



The
University
of Sydney

'09

Koori Centre

handbook 2009



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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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Official course information

Faculty handbooks and their respective online updates along with the *University of Sydney Calendar* form the official legal source of information relating to study at the University of Sydney. Please refer to the following websites:

www.usyd.edu.au/handbooks
www.usyd.edu.au/calendar

Amendments

All authorised amendments to this handbook can be found at www.usyd.edu.au/handbooks/handbooks_admin/updates2009

Disability access

Accessible versions of this document in Microsoft Word are available at www.usyd.edu.au/handbooks/handbooks_disability/index

Resolutions

The Coursework Clause

Resolutions must be read in conjunction with the *University of Sydney (Coursework) Rule 2000 (as amended)*, which sets out the requirements for all undergraduate courses, and the relevant Resolutions of the Senate.

The Research Clause

All postgraduate research courses must be read in conjunction with the relevant rules and Resolutions of the Senate and Academic Board, including but not limited to:

1. The *University of Sydney (Amendment Act) Rule 1999 (as amended)*.
2. The *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*.
3. The Resolutions of the Academic Board relating to the Examination Procedure for the Degree of Doctor of Philosophy.
4. The relevant Faculty Resolutions.

Disclaimers

1. The material in this handbook may contain references to persons who are deceased.
2. The information in this handbook was as accurate as possible at the time of printing. The University reserves the right to make changes to the information in this handbook, including prerequisites for units of study, as appropriate. Students should check with faculties for current, detailed information regarding units of study.

Price

The price of this handbook can be found on the back cover and is in Australian dollars. The price includes GST.

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You can purchase handbooks at the Student Centre, or online at www.usyd.edu.au/handbooks

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Important dates

University semester and vacation dates for 2009

Summer/Winter School lectures	Dates
Summer School – December program	Begins: Monday 8 December
Summer School – main program	Begins: Monday 5 January
Summer School – late January program	Begins: Monday 19 January
Winter School – main program	Monday 29 June to Saturday 25 July
Semester One	Dates
International student orientation (Semester 1) – STABEX	Monday 16 February and Tuesday 17 February
International student orientation (Semester 1) – full degree	Wednesday 18 February and Thursday 19 February
Lectures begin	Monday 2 March
AVCC Common Week/non-teaching Easter period	Friday 10 April to Friday 17 April
International application deadline (Semester 2) *	Thursday 30 April *
Last day of lectures	Friday 5 June
Study vacation	Monday 8 June to Friday 12 June
Examination period	Monday 15 June to Saturday 27 June
Semester ends	Saturday 27 June
AVCC Common Week/non-teaching period	Monday 6 July to Friday 10 July
Semester Two	Dates
International student orientation (Semester Two) – STABEX	Monday 20 July and Tuesday 21 July
International student orientation (Semester Two) – full degree	Wednesday 22 July and Thursday 23 July
Lectures begin	Monday 27 July
AVCC Common Week/non-teaching period	Monday 28 September to Friday 2 October
Last day of lectures	Friday 30 October
International application deadline (for Semester 1, 2010) *	Saturday 31 October *
Study vacation	Monday 2 November to Friday 6 November
Examination period	Monday 9 November to Saturday 21 November
Semester ends	Saturday 21 November

* Except for the faculties of Dentistry, Medicine and the Master of Pharmacy course. See www.acer.edu.au for details.

Last dates for withdrawal or discontinuation for 2009

Semester 1 – units of study	Dates
Last day to add a unit	Friday 13 March
Last day for withdrawal	Tuesday 31 March
Last day to discontinue without failure (DNF)	Friday 24 April
Last to discontinue (Discontinued – Fail)	Friday 5 June
Semester 2 – units of study	Dates
Last day to add a unit	Friday 7 August
Last day for withdrawal	Monday 31 August
Last day to discontinue without a failure (DNF)	Friday 11 September
Last day to discontinue (Discontinued – Fail)	Friday 30 October
Last day to withdraw from a non-standard unit of study	Census date of the unit, which cannot be earlier than 20 per cent of the way through the period of time during which the unit is undertaken.
Public holidays	Dates
Australia Day	Monday 26 January
Good Friday	Friday 10 April
Easter Monday	Monday 13 April
Anzac Day	Monday 27 April
Queen's Birthday	Monday 8 June
Labour Day	Monday 5 October



How to use this handbook

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 with enquiries about library loans, child care, fees, casual employment, places to eat and stay, support groups and 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, and so on
- what University services are available and where to find them
- how to get around campus.

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

Where to find information

Course terminology

University terminology, such as 'credit point', 'unit of study', and 'WAM', can be found in the **Abbreviations** and **Glossary** chapters, 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 and Winter School dates are in the General University section at the back of the handbook.

For Block Mode course dates please contact the Koori Centre directly.

Contents and index

The comprehensive **Contents** section at the front of the handbook explains the details you'll find within each chapter.

You'll find information like:

- how and where to contact faculty staff
- how to select your units of study and programs
- a list of degrees
- detailed information on all units of study, classified by unit identifiers (a four-alpha, four-digit code and a title)
- electives and streams
- scholarships and prizes
- information specific to faculties.

The **Index** lists units of study only. It allows you to check every reference which refers to your unit of study within the handbook. It is divided into two parts, and lists units of study alphabetically (by course name) and again by course code (alphanumeric).

Colour-coded sections

- Ivory – for undergraduate courses
- Blue – for postgraduate courses

Faculty rules and regulations

Faculty resolutions are the rules and regulations pertaining to a specific faculty. They can generally be found in their own chapter, or next to the relevant units of study.

These should be read along with the University's own *Coursework Rule 2000 (as amended)* which can be found in the **Essential information for students** chapter near the end of this book. Together they outline the agreement between student and faculty, and student and University.

General University information

This is information about the University in general, rather than information specific to the faculty. 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 and Winter School information
- international student information
- student services.

Course planner

You might like to plot the course of your degree as you read about your units of study. Use the planner at the back of this handbook.

Timetables

For information about personal timetables, centrally timetabled units of study, and venue bookings, see:

www.usyd.edu.au/studentcentre/timetabling.shtml

For the session calendar, see:

<http://web.timetable.usyd.edu.au/calendar.jsp>

Students with a disability

For accessible (word, pdf and html) versions of this document, see: 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: www.usyd.edu.au/disability

Handbook updates

The information in this handbook is current at the time of publication. Further information on University policies, such as plagiarism and special consideration, can be found on the University's website, along with official handbook amendments.

www.usyd.edu.au/handbooks/handbooks_admin/updates2009

Feedback regarding this handbook is welcome.

info@publications.usyd.edu.au



Contents

Important dates	i	<i>Special Consideration</i>	10
University semester and vacation dates for 2009	i	<i>Appeals</i>	10
Last dates for withdrawal or discontinuation for 2009	i	<i>Appeals against results</i>	10
How to use this handbook	iii	<i>Extensions</i>	10
What is a handbook?	iii	<i>Penalties for late submissions</i>	10
What new students need to know	iii	<i>Generic attributes of grades</i>	11
Where to find information	iii	<i>Language and representation</i>	11
Timetables	iii	<i>Fair representation of Indigenous nations and individuals</i>	11
Students with a disability	iii	<i>Fair representation of all peoples</i>	11
Handbook updates	iii	Units of study	12
1. Introduction to the Koori Centre	1	<i>Indigenous Australian Studies</i>	12
Vice-Chancellor's message	1	<i>Bachelor of Education (Secondary: Aboriginal Studies)</i>	14
Welcome from the Director	2	<i>Diploma in Education (Aboriginal)</i>	16
About the University	3	4. Postgraduate study	19
Koori Centre	3	Introduction	19
Our vision	3	Postgraduate units of study	20
Statement of commitment	3	<i>Graduate Certificate/Diploma and Master of Indigenous Languages Education</i>	20
Meet some of our students	4	5. Koori Centre staff	23
<i>Brydee Barnett</i>	4	<i>Director</i>	23
<i>Adam Ridgeway</i>	4	<i>Deputy Director</i>	23
<i>Suellyn Tighe</i>	4	<i>Academic Coordinator</i>	23
<i>Kia Brown</i>	5	<i>Lecturers</i>	23
<i>Kristy Kennedy</i>	5	<i>Librarian</i>	23
<i>Daniel Dalby</i>	5	Administrative Personnel	23
2. Koori Centre – programs	7	6. Resolutions	25
University dates	7	Degrees, diplomas and other programs in Aboriginal and Indigenous Studies	25
Indigenous Australian Studies	7	<i>Master of Indigenous Languages Education</i>	25
Student support	7	<i>Graduate Diploma of Indigenous Languages Education</i>	25
<i>Cadigal Special Entry Program</i>	7	<i>Graduate Certificate of Indigenous Languages Education</i>	25
Courses for Indigenous Australian students	8	<i>Diploma in Education (Aboriginal)</i>	25
Block-mode programs (away from base)	8	<i>Cadigal Program – Academic Skills</i>	26
<i>Graduate Certificate/Diploma/Master of Indigenous Languages Education</i>	8	The Sydney Summer and Winter Schools	27
<i>Bachelor of Education (Secondary: Aboriginal Studies)</i>	8	Advantages	27
<i>Diploma in Education (Aboriginal)</i>	8	How to apply	27
3. Undergraduate study	9	Census dates	27
Koori Centre role within the University	9	Withdrawal and refund policy	27
Policies and general information	9	Transferring between subjects	27
<i>Assignments</i>	9	Summer and Winter School scholarships	27
<i>Format</i>	9	For more information	27
<i>Classes and attendance</i>	9	General University information	29
<i>Complaints and grievances</i>	10	Academic progression	29
<i>Timetables</i>	10		
<i>Plagiarism</i>	10		



Accommodation Service	29	Student organisations	39
Admissions Office	29	Students' Representative Council (SRC)	39
Applying for a course	30	Sydney University Postgraduate Representative Association (SUPRA)	39
Attendance	30	University of Sydney Union (USU)	39
Bus service	30	Sydney Uni Sport & Fitness	40
Campuses	30	International students	41
Careers Centre	30	Completion within the expected duration	41
Centre for Continuing Education (CCE)	30	Satisfactory academic progress	41
Centre for English Teaching (CET)	31	Distance/web-based study	41
Child Care Information Office	31	Work permits	41
The Co-op Bookshop	31	Change of address	41
Counselling Service	31	Sponsored students	41
Disability Services	31	Suspension/discontinuation	41
Employment opportunities for students	32	Overseas student health cover	41
Enrolment	32	The University of Sydney Foundation Program (USFP)	41
Environmental Policy	32	International Office	42
Equity Support Services	32	International Student Support Unit	42
Examinations	32	Essential information for students	43
Fees	32	Calendar	43
Financial Assistance Office	32	Coursework Rule	43
Freedom of Information	32	PhD Rule	43
Graduations Office	33	Plagiarism	43
Grievances and appeals	33	Students at Risk Policy	43
HECS and Fees Office	33	Grievance procedure	43
Information and Communications Technology (ICT)	33	Abbreviations	45
International Office	33	Glossary	47
International Student Support Unit (ISSU)	33	Index by alpha code	59
Koori Centre and Yooroang Garang	34	Index by name	61
Learning Centre	34		
Library	34		
Mathematics Learning Centre	34		
Museums and galleries	35		
MyUni Student Portal	35		
Orientation and O-Week	35		
Part-time, full-time attendance	36		
Policy Online	36		
Printing Service	36		
Privacy	36		
Research Office	36		
Scholarships for undergraduates	36		
Security Services	37		
Service Management, Information and Communications Technology (ICT)	37		
Staff and Student Equal Opportunity Unit (SSEOU)	37		
Student Administration and Support	37		
Student Centre	37		
Student identity cards	38		
Sydney Student Development	38		
Sydney Summer School	38		
Sydney Welcome Orientation and Transition Program (SWOT)	38		
The University of Sydney Foundation Program (USFP)	38		
Timetabling Unit	38		
University Health Service	38		

1. Introduction to the Koori Centre

Vice-Chancellor's message

The University of Sydney has an outstanding international reputation for the quality of its teaching and research. It is a place that values its students, drawn as they are from across the country and across the world.

The Koori Centre on the Camperdown Campus, and Yooroang Garang on the Cumberland campus both provide outstanding support for students drawn from Australia's first peoples. The staff of these units help students with everything from additional tutorial support, to advice on taking advantage of all the opportunities that the University has to offer.

More generally, the University has several scholarships for Indigenous students that can help you financially during your time at the University.

If you are thinking about a university course, do come and visit us, or make contact with either the Koori Centre or Yooroang Garang.

We are proud to count Charles Perkins, the first Indigenous Australian university graduate and an inspirational figure, amongst our alumni. Since his days at the University our community of Indigenous students has continued to grow, and we are keen to welcome you to the University.

I hope that you will see how intellectually rewarding, and fun, time spent as a student at Sydney can be!

Dr Michael Spence

Vice-Chancellor and Principal



Welcome from the Director



On behalf of the academic and administrative staff I welcome you to the Koori Centre.

In welcoming you I'd like to acknowledge the traditional owners of the Country on which the University of Sydney and the Koori Centre stands: the Cadigal people of the Eora Nation.

The Koori Centre is fortunate to have many outstanding teachers, who have dedicated their careers to improving educational outcomes for Indigenous Australian people. They keep abreast of educational practices for Indigenous learners, and strive to inform non-Indigenous people of the practices and principles of attitudinal change that will contribute towards a more cohesive community of Australians.

The Centre prides itself on its research-intensive culture and the teaching staff are highly regarded as academics with specialised knowledge in Aboriginal education and affairs.

Along with their close relationships with Indigenous Australian communities they are highly sought-after by local, state and federal committees for contributions to important policy development and practice.

Their involvement and commitment plays a significant role in providing opportunities for students to learn about new issues and developments.

The Koori Centre is blessed with friendly, helpful and committed administrative staff, who deal with the day to day operations of the Centre as well as providing support for staff and students. They are responsible for assisting prospective students and Indigenous and non-Indigenous students of the University.

Support includes administration of the Cadigal Special Entry Scheme; an Academic Skills Program; and the Indigenous Tutorial Assistance Scheme.

The Koori Centre is one of the largest Indigenous Australian centres in the country and has a long and distinguished history of promoting equity of access, improving participation and educational outcomes for students.

The Koori Centre provides policy advice, administrative services, and most importantly student support. In addition, our Indigenous Australian research library is accessible to all students.

The Koori Centre is a cultural haven for Indigenous Australian students, helping them find their place within the many faculties of the University. It also provides them with a computer lab and a common room where they can study, meet, or just relax and have a yarn.

I know you will enjoy studying at the University of Sydney and hope you utilise the abundant facilities, services and opportunities available to you. The Koori Centre is here to support Indigenous students and non-Indigenous students who are interested in Indigenous Australian Studies.

Enjoy your learning journey as it will be one that you will remember for the rest of your life. I wish you all the best with your study and in your future endeavours.

Janet Mooney
Director, Koori Centre

About the University

The University of Sydney is Australia's oldest university. It was founded in 1850 on a hilltop in the land of the Cadigal people. Lake Northam, an important gathering place for the first people of the land, now forms the centrepiece of Victoria Park just outside the University gates.

Commencing studies with three professors and a little over 30 students in 1852, the University currently has more than 40,000 students and over 2200 teaching staff. University of Sydney graduates have distinguished themselves in all sectors of Australian society and throughout the world, and include several prominent Indigenous leaders and achievers.

Sydney has a strong involvement in the history of Australia's Indigenous peoples. From the scholarship of early anthropologists, through student activism in the Freedom Rides of the 1960s and on into the present, as a leading educator and trainer of Indigenous professions, establishing one of the first identified courses in an Australian university.

The University of Sydney has a clear commitment to its strategic plan for Aboriginal and Torres Strait Islander peoples, which features consultations with and participation by Indigenous Australians in all aspects of the University. Most importantly, the University is strongly dedicated to its goal of increasing the number of Indigenous Australian students studying at the University of Sydney.



Koori Centre

Our challenge is to continue to foster innovative educational activity. We will achieve our objectives by developing our teaching expertise through appropriate strategies and technological inputs, the expansion of our research activity, and increased student and community involvement and interaction.

Our Strategic Directions are designed to present our goals, related strategies and projected actions. In the pursuit of educational excellence we will continue to build partnerships, internally and externally to the University and with Aboriginal communities.



Our vision

To be a centre of excellence in Indigenous Australian higher education

Statement of commitment

To provide and promote high quality culturally appropriate and effective learning and teaching, research and support services

for Indigenous Australians

and the community

at the University of Sydney.

Meet some of our students

Brydee Barnett

Diploma in Education (Aboriginal)

I am a Gamilaroi mother of three and I was born at Quirindi, NSW in 1978. My family come from the Caroon area of north-western NSW. I am currently employed as CEO for the Tamworth Local Aboriginal Land Council and am studying my Diploma of Education (Aboriginal).



I decided to go to Sydney University because of its course offerings in Aboriginal languages. I didn't really know what I wanted to do once I left school, and I didn't want to have to move away just to get an education.

So after completing my HSC in 1996, I worked on the CDEP until I got an admin traineeship through Tamworth TAFE, where I have been working in various positions, including teaching for about 10 years. I have also worked as a Health Education Officer for the Area Health Service and as a Project Officer for the Department of Aboriginal Affairs.

After gaining Certificate 1 in Aboriginal Language, and doing some in-class tutoring and really enjoying it, I decided to further my skills and knowledge in education at Sydney University.

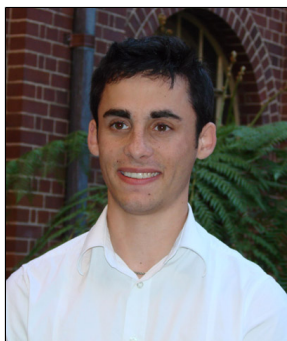
I was able to sit my entry exam locally which was also a plus for the course, as well as the fact that I only have to go away to Sydney for 1 week every six weeks or so. Travel and accommodation is organised through the Koori Centre and the staff have been really supportive. Even though I miss my babies heaps when I go away on study block, and sometimes the work can be quite challenging, I have had no regrets about my choice to study this course.

Once I gain my qualification I hope to do further research and develop programs and resources to be used in schools and communities, to empower the people to succeed in the system, as well as have the skills to challenge and change the system where it is found to be unjust.

Adam Ridgeway

Bachelor of Visual Arts

My name is Adam Ridgeway and I am Sydney College of the Arts studying my Bachelor of Visual Arts, Object Art and Design (Honours). After four years of study at Sydney I have found that it's really not just about getting a degree, it's about finding out where you want to go and what you really enjoy in life.



Since I began my course in 2005 I have been able to engage with my Aboriginality and use my work as a means to express the concerns and issues that are effecting a new generation of Aboriginal people. I would never have thought that I would be exhibiting around Australia and internationally when I was at school but I guess it wouldn't have meant as much to me if I known exactly what I wanted to do then.

I have been on the ITAS tuition scheme and it has been crucial to reaching, maintaing and pushing the results I have received. As a result my work has been exhibited in competitions such as the National Aboriginal and Torres Strait Islander Award in Darwin, the Gold Coast International Art Award and the 4th World International Ceramic Biennale in Korea to name a few.

The most important thing I have come to realise is that tutoring is not for people who are failing, it is for people who want to achieve and perform at a higher level than they currently are.

Being able to live at International House (an international college on campus) has enriched my whole university experience. My studies have been able to help me understand that as a new generation of Indigenous students we have to think whether a black or white approach is the way in which to catagorise ourselves.

We all come from so many different backgrounds and cultures and programs such as AIME are crucial in that they acknowledge the complex culture makeup of kids today and how important they are for the future understanding and interpretation of Aboriginal culture in Australia.

The most important thing about the Koori Centre for me is that they have been there at the university for me. It doesn't matter who you are, what you are studying or what your aspirations are, there is always someone there to talk to and to help you achieve whatever it is that you set out to do.

Suellyn Tighe

Master of Indigenous Languages Education

I am a 44-year-old Gamilaraay woman from Coonabarabran in north-western NSW. I am a mother of four proud young Gamilaraay men.

I view myself as a survivor of the education system from the 1970s and 1980s. I experienced education that was riddled with stereotypical views of intelligence, gender bias and racism. The situation I faced was: too smart to be black and too black to be smart. Am I bitter due to these experiences? The answer is emphatically NO. I consider myself all the stronger as an Aboriginal woman.



Despite negative experiences I have always been involved in and recognised the importance of education. I have worked as a tutor for Aboriginal students from year 3 to 12, Support Teacher Learning Difficulties (STLD), Disability Aid (deaf student), Year 12 Literacy and Numeracy Support, teachers aid (Special), Aboriginal Education Assistant and Aboriginal Community Liaison Student Support Officer for TAFE.

I began my tertiary education in the Koori Centre, University of Sydney at the age of 39 studying to become an Aboriginal Studies teacher. I completed the Bachelor of Education (Secondary: Aboriginal Studies) degree in 2007. However, my educational journey did not end there. I have continued on to post graduate study in the Masters of Indigenous Language Education course. This course will enable me to continue my language revitalisation efforts within my own language of Gamilaraay.

Entering into the educational arena at the University of Sydney has given me the confidence to pursue both personal and educational goals. I am a firm believer in the principle of leading by example and encourage others to follow their dreams.

My philosophy of life is 'DARE TO' – in Gamilaraay -miya. Dare to dream, dare to learn and dare to speak. So, get out there and dare to succeed.

Kia Brown

Bachelor of Veterinary Science

My name is Kia Brown and I am a descendent of the Garawa people of north-east Arnhem Land. When I was at school I never thought I had what it took to get into university, so I dropped out after finishing Year 10. After a few years working dead end jobs, I realised that the only thing that was standing in my way was me.



So, I enrolled in TAFE and am proud to say that I received my HSC last year, aged 21. Not knowing anything about how to get in to university and how the whole selection process worked, I went into the Koori Centre and the staff were extremely helpful, pointing me in the right direction.

I have always wanted to work with Australian native animals and I decided that the best way to achieve this is to become a vet. Thanks to the help of everyone at the Koori

Centre, I am now in the first year of my Veterinary Science degree.

I found the first semester a bit overwhelming, as Vet Science is a full-time, five-day-a-week course, and I also travel an hour each way to uni everyday. But now that I have settled in to the workload, I am finding this semester a lot easier to cope with. Through the Koori Centre, I have also met many other Indigenous students in the same situation as me, starting uni a bit later than most. It's great to be surrounded by people from a similar background who understand what you are going through.

My message to anyone who dreams of doing something that has always seemed out of reach, is that believing in yourself is half the battle. Once you believe you can do it, anything is possible.

Kristy Kennedy

Bachelor of Laws

My name is Kristy Kennedy, I am 25 years old, and I am from the Barkinji (north-west NSW) and Ngarrendjeri (Coast of SA) Nations. I was born and raised in Bourke where I did most of my schooling, before attending boarding school at St Scholastica's College in Glebe, where I completed my HSC.



My mother insisted that I return to Bourke for 12 months, and during this time I worked as an Aboriginal Teacher's Aide at my old primary school. Upon entering university, I enrolled for a Combined Bachelor of Arts/Law through the Koori Centre's Cadigal Program.

I lived on campus at the Women's College for the first few years, then I moved into private accommodation while I worked for the NSW Attorney General's Department and studied part-time.

In 2006, I completed a Winter Clerkship with a large corporate law firm, Allens Arthur Robinson, and at the end of 2006, I commenced a cadetship with the firm under the National Indigenous Cadetship Program.

The cadetship involves me working full-time during my summer vacation (12 weeks) at Allens Arthur Robinson, and receiving a study allowance during Semester 1 and 2 of the University calendar.

I recently graduated from my Bachelor of Arts with a major in Aboriginal Studies, and I am now completing my Bachelor of Law. I have returned to live at the Women's College and am enjoying the opportunity to return to full-time study without financial pressure to engage in employment that is not essential to my study.

I'm very fortunate that during my study I received tremendous support from family and friends, the Koori Centre, the Women's College, the University of Sydney Law Faculty, and from legal professionals who act as my mentors.

University is a wonderful environment in which to be challenged academically, but it also provides you with essential life skills to cope with the wider experiences that all students face upon entering the work force as graduates. I have struggled through my studies for personal and financial reasons, but due to the wonderful support that I received, I have been able to continue studying, with the goal of completion of my Bachelor of Law now in sight. On completion of my Bachelor of Law, I will endeavour to enter the legal profession.

I encourage any student to consider opportunities that are presented to them, including tertiary study. Attending university was not something that I really thought about, but now that I reflect back on when I first enrolled I can appreciate all of my experiences, and the opportunities that university has presented me – opportunities that I had never dreamed of.

Daniel Dalby

Bachelor in Education (Secondary: Aboriginal Studies)

My name is Daniel Dalby. I am from Coffs Harbour on the mid-North Coast of New South Wales and I am a Bundjalung man. At the moment I am studying in my fourth year of the Bachelor of Education (Secondary: Aboriginal Studies) at the University of Sydney.



I decided to go to uni after meeting one of the academic staff from the Koori Centre who was visiting the Yarrawarra Aboriginal Corporation. They encouraged me to follow my dream to become a teacher.

Studying has been a real challenge, especially with all the hard work you have to do, but I'm determined to see it through. The bonus of doing my Education degree through block-mode is that I can spend most of my time in my community and make three trips to Sydney each semester.

I realise I can be posted just about anywhere in New South Wales once I finish my degree and remote areas of the state need teachers more than most, but I hope that one day I will be able to teach in my own community. Teaching is a great way to inspire young people and I think that other Indigenous men should become involved in teaching, to inspire us and to give us more role models.

I am a strong believer in the power of education. Education can unlock doors to future prospects for Indigenous people. If you are thinking about becoming a teacher, all you need is commitment and determination. You can achieve whatever your heart desires with these two things.

I recommend to anyone who is interested in becoming a teacher that they get in touch with the Koori Centre. The Centre is a very supportive environment and staff are more than willing to help in any way they can. The Koori Centre has made my whole experience at University much more enjoyable and rewarding.

2. Koori Centre – programs

University dates

Please see the Important dates page at the start of this handbook for a listing of all current semester, holiday and examination dates within the University of Sydney.

Information in this section is correct as at August 2008.

Koori Centre
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Indigenous Australian Studies

This major is coordinated and taught by the Koori Centre through the Faculty of Arts.

Students wishing to enrol in these units of study need to enrol through the Faculty of Arts.

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Koori Centre – in conjunction with the Faculty of Arts

Indigenous Australian Studies is a multidisciplinary field aimed at providing students with an understanding of the major issues impacting Aboriginal and Torres Strait Islander people.

Units of study focus on: the writing of Indigenous histories; Indigenous cultures, economics, politics and health; the nature of European colonisation and the status of Indigenous Australians in contemporary Australian society; Indigenous writing; relationship to Australian justice system; religions; performing and visual arts; language and literature; archaeology and contemporary cultural heritage and ethnographic issues.

The Koori Centre coordinates the Indigenous Australian Studies major of the Bachelor of Arts and teaches core units of study within this program. The centre also teaches Indigenous Australian Studies subjects within other faculties as electives and compulsory subjects.

To enrol in Introduction to Indigenous Australia (KOCR2600), 18 junior credit points are required. This unit of study is also a prerequisite for most other (KOCR) units of study. Check the unit of study outlines for prerequisite and corequisite details.

For an Indigenous Australian Studies major, students must complete 36 credit points of Indigenous Australian Studies. This can include up to 18 credit points of cross-listed units of study.

Enrolment and registration

All students completing the Indigenous Australian Studies major are required to enrol in the Faculty of Arts. Tutorial sessions will be allocated automatically, as part of the enrolment procedure online.

Advice on units of study

The Koori Centre office is open for enquiries in September/October for pre-enrolment, and during the SWOT/O-Week period. The Koori Centre can provide information regarding the Indigenous Australian Studies major, as well as specific information on the units offered through the Koori Centre.

For further information call +61 2 9351 6113 or check our website: www.koori.usyd.edu.au/studying/aborig_studies.shtml.

Student support

Aboriginal and Torres Strait Islander students are enrolled in a variety of degrees at the University of Sydney including: Medicine, Music, Arts, Law, Education, Veterinary Science, Social Work, Science, Engineering, Visual Arts, and Rural Management.

The Koori Centre encourages increased enrolments, and supports current students in their studies by providing:

- The Cadigal Special Entry Program
- information and advice on enrolment and courses
- tutoring to suit particular needs
- study facilities for independent study, including computer and photocopier
- an Indigenous Research Library
- common room, courtyard and kitchen for student use
- assistance with housing and financial matters
- scholarships.

Cadigal Special Entry Program

The Cadigal Program is a University-wide access and support program for Aboriginal and Torres Strait Islander people who want to study for their first degree at the University of Sydney. The program is open to:

- people aged under 21 who have completed the NSW Higher School Certificate or an equivalent examination (HSC applicants);
- people over 21 years of age (Mature Age applications).

Both HSC applicants and Mature Age applicants should submit a Cadigal Program application to the Koori Centre before the end of November. They must also submit a Universities Admissions Centre (UAC) application by the end of September showing their preferred course/s at the University of Sydney.

HSC applicants are considered for entry on the basis of their:

- Universities Admission Index (UAI) score
- individual subject results.

All Mature Age applicants are assessed by staff of the Koori Centre to assess their suitability for study at the University and to determine the particular course/s they wish to enter. The interview panel considers each application on the basis of three main areas:

- educational background
- life and employment experiences
- evidence of motivation and goals & interest in courses selected.

Students admitted through the Cadigal Program may be offered enrolment with a full-time course load or reduced load and Academic Skills support. Students with a reduced load may still be eligible for full-time Abstudy.



Courses for Indigenous Australian students

Block-mode programs (away from base)

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- Master of Indigenous Languages Education
- Diploma of Indigenous Languages Education
- Certificate of Indigenous Languages Education
- Bachelor of Education (Secondary: Aboriginal Studies)
- Diploma in Education (Aboriginal)

Please note: These courses are for Indigenous Australian students only. In block-mode (away-from-base) courses, students attend six week-long sessions each year on campus at the Koori Centre. The remainder of the course is completed independently at home. They are full-time courses.

Graduate Certificate/Diploma/Master of Indigenous Languages Education

These Indigenous Languages Education courses are designed to meet the need for qualified Indigenous Australian instructors to participate in the delivery of language-teaching programs in a range of educational settings.

The graduate certificate is completed in one semester, the graduate diploma in one and a half years, and the master's degree a full year.

Entry to the Graduate Certificate of Indigenous Languages Education requires that candidates have successfully completed two years towards a teaching qualification, that is: the Diploma in Education (Aboriginal), or equivalent.

Entry to the Graduate Diploma of Indigenous Languages Education requires that candidates have successfully completed the Graduate Certificate of Indigenous Languages Education.

Entry to the Master of Indigenous Languages Education requires that candidates have completed either:

- a four-year teaching qualification, such as a Bachelor of Education, or a three year degree and a Diploma of Education, or
- the Graduate Certificate of Indigenous Languages Education with an average mark of 70 per cent or higher.

In some cases it may be possible for candidates with similar but different qualifications to be granted admission.

Bachelor of Education (Secondary: Aboriginal Studies)

Bachelor of Education (Secondary: Aboriginal Studies) is a four-year degree giving students a secondary teaching qualification majoring in Aboriginal Studies and History.

Diploma in Education (Aboriginal)

The Diploma in Education (Aboriginal) is a two-year course which offers students intensive education skills training.

3. Undergraduate study

Koori Centre role within the University

The Koori Centre is committed to furthering knowledge and understanding of Indigenous Australian issues across a wide range of disciplines including education, history, health, and literature. Our aim is to activate students' interests in Indigenous Australia through our innovative and engaging teaching, which draws on the diversity of Aboriginal and Torres Strait Islander scholarship and cultural production. The Koori Centre strives to create an inclusive yet challenging space which encourages students to think deeply about Indigenous cultures, societies, and experiences in Australia's past, present and future.

Indigenous Australian Studies is a dynamic field open to students from any discipline. After undertaking our compulsory unit of study, KOCR2600: Introduction to Indigenous Australia, students may enrol in a range of electives encompassing creative arts, gender studies, health, history, and politics. The Koori Centre is also committed to the enhancement of Indigenous Australian educational outcomes so offers a Diploma and Bachelor of Education to Aboriginal and Torres Strait Islander students. We also offer a number of units of study on Indigenous Education to any student enrolled in a Bachelor of Education.

Previous students have asserted that undertaking Indigenous Australian Studies was a challenging and rewarding experience, raising their awareness of our society which has influenced their everyday lives and transformed their thinking about a range of issues, not exclusively limited to Aboriginal and Torres Strait Islander people.

The knowledge and critical skills developed through undertaking Indigenous Australian Studies ensures that our graduates easily secure employment in a range of fields including policy-making, government, teaching and nursing.

The Koori Centre provides a broad range of academic and support services for the University of Sydney community, including teaching, research, marketing, administrative support and community outreach.

The Koori Centre's core business encompasses:

- academically strong and innovative mixed-mode educational programs for Indigenous Australian students
- culturally appropriate and relevant academic and social support services for Indigenous Australian students
- teaching of Indigenous Australian Studies to a high level of academic excellence
- expertise in the area of community consultation and liaison and student recruitment
- culturally relevant, collaborative and ethical research
- providing cultural awareness workshops.

Policies and general information

Assignments

All assignments must have a Koori Centre cover sheet which is available from outside the Administration Office (room U224), Old Teachers College. Cover sheets can also be found online at http://www.koori.usyd.edu.au/studying/aborig_studies.shtml (look on that page under forms). Make sure you read and sign the plagiarism compliance statement on the reverse of the cover sheet.

Assignments must be placed in the appropriate box outside the Administration Office at the Koori Centre (room U224) by the due date. Do not submit your assignments directly to your tutor. It is your responsibility to keep a copy of your assignment. If your assignment is misplaced or lost, you will be expected to produce a copy of your assignment within a specified period.

Marked assignments will be handed back to students during tutorial sessions or can be collected from your tutors office at times given to you by your tutor. Under University regulations, assignments not collected within three months can be disposed of. Students wanting their assignments posted to them must make arrangements with their tutor in advance and supply postage paid, self-addressed envelopes.

Format

Your assignment paper must be typed or word processed and printed on office standard plain paper in a 12 point font. Your text should be presented with 1.5 line spacing, numbered pages, and margins of 2.5cm (1 inch) on all sides for written comments from your marker. All assignments should be stapled in the top left corner. Do not place your assignment in a plastic cover of any kind.

Classes and attendance

Important: It is expected that you will attend all classes, and in keeping with University of Sydney policy, you are required to attend 90% of your tutorials. Rolls will be taken in both lectures and tutorials. If possible you should supply documentary evidence explaining your absence, and notify your tutor in advance. Attendance below 50%, regardless of the reasons for the absences, will result in the student being deemed not to have fulfilled the requirements of the Unit of Study.

Each week you will attend lecture/s, and a tutorial, for the Unit of Study.

Efforts are made to avoid timetabling clashes but it is not possible to eliminate them completely. Students who have clashes with classes should consult the relevant teaching staff in the departments concerned and acquaint themselves with the departmental policies regarding attendance before they make a decision about how to deal with such clashes. Students must be aware that ultimately they are responsible for the consequences of any decision they make.

Students who decide to continue with both Units of Study must check that the relevant teaching staff are made aware of their intention. Furthermore, students should note that they may not use a timetable clash to gain, for instance, special consideration, negotiate due dates, or miss in-class testing.



Students should be advised that they need to keep in mind the final dates for changing or withdrawing from Units of Study so that they do not incur penalties or additional HECS.

Complaints and grievances

Students who believe they have been unfairly treated are encouraged to speak to their tutors or to the Academic Coordinator of the Koori Centre in the first instance. Students may, of course, also wish to seek advice and support from the Counselling Service or from student welfare officers. If the problem cannot be resolved at the departmental level, students may write to the Dean, care of the Faculty Office.

Timetables

Details of class times and locations are available from the department concerned, and are usually posted on the departmental noticeboard. All students will have access to their timetable via the Internet. Details about access will be provided at enrolment.

For advice about timetable clashes, see ***Classes and attendance***

Plagiarism

Plagiarism is the theft of intellectual property.

The Academic Board of the University of Sydney has defined plagiarism as "presenting another person's ideas, findings or work as your own by copying or reproducing it without due acknowledgement of the source".

Plagiarism includes presenting oral or written work that contains sentences, paragraphs or longer sections from published work, including internet articles, newspapers and magazines, without acknowledgement. Plagiarism also occurs when a student borrows, buys or obtains another person's work and submits it as their own work or re-submits a previously submitted assessment task in a different unit of study.

The Koori Centre is opposed to and will not tolerate plagiarism and will treat all cases of student plagiarism seriously. Assessment tasks suspected of plagiarism will be forwarded to the Koori Centre Academic Coordinator for judgement on the penalties to be imposed. Such penalties can include a Fail grade in a particular assessment task or unit of study or, in a worst-case scenario, expulsion from the University.

For more information on plagiarism in coursework, see the University's website: www.usyd.edu.au/senate/policies/Plagiarism.pdf.

Special Consideration

The Koori Centre recognises that unforeseeable circumstances, such as serious ill-health or misadventure can negatively impact on a student's academic performance.

If you feel that circumstances outside of your control have affected your performance, please consult your Lecturer in Charge or see www.edsw.usyd.edu.au/current_students/policies/uni.shtml where you will find further information on the University's Special Consideration policy and obtain the application form.

Appeals

If you are unhappy with the mark you received for an assessment you should first speak to your tutor or the marker of that assessment item. If you are still dissatisfied you may make an appeal to the unit of study coordinators who will arrange for your work to be re-marked by a different examiner. If further action is required, contact the Koori Centre's Academic Coordinator. Note that to ensure fairness in marking, all assignments which receive either a fail or a high distinction grade are second-marked.

Appeals against results

A written request to the department or school should be made by the candidate. It is expected that appeals will be lodged within two months unless there is a good reason for delay. As examination scripts are destroyed six months after examination, no appeal can be made after that time. Such requests are considered by the Koori Centre in consultation with relevant members of the faculty and the Koori Centre. A report and recommendation is then submitted to the Director for consideration and final decision.

Extensions

Extensions can only be granted by the Lecturer in Charge of a unit of study. Requests for extensions must be submitted in writing on a 'Request for Extension' form before the due date. A copy of this form has been included in this handbook. It can also be obtained from the Administration Office (room U224), or from www.koori.usyd.edu.au. Completed forms must be given to the Lecturer in Charge for approval. A copy of the approved 'Request for Extension' must be attached to your assignment when it is handed in.

It is your responsibility to ensure your application has been approved. Simply writing a request does not guarantee that an extension will be granted. Extensions are normally for a few days. If an extension of over one week is required you must supply documentation (eg a medical certificate or counsellor's statement). Note that being in full-time work, or having several assignments due at the same time, does not constitute grounds for an extension.

Penalties for late submissions

Late submission of assignments without an extension will incur a penalty of two per cent of the total possible mark for each working day that they are late. Assignments submitted more than 10 working days after the due date without an extension will be further penalised and can only achieve a maximum Pass mark of 50 per cent. Any assignment submitted after the marked assignments have been returned will automatically receive a Fail mark of zero. It is the responsibility of the student to contact the Lecturer in Charge prior to late submission, to discuss the situation and apply for an extension.

Generic attributes of grades

Grade	Abbreviation	Mark	Definition
85-100	HD	High Distinction	The work shows a thorough understanding of the question and its theoretical implications. There is evidence of substantial reading and research. The work shows a high level of independent, original thought, presents informed and insightful discussion and demonstrates a well-developed capacity for critical evaluation and an ability to synthesise research and critical analysis in the light of unit of study content.
75-84	D	Distinction	The work demonstrates all of the qualities below and, in addition, evidence of a capacity to generalise from the theoretical content in an informed and original manner. The work is well-organised and demonstrates a capacity for critical argument.
65-74	C	Credit	The work demonstrates a clear understanding of the question and its theoretical implications. It also demonstrates a capacity to integrate research into the discussion and a critical appreciation of a range of theoretical perspectives. There is evidence of additional reading. A deficiency in any of the above may be compensated by evidence of independent thought.
50-64	P	Pass	The work demonstrates some grasp of the question, is comprehensible, accurate and adequately referenced.
46-49	PCON	Pass (Concessional)	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 results 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”.
45-49	F	Fail	A fair attempt to answer the question but it is deficient in terms, understanding, comprehension, research, presentation and/or referencing.
< 45	F	Fail	In the worst case the work does not represent an acceptable effort. This may include non-completion or plagiarism. If the mark ranges from 30-40 then the work does not represent a clear and/or adequate response to the question.

Language and representation

The Koori Centre recognises and values cultural diversity, and is a strong advocate for the fair representation of different cultural groups in contemporary society.

The use of accurate and respectful language is a priority in our teaching and research. Students are asked to take serious note of the following guidelines, particularly when writing essays and presenting tutorial papers.

Fair representation of Indigenous nations and individuals

The Indigenous peoples of Australia come from a wide range of distinct cultural contexts. When writing on Indigenous Australian people or individuals, take the time to find out how they themselves wish to be named.

Acceptable names may be ‘Koori’ if a person is connected to New South Wales, ‘Murri’ for people from Queensland, or ‘Noongah’ for people from South Western Australia. There are many other specific groups such as ‘Anangu’ or ‘Yolngu’.

Torres Strait Islanders have linguistic and cultural identities that are very different to mainland Indigenous Australian peoples. It is appropriate to use the term ‘Torres Strait Islanders’ when speaking generally, or to use the names of relevant groups where possible.

When writing more generally, use the terms ‘Aboriginal and Torres Strait Islander peoples’, ‘Indigenous peoples’ or ‘Aboriginal peoples’. Terms such as ‘Aborigines’ or ‘native(s)’ objectify Aboriginal people and should not be used in any circumstances.

Be sure to capitalise the first letter of terms such as ‘Aboriginal’ or ‘Torres Strait Islanders’. These words are proper nouns, like ‘Australian’ or ‘American’, and must be capitalised. It has also become a convention of academic writing in Australia to capitalise the word ‘Indigenous’ when it clearly refers to, or is used in place of Aboriginal and Torres Strait Islander Australians.

Never use terms such as, ‘full-blood’, ‘half-caste’, ‘quarter-caste’, ‘part-Aboriginal’ or ‘mixed blood’ in an uncritical manner. These terms were used officially by governments and institutions for the purposes of discriminatory treatment and are regarded as inaccurate and insulting.

A good guide to language use in relation to Aboriginal cultures is Rhonda Craven’s *Using the right words in the Indigenous Australian studies classroom* published by the School of Teacher Education, UNSW, Sydney, in association with CAR, in 1996.

Fair representation of all peoples

University of Sydney Senate policy states that the University community regards as offensive, under all circumstances, the use of written or spoken language which makes personal or irrelevant reference to race, sex, marital status, pregnancy, disability, sexual preference, transgender status, political or religious beliefs and age.

As a student of the University it is your responsibility to ensure that you always use non-sexist or gender-neutral language.

For suggested guidelines on inclusive and non-discriminatory language use, please read the Staff and Student Equal Opportunity Unit Language Guidelines, which can be found on the University’s website: www.usyd.edu.au/eoo/html/policies_language_guidelines.htm.

Units of study

Unit of study	Credit points	P: Prerequisites C: Corequisites N: Prohibition	Session
Indigenous Australian Studies			
KOCR2600 Indigenous Australia: An Introduction	6	P 18 Junior credit points N KOCR2100	Semester 1 Semester 2
KOCR2602 Issues in Indigenous Rights	6	P KOCR2100 or KOCR2600 N KOCR2102	Semester 2
KOCR2604 Colours of Identity: Indigenous Bodies	6	C KOCR2100 or KOCR2600	Semester 1
KOCR2605 Speaking Gamilaraay 1	6		Semester 1
KOCR2606 Torres Strait Histories and Experiences	6	P KOCR2100 or KOCR2600	Semester 2
KOCR2607 Indigenous Creative Expression	6		Semester 2 Summer Main

Indigenous Australian Studies

KOCR2600

Indigenous Australia: An Introduction

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** (2 lec x 1hr & 1 x 1hr tut)wk **Prerequisites:** 18 Junior credit points **Prohibitions:** KOCR2100 **Assessment:** one 2000 word essay (40%); one tutorial presentation (10%); one 1000 word tutorial paper (20%); WebCT activities equivalent to 1500 words (30%). **Campus:** Camperdown/Darlington

This unit of study explores the historical, social and political contexts of the survival and growth of Aboriginal and Torres Strait Islander cultures and philosophies. The unit is structured around the themes of representation and identities; the colonisation of land and people; and resistance and agency. It will provide students with an introduction to Indigenous philosophies and theories by examining 'contact history' and resistance within a critical framework.

KOCR2602

Issues in Indigenous Rights

Credit points: 6 **Session:** Semester 2 **Classes:** (1 x 1hr lec and 1 x 2hr tut)wk **Prerequisites:** KOCR2100 or KOCR2600 **Prohibitions:** KOCR2102 **Assessment:** Seminar Presentation, Critical Review, Media Report Research Project **Campus:** Camperdown/Darlington

In the second half of the 20th Century Aboriginal and Torres Strait Islander peoples began to culturally and politically recover from the effects of colonisation and assimilation. Having had fundamental human rights severely limited by state and federal legislation, and having experienced years of disempowerment, dislocation and social disruption, Indigenous peoples have sought to reclaim independent social and political power. This unit of study explores national and international developments in this history, addressing issues of political and social representation, and examining contemporary analyses of Indigenous rights to self-determination in legal, political and community spheres.

KOCR2604

Colours of Identity: Indigenous Bodies

Credit points: 6 **Session:** Semester 1 **Classes:** (1 x 2hr lec and 1 x 2hr tut) wk **Corequisites:** KOCR2100 or KOCR2600 **Assessment:** one presentation; one take-home exam (30%); one 2000 word research essay (50%). **Campus:** Camperdown/Darlington

This unit of study explores various ways in which the body contributes to the formation of Indigenous Australian identity, both from within and without. Using contemporary theoretical approaches we will explore the ways in which Indigenous Australian bodies were constructed by colonial discourses; how they were 'othered', fragmented, gendered, and subordinated. We will also explore how Indigenous agency has manifested through the body, for example

through withholding labour, political activism, and creative re-presentations of the body.

KOCR2605

Speaking Gamilaraay 1

Credit points: 6 **Session:** Semester 1 **Classes:** (1 x 3hr seminar)wk **Assessment:** Homework sheets (6) (2000 words), Oral performance (6) (2000 words), Essay (culture topics (1000 words) **Campus:** Camperdown/Darlington

This unit of study will provide students with a basic competence in speaking, understanding, reading and writing Gamilaraay sufficient to recognise and construct simple utterances in the language, and to understand its relationships with other languages. It will require them to: identify, define and analyse problems and identify or create processes to solve them; use information in critical thinking and problem solving contexts to construct knowledge; respond effectively to unfamiliar problems in unfamiliar contexts; have an appreciation of and respect for diversity, and; use oral, written, and visual communication to further their own learning and as tools for interacting and relating to others.

KOCR2606

Torres Strait Histories and Experiences

Credit points: 6 **Session:** Semester 2 **Classes:** 1 x 1hr lec and 1 x 2hr tut) wk **Prerequisites:** KOCR2100 or KOCR2600 **Assessment:** tutorial presentation(20%), critical review(30%) and essay (50%) **Campus:** Camperdown/Darlington

Torres Strait Islanders are often talked about as Australia's other indigenous minority and many Australians know little about the region and its people. This Unit of Study will introduce students to Torres Strait societies through the themes of governance, migration and resource management. Students will learn about the diversity within Torres Strait communities and how Torres Strait Islander experiences of colonisation and responses to colonisation were and are as complex as those of Aboriginal people.

KOCR2607

Indigenous Creative Expression

Credit points: 6 **Session:** Semester 2, Summer Main **Classes:** 1 x 3hr seminar **Assessment:** essay (40%), seminar presentation (25%) and creative exhibit (35%) **Campus:** Camperdown/Darlington

The concept of 'traditional' versus 'contemporary' is very much at the forefront of defining meanings for art works created by Indigenous artists. Typically works created by Indigenous artists are delegated to either one of these categories. This unit will examine the theoretical frameworks which position Indigenous artists, through the study of Indigenous artistic expression across a range of genres. It will provide students with the opportunity to engage with Indigenous artists on a formal and informal basis and to discuss complex issues pertaining to Indigenous works, in performance, literature(writing), music, dance and film.

Unit of study	Credit points	P: Prerequisites C: Corequisites N: Prohibition	Session
Bachelor of Education (Secondary: Aboriginal Studies)			
KCSE3101 Evaluation and Assessment in Schools	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCSE3102 Aboriginal Studies: Stages 4, 5 & 6	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCSE3103 Indigenous Land and Culture	6	P KCDE2104 <i>Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCSE3204 Human Society and its Environment 3	6	P KCDE2204 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCSE3104 Australia WW1 to Whitlam	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCSE3202 Teaching Aboriginal Languages	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCSE3203 Reading Indigenous Writing	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCSE3204 Human Society and its Environment 3	6	P KCDE2204 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCSE4201 Professional Practices 3	6	P KCSE3201 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCSE4102 Issues in Indigenous Rights	6	P KCDE2104 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCSE4103 20th Century Europe: Age of Catastrophe?	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCSE4104 Human Society and its Environment 4	6	P KCSE3204 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCSE4101 Special Education: An Introduction	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCSE4202 Knowledge, Self and Education	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCSE4203 Colonising and Decolonising the Pacific	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCSE4202 Knowledge, Self and Education	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int

Bachelor of Education (Secondary: Aboriginal Studies)

KCSE3101

Evaluation and Assessment in Schools

Credit points: 6 **Session:** S1 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

The focus of this unit of study is to develop an understanding of the importance and purposes of assessment and evaluation and their interconnected relationship to learning. An historical overview of assessment and evaluation is essential to the understanding of current contexts for assessment and student learning in schools.

KCSE3102

Aboriginal Studies: Stages 4, 5 & 6

Credit points: 6 **Session:** S1 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study introduces Stages 4, 5 and 6 Aboriginal Studies, which are Board of Studies approved electives in the secondary curriculum. These courses are based on standard Board of Studies designs and, as such, provide students with an excellent first hand experience of the syllabus continuum in the secondary school. Outcomes-based teaching and learning is a feature and students learn to translate this approach into practical teaching, planning and implementation. Students also consider an holistic approach to Aboriginal Studies where the needs of the students, school and community directly influence the nature of program development and content. Consultation, protocols, ethical research practices and a local community focus feature as they do in both syllabuses. Cross curriculum content and skills with a focus on literacy and ICT (Information and Communication Technology) is part of the ongoing development of students becoming multi-skilled, adaptable and pro-active educators in the field of Aboriginal Studies.

KCSE3103

Indigenous Land and Culture

Credit points: 6 **Session:** S1 Late Int **Prerequisites:** KCDE2104

Note: Available to students enrolled in Koori Centre block-mode courses only.

The focus of the unit is to develop an understanding of land from an Indigenous perspective. Students will explore how land is represented and symbolised from an Indigenous cultural perspective. Through a broad, cross-disciplinary approach to inquiry, a range of Indigenous contemporary issues and questions relating to land and land use will be examined. These will include: cultural maintenance and transmission, ownership of land, identity and land, land and environment, religious/spiritual connection to land and place, health and education issues relating to concepts of land, visual and performing arts images from the land, Indigenous land use and management, and contemporary concepts of land and culture in selected urban, rural and isolated Australian communities.

KCSE3204

Human Society and its Environment 3

Credit points: 6 **Session:** S2 Late Int **Prerequisites:** KCDE2204

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study aims to prepare History /HSIE students to teach the skills and understandings necessary to implement current Board of Studies stage 6 History and HSIE syllabuses. The unit focuses predominantly on the teaching and learning of Modern and Ancient History with an introduction to teaching Legal Studies, Geography, Society and Culture and Business Studies. Emphasis is placed on assessing teaching and learning at the senior level.

KCSE3104

Australia WW1 to Whitlam

Credit points: 6 **Session:** S2 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

The twentieth century saw major transformations in Australian society. From the aftermath of the Great War, this unit of study follows the traumas of Depression and World War II, into periods of less dramatic but still profound change: the post-war boom through the Menzies years; threats posed by the Cold War; the proliferation of nuclear weapons; the impact of immigration; the 1960s youth protest movement and the Vietnam War, and social changes brought about by the Whitlam government. Through a survey of those years and their aftermath, the unit seeks to frame and enhance historical understanding of issues and challenges which confront Australians today.

KCSE3202

Teaching Aboriginal Languages

Credit points: 6 **Session:** S2 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study will orient students within the second/foreign language acquisition literature, and present policy, implementation models, teaching methods/approaches and pedagogies, resource and materials design, as well as programming and planning methods with a particular focus on teaching Aboriginal languages.

KCSE3203

Reading Indigenous Writing

Credit points: 6 **Session:** S2 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study surveys contemporary literary production by Indigenous Australians and its social and historical contexts. It is designed to foster a critical appreciation of a variety of literary forms such as poetry, the novel and scripts for stage and screen performance, and to explore their relationships to traditional and modern approaches to story-telling and knowledge sharing. It will reflect on expressions of identity, social history and political autonomy, and the evolution of Indigenous literary production in the broader milieu of colonisation, resistance and self-determination. The unit will encourage generic skills in textual, theoretical and historical analysis, and will stimulate the development of students' personal creative expression.

KCSE3204

Human Society and its Environment 3

Credit points: 6 **Session:** S2 Late Int **Prerequisites:** KCDE2204

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study aims to prepare History /HSIE students to teach the skills and understandings necessary to implement current Board of Studies stage 6 History and HSIE syllabuses. The unit focuses predominantly on the teaching and learning of Modern and Ancient History with an introduction to teaching Legal Studies, Geography, Society and Culture and Business Studies. Emphasis is placed on assessing teaching and learning at the senior level.

KCSE4201

Professional Practices 3

Credit points: 6 **Session:** S1 Late Int **Prerequisites:** KCSE3201

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study will be integrated with in-school teaching experience, and explore different methods of expanding knowledge of professional practice through building professional alliances and mentor

relationships. Using a selected case study methodology, the unit will provide opportunities for student teachers to gain insights into ways in which construction of individual teaching style can be analysed and understood in terms of contemporary educational theories and practices. The unit, overall, will extend reflective professional experience in schools and other teaching and learning contexts.

KCSE4102

Issues in Indigenous Rights

Credit points: 6 **Session:** S1 Late Int **Prerequisites:** KCDE2104

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study examines the social, political and legal history of the Indigenous Australian struggle for fundamental human rights, engaging particularly with self-determination and Indigenous rights to land, law, economy and culture. It will promote students' consideration of these issues in both national and international contexts by investigating case studies of key people, events and institutions, specifically those which have galvanised debate and stimulated change. The unit will build generic skills in social and historical research and theoretical analysis, encouraging students to develop an informed and independent assessment of contemporary Indigenous Australian actions toward self determination in a range of social, legal and cultural spheres.

KCSE4103

20th Century Europe: Age of Catastrophe?

Credit points: 6 **Session:** S1 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study aims to provide an introduction to the central events of early twentieth-century European history, a period which historian Eric Hobsbawm described as 'an age of catastrophe'. This unit, which examines the tumultuous events that occurred during the early twentieth-century, takes World War One as its starting point, investigating the impact this war had on the changing politics, nations, culture and ideology of Europe. The unit then explores these themes in detail by focusing on individual national case studies, and, in particular, the leaders considered instrumental in enacting these changes. Students will also consider the lived history, that is, the social aspects of the changing politics in England, Russia and Germany. Finally, students will examine European history from a broader perspective by tracing the history of four examples of international conflict.

KCSE4104

Human Society and its Environment 4

Credit points: 6 **Session:** S1 Late Int **Prerequisites:** KCSE3204

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study aims to prepare students to teach the skills and understandings necessary to implement current Board of Studies stage 6 Society and Culture, and stage 5 Work Education syllabuses.

KCSE4101

Special Education: An Introduction

Credit points: 6 **Session:** S2 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This subject addresses issues relating to the education of students with special education needs. Issues addressed include the impact of current legislation, evidence based approaches to curriculum, teaching and learning practices for students with special education needs. A specific focus is given to managing challenging behaviours of students in a range of settings.

KCSE4202

Knowledge, Self and Education

Credit points: 6 **Session:** S2 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study takes a critical perspective on two concepts central to our understanding of education: the 'self', or individual and 'knowledge'. Assuming that in some significant ways both are socially constructed, the course presents a variety of theoretical and research resources for understanding recently developed ways of looking at educational phenomena as social and historical discursive practice.

KCSE4203

Colonising and Decolonising the Pacific

Credit points: 6 **Session:** S2 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

Even before Europeans officially 'discovered' the New World they had imagined what it might be. Notwithstanding decolonisation, this world and its people have continued to be represented according to changing Western view points and priorities. Arguably categories like "race", "blood" and "culture" continue to influence Western historical accounts, and colonised people are often still classified according to historical models determined by Western intellectual and political priorities. In this unit of study we examine this process of representation and Indigenous challenges to it, focusing on the islands of the Pacific. Three key themes will be investigated: (1) history and the representation of the Pacific; (2) Colonising the Indigenous peoples of the Pacific; and (3) the contemporary Pacific - decolonisation and environmental issues.

KCSE4202

Knowledge, Self and Education

Credit points: 6 **Session:** S2 Late Int

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

This unit of study takes a critical perspective on two concepts central to our understanding of education: the 'self', or individual and 'knowledge'. Assuming that in some significant ways both are socially constructed, the course presents a variety of theoretical and research resources for understanding recently developed ways of looking at educational phenomena as social and historical discursive practice.

Unit of study	Credit points	P: Prerequisites C: Corequisites N: Prohibition	Session
Diploma in Education (Aboriginal)			
KCDE1101 Academic Literacies 1	6	<i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S1 Late Int
KCDE1102 Teaching & Learning: Presentation Skills	6	<i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S1 Late Int
KCDE1103 Indigenous Education and Society	6	<i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S1 Late Int
KCDE1104 Researching Indigenous Communities	6	P 12 Junior credit points including KCDE1101 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S2 Late Int
KCDE1201 Academic Literacies 2	6	P 12 junior credit point, including KCDE1101 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S2 Late Int
KCDE1202 Teaching and Learning: Curriculum	6	<i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S1 Late Int
KCDE1203 Human Development and Learning	6	P KCDE1101 and KCDE1103 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S2 Late Int
KCDE1204 Human Society and its Environment 1	6	P KCDE1101 and KCDE1202 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S2 Late Int
KCDE2201 Professional Practices 1	6	P KCDE1201 and KCDE1202 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S1 Late Int
KCDE2102 Teaching & Learning: Teaching History	6	P KCDE1201 and KCDE1202 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S1 Late Int
KCDE2103 Education Theories	6	P KCDE1201 and KCDE1203 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S1 Late Int
KCDE2104 Introduction to Indigenous Australia	6	P KCDE1201 and KCDE1104 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S1 Late Int
KCDE2101 Visual Literacy: Cineliteracy	6	P KCDE1201 and KCDE2104 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S2 Late Int
KCDE2202 Aboriginal Studies in Schools	6	P KCDE1201 and KCDE2102 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S2 Late Int
KCDE2203 Indigenous Health and Communities	6	P KCDE1201 and KCDE2104 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S2 Late Int
KCDE2204 Human Society and its Environment 2	6	P KCDE1201 and KCDE1204 <i>Note: Department permission required for enrolment Available only to students enrolled in the Diploma of Education (Aboriginal)</i>	S2 Late Int

Diploma in Education (Aboriginal)

KCDE1101 Academic Literacies 1

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Campus:** Camperdown/Darlington

Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

This unit of study provides first year diploma students with the literacy skills necessary to commence university study and succeed. It employs an innovative scaffolded approach that students can adapt for their own teaching practice. The science component of this unit of study introduces students to some of the theoretical, practical and pedagogic issues relevant to the delivery of science in school settings.

KCDE1102 Teaching & Learning: Presentation Skills

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Campus:** Camperdown/Darlington

Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

Effective teachers must be successful communicators, requiring mastery of a range of oral and visual presentation skills to communicate well with students. This unit of study prepares teachers to confidently give oral presentations to an audience, to use computer mediated communication for teaching and to apply a range of computer-based skills and formats to present complex information.

KCDE1103 Indigenous Education and Society

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Campus:** Camperdown/Darlington

Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

This unit of study will trace the broad sociological history of education in Australia since the cultural invasion of 1788 and critically examine historical events and circumstances as they relate to limited Aboriginal participation in 'westernised' forms of education today. Social and political perceptions of Aboriginal people as a race 'doomed to extinction' were well-documented during the colonial era, and continue to impact negatively on equality of educational opportunity into the 19th century.

KCDE1104**Researching Indigenous Communities**

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** 12 Junior credit points including KCDE1101 **Campus:** Camperdown/Darlington
Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

This unit of study aims to provide students with a critical understanding of the differing notions of community with particular focus on Aboriginal communities as locations for research. It explores the history, diversity, characteristics and structures of Indigenous Australian communities and their historical and contemporary experiences of research. A range of library and computer-based research skills are also practised. Students will be provided with an opportunity to synthesise these understandings and apply them in a practical setting through a major community-based research project.

KCDE1201**Academic Literacies 2**

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** 12 junior credit point, including KCDE1101 **Campus:** Camperdown/Darlington
Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

Advanced literacy is an essential requirement for successful students and effective teachers. This unit of study further develops the skills and concepts taught in Academic Literacies 1 through a range of practical activities. The mathematics component of this unit of study introduces students to some basic arithmetic concepts and skills relevant to the performance of administrative duties in teaching contexts, and planning and delivery of mathematics curricula in school settings.

KCDE1202**Teaching and Learning: Curriculum**

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Campus:** Camperdown/Darlington
Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

The aim of this unit of study is to introduce students to important concepts related to curriculum; the stakeholders who can influence curriculum and how curriculum is constructed. Teachers are constantly being introduced to new and innovative syllabi developed by education bodies with the intention that they will address the intended outcomes both at school and classroom level. An introduction to a wide variety of syllabi will allow students the opportunity to explore these documents and determine how they shape the development of school curriculum as a major role of the teacher. Aboriginal perspectives are also a major focus within this Unit of Study therefore syllabi will be examined for inclusion of and suggested implementation of Aboriginal perspectives across the curriculum.

KCDE1203**Human Development and Learning**

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1101 and KCDE1103 **Campus:** Camperdown/Darlington
Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

The systematic study of human development and learning requires careful observation, documentation and analysis of how people grow, change, adapt and acquire new knowledge over time. This unit of study examines the adolescent period of human growth and development. Both Indigenous and non-Indigenous adolescent physical, social, cognitive and emotional development patterns will be addressed, especially within the socio-cultural context of secondary schools. Particular emphasis will be placed upon relationships between the relatively rapid growth and development of the adolescent student and the opportunity for quality learning. This important transitional period from childhood to young adulthood raises significant issues and challenges related to maturation, identity formation, self esteem, propensity for risk taking and influences of both peers and family.

KCDE1204**Human Society and its Environment 1**

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1101 and KCDE1202 **Campus:** Camperdown/Darlington
Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

This unit of study aims to prepare History/HSIE students to teach skills and understanding necessary to implement current Board of Studies stage 4 and 5 History and HSIE syllabuses.

KCDE2201**Professional Practices 1**

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1201 and KCDE1202 **Campus:** Camperdown/Darlington
Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

This unit of study will introduce students to relevant departmental policies and their implementation in schools. The unit also includes a range of professional experiences in schools and other learning contexts, eg., observing, acting as a teacher's aide, teaching in a classroom, and participation in wider school and community activities.

KCDE2102**Teaching & Learning: Teaching History**

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1201 and KCDE1202 **Campus:** Camperdown/Darlington
Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

This unit of study aims to prepare students for the teaching of History Stages 4 and 5. It will mainly focus on students understanding the relevant syllabi, for History, and ways of incorporating any syllabus changes during their teaching. The unit will also include the development of lesson plans and units of work, as well as incorporating key perspectives of the syllabi into their teaching. This unit of study will provide the students with practical suggestions to prepare them for their first in-school experience. A prime focus will be to stimulate ideas about teaching, provide practical strategies for use in the classroom, and to stimulate a passion for teaching History.

KCDE2103**Education Theories**

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1201 and KCDE1203 **Campus:** Camperdown/Darlington
Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

The purpose of this unit of study is to give students the opportunity to recognise, analyse and assess various theories related to teaching and learning, and to consider the implications and relevance these theories have for classroom practice. Students will also trace the history of teaching and learning theory that has its foundations in Aboriginal pedagogies and culturally inclusive education initiatives such "both-ways" education programs. Students are encouraged to think about their role as Indigenous educators, in developing teaching and learning theories.

KCDE2104**Introduction to Indigenous Australia**

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1201 and KCDE1104 **Campus:** Camperdown/Darlington
Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

Indigenous cultures have existed in this country for at least sixty thousand years, yet have been interpreted and represented to the world from predominantly non-Indigenous points of view. This unit of study responds to the lack of inclusion of Indigenous histories and knowledges in mainstream pedagogic practice since invasion. It provides an introduction to Indigenous philosophies and theories by critically examining "contact history" and resistance within a decolonising framework.

KCDE2101

Visual Literacy: Cineliteracy

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1201 and KCDE2104 **Campus:** Camperdown/Darlington

Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

This unit of study aims to provide an introduction to the theory and practice of 'cineliteracy' as part of an integrated approach to enhancement of visual literacy skills at the tertiary level. The term 'cineliteracy' refers primarily to critical reading, understanding and response to the moving image; drama, film, documentary, television, video and various forms of computer based digital media. Learning opportunities offered by and through this unit will include direct experience, critical awareness, and applied understanding of concepts and vocabulary employed to analyse 'language' of the moving image.

KCDE2202

Aboriginal Studies in Schools

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1201 and KCDE2102 **Campus:** Camperdown/Darlington

Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

This unit of study introduces students to Aboriginal Studies and how it is intended to follow a developmental sequence from K-12 in NSW schools. There will be opportunities for students to explore the growth, development and implementation of Aboriginal Studies as an integral part of the school curriculum in NSW.

KCDE2203

Indigenous Health and Communities

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1201 and KCDE2104 **Campus:** Camperdown/Darlington

Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

The continuing poor health status of Indigenous people is well documented. However, attempts at improving Aboriginal health have often been met with inappropriate policy and practice. This unit of study aims to give an historical and contemporary understanding of a diverse range of issues impacting on Aboriginal Health. Students are given the opportunity to explore sociological and indigenous frameworks and knowledge's in order to identify a range of strategies which will work towards improving the health of Indigenous Australians. A focus of this unit will be in providing students with the opportunity to explore the ways in which they may work with Aboriginal communities to facilitate self-determination in Aboriginal health.

KCDE2204

Human Society and its Environment 2

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** KCDE1201 and KCDE1204 **Campus:** Camperdown/Darlington

Note: Department permission required for enrolment. Note: Available only to students enrolled in the Diploma of Education (Aboriginal)

This unit of study aims to prepare History/HSIE students to teach the skills and understandings necessary to implement current Board of Studies stage 4 and 5 History and HSIE syllabuses. In addition the unit focuses specifically on developing literacy and numeracy strategies for teaching across a range of age and ability groups and takes an applied approach to the use of ICT in HSIE and History classrooms.

4. Postgraduate study

Please note these courses are for Indigenous Australian students only.

Introduction

The Koori Centre offers a suite of postgraduate qualifications designed to meet the need for qualified instructors to participate in the delivery of Indigenous Australian languages education programs in a range of educational settings.

The Graduate Certificate, Graduate Diploma and Master of Indigenous Languages Education equip Indigenous educators with the knowledge and skills necessary to implement the NSW Aboriginal Languages K-10 Syllabus and syllabi from other states. Course content is arranged into linguistics, theory and practice strands and is applicable to all Indigenous Australian languages. Students do not need to be fluent in an Indigenous Australian language to enter the courses and may undertake external study as part of the Graduate Diploma or Master.

The courses are offered on a full-time basis by mixed-mode ('block release') requiring attendance at three blocks each semester. Teaching staff are drawn from within the University and Indigenous Australian language programs from across the state.

Entry to the Graduate Certificate of Indigenous Languages Education requires that candidates have successfully completed two years towards a teaching qualification, that is: a Diploma in Education (Aboriginal), or equivalent. The Graduate Certificate is completed in one semester full-time and consists of four units of study:

- KCIL5610 Sounds & Writing in Indigenous Languages
- KCIL5611 Words & Meanings in Indigenous Languages
- KCIL5612 Sentences & Text in Indigenous Languages
- KCIL5613 Theories & Methods in Language Learning

Students who complete the requirements for the Graduate Certificate may extend their study and qualify for the Graduate Diploma of Indigenous Languages Education by undertaking a further two units of study in the second semester, chosen from the following:

- KCIL5622 Learning an Indigenous Language
- KCIL5623 Language Curriculum Development
- KCIL5624 Technology & Language Learning

Entry to the Master of Indigenous Languages Education requires that candidates have completed either:

- a four-year teaching qualification, that is: a Bachelor of Education, or a three year degree and a Diploma of Education
or
- the Graduate Certificate of Indigenous Languages Education with an average mark of 70 per cent or higher.

To qualify for the award of the Master of Indigenous Languages Education students must complete four units of study chosen from the following, in addition to completing all four offered in the first semester:

- KCIL5620 Research Methods in Languages Education
- KCIL5621 Research Project in Languages Education (elective)
- KCIL5622 Learning an Indigenous Language (elective)
- KCIL5623 Language Curriculum Development
- KCIL5624 Technology & Language Learning

In some cases it may be possible for candidates with similar but different qualifications to be granted admission.



Unit of study	Credit points	P: Prerequisites C: Corequisites N: Prohibition	Session
Postgraduate units of study			
Graduate Certificate/Diploma and Master of Indigenous Languages Education			
KCIL5610 Sounds & Writing in Indigenous Languages	6	C KCIL5611 and KCIL5612 <i>Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCIL5611 Words & Meanings in Indigenous Languages	6	C KCIL5610 and KCIL5612 <i>Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCIL5612 Sentences & Text in Indigenous Languages	6	C KCIL5610 and KCIL5611 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCIL5613 Theories & Methods in Language Learning	6	<i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S1 Late Int
KCIL5620 Research Methods in Languages Education	6	P 18 credit points, including KCIL5613 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCIL5621 Research Project in Languages Education	6	C KCIL5620 N KCIL5622 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	Semester 2
KCIL5622 Learning an Indigenous Language	6	P 18 credit points, including KCIL5613 N KCIL5621 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCIL5623 Language Curriculum Development	6	P 18 credit points, including KCIL5613 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int
KCIL5624 Technology and Language Learning	6	C KCIL5623 <i>Note: Department permission required for enrolment Available to students enrolled in Koori Centre block-mode courses only.</i>	S2 Late Int

Postgraduate units of study

Graduate Certificate/Diploma and Master of Indigenous Languages Education

KCIL5610

Sounds & Writing in Indigenous Languages

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Corequisites:** KCIL5611 and KCIL5612

Note: Available to students enrolled in Koori Centre block-mode courses only.

The study of any language requires an understanding of its sounds and the ways in which they relate to each other so that they can be written down. This unit of study introduces students to the production, perception and classification of speech sounds and their organisation into meaningful systems with particular reference to Indigenous Australian languages. It also provides an understanding of the development of writing systems and contemporary approaches to Australian orthography design.

KCIL5611

Words & Meanings in Indigenous Languages

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Corequisites:** KCIL5610 and KCIL5612

Note: Available to students enrolled in Koori Centre block-mode courses only.

Words are the principal vehicles for conveying meaning in most languages. This unit of study gives students a foundation in the description of meaning and the structure and function of words with particular reference to Indigenous Australian languages. It also provides students with the skills to classify words and their component parts and describe the ways in which they combine sound and meaning to make verbal communication possible.

KCIL5612

Sentences & Text in Indigenous Languages

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode **Corequisites:** KCIL5610 and KCIL5611

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

Sentences and texts are the major units of human language. This unit of study provides students with the understanding and skills to describe these longer strings of language and make generalisations about them. It also considers the relationships between the many varieties of Australian languages that occur for different purposes, in different places and at different times.

KCIL5613

Theories & Methods in Language Learning

Credit points: 6 **Session:** S1 Late Int **Classes:** Block Mode

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

Teachers in the language classroom are often confronted with the dilemma of choosing the right method or approach to adequately develop the proficiency of their students. What many do not realise is that there is no one perfect method or approach; what might work in one language teaching situation might not necessarily work in another. Over the last two centuries, a number of methods and approaches have emerged each determined by the social, cultural, economic and political factors of the day. Given this scope, there are teaching situations that have demanded a focus on the development of written proficiency whilst others that of oracy.

The goal of this course is to introduce students to theories of languages education methodology and provide them with the foundations to successfully choose methods and/or approaches that will best cater the teaching of Indigenous languages in Australia. It will include significant methods used in the teaching of the macro (listening and responding, speaking, reading and responding, and

writing) skills and the micro (lexico-grammatical) skills; determining teacher and learner roles; and effective language lesson planning.

KCIL5620

Research Methods in Languages Education

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** 18 credit points, including KCIL5613

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

Conducting research in the teaching of Australian languages requires an understanding of diverse issues, including: languages education research methods, the history of research on Indigenous people and languages, locating existing records, practical techniques for obtaining and managing data, project planning, Indigenous research ethics and community consultation. It is also important for students to understand the role of research in high-quality teaching and to gain experience in a range of research methodologies and their potential for application to likely teaching situations in this field. This unit of study allows students to explore these issues and develop practical skills that will allow them to become effective researchers in Indigenous languages education. Students will be expected to directly apply their learning in this unit of study to their activities in KCIL5621 Research Project in Languages Education or KCIL5622 Learning an Indigenous Language.

KCIL5621

Research Project in Languages Education

Credit points: 6 **Session:** Semester 2 **Classes:** Block Mode **Corequisites:** KCIL5620 **Prohibitions:** KCIL5622

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

Although some Indigenous Australian languages have undergone substantial documentation and are currently being taught, many are in great need of further research and all require more investigation. This unit of study provides students with an opportunity to exercise the skills and knowledge provided in the course to generate new knowledge about particular languages and their teaching.

KCIL5622

Learning an Indigenous Language

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** 18 credit points, including KCIL5613 **Prohibitions:** KCIL5621

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

In order to teach an Indigenous language it is essential that the teacher has greater fluency than their students. This unit of study provides an

opportunity for students to undertake study outside the degree program to develop their ability to speak an Australian language.

Students may access courses offered by the University of Sydney, another tertiary institution, a TAFE college, school, community language centre, or similar. To obtain credit under this unit of study the external studies must be equivalent to 36 hours of face-to-face teaching and satisfy MILE staff regarding its standard and thoroughness. Students who are already fluent or cannot access an external unit in a language of their choosing should undertake KCIL5621 Research Project in Indigenous Languages as a means to enhance their skills.

KCIL5623

Language Curriculum Development

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Prerequisites:** 18 credit points, including KCIL5613

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

Preceding any successful formal teaching or learning situation is effective programming and planning determined by curriculum parameters. Language curriculum development involves more than just the content to be taught in any given teaching situation. It involves establishing goals and outcomes often defined by external organisations; performing ongoing needs analysis of learning and teaching situations; programming and planning against external and internal factors; designing programs that best address all factors; choosing and designing resources; and determining appropriate assessment and evaluation procedures.

The goal of this unit is to examine these issues against authentic situations and apply knowledge gained towards developing effective language curriculum for quality teaching in Indigenous languages education contexts and across all key learning areas.

KCIL5624

Technology and Language Learning

Credit points: 6 **Session:** S2 Late Int **Classes:** Block Mode **Corequisites:** KCIL5623

Note: Department permission required for enrolment. Note: Available to students enrolled in Koori Centre block-mode courses only.

Effective language teaching and learning can be enhanced by technology. This unit of study introduces students to the diverse technological aids that can enhance their teaching practices and their own language learning. It provides them with samples and models from which they can develop their own multimedia resources.

5. Koori Centre staff

Information correct as at October 2008.

Director

Janet Mooney, BA(Vis Arts) GradDipEd MEd

Deputy Director

Michelle Blanchard, BA MA

Academic Coordinator

Lynette Riley, DipEd *Armidale Teacher's College* GradDip(Aboriginal) *UNE*

Lecturers

Catherine Burgess, DipTeach(Special Ed) *UTS* Grad Dip(Education) *Syd* MEd(Aboriginal) *USA*

Sharon Galleguillos, DipEd *QUT* BEd(Primary) *Syd*

John Hobson, BA(Hons) DipEd(Adult)

Leah Lui-Chivizhe, BA GradDip(Material Anthropology)

Peter Minter, BA(Hons) *Syd* MA(Writing) *UTS*

Katrina Thorpe, BEd *UWS*, MEd (HRM) *Syd*

Librarian

Uma Ketheson, GradDip(Information Services) BSc(Botany)

Administrative Personnel

Assistant to Director/Deputy Director

Tatum Touma

Administration – Academic/Student Support

Noeleen Smith

IT and Student Support

Curtis Flood

Administrative Officer – Cadigal/Student Support

Tanya Griffiths

Administrative Officer - Block-mode/Student Support

Sherrie Connors

Schools and Community Liaison Officer

Sarina Solar, BEd(Sec) *Syd*

Finance and Marketing Officer

Patrick Snowdon

ITAS Support

To be advised



6. Resolutions

The resolutions for all coursework degrees, diplomas and certificates must be read in conjunction with the *University of Sydney (Coursework) Rule 2000 (as amended)*, which sets out the requirements for all coursework courses, and with the relevant faculty resolutions.

Degrees, diplomas and other programs in Aboriginal and Indigenous Studies

1. The degrees, diplomas and other programs in the Koori Centre shall be:

- 1.1 Diploma in Education (Aboriginal) (Dip Ed (Aboriginal))
- 1.2 Cadigal Program – Academic Skills I and II
- 1.3 Master of Indigenous Languages Education (M Indigenous Languages Ed)
- 1.4 Graduate Diploma of Indigenous Languages Education
- 1.5 Graduate Certificate of Indigenous Languages Education

Master of Indigenous Languages Education Graduate Diploma of Indigenous Languages Education Graduate Certificate of Indigenous Languages Education

1. Requirements for the Master of Indigenous Languages Education

- 1.1 To qualify for the award of the Master of Indigenous Languages Education a student must:
 - 1.1.1 complete successfully units of study giving credit for a total of 48 credit points; and
 - 1.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

2. Requirements for the Graduate Diploma of Indigenous Languages Education

- 2.1 To qualify for the award of the Graduate Diploma of Indigenous Languages Education a student must:
 - 2.1.1 complete successfully units of study giving credit for a total of 36 credit points; and
 - 2.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

3. Requirements for the Graduate Certificate of Indigenous Languages Education

- 3.1 To qualify for the award of the Graduate Certificate of Indigenous Languages Education a student must:
 - 3.1.1 complete successfully units of study giving credit for a total of 24 credit points; and
 - 3.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

4. Units of study

Refer to table of units of study in Koori Centre Handbook

5. Time limits

- 5.1 Except with the permission of the Board of Studies in Indigenous Studies, a candidate must complete the degree in not less than one year of enrolment and not more than three years of enrolment. Notwithstanding these provisions, the Board of Studies in Indigenous Studies may reduce the time limit for the completion of the degree based on previous experience and education.

- 5.2 Except with the permission of the Board of Studies in Indigenous Studies, a candidate must complete the graduate diploma in not less than one year of enrolment and not more than two years of enrolment. Notwithstanding the provisions above, the Board of Studies in Indigenous Studies may reduce the time limit for the completion of the graduate diploma based on previous experience and education.
- 5.3 Except with the permission of the Board of Studies in Indigenous Studies, a candidate must complete the graduate certificate in not less than one semester of enrolment and not more than two semesters of enrolment.
- 5.4 A candidate may undertake units of study other than those listed with the permission of the Board of Studies in Indigenous Studies, on the recommendation of staff involved in programs concerned that such units of study are equivalent in workload and academic standard, provided that the maximum credit that may be earned does not exceed one quarter of the award course requirements.

Diploma in Education (Aboriginal)

1. Admission to candidature for the diploma may be granted to an Aboriginal or Torres Strait Islander person who:
 - 1.1 holds qualifications acceptable to the Board of Studies in Indigenous Studies; or
 - 1.2 satisfies enrolment requirements by successfully completing Koori Centre 'Entrance Assessment'.

2. Units of study

Refer to table of units of study in Koori Centre Handbook

3. Assessment Policy

The assessment requirements for each unit of study are outlined in the Koori Centre Handbook, and detailed in the departmental information distributed to students enrolled in that unit.

4. Requirements for the Diploma Education (Aboriginal)

- 4.1 To qualify for the award of the Diploma in Education (Aboriginal) a student must:
 - 4.1.1 complete successfully units of study giving credit for a total of 96 credit points; and
 - 4.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

5. Award of the diploma

- 5.1 The Diploma in Education (Aboriginal) may be awarded in two grades: pass, and in the case of outstanding candidates, pass with merit.

6. Attendance

- 6.1 Students who will be absent from all classes for more than one week should seek leave of absence from the Koori Centre.
- 6.2 The Koori Centre regards a student who is absent without leave from more than 10 per cent of classes in any particular unit of study as having failed to satisfy attendance requirements, which may lead to the student being deemed not to have completed that unit of study.

7. Restrictions on enrolment

- 7.1 A student who elects to graduate with the Diploma in Education (Aboriginal) may not enrol in the Bachelor in Education (Secondary: Aboriginal Studies).
- 7.2 The Koori Centre reserves the right not to place a student in a school or other professional experience setting for practicum in any instance where the performance, personal or professional



conduct of the student does not meet the required professional standard, regardless of the fact that the student may be enrolled in any unit of study with a practicum requirement.

8. Time limits

- 8.1 Unless otherwise permitted by the Koori Centre a candidate shall complete all the requirements for award of the diploma in not less than two years of enrolment and within four calendar years of admission or re-admission to candidature.
- 8.2 Notwithstanding the provisions of 7.1 above, the Board of Studies may reduce the time limit for the completion of the diploma dependent on previous experience and education.

9. Credit

- 9.1 A candidate may be granted credit towards the diploma on the basis of a subject or subjects completed at another university or other tertiary institution, regarded by the Koori Centre, on the recommendation of staff involved in programs concerned, as equivalent in work load and academic standard;
- 9.2 provided that the maximum credit granted does not exceed the equivalent of two thirds of the degree or diploma requirements.
- 9.3 A student who has completed 96 credit points in the Diploma in Education (Aboriginal) may be granted credit for all of the units of study completed toward the award of Bachelor in Education (Secondary: Aboriginal Studies) if the award has not been conferred.

Cadigal Program – Academic Skills

- 1. The Cadigal Program is an access and support program for Aboriginal and Torres Strait Islanders wishing to undertake undergraduate award level studies at the University of Sydney.
- 2. The academic support component is known as Academic Skills.
- 3. This course of study consists of a number of components including literacy, critical thinking and reading, analytical skills, research skills, oral communication, referencing, numeracy, exploration of epistemologies, specific content and/or discipline areas such as chemistry, biology, anthropology, psychology, etc.
- 4. Admission to Academic Skills is a requirement of some applicants admitted to an undergraduate award program through the Cadigal Program.
- 5. Individual programs of study are determined on the basis of:
 - 5.1 assessment of literacy/language and study needs; and
 - 5.2 preparatory and/or concurrent support needs in specific content areas.
- 6. The definition for completing this course is satisfactory completion of all components, requirements and assessments as agreed on a contract basis with individual students at the beginning of Semester 1 and Semester 2.
 - 7.1 Academic Skills is offered on both a full-time and part-time basis.
 - 7.2 Full-time Academic Skills students normally undertake a reduced award program load, whilst part-time students normally undertake a full- or part-time award program load.

The Sydney Summer and Winter Schools

2009	Dates
Summer School	December 2008 to February 2009
Winter School	29 June to 25 July 2009

The Summer School

The Summer School is a full fee-paying, intensive program offering high quality undergraduate and postgraduate subjects from nine 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, during July.

Advantages

Attending classes at Sydney University during Summer and Winter School offers many advantages. You can:

- accelerate your academic career and 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.

High school graduates can sample a university subject, and get an early start on their degree.

How to apply

Applications are only accepted online at 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:

- 29 September 2008 (Summer School)
- 25 May 2009 (Winter School)

Applications close:
28 November 2008 (Session 1, Summer December)
12 December 2008 (Session 2, Summer Main)
9 January 2009 (Session 3, Summer Late)
12 June 2009 (Winter School)

Late application fees may apply after these dates.

Census dates

Students can withdraw from their subject without academic penalty and receive a full refund until the census date (based on when the class commences). However, a late withdrawal fee may apply.

There is one census date for the Winter School, and three for the Summer School, as classes start between December and February.

ID	Session name	Classes begin	Census date
42*	Summer December	8 December 2008	2 January 2009
43	Summer Main	5 January 2009	9 January 2009
44**	Summer Late	19 January 2009	5 February 2009
11	Winter School	29 June 2009	3 July 2009

* 42 Summer December: 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 Summer School classes starting in **December 2008**, students who withdraw from a subject between 29 November 2008 and the relevant census date will receive a refund of tuition fees but will be liable for a \$500 late withdrawal fee.
- For Summer School classes starting in **January 2009**, students who withdraw from a subject between 13 December 2008 and the relevant census date will receive a refund of tuition fees but will be liable for a \$500 late withdrawal fee.
- For Winter School classes starting on **29 June 2009**, students who withdraw from a subject between 27 June 2009 and the relevant census date will receive a refund of their tuition fees but will be liable for a \$500 late fee withdrawal.

Students may withdraw from their Summer or Winter 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 who withdraw from a subject after 4pm on the relevant census date will receive no refund of their tuition fee.

Transferring between subjects

Students on a waiting list can transfer between subjects at any time prior to the commencement of class. For all other students, transfers should be completed a week before classes commence. **No** transfers will be allowed after commencement of the class.

Summer and Winter School scholarships

Merit scholarships

Three undergraduate merit scholarships and one postgraduate merit scholarship are available. These are automatically awarded to the top four students 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. Scholarship applications close on 31 October 2008 (Summer School), and 10 June 2009 (Winter School).

For more information

Website: www.summer.usyd.edu.au

Email: info@summer.usyd.edu.au

Phone: +61 2 9351 5542 Fax: +61 2 9351 5888



General University information

For further information or advice, please call our toll-free helpline on **1300 362 006**.

This section includes information on the following:

Academic progression
 Accommodation Service
 Admissions Office
 Applying for a course
 Attendance
 Bus service
 Campuses
 Careers Centre
 Centre for Continuing Education (CCE)
 Centre for English Teaching (CET)
 Child Care Information Office
 The Co-op Bookshop
 Counselling Service
 Disability Services
 Employment opportunities for students
 Enrolment
 Environmental Policy
 Equity Support Services
 Examinations
 Fees
 Financial Assistance Office
 Freedom of Information
 Graduations Office
 Grievances and appeals
 HECS and Fees Office
 Information and Communications Technology
 International Office
 International Student Support Unit (ISSU)
 Koori Centre and Yooroang Garang
 Learning Centre
 Library
 Mathematics Learning Centre
 Museums and galleries
 MyUni Student Portal
 Orientation and O-Week
 Part-time, full-time attendance
 Policy online
 Printing Service (UPS)
 Privacy
 Research Office
 Scholarships for undergraduates
 Security Service
 Service Management, Information and Communications Technology (ICT)
 Staff and Student Equal Opportunity Unit (SSEOU)
 Student Administration and Support
 Student Centre
 Student identity cards
 Sydney Summer School
 Sydney Student Development
 Sydney Welcome Orientation and Transition Program (SWOT)
 The University of Sydney Foundation Program (USFP)
 Timetabling Unit
 University Health Service

Academic progression

The University requires students to maintain a minimum rate of progression throughout their candidature. Any student who does not satisfy progression requirements for their degree will be placed on a monitored academic progression program. This program requires students to consult an academic adviser in their faculty, to attend a support services information session, and fill in a survey. Students will be advised of the requirements of the program by their faculty.

Students who do not sustain the minimum academic progression requirements may be asked to show cause as to why they should not be excluded from their degree. For further information, please see www.usyd.edu.au/secretariat/students.

Student Affairs, Registrar's Division
 Quadrangle, A14
 The University of Sydney
 NSW 2006 Australia

Phone: +61 2 9351 3183
 Fax: +61 2 9351 3572
 Email: appeals@secretariat.usyd.edu.au

Accommodation Service

This service maintains an extensive database of off-campus accommodation, including shared, full-board and rental properties. Current students can access the online database through the accommodation website or MyUni student portal (myuni.usyd.edu.au).

Level 5, Jane Foss Russell Building, G02
 The University of Sydney
 NSW 2006 Australia

Phone: +61 2 9351 3312
 Fax: +61 2 9351 8262
 Email: accomm@stuserv.usyd.edu.au
 Website: www.usyd.edu.au/stuserv/accommodation

Admissions Office

The Admissions Office, located in the Student Centre, is responsible for overseeing the distribution of offers to undergraduate applicants through the Universities Admission Centre (UAC). They can advise prospective local undergraduate students on admission requirements. Postgraduate students should contact the appropriate faculty.

- If you are an Australian citizen, or permanent resident with qualifications from a non-Australian institution, you can get more information by phoning +61 2 9351 4118.
- For enquiries regarding special admissions (including mature-age entry), phone +61 2 9351 3615.
- Applicants without Australian citizenship or permanent residency should contact the International Office.

Admissions Office, Student Centre
 Level 3, Jane Foss Russell Building, G02
 The University of Sydney
 NSW 2006 Australia

Phone: +61 2 9351 4117 or +61 2 9351 4118
 Fax: +61 2 9351 4869
 Email: admissions@records.usyd.edu.au
 Website: www.usyd.edu.au/studentcentre/admissions



Applying for a course

Domestic applicants for undergraduate courses and programs of study

For the purpose of admission and enrolment, 'domestic applicant' refers to citizens and permanent residents of Australia and citizens of New Zealand. If you are in this group and wish to apply for admission to an undergraduate course, you would generally apply through the Universities Admissions Centre (UAC).

The deadline for applications is the last working day in September in the year before enrolment. For more information see www.uac.edu.au.

Some faculties have additional application procedures, such as the Conservatorium of Music, Sydney College of the Arts and Pharmacy.

Domestic applicants for postgraduate courses and programs of study

For the purpose of admission and enrolment, 'domestic applicant' refers to citizens and permanent residents of Australia and citizens of New Zealand. Application is direct to the faculty which offers the course that you are interested in. Application forms for postgraduate coursework, postgraduate research and the master's qualifying or preliminary program and for non-award postgraduate study can be found at www.usyd.edu.au/studentcentre.

Note: some faculties use their own specially tailored application forms for admission into their courses. Check with the relevant faculty.

International applicants for all course types (undergraduate and postgraduate)

'International applicants' refers to all applicants other than Australian citizens, Australian permanent residents and citizens of New Zealand. In the majority of cases international applicants apply for admission through the University's International Office (IO). All the information international applicants need, including application forms, is available from the IO website (www.usyd.edu.au/internationaloffice).

Attendance

In cases of illness or misadventure, students should complete an *Application for Special Consideration* form, accompanied by relevant documentation, such as medical certificates, and submit it to the relevant faculty office.

The forms are available at faculty offices, the Student Centre, and online at www.usyd.edu.au/studentcentre/forms.shtml.

Exemption from re-attendance

Although you may have attended certain lectures or practical classes before, exemption from re-attendance is granted only in exceptional circumstances. In any case, you are required to enrol in all units of study in which you propose to take examinations, whether or not you have been granted leave of absence (or exemption) from re-attendance at lectures and/or practical work. To obtain exemption from re-attendance, apply at your faculty office.

Bus service

A free bus service operates to, from and around Camperdown and Darlington campuses each weekday that Fisher Library is open (except for public holidays). The service commences at 4.15pm and concludes at Fisher Library closing time.

Two buses operate along the route, starting at Fisher Library and finishing at Redfern station. The buses leave at approximately 10 minute intervals during semester and in semester breaks.

The bus timetable/route guide can be collected from Security Administration or Campus Infrastructure Services reception.

Floor 2, Services Building G12
Corner of Codrington and Abercrombie Streets
Darlington Campus

The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4753
Fax: +61 2 9351 5699
Website: www.security.usyd.edu.au

Campuses

The University has ten different teaching campuses, located throughout the Sydney area. For information on each campus, including maps, contact details and parking information, see www.usyd.edu.au/about/campus/pub/campus.shtml.

Campus	Faculties
Camperdown and Darlington campuses	Faculty of Arts Faculty of Architecture, Design and Planning Faculty of Agriculture, Food and Natural Resources Faculty of Economics and Business Faculty of Education and Social Work Faculty of Engineering and Information Technologies Faculty of Medicine Faculty of Pharmacy Faculty of Science Faculty of Veterinary Science The Sydney Summer School
Cumberland Campus	Faculty of Health Sciences
St James Campus	Faculty of Law
Mallett Street Campus	Faculty of Nursing and Midwifery The Centre for English Teaching The NHMRC Clinical Trials Centre
Sydney Conservatorium of Music	The Sydney Conservatorium of Music
Sydney College of the Arts	Sydney College of the Arts (SCA)
Camden Campus	Faculty of Veterinary Science Faculty of Agriculture, Food and Natural Resources
Surry Hills Campus	Faculty of Dentistry
Burren Street Campus	Institute of Transport and Logistics Studies

Careers Centre

The University's Careers Centre can provide you with assistance if you are not sure of your career path, and help you to find both casual and career-related employment.

The Careers Centre provides a range of free and accessible services for students, including:

- help in finding casual and part-time work
- finding career-related work experience and graduate employment
- an internet vacancy database
- individual careers advice and counselling, by appointment
- comprehensive library and online resources
- workshops in resume writing, interview skills, and job searching
- careers fairs, employer presentations and talks.

Careers Centre
Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3481
Fax: +61 2 9351 5134
Email: careers.information@usyd.edu.au
Website: www.careers.usyd.edu.au

Centre for Continuing Education (CCE)

The CCE provides the community with the opportunity to engage with the University of Sydney, offering people access to the academic expertise of one of Australia's finest educational institutions.

As a community leader, the CCE provides lifelong learning opportunities for people at all stages of life who want to undertake a course in self-enrichment, engage in active retirement learning,

upgrade their professional skills and qualifications, or bridge a gap between previous study and university. CCE offers short courses in all areas of the Humanities and Social Sciences, Languages, Science and Technology, Business and Management, and Continuing Professional Development.

160 Missenden Road
Newtown NSW 2042

Postal address:
Locked Bag 2020
Glebe NSW 2037

Phone: +61 2 9036 4789
Fax: +61 2 9036 4799
Email: cce.info@usyd.edu.au
Website: www.cce.usyd.edu.au

Centre for English Teaching (CET)

The CET offers English language and academic study skills programs to international students who need to develop their English language skills in order to meet academic entry requirements.

Wentworth Building, G01
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9036 7900
Fax: +61 2 9036 7910
Email: info@cet.usyd.edu.au
Website: www.usyd.edu.au/cet

Child Care Information Office

The Child Care Information Office has information for parents who are students and staff of the University, about child care centres, vacation and occasional care. For more details, see the child care website, via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Child Care Information Office
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 5667
Fax: +61 2 9351 7055
Email: childc@stuserv.usyd.edu.au
Website: www.usyd.edu.au/childcare

The Co-op Bookshop

The Co-op Bookshop is a one-stop store for:

- textbooks
- general books
- reference books
- University of Sydney clothing and memorabilia
- DVDs
- flash drives
- software at academic prices

Take advantage of a lifetime of membership benefits. For a one-time joining fee of \$20, you are entitled to great member pricing, promotional offers and much more.

The Co-op Bookshop
Sports and Aquatic Centre Building, G09
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3705
Fax: +61 2 9660 5256
Email: sydu@coop-bookshop.com.au
Website: www.coop-bookshop.com.au

Counselling Service

The Counselling Service aims to help students fulfil their academic, individual and social goals, by providing short-term, problem-focused counselling to promote psychological wellbeing and help students develop effective and realistic coping strategies. International students can access counselling assistance through the International Student Support Unit (ISSU).

Each semester the Counselling Service runs a program of workshops which are designed to help students master essential study and life management skills. These are open to all local and international students. Phone to make an appointment. Daily walk-in appointments are also available between 11am and 3pm.

For details of workshops, activities and online resources, see the Counselling Service website via the MyUni portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Camperdown and Darlington campuses

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2228
Fax: +61 2 9351 7055
Email: counsell@stuserv.usyd.edu.au
Website: www.usyd.edu.au/counsel

Cumberland Campus

Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: CS.Cumberland@stuserv.usyd.edu.au

Disability Services

Disability Services is the principal point of contact for advice on assistance available for students with disabilities. Students need to register to receive support and assistance. Disability Services works closely with academic and administrative staff to ensure that students receive reasonable accommodation in their areas of study.

Assistance includes note taking, interpreters, and negotiation with academic staff regarding assessment and course-requirement modifications where appropriate. For details on registering, including required documentation and online resources, see the Disability Services' website via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Camperdown and Darlington campuses

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 7040
Fax: +61 2 9351 3320
TTY: +61 2 9351 3412
Email: disserv@stuserv.usyd.edu.au
Website: www.usyd.edu.au/disability

Cumberland Campus

Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: DS.Cumberland@stuserv.usyd.edu.au

Employment opportunities for students

See 'Sydney Student Development'.

Enrolment

Domestic and international students entering their first year via UAC

Details of enrolment procedures will be sent to students with their UAC offer of enrolment. Enrolment takes place during the last week of January or in February for the later offer rounds.

Domestic and international students entering their first year via a direct offer from the University

Details of the enrolment procedures will be sent to students with their University offer of enrolment. Enrolment takes place during the first two weeks of February.

All continuing domestic and international students

A pre-enrolment package is sent to all enrolled students in late September and contains instructions on the procedure for web-based pre-enrolment.

Environmental Policy

The University of Sydney's Environmental Policy promotes sustainable resource and product use and encourages the practice of environmental stewardship by staff and students. The policy is supported by the University-wide Sustainable Campus Program. Enquiries can be directed to:

Manager, Campus Sustainability
Phone: +61 2 9036 5441
Email: sustainable@usyd.edu.au

Visit the website www.usyd.edu.au/sustainable to find out what the University is doing, and learn how you can get involved, make suggestions or receive the Sustainable Campus Newsletter.

Equity Support Services

Equity Support Services, located within Student Administration and Support, brings together a number of student support services that produce practical assistance and information to help students meet their academic and personal goals while at University.

Services include the Accommodation Service, Casual Employment Service, Child Care Information Office, Disability Services and the Financial Assistance Office.

More information is available through the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Examinations

Most examinations are facilitated primarily through the Examinations Office. However, some faculties arrange and conduct their own examinations.

Information and timetables on examinations can be located by searching the University's website. For more details, contact the Examinations Office.

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4005 or +61 2 9351 4006
Fax: +61 2 9351 7330
Email: exams.office@exams.usyd.edu.au

Fees

The Fees Office provides information on where and how to pay fees, and how to find out if payments have been received. The office can also provide information on obtaining a refund for fee payments. More details are available on the website (listed below).

Fees Office
Margaret Telfer Building, K07
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 5222
Fax: +61 2 9114 0556
Email: feespay@usyd.edu.au
Website: www.finance.usyd.edu.au/revenue_income/fees.shtml
Office hours: 9am to 4.30pm, Monday to Friday

Financial Assistance Office

The University of Sydney has a number of loan and bursary funds to assist students experiencing financial difficulties. Loan assistance is available for undergraduate and postgraduate students enrolled in degree and diploma courses at the University.

The assistance is not intended to provide the principle means of support but to help enrolled students in financial need with expenses such as housing bonds and rent, phone and electricity bills, medical expenses, and buying textbooks and course equipment.

Loans are interest-free and are usually repayable within one year. Bursaries may be awarded depending on financial need and academic merit and are usually only available to local full-time undergraduate students. Advertised bursaries, including first-year bursaries, are advertised through the MyUni student portal in January each year.

For details of types of assistance and online resources provided by the service see the Financial Assistance website via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2416
Fax: +61 2 9351 7055
Email: fao@stuserv.usyd.edu.au
Website: www.usyd.edu.au/fin_assist

Freedom of Information

The University of Sydney falls within the jurisdiction of the *NSW Freedom of Information Act 1989*. The Act:

- requires information concerning documents held by the University to be made available to the public
- enables a member of the public to obtain access to documents held by the University; and
- enables a member of the public to ensure that records held by the University concerning his or her personal affairs are not incomplete, incorrect, out of date or misleading.

A 'member of the public' includes staff and students of the University.

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

While an application may be made to access University documents, some may not be released in accordance with particular exemptions provided by the Act. There are review and appeal mechanisms which apply when access has been refused.

The University is required to report to the public on its freedom of information activities on a regular basis and to produce two documents: a *Statement of Affairs* (annually) and a *Summary of Affairs* (every six months).

The *Statement of Affairs* contains information about the University, its structure, function and the kinds of documents held. The *Summary of Affairs* identifies the University's policy documents and provides information on how to make an application for access to University documents. More information and copies of the reports can be found at www.usyd.edu.au/arms/info_freedom.

Graduations Office

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

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3199 or +61 2 9351 4009
Protocol enquiries: +61 2 9351 4612
Fax: +61 2 9351 5072

Grievances and appeals

You may consider that a decision affecting your candidature for a degree or other activities at the University has not taken into account all relevant matters. In some cases the by-laws or resolutions of the Senate provide for a right of appeal against particular decisions. For example, there is provision for appeal against academic decisions, disciplinary decisions and exclusion after failure.

A document outlining the current procedures for appeals against academic decisions is available at the Student Centre, the Student Representative Council, and on the Policy Online website (www.usyd.edu.au/policy (click on 'Study at the University', then 'Appeals' – see the Academic Board and Senate resolutions).

For assistance or advice regarding an appeal contact:

Undergraduates

Students' Representative Council
Level 1, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9660 5222

Postgraduates

Sydney University Postgraduate Representative Association (SUPRA)
Corner of Raglan and Abercrombie Streets
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 3115

HECS and Fees Office

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 5659
Fax: +61 2 9036 6111
Email: hecs.fees@records.usyd.edu.au

Information and Communications Technology (ICT)

See 'Service Management, Information and Communications Technology'.

International Office

The International Office helps international students with application, admission and enrolment procedures. The International Office has units responsible for international marketing, government and student relations, international scholarships (including AusAID scholarships and administrative support for international financial aid programs), and compliance with government regulations relating to international students.

The Study Abroad and Student Exchange units assist both domestic and international students who wish to enrol for study abroad or exchange programs.

International Office

Services Building, G12
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4079
Fax: +61 2 9351 4013
Email: info@io.usyd.edu.au
Website: www.usyd.edu.au/internationaloffice

Study Abroad

Phone: +61 2 9351 3699
Fax: +61 2 9351 2795
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studyabroad

Student Exchange

Phone: +61 2 9351 3699
Fax: +61 2 9351 2795
Email: exchange@io.usyd.edu.au
Website: www.usyd.edu.au/studentexchange

International Student Support Unit (ISSU)

The ISSU helps 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 MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv). International students also have access to all University student support services.

Camperdown and Darlington campuses

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4749
Fax: +61 2 9351 6818
Email: info@issu.usyd.edu.au
Website: www.usyd.edu.au/issu

Cumberland Campus

Ground Floor, A Block, Cumberland Campus, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: ISSU.Cumberland@stuserv.usyd.edu.au
Website: www.usyd.edu.au/issu

Koori Centre and Yooroang Garang

The Koori Centre and Yooroang Garang support Aboriginal and Torres Strait Islander people in all aspects of tertiary education at the University of Sydney. The Cadigal Special Entry Program assists Indigenous Australians to enter undergraduate study across all areas of the University.

As well as delivering block-mode courses for Indigenous Australian students, the Koori Centre teaches Indigenous Australian Studies in various faculties across mainstream courses. The Koori Centre also provides tutorial assistance, and student facilities including a computer lab, indigenous research library and study rooms for Indigenous Australian students at the University.

In particular, the Koori Centre aims to increase the successful participation of Indigenous Australians in undergraduate and postgraduate degrees, develop the teaching of Aboriginal studies, conduct research in the field of Aboriginal education, and establish working ties with schools and communities.

The Koori Centre works in close collaboration with Yooroang Garang, School of Indigenous Health Studies in the Faculty of Health Sciences at the Cumberland Campus. Yooroang Garang provides assistance, advice and academic support for Indigenous students in the faculty, as well as preparatory undergraduate and postgraduate courses.

Koori Centre

Ground Floor, Old Teachers College, A22
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2046 (general enquiries)
Toll-free within Australia: 1800 622 742
Community Liaison Officer: +61 2 9351 7003
Fax: +61 2 9351 6923
Email: koori@koori.usyd.edu.au
Website: www.koori.usyd.edu.au

Yooroang Garang

T Block, Level 4, Cumberland Campus, C42
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 9393
Toll free: 1800 000 418
Fax: +61 2 9351 9400
Email: yginfo@fhs.usyd.edu.au
Website: www.yg.fhs.usyd.edu.au

Learning Centre

The Learning Centre helps students develop the generic learning and communication skills that are necessary for university study and beyond. The centre is committed to helping students achieve their academic potential during their undergraduate and postgraduate studies.

Learning Centre staff can be found at the Camperdown, Darlington and Cumberland campuses. The centre's program includes a wide range of workshops on study skills, academic reading and writing, oral communication skills and postgraduate writing and research skills. Other services include an individual learning program, a faculty-based program and access to online and print-based learning resources.

For details of programs, activities and online resources available from the Learning Centre, see its website via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Camperdown and Darlington campuses

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3853
Fax: +61 2 9351 4865
Email: lc@stuserv.usyd.edu.au
Website: www.usyd.edu.au/lc

Cumberland Campus

Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: LC.Cumberland@stuserv.usyd.edu.au
Website: www.usyd.edu.au/stuserv/learning_centre/cumberl.shtml

Library

The University of Sydney Library provides services via a network of 14 libraries on 10 campuses, and online at www.library.usyd.edu.au.

The location, opening hours and specific subject focus of each library is listed on the website. Over 5.5 million items are available via the library catalogue, including more than 67,000 online journals and 325,000 online books.

Enrolled students are entitled to borrow from any of the University libraries. Reading list books and articles are available via the reserve service either online or in print. Past examination papers are also available online.

Library facilities include individual and group study spaces, computers, printers, multimedia equipment, photocopiers and adaptive technologies. Refer to the 'Libraries' link on the University website to find out about services and facilities in specific libraries.

Library staff are available in every library to support students with their study and research. Faculty liaison librarians assist students to find great information on any topic and provide training in using a wide range of resources. For contact details of faculty liaison librarians, see www.library.usyd.edu.au/contacts/subjectcontacts.html. It is also possible to learn research and information skills online; see www.library.usyd.edu.au/skills.

Comments and suggestions about library services are welcome.

The University of Sydney Library, F03
Camperdown Campus
NSW 2006 Australia

Phone: +61 2 9351 2993
Website: www.library.usyd.edu.au

Mathematics Learning Centre

The Mathematics Learning Centre helps undergraduate students to develop the mathematical knowledge, skills and confidence that are needed for studying first-level mathematics or statistics units at university. The centre runs bridging courses in mathematics at the beginning of the academic year (fees apply). The centre also provides ongoing support to eligible students during the year through individual assistance and small group tutorials.

For details of activities and online resources provided by the centre see the website via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Level 4, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4061
Fax: +61 2 9351 5797
Email: mlc@stuserv.usyd.edu.au
Website: www.usyd.edu.au/mlc

Museums and galleries

The University of Sydney has one of the largest and finest university collections of antiquities, art, ethnography and natural history in Australia. While these collections are used for teaching, they also provide an opportunity for the University to contribute to the cultural life of the country.

University Art Gallery

Founded in the 1860s, the University of Sydney Art Collection now holds more than 3000 paintings, sculptures and works on paper by Australian, Asian and European artists, as well as more than 700 works from the University Union Art Collection. The University Art Gallery showcases changing exhibitions of works from the collection as well as high-quality exhibitions of both contemporary and historical works.

War Memorial Arch
Quadrangle, A14
Camperdown Campus

Phone: +61 2 9351 6883
Fax: +61 2 9351 7785
Website: www.usyd.edu.au/museums

Macleay Museum

The Macleay Museum originated with the eighteenth century collection of insects owned by Alexander Macleay. The oldest of its kind in Australia, the museum today holds significant collections of ethnographic artefacts, scientific instruments, biological specimens and historic photographs. Changing exhibitions engage with the diversity of the collection.

Macleay Building, A12
Gosper Lane (off Science Road)
Camperdown Campus

Phone: +61 2 9036 5253
Fax: +61 2 9351 5646
Email: macleaymuseum@usyd.edu.au
Website: www.usyd.edu.au/museums

Nicholson Museum

The Nicholson Museum contains the largest and most prestigious collection of antiquities in Australia. It is also the country's oldest university museum, and features works of ancient art and objects of daily life from Greece, Italy, Egypt, Cyprus the Near and Middle East, as well as Northern Europe. A regular changing schedule of exhibitions highlights various parts of the collection.

Quadrangle, A14
Camperdown Campus

Phone: +61 2 9351 2812
Fax: +61 2 9351 7305
Email: nicholsonmuseum@usyd.edu.au
Website: www.usyd.edu.au/museums

The Tin Sheds Gallery

The Tin Sheds Gallery is part of the Art Workshop complex within the University of Sydney's Faculty of Architecture, Design and Planning. The gallery hosts exhibitions across a wide variety of contemporary visual arts practices from individuals and groups, as well as community projects and curated exhibitions.

Tin Sheds Gallery and Art Workshops
Faculty of Architecture
Wilkinson Building
148 City Road

Phone: +61 2 9351 3115
Fax: +61 2 9351 4184
Email: tinsheds@arch.usyd.edu.au
Website: www.arch.usyd.edu.au/art_workshop

MyUni Student Portal

The MyUni student portal (myuni.usyd.edu.au) is the starting point and 'one-stop' environment for students to access all their web-based University information and services.

MyUni automatically tailors what a student sees based on their login and offers students the option of further personalising content. Most importantly, MyUni allows students to complete tasks online that would previously have required attendance in person. The following are examples of MyUni services and information:

- support services relating to health, counselling, employment, child care, accommodation, and general wellbeing
- student administration systems for obtaining examination results, enrolment and variations, timetabling, email services and links to courses and units of study information
- links to the University's e-learning systems
- library services
- important messages and student alerts
- information and communications technology and support services
- information for local, Indigenous and international students
- campus maps, with descriptions of cultural, sporting and campus facilities.

Orientation and O-Week

Orientation

Transition to University involves both opportunities and challenges. A successful transition is important in developing a sense of belonging and better academic adjustment and success. The University seeks to facilitate students' successful transition through a wide range of programs and activities.

Orientation activities for both undergraduate and postgraduate students are scheduled at the beginning of each semester. Transition support continues throughout the academic year within faculties while student support services are available to assist students for the duration of their study.

For more information, see www.usyd.edu.au/orientation.

Undergraduate students

Sydney Welcome Orientation and Transition (SWOT) Program

In the week prior to Semester One, the SWOT program offers all commencing undergraduate students an opportunity to learn more about the University of Sydney.

During this week you can get to know the University, develop key skills for success, discover other key resources for getting the most out of university life and develop a sense of belonging. All students are welcome to attend activities which are based at the Camperdown and Darlington campuses. Faculties based on other campuses also provide orientation activities and programs.

SWOT 2009 will run from **25 to 27 February 2009**.

For more information, see www.swot.usyd.edu.au.

Postgraduate students

The University of Sydney Postgraduate Induction Program is a specialised program for postgraduate students organised by the Dean of Graduate Studies. See www.dogs.usyd.edu.au.

O-Week

O-Week is the orientation event at the beginning of Semester One. Organised by the University of Sydney Union (USU) and other student organisations, it runs in parallel with the SWOT program. O-Week provides an opportunity to learn about and participate in the many clubs and societies available at the University and the services and activities of the student organisations.

It's packed with fun activities and events, plus information to help you get acquainted with the University and grab hold of all of the opportunities this campus has to offer.

Rock, jazz, orchestral and choral concerts, plays, demonstrations, symposia on current affairs, reviews, competitions, sports, bus tours, games, special-interest meetings, guest speakers, debates, films, food and freebies are all organised for commencing students' participation and enjoyment. You need to know what's on and what's available in order to make the most out of your time here.

O-Week 2009 will run from **25 to 27 February 2009**. Programs are available at www.usuonline.com.

Part-time, full-time attendance

Undergraduate students

Undergraduate students are usually considered full-time if they have a student load of at least 0.375 each semester. Anything under this amount is considered a part-time study load.

Note that some faculties have minimum study load requirements for satisfactory progress.

Postgraduate students (coursework)

Part-time or full-time status for postgraduate coursework students is determined by credit-point load. Enrolment in units of study which total at least 18 credit points in a semester is classed as full-time. Anything under this amount is a part-time study load.

Please note that classes for some coursework programs are held in the evenings (usually 6pm to 9pm).

Postgraduate students (research)

Full-time candidates for research degrees do not keep to the normal semester schedule. Instead they work continuously throughout the year with a period of four weeks recreation leave.

There is no strict definition of what constitutes full-time candidature but 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 attendance at the University for lectures, seminars, practical work and consultation with your supervisor) you should enrol as a part-time candidate. If in doubt, consult your faculty or supervisor.

International students

Student visa regulations require international students to undertake full-time study. International students on visas other than student visas may be permitted to study part-time.

Policy Online

In addition to the resolutions covering specific courses there are a number of University policies that apply to students. These include:

- Code of Conduct for students
- Academic Honesty in Coursework
- Student Plagiarism: Coursework Assessment and Examination of Coursework
- Identifying and Supporting Students at Risk

All of these policies can be accessed at the University's Policy website online (www.usyd.edu.au/policy).

Printing Service

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

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.

University Printing Service
Room 314, Top Floor
Services Building, G12
Codrington Street

Phone: +61 2 9351 2004
Fax: +61 2 9351 7757
Email: ups@ups.usyd.edu.au
Website: www.usyd.edu.au/ups

Privacy

The University is subject to the *NSW Privacy and Personal Information Protection Act 1998* and the *NSW Health Records and Information Privacy Act 2002*. Central to both Acts are the sets of information protection principles (IPPs) and health privacy principles which regulate the collection, management, use and disclosure of personal and health information.

In compliance with the *Privacy and Personal Information Protection Act* the University developed a *Privacy Management Plan* which includes the *University Privacy Policy*. The *Privacy Management Plan* sets out the IPPs and how they apply to functions and activities carried out by the University. Both the plan and the *University Privacy Policy* were endorsed by the Vice-Chancellor on 28 June 2000.

Further information and a copy of the plan may be found at www.usyd.edu.au/arms/privacy.

Any questions regarding the *Freedom of Information Act*, the *Privacy and Personal Information Protection Act*, the *Health Records and Information Privacy Act* or the *Privacy Management Plan* should be directed to one of the following:

Tim Robinson: +61 2 9351 4263
Anne Picot: +61 2 9351 7262
Email: foi@mail.usyd.edu.au

Research Office

The Research Office administers the major government-funded research awards. Details of these awards and many others may be obtained from 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.

Research Office
Level 6, Jane Foss Russell Building, G02
Phone: +61 2 8627 8112
Email: research.training@usyd.edu.au
Website: www.usyd.edu.au/ro/training

Scholarships for undergraduates

The Scholarships and Prizes Office administers scholarships and prizes for undergraduate and postgraduate coursework degrees at the University of Sydney. To learn more, see the website.

Scholarships and Prizes Office
Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2717
Fax: +61 2 9036 7879
Email: scholarships.reception@usyd.edu.au
Website: www.usyd.edu.au/scholarships

Security Services

Security staff patrol the University's Camperdown and Darlington campuses 24 hours a day, seven days a week and are easily identified by their blue uniforms and distinguishing badges.

Security Escort Service

The University's Security Escort Service may be booked by telephoning +61 2 9351 3487. This service provides transportation around the Camperdown and Darlington campuses as well as to the nearest transport point at its edge (it generally operates after the Security Bus has ceased). The service is for security situations and is not designed for convenience use. Requests for this service will be prioritised against other security demands.

Emergency contact

Phone: +61 2 9351 3333

Enquiries

Phone: +61 2 9351 3487 or (toll-free within Australia) 1800 063 487

Fax: +61 2 9351 4555

Email: security.admin@mail.usyd.edu.au

Website: www.security.usyd.edu.au

Traffic

Phone: +61 2 9351 3336

Lost property

Phone: +61 2 9351 5325

Service Management, Information and Communications Technology (ICT)

Client Services are responsible for the delivery of many of the computing services provided to students. Students can contact Client Services by phoning the ICT Helpdesk on (02) 9351 6000, through the IT Assist website (www.switch.usyd.edu.au) or by visiting the staff at one of the University Access Labs.

Access labs on the Camperdown and Darlington campuses:

- Fisher Library (Level 2)
- Carslaw Building (Room 201)
- Education Building (Room 232)
- Christopher Brennan Building (Room 232)
- Engineering Link Building (Room 222)
- Pharmacy and Bank Building (Room 510)

Other labs are available at the Law Campus, Westmead Hospital and Cumberland Campus.

The labs provide students free access to computers, including office productivity and desktop publishing software. Some services are available on a fee-for-service basis, such as Internet access, printing facilities, and the opportunity for students to host their own non-commercial website.

Each student is supplied with an account, called a 'Unikey' account, which allows access to a number of services including:

- free email (www-mail.usyd.edu.au)
- WebCT/elearning online resources via <https://learn-on-line.ce.usyd.edu.au/webct/entryPageIns.dowebct>
- access to the Internet from home or residential colleges (www.switch.usyd.edu.au/services.html)
- facilities via the MyUni student portal: myuni.usyd.edu.au including exam results, enrolment variations and timetabling
- free courses in basic computing (such as MS Office, basic html and Excel), run by Access Lab staff in the week following orientation week. To register contact the Access Lab Supervisor on +61 2 9351 6870.

Service Management, Helpdesk
University Computer Centre, H08
Camperdown Campus

Phone: +61 2 9351 6000

Fax: +61 2 9351 6004

Email: support@usyd.edu.au

Website: www.switch.usyd.edu.au

Staff and Student Equal Opportunity Unit (SSEOU)

The Staff and Student Equal Opportunity Unit works with the University community to promote equal opportunity in education and employment, to create opportunities for staff and students who have traditionally been disadvantaged by mainstream practices and policies, and to create an environment that is free from discrimination and harassment.

The Staff and Student Equal Opportunity Unit is responsible for:

- providing policy advice to staff on harassment and discrimination
- providing equal opportunity policy development, promotion and training for staff and students
- coordinating and monitoring equity programs and initiatives
- providing information and advice to staff and students on equal opportunity matters
- resolving individual staff and student concerns about harassment and discrimination
- overseeing the University's Harassment and Discrimination Resolution procedure
- monitoring and reporting to external bodies on the University's progress in the equal opportunity area.

Every student and employee at the University of Sydney has the right to expect from their fellow students and colleagues behaviour that reflects these key values, irrespective of background, beliefs or culture.

In addition, every student and employee has a right to expect from the University-equitable practices that preserve and promote equal opportunity to access, participate, and excel in their chosen field.

Second Floor, Margaret Telfer Building, K07
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2212

Fax: +61 2 9351 3195

Email: admin@eeo.usyd.edu.au

Website: www.usyd.edu.au/eeo

Student Administration and Support

The University provides personal, welfare, administrative and academic support services to facilitate your success. Many factors can have an impact on your wellbeing while studying, and Student Services can help you to manage these more effectively.

For details of services and online resources provided, see the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Student Centre

Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

General enquiries: +61 2 9351 3023

Academic records: +61 2 9351 4109

Handbooks: +61 2 9351 5057

Fax: +61 2 9351 5081 or +61 2 9351 5350 (academic records)

Website: www.usyd.edu.au/studentcentre

Student identity cards

The student identity card functions as a library borrowing card, a transport concession card (when suitably endorsed) and a general identity card. The card must be carried at all times on the grounds of the University and must be shown on demand, and must be taken to all examinations. Details for obtaining a student card can be found at: www.usyd.edu.au/cstudent/student_cards.shtml

Sydney Student Development

Sydney Student Development offers paid course-related employment to students with the aim of increasing their employment prospects upon graduation. During the semester students can work part-time to accommodate their study commitments and potentially full-time during the semester break.

For more information, see www.usyd.edu.au/student_employment.

Sydney Summer School

Nine faculties at the University offer subjects from undergraduate and postgraduate degree programs during summer. As the University uses its entire quota of Commonwealth-supported places in Semesters One and Two, these units are full fee-paying for both local and international students and enrolment is entirely voluntary.

Summer School enables students to accelerate their degree progress, make up for a failed subject or fit in a subject which otherwise would not suit their timetables. New students may also gain an early start by completing subjects before they commence their degrees.

Three Summer Sessions are offered, commencing in mid December, the first week of January and the third week of January and run for up to six weeks (followed by an examination week). Details of the available subjects are on the Summer School website and is usually circulated to students with their results notices.

A smaller Winter School is also run by the Summer School office. It will commence on 29 June 2009 and run for three weeks (followed by an examination week). The Winter School offers both postgraduate and undergraduate subjects.

To find out information about subjects offered and to enrol, see the Summer School website: www.summer.usyd.edu.au.

Sydney Welcome Orientation and Transition Program (SWOT)

The Sydney Welcome Orientation and Transition program (SWOT) offers a head start to commencing undergraduate students at the University, helping you to become familiar with the University and its student support services. The Library and central student support services work together with faculties to provide the SWOT program.

SWOT 2009 runs from **25 to 27 February 2009**.
For more information, see www.swot.usyd.edu.au.

The University of Sydney Foundation Program (USFP)

The University of Sydney provides a foundation program to international students as a preparation for undergraduate degrees at several Australian universities.

The program is conducted by Taylors College on behalf of Study Group Australia and the University of Sydney. It allows both first and second semester entry to undergraduate courses at the University of Sydney and other universities within Australia.

Contact details

Phone: +61 2 8263 1888
Fax: +61 2 9267 0531
Email: info@taylorscollege.edu.au
Website: www.usyd.edu.au/foundationprogram

College address

The University of Sydney Foundation Program
Taylors College
965 Bourke St
Waterloo NSW 2017
Phone: +61 2 8303 9700
Fax: +61 2 8303 9777

Timetabling Unit

The Timetabling Unit in the Student Centre is responsible for producing students' class and tutorial timetables. Semester One timetables are available ten days prior to the beginning of semester.

Website: www.usyd.edu.au/studentcentre/timetabling.shtml

University Health Service

The University Health Service provides a full experienced general practitioner service and emergency medical care to all members of the University community. You can consult a doctor either by appointment or on a walk-in basis (for more urgent matters only). The Health Service bills Medicare or your overseas student health care provider (Worldcare or Medibank Private) directly for the full cost of most consultations.

Email: i.marshall@unihealth.usyd.edu.au
Website: www.unihealth.usyd.edu.au
Phone: +61 2 9351 3484
Fax: +61 2 9351 4110

University Health Service (Wentworth)

Level 3, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia

Opening hours: 8.30am to 5.30pm, Monday to Friday
Phone: +61 2 9351 3484

University Health Service (Holme)

Holme Building, A09
Entry Level, Science Road
The University of Sydney
NSW 2006 Australia

Opening hours: 8.30am to 5.30pm, Monday to Friday
Phone: +61 2 9351 4095

Student organisations

Students' Representative Council (SRC)

The Students' Representative Council (SRC) represents, campaigns and advocates for undergraduate students throughout the University.

SRC caseworkers advise students on a range of issues, including academic appeals, Centrelink and Austudy, tenancy, harassment and discrimination. The solicitor (from Redfern Legal Centre) provides legal assistance and court representation. These services are free and confidential. The SRC also offers financial support in the form of emergency loans up to \$50.

In addition, the SRC runs a second-hand bookshop that specialises in the purchase and sale of coursework textbooks. Among the publications produced by the SRC are the weekly student newspaper *Honi Soit*, the *Counter-Course Handbook* and the *O-Week Handbook*.

Recently celebrating its 80th anniversary, the SRC is one of the oldest student organisations in Australia, and is run by and for students. This is a great way for you to be involved in student life. Office bearers elected to student council campaign on issues that directly affect students, such as course cuts and assessments, fee increases, discrimination and welfare rights. They also advocate on social justice matters both within the University and throughout the wider community.

SRC main office

Level 1, Wentworth Building, City Road
 Phone: +61 2 9660 5222
 Fax: +61 2 9660 4260
 Email: help@src.usyd.edu.au
 Email (*Honi Soit* editors): editors@src.usyd.edu.au
 Website: www.src.usyd.edu.au

Contain the main office for details of other campuses.

The SRC Secondhand Bookshop

Level 3, Wentworth Building, City Road
 Phone: +61 2 9660 4756
 Fax: +61 2 9660 4260
 Email: books@src.usyd.edu.au
 Website: www.src.usyd.edu.au

Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is an independent association which provides advice, advocacy and support services to postgraduate students. SUPRA is both the voice and safety net of these students, and represents their interests 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)
- providing free legal advice for postgraduate students, in association with the Redfern Legal Centre
- 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/Student Organisations Liaison Committee
- regularly consulting with the Vice-Chancellor, Registrar and other senior University officers
- drawing postgraduates together at all levels of University life.

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 the Council or attend any SUPRA events provided they are a SUPRA subscriber.

Advice and advocacy

SUPRA employs professional Student Advice and Advocacy Officers (SAAOs) to help postgraduate students with any academic or personal problems that may be affecting their study, such as:

- fee paying and administrative issues
- academic appeals and exclusions
- supervision problems
- tenancy issues
- Centrelink and financial assistance concerns
- 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, in the office, or when you see an SAAO. To find out more about the SAAO service, email: help@supra.usyd.edu.au.

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
- *The Counter Course Handbook*
- *Thesis Guide*
- a range of factsheets and brochures.

Electronic versions are available at www.supra.usyd.edu.au.

All of SUPRA's services, activities and publications are free to SUPRA subscribers. 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 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
 Phone: +61 2 9351 3715 or toll-free 1800 249 950
 Fax: +61 2 9351 6400
 Email: admin@supra.usyd.edu.au
 Website: www.supra.usyd.edu.au

University of Sydney Union (USU)

USU is the organisation that coordinates activities, programs, events, services and facilities in and around Manning House, Wentworth Building and Holme Building, to provide an exciting and varied student experience. USU looks after on-campus catering and functions, spaces to relax and eat in, clubs and societies, entertainment, and other social and cultural programs.

For more information on USU, see www.usuonline.com.



Access Card Benefits Program

The Access program is a savings and benefits scheme offered by USU. Once you've bought an Access Card, you can take advantage of great discounts, such as 15 per cent off purchases from USU catering and retail outlets, and 20 percent off coffee and water across campus.

As part of your membership, you can also make fantastic savings off-campus from Access Partners offering discounts and deals on gifts, clothing, family entertainment and food.

For more information, see www.accessbenefits.com.au.

Clubs and societies

The USU funds, accommodates, trains and supports around 250 clubs and societies – groups that students can join and operate to pursue their own interests. Clubs and societies organise their own activities and events and are funded by USU. Being part of a club or society is the best way to get involved in campus life, meet people who share your interests, network and 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, we'll help you create and operate your own!

USU provides all of their clubs and societies with grants, insurance, venues, training and support for a range of events and projects including barbecues, 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 can make free use of USU meeting rooms (as available) and free photocopying. Registered clubs can also use letterbox hire and USU equipment hire.

C&S Office

University of Sydney Union
Level 1, Manning House, Manning Road
Phone: +61 2 9563 6161
Email: clubsandsocs@usu.usyd.edu.au

The USU Student Leadership Program

The USU believes that a university should educate you, prepare you for life, and be fun!

The University of Sydney is able to boast the broadest, most inclusive extra-curricular program of all universities in Australia, and the USU prides itself on the world-class student experience program it delivers for the University.

The USU takes very seriously the need to create a vibrant community outside the classroom. Our programs are designed not only to entertain, but to teach and prepare participants for their lives after graduation. At the apex of what we do is mentoring, personal development, and leadership training.

The vitality of the USU is founded on the involvement of students as leaders within its community. These positions range from a student Board of Directors, Club and Society Executives, Festival Directors, Debate Directors, volunteers, and community portfolio convenors.

Sydney Uni Sport & Fitness

Sydney Uni Sport & Fitness invites you to choose from our range of value membership options, giving access to many sport and recreation clubs, fitness programs, top-level sporting facilities, regular competition and events, and great member benefits.

Join a vast array of sporting and recreational clubs for men and women with well-developed juniors programs, take part in excellent courses and world-class sporting events, and improve your performance under

the guidance of some of Australia's most accomplished coaches and sportspeople.

Purpose-built venues, such as the University Sports and Aquatic Centre, Arena Sports Centre with the Ledge Climbing Centre, and the HK Ward Gymnasium, offer tennis and squash courts, rock-climbing, fitness equipment, a martial arts room and an Olympic-size heated swimming pool.

Check out the historic and panoramic sporting ovals, rowing sheds and a multi-purpose facility at Tempe, and don't forget the on-campus Grandstand Sports Bar.

Sydney Uni Sport & Fitness
University Sports & Aquatic Centre
Phone: +61 2 9351 4960
Fax: +61 2 9351 4962
Email: admin@sport.usyd.edu.au
Website: www.susf.com.au

Facilities

Sydney Uni Sport & Fitness has three main fitness centres.

University Sports & Aquatic Centre

Corner Codrington and Darlington Streets
Darlington Campus
Phone: +61 2 9351 4978
Email: nmrc@sport.usyd.edu.au

Facilities at the centre include:

- 50-metre heated swimming pool
- six synthetic tennis courts
- four squash courts
- multi-function sports hall
- modern fitness equipment
- group fitness studio
- RPM Studio
- health assessments and fitness testing
- personal training
- a café.

Arena Sports Centre

Western Avenue
Camperdown Campus
Phone: +61 2 9351 8111
Email: arenaman@sport.usyd.edu.au

Facilities at the Arena Sports Centre include:

- extensive weights room
- Yoga classes
- personal training
- modern cardio equipment
- multi-purpose sports hall (Badminton)
- two squash courts
- sports clinic
- The Ledge Climbing Centre
- Ralph's Café.

HK Ward Gymnasium

Between Ovals 1 and 2
Camperdown Campus
Phone: +61 2 9351 4988
Email: hk@sport.usyd.edu.au

Facilities at the gymnasium include:

- martial arts facility
- international-standard sports hall
- boxing ring and gym
- group fitness studio
- boxercise and kickboxing classes
- ergometer training
- sports equipment hire.

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 to the Department of Immigration and Citizenship (DIAC).

It is important that every student is aware of the 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 per cent 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 student portal (<http://myuni.usyd.edu.au>).

Sponsored students

Sponsored students will need permission from their sponsors before transferring courses, suspending their studies or varying their study load. Students sponsored by the Australian Government (AusAID, Endeavour), or Asia Development Bank (ADB) 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 any 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

The Australian government requires that all international students and their families pay for health insurance in Australia through the Overseas Student Health Cover (OSHC) scheme. The University-preferred provider is OSHC Worldcare. The International Office will, on receipt of the student's first payment of tuition fees and the OSHC premium, pay the compulsory amount to OSHC Worldcare on his/her behalf.

OSHC provides free access to the University health service and public hospitals. Higher-level coverage (eg, access to private hospitals coverage for spouse and family) is the student's responsibility.

The University of Sydney Foundation Program (USFP)

The University of Sydney offers its foundation program to international students as a preparation for undergraduate degrees at several Australian universities.

The Foundation Program is conducted by Taylors College on behalf of Study Group Australia and the University of Sydney. The Foundation Program allows both first and second-semester entry to undergraduate courses at the University of Sydney and other Australian universities.

University of Sydney Foundation Program

Taylors College
965 Bourke Street
Waterloo NSW 2017

Phone: +61 2 8303 9700

Fax: +61 2 8303 9777

Email: info@taylorscollege.edu.au

Website: www.usyd.edu.au/foundationprogram



International Office

The International Office provides advice and assistance with application, admission and enrolment procedures for international students. The International Office also includes units responsible for international marketing, government and student relations, international scholarships, including AusAID scholarships and administrative support for international financial aid programs, and compliance with government regulations related to international students.

The International Office also coordinates student exchange and study abroad programs, and other inter-institutional links. The Study Abroad and Exchange unit assists both domestic and international students who wish to enrol for study abroad or exchange programs.

International Admissions and Customer Services

Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4079
Future student enquiries: 1800 899 376 (domestic free call)
Fax: +61 2 9351 4013
Email: info@io.usyd.edu.au
Website: www.usyd.edu.au/internationaloffice

Study Abroad

Phone: +61 2 9351 3699
Fax: +61 2 9351 2795
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studyabroad

Student Exchange

Phone: +61 2 9351 3699
Fax: +61 2 9351 2795
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studentexchange

International Student Support Unit

The International Student Support Unit (ISSU) provides support to international students through the provision of information, orientation programs, welfare 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:

Camperdown Campus

Jane Foss Russell Building, G02
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4749
Fax: +61 2 9351 6818
Email: info@issu.usyd.edu.au
Website: www.usyd.edu.au/stuserv/issu

Cumberland Campus

Ground Floor, A Block, C42
75 East St, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Email: ISSU.Cumberland@stuserv.usyd.edu.au
Website: www.usyd.edu.au/stuserv/issu

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).

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 latest *Calendar* is available in hard copy from the Student Centre. It is also available online, at 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 should 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 places:

- *University of Sydney Calendar* (print or online version): www.usyd.edu.au/calendar
- Policy Online: www.usyd.edu.au/policy
- Handbooks online: www.usyd.edu.au/handbooks/university_information/01_uni_coursework_rule

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 should be read in conjunction with two other documents:

- *University of Sydney (Amendment Act) Rule 1999*; and
- Senate and faculty resolutions relating to each award course (found in the relevant faculty handbook).

The PhD Rule can be found in the following locations:

- *University of Sydney Calendar* (print or online version): www.usyd.edu.au/calendar
- Policy Online: www.usyd.edu.au/policy
- Handbooks online: www.usyd.edu.au/handbooks/postgrad_hb/ap04_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
- comply with the University's policy and procedure on plagiarism.

The policy and procedure on plagiarism can be found at the Policy Online website www.usyd.edu.au/policy.

The Policy Online website 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 Policy

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
- 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.

Grievance procedure

The University's policy and procedures document on student grievances, appeals and applications for review is available on the Policy Online website: 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.



Abbreviations

Listed below are commonly used acronyms that appear in University documents and publications. (See also the Glossary.)

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
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
CPSU	Community and Public Sector Union
CRC	Cooperative Research Centre

C	
CREO	Centre for Regional Education, Orange
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CRRRI	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
HEFA	Higher Education Funding Act 1988
HEIMS	Higher Education Information Management System
HEIP	Higher Education Innovation Program (DEST)
HELP	Higher Education Loan Program



Abbreviations

H	
HEO	Higher education officer
HEP	Higher education provider
HERDC	Higher Education Research Data Collection
HESA	Higher Education Support Act

I	
IAF	Institutional Assessment Framework
IAS	Institute of Advanced Studies
ICT	Information and Communication Technology
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

J	
JASON	Joint Academic Scholarships Online Network

L	
LBOTE	Language background other than English

M	
MISG	Management Information Steering Group
MNRF	Major National Research Facilities Scheme
MOU	Memorandum of Understanding
MRB	Medical Rural Bonded Scholarship Scheme

N	
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

O	
OECD	Organisation for Economic Cooperation and Development
OLA	Open Learning Australia
OLDPS	Open Learning Deferred Payment Scheme
OPRS	Overseas Postgraduate Research Scholarships

P	
PELS	Postgraduate Education Loans Scheme
PSO	Planning Support Office
PVC	Pro-Vice-Chancellor

Q	
QA	Quality assurance
QACG	Quality Advisory and Coordination Group

R	
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)
RRTMR	Research and Research Training Management Reports
RSL	Recent school leaver
RTS	Research Training Scheme (DEST)

S	
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
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 Uni Sport & Fitness

T	
TAFE	Technical and Further Education
TOEFL	Test of English as a foreign language
TPI	Teaching Performance Indicator

U	
UAC	Universities Admissions Centre
UMAP	University Mobility in Asia and the Pacific
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UPA	University Postgraduate Awards

V	
VCAC	Vice-Chancellor's Advisory Committee
VET	Vocational Education and Training

W	
WAM	Weighted Average Mark
WRP	Workplace Reform Program
WTO	World Trade Organization

Y	
YFE	Year of first enrolment

Glossary

For a table of commonly used acronyms and abbreviations that appear in University documents and publications, see 'Abbreviations'.

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

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

Academic Board

The senior academic body within the University. In conjunction with faculties, the Academic Board has responsibility for approving new or amended courses and endorsing faculty development of units of study. The board is also responsible for the formulation and review of policies, guidelines and procedures in relation to academic matters. For further information, see the *University of Sydney (Academic Governance) Rule 2003 (as amended)*.

Academic Consortium 21 (AC21)

An international network, of which the University is a member, comprising educational, research and industrial organisations throughout the world with the objective of encouraging the further advancement of global cooperation to the benefit of higher education and to contribute to world and regional society.

Academic cycle

The program of teaching sessions offered over a year. Currently the cycle runs from the enrolment period for Semester One to the completion of the processing of results at the end of Semester Two. See also 'Academic year', 'Stage'.

Academic dishonesty

Academic dishonesty occurs when a student presents another person's ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive the examiner. Academic dishonesty also covers recycling, fabrication of data, engaging another person to complete an assessment or cheating in exams. See also 'Plagiarism'.

Academic record

The complete academic history of a student at the University. It includes, among other things: personal details; all units of study and courses taken; assessment results (marks and grades); awards and prizes obtained; infringements of progression rules; approvals for variation in course requirements and course leave; thesis and supervision details.

Access to a student's academic record is restricted to authorised University staff and is not released to a third party without the written authorisation of the student.

See also 'Academic transcript'.

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.

See also 'Academic record', 'External transcript', 'Internal transcript'

Academic year

The current calendar year in which a student is enrolled.

See also 'Academic cycle', 'Stage'.

Ad eundem gradum

Long-standing full-time members of the University's academic and general staff who are not graduates of the University may be considered by Senate, upon their retirement, for admission *Ad eundem gradum* ('to the same degree') to an appropriate degree of the University.

Admission

Governed by the University's admission policy, this is the process for identifying applicants eligible to receive an initial offer of enrolment in a course at the University. Admission to most courses is based on performance in the HSC, with applicants ranked on the basis of their UAI. Other criteria such as a portfolio, interview, audition, or results in standard tests may also be taken into account for certain courses.

Admission basis

The main criterion used by a faculty in assessing an application for admission to a course. The criteria used include, among other things, previous secondary, TAFE or tertiary studies; work experience; special admission; and the Universities Admission Index (UAI).

Admission (Deferment)

An applicant who receives an offer of admission to a course may apply to defer enrolment in that course for one semester or one academic cycle.

Admission mode

A classification based on how a student was admitted to a course, for example 'UAC' or 'direct'.

Admission period

The period during which applications for admission to courses are considered.

Admission year

The year the student expects to begin the course.

See also 'Commencement date'.

Advanced diplomas

See 'Award course'.

Advanced standing

See 'Credit'.

Adviser

A member of academic staff appointed in an advisory role for some postgraduate coursework students.

See also 'Associate supervisor', 'Instrumental supervisor/teacher', 'Research supervisor', 'Supervision'.

Aegrotat

In exceptional circumstances involving serious illness or death of a student prior to completion of their course, the award of aegrotat and posthumous degrees and diplomas may be conferred.

Alumni

See 'Graduate'

Alumni sidneiensis

A searchable database of graduates of the University from 1857 to 30 years prior to the current year.



Annual average mark (AAM)

The average mark over all units of study attempted in a given academic year (equivalent to the calendar year).

The formula for this calculation is:

$$AAM = \frac{\sum (\text{marks} \times \text{credit point value})}{\sum (\text{credit point value})}$$

(sums over all units of study completed in the selected period)

Where the mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0. Pass/fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations. However, the marks from all attempts at a unit of study are included.

Annual progress report

A form 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.

Annual Report

The University's yearly financial and audit report, submitted to the NSW Parliament. It also includes a broad range of the University's activities and the strength of their performance in relation to the University's stated roles, values and goals.

Appeals

Students may lodge an appeal against academic or disciplinary decisions.

Appeals against an academic decision

A student may appeal to the Student Appeals Body against a decision by the University that affects the academic assessment or progress of a student within his or her award course, including a decision:

(a) to exclude a student in accordance with the *University of Sydney (Coursework) Rule 2000 (as amended)*

(b) not to readmit or re-enrol a student following exclusion in accordance with the *University of Sydney (Coursework) Rule 2000 (as amended)*

(c) to terminate a student's candidature for a postgraduate award.

See also 'Student Appeals Body'.

Appeal against a disciplinary decision

A student may appeal to the Student Disciplinary Appeals Committee against a determination being:

(a) a finding by the Vice-Chancellor or the student Proctorial Board that the student is guilty of misconduct

(b) the imposition of a penalty upon the student by the Vice-Chancellor or the Student Proctorial Board

(c) an order made by the Vice-Chancellor or the Student Proctorial Board.

See also 'Student Disciplinary Appeals Committee'.

Assessment

The process of measuring the performance of students in units of study and courses. Performance may be assessed by examinations, essays, laboratory projects, assignments, theses, treatises or dissertations.

See also 'Result processing', 'Result processing schedule'.

Formative assessment

Used principally to provide students with feedback on their progress in learning. It reinforces successful learning, and is an opportunity for students to expose the limits in their knowledge and understanding.

Summative assessment

Used to certify competence, or to arrange students in a rank order of merit. It certifies the attainment of a standard, and is used as the basis for progression to the next part of a program, or to graduation.

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 'Adviser', 'Instrumental supervisor/teacher', 'Research supervisor', 'Supervision'.

Association of Pacific Rim Universities (APRU)

A consortium of leading research universities in the Pacific Rim, of which the University is a member, which aims to foster education, research and enterprise thereby contributing to the economic, scientific and cultural advancement in the Pacific Rim.

Assumed knowledge

For some units of study, a student is assumed to have passed a relevant subject in the HSC and this is called assumed knowledge. While students are generally advised against taking a unit of study for which they do not have the assumed knowledge, they are not prevented from enrolling in the unit of study.

See also 'Prerequisite'.

Attendance pattern

Attendance pattern is classified as full-time, part-time or external. It depends on the student's mode of attendance and the student load.

Attendance mode

A Department of Education, Science and Training (DEST) classification defining the manner in which a student is undertaking a course, such as internal, external, mixed or offshore.

Australian Qualifications Framework (AQF)

The framework for recognition and endorsement of qualifications established by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

AUSTUDY

Provides financial help to students who are 25 years old or over who meet the required criteria, and are undertaking an approved full-time course at an approved institution.

See also 'Youth allowance'.

Automated Results Transfer System (ARTS)

This system was developed by the Australasian Conference of Tertiary Admissions Centres (ACTAC) to allow the electronic academic record of a student to be accessed, via an admission centre, by tertiary institutions.

Award course

See 'Course'.

B**Bachelor's degree**

The highest undergraduate award offered at the University. A bachelor's degree course normally requires three or four years of full-time study or the part-time equivalent.

See also 'Award course'.

Barrier

An instruction placed on a student's record that prevents the student from re-enrolling or graduating.

See also 'Deadlines (fees)', 'Suppression of results'.

Board of studies

An academic body which supervises a course or courses, and is similar to a faculty except that it is headed by a chair rather than a dean and does not supervise PhD candidates.

Bursaries

Financial award made to a student, based primarily on need.

See also 'Scholarships'.

C
Calendar

See 'University Calendar'.

Cadigal program

A program, named in recognition of the Aboriginal people of the land on which the University is located, designed to increase the successful participation of Aboriginal and Torres Strait Islander people in degree courses in all faculties at the University of Sydney.

Campus

The grounds on which the University is situated. There are ten campuses of the University of Sydney:

- Burren Street (Institute of Transport Studies)
- Camperdown
- Darlington
- Camden (Agriculture and Veterinary Science)
- Conservatorium (Sydney Conservatorium of Music)
- Cumberland (Health Sciences)
- Mallett Street (Nursing)
- Rozelle (Sydney College of the Arts)
- St James (Law)
- Surry Hills (Dentistry)

Cancellation

Where enrolment is cancelled for non-payment of fees.

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.

See 'Course enrolment status'.

Census date

The date at which a student's enrolment, load and HECS liability are finalised before this information is reported to DEST.

See also 'HECS-HELP'.

Ceremony

See 'Graduation ceremony'.

Chancellor

The non-executive head of the University. An honorary position, the Chancellor presides over meetings of the University's governing body, the Senate, and important ceremonial occasions such as graduations.

Clinical experience

Students undertake clinical placements in a professional environment as part of their course requirements. Many require University-approved supervision. In order to undertake clinical placements a student may be required to fulfil additional requirements.

Combined course

A course which leads to two awards. For example the Arts/Law course leads to the separate awards of Bachelor of Arts and Bachelor of Laws.

Combined degree

A single program with a single set of course resolutions leading to the award of two degrees (unless otherwise specified in the resolutions). See also 'Combined course'.

Commencement date

The date a student commences candidature.

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 HECS weights. Until all fees are paid, it is issued provisionally. A new confirmation of enrolment form is produced every time a student's enrolment is varied.

Conjoint ventures

Two or more institutions cooperate to provide a unit or course of study to postgraduate coursework students. Arrangements exist between individual departments at the University of Sydney and individual departments at the University of New South Wales (UNSW) and the University of Technology Sydney (UTS).

In these arrangements, students enrolled for a degree at one institution complete one or more units of study at the other institution to count towards the award program at their 'home' institution.

Continuing professional education

A process which provides a number of programs of continuing education courses for professionals as they move through their career. These programs are presently administered by the Centre for Continuing Education (CCE) and a number of departments and foundations across the University. This process supports the whole of life learning concept and involves the maintenance of a long-term relationship between the student and the University.

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. This is as per clause 14 of the *University of Sydney Act 1989*.

Core unit of study

A unit of study that is compulsory for a particular course or subject area.

See also 'Unit of study'.

Corequisite

A unit of study which must be taken in the same semester or year as a given unit of study (unless it has already been completed). These are determined by the faculty or board of studies concerned, published in the faculty handbook and shown in FlexSIS.

See also 'Prerequisite', 'Waiver'.

Cotutelle Scheme

Agreement between the University and any overseas university for joint supervision and examination of a PhD student as part of an ongoing cooperative research collaboration. If successful, the student receives a doctorate from both universities with each testamur acknowledging the circumstances under which the award was made.

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 and endorsed by Senate. The University broadly classifies courses as undergraduate, postgraduate coursework or postgraduate research.

See also 'Bachelor's degree', 'Course rules', 'Diploma', 'Doctorate', 'Major', 'Master's degree', 'Minor', PhD, 'Stream'.

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 will normally be dominant.

Research

A course in which at least 66 per cent of the overall course requirements involve students 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

A unique five character alpha-numeric code which identifies a University course.

Course code

See 'Course alias'.

Course enrolment status

A student's enrolment status in a course is either 'enrolled' or 'not enrolled'. 'Not enrolled' reasons include: cancelled; suspended; under examination; or terminated.

See also 'Cancellation', 'Candidature', 'Course leave', 'Enrolment', 'Enrolment variation', 'Terminated', 'Under examination'.

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.

See also 'Progression'.

Course rules

Rules which govern the allowable enrolment of a student in a course. Course rules may be expressed in terms of types of units of study taken, length of study, and credit points accumulated. For example, a candidate may not enrol in units of study having a total value of more than 32 credit points per semester. Course rules also govern the requirements for the award of the course, for example a candidate must have completed a minimum of 144 credit points.

See also 'Award course', 'Corequisite', 'Prerequisite'.

Course suspension

See 'Course leave'.

Course transfer

A transfer occurs when a student changes from one course in the University to another course in the University without the requirement for an application and selection process (for example from a PhD to a master's program in the same faculty).

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. It may be granted as specified credit or non-specified credit.

Specified credit

The recognition of previously completed studies as directly equivalent to units of study.

Non-specified credit

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.

See also 'Annual average mark (AAM)', 'Waiver', 'Weighted average mark (WAM)'.

Credit points

The value of the contribution each unit of study provides towards meeting course completion requirements. Each unit of study normally has a six 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 student) or tuition fee charge at the institution at which the unit of study is being undertaken.

See also 'Non-award course'.

D**Data Audit Committee (DAC)**

The Data Audit Committee's role is to oversee the integrity and accuracy of the course and unit of study data as strategic University data. It also advises the Academic Board on suggested policy changes related to course and unit of study data. A subcommittee of the VCAC Enrolment Working Party, it is chaired by the Registrar, with membership including the deans, the Student Centre, FlexSIS and Planning and Statistics.

Deadlines (Enrolment variations)

See 'Enrolment variation'.

Deadlines (Fees)

The University has deadlines for the payment of fees (for example, HECS, compulsory subscriptions, course fees). Students who do not pay fees by these deadlines may have their enrolment cancelled or they may have a barrier placed on the release of their record.

See also 'Barrier', 'Cancellation'.

Dean

The head of a faculty, or the principal or director of a college (such as the Sydney Conservatorium of Music or the Sydney College of the Arts).

Dean's Certificate

A statement from the Dean certifying that all requirements, including fieldwork and practical work, have been met and that the student is eligible to graduate. Not all faculties use Dean's Certificates. In faculties that do, qualified students have 'Dean's Certificate' noted on their academic record.

Deferment (Deferral)

See also 'Admission (deferment)', 'Course leave'.

Degree

See also 'Award course', 'Bachelor's degree'.

Delivery mode

Indicates how students receive the instruction for a unit of study. The delivery mode must be recorded for each unit as distinct from the attendance mode of the student, for example an internal student may take one or more units by distance mode and an external student may attend campus for one or more units.

Distance education

Where subject matter is delivered in a more flexible manner, such as correspondence notes, a student may only attend campus if required. See also 'Extended semester', 'Distance education', 'International – off shore'.

Intensive on-campus

Core content is delivered with support learning in an intensive (one or more days) format on campus. Participation is usually compulsory. Previously this may have been called residential, block mode, or weekend workshop.

On-campus (normal)

Attendance of scheduled lectures, tutorials etc at a campus of the University.

Department

See 'School'.

Department of Education, Science and Training (DEST)

The Federal Government department responsible for higher education.

Diploma

The award granted following successful completion of diploma course requirements. A diploma course usually requires less study than a degree course.

See also 'Award course'.

Direct admissions

For some courses, applications may be made directly to the University. Applications are received by faculties or the International Office, and considered by the relevant department or faculty body. Decisions are recorded and letters are forwarded to applicants advising them of the outcome.

See also 'Admission', 'UAC'.

Disability information

Students may inform the University of any temporary or permanent disability which affects their life as a student. Disability information is recorded but it is only available to particular authorised users because of its sensitive nature and students will be informed of its use.

Disciplinary action

Undertaken as the result of academic or other misconduct, for example plagiarism, cheating, security infringement, criminal activity.

Discipline

A defined area of study, for example, chemistry, physics, economics.

Discipline group

A DEST code used to classify units of study in terms of the subject matter being taught or being researched.

Discontinuation (course)

See 'Enrolment variation'.

Discontinuation (unit of study)

See 'Enrolment variation'.

Dissertation

A written exposition of a topic which may include original argument substantiated by reference to acknowledged authorities. It is a required unit of study for some postgraduate award courses in the faculties of Architecture and Law.

Distance education

Where a student does not attend campus on a daily basis for a given course or unit of study.

See also 'Delivery mode', 'Extended semester'.

Doctorate

A high-level postgraduate award. A doctorate course normally involves research and coursework; the candidate submits a thesis that is an original contribution to the field of study. Entry to a doctorate course often requires completion of a master's degree course. Note that the doctorate course is not available in all departments at the University. See also 'Award course', 'PhD'.

Domestic student

A student who is not an international student.

See also 'Local student'.

Double degree

A double degree is a program where students are permitted by participating faculties (and/or by specific resolutions within a single award) to transfer between courses in order to complete two awards.

Downgrade

Where a student enrolled in a PhD reverts to a master's by research, either on the recommendation of the University on the basis that the research they are undertaking is not at an appropriate level for a PhD; or at the student's own request, for personal or academic reasons.

E**Equivalent full-time student unit (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 one EFTSU.

See also 'Load', 'Stage'.

Equivalent full-time student load (EFTSL)

The equivalent full-time student load (EFTSL) for a year. It is a measure, in respect of a course of study, of the study load for a year of a student undertaking that course of study on a full-time basis.

Embedded courses

Award courses in the graduate certificate, graduate diploma and master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards, for example the Graduate Certificate in Information Technology, Graduate Diploma in Information Technology and Master of Information Technology.

Enrolment

A student enrolls in a course by registering with the supervising faculty in the units of study to be taken in the coming year, semester or session.

Commencing

An enrolment is classified as commencing if a student has enrolled in a particular degree or diploma for the first time.

Continuing

Students already in a course at the University re-enrol each year or semester. Most continuing students are required to pre-enrol.

See also 'Pre-enrolment'.

Enrolment list

A list of all currently enrolled students in a particular unit of study.

See also 'Unit of study'.

Enrolment status

See 'Course enrolment status'.

Enrolment Variation

Students may vary their enrolment at the start of each semester. Each faculty determines its deadlines for variations, but student-contribution liability depends on the Commonwealth census date.

See also 'Commonwealth Supported Place'.

Examination

A set of questions or exercises evaluating on a given subject given by a department or faculty.

See also 'Examination period', 'Assessment'.

Examination period

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

Examiner (Coursework)

The person assessing a student or group of students, for example through written/oral examination, coursework assignments, presentations.

Exchange student

Either a University of Sydney student participating in a formally agreed program involving study at an overseas university, or an overseas student 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 exclusions is set out in the *Calendar*.

See also 'Progression', 'Senate appeals'.

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', 'Waiver'.

Expulsion

The ultimate penalty of disciplinary action is to expel the student from the University. The effect of expulsion is:

- the student is not allowed to be admitted or to re-enrol in any course at the University
- the student does not receive their results
- the student is not allowed to graduate
- the student does not receive a transcript or testamur.

Extended semester

A distance-learning student may be allowed more time to complete a module or program if circumstances beyond the student's control, such as drought, flood or illness, affect the student's ability to complete the module or program in the specified time.

See also 'Distance education'.

External

See 'Attendance mode', 'Distance education'.

External transcript

A certified statement of a student's academic record printed on official University security paper. It includes the student's name, any credit granted, all courses the student was enrolled in and the final course result and all units of study attempted within each course together with the result. It also acknowledges prizes the student has received. Marks can be included or omitted, as required.

See also 'Academic transcript', 'Internal transcript'.

F**Faculty**

A formal part of the University's academic governance structure, consisting mainly of academic staff members and headed by a dean, which is responsible for all matters concerning the award courses that it supervises. Usually, a faculty office administers the faculty and student or staff inquiries related to its courses. The *University Calendar* sets out the constitution of each of the University's faculties.

See also 'Board of Studies', 'Supervising faculty'.

Faculty handbook

The annual University publication for each faculty which provides detailed information about the faculty, its courses and resolutions.

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.

Fee-paying students

Students who pay tuition fees to the University and are not liable for student contributions to a Commonwealth Supported Place. The Commonwealth does not contribute towards the cost of the education of fee-paying students. Annual fees vary between the faculties. Students pay a per semester fee.

Fellows of Senate

Members of the governing body of the University who are either elected, appointed or ex-officio.

Flexible learning

See 'Delivery mode', 'Distance education'.

Flexible start date

Full fee-paying distance students are not restricted to the same enrolment time frames as campus-based or Commonwealth-supported students.

Flexible Student Information System (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.

Formative assessment

See also 'Assessment'.

Full-time student

See 'Attendance pattern', 'EFTSU'.

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). See also 'Mark'.

Graduand

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

See also 'Graduation', 'Potential graduand'.

Graduate

A person who holds an award from a recognised tertiary institution.

See also 'Graduand', 'Graduation'.

Graduate certificate

See 'Award course'.

Graduate diploma

See 'Award course'.

Graduate-entry degree

A bachelor's, or undergraduate degree, that requires another undergraduate degree as a prerequisite of entry. Examples of graduate-entry degrees at the University of Sydney include the Medical Program, Graduate Law and the Bachelor of Dentistry.

Graduation

The formal conferring of awards either at a ceremony or in absentia.

See also 'In absentia', 'Potential graduand'.

Graduation ceremony

A ceremony where the Chancellor confers awards upon graduands.

Group of Eight (G08)

The Group of Eight represents Australia's major research-intensive universities and membership comprises the vice-chancellors (presidents) of the Australian National University, Monash University, the University of Adelaide, the University of Melbourne, the University of New South Wales, the University of Queensland, the University of Sydney, and the University of Western Australia.

The Group of Eight works to ensure a consistent and sustainable policy environment which maximises the wide-ranging economic, social and cultural benefits to the Australian community of higher education and which ensures Australian universities are recognised as among the best in the world.

Group work

Means a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment.

See also 'Legitimate cooperation'.

H**Handbook**

See 'Faculty handbook'.

Head of department/Head of school (HOD/HOS)

The head of the academic unit which has responsibility for the relevant unit of study, or equivalent program leader.

Higher Education Contribution Scheme (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 (see below).

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.

Honorary degrees

A degree *honoris causa* (translated from the Latin as 'for the purpose of honouring') is conferred on a person whom the University wishes to honour.

Honours

Some degrees may be completed 'with honours'. This may involve the completion of a separate honours year, additional work in the later years of the course or meritorious achievement over all years of the course. Honours are awarded in a class (Class I, Class II – which may have two divisions or, Class III).

NSW Higher School Certificate (HSC)

The NSW Higher School Certificate (HSC), which is normally completed at the end of year 12 of secondary school. The UAI (Universities Admission Index) is a rank out of 100 that is computed from a student's performance in the HSC.

I***In absentia***

Latin for 'in the absence of'. Awards are conferred *in absentia* when graduands do not, or cannot, attend the graduation ceremony scheduled for them. Those who have graduated *in absentia* may later request that they be presented to the Chancellor at a graduation ceremony.

See also 'Graduation'.

Instrumental supervisor/teacher

All students at the Sydney Conservatorium of Music have an instrumental teacher appointed.

See also 'Adviser', 'Associate supervisor', 'Research supervisor', 'Supervision'.

Internal mode

See 'Attendance mode'.

Internal transcript

A record of a student's academic record for the University's own internal use. It includes the student's name, student identifier (SID), address, all courses in which the student was enrolled and the final course result, and all units of study attempted within each course, together with the unit of study result.

See also 'Academic transcript', 'External transcript'.

International student

Any student who is not an Australian or New Zealand citizen or a permanent resident of Australia is an international student. An international student is required to hold a visa that allows study in Australia and may be liable for international tuition fees.

Fee-paying

A private international student who is liable to pay tuition fees for their studies with the University.

Fee-paying – outgoing exchange

An international fee-paying student undertaking short term study at a recognised overseas institution with which the University has a student exchange agreement. Exchange study counts towards the student's University of Sydney award and students remain enrolled in their University of Sydney course during the period of exchange.

International – cross-institutional

An international fee paying student undertaking non-award study at the University on a cross-institutional basis. They are liable to pay fees for the study they undertake at the University, but there is no compliance reporting requirement, which rests with their 'home' institution.

International – sponsored

A private international student who is fully sponsored for his/her tuition; his/her sponsorship may also include overseas health cover and compulsory subscriptions.

Offshore studies

International offshore students undertake their program of study at one of the University's offshore campuses and do not enter Australia. Therefore they do not require a visa. They are distinct from international students who are on outbound exchange programs as they never enter Australia during their program of study.

Short course

An international fee-paying student undertaking a short course with the University of Sydney such as international development programs, executive training or study visits. The study undertaken by these students is non-award and generally a student visa is not required.

Sponsored award

An international student sponsored by the Australian government, undertaking a program of study at the University. Currently Australian Development Scholarships holders, funded by AusAID, are the only students in this category. These students are fully sponsored for their tuition and other costs such as travel and health cover, and are paid a stipend.

Study Abroad

An international student who is undertaking short-term study at the University under the Study Abroad scheme. Study Abroad students must have completed at least one year of study towards a degree at a recognised institution in their home country and are continuing towards the degree of their home institution.

See also 'Local student', 'Student type'.

L**Learning entitlement**

Each student has a seven-year full-time period during which they can remain Commonwealth-supported. This seven year period is called their 'learning entitlement'.

Leave

See 'Course leave'.

Legitimate cooperation

Any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through student interaction.

See also 'Group work'.

Life membership

Life membership is no longer offered by the University of Sydney Union (USU). However, existing life Members continue to enjoy the right to vote in USU elections and at USU general meetings. Like all members, life members are encouraged to stand for election to the USU Board. Similarly, life members, once they have paid the appropriate annual fees, are able to enjoy the benefits of the Access Benefits program.

Load

The sum of the weights of all the units of study in which a student is enrolled. The weight is determined by the proportion of a full year's work represented by the unit of study in the degree or diploma for which the student is a candidate. Student load is measured in terms of Equivalent full-time student units (EFTSU).

See also 'Equivalent full-time student units (EFTSU)'.

Local student

Either an Australian or New Zealand citizen or Australian permanent resident. New Zealand citizens are required to pay their Higher Education Contribution Scheme (HECS) fees upfront.

See also 'Domestic student', 'International student'.

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.

See also 'Award course', 'Minor', 'Stream'.

Major timetable clash

The term used when a student attempts to enrol in units of study which have so much overlap in the teaching times that it has been decided that students must not enrol in the units simultaneously.

Mark

An integer (rounded if necessary) from 0 to 100 indicating a student's performance in a unit of study.

See also 'Grade'.

Master's degree

A postgraduate award. Master's degree courses may be offered by coursework, research only or a combination of coursework and research. Entry to the course often requires completion of an honours year at an undergraduate level.

See also 'Award course'.

Method of candidature

A course is either a research course or a coursework course and so the methods of candidature are 'research' and 'coursework'.

See also 'Course (Coursework)', 'Course (Research)'.

Mid-year intake

Admission to degree programs for Semester Two.

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.

See also 'Award course', 'Major', 'Stream'.

Mixed mode

See 'Attendance mode'.

MPhil

The Master of Philosophy (MPhil) is a master's by research degree offered by some (but not all) of the University's faculties.

See also 'Award course', 'Master's degree'.

Mutually exclusive units of study

See 'Prohibited combinations of units of study'.

MyUni

The University of Sydney's student portal system. It provides access to email, library services, student self-administration, support services, e-learning software such as Blackboard and WebCT, as well as information about the University and its courses.

N**Non-award course**

See 'Course'.

Non-standard session

A teaching session other than the standard February and August sessions – such as Sydney Summer School or Winter School, in which units of study are delivered and assessed in an intensive mode during January or July respectively.

See also 'Semester', 'Session'.

O**Orientation Week**

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

P**Part-time student**

See also 'Attendance mode', 'Attendance pattern', 'Equivalent full-time student units (EFTSU)'.

Permanent home address

The address used for all official University correspondence with a student, both inside and outside of semester time (for example during semester breaks), unless the student provides a different address for use during the semester.

See also 'Semester address'.

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.

See also 'Award course', 'Doctorate'.

Plagiarism

Presenting another person's ideas, findings or work as one's own by copying or reproducing them without acknowledging the source.

See also 'Academic dishonesty'.

Policy Online

The website which provides access to the University's current policies, procedures and guidelines.

Postgraduate

A term used to describe a course leading to an award such as graduate diploma, a master's degree or PhD which usually requires prior completion of a relevant undergraduate degree (or diploma) course. A 'postgraduate' is a student enrolled in such a course.

See also 'Course (Coursework)', 'Course (Research)'.

Postgraduate Education Loans Scheme (PELS)

An interest-free loans facility for eligible students who are enrolled in fee-paying, postgraduate non-research courses. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS). This scheme was replaced by the FEE-HELP scheme on 1 January 2005.

See also 'FEE-HELP'.

Potential graduand

A student who has been identified as being eligible to graduate on the satisfactory completion of their current studies.

See also 'Graduand', 'Graduation'.

Pre-enrolment

Pre-enrolment – also known as provisional re-enrolment – takes place in October, when students indicate their choice of unit of study enrolment for the following year. After results are approved, pre-enrolment students are regarded as enrolled in those units of study for which they are qualified. Their status is 'enrolled' and remains so provided they pay any money owing and comply with other requirements by the due date. Students who do not successfully pre-enrol in their units of study for the next regular session are required to attend the University on set dates during the January/February enrolment period.

See also 'Enrolment'.

Prerequisite

A unit of study that is required to be successfully completed before another unit of study can be attempted. Prerequisites can be mandatory (compulsory) or advisory.

See also 'Assumed knowledge', 'Corequisite', 'Waiver', 'Qualifier'.

Prizes

Awarded in recognition of outstanding performance, academic achievement or service to the community or University.

Probationary candidature

A student who is enrolled in a postgraduate course on probation for a period of time up to one year. The head of department/school is required to consider the candidate's progress during the period of probation and make a recommendation for normal candidature or otherwise to the faculty.

Professional practice

Some students undertake placement in a professional practice as part of their course requirements. This may require University-approved supervision. Professional placements are located in a wide range of professional practices environments, and may not require additional criteria to be fulfilled.

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'.

Prohibited combinations of units of study

When two or more units of study contain a sufficient overlap of content, enrolment in any one such unit prohibits enrolment in any other identified unit.

See also 'Unit of study'.

Provisional re-enrolment

See 'Pre-enrolment'.

Q**Qualification**

An academic attainment recognised by the University.

Qualifier

A mandatory (compulsory) prerequisite unit of study which must have a grade of pass or better.

See also 'Assumed knowledge', 'Corequisite', 'Prerequisite', 'Waiver'.

R**Recycling**

The submission for assessment of one's own work, or of work which substantially the same, which has previously been counted towards the satisfactory completion of another unit of study, and credited

towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

Registration

In addition to enrolling with the faculty in units of study, students must register with the department responsible for teaching each unit. This is normally done during Orientation Week. Note that unlike enrolment, registration is not a formal record of units attempted by the student.

Research course

See 'Course (Research)'.

Research supervisor

A supervisor is appointed to each student undertaking a research postgraduate degree. The supervisor will be a full-time member of the academic staff or a person external to the University recognised for their association with the clinical teaching or the research work of the University. A research supervisor is commonly referred to as a supervisor.

See also 'Advisor', 'Associate supervisor', 'Supervision', 'Instrumental supervisor/teacher'.

Result processing

Refers to the processing of assessment results for units of study. For each unit of study, departments/schools tabulate results for all assessment activities and assign preliminary results.

See also 'Assessment', 'Formative assessment', 'Examination period', 'Summative assessment'.

Result processing schedule

The result processing schedule will be determined for each academic cycle. All schools and faculties are expected to comply with this schedule.

See also 'Assessment', 'Examination period', 'Result processing'.

Result

The official statement of a student's performance in each unit of study attempted as recorded on the academic transcript, usually expressed as a mark and grade.

See also 'Grade', 'Mark'.

Research Training Scheme (RTS)

The RTS provides Commonwealth-funded higher degree by research (HDR) students with an 'entitlement' to a HECS exemption for the duration of an accredited HDR course, up to a maximum period of four years full-time equivalent study for a doctorate by research and two years full-time equivalent study for a master's by research.

S**Scholarships**

Financial or other form of support made available to enable students to further their studies.

See also 'Bursaries'.

School

A school or academic unit shall encourage and facilitate teaching, scholarship and research, and coordinate the teaching and examining duties of members of staff in the subjects or courses of study with which it is concerned.

Semester

A half-yearly teaching session, the dates for which 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.

See also 'Session', 'Non-standard session'.

Semester address

The address to which all official University correspondence is sent during semester time, if it is different to the permanent address.

Senate

The governing body of the University. See the University Calendar for more details of its charter and powers.

Session

Any period of time during which a unit of study is taught. A session differs from a semester in that it need not be a six-month teaching period, but it cannot be longer than six months. Each session maps to either Semester One or Two for DEST reporting purposes.

Session offerings are approved by the relevant dean, taking into account all the necessary resources, including teaching space and staffing. The Academic Board must approve variation to the normal session pattern.

See also 'Semester', 'Non-standard teaching period'.

Session address

See 'Semester address'.

Short course

A fee-paying student undertaking a short course with the University of Sydney comprising professional development, executive training etc. The study undertaken by these students is a non-award course.

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.

Special Studies Program (SSP)

A period of release from normal duties to allow academic staff to undertake a planned program of academic activity and development.

Sponsorship

Financial support of a student by a company or government body.

Stage

A normal full-time course of study taken in a year.

See also 'Course rules', 'EFTSU', 'Progression'.

Strategic Directions

See also 'University Strategic Directions'.

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, eg Bachelor of Engineering in Civil Engineering (Construction Management).

See also 'Award course', 'Major', 'Minor'.

Student

Student means a person enrolled as a candidate for an award course or unit of study.

Student Appeals Body

Any student may appeal to the Student Appeals Body against an academic decision on the ground that due academic process has not been observed by the relevant faculty in relation to the academic decision.

See also 'Appeals', *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.

Student Disciplinary Appeals Committee

Any student may appeal to the Student Disciplinary Appeals Committee against a misconduct determination by the Vice-Chancellor or a Student Proctorial Board.

See also 'Appeals'.

Student identifier (SID)

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

Student ID Card

All students who enrol are issued with an identification card. The card includes the student's name, SID, the course code, a library borrower's bar code and a passport-style photo. The card identifies the student as eligible to attend classes and must be displayed at formal examinations. It must be presented to secure student concessions and to borrow books from all sections of the University Library.

Student progress rate (SPR)

A calculation which measures the rate at which load undertaken is passed annually in each award program.

Student type

Student type identifies whether a student is local or international and the type of study the student is undertaking.

See also 'International student', 'Domestic student', 'Exchange student'.

Study Abroad program

A scheme administered by the International Office which allows international students who are not part of an exchange program to take units of study at the University of Sydney, but not towards an award program. In most cases the units of study taken here are credited towards an award at their home institution.

See also 'Exchange student'.

Subject area

A unit of study may be associated with one or more subject areas.

The subject area can be used to define prerequisite and course rules, for example the unit of study 'History of Momoyama and Edo Art' may count towards the requirements for the subject areas 'Art History and Theory' and 'Asian Studies'.

Summative assessment

See 'Assessment'.

Summer School

See 'Sydney Summer School'.

Supervising faculty

The faculty that has the responsibility for managing the academic administration of a particular course, such as the interpretation and administration of course rules, approving students' enrolments and variations to enrolments. Normally the supervising faculty is the faculty offering the course.

However, in the case of combined courses, one of the two faculties involved will usually be designated the supervising faculty. Further, in the case where one course is jointly offered by two or more faculties (such as the Liberal Studies course), a joint committee may make academic decisions about candidature and the student may be assigned a supervising faculty for administration.

Supervision

A one-to-one relationship between a student and a nominated member of the academic staff or a person specifically appointed to the role.

See also 'Adviser', 'Associate supervisor', 'Research supervisor', 'Instrumental supervisor/teacher'.

Suppression of results

Results for a particular student can be suppressed by the University when the student has an outstanding debt to the University; or the student is facing disciplinary action. A student may also request a suppression for personal reasons.

Suspension

See also 'Course leave'.

Sydney Summer School

A program of accelerated, intensive study running for approximately six 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 in July during the mid-year break.

T

Teaching department

See 'School'.

Teaching end date

Official finish date of formal timetabled classes.

Teaching start date

Official commencement date of formal timetabled classes.

Terminated

Term used when a student's candidature has been officially closed because they are not able to complete the course requirements.

See also 'Candidature'.

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

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

See also 'Course (Research)'.

Timetable

The schedule of lectures, tutorials, laboratories and other academic activities that a student must attend.

Transcript

See 'Academic transcript'.

Transfer

See 'Course transfer'.

Tuition fees

Tuition fees may be charged to students in designated tuition fee-paying courses. Students who pay fees are not liable for HECS.

U

Universities Admissions Centre (UAC)

The UAC receives and processes applications for admission to undergraduate courses at recognised universities in NSW and the ACT. Most commencing, local undergraduate students at the University apply through the UAC.

Universities Admission Index (UAI)

A measure of overall academic achievement in the HSC that assists universities in ranking applicants for university selection. The UAI is based on the aggregate of scaled marks in ten units of the HSC, and is a number between 0.00 and 100.00 with increments of 0.05.

Under examination

Indicates that a research student has submitted their written work (thesis) for assessment, and is awaiting the finalisation of the examiners' outcome and recommendation.

Undergraduate

A term used to describe both a course leading to a diploma or bachelor's degree and a student enrolled in such a course.

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.

See also 'Prohibited combinations of unit of study'.

Unit of study enrolment status

This indicates whether the student is still actively attending the unit of study (currently enrolled) or is no longer enrolled.

See also 'Discontinuation' or 'Cancellation'.

Unit of study level

Units of study are divided into Junior, Intermediate, Senior, Honours, Year 5, and Year 6. Most majors consist of 32 Senior credit points in a subject area (either 3000 level units of study or a mix of 2000 and 3000 level units of study).

University

Unless otherwise indicated, 'University' in this document refers to the University of Sydney.

University Calendar

The annual University publication, also available online, which provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the Senate resolutions relating to constitutions in each faculty.

University Medal

A faculty may recommend the award of a University Medal to a student qualified for the award of an undergraduate honours degree (or some master's degrees), whose academic performance is judged to be outstanding.

University Strategic Directions

This refers to the University of Sydney *Strategic Plan 2007–2010*.

Upgrade

Where a student enrolled in a master's by research course is undertaking research at such a standard that either the University recommends that the student upgrade their degree to a PhD, or the student seeks to upgrade to a PhD and this is supported by the University.

V

Variation of enrolment

See 'Enrolment variation'.

Vice-Chancellor and Principal

The chief executive officer of the University, responsible for its leadership and management. The Vice-Chancellor and Principal is head of both academic and administrative divisions.

W

Waiver

In a prescribed course, a faculty may waive the prerequisite or corequisite requirement for a unit of study or the course rules for a particular student. Unlike credit, waivers do not involve a reduction in the number of credit points required for a course.

See also 'Credit', 'Exemption'.

Winter School

See 'Sydney Winter School'.

Weighted average mark (WAM)

This mark uses the unit of study credit point value in conjunction with an agreed 'weight'. The formula for this calculation is:

$$WAM = \frac{\sum (W_c \times M_c)}{\sum (W_c)}$$

Where W_c is the weighted credit point value, ie the product of the credit point value and the level of weighting of 1, 2, 3, or 4 for a first, second, third or fourth year unit of study respectively; and where M_c is the greater of 45 or the mark out of 100 for the unit of study.

The mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0.

Pass/fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations. However, the marks from all attempts at a unit of study are included. (Effective from 1 January 2004.)

In addition, faculties may adopt other average mark formulae for specific progression or entry requirements. If such a formula is not specified in the faculty resolutions, the formula outlined above is used. See also 'WAM weight'.

WAM weight

A weight assigned to each unit of study to assist in the calculation of WAMs.

Y

Year of first enrolment (YFE)

The year in which a student first enrolls at the University. See also 'Commencement date'.

Youth Allowance

Youth allowance is payable to a full-time student or trainee aged 16–24 years of age who is enrolled at an approved institution such as a school, college, TAFE or university, and undertaking at least 15 hours a week face-to-face contact.

Index by alpha code

K

- KCDE1101 Academic Literacies 1, **16**
- KCDE1102 Teaching & Learning: Presentation Skills, **16**
- KCDE1103 Indigenous Education and Society, **16**
- KCDE1104 Researching Indigenous Communities, **16, 17**
- KCDE1201 Academic Literacies 2, **16, 17**
- KCDE1202 Teaching and Learning: Curriculum, **16, 17**
- KCDE1203 Human Development and Learning, **16, 17**
- KCDE1204 Human Society and its Environment 1, **16, 17**
- KCDE2101 Visual Literacy: Cineliteracy, **16, 18**
- KCDE2102 Teaching & Learning: Teaching History, **16, 17**
- KCDE2103 Education Theories, **16, 17**
- KCDE2104 Introduction to Indigenous Australia, **16, 17**
- KCDE2201 Professional Practices 1, **16, 17**
- KCDE2202 Aboriginal Studies in Schools, **16, 18**
- KCDE2203 Indigenous Health and Communities, **16, 18**
- KCDE2204 Human Society and its Environment 2, **16, 18**
- KCIL5610 Sounds & Writing in Indigenous Languages, **19, 20**
- KCIL5611 Words & Meanings in Indigenous Languages, **19, 20**
- KCIL5612 Sentences & Text in Indigenous Languages, **19, 20**
- KCIL5613 Theories & Methods in Language Learning, **19, 20**
- KCIL5620 Research Methods in Languages Education, **19, 20, 21**
- KCIL5621 Research Project in Languages Education, **19, 20, 21**
- KCIL5622 Learning an Indigenous Language, **19, 20, 21**
- KCIL5623 Language Curriculum Development, **19, 20, 21**
- KCIL5624 Technology and Language Learning, **20, 21**
- KCSE3101 Evaluation and Assessment in Schools, **13, 14**
- KCSE3102 Aboriginal Studies: Stages 4, 5 & 6, **13, 14**
- KCSE3103 Indigenous Land and Culture, **13, 14**
- KCSE3104 Australia WW1 to Whitlam, **13, 14**
- KCSE3202 Teaching Aboriginal Languages, **13, 14**
- KCSE3203 Reading Indigenous Writing, **13, 14**
- KCSE3204 Human Society and its Environment 3, **13, 14**
- KCSE4101 Special Education: An Introduction, **13, 15**
- KCSE4102 Issues in Indigenous Rights, **13, 15**
- KCSE4103 20th Century Europe: Age of Catastrophe?, **13, 15**
- KCSE4104 Human Society and its Environment 4, **13, 15**
- KCSE4201 Professional Practices 3, **13, 14**
- KCSE4202 Knowledge, Self and Education, **13, 15**
- KCSE4203 Colonising and Decolonising the Pacific, **13, 15**
- KOCR2600 Indigenous Australia: An Introduction, **12**
- KOCR2602 Issues in Indigenous Rights, **12**
- KOCR2604 Colours of Identity: Indigenous Bodies, **12**
- KOCR2605 Speaking Gamilaraay 1, **12**
- KOCR2606 Torres Strait Histories and Experiences, **12**
- KOCR2607 Indigenous Creative Expression, **12**



Index by name

Numeric

20th Century Europe: Age of Catastrophe? KCSE4103, 13, 15

A

Aboriginal Studies: Stages 4, 5 & 6 KCSE3102, 13, 14

Aboriginal Studies in Schools KCDE2202, 16, 18

Academic Literacies 1 KCDE1101, 16

Academic Literacies 2 KCDE1201, 16, 17

Australia WW1 to Whitlam KCSE3104, 13, 14

C

Colonising and Decolonising the Pacific KCSE4203, 13, 15

Colours of Identity: Indigenous Bodies KOCR2604, 12

E

Education Theories KCDE2103, 16, 17

Evaluation and Assessment in Schools KCSE3101, 13, 14

H

Human Development and Learning KCDE1203, 16, 17

Human Society and its Environment 1 KCDE1204, 16, 17

Human Society and its Environment 2 KCDE2204, 16, 18

Human Society and its Environment 3 KCSE3204, 13, 14

Human Society and its Environment 4 KCSE4104, 13, 15

I

Indigenous Australia: An Introduction KOCR2600, 12

Indigenous Creative Expression KOCR2607, 12

Indigenous Education and Society KCDE1103, 16

Indigenous Health and Communities KCDE2203, 16, 18

Indigenous Land and Culture KCSE3103, 13, 14

Introduction to Indigenous Australia KCDE2104, 16, 17

Issues in Indigenous Rights KCSE4102, 13, 15

Issues in Indigenous Rights KOCR2602, 12

K

Knowledge, Self and Education KCSE4202, 13, 15

L

Language Curriculum Development KCIL5623, 19, 20, 21

Learning an Indigenous Language KCIL5622, 19, 20, 21

P

Professional Practices 1 KCDE2201, 16, 17

Professional Practices 3 KCSE4201, 13, 14

R

Reading Indigenous Writing KCSE3203, 13, 14

Researching Indigenous Communities KCDE1104, 16, 17

Research Methods in Languages Education KCIL5620, 19, 20, 21

Research Project in Languages Education KCIL5621, 19, 20, 21

S

Sentences & Text in Indigenous Languages KCIL5612, 19, 20

Sounds & Writing in Indigenous Languages KCIL5610, 19, 20

Speaking Gamilaraay 1 KOCR2605, 12

Special Education: An Introduction KCSE4101, 13, 15

T

Teaching & Learning: Presentation Skills KCDE1102, 16

Teaching & Learning: Teaching History KCDE2102, 16, 17

Teaching Aboriginal Languages KCSE3202, 13, 14

Teaching and Learning: Curriculum KCDE1202, 16, 17

Technology and Language Learning KCIL5624, 20, 21

Theories & Methods in Language Learning KCIL5613, 19, 20

Torres Strait Histories and Experiences KOCR2606, 12

V

Visual Literacy: Cineliteracy KCDE2101, 16, 18

W

Words & Meanings in Indigenous Languages KCIL5611, 19, 20





The
University
of Sydney

'09

Quick links:

www.facilities.sydney.edu.au/maps

Campuses

Bicycle map

Precincts

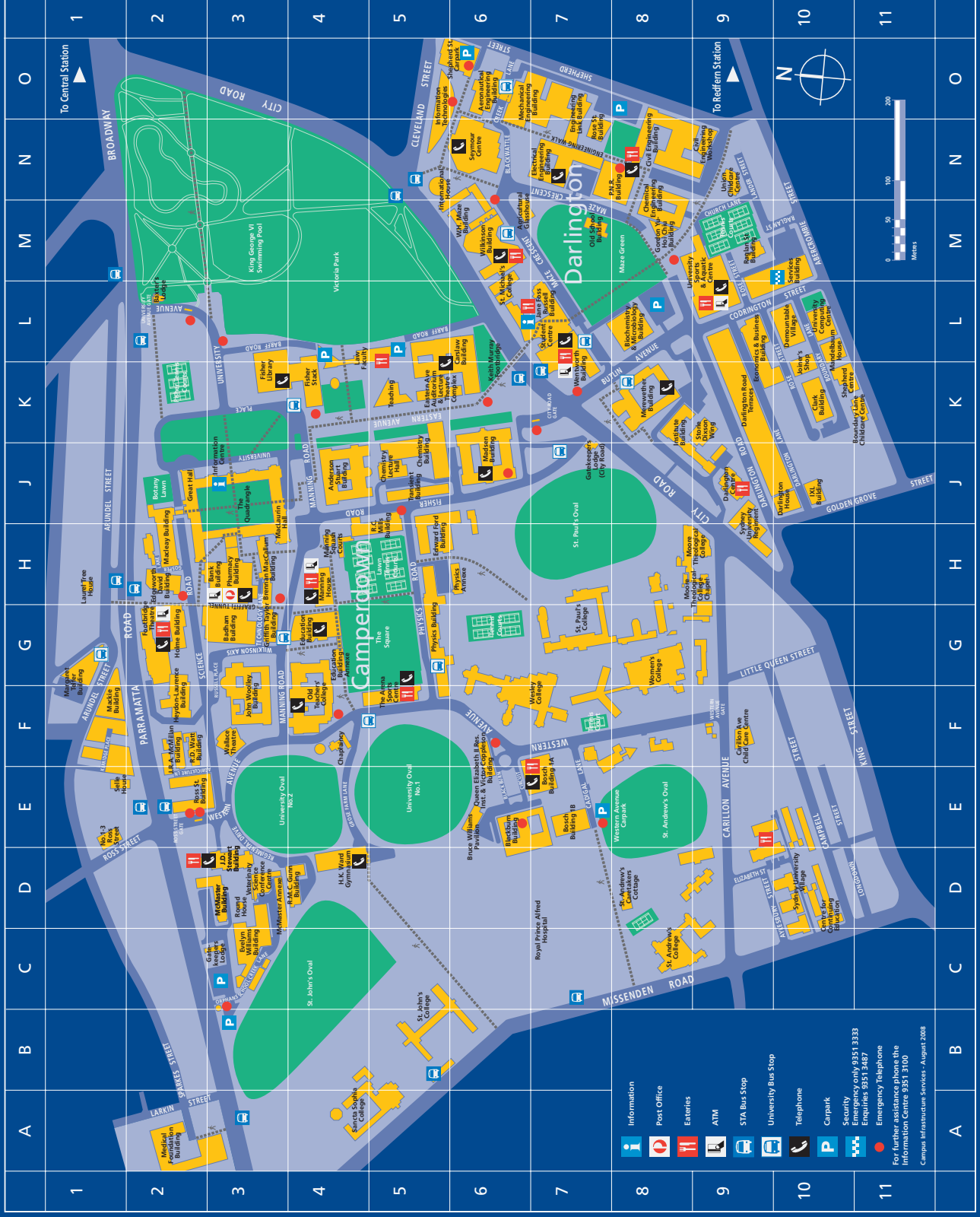
Disability access

Parking layout

2009 handbook maps

Map Code: 0102_MAIN

Camperdown and Darlington Campuses



- Information
 - Post Office
 - Entries
 - ATM
 - STA Bus Stop
 - University Bus Stop
 - Telephone
 - Carpark
 - Security
- Emergency only 9351 1333
Enquiries 9351 3407
Emergency telephone
For further assistance please the
Information Centre 9351 3100
Campus Infrastructure Services - August 2008

Directory

University buildings

O6	Aeronautical Engineering Building	F1	Mackie Building
J4	Anderson Stuart Building	H3	MacLaurin Hall
G3	Badham Building	H2	Macley Building
H3	Bank Building	G1	Margaret Telfer Building
L2	Baxter's Lodge	J6	Madsen Building
L8	Biochemistry and Microbiology Building	H4	Manning House
E6	Blackburn Building	H4	Manning Squash Courts
E7	Bosch Building 1A	D3	McMaster Annexe
E7	Bosch Building 1B	D3	McMaster Annexe
H3	Brennan MacCallum Building	O6	Mechanical Engineering Building
E6	Bruce Williams Pavilion	A2	Medical Foundation Building
L6	Carislaw Building	K8	Merewether Building
F4	Chaplaincy	E1	No. 1-3 Ross Street
M8	Chemical Engineering Building	M7	Old School Building
J5	Chemistry Building	F4	Old Teachers' College
N8	Civil Engineering Building	H3	Pharmacy Building
K10	Civil Engineering Workshop	H6	Physics Annexe
J9	Clark Building	G5	Physics Building
J9	Darlington Centre	N8	P.N.R. Building
K9	Darlington House	E6	Queen Elizabeth II Research Institute
L10	Darlington Road Terraces	H5	R.C. Mills Building
L10	Demountable Village	F2	R.D. Watt Building
K5	Eastern Avenue Auditorium & Lecture Theatre Complex	D4	R.M.C. Gunn Building
L9	Economics and Business Building	M9	Raglan Street Building
H2	Edgeworth David Geology Building	N7	Rose Street Building
G4	Education Building	E2	Ross Street Building
G4	Education Building Annexe	G2	Science Road Cottage
H5	Edward Ford Building	E1	Selle House
N7	Electrical Engineering Building	M10	Services Building
N7	Engineering Link Building	N6	Seymour Centre
C3	Evelyn Williams Building	K10	Shepherd Centre
K3	Fisher Library	O6	Shepherd Street Carpark
K4	Fisher Library Stack	K9	Storie Dixon Wing
G2	Footbridge Theatre	F5	The Arena Sports Centre
C3	Gatekeeper's Lodge	J3	The Quadrangle
J7	Gatekeeper's Lodge (City Road)	J5	Transient Building
M8	Gordon Yu-Hoi Chui Building	L10	University Computing Centre
J2	Great Hall	M9	University Sports & Aquatic Centre
G3	Griffith Taylor Building	D3	Veterinary Science Conference Centre
D4	H.K. Ward Gymnasium	E6	Victor Coppleston Building
F2	Heydon - Laurence Building	F3	Wallace Theatre
G2	Home Building	K7	Wentworth Building
N5	Information Technologies Institute Building	K8	Western Avenue Carpark
K8	Institute Building	M6	W.H. Mize Building
N5	International House	M6	Wilkinson Building
J10	IXL Building		
D3	J.D. Stewart Building		
F2	J.R.A. - McWilliam Building		
L7	Jane Foss Russell Building		
F3	John Woolley Building		

Childcare centres

K11	Boundary Lane
F9	Carillon Avenue
N9	KU Union
H1	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 (Cardlaw)
H3	Pharmacy

Cultural venues

H2	Macleay Museum
J3	Nicholson Museum
N6	Seymour Centre
K7	Sir Hermann Black Gallery
M6	Tim 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

G3	Badham
H5	Burkitt-Ford
K3	Curriculum Resources
K3	Fisher
E7	Medical
N6	Music
H5	Schaefer Fine Arts
L7	SciTech

University administration, centres & services

H3	Alumni Relations Office
L7	Careers Centre
L7	Cashier
D10	Centre for Continuing Education
K7	Centre for English Teaching
H3	Chancellor
L10	Computing Centre
H2	Executive Offices
J3	Information Centre
L10	Information and Communications Technology
L7	International Office
K8	Office of Development
M10	Office of University Relations (OUR)
G1	Personnel
L7	Publications Office
H3	Research Office
M10	Room Bookings & Venue Management
L7	Scholarships Unit
M10	SydneyPeople - HR Service Centre
G1	SydneyPeople - SydneyLearning
E1	SydneyPeople - Unistaff
L7	Student Centre
M10	Student Housing
L7	Student Services Unit
K8	Summer School
O5	Sydnovate
F3	United States Studies Centre
H3	University Relations (Vice Principal)
C3	Veterinary Hospital & Clinic
H2	Vice-Chancellor

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

Course planner

Year	Semester	Unit of study 1 & credit points	Unit of study 2 & credit points	Unit of study 3 & credit points	Unit of study 4 & credit points	Total credit points
1	1					
	2					
2	summer					
	1					
	winter					
	2					
3	summer					
	1					
	winter					
	2					
4	summer					
	1					
	winter					
	2					
5	summer					
	1					
	winter					
	2					
Total credit points						