

2007-08  
handbook

# Postgraduate Studies



**The University of Sydney**

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# Acknowledgements



## The Arms of the University

### **Sidere mens eadem mutato**

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

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# Important dates

## University semester and vacation dates for 2008

<b>Summer School lectures</b>	<b>Dates</b>
December program	Monday 10 December to Thursday 31 January
Main program	Friday 4 January to Friday 15 February
Late January program	Monday 14 January to Friday 22 February
<b>Winter School lectures</b>	<b>Dates</b>
For the latest dates please refer to <a href="http://www.summer.usyd.edu.au/summer_winter/">www.summer.usyd.edu.au/summer_winter/</a>	
<b>Semester One</b>	<b>Dates</b>
International student orientation (Semester One) - full degree	Wednesday 20 February and Thursday 21 February
International student orientation (Semester One) - STABEX	Monday 18 February and Tuesday 19 February
Lectures begin	Monday 3 March
AVCC Common Week/non-teaching Easter period	Friday 21 March to Friday 28 March
International application deadline (Semester Two)*	Wednesday 30 April
Last day of lectures	Friday 6 June
Study vacation	Monday 9 June to Friday 13 June
Examination period	Monday 16 June to Saturday 28 June
Semester ends	Saturday 28 June
AVCC Common Week/non-teaching period	Monday 7 July to Friday 11 July
<b>Semester Two</b>	<b>Dates</b>
International student orientation (Semester Two) - full degree	Wednesday 23 July and Thursday 24 July
International student orientation (Semester Two) - STABEX	Monday 21 July and Tuesday 22 July
Lectures begin	Monday 28 July
AVCC Common Week/non-teaching period	Monday 29 September to Friday 3 October
International application deadline (Semester One 2008)*	Friday 31 October*
Last day of lectures	Friday 31 October
Study vacation	Monday 3 November to Friday 7 November
Examination period	Monday 10 November to Saturday 22 November
Semester ends	Saturday 22 November

\*Except for the Faculties of Dentistry and Medicine and the Master of Pharmacy course. See [www.acer.edu.au](http://www.acer.edu.au) for details.

## Last dates for withdrawal or discontinuation for 2008

<b>Semester One units of study</b>	<b>Dates</b>
Last day to add a unit	Friday 14 March
Last day for withdrawal	Monday 31 March
Last day to discontinue without failure (DNF)	Friday 25 April
Last to discontinue (Discontinued - Fail)	Friday 6 June
<b>Semester Two units of study</b>	<b>Dates</b>
Last day to add a unit	Friday 8 August
Last day for withdrawal	Sunday 31 August
Last day to discontinue without a failure (DNF)	Friday 12 September
Last day to discontinue (Discontinued - Fail)	Friday 31 October
Last day to withdraw from a non-standard unit of study	Census date of the unit, which must not be earlier than 20 per cent of the way through the period of time during which the unit is undertaken
<b>Public holidays</b>	<b>Dates</b>
Australia Day	Monday 28 January
Good Friday	Friday 21 March
Easter Monday	Monday 24 March
Anzac Day	Friday 25 April
Queen's Birthday	Monday 9 June
Labour Day	Monday 6 October



## What is a handbook?

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

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

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

## What new students need to know

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

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

## Where to find what

### Course terminology

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

Definitions of all terminology are located in Appendices 8 and 9, **Abbreviations** and **Glossary**, at the back of this handbook.

### Dates

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

### Faculty rules and regulations

Faculty resolutions are the rules and regulations pertaining to a specific faculty. They are found in the relevant faculty handbooks, in print or online at [www.usyd.edu.au/handbooks](http://www.usyd.edu.au/handbooks)

These should be read along with the University's own *Coursework Rule 2000 (as amended)* which can be found at Handbooks online: [www.usyd.edu.au/handbooks](http://www.usyd.edu.au/handbooks).

Together they outline the agreement between student and faculty, and student and University. Senate resolutions are located in the University Calendar.

## General University information

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

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

## Timetables

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

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

## Students with a disability

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

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

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

## Handbook updates

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

Feedback regarding the Handbook is welcome. Visit [www.usyd.edu.au/handbooks](http://www.usyd.edu.au/handbooks)

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# Introduction and Welcome

## from Professor Masud Behnia, Dean of Graduate Studies

Welcome to all new and continuing postgraduate students at the University of Sydney. You are part of Australia's first and oldest university, and a member of a thriving community of world-class scholars and researchers.

The University values postgraduate students – you are an important part of our community and your contribution to the knowledge base, success and diversity of the University is acknowledged.

The University offers you three simple but vital advantages:

### Expertise

We have the most comprehensive range of courses in Australia, with genuine expertise in all fields and nearly 500 graduate degree programs to choose from. The University has more higher degree research programs than any other university in Australia. We offer coursework programs that are academically challenging and professionally relevant in an environment that encourages independent learning and interaction amongst peers.

### Enrichment

We offer a stimulating, supportive and enriching educational experience at one of the world's leading universities. This is a research-intensive environment. In 2006 and 2007, the University of Sydney received more new funding from the Australian Research Council than any other University. Students from every continent on the globe are studying at the University of Sydney. You will form lifetime friendships and valuable networks here.

### Achievement

Our graduates have achieved and continue to achieve leading roles in their careers. You will find an environment of opportunity; a strengthening experience of self-awareness and self-reliance. Postgraduate students are future leaders of Australia and other countries, as well as the next generation of academics. University of Sydney alumni include Prime Ministers, Governors General, Nobel Prize winners and leaders in every field of endeavour.

We now have more than 15,000 postgraduate students, more than a third of all students at the University. We will continue to make significant investment in facilities for postgraduate students, and targeted academic support for supervisors, course coordinators and lecturers. The Dean of Graduate Studies office works primarily for the benefit and development of all postgraduate students at the University of Sydney. We may be able to assist you during the course of your studies.



My office provides a postgraduate student induction program each semester for all commencing postgraduates. This will give you essential information about how the University works to ensure a smooth transition to postgraduate study, including the rights and responsibilities of students; professional ethics; the library; academic integrity and intellectual property; and resources for postgraduates, including social and sporting opportunities.

Welcome to the University of Sydney, and good luck with your studies.

**Professor Masud Behnia**  
*Dean of Graduate Studies*

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# 1. General Information

## Overview

The University of Sydney is one of the foremost providers of quality postgraduate education in Australia. The University is the only Australian university which offers award programs across all the discipline areas recognised by the Federal Government in its funding of the tertiary education sector. In 2006, over 14,000 students were enrolled in postgraduate courses at the University of Sydney. The majority of postgraduate students are enrolled in Master's degrees by coursework, however, of considerable note, in 2006 there were more than 3,500 students enrolled in the postgraduate research programs on offer at the University.

This University is committed to providing high quality education to all its students. One part of that commitment involves providing postgraduate students with useful and relevant information in a form that is easily accessible to them. This handbook is an important part of this process.

## Purpose of handbook

The purpose of this handbook is to provide a convenient source of reference for research and coursework postgraduate students about the requirements for postgraduate degrees, graduate diplomas and graduate certificates within the University. It does not attempt to be comprehensive in its coverage but rather, where appropriate, to provide direction to better sources of information. At the end of this document there are copies of, and excerpts from, formal documents that you need to be familiar with, including the University's Code of Practice for Coursework Teaching and Learning. Other useful sources of important information are listed below.

Please note that we have not provided an exhaustive list of the policies applying to students at the University. The full set of University policies is available on Policy Online ([www.usyd.edu.au/policy](http://www.usyd.edu.au/policy)).

## Regulations

The University of Sydney is governed by a number of regulations. Some of the regulations that cover postgraduate study include:

- The *University of Sydney (Coursework) Rule 2000 (as amended)* which governs all coursework award courses in the University; and
- The *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004* which governs the University's Doctor of Philosophy degree (this rule should be read in conjunction with the Academic Board resolutions regarding the Doctor of Philosophy).

These rules, and others such as the *University of Sydney (Amendment Act) Rule 1999* (as amended), provide the framework for all courses at the University. For information regarding specific courses (other than the Doctor of Philosophy), students should refer to the Resolutions of the Senate and the faculty resolutions for the course, which are published in the relevant faculty handbook.

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

During 2007 faculties will continue revising Senate and faculty resolutions relating to their postgraduate courses pursuant to this rule.

Other regulations made by the Senate and the Academic Board which govern all the degrees, diplomas and certificates within the University are published in the University's *Calendar 2007*, available online at: the Calendar homepage ([www.usyd.edu.au/calendar](http://www.usyd.edu.au/calendar)).

## Faculty or college handbooks

There are often more detailed faculty resolutions for postgraduate degrees, diplomas or certificates, and these are published in the relevant faculty or college handbooks and in the *Calendar 2007*. Extracts relevant to the course you are undertaking will usually be provided with your offer of admission letter or can be obtained from your faculty, college or board of studies office. Reference is made in this Handbook to the more general rather than the course-specific aspects of these regulations. The handbooks are available online at: Handbooks ([www.usyd.edu.au/handbooks/](http://www.usyd.edu.au/handbooks/)).

## University of Sydney diary

At enrolment, you can pick up a free University of Sydney Union (USU) diary listing all USU services and detailing events on campus. Although it is aimed primarily at new undergraduate students it is a useful source of information, especially for postgraduate students new to the University of Sydney, about the variety of services and facilities available for students at the University.

## Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is an independent representative association providing advice, advocacy and support services for the Sydney University postgraduate student community. SUPRA gives postgraduates a voice within the University and beyond. SUPRA representatives sit on University governance bodies such as the Graduate Studies Committee and Academic Board. SUPRA also has regular meetings with the Vice-Chancellor and other senior staff to raise matters of concern to postgraduate students. SUPRA uses these forums to monitor University policy and promote postgraduate interests in decision making.

SUPRA also provides a voice for postgraduates in education policy at a federal and state level. It makes submissions to government inquiries, regularly writes to the Education Minister and speaks to the media about education issues.

SUPRA also holds forums and campaigns around broader social, cultural and political issues. SUPRA believes that part of providing a voice for postgraduates includes facilitating engagement with broader social issues.

SUPRA has networks for Women, Queer, Indigenous and International students to help build a sense of community and work against barriers to education faced by minority groups. It also holds forums, thesis discussion groups and an annual postgraduate conference to help build a sense of community across disciplines.

Due to the introduction of VSU, SUPRA has restructured its relationship with postgraduate students. There are now three levels at which students can engage: Constituent, Subscriber or Supporter.



## 1. General Information

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SUPRA promotes the interests of all postgraduate students at the University of Sydney and as such all postgraduates are considered to be SUPRA constituents.

As a SUPRA constituent, a student can choose to become a SUPRA subscriber. All subscriber information is stored in accordance with the Privacy Act. By becoming a SUPRA subscriber students will be able to access all of SUPRA's services and resources. Subscribing is free.

Subscribers can choose to become a supporter by making a financial contribution of between \$20 and \$80.

Contact SUPRA

SUPRA Offices:

Raglan Street Building (G10)

Darlington Campus

The University of Sydney NSW 2006

(near the Services Building).

Phone: +61 2 9351 3715

Toll-free: 1800 249 950 (free call for anyone outside the Sydney Metro area)

Fax: +61 2 9351 6400

Email: [admin@supra.usyd.edu.au](mailto:admin@supra.usyd.edu.au)

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

### MyUni - the student portal

MyUni provides access to a number of applications, such as email, timetabling, library loans and WebCT. Online self administration functions and UniKey account management can be accessed from your MyUni workspace. MyUni offers a range of services, including:

- study tools and course information
- online learning environment
- student support service details, such as counselling, learning assistance, careers and accommodation
- campus information, directories and maps
- news and events
- pre-enrolment and enrolment variation
- updating your personal details
- timetabling (for some coursework units)
- exam seating and results (for some coursework units)
- ordering and purchasing course notes
- casual employment, and
- renewing library loans and paying fines.

MyUni ([myuni.usyd.edu.au/](http://myuni.usyd.edu.au/)) is linked from the University's homepage ([www.usyd.edu.au](http://www.usyd.edu.au)).

### Updating your personal details

You can update your personal details via the MyUni website. It's important that you ensure that your address details, in particular, are kept up to date. The University of Sydney communicates with students via either the recorded address or via the student email.

### UniKey account

Your UniKey provides access to the range of online services provided by the University (see below). You will receive a UniKey login name and password when you enrol. UniKey is separate from any accounts provided by schools or departments.

### Email

The University provides you with an Email account that is your official contact address. Your Email address takes the form: <your UniKey login>@mail.usyd.edu.au (e.g.: [wxyz2345@mail.usyd.edu.au](mailto:wxyz2345@mail.usyd.edu.au)). For access to your University Email account, please go to: [www.mail.usyd.edu.au](http://www.mail.usyd.edu.au). To forward your Email to another account please go to: [itassist.usyd.edu.au/student/account](http://itassist.usyd.edu.au/student/account).

Remember to check your student email regularly, as the University will use this address to contact you.

## Access to the university network

### Dial-in and network access

For details of dial-in and access to the University network, go to: [itassist.usyd.edu.au/student/services/internet/waysconnect.shtml](http://itassist.usyd.edu.au/student/services/internet/waysconnect.shtml).

### Wireless access

Wireless access points are located across the University's main campus. See

[itassist.usyd.edu.au/student/services/internet/wireless/wireless\\_map.shtml](http://itassist.usyd.edu.au/student/services/internet/wireless/wireless_map.shtml) for locations.

### Access centres

Computer Access Centres are located on most campuses, providing PC access to the University network. For more information go to [www.usyd.edu.au/accesslabs](http://www.usyd.edu.au/accesslabs). The main office for access labs is located in Fisher Library.

## Glossary of frequently used terms

A glossary of frequently used terms is located at Appendix 8 of this handbook for information.

The complete University glossary can be found at: Glossary ([www.usyd.edu.au/ab/policies/Glossary04.pdf](http://www.usyd.edu.au/ab/policies/Glossary04.pdf)).

## 2. University organisation, administration and contact information

### The governing bodies

#### Senate

The Senate of the University is the governing body of the University. Of its 22 Fellows, two are elected students, one being a postgraduate student. Amongst its many duties the Senate endorses the Academic Board's approval of new academic courses and changes to existing programs. Senate is also responsible, with the aid of recommendations from the Academic Board, for making regulations (either Senate Rules or Resolutions of the Senate) concerning the requirements for particular degrees, graduate diplomas and graduate certificates. The Chancellor, who is elected by the Fellows of Senate, presides at meetings of the Senate and on University occasions such as conferring of degrees ceremonies.

#### Academic Board

The Academic Board is the senior academic body within the University. Its functions include advising the Senate and the Vice-Chancellor on all matters relating to and affecting the University's learning, teaching and research activities and its educational programs, including general advice on the academic priorities and policies of the University. Membership of the Academic Board includes all the deans of faculties and colleges, members elected from the academic staff of faculties, the President of SUPRA and elected coursework and research student members and some co-opted members.

#### Graduate Studies Committee

The Graduate Studies Committee deals with matters of policy relating to postgraduate coursework in order to identify appropriate standards, criteria and procedures for consideration by the Academic Board. It considers both coursework courses and research degrees that contain elements of coursework.

The Committee reviews most of the proposals for new postgraduate coursework courses (graduate certificates, graduate diplomas and coursework master's degrees) and proposals for major changes to such existing courses as well as making recommendations concerning all matters relating to graduate coursework studies referred to it by the Vice-Chancellor, the Academic Board or faculties.

Details of the membership of the Graduate Studies Committee are located at:

[www.usyd.edu.au/ab/committees/grad\\_studies/index.shtml](http://www.usyd.edu.au/ab/committees/grad_studies/index.shtml).

#### Research and Research Training Committee

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

It is also responsible for the award of higher doctorates, exercises a review role with respect to protracted higher degree candidatures and develops and reviews policies relating to research and research training.

Details of the membership of the Research and Research Training Committee are located at:

[www.usyd.edu.au/ab/committees/rrtc/index.shtml](http://www.usyd.edu.au/ab/committees/rrtc/index.shtml).

#### PhD Award Sub-Committee

The PhD Award Sub-Committee of the Research and Research Training Committee advises the committee about resolutions, policy and procedures relating to the award of the degree of Doctor of Philosophy and makes decisions in accordance with the Resolutions of the Senate and the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy and other research doctorates.

#### Postgraduate Awards Sub-Committee

The Postgraduate Awards Sub-Committee of the Research and Research Training Committee acts on the Committee's behalf in all matters relating to the selection of successful applicants for postgraduate awards and advises the Committee on policy matters related to the award of scholarships.

### The academic organisation

#### Faculties and colleges

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

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

1. to admit to and determine candidature for the degrees, graduate diplomas and graduate certificates in that faculty or college;
2. to appoint supervisors and examiners of candidates for higher degrees in that faculty or college.

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

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

Within each faculty or college there is an appointed dean and appointed or elected pro-dean and/or associate deans. The dean is the chief executive officer of the faculty or college. One of the associate deans or another senior academic in a faculty or college is usually charged with responsibility for postgraduate matters and chairs the



board of postgraduate studies. Sometimes the postgraduate responsibilities of the faculty or college are spread among an associate dean and one or more sub-deans. In most cases the faculty, or board of postgraduate studies, will formally delegate responsibility for taking decisions on particular aspects of candidature to one or more of these faculty or college officers. They are a useful source of advice when a view from outside your department is needed.

### Departments and schools

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

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

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

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

## Administration

### Departmental/School offices

In many instances if you have an administrative enquiry you should not need to go beyond your department/school where experienced staff will be able to assist you.

### Faculty and college offices

The faculty or college office will be a source of information and advice about procedures and regulations as well as providing advice on courses available. It is also where you can get information on the most appropriate associate dean or other faculty or college officer with whom to discuss a difficult situation. A full list of faculty and college offices including their locations, inquiry phone numbers and email addresses is set out below.

In most faculty and college offices there are supporting administrative assistants and administrative officers, one or more of whom may have a particular postgraduate responsibility. Sometimes this person is called the postgraduate administrator or advisor. The faculty or college secretary has a broad range of responsibilities including acting as secretary to the faculty or college and its committees and ensuring that the University's regulations and procedures concerning

postgraduate students are properly administered. The Faculties of Medicine, Dentistry and Pharmacy have a common postgraduate administration office.

### The Dean of Graduate Studies

The Dean of Graduate Studies office works primarily for the benefit and development of all postgraduate students at the University of Sydney. The office may be able to assist you during the course of your studies.

The Dean of Graduate Studies office provides a postgraduate student induction program each semester for all commencing postgraduates. This will give you essential information about how the University works to ensure a smooth transition to postgraduate study, including the rights and responsibilities of students; professional ethics; the Library; academic integrity and intellectual property; and resources for postgraduates, including social and sporting opportunities.

Contact details for the Dean of Graduate Studies office are set out below.

### Contact information

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

Set out below are initial contact details for each faculty and college.

#### **FACULTY OF AGRICULTURE, FOOD AND NATURAL RESOURCES**

McMillan Building A05  
Phone: +61 2 9351 6926  
Email: agriculture.pg@usyd.edu.au  
Web: www.agric.usyd.edu.au

#### **FACULTY OF ARCHITECTURE, DESIGN AND PLANNING**

Wilkinson Building G04  
Phone: +61 2 9351 3248  
Email: sac@arch.usyd.edu.au  
Web: www.arch.usyd.edu.au

#### **FACULTY OF ARTS**

Main Quadrangle A14  
Phone: +61 2 9351 2045  
Email: pg@arts.usyd.edu.au  
Web: www.arts.usyd.edu.au

#### **FACULTY OF DENTISTRY**

Edward Ford Building A27  
Postgraduate Student Administration Unit for the faculties of Dentistry, Medicine and Pharmacy  
Phone: +61 2 9351 3132  
Email: pg@med.usyd.edu.au  
Web: www.dentistry.usyd.edu.au

#### **FACULTY OF ECONOMICS AND BUSINESS**

Institute Building H03  
Phone: +61 2 9036 6355  
Email: pgresearch@econ.usyd.edu.au  
Web: www.econ.usyd.edu.au

#### **FACULTY OF EDUCATION AND SOCIAL WORK**

Education Building A35  
Phone: +61 2 9351 4605  
Email: gradinfo@edfac.usyd.edu.au  
Web: www.edsw.usyd.edu.au

#### **FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGIES – GRADUATE SCHOOL OF ENGINEERING**

Engineering Faculty Building J13  
Phone: +61 2 9351 7084  
Email: gse@eng.usyd.edu.au  
Web: www.eng.usyd.edu.au/

**FACULTY OF HEALTH SCIENCES**

Cumberland Campus C42  
 Phone: +61 2 9351 9623  
 Email: [FHSpinfo@usyd.edu.au](mailto:FHSpinfo@usyd.edu.au)  
 Web: [www.fhs.usyd.edu.au](http://www.fhs.usyd.edu.au)

**FACULTY OF LAW**

Level 12, 173-175 Phillip Street  
 Sydney NSW 2000, C13  
 Phone: +61 2 9351 0351  
 Email: [Law.Postgrad@usyd.edu.au](mailto:Law.Postgrad@usyd.edu.au)  
 Web: [www.law.usyd.edu.au](http://www.law.usyd.edu.au)

**FACULTY OF MEDICINE**

Edward Ford Building A27  
 Postgraduate Student Administration Unit for the faculties of Dentistry,  
 Medicine and Pharmacy  
 Phone: +61 2 9351 3132  
 Email: [pg@med.usyd.edu.au](mailto:pg@med.usyd.edu.au)  
 Web: [www.medfac.usyd.edu.au](http://www.medfac.usyd.edu.au)

**FACULTY OF NURSING AND MIDWIFERY**

Mallet Street Building M02  
 Phone: +61 2 9351 0504  
 Email: [fon@nursing.usyd.edu.au](mailto:fon@nursing.usyd.edu.au)  
 Web: [www.nursing.usyd.edu.au](http://www.nursing.usyd.edu.au)

**FACULTY OF PHARMACY**

Edward Ford Building A27  
 Postgraduate Student Administration Unit for the faculties of Dentistry,  
 Medicine and Pharmacy  
 Phone: +61 2 9351 3132  
 Email: [pg@med.usyd.edu.au](mailto:pg@med.usyd.edu.au)  
 Web: [www.pharm.usyd.edu.au](http://www.pharm.usyd.edu.au)

**FACULTY OF SCIENCE**

Carslaw Building F07  
 Phone: +61 2 9351 3021  
 Email: [info@science.usyd.edu.au](mailto:info@science.usyd.edu.au)  
 Web: [www.science.usyd.edu.au](http://www.science.usyd.edu.au)

**SYDNEY COLLEGE OF THE ARTS**

Rozelle Campus, Balmain Road,  
 Rozelle NSW 2039, N01  
 Phone: +61 2 9351 1104  
 Email: [pg@sca.usyd.edu.au](mailto:pg@sca.usyd.edu.au)  
 Web: [www.usyd.edu.au/sca/](http://www.usyd.edu.au/sca/)

**SYDNEY CONSERVATORIUM OF MUSIC**

Greenway Building, Corner of Bridge and Macquarie Streets  
 Sydney NSW 2000, C41  
 Phone: +61 2 9351 1216  
 Email: [info@conmusic.usyd.edu.au](mailto:info@conmusic.usyd.edu.au)  
 Web: [www.music.usyd.edu.au](http://www.music.usyd.edu.au)

**FACULTY OF VETERINARY SCIENCE**

J.D Stewart Building B01  
 Phone: +61 2 9351 6933  
 Email: [vetsci@vetsci.usyd.edu.au](mailto:vetsci@vetsci.usyd.edu.au)  
 Web: [www.vetsci.usyd.edu.au/](http://www.vetsci.usyd.edu.au/)

**KOORI CENTRE**

Old Teachers College A22  
 Phone: +61 2 9036 6599  
 Email: [tanya@koori.usyd.edu.au](mailto:tanya@koori.usyd.edu.au)  
 Web: [www.koori.usyd.edu.au/](http://www.koori.usyd.edu.au/)

**DEAN OF GRADUATE STUDIES OFFICE**

Merewether Building H04  
 Phone: +61 2 9036 9518  
 Email: [DoGS@usyd.edu.au](mailto:DoGS@usyd.edu.au)  
 Web: [www.dogs.usyd.edu.au/about\\_us/](http://www.dogs.usyd.edu.au/about_us/)

## Principal officers of the University

### The Vice-Chancellor and Principal

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

### The Provost and Deputy Vice-Chancellor

The Provost is charged with day-to-day responsibility for the accomplishment of the University's objectives in relation to teaching and scholarly activity within the context of the University's strategic plan and a challenging external environment. He or she exercises, under the direction of the Vice-Chancellor, general executive responsibilities in connection with the academic programs of the University involving the conduct, coordination, and quality of these programs and the planning of their future development. This includes oversight of the University's academic staff.

### Registrar

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

### Student facilities

The University of Sydney provides an extensive range of services to assist students in achieving their educational goals. These services offer personal, welfare, administration, library, IT, and academic support services to facilitate students' success at University. For details of services and online resources provided by the University of Sydney see the Services for Students website or the MyUni student portal. Services for Students website: [www.usyd.edu.au/stuserv](http://www.usyd.edu.au/stuserv) MyUni student portal: [myuni.usyd.edu.au/](http://myuni.usyd.edu.au/)

### Accommodation Service

The Accommodation Service assists students from all campuses to find private off-campus accommodation. The service maintains an extensive database of accommodation close to campuses or within easy access via public transport. For access to the accommodation database, details of activities and online resources see the Student Portal or the Services for Students website.

Cumberland Campus students can also be assisted by CSG (Cumberland Student Guild) through its membership benefit program, CSG Campus REWARDS. The program operates an accommodation 'classifieds' website at: [www.campusrewards.com.au/](http://www.campusrewards.com.au/)

Level 7, Education Building, A35  
 Phone: +61 2 9351 3312; fax: +61 2 9351 8262  
 TTY: +61 2 9351 3412  
 Email: [accomm@stuserv.usyd.edu.au](mailto:accomm@stuserv.usyd.edu.au)  
 Web: [www.usyd.edu.au/accomm](http://www.usyd.edu.au/accomm)

### Careers Centre

The Careers Centre assists graduates to find employment and advises students on broad issues such as job search, CV and interview skills, how to find course-related work while studying and career outcomes of various degrees. Enquiries from postgraduate students are always welcome.

Please visit the web site for details of the diverse range of services available.  
 Phone: +61 2 9351 3481; fax: +61 2 9351 5134

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

### Casual Employment Service (CES)

The Casual Employment Service helps currently enrolled degree students find casual and part-time work during their studies and in University vacations. Registering with the CES online or in person enables currently enrolled students to access the casual employment database. For access to the casual employment database, details of activities and online resources see the Student Portal or the Services for Students website.

Level 7, Education Building, A35  
Phone: +61 2 9351 8714; fax: +61 2 9351 8717  
TTY: +61 2 9351 3412  
Email: [ces@stuserv.usyd.edu.au](mailto:ces@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/cas\\_emp](http://www.usyd.edu.au/cas_emp)

### Child Care Information Office

The Child Care Information Office is the first point of contact for students and staff of the University who are seeking information regarding child care services. For further information on centres and online resources see the Student Portal or the Services for Students website.

Level 7, Education Building, A35  
Phone: +61 2 9351 5667, fax: +61 2 9351 7055  
TTY: +61 2 9351 3412  
Email: [childc@stuserv.usyd.edu.au](mailto:childc@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/childcare](http://www.usyd.edu.au/childcare)

Five child care centres operate on two campuses of the University catering for over 260 children aged from six weeks to five years old. Individual centres should be contacted for information on enrolment procedures, the length of waiting lists as well as updated fees and eligibility for fee assistance.

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

### Copy Centre

A subsidiary of UPS, the University Copy Centre offers immediate print-on-demand over-the-counter sales for both colour and black and white copying needs. UCC also offers a 'print your own' service from PC workstations onsite available for students to use.

Binding services include comb binding, fast binding and hardbound thesis binding. Other services include laminating, fax service and discount movie tickets. UCC also provides printing from CDs, memory sticks, floppy disks and USB flash cards/drives.

For faculty staff, UCC is the retail outlet for student notes and tutorial notes, offering a 48 hour print on demand reprint management. UCC also offers a hardcover bookbinding service.

Ground floor of the Sports and Aquatic Centre (G09)  
Phone: +61 2 9351 4582; fax: +61 2 9351 5566  
Email: [copy\\_centre@ups.usyd.edu.au](mailto:copy_centre@ups.usyd.edu.au)  
Web: [www.usyd.edu.au/ucc/](http://www.usyd.edu.au/ucc/)

### Counselling Service

Counsellors are qualified professionals who aim to help students fulfil their academic, individual and social goals through one-to-one counselling. The Counselling Service aims to assist students to develop effective and realistic strategies and to master essential life management skills. Appointments can be made for 50 minute sessions, or walk-in (25 minute) sessions are available daily for urgent problems or brief interventions. After-hours appointments are available by prior arrangement. Workshops, tailored to the needs of postgraduate

students, are offered each semester. For workshop programs, online registration details and online resources, see the Student Portal or the Services for Students website.

*Camperdown and Darlington Campuses*  
Level 7, Education Building, A35  
Phone: +61 2 9351 2228; fax: +61 2 9351 7055  
TTY: +61 2 9351 3412  
Email: [counsell@stuserv.usyd.edu.au](mailto:counsell@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/counsel](http://www.usyd.edu.au/counsel)

*Cumberland Campus*  
Ground Floor, A Block, Cumberland Campus C42  
Phone: +61 2 9351 9638; fax: +61 2 9351 9635  
Email: [cs.cumberland@stuserv.usyd.edu.au](mailto:cs.cumberland@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/counsel](http://www.usyd.edu.au/counsel)

### Disability Services

Disability Services is the principal point of contact and advice on assistance available for students with disabilities. The Service works closely with academic and administrative staff to ensure that students receive reasonable adjustments in their study. Assistance available includes: assistive technology, note-taking, interpreters, and advocacy with academic staff to negotiate assessment and course requirement modifications where appropriate. For information and online resources for students with disabilities see the Student Portal or the Services for Students website.

*Camperdown and Darlington Campuses*  
Level 7, Education Building, A35  
Phone: +61 2 9351 7040; fax: +61 2 9351 7055  
TTY: +61 2 9351 3412  
Email: [disserv@stuserv.usyd.edu.au](mailto:disserv@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/disability](http://www.usyd.edu.au/disability)

*Cumberland Campus*  
Ground Floor, A Block, Cumberland Campus C42  
Phone: +61 2 9351 9638; fax: +61 2 9351 9635  
Email: [ds.cumberland@stuserv.usyd.edu.au](mailto:ds.cumberland@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/disability](http://www.usyd.edu.au/disability)

### Financial Assistance Office

The University has a number of loan funds and bursaries to assist students who experience financial difficulties. Assistance is not intended to provide the principal means of support but to help in emergencies and to supplement other income. For details of financial assistance available and online resources see the Student Portal or the Services for Students website.

Level 7, Education Building, A35  
Phone: +61 2 9351 2416; fax: +61 2 9351 7055  
TTY: +61 2 9351 3412  
Email: [fao@stuserv.usyd.edu.au](mailto:fao@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/fin\\_assist](http://www.usyd.edu.au/fin_assist)

### Health Service

The University Health Service offers a full, experienced general practitioner service and emergency medical care to all members of the University Community: students (undergraduate and postgraduate), staff (academic and general), families, friends, visitors, employees of other organisations on campus, former students and staff, and members of the general public. The UHS bills Medicare directly (World Care Assist or Medibank Private OSHC for international students) for the cost of most consultations. Twelve doctors, male and female, all holding Vocational Registration with the RACGP, work in the University Health Service. The UHS is an AGPAL Accredited General Practice.

**Wentworth Building, G01**

Phone: +61 2 9351 3484; fax: +61 2 9351 4110

**Holme Building, A09**

Phone: +61 2 9351 4095; fax: +61 2 9351 4338

Email: Director@unihealth.usyd.edu.au

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

**Information and communication technology resources (ICTR)**

The University of Sydney provides all students with a free email/Intranet account. Account details (login name and password) will be provided on your confirmation of enrolment form. In addition, the ICT Helpdesk provides internet accounts (where you can set up your own home page) and modem access at a cost considerably lower than commercial ISPs. Contact the Helpdesk on 61 2 9351 6000 or email support@usyd.edu.au for details on how to take advantage of these services or visit the ICT Help Desk home page at <http://itassist.usyd.edu.au/>. Access to these services is governed by the ICT Use Policy on: [www.usyd.edu.au/ICTRPolicy/](http://www.usyd.edu.au/ICTRPolicy/).

The Helpdesk can also provide information about the computer access labs, which are available for email and Intranet/Internet access. The labs are located in Fisher Library, and in the Link, Carslaw, Pharmacy, and Education Buildings and on the Cumberland Campus. Visit the access centre home page at [www.usyd.edu.au/accesslabs](http://www.usyd.edu.au/accesslabs) for details on their locations and services.

**University Computing Centre, H08**

Phone: +61 2 9351 6000; fax: +61 2 9351 6004

Email: support@usyd.edu.au

Web: itassist.usyd.edu.au/

**Institute for Teaching and Learning**

The Institute for Teaching and Learning assists postgraduates to prepare for an academic career by providing opportunities for more sustained study in teaching and learning. Courses available are graduate certificate, graduate diploma and master's and PhD degrees in higher education, which are organised in collaboration with the Faculty of Education and Social Work.

**Level 3, Carslaw Building, F07**

Phone: +61 2 9351 3725; fax: +61 2 9351 4331

Email: itl@itl.usyd.edu.au

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

**Insurance**

The Risk Management Office (RMO) maintains a Personal Accident and Travel insurance policy for all postgraduate students travelling within Australia or overseas on authorised University activities. See: [www.usyd.edu.au/risk/insurance/travel.shtml](http://www.usyd.edu.au/risk/insurance/travel.shtml).

The Risk Management Office also maintains a Personal Accident Insurance policy providing insurance cover for postgraduate students whilst conducting on-campus activities.

If you are involved in an accident on campus or while conducting University activities, please complete an Incident Report Form (which can be found at: [www.usyd.edu.au/ohs/report/index.shtml](http://www.usyd.edu.au/ohs/report/index.shtml)) and forward it to the Occupational Health and Safety and Injury Management Office (OHSIM). Insurance claims must be submitted to the Risk Management Office. For information on any other insurance related matters or travel insurance claims, please contact the Risk Management Office.

Phone: +61 2 9351 4127 or +61 2 9351 2782; fax: +61 2 9351 5868

Email: risk@finance.usyd.edu.au

Web: [www.usyd.edu.au/risk/insurance/PG.shtml](http://www.usyd.edu.au/risk/insurance/PG.shtml)

**International Office**

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

**Ground Floor, Services Building G12**

Codrington Street, Darlington

Phone: +61 2 9351 4161; fax: +61 2 9351 4013

Email: info@io.usyd.edu.au

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

**International Student Services Unit**

The International Student Support Unit assists international students through the provision of orientation, counselling and welfare services to both students and their families. ISSU aims to help international students cope successfully with the challenges of living and studying in an unfamiliar culture, to achieve success in their studies and to make the experience of being an international student rewarding and enjoyable. For details of orientation activities, counselling and welfare services provided to both students and their families and online resources, see the Student Portal or the Services for Students website.

**Camperdown and Darlington Campuses**

Ground Floor, Services Building G12

Phone: +61 2 9351 4749; fax: +61 2 9351 6818

Email: info@issu.usyd.edu.au

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

**Cumberland Campus**

Ground Floor, A Block, Cumberland Campus C42

Phone: +61 2 9351 9638; fax: +61 2 9351 9635

Email: [issu.cumberland@stuserv.usyd.edu.au](mailto:issu.cumberland@stuserv.usyd.edu.au)

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

**Koori Centre**

The Koori Centre provides cultural and academic support to all Indigenous Australian students at the University of Sydney. The Centre also supports Indigenous and non-Indigenous postgraduate students in a variety of ways, including postgraduate supervision, research advice, guidance on protocols and a fully resourced research library. Another role of the Koori Centre is to provide policy advice, education initiatives, curriculum development and training for Indigenous Australian people and for the wider University community. For further information, please contact:

**The Koori Centre,**

Old Teachers College A22

Phone: +61 2 9351 2046; fax: +61 2 9351 6923

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

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

**Learning Centre**

The Learning Centre assists students to develop the broad range of academic skills which are necessary for successful university study. The Centre is committed to helping students to achieve their academic potential throughout their undergraduate and postgraduate studies. The Learning Centre's two locations are listed below.

Services offered by the Centre include a Central Program of workshops, Faculty Program, workshops for English language and learning, Individual Learning Program (ILP) and print-based and online learning resources. The Central Program offers over 50 workshops on study skills, academic reading and writing, oral communication, examination skills and postgraduate research writing skills.

Of particular interest to all postgraduate students is the program of workshops for research students, which support the thesis writing process from proposal to final draft, and a special program for coursework students. There is also a program of Workshops in English Language and Learning (WELL) which has a particular focus on the needs of students from non-English speaking backgrounds. For workshop programs, details of activities and online resources see the Student Portal or the Services for Students website.

#### *Camperdown and Darlington Campuses*

Level 7, Education Building, A35  
Phone: +61 2 9351 3853; fax: +61 2 9351 4865  
TTY: +61 2 9351 3412  
Email: [lc@stuserv.usyd.edu.au](mailto:lc@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/lc](http://www.usyd.edu.au/lc)

#### *Cumberland Campus*

Ground Floor, A Block, Cumberland Campus C42  
Phone: +61 2 9351 9638; fax: +61 2 9351 9635  
Email: [lc.cumberland@stuserv.usyd.edu.au](mailto:lc.cumberland@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/lc](http://www.usyd.edu.au/lc)

## Library

For general information on Library services see:  
[www.library.usyd.edu.au/Home.html](http://www.library.usyd.edu.au/Home.html).

For more detailed information on services to postgraduate students in your discipline contact the relevant library staff indicated at:  
[www.library.usyd.edu.au/contacts/index.html](http://www.library.usyd.edu.au/contacts/index.html)

## Printing Service

The University Printing Service provides printing and binding services including: high volume printing and copying, short run (low volume), four-colour process printing, finished artwork and design, including website design, document scanning, file conversion, and CD burning.

Typical UPS products range from stationery, books, brochures, handbooks, graduation certificates and examination papers through to invitations, flyers and banners.

UPS also offers a variety of finishing options plus collating, addressing and filling of envelopes, mail merge options and print-broking services.

Room 314, top floor, Services Building, Codrington Street, G12.  
Phone: +61 2 9351 2004; fax +61 2 9351 7757  
Email: [ups@ups.usyd.edu.au](mailto:ups@ups.usyd.edu.au)  
Web: [www.usyd.edu.au/ups/](http://www.usyd.edu.au/ups/)

## Research Office

The Research Office administers the major government funded research awards. Details of these awards and many others may be obtained from the Research Office web site at: [www.usyd.edu.au/ro/training](http://www.usyd.edu.au/ro/training). The closing date for Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) is October every year; National Health and Medical Research Council (NHMRC) Postgraduate Research Scholarships usually close in mid-July. It is wise to confirm in advance the exact closing date.

Quadrangle Building, A14  
Phone: +61 2 9351 3250  
Email: [research.training@usyd.edu.au](mailto:research.training@usyd.edu.au)  
Web: [www.usyd.edu.au/ro/training](http://www.usyd.edu.au/ro/training)

## Student Centre

The Student Centre is the focus for initial student enquiries and provides general information and application forms. It is also the information point for the Student Records Office, for HECS/Fee-Help Assistance/Fee enquiries and for the Graduation Section.

#### *Camperdown and Darlington campus*

Level 1, Carlaw Building, F07  
Phone: +61 2 9351 3023  
HECS and Fee Enquiries: +61 2 9351 5062; +61 2 9351 4997  
Graduations: +61 2 9351 4009  
Web: [www.usyd.edu.au/studentcentre/](http://www.usyd.edu.au/studentcentre/)

#### *Cumberland Campus*

Jeffrey Miller Building, Building A  
Phone: +61 2 9351 9161

## 3. Coursework Information

Postgraduate coursework covers:

- graduate certificates
- graduate diplomas
- coursework master's degrees.

Students enrolled in coursework programs which also include supervised research should refer to the section on Research Information (Chapter 4).

### Coursework programs

#### Graduate certificate

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

#### Graduate diploma

Graduate diplomas are offered in a majority of faculties. In some cases the graduate diploma is offered in a specialist area such as the Graduate Diploma in Rehabilitation Counselling. In other cases the graduate diploma provides a framework within which specific subject areas are further identified such as the Graduate Diploma in Applied Science. Graduate diplomas are typically two semesters full-time or four semesters part-time, normally requiring the completion of units of study totalling at least 36 credit points, and have entry requirements of a bachelor's degree or equivalent. Often programs are arranged so that there can be articulation between a graduate certificate, a graduate diploma and a master's degree. This means that students can leave the courses with differing qualifications depending on how much of the course has been completed.

#### Coursework master's degree

Master's degrees typically have a minimum period of full-time candidature of one or two years and longer maximum periods as well as longer periods for part-time candidature. Coursework master's degrees normally require the completion of units of study totalling at least 48 credit points.

### Admission requirements

The admission requirements for each of the various master's degrees, graduate diplomas and graduate certificates can be found in either the *Calendar 2007* or the Faculty Handbook. General requirements are outlined in this section.

#### Quotas

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

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

#### Graduate diplomas and graduate certificates

Admission requirements for the various graduate diplomas and graduate certificates are normally a bachelor's degree in the

appropriate discipline or an equivalent qualification supported by the completion of studies viewed as relevant by the faculty. In some cases relevant experience may be required. In some instances the admission requirements for a graduate certificate may be met by appropriate work experience or other forms of prior learning.

### Master's degrees

Admission requirements for the various master's degrees vary and you must consult the individual degree requirements. A coursework master's degree usually requires a three-year bachelor's degree as an entry requirement.

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

It is important to note that all degree prerequisites must be met.

### Graduates of other institutions

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

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

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

### English language requirements

Applicants applying for admission to a master's degree, graduate diploma or certificate must either have a record of satisfactory achievement in tertiary studies in which the language of the institution was English and the language of instruction was English or must meet one of the accepted minimum English language requirements as a condition of entry.

Applicants who have not completed an Australian educational qualification may have to provide proof of proficiency in English through internationally recognised tests such as the Combined Universities Language Test (CULT), International English Language Testing System (IELTS) or the Test of English as a First Language (TOEFL) or through satisfactory completion of an appropriate course at the University's Centre for English Teaching unless the applicant has a



record of satisfactory achievement in tertiary studies where the language of instruction was in English.

The current University policy on Postgraduate English Language Requirements can be found at [www.usyd.edu.au/ab/policies/PG\\_Eng\\_Lang\\_reqs.pdf](http://www.usyd.edu.au/ab/policies/PG_Eng_Lang_reqs.pdf).

## Application procedures

### Domestic students

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

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

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

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

If for any reason you are unable to take up an offer of admission please let both the department and the faculty office know. It may be that it is then possible for the University to offer a place to another applicant. Unsuccessful applications and applications where an offer has been declined are not retained indefinitely and a full, fresh application should be made if you reapply in a later year.

### International students

The deadline for applications for international students is 31 October each year for First Semester entry the following year and 30 April each year for the Second Semester. While late applications are accepted, they may not be processed in time for the next semester. For international student application forms and full details on how to apply, including information on courses, prices and entry requirements, please see the International Office website: [www.usyd.edu.au/international\\_office/student](http://www.usyd.edu.au/international_office/student)

## Enrolment process

### General information

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

New postgraduate coursework students who receive an offer in time for on-time enrolment must complete enrolment during the relevant scheduled enrolment period in January/February or June/July or the offer will lapse. In exceptional circumstances and on the recommendation of the appropriate dean a new coursework student may enrol on a scheduled late day before 31 March or 31 August on payment of a late fee of \$100. New students commencing in Semester 2 must pay at enrolment.

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

## Re-enrolment

You must be enrolled in each semester in order to remain a candidate for the degree/diploma/certificate. In October you will receive advice about re-enrolment for the following academic year. Re-enrolment is activated by pre-enrolling, a web-based activity, and the advice you receive in October will guide you through this process. In late January, you will receive confirmation of your pre-enrolment and advice about the procedure for completing enrolment for First Semester. There is a second enrolment period at the beginning of Second Semester at which enrolment details for Second Semester are finalised.

If you have been absent from the University on a suspended candidature your recommencement must take effect by re-enrolment in one of the two semester enrolment periods.

## Fee-paying courses

For most postgraduate courses undertaken by coursework, tuition fees are charged rather than HECS. Such fees vary from course to course, and detailed information is available from faculty offices and the Student Centre. International students should note that the following information may not apply to them (international students should contact the International Office regarding fees).

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

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

## Fee-help assistance

On 1 January 2005 Fee-Help Assistance was introduced by the Commonwealth Government. This scheme provides full or partial loans for tuition fees for domestic students enrolling in fee-paying postgraduate award courses. Comprehensive information on the scheme is available from the HECS and Fees Office of the Student Centre.

## Refund of tuition fees for fee-paying award courses

If you withdraw from an award course completely, or defer or suspend your candidature before the relevant census date you will be reimbursed 100 percent of the tuition fee and 100 percent of any compulsory subscriptions paid.

Beyond the census date for each semester or individual unit, no refund will be made.

## Refund of tuition fees for fee-paying units of study

International students note: the following information may not apply to you. Please contact the International Office for information.

Students who withdraw from First or Second Semester units of study prior to the relevant census date but who remain actively enrolled in one or more other units of study will be refunded 100 percent of the tuition fee for those units from which they have withdrawn.

Students who withdraw from 'Intensive Mode' postgraduate units of study prior to the individual census dates of those units will be refunded 100 percent of the tuition fee for those units.

Beyond the census date for each semester, or beyond the individual census dates of any 'Intensive Mode' unit, the University retains 100 percent of the tuition fee paid.

## Commonwealth Supported courses

A small number of postgraduate coursework degrees are Commonwealth Supported rather than requiring the payment of tuition fees. Details of how this Scheme works are printed in the booklet entitled *Information for Commonwealth Support Students – 2007*, produced by the Department of Education, Science and Training and

distributed to all students at enrolment. Copies are also available from the Student Centre, Level 1, Carslaw Building.

## Changing your enrolment

Changes to your First Semester enrolment may be made, with permission, up to 5pm on the census date that applies to any unit of study for which change is required. In most cases this will be 5pm on the last working day in March (see your Faculty or College Office opening hours). However, the University is offering increasing numbers of units in 'intensive mode' and it is important that you be aware of the census dates of any such units. Students who vary their enrolment (including withdrawal or deferral) up to the relevant census date will be entitled to an appropriate adjustment to HECS or fees. No adjustments or refunds will be made after census dates except in the special circumstances explained in the official Department of Education, Science and Training (DEST) booklets, which you should ensure you obtain at enrolment. Shortly after the census dates, notices will be sent to all students stating clearly their course load including any re-calculation of their HECS or fee liability as a result of the agreed unit of study changes since enrolment.

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

## Scholarships and loans

A variety of scholarships are offered by the University of Sydney, with most faculties also offering their own scholarships. Information on University scholarships should be obtained from either the Research Office (see Chapter 2 under 'Administration' for contact details) or the Scholarships Unit (see below for contact details). Inquiries about faculty scholarships should be referred to the relevant faculty office (see Chapter 2 under 'Administration' for contact details).

For information on loans to assist in paying fees, please refer to the section 'Fee-Help Assistance', above. Students can also apply for student loans (up to \$1500, interest-free, for essential living and study expenses) and emergency cash loans (up to \$500) from the Financial Assistance Office (see Chapter 2 under 'Student facilities' for contact details).

Scholarships Unit  
Room 147, Ground Floor, Mackie Building (K01)  
Phone: +61 2 9351 2717 or 1300 362 006  
Fax: +61 2 9351 5134  
Email: [scholarships@careers.usyd.edu.au](mailto:scholarships@careers.usyd.edu.au)  
Web: [www.usyd.edu.au/about/organisation/pub/scholarships.shtml](http://www.usyd.edu.au/about/organisation/pub/scholarships.shtml)

## Candidature

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

## Types of Candidature

Whether a postgraduate coursework student is part-time or full-time is determined solely by credit-point load for all coursework degrees, graduate diplomas and graduate certificates. A student is part-time in a semester if he/she is enrolled in units of study which total less than 18 credit points. Therefore, a student's status can vary between part-time and full-time from one semester to the next depending on their study load.

International students who are in Australia on an international student visa are normally required under the terms of their entry visa to

undertake full-time candidature only. International students must comply with all requirements of the ESOS Act.

## Modes of attendance

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

## Satisfactory progress and resolution of problems

### Satisfactory progress

The degree requirements for most postgraduate degrees, graduate diplomas and graduate certificates outline the requirements for satisfactory progress. Students who fail to meet the requirements for satisfactory progress will be monitored by faculties under the provisions of the policy 'Identifying and Supporting Students at Risk' (this policy can be found online at [www.usyd.edu.au/su/ab/policies/Students@Risk.pdf](http://www.usyd.edu.au/su/ab/policies/Students@Risk.pdf))

The policy outlines the different stages involved in identifying and supporting students deemed to be at risk of being excluded from a course. The process culminates with students being asked to show cause why they should not be excluded, but prior to this point there are a range of support options that come into play.

### Resolution of problems

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

A student may approach the head of department, the postgraduate co-ordinator or any other member of the permanent staff of the department, regarding the resolution of problems. The head and/or the postgraduate co-ordinator should attempt to settle the dispute. If this cannot be achieved within the department the matter may be referred to the dean or associate dean (postgraduate) of the faculty or the equivalent within the college.

A student who considers that resolution of difficulties within the department is not being achieved can also go to the dean or associate dean of the faculty. Advice may also be sought from the Student Advisers located at SUPRA. The Student Advisers provide professional and confidential advice or referral about any matters that may affect the student, from academic matters, processes, problems and appeals to general welfare issues, or the student may contact the University Counselling Service.

For problems that cannot be resolved at the faculty or college level please refer to the Section on Appeals (Chapter 6).

### Time limits and leave

The most common time limits are:

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

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

## Suspension of candidature

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

Your candidature is recorded in whole semesters. The occasion may arise where it is appropriate to seek a suspension of your candidature (also known as course leave) if you have been ill or need to undertake full-time employment. Whether you should seek a formal suspension or simply have the facts noted on your file for future reference if necessary depends on whether the period of absence is likely to be or has been of approximately one or more semesters. For short periods of time you should advise your supervisor in writing and ask that this be forwarded to the faculty or college office for noting and placing on your file. For longer periods you should seek approval for a suspension of candidature and a change in your HECS status. Any such application must be made in conjunction with your course coordinator and department.

## Withdrawal

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

Your eligibility for refund of fees/HECS depends on when you withdraw from candidature. Refer to the sections on fees above ('Fee-paying courses' and 'Fee-help assistance').

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

## Assessment and examination

### Coursework programs: assessment

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

In cases where students are unable to fulfil assessment requirements because of serious illness or misadventure, or because of other circumstances, it may be possible for alternative arrangements to be made. Students should refer to the following policies:

- in the case of serious illness or misadventure – Section 5 of the Academic Board Policy: Assessment and Examination of Coursework, dealing with Special Consideration: [www.usyd.edu.au/su/ab/policies/Assess\\_Exam\\_Coursework.pdf](http://www.usyd.edu.au/su/ab/policies/Assess_Exam_Coursework.pdf)
- in the case of other circumstances not covered by Special Consideration – Special Arrangements for Examination and Assessment: [www.usyd.edu.au/ab/Special\\_Arrangements.pdf](http://www.usyd.edu.au/ab/Special_Arrangements.pdf)

A grade is finalised for each unit of study at the end of the semester and these grades are recorded on FlexSIS (the student information system). Each Faculty is required to monitor results in units of study taken by its students and to ensure that results are finalised in a timely manner. The dean of the faculty concerned will approve the award of the degree, graduate diploma or graduate certificate on behalf of the

faculty, and any grade of honours or merit award, once all course requirements have been successfully completed.

If you have concerns with the assessment process or the results, see the section above on resolution of problems and Chapter 6 on formal appeal mechanisms.

## Common result grades

The Academic Board has adopted the following table of common result grades. Not all faculties use all grades in all courses.

Permanent Results			
Grade	Description	Mark range if applicable	Comments
HD	High Distinction	85-100	
D	Distinction	75-84	
CR	Credit	65-74	
P	Pass	50-64	
R	Satisfied Requirements		This is used in Pass/Fail only outcomes.
UCN	Unit of Study continuing		Used at the end of a semester for units of study which have been approved to extend into a following semester. This will automatically flag that no final result is required until the end of the last semester of the unit of study.
PCON	Pass (concessional)	46-49	Use of this grade is restricted to those courses which allow for a Concessional Pass of some kind to be awarded. A student may re-enrol in a unit of study for which the result was PCON. Each faculty will determine and state in its course regulations what proportion, if any, may count – e.g. no more than one sixth of the total credit points for a course can be made up from PCON results'.
F	Fail	0-49	This grade may be used for students with marks from 46-49 in those faculties which do not use PCON.
AF	Absent Fail		Includes non-submission of compulsory work (or non-attendance at compulsory labs, etc.) as well as failure to attend an examination.
W	Withdrawn		Not recorded on external transcript. This is the result that obtains where a student applies to discontinue a unit of study by the HECS Census Date (i.e. within the first four weeks of enrolment).
DNF	Discontinued - Not to count as Failure		Recorded on external transcript. This result applies automatically where a student discontinues after the HECS Census Date but before the end of the seventh week of the Semester (or before half of the unit of study has run in the case of units of study which are not semester-length). A faculty may determine that the result of DNF is warranted after this date if the student has made out a special case based on illness or misadventure.
DF	Discontinued - Fail		Recorded on external transcript. This applies from the time DNF ceases to be automatically available up to the cessation of classes for the unit of study.

## Academic honesty and plagiarism

The University has strict policies and guidelines on plagiarism, copying, recycling and other forms of academic dishonesty. The policies can be found on Policy Online at [www.usyd.edu.au/policy](http://www.usyd.edu.au/policy) at the addresses given below:

Plagiarism: [www.usyd.edu.au/senate/policies/Plagiarism.pdf](http://www.usyd.edu.au/senate/policies/Plagiarism.pdf)  
 Academic honesty: [www.usyd.edu.au/ab/policies/Academic\\_Honesty\\_Cwk.pdf](http://www.usyd.edu.au/ab/policies/Academic_Honesty_Cwk.pdf)

It is **your responsibility** to ensure you have any understanding of the University's policies in relation to Academic honesty and plagiarism. If you have any questions regarding these policies you should approach your Faculty.

## Outcomes of candidature

When the award of the qualification has been approved, the Registrar will write advising you of this and will send you details of the next conferring ceremony at which you may graduate. Alternatively, you may apply to have your degree conferred *in absentia*, without attending a graduation ceremony. Until the qualification has been conferred on you, you are not entitled to call yourself a graduate in that course or to use the title of the course. (The phone number of the Graduation section in the Student Centre is +61 2 9351 4009.)

A booklet about academic dress is available from the Student Centre and the academic dress for the various degrees is also listed in the *Calendar 2007*.

All relevant information about graduations can be found at [www.usyd.edu.au/studentcentre/grads/index.shtml](http://www.usyd.edu.au/studentcentre/grads/index.shtml)



## 4. Research Information

Postgraduate research covers:

- research master's degrees
- doctorates by research and advanced coursework
- the Doctor of Philosophy.

Students enrolled in research programs which also include coursework should refer to the section on Coursework Information (Chapter 3).

### Research programs

#### Research master's degree

Master's degrees typically have a minimum period of full-time candidature of one or two years and longer maximum periods as well as longer periods for part-time candidature. A research master's, such as the Master of Philosophy (MPhil), may require the completion of some coursework. It is important for any candidate for a research master's degree to liaise with the Faculty regarding any coursework requirements and governing policies regarding their research master's degree.

#### Doctorates by research and advanced coursework

Some faculties offer doctoral degrees combining research and advanced coursework. These degrees, such as the Doctor of Arts, Doctor of Education, Doctor of Engineering, Doctor of Health Science, Doctor of Juridical Studies, Doctor of Public Health, Doctor of Social Work and Doctor of Social Sciences comprise at least two-thirds research and no more than one-third coursework and usually have a minimum duration of three years.

If a candidate enrolls in a Doctorate by research and advanced coursework they should liaise with the Faculty regarding all coursework requirements and governing policies regarding these degrees.

#### Doctor of Philosophy (PhD)

The Doctor of Philosophy (PhD) degree is offered in all faculties and colleges of the University. It is a research degree with a minimum period of full-time candidature of six semesters for the candidate commencing with an honours bachelor's degree or equivalent. In some circumstances candidates will be permitted to submit after four semesters. See Appendix 4, Part 5, 13 of the PhD Rule.

### Admission requirements

The admission requirements for each of the various research master's degrees and Doctorates by research can be found in either the *Calendar 2007* or the Faculty Handbook.

The Resolutions of the Senate, located in the *Calendar 2007*, set out the admission requirements for the Doctor of Philosophy degree.

General requirements are outlined in this section.

#### Quotas

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

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

### Research Master's degrees

A research-only master's degree usually requires entry requirements of a bachelor's degree with first or upper second class honours or equivalent.

However, prerequisites are required for all degrees. Students must have undertaken appropriate courses at the undergraduate level, and must demonstrate appropriate standards of performance. Factors that may be taken into account to demonstrate this include:

- performance in the first degree
- professional or other experience gained during or subsequent to the first degree
- high level pass in an external examination such as the Graduate Australian Medical Admissions Test (GAMSAT).

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

#### Doctor of Philosophy (PhD)

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

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

The faculties are particularly concerned to ensure before admission to PhD candidature that there is the likelihood of a successful outcome. The Academic Board has agreed that a probationary period of 12 months for a PhD should be seen as usual practice (the faculty may vary this requirement in special circumstances.)

This probationary period may have been prior enrolment in and/or completion of a master's degree by research. Some departments and faculties require all potential PhD candidates to enrol in an appropriate master's degree first with transfer to PhD candidature only after completion of that degree or after at least one semester's satisfactory progress.

### Graduates of other institutions

The admission requirements for postgraduate research degrees in the Senate regulations are usually expressed in terms of an applicant holding a qualification from the University of Sydney. The dean of a faculty may also admit to candidature applicants with qualifications



deemed equivalent to those expected of University of Sydney graduates.

Eligibility for admission to a particular research degree is **not** simply determined by the applicant's qualification. A suitable project and supervision must be available. The dean of the faculty must also be satisfied that the applicant is suitably prepared in the particular field of study in which the applicant proposes to be a candidate and has a standing equivalent to that required of a graduate of the University of Sydney qualified for admission to candidature for the degree. This means that where, for example, a first or second class honours degree is required of a University of Sydney graduate, a similar level of achievement is expected of graduates from other institutions. This may be measured by other means where appropriate such as a Grade Point Average (GPA) or other form of grading. For international students, the International Office can advise about such equivalences.

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

## English language requirements

Applicants applying for admission to a research degree must either have a record of satisfactory achievement in tertiary studies in which the language of the institution was English and the language of instruction was English or must meet one of the accepted minimum English language requirements as a condition of entry.

Applicants who have not completed an Australian educational qualification may have to provide proof of proficiency in English through internationally recognised tests such as the Combined Universities Language Test (CULT), International English Language Testing System (IELTS) or the Test of English as a First Language (TOEFL) or through satisfactory completion of an appropriate course at the University's Centre for English Teaching unless the applicant has a record of satisfactory achievement in tertiary studies where the language of instruction was in English.

For an international student undertaking a PhD, a statement from the supervisor about the written language expression of a candidate is required at the end of the probationary period before a candidature is approved. This is to ensure identification of problems and instigation of remedial actions for those who are likely to have difficulty with English expression in the writing of a thesis.

The current University policy on Postgraduate English Language Requirements can be found at [www.usyd.edu.au/ab/policies/PG\\_Eng\\_Lang\\_reqs.pdf](http://www.usyd.edu.au/ab/policies/PG_Eng_Lang_reqs.pdf).

## Application procedures

### Local candidates

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

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

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

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

If for any reason you are unable to take up an offer of admission please let both the department and the faculty office know. It may be that it is then possible for the University to offer a place to another applicant. Unsuccessful applications and applications where an offer has been declined are not retained indefinitely and a full, fresh application should be made if you reapply in a later year.

## International students

The deadline for Research applications for international students is 31 October each year for First Semester entry the following year and 30 April each year for the Second Semester. However, Research applications can take a longer time to process than Coursework applications and Research candidates should apply well in advance of their intended start date, especially if also applying for a scholarship. An international student Research application form with detailed instructions on how to apply can be downloaded from the International Office website:

[www.usyd.edu.au/internationaloffice/student](http://www.usyd.edu.au/internationaloffice/student)

## Enrolment process

### General information

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

### Enrolment and re-enrolment

You must be enrolled in each semester in order to remain a candidate for the degree you are undertaking. In October you will receive advice about re-enrolment for the following academic year. Re-enrolment is activated by pre-enrolling, a web-based activity, and the advice you receive in October will guide you through this process. In late January, you will receive confirmation of your pre-enrolment and advice about the procedure for completing enrolment for First Semester. There is a second enrolment period at the beginning of Second Semester at which enrolment details for Second Semester are finalised.

If you have been absent from the University on a suspended candidature your recommencement must take effect by re-enrolment in one of the two semester enrolment periods.

### Changing your enrolment

As a research candidate, if you wish to change your enrolment, you should contact your faculty.

## Research Training Scheme

The Commonwealth Government in August 2004 announced changes to research training funding arrangements administered by the Department of Education, Science and Training (DEST).

The Research Training Scheme (RTS) provides HECS exemptions for Commonwealth-funded higher degree by research (HDR) students for the duration of an accredited HDR course, up to a maximum of four years full-time equivalent study for a doctorate by research (including a professional doctorate which meets the research program criteria), and two years' full-time equivalent study for a master's by research. RTS students may be enrolled full-time or part-time.

All students who were enrolled prior to September 2000 (or were on a period of approved suspension at that time) are able to complete their studies under the funding arrangements that applied to them at the time. The RTS therefore supports:

- HDR students who commenced after September 2000
- Continuing Research HECS-exempt HDR students who enrolled prior to September 2000
- Any continuing HECS-liable HDR students enrolled prior to September 2000.

The RTS Guidelines stipulate that research students who are granted an **extension** beyond their maximum entitlement can no longer be funded by the Commonwealth. It is expected that students registered for HDR complete within their maximum entitlement.

When any HDR student (including pre-2001 students) withdraws from studies, the following applies. If, at a later date, the student resumes study in the same course or another course at the same level:

- If three years have elapsed since previous enrolment, the student may be granted the maximum period allowed for the course under the RTS;
- if less than three years have elapsed since the previous enrolment, the student will have the period of any prior enrolment deducted from the maximum period allowed for the course under the RTS. This restriction applies even if the student enrolls at a different institution.

RTS students may have a period of **suspension** (or accumulated periods) of up to 12 months (beyond which approval is at the discretion of the University). Periods of suspension do not count towards RTS entitlement.

Where a student **completes a research master's** and progresses to a doctorate, the entitlement is two years' maximum for the master's and four years' maximum for the doctorate study. This applies whether or not there is an interval between the two programs. (If the research master's is completed in less than two years, the doctorate maximum entitlement remains set at four years.)

Where a student commences a research masters and then is successfully **upgraded** to a research doctorate, the RTS funding entitlement is limited to a maximum of four years. Similarly, if a student is required (for any reason, academic or personal) to **downgrade** from doctorate to master's, and has already held an RTS place for more than two years at that point in time, no further Commonwealth funding is available.

RTS students may **transfer** to another institution provided there is an RTS place available. The assumption is that a transferring student's research would either be continued or modified to meet the requirements of the new institution: the student's enrolment details and remaining RTS entitlement are part of the transfer.

## Scholarships and loans

A variety of scholarships are offered by the University of Sydney, with most faculties also offering their own scholarships. Information on University scholarships should be obtained from either the Research Office (see Chapter 2 for contact details) or the Scholarships Unit (see below for contact details). Inquiries about faculty scholarships should be referred to the relevant faculty office (see Chapter 2 under 'Administration' for contact details).

For information on loans to assist in paying fees, please refer to the section in Chapter 3, 'Fee-help assistance'. Students can also apply for student loans (up to \$1500, interest-free, for essential living and study expenses) and emergency cash loans (up to \$500) from the Financial Assistance Office (see Chapter 2 for contact details).

Scholarships Unit  
Room 147, Ground Floor, Mackie Building (K01)  
Phone: +61 2 9351 2717 or 1300 362 006  
Fax: +61 2 9351 5134  
Email: [scholarships@careers.usyd.edu.au](mailto:scholarships@careers.usyd.edu.au)  
Web: [www.usyd.edu.au/about/organisation/pub/scholarships.shtml](http://www.usyd.edu.au/about/organisation/pub/scholarships.shtml)

## Candidature

### Types of candidature

The University is not solely an examining body. Candidates for its courses are expected to carry out all phases of the work for the research degree under the control of the University and at places determined by the University. It is not necessary, however, that all of

the candidature should be spent on a University campus. The code of practice in the appendices details a student's responsibilities.

For candidates commencing candidature in or after Semester One 2001, the normal maximum length of full-time PhD candidature is eight semesters; for candidates who commenced prior to Semester One 2001, the maximum length of full-time candidature was ten semesters. The maximum length of full-time candidature for research master's degrees varies from faculty to faculty, but is generally four to six semesters.

Full-time candidates for research degrees do not keep to the normal semesters but work continuously throughout the year except for a period of four weeks' recreation leave. There is no strict definition of what constitutes full-time candidature but, generally speaking, if you have employment or other commitments that would prevent you from devoting at least the equivalent of a 35-hour working week to your candidature (including such attendance at the University for lectures, seminars, practical work and consultation with your supervisor as may be required) you should enrol as a part-time candidate. If in doubt you should consult your faculty or supervisor.

The University considers that what is required of a research degree, with respect to attendance, is that the best possible supervision arrangements are made for each particular candidature at each of the various stages of that candidature. This emphasis on individual requirements requires a clear statement of expectations and obligations at the commencement of each research program and on an annual basis thereafter.

International students who are in Australia on an international student visa are normally required under the terms of their entry visa to undertake full-time candidature only.

### Research off-campus

There is provision for PhD candidates to complete their candidature away from the University. There may be circumstances where it would be desirable to work at another institution within Australia or overseas where there is access to particular research or library facilities.

If you wish to work off-campus, you should apply with the support of your supervisor, to the faculty office. The faculty will wish to know what arrangements are being made for your continued supervision. Short visits of a few weeks to other institutions may be approved by your head of department if supported by your supervisor.

The *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004* set out at Appendix 4 indicates what is expected of candidates.

### Research students and employment

It is possible for a person who is in employment to be admitted as a full-time candidate. This requires an employer certifying that the candidate can devote himself or herself full-time for the duration of the candidature to study and research under the control of the University. The employer must inform the University in the event of the candidate being required to undertake any duties which will interfere with their candidature.

Full-time research candidates are permitted to undertake part-time teaching duties providing these duties do not interfere with their candidature. Students are not obliged to teach, and have also no right to expect to be given teaching duties. Fractional appointments of up to 3/5 are permitted. There may be occasions when a student is asked to perform duties on a full-time basis in which case suspension of the candidature should be sought. If you are on a scholarship, you must observe any terms and conditions regarding employment hours (also see the section 'Scholarship holders', below).

### Converting between full-time and part-time candidature

It is usually possible for a full-time candidate to convert to part-time candidature (and vice versa). Applications to change must be made in a timely manner - contact your Faculty or College office for details. Any such application should be made through the faculty office. The maximum length of part-time PhD candidature is eight years, as opposed to four years for full-time candidature. Therefore, when calculating the remaining maximum candidature time for a candidate who is given permission to convert from full-time to part-time candidature a *pro rata* method is used. For example, if a candidate is permitted to convert to part-time candidature at the end of the third year of full-time candidature (having completed 3/4 of the maximum candidature), the maximum period of part-time candidature will be 1/4 of eight years, which is two years.

### Part-time candidature for research students

For part-time candidates the faculty or college has to be satisfied that:

- the applicant will have sufficient appropriate time to complete the requirements within the maximum period;
- the research will be planned and carried out by the applicant under the control of the University and that supervision arrangements are satisfactory; and
- the candidate will be able to attend at the University as required.

An applicant should submit a detailed proposal including how the research will be carried out, its relationship to her/his employment (if any) and arrangements for attendance at the University. Requirements will vary between departments and faculties. The University is not willing to act solely as an examining body and any research must be under the direction and supervision of the University.

### Scholarship holders

There are other restrictions which apply to candidates on scholarships. Candidates on Australian Postgraduate Awards (APA) and similar scholarships may engage in paid casual employment up to a maximum of 20 hours per week, evening, weekend and holiday work included; or no more than 50% of a full-time position. No candidate holding an award may hold another position within the University which could cause him or her to exceed this restriction.

Some departments may offer a supplementary scholarship in conjunction with offers of casual teaching/demonstrating. Departments shall indicate a minimum number of hours that will be offered, up to a maximum number of contact hours that is not more than ten times the number of teaching weeks in the year. The scholarship holder is encouraged to take up the offer of part-time teaching within the department but is not obliged to do so. Teaching duties may be carried out throughout the calendar year except that the scholarship holders shall have a block of at least six weeks clear of teaching duties for research in addition to recreation leave.

### Research programs: facilities and supervision

Each department should be able to provide an applicant or candidate with a statement of the facilities available in that department and the procedures for accessing them. Facilities include laboratory space, photocopying, stationery and computing facilities, equipment, conference travel and maintenance. Information should also be available about departmental research seminar programs and postgraduate consultative procedures. Facilities available will vary widely from department to department.

Under the Postgraduate Research Support Scheme, funds will be made available each year to enable postgraduate research students to present papers at conferences, use specialist facilities and purchase specialist books that are essential to the students' research. The funds will be awarded on a competitive basis and an application will be required. Further information and application forms will be available from the relevant faculty office.

### Research supervision

When you apply to undertake a research master's degree or a PhD the head of department has to be sure that you are appropriately qualified for the course of study and research you propose and must certify that there are resources and facilities within the department to enable your candidature to be completed successfully. An important part of those necessary resources is the availability of a suitably qualified supervisor.

### The supervisor

The supervisor is that member of the academic, or, as appropriate, senior research staff, appointed to take primary responsibility for the conduct of the candidature. The supervisor must be available at all stages of the candidature for advice, assistance and direction and is responsible for the progress of the candidature to the head of department and the faculty or college. An Associate Supervisor will normally be appointed. The Associate Supervisor will be available to cover times when a supervisor is not available.

A principle followed in the appointment of supervisors is that the candidate should, under normal circumstances, be able to expect continuity of supervision.

A staff member nearing retirement will not normally be appointed as supervisor unless prepared to undertake in writing to continue the supervision beyond their retirement.

### The role and duties of the supervisor

A postgraduate research degree is a training exercise in which the candidate acquires knowledge of research methods and experience in planning, performing and publishing research under the guidance of a supervisor. The success of that training is assessed through a thesis, which in the case of a PhD is expected to provide some evidence of originality and thereby make some significant contribution to knowledge, at least some of which is publishable. A research master's thesis would have demonstrated a grasp of training in research methodology.

The responsibility of a supervisor over the initial phase of candidature extends to: ensuring that facilities identified as necessary are provided; encouraging the candidate to extend his or her contacts within the department and elsewhere within the University; and ensuring that commitments made in respect of availability and contact are met by both parties.

A critical early phase of any candidature is when the supervisor assists the candidate with drawing up a research proposal. The supervisor must ensure that the facilities are available within the department or the University to enable the project to succeed and should pay particular attention to the likely time-scale of the project, bearing in mind that a three-year PhD candidature should be an objective.

The supervisor should ensure that the candidate is aware of the standards expected of the degree concerned and identify with the candidate the particular research skills that will need to be acquired and what are the most appropriate data gathering and analysing techniques to be used.

An important part of this training is the completion of a project within a particular time frame. The supervisor and candidate should agree on the contact that will be necessary between them, particularly in the first year of a PhD candidature or first semester for master's candidatures. This will include some agreed indicators of progress being made. It will take note of known periods of leave.

The supervisor and the candidate should monitor progress made within the context of the overall research plan. The supervisor should ensure that sufficient time is left for writing up the thesis and that, if necessary, the scope of the project is reduced to meet the time available.

The supervisor has a responsibility to provide regular feedback to the candidate and should be aware of the need to make annual progress reports both to faculty and to any scholarship authority. Such reports now require the candidate to sight and sign them. That should not be the first time at which either supervisor or candidate learns of some dissatisfaction with progress. The annual progress report can be downloaded from the following website:

[www.usyd.edu.au/ab/committees/rtrc/index.shtml](http://www.usyd.edu.au/ab/committees/rtrc/index.shtml)

As the candidature progresses different contact arrangements may be appropriate but both candidate and supervisor must be clear on what each expects of the other. When the time comes for writing the thesis supervisors should be ready to advise on the requirements and on style and should give prompt feedback on drafts submitted.

The supervisor should be aware of where to find out the various degree and other administrative requirements and advise the candidate as necessary. He or she should ensure that necessary approvals are sought for absences from the University by the candidate and that the candidate receives any due entitlements within the department.

The supervisor is responsible for advising each candidate of applicable government and institutional guidelines for the conduct of research, including those covering ethical requirements for studies on human or animal subjects, and the requirements for the use of potentially hazardous agents. Reference should be made to the University of Sydney Code of Conduct for Responsible Research Practice set out at Appendix 2. As far as possible, research supervisors should ensure that the work submitted by candidates is their own and that, where there are data, they are valid. Supervisors should ensure that candidates are aware of the requirements regarding the retention of data within departments.

Where an associate supervisor has been appointed, the supervisor, while still bearing overall responsibility for the candidature, should ensure that responsibilities are clearly understood by all three parties and should maintain regular contact with the associate supervisor.

The supervisor should ensure that an acting supervisor is appointed during her or his absence from the University for any period of a month or more. He or she should assist the acting supervisor by informing him or her about the progress of the candidature.

Well before the thesis is submitted, the supervisor will give thought to the suitability and availability of examiners and advise the head of department of the necessity to take action on this. (See also the section below, 'Appointment of examiners').

When the thesis is submitted the supervisor is required to certify that the thesis is acceptable for examination. This is usually done in the form of a letter to the Registrar stating that the particular thesis is in a form of presentation suitable for examination. This is not an expression of opinion about the merit of the work. The letter of certification should accompany your thesis copies when you lodge them at your Faculty or College office.

It is usual for the supervisor and candidate to come to agreements about aspects of their interaction. Such agreements should be put into writing to avoid subsequent misunderstanding.

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

Difficulties of one sort or another may arise during candidatures, and supervisors should be aware of the problem-solving mechanisms and the support services which exist within the University and should ensure that the head of department and the faculty or college are kept informed as necessary.

## Associate supervisor

Wherever possible, the faculty will also appoint an associate supervisor or, on occasion, associate supervisors. This is encouraged, as the University recognises the value of there being available to the candidate someone other than the supervisor to whom the candidate can freely turn for advice.

The relationship between the supervisor and the associate supervisor may vary widely: what is constant is that the supervisor bears the ultimate responsibility for the supervision of the candidate, and is the University's point of contact with the candidate. In exercising that responsibility the supervisor will often be expected to have consulted the associate supervisor(s).

The associate supervisor might provide the day-to-day contact with the candidate (e.g., in a laboratory situation away from the campus) or particular expertise or additional experience in supervision or input of equal weight to that of the supervisor. Thus on a numerical scale the contributions of supervisor and associate supervisor might vary in particular cases from 10:90 through 50:50 to 90:10.

## The responsibilities of the candidate

A PhD or master's degree is research training with an output in the form of a thesis which measures the success of that training. Your responsibilities are outlined in the codes of practice in the appendices.

You as a candidate have a responsibility to make yourself aware both of the legislative requirements for the degree in which you are enrolled and the objectives of that degree. You should also make yourself aware of government and institutional guidelines for the conduct of research and ensure that through your supervisor the necessary approvals for studies on animal or human subjects (including the use of questionnaires) are obtained.

A thesis should be planned and carried out within a clear time frame. Part of the training you are receiving is to be able to plan and execute a project within defined time limits.

Your degree is undertaken under supervision. The selection and appointment of your supervisor is a matter of great importance in your studies. You should play an active part in that process. You also have a responsibility to establish with your supervisor agreed methods of working and then to fulfil your side of any agreement. You must attend for agreed consultation and provide evidence of the progress you are making including submission of your annual report form. You must participate in such departmental activities as are expected of you.

You are responsible for drawing your supervisor's attention to difficulties you are having. If you have problems with your supervisor you should be aware of the mechanisms that exist and take advantage of them (refer to Section 4.11 below on 'Satisfactory progress and resolution of problems'). You are responsible for obtaining faculty or departmental approval to spend time away from the University whether as part of your candidature or under some form of negotiated suspension.

You are responsible for ensuring:

- that all the administrative requirements of the University, such as re-enrolling each year, are met;
- that you have sufficient time allocated to write up your thesis and that you have ascertained what is necessary in terms of content, style and presentation; and
- adequate notice is given to your supervisor of the expected submission date of your thesis to allow early selection of examiners.

If you are given permission to complete your candidature on a part-time basis and away from the University, your responsibility to maintain regular contact with your supervisor and to provide evidence of your progress increases rather than diminishes. Problems with candidatures occur all too often in such circumstances and faculty committees tend

to have little sympathy with candidates who have not maintained that regular contact.

You are solely responsible for the content, style and presentation of the thesis that is finally presented.

## Satisfactory progress and resolution of problems

### Satisfactory progress

The degree requirements for most postgraduate research degrees contain the provision that the faculty or college may:

- on the recommendation of the head of department concerned, call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the research degree; and
- where, in the opinion of the faculty, the candidate does not show good cause, terminate the candidature.

### Progress report - research students

For research students the annual progress report form and the annual review process are mechanisms whereby the faculty can be assured that satisfactory progress is being made. It should not be the first point at which a supervisor and candidate discover there is a problem and identification of difficulties on the form will not in itself make them go away. The annual progress report form is the place to put on record any difficulties which may or may not have been unavoidable, including periods of personal illness or misadventure.

The annual progress report form should also be an instrument for advising the faculty of the conditions of candidature to apply in the following year and whether the previous year's attendance requirements had proved satisfactory from a supervision point of view.

The reporting procedure requires that the candidate completes the first section of the form which includes provision for comment about problems faced and then forwards the form to the supervisor. The supervisor will comment on the candidate's progress and then return the form for the candidate to see the comments made and to sign the form before it is then forwarded to the head of department. On the basis of the evidence provided the head of department recommends to the faculty or college the conditions of candidature to apply for the following year and may require the candidate to provide further evidence of progress at the end of one semester or such other period as the head considers appropriate.

### Departmental review - research students

Departments are required to have a formal process where the candidature of each postgraduate research student is reviewed at the end of the probationary period. The review's purpose is to assist the candidate and relies on full and open communication. Departments, candidates and supervisors are also encouraged to make use of such a review process at later stages of the candidature.

The review shall include an assessment of the research project, including the resources being made available, the candidate's progress and the supervisory arrangement. It shall include participation by a staff member who is not the supervisor or the head of department and should normally be expected to include the postgraduate co-ordinator. There will normally be a segment where the student has the opportunity to discuss in confidence his or her progress in the absence of the supervisor.

An outcome will be considered by the head of department, if not directly involved, and the faculty concerned. Where difficulties have been identified, the report will include an agreed course of action which may include discontinuation.

### Resolution of problems

Problems arising for the candidate, teaching staff or supervisor can and do occur. It is obviously desirable that these are addressed and

settled as expeditiously as possible and preferably within the department.

A candidate may approach the head of department, the postgraduate coordinator or any other member of the permanent staff of the department, regarding the resolution of problems. The head and/or the postgraduate co-ordinator should attempt to settle the dispute. If this cannot be achieved within the department the matter may be referred to the dean or associate dean (postgraduate) of the faculty or the equivalent within the college.

For research students the Departmental Review Committee may be one source of assistance. If a candidate and supervisor cannot resolve their difficulties between themselves or with third party help, either may approach the head of department concerned.

A candidate who considers that resolution of difficulties within the department is not being achieved can also go to the dean or associate dean of the faculty. Advice may also be sought from the Student Advisers located at SUPRA. The Student Advisers provide professional and confidential advice or referral about any matters that may affect a student's candidature, from academic matters, processes, problems and appeals to general welfare issues or the student may contact the University Counselling Service.

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

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

For problems that cannot be resolved at the faculty or college level please refer to the Section on Appeals (Chapter 6).

### Time limits and leave

A minimum and maximum period of candidature is specified for each candidate for a postgraduate research degree. You should note that there are pressures on students and on universities for students to complete as soon as possible. HECS exemption ceases after a specified time for the full-time PhD student, and APAs are for three years (with a possible extension of six months) for PhD candidates.

For research degree students the minimum period is also expressed as the earliest date at which you can complete the requirements for a degree. Your target should be to complete within the minimum period if at all possible. Should it appear during your last year of candidature that you will not be able to complete the requirements by the latest date you should apply to the faculty or college board through your supervisor for an extension of your period of candidature. Your application should explain why you do not expect to be able to meet the deadline and should refer to any difficulties that might have been experienced during the candidature. These should have been referred to in your annual progress reports. Your application should also contain a realistic estimate of the time you require to finish.

You cannot assume that an extension will be granted. An aspect of the research training being undertaken is to complete a project within a deadline. Requests for extension must be made in advance and not retrospectively.

### Suspension of candidature

The occasion may arise where it is appropriate to seek course leave (suspension of candidature). You should seek approval for course leave by contacting your faculty office. If you hold a scholarship you should also note any obligations you may have to notify the

Scholarships Office of periods of absence. Most variations to candidature require a corresponding variation to scholarship status.

Your candidature is recorded in whole semesters. The occasion may arise where it is appropriate to seek a suspension of your candidature (also known as course leave) if you have been ill or need to undertake full-time employment. Whether you should seek a formal suspension or simply have the facts noted on your file for future reference if necessary depends on whether the period of absence is likely to be or has been of approximately one or more semesters. For short periods of time you should advise your supervisor in writing and ask that this be forwarded to the faculty or college office for noting and placing on your file. For longer periods you should seek approval for a suspension of candidature and a change in your HECS status. Any such application must be made in conjunction with your supervisor and department.

If you hold a scholarship you should also note any obligations you may have to notify the Research Office of periods of absence. Most variations to candidature require a corresponding variation to scholarship status.

### Withdrawal

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

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

### Assessment and examinations

This section covers the assessment and examination for research degrees as well as providing information about University policies. It is **your responsibility** to ensure you have an understanding of the University's policies in relation to responsible research, plagiarism, academic honesty and ethical behaviour. If you have any questions regarding these policies you should approach your faculty.

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

These Guidelines are included as Appendix 2 to this Handbook. They include material on retention of data, publication and authorship, the role of research supervisors and disclosure of potential conflict of interest.

### Academic honesty and plagiarism

The University has strict policies and guidelines on plagiarism, copying, recycling and other forms of academic dishonesty. The Code of Conduct for Responsible Research Practice and Guidelines on Dealing with Allegations of Research Misconduct includes plagiarism (and misappropriation) under the definition of research misconduct, and explains the actions that will be taken if an allegation of misconduct is made.

### Ethics Approval

Supervisors are responsible for advising candidates of the need to apply for ethical approval for research. Projects involving human or animal subjects require ethics approval. If projects require such approvals they must go before the appropriate committee. It is a supervisor's responsibility to advise a candidate of the need to apply for ethical approval for research. Further information is available from the appropriate websites at:

[www.usyd.edu.au/ethics/human](http://www.usyd.edu.au/ethics/human)  
[www.usyd.edu.au/ethics/animal](http://www.usyd.edu.au/ethics/animal)

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

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

### Research programs: assessment and examination

At the end of the degree program you will present a thesis for examination by experts in your field. In most cases, the award of the degree depends entirely on the thesis. The examiners know nothing about the candidate or the way that the research project proceeded other than what is contained in the thesis presented for examination. It is important, therefore, that the thesis is self-contained and conveys clearly the description of the project, how it relates to the field as a whole, how the project was pursued, what techniques were used and how successful they were, and the outcomes of the research. All this must be presented in an integrated, coherent form that displays the competence of the candidate and demonstrates that a substantial and original contribution to knowledge has been made.

The University has not laid down detailed requirements as to the layout of the thesis other than is set out below with respect to binding.

Expectations and conventions as to what should be in a thesis vary from discipline to discipline. Departments will often recommend particular style guides or may even have their own publication. Precedent in the form of copies of successful theses in a departmental library is another useful reference point although these may have been written when current word processing technology was not available. SUPRA has also produced advice on the content and means of production of theses in its publication *Practical Aspects of Producing a Thesis*.

### Submission of thesis

#### Presentation

The Academic Board has prescribed for the PhD the overall form of the thesis, the part published work can play and the availability of the thesis once established. It requires a supervisor to declare that a thesis is in a suitable form for examination. This relates to the presentation of a thesis including legibility, accuracy, clarity of expression and general freedom from typographical and grammatical errors but is not an indication of the quality of the work. The University will not proceed with the examination of a thesis reasonably considered to be not in a suitable form for examination.

The thesis requirements for the degree of Doctor of Philosophy can be met by a portfolio of musical compositions where the thesis includes prefatory analytical notes for each composition. In such a case the thesis shall be submitted as a bound volume of International A3 or A4 format.

#### Binding

The form of presentation of the thesis is prescribed for the PhD and many other master's degrees in similar form. Theses, normally, may be submitted in a temporary binding or in a permanent form. It is the policy of the University to expect that, where examiners have drawn attention to errors and typographical mistakes in a thesis, these should be corrected in all copies of the thesis that are to remain in the University (i.e. in the University Library and any faculty or departmental library). In 2006 approximately 89% of all PhD candidates were required to make such amendments or corrections. The temporary binding allows these changes to be made more readily. Amendments, however, do not have to involve re-keying if a black ink/ biro amendment is clear. Amendments can also be made by way of an appendix to the thesis.

Theses submitted in a temporary binding should be strong enough to withstand ordinary handling and postage. The preferred form of temporary binding is 'perfect binding'. Ring back or spiral binding is not acceptable. Each copy of the thesis must have fixed to the cover a label clearly identifying the name of the candidate, the title of the thesis and the year of submission.

Theses submitted in a bound form shall normally be on international standard A4 size paper sewn and bound in boards covered with book cloth or buckram or other binding fabric. Alternatively the Xerox demand binding system may be used. This system has some limitations in the maximum number of pages per volume. The title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear in lettering on the front cover or on the title page. The lettering on the spine, reading from top to bottom, should conform as far as possible to the above except that the name of the University of Sydney may be omitted and the thesis title abbreviated. Supporting material should be bound in the back of the thesis as an appendix or in a separate set of covers.

### Length of thesis

The following are upper word limits set by faculties for research degrees:

**Faculties of Agriculture, Food and Natural Resources, Dentistry, Economics and Business, Medicine, Nursing and Midwifery, Pharmacy, and Veterinary Science:** 80,000 – 100,000 words PhD;

**Faculty of Architecture, Design and Planning:** 50,000 – 80,000 words PhD; 30,000 – 60,000 words MPhil;

**Faculty of Arts:** 70,000 – 100,000 words PhD; 40,000 – 60,000 words MPhil;

**Faculty of Education and Social Work:** 80,000 words PhD; 50,000 Doctor of Education and Doctor of Social Work; 30,000 words MPhil;

**Faculty of Health Sciences:** 60,000 words Doctor of Health Science;

**Faculty of Law:** 100,000 words PhD; 75,000 words SJD; 50,000 words master's degrees by research;

**Faculty of Nursing and Midwifery:** 60,000 words MPhil; 20,000 words Master of Nursing (Honours);

The **Sydney College of the Arts** has prescribed: either (i) **50,000-80,000 words** PhD supporting a substantial body of exhibition examination work; or (ii) **80,000 words** with the option of supporting it with a small body of creative work. For the Master of Visual Arts: either (i) 10,000 – 12,000 words supported by a substantial exhibition, performance or installation of works in a joint show of candidates at the end of candidature; or (ii) 35,000 – 50,000 with the option of supporting it with a small body of creative work.

For information on the **Sydney Conservatorium of Music** thesis lengths, see the Sydney Conservatorium of Music Handbook (the handbook can be found on line at [www.usyd.edu.au/handbooks](http://www.usyd.edu.au/handbooks)).

While there is no University-wide prescription about length there may be limits set on theses for individual degrees and within individual departments and these must be adhered to.

### Preface

In presenting your thesis you will be required to state in general terms in the preface, and more specifically in the notes, your sources, the animal and human ethical approvals obtained, the extent to which you have used the work of others and that portion of the thesis you claim to be your own original contribution. Generally speaking, you will be permitted to incorporate in your thesis work which you may have submitted for another degree provided you identify it as such but, of course, you may not submit a thesis that has already been successfully presented for a degree at this University or elsewhere.

### Inclusion of publications

The *University of Sydney (Amendment Act) Rule 1999* (as amended) allows for a candidate to submit in support of candidature, any publication of which the candidate is the sole or joint author, along with evidence identifying the sections of the work for which the candidate is responsible.

The Academic Board has approved the policy *Submission of Doctor of Philosophy (PhD) Theses Containing Published Work* to guide this process. You should consult this policy and discuss any additional requirements with your faculty. The policy is available at: [www.usyd.edu.au/ab/policies/PhD\\_Theses\\_Published\\_Wk.pdf](http://www.usyd.edu.au/ab/policies/PhD_Theses_Published_Wk.pdf)

If you do choose to include published work in the body of your thesis, you must ensure that the thesis is a consistent and unified whole, prepared specifically for submission for examination for the degree. You need to critically place any published works used in the body of the thesis in the context of the appropriate field of study and in the context of the thesis as a whole. You may only include a published work if the research and publication of the work occurred during the course of your candidature.

### Number of copies

The number of copies of a thesis required does vary according to the degree. For example the PhD requires four copies to be submitted, while the Doctor of Juridical Studies in the Faculty of Law requires three copies of the thesis.

You should check the appropriate Senate and Faculty Resolutions for any degree specific requirements. The Senate Resolutions are available in the *Calendar 2007* while Faculty Resolutions are available in Faculty Handbooks.

### Summary

A summary of some 300 words must also be submitted with a PhD thesis.

### Library copy

During the examination process it is important that one copy remain in the safekeeping of the Registrar while others are being examined. After the award of the degree one copy, corrected as necessary, printed on archival paper and bound in a final form, must be lodged with the Registrar for deposit in the University Library. Individual faculties may require an additional copy, also corrected and bound in a final form, to be lodged in a faculty or departmental library. Other copies of your thesis will be returned to you as they are received back, in due course, from examiners. Usually the faculty office will write or telephone to say that copies are available.

The requirement for the library copy to be printed on archival paper is because of the eventual disintegration of works printed on normal paper. The University Librarian has advised that any paper described as 'acid free' is of archival quality and acceptable for use in the copy deposited in the University Library. Most paper used for computer printing is 'acid free'. The University Copy Centre and SUPRA carry stocks of such paper.

Both SUPRA and the University Publishing Service (UPS) are equipped to copy theses economically, and UPS does temporary bindings for examination and case bindings for permanent lodgement.

### Public availability of thesis

It is University policy that a thesis which results from a program of advanced study and research should be lodged immediately in the University Library and/or departmental library after the degree has been awarded. There it becomes immediately available for consultation and, subject to your copyright rights, for photocopying and microfilming. A program of advanced study and research should only be undertaken if these conditions can be fulfilled.

There are two types of circumstance for which these provisions may not apply:

- During your candidature it may become clear that it will be necessary for you to use confidential material which you would not be at liberty to disclose in the thesis. In this situation, you should consult your supervisor immediately. The faculty or college may recommend to the Research and Research Training Committee that permission be granted to include, in an appendix, material essential to the thesis but which may not be made available for general inspection. Access to the appendix would then be restricted by the University Library for a period normally not exceeding five years. The examiners of the thesis and, as necessary, members of committees concerned with the examination will have unrestricted access to the appendix. The University Librarian may also grant access under certain conditions to bona fide scholars. See also the comments about collaborative research projects in Section 5 on intellectual property. Permission to include material in an appendix must be sought during your candidature and not after your thesis is completed.
- You may also apply for a deferment of public availability of your thesis if you are preparing your thesis for publication and have reason to believe your interests would be at risk if the thesis were immediately available. For example, an application for deferment might be made to allow time for registration or protection of intellectual property such as the filing of a patent application. Where this can be anticipated, it is important to apply as soon as possible and to provide an adequate explanation to allow the application to be assessed.

Sponsoring bodies/agencies should be made aware of the University policy which endorses the principle of early publication. The dean of your faculty can grant a deferment of up to six months and can recommend to the Research and Research Training Committee that a further deferment, normally no longer than an additional six months, be granted. In such cases you would write to the faculty office with the support of your supervisor and head of department. In exceptional circumstances you may apply to the Research and Research Training Committee for a longer period, through the faculty office.

In all such applications, you should set out clearly the reasons for your request and submit firm evidence supporting it, such as a letter of acceptance from a publisher or an explanation of the necessity to maintain confidentiality to protect patent or other rights.

The statutes relating to public availability of theses are prescribed in the *University of Sydney (Amendment Act) Rule 1999* (as amended), which are set out in the *Calendar 2007*. Applications for deferment of public availability of the thesis must be made on the appropriate form available from your faculty and should be made as soon as the need for deferment is identified.

## Submission

When you submit the required number of copies to the faculty office you can save time in the examining process by having with you the statement from your supervisor stating that the thesis is in a form of presentation suitable for examination. At this point you will sign the statement about your thesis being available for public use after examination and will receive a receipt. That can then be used to claim thesis preparation expenses. If you will not be able to submit your thesis in person you should obtain a copy of the declaration form in advance to avoid delay.

Once your thesis is lodged the faculty office will affix a label inside covering copyright in relation to the thesis.

## Electronic submission of theses

The Academic Board has made provision for electronic submission of theses for the purpose of examination where the candidate wishes to submit in this form and examiners are prepared to examine in this way. While the present print form of submission is likely to remain the most acceptable form of submission for the foreseeable future, this new method will probably become increasingly popular with the

passage of time and improvements in technology. It will also provide a saving in thesis printing and binding costs and examining time. The introduction of the electronic option does not detract from the present system in any way and only increases the degree of choice available to both candidates and examiners.

The rules relating to electronic submission are set out in Appendix 3.

Students who wish to submit electronically will need to specify clearly the medium(s)/format(s) in which they wish to submit. It is the responsibility of the Supervisor/Department to advise examiners about the electronic format(s) available and to ascertain whether or not the examiner has the appropriate software available for electronic examination. It is not intended that examiners negotiate the format or that it be discussed between candidate and examiner.

## Dissemination of your thesis

As the Library is one of the contributing members to the Australian Digital Theses Program, a national program that provides electronic versions of theses produced by the postgraduate research students at Australian universities, you may also wish to have your thesis included in this database. Information regarding this project, the relevant deposit form and instructions on uploading your thesis may be obtained from the Library website:  
[www.library.usyd.edu.au/theses/subfaq.html](http://www.library.usyd.edu.au/theses/subfaq.html)

You may wish to have your thesis listed in *Dissertation Abstracts International* and to be available for purchase from its publisher, University Microfilms International. Details, including the fee charged for this service, can be obtained by consulting the UMI website at:  
<http://tls.il.proquest.com/hp/Support/DServices/prepare/>

## Examination of thesis

The examination rules for the PhD are included in an Appendix 3 in this Handbook. While these rules refer specifically to the PhD, faculties are required to follow them (with appropriate modifications) for other research degrees.

## Appointment of examiners

The examination process starts before the thesis has been completed. The University attempts to avoid any unnecessary delays in the examining process. One way of reducing delays is to ensure that when the thesis is submitted the examiners have been arranged and are willing and ready to act. You, as the candidate, should know when your thesis is likely to be ready for examination and alert your supervisor to identify suitable available examiners. Particularly at some times of the year it can take time to make contact with potential examiners. You are required to let your supervisor and/or head of department know a good three months before you expect to submit your thesis. There is a form for that purpose. It would help them for you to have your thesis summary available if you are a PhD candidate.

If you wish to submit your thesis in electronic form, you are required to advise your supervisor and the department, by way of the appropriate form (available at the faculty office), at least 3 months prior to submission.

In 2002 the University adopted provisions for the conduct of oral examinations of PhD theses. The policy relating to oral examinations is set out below. You, as the candidate, may also request that an oral examination be part of the examination process. The possibility of an oral examination should be discussed with the head of department prior to submission, and the thesis must be submitted by the notified date in order for the oral examination to proceed.

While the appointment of examiners remains the responsibility of the University, you, as a candidate, may make an input. In appointing examiners the University seeks to ensure that they are appropriately qualified in and conversant with current research in the field concerned, are familiar with the requirements for the degree in question and are free from bias for or against the candidate or supervisor. You, as the candidate, may indicate in writing to the head of your department or

to the dean or chair of the postgraduate committee of your faculty or college the name of any person whom you believe should **not** be appointed as an examiner, giving your reasons in writing. You may also initiate with your supervisor and/or head of department a discussion as to the range of possible examiners.

Care will be taken not to jeopardise the integrity and independence of the examination process. As such you will not be privy to the names of the examiners chosen to mark your thesis.

When the required numbers of copies of the thesis have been lodged with the faculty or college office, that office asks the head of department for a recommendation regarding the appointment of examiners. In the case of the PhD this is on a form that reiterates all the requirements expected of examiners and asks for supporting documentation if, say, the examiner is not obviously qualified by virtue of an academic appointment to so act. The procedure is not so elaborate for master's degrees.

An appropriate faculty or college officer approves the examiners recommended and a letter of invitation is sent out on behalf of the Registrar by the faculty or college office. In the case of the PhD this includes a report form which details what is being sought from the examiner and the options available. (You can get a copy of this form and the examiners appointment form from your faculty or college office.) If the head of department has said that the examiners have been approached and are willing to act this letter is amended to reflect that and a copy of the thesis is dispatched by registered mail and by airmail if the examiner is overseas.

In the meantime, for PhDs, the appointment of examiners form is sent to the PhD Award Sub-Committee which has the power to appoint an additional examiner(s) if it is not satisfied with those already appointed by the faculty or college. While such action would be rare the Sub-Committee's monitoring of PhD examinations allows the development of consistent guidelines and processes for the appointment of qualified examiners.

### Number of examiners

Three examiners are required for the PhD, DSW and EdD and generally two for master's degrees and for the SJD and doctorates by research and advanced coursework.

From 2001, it is a requirement of University funding that every postgraduate research thesis, including those at the master's level, be examined by at least one external examiner. In 2000 the Academic Board determined that there must be at least two examiners external to the University for the PhD degree. Until 2001, one internal examiner was normally expected for the PhD, but in 2000 the Academic Board resolved that an internal examiner need not be expected and that the supervisor can **not** be an examiner.

### The examination

The examiners are requested to report within two months. The faculty or college office monitors their progress and sends reminder notices if an examiner has not responded, and, if absolutely necessary, moves to appoint a replacement examiner.

On occasions there are problems with getting examiners' reports returned promptly. However, delays can be lessened by having examiners ready to act on receipt of the thesis at the time they expected to receive it.

Examiners are required to produce independent reports on a thesis but they are permitted to consult one another and are told who the other examiners are. If they do consult they are asked to indicate in their reports the extent of that consultation.

### Recommendations on Thesis

When all the examiners' reports have been received, in respect of master's degrees, the EdD, DSW and SJD, they are sent to the head of department for a recommendation. The head of department,

particularly if there is any disagreement among the examiners, should, if reasonably possible, consult the supervisor and the annual progress reports before making a recommendation.

In the case of master's degrees the recommendation is made to the dean of the faculty or to a designated associate dean or college officer who will either act or refer the recommendation to the faculty or college postgraduate committee. In the case of the EdD, DSW, SJD and other doctorates by research and advanced coursework, the recommendation is made to the PhD Award Sub-Committee which can either award the degree without further conditions or subject to typographical corrections or subject to emendations, or it can refer the recommendation to the faculty's postgraduate committee.

In the case of the PhD there has been a series of delegations allowing the relevant faculty, in certain circumstances depending on the recommendations of the examiners, to award the degree without further conditions or subject to typographical corrections or subject to emendations. In other circumstances a recommendation is made to the PhD Award Sub-Committee which can either award the degree without further conditions or subject to typographical corrections or subject to emendations or it can refer the recommendation to the faculty's postgraduate committee.

The outcomes that are possible are as follows:

- that the degree be awarded without further conditions
- that the degree be awarded subject to correcting typographical errors before the degree is conferred (typographical errors include spelling, grammar, punctuation, capitalisation and reference dates)
- that the degree be awarded subject to emendations being made in all the copies of the thesis to be retained in the University
- except in the case of the report of an oral examination, that the candidate be required to pass an additional (usually oral) examination or answer specific questions put by an examiner
- except in the case of the report of an oral examination, that further examination processes be gone through such as the appointment of an additional examiner or the appointment of an additional examiner to act as an assessor or the referral of the reports to the other examiners together with the comments of the supervisor
- that the candidate not be awarded the degree but allowed to revise and resubmit the thesis within a prescribed maximum period of time
- that the degree not be awarded.

In the past oral examinations have not been a common feature of the examination process and were prescribed only to resolve specific issues raised by the examiners. In 2006 the University adopted a policy to make the oral examination the default examination process. The policy and procedures relating to oral examinations are set out below.

Where the recommendations of the examiners are all for award or for award subject to typographical corrections, the requirement for a recommendation from the head of department is dispensed with and the degree is awarded at faculty level.

The candidate will be advised what typographical corrections are necessary by his or her head of department or supervisor. These corrections must be made in the Library copy of the thesis which must be lodged before graduation can occur.

Where the decision is that the degree will be awarded subject to emendations the candidate will be advised what emendations are necessary by his or her head of department or supervisor. When these have been completed to the head of department's satisfaction the head so advises the faculty office who writes a further letter advising that the degree is to be awarded.

The emendations should normally be made within three months. If this has not happened within that time the head of department is required to report the circumstances to the faculty or college's postgraduate committee which could then determine that the degree not be awarded.

The Academic Board considers that the copies of theses retained within the University should be as free of error as possible and that where examiners have pointed out errors these should be corrected.

If you are required to revise and resubmit you will need to re-enrol for this period and must resubmit copies of the thesis as was done for the first examination. Unless they are unwilling to do so or the faculty considers that there are good academic reasons for not doing so the same examiners will be reappointed.

When a thesis is submitted for re-examination, having previously been examined, the subsequent examiners do not have available to them the recommendation of further revision and a third examination. Such a recommendation is available to the department/faculty only in exceptional circumstances and would require the special permission of the Research and Research Training Committee. In the case of a revised thesis, there is no option for the candidate to request that an oral examination be conducted.

In the circumstance that it has been recommended that the degree not be awarded, it may be possible to resubmit the thesis, either after some additional work or straight away, for a lower degree, graduate diploma or graduate certificate. In the case of some degrees there is provision for the award of a lower degree without re-submission e.g., an MA can be awarded to an MPhil candidate.

If a faculty or college board forms the intention not to award the degree or not to award but allow revision and re-submission then there is a period of deferral to allow a process of consultation with the candidate. You will be advised in writing of the faculty or college board's intent and may be given unidentified copies of such of the examiners' reports as the examiners have said may be released. You then have four weeks to give notice that you wish to provide comment on the proposed resolution of the faculty and a total of eight weeks to actually do so. This is a time when you should consult with your supervisor and/or your head of department or the associate dean or dean. This process is intended to allow you to bring forward any additional information that you believe should be taken into account. Your comments, if any, are then considered by the faculty or college board and a decision made.

### Examiners' reports

When this examination process is complete you will be sent the reports of the examiners or extracts from those reports. If the examiner has agreed to the release of his or her name the report will be identified.

Examiners are asked to return their copies of the thesis by surface mail. You will be advised if and when these are received back in the faculty office so that you can give instructions for their disposal. Occasionally an examiner will ask to keep a copy of a thesis and such a request will be passed on to you after the examination process is complete. It could be an advantage for you in your professional career to comply with such a request. While examiners are requested to return theses sometimes they fail to do so and do not respond to a further reminder. That is as far as the University will then take the matter.

## Oral examinations of PhD Theses

This form of examination may not be appropriate for some projects. Students should discuss the possibility of an oral examination with their supervisor and faculty early in their candidature.

### The objectives of an oral examination

An oral examination or re-examination of a thesis is seen as a desirable means of assessment, since it provides a means:

- to test the comprehension of the candidate of the field of study described by the thesis and any appended material;
- to clarify points either of principle or of detail in the thesis;
- to assess the contribution made by the candidate to the content and presentation of the thesis;

- to provide an educationally rewarding and personally satisfying finale to the PhD candidacy; and
- to give the candidate the benefit of advice from the examiners.

In addition, the oral examination has the potential to reduce the length of a thesis examination by, for example, directly familiarising the examiners with the University's standards and expectations, or by clarifying points which might otherwise be dealt with by re-examination.

Note: the oral should not be a forum in which the examiners' recommendation(s) are debated or challenged by the head of department, supervisor or candidate.

### The content of the oral examination

The oral examination of the thesis examines only that material which would be examined by a thesis-only examination (i.e. the content of the thesis and any appended material).

### The recommendation to conduct an oral examination

The dean of the faculty, or nominee, has the responsibility for determining that an oral, rather than a thesis-only examination, be conducted.

- An oral examination of the thesis can be recommended by the head of department or requested by the student. (To be consistent with other resolutions, however, a student cannot request an oral examination of a resubmitted thesis.) Note that the head of department should already have discussed the examination process, including the possibility of an oral examination, with the student.
- An oral examination of the thesis is approved by the dean or nominee.
- An oral examination of the thesis will be approved only if the head of department confirms that the department will arrange the oral examination and bear the associated costs.
- The examiners are notified.
- The dean appoints a convener, from the faculty in which the candidate has been studying.
- The examiners' written reports are required within 8 weeks of the submission of the thesis.
- The oral examination is set, prior to the submission of the thesis, for a date within approximately 10 weeks after the date of submission.
- If the student fails to submit the thesis by the nominated date, the examination reverts to a thesis-only examination.
- Each examiner provides an interim recommendation.
- The convener examines the examiners' reports and recommends to the dean whether an oral should be held (e.g., no oral may be needed if all recommend: award, award with typos, revise and resubmit, non-award).
- If the dean agrees that no oral is required, the examiners are so also advised and advised that their interim recommendations become confirmed recommendations.
- If no oral is required, the examiners' reports and recommendations are processed as for a thesis-only examination.

### Conduct of the oral examination

The oral examination is conducted in the following manner:

- The candidate, head of department and supervisor are given copies of the examiners' reports and interim recommendation.
- The oral examination is chaired by the convener. The candidate may be accompanied by another member of the University, nominated by the candidate.
- The oral examination will normally last between one and two hours.
- Absent examiners may participate by video-, web- or tele-conferencing, as may the candidate.
- Absent examiners may send questions to the convener.
- Detailed responses to questions provided by absent examiners need not be returned to them.
- At least two examiners must participate in person or by video, web or telephone link.

- At the conclusion of the discussion with the candidate, the convener and the participating examiners prepare the examining committee's recommendation *in camera*.
- The supervisor and the head of department will not be present at the closed session, but the head will be consulted and the supervisor advised about the result to be recommended after the completion of the oral examination.
- The convener advises the candidate of the examiners' recommendation.
- The examiners may resolve to recommend that the degree be awarded subject to conditions listed in the examiners' report. These conditions should be addressed to the satisfaction of the head of department or school. In this case, the convener, in consultation with the head of department or school, will determine the emendations required.
- The convener prepares a report, endorsed by the members of the examining committee present, describing procedures followed, conclusions reached and advice given to the candidate.
- The candidate and head of department endorse the report as appropriate.
- The convener forwards the report to the dean.
- Should the examiners participating in the oral examination fail to agree, the Convener asks them to supply any revision of their interim reports within two weeks. The examiners' final reports and the convener's report are then considered by the University as for the examiners' reports in a thesis-only examination.

### Outcomes of the oral examination

If the examiners recommend award of the degree, or award subject to the completion of emendations and the head of department agrees, the dean can approve award of the degree. The conduct of an oral examination and the result of the examination are reported to the faculty postgraduate studies committee and the PhD Award sub-committee for noting.

If the head of department disagrees with the examiners' report and/or the examiners recommend revise and resubmit or non-award, the examining committees' report, the head of department's comments and, if appropriate, the candidate's comments are forwarded to the faculty's postgraduate studies committee and the PhD Award Sub-Committee for consideration under sections 3(4) of the Resolutions of the Academic Board relating to the Examination Process (as set out in Appendix 3). Note that this is not intended to represent a form of veto by the head of department. It simply reflects the existing practice in which the Head of Department is required to comment on the examiners' reports.

### Role and responsibilities of the convener

Normally, the convener, appointed by the dean of the faculty, will be from a department other than the one in which the student is enrolled. The convener is a representative of the dean, and is authorised and required to:

- discuss with the candidate in advance, the nature of the oral examination, noting that candidates are expected to prepare their own defence;
- advise the candidate, before the examination, of the main issues to be raised by examiners, observing, however, that examiners would have the right to ask other questions;
- assure the candidate that the examination is intended to be constructive and helpful;
- chair the closed session of the oral defence of the thesis;
- explain the proceedings to the examiners and the candidate;
- advise the candidate at the end of the session, on behalf of the dean, of the outcome of the examination;
- give the head of department the opportunity to append comments to the convener's report on the oral examination; and
- provide a report to the dean of the faculty, outlining the procedures followed, the conclusions reached and advice given to the candidate; this report should be written at the conclusion of the oral examination and endorsed by the members of the examining committee present.

### Outcomes of candidature

When the award of the qualification has been approved, the Registrar will write advising you of this and will send you details of the next conferring ceremony at which you may graduate. Alternatively, you may apply to have your degree conferred *in absentia*, without attending a graduation ceremony. For a research student the corrected Library copy of the thesis must be lodged before the degree can be conferred *in absentia* or in person. Until the qualification has been conferred on you, you are not entitled to call yourself a graduate in that course or to use the title of the course. (The phone number of the Graduation section in the Student Centre is +61 2 9351 4009.)

A booklet about academic dress is available from the Student Centre and the academic dress for the various degrees is also listed in the *Calendar 2007*.

All relevant information about graduations can be found at [www.usyd.edu.au/studentcentre/grads/index.shtml](http://www.usyd.edu.au/studentcentre/grads/index.shtml)

### Grading systems for postgraduate research degrees

All faculties that award grades for coursework in postgraduate award courses, whether research or coursework award programs, are asked to use the same grading system that is used University-wide for undergraduate programs (that is, the Fail, Pass, Credit, Distinction and High Distinction system).

In respect of research master's degrees, examiners should be asked to allocate a grade of Pass, Credit, Distinction or High Distinction for theses so that faculties are able to award one of these grades as a thesis final result. This result will then be entered upon candidates' transcripts of academic record and can be used for scholarships ranking.

Faculties will need to inform examiners of the range of marks used by the University for awarding grades.

## 5. Intellectual property, authorship and ethics

### Intellectual property

Intellectual property is a term which refers to a collection of specific rights which attach to the results of intellectual activity, including those in the industrial, commercial, scientific, literary and artistic fields. The University's Intellectual Property Policy is expressed as the *University of Sydney (Intellectual Property) Rule 2002 (IP Rule)*, and can be found on Policy Online at:

[www.usyd.edu.au/senate/policies/Intellectual\\_Property\\_Rule.pdf](http://www.usyd.edu.au/senate/policies/Intellectual_Property_Rule.pdf). The Guide to the Rule is included at Appendix 6.

The rights and responsibilities of students differ from those of members of the University's general and academic staff. The University acknowledges in its current IP Rule that students own any intellectual property that they create pursuant to their studies unless they agree to some other arrangement made under a contract. The information below pertains solely to students. Students who are also members of staff should ensure that they are aware of the different provisions of the IP Rule which apply for staff and students. Which provisions of the IP Rule apply in such circumstances will depend on whether the person undertaking the work is acting in the course of their employment at the University or as a student.

There may be occasions when, in return for benefits, you would like to assign some of your intellectual property to the University. Your participation in some research projects, such as industry sponsored projects, may be subject to an assignment of your IP to the University in return for the same benefits received by Staff members. Sometimes this is required as a result of contractual obligations the University has made to third parties. It is important that all such IP assignment and/or scholarship agreements be made to the mutual satisfaction of all of the parties. Issues, such as ownership and the distribution of benefits from the use of some intellectual property, need to be resolved before your participation in the project begins. Students should note that a requirement to assign intellectual property to another party in exchange for a scholarship may make that scholarship subject to income tax.

As already stated, under the University's current IP Rule students own the intellectual property that they create unless an explicit written agreement to transfer it to someone else is made. No agreement to any transfer or restrictions should be made without you taking the opportunity to seek advice. General advice on assigning your IP to the University can be obtained from your supervisor or your student representatives. Advice on what is required to assign your IP to the University can be obtained from staff of the University's Business Liaison Office or Office of General Counsel. However, it is important to note that University lawyers and staff are not able to provide you with legal advice on whether you should assign your IP rights to the University or the implications of an assignment. In relation to such issues the University suggests you consider obtaining independent legal advice from a third party, such as a solicitor, familiar with these issues.

Important issues for students relating to intellectual property arise in the consideration of copyright, inventions, and involvement with confidential research projects. A brief summary of the major issues relating to each of these is given in the following paragraphs. In the process of working with each other, students and other researchers, such as their supervisors, may jointly create new intellectual property. In such circumstances, the joint owners of the intellectual property need to work cooperatively together to ensure the best outcomes from its use.

### Copyright

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

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

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

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

### Confidential research and public availability of theses

The statutes and regulations of the University require that a thesis be publicly available in the University Library after examination. In special circumstances, public availability of a thesis may be delayed in accordance with a schedule and procedures established by the University's Senate and detailed in the *University of Sydney (Amendment Act) Rule 1999* (as amended), which are set out in the *Calendar 2007*. A candidate involved in work which is funded by a contractual arrangement should ensure that he or she is fully informed about any conditions which could restrict disclosure of information. If you develop new intellectual property which requires registration to ensure its protection, such as patenting, then you should seek advice from your supervisor or the Business Liaison Office as to any restriction which proceeding to register this new intellectual property may place on your thesis and its publication.

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



Such a delay will require an approval by the Research and Research Training Committee. The application to the committee should be made through your head of department and faculty. The application must contain adequate justification for the request.

## Inventions

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

The University will assist any student in reviewing the opportunities for commercially exploiting an invention that the student has produced in the course of his or her study and that the student owns. Although initial advice is both confidential and free, any action taken by the University to protect and commercialise an invention created by a student will require the student to first assign the invention to the University. Contact should be made with the Business Liaison Office (Phone: +61 2 9351 4000) after discussing the matter with your supervisor and Head of School.

## Authorship and acknowledgement guidelines

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

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

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

### Co-authorship

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

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

### Other acknowledgements

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

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

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

- initiation of project: concept formation; review of area/topic; integration of first two above/discussion; writing funding proposals
- pilot work: design and analysis strategy; execution and analysis of pilot study;
- equipment: development of procedures/devices/measures for evaluation of experiments; designing technical equipment; building technical equipment

- computer programs and data base system: development of original programs/tables; designing or adapting alternative programs/tables; computer/statistical construction and analysis
- execution of complete project: refer to list of people who may be involved
- analysis: analysis strategy; computation/analysis; and
- writing up: designing paper; literature review; empirical evidence; drafting paper, including bibliography; draft revision; final write up; illustrations; typing; index (for books).

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## 6. Appeals against academic decisions

Any student may appeal against an academic decision. All information regarding appeals is located in *Calendar 2007*.

If you wish to lodge an appeal against an academic decision you should read the following policies:

- the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*
- the *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004 (under review)*

as well as the following Resolutions of the Academic Board:

- *Principles for Student Appeals against Academic Decisions.*

*Note:* It has been expedient throughout this document to refer to faculties and deans of faculties; it should be understood that the procedures are to be read as also applying to colleges and boards of studies and the college principals and directors.





# Appendix 1: Code of Conduct for Students

## 1. Principles

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behaviour.

Study at the University presents opportunities for interacting with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The University reaffirms its commitment to:

- high academic standards, intellectual rigour and a high quality education
- intellectual freedom and social responsibility
- recognition of the importance of ideas and the pursuit of critical and open inquiry
- tolerance, honesty and respect as the hallmarks of relationships throughout the University community; and
- high standards of ethical behaviour.

All students are required to be aware of and act consistently with these values.

## 2. Coverage

This Code of Conduct applies to all students of the University of Sydney, in respect of all actions and activities (including inaction or inactivity) relating to or impacting on the University or its students and employees. It must be read in conjunction with the statutes, rules, and resolutions of the University.

## 3. Definitions

In this Code of Conduct:

**Student** means all students of the University of Sydney, including but not limited to fee paying students, HECS students, PELS students, audit students, Centre for Continuing Education students, Centre for English Teaching students, exchange students, Study Abroad students, Summer School students and Winter School students.

**Employee** means all staff of the University of Sydney, (including full-time, part-time or casual staff).

## 4. Personal conduct

All students must:

- treat all employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- maintain a cooperative and collaborative approach to inter-personal relationships;
- act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students;
- respect the privacy of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students;
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students to carry out their study, research or work at the University, including in the University of Sydney Library, lecture theatres and laboratories;

- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public or other students to access or use the resources of the University, including the University of Sydney Library resources, lecture theatres and laboratories; and
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public or other students.

## 5. Academic conduct

All students must:

- ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and resolutions of the University of Sydney. Students must not enrol in additional units of study outside the degree resolutions even if the student information system allows it when enrolling on-line. It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines;
- read all official correspondence from the University, including email;
- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- conform to the University's requirements for working with humans, animals and biohazards;
- behave professionally, ethically and respectfully in all dealings with the University's learning partners during extramural placements and practicums; and
- use University resources, including information and communication technology resources, in a lawful and ethical manner and for University purposes only, unless express permission has been granted for non-University or private usage.

## 6. Authority

This Code of Conduct was approved by the Academic Board pursuant to the University of Sydney (Academic Governance) Rule 2003 on 2 February 2005.

## 7. Useful References

Please note that this is not an exhaustive list of the policies applying to students at the University. The full set of University policies is available on Policy Online at [www.usyd.edu.au/policy](http://www.usyd.edu.au/policy).

### Personal conduct

**Alcohol: Policy and Guidelines on Consumption**  
[www.usyd.edu.au/senate/policies/Alcohol.pdf](http://www.usyd.edu.au/senate/policies/Alcohol.pdf)

**Campus Access Policy**  
[www.facilities.usyd.edu.au/documents/docs/policy23-access.pdf](http://www.facilities.usyd.edu.au/documents/docs/policy23-access.pdf)

**Discrimination Prevention Policy – Your Rights and Responsibilities**  
[www.usyd.edu.au/eoo/docs/discrim.pdf](http://www.usyd.edu.au/eoo/docs/discrim.pdf)

**Equal Opportunity in Education**  
[www.usyd.edu.au/senate/policies/EO\\_Education.pdf](http://www.usyd.edu.au/senate/policies/EO_Education.pdf)

**Harassment Prevention Policy – Your Rights and Responsibilities**  
[www.usyd.edu.au/eoo/policies/harass\\_prevpolicy.shtml](http://www.usyd.edu.au/eoo/policies/harass_prevpolicy.shtml)



**HIV or Hepatitis: Policy on Students with HIV or Hepatitis**

[www.usyd.edu.au/ab/policies/HIV\\_HepB.pdf](http://www.usyd.edu.au/ab/policies/HIV_HepB.pdf)

**ICTR: Policy on the use of information and communication technology resources (ICT resources)**

[www.usyd.edu.au/ab/ict\\_resources\\_policy.pdf](http://www.usyd.edu.au/ab/ict_resources_policy.pdf)

**Library use: University of Sydney Library Rule 2003**

[www.usyd.edu.au/senate/policies/Library\\_Rule.pdf](http://www.usyd.edu.au/senate/policies/Library_Rule.pdf)

**Occupational Health and Safety Policy Statement**

[www.usyd.edu.au/risk/policies/ohs/policy.shtml](http://www.usyd.edu.au/risk/policies/ohs/policy.shtml)

**Occupation Health and Safety - Policies and Guidelines**

[www.usyd.edu.au/risk/policies/ohs/index.shtml](http://www.usyd.edu.au/risk/policies/ohs/index.shtml)

**Policy on children on University Premises**

[www.usyd.edu.au/risk/policies/ohs/children.shtml](http://www.usyd.edu.au/risk/policies/ohs/children.shtml)

**University of Sydney By-Law 1999 – Chapter 8: Student Discipline**

[www.usyd.edu.au/senate/policies/Bylaw.pdf](http://www.usyd.edu.au/senate/policies/Bylaw.pdf)

**Academic conduct**

**Academic Honesty in Coursework (plagiarism)**

[www.usyd.edu.au/ab/policies/Academic\\_Honesty\\_Cwk.pdf](http://www.usyd.edu.au/ab/policies/Academic_Honesty_Cwk.pdf)

**Animals: Australian code of practice for the care and use of animals for scientific purposes 7th Edition 2004**

[www.nhmrc.gov.au/publications/synopses/ea16syn.htm](http://www.nhmrc.gov.au/publications/synopses/ea16syn.htm)

**Appeals, academic: Student Appeals Against Academic Decisions – Academic Board Resolutions**

[www.usyd.edu.au/ab/policies/Student\\_Appeals\\_Ac\\_AB.pdf](http://www.usyd.edu.au/ab/policies/Student_Appeals_Ac_AB.pdf)

**Assessment and Examination of Coursework**

[www.usyd.edu.au/su/ab/Assess\\_Exam\\_Coursework.pdf](http://www.usyd.edu.au/su/ab/Assess_Exam_Coursework.pdf)

**Ethical Conduct in Research involving Humans: National Statement**

[www.nhmrc.gov.au/publications/synopses/e35syn.htm](http://www.nhmrc.gov.au/publications/synopses/e35syn.htm)

**Generic Attributes of Graduates of the University of Sydney, 1997**

[www.usyd.edu.au/ab/policies/Generic\\_Attributes\\_Grads.pdf](http://www.usyd.edu.au/ab/policies/Generic_Attributes_Grads.pdf)

**ICTR: Policy on the use of information and communication technology resources (ICT resources)**

[www.usyd.edu.au/ab/ict\\_resources\\_policy.pdf](http://www.usyd.edu.au/ab/ict_resources_policy.pdf)

**Intellectual Property: University of Sydney (Intellectual Property) Rule 2002**

[www.usyd.edu.au/senate/policies/Intellectual\\_Property\\_Rule.pdf](http://www.usyd.edu.au/senate/policies/Intellectual_Property_Rule.pdf)

**Library use: University of Sydney Library Rule 2003**

[www.usyd.edu.au/senate/policies/Library\\_Rule.pdf](http://www.usyd.edu.au/senate/policies/Library_Rule.pdf)

**Management and evaluation of coursework teaching**

[www.usyd.edu.au/ab/policies/Mngt\\_Eval\\_Cwk\\_Teaching.pdf](http://www.usyd.edu.au/ab/policies/Mngt_Eval_Cwk_Teaching.pdf)

**Postgraduate: Attendance: Postgraduate Courses**

[www.usyd.edu.au/ab/policies/PG\\_Attendance.pdf](http://www.usyd.edu.au/ab/policies/PG_Attendance.pdf)

**Postgraduate Research Higher Degree Training Supervision at the University of Sydney**

[www.usyd.edu.au/ab/policies/PG\\_Rsch\\_Hghr\\_Dgree\\_Train\\_Sprvsn.pdf](http://www.usyd.edu.au/ab/policies/PG_Rsch_Hghr_Dgree_Train_Sprvsn.pdf)

**Responsible Research Practice: Code of Conduct and Guidelines for Dealing with Allegations of Research Misconduct**

[www.usyd.edu.au/ab/policies/Rsch\\_Code\\_Conduct.pdf](http://www.usyd.edu.au/ab/policies/Rsch_Code_Conduct.pdf)

**Student Discipline: University of Sydney By-Law 1999 – Chapter 8**

[www.usyd.edu.au/senate/policies/Bylaw.pdf](http://www.usyd.edu.au/senate/policies/Bylaw.pdf)

**Supervision: Code of Practice for Supervision of Postgraduate Research Students**

[www.usyd.edu.au/ab/policies/Supervision\\_PG\\_Rsch\\_Students.pdf](http://www.usyd.edu.au/ab/policies/Supervision_PG_Rsch_Students.pdf)

**Teaching and Learning: Guidelines for Good Practice in Teaching and Learning**

[www.usyd.edu.au/ab/policies/Good\\_Prac\\_T&L.pdf](http://www.usyd.edu.au/ab/policies/Good_Prac_T&L.pdf)

# Appendix 2: Code of Conduct for Responsible Research Practice

## Preliminary

### 1. Definitions

In this document:

**Researcher** means all staff members and students carrying out research under the imprimatur of the University.

### 2. Aim

This document establishes a framework of responsible research practice and conduct.

## Code of Conduct for Responsible Research Practice

### 1. Introduction

The University of Sydney holds Researchers responsible for scholarly and scientific rigour and integrity, in obtaining, recording and analysing data and in presenting, reporting and publishing results.

Rigour and integrity are indicated by:

1.1 giving appropriate recognition to those who have made an intellectual contribution to the contents of a publication;

1.2 obtaining the permission of the author before using new information, concepts or data originally obtained through access to confidential data;

1.3 conforming to University requirements for working with humans, animals, and bio hazards;

1.4 using research funds in accordance with the terms and conditions under which those funds were received;

1.5 disclosing to the University any conflict of interest (financial, personal or other) that might influence their research.

### 2. General ethical considerations

2.1 An institution conducting scholarly, creative and scientific activity must ensure that it fulfils a collective responsibility of commitment to high standards of professional conduct. Researchers also have an individual duty to ensure that their work enhances the good name of the institution and the discipline to which they belong.

2.2 Researchers should only participate in work that conforms to accepted ethical and discipline standards and that they are competent to perform. When in doubt Researchers should seek assistance from their designated academic supervisor(s).

2.3 Institutions and Researchers have a responsibility to ensure the safety of all those associated with research. It is also essential that the design of projects take account of any ethical guidelines specific to a discipline area and the published University ethics guidelines and procedures.

2.4 If data of a confidential nature are obtained, for example, from individual patient records or questionnaires, confidentiality must be observed and Researchers must not use such information for their own personal advantage or that of a third party. In particular, Researchers must observe the University's legislative responsibilities and policies relating to privacy of personal information used in research. It is the obligation of the Researcher to enquire whether confidentiality applies and of the principal researcher to inform team

or co-researchers of their obligations with respect to any such confidentiality requirements.

2.5 Research results and methods should be open to scrutiny by colleagues within the institution and, through appropriate publication, by peer review. Where confidentiality provisions apply, data must be kept in a way that reference to them by third parties can occur without breaching confidentiality.

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

### 3. Retention of data

3.1 Sound research procedures entail the discussion of data and research methods with colleagues. Discussion may also occur after the research is complete, often because of interest following publication. It is in the interests of all Researchers to ensure that research data are safely held in the University for a minimum period of five years. For some types of data, for example, clinical data, a longer period is appropriate. Researchers are also required to comply with the University's legislative responsibilities and policies with respect to record keeping.

3.2 Data must be recorded in a durable and appropriately referenced form. Each department or research unit must establish procedures appropriate to their needs for the retention of data and for the keeping of records of data held. Data must be kept in a way that reference to them by third parties can occur, except where confidentiality applies.

3.3 A copy of the original data should be retained in the department or research unit in which they were generated. Data obtained from limited access databases or in a contracted project may not be able to be retained. In such cases, a written indication of the location of the original data or key information regarding the limited access database from which it was extracted must be kept in the department or research unit. Individual Researchers are able to hold copies of the data for their own use. Nevertheless, it should be understood that retention solely by the individual Researcher provides little protection to the Researcher or the institution in the event of an allegation of falsification of data. Researchers who leave the University within a period of five years of the collection of the data should ensure that the department or research unit where the data were generated retains a copy of the data.

### 4. Publication and authorship

4.1 Where there is more than one author of a publication, one author (by agreement among the authors) should formally accept overall responsibility for the entire publication. Such formal acceptance must be in writing and kept on file in the department or research unit of that author, together with the names of all other authors.

4.2 The minimum requirement for authorship of a publication is substantial participation in conceiving, executing or interpreting at least part of the research reported. 'Honorary authorship' is unacceptable. Authorship means that a person is listed as an author of a publication only when they have participated in a substantial way



in the conception, execution or interpretation of at least part of the work described in the publication.

4.3 Due recognition of all research participants is a part of a proper research process. Authors should ensure that the work of research students/trainees, research assistants, technical officers and other staff is properly acknowledged.

4.4 The named authors of the publication must read the final paper and sign a statement indicating that each of them has met the minimum requirements for authorship and who is the author taking overall responsibility for the publication. Such a statement must include an indication that there are no other 'authors' of the publication, according to the definition under (ii). If, for any reason, one or more co authors are unable to sign the statement, the Head of the research unit or department may sign on their behalf, noting the reason for their unavailability. This statement should accompany the work to the publishers and a copy should be retained in the department or unit.

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

## 5. The role of research supervisors

5.1 Supervision of each research student/trainee (including honours, masters and doctoral students and postdoctoral fellows) should be assigned to a specific, responsible and appropriately qualified Researcher.

5.2 The ratio of research students/trainees to supervisors should be small enough to ensure effective interaction, as well as effective supervision of the research at all stages.

5.3 Research supervisors should advise each research student/trainee of applicable government and institutional guidelines for the conduct of research, including those covering ethical requirements for studies on human or animal subjects, and requirements for the use of potentially hazardous agents.

5.4 Research supervisors should be the primary source of guidance to research students/trainees in all matters of sound research practice.

5.5 As far as possible, research supervisors should ensure that the work submitted by research students/trainees is their own and that, where there are data, the data are valid.

5.6 Where possible, the Head of a Department or research unit should be personally involved in active research supervision and observe the research activities of those for whom he or she is responsible. Professional relationships should be encouraged at all times. In particular, there should be wide discussion of the work of all individuals by their peers.

5.7 Research conditions for all involved in a research team/project, and reference to relevant University policies, should be outlined in a letter from the principal investigator when team members are engaged.

5.8 Research supervisors should ensure that any Intellectual Property embodied in the research is protected appropriately according to the relevant University policies.

## 6. The role of the Department/School

Insofar as Researchers carry out their research within Departments or Schools, departmental staff have a responsibility to adhere to the Code of Conduct for Responsible Research Practice and associated University policies. The Head of Department/School has a responsibility to put in place procedures to facilitate and monitor the issues raised in this document.

## 7. Disclosure of conflict of interest

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

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

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

## 8. Disputes

Team member disputes or grievances arising out of the conduct of any research should be referred to the principal researcher for resolution or to the academic supervisor where relevant. Grievances between staff members can be dealt with under the grievances procedures contained in the enterprise agreements.

## 9. Allegations of Research Misconduct

Allegations of misconduct that arise out of the conduct of research must be dealt with in accordance with the University's Policy on Dealing with Allegations of Research Misconduct.

## Guidelines for Dealing with Allegations of Research Misconduct

### 1. Introduction

The Code of Conduct for Responsible Research Practice aims to ensure a research environment that minimises the incidence of Research Misconduct. It is inevitable, however, that there will be some allegations of misconduct. It is therefore essential that the University have in place effective and efficient procedures for dealing with such allegations.

The University has policies for dealing with allegations of misconduct against academic and general staff as well as procedures for dealing with allegations made against students.

While these policies/procedures must be followed when dealing with allegations of Research Misconduct there are specific matters connected with research that must be taken into consideration.

The purpose of this document is to set out how these specific matters should be dealt with in conjunction with the implementation of the above policies and procedures.

### 2. Definition of Research Misconduct

2.1 The University considers Research Misconduct by a staff member to be misconduct (which includes serious misconduct) and a breach of its Code of Conduct. It is also considered to be misconduct on the part of a student as defined in Chapter 8 of the By-law 1999.

2.2 'Research Misconduct' means fabrication, falsification, plagiarism, or other academically dishonest practices that seriously deviate from those that are commonly accepted within the scientific and scholarly community for proposing, conducting, or reporting research. It includes the misleading ascription of authorship, including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, and the lack of appropriate acknowledgment of work primarily produced by a research

student/trainee or associate. It does not include honest errors or honest differences in interpretation or judgements of data.

2.3 Examples of Research Misconduct include, but are not limited to, the following:

2.3.1 *Misappropriation*: A researcher or reviewer shall not intentionally or recklessly:

2.3.1.1 plagiarise, which is understood to mean the presentation of the documented words or ideas of another as his or her own, without attribution appropriate for the medium of presentation;

2.3.1.2 make use of any information in breach of any duty of confidentiality associated with the review of any manuscript or grant application;

2.3.1.3 intentionally omit reference to the relevant published work of others for the purpose of inferring personal discovery of new information.

2.3.2 *Interference*: A researcher or reviewer shall not intentionally and without authorisation take or sequester or materially damage any research-related property of another, including without limitation the apparatus, reagents, biological materials, writings, data, hardware, software, or any other substance or device used or produced in the conduct of research.

2.3.3 *Misrepresentation*: A researcher or reviewer shall not with intent to deceive, or in reckless disregard for the truth:

2.3.3.1 state or present a material or significant falsehood; or

2.3.3.2 omit a fact so that what is stated or presented as a whole states or presents a material or significant falsehood.

### 3. Protection of interested parties

3.1 Allegations of Research Misconduct require careful handling. When an allegation is made, the protection of all interested parties is essential. Interested parties may include:

3.1.1 the person bringing the allegation;

3.1.2 the person against whom an allegation is made;

3.1.3 research students/trainees and staff working with the person concerned;

3.1.4 journals in which allegedly fraudulent papers have been or are about to be published;

3.1.5 funding bodies that have contributed to the research; and

3.1.6 in some cases the public - for example, if a drug is involved.

3.2 Adequate protection of the complainant and the accused demands absolute confidentiality and reasonable speed in the early stages of investigation. On the other hand, the protection of other parties may involve some disclosure. This is a matter for the Vice-Chancellor or his or her nominee to decide.

### 4. The receipt of allegations

4.1 Allegations of Research Misconduct may originate from within the University, from other institutions, in learned journals or in the press. Allegations from outside the University must be referred to the Vice-Chancellor in the first instance. The Vice-Chancellor will then determine if he or she will nominate a designated person to deal with the matter.

4.2.1 Where the allegation originates from within the University, the matter is to be referred to the Deputy Vice-Chancellor (Research) (DVCR) as the Vice-Chancellor's standing nominee for dealing with such complaints. *The University however, encourages its staff and research students/trainees to raise their concerns with their Head of*

*Departments, Supervisor or Chair of the relevant Faculty Research Committee in the first instance.*

4.2.2 A reference to the DVCR in this document includes any nominee appointed by the Vice-Chancellor to deal with allegations of Research Misconduct from outside the University.

#### 4.3 Advisers on Integrity in Research

Chairs of Faculty Research Committees will act as advisers on integrity in research and should be familiar with the literature and guidelines on Research Misconduct. The literature available includes the Joint NHMRC/AV-CC Statement and Guidelines on Research Practice as well as the University's own Code of Conduct for Responsible Research Practice. The task of a Chair is to give confidential advice to staff and students/trainees about what constitutes Research Misconduct, the rights and responsibilities of a potential complainant, the rights of the person complained about and the procedures for dealing with allegations of Research Misconduct within the University.

#### 4.4 Designated Person to Receive Internal Complaints

Persons intending to make an allegation should consider having a confidential meeting with the DVCR to determine if lodging a formal allegation is appropriate. It may be that there are other ways of dealing with the perceived difficulty.

#### 4.5 Lodging a Complaint

Allegations are to be made, preferably in writing, to the DVCR in the first instance. The DVCR will inform the Vice-Chancellor immediately on receipt of the allegation and will keep the Vice-Chancellor informed as the investigation progresses.

### 5. The initial investigation

5.1 The purpose of the initial investigation is to determine how to proceed with the allegation.

5.2 To the maximum extent possible, all affected persons will be treated with confidentiality. If necessary the DVCR will take appropriate interim administrative action to protect funds provided by external funding bodies.

5.3 If the allegation is against a member of the Academic Staff, the DVCR must follow the procedures set out in the policy "Misconduct Procedures: Academic Staff".

5.4 If the allegations is against a member of the General Staff, the DVCR must follow the procedures set out in the policy "Misconduct Procedures: General Staff".

5.5 If after consideration (and where necessary, informal investigation) of an allegation against a student the DVCR is of the view the matter warrants further investigation he or she shall inform the Registrar of the alleged misconduct in accordance with clause (62)(1) of Chapter 8 (Student Discipline) of the University of Sydney By-law 1999. Alternately the DVCR may determine that there is no substance to the allegation, refer the matter back to the student's supervisor for appropriate counselling or such other action the DVCR deems appropriate. Consideration or initial investigation of the complaint may include interviewing the student.

5.6 The initial inquiry must be conducted expeditiously and, where possible, within seven days. Where the DVCR considers it necessary he or she has the power to secure appropriate expertise from within or outside the University to assist with the informal inquiries, taking precautions to ensure no real or perceived conflict of interest exists.

### 6. Action on the completion of the initial investigation

6.1 Action on completion of the initial investigation into allegations against a staff member shall proceed in accordance with the relevant policy.

6.2 Where the DVCR has determined that the allegation against a student warrants further investigation then the matter must be referred to the Registrar.

6.3 The Vice-Chancellor (on advice from the DVCR) shall judge whether there are individuals or organisations that need to be informed at this point. This may depend on the degree of confidentiality that has been achieved. Appropriate action may be needed to protect or restore the reputation of persons alleged to have engaged in Research Misconduct when allegations are not confirmed. Appropriate action may be needed to protect from victimisation those persons who, in good faith, have made allegations of Research Misconduct.

## 7. Where the decision is that the allegation is serious and warrants further investigation

7.1 An investigator, appointed to conduct further investigations into an allegation, should conduct that investigation, where possible, within four weeks of the referral of the matter to him/her. The investigator shall have the power to secure necessary and appropriate expertise from within or outside the University to assist with the investigation. The investigator shall take precautions to ensure no real or perceived conflict of interest exists. The investigator should normally be from outside the relevant academic unit or outside the University working within the same discipline or field of study.

7.2 If the staff member is in receipt of a grant from an external funding body, the Vice-Chancellor will advise the Secretary of that funding body, in confidence, that a case is being formally investigated. The Vice-Chancellor and his or her nominees will take appropriate interim administrative actions to protect funds granted by external funding bodies.

7.3 Again, at this point, appropriate action may be needed to protect or restore the reputation of persons alleged to have engaged in Research Misconduct when allegations are not confirmed. Appropriate action may be needed to protect from victimisation those persons who, in good faith, have made allegations of Research Misconduct.

## 8. Special requirements

8.1 There are other matters which shall be considered by the Vice-Chancellor and his or her nominees at all times in dealing with any initial inquiry or further investigation into Research Misconduct.

8.1.1 Where United States Federal Funds are involved, the provisions of the Public Health Service Regulation 42 CFR Part 50, Subpart A shall apply. The Vice-Chancellor shall promptly notify the United States Office of Research Integrity:

8.1.1.1 if there is an immediate health hazard involved;

8.1.1.2 if there is a need to protect current or potential US Federal funds or equipment or to protect individuals affected by the inquiry;

8.1.1.3 of any developments during the course of an investigation which disclose facts that may affect current or potential US Federal Funding for individual(s) under investigation, or that the US Public Health Service needs to know to ensure appropriate use of Federal Funds and otherwise protect the public interest;

8.1.1.4 if there is the likelihood that the matter will be reported publicly;

8.1.1.5 if there is a reasonable indication that a criminal violation has occurred, in which case notification will occur within 24 hours;

8.1.1.6 if, for any reason, an inquiry will be terminated before completion of all requirements of the above regulation.

Within 120 days of initiating a further investigation, a Final Report shall be submitted to the Director, Office of Research Integrity. If an investigation cannot be completed in this time, a request for extension shall be forwarded to the Office of Research Integrity, detailing the reasons for delay, progress to date, and an estimated date of completion.

8.1.2 There may in some circumstances be a reason to inform the publishers of a journal that the authenticity of a paper or papers is in doubt. A false paper may be dangerous to the community.

8.1.3 If allegations are made which appear to cast doubt on the validity of one or more research publications produced by a staff member, it may be necessary to investigate the person's past research as well as that covered by the allegations.

8.1.4 If the claim of research misconduct has been substantiated, it is important that the position of research students/trainees and staff working with the accused be clarified. In some cases, if there has been Research Misconduct, it may be necessary to provide compensation to innocent people who have been affected.

## 9. Action following the completion of the further investigation process

9.1 If the staff member is found to have committed Research Misconduct then, the University will take disciplinary action, having regard to the provisions of the relevant policies and enterprise agreements.

9.2 Relevant publishers and sponsoring agencies shall be notified.

9.3 If the allegations are unfounded, action may be needed to redress any damage resulting from the allegation. If an external funding body was advised during the course of investigations that a preliminary determination had been made that the allegation was serious and warranted further investigation, and the staff member has been exonerated, then the external funding body must be advised accordingly.

## 10. Action if the accused resigns

10.1 If a staff member, against whom allegations of Research Misconduct have been made, resigns then procedures should cease immediately. The University of Sydney has no jurisdiction to take any action against a former staff member.

10.2 It is not necessarily satisfactory for an enquiry into Research Misconduct to be abandoned if a resignation is received. Almost always others will have been affected or will be affected, perhaps very seriously, unless the facts are determined. In such an event, the Vice-Chancellor or his or her nominee may convene an enquiry to report on the status of the research and on any remedial action needed to protect affected people, bodies and the public.

# Appendix 3: Degree of Doctor of Philosophy: Resolutions of the Academic Board

## Form of the thesis

Four copies of the thesis shall be submitted for examination for the degree of Doctor of Philosophy and shall normally be submitted in one of the forms set out below in sections 1 and 2.

1. The four copies may be bound in either a permanent or temporary form as set out in subsections (a) and (b).

(a) A thesis submitted in permanent binding shall be on international standard A4 size paper sewn and bound in boards covered with bookcloth or buckram or other binding fabric. The title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear in lettering on the front cover or on the title page. The lettering on the spine, reading from top to bottom, should conform as far as possible to the above except that the name of the University of Sydney may be omitted and the thesis title abbreviated. Supporting material should be bound in the back of the thesis as an appendix or in a separate set of covers.

(b) A thesis submitted in a temporary binding should be strong enough to withstand ordinary handling and postage. The preferred form of temporary binding is the 'perfect binding' system — ring-back or spiral binding is not acceptable. A thesis submitted in temporary form shall have fixed to the cover a label clearly identifying the name of the candidate, the title of the thesis and the year of submission. The Xerox Demand Binding system is acceptable both for temporary and permanent purposes.

2. A thesis may also be submitted in electronic form in accordance with the provisions of section 3.

(a) When a thesis is submitted in electronic form, four copies must be submitted as set out in subsection (b).

(b) A thesis submitted in electronic form must normally be submitted on disk and must be in a format which the faculty determines as acceptable to both the candidate and the examiner(s), with the same structure as the ultimate printed version referred to in sections 1(a) and 4, and each chapter must be in a separate document. The title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear on the title page and on a label affixed to the disk. A hard copy of the thesis should normally be submitted for retention by the faculty office, and further copies for any examiner(s) unwilling or unable to examine the thesis electronically. Individual faculties may determine, however, that the copy for retention in the faculty office may also be submitted in electronic form.

3. Procedures for electronic submission of theses:

Provision for electronic submission of theses for the purpose of examination may occur where both the candidate wishes to submit in this form and examiners are prepared to examine in this way. Candidates wishing to submit electronically are required to advise of their intent to submit so that arrangements may be made with prospective examiners. The usual examination process will be followed when a thesis is submitted electronically, except as set out below.

(a) A student who wishes to submit electronically must so advise the supervisor and the department at least three months prior to submission. This advice should be by the completion of a (centrally-designed) form, on which the student must indicate the likely length of the thesis and any special features relating to its format.

(b) Examiners must be selected in the normal way and no regard paid to whether or not they would wish to examine electronically.

(c) When confirming the appointment of examiners, the faculty office should confirm their willingness or otherwise to examine an electronic version of the thesis.

(d) Prospective examiners must be advised of the format in which the thesis is available and they must be asked whether they prefer to accept it in that form (on disk, but possibly as an Email attachment) or in the traditional hard copy form.

(e) Under certain circumstances particular specialised electronic applications may form part of the thesis. In such circumstances, it should be ascertained that the examiner has the capability to accept this format, and this must be done three months prior to submission.

(f) If an examiner advises that he or she does not wish to examine electronically, then the examiner will be sent a hard copy of the thesis.

4. The degree shall not be awarded until the candidate has submitted a permanently bound copy of the thesis (containing any corrections or amendments that may be required) and printed on acid-free or permanent paper, for lodgement in the University Library.

## The examination process

### 1. Appointment of examiners

#### Faculty or college board to seek recommendation for examiners

(1) After the prescribed number of copies of the thesis have been lodged and the supervisor's certificate has been received, the faculty or college board, having considered the certificate, shall seek a recommendation for the appointment of examiners from the head of department concerned, unless the faculty or college board considers that examiners should not be appointed.

#### Examiners not appointed

(2) If a faculty or college board, after consideration of the supervisor's certificate, has resolved not to proceed to the appointment of examiners, it shall report the circumstances and the reasons for the decision to the PhD Award Sub-Committee which may note the decision or require the faculty or college board to appoint examiners.

#### Delays in appointment to be avoided

(3) (a) The head of department and the faculty or college board shall take all possible steps to ensure that examiners are appointed within four weeks of the submission of the thesis and, where this does not occur, shall report the circumstances to the PhD Award Sub-Committee.

(b) The head of department should normally have taken the steps outlined below in sections 1(4) to 1(11), noting the provisions of section 1(13), before the thesis is submitted.

#### Head to consult and recommend

(4) The head of department shall, if reasonably possible, before making his or her recommendation for the appointment of examiners, consult the supervisor and, if it is considered by the supervisor to be necessary, any appointed associate supervisor.

(5) The head of department shall recommend the appointment of three examiners of the thesis of whom at least two shall be external to the University, i.e. not being a member of the staff of the University or holding a clinical academic title. The supervisor shall not be an examiner.



(6) The head of department may also recommend the appointment of one or more qualified additional persons who may be called on to act in place of one or more of the three first appointed examiners.

#### **Qualifications of examiners**

(7) (a) Examiners recommended should be known to be familiar with the supervision and examination of research theses and should normally still be active in research and/or scholarship.

(b) An examiner appointed to act as an assessor under section 4(3)(e) should possess very high standing in the subject in question.

#### **Examiners free from bias**

(8) A head of department, in making a recommendation, shall take all reasonable steps to ensure that the examiners proposed are free from bias either for or against the candidate or the supervisor.

#### **Involvement of candidate**

(9) The head of department or the supervisor or the candidate may initiate a general discussion with the candidate by the supervisor and/or the head of department of a wide range of possible examiners, including the possibility of the student submitting to an oral examination of the thesis.

(10) The head of department or the supervisor or the candidate may initiate a general discussion with the candidate by the supervisor and/or the head of department of a wide range of possible examiners, including the possibility of the student submitting to an oral examination of the thesis.

#### **Faculty to appoint examiners**

(11) (a) The head of department shall make a recommendation to the faculty for the appointment of examiners. In making this recommendation, the head of department should indicate: whether or not he or she has ascertained the prospective examiners' willingness to examine

(i) electronically; or

(ii) conduct an oral examination

whether or not they wish to examine in this way, and, if so, the format(s) in which they are able to receive the thesis. Examiners must be selected in the normal way and no regard paid to whether or not they would wish to examine electronically or participate in an oral examination of the thesis

(b) The faculty or college board, on receipt of a recommendation for the appointment of examiners from a head of department, and having considered through its dean or chair of the board of postgraduate studies any advice from the candidate, may appoint the examiners as recommended or appoint different examiners after consultation with the head of department.

#### **Report to PhD Award Sub-Committee**

(12) The faculty or college board shall, using the prescribed form, report the names and qualifications of the examiners appointed to the PhD Award Sub-Committee which may itself appoint, or may request the faculty or college board to recommend for appointment, one or more additional examiners. When an unusual choice of internal examiner is made, a short justification of why that examiner was chosen should be provided by the faculty concerned. The faculty or college board shall indicate on the form which, if any, of the examiners will be examining the thesis electronically or if the student will be submitting to an oral examination of the thesis.

#### **Names not to be disclosed**

(13) Except as may be necessary when an oral examination is required, the names of the examiners appointed shall not be disclosed to the candidate until a determination has been made about the award of the degree.

#### **Invitation to examiners**

(14) After the appointment of examiners by the faculty or college board, the Registrar shall write to each external examiner inviting him or her to act, specifying the conditions applicable to the examination process and enclosing the resolutions for the degree, an information statement.

An examiner's report form will be enclosed with the letter and, if possible, will also be sent to the examiner in electronic form via electronic mail if the examiner is able to receive it in one of the formats available. If the examiner has indicated a willingness to participate in an oral examination of the thesis the date and arrangements for the oral examination will also be notified.

(15) On receipt of an acceptance of the invitation to act, or on advice from the head of department concerned that the examiner is willing to act under those conditions, the Registrar shall dispatch a copy of the thesis in either hard copy or electronic form if the examiner has indicated willingness to examine in electronic form.

(16) The Registrar shall similarly write to any internal examiner advising him or her of the appointment and the conditions which apply and enclosing the resolutions for the degree and the examiner's report form together with a copy of the thesis either in hard copy or electronic form.

#### **Delay between appointment of examiners and receipt of thesis**

(17) In the event of a candidate's thesis not being received within three months of the acceptance by the examiners of their appointment, the faculty shall write to all examiners concerned, both internal or external, to ascertain their willingness to continue to act as examiners of the thesis in question.

#### **Delegations of authority**

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

## **2. Consideration by examiners**

#### **Examiners to report within two months**

(1) An examiner is required to complete the examination of the thesis and submit a report on the prescribed form within two months of receipt of the thesis. The examiner may return the report by electronic mail, but if using this medium must also send a signed, hard copy of the report by mail or facsimile.

#### **Examiners to submit independent reports**

(2) The examiner shall be advised by the Registrar of the names of the other examiners who have agreed to act and may consult these co-examiners directly at any stage of the examining process, but shall submit an independent report and shall not have any right of access to other examiners' reports.

#### **Content of report**

(3) The report shall include the recommendation that:

(a) the candidate be awarded the degree without further examination; or

(b) the candidate be awarded the degree subject to correcting typographical errors before the degree is conferred (typographical errors include spelling, grammar, punctuation, capitalisation and reference dates); or

(c) the candidate be awarded the degree subject to conditions listed in the examiner's report being addressed to the satisfaction of the University (which may include a recommendation that if reasonably possible the candidate should be required to take an additional oral or other examination); or

(d) the candidate be not awarded the degree, but be permitted to resubmit the thesis in a revised form for re-examination following a further period of study, the examiner having formed the opinion that the errors or deficiencies substantially affect the argument or the thesis; or

(e) the candidate be not awarded the degree.

(f) In the case of a thesis which is also to be examined by an oral examination, the report of the examiners shall be an interim report, to be completed following the conclusion of the oral examination.

(4) The report shall also record whether in the opinion of the examiner:

(a) the thesis is a substantially original contribution to the knowledge of the subject concerned;

(b) the thesis affords evidence of originality by the discovery of new facts;

(c) the thesis affords evidence of originality by the exercising of independent critical ability;

(d) the thesis is satisfactory as regards literary presentation; and

(e) a substantial amount of material in the thesis is suitable for publication.

(5) The examiner shall state the grounds on which his or her recommendation is based, indicating the strengths and weaknesses of the thesis and the particular contributions made by the candidate and may list emendations that it is considered should be made and shall indicate the extent of any consultation with other examiners or associate or co-examiners.

#### **Release of examiners' names**

(6) As part of the report form, the examiner shall be asked to indicate whether he or she is willing to have his or her name and/or his or her report in full or in part released to the candidate, either at the conclusion of the examination, or in the circumstances outlined in sections 4(17) to 4(20).

#### **Receipt of reports to be monitored**

(7) The Registrar shall acknowledge receipt of reports as received and arrange for payment of the examiner's fee to external examiners.

(8) The Registrar shall contact any examiner who has not submitted his or her report within six weeks of despatch of the thesis, reminding the examiner of the due date for the report, and the Registrar shall contact any examiner who has not submitted his or her report within ten weeks of despatch of the thesis, requesting advice as to when it will be submitted and reminding the examiner of the conditions of the examination.

#### **Replacement examiner if report not received**

(9) The Registrar shall contact any examiner who has not submitted the report by the end of the fourteenth week after despatch of the thesis, advising that it will be necessary to proceed to the appointment of a replacement examiner if the report is not received within a further two weeks and shall proceed to do so if the report is not received within that time.

(10) Notwithstanding the fact that replacement examiners may previously have been appointed, the Registrar shall seek advice from the head of department as to who should act as a replacement examiner in the event of an examiner being replaced under the circumstances referred to in section 2(9) and, if necessary, the faculty or college board shall appoint a further qualified examiner on the recommendation of the head of department who shall, if necessary, have carried out the same consultative procedures as applied to the initial appointment of examiners.

(11) Should the process of appointing a replacement examiner under the circumstances referred to in section 2(9) have proceeded to the point where a copy of the thesis has been dispatched to the replacement examiner, any report subsequently received from the examiner who has been replaced shall not be considered in determining the result of the candidature.

(12) Notwithstanding the provisions of sections 2(9) to 2(11), the PhD Award Sub-Committee or its Chair may, in such circumstances as it shall determine are exceptional, and on the recommendation of the

faculty or college board concerned, allow some specific variation to those requirements.

(13) In the case of a thesis also being examined by an oral examination, the procedures for the conduct of the oral examination and the consideration of the examiners' reports shall be those adopted by the Academic Board.

### **3. Consideration of examiners' reports**

#### **By the faculty**

(1) When all three examiners' reports have been received,

(a) if all examiners have recommended either that the degree be awarded without qualification or the degree be awarded subject to correction of typographical errors, the faculty may award the degree either without further examination or subject to the correction of typographical errors (as specified by the examiners) being made in all copies of the thesis to be retained in the University before the degree is conferred and shall forward the reports to the head of department and supervisor for information; or

(b) if any other recommendations have been made, the faculty shall forward the reports to the head of department for a recommendation and to the supervisor.

(c) In the case of a thesis also being examined by an oral examination, the procedures for the consideration of the examiners' reports shall be those adopted by the Academic Board.

(2) Neither head of department nor supervisor shall have a right of access to the examiners' reports before they have all been received, except where the dean of the faculty or chair of the college board considers that special circumstances exist.

#### **Head of department to consult**

(3) The head of department, if there is disagreement among the examiners, or, if asked to comment on the report of an oral examination, shall, before making a recommendation, if reasonably possible, consult the candidate's supervisor and shall consult the candidate's annual progress reports.

(4) The head of department shall indicate when making his or her recommendation the nature and extent of consultation that has been carried out and shall forward a copy of any written report he or she has received from the supervisor.

#### **Head of department's recommendation**

(5) The head of department, having considered the reports of the examiners and carried out any required consultation, may make one of the following recommendations:

(a) that the degree be awarded without further conditions; or

(b) that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or

(c) that the degree be awarded subject to emendations being made in all copies of the thesis to be retained in the University; or

(d) except in the case of the report of an oral examination, that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner; or

(e) except in the case of the report of an oral examination, that an additional examiner be appointed; or

(f) except in the case of the report of an oral examination, that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, and the comments of the supervisor, whether or not already an examiner, subject to endorsement by the PhD Award Sub-Committee which will consider the reports of the examiners and the justification forwarded by the Board of Postgraduate Studies. In cases where the faculty had previously formed the intention to resolve that the degree be not

awarded, or the candidate be allowed to revise and resubmit, and the candidate's comments have been received, the faculty's Postgraduate Committee should determine whether the candidate's comments should be forwarded to the assessor.

(g) except in the case of the report of an oral examination, that the reports of the examiners, together with comments from the supervisor, whether or not already an examiner, shall be referred to all the examiners for their comment; or

(h) that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or

(i) that the degree be not awarded.

#### **Head of department to specify emendations**

(6) A head of department, if recommending under section 3(5)(b) or (c) that the degree be awarded subject to typographical corrections or emendations, shall specify the typographical corrections or emendations to be made, if not already specified in the report of an oral examination, noting that the PhD Award Sub-Committee normally expects any typographical corrections or emendations or errors identified by examiners to be corrected after consideration of the examiners' reports and head of department's recommendation.

#### **Release of examiners' reports**

(7) The head of department shall, with his or her recommendation, after noting the wishes of the examiners, indicate what portions of the examiners' reports may be released to the candidate, but the reports shall remain confidential until after consideration by the PhD Award Sub-Committee, faculty or college board.

#### **Delegation of authority**

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

## **4. Examiners' reports and head of department's recommendation**

### **Referral of head of department's recommendation and faculty or college board action**

(1) (a) The head of department shall forward his or her recommendation to the dean of the faculty or chair of the college board.

(b) If the head of department has recommended that the degree be awarded, under section 3(5)(c), subject to emendations as specified by one or more of the examiners, and one or more of the examiners have recommended that the degree be awarded subject to emendations and the remaining examiners have recommended award without further examination or subject to the correction of typographical error, the faculty may award the degree subject to all the corrections and/or emendations required by the examiners being carried out in all the copies of the thesis to be retained in the University before the degree is conferred.

(c) If the head of department has recommended, under section 3(5)(c), that the degree be awarded but that not all the emendations required by all the examiners should be carried out, the faculty may not award the degree, and the reports of the examiners, together with the recommendation of the head of department and of the faculty or college board, shall be forwarded to the PhD Award Sub-Committee. The recommendation of the Faculty shall specify the nature of such corrections, emendations or other conditions as may be intended.

(d) Except as provided under section 3(1)(a) or 4(1)(b), the dean of the faculty or chair of the college board shall refer the recommendation of the head of department to the faculty or college board, which shall forward a recommendation to the PhD Award Sub-Committee together with the recommendation of the head of department and copies of the

reports of the examiners. The recommendation of the Faculty shall specify the nature of such corrections, emendations or other conditions as may be intended.

### **PhD Award Sub-Committee action**

(2) The PhD Award Sub-Committee, after consideration of the examiners' reports and the recommendation of the head of department and where these have been made any recommendation from the faculty or college board:

(a) may award the degree without further examination; or

(b) may award the degree subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or

(c) may award the degree subject to emendations specified by the head of department or the Sub-Committee being made in all copies of the thesis to remain available in the University; or

(d) may refer the candidature to the faculty or college board concerned;

and shall refer the candidature to the faculty or college board concerned if a member of the Sub-Committee so requires and the examiners' reports and the recommendation of the head of department have not already been considered by the faculty or college board.

### **Faculty or college board action**

(3) The faculty or college board, after considering the recommendation of the head of department and the reports of the examiners that have been referred directly to it or by the PhD Award Sub-Committee, may resolve:

(a) to recommend to the PhD Award Sub-Committee that the degree be awarded without further examination; or

(b) to recommend to the PhD Award Sub-Committee that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or

(c) to recommend to the PhD Award Sub-Committee that the degree be awarded subject to emendations specified by the head of department or the faculty or college board being made in all copies of the thesis to remain available in the University; or

(d) except in the case of the report of an oral examination, that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner, this not being a substitute for requiring the candidate to make emendations to the thesis or to revise and resubmit the thesis; or

(e) except in the case of the report of an oral examination, that an additional examiner be appointed; or

(f) except in the case of the report of an oral examination, that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, and the comments of the supervisor, whether or not already an examiner, subject to endorsement by the PhD Award Sub-Committee which will consider the reports of the examiners and the justification forwarded by the Board of Postgraduate Studies. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate's comments have been received, the faculty's Postgraduate Committee should determine whether the candidate's comments should be forwarded to the assessor.

(g) except in the case of the report of an oral examination, that the reports of the examiners, together with comments from the supervisor, whether or not already an examiner, shall be referred to all the examiners for their comment; or

(h) that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or

(i) that the degree be not awarded.

#### **Award without further conditions**

(4) Where the faculty or college board or PhD Award Sub-Committee has approved the award of the degree without further conditions, the Registrar shall advise the candidate that the degree has been awarded subject to the lodgement of a permanently bound copy of the thesis printed on archival or permanent paper, shall lodge this copy with the University Librarian, and shall advise the examiners, head of department and supervisor.

#### **Award subject to correction of typographical errors**

(5) Where the faculty or college board or PhD Award Sub-Committee has approved the award of the degree subject to the correction of typographical errors, the Registrar shall advise the candidate that the degree has been awarded subject to the lodgement of a permanently bound copy of the thesis printed on archival or permanent paper in which the typographical corrections have been made to the satisfaction of the head of department, shall lodge this copy with the University Librarian, and shall advise the examiners, head of department and supervisor.

#### **Award subject to emendations**

(6) When the award of the degree has been approved by a faculty or college board or by the PhD Award Sub-Committee, subject to specified emendations being made in all copies of the thesis to remain available in the University, the Registrar shall advise the candidate of the decision and of the nature of the emendations required and the latest date by which the emendations shall be made, being, unless otherwise determined by the faculty or college board, within a further three months, and shall provide such detail in relation to the examiners' reports as the head of department recommends.

#### **Additional oral or other examination**

(7) (a) Where a faculty or college board has resolved under section 4(3)(d) that the candidate be required to take an additional oral or other examination, or answer specific questions put by an examiner, unless the faculty or college board has determined otherwise, the faculty or college board shall be responsible for the oversight of these further examining processes.

(b) At the completion of an additional oral or other examination, or once a specific question(s) put by an examiner have been answered, the faculty or college board shall obtain a further recommendation from the head of department and shall then resolve in accordance with section 4(3)(a) – (c), (h) or (i).

#### **Conduct of oral examination**

(8) Those present at an oral examination may include one or more of the examiners and persons, other than the examiners, nominated by the faculty or college board; shall include the supervisor if he or she wishes; and may include, with the approval of the dean of the faculty or chair of the college board, a member of the University nominated by the candidate.

(9) A candidate shall be given reasonable notice of any oral examination and of the nature of the examination and the names of the persons who will be present, and may advise the dean of the faculty or chair of the college board of reservations he or she may have about the presence of any particular person, giving reasons in writing.

#### **Additional examiner**

(10) Where a faculty or college board resolves under section 4(3)(e) that an additional examiner be appointed, the provisions of sections 1, 2 and 3 shall apply as appropriate and the Registrar shall write to the examiner as provided in section 1(14) or 1(15) and shall advise the previously appointed examiners of the name of the additional examiner.

(11) A faculty or college board, having received a further recommendation from the head of department together with an additional examiner's report, may then resolve as provided in section 4(3)(a)-(d), (h) or (i).

#### **Additional examiner as assessor**

(12) Except in special circumstances, an additional examiner acting as assessor will be an external appointment.

(13) Where a faculty or college board resolves under section 4(3)(f) that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, the provisions of sections 1, 2 and 3 of these resolutions shall apply as appropriate and the Registrar shall seek comments from the supervisor and then write to the examiner as provided in section 1(14) or 1(15), inviting the examiner to act as an assessor of the examiners' reports as well as an examiner of the thesis and shall provide copies of the unidentified examiners' reports, and the comments of the supervisor, whether or not already an examiner. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate's comments have been received, the faculty's Postgraduate Committee should determine whether the candidate's comments should be forwarded to the assessor. The Registrar shall also advise the previously appointed examiners of the name of the additional examiner who is also to act as assessor.

(14) A faculty or college board, having received a further recommendation from the head of department (with any written report provided by the supervisor) together with an additional examiner-as-assessor's report, may then resolve as provided in section 4(3)(a)-(c), (h) or (i), except that, where the faculty or college board does not substantially resolve in the terms recommended by the assessor, it shall include a report of the reasons for its decision within any recommendation to the PhD Award Sub-Committee.

#### **Referral of reports to examiners**

(15) Where a faculty or college board resolves under section 4(3)(g) that the reports of the examiners, together with comments from the supervisor, shall be referred to all the examiners for their comment, the Registrar shall seek comments from the supervisor and then send copies of the examiners' reports and the supervisor's comments to each of the examiners, advising them that it is in order for them to confer and seeking a further report from each examiner within a period of four weeks.

(16) The Registrar shall forward the responses received, following the circulation of reports, to the head of department for such consultation as is required under section 3 and to make a recommendation, and the faculty or college board on receipt of that recommendation may then resolve as provided in section 4(3).

#### **Candidate to be consulted before degree not awarded**

(17) Where a faculty or college board forms the intention, either to resolve under section 4(3)(h) that the degree not be awarded but that the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, or to resolve under section 4(3)(i) that the degree not be awarded, that resolution shall be deferred to allow a process of consultation with the candidate.

(18) The Registrar shall advise the candidate in writing of the faculty or college board's intent; shall provide unidentified copies of such of the examiners' reports as the examiners have indicated may be released and shall advise the candidate that he or she may within a period of four weeks give notice of intention to provide comment on the foreshadowed recommendation of the faculty or college board, such comments to be submitted in writing by no later than a total of eight weeks from the date of the Registrar's advice.

(19) The faculty or college board shall further consider the examiners' reports and the head of department's recommendation, together with any comments provided by the candidate and any further comments

provided by the head of department or supervisor and may then resolve as provided in section 4(3).

(20) The dean of a faculty or chair of a college board may extend either of the time limits set out in section 4(17).

#### **Revise and resubmit**

(21) Where a faculty or college board, following the consultation process referred to in sections 4(17)–4(20), resolves under section 4(3)(h) that the degree not be awarded but the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, this decision shall be reported to the PhD Award Sub-Committee, which may note the decision or refer it back to the faculty or college board for further consideration, and the Registrar shall advise the candidate of the decision, of any provisions relating to appeals, the particular conditions applying and the general requirements in respect of revision and resubmission and shall provide such detail in relation to the examiners' reports as the head of department recommends and shall also advise the examiners, head of department and supervisor of the terms of the decision.

#### **Degree not awarded**

(22) Where a faculty or college board, following the consultation process referred to in sections 4(17)–4(20), resolves under section 4(3)(j) that the degree not be awarded, this decision shall be reported to the PhD Award Sub-Committee which may note the decision or refer it back to the faculty or college board for further consideration, and the Registrar shall advise the candidate of the decision, of any provisions relating to appeals, shall provide such detail in relation to the examiners' reports as the head of department recommends and shall also advise the examiners, head of department and supervisor of the decision.

#### **Emendations and lodging of corrected thesis**

(23) A candidate, on receipt of advice from the Registrar that the degree has been awarded subject to emendations being made, shall make these emendations in consultation with his or her supervisor or head of department on all the copies of the thesis which are to be available within the University, including the copy printed on permanent or acid-free paper which is to be lodged with the University Librarian; shall comply with the requirements with respect to permanently binding a copy of the thesis; shall request the head of department to certify that the corrections have been made and shall submit the thesis copies to the Registrar by no later than the latest date advised for completing such action.

(24) The Registrar, on receipt of at least one corrected, permanently bound copy of the thesis and a statement from the head of department that the corrections have been made to his or her satisfaction, shall cause all corrected hard copies submitted to be stamped, and electronic copies to be annotated and stored as 'read-only file' to indicate that the thesis is in the form which has been accepted for the degree; shall advise either the PhD Award Sub-Committee or the faculty, as appropriate, that the corrections have been made and that the faculty or Sub-Committee can therefore approve the award of the degree; shall write to the candidate advising that all the requirements for the award of the degree have been met; shall lodge the permanently printed copy with the University Librarian, and shall so advise the examiners, head of department and supervisor.

(25) If a candidate does not carry out the required emendations within the time limit set, or the head of department after consultation with the supervisor does not consider that the emendations made are satisfactory, the head of the department shall refer the matter to the faculty or college board which may grant additional time or set different conditions or may initiate proceedings under the provisions for the termination of candidature.

#### **Transfer to master's candidature**

(26) A faculty or college board may permit a candidate for the degree of Doctor of Philosophy who, after examination, has not been awarded the degree, to use part or all of the material in the thesis as a thesis

to be submitted for a master's degree, subject to completing all of the necessary administrative requirements.

#### **Participation of supervisor and head of department**

(27) The supervisor and head of department may be present at any discussion by a faculty or college board of a recommendation by the head of department in respect to examiners' reports on the thesis of a candidate.

#### **Delegation of authority**

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

(29) The Sub-Committee may delegate to its chair, or in the absence of the chair to the chair's nominee from the Sub-Committee, its powers to award the degree under section 4(2)(a), (b) or (c).

(30) Where the PhD Award Sub-Committee has delegated to faculties and colleges the authority to approve the award of the degree under sections 3(1)(a) or 4(1)(b), the authority for the approval of the award shall be the responsibility of the faculty's or college board's postgraduate committee which may delegate authority to act on its behalf to its chair, or in the absence of the chair to the chair's nominee.

## **5. Revision and re-examination**

#### **Faculty or college board to prescribe conditions**

(1) A faculty or college board which has resolved that a candidate not be awarded the degree but be permitted to revise and resubmit the thesis for re-examination, shall prescribe a maximum period of further candidature and may prescribe particular conditions to be met.

#### **Candidate to re-enrol**

(2) A candidate permitted to revise and resubmit shall re-enrol while remaining a candidate for the degree and shall proceed according to the provisions of these resolutions.

#### **Appointment of examiners**

(3) A head of department shall recommend examiners for a revised and resubmitted thesis after the consultation processes provided for in section 1, but the faculty shall normally reappoint the original examiners of the thesis, provided that they are available, unless one or more of those examiners has required modifications of the thesis that the faculty or college board consider to be unnecessary or undesirable or, in the opinion of the faculty or college board, there are academic reasons for not reappointing any or all of the original examiners.

#### **Process of examination**

(4) Subject to section 5(5), all the provisions of sections 1, 2, 3 and 4 relating to the examination process apply to the examination of a revised and resubmitted thesis.

(5) Except where the Graduate Studies Committee on the recommendation of the faculty or college board permits otherwise, the recommendation that a candidate be not awarded the degree but be permitted to resubmit the thesis in a revised form for re-examination shall not be available to examiners of a thesis that has itself been submitted for re-examination.

## **6. Faculty and college board delegations**

Where in these resolutions reference is made to a faculty or a college board or action to be taken by a faculty or a college board, that reference shall also include a faculty or college board of postgraduate studies or equivalent and any dean, chair, associate dean or other officer of the faculty or college board acting with the authority of the faculty or college board.

## **7. Annual quarterly reports to the PhD Award Sub Committee**

Where the degree is awarded by faculty delegation, the faculty shall report to the PhD Award Sub-Committee at the end of March, June, September and December of each year the details of such awards for the previous three months showing for each the name of the candidate, the department, the title of the thesis, the category of award recommended by each examiner, the final result, the date of submission of the thesis and the date on which the candidate was informed of the result.

## **8. Cotutelle agreements**

(1) Where a candidature has been conducted under an approved cotutelle agreement with a French university four examiners shall be appointed, two being on the recommendation of each participating institution.

(2) Where a candidature has been conducted under an approved cotutelle agreement with other than a French university the examination arrangements must be approved by the Graduate Studies Committee.



# Appendix 4: University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

Note: Part 1 is not included here - it contains legal information about the creation of this rule.

## Part 2 - Admission to candidature

### 3. Heads of Department

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

### 4. Admission to candidature

(1) An applicant for admission as a candidate for the degree shall, except as provided in (2) and (3) below, hold or have fulfilled all the requirements for:

- (a) the degree of master, or
- (b) the degree of bachelor with first or second class honours.

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

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

(4) The Academic Board may, in accordance with this Rule, admit as a candidate for the degree an applicant holding qualifications which, in the opinion of the faculty concerned and of the Academic Board, are equivalent to those prescribed in (1) or (2) above and such candidate shall proceed to the degree under such conditions as the Academic Board may prescribe.

(5) An applicant for admission to candidature shall submit to the faculty concerned:

- (a) a proposed course of advanced study and research, approved by the head of the department in which the work is to be carried out, to be undertaken by the applicant in a department of the University, and
  - (b) satisfactory evidence of adequate training and ability to pursue the proposed course.
- (6) The faculty may require a candidate, as part of the evidence of the candidate's training and ability to pursue the proposed course, to pass a special examination.

(7) A reference in this section to a department includes a reference to one or more departments, one or more schools, an interdepartmental committee and an interschool committee.

### 5. Probationary acceptance

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

(2) In the case of a candidate accepted on a probationary period under (1) above, the candidature shall be deemed to have commenced from the date of such acceptance.

### 6. Control of candidature

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

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

### 7. Other studies during the candidature

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

### 8. Credit for previous studies

(1) A candidate who, at the date of admission to candidature, has completed not less than 6 months as a candidate for the degree of master in any faculty or board of studies of the University of Sydney, may be permitted by the faculty concerned to be credited for the whole or any part of the period of candidature completed for the degree of master as a period of candidature completed for the degree of Doctor of Philosophy, provided that the period of candidature for the degree of master for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the faculty or board of studies concerned and directly related to the candidate's proposed course of advanced study and research for the degree of Doctor of Philosophy.

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

- (a) at the date of admission to candidature for the higher degree of the other university or institution concerned the candidate shall have fulfilled the requirements of admission to candidature set out in section 3. above;
- (b) the period of candidature for the higher degree of the other university or institution concerned for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the other university or institution concerned and directly related to the candidate's proposed course of advanced study and research in the University of Sydney;
- (c) the candidate shall have abandoned candidature for the higher degree of the other university or institution concerned for which credit is sought;



(d) the amount of credit which may be so granted shall not exceed one year; and

(e) no candidate who has been granted credit shall present a thesis for examination for the degree earlier than the end of the second year after acceptance.

(3) The Faculty of Medicine may grant credit not exceeding one year to a candidate for the degree of Doctor of Philosophy in that Faculty who has submitted documented evidence of having previously completed supervised study towards the degree of Doctor of Medicine of The University of Sydney.

## Part 3 - Supervision

### 9. Appointment and qualifications of supervisors and associate supervisors

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

## Part 4 - Candidature

### 10. Location

(1) Subject to the annual approval of the supervisor, head of department and faculty or college board, the candidate shall pursue the course of advanced study and research either:

(a) within the University including its research stations and teaching hospitals;

(b) on fieldwork either in the field or in libraries, museums or other repositories;

(c) within industrial laboratories or research institutions or other institutions considered by the faculty or college board concerned to provide adequate facilities for that candidature; or

(d) within a professional working environment; and shall attend at the University for such consultation with the supervisor and shall participate in such departmental and faculty or college seminars as shall annually be specified.

(2) A candidate pursuing candidature outside Australia must also complete a minimum of two semesters of candidature within the University [but not necessarily immediately before submission, not necessarily as a continuous two-semester period] before submission of the thesis. The corresponding period for candidates for whom the minimum length of candidature is four semesters is a minimum of one semester.

(3) When recommending the detailed annual conditions for each candidate's particular course of advanced study and research the supervisor and head of department must indicate whether they are satisfied that the proposed supervision arrangements will be satisfactory.

### 11. Progress

(1) At the end of each year each candidate shall provide evidence of progress and attend a progress review interview to the satisfaction of the supervisor and head of department concerned and any Departmental or Faculty Postgraduate Review Committee.

(2) On the basis of evidence provided and the interview, the head of department shall recommend the conditions of candidature to apply for the following year and may require the candidate to provide further evidence of progress at the end of one semester or such other period as the head of department considers appropriate.

(3) If a candidate fails to submit evidence of progress or if the head of department concerned considers that the evidence submitted does not indicate satisfactory progress, the faculty or college board may, on the head's recommendation, call upon that candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the faculty or college board, the candidate does not show good cause the faculty or college board may terminate that candidature or may impose conditions on the continuation of that candidature.

## Part 5 - Submission of thesis

### 12. The thesis

(1) On completing the course of advanced study and research, a candidate shall present a thesis embodying the results of the work undertaken, which shall be a substantially original contribution to the subject concerned. The candidate shall state, generally in the preface and specifically in notes, the sources from which the information is derived, the animal and human ethical approvals obtained, the extent to which the work of others has been made use of, and the portion of the work the candidate claims as original.

(2) A candidate may also submit in support of the candidature any publication of which the candidate is the sole or joint author. In such a case the candidate must produce evidence to identify satisfactorily the sections of the work for which the candidate is responsible.

(3) Except where the candidature has been governed by an approved cotutelle agreement, a candidate may not present as the thesis any work which has been presented for a degree or diploma at this or another university, but the candidate will not be precluded from incorporating such in the thesis, provided that, in presenting the thesis, the candidate indicates the part of the work which has been so incorporated.

(4) Theses shall be written in English, except that:

(a) in the case of a candidature governed by an approved cotutelle agreement, the thesis may be written in English or in another language; and

(b) in the Faculty of Arts, in the case of language departments, theses may be written either in English or in their target language as determined by the department, unless a department has specified by means of a Faculty resolution that it will consider applications to submit the thesis in a language other than:

(i) English; or

(ii) a target language of the department.

Such applications should be:

(iii) made in writing; and

(iv) approved by the head of department concerned and the Dean of the Faculty, before the commencement of candidature. In considering applications a head of department shall take into account arrangements for supervision and examination.

(5) A candidate shall submit to the Registrar four copies of the thesis in a form prescribed by resolution of the Academic Board and four copies of a summary of about 300 words in length.

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

### 13. Earliest date for submission

(1) Except as provided below, a candidate may not submit a thesis for examination earlier than the end of the sixth semester of candidature.

(2) A faculty or college board may permit a candidate holding any of the following qualifications of the University of Sydney or from such other institution as the faculty or college board may approve, to submit

a thesis for examination not earlier than the end of the fourth semester of candidature:

- (a) a degree of master completed primarily by research;
- (b) both the degrees of Bachelor of Dental Surgery with honours and Bachelor of Science (Dental) with honours;
- (c) both the degrees of Bachelor of Medicine with honours and Bachelor of Science (Medical) with honours; or
- (d) both the degrees of Bachelor of Veterinary Science with honours and Bachelor of Science (Veterinary) with honours.

(3) Notwithstanding (1) and (2) above, a faculty may, on the recommendation of the head of department and supervisor concerned, permit a candidate to submit a thesis for examination up to one semester earlier than prescribed if, in the opinion of the faculty, evidence has been produced that the candidate has made exceptional progress in his or her candidature.

(4) Notwithstanding (1), (2) and (3) above, the Chair of the Academic Board may, on the recommendation of the dean of the faculty in which the candidate is enrolled, permit a candidate to submit a thesis for examination earlier than prescribed if, in the opinion of the Chair of the Academic Board, evidence has been produced that the candidate has made exceptional progress in his or her candidature. The Chair of the Academic Board may take advice from the Chair of the Graduate Studies Committee and shall report any applications under this provision and the action taken to the next meeting of the Academic Board.

#### 14. Latest date for submission

(1) Except as provided in (2) to (3) below, a candidate shall submit the thesis for examination not later than the end of the eighth semester of candidature.

(2) A candidate whose candidature has been part-time throughout shall submit the thesis for examination not later than the end of the 16th semester of candidature.

(3) The time limits set out in (1) to (2) above, apply to candidates who commence candidature after 31 December 2000. Candidates who commenced candidature prior to this date may choose to proceed in accordance with the Rules in force at the time when they commenced candidature.

(4) The relevant dean may permit a candidate to submit the thesis for examination after a period of time greater than the maximum periods specified.

#### 15. Examination

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



# Appendix 5: Code of Practice for Supervision of Postgraduate Research Students

## Introduction

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

## A. Responsibilities at University level

The University has the responsibility:

- (a) to ensure that adequate University policies in respect of postgraduate supervision are developed and kept under review and are effectively promulgated;
- (b) to ensure that candidates have an acceptable level of access to physical space and other facilities, including library facilities, and that departments advise prospective candidates of what facilities will be made available;
- (c) to ensure that adequate support services in areas such as learning assistance are available;
- (d) to ensure that adequate training and other support is provided for supervisors of postgraduate students;
- (e) to ensure that clear policies exist with respect to the intellectual property rights of students and staff;
- (f) to ensure throughout the candidature that there are effective reporting and review mechanisms in place and that there are procedures to allow candidates to seek assistance in the resolution of difficulties;
- (g) to ensure that the examining process for postgraduate candidates is both expeditious and maintains the standards required for the degrees concerned;
- (h) to ensure that adequate appeal mechanisms exist;
- (i) to provide adequate resources for handling the administrative implications of this Code of Practice.

## B. Responsibilities at the faculty or college level

The faculty or college has the responsibility:

- (a) to ensure that applicants for admission to candidature are properly qualified both with respect to the minimum requirements for admission to the degree concerned and with respect to the particular course of study proposed;
- (b) to ensure that facilities required for any particular candidature are available or will be available before approving the admission of particular candidates;

(c) to ensure that the supervisor and associate supervisor recommended are properly qualified and that where it is proposed that a supervisor supervise more than five candidates an adequate justification is provided;

(d) to ensure that appropriate review mechanisms exist within departments and that departments are properly advising candidates of their rights and obligations;

(e) to monitor the progress of postgraduate candidates during the whole candidature through reports from departments and to intervene if necessary;

(f) to ensure that candidates within the faculty or college are aware of persons within the faculty or college to whom they can turn for advice;

(g) to ensure that the annual attendance requirements established for each candidate comply with any faculty policy and are generally seen to be satisfactory;

(h) to ensure that examiners recommended are appropriately qualified and that the examination process is both expeditious and maintains the standards required for the degree concerned.

## C. Responsibilities at the departmental level

These responsibilities are those of the head of department. They may, however, in many instances be delegated to a postgraduate coordinator or may be exercised through a departmental committee. Such delegations must be clearly defined.

The department has the responsibility:

- (a) to ensure that applicants for admission to candidature are properly qualified both with respect to the minimum requirements for admission to the degree concerned and with respect to the particular course of study proposed and that they have had appropriate discussions/correspondence concerning their proposed course of study;
- (b) to determine the facilities likely to be required for any particular candidature and to ascertain whether they will be available and whether the project proposed is appropriate to the degree;
- (c) to ensure that applicants are correctly advised as to the availability of facilities including access to physical space and other resources and are correctly advised as to the financial support that is likely to be available to them;
- (d) to ensure that adequate appropriate supervision can be made available for any particular candidature, for monitoring the supervision load of members of staff within the department, for ensuring that proper recognition of that load is given in the overall allocation of duties within the department and to ensure that the candidate receives proper supervision throughout the candidature;
- (e) to ensure that the respective role of supervisors and associate supervisors is properly defined and understood and that they have access to information defining their responsibilities;
- (f) to encourage supervisors and associate supervisors to participate in supervision training activities provided within the University;
- (g) to ensure that candidates are provided with written information concerning departmental facilities and requirements including reference



to arrangements for alternative channels of problem resolution and the various review mechanisms that operate within the department;

(h) to ensure that opportunities exist within the department or the faculty for interaction and development of profitable intellectual relationships amongst students and staff and that all students are encouraged to participate in appropriate departmental or faculty activities;

(i) to ensure that students are encouraged to participate in appropriate training activities offered within the University;

(j) to ensure that review procedures as required by the University are carried out properly; the load that participation in such activities places on members of staff must be recognised within the department;

(k) to ensure that appropriate alternative supervision is provided during absences from the University of the supervisor; an acting supervisor should be appointed when the supervisor will be absent for periods of absence of a month or more, including during the thesis examination period;

(l) to ensure that where a postgraduate coordinator or equivalent has been appointed the duties and responsibilities of the position are properly defined, adequate resources are provided to assist in the performance of those duties and proper recognition is given to the workload these duties entail;

(m) to ensure that necessary approvals are obtained from the faculty in respect of conditions of candidatures, that scholarship reporting requirements are met and that candidates receive all due entitlements;

(n) to ensure that the examination process is conducted promptly in an expeditious and correct manner; this includes early selection of appropriate examiners;

(o) to ensure that students and supervisors are aware of the University's policies and procedures with respect to intellectual property, including questions of authorship and exploitation of inventions and other intellectual property.

## D. Responsibilities of the supervisor

1. The supervisor has a responsibility before undertaking the supervision of any candidature:

(a) to ensure to the best of his or her ability that the candidate is prima facie capable of undertaking the project proposed and that the proposed supervisor is both suitably qualified to carry out the supervision and has sufficient time available;

(b) to ensure that the facilities are available to enable the project to succeed; the supervisor should pay particular attention to the likely time scale of the project bearing in mind that a three-year (full-time equivalent) PhD candidature should be an objective.

If the supervisor is not confident at this stage that the research proposal is likely to succeed or that the facilities are available or has any doubts about his or her ability for any reason to supervise the candidate he or she must raise this with the head of department, postgraduate coordinator and/or faculty. A decision should then be made as to whether the candidature may proceed or whether the candidate might be better supervised by another person or require the assistance of an associate supervisor. Particularly careful attention must be paid to proposals for part-time candidature.

2. Where the supervisor of a research student has any interest in a company that has contracted with the University to do research involving research students, the supervisor must declare this interest to the department and the student before embarking on a research program.

3. The supervisor has a responsibility:

(a) to ensure that the candidate is aware of the standards expected for the degree concerned and for identifying with the candidate the particular research skills that will need to be acquired and the most appropriate data-gathering and analysing techniques;

(b) for reaching agreement with the candidate on the contact that will be necessary between them both in general terms and quite specifically for the first year of a PhD candidature or first semester of a master's candidature; this will include agreement upon indicators of progress being made and submission of appropriate written work, interim reports or research results. Written work is to be returned by the supervisor with constructive criticism within one month or a shorter agreed time;

(c) to ensure that the candidate participates in the work of the department including presentations at departmental seminars.

4. The supervisor has a responsibility especially over the initial phase of candidature to ensure that facilities identified as necessary do eventuate, to encourage the candidate to extend his or her contacts within the department and elsewhere, to encourage the candidate to make productive use of his or her time and to ensure that commitments made in respect of availability and contact are met by both parties.

5. The supervisor has a responsibility:

(a) to provide feedback on progress to the candidate and to make annual progress reports to faculty, to any scholarship authority and, after the first twelve months, to the departmental review committee;

(b) to ensure that the candidate is made aware of inadequate progress or of standards of work below that generally expected, to identify the problems and to suggest ways of addressing them.

6. The supervisor has a responsibility, as the candidature progresses, to negotiate different contact arrangements as may be appropriate. The supervisor should ensure that both candidate and supervisor have clarified what each expects of the other.

7. The supervisor has a responsibility to ensure that he or she gives appropriate and timely advice on requirements regarding content, style, presentation and production of theses. She or he should also give prompt feedback on drafts submitted.

8. The supervisor has a responsibility, with the candidate, to monitor progress made within the context of the overall research plan and to ensure that sufficient time is left for writing up the thesis and that, if necessary, the scope of the project is reduced to meet the time available.

9. The supervisor has a responsibility:

(a) to identify the various degree and other administrative requirements and to advise the candidate as necessary; he or she should ensure that necessary approvals are sought for absences from the University by the candidate and that the candidate receives any due entitlements from the department;

(b) to advise each candidate of applicable government and institutional guidelines for the conduct of research, including requirements relating to ethical approvals for studies on human or animal subjects, and the use of potentially hazardous agents; reference should be made to the AVCC Guidelines for Responsible Practice in Research and Dealing with Problems of Research Misconduct; as far as possible, research supervisors should ensure that the work submitted by candidates is their own and that data are valid;

(c) to ensure that the candidate is aware of the requirements regarding the retention of data within departments and the requirements of members of staff to complete a statement of authorship in respect of each paper submitted for publication;

(d) to ensure that safe working practices are developed and maintained and that the candidate is aware of the University's Occupational Health and Safety Policies.

10. The supervisor has a responsibility, where an associate supervisor has been appointed:

(a) to ensure that responsibilities are clearly understood by all three parties and should maintain regular contact with the associate supervisor;

(b) to ensure that the direction of the work is entirely under the control of the University and the candidate.

11. The supervisor has a responsibility to ensure that an acting supervisor is appointed during her or his absence from the University for any period of a month or more, including during the thesis examination period. He or she should inform such an acting supervisor about the progress of the candidature.

12. The supervisor has a responsibility to give thought to the suitability and availability of examiners in good time before the thesis is submitted and to advise the head of department of the necessity to take action.

13. The supervisor has a responsibility, when the thesis is submitted, to certify whether the thesis is acceptable for examination. This is usually done in the form of a letter to the Registrar stating that the particular thesis is in a form of presentation suitable for examination. This is not an expression of opinion about the merit of the work.

14. The supervisor has a responsibility to reach agreement with the candidate concerning authorship of publications and acknowledgement of contributions during and after the candidature. There should be open and mutual recognition of the candidate's and supervisor's contribution on all published work arising from the project.

15. The supervisor has a responsibility to be aware of the problem-solving mechanisms and the support services for students which exist within the University and should ensure that the head of department and the faculty or college are kept informed as necessary if problems occur during the candidature.

16. The supervisor has a responsibility to ensure that the candidate is aware of his or her rights with respect to intellectual property and to encourage, where appropriate, the exploitation of such intellectual property through the University.

## E. Responsibilities of the candidate

1. The candidate has a responsibility:

(a) to play an informed part in the process of the selection and appointment of the supervisor;

(b) to plan and execute the project within the time limits defined for the degree in question;

(c) to devote sufficient appropriate time to the candidature;

(d) to establish with his or her supervisor agreed methods of working and then to fulfil his or her side of any agreement;

(e) to attend as agreed for consultation and provide evidence of the progress being made including submission of any required report forms;

(f) to undertake any coursework or other activities required by the supervisor or head of department;

(g) to participate in the opportunities offered by the department to be part of that intellectual community; the candidate must participate in such departmental activities as are required;

(h) to draw the supervisor's attention to difficulties being experienced, to be aware of the mechanisms that exist for helping with supervisor-candidate difficulties and to take advantage of them if necessary;

(i) to ensure that there is sufficient time allocated to write up the thesis and to ascertain what is necessary in terms of content, style and presentation.

2. The candidate has a responsibility:

(a) to be familiar with both the legislative requirements for the degree in which he or she is enrolled and any departmental, faculty or other University written guidelines relating to that degree or to postgraduate work in general;

(b) to be familiar with government and institutional guidelines for the conduct of research and to ensure that through the supervisor the necessary approvals for studies on animal or human subjects (including the use of questionnaires) are obtained;

(c) to adopt at all times safe working practices relevant to the field of the research and to take note of the University's Occupational Health and Safety Policies;

(d) to apply for any faculty or departmental approvals needed to spend time away from the University, whether as part of the candidature or under some form of suspension;

(e) to ensure that all the administrative requirements of the faculty and the University, such as re-enrolling each year, are met;

(f) to give three months' notice to the supervisor of the expected submission date of the thesis in order to allow early selection of examiners.

3. The candidate is solely responsible for the content, style and presentation, and for the production, of the thesis that is finally presented.

4. The candidate has a responsibility to make any emendations required after examination in a timely fashion.

5. The candidate has a responsibility to explore with the supervisor and the University the possible exploitation of any invention or other intellectual property arising from the research.



# Appendix 6: Intellectual Property Rule - A Guide

## Introduction

Universities are places of scholarship and research, and those who work in a university value excellence in teaching and research, and assume responsibility for the acquisition, generation and dissemination of knowledge. Intrinsic to this process is the need to have open channels of communication and to be able to engage in discussion freely and without inhibition.

Within this environment, there is the opportunity to develop certain works for their commercial value, as well as their overall contribution to knowledge. To that end, the Senate has approved a rule that regulates the ownership and development of intellectual property generated within the University – from the perspective of academic and general staff, students and visitors.

The amendments made to the rule ensure that the University meets the *National Principles of Intellectual Property Management for Publicly Funded Research*.

The purpose of this document is to provide a guide to the Rule so that staff, students and visitors understand their roles, obligations and rights.

## A brief overview of intellectual property and what it means

Intellectual property or, more correctly, *intellectual property rights*, refers to those rights conferred on authors or creators of the following types of works as defined by the World Intellectual Property Organisation (of which Australia is a member):

- literary, artistic and scientific works
- performances of performing artists, phonograms and broadcasts
- inventions in all fields of human endeavour
- scientific discoveries
- industrial designs
- trademarks, services marks and commercial names and designations.

In Australia, intellectual property rights are dealt with in five distinct categories, these being:

- copyright, which is regulated by the *Copyright Act 1968* (Cth)
- registered designs, which are regulated by the *Designs Act 1906* (Cth)
- patents, which are regulated by the *Patents Act 1990* (Cth)
- trademarks, which can exist at common law, or which, if registered, are regulated by the *Trade Marks Act 1995* (Cth)
- other statutory regimes for integrated circuits [regulated by the *Circuit Layouts Act 1989* (Cth)], plant breeders' rights [regulated by the *Plant Breeder's Rights Act 1994* (Cth)], and other rights relating to logos and symbols (which are regulated by specific legislation, for example, Olympic insignia).

The common law also recognizes other rights, in particular, confidential information and trade secrets.

It is important to note that there can be no intellectual property in an idea itself – it must be manifested in some tangible form.

## Moral rights

The concept of moral rights transcends intellectual property rights of an economic nature. It recognises the personal interest of the creator or author in the integrity of the work. This concept has long been recognised in continental European countries, but has only recently

been recognised in Australia with the enactment of the *Copyright Amendment (Moral Rights) Act 2000* (which came into force on 21 December 2000), which recognises three types of moral rights:

- an author's right to be identified as the author of a work – known as the right of attribution of authorship;
- the right of an author to take action against false attribution – known as the right not to have authorship of a work falsely attributed); and
- an author's right to object to derogatory treatment of his or her work that prejudicially affects his or her honour or reputation – known as the right of integrity of authorship of a work.

The right of integrity in a work lasts until the author dies, and the other two types of rights remain in force until copyright ceases to subsist in the work in question. Moral rights vest in the author, regardless of whether the work is created in the course of one's employment. The Act provides for exceptions for infringement of moral rights, based on concepts of reasonableness or consent of the author.

## University of Sydney (Intellectual Property) Rule

The Senate has enacted the *University of Sydney (Intellectual Property) Rule 2002* pursuant to its rule-making powers under the *University of Sydney Act 1989*. The Rule regulates intellectual property created within the University in the following ways:

### Ownership

#### Staff members

University asserts ownership of all intellectual property created by a staff member in pursuance of the terms of his or her employment with the University, including, without limitation, copyright in any material which is (i) teaching material, (ii) computer programs; (iii) anything created at the express request or direction of the University or (iv) anything the subject of an agreement with a third party (for example, a funding agreement).

The University does not assert ownership over copyright in any scholarly books, journal articles, conference papers, creative works or proceedings or texts.

The University retains a non-exclusive, royalty-free, perpetual licence to use or develop any intellectual property rights in any of those things, although the creator will be entitled to a share of any commercial benefits obtained according to the Rule.

In relation to teaching material, the University grants the author a non-exclusive, royalty-free, non-transferable, perpetual licence to use those teaching materials for the sole purpose of teaching a course.

#### Students

The University has always recognised that students always own any intellectual property that they create unless:

- (a) there is a law that says otherwise; or
- (b) the student agrees otherwise.

However, a student may agree to transfer his or her intellectual property rights. Where a student is involved in research activities that involve third party agreements, or where the activity involves the creation of intellectual property of a kind that may be developed in the future, it is the responsibility of both the chief researcher and the student's supervisor to notify the student, *before he or she begins work on that project*, if the third party agreement requires the student



to transfer his or her intellectual property or to give consent with respect to any moral rights, and to ensure that the student has a reasonable amount of time in which to take advice (which generally should not be less than 14 days).

Students who transfer their intellectual property rights are entitled to a share of any commercial benefits, subject to any third party agreement (see the section below entitled, *Reporting and developing intellectual property*).

#### *Visitors*

Visitors to the University usually have access to and make use of University resources. The Rule requires a visitor to disclose any intellectual property rights that he or she creates at the University, and the University may then decide whether it wishes to claim ownership. The University may also require the visitor to sign an agreement in advance. This may also involve an agreement with the visitor's own institution.

### Reporting and developing intellectual property

Staff members are encouraged to report any intellectual property that they create. Apart from any commercial benefits that might come from developing it, it also contributes to the University's research profile, which in turn attracts more funding.

The Rule sets out a procedure for reporting through the staff member's relevant Department and the Business Liaison Office, as well as the University's decision-making process in deciding whether to protect or develop that intellectual property. The Rule also sets out how any commercial benefits will be shared, if the intellectual property is developed. Staff should note that sharing of commercial benefits does not apply to teaching materials used for the delivery of courses at this University.

### Dispute resolution

The University recognises that sometimes disputes can arise about ownership and other issues relating to intellectual property and is keen to implement a process that can deal with these disputes quickly, fairly and cost-effectively. Accordingly, the Rule sets out a dispute resolution procedure.

## Appendix 7: Semester and Vacation Dates

	2007	2008	2009	2010
<b>Summer Session</b>				
Summer School lectures begin	Tuesday 2 January	Friday 4 January	Monday 5 January	Monday 4 January
Summer School ends	Friday 2 March	Friday 22 February	Friday 27 February	Friday 26 February
<b>First Semester</b>				
Lectures begin	Monday 5 March	Monday 3 March	Monday 2 March	Monday 1 March
AVCC Common Week/non-teaching Easter period	Friday 6 April to Friday 13 April	Friday 21 March to Friday 28 March	Friday 10 April to Friday 17 April	Friday 2 April to Friday 9 April
Study Vacation	Monday 11 June to Friday 15 June	Monday 9 June to Friday 13 June	Monday 8 June to Friday 12 June	Monday 7 June to Friday 11 June
Examination period	Monday 18 June to Saturday 30 June	Monday 16 June to Saturday 28 June	Monday 15 June to Saturday 27 June	Monday 14 June to Saturday 26 June
Semester ends	Saturday 30 June	Saturday 28 June	Saturday 27 June	Saturday 26 June
AVCC Common Week	Monday 2 July to Friday 6 July	Monday 7 July to Friday 11 July	Monday 6 July to Friday 10 July	Monday 5 July to Friday 9 July
<b>Second Semester</b>				
Lectures begin	Monday 23 July	Monday 28 July	Monday 27 July	Monday 26 July
AVCC Common Week/non-teaching period	Monday 24 September to Friday 28 September	Monday 29 September to Friday 3 October	Monday 28 September to Friday 2 October	Monday 27 September to Friday 1 October
Study Vacation	Monday 29 October to Friday 2 November	Monday 3 November to Friday 7 November	Monday 2 November to Friday 6 November	Monday 1 November to Friday 5 November
Examination period	Monday 5 November to Saturday 17 November	Monday 10 November to Saturday 22 November	Monday 9 November to Saturday 21 November	Monday 8 November to Saturday 20 November
Semester ends	Saturday 17 November	Saturday 22 November	Saturday 21 November	Saturday 20 November





# Appendix 8: Abbreviations

For a glossary of terms, describing the terminology in use at the University of Sydney, please see the glossary section.

Listed below are the more commonly used acronyms that appear in University documents and publications.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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

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

C	
CAF	Cost Adjustment Factor
CPS	Campus Property Services
CAUT	Committee for Advancement of University Teaching
CDP	Capital Development Program
CEP	Country Education Profile
CEQ	Course Experience Questionnaire
CES	Casual Employment Service
CFO	Chief Financial Officer
CHASS	College of Humanities and Social Sciences
CHESN	Commonwealth Higher Education System Student Number
CHS	College of Health Sciences
CIO	Chief Information Officer
COE	Confirmation of Enrolment

C	
CPSU	Community and Public Sector Union
CRC	Cooperative Research Centre
CREO	Centre for Regional Education, Orange
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CRRI	Centre for Rural and Regional Innovation
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CST	College of Sciences and Technology
CULT	Combined Universities Language Test
CUTSD	Committee for University Teaching and Staff Development

D	
DAC	Data Audit Committee
DEST	Commonwealth Department of Education, Science and Training
DET	NSW Department of Education and Training
DIMA	Department of Immigration and Multicultural Affairs
D-IRD	Discovery-Indigenous Researchers Development Program
DVC	Deputy Vice-Chancellor

E	
EB	Enterprise Bargaining
EFTSU	Equivalent Full-Time Student Unit
EFTSL	Equivalent Full-Time Student Load
EIP	Evaluations and Investigations Program
ELICOS	English Language Intensive Course of Study
EMU	Electron Microscope Unit
ESOS Act	Education Services for Overseas Student Act

F	
FFT	Fractional Full-Time (Equivalent Staff)
FlexSIS	Flexible Student Information System
FHS	Faculty of Health Sciences
FOS	Field of Study
FTE	Full-Time Equivalent (Staff)
FRM	Faculty of Rural Management

G	
GATS	General Agreement on Trade in Services
GCCA	Graduate Careers Council of Australia
GDS	Graduate Destination Survey
GPOF	General Purpose Operating Funds
GSA	Graduate Skills Assessment
GSG	Graduate School of Government
GWSLN	Greater Western Sydney Learning Network

H	
HDR	Higher Degree Research
HECS	Higher Education Contribution Scheme
HEEP	Higher Education Equity Program



Appendix 8: Abbreviations

<b>H</b>	
HEFA	Higher Education Funding Act 1988
HEIMS	Higher Education Information Management System
HEIP	Higher Education Innovation Program (DEST)
HELP	Higher Education Loan Program
HEO	Higher Education Officer
HEP	Higher Education Provider
HERDC	Higher Education Research Data Collection
HESA	Higher Education Support Act
HOD	Head of Department

<b>I</b>	
IAF	Institutional Assessment Framework (This is a new name for what was previously the DEST Profile process.)
IAS	Institute of Advanced Studies
ICT	Information and Communication Technology
ICTR	Information and Communication Technology Resources
IELTS	International English Language Testing Scheme
IGS	Institutional Grants Scheme (DEST)
IO	International Office
IP	Intellectual Property
IPRS	International Postgraduate Research Scholarships
IREX	International Researcher Exchange Scheme
ISFP	Indigenous Support Funding Program
ISIG	Innovation Summit Implementation Group
ISSU	International Student Services Unit
ITC	Information Technology Committee
ITL	Institute for Teaching and Learning
ITS	Information Technology Services

<b>J</b>	
JASON	Joint Academic Scholarships Online Network

<b>L</b>	
LBOTE	Language Background Other Than English

<b>M</b>	
MISG	Management Information Steering Group
MNRF	Major National Research Facilities Scheme
MOU	Memorandum of Understanding
MRB	Medical Rural Bonded Scholarship Scheme

<b>N</b>	
NBCOTP	National Bridging Courses for Overseas Trained Program
NCG	National Competitive Grant
NESB	Non-English-Speaking Background
NHMRC	National Health and Medical Research Council
NOIE	National Office for the Information Economy
NOOSR	National Office for Overseas Skill Recognition
NRSL	Non-Recent School Leaver
NSW VCC	New South Wales Vice-Chancellors' Conference
NTEU	National Tertiary Education Industry Union

<b>O</b>	
OECD	Organisation for Economic Cooperation and Development
OLA	Open Learning Australia
OLDPS	Open Learning Deferred Payment Scheme
OPRS	Overseas Postgraduate Research Scholarships

<b>P</b>	
PELS	Postgraduate Education Loans Scheme
PSO	Planning Support Office

<b>P</b>	
PVC	Pro-Vice-Chancellor

<b>Q</b>	
QA	Quality Assurance
QACG	Quality Advisory and Coordination Group

<b>R</b>	
R&D	Research and Development
R&R	Restructuring and Rationalisation Program
RC	Responsibility Centre
REG	Research and Earmarked Grants
REP	Research Education Program
RFM	Relative Funding Model
RIBG	Research Infrastructure Block Grant (DEST)
RIEF	Research Infrastructure Equipment and Facilities Scheme
RISF	Restructuring Initiatives Support Fund
RMO	Risk Management Office
ROA	Record of Achievement
RQ	Research Quantum
RQU	Recognition Quality Unit (Higher Education Division – DEST)
RTMTR	Research and Research Training Management Reports
RSL	Recent School Leaver
RTS	Research Training Scheme (DEST)

<b>S</b>	
SCA	Sydney College of the Arts
SCEQ	Sydney Course Experience Questionnaire
SCM	Sydney Conservatorium of Music
SCR	Science Capability Review
SDF	Strategic Development Fund
SEG	Senior Executive Group
SES	Socioeconomic Status
SI	Scholarship Index
SLE	Student Learning Entitlement
SNA	Safety Net Adjustment
SPIRT	Strategic Partnerships with Industry – Research and Training Scheme
SPR	Student Progress Rate
SRC	Students' Representative Council
SSR	Student/Staff Ratio
STABEX	Study Abroad Exchange (database)
SUPRA	Sydney University Postgraduate Students' Representative Association
SUSport	Sydney University Sport

<b>T</b>	
TAFE	Technical and Further Education
TOEFL	Test of English as a foreign language
TPI	Teaching Performance Indicator

<b>U</b>	
UAC	Universities Admissions Centre
UMAP	University Mobility in Asia and the Pacific
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UPA	University Postgraduate Awards

<b>V</b>	
VCAC	Vice-Chancellor's Advisory Committee

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<b>V</b>	
VET	Vocational Education and Training

<b>W</b>	
WAM	Weighted Average Mark
WRP	Workplace Reform Program
WTO	World Trade Organization

<b>Y</b>	
YFE	Year of First Enrolment



## Appendix 9: Glossary of frequently used terms

The following list is of particular relevance to postgraduate students.

### A

**Admission (deferment)** — An applicant who receives an offer of admission to a course may apply to defer enrolment in that course for one semester or one academic cycle.

**Advanced standing** — See “credit”.

**Advisor** — A member of academic staff appointed in an advisory role for some postgraduate coursework students. (See also Associate supervisor, Supervision.)

**Advisory committee** — An advisory committee may be appointed in addition to a formal supervisor in some award courses.

**Annual progress report** — A form which is used to monitor a research student's progress each year. The form provides for comments by the student, the supervisor, the head of the department and the dean (or their nominee). The completed form is attached to the student's official file.

**Articulation** — See “embedded”.

**Associate supervisor** — A person who is appointed in addition to the supervisor of a research student, who can provide the day-to-day contact with the candidate or provide particular expertise or additional experience in supervision. (See also Advisor, Supervision.)

**Attendance pattern** — Attendance pattern is classified as full-time, part-time or external, depending on the student's mode of attendance and the student load.

**Australian Postgraduate Award (APA)** — A Federal Government scholarship available to some postgraduate research students.

**Award course** — see “Course”.

### C

**Candidature** — Candidature commences when a student is admitted to a course of study leading to the award of a degree, diploma or certificate. There are maximum periods and in some cases minimum periods of candidature depending on the award course and whether the candidate is a full time or part time student.

**Census Date** — The date at which a student's enrolment, load and student contribution liability are finalised before this information is reported to DEST. (see also Commonwealth Supported Place, HECS-HELP)

**Commonwealth Supported Place (CSP)** — (Previously known as a HECS Place). A student in a Commonwealth Supported Place makes a contribution towards the cost of their education (known as the student contribution) while the Australian Government contributes the majority of the cost.

**Confirmation of Enrolment Form (CoE)** — This form is issued to each student after enrolment, showing the course and the units of study in which the student is enrolled, together with the credit point value of the units of study and the student-contribution weights. Until all fees are paid, it is issued provisionally. A new confirmation of enrolment form is produced every time a student's enrolment is varied.

**Convocation** — The body comprising the Fellows and former Fellows of the Senate of the University of Sydney; members of the former

governing bodies of the institutions with which the University has amalgamated or their predecessors; the graduates of the University of Sydney, which include graduates of the institutions with which the University has amalgamated or their predecessors; professors and other full-time members of the academic staff of the University; and principals of the incorporated colleges.

**Course** — An undertaking of study at the University of Sydney.

#### *Award course*

A formal course of study that will see attainment of a recognised award. Award courses are approved by Academic Board. The University broadly classifies courses as undergraduate, postgraduate coursework or postgraduate research.

#### *Non-award course*

Studies undertaken by students who are not seeking an award from the University. (See also Cross-institutional enrolment)

#### *Coursework*

An award course not designated as a research award course. While the program of study in a coursework award course may include a component of original work, other forms of instruction and learning normally will be dominant.

#### *Research*

A course in which at least 66% of the overall course requirements involve students in undertaking supervised research, leading to the production of a thesis or other piece of written or creative work, over a prescribed period of time.

**Course alias, code or ID** — A unique five character alpha-numeric code which identifies a University course.

**Course leave** — Students are permitted to apply for a period away from their course without losing their place. Course leave is formally approved by the supervising faculty for a minimum of one semester. Students on leave are regarded as having an active candidature, but they are not entitled to a student card. At undergraduate level, leave is not counted towards the total length of the course. Students who are absent from study without approved leave may be discontinued and may be required to formally reapply for admission.

**Credit** — The recognition of previous studies successfully completed at this University, or another university or tertiary institution recognised by the University of Sydney, as contributing to the requirements of the course to which the applicant requesting such recognition has been admitted. Credit may be granted as specified credit or non-specified credit.

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

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

**Credit points** — The value of the contribution each unit of study provides towards meeting course completion requirements. Each unit of study normally has a 6 credit point value assigned to it. The total number of credit points required for completion of award courses will be specified in the Senate Resolutions relevant to the award course.

**Cross-institutional Enrolment** — An enrolment in units of study at one university to count towards an award course at another university. Cross-institutional enrolments incur a student-contribution liability (see



Commonwealth Supported Place) or tuition fee charge at the institution at which the unit of study is being undertaken.

## D

**Deferral, deferment** — See Admission (deferment), Course leave.

**Departmental review** — At the end of the probationary first year, research students meet with a departmental committee to consider different aspects of their candidature. During the meeting the student should be given opportunity to talk to the committee without the presence of their supervisor.

**Discontinuation** — See Enrolment variation.

**Distance education** — Where a student does not attend campus on a daily basis for a given course or unit of study.

## E

**EFTSU** — The equivalent full-time student unit (EFTSU) is a measure of student load based on the workload for a student undertaking a full year of study in a particular course. A student is then recorded as having generated 1 EFTSU.

**Embedded courses/programs** — Award courses in the graduate certificate / graduate diploma / master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards.

**Enrolment variation** — Students may vary their enrolment at the beginning of each semester. Each faculty determines its deadlines for variations, but student-contribution liability depends on the Commonwealth census date.

**Exchange student** — Either a student of the University of Sydney who is participating in a formally agreed program involving study at an overseas university or an overseas student who is studying here on the same basis. The International Office provides administrative support for some exchanges.

**Exclusion** — A faculty may ask a student whose academic progress is considered to be unsatisfactory to 'show good cause' why the student should be allowed to re-enrol. If the faculty deems the student's explanation unsatisfactory, or if the student does not provide an explanation, the student may be excluded either from a unit of study or from a course or faculty. An excluded student may apply to the faculty for permission to re-enrol. Normally, at least two years must have elapsed before such an application would be considered. University policy relating to exclusion is set out in the University Calendar.

**Exemption** — A decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment. (See also 'Credit' and 'Waivers'.)

## F

**FEE-HELP** — An eligible student in a postgraduate course or in a bridging study course (for overseas-trained professionals) can apply for assistance (in the form of a loan) in paying all or some of their tuition fees.

**FlexSIS** — The computer-based Flexible Student Information System at the University of Sydney. FlexSIS holds details of courses and units of study being offered by the University and the complete academic records of all students enrolled at the University.

## G

**Grade** — The outcome for a unit of study linked with a mark range. For example, a mark in the range 85–100 attracts the grade 'high distinction' ('HD'). The most common result grades used are:

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

Some faculties may use other grades in addition to these.

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

## H

**HDR** — This stands for "Higher Degree by Research".

**HECS** — The Higher Education Contribution Scheme (HECS) was the previous Commonwealth Government student loan scheme. It ceased to operate on 1 January, 2005 and was replaced by HECS-HELP.

**HECS-HELP** — An eligible student in a Commonwealth Supported Place can apply for assistance in paying their student contribution. This may take the form of a HECS-HELP loan to pay all or some of the student contribution, or a HECS-HELP discount if all (or at least \$500) of the student contribution is paid by the census date.

## M

**Major** — A field of study, chosen by a student, to represent their principal interest. This would consist of specified units of study from later stages of the award course. Students select and transfer between majors by virtue of their selection of units of study. One or more majors may be awarded upon the graduand's assessment of study.

**Mark** — An integer (rounded if necessary) from 0 to 100 indicating a student's performance in a unit of study. See "Grade".

**Minor** — Studies undertaken to support a Major. Requiring a smaller number of credit points than a major students select and transfer between minors (and majors) by virtue of their selection of units of study. One or more minors may be awarded upon the graduand's assessment of study.

**MyUni** — The University of Sydney's student portal system. It provides students with access to information about the University and its courses, including access to e-mail, library services, student support services, student self-administration and e-learning software such as Blackboard and WebCT.

## P

**PhD** — The Doctor of Philosophy (PhD) and other doctorate awards are the highest awards available at the University. A PhD course is normally purely research-based; the candidate submits a thesis that is an original contribution to the field of study.

**Progression** — Satisfactory progression is satisfying all course and faculty rules (normally assessed on an annual basis) to enable the completion of the chosen award within the (maximum) completion time allowed. (See also Exclusion.)

## R

**Research Training Scheme (RTS)** — This scheme provides HECS exemptions for Commonwealth-funded higher degree by research (HDR) students for the duration of an accredited HDR course up to a prescribed maximum.

## S

**Semester** — A half-yearly teaching session whose dates are determined by the Academic Board. Normally all undergraduate

sessions will conform to the semesters approved by the Academic Board. Any offering of an undergraduate unit not conforming to the semester dates (non-standard session) must be given special permission by the Academic Board.

**Show cause** — See Progression, Exclusion.

**Special Consideration** — Candidates who suffer serious illness or misadventure which may affect performance in any assessment, may request that they be given special consideration in relation to the determination of their results.

**Stream** — A defined award course, which requires the completion of set units of study as specified by the course rules for the particular stream, in addition to the core program specified by the course rules. A stream will appear with the award course name on testamurs, e.g. Bachelor of Engineering in Civil Engineering (Construction Management).

**Suspension of Candidature** — See "Course Leave".

**Supervision** — Refers to a one-to-one relationship between a student and a nominated member of the academic staff or a person specifically appointed to the role.

**Sydney Summer School** — A program of accelerated, intensive study running for approximately 6 weeks during January and February each year. Both undergraduate and postgraduate units are offered. Summer School provides an opportunity for students at Sydney and other universities to catch up on needed units of study, to accelerate completion of a course or to undertake a unit that is outside their award course. All units attract full fees and enrolled students are also liable for compulsory subscriptions. Some fee-waiver scholarships are available.

**Sydney Winter School** — An intensive session offered by the University during the mid-year break

## T

**Testamur** — a certificate of award provided to a graduand, usually at a graduation ceremony. The Award conferred will be displayed along with other appropriate detail.

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

### *Thesis*

The written output from a supervised student project that is the only or major examinable assessment requirement for a research degree. Word limit: should not normally exceed 80,000 words.

### *Treatise*

The written output from a supervised student project that is undertaken towards a majority coursework degree for which some coursework and some research work are examinable components. Word limit: should not normally exceed 40,000 words.

### *Dissertation*

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

### *Essay*

The written output from an unsupervised student project that is an assessment requirement for a unit of study within a coursework postgraduate program. Word limit: should not normally exceed 8,000 words.

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

**Transcript or academic transcript** — a printed statement setting out a student's academic record at the University. There are two forms of academic transcript: external and internal.

## U

**Unit of study** — Unit of study or unit means a stand-alone component of an award course. Each unit of study is the responsibility of a department.

**University of Sydney Postgraduate Award (UPA)** — UPAs are funded by the University and are similar to APAs (Australian Postgraduate Awards) in terms of duration and benefits.

## W

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



# The Sydney Summer and Winter Schools

2008	Dates
Summer School	December 2007-February 2008
Winter School	July 2008

## The Summer School

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

## The Winter School

The Winter School is a smaller, more intensive program that runs for four weeks, including the exam week, in July.

## Advantages

Attending classes at Sydney University during Summer and Winter School offers many advantages. You can:

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

For high school graduates, you can:

- sample a university subject
- get an early start on your degree.

## How to apply

Applications will only be accepted online. Our website is [www.summer.usyd.edu.au](http://www.summer.usyd.edu.au)

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

**Applications open on 26 September 2007.**

### Applications close on:

30 November, 2007 (Session 1 Summer December)
14 December, 2007 (Session 2 Summer Main)
5 January, 2008 (Session 3 Summer Late)

**Late application fees may apply after these dates.**

## Census dates – Summer School 2008

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

ID	Session name	Classes begin	Census date
42*	Summer Dec	10 December	2 January
43	Summer Main	4 January	11 January
44**	Summer Late	14 January	6 February

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

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

## Withdrawal and Refund policy

- For classes commencing in **December 2007**, students withdrawing from a Summer School subject from 28 November 2007 to 11 January 2008, will receive a refund of tuition fees but will be liable for a \$250 late withdrawal fee.
- For classes commencing after **4 January 2008**, students withdrawing from a Summer School subject from 16 December 2007 to 11 January 2008, will receive a refund of tuition fees but will be liable for a \$250 late withdrawal fee.
- For classes commencing after **14 January 2008**, students withdrawing from a Summer School subject from 16 December 2007 to 6 February 2008, will receive a refund of tuition fees but will be liable for a \$250 late withdrawal fee.
- Students may withdraw from their Summer School subject(s) up until 4pm on the last day of the Teaching Period for that particular subject. However, there may be an academic penalty (please refer to our website). The Teaching Period for purposes of this policy is defined in hours of published classes from the first day through to the last day of classes, excluding any final examination or assessment.
- Students withdrawing from a Summer School subject after 4pm on the relevant census date will receive no refund of their tuition fee.

## Transferring between Summer School subjects

Students on a waitlist can transfer subjects at any time prior to the commencement of class. For all other students transfers between subjects should be completed a week before classes commence. Late transfers will attract a withdrawal fee of \$250. NO transfers will be allowed after the commencement of the class.

## Summer School scholarships

### Merit scholarships

Three undergraduate merit scholarships and one postgraduate merit scholarship are available and are automatically awarded to the top four students who achieve the highest results in their respective faculty (Arts, Science or Economics and Business) for their Summer School subject.

### Educational/Financial Disadvantage scholarships

Full Summer School scholarships are available to local undergraduate students who have a good academic record. To be eligible for consideration you will need to provide evidence of long-term and serious educational disadvantage based on two or more criteria, one of which must be financial hardship. Please check our website for further details. Applications close on 26 October 2007.

## For more information

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

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

Phone: +61 2 9351 5542 Fax: +61 2 9351 5888





# Essential information for students

## Calendar

The annual University of Sydney Calendar and its online updates are the University of Sydney's central source of official information.

The Calendar provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the Resolutions of the Senate relating to constitutions of and courses in each faculty. The statutes and regulations, as well as some Resolutions of the Senate, also appear in Policy Online ([www.usyd.edu.au/policy](http://www.usyd.edu.au/policy)).

Along with the University of Sydney Handbooks, the Calendar forms the official legal source of information relating to study at the University of Sydney.

The *Calendar 2007* is available in hard copy from the Student Centre. It is also available online, at [www.usyd.edu.au/calendar](http://www.usyd.edu.au/calendar). The PDF and Word document files can be downloaded and printed if required.

## Coursework Rule

It is very important that students are aware of the *University of Sydney (Coursework) Rule 2000*, which governs all coursework award courses in the University.

The Coursework Rule relates to:

- award course requirements
- credit points and assessment
- enrolment
- credit
- cross-institutional study and its upper limits
- progression
- discontinuation of enrolment and suspension of candidature
- unsatisfactory progress and exclusion
- exceptional circumstances
- award of degrees
- diplomas and certificates
- transitional provisions.

It is to be read in conjunction with two other documents:

- *University of Sydney (Amendment Act) Rule 1999*; and
- Resolutions of the Senate and the faculty resolutions relating to each award course. These are found in the relevant faculty handbook.

The Coursework Rule can be found in the following locations:

- *Calendar 2007* (print or online version, found at [www.usyd.edu.au/calendar](http://www.usyd.edu.au/calendar))
- Policy Online ([www.usyd.edu.au/policy](http://www.usyd.edu.au/policy))
- Handbooks website: [www.usyd.edu.au/handbooks/university\\_information/01\\_uni\\_coursework\\_rule.shtml](http://www.usyd.edu.au/handbooks/university_information/01_uni_coursework_rule.shtml)

## PhD Rule

The *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004* deals with matters relating to the degree of Doctor of Philosophy, including admission, probation, supervision and submission of theses.

It is to be read in conjunction with two other documents:

- *University of Sydney (Amendment Act) Rule 1999*; and
- Resolutions of the Senate and the faculty resolutions relating to each award course. These are found in the relevant faculty handbook.

The PhD Rule is included in Appendix 4. It can also be found in the following locations:

- *Calendar 2007* (print or online version, found at [www.usyd.edu.au/calendar](http://www.usyd.edu.au/calendar))
- Policy Online ([www.usyd.edu.au/policy](http://www.usyd.edu.au/policy))
- Handbooks website: [www.usyd.edu.au/handbooks/phd\\_rule.shtml](http://www.usyd.edu.au/handbooks/phd_rule.shtml)

## Plagiarism

The University of Sydney is opposed to and will not tolerate plagiarism. It is the responsibility of all students to:

- ensure that they do not commit or collude with another person to commit plagiarism
- report possible instances of plagiarism; and
- comply with the University's policy and procedure on plagiarism.

The policy and procedure on plagiarism can be found at [www.usyd.edu.au/policy](http://www.usyd.edu.au/policy).

The Policy Online website ([www.usyd.edu.au/policy](http://www.usyd.edu.au/policy)) also lists related policies and procedures, including:

- *Academic Honesty in Coursework (plagiarism) policy*; and
- *Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct*.

The University will treat all identified cases of student plagiarism seriously, in accordance with this policy and procedure, and with Chapter 8 of the *University of Sydney By-Law 1999 (as amended)*, which deals with Student Discipline.

## Students At Risk

The Students at Risk Policy enables early detection of students who are making poor or unsatisfactory progress and are therefore at risk of exclusion from their degree.

The policy outlines procedures and processes to support students in their ongoing studies, including:

- timely intervention and the provision of advice and assistance
- regularly and effectively advising students of Progress Requirements
- identifying students at risk
- alerting students that they are at risk
- providing assistance to address the risk; and
- tracking the progress of students after they are identified as being at risk.

For more information on this policy, please see the Secretariat website at [www.usyd.edu.au/secretariat/students/riskstudents.shtml](http://www.usyd.edu.au/secretariat/students/riskstudents.shtml).

## Grievance procedure

The University's policy and procedures document on student grievances, appeals and applications for review is available on the Policy Online website, at [www.usyd.edu.au/policy](http://www.usyd.edu.au/policy).

The Grievance Procedure document is a statement of the University's processes for handling student grievances, appeals and applications for review regarding academic and non-academic matters.

Study at the University presents opportunities for interacting with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating Students, both academically and administratively, in a fair and transparent manner.





# Student organisations

## Students' Representative Council (SRC)

The Students' Representative Council (SRC) represents undergraduate students on all campuses through campaigns on issues affecting students, such as fee increases, course cuts and the cost of readers.

The SRC is a space where student voices can be heard. It is run by students, for students, using its resources to defend and extend students' rights. The SRC represents and advocates on students' behalf, both individually and collectively, to the University, government and the wider community. It hosts a number of collectives and runs campaigns on many issues that are important to students.

The SRC has many publications including *Honi Soit*, the *Counter Course Handbook*, *Growing Strong* and the *O-Week Handbook*. All students are invited to contribute to these publications.

Caseworkers provide students with confidential advice and advocacy. They can help with problems and questions regarding the University, government agencies, Centrelink, employers and service and accommodation providers.

A solicitor who runs the SRC branch office of Redfern Legal Centre provides free legal advice and court representation.

Emergency loans can be provided to students in need of financial assistance.

### Main Office

Level 1 (underneath the Wentworth Footbridge)  
Wentworth Building, City Road  
Phone: (02) 9660 5222; Fax: (02) 9660 4260  
Email: [help@src.usyd.edu.au](mailto:help@src.usyd.edu.au)  
Website: [www.src.usyd.edu.au](http://www.src.usyd.edu.au)

### Other campuses

Contact main office for details

### Honi Soit

The Editors, Honi Soit  
SRC Office, Wentworth Building  
Phone: (02) 9660 5222; Fax: (02) 9660 4260  
Email: [editors@src.usyd.edu.au](mailto:editors@src.usyd.edu.au)

### The SRC Secondhand Bookshop

Level 3, Wentworth Building  
Phone: (02) 9660 4756; Fax: (02) 9660 4260  
Email: [books@src.usyd.edu.au](mailto:books@src.usyd.edu.au)  
Website: [www.src.usyd.edu.au](http://www.src.usyd.edu.au)

## Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is an independent representative association providing advice, advocacy and support services for the postgraduate student community.

SUPRA represents the interests of postgraduate students at the University of Sydney by:

- Ensuring the representation of postgraduate views within the University and wider community
- Providing free, confidential assistance and advocacy for postgraduates through the employment of Student Advice and Advocacy Officers (SAAOs)

- Directly representing postgraduates on University policy-making bodies such as the Academic Board, its committees and working parties
- Meeting with members of the Senate on the Senate/SUPRA Liaison Committee
- Regularly consulting with the Vice-Chancellor, Registrar and other senior University officers
- Seeking to draw postgraduates together at all levels of University life.

SUPRA is both a voice and a safety net for postgraduate students at the University of Sydney.

## SUPRA Council, committees and networks

The SUPRA Council is elected annually by and from the postgraduate student community. Council meetings are held monthly and postgraduate students are encouraged to attend. SUPRA committees and networks help to coordinate activities and run campaigns, and are a great way to get involved. All postgraduates can stand for SUPRA council or attend any of SUPRA's events provided you are a SUPRA subscriber. It's free to subscribe and you can sign up on the SUPRA website or by coming into the office and filling out a form. See [www.supra.usyd.edu.au](http://www.supra.usyd.edu.au) for more information.

## Advice and advocacy

SUPRA employs professional Student Advice and Advocacy Officers (SAAOs) to assist postgraduate students with any academic or personal problems that may be affecting their study, including (but not limited to):

- fee paying and administrative issues
- academic appeals and exclusions
- supervision problems
- tenancy issues
- Centrelink and financial assistance concerns; and
- harassment and discrimination.

This is a free and confidential service for all postgraduates at the University of Sydney. To access the SAAO service, you must be a SUPRA subscriber. It's free to subscribe and you can do it online, when you make an appointment or when you see a SAAO. To contact a SAAO email [help@supra.usyd.edu.au](mailto:help@supra.usyd.edu.au), call 9351 3715 or come in to the office.

## Publications

SUPRA places the highest priority upon communication, being responsive to postgraduates and encouraging maximum participation in SUPRA through the following publications:

- *eXpress*, a magazine-style publication
- *eGrad*, a regular email bulletin
- *Survive!* Postgraduate Survival Manual
- *Thesis Guide*
- a range of factsheets and brochures.

Electronic versions of these publications are available at [www.supra.usyd.edu.au](http://www.supra.usyd.edu.au).

All of SUPRA's services, activities and publications are FREE, but please remember that to access them, you must be a SUPRA subscriber. By subscribing you also show your support for all the work that SUPRA does on your behalf. It's free to subscribe and you can either sign up online or drop into the SUPRA offices and fill out the form.



#### SUPRA Office

Raglan St Building (G10)  
Corner Raglan and Abercrombie Streets  
University of Sydney NSW 2006  
Phone: (02) 9351 3715, 1800 249 950  
Fax: (02) 9351 6400  
Email: [admin@supra.usyd.edu.au](mailto:admin@supra.usyd.edu.au)  
Website: [www.supra.usyd.edu.au](http://www.supra.usyd.edu.au)

## University of Sydney Union (USU)

USU is the organisation on campus that coordinates a range of activities, programs and events, and operates services and facilities to make life on campus more enjoyable and enriching for students. USU looks after on-campus catering, recreational buildings, clubs and societies, entertainment and other social and cultural programs.

For further information on USU, please visit [www.usuonline.com](http://www.usuonline.com).

### Access Card

Access is a savings and benefits program offered by USU when you become a member. The Access card offers great savings that students can take advantage of whilst on campus and boasts a range of impressive benefits off campus. The Access card offers significant savings, with a minimum 15%\* discount on purchases at catering and retail outlets across the University campus.

As part of the off campus benefits, students with an Access card will have access to the Where to Enjoy program and an array of fantastic Access Partners. Access card holders enjoy great discounts on a range of products and services, including gifts, clothing, family entertainment and food. The 5 percent off groceries, petrol and homewares with Coles and Woolworths gift cards can be enjoyed by the whole family.

**The card is only \$99 (inc. GST).** For more information, go to [www.accessbenefits.com.au](http://www.accessbenefits.com.au).

\*Excludes tobacco products, public transport tickets, newspapers, academic dress hire and magazines. Does not apply on already discounted products. Does not apply to games hire.

### Clubs and Societies

USU funds, accommodates, trains and supports over 250 clubs and societies – groups that students can join (or create!) and operate to pursue their own interests. Clubs and societies organise their own activities and events and are funded by USU. Being a part of a club or society is a great way to get involved in campus life, to meet people who share interests, to network and to gain valuable organisational skills, training and experience.

There are clubs and societies focused on politics, culture, the arts, the environment, religion, volunteering, skills, hobbies, departments and faculties. If there isn't a club or society catering to your interests, look into creating your own! If you have a new concept, contact the C&S Office to find out about the registration process and the benefits of affiliation.

USU provides all clubs and societies with support through grants, venues, training and advice for a range of events and projects including barbeques, dinners, annual balls, dance parties, cocktail parties, video nights, camps, conferences, excursions, trivia nights, fundraisers, merchandise and t-shirt production, postage and printing. Registered clubs and societies are offered free use of USU meeting rooms during normal working hours (as available) and free photocopying. Registered clubs can also utilise letterbox hire and USU equipment hire.

#### C&S Office

Level 1, Manning House  
Manning Road  
University of Sydney Union, 2006.  
Phone: (02) 9563 6161  
Email: [clubsandsocs@usu.usyd.edu.au](mailto:clubsandsocs@usu.usyd.edu.au)

## Sydney University Sport

Sydney University Sport manages and administers 45 sport and recreation clubs, organises sporting and recreation events, and offers student and non-student members a comprehensive range of sporting opportunities and facilities.

All student and non-student members are entitled to take part in any activities arranged, join any of the constituent clubs and use the facilities provided.

Sydney University Sport  
University Sports and Aquatic Centre  
Phone: (02) 9351 4960  
Fax: (02) 9351 4962  
Email: [admin@susport.usyd.edu.au](mailto:admin@susport.usyd.edu.au)  
Website: [www.susport.com](http://www.susport.com)

### Facilities

There are three main fitness centres on campus, which offer the following facilities:

#### University Sports and Aquatic Centre

- 50-metre heated Olympic swimming pool
- cardio/weights room
- multipurpose sports hall
- aerobics/group fitness room
- four squash courts
- six tennis courts
- cycle studio
- shops and a café
- swim coaching
- tennis coaching, and
- health assessments and personalised fitness programs.

Corner Codrington and Darlington Streets  
Darlington  
Phone: (02) 9351 4978  
Email: [nmrc@susport.usyd.edu.au](mailto:nmrc@susport.usyd.edu.au)  
Website: [www.susport.com](http://www.susport.com)

#### The Arena

- Weight training facility
- Cardio room
- Multipurpose sports hall
- The Ledge Climbing Centre
- Squash courts
- Sports clinic
- Ralph's Café.

Western Avenue  
Phone: (02) 9351 8111  
Email: [arena@susport.usyd.edu.au](mailto:arena@susport.usyd.edu.au)  
Website: [www.susport.com](http://www.susport.com)

#### HK Ward Gymnasium

- Multipurpose sports hall
- Martial arts room
- Boxing arena
- Group fitness studio
- Sports science lab.

Between Ovals 1 and 2  
Phone: (02) 9351 4988  
Email: [hk@susport.usyd.edu.au](mailto:hk@susport.usyd.edu.au)  
Website: [www.susport.com](http://www.susport.com)

# International students

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

## Completion within the expected duration

Education Providers are required to ensure that international students complete their studies within the duration specified on the electronic Confirmation of Enrolment (eCoE). Extensions to a student's course duration are allowed only in limited circumstances. For example, for compassionate or compelling reasons, where an intervention strategy has been implemented or where there has been an approved leave of absence or suspension.

It is important for students to ensure they are on track to complete their studies within the expected duration, or that they have permission from their faculty to extend their duration.

## Satisfactory academic progress

Maintaining satisfactory course progress is a mandatory Student Visa condition. Education providers are required to monitor course progress, intervene where students are at risk of failing to achieve satisfactory course progress, notify students who fail to achieve satisfactory course progress and report students who fail to achieve satisfactory course progress.

It is important that every student is aware of the course progress rules for their course and participates in the intervention strategies implemented by their faculty. Exclusion from a course due to unsatisfactory progress can have serious implications for Student Visa holders including visa cancellation and restrictions on returning to Australia.

The University provides many avenues of support for students who are struggling academically. International students who are experiencing any difficulties with their academic progress should consult their faculty, the International Student Advisers in the International Office or the counsellors in the International Student Support Unit (ISSU).

## Distance/web-based study

International students may undertake no more than 25 percent of their total course by distance and/or online learning. Students must not enrol in exclusively distance or online study in any compulsory study period.

## Work permits

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

## Change of address

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

## Sponsored students

Sponsored students will need permission from their sponsors before transferring courses, suspending their studies or varying their study load. Australian Government sponsored students (AusAID, Endeavour) and Asia Development Bank (ADB) sponsored students should contact the International Office in the early stages of considering a change to their program.

## Suspension/discontinuation

The University is required to report to DIAC (Department of Immigration and Citizenship) international students who discontinue or suspend their studies. Students who suspend their studies for medical or compassionate reasons should contact the International Student Advisers in the International Office urgently.

## Overseas student health cover

Australian Student Visa holders must maintain overseas health cover for the duration of their stay. The International Office arranges program length health cover.

## International Office

The International Office (IO) provides advice and assistance relating to academic programs for international students, as well as administrative services including application, admission, fee payment and enrolment services.

The International Office also coordinates student exchange and study abroad programs and other inter-institutional links.

### Mailing address:

International Office  
Services Building G12  
The University of Sydney  
NSW 2006, Australia

### Street address:

Ground Floor  
Services Building G12  
Corner of Abercrombie and Codrington Streets  
The University of Sydney

### International Telephone: +61 2 9351 4079

Future student enquiries: 1800 899 376 (domestic free call)

Fax: +61 2 9351 4013

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

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



## ISSU (International Student Support Unit)

The International Student Support Unit (ISSU) provides support to International students through the provision of information, activities, advice and counselling.

The ISSU provides advice to international students on:

- preparations before leaving their home country
- what to expect upon arrival in Sydney
- emotional changes that can take place when moving to a different country
- academic concerns, including understanding the University system and liaising with staff members
- preparing family visit letters
- preparing to return to their home country.

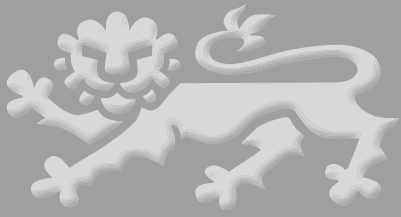
The ISSU has two offices:

### **Main campus**

Level 1, Services Building G12  
Codrington Street, Darlington  
Phone: 9351 4749  
Email: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)  
Web: [www.usyd.edu.au/stuserv/issu/](http://www.usyd.edu.au/stuserv/issu/)

### **Cumberland campus**

Ground Floor, A Block  
C42, Cumberland Campus  
75 East St  
Lidcombe NSW 2141  
Phone: 9351 9638  
Email: [ISSU.Cumberland@stuserv.usyd.edu.au](mailto:ISSU.Cumberland@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/stuserv/issu/](http://www.usyd.edu.au/stuserv/issu/)



# 2008 handbook

## maps

### Quick links:

[www.facilities.usyd.edu.au/maps/index.shtml](http://www.facilities.usyd.edu.au/maps/index.shtml)

Campuses

Bicycle map

Precincts

Disability access

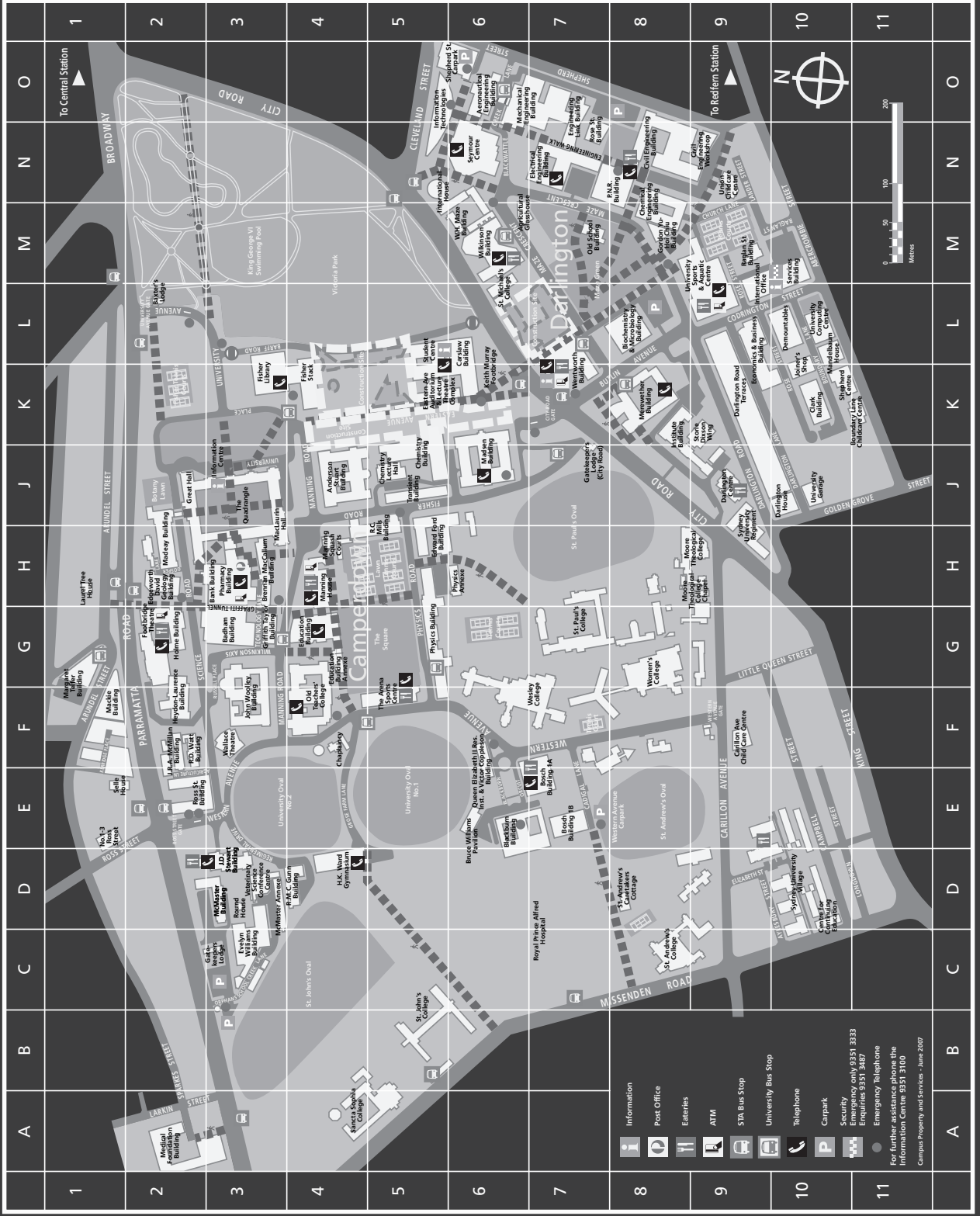
Parking layout



**The University of Sydney**

Map Code: 0102\_MAIN

# Camperdown and Darlington Campuses



- Information
  - Post Office
  - Entrances
  - ATM
  - STA Bus Stop
  - University Bus Stop
  - Telephone
  - Carpark
  - Security
  - Emergency only 9351 3333
  - Enquiries 9351 3487
  - Emergency Telephone
  - For further assistance phone the Information Centre 9351 3100
- Camperdown Property and Services - June 2007

# Directory

## University Buildings

O6	Aeronautical Engineering Building	F1	Mackie Building
J4	Anderson Stuart Building	H3	MacLaurin Hall
G3	Badham Building	G1	Macleay Building
H3	Bank Building	J6	Margaret Telfer Building
L2	Baxter's Lodge	H4	Madsen Building
L8	Biochemistry and Microbiology Building	H4	Manning House
E6	Blackburn Building	D3	Manning Squash Courts
E7	Bosch Building YA	D3	McMaster Annex
H7	Bosch Building TB	O6	McMaster Building
H3	Brennan MacCallum Building	A2	Mechanical Engineering Building
E6	Bruce Williams Pavilion	K8	Medical Foundation Building
L6	Carlslaw Building	E1	Merewether Building
F4	Chaplaincy	M7	No. 1-3 Ross Street
J5	Chemical Engineering Building	F4	Old School Building
N8	Civil Engineering Building	H3	Old Teachers' College
K10	Civil Engineering Workshop	H6	Pharmacy Building
J9	Clark Building	G5	Physics Annexe
J10	Darlington Centre	N8	Physics Building
K9	Darlington House	E6	P.N.R. Building
L10	Demountables	H5	Queen Elizabeth II Research Institute
K5	Eastern Avenue Auditorium & Lecture Theatre Complex	F2	R.C. Mills Building
L9	Economics and Business Building	D4	R.D. Watt Building
H2	Edgeworth David Geology Building	M9	R.M.C. Gunn Building
G4	Education Building	N7	Raglan Street Building
G4	Education Building Annexe	E2	Rose Street Building
H5	Edward Ford Building	G2	Ross Street Building
N7	Electrical Engineering Building	G2	Science Road Cottage
N7	Engineering Link Building	E1	Selle House
C3	Evelyn Williams Building	M10	Services Building
K3	Fisher Library	N6	Seymour Centre
K4	Fisher Library Stack	K10	Shepherd Centre
G2	Footbridge Theatre	O6	Shepherd Street Carpark
C3	Gatekeeper's Lodge	K9	Storie Dixson Wing
J7	Gatekeeper's Lodge (City Road)	F5	The Arena Sports Centre
M8	Gordon Yu-Hoi Chui Building	J5	The Quadrangle
J2	Great Hall	J5	Transient Building
G3	Griffith Taylor Building	L10	University Computing Centre
D4	H.K. Ward Gymnasium	J10	University Garage
F2	Heydon - Laurence Building	M9	University Sports & Aquatic Centre
G2	Holme Building	D3	Veterinary Science Conference Centre
N5	Information Technologies	E6	Victor Coppleson Building
K8	Institute Building	F3	Wallace Theatre
N5	International House	K7	Wentworth Building
F2	J.R.A. McMillan Building	E7	Western Avenue Carpark
D3	J.D. Stewart Building	M6	W.H. Meze Building
F3	John Woolley Building	M6	Wilkinson Building

## Childcare Centres

K11	Boundary Lane
F9	Carillon Avenue
H1	KU Union
N9	Laurel Tree House

## Colleges & Residential Accommodation

J10	Darlington House
K9	Darlington Road Terraces
N5	International House
L10	Mandelbaum House
A4	Sancta Sophia College
C8	St Andrew's College
B5	St John's College
L6	St Michael's College
G7	St Paul's College
E1	Selle House
D10	Sydney University Village
F7	Wesley College
G8	Women's College

## Computer Access Centres

H3	Brennan
G4	Education
K3	Fisher
N7	Link
L6	McGrath (Carlslaw)
H3	Pharmacy

## Cultural Venues

H2	Macleay Museum
J3	Nicholson Museum
N6	Seymour Centre
K7	Sir Hermann Black Gallery
M6	Tin Sheds Gallery
J2	War Memorial Art Gallery

## Faculties (offices)

F2	Agriculture, Food and Natural Resources
M6	Architecture
H3	Arts
K8	Economics & Business
G4	Education and Social Work
N7	Engineering
H5	Medicine
H3	Pharmacy
L6	Science
D3	Veterinary Science

## Libraries

M6	Architecture
G3	Badham
H5	Burkitt-Ford
K3	Curriculum Resources
N8	Engineering
K3	Fisher
J6	Madsen
L6	Mathematics
E7	Medical
N6	Music
H5	Schaeffer Fine Arts

## Retail

H3	Australia Post Office
J9	Darlington Centre
G2	Holme Building
H4	Manning House
F5	The Arena Sports Centre
M9	University Copy Centre
K7	University Health Service
M9	University Sports & Aquatic Centre
M9	University Coop Bookshop
C3	Valentine Charlton Cat Centre
C3	Veterinary Hospital & Clinic
K7	Wentworth Building

## Security

M10	Emergency Services
M10	Lost Property
M10	Traffic & Parking

## Sports & Recreational Venues

K2	Fisher Tennis Courts
D4	HK Ward Gymnasium
H5	Lawn Tennis Courts
H4	Manning Squash Courts
F5	The Arena Sports Centre
G5	The Square
E5	University Oval No. 1
E3	University Oval No. 2
M9	University Sports & Aquatic Centre

## Unions & Associations (offices)

K7	Students' Representative Council (SRC)
M9	Sydney University Postgraduate Representative Association (SUPRA)
M9	Sydney University Sport
G2	University of Sydney Union

## University Administration & Services

H3	Alumni Relations Office
F1	Careers Centre
G1	Cashier
D10	Centre for Continuing Education
H3	Chancellor
L10	Computing Centre
H2	Executive Offices
J3	Information Centre
L10	Information and Communications Technology
L9	International Office
K8	Office of Development
M10	Office of University Relations (OUR)
G1	Personnel
M10	Printing Services (UPS)
H2	Publications Office
H3	Research Office
M10	Room Bookings & Venue Management
F1	Scholarships Unit
M10	SydneyPeople - HR Service Centre
G1	SydneyPeople - Sydney Learning
E1	SydneyPeople - Unistaff
L5	Student Centre
M10	Student Housing
G4	Student Services Unit
K8	Summer School
O5	Sydnovate
H3	University Relations (Vice Principal)
C3	Veterinary Hospital & Clinic
H2	Vice-Chancellor