

**AGENDA ITEM 6  
Report of the Chair****6.2 Honours and Distinctions**

I am pleased to report the following honours and distinctions and recommend the Academic Board extend its congratulations to the recipients:

**Australia 2020 Summit Delegates**

The following staff members have been invited to participate in a variety of discussion areas at the Australia 2020 Summit:

***A long-term national health strategy***

Professor Louise Baur (Faculty of Medicine)  
Professor Ian Hickie AM (Brain & Mind Research Institute)  
Professor Hal Kendig (Faculty of Health Sciences)  
Professor Michael Kidd (Faculty of Medicine)  
Professor Stephen Leeder (Faculty of Medicine)  
Dr Meredith Sheil (PhD student, Faculty of Medicine)  
Clinical Associate Professor Paul Torzillo (Faculty of Medicine)

***Australia's future security and prosperity in a rapidly changing region and world***

Dr James Curran (Faculty of Arts)  
Professor Alan Dupont (Faculty of Arts)  
Ms Katherine Fallah (Faculty of Law)  
Dr Ben Saul (Faculty of Law)

***Future directions for the Australian economy***

Professor Patricia Apps (Faculty of Law)

***Future directions for rural industries and rural communities***

Associate Professor Anthony English (Faculty of Veterinary Science)

***Future of Australian Governance***

Associate Professor Lyn Carson (Faculty of Economics and Business)  
Professor Geoffrey Gallop (Graduate School of Government)  
Dr Helen Irving (Faculty of Law)  
Dr Joanne Kelly (Faculty of Economics and Business)  
Associate Professor Anne Frances Twomey (Faculty of Law)

***Population, sustainability, climate change and water***

Professor Marcela Bilek (Faculty of Science)  
Professor Mary Crock (Faculty of Law)

***Strengthening communities, supporting families and social inclusion***

Ms Sarah Haghdoosti (SRC, Ethnic Affairs Officer)

***The Productivity Agenda (education, skills, training, science and innovation)***

Associate Professor Marian Baird (Faculty of Economics and Business)  
Dr Rae Cooper (Faculty of Economics and Business)  
Professor Bryan Malcolm Gaensler (Faculty of Science)

***Towards a creative Australia***

Associate Professor Robyn Ann Ewing (Faculty of Education and Social Work)

**Professor Nalini Joshi, Faculty of Science**

Elected as a Fellow of the Australian Academy of Science.

**Associate Professor Alison Bashford, Faculty of Arts**

Appointed to the annual Chair of Australian Studies at Harvard University for 2009.

**Associate Professor Andrew Martin, Faculty of Education and Social Work**

Awarded the 2008 American Educational Research Association (AERA) Early Career Award.

**Recommendation**

*That the Academic Board note the report of the Chair of the Academic Board on the honours and distinctions and congratulate the recipients, as set out in the report presented.*

**6.3 General Report**

**6.3.1 Academic Board Resolutions: Student appeals against academic decisions**

*pages B5-B16*

The Academic Board Resolutions relating to Student Appeals against Academic Decisions outline the procedures to be followed by students and staff when dealing with appeals at the local and faculty level. These resolutions have undergone a major review following the introduction and implementation of the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.

This review has taken into account the recommendations of the Topley Review (a full review of student appeals processes at the University undertaken in 2004), in particular the recommendation that the number of levels of appeal be reduced to two. The revised policy focus on a two-step process: the student first seeks a resolution of their issue with the relevant decision-maker, and if unable to resolve the matter then appeals to the Faculty. Following the outcome of the Faculty appeal, the student may refer the matter to the Student Appeals Body which will assess whether or not due process has been observed by the Faculty. International students also have the right (under the ESOS Act) to refer the matter to the NSW Ombudsman as an independent and external party.

**Recommendation**

*That the Academic Board approve the amended Academic Board Resolutions relating to student appeals against academic decisions, as set out in the report presented.*

**6.3.2 Filling of Casual Vacancies in Academic Board Membership**

**6.3.2.1 Elected Academic Staff Members**

Clause 35.1 of the *University of Sydney (Academic Governance) Rule 2003* provides for the filling of a casual vacancy in elected academic staff members to the Academic Board.

Such a vacancy currently exists amongst the elected academic staff members from the Faculty of Law, and the Dean of the Faculty has nominated Associate Professor Anne Twomey to fill the vacancy.

**Recommendation**

*That the Academic Board approve the appointment of Associate Professor Anne Twomey to fill the casual vacancy among elected*

*academic staff members from the Faculty of Law for a term expiring 31 December 2009, as set out in the report presented.*

#### **6.3.2.2 Elected Student Members**

Clause 35.2 of the *University of Sydney (Academic Governance) Rule 2003* provides for the filling of a casual vacancy in elected student members to the Academic Board.

Such a vacancy currently exists for an elected student member from the Faculty of Veterinary Science, and the Dean of the Faculty has nominated Mr Stuart Wilkinson, a postgraduate research student, to fill the vacancy.

#### **Recommendation**

*That the Academic Board approve the appointment of Mr Stuart Wilkinson to fill the casual vacancy for an elected student member from the Faculty of Veterinary Science for a term expiring 31 December 2008, as set out in the report presented.*

#### **6.3.3 Report on PhD Theses Submitted Early**

B17

At the last meeting of the Academic Board it was agreed that the Chair would report on the outcome (if known) of PhD theses submitted early under the provisions of the *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*. A report has been compiled and is attached for the information of members.

#### **Recommendation**

*That the Academic Board note the report on PhD theses submitted early, as set out in the report presented.*

#### **6.3.4 2007 Annual Report of Academic Board Activities**

B18-B29

The Academic Board is asked to note the attached annual report of its activities for 2007.

#### **Recommendation**

*That the Academic Board note the 2007 Annual Report of Academic Board activities, as set out in the report presented.*

#### **6.3.4 Revised Charter of Academic Freedom**

B30

At the last meeting of the Academic Board, the Chair advised that the wording of the Charter of Academic Freedom would be reviewed to address concerns raised by Board members. Since the meeting the Chair has met with the Deputy Chair of the Academic Board, the Chair of the Academic Staffing Committee and the Vice-Chancellor to review this wording. As a result, the enclosed revised wording for the Charter of Academic Freedom is submitted for the approval of the Academic Board.

#### **Recommendation**

*That the Academic Board note the 2007 Annual Report of Academic Board activities, as set out in the report presented.*

#### **6.3.6 Applications for Early Submission of PhD Theses**

The *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004* provides for the Chair of the Academic Board to accept for examination a PhD thesis

submitted by a candidate enrolled for less than the minimum length of candidature.

The Chair of the Academic Board approved an application for early submission of a PhD thesis from the Faculty of Engineering and Information Technologies and another application from the Faculty of Economics and Business.

***Recommendation***

*That the Academic Board note the report of the Chair of the Academic Board regarding his approval of applications for early submission of PhD theses, as set out in the report presented.*

## Revised resolutions



# The University of Sydney

## Student Appeals Against Academic Decisions – Academic Board Resolutions

**Approved by:** Academic Board  
**Latest amended approved on:** 15 November 2006  
**Amended to take effect:** 16 November 2006

### Procedures Approved by the Academic Board in Respect of Student Appeals Against Academic Decisions

#### Glossary

**Academic decision** means a decision of a member of the academic staff that affects the academic assessment or progress of a student.

**Academic unit** means a school, department or other unit within a Faculty

**Dean** means the dean, college principal or director, or chairperson of the board of studies

**Decision-maker** means the person or academic unit responsible for the decision which is the subject of any given appeal

**Faculty** means the faculty, college board, department, school or board of studies

#### Introduction

The University operates on the basis that academic decisions (e.g. in relation to assessment, examining, etc.) are entrusted to members of the academic staff acting in accordance with proper procedures established by the faculty in question. A student dissatisfied with a decision should be able to apply to have the decision reconsidered and in appropriate cases reviewed. As set out below, a student would first approach their relevant teacher to discuss the issue and attempt to resolve it in person. If this were unsuccessful the student would have the opportunity to write formally to the Faculty. Where the issue under discussion involves an academic decision made by a dean, the student has the opportunity to write formally to the Pro Vice-Chancellor (Learning and Teaching). Any student who was not satisfied with the Faculty's decision would be able to appeal to the Student Appeals Body against the academic decision if he or she believed that due academic process had not been observed by the relevant Faculty in relation to the academic decision. A student wishing to appeal must lodge his or her written appeal with the Registrar (on behalf of the Student Appeals Body) within 21 days of the date of the written decision of the Dean of the relevant Faculty regarding the academic decision, or within such extended time as the Registrar, in his or her absolute discretion, authorises.

An appeal will not be heard by the Student Appeals Body unless

- (a) the basis for the Student's appeal has previously been considered by the relevant Faculty, as set out below;
- (b) the Student has set out in the written appeal his or her reasons, including any written evidence and written submissions, for believing that due academic process has not been observed by the Faculty in relation to the academic decision, including matters pertaining to Special Consideration; and

- (c) the Registrar has confirmed that the requirements under clauses (a) and (b) above have been satisfied.

(extract from the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*)

## Principles for Student Appeals Against Academic Decisions

### Preliminary

1. Any student may contest an academic decision that affects him or her. This document describes the principles and procedures to be followed by students, academic units and decision-makers when a student contests an academic decision:
  - 1.1 First, at a local level, to enable a student's concerns to be addressed via personal communication; and
  - 1.2 Secondly, by means of a formal procedure.
2. The procedures in clauses 5 to 7 apply to all academic decisions made in relation to undergraduate and postgraduate coursework awards. A separate set of procedures in clause 8 applies to postgraduate research awards.
3. Each stage below represents an opportunity to resolve the issue. Members of academic staff are expected to attempt to resolve all students' concerns at a local level, wherever possible. If at any stage further information comes to light which causes a staff member or a faculty reverse a decision taken previously, a note recording the reasons and the new recommendation should be sent by the staff member or faculty to the person or group currently dealing with the issue.

### Principles that underpin these procedures

4. The following principles apply with respect to any dispute about an academic decision, whether dealt with formally or informally:
  - 4.1 **Timeliness.** *All disputes should, wherever possible, be resolved as quickly as possible.* Timelines prescribed in these procedures should always be followed, unless there are exceptional circumstances. If the timeline is to be exceeded by staff, the student must always be informed of the length of, and the reason for, the delay. A student may request an extension to these timelines where they can provide good grounds for the granting of such an extension. Such requests are to be made in writing and, where possible, before the timeline expires. In assessing whether or not a student has submitted an appeal in a timely fashion, or whether an extension should be granted, faculties should give due regard to the circumstances surrounding the appeal and the personal circumstances of the student.
  - 4.2 **Confidentiality.** All student appeals must be treated confidentially at all stages of the process. Any information about an appeal must be strictly limited to those staff who need to know about it in order to deal with the appeal.
  - 4.3 **Procedural fairness.** All staff involved in an appeal have a duty to observe the principles of procedural fairness (sometimes called natural justice), which include the following.
    - 4.3.1 Staff and students involved in an appeal are entitled to raise all issues which are important to them, and to put their points of view in their own terms.
    - 4.3.2 Staff and students are entitled to have matters dealt with in an unbiased manner, and lack of bias or conflict of interest should always be apparent. Any person concerned about bias or conflict of interest is expected to raise it with the appropriate person promptly (Refer to the University's *Code of Conduct* for staff members).
    - 4.3.3 Parties are entitled to know the basis on which decisions about them have been made, and accordingly reasons should be given for a

- decision, in sufficient detail that it is reasonable to expect both the staff and student involved to be able to understand the decision.
- 4.3.4 Any person involved in this process who is disadvantaged in any way in their ability to present their case should be allowed the support and advice they need to participate effectively. While a conciliatory approach is preferred and encouraged under these rules it may be appropriate, in some circumstances, that the student or staff member has another person speak on his or her behalf.
- 4.4 **Record-keeping.** It is important that staff establish and maintain proper records (through the Records Management Services filing system) once an appeal becomes formal. Staff are also advised to keep notes of any discussions with students. Copies of documentation given to students in relation to a unit of study should be kept, as well as a record of the date on which that information was supplied to students and the means by which it was disseminated.
- 4.5 **Access.** Students should normally have a right of free access to all documents concerning their appeal. This right does not apply to any documents for which the University claims legal professional privilege.

### **Procedures for Student Appeals Against Academic Decisions for Undergraduate and Postgraduate Coursework Awards**

#### **5. Resolution with teacher**

- 5.1 If a student is concerned about any academic decision, he or she should first discuss the issue with the relevant teacher or unit of study co-ordinator. Students are encouraged to take the earliest opportunity to discuss their concerns with relevant staff. This should normally be done within 20 working days of the student being advised of the particular academic decision or, in the case of matters relating to a unit of study, within 20 working days of the unit of study result being posted. During this time the student should attempt to resolve the matter with the relevant teacher or unit of study co-ordinator.
- 5.2 The teacher or unit of study co-ordinator should then deal with the issue promptly, giving a full explanation to the student of the reasons for the academic decision. It should be possible to resolve many issues at this stage.
- 5.2.1 If the student's concerns are not resolved by these means, then the teacher should:
- 5.2.1.1 Explain the next step and the procedure, which is set out in paragraph 6 below; and
- 5.2.1.2 Give to the student a copy of these principles and procedures or advise the student how to access the document online.

#### **6. Approach the Faculty**

- 6.1 If the student's concerns cannot be resolved under paragraph 5, or because of an apparent failure to follow procedures, the student may then approach the Faculty. The student should put his or her concerns in writing within 20 working days of the outcome of discussions under paragraph 5. The student will submit their written concerns to the office or staff member nominated by the Faculty to receive student appeals (this information is to be provided to students at the start of each Semester).
- 6.2 If the Dean is the decision-maker under paragraph 5, then the Pro Vice-Chancellor (Learning and Teaching) shall act as decision-maker under this paragraph 6.
- 6.3 The Faculty must acknowledge receipt of a formal complaint in writing within 3 working days of receipt.

- 6.4 The Faculty will determine who is to undertake the initial review of the student's appeal. This person will normally be the person to whom the decision-maker (of Section 5) reports, and may be the course co-ordinator, Head of Department or School or relevant Associate Dean. The report of the reviewer will be considered by the Dean or his or her nominee (where the Dean chooses to nominate another staff member to consider review reports, it will be on the understanding that the Dean retains final responsibility for any decision made regarding a student appeal to the Faculty).
- 6.5 The Faculty must try to resolve the complaint within 10 working days of receiving the complaint, and then advise the student in writing of the Faculty's decision:
  - 6.5.1 setting out the reasons;
  - 6.5.2 advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
  - 6.5.3 giving to the student a copy of these principles and procedures, if the student does not already have a copy or advising the student how to access the document online.

## 7. Student Appeals Rule

- 7.1 If the student is not satisfied that his or her concerns have been addressed satisfactorily under paragraph 6, the student may lodge a written appeal, in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.
- 7.2 The *Education Services for Overseas Students (ESOS) Act 2000* (as amended), and the related National Code of Practice, states that the University "must have arrangements in place for a person or body independent of and external to the registered provider to hear complaints or appeals arising from the registered provider's internal complaints and appeals process or refer students to an existing body where that body is appropriate for the complaint or appeal". In the case of the University of Sydney, the independent and external person is the NSW Ombudsman.

## Procedures for Student Appeals Against Academic Decisions for Postgraduate Research Awards

8. If a student wishes to appeal an academic decision associated with:
  - 8.1 termination of their candidature, they should lodge a written appeal in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*;
  - 8.2 the examination of a thesis, they should lodge a written appeal in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*; or
  - 8.3 any other matter, they should follow the steps outlined for coursework matters in clauses 5 to 7 above.

## Current resolutions



# The University of Sydney

## Student Appeals Against Academic Decisions – Academic Board Resolutions

**Approved by:** Academic Board  
**Latest amended approved on:** 15 November 2006  
**Amended to take Effect:** 16 November 2006

### Procedures Approved by the Academic Board in Respect of Student Appeals Against Academic Decisions

#### Introduction

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

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

#### Principles for Student Appeals Against Academic Decisions

##### Preliminary

1. Any student may complain about an academic decision that affects him or her. This document describes the principles and procedures to be followed by students, academic units and decision-makers when a student complains about an academic decision:
  - 1.1 First, at a local level, to enable a student's concerns to be addressed in an informal way; and
  - 1.2 Secondly, by means of a formal, central procedure.
2. These procedures apply to all academic decisions made in relation to undergraduate and postgraduate course awards. A separate set of procedures applies with respect to postgraduate research awards.

3. In these procedures, an '**academic decision**' means a decision of a member of the academic staff that affects the academic assessment or progress of a student.
4. Each stage below represents an opportunity to resolve the complaint. Members of academic staff are expected to attempt to resolve all students' complaints at a local, informal level, wherever possible.

### Principles that underpin these procedures

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

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

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

Time limits allowed to students are generally longer than those allowed to staff. As a general rule, it may be more appropriate to relax time limits for students within reason. Students may find pursuing a complaint or an appeal a difficult and stressful undertaking.

They may need further time to marshal the confidence, support and evidence they need to pursue a complaint. Students should also be able to express their complaint in their own terms.

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

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

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

- 5.4.1 Staff and students involved in a complaint are entitled to raise all issues which are important to them, and to put their points of view in their own terms. In most cases, any formal complaint will be dealt with by means of written submissions. In some cases, however, it may be

appropriate to deal with the matter by interviewing the relevant parties. This will be determined by the relevant decision-maker.

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

## **Procedures for Student Appeals Against Academic Decisions for Undergraduate and Postgraduate Coursework Awards**

### **6. Informal resolution with teacher**

- 6.1 If a student is concerned about any academic decision, he or she should first discuss the issue informally with the relevant teacher or unit of study co-ordinator. This should be done within three months of the particular academic decision being made.
- 6.2 The teacher or unit of study co-ordinator should then deal with the issue promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.
- 6.2.1 If the student's concerns are not resolved by this means, then the teacher should:

6.2.1.1 Explain the next step and the procedure, which is set out in paragraph 7 below; and

6.2.1.2 Give to the student a copy of these principles and procedures.

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

## **7. Approach head of department or school**

### ***Informal complaints***

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

7.2 If a student chooses to approach the head of department informally under paragraph 7.1, this does not later preclude the student from proceeding formally under this paragraph 7 by putting his or her complaint in writing to the head of department.

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

### ***Formal complaints***

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

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

7.5.1 setting out the reasons;

7.5.2 advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and

7.5.3 giving to the student a copy of these principles and procedures, if the student does not already have a copy.

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

### ***Informal complaints***

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

- 8.2 If the dean or college principal or director is the decision-maker under paragraphs 6 or 7, then the pro-vice-chancellor of the relevant academic college shall act as decision-maker under this paragraph 8.
- 8.3 If a student chooses to approach the dean or college principal informally under paragraph 8.1, this does not later preclude the student from proceeding formally under this paragraph 8 by putting his or her complaint in writing to the dean or college principal or director.
- 8.4 The dean or college principal or director should then deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

**Formal complaints**

- 8.5 The dean or college principal or director must acknowledge receipt of a formal complaint in writing within 3 working days of receipt.
- 8.6 The dean or college principal or director must try to resolve the complaint within 10 working days of receiving the complaint, and then advise the student in writing of his or her decision:
  - 8.6.1 setting out the reasons;
  - 8.6.2 advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
  - 8.6.3 giving to the student a copy of these principles and procedures, if the student does not already have a copy.

**9. Written appeal**

- 9.1 If the student is not satisfied that his or her concerns have been addressed satisfactorily under paragraph 8, the student may lodge a written appeal in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.

**Procedures for Student Appeals Against Academic Decisions for Postgraduate Research Awards**

**Informal resolution**

10. Students are expected to seek to resolve any problems or difficulties through, in order, the supervisor, departmental postgraduate coordinator, the head of department or school, chair of the faculty board of postgraduate studies or equivalent.

**Approach the dean or college director or principal or chair of the board of studies**

- 11.1 A student who has not resolved a problem in respect of an academic decision made by the faculty, college or board of studies (hereafter referred to as “the faculty”) in respect of the award of a degree or other matter which affects the student’s candidature may approach the relevant dean or college principal or director or chairperson of the board of studies.
- 11.2 The student may, at this point, choose to approach the dean or college principal or director or chairperson of the board of studies (hereafter referred to as “the dean”) on an informal basis, or else put his or her complaint in writing. A student intending to approach the dean informally or formally must:

11.2.1 give notice of this intent to the dean within one calendar month of the date of notification of the decision; and

11.2.2 lodge the formal appeal with the dean within two calendar months from the date of the notification of the decision.

**Informal complaints**

11.3 In some cases the dean may nominate another faculty officer, for example a pro-dean or associate dean, to deal with the matter, except that the dean may not nominate any faculty officer to deal with the matter under this paragraph 11. who was the decision-maker in respect of the matter concerned.

11.4 If the dean was the decision-maker in respect of the matter concerned, then the pro-vice-chancellor of the relevant academic college shall act as decision-maker under this paragraph 11.

11.5 If a student chooses to approach the dean informally under paragraph 11.2, this does not later preclude the student from proceeding formally under paragraph 11.2 by putting his or her complaint in writing to the dean.

11.6 The dean should then deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

**Formal complaints**

11.7 The dean must acknowledge receipt of a formal complaint in writing within three working days of receipt.

11.8 The dean must try to resolve the complaint within ten working days of receiving the complaint, and then advise the student in writing of his or her decision:

11.8.1 setting out the reasons;

11.8.2 advising that, if the student does not agree with the decision, then the student has a right of appeal under these procedures; and

11.8.3 giving to the student a copy of these principles and procedures, if the student does not already have a copy.

**Approach the Chair of the Research and Research Training Committee**

12.1 A student who has not resolved a problem relating to an academic decision made by the faculty in respect of the award of a degree or which affects the student's candidature under paragraph 11 may approach the Chair of the Research and Research Training Committee.

12.2 The student may, at this point, choose to approach the Chair of the Research and Research Training Committee on an informal basis, or else put his or her complaint in writing. A student intending to approach the Chair of the Research and Research Training Committee informally or formally must:

12.2.1 give notice of this intent to the Chair within one calendar month of the date of notification of the decision by the dean under paragraph 11; and

12.2.2 lodge the formal appeal with the Chair within two calendar months from the date of the notification of the decision under paragraph 11.

### **Consideration of appeal by the Chair of the Research and Research Training Committee**

- 13.1 The Chair must acknowledge receipt of a formal complaint in writing within three working days of receipt.
  - 13.2 The Chair must seek a report from the dean of the faculty and may consult with other persons as appropriate.
  - 13.3 If, after considering that report, the Chair concludes:
    - 13.3.1 that the appeal is based solely on a question of academic judgement;
    - 13.3.2 that the proper academic procedures (including any procedures specifically established by the faculty or department) have been followed; and
    - 13.3.3 that the appeal raises no issue of general principle requiring consideration by the Research and Research Training Committee; the Chair should disallow the appeal.
  - 13.4 If the Chair does not disallow the appeal he or she must:
    - 13.4.1 refer the matter back to the dean for action and report; or
    - 13.4.2 refer the matter to the Research and Research Training Committee.
- Having received a report after referring the matter to the dean the Chair may refer the matter to the Research and Research Training Committee.
- 13.5 The Chair shall inform the student in writing of his or her decision. If the decision is to disallow the appeal, the student will be informed of any further avenues of appeal. If the decision is to allow the appeal to proceed, the student will be informed that the appeal has been referred to the Appeal committee of the Research and Research Training Committee.

### **Appeal Committee of the Research and Research Training Committee**

14. There is to be an Appeal Committee of the Research and Research Training Committee consisting of:
  - 14.1 three academic staff members of the Committee (not involved in the candidature),
  - 14.2 one postgraduate student member of the Committee selected by the Chair,
  - 14.3 the Dean of Graduate Studies, and
  - 14.4 the Chair or the Chair's nominee (who is to preside).Any four members constitute a quorum.
15. If the appeal raises an issue of general principle, the Appeal Committee may consider that issue and may direct the Chair of the Research and Research Training Committee or the dean of the faculty concerned to deal with the appeal in accordance with its decision on that issue.
16. The Appeal Committee may:
  - 16.1 refer the matter back to a faculty with a recommendation for action,

- 16.2 dismiss the appeal, or
- 16.3 if the faculty declines to accept the recommendation for action, amend or alter the decision (including amending the result on behalf of the Board of Postgraduate Studies or Board of Examiners).

**Procedure**

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

**Appeal to Senate**

- 20. If the student is not satisfied that his or her concerns have been addressed satisfactorily under this procedure, the student may lodge a written appeal in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.

**Report on Early Submission of PhD Theses under *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004***

May 2005

Faculty of Medicine: Early submission by two semesters was granted, however the student discontinued at the end of semester 1, 2006. Degree not awarded.

June 2005

Faculty of Medicine: Thesis submitted after 2.5 semesters. Degree awarded subject to minor emendations and correction of typographical errors.

May 2006

Faculty of Science: Details for this students have not been found by either Academic Board or the Faculty.

February 2007

Faculty of Arts: This thesis has been submitted but the examination has not yet been finalised (a recommendation from the Faculty is being submitted to the PhD Award Sub-Committee).

Faculty of Science: Thesis submitted after 2.5 semesters. Degree awarded subject to emendations.

August 2007

Faculty of Science: Thesis submitted after 2.25 (EFSTL) semesters. Degree awarded subject to emendations.

October 2007

Faculty of Medicine: Thesis submitted after 3 semesters. Examiners' reports are still being received.

December 2007

Faculty of Science: Thesis submitted after 2.25 (EFTSL) semesters. Still under examination.

Since the beginning of the year the Chair has approved requests (one student in each case) from the Faculty of Economics and Business, the Faculty of Engineering and Information Technologies and the Faculty of Science.

A further two requests (one from Arts, one from Law) have been declined on the basis that the Faculties involved could not provide evidence of exceptional progress by the candidates concerned.

## Annual Report of the Academic Board 2007

The *University of Sydney (Academic Governance) Rule 2003* outlines the functions of the Academic Board as follows:

### **General functions**

- *To maintain the highest standards in teaching, scholarship and research and, in that process, to safeguard the academic freedom of the University.*
- *To oversee and monitor the development of all academic activities of the University.*

The Academic Board approved the terms of reference for the University College Sydney Academic Planning Committee, as a joint committee of the Academic Board and the Office of the Chief Executive Officer (College Project Sydney) and Deputy Vice-Chancellor.

- *To communicate with the academic community through the Faculties, colleges and boards of studies and similar organisational units.*

The Academic Board has continued to provide advice via its website and direct communication with faculties and other units on specific Academic Board decisions. The Board continues to liaise with faculties and portfolio units to consult on major policy reviews and developments.

### **Advisory functions**

*Provide advice to the Senate and the Vice-Chancellor on:*

- *academic matters relating to and affecting the University's teaching and research activities and its educational programs, including general advice on the academic priorities and policies of the University;*

The Academic Board:

- reported to Senate on the role of the Academic Board within the structure of the University; and
  - re-affirmed to Senate its commitment to the statement of academic values in Strategic Directions 2006-2010.
- *academic aspects of the formulation and review of the University's strategic plan;*
  - *policies concerning the academic aspects of the conditions of appointment and employment of academic staff;*

The Academic Board

- approved the Charter of Academic Freedom and recommended that Senate likewise endorse the Charter;
  - recommended to the Provost and Deputy Vice-Chancellor that nothing in the promotion policy should be interpreted as preventing NH&MRC and ARC Fellows from participating in the existing University promotion procedures;
  - amended the nomenclature for research-only staff;
  - appointed members to the Central Promotions Committees for 2007;
  - noted the report on the promotion of academic staff to Level B in 2007;
  - noted the report on the promotion of academic staff to Level C in 2007;
  - noted the report on the promotion of academic staff to Level D in 2007; and
  - noted the report on the promotion of academic staff to Level E in 2007.
- *any academic matters it considers to be of strategic importance, including any Faculty plans; and*

- the maintenance of academic standards.

**Specific functions**

- Exercise authority as delegated to the Academic Board to approve new academic courses and changes to existing courses

<b>NEW COURSES</b>	
Faculty of Architecture, Design & Planning	Master of Architecture
Faculty of Arts	Bachelor of Arts (Media and Communications) and Bachelor of Laws Master of US Studies Graduate Diploma in US Studies Graduate Certificate in US Studies Master of Human Rights Graduate Diploma in Human Rights Graduate Certificate in Human Rights Master of Applied Functional Linguistics Master of Cultural Studies Graduate Diploma in Cultural Studies Graduate Certificate in Cultural Studies
Faculty of Economics & Business	Master of International Security Master of International Security (Honours) Graduate Diploma in International Security Graduate Certificate in International Security Master of Commerce/Master of Professional Accounting
Faculty of Engineering & Information Technologies	Bachelor of Information Technology and Bachelor of Commerce Master of Philosophy
Faculty of Health Sciences	Bachelor of Health Sciences/Master of Health Informatics Bachelor of Health Sciences/Master of Health Informatics (Honours) Master of Health Sciences Master of Health Sciences (Honours) Graduate Diploma in Health Sciences Graduate Certificate in Health Sciences Master of Health Informatics
Faculty of Medicine	Master of Medical Humanities Graduate Diploma in Medical Humanities Graduate Certificate in Medical Humanities Graduate Certificate in Bioethics (Clinical Ethics) Master of Indigenous Health (Substance Use) Graduate Diploma in Indigenous Health (Substance Use) Graduate Certificate in Indigenous Health (Substance Use) Master of International Ophthalmology Graduate Diploma in International Ophthalmology
Faculty of Nursing & Midwifery	Doctor of Midwifery Doctor of Nursing

Faculty of Science	Master of Applied Nuclear Science Graduate Diploma in Applied Nuclear Science Master of Applied Science (Spatial Information Systems) Graduate Diploma in Applied Science (Spatial Information Systems)
Sydney Conservatorium of Music	Advanced Diploma of Opera Bachelor of Music Studies/ Bachelor of Arts Doctor of Musical Arts

<b>AMENDED COURSES</b>	
Faculty of Architecture, Design & Planning	Bachelor of Design in Architecture Bachelor of Design Computing Master of Architecture (Architectural Design) Graduate Diploma in Architecture (Architectural Design) Graduate Certificate in Architecture (Architectural Design) Master of Urban Design (Architectural and Urban Design) Master of Design Science (Design Computing) Graduate Diploma in Design Science (Design Computing) Graduate Certificate in Design Science (Design Computing) Master of Architecture Master of Architectural History and Theory Master of Design Science Master of Facilities Management Master of Heritage Conservation Master of Urban Design Master of Urban and Regional Planning Graduate Diploma in Architectural History and Theory Graduate Diploma in Design Science Graduate Diploma in Facilities Management Graduate Diploma in Heritage Conservation Graduate Diploma in Urban Design Graduate Diploma in Urban and Regional Planning Graduate Certificate in Architectural History and Theory Graduate Certificate in Design Science Graduate Certificate in Facilities Management Graduate Certificate in Heritage Conservation Graduate Certificate in Urban Design Graduate Certificate in Urban and Regional Planning
Faculty of Arts	Bachelor of Arts Master of Letters Master of Media Practice Master of Professional Communication Graduate Diploma in Arts Graduate Diploma in Media Practice Graduate Diploma in Professional Communication Graduate Diploma in Museum Studies Graduate Certificate in Arts Graduate Certificate in Media Practice

	<p>Graduate Certificate in Professional Communication Graduate Certificate in Museum Studies Master of Arts Graduate Diploma in Arts Graduate Certificate in Arts Bachelor of Economic and Social Sciences Bachelor of International Studies Bachelor of Economic and Social Sciences/Bachelor of Laws Bachelor of International Studies/Bachelor of Laws Master of Economics (Social Sciences) Master of Economics (Social Sciences) in Australian Political Economy Master of International Studies Master of Public Affairs Master of Public Policy Graduate Diploma in Economics (Social Sciences) in Australian Political Economy Graduate Diploma in International Studies Graduate Diploma in Public Affairs Graduate Diploma in Public Policy Graduate Certificate in Economics (Social Sciences) in Australian Political Economy Graduate Certificate in International Studies Graduate Certificate in Public Affairs Graduate Certificate in Public Policy Master of Media Practice Graduate Diploma in Media Practice Graduate Certificate in Media Practice Master of Peace and Conflict Studies Graduate Diploma in Peace and Conflict Studies Graduate Certificate in Peace and Conflict Studies</p>
Faculty of Economics & Business	<p>Master of Business Master of Business Information Systems Master of Commerce Master of Commerce/Master of Facilities Management Master of Commerce/Master of Logistics Management Master of Commerce/Master of Transport Management Master of Economics Master of Economics (Social Sciences) Master of Economics (Social Sciences) in Australian Political Economy Master of Industrial Relations and Human Resource Management Master of International Business Master of International Business/Master of Commerce Master of International Business/Master of Logistics Management Master of International Business/Master of Transport Management Master of International Business and Law Master of International Studies</p>

	<p>Master of Logistics Management  Master of Logistics Management/Master of Transport Management  Master of Organisational Coaching  Master of Professional Accounting  Master of Public Affairs  Master of Public Policy  Master of Transport Management  Master of Transport Management/Master of Urban and Regional Planning  Graduate Diploma in Business  Graduate Diploma in Commerce  Graduate Diploma in Economics  Graduate Diploma in Economics (Social Sciences) in Australian Political Economy  Graduate Diploma in Industrial Relations and Human Resource Management  Graduate Diploma in International Business  Graduate Diploma in International Studies  Graduate Diploma in Logistics Management  Graduate Diploma in Organisational Coaching  Graduate Diploma in Public Affairs  Graduate Diploma in Public Policy  Graduate Diploma in Transport Management  Graduate Certificate in Commerce  Graduate Certificate in Economics (Social Sciences) in Australian Political Economy  Graduate Certificate in Industrial Relations and Human Resource Management  Graduate Certificate in Innovation and Enterprise  Graduate Certificate in International Business  Graduate Certificate in International Studies  Graduate Certificate in Logistics Management  Graduate Certificate in Marketing  Graduate Certificate in Organisational Coaching  Graduate Certificate in Public Affairs  Graduate Certificate in Public Policy  Graduate Certificate in Transport Management  Master of Public Administration  Master of Philosophy in Economics</p>
<p>Faculty of Education &amp; Social Work</p>	<p>Bachelor of Education  Bachelor of Education (Aboriginal Studies)  Bachelor of Social Work</p>
<p>Faculty of Engineering &amp; Information Technologies</p>	<p>Bachelor of Engineering  Bachelor of Engineering/Bachelor of Arts  Bachelor of Engineering/Bachelor of Commerce  Bachelor of Engineering/Bachelor of Medical Science  Bachelor of Engineering/Bachelor of Science  Bachelor of Information Technology  Bachelor of Computer Science and Technology  Bachelor of Computer Science and Technology (Advanced)  Master of Engineering  Master of Information Technology  Master of Information Technology Management</p>

	<p>Master of Applied Information Technology  Graduate Diploma in Information Technology  Graduate Diploma in Information Technology Management  Graduate Diploma in Applied Information Technology  Graduate Diploma in Computing  Graduate Certificate in Information Technology  Graduate Certificate in Information Technology Management  Graduate Certificate in Applied Information Technology</p>
Faculty of Health Sciences	<p>Bachelor of Health Sciences  Bachelor of Health Sciences/Master of Clinical Vision Sciences  Bachelor of Health Sciences/Master of Health Information Management  Bachelor of Health Sciences/Master of Rehabilitation Counselling  Master of Applied Science  Master of Health Science  Graduate Diploma of Health Science  Graduate Certificate of Health Science  Master of Rehabilitation Counselling  Graduate Diploma in Rehabilitation Counselling  Bachelor Applied Science (Speech Pathology)  Master of Occupational Therapy  Doctor of Health Science</p>
Faculty of Law	<p>Bachelor of Laws  Bachelor of Arts/Bachelor of Laws  Bachelor of Arts (Media &amp; Communications)/Bachelor of Laws  Bachelor of Commerce/Bachelor of Laws  Bachelor of Economics/Bachelor of Laws  Bachelor of Economic and Social Sciences/Bachelor of Laws  Bachelor of Engineering/Bachelor of Laws  Bachelor of International Studies/Bachelor of Laws  Bachelor of Science/ Bachelor of Laws  Master of Criminology  Graduate Diploma in Criminology  Master of Environmental Law  Graduate Diploma in Environmental Law  Master of Health Law  Graduate Diploma in Health Law  Master of International Law  Graduate Diploma in International Law  Master of International Taxation  Master of Taxation  Graduate Diploma in Taxation  Master of Administrative Law and Policy  Master of Labour Law and Relations  Graduate Diploma in International Business Law  Doctor of Juridical Studies</p>
Faculty of Medicine	<p>Bachelor of Arts (Advanced)(Honours)/Bachelor of Medicine and Bachelor of Surgery</p>

	<p>Bachelor of Medical Science/ Bachelor of Medicine and Bachelor of Surgery          Bachelor of Music Studies/Bachelor of Medicine and Bachelor of Surgery          Bachelor of Science (Advanced)/Bachelor of Medicine and Bachelor of Surgery          Master of Medicine          Graduate Diploma in Medicine          Graduate Certificate in Medicine (Topic)          Master of Surgery          Graduate Diploma in Surgery          Master of Medical Education          Graduate Diploma in Medical Education          Graduate Certificate in Medical Education</p>
Faculty of Nursing & Midwifery	<p>Bachelor of Nursing (Post-registration)          Master of Philosophy (Nursing)</p>
Faculty of Pharmacy	<p>Bachelor of Pharmacy          Master of Herbal Medicines          Graduate Diploma in Herbal Medicines          Graduate Certificate in Herbal Medicines          Master of Pharmacy</p>
Faculty of Science	<p>Bachelor of Science          Bachelor of Medical Science          Bachelor of Science and Technology          Bachelor of Science/ Bachelor of Arts          Bachelor of Applied Science (Exercise and Sports Science)/Bachelor of Science (Nutrition)          Bachelor of Psychology          Bachelor of Science/Bachelor of Commerce          Master of Science          Master of Science (Microscopy and Microanalysis)          Master of Applied Science          Graduate Diploma in Applied Science          Graduate Certificate in Applied Science          Master of Nutrition and Dietetics          Master of Environmental Science and Law          Master of Medical Physics          Graduate Diploma in Medical Physics          Doctor of Clinical Psychology/Master of Science          Graduate Diploma in Science          Graduate Diploma in Science (Microscopy and Microanalysis)          Graduate Diploma in Psychology          Graduate Certificate in Science (History and Philosophy of Science)          Graduate Certificate in Science (Microscopy and Microanalysis)          Master of Applied Science (Health Psychology)          Graduate Diploma in Applied Science (Health Psychology)          Graduate Certificate in Applied Science (Health Psychology)</p>
Sydney College of the Arts	<p>Master of Interactive and Digital Media          Bachelor of Visual Arts</p>
Sydney Conservatorium of	<p>Diploma of Music</p>

Music	Bachelor of Music Studies Bachelor of Music
Faculty of Veterinary Science	Bachelor of Veterinary Science Bachelor of Animal and Veterinary Bioscience

**DELETED COURSES**

Faculty of Arts	Master of Liberal Studies Graduate Diploma in Liberal Studies Graduate Certificate in Liberal Studies Master of Medical Humanities Graduate Diploma in Medical Humanities Graduate Certificate in Medical Humanities Bachelor of Liberal Arts (Advanced) Bachelor of Arts/Bachelor of Music Studies
Faculty of Dentistry	Master of Dental Science (Community Oral Health and Epidemiology) Master of Dental Science (Endodontics) Master of Dental Science (Oral and Maxillo-facial Surgery) Graduate Diploma in Clinical Dentistry (Advanced Practice) Graduate Diploma in Community Oral Health and Epidemiology
Faculty of Engineering & Information Technologies	Master of Engineering (Research)
Faculty of Health Sciences	Bachelor of Health Science (Hearing and Speech) Bachelor of Health Sciences/Master of Health Information Management Bachelor of Health Sciences/Master of Health Information Management (Honours) Master of Health Information Management Master of Health Science (Health Informatics) Master of Health Science (Health Informatics) Honours Master of Health Science (Gerontology) Master of Health Science (Gerontology) Honours Master of Health Science (Indigenous Community Health) Master of Health Science (Indigenous Community Health) Honours Graduate Diploma of Health Science (Indigenous Community Health) Graduate Certificate of Health Science (Indigenous Community Health) Master of Health Science (Occupational Therapy) Master of Health Science (Occupational Therapy) Honours Graduate Diploma of Health Science (Occupational Therapy) Graduate Certificate of Health Science (Occupational Therapy)
Faculty of Medicine	Bachelor of Science (Medical) (Honours) Master of Health Economics Graduate Diploma in Health Economics

	Graduate Certificate in Health Economics Master of Medicine in Physical Medicine (Musculoskeletal) Graduate Diploma in Medicine in Physical Medicine (Musculoskeletal) Master of Medicine (Imaging) Graduate Diploma in Medicine (Imaging) Graduate Certificate in Population Health Research Methods Master of Medicine (Topic) Master of Medicine (Topic) (Honours) Graduate Diploma in Medicine (Topic)
Faculty of Pharmacy	Bachelor of Pharmacy (Rural)
Sydney College of the Arts	Master of Contemporary Art for Educators
Sydney Conservatorium of Music	Diploma of Opera

- *Determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies and within such policy, determine requirements to be satisfied by candidates for the award of degrees, diplomas or certificates*

Faculty and Senate resolutions relating to the above mentioned courses were approved by the Academic Board. In addition, the Board noted the use of CMS as the repository for master copies of Senate and Faculty resolutions relating to courses.

- *Determine the terms and conditions of awards, scholarships and prizes established within the University and make awards;*

The Academic Board approved the use of a single list for the ranking of students for the award of Australian Postgraduate Awards (APAs) and University Postgraduate Awards (UPAs).

- *Formulate and review policies, guidelines and procedures in relation to academic matters;*

New policies approved in 2007:

The Academic Board endorsed the Australian Code for the Responsible Conduct of Research.

Existing policies amended in 2007:

- Semester and Vacation Dates
- Award with Honours
- Admission to Undergraduate Courses
- Postgraduate English Language Requirements
- Australian Postgraduate Awards and University of Sydney Postgraduate Awards: Method of Award
- Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) Ranking Guidelines
- Co-funded University of Sydney Postgraduate Awards: Method of Award
- Submission of Doctor of Philosophy Theses Containing Published Work
- Identifying and Supporting Students At Risk
- Examiner's Report form and Appointment of Examiners form
- Australian Postgraduate Awards: Transfer Guidelines
- Academic Board Resolutions relating to the Degree of Doctor of Philosophy

Policies deleted in 2007:

- Postgraduate Higher Degree Research Theses: Time Limit for submission of emendations.

Reviews and working parties held in 2007:

- Award of Degrees with Merit at the University of Sydney;
  - Doctoral Theses Examination Working Party;
  - Assessment Working Party;
  - Plagiarism Detection Working Party;
  - Student Appeals against Academic Decisions – review of resolutions; and
  - English Language Competency Working Party.
- *Request reports from, or refer matters to Faculties, colleges and boards of studies and similar organisational units for consideration and action as required;*

The Academic Board noted the annual reports of the Learning Centre, the Mathematics Learning Centre and the Sydney Winter School. No report was received from the Institute for Teaching and Learning.

- *Consider and take action as required on reports or academic submissions from Faculties, colleges or boards of studies or similar organisational units;*

The following reports were noted:

- a report from the Provost and Deputy Vice-Chancellor on the Social Sciences Review;
  - a report from the Dean of Graduate Studies on SCEQ (Student Course Experience Questionnaire) results;
  - a discussion chaired by Professor Simon Chapman on the role of the Academic Board;
  - three reports from the Chief Executive Officer (College Sydney Project) and Deputy Vice-Chancellor on the College Sydney Project;
  - a report from the Provost and Deputy Vice-Chancellor on the University Strategic Plan;
  - a report from the Deputy Vice-Chancellor (Community) on the University Branding Project;
  - a report from the Chair of the Academic Board and the Provost and Deputy Vice-Chancellor on the Academic User's Guide to Ethical Entrepreneurialism;
  - a report from the Chair of the Undergraduate Studies Committee on awarding degrees with merit; and
  - a report from the Senior Policy Officer, Scholarships and Prizes Office on the recent review of pan-faculty undergraduate scholarships.
- *Play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of Faculties, colleges and boards of studies and similar organisational units;*

The Academic Board appointed members to the 2007 Student Proctorial Panel.

- *Initiate and oversee a formal and regular program of review of academic activities of Faculties, colleges and boards of studies, and similar organisational units;*

Final Phase 2 progress reports were received from the Faculty of Architecture, Design & Planning, the Sydney College of the Arts, the Faculty of Education & Social Work, the Institute for Teaching and Learning and the Koori Centre.

Phase 3 reviews were commenced in 2007 with visits to the Faculty of Agriculture, Food & Natural Resources, the Faculty of Engineering & Information Technologies and the Faculty of Science.

The Academic Board received and endorsed the report of the Academic Board review of off-shore Health Science programs.

- *Provide a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community;*

Reports from various members of the University's senior management were noted, as outlined above.

- *Make regular reports on the range of its activities to the Senate after each meeting of the Academic Board and make a formal, annual report on its activities and its assessment of its performance to the Senate;*

The Academic Board has reported to each of the Senate meetings held in 2007.

- *Consider and report on all matters referred to it by the Senate or the Vice-Chancellor*

Following Senate's request that the Board revise its resolutions on student appeals against academic decisions in accordance with the recommendations of the Topley review the Academic Board has undertaken a review of these resolutions.

- *Exercise any powers and perform any other duties delegated to it by the Senate:*
  - *Determine English language requirements:*

The Academic Board amended the English language requirements specified in:

- Admission to Undergraduate Courses; and
- Postgraduate English Language Requirements

- *Determine whether or not a Higher Doctorate be awarded.*

The Chair of the Research and Research Training Committee approved the awarding of one higher doctorate.

- *Determine whether or not a PhD be awarded.*

The full annual report of the PhD Award Sub-Committee on this matter can be found at: [http://www.usyd.edu.au/ab/committees/rrtc/agendas/RRT\\_Mar08\\_agenda.pdf](http://www.usyd.edu.au/ab/committees/rrtc/agendas/RRT_Mar08_agenda.pdf) (Ref: Agenda Item 6.2.2, Meeting of the Research and Research Training Committee held on 19 March 2008).

- *Determine periods of instruction and commencement and conclusion dates of the academic year.*

The Academic Board approved semester and vacation dates for 2011 and 2012, and approved faculty-specific semester and vacation dates for 2008 for the Faculty of Education and Social Work, the Faculty of Medicine, the Faculty of Nursing and Midwifery and the Sydney Conservatorium of Music.

- *Restrict the public availability of a thesis.*

The Chair of the Research and Research Training Committee approved the restriction of the public availability of two theses.

- *Permit a candidate to submit a thesis prior to the normal earliest date for submission of a PhD thesis*

The Chair of the Academic Board permitted five students to submit a thesis prior to the normal earliest date for submission of a PhD thesis. He also approved the early submission of a Master of Philosophy in Economics thesis.

### **Structure of the Academic Board**

In terms of the Board's structure and membership, the follow actions were taken:

- Professor Robyn Overall was appointed as a member of the Academic Board on the Chair's nomination;
- Associate Professor Greg Ryan was co-opted to membership of the Academic Board and appointed as Chair of the Learning and Teaching Committee;
- Professor Kevin Parton was co-opted to membership of the Academic Board for the term January 2008 to December 2009;
- four student members were appointed to fill casual vacancies on the Academic Board;
- the terms of reference of the Academic Staffing Committee were amended;
- the terms of reference of the PhD Award Sub-Committee were amended; and
- amendments were made to the *University of Sydney (Academic Governance) Rule 2003* to increase student membership and to extend the number of consecutive terms which could be served by any member.

**(as approved by Senate on 18 June 2007)**  
**CHARTER OF ACADEMIC FREEDOM OF THE UNIVERSITY OF SYDNEY**

The University of Sydney declares its commitment to free enquiry as necessary to the conduct of a democratic society and to the quest for intellectual, moral and material advance in the human condition.

The University of Sydney affirms both its institutional right and responsibility, and the rights and responsibilities of its individual scholars, to pursue knowledge for its own sake, wherever the pursuit might lead, and to transmit the knowledge so gained both within the academy and into the community at large.

The University of Sydney, in accordance with the principles enunciated in its mission and policies, undertakes to promote and support:

- the free and responsible pursuit of knowledge through research
- the dissemination of the outcomes of research, as publications and creative works, and in media discourse
- principled and informed discussion of all aspects of knowledge and culture

This Charter of Academic Freedom is endorsed by the Senate and Academic Board of The University of Sydney subject to the requirement that all action taken under and in support of it must comply with relevant law, Codes of Conduct, and University policy.

**(Revision for 16 April 2008)**

**CHARTER OF ACADEMIC FREEDOM OF THE UNIVERSITY OF SYDNEY**

The University of Sydney declares its commitment to free enquiry as necessary to the conduct of a democratic society and to the quest for intellectual, moral and material advance in the human condition.

The University of Sydney affirms its institutional right and responsibility, and the right and responsibility of each of its individual scholars, to pursue knowledge for its own sake, wherever the pursuit might lead. The University further supports the responsible transmission of that knowledge so gained, openly within the academy and into the community at large, in conformity with the law and the policies and obligations of the University.

The University of Sydney, consistent with the principles enunciated in its mission and policies, undertakes to promote and support:

- the free, and responsible pursuit of knowledge through research in accordance with the highest ethical, professional and legal standards
- the dissemination of the outcomes of research, in teaching, as publications and creative works, and in media discourse
- principled and informed discussion of all aspects of knowledge and culture

This Charter of Academic Freedom is endorsed by the Senate and Academic Board of The University of Sydney.