- (3) Unless the Librarian determines otherwise, the following items may not be borrowed:
- (a) periodicals, including newspapers, University calendars and examination papers; or
  - (b) any item marked **Not for Loan**; or
  - (c) items from the Schaeffer Fine Arts Library;
  - (d) items from the Rare Books and Special Collections Library; or
  - (e) items from the Koori Centre Research Library.

## 12 Library cards

- (1) No user may borrow a library resource without holding and producing a current library card in that user's name.
  - (2) The library card for a staff member is their staff card.
  - (3) The library card for a student is their student campus card.
  - (4) The library card for other users is the library card issued to them by the Campus Card Centre according to the procedures determined by the Librarian
- .
- (5) A user must notify the library immediately upon becoming aware that the user's library card has been:
    - (a) lost, stolen or destroyed; or
    - (b) used by another person.

## 13 Borrowing conditions

- (1) A user who borrows a library resource must:
  - (a) keep the borrowed item reasonably safe and secure and in the user's possession; and
  - (b) notify the library immediately if the borrowed item is lost, stolen, damaged or destroyed; and
  - (c) return the borrowed item on or before the due return date; and
  - (d) return the borrowed item in the same condition as when it was borrowed, subject to reasonable wear and tear.
- (2) If a user's library card has been lost, stolen or destroyed the user will be responsible for the return, replacement or cost of replacement of any library resources borrowed using that library card before it was reported to the library as lost, stolen or destroyed.

## 14 Loan periods

- (1) The Librarian may determine loan periods including renewal periods.
- (2) The library may recall a borrowed item at any time by notifying the borrower.
- (3) If a borrowed item is recalled, the due return date specified in the recall notice becomes the due return date for the item.

## 15 Fees and charges

- (1) The Librarian may determine fees, charges and compensation. They may be calculated on a once-only, periodical or user pays basis.
- (2) Membership fees may be charged for associates.
- (3) Fees may be charged for access to, or use of, library resources not normally available to a particular category of user.
- (4) Charges may be imposed for any of the following:
  - (a) overdue borrowed items;
  - (b) replacing a library card;
  - (c) misuse, loss, damage, destruction, or unauthorised removal of library resources;
  - (d) other breaches of this Rule.
- (5) The Librarian may require a user to pay compensation for the misuse, loss, damage or destruction of a library resource by that user. A user will be taken to have caused the misuse, loss, damage or destruction if the item was in that user's possession, or borrowed with that user's library card at the relevant time unless the library card was previously reported as lost, damaged or stolen.
- (6) The Librarian may waive or suspend a requirement to pay a fee, charge or compensation.

## 16 Determinations by Librarian

- (1) Determinations made by the Librarian under this Rule must be:
  - (a) made in writing; and
  - (b) posted on the Library's website as soon as practicable after they are made.
- (2) Determinations may be publicised in any additional manner the Librarian considers appropriate.

## 17 Library notices

- (1) The default means of communication between the library and users is electronic mail.
- (2) Electronic mail for staff or students will be sent to the user's University email address.
- (3) Electronic mail for other users will be sent to the email address (if any) notified to the University by the user.
- (4) Users are responsible for notifying the University of changes to their contact details.
- (5) The library will not be held responsible if a user does not receive a particular notice by a certain time, or at all.



## NOTES

Date adopted: 28 February 2011

Date commenced: 28 February 2011

Administrator: University Librarian

Review date: 28 February 2015

Related documents:

*Copyright Act 1968 (Cth)*  
*Disability Discrimination Act 1992 (Cth)*  
*Privacy Act 1988 (Cth)*

*Anti-Discrimination Act 1977 (NSW)*  
*Privacy and Personal Information Act 1998 (NSW)*

*University of Sydney Act 1989*  
*University of Sydney By-Law 1999*  
*University of Sydney (Campus Access) Rule 2009*

Children in University Workplaces and Premises Policy  
Code of Conduct  
Disability Action Plan  
Library Food and Drink Guidelines  
Harassment and Discrimination Prevention Policy and Procedure  
Privacy Management Plan  
Resolution of Complaints Policy  
Student Code of Conduct  
Student Grievances, Appeals and Applications for Review Policy

---

## AMENDMENT HISTORY

Provision	Amendment	Commencing
-----------	-----------	------------

# University of Sydney (Organisational Design – Transitional Provisions) Rule 2016

The Senate, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the University of Sydney Act 1989 (as amended) for the purposes of the University of Sydney By-law 1999.

Adopted on: 12 December 2016

Effective from: 15 December 2016

---

## CONTENTS

<b>Contents</b> .....	<b>1</b>
<b>Part 1 - Preliminary</b> .....	<b>1</b>
1 Name of Rule.....	1
2 Commencement and termination.....	2
3 Statement of intent.....	2
4 Interpretation.....	2
<b>Part 2 Academic board</b> .....	<b>3</b>
5 Suspension of provisions.....	3
6 Continuation of membership.....	4
7 Casual vacancies.....	4
<b>Part 3 Senior executive group and university executive</b> .....	<b>4</b>
8 References to SEG to be read as references to UE.....	4
<b>Part 4 Policies development and review</b> .....	<b>5</b>
9 General Counsel's certification.....	5
10 Suspension of policy process.....	5
11 Adoption of policies.....	5
<b>Part 5 Faculties and University schools</b> .....	<b>5</b>
12 Resolutions of transferring faculties.....	5
13 References to faculties and University Schools.....	6
14 Sydney College of the Arts.....	6
<b>Part 6 Delegations of authority</b> .....	<b>6</b>
15 Exercise of delegations of authority.....	6
<b>Notes</b> .....	<b>6</b>
<b>Amendment history</b> .....	<b>7</b>
<b>Schedule One</b> .....	<b>8</b>

---

## PART 1 - PRELIMINARY

### 1 Name of Rule

This is the University of Sydney (Organisational Design – Transitional Provisions) Rule 2016.

## 2 Commencement and termination

- (1) This Rule commences on 15 December 2016
- (2) This Rule will cease to have effect on 8 January 2018.

## 3 Statement of intent

- (1) This Rule provides for the effective management and governance of the University during the process of implementation of the Organisational Design Strategy.
- (2) Except to the extent that a contrary intention is expressed this Rule binds the University, staff, affiliates and students.

## 4 Interpretation

- (1) In this Rule:

**award course resolution** means a faculty resolution, approved by the Academic Board and tabled at a meeting of the Senate, which sets out the requirements for an award course at the University. Award course resolutions are sometimes also referred to as course resolutions or degree resolutions.

**Note:** See [University of Sydney \(Coursework\) Rule 2014; Coursework Policy 2014; University of Sydney \(Higher Degree by Research\) Rule 2011 \(as amended\)](#).

**delegate** means an officer, employee, authority, committee, consultant or contractor of the University to whom Senate has made a delegation of authority.

**delegation of authority** means a delegation of power from the Senate, made under section 17 of the [University of Sydney Act 1989](#), to an officer, employee, authority, committee, consultant or contractor of the University.

**faculty** means a faculty, however named, established by the *University of Sydney (Governance of Faculties and University Schools) Rule 2016*.

**faculty resolution** means a resolution made by a faculty in accordance with, as appropriate, its constitution or the *University of Sydney (Governance of Faculties and University Schools) Rule 2016*. Such resolutions include, but are not limited to, award course resolutions.

**Organisational Design Strategy** means the process of restructuring the University's faculties which was endorsed by Resolution SEN\_7/15\_98 of the Senate on 14 December 2015.

<b>receiving faculty</b>	means a faculty extant at the date of commencement of this Rule which, as a result of the Organisational Design Strategy, will: <ul style="list-style-type: none"> <li>• incorporate as a school another faculty extant at the date of commencement of this Rule;</li> <li>• assume the teaching responsibilities of a faculty extant at the date of commencement of this Rule; or</li> <li>• become a University School.</li> </ul>
<b>transferring faculty</b>	means a faculty extant at the date of commencement of this Rule which, as a result of the Organisational Design Strategy will transfer its teaching responsibilities to another faculty, or which will become: <ul style="list-style-type: none"> <li>• a school within another faculty; or</li> <li>• a University School.</li> </ul>
<b>transition period</b>	means the period from 1 January 2017 until the date of commencement of the <i>University of Sydney (Delegations of Authority – Academic Functions) Rule 2016</i> .
<b>Strategic Plan</b>	means the <a href="#">University's Strategic Plan 2016-2020</a> .
<b>Senior Executive Group (SEG)</b>	means the former committee of that name which comprised members of the University's senior leadership team, which has been replaced by UE.
<b>University Executive (UE)</b>	means the committee of that name which comprises members of the University's senior leadership team, which has replaced the SEG.
<b>University school</b>	means a school, however named, established by the <i>University of Sydney (Governance of Faculties and University Schools) Rule 2016</i> as a University School.

- (2) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (3) A note, marginal note, footnote or endnote is not a provision of this Rule.
- (4) A reference to a rule (other than this Rule) or policy is a reference to the rule or policy as amended or replaced by the University from time to time.

## **PART 2 ACADEMIC BOARD**

---

### **5 Suspension of provisions**

- (1) The following provisions of the [University of Sydney \(Academic Governance\) Rule 2003 \(as amended\)](#) are suspended.
  - (a) Section 5;
  - (b) Section 6; and
  - (c) Part 5, as it relates to the filling of casual vacancies.

- (2) The [Guidelines for Faculties to Elect Academic Staff Members to the Academic Board](#) are suspended.

## **6 Continuation of membership**

- (1) Members of the Academic Board as at the date of commencement of this Rule will continue as such for the duration of the currency of this Rule.
- (2) A person will cease to be a member of the Academic Board during the currency of this Rule if they:
- (a) resign from the Academic Board;
  - (b) in the case of the Vice-Chancellor or an *ex-officio* member, cease to hold the relevant position;
  - (c) in the case of an elected academic staff member, cease to be a member of the academic staff;
  - (d) in the case of an elected student member, cease to be an enrolled student;
  - (e) are absent from three consecutive ordinary meetings of the Academic Board and are not excused within six weeks of the last of those meetings; or
  - (f) die.

## **7 Casual vacancies**

- (1) The Chair of the Academic Board will nominate a person to fill any casual vacancy who meets the same requirements which applied to the former member's position.
- (2) Any person filling a casual vacancy will, subject to this Rule, hold office for the remainder of the currency of this Rule.

# **PART 3 SENIOR EXECUTIVE GROUP AND UNIVERSITY EXECUTIVE**

---

## **8 References to SEG to be read as references to UE**

- (1) In any Rule, policy, procedures, guidelines or local provisions:
- (a) a reference to the Senior Executive Group will be read as a reference to the University Executive;
  - (b) a reference to any Senior Executive Group committee or subcommittee will be read as a reference to the corresponding University Executive committee or sub-committee, or to the appropriate administrative unit, to which the responsibility has been assigned.
- (2) Schedule One sets out the reassignment of functions from the Senior Executive Group committees to University Executive committees and administrative units as at the date of commencement of this Rule.

## PART 4 POLICIES DEVELOPMENT AND REVIEW

---

### 9 General Counsel's certification

- (1) Notwithstanding the provisions of the [University of Sydney \(Policies Development and Review\) Rule 2012](#), the General Counsel may, in writing, certify that a proposed policy amendment is necessary if satisfied that it is substantially for the purposes of either or both of:
- implementing the Organisational Design Strategy; or
  - correcting errors and inconsistencies within or between registered documents.
- (2) In providing a certificate under this section, the General Counsel may specify the consultation required for development of the policy amendment.

### 10 Suspension of policy process

If the General Counsel provides a certificate under section 9 of this Rule:

- sections 12(2)(a)- (c) and 12(h) of [the University of Sydney \(Policies Development and Review\) Rule 2012](#) will not apply; and
- the General Counsel may specify the consultation to be undertaken in developing the amended policy.

### 11 Adoption of policies

If the General Counsel provides a certificate under section 9 of this Rule:

- sections 13(c) of the [University of Sydney \(Policies Development and Review\) Rule 2012](#) will not apply; and
- the determining authority may adopt an amended policy if satisfied that, in addition to the requirements of sections 13 (a),(b) and (d) of the [University of Sydney \(Policies Development and Review\) Rule 2012](#):
  - General Counsel has provided certification under section 9 of this Rule; and
  - the amendments made are appropriate to support the effective implementation of the Organisational Design Strategy or to correct errors and inconsistencies within or between registered documents.

## PART 5 FACULTIES AND UNIVERSITY SCHOOLS

---

### 12 Resolutions of transferring faculties

- (1) Faculty resolutions, including award course resolutions, made by a transferring faculty and current at the date of commencement of this Rule will continue in effect as if made by the receiving faculty.

- (2) In the case of a transferring faculty which will become a school within a receiving faculty, the transferring faculty's resolutions will apply only to the relevant school in the receiving faculty.
- (3) If a faculty resolution made by a transferring faculty is not ratified or amended by the receiving faculty during the currency of this Rule, that resolution will cease to have effect on the date this Rule ceases to have effect.

### **13 References to faculties and University Schools**

In any Rule, policy, procedures, guidelines or local provisions:

- (a) a reference to "a faculty" will be read as a reference to "a faculty or University school", as appropriate; and
- (b) a reference to a transferring faculty will be read as a reference to the relevant receiving faculty.

### **14 Sydney College of the Arts**

The provisions of the following instruments will continue to apply to Sydney College of the Arts until a date to be determined by the Vice-Chancellor:

- (a) the constitution of Sydney College of the Arts as at 1 January 2016;
- (b) *University of Sydney (Authority within Academic Units) Rule 2003*;
- (c) *Senate Resolution Appointment and Roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans*, which commenced on 25 November 2008;
- (d) *Senate resolution Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees*, which was last amended on 4 February 2014.

## **PART 6 DELEGATIONS OF AUTHORITY**

---

### **15 Exercise of delegations of authority**

During the transition period, delegates must exercise their delegations of authority in accordance with any management direction made by the Provost.

## **NOTES**

### **University of Sydney (Organisational Design – Transitional Provisions) Rule 2016**

Date adopted:	12 December 2016
Date commenced:	15 December 2016
Administrator:	General Counsel
Review date:	8 January 2018

Related documents:

University of Sydney Act 1989 (as amended) (NSW)

University of Sydney By Law 1999 (as amended) (NSW)

University of Sydney (Coursework) Rule 2014

University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

University of Sydney (Delegations of Authority – Academic Functions) Rule 2016

University of Sydney (Governance of Faculties and University Schools Rule) 2016

University of Sydney (Higher Degree by Coursework) Policy 2012 (as amended)

Coursework Policy 2014

Policies Development and Review Procedures

## AMENDMENT HISTORY

Provision	Amendment	Commencing
-----------	-----------	------------



## SCHEDULE ONE

SEG:	Now responsibility of:
Senior Executive Group	University Executive
Aboriginal and Torres Strait Islander Strategy and Services Committee	UE Indigenous Strategy and Services Committee
AINST Board	UE AINST Board
Alumni Development and Marketing Committee	Discontinued – refer to UE Operations Committee
Colleges Consultative Committee	UE Colleges Consultative Committee
Cultural Resources Committee	Discontinued – refer to UE Operations Committee
Curriculum and Course Planning Committee	UE Curriculum and Course Planning Committee
Disability Action Plan Committee	Discontinued – refer to Student Support Services
Education Committee	UE Education Committee
Finance and Infrastructure Committee	For finance matters, refer to UE Financial Performance Committee.  For infrastructure matters, refer to University Executive.
FIC Subcommittees	FIC Subcommittees
- Business Intelligence Leadership Group	- Referred to Planning and Information Office to continue as a working group
- Space, Infrastructure and Technology Innovation Sub-Committee	- Referred to Finance, and Campus Infrastructure and Services to continue as a working group
Human Resources and Equity Committee	Discontinued – refer to UE Operations Committee
International Committee	Discontinued –refer international matters to the office of the Pro Vice-Chancellor (Global Engagement)
Research Committee	UE Research Committee
Research Training Committee	UE Research Education Committee
SPARC Committee	UE SPARC Committee

<b>SEG:</b>	<b>Now responsibility of:</b>
Student Consultative Committee	UE Student Consultative Committee
Web Board	Discontinued – refer to systems working group of UE Operations Committee
Work Health and Safety Committee	UE Work Health and Safety Committee

# University of Sydney (Policies Development and Review) Rule 2011

<b>Part 1</b>	<b>Preliminary</b> .....	<b>3</b>
1	Name of Rule .....	3
2	Commencement .....	3
3	Statement of intent.....	3
4	Interpretation.....	3
5	University policy framework.....	4
6	Authority to adopt includes authority to amend and repeal .....	5
7	Determining authority may nominate administrator.....	5
8	Procedures and guidelines .....	5
9	Local provisions .....	5
10	Inconsistency.....	5
<b>Part 2</b>	<b>Development, adoption and review of policies</b> .....	<b>6</b>
11	Application of, and compliance with, this Part .....	6
12	Process for developing policies .....	6
13	Determining authority to be satisfied of certain matters before adopting policies .....	7
14	Policies must be kept under review .....	8
<b>Part 3</b>	<b>Registration and publication of policies etc</b> .....	<b>8</b>
15	General Counsel to maintain Policy Register .....	8
16	Policies, procedures and local provisions must be registered to be enforceable .....	9
17	Copy documents to be provided to General Counsel.....	9
18	Policies, procedures and local provisions to be registered .....	9
19	Register is authoritative .....	10
20	Rectification of Policy Register .....	10
<b>Part 4</b>	<b>Transitional provisions</b> .....	<b>10</b>
21	Present documents continue to have effect .....	10
22	Establishment of initial Policy Register .....	11

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution, makes the following Rule under subsection 37 (1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.

Dated 31 October 2011

Vice-Chancellor and Principal

---

## **PART 1 PRELIMINARY**

### **1 NAME OF RULE**

This is the *University of Sydney (Policies Development and Review) Rule 2011*.

### **2 COMMENCEMENT**

This Rule commences on 1 February 2012.

### **3 STATEMENT OF INTENT**

- (1) This Rule is made by the Senate under section 37 (1) of the Act for the purposes of the *University of Sydney By-law 1999*.
- (2) The principal objectives of this Rule are:
  - (a) to set out a standard procedure for developing policy documents for the University, to ensure that policies are properly prepared and that appropriate consultation is undertaken on proposed policies;
  - (b) to provide for the establishment and operation of a Policy Register; and
  - (c) to establish and define the documents which constitute the University's policy framework.

### **4 INTERPRETATION**

- (1) In this Rule:

**Act** means the *University of Sydney Act 1989*.

**administrator**, in relation to a policy or policy proposal, means the determining authority, or other authority or officer of the University nominated by the relevant determining authority. The administrator is responsible for the implementation of the policy.

**Administrative Delegations Rule** means the *University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010* as amended or replaced from time to time.

**determining authority**, in relation to a policy or policy proposal, means the authority or officer of the University to whom the Senate has delegated the power to make policy in relation to a particular area of the University's activities or operations.

**General Counsel** means the General Counsel of the University.

**guidelines** means advisory and explanatory statements offering any or all of detail, context or recommendations for good practice.

**Policy Register** means the Policy Register referred to in clause 15.

**local provisions** means mandatory statements of principles or procedures applicable within a particular faculty, academic college or administrative unit of the University, which have been determined in accordance with clause 9.

**policy** means a mandatory statement of the principles guiding the University's operations and decision making, established by a resolution or other decision of the Senate or by a determining authority.

**policy proposal** means a proposal for the adoption of a policy, or for an amendment or repeal of a policy.

**procedures** means mandatory statements of the University's standard and required practice. Procedures prescribe actions and are specific.

**registered** means registered in the Policy Register.

**repeal**, in relation to a policy, procedures, guidelines or local provision, or a provision of any such document, includes making provision that has the effect that the document or provision ceases to have effect (such as by revoking the policy).

- (2) Words and expressions not defined by or under subclause (1) have the meanings they have in the Act.
- (3) A heading to a Part or a Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a clause or subclause is a provision of this Rule even if it is in a heading.
- (4) A note, marginal note, footnote or endnote is not a provision of this Rule.

## 5 UNIVERSITY POLICY FRAMEWORK

- (1) The University requires its operations to be conducted and its affairs to be managed in accordance with the documents which comprise the University's policy framework.
- (2) The University policy framework is comprised of:
  - (a) policies
  - (b) procedures
  - (c) local provisions
  - (d) guidelines.

- (3) Policies, procedures, guidelines and local provisions must be separately documented.
- (4) Procedures and guidelines must not be inconsistent with any policy.
- (5) Local provisions must not be inconsistent with any policy or procedures.

## **6 AUTHORITY TO ADOPT INCLUDES AUTHORITY TO AMEND AND REPEAL**

Authority to adopt or determine a policy, procedures, guidelines or local provisions includes authority to amend and repeal it.

## **7 DETERMINING AUTHORITY MAY NOMINATE ADMINISTRATOR**

- (1) The determining authority for any particular policy area may nominate another authority or officer of the University as administrator of that policy.
- (2) A nomination made under subclause (1) which is not made in the policy itself must be made in writing and a copy provided to the General Counsel as soon as possible after it is made.
- (3) A nomination made under this clause is an amendment for the purposes of clause 18 of this policy.

## **8 PROCEDURES AND GUIDELINES**

- (1) Provided that doing so is consistent with the Administrative Delegations Rule, the administrator of a policy may, in writing, determine procedures to be followed in implementing the policy.
- (2) Provided that doing so is consistent with the Administrative Delegations Rule, the administrator of a policy may, in writing, provide guidelines for the implementation of a policy.
- (3) Procedures determined under this clause are binding.
- (4) Guidelines provided under this clause are not binding.

## **9 LOCAL PROVISIONS**

- (1) The Dean of a faculty or academic college, or the chief officer of an administrative unit may, in writing, determine local provisions to be followed in that faculty, academic college or administrative unit.
- (2) Local provisions determined under this clause are binding.

## **10 INCONSISTENCY**

- (1) A provision of a policy that is inconsistent with the Act, a by-law or a rule is invalid to the extent of the inconsistency.
- (2) If a provision of a policy adopted by an authority or officer of the University mentioned in one of the following paragraphs is inconsistent with a provision of a policy adopted by an authority or officer of the University mentioned in a later paragraph, the second-mentioned provision is invalid to the extent of the inconsistency:

- (a) the Senate
  - (b) Academic Board
  - (c) the Vice-Chancellor
  - (d) the Chief Financial Officer, the Chief Information Officer, the General Counsel or the University Librarian
  - (e) a Faculty or a Dean
  - (f) an officer or another authority of the University.
- (3) A provision of a local provision that is inconsistent with the Act, a by-law, a rule, a policy or procedures is invalid to the extent of the inconsistency.

## **PART 2 DEVELOPMENT, ADOPTION AND REVIEW OF POLICIES**

### **11 APPLICATION OF, AND COMPLIANCE WITH, THIS PART**

- (1) This Part applies to the development, adoption and review of policies only, and does not apply to procedures, guidelines or local provisions.
- (2) A failure to comply with a provision of this Part does not affect the validity or operation of a policy.

### **12 PROCESS FOR DEVELOPING POLICIES**

- (1) An authority or officer of the University must not adopt a policy unless the policy was developed in accordance with the process in subclause (2) and any applicable procedures.
- (2) The process is the following.
  - (a) The administrator of policies dealing with the area to which the policy relates prepares, or arranges for the preparation of, a policy proposal.
  - (b) The policy proposal must include or be accompanied by:
    - (i.) a statement of the objectives of the policy;
    - (ii.) a justification for the policy, including an analysis of potential alternative ways of achieving the objectives of the policy;
    - (iii.) a statement of how the policy accords with the object of the University;
    - (iv.) a statement of the consultations to be undertaken on the policy proposal, identifying who is to be consulted.
  - (c) Subject to paragraph (d) of this subclause, the General Counsel considers whether the policy is necessary, having regard to the by-laws, other rules and policies in force at the relevant time.
  - (d) The General Counsel shall not decline to certify that a policy is necessary except with the consent of the Vice-Chancellor.

- (e) If the General Counsel:
  - (i.) certifies that the policy is necessary — the administrator consults, or arranges for consultations with, stakeholders about the policy proposal;
  - (ii.) declines so to certify — the administrator must not proceed further with the policy proposal in the form originally submitted.
- (f) The administrator, taking account of the outcome of the consultation and any legal advice obtained, prepares the policy.
- (g) The administrator submits the policy to the determining authority for adoption.
- (h) When submitted to the determining authority, the policy must include or be accompanied by:
  - (i.) a statement of the objectives of the policy;
  - (ii.) a justification for the policy, including an analysis of potential alternative ways of achieving the objectives of the policy;
  - (iii.) a statement of how the policy accords with the object of the University;
  - (iv.) a statement of the consultations undertaken on the policy proposal, identifying who was consulted and the outcomes of the consultation;
  - (v.) a statement of the consequential amendments to, or repeals of, by-laws, rules and policies which will be required if the policy is adopted;
  - (vi.) a certificate from the General Counsel to the effect that the policy is necessary.

**Note 1:** for subparagraphs (b) (iii) and (h) (iii): under section 6 of the Act, the object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

**Note 2:** if adopted, the policy is published and registered in the Policy Register: see Part 3.

### 13 DETERMINING AUTHORITY TO BE SATISFIED OF CERTAIN MATTERS BEFORE ADOPTING POLICIES

A determining authority must not adopt a policy unless satisfied that:

- (a) the policy is necessary and appropriate;
- (b) the policy is consistent with the University's object;
- (c) the consultation undertaken in the development of the policy was adequate and appropriate;
- (d) proper provision has been or is to be made for consequential amendments to, or repeals of, by-laws, rules and policies in force at the time the policy is adopted.

**Note:** for paragraph (b): under section 6 of the Act, the object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.



## 14 POLICIES MUST BE KEPT UNDER REVIEW

Subject to the provisions of Part 4 of this Rule, the administrator of a policy must ensure that a review is conducted, no later than 6 months before the end of 5 years after the policy commenced, to determine:

- (a) whether the objectives of the policy are being achieved by the policy;
- (b) whether the policy should continue to apply;
- (c) whether any amendments should be made to the policy.

## PART 3 REGISTRATION AND PUBLICATION OF POLICIES ETC

### 15 GENERAL COUNSEL TO MAINTAIN POLICY REGISTER

(1) The General Counsel is to maintain a register, to be known as the Policy Register.

(2) The Register comprises, at any time, a database of:

- (a) the Act;
- (b) the by-laws;
- (c) the rules;
- (d) policies;
- (e) procedures;
- (f) local provisions;
- (g) links to guidelines

issued on or after the commencement of this Rule, and compilations of these, that have been registered as provided by this Rule.

(3) The form of the Register is to be as determined by the General Counsel. However, subject to subclauses (4) and (5), the Register must be:

- (a) available on the Internet and accessible to any person through the Internet;
- (b) kept in a form, and indexed, such that contents of the Register that relate to particular matters can be easily identified and retrieved from the Internet.

(4) In relation to a policy, the determining authority may limit access to particular classes of persons.

(5) In relation to procedures or guidelines, the administrator may limit access to particular classes of persons.

(6) In relation to local provisions, the relevant Dean or chief officer may limit access to particular classes of persons.

**Note:** for example, in some circumstances it may be determined to limit access to members of the University community rather than to provide general public access.

## **16 POLICIES, PROCEDURES AND LOCAL PROVISIONS MUST BE REGISTERED TO BE ENFORCEABLE**

- (1) A policy, procedures or local provisions adopted or determined after the commencement of this Rule is not enforceable by or against the University unless registered.
- (2) A policy, procedures or local provisions adopted after the commencement of this Rule cannot be incorporated by reference into a contract between the University and another person unless registered.
- (3) A policy, procedures or local provisions is registered on the day on which it is made available through the Policy Register.

## **17 COPY DOCUMENTS TO BE PROVIDED TO GENERAL COUNSEL**

- (1) If the Senate makes a by-law or a rule, adopts a policy, determines procedures or issues guidelines, the Secretary to the Senate must give a copy of it to the General Counsel as soon as reasonably practicable.
- (2) If an authority or officer of the University makes a rule, adopts a policy, makes procedures or local provisions or issues guidelines, the authority or officer must ensure that a copy of it is given to the General Counsel as soon as reasonably practicable.
- (3) In relation to guidelines, the Secretary to the Senate or other relevant authority or officer must also provide to General Counsel the URL of the document in which the guidelines are contained, and any other information necessary to enable an electronic link to the document to be created.

## **18 POLICIES, PROCEDURES AND LOCAL PROVISIONS TO BE REGISTERED**

- (1) The General Counsel must register each by-law, rule, policy, procedures or local provisions a copy of which is provided under clause 17.
- (2) The General Counsel may compile consolidated versions of by-laws, rules, policies, procedures and local provisions, and may register these consolidated versions.
- (3) If any of the following is amended:
  - (a) a by-law;
  - (b) a rule;
  - (c) a policy;
  - (d) a procedure;
  - (e) a local provision;the General Counsel must, as soon as practicable, compile and register a consolidated version.
- (4) The General Counsel may include in the Register any other document, as the General Counsel thinks fit.
- (5) The General Counsel may, in writing, determine requirements for the form of documents to be registered. Despite subclause (1), the General Counsel need not register a document unless it is given to the General Counsel in a form that meets those requirements.

## **19 REGISTER IS AUTHORITATIVE**

- (1) For all purposes, the Policy Register is presumed to be a complete and accurate record of the documents that are included in it.
- (2) A registered policy is, unless the contrary is established, presumed to be a complete and accurate record of that policy at the date of registration.
- (3) A registered compilation of a policy is, unless the contrary is established, presumed to be a complete and accurate record of that policy as amended and in force at the date of registration of the compilation.
- (4) Registered procedures are, unless the contrary is established, presumed to be a complete and accurate record of the procedures at the date of registration.
- (5) A registered compilation of procedures is, unless the contrary is established, presumed to be a complete and accurate record of the procedures as at the date of registration of the compilation.
- (6) Registered local provisions are, unless the contrary is established, presumed to be a complete and accurate record of the local provisions as at the date of registration.
- (7) A registered compilation of local provisions is, unless the contrary is established, presumed to be a complete and accurate record of the local provisions as at the date of registration.
- (8) It is presumed, unless the contrary is established, that a document that purports to be an extract from the Register is what it purports to be.
- (9) A statement in the Register, or in a registered document, that a document was registered at a particular time is admissible as evidence of that fact and, unless the contrary is established, is conclusive evidence.

## **20 RECTIFICATION OF POLICY REGISTER**

- (1) The General Counsel may correct errors and omissions in the Policy Register, but not in the original document. The correction must be noted in the Register.
- (2) A correction under subclause (1):
  - (a) does not affect a right or privilege that was acquired, or that accrued, because of reliance on the content of the Register before the alteration was made;
  - (b) does not impose or increase an obligation or liability incurred before that correction was made.

## **PART 4 TRANSITIONAL PROVISIONS**

### **21 PRESENT DOCUMENTS CONTINUE TO HAVE EFFECT**

All policies, procedures and local provisions that are effective at the commencement of this Rule will continue to be effective, regardless of registration, until they are amended or repealed.

## 22 ESTABLISHMENT OF INITIAL POLICY REGISTER

- (1) As soon as practicable after the commencement of this Rule, the General Counsel will establish the Policy Register and will register all documents which General Counsel identifies as current and appropriate for registration.
- (2) Documents registered under this Part may be registered in their present form despite any determination made by the General Counsel under Clause 18.

## NOTES

---

### **UNIVERSITY OF SYDNEY (POLICIES DEVELOPMENT AND REVIEW) RULE 2011**

---

Date made: 31 October 2011

Date registered:

Date commenced: 1 February 2012

Administered by: Vice-Chancellor and Principal

Review date:

Related *University of Sydney Act 1989*

documents: *University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)*

*Delegations of Authority: Academic Functions*

---

### **AMENDMENT HISTORY**

**PROVISION**

**AMENDMENT**

**COMMENCING**

---

# University of Sydney (Senate) Rule 2002

**Approved by:** Senate on 3 June 2002  
**Date of effect:** 15 June 2002

## 1. Citation and Commencement

### 1.1 Citation

This rule is made by the Senate pursuant to section 37(1) of the University of Sydney Act 1989 (as amended).

### 1.2 Commencement

This rule commences on the day after it is made in accordance with Chapter 2 of the University of Sydney By-Law, 1999.

## 2. Purpose

The purpose of this rule is to recognize the common law principle that an appointed or elected member of a governing body such as the Senate must act in the best interests of the institution as a whole.

## 3. Duty of Fellows

A Fellow has a fiduciary duty of loyalty to act in the best interests of the University. This duty is paramount and in addition to any other duties a Fellow may have, this being consistent with the common law.

# University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended)

**Approved on:** 6 November 2006  
**Amended on:** 6 December 2010  
3 August 2015 (administrative amendments only)  
25 August 2015 (administrative amendments only)  
14 December 2015  
20 July 2016 (administrative amendments only)  
**Amendment effective from:** 10 December 2010  
1 January 2016  
20 July 2016

## Part 1: Preliminary

### 1.1 Citation

This Rule is made by the Senate of the University, pursuant to section 37(1) of the *University of Sydney Act 1989* and section 5(1) of the *University of Sydney By-law 1999 (as amended)*.

### 1.2 Commencement

This Rule will commence on 28 November 2006.

### 1.3 Purpose

The purpose of this Rule is to ensure that students are treated fairly in relation to the assessment of their work and progress within their Award Course, by providing an internal appeal mechanism that reflects the University's commitment to fair academic decision making.

### 1.4 Effect

This Rule repeals and replaces:

- 1.4.1 clause 18 of the *University of Sydney (Coursework) Rule 2000 (as amended)*;
- 1.4.2 the Resolutions of the Senate relating to *Student Appeals against Academic Decisions*; and
- 1.4.3 the Resolutions of the Academic Board on *Student Appeals against Academic Decisions*.

### 1.5 Associated documents

This Rule should be read in conjunction with the *Coursework Policy 2014* and *Assessment Procedures 2011*.

### 1.6 Definitions

In this Rule:

- 1.6.1 **Academic Decision** means a decision by the University that affects the academic assessment or progress of a person within his or her Award Course, including a decision:

- 1.6.1.1 to exclude a Student in accordance with the [Coursework Policy 2014](#);
- 1.6.1.2 not to readmit or re-enrol a person following exclusion in accordance with the [Coursework Policy 2014](#);
- 1.6.1.3 to terminate a Student's candidature for a postgraduate award.
- 1.6.1B **Academic Panel** means the panel of academics appointed by the Registrar in accordance with clause 3.2B.2.
- 1.6.2 **Appeal Hearing** means an Appeal Hearing under Part 8.
- 1.6.3 **Appellant** means:
- 1.6.3.1 a person enrolled in an Award Course at the time of, or in the semester immediately preceding, the lodgement of his or her appeal; or
- 1.6.3.2 in the case of an Academic Decision by the University regarding an application for readmission or re-enrolment, a person who was excluded in accordance with the [Coursework Policy 2014](#), prior to the lodgement of his or her appeal.
- 1.6.3B **Assessment Principles** means the principles for assessment set out in the [Coursework Policy 2014](#).
- 1.6.4 **Award Course** means a formally approved program of study that can lead to an academic award granted by the University or by any other higher education institution that offers credit for units of study undertaken at the University.
- 1.6.4B **Credit** means advanced standing awarded to a Student in accordance with the [Coursework Policy 2014](#).
- 1.6.5 **Dean** means the dean of the relevant Faculty.
- 1.6.6 **Due Academic Process** means the making of Academic Decisions according to published University, Academic Board and Faculty rules, policy, procedure and local provisions, as amended from time to time and as current at the time the Academic Decision was made.
- 1.6.7 **Faculty** means a faculty or a board of studies as established in each case by its constitution.
- 1.6.8 **Registrar** means the Registrar of the University of Sydney for the time being, or his or her nominee.
- 1.6.8B **Special Arrangements** means special arrangements made available to Students for assessments in accordance with the [Coursework Policy 2014](#).
- 1.6.9 **Special Consideration** means special consideration given to Students in accordance with the [Coursework Policy 2014](#).
- 1.6.10 **Student** means a person who is currently admitted to candidature in an Award Course.
- 1.6.11 **Student Appeals Body** means a Student Appeals Body constituted by the Registrar in accordance with Part 7.
- 1.6.12 **Student Appeals Panel** means the Student Appeals Panel constituted by the Senate in accordance with Part 6.
- 1.6.13 **University** means the University of Sydney established by the *University of Sydney Act 1989* (as amended).
- 1.6.14 Unless the contrary appears, a provision in this Rule that specifies matters that are to be or may be considered in relation to a determination or other decision does not imply that they are the only matters to be considered.
- 1.6.15 A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate's delegated functions to another person or group of persons.
- 1.6.16 Delegates more senior in the lines of accountability to a delegate named in this Rule, may exercise a delegation conferred on that named delegate. Example: A Dean may exercise a delegation conferred on an Associate Dean. An Associate Dean may exercise a delegation conferred on a Head of Department.



- 1.6.17 A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- 1.6.18 A note, marginal note, footnote or endnote is not a provision of this Rule.
- 1.6.19 A reference to a policy or procedures includes a reference to that policy or those procedures as amended from time to time, and to any replacement policy or procedures which may be adopted in substitution for them.
- 1.6.20 A reference to a committee includes a reference to any restructured or replacement committee to which the functions or responsibilities of the original committee are reassigned.

## **Part 2: Principles**

- 2.1 The University is committed to fair academic decision-making.
- 2.2 Academic Decisions are entrusted to members of the academic staff acting reasonably in accordance with Due Academic Process.
- 2.3 A Student who believes that there are genuine grounds for contesting an Academic Decision may apply to have the decision reviewed.
- 2.4 Students and staff should endeavour to resolve concerns about Academic Decisions in the manner more fully described in clause 3.1 and 3.1A of this Rule, by way of personal communication.
- 2.5 Where attempts to resolve a concern about an Academic Decision under clause 3.1 or 3.1A of this Rule are unsuccessful, Students may appeal to the relevant Faculty or administrative unit (for consideration by an Academic Panel member), as appropriate, in the first instance.

**Note:** See clause 3.2 in relation to circumstances in which an appeal is addressed to a faculty and section and clause 3.2A in relation to circumstances in which an appeal is addressed to the relevant administrative unit.

- 2.6 Students who are not satisfied with the decision of the Faculty or Academic Panel member may appeal to the Student Appeals Body in accordance with this Rule.
- 2.7 The University will handle all Student concerns and appeals regarding Academic Decisions in a procedurally fair and reasonable manner, having regard to the principles of timeliness, confidentiality, absence of bias and freedom from victimisation.
- 2.8 Students may not appeal against Academic Decisions which are otherwise consistent with the principles in Part 2 of this Rule:
- (a) on the grounds that they believe that the Academic Decision was made in a manner that was inconsistent with the Assessment Principles; or
  - (b) that are made in the absolute discretion of the decision maker.

**Note:** Appeals to the Student Appeals Body can only be made on the grounds of a failure of Due Academic Process. See Part 5.

## **Part 3: Procedures for Undergraduate and Postgraduate Coursework Students**

### **3.1 Resolution with Teacher or Unit of Study Coordinator**

- 3.1.1 Subject to clause 3.1A, an undergraduate or postgraduate coursework Student who believes that there are genuine grounds for contesting an Academic Decision should first discuss his or her concerns with the relevant teacher or unit of study co-ordinator.
- 3.1.2 Students are encouraged to take the earliest opportunity to discuss their concerns with relevant Faculty staff. This must occur within:
- (a) 15 working days of the Student being advised of the Academic Decision;

- (b) in the case of Academic Decisions relating to completion of a unit of study, within 15 working days of the unit of study result being posted by the University; or
  - (c) such other extended time as the Dean may reasonably authorise.
- 3.1.3 The teacher or unit of study co-ordinator will address the Student's concerns promptly, and provide to the Student a full explanation of the reasons for the Academic Decision.
- 3.1.4 If the Student's concerns are not resolved by these means, the teacher or unit of study co-ordinator will:
- (a) explain the next step in the procedure, which is set out at clause 3.2 below; and
  - (b) give the Student a copy of this Rule or advise the Student how to access this Rule online.

### **3.1A Resolution with relevant administrative unit**

- 3.1A.1 If a Student's concerns relate to an Academic Decision solely concerning Special Consideration, Special Arrangements or Credit, the Student should first raise those concerns with the relevant administrative unit, as specified by the Registrar.
- 3.1A.2 Students must raise their concerns in writing with the relevant administrative unit within 15 working days of the Student being sent written notification of the Academic Decision.
- 3.1A.3 A representative of the relevant administrative unit will address the Student's concerns promptly, and provide a full explanation in writing of the reasons for the Academic Decision.
- 3.1A.4 If the Student's concerns are not resolved by these means, a representative of the relevant administrative unit will:
- (a) explain the next step in the procedure, which is set out at clause 3.2A below; and
  - (b) give the Student a copy of this Rule or advise the Student how to access this Rule online.

### **3.2 Appeals to the Faculty**

- 3.2.1 If the Student's concerns cannot be resolved under clause 3.1 above, and relate to an Academic Decision that does not solely concern Special Consideration or Special Arrangements, the Student may appeal in writing to the Faculty.
- 3.2.2 The Student must submit his or her written appeal, including any supporting documentation:
- (a) for appeals relating to Credit, to the relevant administrative unit, as specified by the Registrar;
  - (b) for appeals not relating to Credit, to the office or staff member nominated by the Dean to receive Student appeals (such information to be provided to Students at the start of each Semester);
  - (c) within 20 working days of the date on which he or she was advised of the outcome of discussions under clause 3.1, or such other extended time as the Dean may reasonably authorise, in his or her absolute discretion.
- 3.2.3 The Faculty or administrative unit must acknowledge receipt of the appeal in writing within three working days of receipt.
- 3.2.4 The Dean will determine who is to undertake an initial review of the appeal.
- 3.2.5 This person will normally be the course co-ordinator, Head of Department or School, or relevant Associate Dean.

- 3.2.6 The person responsible for the initial review must prepare a report for consideration by the Dean, or by his or her nominee. Subject to sub-clause 3.2.7 below the Dean retains final responsibility for any decision regarding a Student appeal to the Faculty.
- 3.2.7 If the Dean is the relevant teacher or unit of study coordinator referred to in clause 3.1 above, or if the Dean otherwise has an actual, potential or perceived conflict of interests, the Deputy Vice-Chancellor (Education) must handle the Student's appeal to the Faculty, in accordance with this clause 3.2.
- 3.2.8 The Faculty must make all reasonable efforts to:
- (a) advise the Student in writing of the Dean's decision and the reasons for the decision;
  - (b) advise the Student of his or her right to appeal to the Student Appeals Body; and
  - (c) give the Student a copy of this Rule or advise the Student how to access this Rule online;
- within 10 working days of receiving a Student's appeal.

### **3.2A Appeals to the Academic Panel**

- 3.2A.1 If the Student's concerns cannot be resolved under clause 3.1A above, and relate to an Academic Decision that solely concerns Special Consideration or Special Arrangements, the Student may appeal in writing to the Academic Panel.
- 3.2A.2 The Student must submit his or her appeal, including any supporting documentation:
- (a) to the administrative unit nominated by the Registrar to receive appeals;
  - (b) within 20 working days of the date on which he or she was advised of the outcome of discussions under clause 3.1A, or within such reasonable extended time as the Registrar approves, in his or her absolute discretion.
- 3.2A.3 The administrative unit must acknowledge receipt of the appeal in writing within three working days of receipt.
- 3.2A.4 A member of the Academic Panel must undertake a review of the appeal, and make a decision.
- 3.2A.5 The Registrar will maintain a list of Academic Panel members in the order of their appointment to the panel. Appeals must be allocated to the next available panel member on the list who can determine the appeal within the period specified in clause 3.2A.6, subject to the need to avoid conflicts of interests.
- 3.2A.6 The Academic Panel member must make all reasonable efforts to:
- (a) advise the Student in writing of his or her decision and the reasons for the decision;
  - (b) advise the Student of his or her right to appeal to the Student Appeals Body; and
  - (c) give the Student a copy of this Rule or advise the Student how to access this Rule online;
- within 10 working days of receiving a Student's appeal.
- 3.2A.7 The Registrar will report annually to the Academic Standards and Policy Committee on:
- (a) the number of Academic Panel appeals; and
  - (b) Academic Panel decisions

### 3.2B Academic Panel

- 3.2B.1 The Academic Panel will comprise academics employed by the University at Level C or above.
- 3.2B.2 Nominations will be sought from each Faculty biennially.
- 3.2B.3 Appointments to the Academic Panel will be made by the Registrar on the nomination of, or in consultation with, the relevant Dean.
- 3.2B.4 The names of Academic Panel members will be forwarded to the Academic Board for noting at the end of the nomination process.

### Part 4: Procedures for Postgraduate Research Award Students

- 4.1 Subject to clause 4.2 below, a postgraduate research Student should follow the procedures for undergraduate and postgraduate coursework Students set out in Part 3 above.
- 4.2 A postgraduate research Student who believes that Due Academic Process has not been observed by the relevant Faculty in relation to an Academic Decision associated with:
  - (a) termination of candidature; or
  - (b) the examination of a thesis;is not required to follow the procedures set out in Part 3 above, and may lodge a written appeal to the Student Appeals Body in the first instance.

### Part 5: Appeals to the Student Appeals Body

- 5.1 An Appellant may appeal to the Student Appeals Body against an Academic Decision on the ground that Due Academic Process has not been observed by the relevant Faculty or the Academic Panel member in relation to the Academic Decision.
- 5.2 An Appellant must lodge his or her written appeal with the Registrar (on behalf of the Student Appeals Body) in accordance with sub-clause 5.3.2, within 15 working days of the date of the written decision of the Dean of the relevant Faculty (or the Deputy Vice-Chancellor (Education) pursuant to sub-clause 3.2.6) or the Academic Panel member regarding the Academic Decision, or within such extended time as the Registrar, in his or her absolute discretion, authorises.
- 5.3 An appeal will not be heard by the Student Appeals Body unless:
  - 5.3.1 the basis for the appeal has previously been considered by the relevant Faculty or the Academic Panel (except in the case of Postgraduate Research Award Students as set out in section 4);
  - 5.3.2 the Appellant has set out in the written appeal his or her reasons, including any written evidence and written submissions, for believing that Due Academic Process has not been observed by the Faculty or the Academic Panel member in relation to the Academic Decision; and
  - 5.3.3 the Registrar has confirmed that the requirements under sub-clause 5.3.1 and 5.3.2 above have been satisfied; or
  - 5.3.4 the Registrar decides, in his or her absolute discretion and due to exceptional circumstances, to waive one or more of the requirements in sub-clause 5.3.1 or 5.3.2.
- 5.4 If the Academic Decision is to exclude a student in accordance with the [Coursework Policy 2014](#) or, in the case of a student enrolled in a postgraduate research award, to terminate his or her candidature, the relevant faculty will not enforce the exclusion or termination until the appeal period specified in clause 5.2 has expired, or, where an appeal is lodged, until such time as the appeal has been determined.
- 5.5 A person who has lodged an appeal against a decision not to readmit or re-enrol him

or her following a period of exclusion may not re-enrol pending determination of the appeal, unless the Registrar, in his or her absolute discretion, is satisfied that it is reasonable in the circumstances to permit re-enrolment.

### **Part 6: Student Appeals Panel**

- 6.1 The Student Appeals Panel will comprise no fewer than 12 and no more than 48 persons appointed by Senate as members of the Student Appeals Panel on the recommendation of the Registrar.
- 6.2 At least one half of all members of the Student Appeals Panel will be a combination of members of the academic staff and Students of the University.
- 6.3 At least six members of the Student Appeals Panel will be undergraduate or postgraduate Students of the University, and at least six members of the Student Appeals Panel will be members of the Academic staff of the University.
- 6.4 The Registrar will consult with the Presidents of the Students' Representative Council and the Sydney University Postgraduate Representative Association, on behalf of the Senate, regarding Student appointments to the Student Appeals Panel, without prejudice to the Registrar retaining the ultimate discretion as to whom to recommend.
- 6.5 The Senate will not appoint a Senate Fellow (other than the Chair of the Academic Board) as a member of the Student Appeals Panel, and the Chair of the Academic Board is appointed in that capacity and not as a Fellow of Senate.

### **Part 7: Student Appeals Body**

- 7.1 A Student Appeals Body will comprise three members of the Student Appeals Panel, including a Chairperson, selected by the Registrar to sit on the Student Appeals Body, such Student Appeals Body not being a committee of Senate.
- 7.2 The Chairperson of the Student Appeals Body will normally be, but is not required to be, the Chair of the Academic Board, who may in a particular case nominate a substitute from the Student Appeals Panel advising the Registrar accordingly.
- 7.3 The Student Appeals Body will normally include, but is not required to include:
  - 7.3.1 a member with academic qualifications (who may but need not be a member of the academic staff of the University); and
  - 7.3.2 a student (who may but need not be a Student of the University).
- 7.4 The Registrar will not select a member of the Student Appeals Panel to sit on a Student Appeals Body responsible for hearing an appeal arising from a Faculty in which the member is an enrolled student or staff member, or with which the member has had other substantial involvement (including as a member of the Academic Panel).
- 7.5 The Registrar will report annually to the Senate on:
  - 7.5.1 Student Appeals Body decisions; and
  - 7.5.2 the number of appeal hearings for which the membership of the Student Appeals Body did not include a Student of the University, as a proportion of the total number of appeal hearings.

### **Part 8: Appeal Hearings**

- 8.1 The Appellant will receive at least 10 business days' notice of the date of an Appeal Hearing.
- 8.2.1 The relevant Faculty or the Academic Panel member must provide written evidence and written submissions to the Registrar (on behalf of the Student Appeals Body), at least eight business days before the Appeal Hearing.
- 8.2.2 The submissions of the Faculty or Academic Panel member must describe the process by which the Academic Decision was made, and set out why the Faculty or Academic Panel member believes that Due Academic Process has been observed in the making of the Academic Decision.
- 8.2.3 The Registrar (on behalf of the Student Appeals Body) will provide copies of written

evidence and written submissions made by the Faculty or Academic Panel member to the Appellant at least five business days before the Appeal Hearing.

- 8.3.1 The Appellant will be invited to appear in person at an Appeal Hearing.
- 8.3.2 The Appellant may be accompanied by a representative, who may speak on the Appellant's behalf.
- 8.4 A representative of the relevant Faculty or the Academic Panel member will be invited to appear in person at an Appeal Hearing.
- 8.5 The Chairperson of the Student Appeals Body may invite independent officers of the University to attend an Appeal Hearing, for the sole purpose of providing expert advice that assists the Student Appeals Body in determining the appeal. An Appellant's treating practitioner or case worker is not an independent officer of the University for the purpose of this clause.
- 8.6 Members of the Student Appeals Body may address questions to the Appellant, the Appellant's representative, the Faculty representative, the Academic Panel member or any independent officer of the University invited to attend the Appeal Hearing in accordance with clause 8.5 above.
- 8.7 The purpose of an Appeal Hearing is for the Appellant and the Faculty or Academic Panel member to address any questions posed by the Student Appeals Body, but not to give further oral evidence or oral submissions unless the Student Appeals Body, in its absolute discretion, allows such further oral evidence or oral submissions.
- 8.8 If, due notice having been given, the Appellant or his or her representative does not attend an Appeal Hearing, the Student Appeals Body may, in its absolute discretion:
  - 8.8.1 defer consideration of the appeal; or
  - 8.8.2 hear and determine the appeal in the Appellant's or representative's absence.
- 8.9 A Student Appeals Body may uphold or dismiss an appeal and, in its absolute discretion:
  - 8.9.1 refer the Academic Decision back to the relevant Faculty or the Academic Panel for reconsideration in accordance with Due Academic Process;
  - 8.9.2 make a new or amended Academic Decision; or
  - 8.9.3 determine that no further action should be taken in relation to the matter.
- 8.10 A decision of a Student Appeals Body is final.
- 8.11 The Appellant will be advised as soon as practicable of the Student Appeals Body's decision and the reasons for it.
- 8.12 Where a decision of a Student Appeals Body reveals a systemic or other serious failure by the Faculty or the Academic Panel to observe Due Academic Process, the Chair of the Student Appeals Body will send a copy of the decision to the Provost and Deputy Vice-Chancellor for consideration and action.

## **Part 9: Further provisions**

- 9.1 Rescinded.

## Notes

---

### **University of Sydney (Student Appeals against Academic Decisions) Rule 2006**

---

Date made: 6 November 2006

Date registered:

Date commenced: 28 November 2006

Administered by: University Secretariat

Publication date:

Review date:

Related documents

---

#### **Amendment history**

<b>Provision</b>	<b>amendment</b>	<b>commencing</b>
	...	...
	6 December 2010	10 December 2010
8.2.2	The word “made” was added as an administrative amendment.	3 August 2015
1.5, 1.6.1.1, 1.6.1.2, 1.6.3.2, 5.4	References to other documents updated as an administrative amendment.	3 August 2015
1.6.1.1, 1.6.1.2, 1.6.3.2., 5.4	Incorrect references updated as an administrative amendment	25 August 2015
1.3, 1.5, 1.6, 2.5, 2.6, 2.7, 2.8, 3.1.1, 3.1.4.b, 3.1A, 3.2, 3.2A, 3.2B, 5, 7.4, 8, 9	Addition of clauses 3.1A, 3.2A and 3.2B referring to Academic Panel, and consequential amendments throughout	1 January 2016
3.2.2, 3.2.6	Incorrect numbering in clause 3.2.2, and references to other clauses in clause 3.2.6 updated as an administrative amendment	20 July 2016

# University of Sydney (Student Proctorial Panel) Rule 2003

**Approved by:** Senate on 4 August 2003  
**Date of effect:** 5 August 2003

**Latest amendment approved by:** Senate on 31 October 2011  
**Date of effect:** 4 November 2011

## Part 1 – Preliminary

### 1. Citation and commencement

#### 1.1 Citation

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

#### 1.2 Commencement

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

### 2. Purpose

This Rule:

- 2.1 repeals and replaces Part 5 of the *University of Sydney (Amendment Act) Rule 1999* in its entirety; and
- 2.2 repeals any and all Resolutions of the Senate relating to the Student Proctorial Board and the Student Proctorial Panel; and
- 2.3 deals with matters relating to the Student Proctorial Board and Student Proctorial Panel.

## Part 2 – Appointment to Student Proctorial Panel

### 3. Nominating for Student Proctorial Panel

- 3.1 For the purposes of clause 64(1)(b) of Chapter 8 of the *University of Sydney By-law 1999*, the Provost must on or before 31 January in each calendar year submit to the Chair of the Academic Board, nine (9) names of members of the faculties who are members of the Academic Board:
  - 3.1.1 at least three (3) of whom are professors; and
  - 3.1.2 at least three (3) of whom are not professors;who are willing and have consented to serve as members of the Student Proctorial Panel.
- 3.2 For the purposes of clause 64(1)(c) of Chapter 8 of the *University of Sydney By-law 1999*, the Deputy Vice-Chancellor (Education) and Registrar must on or before 31 January in each calendar year submit to the Chair of the Academic Board, nine (9) names of enrolled student members of the faculties, college boards and boards of studies who are willing and have consented to serve as members of the Student Proctorial Panel.



#### **4. Notice of appointment**

For the purposes of clause 64(2) of Chapter 8 of the *University of Sydney By-law 1999*, the Chair of the Academic Board must ensure that the names of the persons described in Rules 3(1) and (2) above are included in the agenda of the first meeting of the Academic Board held in the relevant calendar year, for appointment by the Academic Board.

#### **5. Filling casual vacancies**

For the purposes of clause 64(3) of Chapter 8 of the *University of Sydney By-law 1999*, a suitably qualified person may be appointed to office to fill a vacancy at the next available meeting of the Academic Board.

#### **6. Term of office**

For the purposes of clauses 64(4) of Chapter 8 of the *University of Sydney By-law 1999*, all appointments, including appointments to fill casual vacancies, shall be from the date of appointment until the first meeting of the Academic Board in the following calendar year.

### **Part 3 – Meetings of the Student Proctorial Panel**

#### **7. Senior member**

- 7.1 For the purposes of clause 65(6) of Chapter 8 of the *University of Sydney By-law 1999*, the senior member shall be determined in the following order:
- 7.1.1 the member appointed in accordance with clause 64(1)(b) of Chapter 8 of the *University of Sydney By-law 1999*, who is a professor who has served the longest cumulative term as a member of the Student Proctorial Panel and who is not disqualified under clause 65(3) or (5) of Chapter 8 of the *University of Sydney By-law 1999*; or
  - 7.1.2 if there is no professor who is eligible to act in accordance with Rule 6(1)(a), a member appointed in accordance with clause 64(1)(b) of Chapter 8 of the *University of Sydney By-law 1999*, who is not a professor and who has served the longest cumulative term as a member of the Student Proctorial Panel and who is not disqualified under clause 65(3) or (5) of Chapter 8 of the *University of Sydney By-law 1999*.

# University of Sydney (Testamur Seal) Rule 2011

**Approved by:** Senate on 2 May 2011

**Date of effect:** 6 May 2011

sydney.edu.au

## 1. Citation and commencement

### 1.1 Citation

This rule is made by the Senate pursuant to sections 35, 36(1)(a) and 37 of the University of Sydney Act 1989 (as amended).

### 1.2 Commencement

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

## 2. Purpose

The purpose of this rule is to provide for the adoption and use of a seal, known as the testamur seal, on testamurs issued by the University.

## 3. Testamur seal

3.1 The University may have a seal, which must be a copy of the common seal with the words "Testamur Seal" incorporated therein in lieu of the words "Common Seal".

3.2 The testamur seal may only be affixed to testamurs issued by the University, and when so used will have the same effect as the affixation of the common seal.

Calendar 2017

The University of Sydney

Page 326

# Resolutions

# Appointment and roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans

**Approved by:** Senate on 25 November 2008

**Date of effect:** 25 November 2008

## **RESOLUTIONS OF THE SENATE:**

### **Pro-Deans and Deputy Deans**

- 4.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons as pro-dean/s or deputy dean/s, to hold office for such period within the term of office of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.
- 4.2 Subject to section 4.1, the pro-dean or deputy dean shall have such duties and powers as may from time to time be assigned to him or her by the dean. Typically, the duties of a pro-dean or deputy dean will include
  - 4.2.1 representing the dean as requested
  - 4.2.2 serving as acting dean when the dean is absent
  - 4.2.3 being a member of committees of the faculty
  - 4.2.4 chairing *ad hoc* working parties within the faculty
- 4.3 Where a faculty has appointed more than one pro-dean or deputy dean, their duties may be confined to a specific area or areas of management responsibility, as determined by the faculty on the recommendation of the dean, and this may be reflected in the title approved by the faculty.

### **Associate Deans**

- 5.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons as associate dean/s to assist the dean or a pro-dean/deputy dean in the exercise of his or her duties or powers.
- 5.2 The number of associate deans appointed by a faculty should generally be commensurate with the size of the faculty.
- 5.3 An associate dean appointed by faculty holds office for such period within the term of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.
- 5.4 An associate dean has such duties and powers as may from time to time be assigned to him or her by the dean. Typically, the duties of an associate dean will include
  - 5.4.1 promoting and co-ordinating a specified area of responsibility within faculty and also chairing the faculty committee responsible for the area
  - 5.4.2 undertaking academic functions in relation to their area of responsibility, which are delegated by the dean
  - 5.4.3 representing the faculty on University committees in their area of responsibility
  - 5.4.4 taking a leadership role in writing reports and responding to requests for information in relation to their area of responsibility
- 5.5 Where a faculty, on the advice of the dean, so recommends, the Senate may appoint a person as an associate dean of that faculty and that person shall hold office for such period as the Senate may determine.
- 5.6 On the termination of office of an appointed associate dean, a further recommendation of the faculty concerned shall be made before any other person is appointed to that office.
- 5.7 The selection committee for an appointed associate dean shall be the same as that provided for under University policy for a Level E Academic appointment.

## **Sub-Deans**

- 6.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons who shall be sub-dean/s to assist the dean or an associate dean in the exercise of their duties or powers.
- 6.2 The number of sub-deans appointed by a faculty should generally be commensurate with the size of the faculty.
- 6.3 A sub-dean shall hold office for such period or periods within the term of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.
- 6.4 A sub-dean has such duties and powers as may from time to time be assigned to him or her by the dean or relevant associate dean. Typically, the duties of a sub-dean will include:
  - 6.4.1 promoting and co-ordinating a specified narrow area of responsibility within the portfolio of a dean or associate dean on behalf of the dean or associate dean
  - 6.4.2 undertaking functions in relation to their narrow area of responsibility, as delegated by the dean or relevant associate dean
  - 6.4.3 writing reports and responding to requests for information in relation to their narrow area of responsibility

# Appointment of a Deputy Vice-Chancellor or Pro-Vice-Chancellor: Selection Committee

**Approved by:** Senate in May 1977  
**Latest amendment approved by:** Senate on 18 September 2006  
**Date of effect:** 18 September 2006

## RESOLUTIONS OF THE SENATE:

### Selection Committee for Deputy Vice-Chancellor

#### *Ex Officio:*

- Chancellor
- Deputy Chancellor
- Chair of the Academic Board
- Vice-Chancellor and Principal

#### Appointed by Senate:

- Two nominees of Senate (to be current Fellows) nominated to Senate by the Chancellor following consultation after receipt of expressions of interest from Fellows
- One additional member of the Academic Board, on the nomination of the Chair of the Board
- One member, external to the University, on the nomination of the Vice-Chancellor

### Selection Committee for Pro Vice-Chancellor

#### *Ex Officio:*

- Vice-Chancellor and Principal
- Chair of the Academic Board or nominee
- Deputy Vice-Chancellor to whom the Pro-Vice-Chancellor reports

#### Appointed by Senate:

- Two nominees of Senate (to be current Fellows) nominated to Senate by the Chancellor following consultation after receipt of expressions of interest from Fellows
- Two members (plus one reserve) nominated by the Academic Board
- One member, external to the University, on the nomination of the Vice-Chancellor

# Appointment of Vice-Chancellor

**Approved by:** Senate in May 1977

**Latest amendment approved by:** Senate on 6 November 2006

**Date of effect:** 6 November 2006

## **Procedures for consultation between the Senate and the Academic Board in respect of appointment of Vice-Chancellor and for selection of a Vice-Chancellor – Selection Committee**

1. Senate will appoint a Joint Committee of Senate to be chosen in accordance with principles of good governance consisting of:
  - 1.1 members ex officio (namely, the Chancellor, the Deputy Chancellor, and the Chair of the Academic Board),
  - 1.2 members of Senate appointed by the Senate, and
  - 1.3 members equal in number to those appointed under (b), to be appointed by the Senate on the nomination of the Academic Board through its chair, to identify and review applicants for appointment as the next Vice-Chancellor and to make recommendations to Senate for its determination in respect of such appointment reporting to Senate on a regular basis. Such will include the appointment by the committee of a suitable search firm of the highest integrity and competence in order to maximise the University's capacity to approach possible outstanding applicants on a strictly confidential basis in the first instance in order to ascertain their interest who may not otherwise respond and to have the benefit of objective external input and additional due diligence.
2. In order to represent the width of interest on the Board, it would be desirable to have four members appointed under 1.3. The Joint Committee will be a committee of the Senate which will report to that body.
3. The members of the Board to be nominated to Senate for appointment to the Joint Committee will be nominated to the Board by the Chair of the Academic Board.
4. The Senate is to approve the final composition of the committee, maintaining the equality of number referred to in 1.3 above and be in a position, should circumstances warrant this, to replace a member of the Committee or require in the case of those nominated by the Academic Board that the Chair of the Academic Board nominate a replacement for appointment by Senate.
5. A majority of the members of the Committee must be external, but so that a student Fellow may constitute an external member.

# Charter of Academic Freedom

**Approved by:** Senate on 5 May 2008  
**Date of effect:** 6 May 2008

The University of Sydney declares its commitment to free enquiry as necessary to the conduct of a democratic society and to the quest for intellectual, moral and material advance in the human condition.

The University of Sydney affirms its institutional right and responsibility, and the rights and responsibilities of each of its individual scholars, to pursue knowledge for its own sake, wherever the pursuit might lead. The University further supports the responsible transmission of that knowledge so gained, openly within the academy and into the community at large, in conformity with the law and the policies and obligations of the University.

The University of Sydney, consistent with the principles enunciated in its mission and policies, undertakes to promote and support:

- the free, and responsible pursuit of knowledge through research in accordance with the highest ethical, professional and legal standards
- the dissemination of the outcomes of research, in teaching, as publications and creative works, and in media discourse
- principled and informed discussion of all aspects of knowledge and culture

This Charter of Academic Freedom is endorsed by the Senate and Academic Board of The University of Sydney.



# Academic Board Committees

## Purpose

The Academic Standards and Policy Committee assists and advises the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, scholarship and research in the University of Sydney.

## Terms of Reference

1. To play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of all academic units.
2. To formulate and review policies, guidelines and procedures in relation to academic matters, particularly with respect to academic issues that have scope across the University, including equity and access initiatives.
3. To determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies.
4. To advise the Academic Board and Vice Chancellor on policies concerning the academic aspects of the conditions of appointment and employment of academic staff.
5. To play an active role in assuring the quality of teaching, scholarship and research in the University by ensuring the body of academic policies and degree resolutions are self-consistent, incorporate the best ideas and are aligned with the strategic goals of the University.
6. In pursuit of the above objectives,
  - 6.1. request reports from, or refer matters to academic units for consideration and action as required;
  - 6.2. consider and take action as required on reports or academic submissions from academic units;
  - 6.3. initiate and oversee, in collaboration with the University Executive Group, a formal and regular program of review of academic activities of all academic units.
7. To actively seek and evaluate opportunities to improve the University's pursuit of high standards in all academic activities.
8. To ensure proper communication channels are established with other committees of the Academic Board and University Executive to promote cross-referencing and discussion of matters pertaining to academic standards and policy.
9. To receive regular reports from, and provide advice to the Deputy Vice-Chancellors pursuant to maintaining the highest standards in teaching, scholarship and research.
10. To exercise all reasonable means to provide and receive advice from the University Executive and its relevant subcommittees.
11. To provide regular reports on its activities under its terms of reference to the Academic Board.
12. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Deputy Vice-Chancellors.

## Constitution

### Ex Officio Members

the Chair of the Committee

the Chair of the Academic Board, or nominee

the Deputy Vice-Chancellor (Education), or nominee

the Director, Educational Innovation, or nominee

the President of the Students' Representative Council, or nominee

the President of the Sydney University Postgraduate Representative Association, or nominee

### Appointed members

The Academic Board shall appoint one member from each 2016 faculty<sup>1</sup> and at least one undergraduate student member nominated by members of the Board.

### Deputy Chair

The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

### Co-opted members

On the recommendation of the Committee, the Academic Board may co-opt additional members. Co-opted members may be selected from the University community or be external to the University of Sydney and may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

### Observers

Students and staff of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

### Frequency of Meetings

The Committee shall meet at least five (5) times a year.

### Voting Rights

Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

### Quorum

A quorum for a meeting of the Committee shall be seven (7) members.

---

<sup>1</sup> '2016 faculty' means "a faculty established by the Senate prior to 1 January 2017, as constituted on 31 December 2016."

## Admissions Committee - Terms of Reference

### Purpose

The Admissions Committee advises the Academic Board and its Committees about resolutions, policy and procedures relating to admissions to award courses at the University of Sydney.

### Terms of Reference

1. To advise the Academic Board on:
  - a. resolutions, policy and procedures relating to all student admissions to the University; and
  - b. issues relating to admissions not based solely on the Australian Tertiary Admissions Rank (ATAR).
2. To make recommendations to the Academic Board, or, if deemed appropriate by the Admissions Committee to the Undergraduate Studies Committee and/or the Graduate Studies Committee, regarding:
  - a. English language requirements for admission to award courses;
  - b. recognition of institutions, programs and courses for the purposes of admission;
  - c. approval of admissions criteria in addition to the ATAR;
  - d. approval of preparatory programs of study in prior learning;
  - e. approval of special admission schemes;
  - f. confirmation of academic selection criteria for international students set by Deans; and
  - g. University-wide Credit Transfer Policy for all coursework.
3. To oversee and approve the publication of admissions advice.
4. To exercise all reasonable means to provide and receive advice from the Senior Executive Group and its relevant subcommittees.
5. To provide an annual report on its activities under its terms of reference to the Academic Board.
6. To consider and report on any matter referred to it by the Academic Board, the Vice Chancellor, Academic Board committees or the Chair of the Academic Board.

### Constitution

#### Ex Officio Members

the Chair of the Committee

the Chair of the Academic Board

the Chairs of the Undergraduate Studies and Graduate Studies Committees

the Deputy Vice-Chancellor (Registrar)

the Director, Student Recruitment, or nominee

the Director, Admissions, or nominee

the Head, Widening Participation, or nominee

the Director, Planning and Information Office, or nominee

the President of the Students' Representative Council, or nominee

the President of the Sydney University Postgraduate Representative Association, or nominee

#### Appointed Members

Where possible, one undergraduate and one postgraduate student member of the Academic Board, appointed annually by the Academic Board on the advice of the Chair of the Academic Board;

three Deans appointed annually by the Academic Board on the advice of the Chair of the Academic Board, or their nominees

### **Co-opted Members**

The Committee may co-opt up to four members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

### **Frequency of Meetings**

The Committee shall meet at least five (5) times a year.

### **Quorum**

A quorum for a meeting of the Committee shall be four (4) members.

## Graduate Studies Committee – Terms of Reference

### Purpose

The Graduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning, research training and scholarship at the University of Sydney and, in this context, advises the Academic Board about Resolutions, policy and procedures relating to postgraduate study at the University and acts as the Academic Board's agent in determining postgraduate matters, including the approval of new and amended courses, in accordance with the *Resolutions of the Senate: Delegations of Authority: Academic Functions*.

### Terms of Reference

1. To monitor issues relating to quality in relation to postgraduate award courses and research training, and to make recommendations to the Academic Board as detailed below.
2. To advise the Academic Board on Resolutions, policy and procedures relating to all postgraduate studies in the University, including the assessment and examinations of postgraduate research candidates.
3. To make recommendations to the Academic Board regarding:
  - 3.1. proposals to introduce new postgraduate award courses and amendments to existing postgraduate award courses; and
  - 3.2. requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
4. To act for the Academic Board in:
  - 4.1. admitting candidates, on the advice of the faculty or board of studies concerned, for higher doctorates who are not graduates of the University of Sydney; and
  - 4.2. determining, on the recommendation of the faculty or board of studies concerned, whether or not a Higher Doctorate be awarded.
5. To contribute to the development of the University's strategic objectives in relation to postgraduate study and research training, and to develop, recommend to the Academic Board, and regularly review Resolutions, policy and procedures supporting those strategic objectives.
6. To receive reports from, and provide advice to, the Deputy Vice-Chancellor (Education), and, where appropriate the Deputy Vice-Chancellor (Research) and the Deputy Vice-Chancellor (International) on quality assurance and others matters relating to postgraduate study and research training at the University.
7. To determine matters relating to the award of the degree of Doctor of Philosophy;
8. To establish effective supervisory policy and procedures for postgraduate research students;
9. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to postgraduate studies.
10. To ensure proper communication channels are established with other committees of the Academic Board and University Executive to promote cross-referencing and discussion of matters concerning postgraduate students.
11. To determine the terms and conditions of awards, postgraduate scholarships and prizes established within the University.
12. To act for the Academic Board in:
  - 12.1. recognising institutions, programs and courses for the purposes of admission postgraduate coursework and research;
  - 12.2. approving special admission schemes for postgraduate courses; and
  - 12.3. confirming academic selection criteria for international students set by Deans.
13. To provide regular reports on its activities under its terms of reference to the Academic Board.

14. To consider and report on any matter referred to it by the Academic Board, or its committees, the University Executive or the Vice-Chancellor.

### Notes

The Chair of the Graduate Studies Committee acts for the Academic Board in varying the requirements for a particular candidate in exceptional circumstances for higher doctorates and the degree of Doctor of Philosophy, in accordance with the *Resolutions of the Senate: Delegations of Authority: Academic Functions*.

## Constitution

### Ex Officio Members

the Chair of the Committee  
 the Chair of the Academic Board, or nominee  
 the Chairs of Sub-Committees of the Graduate Studies Committee, if not already members  
 the Director, Graduate Research, or nominee  
 the Deputy Registrar, or nominee  
 the President of the Sydney University Postgraduate Representative Association, or nominee

### Appointed Members

The Academic Board shall appoint one member from each 2016 faculty<sup>1</sup> and one postgraduate coursework and one postgraduate research student member nominated by members of the Board.

### Deputy Chair

The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

### Co-opted Members

The Committee may co-opt up to four members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

### Assessors and Reviewers

The Committee may invite and appoint assessors and reviewers to assist it with its functions, including, as appropriate, persons from outside the University.

### Observers

Students and staff of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

### Frequency of meetings

The Committee shall meet at least five (5) times a year.

---

<sup>1</sup> '2016 faculty' means "a faculty established by the Senate prior to 1 January 2017, as constituted on 31 December 2016."

### **Voting Rights**

Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

### **Quorum**

A quorum for a meeting of the Committee shall be seven (7) members.

### **Sub-Committees**

Higher Degree by Research Examinations Sub-Committee

Higher Degree by Research Scholarships Sub-Committee

## Undergraduate Studies Committee - Terms of Reference

### Purpose

The Undergraduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning and scholarship at the University of Sydney and, in this context, advises the Academic Board about resolutions, policy and procedures relating to undergraduate study at the University and acts as the Academic Board's agent in determining undergraduate matters, including the approval of new and amended courses, in accordance with the *Resolutions of the Senate: Delegations of Authority: Academic Functions*.

### Terms of Reference

1. To monitor issues relating to quality in relation to undergraduate award courses, and to make recommendations to the Academic Board as detailed below.
2. To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate studies in the University, including the pattern of undergraduate courses in the University.
3. To make recommendations to the Academic Board in relation to proposals to introduce new undergraduate award courses and amendments to existing undergraduate award courses.
4. To make recommendations to the Academic Board regarding requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
5. To act for the Academic Board in determining procedures for the consideration, and deadline for submission of proposals for new and amended undergraduate award programs and courses in consultation with the Course Profiles Steering Committee.
6. To contribute to the development of the University's strategic objectives in relation to undergraduate study and to formulate, recommend to the Academic Board, and regularly review resolutions, policy and procedures supporting those strategic objectives.
7. To receive reports from, and provide advice to, the Deputy Vice-Chancellor (Education) and, where appropriate the Deputy Vice-Chancellor (International) on quality assurance and other matters relating to undergraduate study.
8. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to undergraduate studies.
9. To ensure proper communication channels are established with other committees of the Academic Board and University Executive to promote cross-referencing and discussion of matters concerning undergraduate students.
10. To determine the terms and conditions of undergraduate awards, scholarships and prizes established within the University.
11. To receive annual reports on the awarding of Honours and the University Medal from Faculties
12. To provide regular reports on its activities under its terms of reference to the Academic Board.
13. To consider and report on any matter referred to it by the Academic Board, or its committees, the University Executive or the Vice-Chancellor.

### Constitution

#### Ex Officio Members

the Chair of the Committee  
the Chair of the Academic Board, or nominee  
the Chair of the Admissions Committee, if not already a member  
the Director, Educational Innovation, or nominee  
the Deputy Registrar, or nominee  
the President of the Students' Representative Council, or nominee

Established by Academic Board Resolution 306/09 (9 December 2009); Amended by Academic Board Resolution AB2016/8-20 (7 December 2016)



### Appointed members

The Academic Board shall appoint one academic staff member from each 2016 faculty<sup>1</sup> and at least one undergraduate student member nominated by members of the Board.

### Deputy Chair

The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

### Co-opted Members

The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

### Assessors and Reviewers

The Committee may invite and appoint assessors and reviewers to assist it with its functions, including, as appropriate, persons from outside the University.

### Observers

Staff or students of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

### Frequency of Meetings

The Committee shall meet at least five (5) times a year.

### Voting Rights

Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

### Quorum

A quorum for a meeting of the Committee shall be seven (7) members.

---

<sup>1</sup> '2016 faculty' means "a faculty established by the Senate prior to 1 January 2017, as constituted on 31 December 2016."

# Senate Committees

## **BUILDING AND ESTATES COMMITTEE**

### **TERMS OF REFERENCE**

The role of the Committee is to monitor and advise Senate on matters of planning, development and general oversight of the management of the University's real property and physical infrastructure with particular reference to: major capital developments; infrastructure management; operating resource allocation; sustainability and ensuring effective risk management in the areas covered by the Committee's remit.

### **CONSTITUTION**

#### ***Ex-officio:***

- The Chancellor
- The Deputy Chancellor
- The Vice-Chancellor and Principal
- **The Chair of the Buildings and Estates Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate**
- **Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor**
- **Two external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled**
- **Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required**

#### **Term of Office**

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

#### **Election**

In accordance with current provisions governing election to Senate Committees.

#### **MEETINGS**

The Committee meets four times per year.

#### **Quorum**

At any meeting of the Committee, three members shall form a quorum.

#### **Reporting to Senate**

The Committee reports to Senate.

#### **Secretary to the Committee**

Director, Campus Infrastructure Services

# EDUCATION AND RESEARCH COMMITTEE

## Terms of Reference

The role of the Committee is to monitor and advise Senate on strategies developed by the University in education and research, and on the University's performance against those strategies. The Committee will monitor the strategies the University has developed in relation to:

- the University's contribution to society in quality education and research,
- the University's national and international positioning and competitive performance,
- the student experience, student support and administrative processes,
- systems, processes and technology that support quality education and research.

The Committee will rely on data from internal and external sources. Its reports to Senate will be separate from, but will complement, those of the Academic Board, and the Vice-Chancellor.

The Committee will have responsibility for monitoring the items on the University's risk register pertaining to education and research.

## Constitution

- *Ex-officio:*
  - The Chancellor (Chair)
  - The Deputy Chancellor
  - The Vice-Chancellor
  - The Chair of the Academic Board
- Three Fellows of Senate appointed by Senate and including at least one academic staff Fellow
- Two other members with relevant expertise (selected in order to reflect a balanced disciplinary perspective)

## Term of Office

Elected and appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

## Election

In accordance with current provisions governing election to Senate Committees

## Quorum

At any meeting of the Committee four members shall form a quorum.

## Meetings

The Committee meets at least two times per year.

## Reporting to Senate

In addition to a report to the Senate, a copy of the agendas and minutes of meetings will be made available to Fellows on the secure Senate website.

## In attendance

TBA by Chair

# Finance and Audit Committee

Approved 23 February 2015

---

## TERMS OF REFERENCE

The role of the Committee is to monitor and advise Senate on issues relating to the financial performance and sustainability of the University of Sydney. It performs this role by reviewing and evaluating information provided by management on the financial impact of strategic proposals, on budget and planning priorities and on resource and capital allocation. The Committee has responsibility for oversight of the University's audit function, including reliability of financial management and reporting, compliance with laws and regulations and the maintenance of an effective and efficient audit capability.

The Committee also monitors and advises Senate on matters relating to the University's IT infrastructure with particular reference to: major system development and acquisition; infrastructure management; operating resource allocation and sustainability. The Committee also has the responsibility of ensuring the effective management of financial risk across the University, including the financial risks of subsidiaries and controlled entities.

The Committee is authorised by Senate to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any requests made by the Committee.

The Committee is authorised by Senate to obtain outside legal or other professional advice and to secure the attendance of external advisers with relevant experience and expertise if it considers this necessary, after consultation with the Chancellor.

---

## CONSTITUTION

### ***Ex-officio:***

- The Chancellor
- The Deputy Chancellor
- The Vice-Chancellor and Principal
- The Chair of the Academic Board

— **The Chair of the Finance and Audit Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate.**

— **Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor.**

— **Two external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.**

— **Senate may, on the advice of the Committee, or of its own volition, appoint additional members as required.**

## TERMS OF OFFICE

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

**Election**

In accordance with current provisions governing election to Senate committees.

**MEETINGS**

The Committee meets four times per year including at least one meeting with the external auditor.

**Quorum**

At any meeting of the Committee three members shall form a quorum.

**Reporting to Senate**

In addition to a report to Senate a copy of the agenda and minutes of meetings will be made available to Fellows on the secure Senate website.

**Secretary to the Committee**

Chief Financial Officer

## HUMAN RESOURCES COMMITTEE

### TERMS OF REFERENCE

The role of the Committee is to:

- Review the performance of the Vice-Chancellor and determine his or her incentive payments and approve the terms of employment of the Vice-Chancellor.
- Review and approve the Vice-Chancellor's recommendations regarding the remuneration, terms of employment and performance assessment of his direct reports.
- Monitor and advise Senate on matters relating to the University's strategies and policies supporting the recruitment and management of its academic and non-academic staff.
- Ensure the effective management of risk in areas within the Committee's remit.
- Approve the appointment of:
  - A Pro-Vice-Chancellor;
  - Any other Principal Officer; or
  - A Dean.
- Approve the award of an academic title for non-professorial staff who occupy the position of:
  - A Pro-Vice-Chancellor;
  - Any other Principal Officer; or
  - A Dean.

### CONSTITUTION

#### *Ex-officio:*

- The Chancellor
- The Deputy Chancellor
- **The Chair of the Human Resources Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate**
- **Two Fellows of Senate (not a staff member or student) appointed by Senate after appropriate consultation by the Chair of the Committee**
- **One external member with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.**
- **Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.**

#### **Term of office**

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

#### **Election**

In accordance with current provisions governing election to Senate committees.

### MEETINGS

The Committee meets four times per year.

## INVESTMENT AND COMMERCIALISATION COMMITTEE

### TERMS OF REFERENCE

The role of the Committee is to monitor and advise Senate on matters relating to the University's investment portfolio and commercialisation activities with particular reference to: the appropriateness of policies and the success of investment and commercialisation strategies; sustainability and ensuring the effective management of risk in areas covered by the Committee's remit.

The Committee is authorised by Senate to receive recommendations as to the appointment and retirement, as appropriate, of consultants and external managers, and make such decisions subject to reporting to Senate after the event. It will oversee and approve strategy for management of University investments (including policies, mandates, asset allocations, earnings targets, spending goals, and financial risks).

The Committee has oversight of the management of the University's long term investment portfolio, known as the Future Fund, and in that role may consider and approve major capital expenditure projects and strategic initiatives which are funded entirely from the Future Fund and which have previously been approved by the Building and Estates Committee. The Committee provides advice on the investment mandate for the Future Fund, which balances support for a broad range of core University objectives with seeking to achieve appropriate commercial returns.

### CONSTITUTION

#### *Ex-officio:*

- The Chancellor
  - The Deputy Chancellor
  - The Vice-Chancellor and Principal
- **The Chair of the Investment and Commercialisation Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate**
  - **Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor**
  - **Two external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.**
  - **Senate may, on the advice of the Committee, or of its own volition, appoint additional members as required.**

#### **Terms of office**

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

#### **Election**

In accordance with current provisions governing election to Senate Committees.

### MEETINGS

The Committee meets four times per year.

#### **Quorum**

## NOMINATIONS & APPOINTMENTS COMMITTEE

### TERMS OF REFERENCE

With respect to **Appointed Fellows of Senate** the role of the Committee is specified in Clause 46B of Chapter 4A of the University of Sydney By-Law as follows:

- (1) If the Senate is required to make a nomination as referred to in section 9(1)(b) of the Act or intends to make a nomination as referred to in section 9(2) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for nomination.
- (2) If the Senate is required to appoint a person under section 9(1)(c) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for appointment.
- (3) The Committee is:
  - (a) to determine which of the persons identified under subclause (1) or (2) are to be recommended to the Senate:
    - (i) for nomination for consideration for appointment by the Minister, or
    - (ii) for appointment by the Senate, as the case may be, and
  - (b) to recommend the length of appointment for each such person, and
  - (c) to forward those recommendations to the Senate.
- (4) In determining the persons to be recommended under subclause (3)(a), the Committee is to have regard to:
  - (a) the skills and experience of the continuing Fellows, and
  - (b) the matters referred to in section 9(3) and (4) of the Act.
- (5) The Senate:
  - (a) is to consider the recommendations forwarded by the Nominations Committee, and
  - (b) is to determine which of the recommended persons are to be nominated for appointment and may select one or more other persons for nomination in place of one or more of the recommended persons, and
  - (c) is to determine which of the persons referred to in paragraph (b) are to be:
    - (i) nominated for consideration for appointment by the Minister, or
    - (ii) appointed by the Senate,as the case may be, and
  - (d) is to determine:
    - (i) in the case of the persons referred to in paragraph (c)(i), the recommended length of appointment for each such person, or
    - (ii) in the case of the persons referred to in paragraph (c)(ii), the length of appointment for each such person.
- (6) The Senate is, when selecting a person for nomination other than a person recommended by the Nominations Committee, to have regard to the matters referred to in subclause (4)(a) and (b).
- (7) The Chancellor is to forward the determinations referred to in subclause (5)(c)(i) and (d)(i) to the Minister.

With respect to **honorary awards** the Committee is to consider suggestions for honorary degrees and honorary fellowships and submit a report to Senate. Documentation received by the Committee will be available to Fellows for inspection.

With respect to **nomenclature** the Committee is to review and make recommendations to Senate as regards naming proposals, changes to existing names or the discontinuation of existing names in relation to: University buildings and other significant assets; scholarships and prizes; centres and institutes and foundations.

With respect to **governance** the Committee is to monitor and advise Senate on governance issues generally as they relate to Senate and the University including induction and continuing education of Fellows, Senate performance reviews, committee structure and remits, and related matters.

With respect to the approval of **appointments other than to chairs** the Committee is authorised by Senate to approve appointments to University-related entities subject to reporting to Senate after the event.



## **CONSTITUTION**

### **Ex-officio:**

- The Chancellor (Chair)
  - The Deputy Chancellor
  - The Vice-Chancellor
  - The Chair of the Academic Board
- **Three Fellows of Senate who are external Fellows within the meaning of s9(9) of the University of Sydney Act and are appointed by Senate**
- **Two Fellows of Senate elected by Senate**
- **Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.**

### **Term of Office**

Elected and appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

### **Election**

In accordance with current provisions governing election to Senate Committees

## **MEETINGS**

The Committee meets at least two times per year.

### **Quorum**

At any meeting of the Committee four members shall form a quorum.

### **Reporting to Senate**

The Committee reports to Senate.

### **Secretary to the Committee**

Secretary to Senate

### **In attendance**

TBA by Chair

# SAFETY AND RISK MANAGEMENT COMMITTEE

## TERMS OF REFERENCE

### Primary purpose

The role of the Committee is to support and advise Senate in respect of:

- (a) WHS, environment and risk management matters and related risks arising from the activities and operations of the University and affiliated entities; and
- (b) Non-financial risks generally within the University unless they are dealt with by another committee of the Senate.

The Senate Safety and Risk Management Committee (SRMC) monitors and advises Senate on matters relating to work health and safety (WHS) including compliance with work health and safety legislation as it applies to the University. The Committee also monitors and advises Senate on environment-related risk and compliance with environment-related legislation as it applies to the University.

The Committee will monitor and advise on specific matters on the request of the Senate or areas in which it feels that additional governance is required.

The SRMC maintains oversight of the effectiveness of the risk management framework in general, ensuring the effective management of risk in areas within its remit and for monitoring non-financial risk matters generally within the University unless they are dealt with by another committee of Senate. The SRMC allocates the management of specific risks to other relevant committees of Senate.

In respect of health and safety matters, the SRMC will:

1. Make recommendations to Senate to assist it to demonstrate its commitment and to discharge its responsibilities in relation to WHS;
2. Review WHS risks and the effectiveness of implementation of the Safety Management System;
3. Review WHS-related legislative developments to ensure that they are being effectively incorporated into the University's policies and procedures;
4. Reviews outcomes of WHS audit activities;
5. Request reports on specific WHS risks;
6. Annually review the WHS responsibility matrix to ensure it reflects accountability of managers, and
7. Undertake site visits and periodically invite presentations from areas identified as having a high WHS risk. The purpose of these visits and presentations is to reinforce the effectiveness of the commitment, culture, resources and systems to manage WHS.

In respect of environment matters, the SRMC will:

1. Make recommendations to Senate to assist it to demonstrate its commitment and to discharge its responsibilities in relation to environment matters;
2. Review environment-related risks and the effectiveness of measures in place to manage or control their impacts;
3. Review environment-related legislative developments to ensure that they are being effectively incorporated into the University's policies and procedures, and
4. Undertake site visits and periodically invite presentations from areas identified as high risk. The purpose of these visits and presentations is to ensure the effectiveness of the commitment, culture, resources and systems to manage environment issues.

In respect of risk management matters, the SRMC will:

1. Review recommendations from the relevant committee of SEG in relation to the risk management and compliance framework;

2. Work with the relevant committee of SEG to oversee the effectiveness of the risk management framework and University-wide risk register, specifically that it enables the timely and effective identification of material risks to the University;
3. Determine strategies to mitigate risks and to identify emerging risks;
4. Undertake focused discussion of specific risks allocated to the Committee;
5. Review the allocation of specific risks for different categories of risk;
6. Receive and review reports on the risk profile and exposure;
7. Allocate management of specific risks and relevant mitigation controls to the Senate, or a committee of Senate, and ensure the risks are being appropriately managed and monitored;
8. Review and note the General Insurance Renewal report and make recommendations as appropriate, and
9. Oversee and monitor the legislative compliance framework of high risk legislation to ensure appropriate management of compliance issues

## **CONSTITUTION**

### **Ex-officio:**

- The Chancellor
  - The Deputy Chancellor
  - The Vice-Chancellor and Principal
- **The Chair of the Safety and Risk Management Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate**
  - **Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor**
  - **Two external members with appropriate professional expertise and experience in risk management and the occupational health and safety field appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled**
  - **Senate may, on the advice of the Committee, or of its own volition, appoint additional members as required**

### **Term of Office**

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

### **Election**

In accordance with current provisions governing election to Senate Committees.

## **MEETINGS**

The Committee meets four times per year.

### **Quorum**

At any meeting of the Committee three members shall form a quorum.

---

**Reporting to Senate**

The Committee reports to Senate.

**Secretary to the Committee**

Secretary to Senate

# Delegations of Authority: Academic Functions

**Approved by:** Senate on 6 September 1999

**Last Amended:** 4 December 2006  
15 February 2016 (administrative amendments)

**Date of effect:** 1 January 2007

## **Section 1 - Preliminary**

- 1.1 Introductory note
- 1.2 When these delegations take effect

## **Section 2 – How to interpret this document**

- 2.1 Legislation, policies and procedures
- 2.2 Definitions/abbreviations
- 2.3 Assumptions
- 2.4 Agency
- 2.5 Authority of Vice-Chancellor
- 2.6 Responsibility lines
- 2.7 Advice
- 2.8 Boards of Studies

## **Section 3 – Academic Delegations**

**Part A** (Approved by Senate 6 September 1999 and amended by Senate on 3 November 2003)

### General

- Quotas/Availability of courses and Units of Study
- Variation of requirements for a course

### Undergraduate and Postgraduate coursework

- Admission
- Undergraduate admission
- Credit transfer
- English language requirements
- Undergraduate Honours degrees
- Attendance
- Course requirements
- Enrolment variations/discontinuation of enrolment/suspension of candidature
- Satisfactory progress
- Appeals (Undergraduate and Postgraduate coursework)

### Postgraduate research degrees

- Postgraduate candidatures
- Appeals (Postgraduate research)

### Academic Year

**Part B** (Approved by Senate on 1 November 1999 and amended by Senate on 4 December 2000)

Examinations and assessment - Coursework

**Part C** (Approved by Senate on 1 May 2000)

Prizes and scholarships

## Section 1 – Preliminary

### 1.1 Introductory note

This document contains comprehensive delegations of academic authority for the University of Sydney. **IT IS ESSENTIAL THAT SECTION 2 BE READ FIRST FOR INFORMATION ON HOW TO INTERPRET THIS DOCUMENT.**

### 1.2 When these delegations take effect

The Delegations of Authority detailed at Part A below were approved by the Senate on 4 December 2000 and take effect from 5 December 2000. The Delegations of Authority detailed at Part B below were approved by Senate on 4 December 2000 and take effect from 5 December 2000. The Delegations of Authority detailed at Part C below were approved by Senate on 1 May 2000 and take effect from 2 May 2000. These Delegations of Authority supersede and revoke all previous delegations of authority to the extent that those previous delegations are inconsistent with these Delegations of Authority (including any previous resolutions of the Senate or of the Academic Board). Any agency previously in force continues in effect, until revoked by the delegate who authorised it, unless it is inconsistent with these Delegations of Authority.

## Section 2 - How to interpret this document

### 2.1 Legislation, policies and procedures

These Delegations of Authority and any agency must always be read subject to and exercised in accordance with, any:

- (a) legislation (e.g. *University of Sydney Act 1989* (NSW) or any of the University's by-laws or rules); and
- (b) University policy, code of conduct or procedure.

### 2.2 Definitions/Abbreviations

These words or abbreviations are used in this document, where they appear frequently, and have the following meanings:

<b>Agent</b>	the substantive, temporary or acting occupant of a position authorised to so act by a delegate
<b>Dean</b>	Dean of a faculty, Principal or Director of an academic college* or the Dean of the Australian Graduate School of Management
<b>Faculty</b>	a faculty, college board or the Australian Graduate School of Management, as established by their respective constitutions
<b>Delegate</b>	the substantive, temporary or acting occupant of a position, or a group of persons (for example, a committee), with delegated authority under this document
<b>Head</b>	head of a department, school or equivalent academic unit as designated by the relevant Pro-Vice-Chancellor (College) or Deputy Vice-Chancellor, as the case may be
<b>Transaction</b>	the whole of any transacted business or negotiation, as opposed to any part of it
<b>VC</b>	Vice-Chancellor and Principal

**Course** a program of units of study that leads to the award of a degree, diploma or certificate

**Unit of Study** a stand-alone component of a course

**RRTC** the Research and Research Training Committee of the Academic Board

**USC** the Undergraduate Studies Committee of the Academic Board

**GSC** the Graduate Studies Committee of the Academic Board

*\* Under Section 27 (1) of the University of Sydney Act, academic colleges are: Sydney Conservatorium of Music, Cumberland College of Health Sciences, Sydney College of the Arts and Orange Agricultural College*

### 2.3 Assumptions

The following assumptions may be made about a delegate's or an agent's level and scope of authority given under this document:

- (a) a delegation or an agency given under this document relates to the delegate's or agent's position, not to the individual in that position;
- (b) a delegate or an agent may take any action or sign any document (subject to any protocols of the University about signing documents) necessary to give effect to a transaction he or she has authorised under his or her delegation or agency;
- (c) a delegate or an agent may only exercise authority with respect to a transaction as a whole (see the definition of transaction in section 2.2 above), and not with respect to any part of it;
- (d) a delegate or an agent who is appointed to or otherwise acts temporarily in a position has the same level of delegation or agency as the substantive occupant, subject to paragraph 2.4 below; and
- (e) the delegation or the agency applies only to that delegate's or agent's accountability area.

### 2.4 Agency

Unless indicated otherwise, a delegate is permitted to authorise another person to exercise his or her delegation (or any part of it) as an agent. However, the following restrictions apply:

- (a) the delegate remains responsible for ensuring that function is exercised properly by the agent;
- (b) the agency must be given in writing
- (c) the delegate may still perform a function even if he or she has appointed an agent to do so; and
- (d) an agent cannot give a sub-agency to another person.

### 2.5 Authority of Vice-Chancellor

Delegates and agents are always subject to the direction and authority of the Vice-Chancellor. The Vice-Chancellor has authority to exercise any delegation of authority specified in this document, except those explicitly delegated to a committee of the Senate or to the Academic Board or any of its Standing Committees.

### 2.6 Responsibility lines

- (a) A delegate's supervisor may exercise the same level of authority as the delegate (that is to say, levels of authority are hierarchical through relevant lines of responsibility up to and including the Vice-Chancellor).

- (b) A delegation of authority or an agency may be, wholly or partially, withdrawn or restricted (either permanently or temporarily) at any time by the substantive occupant of the position to whom that delegate or agent is immediately or ultimately accountable.

## **2.7 Advice**

A delegate or an agent may appoint another person or a committee to advise about the exercise of delegated authority (including decision-making). However, the delegate or agent always remains responsible for making the decision.

## **2.8 Boards of Studies**

The way in which Boards of Studies relate to faculties is under discussion.

## **Section 3 - Academic Delegations**

### **Note: Senate Rules and Resolutions**

Senate Rules and Resolutions define the authority of the Senate in relation to certain academic matters. For example, requirements for admission to candidature are prescribed by the Senate. This document does not, generally, include those matters for which Senate has not delegated authority to another person or body.



**PART A (Approved by Senate on 6 September 1999 and amended by Senate on 3 November 2003 and 6 December 2006)**

<b>General</b>		
<b>Quotas/Availability of Courses and Units of Study</b>		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Determine enrolment quotas for degrees, diplomas and certificates (undergraduate or postgraduate).	Vice-Chancellor	<b>Dean**</b>
Determine quotas for units of study (undergraduate or postgraduate).	Vice-Chancellor	<b>Dean***</b>
Determine that a particular unit of study, that has been advertised as being available, not be offered because of unforeseen circumstances.#	Dean	-
<i>** Deans must consult with the Deputy Vice-Chancellor (Planning and Resources), with Pro Vice-Chancellors (College) and with other Deans affected before any changes to quotas are made. Any changes to the enrolment quotas must have the concurrence of the Deputy Vice-Chancellor (Planning and Resources).</i>		
<i>*** Faculties may present a case to the Deputy Vice-Chancellor (Planning and Resources), acting on behalf of the Vice-Chancellor, for a quota to be set with respect to admission to particular units of study because of resource constraints. In considering such applications the Deputy Vice-Chancellor (Planning and Resources) must ensure that adequate notice has been given to students or prospective students that particular units of study may not be freely available and determine whether the selection criteria for admission to particular units are transparent and based on appropriate measures of merit.</i>		
<i>#Such a decision shall be made after consideration of the impact on students of the particular unit of study not being available.</i>		

<b>Variation of requirements for a Course</b>		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Vary the resolutions for a particular candidate in exceptional circumstances: (a) for higher doctorates and the PhD, (b) for other award courses.	Academic Board Vice-Chancellor	<b>Chair, GSC Dean</b>

### **Undergraduate and Postgraduate Coursework**

#### **Postgraduate Candidatures**

*The University of Sydney (Amendment Act) Rule 1999 states that a Head of Department may delegate his/her responsibilities to a specified member of the academic staff.*

#### **Admission**

<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Admit candidates to courses or units of study within a faculty and determine candidature.	Dean	-
Recognise institutions, programs and courses for the purposes of admission.	Academic Board	<b>USC/GSC</b>

#### **Undergraduate admission**

<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Approve additional procedures relating to TER/UAI used as basis for admission, e.g. which UAI is used.	Academic Board	<b>USC</b>
Approve preparatory programs of study or prior learning.	Academic Board	<b>USC</b>
Approve special admission schemes.	Academic Board	<b>USC</b>
Approve late amendments to the list of courses included under the Flexible Entry Scheme	USC	-
Set academic selection criteria for international students.	Dean, with confirmation by USC	-

#### **Credit transfer**

<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Responsible for University-wide credit transfer policy.	Academic Board	<b>USC/GSC</b>
Determine level of credit to be granted for completed units of study.	Dean	<b>Dean (either on the basis of approved table or on the recommendation of the Head of Dept)</b>

#### **English language requirements**

<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Determine English language requirements.	Academic Board on recommendation of USC/GSC/RRTC	-

Prescribe further assessment of English competence.	Dean	-
Waive formal language requirements under certain conditions.	Dean	-
<b>Undergraduate Honours degrees</b> (see also <i>University of Sydney (Coursework) Rule 2000</i> )		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Determine matters relating to Honours admission and enrolment.	Dean	-
<b>Attendance</b>		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Specify attendance requirements.	Faculty	-
<b>Course requirements</b> (see also the <i>Levels of Approval</i> defined in the <a href="#">Learning and Teaching Policy 2015</a> )		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Determine requirements to be satisfied by candidates for award of degree, diploma or certificate.	Senate on the recommendation of the Academic Board	-
Determine procedures for the consideration, and deadline for submission of proposals for new and amended award programs and courses.	Academic Board	<b>USC/GSC</b>
Approve units of study for degrees and diplomas in the faculty and the forms of teaching and learning which they comprise.	Faculty	-
Determine which optional units will be offered in a particular year.	Faculty (on the recommendation of the Dean and Heads of Department)	-
Prescribe professional experience, practical work required for course.	Faculty	-
Approve arrangements for teaching units of study.	Head of Department	-
<b>Enrolment variations/discontinuation of enrolment/suspension of candidature</b>		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Approve enrolment variations, including variations which (a) are not in accordance with prescribed program; or (b) involve waiving progression requirements.	Dean	-
Approve cross-institutional study.	Dean	-
Approve extensions of candidature for postgraduate candidates.	Dean	-

Grant permission to attend equivalent units at alternative times, where student has enrolled in co-timetabled units (undergraduate).	Head of Department	-
(1) Approve variations to the policy allowing recent school-leavers to defer enrolment for up to one year. (2) Approve deferment of enrolment for non-recent school-leavers (Category B admissions).	Dean	-
Decide matters relating to withdrawal/discontinuation.	Dean	-
Approve applications for suspension of candidature from postgraduate students and determine conditions for re-enrolment after suspension.	Dean	-

### Satisfactory progress

Function	Delegate	Agent
Determine what constitutes satisfactory progress in each course.	Faculty in faculty resolutions	-
Responsible for exclusion procedures: (a) require students to show good cause why they should be allowed to re-enrol; (b) exclude a student who fails to show good cause; (c) permit an excluded student to re-enrol; (d) determine whether credit be given for work completed during period of exclusion.	Dean	-
Determine appeals against exclusion.	Senate Student Appeals Committee (Exclusions and Readmissions)	-

### Appeals (Undergraduate and Postgraduate coursework)

Function	Delegate	Agent
Make final decisions on appeals.	Senate Student Academic Appeals Committee	-
Make a decision about an appeal at faculty level.	Dean	-

### Postgraduate Research Degrees

#### Postgraduate candidatures

*(The University of Sydney (Amendment Act) Rule 1999 states that a Head of Department may delegate his/her responsibilities to a specified member of the academic staff)*

Function	Delegate	Agent
Admit candidates to courses or units of study within faculty and determine candidature.	Dean	-

Admit candidates for higher doctorates who are not graduates of the University of Sydney.	Academic Board	<b>RRTC</b>
Determine matters relating to the candidature and examination of postgraduate research students.	Dean (on the recommendation of the Head of Department)	-
Establish effective supervisory practices for postgraduate research students.	RRTC	-
Prescribe procedures for PhD examination.	Academic Board (on the recommendation of RRTC)	-
Determine matters relating to the award of the degree of Doctor of Philosophy.	RRTC	-
Determine whether or not a Higher Doctorate be awarded.	Academic Board	<b>RRTC</b>
Determine whether or not a PhD be awarded.	Dean/BPGS/PhD Award Sub-Committee	-
Determine whether or not a research masters degree be awarded.	Dean	-
<b>Appeals (Postgraduate research)</b>		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Make final decisions on appeals	Appeal Committee of GSC (subject to student right to appeal to the Student Academic Appeals Committee of the Senate)	-
Make a decision about an appeal at faculty level.	Chair, Faculty Board of Postgraduate Studies	-
Determine whether due academic process has been observed where a student does not accept a faculty decision.	Chair, GSC	-

<b>Academic Year</b>		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Determine periods of instruction and commencement and conclusion dates of the academic year.	Academic Board	-

**PART B (Approved by Senate on and with effect from 1 November 1999 and amended by Senate on 4 December 2000)**

<b>Examination and assessment - coursework</b>		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
Determine policies regarding examination and assessment in the University.	Academic Board	Teaching and Learning Committee
Determine the nature and extent of examining in the units of study in the faculty.	Faculty	-
Responsible for academic aspects of the conduct of examinations.	Head of Department (who may be advised by a departmental examination board)	-
Determine the specific unit of study results of candidates.	Head of Department (who may be advised by a departmental examination board)	-
Determine tests to be completed by students who suffer illness or misadventure.	Head of Department (who may be advised by a departmental examination board)	-
Give effect to Faculty (and Academic Board) resolutions concerning the scaling of marks, distribution of grades, methods of examining and other matters affecting conduct of examinations and the determination of results.	Head of Department (who may be advised by a departmental examination board)	-
Determine award of honours degrees and the level at which they are awarded.	Dean on advice from Faculty Honours Committee	-
Determine who qualifies for the award of a University medal.	Dean on advice from Faculty Honours Committee	-
Review examination results.	Faculty (by committee)	-
Make decisions on outstanding cases; amend results on the basis of additional information.	Dean	-
Certify that candidates have completed requirements for admission to degrees.	Dean	-

Head of Department Authorities and Academic Delegations may be found in the Resolutions of the Senate, 1999 Calendar Volume I (*page 118*).

**PART C (Approved by Senate on 1 May 2000)**

<b>Prizes and scholarships</b>		
<b>Function</b>	<b>Delegate</b>	<b>Agent</b>
(1) Determine terms and conditions of awards established within the University	Academic Board	-
Creation and amendment of University-wide awards (Undergraduate) Consider offers to establish awards and amendments to existing awards. Determine terms and conditions of awards in accordance with the terms of the gift/bequest and in accordance with Senate and Academic Board guidelines	-	Pro-Vice-Chancellor (Teaching and Learning)
Creation and amendment of University-wide awards (Postgraduate) Consider offers to establish awards and amendments to existing awards. Determine terms and conditions of awards in accordance with the terms of the gift/bequest and in accordance with Senate and Academic Board guidelines.	-	Pro-Vice-Chancellor (Research)
Creation and amendment of Faculty, School and Departmental awards (Undergraduate and postgraduate)	-	Dean (on recommendation of Head of Department)
(2) Award scholarships and prizes	Academic Board	-
Established awards: University-wide (Undergraduate)	-	As specified in scholarship/prize conditions, or where not specified, Pro Vice-Chancellor (Teaching and Learning)
Established awards: University-wide (Postgraduate)	-	As specified in scholarship/prize conditions, or where not specified, Pro Vice-Chancellor (Research)
Established awards: Faculty, School and Departmental (Undergraduate and postgraduate) (a) Award faculty, school or prizes for which applications are not required; (b) Award scholarships and prizes for which applications are required.	-	(a) As specified in scholarship/prize conditions, or where not specified, head of responsible unit; (b) As specified in scholarship/prize conditions, or where not

		specified, Dean.
(3) Non-established scholarships	Academic Board	-
(a) Create non-established scholarships	-	Head most concerned
(b) Award non-established scholarships	-	Head most concerned
(4) Award specific postgraduate scholarships/determine nominations	Academic Board	-
Award specific postgraduate scholarships: (a) funded by Commonwealth (e.g. APA, UPA, IPRS) (b) by Academic Board as specified in scholarship/prize conditions (e.g. travelling scholarships)	-	Postgraduate Awards Committee
Determine University nominations for postgraduate scholarships required by external organisations (e.g. CSFP)	Academic Board	Postgraduate Awards Committee



# Supplementary Delegations of Authority – Academic Functions

**Approved by: Senate on 2 June 2014**

**Date of effect: 6 June 2014**

---

## 1 Preliminary

- (1) Senate has passed these resolutions pursuant to section 17 of the [University of Sydney Act 1989 \(as amended\)](#).
- (2) The delegations of authority made by these resolutions apply in addition to, and not in derogation from, delegations of authority set out in any of the following documents, as they are amended from time to time:
  - (a) [Delegations of Authority – Academic Functions](#) approved by Senate on 6 September 1999;
  - (b) [University of Sydney \(Coursework\) Rule 2000](#); and
  - (c) [University of Sydney \(Higher Degree by Research\) Rule 2011](#).
- (3) These delegations must always be read subject to and exercised in accordance with any:
  - (a) legislation (e.g. *University of Sydney Act 1989 (as amended)*) or any of the University's by-laws or rules; and
  - (b) University policy, code of conduct or procedures.

## 2 Definitions

When used in this document the following words and abbreviations have the following meanings.

<b>Associate Dean</b>	means an Associate Dean of a faculty.
<b>course</b>	means a program of units of study that leads to the award of a degree, diploma or certificate.
<b>Dean</b>	means Dean of a faculty.
<b>Deputy Dean</b>	means Deputy Dean of a faculty.
<b>delegate</b>	means an employee, member or committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate.

<b>HOD</b>	means a head of a department or equivalent academic unit.
<b>HOS</b>	means a Head of School or equivalent budget unit, formally appointed as such.
<b>Pro-Dean</b>	means a Pro-Dean of a faculty.
<b>Program Co-ordinator</b>	means a senior member of the University's academic staff appointed by a Dean to have responsibility for a particular degree or program of study within a faculty or, for higher degree by research students within a defined academic area such as a discipline, department, school or faculty.
<b>Sub-Dean</b>	means a Sub-Dean of a faculty.
<b>transaction</b>	means the whole of any transacted business or negotiation, as opposed to any part of it.

### 3. Principles

The following principles apply in relation to the level and scope of delegated authority given under this document.

- (a) A delegation relates to the delegate's position, not to the individual in that position.
- (b) A delegate may take any action or sign any document (subject to the University's protocols about signing documents) necessary to give effect to a transaction the delegate has authorised.
- (c) A delegate may only exercise authority in respect to a transaction as a whole, and not with respect to only part of it.
- (d) A delegate who is appointed to, or otherwise temporarily acts in, a position has the same level of delegation as the substantive occupant of that position.
- (e) A delegation applies only to the delegate's accountability area.
- (f) A delegate who is ultimately subject to the direction and supervision of the Vice-Chancellor through established lines of accountability is, in the exercise of delegations, also subject to the direction and supervision of officers of the University more senior in the lines of accountability. Officers more senior in the lines of accountability to a delegate named in these delegations of authority may exercise a delegation conferred on that named delegate, but only in accordance with its terms.

### 4 Appointment to acting positions

If the occupant of a position to which a delegation has been given under these resolutions is absent in circumstances where no person has been appointed to act in that position, the relevant Dean may appoint an individual to act in the position on a temporary basis.

## 5 No sub-delegation

No delegate is authorised to sub-delegate to another person or group (by way of an agency or in any other way) any or all of the functions delegated pursuant to these resolutions.

## 6 Delegations

The following functions are delegated to the listed delegates.

Function	Delegate
Determine level of credit to be granted for completed units of study in coursework award courses.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve enrolment variations, including variations which (a) are not in accordance with prescribed program or (b) involve waiving progression requirements.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve cross-institutional study.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve extensions of candidature for postgraduate coursework candidates.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve variations from the policy allowing recent school-leavers to defer enrolment for up to one year.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve deferment of enrolment for non-recent school leavers.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Decide matters relating to withdrawal or discontinuation.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve applications for suspension of candidature from postgraduate coursework students and determine conditions for re-enrolment after suspension.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Grant advance permission to re-enrol to a student proposing to discontinue in their first year of enrolment.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve suspension by coursework student for more	Associate Dean; Deputy

than one but less than two years.	Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Determine matters relating to the candidature and examination of postgraduate research students.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator

## NOTES

### Supplementary Delegations of Authority - Academic Functions

Date adopted: 2 June 2014

Date commenced: 6 June 2014

Review date:

Related documents:

*University of Sydney Act 1989 (as amended)*

*University of Sydney By-Law 1999 (as amended)*

*University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)*

*Delegations of Authority – Academic Functions*

---

## AMENDMENT HISTORY

Provision	Amendment	Commencing
-----------	-----------	------------

# Election of Principal Officers of the Senate and of Committees of the Senate and of the Fellow referred to in Section 9(1)(c) of the Act

**Approved by:** Senate prior to 1990

**Latest amendment:** Senate on 21 September 2009

**Date of effect:** 28 May 2010

## RESOLUTIONS OF THE SENATE

### Application

- 1.1 Unless the Senate otherwise decides, these resolutions shall apply to elections held for—
  - 1.1.1 the Chancellor, the Deputy Chancellor and the Chair of the Finance Committee;
  - 1.1.2 any of the standing committees of the Senate or any ad hoc committee established by the Senate for any purpose; and
  - 1.1.3 the Fellow appointed by the Senate under section 9(1)(c) of the Act.
- 1.2 The voting papers at an election at which one candidate is to be elected shall be counted in accordance with section 10 of these resolutions and, at an election at which more than one candidate is to be elected, shall be counted in accordance with section 11 of these resolutions.
- 1.3 The Secretary to Senate shall be responsible for the conduct of elections held under these resolutions.

### Nominations for election as Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act

- 2.1 Nominations for election to the office of Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act shall be received by the Secretary to Senate not later than 5.00 pm on the thirteenth normal working day prior to the day upon which the meeting of the Senate is to be held at which the ballot for the election is to be conducted.
  - 2.2 Each nomination shall be signed by at least two Fellows and shall be accompanied by a written statement signed by the person nominated signifying consent to the nomination.
  - 2.3 There shall be a separate nomination paper for each candidate and no Fellow shall sign more than one nomination paper.
  - 2.4 If a Fellow signs more than one nomination paper, the signature shall be counted upon the first nomination paper received by the Secretary to Senate and not on any other nomination paper.
3. On the expiration of the time for receiving nominations—
- 3.1 should there be no valid nominations, the Secretary to Senate shall report to the next regular meeting of the Senate that there have been no valid nominations, and shall give notice that the election shall be held at the next following regular meeting of the Senate;
  - 3.2 should there be only one valid nomination for any of the offices, the Secretary to Senate shall declare elected the person nominated, and shall report that person's election to the next regular meeting of the Senate;

- 3.3 should there be more than one valid nomination for any of the offices—
- 3.3.1 the Secretary to Senate shall show the name of each person so nominated on the agenda paper for the meeting of the Senate at which the ballot for the election is to be conducted; and
- 3.3.2 a ballot shall be conducted as provided in these resolutions.

#### **Nominations for election to committees**

- 4.1 Nominations for election to committees shall be received by the Secretary to Senate not later than 5.00 pm on the fifth normal working day prior to the day upon which the meeting of the Senate is to be held at which the ballot for the election is to be conducted.
- 4.2 Each nomination shall be signed by one Fellow and shall be accompanied by a written statement signed by the person nominated signifying consent to the nomination. Alternatively, a Fellow may self-nominate, provided he/she is eligible to do so.
- 4.3 There shall be a separate nomination paper for each candidate. Where there is one position to be filled on a Senate committee, no Fellow shall sign more than one nomination paper. Where there is more than one position to be filled on a Senate committee, the maximum number of nomination forms a Fellow may sign equals the number of positions to be filled.
- 4.4 Where there is one position to be filled on a Senate committee, if a Fellow signs more than one nomination paper, the signature shall be counted upon the first nomination paper received by the Secretary to Senate and not on any other nomination paper.
5. At the close of nominations—
- 5.1 should the number of nominations equal the number of vacancies, the Secretary to Senate shall declare elected the person or persons nominated;
- 5.2 should the number of nominations be less than the number of vacancies, the Secretary to Senate shall declare elected the person or persons nominated with the remaining vacancies filled by existing members on the basis of seniority on the Committee, subject to the member's agreement, and, if there is equal seniority, on the basis of a name drawn by lot;
- 5.3 should the number of nominations exceed the number of vacancies, a ballot shall be conducted as provided in these resolutions.

#### **Preparation of voting papers**

- 6.1 In the case of an election for the offices of Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act—
- 6.1.1 the Secretary to Senate shall prepare separate voting papers for the election for each office, and shall give a voting paper for each election to each Fellow at the meeting at which the election is to be held;
- 6.1.2 the voting paper shall contain—
- 6.1.2.1 instructions as to the manner in which the voting paper shall be completed;
- 6.1.2.2 the names of all duly nominated candidates arranged in an order to be determined by lot; and
- 6.1.2.3 a rectangle opposite and to the left of the name of each candidate.
- 6.2 In the case of other elections—
- 6.2.1 The Secretary to Senate shall give to each Fellow for each election a separate and similar slip of paper headed 'Voting Paper' and containing instructions as to the manner in which the voting paper is to be completed and a column of rectangles down the left hand edge of the paper;

## 5 No sub-delegation

No delegate is authorised to sub-delegate to another person or group (by way of an agency or in any other way) any or all of the functions delegated pursuant to these resolutions.

## 6 Delegations

The following functions are delegated to the listed delegates.

<b>Function</b>	<b>Delegate</b>
Determine level of credit to be granted for completed units of study in coursework award courses.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve enrolment variations, including variations which (a) are not in accordance with prescribed program or (b) involve waiving progression requirements.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve cross-institutional study.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve extensions of candidature for postgraduate coursework candidates.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve variations from the policy allowing recent school-leavers to defer enrolment for up to one year.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve deferment of enrolment for non-recent school leavers.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Decide matters relating to withdrawal or discontinuation.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve applications for suspension of candidature from postgraduate coursework students and determine conditions for re-enrolment after suspension.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Grant advance permission to re-enrol to a student proposing to discontinue in their first year of enrolment.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Approve suspension by coursework student for more	Associate Dean; Deputy

than one but less than two years.	Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator
Determine matters relating to the candidature and examination of postgraduate research students.	Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator

## NOTES

### Supplementary Delegations of Authority - Academic Functions

Date adopted: 2 June 2014

Date commenced: 6 June 2014

Review date:

Related documents:

*University of Sydney Act 1989 (as amended)*

*University of Sydney By-Law 1999 (as amended)*

*University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)*

*Delegations of Authority – Academic Functions*

---

## AMENDMENT HISTORY

Provision	Amendment	Commencing
-----------	-----------	------------



# Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees

**Latest amendment approved by:** Senate on 3 February 2014  
**Date of effect:** 4 February 2014

## RESOLUTIONS OF THE SENATE

- **Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees**
- **Departmental and School Boards**
- **Student Membership of the Faculties, College Boards and Boards of Studies**
- **Faculty Standing Committees on Courses of Study**
- **Research Staff**

---

## Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees

### Faculties and college boards

1. A faculty or college board shall consist of the full-time permanent and fractional permanent members of the academic staff of departments and schools in the faculty or college and such other persons or classes of persons as are prescribed in the by-laws and by resolution of the Senate.
2. Notwithstanding any other provision of these resolutions a faculty or college board shall exercise its powers and functions subject to the authority of the Senate and the Academic Board and to any determination of, appointment by or reference made by, the Senate or the Board.
- 3.1 Subject to sections 2 and 3, a faculty or college board shall determine all matters concerning the degrees and diplomas in that faculty or college.
- 3.2 Without limiting the generality of section 3.1, a faculty or college board may:
  - 3.2.1 admit to and determine candidature for the degrees and diplomas in that faculty or college;
  - 3.2.2 appoint supervisors and examiners of candidates for higher degrees in that faculty or college;
  - 3.2.3 subject to section 3.3, on the recommendation of a professor in respect of a course of study in the field of his or her chair or of the head of the department or school concerned, approve courses of study for the degrees and diplomas in the faculty or college and arrangements for teaching such courses;
  - 3.2.4 determine the nature and extent of examining in the courses of study in the subjects for the degrees and diplomas in the faculty or college;

- 3.2.5 determine the grades of pass to be awarded, and the conditions for granting deferred or supplementary examinations in respect of the courses of study in the subjects for the degrees and diplomas in the faculty or college; and
- 3.2.6 supervise the work of departments and schools and members of the faculty or college under paragraphs 3.2.2, 3.2.3, 3.2.4 and 3.2.5.
- 3.3 Where a proposal for a new or revised course of study will affect a student enrolled in another faculty or college or in a board of studies, the person or body authorised to approve that proposal shall ensure that the dean of that other faculty or the chairperson of that board of studies or college board has been consulted before a decision is taken on the proposal.
4. Definition
- Each unit of study is the responsibility of an academic unit. It is often a department but may be a centre, faculty or interdisciplinary committee. In this section 'department' and 'head' refer to that academic unit and its head.
- 4.1 The head of the relevant department shall be responsible for all academic aspects of the conduct of examinations in the undergraduate and postgraduate units of study taught by that department and shall ensure that they are conducted in accordance with the policies and directions of the Academic Board and the relevant faculty. The head shall determine the unit of study results of each of the candidates concerned after considering the recommendations of the Principal Examiner(s) appointed for the unit of study by the head. The head may formally appoint a departmental examination board to facilitate this function.
- 4.2 In cases where the teaching of a unit of study is shared by more than one department, the relevant Dean(s) will appoint a head to undertake the responsibilities of a head as set out in section 4.1 above, following consultation between the departments concerned.
- 4.3 The relevant faculty shall determine the award of honours degrees and the levels at which they are awarded.
- 4.4 The relevant faculty shall establish mechanisms for review of results, including those for students affected by illness or misadventure, in accordance with any policies of the Academic Board.
- 5.1 Except as provided in section 5.2 or where the Senate otherwise determines, each faculty or college board shall appoint from its members a board of postgraduate studies which shall exercise in respect of each candidate for a postgraduate degree or diploma the powers and functions of the faculty or college board and shall exercise such other powers and functions in respect of postgraduate degrees and diplomas as the faculty or college board may determine.
- 5.2 In the case of the Faculties of Dentistry, Medicine, Nursing and Midwifery and Pharmacy:
- 5.2.1 a joint board of postgraduate studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall be appointed which shall exercise in respect of each candidate in the Faculties of Dentistry and Medicine with respect to a postgraduate degree, diploma or certificate, and in the Faculties of Nursing and Midwifery and Pharmacy with respect to a postgraduate research degree, the powers and functions of each faculty and shall exercise such other powers and functions in respect of postgraduate degrees, diplomas and certificates as each faculty may determine;
- 5.2.2 the membership of this committee shall consist of nominees of the Faculties of Dentistry, Medicine, Nursing and Midwifery and Pharmacy as determined by resolution of the relevant faculty in consultation with the Provost;

- 5.2.3 the Chair of the Joint Board of Postgraduate Studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall be appointed by the Provost in consultation with the Deans concerned;
  - 5.2.4 postgraduate course advisory committees may be appointed for any or all of the postgraduate courses in each faculty, as the faculty concerned sees fit; and
  - 5.2.5 the Joint Board of Postgraduate Studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall seek the advice of relevant postgraduate course advisory committees before making recommendations to the faculty concerned regarding curriculum matters.
- 5.3 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:
- 5.3.1 be present at any discussion at a meeting of a board of postgraduate studies;
  - 5.3.2 participate in any decision; or
  - 5.3.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
- being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.
- 5.4 A member of a board of postgraduate studies who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:
- 5.4.1 be present at any discussion at a meeting of a board of postgraduate studies;
  - 5.4.2 participate in any decision; or
  - 5.4.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
- being a discussion, decision or material, as the case may be, relating to any matter in respect of the member's own candidature for a degree or diploma.
- 6.1 A member of a faculty or college board who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:
- 6.1.1 be present at any discussion at a meeting of a faculty or college board;
  - 6.1.2 participate in any decision; or
  - 6.1.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
- being a discussion, decision or material, as the case may be, relating to any matter in respect of the member's own candidature for a degree or diploma.
- 6.2 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:
- 6.2.1 be present at any discussion at a meeting of a faculty or college board;
  - 6.2.2 participate in any decision; or
  - 6.2.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced

for the purpose of an examination or assessment within the faculty or college concerned,

being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.

- 7.1 A faculty or college board with more than one hundred members as at 1 January in each year shall, and other faculties and college boards may, appoint annually a standing committee on courses of study.
- 7.2 A standing committee referred to in section 7.1 shall be appointed in the manner and for the period prescribed by Senate resolution.
- 7.3 A standing committee referred to in section 7.1 shall consist of the dean of the faculty or chairperson of the college board and the heads of the departments or schools of the faculty or college or their nominees and such other members of the faculty or college as the faculty or college board may appoint.
- 7.4 A standing committee referred to in section 7.1 shall consider and make recommendations to the faculty or college board or, if so empowered by the faculty or college board, make decisions on proposals for new courses of study and on such proposals for revised courses of study as the dean after consultation with the Registrar may determine.
8. A faculty or college board may appoint, in addition to any standing committee appointed under section 7.1, other standing committees with such powers and functions, not being those referred to in section 7.4, as the faculty or college board may determine and any such committee may exercise such of the powers and functions of the faculty or college board as are specified in the resolution constituting the committee or in any subsequent resolution of the faculty or college board.
- 9.1 Where a faculty or college board approves an inter-departmental or inter-school course of study or research, the faculty or college board shall appoint from the persons nominated in accordance with section 9.2 an inter-departmental or inter-school committee to be responsible for that course of study or research.
- 9.2 The head of each department or school from which the staff teaching a course, or supervising research, referred to in section 9.2 is to be drawn shall nominate one or more persons for membership of any committee referred to in that subsection.
10. A faculty or college board shall consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board, and may of its own motion report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees and diplomas in the faculty or college.
- 11.1 A faculty or college board shall meet at least once a semester.
- 11.2 The quorum of a faculty or college board shall be forty members of the faculty or college board or one-eighth of the membership of the faculty or college board as at 1 January in each year, whichever is the lesser.
- 11.3 Notwithstanding section 11.1, where a meeting of a faculty or college board is not held in any semester the dean or chairperson shall report accordingly to the Academic Board at the next meeting of the Board held after the end of that semester.

### **Boards of studies**

12. A board of studies shall consist of such persons or classes of persons as are prescribed in the by-laws and by resolution of the Senate.
- 13.1 A board of studies shall have such powers and functions as may be determined by resolution of the Senate.

- 13.2 Without limiting the generality of section 13.1, the Board of Studies in Music shall have the same powers and functions as a faculty in relation to courses provided for the curriculum leading to any degree or diploma under its control.
- 14.1 A member of a board of studies who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:
- 14.1.1 be present at any discussion at a meeting of a board of studies;
- 14.1.2 participate in any decision; or
- 14.1.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the board of studies concerned,
- being a discussion, decision or material, as the case may be, relating to any matter in respect of the member's own candidature for a degree or diploma.
- 14.2 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not—
- 14.2.1 be present at any discussion at a meeting of a board of studies;
- 14.2.2 participate in any decision; or
- 14.2.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material produced for the purpose of an examination or assessment within the board of studies concerned, being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.

### **Graduate schools**

15. A graduate school shall consist of such persons or classes of persons as are either prescribed in the by-laws or by resolution of the Senate.

### **Departments and schools**

- 16.1 A department or school shall consist of such of the members of the teaching staff and the research staff of the University and such other persons or classes of persons as are appointed to it or assigned to it by the Senate or the Vice-Chancellor on the recommendation of the faculty or college board concerned.
- 16.2 A department or school shall be placed by the Senate or the Vice-Chancellor under the supervision, referred to in section 3.2.6, of a faculty, college or board of studies.
17. Subject to the authority of the Senate, the Academic Board and the faculties and boards of studies, a department or school shall encourage and facilitate teaching, scholarship and research and coordinate the teaching and examining duties of members of staff in the subjects or courses of study with which it is concerned.
- 18.1 Whenever the headship of a department or school is about to fall vacant, the relevant dean, after seeking advice from a range of staff from within the department or school, and the Provost and Deputy Vice-Chancellor, will determine whether it should be advertised internally and externally or, alternatively, offered to an existing member of the department or school.
- 18.2 Should the relevant dean determine that a vacant headship should be advertised internally and externally, the recruitment of the new head of department or school shall be made in accordance with the terms of the University's recruitment policy and procedures.

- 18.3 Should the relevant dean determine that a vacant headship should be offered to an existing member of the department or school, she or he will seek advice from a range of staff from within the department or school and the Provost and Deputy Vice-Chancellor regarding the appropriate process for internal appointment. After considering this advice the dean shall determine whether the appointment should be by nomination, expressions of interest or internal advertisement. If the dean considers it appropriate, after considering advice, she or he may recommend a direct appointment or establish a faculty committee to consider internal applicants and recommend a suitable appointment to the Provost. All Heads of School appointments require the approval of the Provost. Any such appointment shall be for a period not exceeding four years.
- 18.4 After consulting a range of staff of the department or school and the Provost and Deputy Vice-Chancellor, an existing head of department or school may be recommended for re-appointment by the dean for a further period not exceeding four years.
- 18.5 The head of a department or school shall be responsible to the Senate and the Vice-Chancellor through the dean of the faculty or chairperson of the board of studies or college board by which the department or school is supervised for administering the department or school according to the policies and decisions of the Senate, the Academic Board and the faculty, college board or board of studies concerned.
- 18.6 The head of a department or school shall:
- 18.6.1 arrange to consult from time to time with students on courses of study, teaching and examining within the department or school and report annually to the faculty or college board concerning these arrangements;
  - 18.6.2 arrange to consult and inform members of the departmental or school board on matters of policy and administration at least once each semester; and
  - 18.6.3 undertake such other responsibilities and carry out such other duties relating to the work of the department or school as may be required from time to time by the dean of the faculty or chairperson of the board of studies or college board by which the department or school is supervised, by the Vice-Chancellor, or by the faculty, college board or board of studies concerned.
- 19.1 A professor, in respect of the field of his or her chair, shall be responsible for initiating proposals for courses of study, for supervising and participating in teaching and examining and for promoting advanced study and research.
- 19.2 Subject to section 19.1 and to section 20 the head of a department or school shall:
- 19.2.1 submit to the faculty, college board or board of studies concerned proposals relating to courses of study and examinations in the department or school;
  - 19.2.2 organise the teaching and examining of courses of study as approved in general form by the faculty, college or board of studies concerned;
  - 19.2.3 allocate administrative duties within the department or school; and
  - 19.2.4 allocate and supervise the expenditure of funds allotted to the department or school.

### **Departmental and school boards**

- 20.1 Within each department and school there shall be a departmental or school board.
- 20.2 A departmental or school board shall consist of the following members:
- 20.2.1 the full-time and fractional members of the teaching staff and the research staff assigned to a particular department or school;

- 20.2.2 at least one student, not being a member of the full-time teaching staff, enrolled for a degree or diploma either supervised by a member of, or taking courses in, that department or school, to be selected in a manner to be determined by the full-time members of the teaching staff of the department or school concerned; and
- 20.2.3 persons of such other classes as may be prescribed from time to time by the Senate.
- 20.3 A departmental or school board shall consider and make representations on any matters pertaining to the department or school referred to it by the head of the department or school and may in addition make representations on any matter pertaining to the department or school:
- 20.3.1 to the head of the department or school; and
- 20.3.2 through the head of the department or school, to the faculty, college board or board of studies concerned, the Vice-Chancellor or other appropriate officers of the University.
- 20.4 A person who is a candidate for a degree or diploma of the University shall not:
- 20.4.1 be present at any discussion at a meeting of a departmental or school board;
- 20.4.2 participate in any decision; or
- 20.4.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty, college or board of studies concerned,
- being a discussion, decision or material, as the case may be, relating to any matter concerning the person's own candidature for a degree or diploma.
- 20.5 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:
- 20.5.1 be present at any discussion at a meeting of a departmental or school board;
- 20.5.2 participate in any decision; or
- 20.5.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty, college or board of studies concerned,
- being a discussion, decision or material, as the case may be, relating to any matter in respect of any other person's candidature for a degree or diploma which is either the same as, or deemed by the faculty, college board or board of studies concerned to be of a standing equivalent to or higher than, the degree or diploma for which the first-mentioned person is a candidate.
- 20.6 A departmental or school board shall meet at least once each semester.
- 20.7 The person who shall preside at meetings of a departmental or school board shall be determined in a manner to be prescribed by resolution of the Senate.

### **Meetings of boards, faculties, college boards, committees and departmental and school boards**

- 21.1 A meeting of a faculty, college board or board of studies or a committee shall be convened at the direction of the Vice-Chancellor, the dean or the chairperson, as the case may be, or on the written requisition of any five members addressed to the Registrar.
- 21.2 A meeting of a departmental or school board shall be convened:

- 21.2.1 by the person who would, in the normal course of events, preside at meetings of the board:
- 21.2.1.1 at the direction of the Vice-Chancellor given to the person;
  - 21.2.1.2 where that person is not the head of the department or school concerned, at the direction of that head given to the person; and
  - 21.2.1.3 where required by section 20.6 and at any other time the person considers appropriate; and
- 21.2.2 by the head of the department or school concerned, on the written requisition of at least three or one-quarter, whichever is the greater, of the total of the members of the teaching staff and the research staff assigned to that department or school addressed to that head.
- 21.3 A person shall convene a meeting of a departmental or school board pursuant to section 20.3 (whether or not at the direction of the Vice-Chancellor or of the head of the department or school concerned), by arranging for written notice to be given to the members of the board of the time and place fixed for the meeting, but no such meeting shall be convened for such time or place that a Fellow, by attending the meeting, would be prevented from attending any regular meeting of the Senate.
- 21.4 The Registrar shall give written notice of the time and place fixed for any meeting of the Academic Board, a faculty, college board, board of studies or a committee but no such meeting shall be convened for such time or place that a Fellow, by attending such meeting, would be prevented from attending any regular meeting of the Senate.
- 21.5 Except where otherwise provided, at any meeting three members shall form a quorum.
- 21.6 If the person previously elected or appointed to preside at meetings is absent, a member elected by the members present shall preside.
- 21.7 The person presiding at any meeting shall have a vote and in the case of an equality of votes a second or casting vote.

---

## Departmental and School Boards

The following additional resolutions concerning departmental and school boards have been prescribed by the Senate:

1. The full-time and fractional teaching staff and research staff of a department or school, acting through the head of the department or school shall report biennially to the faculty, college board or board of studies concerned the procedures the department or school has adopted for the selection of at least one student to be a member of the departmental or school board.
2. The full-time and fractional teaching staff and research staff of a department or school, acting through the head of the department or school may recommend to the faculty, college board or board of studies concerned for its approval the provision for additional members of a departmental or school board from the following categories of staff of, and students taking courses within or supervised by, the department or school, to hold office for a specified period of time not exceeding two years:
  - 2.1 other members of staff;
  - 2.2 undergraduate and postgraduate students; and
  - 2.3 honorary staff.
- 3.1 Subject to 3.2 and 3.3 below the total number of additional members recommended under section 2 shall not exceed one quarter of the total number of full-time and



- fractional members of the teaching staff of the department or school at the time the recommendation is made.
- 3.2 A department or school with between one and five members inclusive, comprising the full-time and fractional members of the teaching staff may provide for one additional member of the departmental or school board.
  - 3.3 A department with between six and nine members inclusive, comprising the full-time and fractional members of the teaching staff may provide for up to two additional members of the departmental or school board.
  4. If the faculty, college board or board of studies concerned does not approve any recommendations for the provision of additional members of a departmental or school board, the faculty, college board or board of studies shall forward the recommendation to the Academic Board for its determination.
  - 5.1 The head of a department or school may preside at meetings of the departmental or school board.
  - 5.2 If the head of a department or school does not wish to preside at meetings of the departmental or school board the members of the board may elect one of their number to preside at meetings, such election to be for a specified period within the term of office of the appointed head of the department or school at the time of the election.
  - 5.3 For purposes of this section, the term of office of an appointed head of a department or school shall be deemed to be the period ending at:
    - 5.3.1 the date up to which the head at the time of the election has, in writing from the Registrar, been appointed; or
    - 5.3.2 any earlier date at which the head at the time of the election ceases, by death, disqualification or resignation, to be the appointed head of the department or school concerned.
  6. All questions which come before a departmental or school board shall be decided at any meeting duly convened, at which a quorum is present, by a majority of the votes of the members of the board present and voting.
  7. Subject to section 22.5 of the resolutions of Senate concerning the faculties, colleges, college boards, boards of studies, departments, schools and committees, a departmental or school board may determine the number of members of the board who shall form a quorum, provided that the number shall not exceed one half of the total number of members of the board.

---

## **Student Membership of the Faculties, College Boards and Boards of Studies**

The Senate has made the following resolutions relating to the election or appointment of students to membership of the faculties, college boards and boards of studies:

### **Student membership of each faculty, college board and board of studies**

- 1.1 There shall be four elected student members of the **Faculty of Agriculture, Food and Natural Resources**, namely:
  - 1.1.1 two undergraduate students, enrolled as candidates for a degree in the Faculty; and
  - 1.1.2 two postgraduate students, enrolled as full-time candidates for a degree or diploma in the Faculty.
- 1.2 There shall be five student members of the **Faculty of Architecture, Design and Planning**, namely:

- 1.2.1 the President of the Sydney University Architecture Society, provided that person is enrolled as a candidate for a degree in the Faculty;
  - 1.2.2 two elected undergraduate students, enrolled as candidates for a degree in the Faculty; and
  - 1.2.3 two elected postgraduate students, enrolled as a candidates for a postgraduate degree, diploma or graduate certificate in the Faculty.
- 1.3 There shall be eight elected student members of the **Faculty of Arts and Social Sciences**, namely:
- 1.3.1 six undergraduate students, enrolled as candidates for a degree in the Faculty;
  - 1.3.2 two postgraduate students, enrolled as candidates for an award course in the Faculty.
- 1.4 There shall be six elected student members of the **University of Sydney Business School**, namely:
- 1.4.1 three undergraduate students, enrolled as candidates for a degree in the Business School; and
  - 1.4.2 three postgraduate students, enrolled as candidates for a degree or graduate diploma in the Business School.
- 1.5 There shall be five student members of the **Faculty of Dentistry**, namely:
- 1.5.1 the President of the Sydney University Dental Undergraduates' Association, provided that person is enrolled as a candidate for a degree or diploma in the Faculty;
  - 1.5.2 one elected undergraduate student, enrolled as a candidate for a degree in the Faculty;
  - 1.5.3 three elected postgraduate students, enrolled as candidates for a degree or graduate diploma in the Faculty, of whom two will normally be candidates for the Doctor of Dental Medicine.
- 1.6 There shall be six student members of the **Faculty of Education and Social Work**, namely:
- 1.6.1 the President of the Education and Social Work Society (EdSoc), provided that person is enrolled as a candidate for a degree or diploma in the Faculty;
  - 1.6.2 three elected undergraduate students, enrolled as candidates for a degree in the Faculty; and
  - 1.6.3 two elected postgraduate students, enrolled as candidates for a degree or graduate diploma in the Faculty.
- 1.7 There shall be five student members of the **Faculty of Engineering and Information Technologies**, namely:
- 1.7.1 the Third-Year Vice-President of the Sydney University Engineering Undergraduates' Association (SUEUA), provided that:
    - 1.7.1.1 the Executive Committee of the Association has not elected to membership of the Faculty another of that Committee's members; and
    - 1.7.1.2 the representative of the Association must be a person enrolled as a candidate for the degree of Bachelor of Engineering;
  - 1.7.2 three elected undergraduate students, enrolled as full-time candidates for a degree in the Faculty; and

- 1.7.3 one elected postgraduate student, enrolled as a full-time candidate for a degree or graduate diploma in the Faculty.
- 1.8 There shall be seven elected student members of the **Faculty of Health Sciences**, namely:
- 1.8.1 four undergraduate students, enrolled as candidates for a degree or diploma in the Faculty; and
- 1.8.2 three postgraduate students, enrolled as candidates for a degree, diploma or graduate certificate in the Faculty.
- 1.9 There shall be six elected student members of the **Faculty of Law**, namely:
- 1.9.1 three students enrolled as candidates for a combined law degree, enrolled in one or more of the units of study in Combined Law I, II or III;
- 1.9.2 three students enrolled as candidates for a postgraduate degree or diploma in the Faculty.
- 1.10 There shall be seven student members of the **Faculty of Medicine**, namely:
- 1.10.1 the Senior Graduate President of the University of Sydney Medical Society, provided that person is a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Faculty;
- 1.10.2 the President of the Faculty of Medicine Postgraduate Society, provided that person is a candidate for a postgraduate degree in the Faculty; and
- 1.10.3 five elected students, enrolled as candidates for a degree or graduate diploma in the Faculty, of which three will normally be enrolled in the Doctor of Medicine.
- 1.11 There shall be five elected student members of the **Faculty of Nursing and Midwifery**, namely:
- 1.11.1 three undergraduate students, enrolled as candidates for a degree in the Faculty; and
- 1.11.2 two postgraduate students, enrolled as candidates for a degree or graduate diploma in the Faculty.
- 1.12 There shall be four elected student members of the **Faculty of Pharmacy**, namely:
- 1.12.1 two students enrolled as candidates for the Bachelor of Pharmacy, and
- 1.12.2 two students enrolled as candidates for a postgraduate degree or diploma in the Faculty of Pharmacy.
- 1.13 There shall be six student members of the **Faculty of Science**, namely:
- 1.13.1 the president of the University of Sydney Science Society (SCISOC), provided that person is enrolled as a candidate for a degree in the Faculty;
- 1.13.2 two elected undergraduate students, enrolled as candidates for a degree in the Faculty;
- 1.13.3 three elected postgraduate students, enrolled as candidates for a degree, diploma or certificate in the Faculty, of whom at least one will normally be a postgraduate coursework student.
- 1.14 There shall be three elected student members of the **Faculty of Veterinary Science**, namely:
- 1.14.1 one undergraduate student, enrolled as a candidate for a degree in the Faculty; and
- 1.14.2 two postgraduate students, enrolled as candidates for a degree or diploma in the Faculty.

- 1.15 There shall be four elected student members of the **Sydney College of the Arts Board**, namely:
  - 1.15.1 two undergraduate students, enrolled as candidates for a degree or diploma at the College; and
  - 1.15.2 two postgraduate students, enrolled as candidates for a degree or diploma at the College.
- 1.16 There shall be two elected student members of the **Sydney Conservatorium of Music Board**, namely:
  - 1.16.1 one undergraduate student, enrolled as a candidate for a degree or diploma at the Conservatorium; and
  - 1.16.2 one postgraduate student, enrolled as a candidate for a degree or diploma at the Conservatorium.

### Timing of elections

- 2.1 Except as provided in section 3.2, the election of the elected student members of each Faculty, College Board and Board of Studies shall be held in second semester of each year, and the notice of election will be given by the end of Week 4 of the second semester at the latest.
- 2.2 The Registrar may, at his or her discretion, allow elections to be run at a later date in second semester than that given in section 2.1.

### Terms of office

- 3.1 Except as provided in sections 3.2 and 3.3 and in section 4, the term of office of a student elected to membership of a Faculty, College Board or Board of Studies shall be for a period of one year from 1 January in the year following the election.
- 3.2 The names of the student members of the Faculty of Science referred to in sections 1.13.1 and 1.13.2 shall be notified to the Dean of the Faculty by the Council or Executive, as the case may be, of the respective Association not later than the first week of September in each year and, except as provided in Section 4, the term of office shall be for a period of one year from 1 January in the year following the nomination by the Council or Executive.
- 3.3 Except as provided in section 4, the term of office of the student member of the Faculty of Engineering and Information Technologies referred to in section 1.7.1 shall be for the period from the date of the last meeting of the Committee of the Association in each year to the date of the last meeting of the Committee in the following year.
4. A student member of a Faculty, College Board or Board of Studies shall cease to hold office upon ceasing to hold the qualification by virtue of which the student is eligible for membership of the Faculty, College Board or Board of Studies or upon otherwise becoming a member or becoming eligible for membership of that Faculty, College Board or Board of Studies.

### Filling of casual vacancies

- 5.1 Except as provided in section 5.2, any vacancy occurring by the death, disqualification or resignation of an elected student member shall be filled by the candidate, if any, who in the immediately preceding election polled the next highest number of votes to the member to be replaced or, if there is no such candidate, by the dean of the faculty, director of the college or the chairperson of the board of studies concerned, at the dean's, director's or the chairperson's discretion, either:

- 5.1.1 appointing a duly qualified student on the recommendation of the remaining student members and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies, or
- 5.1.2 directing that a by-election be held in accordance with the procedures for an election set out in section 9.
- 5.2 Any vacancy occurring by the death, disqualification or resignation of an elected student member subsequent to the commencement of second semester shall be filled by appointment by the dean of the faculty, director of the college or the chairperson of the board of studies concerned of a duly qualified student on the recommendation of the remaining student members and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies.
- 5.3 Any vacancy occurring by the death, disqualification or resignation of a student member of a faculty, college board or board of studies appointed to membership by virtue of holding office in, or having been duly nominated by, the society or association representative of the students enrolled in that faculty or college or under that board of studies, or by the Council of the Sydney University Postgraduate Representative Association, may be filled by nomination by the council, committee or executive of the society or association concerned within a period of 28 days of the vacancy occurring and the student so nominated shall hold office for the balance of the term of the student being replaced.

### **Insufficient nominations**

- 6.1 Where an insufficient number of nominations has been received for a position of elected student member of a faculty, college board or a board of studies that position may be filled by appointment by the dean of the faculty, director of the college or the chairperson of the board of studies concerned of a duly qualified student after consultation with any other students who have been elected or appointed to that faculty, college board or board of studies for the term of office in question and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies.
- 6.2 Where the appointment of a student member of a faculty, college board or board of studies following the provisions for consultation prescribed in section 6.1 has not been made before 31 October, the dean, director or chairperson at his or her discretion may appoint a duly qualified student or direct that the position remain vacant.

### **Electoralates**

7. Except as provided in clause 1 (Student Membership of each faculty, college board and board of studies):
  - 7.1 the electorate for the election of the undergraduate student member or members of a faculty, college board or board of studies shall comprise all students enrolled as candidates for a degree of bachelor or for an undergraduate diploma in that faculty or college or under that board of studies; and
  - 7.2 the electorate for the election of the postgraduate student member or members of a faculty, college board or board of studies shall comprise all full-time and part-time students enrolled as candidates for a postgraduate degree or for a postgraduate diploma in that faculty or college or under that board of studies.

## Procedure for conduct of election

8. Each election shall be conducted by the Secretary to Senate and the following procedures shall apply:
  - 8.1 Not less than 14 days nor more than 28 days before the close of nominations a notice of the day of election shall be given by notice displayed at the University.
  - 8.2 No person shall be eligible for election unless the person's name shall have been communicated to the Secretary to Senate not later than 5.00 pm on the day specified in the notice for nominations to close.
  - 8.3 The nomination paper shall be signed by at least two qualified voters and shall be signed by the person nominated and shall signify consent to the nomination.
  - 8.4 Each duly nominated candidate may provide at the time of nomination a statement of not more than 100 words containing the following information—
    - 8.4.1 full name;
    - 8.4.2 academic year;
    - 8.4.3 degree(s) and/or diploma(s) held (if any);
    - 8.4.5 positions or offices (if any) held in public bodies, clubs, and institutions (including University clubs and societies), together with date(s) of tenure. This information shall be edited by the Secretary to Senate and printed as a summary of information about each candidate for distribution with the voting paper.
  - 8.5 On each of the five working days prior to the day on which nominations close, the Secretary to Senate shall post on a University noticeboard the valid nominations, if any, received.
  - 8.6 On the expiration of the time for receiving nominations:
    - 8.6.1 should the number of nominations not exceed the number of vacancies in any category or categories, the Secretary to Senate shall declare that candidate or those candidates duly elected;
    - 8.6.2 should the number of nominations exceed the number of vacancies in any category or categories, the election for that category or those categories shall be held as provided in section 8.7.
  - 8.7 The election shall be conducted in the following manner:
    - 8.7.1 The Secretary to Senate shall prepare a list of all persons entitled to vote in each category, completed to the last day for receiving nominations for the election and a copy of that list shall be available for inspection in the Secretary to Senate's Office at the University during normal working hours for a period of at least 14 days prior to the day of the election.
    - 8.7.2 Not less than 14 days nor more than 28 days after the close of nominations, and not less than 14 days nor more than 28 days before the day of election, the Secretary to Senate shall forward to each voter at the voter's address last recorded by the Secretary to Senate—
      - 8.7.2.1 a voting paper;
      - 8.7.2.2 a summary of information in respect of each candidate who has provided information in accordance with section 9.7.2.4;
      - 8.7.2.3 a form of declaration providing for the voter to state name and qualification for voting; and
      - 8.7.2.4 two envelopes, one marked 'Voting Paper' and the other addressed to the Secretary to Senate.

- 8.7.3 The voting paper shall contain all duly nominated candidates arranged in alphabetical order, a rectangle opposite and to the left of the name of each candidate and instructions as to the manner in which the voting paper shall be completed.
- 8.7.4 The voter shall mark the voting paper by making a cross in the rectangle opposite the name of each candidate for whom the voter votes but the voter shall not vote for more candidates than the number of vacancies to be filled.
- 8.7.5 The voter, having marked the voting paper as provided in paragraph (iv), shall place the voting paper without any other matter in the envelope marked 'Voting Paper' which the voter shall seal.
- 8.7.6 The voter shall complete and sign the declaration and transmit to the Secretary to Senate in the second envelope the declaration and the sealed envelope marked 'Voting Paper'.
- 8.7.7 All voting papers so transmitted and received by the Secretary to Senate not later than 4.00 pm on the day prior to the election shall be counted in the ballot, which shall be conducted by the Secretary to Senate assisted by such persons as the Secretary to Senate may require.
- 8.7.8 Each candidate may appoint one scrutineer.
- 8.7.9 The Secretary to Senate shall reject any voting paper in which a voter has voted for more candidates than the number of vacancies to be filled or which is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate's decision shall be final.
- 8.7.10 Where at the close of counting two or more candidates have received an equal number of votes, the Secretary to Senate shall—
- 8.7.10.1 write the name of each candidate concerned on separate and similar slips of paper;
- 8.7.10.2 fold the slips so as to prevent identification; and
- 8.7.10.3 mix the slips and draw the slips at random, and for the purposes only of ranking among those candidates, a candidate whose name is drawn before another candidate shall be deemed to have received one less vote than the candidate whose name is drawn next.
- 8.7.11 The Secretary to Senate shall declare duly elected the candidate or candidates equal to the number of vacancies to be filled who have received the greatest number of votes.

---

### **Faculty Standing Committees on Courses of Study**

- 1.1 A faculty with more than one hundred members as at 1 January in 1976 and in subsequent years shall appoint a standing committee on courses of study in second semester of each year.
- 1.2 Subject to section 2 other faculties which have resolved to appoint a standing committee on courses of study may appoint such a committee at any time.
2. Prior notice of the appointment of a standing committee on courses of study shall be given on the notice paper of the meeting at which the appointment is to be made.
3. A person appointed to a standing committee on courses of study shall hold office from the date of appointment until the next annual appointment of the committee by the faculty.

---

## Research Staff

For the purposes of membership of the faculties, and departmental boards, the Senate defines 'research staff' as those staff who hold the title of research fellow, senior research officer, senior research fellow, research scientist, principal research fellow or senior principal research fellow.



# Guidelines Concerning Commercial Activities

## Section 26B of the University of Sydney Act 1989

### 1 INTRODUCTION

#### Legislative framework

- 1.1 Under the *University of Sydney Act 1989* (“**the Act**”), the University may exercise commercial functions comprising the commercial exploitation or development, for the University’s benefit, of any facility, resource or property of the University or in which the University has a right or interest, whether alone or with others.
- 1.2 **University commercial activity** is defined in the Act to include any activity engaged in by or on behalf of the University in the exercise of the commercial functions of the University. University commercial activities are distinct from the University’s principal functions (specified in section 6(2) of the Act) for the promotion of its object, that object being the promotion, within the limits of the University’s resources, of scholarship, research, free inquiry, interaction of research and teaching and academic excellence.
- 1.3 The Act makes provision for Guidelines to be approved requiring specified processes and procedures to be followed in connection with University commercial activities.
- 1.4 These Guidelines have been made by the Senate and approved by the NSW Minister for Education and Training in accordance with the Act.
- 1.5 These Guidelines apply to commercial activities in which the University or controlled entities of the University participate.

#### Dictionary

- 1.6 In these Guidelines, the following expressions have these meanings:

<b>Act</b>	<i>University of Sydney Act 1989</i> (as amended)
<b>commercial activity</b>	As defined in section 26A of the Act, <b>commercial activity</b> means :  (a) any activity engaged in by or on behalf of the University in the exercise of <b>commercial functions</b> of the University; and  (b) any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on

behalf of the University, that is for the time being declared by these Guidelines to be a **commercial activity**

**commercial functions**

As described in section 6(3)(a) of the Act the **commercial functions** of the University means:

*“[the] commercial functions comprising the commercial exploitation or development, for the University’s benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others”*

**controlled entity**

As defined in section 16A(6) of the Act, this means:

*“a person, group of persons or body of which the University or the Senate has control within the meaning of a standard referred to in section 39(1A) or 45A(1A) of the Public Finance & Audit Act 1983”*

**Delegate**

A person, committee, authority or officer of the University or other body to whom the Senate delegates a function pursuant to section 17 of the Act

**Delegations of Authority**

Delegations of authority made by the Senate from time to time pursuant to section 17 of the Act

**Proposal Document**

A document, including the preliminary assessment of the nature and level of Risk of a proposed commercial activity, prepared in accordance with clauses 3.1 or 3.2 of these Guidelines

**Register**

The Register of Commercial Activities maintained in accordance with Section 26C of the Act

**Responsible Officer**

A person or persons specified in the approval, given under these Guidelines, of a commercial activity to be responsible for ongoing monitoring and review of that commercial activity in accordance with section 5 of these Guidelines

**Risk**

Any actual or contingent risk of:

- (a) adverse financial loss or consequences, including taxation consequences
- (b) legal liability including liability in relation to occupational health and safety and

discrimination.

- (c) loss or damage to the University's reputation
- (d) impairment of the University's ability properly to conduct its principal functions under the Act
- (e) real or apparent lack of probity, maladministration or corruption;

and any other risk that the Senate or the Vice-Chancellor determines is a Risk for the purposes of these Guidelines

**Sponsor**

A person or organisational unit within the University (regardless of whether that person or organisational unit is a Delegate) who or which proposes that the University or a controlled entity should enter into a particular **commercial activity**.

## 2 WHAT IS A COMMERCIAL ACTIVITY?

### How this is defined in the Act

- 2.1 The term **commercial activity** is used in these Guidelines as having the same meaning as **University commercial activity** which is defined in the Act (see definition in 1.6 above).
- 2.2 **Commercial activities**, like other University functions, may be exercised within or outside the State including outside Australia.

### Indicators used to consider whether an activity is a **commercial activity**

- 2.3 In considering whether an activity is a **commercial activity** for the purposes of the Guidelines, the following indicators should be used:
  - (a) If the principal purpose of the activity involves the commercial exploitation or development of any facility, resource or property of the University, then it is likely that it is a **commercial activity**;
  - (b) If the activity involves user-charges for goods or services and the managers of the activity have a degree of independence in relation to production or supply of the goods or services and the price at which the goods or services are provided, then it is likely that it is a **commercial activity**;
  - (c) If the activity involves the promotion of, establishment of, or participation in, a joint venture, company or other vehicle to carry on an activity that is predominantly a **commercial activity**, then it is likely that it is a **commercial activity**;

- (d) If the activity falls within the principal functions of the University and involves no significant commercial or other Risk to the University, then it is **unlikely** that it is a **commercial activity**; and

in determining whether an activity is a **commercial activity** for the purposes of these Guidelines, a preliminary assessment should be made of the Risk involved in the activity.

### **Examples of activities that are considered to be *commercial activities***

#### 2.4 Commercial activities may include:

- (a) the commercial exploitation of intellectual property rights;
- (b) project and consultancy services provided by the University to external parties for a fee;
- (c) the acquisition or sale of real estate not used predominantly for the provision of facilities for scholarship, research and teaching;
- (d) the leasing or licensing of real estate to third parties;
- (e) the leasing or licensing of real estate to bodies affiliated with the University (for example, student bodies) for the conduct of retail services; and
- (f) contract research.

### **3 ASSESSMENT, DOCUMENTATION AND APPROVAL OF A COMMERCIAL ACTIVITY**

#### **Preliminary Assessment of Risk**

- 3.1 In the event that a proposed activity has a Sponsor, a proposal document should be prepared by the Sponsor and should include a preliminary assessment of the nature and level of Risk of the proposed activity ("**Proposal Document**"). In preparing the Proposal Document, the Sponsor should provide sufficient information for the activity to be adequately assessed in accordance with the factors detailed in 3.3 below, and with sound business principles. The Proposal Document should be provided to the Dean of the Faculty to whom the Sponsor reports, or any other person nominated by the Chief Financial Officer, for consideration. The Proposal Document and a written confirmation of support for the proposed activity from the relevant Dean of the Faculty, or any other nominated person, should be provided to the Chief Financial Officer.
- 3.2 In the absence of a Sponsor for a proposed **commercial activity**, a Proposal Document including the preliminary assessment of the nature and level of Risk of the proposed activity should be prepared by the Chief Financial Officer, or any other person nominated by the Chief Financial Officer.

#### **Assessment of Commercial Activities**

3.3 After the preliminary assessment of Risk has been completed in accordance with clause 3.1 or 3.2, as the case may be, and any Proposal Document and written confirmation from the relevant Dean of the Faculty or any other nominated person has been provided to the Chief Financial Officer, the proposed **commercial activity** should be assessed by the Chief Financial Officer for its overall feasibility and evaluated in accordance with the following factors to the extent that they are appropriate to the nature and level of Risk of the activity and to the type of activity:

- (a) consistency with:
  - (i) the object, and principal or other functions, of the University as prescribed in the Act;
  - (ii) the constitution of the controlled entity (if applicable); and
  - (iii) any National Governance Protocols in effect for higher education providers, including in relation to oversight of controlled entities;
- (b) the identifiable benefit to the University (irrespective of whether that is a direct financial or other benefit) based on sound business case evaluation principles and Risk and return considerations;
- (c) the source of funding (external, internal or a mixture of both) for the life of that activity;
- (d) appropriate procedures for management of the identified Risks in accordance with the nature and level of the identified Risks, including the potential for corruption;
- (e) insurance of identified Risk, on the basis that insurable Risk exceeding \$100,000 should be insured, if it reasonable to do so;
- (f) the suitability of the proposed structure for the commercial activity, from a legal, tax and accounting perspective;
- (g) accounting, auditing and reporting mechanisms which may be appropriate to the type of activity; and
- (h) compliance with any applicable:
  - (i) University policies relating to cost recovery;
  - (ii) competitive neutrality principles as outlined by NSW Treasury from time to time.

#### **Documentary requirements**

3.4 After the Chief Financial Officer has completed the assessment of the commercial activity as provided for in clause 3.3 and, if the Chief Financial Officer considers it appropriate to proceed, the transaction documents for the proposed **commercial activity** should be prepared and/or reviewed by, as appropriate, the Office of General Counsel or, at its request, the Director of the Business Liaison Office.

- 3.5 Depending on the type of activity involved, transaction documents will vary in length and complexity. The following matters should be addressed as appropriate:
- (a) names and status of the parties (including ABN numbers);
  - (b) description or specification of the activity to be undertaken;
  - (c) when the activity starts and ends (including any option periods for renewal);
  - (d) what each party is required to do in relation to that activity, including any milestones or deadlines;
  - (e) the rights of each party (including default obligations and rights);
  - (f) liability limits of parties – actual or contingent;
  - (g) ownership, use or exploitation of any assets created out of that activity (including intellectual property rights);
  - (h) accounting, auditing, reporting and record-keeping procedures (including those required under the Act, these Guidelines and the *State Records Act 1998*);
  - (i) appropriate procedures for and on termination of the commercial activity (whether by notice or for breach);
  - (j) insurance of Risk;
  - (k) confidentiality requirements, including obtaining any third party consents to the inclusion of such information as may be considered necessary on the Register; and
  - (l) any other matters that the Director of the Business Liaison Office, Chief Financial Officer, General Counsel or other professional or legal advisers recommend should be dealt with in the transaction documents.

### **Seeking internal or external advice**

- 3.6 Advice from General Counsel and, where considered appropriate by the General Counsel, external legal advice must be obtained. Advice from the Chief Financial Officer and, where considered appropriate by the Chief Financial Officer, external accounting or other professional or business advice must also be obtained.

### **Approval of transactions involving commercial activities**

- 3.7 Transactions involving **commercial activities** may only be approved by the Senate or by a Delegate of the Senate properly appointed in accordance with and subject to the principles and limits of the University's Delegations of Authority - Administrative Functions.

approval to the Senate or a Delegate of the Senate who is more senior than the Sponsor, according to the Delegations of Authority - Administrative Functions.

- 3.9 Approval of a commercial activity may be given either conditionally or unconditionally and either as a preliminary or final approval.
- 3.10 Where a **commercial activity** is to be carried on by a controlled entity, then as a condition of approval of that commercial activity, the controlled entity must be required:
- (a) to comply with the requirements of the Act;
  - (b) to ensure that appropriate evaluation and risk management processes are followed by the management of the controlled entity;
  - (c) to provide an annual report to the University in which any significant change in the commercial activity carried on and the Risk of the commercial activity is reported;
  - (d) to inform the Chief Financial Officer of any new or altered information which should be entered in the Register;
  - (e) to provide financial reporting according to Generally Accepted Accounting Principles, as amended from time to time; and
  - (f) to ensure that the accounts of the controlled entity are audited annually by the internal audit unit of the University or by an independent auditor.
- 3.11 Any approval given must specify the person or persons to be responsible for ongoing monitoring and review of the **commercial activity** in accordance with section 5 of these Guidelines ("**Responsible Officer**").
- 3.12 Before approving a transaction involving a **commercial activity**, the Senate or Delegate must be satisfied that there has been compliance with the assessment and documentation procedures set out above.
- 3.13 In satisfying itself as to the matters referred to in clause 3.12 above, the Senate (or the relevant Delegate as the case may be) may rely on the advice of other appropriate authorised or qualified persons, including the Vice-Chancellor, the Chief Financial Officer or the General Counsel.
- 3.14 Where, in accordance with section 17 of the Act, the Senate wishes to delegate any of its functions in relation to commercial activities, the Delegate should have appropriate commercial experience or have access to the advice of an appropriately qualified person or persons.

#### **Senate members - real or apparent conflicts of interest re commercial activities**

- 3.15 Any Senate member (or Delegate to whom any functions in relation to a particular **commercial activity** have been delegated) who has a material personal interest in the commercial activity or a partnership, trust, company, other incorporated body, joint venture or controlled entity with or through whom or which **commercial activity** is to be carried on:

- (a) must disclose (and consent to entry into a Conflicts of Interest register to be maintained by the General Counsel of appropriate details recording) the full nature and extent of that interest;
- (b) must comply with any University policy relating to conflicts of interest which may be in place, and as amended, from time to time;
- (c) must not (subject to (d) below) be present at any meeting at which that commercial activity is being considered or participate in any discussion about whether to approve or participate in that **commercial activity**;
- (d) may, notwithstanding (c) above, but **only** if the requisite majority of Senate Members present and voting (other than the Senate Member or Delegate disclosing the relevant interest) so resolves (and does so on the basis that the interest disclosed should not disqualify the discloser from being present at the said meeting and participating in the discussion), be present at any meeting at which that commercial activity is being considered and participate in any discussion about whether to approve or participate in that commercial activity;
- (e) must not (subject to (f) below) vote for or approve that **commercial activity**;
- (f) may, notwithstanding (c) and (e) above, but **only** if the requisite majority of Senate Members present and voting (other than the Senate Member or Delegate disclosing the relevant interest) so resolves (and does so on the basis that the interest disclosed should not disqualify the discloser from voting for or to approve that commercial activity), vote for or approve that commercial activity.

### **Conflicts of Interest**

- 3.16 Without limiting clause 3.15 above, Senate Members and Delegates should take all reasonable steps to avoid conflicts of interest arising in relation to commercial activities. Throughout the assessment, documentation and approval process, the identification, disclosure and management of any real or apparent conflict of interest of any person involved in the approval process should be dealt with in accordance with any University policy relating to conflicts of interest which may be in place, and as amended, from time to time.

## **4 REGISTER OF COMMERCIAL ACTIVITIES**

### **Maintenance of the Register**

- 4.1 The University is required, pursuant to section 26C of the Act, to maintain a register of approved commercial activities ("**Register**"), in which the following details must be entered and kept:
- (a) a description of the **commercial activity**;
  - (b) details of all parties who participate in that activity;



- (c) details of any appointment by or on behalf of the University to the relevant boards or other governing bodies; and
  - (d) details of any meetings at which relevant matters were considered and approved for the purposes of compliance with these Guidelines.
- 4.2 The Chief Financial Officer will be responsible for maintenance of the Register, and in particular, ensuring that the Register is reviewed annually.

### **Activities that are exempt from inclusion on the Register**

- 4.3 In accordance with section 26C(2)(a) of the Act, the following commercial activities are declared exempt from the requirements of clause 4.1 of these Guidelines:
- (a) any activity carried out by the University in exercise of its investment powers under Schedule 2 of the Act;
  - (b) provision of non-award teaching programs by academic or administrative units of the University, for example, the Centre for Continuing Education, Centre for English Teaching and professional continuing education programs;
  - (c) licensing or hire of University venues or facilities (such as the Seymour Theatre Centre, Great Hall, Darlington Centre) to external parties;
  - (d) activities that involve the sharing of cultural, sporting, professional, technical or vocational services to members of the public (for example, theatre productions, music concerts, conferences), which have a principally break-even financial objective;
  - (e) retail activities with an annual profit of less than \$100,000;
  - (f) project and consultancy services provided by the University to external parties for a fee; and
  - (g) receipt of licence fees and royalties.

### **Access and confidentiality**

- 4.4 The following persons may inspect the Register upon request to the Chief Financial Officer:
- (a) Fellows of Senate;
  - (b) the Vice-Chancellor;
  - (c) Members of the University of Sydney Senior Executive Group;
  - (d) Members of the Internal Audit & Review Unit;
  - (e) General Counsel;
  - (f) Members of the New South Wales Auditor General's Office;

- (g) the Responsible Officer (but only in relation to the commercial activity or activities for which he or she has been nominated the Responsible Officer);
- (h) Manager, Risk Management Office; and
- (i) any other person or body (or classes of people or bodies) authorised by the Senate.

4.5 All details entered in the Register are regarded by the Senate as being commercial-in-confidence and must be treated as commercially sensitive information.

## 5 MONITORING AND REVIEW OF COMMERCIAL ACTIVITIES

### Ongoing Monitoring

5.1 For the purpose of enabling the Chief Financial Officer accurately to maintain the Register, the Responsible Officer for each particular **commercial activity** should:

- (a) monitor the **commercial activity** to ensure that it complies with:
  - (i) the University's legal rights and obligations;
  - (ii) the applicable policies of the University and, in particular, the policies referred to in clause 6.1 as amended from time to time;
  - (i) any conditions of approval imposed by the Senate or approving Delegate;
- (b) provide the Chief Financial Officer with information to ensure that the information on the Register is complete and accurate; and
- (c) notify the Chief Financial Officer of any significant changes to an activity, including Risk and insurance coverage as and when these occur.

### Review

5.2 The Responsible Officer for each particular **commercial activity** is responsible for causing a review of that activity to be carried out at least once every 3 years, in order to:

- (a) assess the ongoing viability of the **commercial activity**, including whether the activity has achieved the object for which it was originally established;
- (b) identify any significant changes to that **commercial activity**, including changes to the Risks (whether or not identified in the evaluation process).

5.3 The Responsible Officer for each particular **commercial activity** must:

- (a) recommend what, if any, action should be taken in light of each review carried out pursuant to clause 5.2; and

- (b) provide a copy of that review, and any recommendations, to the Chief Financial Officer.

## **6 UNIVERSITY POLICIES AND PROCEDURES**

6.1 In applying these Guidelines, reference should be made as appropriate to any applicable University policies and procedures which may be in place from time to time in relation to any one or more of the following:

- (a) Codes of Conduct relating to officers and staff of the University;
- (b) Corruption Prevention and Reporting;
- (c) Delegations of Authority;
- (d) Financial and Accounting Policies (Manual);
- (e) Intellectual Property Policy;
- (f) Occupational Health and Safety Policy;
- (g) Outside Earnings for Academic Staff;
- (h) Conflicts of Interest;
- (i) Risk Management Policies and Guidelines; and
- (j) Investment Management Policies and Guidelines.

## **7 CONTROLLED ENTITIES**

### **Legislative Framework**

7.1 Section 16A(1) of the Act provides that the Senate must ensure that a controlled entity does not exercise any function or engage in any activity that the University is not authorised by or under the Act to exercise or engage in, except to the extent that the Senate is permitted to do so by the Minister under section 16A of the Act.

7.2 The Senate may seek authorisation from the Minister, under section 16A(2) of the Act, to authorise a controlled entity to exercise a function or engage in an activity of the kind referred to in section 16A(1) of the Act.

### **Compliance with National Governance Protocols**

7.3 The Senate is required to comply with any National Governance Protocols in effect from time to time for higher education providers.

**Dated:**

**Approved by Senate Resolution:**

**Administrative amendments:      Clause 6.1 amended      5 September 2016**

# Selection of Candidates for Honorary Awards Policy 2015

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution adopts the following Policy.

Dated: 3 August 2015

Last amended:

Signature:

Position: Senate

---

## CONTENTS

<b>Selection of Candidates for Honorary Awards Policy 2015.....</b>	<b>1</b>
Contents .....	1
1 Name of policy.....	1
2 Commencement .....	1
3 Policy is binding.....	1
4 Statement of intent .....	2
5 Application .....	2
6 Definitions.....	2
6 Honorary degrees which may be awarded .....	2
7 Criteria for award of honorary degree.....	2
8 Criteria for award of title of Honorary Fellow .....	3
9 Eligibility for nomination.....	3
10 Eligibility to nominate candidates .....	3
11 Submitting nominations .....	4
12 Confidentiality.....	4
13 Report to Senate .....	4
14 Posthumous awards .....	5
15 Time for conferring honorary awards.....	5
16 Rescissions and replacements.....	5
Notes.....	5
Amendment history .....	5

### 1 Name of policy

This is the Selection of Candidates for Honorary Awards Policy 2015.

### 2 Commencement

This policy commences on 17 August 2015.

### 3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

## 4 Statement of intent

This policy:

- (a) provides for the University to award honorary degrees in recognition of exceptional achievement;
- (b) provides for the University to award title of Honorary Fellow of the University of Sydney in recognition of outstanding service to the University; and
- (c) sets out the process by which nominations for such awards are received and considered.

## 5 Application

This policy applies to the University, staff, students and affiliates.

## 6 Definitions

**award** means, as appropriate, an honorary degree or the title of Honorary Fellow.

**civic office holder** means an elected representative at any tier of government

**residential college** means one or more of means one or more of:

- - Mandelbaum House;
- - Sancta Sophia;
- - St Andrew's College;
- - St John's College;
- - St Paul's College;
- - Wesley College;
- - Women's College.

**staff** means an employee of the University, whether full-time, part-time or casual.

## 6 Honorary degrees which may be awarded

Any degree of the University may be awarded as an honorary award except the Doctor of Philosophy.

## 7 Criteria for award of honorary degree

Honorary degrees may be awarded on the basis of one or more of the following criteria:

- (a) academic eminence;

- (b) distinguished creative achievement;
- (c) an outstanding contribution beyond the expectations of the person's particular field of endeavour which has influenced the thinking or general well-being of the wider community; or
- (d) in the case of a civic office holder, an outstanding contribution to the advancement of society in New South Wales, Australia or overseas.

## **8 Criteria for award of title of Honorary Fellow**

The title of Honorary Fellow is conspicuous continued involvement in one or more of the following:

- (a) support of the interests and welfare of the University or of a particular part of the University's activities;
- (b) promotion of the academic purposes of the University or of facilitating those purposes in any particular activity of the University;
- (c) fostering the links between the University and other institutions within and outside Australia;
- (d) enlarging educational opportunities to enter the University among individuals with limited prospects of so doing for reasons which they could not overcome;
- (e) representation of the University's needs for resources for its growth and diversification, and supply of such resources.

## **9 Eligibility for nomination**

- (1) Fellows of Senate or members of staff of the University are not eligible for an award while in office.
- (2) Former Fellows of Senate or former members of staff will not normally be eligible for an award within two years of their retirement from the relevant office.
- (3) Subject to clauses 9(1) and 9(2):
  - (a) Honorary Fellows of the University are eligible for the award of an honorary degree; and
  - (b) Holders of honorary degrees are eligible for the award of the title of Honorary Fellow.
- (4) Civic office holders, other than foreign heads of state, will not normally be eligible for an award:
  - (a) while in office; or
  - (b) within five years of leaving office.

## **10 Eligibility to nominate candidates**

The following may submit names of proposed recipients for awards:

- (a) Fellows and former Fellows of Senate;
- (b) students of the University;

- (c) staff of the University;
- (d) Principals of the residential colleges; and
- (e) graduates of the University.

## **11 Submitting nominations**

- (1) The Secretary to Senate will each year call for nominations for awards of honorary degrees and the title of Honorary Fellow.
- (2) Nominations should:
  - (a) be forwarded to the Secretary to Senate by the date indicated in the call for nominations;
  - (b) where relevant, specify the honorary degree proposed;
  - (c) specify the basis for the nomination, consistently with the appropriate criteria specified in clauses 7 or 8;
  - (d) provide sufficient information to identify the person and the case for the award;
  - (e) include statements in support of the nominee's standing and achievements.
- (3) In the case of civic office holders, nominations should also refer to:
  - (a) their length of service;
  - (b) the impact of their contribution to society; and
  - (c) their connection to the University, its purposes and interests.

## **12 Confidentiality**

- (1) Nominees for awards must not be consulted before nomination or at any time prior to the person being advised of Senate's decision.
- (2) All nominations, deliberations, investigations and recommendations relating to a nomination must be treated as strictly confidential.

## **13 Report to Senate**

- (1) The Senate Nominations and Appointments Committee will consider:
  - (a) the nominations received;
  - (b) advice from relevant Deans; and
  - (c) such other advice as the Committee considers appropriate to properly inform itself.
- (2) The Committee will then decide on recommendations to Senate about the proposed awards.
- (3) The Chair of the Committee will report the Committee's recommendations to Senate. The report should include the detailed minutes of the Committee and the reasons given for the Committee's recommendations. Other documentation relating to the Committee's recommendations will be available on request.
- (4) Senate will, by resolution, determine the proposed recipients of awards.



## 14 Posthumous awards

- (1) If recommended nominee dies before the recommendation goes to Senate, the nomination lapses and no honorary award will be conferred.
- (2) If Senate approves a recommendation for an honorary award and the nominee dies before the award is conferred, the honorary award may be conferred posthumously.

## 15 Time for conferring honorary awards

Honorary awards must be conferred within two years of Senate's resolution. Awards not confirmed within this time frame will lapse.

## 16 Rescissions and replacements

This document replaces the *Selection of Candidates for Honorary Awards Policy* which was adopted on 25 November 2008, and which is rescinded as from the date of commencement of this document.

## NOTES

### Selection of Candidates for Honorary Awards Policy 2015

Date adopted: 3 August 2015  
 Date commenced: 17 August 2015  
 Administrator: Secretary to Senate  
 Review date:  
 Related documents:

---

## AMENDMENT HISTORY

Provision	Amendment	Commencing
-----------	-----------	------------

# Sports Unions, SRC and Faculty Societies, SUPRA, Union, Cumberland Student Guild and SASCA Policy

**Approved by:** Senate prior to 1990

**Latest amendment approved by:** Senate on 19 June 2006

**Date of effect:** 1 July 2006

1. There shall be the following societies which shall be governed by their respective constitutions subject to these resolutions: the Students' Representative Council, the University of Sydney Union, the Sydney University Postgraduate Representative Association, the Sydney University Sports Union, the Sydney University Women's Sports Association, the Cumberland Student Guild and the Student Association of the Sydney College of the Arts.

***From 1 July 2006, Resolution 2 below does not apply to persons:***

- (a) who are enrolled with, or seeking to enrol with, the University for a period of study starting on or after 1 July 2006; and***
- (b) who are not enrolled with, or subject to enrolment with, the University for a period of study in 2006 starting before 1 July 2006.***

- 2.1 Except as provided in section 3, the Senate requires a student, other than a student enrolled in the Faculty of Health Sciences, who seeks to enrol—
  - 2.1.1 for a degree of Bachelor; or
  - 2.1.2 as an undergraduate diploma or non-degree student;to be a member of the following organisations provided that the relevant society or societies remain on the list in section 1: the student body that elects the Students' Representative Council, the University of Sydney Union (or in the case of a student enrolled in the Sydney College of the Arts, the Student Association of the Sydney College of the Arts), and, for a male student, the Sydney University Sports Union, and, for a female student, the Sydney University Women's Sports Association.
- 2.2 Except as provided in section 3, the Senate requires a student, other than a student enrolled in the Faculty of Health Sciences, who seeks to enrol—
  - 2.2.1 for a degree, diploma or certificate other than those mentioned in section 2.1;
  - 2.2.2 for the degrees of Bachelor of Teaching or Master of Teaching;
  - 2.2.3 as a master's preliminary student; or
  - 2.2.4 as a postgraduate diploma or non-degree student;to be a member of the following organisations provided that the relevant society or societies remain on the list in section 1: the Sydney University Postgraduate Representative Association, the University of Sydney Union (or in the case of a student enrolled in the Sydney College of the Arts, the Student Association of the Sydney College of the Arts) and, for a male student, the Sydney University Sports Union, and, for a female student, the Sydney University Women's Sports Association.
- 2.3 Except as provided in section 3.1.2 or 3.1.3, the Senate requires a student in the Faculty of Health Sciences, who seeks to enrol—
  - 2.3.1 for a degree of bachelor; or
  - 2.3.2 as an undergraduate diploma or non-degree student;

to be a member of the following organisations provided that the relevant society or societies remain on the list in section 1: the student body that elects the Students' Representative Council and the Cumberland Student Guild.

2.4 Except as provided in section 3, the Senate requires a student in the Faculty of Health Sciences, who seeks to enrol—

2.4.1 for a degree or diploma other than those mentioned in section 2.3;

2.4.2 as a master's preliminary student; or

2.4.3 as a postgraduate non-degree or non-diploma student;

to be a member of the following organisations provided that the relevant society or societies remain on the list in section 1: the Sydney University Postgraduate Representative Association and the Cumberland Student Guild.

2.5 A student required to be a member of any of the organisations listed in sections 2.1-4 shall, prior to the completion of enrolment, pay the subscriptions approved by the Senate in accordance with section 5.

3.1 The Senate exempts from the requirement to be a member of or to pay subscriptions to either the Sydney University Sports Union, the Sydney University Women's Sports Association or the Cumberland Student Guild a student who—

3.1.1 is enrolled for a degree of master or doctor, for a postgraduate diploma or certificate, as a master's preliminary student or as a postgraduate non-degree or non-diploma student; or

3.1.2 is duly certified as medically unfit; or

3.1.3 has attained the age of 50 years;

provided that such a student, notwithstanding this exemption, may become a member of an organisation named in this subsection on the payment of the subscription referred to in section 2.5.

3.2 The Senate exempts from the requirement to be a member of or to pay subscriptions to one or more of the following societies a student who is a life member of or has paid the entrance fee, if any, and five annual subscriptions to the society or societies concerned:

3.2.1 the University of Sydney Union

3.2.2 the Sydney University Sports Union

3.2.3 the Sydney University Women's Sports Association

3.2.4 the Cumberland Student Guild

3.2.5 the Student Association of the Sydney College of the Arts.

3.3 The Senate exempts from the requirement to be a member of and to pay subscriptions to the Sydney University Postgraduate Representative Association a member of the full-time staff of the University.

3.4 The Registrar, after consultation with the President of the organisation concerned or with the President's nominee, may grant exemption—

3.4.1 to an applicant for enrolment in the University from the requirement to be a member of and to pay subscriptions to, or

3.4.2 to a student enrolled in the University from the requirement to be a member of and to pay subscriptions to,

one or more of the organisations referred to in section 2, provided that the Registrar is satisfied that the applicant for enrolment or the enrolled student objects to being such a member on grounds of conscience. Students granted such exemption on grounds of conscience are required to pay an equivalent sum into the Jean D. Foley Bursary Fund.

3.5 In the case of a non-degree student who is enrolled in a course or courses at this University as part of candidature for a degree or diploma at another university or institution the Registrar may grant exemption from the requirement to be a member of and to pay subscriptions to one or more of the organisations referred to in section 2.

- 3.6 An exemption granted in pursuance of this section may, at the discretion of the Registrar, be for one year of enrolment or for such period as the student remains enrolled at the University.
4. For a society to remain on the list in section 1 its constitution must be approved by the Senate and no amendment of the constitution of a society listed in section 1 shall take effect or have any validity or force whatsoever until it is approved by the Senate.
5. The Senate will collect from members of the organisations named in section 2, provided that the relevant society or societies remain on the list in section 1, subscriptions for each organisation at rates approved by the Senate at its October meeting each year or at such other meeting as the Senate may determine and shall pay to the Students' Representative Council, the Sydney University Postgraduate Representative Association, the University of Sydney Union, the Student Association of the Sydney College of the Arts, the Sydney University Sports Union, the Sydney University Women's Sports Association and the Cumberland Student Guild, the proceeds of these subscriptions at such times as the Vice-Chancellor in the Vice-Chancellor's discretion may decide.
6. If in the opinion of the Vice-Chancellor any society should breach the provisions of these resolutions the Vice-Chancellor may suspend the payment of further sums collected as subscriptions for the society concerned and report the circumstances to the Senate for its determination.
7. No society referred to in section 1 shall directly or indirectly expend or cause or allow to be expended its funds or any part of them except in accordance with its constitution.
8. A society referred to in section 1 shall not act in any way contrary to the provisions of the University of Sydney Act.
9. If the Senate is not satisfied that the constitution or procedures of an organisation outside the University to which a society listed in section 1 wishes to pay affiliation fees are consistent with the purposes of the University the Senate may approve for this purpose an additional subscription which shall be voluntary and no funds other than those paid voluntarily shall be paid to such outside organisation.
- 10.1 Every society listed in section 1 shall report annually to the Senate on its activities and supply audited financial statements, together with a balance sheet and such further information as the Senate may from time to time require.
- 10.2 The Senate may from time to time require an audit by an auditor of its own appointment.
- 11.1 The Senate shall appoint a tenured member of the academic staff of the Faculty of Law as an adviser.
- 11.2 The adviser shall advise a member of staff or student when requested to do so by that member or that student whether a payment or proposed payment by a society of which the Senate requires a student to be a member is, in the adviser's opinion, ultra vires.
- 11.3 The adviser shall inform the Vice-Chancellor when such advice is sought and given and shall in addition make an annual report to the Senate on advice sought and given.

# University Governance Resolutions (as amended)

**Approved by:** Senate on 5 November 2001  
**Latest amendment approved by:** Senate on 15 June 2009  
**Date of effect:** 28 May 2010 (By-law changes gazetted)

## Introduction

Following an extensive process of consultation by Cordiner King and a constructive meeting between the senior executive group and Senate, on the 6th October 2001, the Senate of the University of Sydney met in colloquium. The Senate considered a lengthy report on governance from Cordiner King and discussed a number of suggestions that were made in that document. The Senate reached a clear resolution on those matters for final ratification at a subsequent November 2001 Senate meeting.

The discussions centred on the working arrangements and governance role of the Senate. It was recognised that executive matters properly rested with the Vice-Chancellor and his team seeking the counsel of Senate, as appropriate, and ultimately accountable to the Senate as the governing body of the University under its Act. It was recognised that academic matters fell within the purview of the Academic Board, advising the Vice-Chancellor and Senate under the Rules.

In the broadest sense, the Senate felt that there are two main groupings of their resolutions, those that relate to outcomes and those that refer to means of achieving outcomes.

The first group reinforces the fundamental that governance is vested solely in the Senate through the collective action of the Fellows, presided over by the Chancellor and supported and advised by the Vice-Chancellor, directing the development of policy, assessing strategy, monitoring performance and reporting to the community. Those resolutions define the following:

1. Role of the Senate
2. Role of the Chancellor
3. Role of the Vice-Chancellor
4. Evaluation of Senate Performance

The second group gives effect to Senate's determination to be fully supported in this governance role, through the establishment of working committees, the development of governance skills in Fellows, the review of Senate performance and the provision of adequate resources:

5. Executing the Senate's Task
6. Establishing Committees and Task Forces
7. Induction and Development of Fellows
8. Support for the Office of Chancellor and the Senate

To give effect to the outcome of the colloquium, Senate ratified resolutions earlier reached in or to the effect of the following matters pertaining to governance.

## 1. Role of the Senate

The Senate is the governing body of the University. It is accountable for the delivery of teaching, learning and research outcomes which extend the knowledge base of the wider community taking into account the resources available to the University. The executive is accountable to it. The statutory powers and responsibilities of the Senate are defined under Section 16 of the Act (and elsewhere in the Act, By-laws and Rules). In this regard, the Senate should, without fettering such powers and discretions as derive from the office, undertake the following:

- 1.1 Accept the fiduciary responsibilities and accountability of Fellows as derive from the office while respecting academic freedom, ethical standing and legal requirements.
- 1.2 Ensure that academic standards are maintained, working through the Academic Board and the Vice-Chancellor.
- 1.3 Set and continually review the relevance of important policy and strategy, ensuring that it is properly informed about matters pertaining to its governance functions.
- 1.4 Appoint the Vice-Chancellor, agree on limitations to executive authority and regularly evaluate performance.
- 1.5 Set strategic direction within overall University policy on the advice of the Vice-Chancellor.
- 1.6 Reconcile capital plans and operating budgets against the strategic direction agreed with the Vice-Chancellor.
- 1.7 Monitor the progress of plans and audit compliance with overall policy.
- 1.8 Deepen and widen the links and communication between the University and the wider community.
- 1.9 Report formally to the wider community on strategic direction and outcomes.
- 1.10 Develop the collective knowledge of the Senate through a process of comprehensive induction of Fellows and ongoing learning.
- 1.11 Seek out expert advice from knowledgeable authorities on major issues to complement the skill base and experience of the Fellows and from within the University.
- 1.12 Formally review the collective performance of the Senate in discharging its responsibilities. (See 4)
- 1.13 Elect the Chancellor in accordance with the Act.

Insofar as certain of these functions may from time to time be properly carried out in Committee, this is only to be done under that authority and without detracting from the Senate's ultimate accountability. (See 6) Interaction between the Senate and senior executives should be based on mutual respect and the maintenance of high standards.

## 2. Role of the Chancellor

The Chancellor is elected by the Senate to facilitate its work and collegiality by effective and ethical means, providing a focal point to ensure the high standing of the University in the wider community. The statutory powers and responsibilities of the Chancellor are defined under Section 10 of the Act (and elsewhere in the Act, By-laws and Rules). The Chancellor should, without fettering such powers and discretions as derive from the office, undertake the following:

- 2.1 Preside over Senate meetings, oversee the development of Senate agendas and exercise the functions conferred by the By-laws working collaboratively with the Senate, the Vice-Chancellor and the University community; promoting the aims, ethos, independence, morale and spirit of the University and encouraging high standards.
- 2.2 With the Vice-Chancellor, ensure the Senate, the senior executives and the relevant Committees work fairly, with integrity, respecting confidentiality within transparent process and in an atmosphere of mutual trust and respect in an informed fashion; in particular ensuring that the Senate functions as it should, as a cohesive, accessible, effective, enquiring and informed body with a paramount fiduciary duty of loyalty to act in

the best interests of the University owed by its members both individually and collectively. (See 3.6)

- 2.3 Preside on important ceremonial occasions such as graduation ceremonies, public lectures or seminars, sharing that responsibility as the Chancellor judges appropriate and facilitating the visibility and accessibility of the Senate within the University community and in particular to staff, students and alumni.
- 2.4 Work co-operatively with the Vice-Chancellor, available to give counsel and encouraging free, trusting and frank communication on all issues concerning the well being of the University.
- 2.5 In consultation with the Vice-Chancellor, provide a high level bridge to members of the wider community, promoting the aims of the University and responding to interest and concerns of society. (See 3.8)

In particular:

- (1.) Regarding graduation ceremonies:-
- (a) a small Task Force will review the post-2002 format and procedures, to report to the Senate meeting in December 2001 (and Fellows may contact the Chancellor by e-mail about joining this Task Force),
  - (b) in 2002 the Chancellor will preside at about three-quarters of the graduations, including Hong Kong and Singapore, and the rest will be shared between the Deputy Chancellor and the Chair of the Academic Board, by mutual arrangement.
- (2.) Regarding reporting of the Chancellor's role:
- (a) the personal assistant to the Chancellor will keep a record of public appearances by the Chancellor and Senators in a representative role for tabling at Senate meetings.
- (3.) Regarding communications about University matters:
- (a) the overriding principle is that the Senate should be properly informed on all important matters or matters pertaining to the exercise of the Senate's functions.
  - (b) the Vice-Chancellor is free to communicate directly to Senate Fellows keeping the Chancellor informed. (See 8)
  - (c) sensitivity in particular cases may justify communication first to the Chancellor, then at an appropriate time for the Senate to be informed, by the Chancellor or as agreed by the Vice-Chancellor, although this and other communications may be with safeguards to maintain confidentiality, where this is warranted.

### 3. Role of the Vice-Chancellor

The Vice-Chancellor is the Chief Executive Officer of the University and while a Fellow, is in essence the only officer of the University employed as such while a member of the Senate, other than officers of the Senate Secretariat (see 8). The statutory responsibilities of the Vice-Chancellor are defined under Section 12 of the Act (and elsewhere in the Act, By-laws and Rules). The Vice-Chancellor should, without fettering such powers and discretions as derive from the office, undertake the following:

- 3.1 Promote the interests of and further the development of the University through prudent, effective and ethical means as chief executive and Fellow of the Senate and as the senior representative of its academic body, participating in ceremonial occasions.
- 3.2 Manage all the business of the University except where the Senate has explicitly determined limitations, such as:
- matters of self interest or reward;
  - the appointment and termination of particular officers serving the Senate (the Secretariat); (See 8)
  - the composition of the Academic Board; and

- the work of the internal auditor and audit committee.
- 3.3 Delegate to senior officers and academics the conduct of that business as appropriate and ensure that such delegations are effectively monitored.
- 3.4 Ensure that the Senate is thoroughly informed of administrative or academic implications and fiduciary risks or legal constraints which affect policy recommendations and strategic direction.
- 3.5 Establish supporting systems to monitor the performance of the University against agreed strategic direction and operating plans.
- 3.6 With the Chancellor, ensure the Senate, the senior executives and the relevant Committees work fairly, with integrity respecting confidentiality within transparent process and in an atmosphere of mutual trust and respect in an informed fashion; in particular ensuring that the Senate functions as it should, as a cohesive, accessible, effective, enquiring and informed body with a paramount fiduciary duty of loyalty to the University to act in the best interests of the University owed by its members both individually and collectively. (See 2.2)
- 3.7 Provide Senate with the particular background knowledge to support Fellows in the discharge of their governance responsibilities. (See 7)
- 3.8 Act as the key representative of the University with the wider community; sharing that responsibility with nominated officers and Fellows as appropriate and, in particular, with the Chancellor. (See 2.5)

#### **4. Evaluation of Senate Performance**

The prime concern of Senate and, indeed, all executive and academic leaders, must be on outcomes which improve the University. There is an increasing emphasis on a range of performance measures, which apply to the Vice-Chancellor and senior executive officers. However, the Senate itself should undertake a process of self-evaluation and form a collective view of its own performance.

Every two years there should be a facilitated assessment of the Senate's performance. The Senate should consider disclosing the result to the University.

Annually, there should also be an assessment of past performance of the University against its earlier goals, and a determination of goals for the ensuing year. The goals will be derived from the present Strategic Plan, as refined from time to time, and others identified by the Vice-Chancellor and his executive team.

Although this annual assessment will need to be coordinated with the budget process, the goals in question are likely to be not only budgetary, but of a qualitative nature related to the Strategic Plan.

#### **5. Executing the Senate's Task**

The policy making role of Senate is not an isolated task, but requires informed views and the input of those who will, in due course, implement policy. So, meetings of Senate require a structured approach. Senate should:

- 5.1 Ensure that Fellows have ready access to all relevant information about the University through, inter alia:
  - well developed induction processes for new Fellows (See 7);
  - direct access by Fellows via the Vice-Chancellor to any officer to develop a background understanding;
  - direct requests for information to the most senior officers, being the senior executive team;



- channelled requests for more detailed information via the Secretariat; (See 5.3) and
  - focussed background issue papers for meetings and colloquia.
- 5.2 Recognise that, subject to 1.3 above, the provision of information for Fellows should not unduly burden the officers concerned. It should be relevant to key issues of interest to the Senate as a whole and focussed in terms of scope and detail. The Chancellor and Vice-Chancellor may be asked to intercede in cases where requests are too onerous. (See 2.2)
- 5.3 Provide and separately account for the Secretariat (which would include the Secretary to the Chancellor) responsible for the concise assembly of material, in conjunction with the Secretary to Senate, to enable Senate to consider relevant issues in a fully informed manner and with appropriate input. The Secretariat will prepare and issue draft agendas and minutes for Senate and Committees of Senate and support the Fellows in other official aspects of their roles. (See 8)
- 5.4 Establish agendas for meetings of Senate through the Chancellor and Vice Chancellor that reflect, in order:
- priorities for important issues of policy and strategy;
  - urgent decisions for ratification;
  - matters of a legal or compliance nature;
  - progress reports on operating performance and strategic goals;
  - minutes of Committee or Taskforce work;
  - review of matters deferred from other meetings;
- and other important initiatives of a policy nature.
- 5.5 Establish, subject to the necessary rule changes, a reduced number of six routine Senate meetings per year in the Senate room. Routine Senate meetings will consist of whatever is not allocated to Senate colloquia within the ambit of Senate business. (See 5.6).

In addition, routine Senate meetings should have an identified opportunity, where practicable for the consideration of confidential matters, after which time the public may enter to listen to proceedings in public session.

- 5.6 Establish up to five Senate colloquia per year, at which matters of broad policy or subjects otherwise appropriate for colloquia will be dealt with and resolutions reached. The colloquia should be held from time to time at other University sites, particularly where a colloquium relates to activities at a certain site.

Such colloquia should be identified as constituting formal Senate meetings. However, these formal meetings would not ordinarily deal with any other matter than the pre-set subject of the colloquium, save exceptional or urgent cases which can be dealt with in short compass. To deal with matters otherwise, a special separate Senate meeting should be convened.

- 5.7 Through the Secretariat (See 8), prepare minutes of all Senate meetings, colloquia and Senate committees, which
- provide concise background on the issue;
  - reflect decisions reached and action agreed; and
  - incorporate key points of dissent from recommendations or where policy might need to be reviewed.

Such minutes should be issued to Fellows as quickly as practicable after Senate meetings. On confidentiality, the general approach should be for all minutes – save those on matters dealt with in confidential session and justifying continuing confidential treatment – to be made publicly available.

- 5.8 Review via a Task Force to be established (also for the purpose of 6.4), the legislative and regulatory implications of limiting consecutive terms of membership of Senate, to

ensure that Senate retains sufficient history and yet refreshes its objectivity and resources.

- 5.9 Establish a formal procedure of personal commitment to the values and collective unity of the Senate by new Fellows (and at this time initially by all Fellows); and, ways of enhancing collegiality. (See 7.1)
- 5.10 Review with the Vice-Chancellor ways of co-opting both internal and external expertise to assist with specific tasks or strategic goals.

## 6. Establishing Committees and Task Forces

Initially, the Senate should establish a Convening Committee, comprising the Chancellor, the Deputy Chancellor, the Vice-Chancellor, the Chair of the Finance Committee and the Chair of the Academic Board. This Committee should be responsible for recommending to the Senate the charter, composition, chair and mode of communication of all Committees and Task Forces of the Senate. Like all other Committees, this Convening Committee would not be a decision-making body except where expressly delegated so by the Senate.

The Senate should restructure its Senate Committees so that they include the following Committees (and Task Force) with the following responsibilities and composition (whilst leaving in place those other Committees such as the Advisory Committee for the Selection of Candidates for Honorary Awards (Honorary Awards Committee) now in existence as have separate responsibilities not inconsistent with the restructure):

- 6.1 An Audit Committee, reporting directly to Senate, comprising only non-executive and non-staff Fellows but with the capacity to add outside persons of appropriate expertise, and charged with reviewing:
  - compliance with policy;
  - the effectiveness of policy; and
  - the integrity of reporting.
- 6.2 A Finance Committee, to include oversight of investments, controlled or affiliated commercial entities and capital works, as well as oversight of financial, administration and policy implementation matters generally but so that the formation and continuous operation of commercial arrangements, joint ventures and corporate entities shall be reviewed and monitored in such a way that the Senate is kept fully informed by a set of protocols and accountabilities that are prudent and effective, consisting of quantitative and qualitative outcomes measured against pre-set objectives and benchmarks, such to be developed and reviewed by that Committee on a continuous basis.
- 6.3 A Remuneration Committee or Committees, as follows, to deal with sensitive personal aspects relating to:
  - the remuneration and performance evaluation of the Vice-Chancellor — to be evaluated by a Committee comprising the Chancellor, the Deputy Chancellor, the Chair of the Finance Committee) and one person appointed from outside the University, and
  - the performance criteria and assessment against the criteria for senior executives, on the recommendation of the Vice-Chancellor – to be evaluated by such Committee that does not include staff or student Fellows,
 with the understanding that once those Committees have established outcomes, they will report back to the Senate.
- 6.4 A Task Force referred to in 5.8 to take submissions on, and then consider, the preferred balance and composition of the Senate in future, and frame any recommendations with regard to Fellows to be appointed to the Senate.
- 6.5 Maintain the Honorary Awards Committee as recommends honorary degrees and Honorary Fellows – in line with the conclusions of the recent review presented to the Senate.

- 6.6 Consider whether to establish a Human Resources Task Force, with a sunset clause, to assist Senate, after a presentation, through the Vice-Chancellor, on the following:
- identifying and ordering in priority the numerous human resources policies embedded in the Rules and Resolutions of Senate;
  - establishing where those policies do not meet best practice and which might be considered redundant;
  - framing overriding policies which emphasize Senate's commitment to the effective oversight of the University's human resources;
  - issues concerning harassment or the Ombudsman;
  - recruitment, career paths and age distribution actual and projected at different levels within the academic and administration staff; and
  - identifying human resource policy matters and issues that should be reported to Senate on a regular basis.

While human resources play the major part within the University, and related issues cover matters as diverse as student needs and academic resources, it is felt that strong policy-making by the Senate would give the right emphasis to this critical function. However, establishing a Committee, rather than a Task Force, might be seen to unduly interfere in management.

- 6.7 Allow any Senate Fellow to attend any Committee meeting except the Remuneration Committees. In relation to the Finance Committee, it is expected that the Chair will invite Senate Fellows not serving on this Committee to attend it on a rotating basis.

## 7. Induction and Development of Fellows

Given the widely different nature of appointments and the very diverse backgrounds from which Senate Fellows are drawn, it is critical to the effective working of Senate that Fellows be properly prepared for their role. Senate should:

- 7.1 Design an induction programme which brings new Fellows up to speed with the work of Senate, including:
- governance discussion with the Chancellor and the Vice-Chancellor
  - express formal commitment to the work of the Senate; (See 5.9)
  - comprehensive information package;
  - briefing from two (or more) faculties of the University;
  - mentoring provided by particular experienced Fellows;
  - immediate assignment to a Committee or Taskforce; (See 6)
  - training programme on governance (perhaps from the AGSM), and
  - continuing education.
- 7.2 Ensure on-going maintenance of governance skills through a programme which includes:
- further faculty briefings and review of specific administration functions;
  - mentorship role with new Fellows;
  - transfers between Committees to broaden understanding; (See 6) and
  - feedback from the Chancellor on his/her perception of each Fellow's contribution. (See 4)
- 7.3 Ensure that all Fellows are fully supported in their representative roles within the wider community, by:
- pre-briefing on particular issues by senior executives; and
  - assistance with logistics and communications. (See 8)

## 8. Support for the Office of Chancellor and the Senate

Fellows give freely of their time and many have onerous commitments outside the University. Most do not have personal resources to facilitate their work as Fellows, yet for the effective working of Senate adequate support for all Fellows is essential. The Senate should:

- 8.1 Ensure the Secretariat has an appropriate line budget and is enabled to support the Senate and the Chancellor in their respective roles. The monitoring of that budget and the approval of expenditure should be the responsibility of the Audit Committee and the amounts should be fully disclosed in the University's annual financial statements.
- 8.2 Maintain an ongoing programme of Faculty briefings. (See 7)

In particular:

1. The resolutions covered in this Section are to be evaluated by the Finance Committee to establish the cost, the principle being full disclosure of:
  - (a) a line item showing the costs of servicing the Senate; and
  - (b) a sub-item of the costs of the Chancellor.
2. It was also agreed that the Chancellor should immediately appoint a suitable person to:
  - (a) act as personal assistant to the Chancellor,
  - (b) be available, through the Chancellor, to Senate,
  - (c) appropriately assist the Chancellor in carrying out the Chancellor's tasks,
  - (d) assist as appropriate in maintaining active communications with Fellows; and
  - (e) facilitate the reasonable requirements of Senate Fellows in relation to their tasks.
3. Consideration will also be given to a system by which individual Fellows can be reimbursed for reasonable out of pocket expenses in the Senate duties.

# Constitutions

# Constitutions of faculties, colleges and boards of study

As at 1 January 2017

The constitutions of the Faculties of Dentistry, Medicine, Nursing and Midwifery, Pharmacy and the Sydney College of the Arts are set out below.

The composition of all other faculties and University Schools is provided by the *University of Sydney (Governance of Faculties and University Schools) Rule 2016*.

- Faculty of Dentistry
- Faculty of Medicine
- Faculty of Nursing and Midwifery
- Faculty of Pharmacy
- Sydney College of the Arts
- Board of Interdisciplinary Studies

## Faculty of Dentistry

1. The Faculty of Dentistry shall comprise the following persons:
  - 1.1 the Dean of the Faculty of Dentistry;
  - 1.2 the Professors, Associate Professors, Senior Lecturers, Lecturers, and Associate Lecturers being full-time members of the teaching staff in the Faculty of Dentistry;
  - 1.3 the Dean of the Faculty of Medicine;
  - 1.4 the Professors, Associate Professors, Senior Lecturers, Lecturers and Associate Lecturers being fractional members of the teaching staff of half-time (0.5) or greater;
  - 1.5 two members of the part-time academic staff at 0.4 and below, elected by and from the part-time academic staff of the Faculty appointed at 0.4 and below;
  - 1.6 full-time members of the research staff of the disciplines of the Faculty of Dentistry and of the Institute of Dental Research who hold appointments of research fellow and above;
  - 1.7 persons upon whom the title of Clinical Professor, Adjunct Professor, Clinical Associate Professor, Adjunct Associate Professor, Clinical Senior Lecturer, Clinical Lecturer or Adjunct Lecturer has been conferred in accordance with the resolutions of the Academic Board;
  - 1.8 not more than five students elected in the manner prescribed by resolution of the Senate;
  - 1.9 The President of the Sydney University Dental Undergraduates' Association, provided the President is enrolled as a candidate for a degree or diploma in the Faculty of Dentistry.
  - 1.10 the President of the Oral Health Foundation within the University of Sydney;
  - 1.11 the Area Clinical Director, Westmead Centre for Oral Health, the General Manager, Westmead Centre for Oral Health;
  - 1.12 the Area Clinical Director, Oral Health (Eastern Zone), Sydney South Western Area Health Service and the Clinical Manager, Sydney Dental Hospital;
  - 1.13 the Director of the Institute of Dental Research;
  - 1.14 the Chief Dental Officer of New South Wales;
  - 1.15 one nominee of each of the Royal Australasian College of Dental Surgeons and the Australian Dental Association (New South Wales Branch);
  - 1.16 such other persons as may be appointed by the Faculty on the nomination of the Dean, for such period as determined by the Faculty;
  - 1.17 such other persons as may be appointed by the Faculty as Honorary Members of Faculty on the nomination of the Dean, for such period as determined by the Faculty, in accordance with resolutions adopted by the Faculty at its meeting on 10 November 1995;
  - 1.18 the President of the Dental Therapy Association and Dental Hygienists Association (New South Wales Branch);
  - 1.19 the President of the Dental Alumni Society of the University of Sydney;
  - 1.20 the Chairperson, Committee for Continuing Education in Dentistry;
  - 1.21 former members of the Faculty upon whom the University has conferred the title of Emeritus Professor; and
  - 1.22 Fellows of the University who were prior members of the Faculty of Dentistry.
2. The election of members pursuant to section 1.5 shall be held at the last meeting of the Faculty in each alternate year and the members so elected shall hold office from 1 January of the year following their election until the next election but conterminously with their membership of the part-time teaching staff.
3. *Election of Honorary members of faculty (section 1.16)*
  - 3.1 Honorary members will be elected to the Faculty on the basis of conspicuous involvement in one or more of the following:
    - 3.1.1 support of the interested and welfare of the Faculty or of a particular part of the Faculty's activities;
    - 3.1.2 promotion of the academic purposes of the Faculty or facilitating these purposes on any particular activity of the Faculty;
    - 3.1.3 fostering the links between the Faculty and other institutions within and outside Australia;
    - 3.1.4 representation of the Faculty's needs for resources for its growth and diversification and supply of such resources;
    - 3.1.5 any other activity deemed appropriate by the Faculty.
4. Nominations for consideration by the Faculty's Advisory Committee on Selection of Candidates for Honorary Members of the Faculty are invited annually. Nominations may be made by any member of the Faculty and must include a clear statement on the nominee's attainment, position and relationship to the Faculty with particular reference to the criteria outlines above.
5. The number of persons who may be elected each year shall be no more than four.

## Faculty of Medicine

1. The Faculty of Medicine shall comprise the following persons:
  - 1.1 the Dean of the Faculty;
  - 1.2 associate lecturers, being full-time members of the teaching staff in the following Schools and Units:
    - 1.2.1 Central Clinical School;
    - 1.2.2 Children's Hospital at Westmead Clinical School;
    - 1.2.3 Concord Clinical School;
    - 1.2.4 Nepean Clinical School;
    - 1.2.5 Northern Clinical School;
    - 1.2.6 Office of Medical Education;
    - 1.2.7 School of Medical Sciences;
    - 1.2.8 School of Public Health;
    - 1.2.9 School of Rural Health;
    - 1.2.10 Sydney Adventist Hospital Clinical School;
    - 1.2.11 Westmead Clinical School; and
    - 1.2.12 Workforce Education and Development Group.
  - 1.3 the professors, readers, associate professors, senior lecturers, lecturers, and associate lecturers, being fractional members of the teaching staff of half-time or greater of the Schools and Units included in section 1.2;
  - 1.4 the Higher Education Officers Level 8 and above of the Faculty;
  - 1.5 persons upon whom the University has conferred the title of professor, reader, associate professor, senior lecturer, lecturer or associate lecturer and who are members of the Schools and Units included in section 1.2 or of those external research institutes/units formally affiliated with the Faculty of Medicine;
  - 1.6 persons upon whom the University has conferred the title of visiting professor and who are members of the Schools and Units included in section 1.2;
  - 1.7 persons upon whom the University has conferred the title of adjunct associate lecturer, adjunct lecturer, adjunct senior lecturer, adjunct associate professor and adjunct professor; and who are members of the Schools and Units included in section 1.2;
  - 1.8 persons upon whom the University has conferred the title of clinical professor, clinical associate professor, clinical senior lecturer, clinical lecturer or clinical associate lecturer; and who are members of the Schools and Units included in section 1.2;
  - 1.9 the Director of the Electron Microscope Unit;
  - 1.10 full-time members of the research staff of the Schools and Units included in section 1.2 holding University appointments of research fellow and above;
  - 1.11 persons upon whom the University has conferred the title of research fellow, senior research fellow, principal research fellow and senior principal research fellow and who are members of the Schools and Units included in section 1.2 and of those external research institutes/units formally affiliated with the Faculty of Medicine;
  - 1.12 the deans of the Faculties of Arts and Social Sciences, Dentistry, Health Sciences, Nursing and Midwifery, Pharmacy, Science and Veterinary Science and of the Sydney Conservatorium of Music and the professors in the Faculties of Dentistry, Health Sciences, Nursing and Midwifery and Pharmacy;
  - 1.13 the Director General of the NSW Health Department and the Chief Health Officer of New South Wales;
  - 1.14 the Chair of the Governing Council and the Chief Executive or nominee of the following NSW Local Health Networks: Far West, Nepean Blue Mountains, Northern NSW, Northern Sydney, South Eastern Sydney, Sydney, Western NSW, Western Sydney;
  - 1.15 the Chair of the Governing Council and the Chief Executive or nominee of the Sydney Children's Hospital Network;
  - 1.16 former members of the Faculty upon whom the University has conferred the title of emeritus professor;
  - 1.17 persons upon whom the University has conferred Honorary degrees in the faculty;
  - 1.18 the President of the Sydney Medical School Foundation and the President of the Medical Alumni Association;
  - 1.19 medically qualified Fellows of Senate;
  - 1.20 not more than six students elected in the manner prescribed by resolution of the Senate;
  - 1.21 such other persons as may be appointed by the Faculty on the nomination of the Dean.
2. A person appointed pursuant to section 1.21 shall be appointed for a period of two years and shall be eligible for reappointment.
3. The Faculty may elect persons to honorary membership of the Faculty in accordance with resolutions adopted by the Faculty at its meeting on 21 May 1992.

## Faculty of Pharmacy

1. The Faculty of Pharmacy shall comprise the following persons:
  - 1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers being full-time or fractional (50 per cent full-time equivalent or greater), continuing or fixed term members of the academic staff in the Faculty of Pharmacy;
  - 1.2 the Dean or a nominee of the Dean of each of the Faculties of Health Sciences, Dentistry, Medicine, Nursing and Midwifery, and Science;
  - 1.3 the head or a nominee of the head of each of the departments or schools teaching units of study in the courses offered by the Faculty;
  - 1.4 the professors and associate professors, being full-time or fractional (50 per cent full-time equivalent or greater) continuing or fixed term members of the academic staff in the Department of Pharmacology;
  - 1.5 such other persons, if any, being full-time or fractional (50 per cent full-time equivalent or greater) research staff in the Faculty of Pharmacy holding appointments of Research Fellow and above;
  - 1.6 up to four students (two undergraduate, two postgraduate), elected in the manner prescribed by the Resolutions of Senate; and
  - 1.7 up to three persons, being members of the general staff employed by the Faculty of Pharmacy, who, have a close and appropriate association with its work of teaching and research, to be appointed by the Dean.
2. The members appointed under sections 1.1, 1.2, 1.3, 1.4 and 1.5, shall be members of the Faculty for so long as they retain the positions that led to their appointment as members of Faculty.
3. The members appointed under sections 1.6 and 1.7, shall be appointed at the first meeting of Faculty in first semester each year, or as soon as practicable thereafter, and shall hold office until the first meeting of Faculty in the first semester of the following year.

## Faculty of Nursing and Midwifery

1. The Faculty of Nursing and Midwifery shall comprise the following persons:
  - 1.1 the professors, readers, associate professors, senior lecturers, research fellows, lecturers, associate lecturers, postdoctoral and postgraduate fellows who are full-time or at least half-time members of the academic staff or who are on continuing or fixed term appointments (of at least two years);
  - 1.2 the Dean, or a nominee of the Dean, of each of the Faculties of Arts and Social Sciences, Health Sciences, Medicine, Pharmacy and Science;
  - 1.3 the Faculty Manager who shall act as Faculty Secretary;
  - 1.4 the Librarian of the Mallett Street library;
  - 1.5 not more than five students elected in the manner prescribed by the resolutions of the Senate;
  - 1.6 up to five other members of the nursing profession who have appropriate associations with the work of the Faculty, appointed by the Faculty on the nomination of the Dean;
  - 1.7 up to four persons, being members of the general staff employed by the Faculty of Nursing and Midwifery having a close and appropriate association with the Faculty's work of teaching and research, to be appointed by the Dean.
2. A person appointed in accordance with sections 1.6 to 1.7 shall hold office for a period of two years unless otherwise specified at the time of appointment and shall be eligible for reappointment.

## Sydney College of the Arts Board

1. The Sydney College of the Arts Board (hereafter called SCA Board) shall comprise the following persons:
  - 1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers who are full-time or fractional permanent or temporary members of the teaching staff of the departments placed under the supervision of the Sydney College of the Arts;
  - 1.2 the Dean of the Sydney College of the Arts;
  - 1.3 the Dean of the Faculty of Architecture, Design and Planning or the Dean's nominee;
  - 1.4 the Dean of the Sydney Conservatorium of Music or the Dean's nominee;
  - 1.5 the Power Professor or nominee;
  - 1.6 not more than four students elected in the manner prescribed by resolution of the Senate;
  - 1.7 the Librarian-in-charge of the Sydney College of the Arts.
2. A person shall cease to hold office if that person ceases to hold the qualifications in respect of which he or she was eligible to hold office.
3. SCA Board shall encourage teaching, scholarship and research in the departments and schools that the Vice-Chancellor has determined:
  - 3.1 shall be placed under the supervision of the Sydney College of the Arts; and
  - 3.2 shall have the same powers and functions as are specified for faculties in the resolutions of the Senate.
- 4.1 SCA Board shall elect from the members referred to in sections 1.1 and 1.2, a Chairperson who shall preside at meetings of SCA Board.
- 4.2 The Chairperson shall hold office for a period of three years from 1 January following the election.
- 4.3 The election of Chairperson is to be held not later than the third Monday in October preceding the year in which the term of office is to commence.
  - 4.4.1 If the office of Chairperson becomes vacant by death, resignation or otherwise, a successor is to be elected by SCA Board as soon as convenient after the vacancy occurs; and
  - 4.4.2 that successor is to hold office as Chairperson for the remainder of that term.
- 4.5 In the event of the absence of the Chairperson through illness or any other cause, the Dean shall preside as Acting Chair.
- 5.1 SCA Board shall meet at least once each semester and shall be convened at the discretion of the Vice-Chancellor, the Dean or the Chairperson, or on the written request of any five members addressed to the Dean.
- 5.2 If the person previously elected or appointed to preside at meetings is absent, a member elected by the members present shall preside.
- 5.3 The person presiding at any meeting shall have a vote and in the case of an equality of votes a second or casting vote.

## Board of Interdisciplinary Studies

1. The Board of Interdisciplinary Studies shall comprise the following persons:
  - (a) the Provost and Deputy Vice-Chancellor or nominee, who will be the Chair of the Board of Interdisciplinary Studies;
  - (b) The Deputy Vice-Chancellor Education or nominee;
  - (c) The deans or nominee of faculties that offer Liberal Studies degrees;
  - (d) The deans or nominees of two other faculties offering majors, minors or units in the Bachelor of Advanced Studies;
  - (e) the course co-ordinator(s) of the cross-faculty degrees, diplomas and certificates administered by the Board;
  - (f) the directors or their nominees of the Charles Perkins Centre, the China Studies Centre and the Sydney Southeast Asia Centre;
  - (g) the Director of the Centre for Continuing Education and the Head of the Open Learning Environment;
  - (h) the Chair of the Non-Award Sub-Committee of the Board of Interdisciplinary Studies as set out in clause 9(c);
  - (i) not more than two students enrolled in those cross-faculty degrees, diplomas and certificates administered by the Board, appointed by the Academic Board on the nomination of the Chair of the Academic Board in consultation with student members of the Academic Board and the relevant student organisations; and
  - (j) co-opted members appointed by resolution of the Board of Interdisciplinary Studies.
2. Members:
  - (a) appointed in accordance with sections 1 (d), (i) and (j) shall hold office for a period of two years commencing on 1 January following their appointment.
  - (b) shall be eligible for reappointment or re-election
  - (c) shall cease to hold office if that member ceases to hold the qualifications in respect of which he or she was eligible to hold office.
3. If a vacancy occurs in the office of a member appointed in accordance with sections 1(d), (i) and (j) the vacancy may be filled in like manner to the appointment and the person so appointed shall hold office for the balance of the term of the person being replaced.
4. The members of the Board of Interdisciplinary Studies may elect a deputy chair from amongst the members appointed in accordance with section 1(b) who shall in the event of the absence or inability of the Chair to act through illness or any other cause, be deemed to be, and have the powers and duties of the Chair.

**Quorum**
5. At any meeting of the Board, six members shall form a quorum.



### The functions of the Board of Interdisciplinary Studies

6. The Board shall provide cross-faculty supervision of the award of the cross-faculty qualifications listed in the related Senate resolutions (Degrees, diplomas and certificates of the Board of Interdisciplinary Studies) and shall:
  - (a) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in the cross-faculty degrees, diplomas and certificates;
  - (b) where so determined in the degree resolutions, admit to and determine candidature for the cross-faculty degrees, diplomas and certificates;
  - (c) admit to candidature, appoint supervisors and examiners of candidates for those higher degrees by research listed in the related Senate resolutions;
  - (d) ensure the appropriate provision of course and candidature management, student support and advice is provided through the office of the relevant faculty or academic units;
  - (e) make recommendations to the Academic Board on matters relating to the cross-faculty qualifications; and
  - (f) consider and report on all matters referred to it by Senate, the Academic Board, or the Vice-Chancellor.
7. In relation to the Bachelor of Advanced Studies, the Board shall have the following responsibilities:
  - (a) determine the degree resolutions for the award of Bachelor of Advanced Studies;
  - (b) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in the Bachelor of Advanced Studies by augmenting the faculty-based supervision of their constituent academic components wherever cross-faculty consideration is required;
  - (c) approve, on the advice of the relevant Faculty, the listing of units of study, majors and minors (as determined by the relevant faculty according to definitions approved by the Academic Board) available for credit in the Bachelor of Advanced Studies, and make recommendations on the curriculum and course resolutions for the Bachelor of Advanced Studies to the Academic Board;
  - (d) approve the listing of units of study in the Open Learning Environment;
  - (e) approve the units of study offered in the Open Learning Environment by the Centre for Continuing Education;
  - (f) provide academic oversight for the quality and outcomes of the teaching, curriculum and assessment of units offered via the Open Learning Environment;
  - (g) ensure, for students enrolled in the Bachelor of Advanced Studies, the appropriate provision of course and candidature management, student support and advice is provided through the office of the relevant faculty or academic units; and
  - (h) make recommendations to the Academic Board on matters relating to the Bachelor of Advanced Studies.
8. In relation to other qualifications, the Board shall have the following responsibilities:
  - (a) approve, on the advice of the relevant Faculty, the listing of units, minors and majors (as determined by the relevant faculty according to definitions approved by the Academic Board) to be made available in the shared pool for all Liberal Studies degrees as defined in the Coursework Policy;
  - (b) report to the Deputy Vice Chancellor (Education) on non-award courses approved by the Board of Interdisciplinary Studies; and
  - (c) consider and report on all matters referred to it by Senate, the Academic Board, or the Vice-Chancellor.

### Sub-committees

9. The Board of Interdisciplinary Studies may create sub-committees and delegate to those sub-committees, the authority to make recommendations to the Board in connection with certain of its functions.
  - (a) There shall be a Non-Award Sub-Committee.
10. The Non-Award Sub-Committee shall have the following responsibilities:
  - (a) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in interdisciplinary non-award courses; and
  - (b) report to the Deputy Vice-Chancellor (Education) on the quality and strategic fit of interdisciplinary non-award courses.
11. The Non-Award Sub-Committee shall comprise the following persons:
  - (a) the Deans or their nominees of every faculty that offers interdisciplinary non-award courses; and
  - (b) the Director of the Centre for Continuing Education.
  - (c) The Chair, elected by the sub-committee, will serve on the Board of Interdisciplinary Studies as a representative of the sub-committee.



# Degrees

# Degrees, diplomas and certificates of faculties, colleges and boards of study

As at 1 January 2017

The Senate resolutions list the formal names and abbreviations for the degrees, diplomas and certificates offered by each faculty.

The Senate resolutions, along with the Faculty Resolutions and individual course resolutions, are found in the faculty handbooks at [sydney.edu.au/handbooks](http://sydney.edu.au/handbooks)

- Faculty of Arts and Social Sciences
- Faculty of Dentistry
- Faculty of Engineering and Information Technologies
- Faculty of Health Sciences
- Faculty of Pharmacy
- Faculty of Science
- Sydney College of the Arts
- Sydney Conservatorium of Music
- The University of Sydney Business School
- The University of Sydney Law School
- The University of Sydney Medical School
- The University of Sydney Nursing School
- The University of Sydney School of Architecture, Design and Planning
- The University of Sydney School of Education and Social Work
- Board of Interdisciplinary Studies

## Faculty of Arts and Social Sciences

### Resolutions of the Senate

#### 1 Degrees, diplomas and certificates of the Faculty of Arts and Social Sciences

- (1) With the exception of the Doctor of Letters and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Arts and Social Sciences. The Doctor of Letters and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2016. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

#### 2 Degrees

Code	Course title & stream	Abbreviation	Credit points
RHLETTER-01	Doctor of Letters	DLitt	Published Work
RPARTSAR-01	Doctor of Arts	DArts	Research
RPPHDART-02	Doctor of Philosophy	PhD	Research
RPSOCSCI-01	Doctor of Social Sciences	DSocSci	Research
RMARTRSC-01	Master of Arts (Research)	MA(Res)	Research
RMPHLART-02	Master of Philosophy	MPhil	Research
MAAPPLIN-01	Master of Applied Linguistics	MAppLing	72
MAARTCRT-01	Master of Art Curating	MArtC	72
MAARTCUR-01	Master of Art Curatorship **	MAC	48
MAEXMASC-01	Executive Master of Arts and Social Sciences	EMASS	96
MAARTSAR-06	Master of Arts **	MA	48
MAASISTD-01	Master of Asian Studies **	MAsianStud	48
MABUDSTD-01	Master of Buddhist Studies **	MBuddhistStud	48
MACHNPUA-01	Master of China Public Administration	MCPA	96
MACHNSTD-01	Master of China Studies**	MChinaStud	96
MACREAWR-01	Master of Creative Writing	MCW	72
MACRCUCO-01	Master of Crosscultural Communication	MCC	72
MACULSTD-01	Master of Cultural Studies	MCS	72
MADEVSTD-01	Master of Development Studies	MDVST	72
MADICOCU-01	Master of Digital Communication and Culture	MDCC	72

Code	Course title & stream	Abbreviation	Credit points
MAECONAN-01	Master of Economic Analysis	MEcAnalysis	72
MAECONOM-06	Master of Economics	MEc	72
MAENGLST-01	Master of English Studies	MES	72
MAEURSTD-01	Master of European Studies **	MEuroStud	48
MAFILSTD-01	Master of Film Studies **	MFS	48
MAHECOMM-01	Master of Health Communication	MHC	72
MAHLTSEC-01	Master of Health Security	MHlthSec	96
MAHUMRIG-01	Master of Human Rights	MHR	72
MAINTREL-01	Master of International Relations	MIR	96
MAINTSEC-02	Master of International Security	MIntSec	96
MAINTSTD-07	Master of International Studies	MIntS	96
MALETTER-03	Master of Letters**	MLitt	24
MALETUSS-01	Master of Letters in US Studies**	MLitt(US Studies)	72
MAMEDPRA-01	Master of Media Practice	MMedia Prac	72
MAMHSTED-01	Master of Museum and Heritage Studies	MMHS	72
MAMSMSTD-01	Master of Museum Studies **	MMuseum Stud	48
MAPECOST-01	Master of Peace and Conflict Studies	MPACS	72
MAPOLECN-01	Master of Political Economy	MPolEc	72
MAPROCOM-01	Master of Professional Communication **	MPC	48
MAEXMPUA-01	Executive Master of Public Administration	EMPA	60
MAPUBADM-01	Master of Public Administration	MPA	72
MAPUBPOL-04	Master of Public Policy	MPP	72
MAPUBLIS-01	Master of Publishing	MPub	72
MASTPURE-01	Master of Strategic Public Relations	MStratPR	72
MATRASTD-01	Master of Translation Studies **	MTrans	72
MAUSSTUD-01	Master of US Studies	MUSS	72
BPARTSAR-07	Bachelor of Arts*	BA	144
BHARTADH-01	Bachelor of Arts (Advanced) (Honours) **	BA(Adv)(Hons)	144
BPARTAST-01	Bachelor of Arts (Asian studies)*	BA(AsianStud)	144
BPARTLAN-01	Bachelor of Arts (Languages)*	BA(Lang)	192
BPARTMCO-01	Bachelor of Arts (Media and Communications)*	BA(Media & Comm)	192
BUECONOM-03	Bachelor of Economics*	BEc	144
BPINGLST-01	Bachelor of International and Global Studies*	BIGS	144
BPPOECSS-01	Bachelor of Political, Economic and Social Sciences*	BPES	144

\*may be awarded with honours following a further year of study.

\*\* No new admissions

### 3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
BPARTECN1000	Bachelor of Arts* and Bachelor of Economics*	BA/BEc	192
BPARTLAW-03	Bachelor of Arts* and Bachelor of Laws^	BA/LLB	240
BPAMCLAW-01	Bachelor of Arts (Media and Communications)* and Bachelor of Laws^	BA(Media & Comm)/LLB	288
BPARTSWK-03	Bachelor of Arts* and Bachelor of Social Work^	BA/BSW	240
BPCOMART-01	Bachelor of Commerce* and Bachelor of Arts*	BCom/BA	240
BPECNLAW-06	Bachelor of Economics* and Bachelor of Laws^	BEc/LLB	240
BPESUART-01	Bachelor of Education (Secondary: Humanities and Social Sciences)^ and Bachelor of Arts*	BEd(Sec:HumSocSc)/BA	240
BPENGART-01	Bachelor of Engineering^ and Bachelor of Arts*	BE/BA	240
BPITCART-01	Bachelor of Information Technology^ and Bachelor of Arts *	BIT/BA	240
BPIGLAW-01	Bachelor of International and Global Studies* and Bachelor of Laws^	BIGS/LLB	240
BPMSTART-01	Bachelor of Music Studies* and Bachelor of Arts*	BMusStudies/BA	240

Code	Course title & stream	Abbreviation	Credit points
BPPELAW-01	Bachelor of Political, Economic and Social Sciences* and Bachelor of Laws**	BPESS/LLB	240
BPPRMART-01	Bachelor of Project Management and Bachelor of Arts	BPM/BA	240
BPSCIART-02	Bachelor of Science* and Bachelor of Arts*	BSc/BA	192

\*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

\*\*no new admissions.

#### 4 Double degrees

Code	Course title & stream	Abbreviation	Credit points
BHAADMES-01	Bachelor of Arts (Advanced) (Honours)^ and Bachelor of Medicine and Bachelor of Surgery^, **	BA(Adv)(Hons)/MBBS	336
BPECNMES-02	Bachelor of Economics* and Bachelor of Medicine and Bachelor of Surgery^, **	BEc/MBBS	336
BPECNMED-01	Bachelor of Economics* and Doctor of Medicine	BEc/MD	336
BUARTNUR-02	Bachelor of Arts* and Master of Nursing	BA/MN	192

\*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

\*\*no new admissions from 2014

#### 5 Graduate diplomas

Code	Course title	Abbreviation	Credit points
GNAPPLIN-01	Graduate Diploma in Applied Linguistics	GradDipAppLing	48
GNARTCRT-01	Graduate Diploma in Art Curating	GradDipArtC	48
GNARTCUR-01	Graduate Diploma in Art Curatorship **	GradDipAC	36
GNARTSAR-04	Graduate Diploma in Arts **	GradDipArts	36
GNASISTD-01	Graduate Diploma in Asian Studies **	GradDipAsian Stud	36
GNBUDSTD-01	Graduate Diploma in Buddhist Studies**	GradDipBuddhistStud	36
GNCHNSTD-01	Graduate Diploma in China Studies **	GradDipChinaStud	48
GNCREAWR-01	Graduate Diploma in Creative Writing	GradDipCW	48
GNCULSTD-01	Graduate Diploma in Cultural Studies	GradDipCS	48
GNDEVSTD-01	Graduate Diploma in Development Studies	GradDipDVST	48
GNDICOCU-01	Graduate Diploma in Digital Communication and Culture	GradDipDCC	48
GNECONAN-01	Graduate Diploma in Economic Analysis	GradDipEcAnalysis	48
GNECONOM-05	Graduate Diploma in Economics	GradDipEc	48
GNENGLST-01	Graduate Diploma in English Studies	GradDipES	48
GNEURSTD-01	Graduate Diploma in European Studies**	GradDipEuroStud	36
GNFILSTD-01	Graduate Diploma in Film Studies **	GradDipFS	36
GNHECOMM-01	Graduate Diploma in Health Communication	GradDipHC	48
GNHLTSEC-01	Graduate Diploma in Health Security	GradDipHlthSec	48
GNHUMRIG-01	Graduate Diploma in Human Rights	GradDipHR	48
GNINTREL-01	Graduate Diploma in International Relations	GradDipIR	48
GNINTSEC-02	Graduate Diploma in International Security	GradDipIntSec	48
GNINTSTD-05	Graduate Diploma in International Studies	GradDipIntS	48
GNMEDPRA-01	Graduate Diploma in Media Practice	GradDipMediaPrac	48
GNMHESTD-01	Graduate Diploma in Museum and Heritage Studies	GradDipMHS	48
GNMSMSTD-02	Graduate Diploma in Museum Studies**	GradDipMuseumStud	36
GNPECOST-01	Graduate Diploma in Peace and Conflict Studies	GradDipPACS	48
GNPOLECN-01	Graduate Diploma in Political Economy	GradDipPolEc	48
GNPROCUM-01	Graduate Diploma in Professional Communication **	GradDipPC	36
GNPUBADM-02	Graduate Diploma in Public Administration	GradDipPAdmin	48

Code	Course title	Abbreviation	Credit points
GNPUBPOL-02	Graduate Diploma in Public Policy	GradDipPP	48
GNPUBLIS-01	Graduate Diploma in Publishing	GradDipPub	48
GNSTPURE-01	Graduate Diploma in Strategic Public Relations	GradDipStatPR	48
GNTRASTD-01	Graduate Diploma in Translation Studies **	GradDipTrans	36
GNUSSTUD-01	Graduate Diploma in US Studies	GradDipUSS	48

\*\* No new admissions

## 6 Graduate certificates

Code	Course title	Abbreviation	Credit points
GCAPPLIN-01	Graduate Certificate in Applied Linguistics	GradCertAppLing	24
GCARTCRT-01	Graduate Certificate in Art Curating	GradCertArtC	24
GCARTCUR-01	Graduate Certificate in Art Curatorship **	GradCertAC	24
GCARTSAR-02	Graduate Certificate in Arts **	GradCertArts	24
GCASISTD-01	Graduate Certificate in Asian Studies **	GradCertAsianStud	24
GCBUDSTD-01	Graduate Certificate in Buddhist Studies **	GradCertBuddhistStud	24
GCCHNSTD-01	Graduate Certificate in China Studies **	GradCertChinaStud	24
GCCREAWR-01	Graduate Certificate in Creative Writing	GradCertCW	24
GCCULSTD-01	Graduate Certificate in Cultural Studies	GradCertCS	24
GCDEVSTD-01	Graduate Certificate in Development Studies	GradCertDVST	24
GCDICOCU-01	Graduate Certificate in Digital Communication and Culture	GradCertDCC	24
	Graduate Certificate in Economic Analysis	GradCertEcAnalysis	24
GCECONOM-01	Graduate Certificate in Economics	GradCertEc	24
GCENGLST-01	Graduate Certificate in English Studies	GradCertES	24
GCEURSTD-01	Graduate Certificate in European Studies **	GradCertEuroStud	24
GCFILSTD-01	Graduate Certificate in Film Studies **	GradCertFS	24
GCHECOMM-01	Graduate Certificate in Health Communication	GradCertHC	24
GCHLTSEC-01	Graduate Certificate in Health Security	GradCertHlthSec	24
GCHUMRIG-01	Graduate Certificate in Human Rights	GradCertHR	24
GCINTREL-01	Graduate Certificate in International Relations	GradCertIR	24
GCINTSEC-02	Graduate Certificate in International Security	GradCertIntSec	24
GCINTSTD-02	Graduate Certificate in International Studies	GradCertIntS	24
GCMEDPRA-01	Graduate Certificate in Media Practice	GradCertMediaPrac	24
GCMHESD-01	Graduate Certificate in Museum and Heritage Studies	GradCertMHS	24
GCMSMSTD-02	Graduate Certificate in Museum Studies **	GradCertMuseumStud	24
GCPECOST-01	Graduate Certificate in Peace and Conflict Studies	GradCertPACS	24
GCPOLN-01	Graduate Certificate in Political Economy	GradCertPolEc	24
GCPROCUM-01	Graduate Certificate in Professional Communication **	GradCertPC	24
GCPUBADM-01	Graduate Certificate in Public Administration	GradCertPAdmin	24
GCPUBPOL-02	Graduate Certificate in Public Policy	GradCertPP	24
GCPUBLIS-01	Graduate Certificate in Publishing	GradCertPub	24
GCSTPURE-01	Graduate Certificate in Strategic Public Relations	GradCertStratPR	24
GCUSSTUD-01	Graduate Certificate in US Studies	GradCertUSS	24

\*\* No new admissions

## 7 Diplomas

Code	Course title	Abbreviation	Credit points
DLARTSAR-02	Diploma of Arts	DipArts	48
DLSOCSCI-01	Diploma of Language Studies	DipLangStud	48
DLLANSTD-01	Diploma of Social Sciences	DipSocSc	48

# Faculty of Dentistry

## Resolutions of the Senate

### 1 Degrees, diplomas and certificates of the Faculty of Dentistry

- (1) With the exception of the Doctor of Dental Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Dentistry. The Doctor of Dental Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2014. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

### 2 Degrees

Code	Course title and streams	Abbreviation	Credit points
RHDENSCI-01	Doctor of Dental Science	DDSc	Published Work
RPPHDDNT-01	Doctor of Philosophy	PhD	Research
RMPHLDNT-01	Master of Philosophy	MPhil(Dent)	Research
RMSCDENT-01	Master of Science in Dentistry (admission suspended)	MScDent	Research
<b>Doctor of Clinical Dentistry</b>			
TCCLDOMP-01	Oral Medicine	DClinDent	144
TCCLDORD-01	Orthodontics	DClinDent	144
TCCLDPAD-01	Paediatric Dentistry	DClinDent	144
TCCLDPER-01	Periodontics	DClinDent	144
TCCLDPRO-01	Prosthodontics	DClinDent	144
TCCLDSCD-01	Special Care Dentistry	DClinDent	144
TCCLDORS-01	Oral Surgery	DClinDent	144
MADNTLMD-01	Doctor of Dental Medicine	DMD	192
BGDENTIS-01	Bachelor of Dentistry <sup>^</sup>	BDent	192
BUORAHEA-01	Bachelor of Oral Health	BOH	144

<sup>^</sup>may be awarded with honours in an integrated program.

### 3 Graduate diplomas

Code	Course title and streams	Abbreviation	Credit points
<b>Graduate Diploma in Clinical Dentistry</b>			
GNCLDCHH-01	Child Health	GradDipClinDent	48
GNCLDCSP-01	Conscious Sedation and Pain Control	GradDipClinDent	48
GNCLDHOD-01	Hospital Dentistry	GradDipClinDent	48
GNCLDOBI-01	Oral Biology	GradDipClinDent	48
GNCLDOIM-01	Oral Implants	GradDipClinDent	48
GNCLDARE-01	Advanced Restorative	GradDipClinDent	48
GNCLDTOM-01	Tooth Mechanics	GradDipClinDent	48
GNCLDSUD-01	Surgical Dentistry	GradDipClinDent	48

### 4 Graduate certificates

Code	Course title and streams	Abbreviation	Credit points
<b>Graduate Certificate in Clinical Dentistry</b>			
GCCLDCHH-01	Child Health	GradCertClinDent	24
GCCLDHOD-01	Hospital Dentistry	GradCertClinDent	24
GCCLDOBI-01	Oral Biology	GradCertClinDent	24
GCCLDARE-01	Advanced Restorative	GradCertClinDent	24
GCCLDORR-01	Oral Rehabilitation	GradCertClinDent	24
GCCLDSUD-01	Surgical Dentistry	GradCertClinDent	24
GCCLDTOM-01	Tooth Mechanics	GradCertClinDent	24



# Faculty of Engineering and Information Technologies

## Resolutions of the Senate

### 1 Degrees, diplomas and certificates of the Faculty of Engineering and Information Technologies

- (1) With the exception of the Doctor of Engineering and the Doctor of Philosophy, The Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Engineering and Information Technologies. The Doctor of Engineering and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2017. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

### 2 Degrees

Code	Course title & stream	Abbreviation	Credit points
RHENGINE	Doctor of Engineering	DEng	Published work
RPPHDENG	Doctor of Philosophy	PhD	Research
RMPHLENG	Master of Philosophy	MPhil	Research
MAENGINE	Master of Engineering	ME	72
MAINFTEC	Master of Information Technology	MIT	72
MAINFMTG	Master of Information Technology Management	MITM	72
MAHLTCIN	Master of Health Technology Innovation	MHTI	96
MADATASC	Master of Data Science	MDS	48
	Master of Complex Systems	MCXS	96
MAPROFEN	Master of Professional Engineering		
	Aerospace Engineering	MPE(Aerospace)	144
	Biomedical Engineering	MPE(Biomedical)	144
	Chemical and Biomolecular Engineering	MPE(Chemical & Biomolecular)	144
	Civil Engineering	MPE(Civil)	144
	Electrical Engineering	MPE(Electrical)	144
	Fluids Engineering	MPE(Fluids)	144
	Geomechanical Engineering	MPE(Geo)	144
	Mechanical Engineering	MPE(Mechanical)	144
	Power Engineering	MPE(Power)	144
	Software Engineering	MPE(Software)	144
	Structural Engineering	MPE(Structural)	144
	Telecommunications Engineering	MPE(Telecoms)	144
MAPRJMG	Master of Project Management	MPM	72
MAPRJLEA	Master of Project Leadership	MPL	48
BPCSTECN	Bachelor of Computer Science and Technology*		
	Computer Science	BCST(ComputerScience)	144
	Information Systems	BCST(InformationSystems)	144
BPCSTECN	Bachelor of Computer Science and Technology (Advanced)*		
	Computer Science	BCST(Adv)(ComputerScience)	144
	Information Systems	BCST(Adv)(InformationSystems)	144
BHENGINE	Bachelor of Engineering Honours		
	Aeronautical Engineering	BEHons(Aeronautical)	192
	Biomedical Engineering	BEHons(Biomedical)	192
	Chemical and Biomolecular Engineering	BEHons(Chemical and Biomolecular)	192
	Civil Engineering	BEHons(Civil)	192
	Electrical Engineering	BEHons(Electrical)	192
	Mechanical Engineering	BEHons(Mechanical)	192
	Mechatronic Engineering	BEHons(Mechatronic)	192
	Software Engineering	BEHons(Software)	192
BPENCHBM	Bachelor of Project Management*	BPM	144
BPPRMCES	Bachelor of Project Management (Civil Engineering Science)	BPM(Civil Engineering Science)	144
BPPRMSES	Bachelor of Project Management (Software)	BPM(Software)	144
BPPRMEN	Bachelor of Project Management (Built Environment)	BPM(Built Environment)	144
BPINFTEC	Bachelor of Information Technology^		
	Computer Science	BIT(ComputerScience)	192

Code	Course title & stream	Abbreviation	Credit points
	Information Systems	BIT(InformationSystems)	192

\*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program

### 3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
MAINFITM	Master of Information Technology/Master of Information Technology Management	MIT/MITM	96
BHENGART	Bachelor of Engineering Honours/Bachelor of Arts	BEHons/BA	240
BHENGCOM	Bachelor of Engineering Honours/Bachelor of Commerce	BEHons/BCom	240
BHENGDAR	Bachelor of Engineering Honours/Bachelor of Design in Architecture	BEHons/BDesArch	240
BHENGLAW	Bachelor of Engineering Honours/Bachelor of Laws	BEHons/LLB	288
BHENGMSC	Bachelor of Engineering Honours/Bachelor of Medical Science	BEHons/BMedSci	240
BHENGSCI	Bachelor of Engineering Honours/Bachelor of Science	BEHons/BSc	240
BPITCART	Bachelor of Information Technology^/Bachelor of Arts*	BIT/BA	240
BPITCOM	Bachelor of Information Technology^/Bachelor of Commerce*	BIT/BCom	240
BPITCLAW	Bachelor of Information Technology^/Bachelor of Laws^	BIT/LLB	288
BPITCMSC	Bachelor of Information Technology^/Bachelor of Medical Science*	BIT/BMedSc	240
BPITCSCI	Bachelor of Information Technology^/Bachelor of Science*	BIT/BSc	240
BHENGPRM	Bachelor of Engineering Honours^/Bachelor of Project Management*	BEHons/BPM	240
BHENG MST	Bachelor of Engineering Honours^/Bachelor of Music Studies*	BEHons/BMusStudies	240

\*may be awarded with honours following a further year of study

^may be awarded with honours in an integrated program

### 4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
GNCOMPUT	Graduate Diploma in Computing	GradDipComp	60
GNENGINE	Graduate Diploma in Engineering	GradDipEng	36
GNENPROF	Graduate Diploma in Engineering (Professional Engineering) (Last intake 2013)	GradDipEng(ProfEng)	48
GNINFTEC	Graduate Diploma in Information Technology	GradDipIT	48
GNINFMTG	Graduate Diploma in Information Technology Management	GradDipITM	48
GNPRJMGT	Graduate Diploma in Project Management	GradDipPM	48
GNPRJLEA	Graduate Diploma in Project Leadership	GradDipPL	36
GNHLTCIN	Graduate Diploma in Health Technology Innovation	GradDipH	60
	Graduate Diploma in Complex Systems	GradDipCXS	48

### 5 Graduate certificates

Code	Course title	Abbreviation	Credit points
GCENGINE	Graduate Certificate in Engineering	GradCertEng	24
GCINFTEC	Graduate Certificate in Information Technology	GradCertIT	24
GCINFMTG	Graduate Certificate in Information Technology Management	GradCertITM	24
GCDATASC	Graduate Certificate in Data Science	GradCertDS	24
GCPRJMGT	Graduate Certificate in Project Management	GradCertPM	24
GCPRJLEA	Graduate Certificate in Project Leadership	GradCertPL	24

# Faculty of Health Sciences

## Resolutions of the Senate

### 1 Degrees, diplomas and certificates of the Faculty of Health Sciences

- (1) The Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Health Sciences.
- (2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

### 2 Degrees

RPHEASCI-01	Doctor of Health Science (admission suspended 2010)	HScD	Research
RPPHDHEA-02	Doctor of Philosophy	PhD	Research
RMAPPSCI-02	Master of Applied Science	MAppSc	Research
MADIARAD-01	Master of Diagnostic Radiography	MDR	96
MAEXPHYS-01	Master of Exercise Physiology	MExPhys	96
MAHEAINF-01	Master of Health Informatics (admission suspended 2010)	MHI	96
MAHEASCI-01	Master of Health Sciences (admission suspended 2010)		
	Master of Health Sciences		
MAHSDEDI-02	Developmental Disability	MHIthSc(DD)	72
MAHSCMRS-02	Medical Radiation Sciences (admission suspended 2015)	MHIthSc(MRS)	48
MAMDIMGS-01	Master of Medical Imaging Science	MMIS	72
MAMOLIMG-02	Master of Molecular Imaging (admission suspended 2016)	MMolImag	72
MANUCMED-01	Master of Nuclear Medicine (admission suspended 2013)	MNM	96
MAOCTHE-02	Master of Occupational Therapy	MOT	96
MAORTHOP-01	Master of Orthoptics (admission suspended 2014)	MOrth	96
MAPHYSIO-01	Master of Physiotherapy	MPhty	96
MARADTHE-01	Master of Radiation Therapy (admission suspended 2013)	MRT	96
MAREHCOU-03	Master of Rehabilitation Counselling	MRehabCng	96
MASPLAPA-01	Master of Speech Language Pathology	MSLP	96
	Bachelor of Applied Science		
BPASEXP-01	Exercise Physiology	BAppSc(ExPhys)	192
BPASESSC-02	Exercise and Sport Science*	BAppSc(Ex&SpSc)	144
BPASDRAD-01	Diagnostic Radiography^	BAppSc(DR)	192
BPASOCTE-05	Occupational Therapy^	BAppSc(OT)	192
BPASPHYS-06	Physiotherapy^	BAppSc(Phty)	192
BPASSPPA-06	Speech Pathology^	BAppSc(SpPath)	192
BPHEASCI-02	Bachelor of Health Sciences*	BHIthSci	144

\*may be awarded with honours following a further year of study

^may be awarded with honours in an integrated program

### 3 Double degrees

Code	Course title	Abbreviation	Credit points
BUHSCNUR-02	Bachelor of Health Sciences* and Master of Nursing	BHIthSci/MN	192
BPASENUD-01	Bachelor of Applied Science (Exercise and Sport Science)* and Master of Nutrition and Dietetics	BAppSc(Ex&SpSc)/ MNutrDiet	240

\*may be awarded with honours following a further year of study

^may be awarded with honours in an integrated program

### 4 Graduate diplomas

Code	Course Title & stream	Abbreviation	Credit Points
GNCOMMDI-01	Graduate Diploma in Communication Disorders (exit only)	GradDipCommDis	48
	Graduate Diploma of Health Science		
GEHSCMRS-02	Medical Radiation Sciences (admission suspended 2015)	GradDipHIthSc (MRS)	36
GNMDIMGS-01	Graduate Diploma in Medical Imaging Science	GradDipMIS	48

Code	Course Title & stream	Abbreviation	Credit Points
GNREHCOU-02	Graduate Diploma in Rehabilitation Counselling	GradDipRehabCing	48

## 5 Graduate certificates

Code	Course Title & stream	Abbreviation	Credit Points
	Graduate Certificate of Health Science		
GCHSDEDI-01	Developmental Disability	GradCertHlthSc(DD)	24
GCHSCMRS-02	Medical Radiation Sciences (admission suspended 2015)	GradCertHlthSc(MRS)	24
GCMDIMGS-01	Graduate Certificate in Medical Imaging Science	GradCertMIS	24

sydney.edu.au

## Faculty of Pharmacy

### Resolutions of the Senate

#### 1 Degrees, diplomas and certificates of the Faculty of Pharmacy

- (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2017. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

#### 2 Degrees

Code	Course title	Abbreviation	Credit points
RPPHDPHA	Doctor of Philosophy	PhD	Research
RMPHLPHA	Master of Philosophy	MPhil(Pharm)	Research
MAPHARMA	Master of Pharmacy	MPharm	96
BUPHARMA	Bachelor of Pharmacy <sup>^</sup>	BPharm	192
BUPHAMGT	Bachelor of Pharmacy and Management <sup>^</sup>	BPharmMgt	240

<sup>^</sup>may be awarded with honours in an integrated program.

#### 3 Graduate certificates

Code	Course title	Abbreviation	Credit points
GCPHAPRA	Graduate Certificate in Pharmacy Practice	GradCertPharmPrac	24

Calendar 2017

## Faculty of Science

### Resolutions of the Senate

#### 1 Degrees, diplomas and certificates of the Faculty of Science

- (1) With the exception of the Doctor of Science, the Doctor of Philosophy, the Doctor of Agricultural Economics, the Doctor of Science in Agriculture, and the Doctor of Veterinary Science, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Science. The Doctor of Science, the Doctor of Philosophy, the Doctor of Agricultural Economics, the Doctor of Science in Agriculture, and the Doctor of Veterinary Science, are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2017. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

#### 2 Degrees

Code	Course title & stream	Abbreviation	Credit points
RHSCIENC-01	Doctor of Science	DSc	Published Work
RHAGRECO-01	Doctor of Agricultural Economics	DAgrEc	Published Work
RHSCAGRI-01	Doctor of Science in Agriculture	DScAgr	Published Work
RHVETSCI-01	Doctor of Veterinary Science	DVSc	Published Work
RPPHDSCI-01	Doctor of Philosophy	PhD	Published Work
RPPHDAGR-01	Doctor of Philosophy (no new intakes from 2017)	PhD	Published Work
RPPHDVET-01	Doctor of Philosophy (no new intakes from 2017)	PhD	Published Work
RMPHLSCI-01	Master of Philosophy	MPhil	Research

The University of Sydney

Page 432

Code	Course title & stream	Abbreviation	Credit points
RMPHLAGR-01	Master of Philosophy (no new intakes from 2017)	MPhil	Research
MASCIENC-01	Master of Science (no new intakes from 2016) <sup>A</sup>	MSc	Research
RMSCVESC-01	Master of Science in Veterinary Science (no new intakes from 2017)	MScVetSc	Research
RMVETCLS-01	Master of Veterinary Clinical Studies	MVetClinStud	Research
RMVETSCI-01	Master of Veterinary Science (no new intakes from 2017)	MVSc	Research
MASCPSCO-01	Master of Science in Coaching Psychology	MSc(CoachPsyc)	48
MAMASCMG-02	Master of Marine Science and Management	MMarSciMgt	72
MAENVSCI-01	Master of Environmental Science	MEnviSci	72
MAENSCLA-02	Master of Environmental Science and Law	MEnviSciLaw	72
MAMEDPHY-01	Master of Medical Physics	MMedPhys	72
MANUTDIE-01	Master of Nutrition and Dietetics	MNutrDiet	96
MASUSTAI-01	Master of Sustainability	MSust	72
MACLIPSY-01	Master of Clinical Psychology	MCP	96
MAAGRENV-01	Master of Agriculture and Environment	MAgrEnv	72
MAANMSCI-01	Master of Animal Science	MAnimSc	72
MAASCABM-01	Animal Breeding Management (available by distance online only)	MAnimSc(ABMgt)	72
	Animal Genetics	MAnimSc(Animal Genetics)	72
	Animal Nutrition	MAnimSc(Animal Nutrition)	72
	Animal Reproduction	MAnimSc(Animal Reproduction)	72
MAVETPHE-01	Master of Veterinary Public Health (no new intakes from 2017)	MVPH	48
MAVEPHMA-01	Master of Veterinary Public Health Management	MVPHMgt	48
MAVETSTD-02	Master of Veterinary Studies	MVetStud	72
MAVETSTD-03	Master of Veterinary Studies (Small Animal Clinical Studies)	MVetStud(Small Animal Clinical Studies)	48
MAWIHEPM-01	Master of Wildlife Health and Population Management	MWHPMgt	72
MAVETMED-01	Doctor of Veterinary Medicine	DVM	192
BPLIARSC-01	Bachelor of Liberal Arts and Science*	BLAS	144
BPMEDSCI-02	Bachelor of Medical Science*	BMedSc	144
BPPSYCHO-02	Bachelor of Psychology*	BPsych	192
BPSCIENC-02	Bachelor of Science*	BSc	144
	Advanced*	BSc(Advanced)	144
	Advanced Mathematics*	BSc(Advanced Mathematics)	144
BUAGRECO-01	Bachelor of Agricultural Economics (no new intake from 2015) <sup>A</sup>	BAgrEc	192
BUFDAGBU-01	Bachelor of Food and Agribusiness <sup>A</sup>	BFoodAgrib	192
BPENVSYS-01	Bachelor of Environmental Systems (no new intakes from 2017)*	BEnvSys	144
BURESECN-01	Bachelor of Resource Economics (no new intake from 2015) <sup>A</sup>	BResEc	192
BUSCAGRI-01	Bachelor of Science in Agriculture <sup>A</sup>	BScAgr	192
BUANVEBI-01	Bachelor of Animal and Veterinary Bioscience <sup>A</sup>	BAnVetBioSc	192
BUSCVETE-01	Bachelor of Science (Veterinary) <sup>A</sup>	BSc(Vet)	48
BPVETBIO-01	Bachelor of Veterinary Biology (exit only)	BVetBiol	144

\*may be awarded with honours following a further year of study.

<sup>A</sup>may be awarded with honours in an integrated program.

### 3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
BPCOMSCI-02	Bachelor of Commerce* and Bachelor of Science*	BCom/BSc	240
BPESMSCI-02	Bachelor of Education (Secondary: Mathematics) <sup>A</sup> and Bachelor of Science*	BEd(Sec:Maths)/BSc	240
BPESISCI-02	Bachelor of Education (Secondary: Science) <sup>A</sup> and Bachelor of Science*	BEd(Sec:Science)/BSc	240
BPENGMSC-01	Bachelor of Engineering <sup>A</sup> and Bachelor of Medical Science*	BE/BMedSc	240

Code	Course title & stream	Abbreviation	Credit points
BPENGSCI-01	Bachelor of Engineering <sup>^</sup> and Bachelor of Science*	BE/BSc	240
BPITCMSC-01	Bachelor of Information Technology <sup>^</sup> and Bachelor of Medical Science*	BIT/BMedSc	240
BPITGSCI-01	Bachelor of Information Technology <sup>^</sup> and Bachelor of Science*	BIT/BSc	240
BPSCIART-02	Bachelor of Science* and Bachelor of Arts*	BSc/BA	192
BPSCILAW-01	Bachelor of Science* and Bachelor of Laws <sup>^</sup>	BSc/LLB	240
BUSCINUR-02	Bachelor of Science* and Master of Nursing	BSc/MN	192
	Master of Veterinary Studies/Master of Veterinary Clinical Studies	MVetStud/MVetClinStud	48
	Canine Medicine	MVetStud/MVetClinStud(Canine Medicine)	48
	Equine Medicine	MVetStud/MVetClinStud(Equine Medicine)	48
	Equine Surgery	MVetStud/MVetClinStud(Equine Surgery)	48
	Feline Medicine	MVetStud/MVetClinStud(Feline Medicine)	48
	Ruminant Medicine	MVetStud/MVetClinStud(Ruminant Medicine)	48
	Small Animal Cardiology	MVetStud/MVetClinStud(Small Animal Cardiology)	48
	Small Animal Medicine	MVetStud/MVetClinStud(Small Animal Medicine)	48
	Small Animal Surgery	MVetStud/MVetClinStud(Small Animal Surgery)	48
	Veterinary Anaesthesia	MVetStud/MVetClinStud(Veterinary Anaesthesia)	48
	Veterinary Dermatology	MVetStud/MVetClinStud(Veterinary Dermatology)	48
	Veterinary Diagnostic Imaging	MVetStud/MVetClinStud(Veterinary Diagnostic Imaging)	48
	Veterinary Emergency Medicine and Critical Care	MVetStud/MVetClinStud(Veterinary Emergency Medicine and Critical Care)	48
	Veterinary Pathology	MVetStud/MVetClinStud(Veterinary Pathology)	48
BPVBLVMD-01	Bachelor of Veterinary Biology/Doctor of Veterinary Medicine	BVetBiol/DVM	288

\*may be awarded with honours following a further year of study.

<sup>^</sup>may be awarded with honours in an integrated program.

#### 4 Double degrees

Code	Course title & stream	Abbreviation	Credit points
MACLPPHD-01 / RPPHDSCI-04	Master of Clinical Psychology and Doctor of Philosophy	MCP/PhD	96/Research
BPSCAMED-01	Bachelor of Science (Advanced)* and Doctor of Medicine	BSc(Adv)/MD	336
BPMSCMED-01	Bachelor of Medical Science* and Doctor of Medicine	BMedSc/MD	336
BPSCADM-01	Bachelor of Science (Advanced)* and Doctor of Dental Medicine	BSc(Adv)/DMD	336
BPSCINUD-01	Bachelor of Science* and Master of Nutrition and Dietetics	BSc/MND	240

\*may be awarded with honours following a further year of study.

#### 5 Graduate diplomas

Code	Course title & stream	Abbreviation	Credit points
GNPSYCOA-01	Graduate Diploma in Coaching Psychology	GradDip(CoachPsyc)	36
GNMASCMD-02	Graduate Diploma in Marine Science and Management	GradDipMarSciMgt	48
GNENVSCI-02	Graduate Diploma in Environmental Science	GradDipEnviSci	48
GNMEDPHY-01	Graduate Diploma in Medical Physics	GradDipMedPhys	48
GNPSYCHO-02	Graduate Diploma in Psychology	GradDipPsych	48
GNSCIENC-01	Graduate Diploma in Science	GradDipSc	48
GNSUSTAI-01	Graduate Diploma in Sustainability	GradDipSust	48
GNAGRENV-01	Graduate Diploma in Agriculture and Environment	GradDipAgrEnv	48

Code	Course title & stream	Abbreviation	Credit points
GNANMSCI-01	Graduate Diploma in Animal Science	GradDipAnimSc	48
GNASCABM-01	Animal Breeding Management (available by distance online only)	GradDipAnimSc(ABMgt)	48
	Animal Genetics	GradDipAnimSc(Animal Genetics)	48
	Animal Nutrition	GradDipAnimSc(Animal Nutrition)	48
	Animal Reproduction	GradDipAnimSc(Animal Reproduction)	48
GNVETPHE-01	Graduate Diploma in Veterinary Public Health (no new intakes from 2017)	GradDipVPH	36
GNVEPHMA-01	Graduate Diploma in Veterinary Public Health Management	GradDipVPHMgt	36
GNVETSTD-01	Graduate Diploma in Veterinary Studies	GradDipVetStud	48
	Small Animal Clinical Studies	GradDipVetStud(Small Animal Clinical Studies)	36
GNWIHEPM-02	Graduate Diploma of Wildlife Health and Population Management	GradDipMWHPMgt	48

## 6 Graduate certificates

Code	Course title & stream	Abbreviation	Credit points
GCPSCYCOA-01	Graduate Certificate in Coaching Psychology	GradCert(CoachPsyc)	24
GCMASCMG-01	Graduate Certificate in Marine Science and Management	GradCertMarSciMgt	24
GCENVSCI-01	Graduate Certificate in Environmental Science	GradCertEnviSci	24
GCSCHIPS-01	Graduate Certificate in Science (History and Philosophy of Science)	GradCertSc(HPS)	24
GCSUSTAI-01	Graduate Certificate in Sustainability	GradCertSust	24
GCAGRENV-01	Graduate Certificate in Agriculture and Environment	GradCertAgrEnv	24
GCANMSCI-01	Graduate Certificate in Animal Science	GradCertAnimSc	24
GCASCABM-01	Animal Breeding Management (available by distance online only)	GradCertAnimSc(ABMgt)	24
	Animal Genetics	GradCertAnimSc(Animal Genetics)	24
	Animal Nutrition	GradCertAnimSc(Animal Nutrition)	24
	Animal Reproduction	GradCertAnimSc(Animal Reproduction)	24
GCVETPHE-01	Graduate Certificate in Veterinary Public Health (no new intakes from 2017)	GradCertVPH	24
GCVEPHMA-01	Graduate Certificate in Veterinary Public Health Management	GradCertVPHMgt	24
GCVETSTD-01	Graduate Certificate in Veterinary Studies	GradCertVetStud	24
	Small Animal Clinical Studies	GradCertVetStud(Small Animal Clinical Studies)	24
GCWIHEPM-02	Graduate Certificate in Wildlife Health and Population Management	GradCertWHPMgt	24

# Sydney College of the Arts

## Resolutions of the Senate

### 1 Degrees, diplomas and certificates of the Sydney College of the Arts

- (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Sydney College of the Arts. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

### 2 Degrees

Code	Course title and stream	Abbreviation	Credit points
RPPHDSCA-01	Doctor of Philosophy	PhD	Research
RMFINART-01	Master of Fine Arts	MFA	Research
MACTMPAR-01	Master of Contemporary Art	MCA	72
MAFIDIIM-01	Master of Film and Digital Image**	MFDI	48
MAINDIME-01	Master of Interactive and Digital Media**	MIDM	48
MAMOVIMG-01	Master of Moving Image	MMI	72
MASTUART-01	Master of Studio Art***	MSA	48

Code	Course title and stream	Abbreviation	Credit points
BPVISART-02	Bachelor of Visual Arts*	BVA	144

\*may be awarded with honours following a further year of study.

\*\* no new intake from semester 2, 2014

\*\*\* no new intake from 2015

### 3 Graduate Diplomas

Code	Course title and stream	Abbreviation	Credit points
GBCTMPAR-01	Graduate Diploma in Contemporary Art	GradDipCA	48
GNMOVIMG-01	Graduate Diploma in Moving Image	GradDipMI	48

sydney.edu.au

## Sydney Conservatorium of Music

### Resolutions of the Senate

#### 1 Degrees, diplomas and certificates of the Sydney Conservatorium of Music

- (1) With the exception of the Doctor of Music and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Sydney Conservatorium of Music. The Doctor of Music and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2017. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the School.

#### 2 Degrees

Code	Course title & stream	Abbreviation	Credit points
RHMUSICM-01	Doctor of Music	DMus	Published Work
RPPHDCON-01	Doctor of Philosophy	PhD	Research
RPMUSART-01	Doctor of Musical Arts	DMA	Research
	Master of Music		
RMMUCOMP-02	Composition	MMus(Composition)	Research
RMMUMEDU-02	Music Education	MMus(MusEd)	Research
RMMUMUSI-02	Musicology	MMus(Musicology)	Research
RMMUPERF-02	Performance	MMus(Performance)	Research
	Master of Music Studies		
MAMUSCPT-01	Composition	MMusStud(Comp)	72
MAMUSCPT-02	Composition Internship	MMusStud(Comp)	96
MAMUSCND-01	Conducting	MMusStud(Cond)	96
MAMUSOPP-01	Opera Performance	MMusStud(OpPerf)	96
MAMUSPER-02	Performance	MMusStud(Perf)	72
	Bachelor of Music^		
BPMUCOMP-01	Composition	BMus(Comp)	192
BPMUMEDU-01	Music Education	BMus(MusEd)	192
BPMUMUSI-01	Musicology (Admission suspended 2016)	BMus(Musicology)	192
BPMUPERF-01	Performance	BMus(Perf)	192
BPMUSSTD-01	Bachelor of Music Studies*	BMusStudies	144

\*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

#### 3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
BPMSTART-01	Bachelor of Music Studies* and Bachelor of Arts*	BMusStudies/BA	240
BHENG MST1000	Bachelor of Engineering (Honours)/Bachelor of Music Studies*	BE (Hons)/BMusStudies	240

\*may be awarded with honours following a further year of study.

#### 4 Double degrees

Code	Course title & stream	Abbreviation	Credit points
BPMSTMES-01	Bachelor of Music Studies* and Bachelor of Medicine and Bachelor of Surgery^ (Admission Suspended 2014)	BMusStudies/MBBS	336

Calendar 2017

The University of Sydney



Code	Course title & stream	Abbreviation	Credit points
BPMSTMED-01	Bachelor of Music Studies* and Doctor of Medicine <sup>A</sup>	BMusStudies/MD	336

\*may be awarded with honours following a further year of study.

<sup>A</sup>may be awarded with honours in an integrated program.

## 5 Graduate diplomas

Code	Course title & stream	Abbreviation	Credit points
	Graduate Diploma in Music		
GNMUSOPP-01	Opera Performance	GradDipMus(OpPerf)	48
GNMUPERF-03	Performance	GradDipMus(Perf)	48

## 6 Undergraduate diplomas

Code	Course title & stream	Abbreviation	Credit points
DAOPERA0-01	Advanced Diploma of Opera (Admission suspended 2013)	AdvDipOp	144
DLMUSICM-04	Diploma of Music	DipMus	96

# The University of Sydney Business School

## Resolutions of the Senate for the University of Sydney Business School

### 1 Degrees, diplomas and certificates of the University of Sydney Business School

- (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the University of Sydney Business School. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2016. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the School.

### 2 Degrees

RPPHDBUS-01	Doctor of Philosophy	PhD	Research
RMPHLBUS-01	Master of Philosophy	MPhil	Research
MAEXMBAD-01	Executive Master of Business Administration	EMBA	72
MABUSADM-06	Master of Business Administration	MBA	72
MACOMMER-03	Master of Commerce	MCom	96
MAHRMIRE-01	Master of Human Resource Management and Industrial Relations	MHRM&IR	60
MAINTBUS-02	Master of International Business	MIntBus	60
MAINBUAL-02	Master of International Business and Law <sup>A</sup>	MIntBus&Law	72
MALSCMGT-01	Master of Logistics and Supply Chain Management	MLSM	60
MAMANAGE-02	Master of Management	MMgt	60
MAMACEMS-01	Master of Management (CEMS)	MMgt(CEMS)	72
MAMARKET-01	Master of Marketing	MMktg	60
MAPROACC-02	Master of Professional Accounting	MPAcc	96
MATRAMGT-06	Master of Transport Management	MTM	60
BPCOMMER-05	Bachelor of Commerce*	BCom	144
BPCOMLST-01	Bachelor of Commerce (Liberal Studies)*	BCom(Liberal Studies)	192

\*may be awarded with honours following a further year of study.

<sup>A</sup>no new intake since 2014

### 3 Combined degrees

Code	Course title	Abbreviation	Credit points
BPCOMART-02	Bachelor of Commerce* and Bachelor of Arts*	BCom/BA	240
BPCOMLAW-04	Bachelor of Commerce* and Bachelor of Laws <sup>A</sup>	BCom/LLB	240
BPCOMSCI-02	Bachelor of Commerce* and Bachelor of Science*	BCom/BSc	240
BPENGC0M-01	Bachelor of Engineering <sup>A</sup> and Bachelor of Commerce*	BE/BCom	240
BHENGC0M-01	Bachelor of Engineering Honours and Bachelor of Commerce	BEHons/BCom	240

Code	Course title	Abbreviation	Credit points
BPITCCOM-02	Bachelor of Information Technology <sup>^</sup> and Bachelor of Commerce*	BIT/BCom	240
MALOMTRM-02	Master of Logistics Management and Master of Transport Management #	MLogMan	96

\*may be awarded with honours following a further year of study.

<sup>^</sup>may be awarded with honours in an integrated program.

# no new intake since 2014

#### 4 Double degrees

sydney.edu.au

Code	Course title	Abbreviation	Credit points
BPCOMMES-02	Bachelor of Commerce and Bachelor of Medicine and Bachelor of Surgery*	BCom/MBBS	336
BPCOMMED-01	Bachelor of Commerce and Doctor of Medicine	BCom/MD	336

\*no new intake since 2013

#### 5 Graduate diplomas

Code	Course title	Abbreviation	Credit points
GNBUSADM-02	Graduate Diploma in Business Administration	GradDipBA	48
GNCOMMER-02	Graduate Diploma in Commerce	GradDipCom	48
GNHRMIRE-01	Graduate Diploma in Human Resource Management and Industrial Relations	GradDipHRM&IR	36
GNLSCMGT-01	Graduate Diploma in Logistics and Supply Chain Management	GradDipLSCM	36
GNMARKET-01	Graduate Diploma in Marketing	GradDipMktg	36
GNPROACC-01	Graduate Diploma in Professional Accounting	GradDipPAcc	48
GNTRAMGT-05	Graduate Diploma in Transport Management	GradDipTM	36

#### 6 Graduate certificates

Calendar 2017

Code	Course title	Abbreviation	Credit points
GCBUSADM-02	Graduate Certificate in Business Administration (exit point only)	GradCertBA	24
GCCOMMER-01	Graduate Certificate in Commerce	GradCertCom	24
GCHRMIRE-01	Graduate Certificate in Human Resource Management and Industrial Relations	GradCertHRM&IR	24
GCINNENT-01	Graduate Certificate in Innovation and Enterprise	GradCertInn&Ent	24
GCINTBUS-01	Graduate Certificate in International Business (exit point only)	GradCertIntBus	24
GCLSCMGT-01	Graduate Certificate in Logistics and Supply Chain Management	GradCertLSCM	24
GCMANAGE-02	Graduate Certificate in Management (exit point only)	GradCertMgt	24
GCMARKET-02	Graduate Certificate in Marketing	GradCertMktg	24
GCPROACC-01	Graduate Certificate in Professional Accounting (exit point only)	GradCertPAcc	24
GCTRAMGT-02	Graduate Certificate in Transport Management	GradCertTM	24

The University of Sydney

## The University of Sydney Law School

### Resolutions of the Senate

#### 1 Degrees, diplomas and certificates of The University of Sydney Law School

- (1) With the exception of the Doctor of Laws and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the University of Sydney Law School. The Doctor of Laws and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Law School.

## 2 Degrees

Code	Course title	Abbreviation	Credit points
RHLAWLAW	Doctor of Laws	LLD	Published work
RPPHDLAW	Doctor of Philosophy	PhD	Research
RPJURSTD	Doctor of Juridical Studies	SJD	Research
RMCRIMIN	Master of Criminology	MCrim	Research
RMLAWLAW	Master of Laws	LLM	Research
MAADMLAP	Master of Administrative Law and Policy	MALP	48
MABUSLAW	Master of Business Law	MBL	48
MACRIMIN	Master of Criminology	MCrim	48
MAENVLAW	Master of Environmental Law	MEnvLaw	48
MAENSCLA	Master of Environmental Science and Law	MEnviSciLaw	48
MAGLBLAW	Master of Global Law (1)	MGlobL	48
MAHEALAW	Master of Health Law	MHL	48
MAINBUJAL	Master of International Business and Law	MIntBus&Law	48
MAINTLAW	Master of International Law	MIL	48
MAINTTAX	Master of International Taxation (2)	MIntTax	48
MAJURISP	Master of Jurisprudence	MJur	48
MALBLARE	Master of Labour Law and Relations	MLLR	48
MALAINDE	Master of Law and International Development (2)	MLawIntDev	72
MALAWLAW	Master of Laws	LLM	48
MATAXATN	Master of Taxation	MTax	48
MAJURDOC	Juris Doctor	JD	144
BGLAWLAW	Bachelor of Laws <sup>^</sup>	LLB	144

<sup>^</sup>may be awarded with honours in an integrated program

(1) Last semester of admission: Semester 2, 2016

(2) Last Semester of admission: Semester 1, 2017

## 3 Combined degrees

Code	Course title	Abbreviation	Credit points
BPARTLAW	Bachelor of Arts* and Bachelor of Laws <sup>^</sup>	BA/LLB	240
BPAMCLAW	Bachelor of Arts (Media and Communications)* and Bachelor of Laws <sup>^</sup>	BA(Media & Comm)/LLB	288
BPCOMLAW	Bachelor of Commerce* and Bachelor of Laws <sup>^</sup>	BCom/LLB	240
BPDARLAW	Bachelor of Design in Architecture* and Bachelor of Laws <sup>^</sup>	BDesArch/LLB	288
BPECNLAW	Bachelor of Economics* and Bachelor of Laws <sup>^</sup>	BEc/LLB	240
BUENGLAW	Bachelor of Engineering <sup>^</sup> and Bachelor of Laws <sup>^</sup>	BE/LLB	288
BPITCLAW	Bachelor of Information Technology <sup>^</sup> and Bachelor of Laws <sup>^</sup>	BIT/LLB	288
BPIGSLAW	Bachelor of International and Global Studies* and Bachelor of Laws <sup>^</sup>	BIGS/LLB	240
BPPESLAW	Bachelor of Political, Economic and Social Sciences* and Bachelor of Laws <sup>^</sup>	BPES/LLB	240
BPSCILAW	Bachelor of Science* and Bachelor of Laws <sup>^</sup>	BSc/LLB	240

<sup>^</sup>may be awarded with honours following a further year of study

<sup>^</sup>may be awarded with honours in an integrated program

## 4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
GNCMMLAW	Graduate Diploma in Commercial Law (2)	GradDipCommLaw	24
GNCOSFLA	Graduate Diploma in Corporate, Securities and Finance Law (2)	GradDipCorpLaw	24
GNCRIMIN	Graduate Diploma in Criminology	GradDipCrim	24
GNENVLAW	Graduate Diploma in Environmental Law	GradDipEnvLaw	24
GNHEALAW	Graduate Diploma in Health Law	GradDipHL	24
GNINBULA	Graduate Diploma in International Business Law (2)	GradDipIntBusL	24
GNINTLAW	Graduate Diploma in International Law	GradDipIL	24

Code	Course title	Abbreviation	Credit points
GNJURISP	Graduate Diploma in Jurisprudence	GradDipJur	24
GNLAWLAW	Graduate Diploma in Law	GradDipLaw	24
GNPUHELA	Graduate Diploma in Public Health Law (1)	GradDipPubHL	24
GNTAXATN	Graduate Diploma in Taxation	GradDipTax	24

(1) Last semester of admission: Semester 2, 2016

(2) Last Semester of admission: Semester 2, 2017

# The University of Sydney Medical School

## Resolutions of the Senate

### 1 Degrees, diplomas and certificates of The University of Sydney Medical School

- (1) With the exception of the Doctor of Medical Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the University of Sydney Medical School. The Doctor of Medical Science and the Doctor of Philosophy are provided and conferred according to the rules specified by Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2017. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

### 2 Degrees

Code	Course title	Abbreviation	Credit points
RHMEDSCI-01	Doctor of Medical Science	DMedSc	Published work
RPPHDMED-01	Doctor of Philosophy	PhD	Research
RMPHLMED-01	Master of Philosophy	MPhilMed	Research
RMSURGER-02	Master of Surgery	MS	Research
TCCLISUR-01	Doctor of Clinical Surgery	DClinSurg	144
MAMEDICI-03	Doctor of Medicine	MD	192
MABIOETI-02	Master of Bioethics	MBEth	48
MABIOSTA-01	Master of Biostatistics	MBiostat	72
MABRMISC-01	Master of Brain and Mind Sciences	MBMSc	48
MACLITRR-01	Master of Clinical Trials Research	MClinTRes	48
MAGENCOU-01	Master of Genetic Counselling	MGC	96
MAHEAPOL-01	Master of Health Policy	MHPol	48
MAINHESU-01	Master of Indigenous Health (Substance Use)(admission suspended for 2017)	MIndigh(SubUse)	48
MAINTOPH-01	Master of International Ophthalmology		48
	- <i>Community Ophthalmology</i>	MIOPhth(CommOphth)	48
	- <i>Post Vocational Ophthalmology</i>	MIOPhth(PostVocOphth)	48
MAINPUHE-02	Master of International Public Health	MIntPH	48
MAMECARS-01	Master of Medicine (Cataract and Refractive Surgery)	MMed(RefCatSurg)	48
MAMECLEP-03	Master of Medicine (Clinical Epidemiology)	MMed(ClinEpi)	48
MAMEINIM-01	Master of Medicine (Infection and Immunity)	MMed(InfnImm)	48
MAMEOPSC-01	Master of Medicine (Ophthalmic Science)	MMed(OphthSc)	48
	- <i>Oculoplastic Surgery</i>	MMed(OphthSc-OcPlasSurg)	48
MAMEPAMA-02	Master of Medicine (Pain Management)	MMed(PainMgt)	48
MAMEPSYC-03	Master of Medicine (Psychotherapy)	MMed(Psychotherapy)	72
MAMERHHG-02	Master of Medicine (Reproductive Health Sciences and Human Genetics) (admission suspended for 2017)	MMed(RHHG)	48
MAMEDICI-04	Master of Medicine		
	- <i>Clinical Neurophysiology</i>	MMed(ClinNeuroPhysiol)	48
	- <i>Critical Care Medicine</i>	MMed(CritCare)	48
	- <i>HIV,STIs and Sexual Health</i>	MMed(HSSH)	48
	- <i>Internal Medicine</i>	MMed(InternalMedicine)	48
	- <i>Maternal-foetal and Reproductive Medicine (not available in 2017)</i>	MMed(MFReprod)	48
	- <i>Metabolic Health</i>	MMed(MetabHlth)	48
	- <i>Paediatric Medicine</i>	MMed(Paed)	48
	- <i>Pharmaceutical and Medical Device Development</i>	MMed(PharmDev)	48

Code	Course title	Abbreviation	Credit points
	- <i>Psychiatry</i>	MMed(Psychiatry)	48
	- <i>Sleep Medicine</i>	MMed(SleepMedicine)	48
MMEDADV-01	Master of Medicine (Advanced)		
	- <i>Clinical Neurophysiology</i>	MMed(Adv)(ClinNeuroPhysiol)	60
	- <i>Critical Care Medicine</i>	MMed(Adv)(CritCare)	60
	- <i>HIV,STIs and Sexual Health</i>	MMed(Adv)(HSSH)	60
	- <i>Internal Medicine</i>	MMed(Adv)(InternalMedicine)	60
	- <i>Maternal-foetal and Reproductive Medicine (not available in 2017)</i>	MMed(Adv)(MFReprod)	60
	- <i>Metabolic Health</i>	MMed(Adv)(MetabHlth)	60
	- <i>Pharmaceutical and Medical Device Development</i>	MMed(Adv)(PharmDev)	60
	- <i>Paediatric Medicine</i>	MMed(Adv)(Paed)	60
	- <i>Psychiatry</i>	MMed(Adv)(Psychiatry)	60
	- <i>Sleep Medicine</i>	MMed(Adv)(SleepMedicine)	60
MAPUHEAL-05	Master of Public Health	MPH	48
MAPUHEPP-01	Master of Public Health (Professional Practice)	MPH(Professional Practice)	60
MAPUHCDP-01	Master of Public Health (Chronic Disease Prevention)	MPH(Chronic Disease Prevention)	60
MAQUAHER-02	Master of Qualitative Health Research (admission suspended for 2017)	MQHR	60
MASMCLEP-03	Master of Science in Medicine (Clinical Epidemiology)	MScMed(ClinEpi)	48
MASMINIM-01	Master of Science in Medicine (Infection and Immunity)	MScMed(InfImm)	48
MASMOPSC-01	Master of Science in Medicine (Ophthalmic Science)	MScMed(OphthSc)	48
MASMPAMA-02	Master of Science in Medicine (Pain Management)	MScM(PainMgt)	48
MASMPSYC-01	Master of Science in Medicine (Psychotherapy)	MScMed (Psychotherapy)	72
MASMRHHG-02	Master of Science in Medicine (Reproductive Health Sciences and Human Genetics) (admission suspended for 2017)	MScMed(RHHG)	48
MASCMEI-01	Master of Science in Medicine		
	- <i>Clinical Neurophysiology</i>	MScMed(ClinNeuroPhysiol)	48
	- <i>Critical Care Medicine (not available in 2017)</i>	MScMed(CritCare)	48
	- <i>HIV,STIs and Sexual Health</i>	MScMed(HSSH)	48
	- <i>Maternal-foetal and Reproductive Medicine (not available in 2017)</i>	MScMed(MFReprod)	48
	- <i>Metabolic Health</i>	MScMed(MetabHlth)	48
	- <i>Pharmaceutical and Medical Device Development</i>	MScMed(PharmDev)	48
	- <i>Sleep Medicine</i>	MScMed(SleepMedicine)	48
MASCMEAD-01	Master of Science in Medicine (Advanced)		
	- <i>Clinical Neurophysiology</i>	MScMed(Adv)(ClinNeuroPhysiol)	60
	- <i>Critical Care Medicine (not available in 2017)</i>	MScMed(Adv)(Critcare)	60
	- <i>HIV,STIs and Sexual Health</i>	MScMed(Adv)(HSSH)	60
	- <i>Maternal-foetal and Reproductive Medicine (not available in 2017)</i>	MScMed(Adv)(MFReprod)	60
	- <i>Metabolic Health</i>	MScMed(Adv)(MetabHlth)	60
	- <i>Pharmaceutical and Medical Device Development</i>	MScMed(Adv)(PharmDev)	60
	- <i>Sleep Medicine</i>	MScMed(Adv)(SleepMedicine)	60
MASURGER-02	Master of Surgery		
	- <i>Breast Surgery</i>	MS(BreastSurg)	48
	- <i>Cardiothoracic Surgery</i>	MS(CardiothorSurg)	48
	- <i>Colorectal Surgery</i>	MS(Colorectal)	48
	- <i>Endocrine Surgery</i>	MS(Endocrine)	48
	- <i>Hand Surgery</i>	MS(HandSurg)	48
	- <i>Head and Neck Surgery</i>	MS(Head&Neck)	48
	- <i>Neurosurgery</i>	MS(NeuroSurg)	48
	- <i>Orthopaedic Surgery</i>	MS(Ortho)	48
	- <i>Otorhinolaryngology</i>	MS(ENT)	48

Code	Course title	Abbreviation	Credit points
	- Paediatric Surgery	MS(PaedSurg)	48
	- Plastic/Reconstructive Surgery	MS(Plastic&Reconstruct)	48
	- Surgical Anatomy	MS(SurgAnat)	48
	- Surgical Oncology	MS(SurgOnc)	48
	- Surgical Outcomes	MS(SurgOutcomes)	48
	- Surgical Sciences	MS(SurgSci)	48
	- Surgical Skills	MS(SurgSkills)	48
	- Transplant Surgery	MS(Transplant)	48
	- Trauma Surgery	MS(Trauma)	48
	- Upper Gastrointestinal Surgery	MS(UGISurg)	48
	- Urology	MS(Urology)	48
	- Vascular Surgery and Endovascular Surgery	MS(Vascular)	48

Note: Italicised items below degree names are streams within that degree.

^ May be awarded with honours in an integrated program.

### 3 Double degrees

Code	Course title	Abbreviation	Credit points
MAMEDPHL-01	Master of Medicine / Master of Philosophy		
	- Critical Care (not available in 2017)	MMed(CritCare)/MPhil	96
	- HIV, STIs and Sexual health	MMed(HSSH)/MPhil	96
MASCMPHL-01	Master of Science in Medicine / Master of Philosophy		
	- Critical Care (not available in 2017)	MScMed(CritCare)/MPhil	96
	- HIV, STIs and Sexual health	MScMed(HSSH)/MPhil	96
MAMRPHL-01	Master of Medicine (Reproductive Health and Human Genetics)/ Master of Philosophy (admission suspended for 2017)	MMed(RHHG)/MPhil	96
MASMRPHL-01	Master of Science in Medicine (Reproductive Health and Human Genetics)/Master of Philosophy (admission suspended for 2017)	MScMed(RHHG)/MPhil	96
BPCOMMED-01	Bachelor of Commerce*/Doctor of Medicine	BCom/MD	336
BPECNMED-01	Bachelor of Economics*/Doctor of Medicine	BEc/MD	336
BPMSMED-01	Bachelor of Medical Science*/Doctor of Medicine	BMedSc/MD	336
BPMSTMED-01	Bachelor of Music Studies*/Doctor of Medicine	BMusStudies/MD	336
BPSCAMED-01	Bachelor of Science (Advanced)/Doctor of Medicine	BSc(Adv)/MD	336

\* May be awarded with honours following a further year of study.

### 4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
GNBIOETI-02	Graduate Diploma in Bioethics	GradDipBioethics	36
GNBIOSTA-01	Graduate Diploma in Biostatistics	GradDipBiostat	48
GNBRMISC-01	Graduate Diploma in Brain and Mind Sciences	GradDipBMSc	36
GNCAREFS-01	Graduate Diploma in Cataract and Refractive Surgery	GradDipRefCatSurg	36
GNCLIEPI-01	Graduate Diploma in Clinical Epidemiology	GradDipClinEpi	36
GNCLITRR-01	Graduate Diploma in Clinical Trials Research	GradDipClinTRes	36
GNGENCOU-01	Graduate Diploma in Genetic Counselling	GradDipGC	48
GNHEAPOL-01	Graduate Diploma in Health Policy	GradDipHPol	36
GNINHESU-01	Graduate Diploma in Indigenous Health (Substance Use) (admission suspended for 2017)	GradDipIndigH(SubUse)	36
GNINHEPR-02	Graduate Diploma in Indigenous Health Promotion	GradDipIndigHProm	36
GNINFIMM-01	Graduate Diploma in Infection and Immunity	GradDipInfnImm	36

Code	Course title	Abbreviation	Credit points
GNINTOPH-01	Graduate Diploma in International Ophthalmology	GradDiplOphth	36
GNINPUHE-01	Graduate Diploma in International Public Health	GradDiplntPH	36
GNMEDICI-02	Graduate Diploma in Medicine		
	- <i>Clinical Neurophysiology</i>	GradDipMed(ClinNeuroPhysiol)	36
	- <i>Critical Care Medicine</i>	GradDipMed(CritCare)	36
	- <i>HIV, STIs and Sexual health</i>	GradDipMed(HSSH)	36
	- <i>Internal Medicine</i>	GradDipMed(InternalMedicine)	36
	- <i>Maternal-foetal and Reproductive Medicine (not available in 2017)</i>	GradDipMed(MFReprod)	36
	- <i>Metabolic Health</i>	GradDipMed(MetabHlth)	36
	- <i>Paediatric Medicine</i>	GradDipMed(Paed)	36
	- <i>Pharmaceutical and Medical Device Development</i>	GradDipMed(PharmDev)	36
	- <i>Psychiatry</i>	GradDipMed(Psychiatry)	36
	- <i>Sleep Medicine</i>	GradDipMed(SleepMedicine)	36
GNSCMEDI_01	Graduate Diploma in Science in Medicine		
	- <i>Clinical Neurophysiology</i>	GradDipScMed(ClinNeuroPhysiol)	36
	- <i>Critical Care Medicine (not available in 2017)</i>	GradDipScMed(CritCare)	36
	- <i>HIV, STIs and Sexual health</i>	GradDipScMed(HSSH)	36
	- <i>Maternal-foetal and Reproductive Medicine (not available in 2017)</i>	GradDipScMed(MFReprod)	36
	- <i>Metabolic Health</i>	GradDipScMed(MetabHlth)	36
	- <i>Pharmaceutical &amp; Medical Device Development</i>	GradDipScMed(PharmDev)	36
	- <i>Sleep Medicine</i>	GradDipScMed(SleepMedicine)	36
GNOPHTSC-01	Graduate Diploma in Ophthalmic Science	GradDipOphthSc	36
	- <i>Oculoplastic Surgery</i>	GradDipOphthSc(OcPlasSurg)	36
GNPAIMGT-01	Graduate Diploma in Pain Management	GradDipPainMgt	36
GNPUHEAL-02	Graduate Diploma in Public Health	GradDipPH	36

Note: Italicised items below degree names are streams within that degree.

## 5 Graduate certificates

Code	Course title	Abbreviation	Credit points
GCADCLSK-01	Graduate Certificate in Advanced Clinical Skills		
	- <i>Surgical Anatomy</i>	GradCertAdvClinSkills(SurgAnat)	24
GC BIOETI-02	Graduate Certificate in Bioethics	GradCertBEth	24
GC BIOSTA-01	Graduate Certificate in Biostatistics	GradCertBiostat	24
GC BRMISC-01	Graduate Certificate in Brain and Mind Sciences	GradCertBMSc	24
GC CLITRR-01	Graduate Certificate in Clinical Trials Research	GradCertClinTRes	24
GC CLIEPI-01	Graduate Certificate in Clinical Epidemiology	GradCertClinEpi	24
GC HEAPOL-01	Graduate Certificate in Health Policy	GradCertHPol	24
GC INHESU-01	Graduate Certificate in Indigenous Health (Substance Use) (admission suspended for 2017)	GradCertIndigh(SubUse)	24
GC INFIMM-01	Graduate Certificate in Infection and Immunity	GradCertInfnImm	24
GC MEDICI-02	Graduate Certificate in Medicine		
	- <i>Clinical Neurophysiology</i>	GradCertMed(ClinNeuroPhysiol)	24
	- <i>Critical Care Medicine</i>	GradCertMed(CritCare)	24
	- <i>HIV, STIs and Sexual Health</i>	GradCertMed(HSSH)	24
	- <i>Internal Medicine</i>	GradCertMed(InternalMedicine)	24
	- <i>Maternal-foetal and Reproductive Medicine (not available in 2017)</i>	GradCertMed(MFReprod)	24
	- <i>Metabolic Health</i>	GradCertMed(MetabHlth)	24
	- <i>Paediatric Medicine</i>	GradCertMed(Paed)	24
	- <i>Pharmaceutical and Medical Device Development</i>	GradCertMed(PharmDev)	24
	- <i>Psychiatry</i>	GradCertMed(Psychiatry)	24

Code	Course title	Abbreviation	Credit points
	- <i>Sleep Medicine</i>	GradCertMed(SleepMedicine)	24
GCSCMEDI-01	Graduate Certificate in Science in Medicine		
	- <i>Clinical Neurophysiology</i>	GradCertScMed(ClinNeuroPhysiol)	
	- <i>Critical Care Medicine (not available in 2017)</i>	GradCertScMed(CritCare)	24
	- <i>HIV,STIs and Sexual Health</i>	GradCertScMed(HSSH)	24
	- <i>Maternal-foetal and Reproductive Medicine (not available in 2017)</i>	GradCertScMed(MFReprod)	24
	- <i>Metabolic Health</i>	GradCertScMed(MetabHlth)	24
	- <i>Pharmaceutical &amp; Medical Device Development</i>	GradCertScMed(PharmDev)	24
	- <i>Sleep Medicine</i>	GradCertScMed(SleepMedicine)	24
GCPAIMG2-02	Graduate Certificate in Pain Management	GradCertPainMgt	24
GCQUAHER-01	Graduate Certificate in Qualitative Health Research (admission suspended for 2017)	GradCertQHR	24
GCSURGER-01	Graduate Certificate in Surgery		
	- <i>Breast Surgery</i>	GradCertSurg(BreastSurg)	24
GCSURGSC-01	Graduate Certificate in Surgical Sciences	GradCertSurgSc	24

## The University of Sydney Nursing School

### Resolutions of the Senate

#### 1 Degrees, diplomas and certificates of The University of Sydney Nursing School

- (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by The University of Sydney Nursing School. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the School.

#### 2 Degrees

Code	Course title	Abbreviation	Credit points
RPPHDNUR	Doctor of Philosophy	PhD	Research
RMPHLNUR	Master of Philosophy	MPhil	Research
MACAHANU	Master of Cancer and Haematology Nursing	MCaHaemN	60
MAADNUPR	Master of Advanced Nursing Practice	MAdvNP	60
MAEMENUR	Master of Emergency Nursing	MEmergN	60
MAINCNUR	Master of Intensive Care Nursing	MIntCareN	60
MAMEHNUR	Master of Mental Health Nursing	MMHlthN	60
MANURSN	Master of Nursing	MN	96
MANUNUPR	Master of Nursing (Nurse Practitioner)	MN(NP)	72
MAPRHECA	Master of Primary Health Care Nursing	MPHC	60
BUNUPORE	Bachelor of Nursing Post-registration	BN	144
BPNUADS	Bachelor of Nursing (Advanced Studies)	BN(Advanced Studies)	144
BUNUPORE	Bachelor of Nursing Post-Registration	BN	144
BHNURSIH-02	Bachelor of Nursing (Honours) (on-shore)	BN(Hons)	48
BHNURSIH-03	Bachelor of Nursing (Honours) (off-shore)	BN(Hons)	48

#### 3 Combined degrees

Code	Course title	Abbreviation	Credit points
BUASENUR	Bachelor of Applied Science (Exercise and Sport Science) and Master of Nursing (admission suspended from 2010)	BAppSc(Ex&SpSc)/MN	192
BUARTNUR	Bachelor of Arts and Master of Nursing	BA/MN	192
BUHSCNUR	Bachelor of Health Sciences and Master of Nursing	BHlthSci/MN	192



Code	Course title	Abbreviation	Credit points
BUSCINUR	Bachelor of Science and Master of Nursing	BSc/MN	192

#### 4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
GNCAHANU	Graduate Diploma in Cancer and Haematology Nursing	GradDipCaHaemN	48
GNADNUPR	Graduate Diploma in Advanced Nursing Practice	GradDipAdvNP	48
GNEMENUR	Graduate Diploma in Emergency Nursing	GradDipEmergN	48
GNINCNUR	Graduate Diploma in Intensive Care Nursing	GradDipIntCareN	48
GNMEHNUR	Graduate Diploma in Mental Health Nursing	GradDipMHlthN	48
GNPRHECA	Graduate Diploma in Primary Health Care Nursing	GradDipPHC	48

#### 5 Graduate certificates

Code	Course title	Abbreviation	Credit points
GCCAHANU	Graduate Certificate in Cancer and Haematology Nursing	GradCertCaHaemN	24
GCCLINUR	Graduate Certificate in Clinical Nursing	GradCertClinN	24
GCINCNUR	Graduate Certificate in Intensive Care Nursing	GradCertIntCareN	24
GCEMENUR	Graduate Certificate in Emergency Nursing	GradCertEmergN	24
GCMEHNUR	Graduate Certificate in Mental Health Nursing	GradCertMHlthN	24
GCCLITRP	Graduate Certificate in Clinical Trials Practice	GradCertClinTPrac	24
GCPRHECA	Graduate Certificate in Primary Health Care Nursing	GradCertPHC	24

Degrees

## The University of Sydney School of Architecture, Design and Planning

### Resolutions of the Senate

#### 1 Degrees, diplomas and certificates of the The University of Sydney School of Architecture, Design and Planning

- (1) With the exception of the Doctor of Science in Architecture and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Architecture, Design and Planning. The Doctor of Science in Architecture and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2016. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the School.

#### 2 Degrees

Code	Course title & stream	Abbreviation	Credit points
RHSARCHI-01	Doctor of Science in Architecture	DScArch	Published Work
RPPHDARC-01	Doctor of Philosophy	PhD	Research
RMPHLARC-01	Master of Philosophy (Architecture)	MPhil(Arch)	Research
CC050	Master of Architectural Science (single specialisation)	MArchSci	72
CC150	Master of Architectural Science (double specialisation)	MArchSci	96
MAARCHIT-02	Master of Architecture	MArchSci	96
MAHERICO-03	Master of Heritage Conservation	MHeritCons	72
MAINDEAR-01	Master of Interaction Design and Electronic Arts	MIDEA	72
MAINDEAR-02	Master of Interaction Design and Electronic Arts (Specialisation)	MIDEA	96
MAURREPL-04	Master of Urban and Regional Planning	MURP	72
MAURREPL-04	Heritage Conservation	MURP(HeritCons)	72
MAURBDES-04	Master of Urban Design	MURbDes	72
MAURBNM-01	Master of Urbanism	MURbanism	96
BUDARCHI-01	Bachelor of Design in Architecture*	BDesArch	144
	Allied Arts in Architecture	BDesArch(AlliedArtsArch)	144

Degrees, diplomas and certificates of faculties, colleges and boards of study

Code	Course title & stream	Abbreviation	Credit points
	Digital Architecture	BDesArch(DigitalArch)	144
	Urban Design and Planning	BDesArch(UrbDesPlan)	144
BPARCENV-01	Bachelor of Architecture and Environments*	BArchEnv	144
BPDESCMP-02	Bachelor of Design Computing*	BDesComp	144

\*may be awarded with honours following a further year of study.

### 3 Combined degrees

Code	Course title	Abbreviation	Credit points
BPDARLAW-01	Bachelor of Design in Architecture* / Bachelor of Laws*	BDesArch/LLB	240
BPENGDAR-01	Bachelor of Engineering <sup>^</sup> / Bachelor of Design in Architecture*	BE(Civil)/BDesArch	240
	Bachelor of Design in Architecture (Honours) / Master of Architecture	BDesArchHons/MArch	240

\*may be awarded with honours following a further year of study.

<sup>^</sup>may be awarded with honours in an integrated program.

### 4 Graduate diplomas

Code	Course title & stream	Abbreviation	Credit points
CF050	Graduate Diploma in Architectural Science	GradDipArchSci	48
GNHERICO-03	Graduate Diploma in Heritage Conservation	GradDipHeritCons	48
GNINDEAR-01	Graduate Diploma in Interaction Design and Electronic Arts	GradDipIDEA	48
GNURREPL-04	Graduate Diploma in Urban and Regional Planning	GradDipURP	48
GNURBDES-04	Graduate Diploma in Urban Design	GradDipUrbDes	48
GNURBNSM-01	Graduate Diploma in Urbanism	GradDipUrb	48

### 5 Graduate certificates

Code	Course title & stream	Abbreviation	Credit points
GCARCHSC-01	Graduate Certificate in Architectural Science	GradCertArchSci	24
GCHERICO-01	Graduate Certificate in Heritage Conservation	GradCertHeritCons	24
GCINDEAR-01	Graduate Certificate in Interaction Design and Electronic Arts	GradCertIDEA	24
GCURREPL-01	Graduate Certificate in Urban and Regional Planning	GradCertURP	24
GCURBDES-01	Graduate Certificate in Urban Design	GradCertUrbDes	24

## The University of Sydney School of Education and Social Work

The University of Sydney School of Education and Social Work is a school within the Faculty of Arts and Social Sciences.

### Resolutions of the Senate

#### 1 Degrees, diplomas and certificates of the The University of Sydney School of Education and Social Work

- (1) With the exception of the Doctor of Education, the Doctor of Letters in Education, the Doctor of Letters in Social Work and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the The University of Sydney School of Education and Social Work. The Doctor of Education, the Doctor of Letters in Education, the Doctor of Letters in Social Work and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the School.

#### 2 Degrees

Code	Course title & stream	Abbreviation	Credit points
RHLETEDU-01	Doctor of Letters in Education	DLittEd	Published Work
RHLETSWK-01	Doctor of Letters in Social Work	DLittSW	Published Work
RPEDUCAT-01	Doctor of Education	EdD	Research
RPPHDEDU-01 RPPHDSCW-01	Doctor of Philosophy	PhD	Research
RPSOCWRK-01	Doctor of Social Work	DSW	Research

Code	Course title & stream	Abbreviation	Credit points
RMEDURSC-01	Master of Education (Research)	MEd(Research)	Research
RMPHLEDC-01	Master of Philosophy in Education	MPhilEd	Research
RMPHLSOW-01	Master of Philosophy in Social Work	MPhilSW	Research
MAEDUCAT-03	Master of Education	MEd	48
MALESCTE-02	Master of Learning Sciences and Technology	MLS&T	48
MAINLAED-01	Master of Indigenous Languages Education	MIndigLangEd	48
MAPOLSTD-02	Master of Policy Studies	MPS	48
MASOCWRK-04	Master of Social Work	MSW	48
MASOCQUA-01	Master of Social Work (Qualifying)	MSW(Q)	96
MATEACHI-02	Master of Teaching	MTeach	96
BUEDECH-01	Bachelor of Education (Early Childhood)^	BEd(Early Childhood)	192
BUEDPRIM-03	Bachelor of Education (Primary)^	BEd(Primary)	192
BUESHMHE-03	Bachelor of Education (Secondary: Human Movement and Health Education)^ (no new intake from 2017)	BEd(Sec)HMHE	192
BUEDUHPE-01	Bachelor of Education (Secondary: Health and Physical Education)^	BEd(HPE)	192
BUESABST-01	Bachelor of Education (Secondary: Aboriginal Studies)	BEd(Sec:Aboriginal)	192
BUSOCWRK-01	Bachelor of Social Work^	BSW	192

Degrees

### 3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
BPARTSWK-03	Bachelor of Arts* and Bachelor of Social Work^	BA/BSW	240
BPESUART-01	Bachelor of Education (Secondary: Humanities and Social Sciences)^ and Bachelor of Arts*	BEd(Sec:HumSocSc)/BA	240
BPESMSCI-02	Bachelor of Education (Secondary: Mathematics)^ and Bachelor of Science*	BEd(Sec:Maths)/BSc	240
BPESISCI-02	Bachelor of Education (Secondary: Science)^ and Bachelor of Science*	BEd(Sec:Science)/BSc	240

\*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

### 4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
GNEDUSTD-01	Graduate Diploma in Educational Studies	GradDipEdStudies	36
GNINLAED-01	Graduate Diploma in Indigenous Languages Education	GradDipIndigLangEd	36
GNLESCTE-02	Graduate Diploma in Learning Sciences and Technology	GradDipLS&T	36
GNPOLSTD-02	Graduate Diploma in Policy Studies	GradDipPS	36
GNSOCWRK-01	Graduate Diploma in Social Work	GradDipSocWk	36
GNPRSTED-01	Graduate Diploma in Professional Studies (Education)	GradDipPS(Education)	48

### 5 Graduate certificates

Code	Course title	Abbreviation	Credit points
GCEDUSTD-02	Graduate Certificate in Educational Studies	GradCertEdStudies	24
GCHUCOSE-01	Graduate Certificate in Human and Community Services	GradCertH&CS	24
GCINLAED-01	Graduate Certificate in Indigenous Languages Education	GradCertIndigLangEd	24
GCLESCTE-02	Graduate Certificate in Learning Sciences and Technology	GradCertLS&T	24
GCPOLSTD-02	Graduate Certificate in Policy Studies	GradCertPS	24

Degrees, diplomas and certificates of faculties, colleges and boards of study

Code	Course title	Abbreviation	Credit points
GCTEENFL-01	Graduate Certificate in Teaching English as a Foreign Language	GradCertTEFL	24

## 6 Diplomas

Code	Course title	Abbreviation	Credit points
DLEDUABO-01	Diploma in Education (Aboriginal)	DipEd(Aboriginal)	96

## Board of Interdisciplinary Studies

### Resolutions of the Senate

#### 1 Degrees, diplomas and certificates of the Board of Interdisciplinary Studies

- (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Board of Interdisciplinary Studies. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January 2014.

#### 2 Degrees

Code	Course title and stream	Abbreviation	Credit points
	Bachelor of Advanced Studies	BAdvStudies	144
	Doctor of Philosophy	PhD	Research



THE UNIVERSITY OF  
**SYDNEY**

**The University of Sydney**  
NSW 2006 Australia  
+61 2 9351 2222  
[sydney.edu.au](http://sydney.edu.au)

ISSN: 0313-4466  
ABN 15 211 513 464  
CRICOS 00026A

Produced by the University of Sydney, February 2016. The University reserves the right to make alterations to any information contained within this publication without notice.  
17/6315