

AGENDA ITEM 11**Report of the Graduate Studies Committee****11.2 Report of the Graduate Studies Committee meeting held on 26 March 2008**

The Committee met on 26 March 2008 when there were present: The Chair (Associate Professor P McCallum) presiding, Professors L Burns, B Sutton and J Thistlethwaite, Associate Professors D Dragovich, J Shields and J Thistlethwaite, Drs M Boughton, L Hossain, M Jones and R Walker, and Mr C Riley. Professor C Styles, Associate Professor N Wailes and Ms M Kemmis were in attendance.

11.2.1 Proposals for new and amended postgraduate courses**11.2.1.1 Faculty of Economics and Business****(1) Executive Master of Business Administration and Graduate Certificate in Business Administration** *pages E4-E9*

The Faculty of Economics and Business is proposing to introduce a new award course, the Executive Master of Business Administration (EMBA). The course is designed to meet the needs of experienced managers who are on a path to senior leadership positions in their organisations. The launch of this course is a strategic response to the dissolution of the joint venture with the Australian Graduate School of Management which has opened the way for the Faculty of Economics and Business to re-enter the management education market with a suite of courses that match the needs of business globally. Our EMBA represents a highly innovative and distinctive entry into the market, one designed specifically to address the concerns of leading business school academics, industry and past MBA students about the state of MBA offerings, as well as meet a range of new learning and development imperatives associated with elite executive education. No directly comparable course is currently offered by the University of Sydney, and as such the EMBA represents a distinctive approach to postgraduate coursework teaching and learning in Business and Economics. The existing Executive Master of Public Administration, also addresses an executive audience, but has a clear focus on public sector management.

The full proposal is available on the Graduate Studies Committee website at:

http://sydney.edu.au/ab/committees/grad_studies/grad_studies_agendas.shtml

Recommendation

That the Academic Board:

- (1) approve the proposal from the Faculty of Economics and Business to introduce the Executive Master of Business Administration and Graduate Certificate in Business Administration,*
- (2) recommend that Senate:*
 - (a) endorse the Academic Board's approval of the proposal;*
 - (b) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Economics and Business; and*
 - (c) approve the introduction of Resolutions of Senate relating to the courses; and*
- (3) approve the faculty requirements relating to the courses; with effect from 1 January 2009, as set out in the report presented.*

(2) Master of Management, Master of Management (CEMS) and Graduate Certificate in Management *pages E4-E5 and E10-E14*

The Faculty of Economics and Business is proposing to introduce two related new award courses, the Master of Management (MMgt) and the Master of Management (CEMS) (MMgt CEMS). Designed in consultation with leading European business schools and international corporations, the Master of Management is a pre-experience postgraduate qualification which will equip high performing local and international students with the skills and knowledge necessary for them to pursue a career in management in some of the world's leading organizations. The pre-experience segment is one of the most rapidly growing areas in the management education market and, unlike the current Master of Business (MBus) degree (which is to be withdrawn by the Faculty), the MMgt is specially designed to cater for this market. Introduction of the MMgt will also allow the Faculty of Economics of Business to become a full member of CEMS (the Community of European Management Schools and International Corporations). Full membership of CEMS will ensure that the MMgt is benchmarked against pre-experience masters degrees from some of the world's leading business schools and will allow students enrolled in the proposed MMgt (CEMS) to participate in the prestigious CEMS MIM program, which is currently the number two ranked pre-experience masters in management program globally.

The full proposal is available on the Graduate Studies Committee website at:

http://sydney.edu.au/ab/committees/grad_studies/grad_studies_agendas.shtml

Recommendation

That the Academic Board:

- (1) *approve the proposal from the Faculty of Economics and Business to introduce the Master of Management, Master of Management (CEMS) and Graduate Certificate in Management*
- (2) *recommend that Senate:*
 - (a) *endorse the Academic Board's approval of the proposal;*
 - (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Economics and Business; and*
 - (c) *approve the introduction of Resolutions of Senate relating to the courses; and*
- (3) *approve the faculty requirements relating to the courses; with effect from 1 January 2009, as set out in the report presented.*

11.2.2 Reports from Faculties

11.2.2.1 Faculty of Law: Master of Administrative Law and Policy and Master of International Law *pages E15-E21*

The Faculty of Law has submitted the enclosed report outlining the following minor amendments to courses:

- Master of Administrative Law and Policy – references to units within the area of Government and International Relations have been amended following the transfer of this discipline from the Faculty of Economics and Business to the Faculty of Arts;
- Master of International Law – the list of units of study for this degree has been amended to reflect Faculty-approved changes to some units.

Recommendation

That the Academic Board:

- (1) *approve the minor amendment to the Faculty Resolutions for the Master of Administrative Law and Policy; and*
- (2) *note the report from the Faculty of Law regarding the introduction and amendment of units of study in the Master of International Law as set out in the report presented.*

11.2.3 Academic Board Resolutions: Student appeals against academic decisions

pages B2, 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*. The full report on these changes can be found on pages B2 and B5-B16 of the Report of the Chair of the Academic Board.

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.

11.2.4 Postgraduate English Language Requirements

pages E22-E28

11.2.4.1 Amendment to Policy

pages E22-E28

The International Office has forwarded the attached proposal to amend the policy "Postgraduate English Language Requirements". The two major changes involve incorporating the recently-introduced TOEFL IBT (Internet-based TOEFL) and clarification of the section on a Dean's right to waive English language requirements.

Recommendation

That the Academic Board approve the amendments to the policy "Postgraduate English Language Requirements", as set out in the report presented.

11.2.4.2 Faculty of Economics and Business: Clarification of Requirements

pages E22-E28

The Faculty of Economics and Business has advised that the English language requirements listed for the Executive Master of Business Administration, the Master of Management and the Master of Management (CEMS) in this report are incorrect, as were the requirements listed for the Master of Marketing in the agenda for the Board's February meeting. The overall IELTS score remains 7.0 but the minimum score for components should be 6.0, not 6.5.

Recommendation

That the Academic Board approve the amendments to the policy "Postgraduate English Language Requirements", as set out in the report presented.

11.2.5 Proceedings of the Committee

(1) Other Items

The Committee also noted the report of the Academic Board's meeting of 27 February 2008.

Amendments to the Resolutions of Senate

Degrees, diplomas and certificates in the Faculty of Economics and Business

The Resolutions of the Senate relating to degrees, diplomas and certificates in the Faculty of Economics and Business (p 211, *Calendar 2007*) are amended, with effect from 1 January 2009, as follows (additions indicated by underlined, deletions indicated by strikethrough):

1. The degrees in the Faculty of Economics and Business shall be:
 - 1.1 Bachelor of Economics (BEc)
 - 1.2 Bachelor of Commerce (BCom)
 - 1.3 Bachelor of Commerce (Liberal Studies) (BCom(Liberal Studies))
 - 1.4 Master of Business (MBus)
 - 1.5 Master of Business Information Systems (MBIS)
 - 1.6 Master of Commerce (MCom)
 - 1.7 Master of Economics (MEc)
 - 1.8 Master of Human Resource Management and Industrial Relations (MHRM&IR)
 - 1.9 Master of International Business (MIntBus)
 - 1.10 Master of International Business and Law (MIntBus&L)
 - 1.11 Master of International Security (MIntSec)
 - 1.12 Master of Logistics Management (MLM)
 - 1.13 Master of Management (MMgt)
 - 1.14 Master of Management (CEMS) (MMgt (CEMS))
 - 1.15 Master of Marketing (MMktg)
 - 1.16 Master of Organisational Coaching (MOrgCoaching)
 - 1.17 Master of Philosophy in Economics (MPhil)
 - 1.18 Master of Professional Accounting (MPAcc)
 - 1.19 Master of Transport Management (MTM)
 - 1.20 Doctor of Philosophy (PhD)
2. The combined degrees in the Faculty of Economics and Business shall be:
 - 2.1 Bachelor of Commerce and Bachelor of Arts (BCom/BA)
 - 2.2 Bachelor of Commerce and Bachelor of Laws (BCom/LLB)
 - 2.3 Bachelor of Commerce and Bachelor of Science (BCom/BSc)
 - 2.4 Bachelor of Economics and Bachelor of Laws (BEc/LLB)
 - 2.5 Bachelor of Engineering and Bachelor of Commerce (BE/BCom)
 - 2.6 Master of Commerce and Master of Facilities Management (MCom/MFM)
 - 2.7 Master of Commerce and Master of Logistics Management (MCom/MLogMan)
 - 2.8 Master of Commerce and Master of Professional Accounting (MCom/MPAcc)
 - 2.9 Master of Commerce and Master of Transport Management (MCom/MTM)
 - 2.10 Master of International Business and Master of Commerce (MIntBus/MCom)
 - 2.11 Master of International Business and Master of Logistics Management (MIntBus /MLogMan)
 - 2.12 Master of International Business and Master of Transport Management (MIntBus / MTM)
 - 2.13 Master of Transport Management and Master of Logistics Management (MTM/MLogMan)
 - 2.14 Master of Transport Management and Master of Urban and Regional Planning
3. The diplomas in the Faculty of Economics and Business shall be:
 - 3.1 Graduate Diploma in Business (GradDipBus)
 - 3.2 Graduate Diploma in Commerce (GradDipCom)
 - 3.3 Graduate Diploma in Economics (GradDipEc)
 - 3.4 Graduate Diploma in Human Resource Management and Industrial Relations (GDipHRM&IR)
 - 3.5 Graduate Diploma in International Business (GradDipIntBus)
 - 3.6 Graduate Diploma in International Security (GDipIntSec)
 - 3.7 Graduate Diploma in Logistics Management (GradDipLM)
 - 3.8 Graduate Diploma in Marketing (GradDipMktg)
 - 3.9 Graduate Diploma in Organisational Coaching (GDipOrgCoaching)
 - 3.10 Graduate Diploma in Transport Management (GradDipTM)

4. The certificates in the Faculty of Economics and Business shall be:

4.1 Graduate Certificate in Commerce (GradCertCom)

4.2 Graduate Certificate in Human Resource Management and Industrial Relations
(GCertHRM&IR)

4.3 Graduate Certificate in Innovation and Enterprise (GCertInn&Ent)

4.4 Graduate Certificate in International Business (GradCertIB)

4.5 Graduate Certificate in International Security (GCertIntSec)

4.6 Graduate Certificate in Logistics Management (GradCertLM)

4.7 Graduate Certificate in Management (GCertMgt)

4.8 Graduate Certificate in Marketing (GradCertMktg)

4.9 Graduate Certificate in Transport Management (GradCertTM).

Resolutions of the Senate

Executive Master of Business Administration, Graduate Certificate of Business Administration

The Resolutions of the Senate relating to the Executive Master of Business Administration and Graduate Certificate in Business Administration in the Faculty of Economics and Business are inserted, with effect from 1 January 2009, as follows:

Executive Master of Business Administration and Graduate Certificate of Business Administration

- 1. Requirements for the Executive Master of Business Administration degree**
 - 1.1 To qualify for the award of the degree a student must:
 - 1.1.1 complete successfully units of study amounting to a total value of 72 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 Certificate in Business Administration**
 - 2.1 To qualify for the award of the graduate certificate a student must:
 - 2.1.1 complete successfully units of study amounting to a total value of 24 credit points; and
 - 2.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

Resolutions of the Faculty

Executive Master of Business Administration, Graduate Certificate of Business Administration

The Resolutions of the Faculty relating to the Executive Master of Business Administration and Graduate Certificate in Business Administration in the Faculty of Economics and Business are inserted, with effect from 1 January 2009, as follows:

Executive Master of Business Administration

1. Admission

- 1.1 An applicant for admission to candidature for the pass degree must:
 - 1.1.1 have completed a bachelor's degree, graduate diploma/certificate or equivalent at an institution approved by the Faculty and at a standard acceptable to the Faculty; and
 - 1.1.2 have met the work experience requirements of the Faculty (approximately 10 years of business experience); and
 - 1.1.3 pass a selection interview establishing the candidates' suitability for the degree.
- 1.1 An applicant for admission to candidature for the degree must:

2. Units of study

- 2.1 The units of study which may be taken for the degree are set out under the table of EMBA units of study in the Faculty of Economics and Business Handbook, together with:
 - 2.1.1 credit point value;
 - 2.1.2 the units of study with which they are mutually exclusive;
 - 2.1.3 the semesters in which they are offered;
 - 2.1.4 co-requisites/prerequisites/assumed learning/assumed knowledge; and
 - 2.1.5 any special conditions.

3. Requirements for the pass degree

- 3.1 To qualify for the award of the degree a student must successfully complete units of study amounting to a total of 72 credit points, comprising:
 - 3.1.1 EMBA 6001 – EMBA Report (12 credit points) as specified in the Faculty of Economics and Business Handbook;
 - 3.1.2 EMBA 6002 – Foundations of Management (12 credit points) as specified in the Faculty of Economics and Business Handbook;
 - 3.1.3 EMBA 6003 – Leadership (12 credit points) as specified in the Faculty of Economics and Business Handbook;
 - 3.1.4 EMBA 6004 – Creating and Developing New Opportunities (12 credit points) as specified in the Faculty of Economics and Business Handbook;
 - 3.1.5 EMBA 6005 – Managing Growth (12 credit points) as specified in the Faculty of Economics and Business Handbook; and
 - 3.1.6 EMBA 6006 – Turning Around Mature Businesses (12 credit points) as specified in the Faculty of Economics and Business Handbook
- 3.2 Unless otherwise permitted by the EMBA Director, units of study must be undertaken in a prescribed sequence as specified in the Faculty of Economics and Business Handbook.
- 3.3 Students must achieve a minimum credit (65 percent) average in EMBA 6002 and EMBA 6003 in order to progress to EMBA 6004, EMBA 6005, EMBA 6006.
- 3.4 Students who do not achieve a minimum credit (65 per cent) average as set out in 3.3 will be eligible for the award of the Graduate Certificate in Business Administration provided that they meet the requirements of that award.

4. Award of the degree

- 4.1 The Executive Master of Business Administration will be awarded to students who complete the requirements of the degree.
- 4.2 The Graduate Certificate in Business Administration will be awarded to students who complete a minimum of 2 units of study (24 credit points), but do not meet the requirements for the award of the master's degree.

Graduate Certificate in Business Administration

1. Admission

1.1 Admission to the graduate certificate is not permitted ab initio. Applicants are assessed for admission to candidature for the Executive Master of Business Administration.

2. Units of study

2.1 The units of study which may be counted towards the requirements of the graduate certificate are set out under 3.1 of the Faculty Resolutions for the Executive Master of Business Administration.

3. Requirements for the graduate certificate

3.1 To qualify for the award of the graduate certificate a student must successfully complete a minimum of 24 credit points comprising units of study listed under 3.1 of the Faculty Resolutions for the Executive Master of Business Administration.

4. Award of the degree

4.1 The Graduate Certificate in Business Administration will be awarded to students who complete a minimum of 2 units of study (24 credit points) from those listed under 3.1 of the Faculty Resolutions for the Executive Master of Business Administration but do not meet the requirements for the award of the master's degree.

[Section 2]

1. Details of units of study

1.1 The units of study in the award courses as approved by the Faculty of Economics and Business are listed in the table of EMBA units of study in the Faculty of Economics and Business Handbook.

2. Enrolment in more/less than minimum load

2.1 A student must enrol in at least two unit of study per semester.

2.2 A student may not enrol in more than 24 credit points in any one semester.

2.3 A student may not enrol in units of study additional to award course requirements.

3. Cross-institutional study

3.1 Cross-institutional study is not available for this degree.

4. Restrictions on enrolment

4.1 A student who has successfully completed a unit of study towards the requirements of an award course may not re-enrol in that unit of study.

5. Discontinuation of enrolment

5.1 A student wishing to discontinue his or her enrolment in an award course must lodge an application to discontinue the award course with the Faculty of Economics and Business Management Education Office by the relevant census date.

6. Suspension of candidature

6.1 A student wishing to suspend his or her enrolment in the EMBA must lodge an application for a 'leave of absence' from the award course with the Faculty of Economics and Business Management Education Office by the relevant census date.

6.2 The candidature of a student who has not re-enrolled and who has not obtained approval from the Program Director for suspension will be deemed to have lapsed.

6.3 A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by Faculty of Economics and Business Management Education Office.

6.4 A student who enrolls after suspending candidature shall complete the requirements for the award course under such conditions as determined by the Program Director.

7. Re-enrolment after an absence

7.1 A student wishing to return to study after a 'leave of absence' should notify the Faculty of Economics and Business Management Education Office in writing three months prior to the commencement of the semester.

8. Satisfactory progress

- 8.1 A student may be deemed not to have made satisfactory progress in any semester if the student:
- 8.1.1 fails to complete at least half the credit points in which they are enrolled; or
 - 8.1.2 fails a unit of study for the second time; or
 - 8.1.3 is unable to complete the degree in the maximum time permitted; or
 - 8.1.4 has an unsatisfactory attendance record as deemed by the Program Director and communicated through Program and Unit of Study documentation.
- 8.2 A student who fails to demonstrate satisfactory progress in any semester of enrolment may be considered to fall into the "Students at Risk" category and will be subject to the procedures of University policy on Identifying and Supporting Students at Risk.
- 8.2.1 All students listed in an At Risk Report for the second time may be asked to show good cause why they should not be excluded from their degree.
- 8.3 Where the Faculty of Economics and Business permits the re-enrolment of a student whose progress was deemed unsatisfactory, the Faculty of Economics and Business may place restrictions on the number and type of units of study in which the student may re-enrol in that year and may also require the completion of particular units of study in a specified time. If a student does not comply with these conditions the student may again be asked to show good cause why they should not be excluded from the degree.

9. Time limit

- 9.1 A student must complete all the requirements for the master's degree within six calendar years.

10. Assessment policy

- 10.1 Examination and assessment are conducted in accordance with the policies and directions of the Academic Board.
- 10.2 The Faculty of Economics and Business does not award Pass Concessional (PCon) grades, nor does it recognise Pass Concessional grades awarded by other faculties.
- 10.3 The Faculty of Economics and Business does not hold supplementary examinations.
- 10.4 The Faculty of Economics and Business may allow a further assessment in a unit of study, in accordance with the Faculty of Economics and Business policy on special consideration. A student who is absent from a further assessment may be deemed to have failed that assessment.

11. Credit transfer policy

- 11.1 Credit for units completed at the University of Sydney or another institution will not be granted towards the requirements of the Executive Master of Business Administration program.

Resolutions of the Senate

Master of Management, Master of Management (CEMS), Graduate Certificate of Management

The Resolutions of the Senate relating to the Master of Management, Master of Management (CEMS) and Graduate Certificate in Management in the Faculty of Economics and Business are inserted, with effect from 1 January 2009, as follows:

Master of Management and Graduate Certificate in Management

1. Requirements for the Master of Management degree

- 1.1 To qualify for the award of the degree a student must:
 - 1.1.1 complete successfully units of study amounting to a total value of 60 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 Certificate in Management degree

- 2.1 To qualify for the award of the graduate certificate a student must:
 - 2.1.1 complete successfully units of study amounting to a total value of 24 credit points; and
 - 2.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

Master of Management (CEMS)

1. Requirements for the degree

- 1.1 To qualify for the award of the degree a student must:
 - 1.1.1 complete successfully units of study amounting to a total value of 96 credit points; and
 - 1.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

Resolutions of the Faculty

Master of Management, Master of Management (CEMS), Graduate Certificate of Management

The Resolutions of the Faculty relating to the Master of Management, Master of Management (CEMS) and Graduate Certificate in Management in the Faculty of Economics and Business are inserted, with effect from 1 January 2009, as follows:

Master of Management

1. Admission

- 1.1 An applicant for admission to candidature for the degree must:
 - 1.1.1 have completed a bachelor's degree, graduate diploma/certificate or equivalent at a recognised tertiary institution with a minimum credit (65 per cent) average; and
 - 1.1.2 pass a selection interview establishing the candidate's suitability for the degree.

2. Units of study

- 2.1 The units of study which may be taken for the degree are set out under the table of MMgt units of study in the Faculty of Economics and Business Handbook, together with:
 - 2.1.1 credit point value;
 - 2.1.2 the units of study with which they are mutually exclusive;
 - 2.1.3 the semesters in which they are offered;
 - 2.1.4 co-requisites/prerequisites/assumed learning/assumed knowledge; and
 - 2.1.5 any special conditions.

3. Requirements for the degree

- 3.1 To qualify for the award of the degree a student must successfully complete units of study amounting to a total of 60 credit points, comprising:
 - 3.1.1 8 core units of study (48 credit points) as specified in the Faculty of Economics and Business Handbook; and
 - 3.1.2 A business project, comprising 2 units of study (12 credit points) as specified in the Faculty of Economics and Business Handbook.
- 3.2 Unless otherwise permitted by the Academic Program Director, units of study must be undertaken in a prescribed sequence as specified in the Faculty of Economics and Business Handbook.

4. Award of the degree

- 4.1 The Master of Management will be awarded to students who complete the requirements of the degree.
- 4.2 The Graduate Certificate in Management will be awarded to students who complete a minimum of 4 units of study (24 credit points), but do not meet the requirements for the award of the master's degree.

Master of Management (CEMS)

1. Admission

- 1.1 An applicant for admission to candidature for the pass degree must:
 - 1.1.1 have completed a bachelors degree, graduate diploma/certificate in a business related area at a recognised tertiary institution with a minimum credit (65 per cent) average; and
 - 1.1.2 pass a selection interview establishing the candidate's suitability for the degree; or
 - 1.1.3 have completed a minimum of 4 units of study (24 credit points) in the Master of Management with a minimum credit (65 per cent) average.

2. Units of study

- 2.1 The units of study which may be taken for the degree are set out under the table of MMgt(CEMS) units of study in the Faculty of Economics and Business Handbook, together with:
 - 2.1.1 credit point value;
 - 2.1.2 the units of study with which they are mutually exclusive;

- 2.1.3 the semesters in which they are offered;
 - 2.1.4 co-requisites/prerequisites/assumed learning/assumed knowledge; and
 - 2.1.5 any special conditions.
- 3. Requirements for the degree**
- 3.1 To qualify for the award of the degree a student must successfully complete units of study amounting to a total of 72 credit points, comprising:
 - 3.1.1 10 units of study (60 credit points) as specified in the Faculty of Economics and Business Handbook; and
 - 3.1.2 A business project, comprising 2 units of study (12 credit points) as specified in the Faculty of Economics and Business Handbook.
 - 3.2 Unless otherwise permitted by the Academic Program Director, units of study must be undertaken in a prescribed sequence as specified in the Faculty of Economics and Business Handbook.
 - 3.3 Students must maintain a minimum credit (65 per cent) average on completion of at least 4 units of study (24 credit points).
 - 3.4 Students who do not maintain a minimum credit (65 per cent) average will be transferred to the Master of Management.
- 4. Award of the degree**
- 4.1 The Master of Management (CEMS) will be awarded to students who complete the requirements of the degree.

Graduate Certificate in Management

- 1. Admission**
- 1.1 Admission to the graduate certificate is not permitted ab initio. Applicants are assessed for admission to candidature for Master of Management.
- 2. Units of study**
- 2.1 The units of study which may be counted towards the requirements of the graduate certificate are set out under 3.1 of the Faculty Resolutions for the Executive Master of Business Administration.
- 3. Requirements for the graduate certificate**
- 3.1 To qualify for the award of the graduate certificate a student must successfully complete a minimum of 24 credit points comprising units of study listed in the table of MMgt units of study in the Faculty of Economics and Business Handbook.
- 4. Award of the degree**
- 4.1 The Graduate Certificate in Management will be awarded to students who complete a minimum of 4 units of study (24 credit points) towards the requirements for the Master of Management but do not meet the requirements for the award of the master's degree.

[Section 2]

- 1. Details of units of study**
- 1.1 The units of study in the award courses as approved by the Faculty of Economics and Business are listed in the tables of Master of Management units of study in the Faculty of Economics and Business Handbook.
- 2. Enrolment in more/less than minimum load**
- 2.1 A student must enrol in four units of study per semester, unless otherwise permitted by the Academic Program Director
 - 2.2 A student may not enrol in more than 24 credit points in any one semester.
 - 2.3 A student may not enrol in units of study additional to award course requirements.
- 3. Cross-institutional study**
- 3.1 A student enrolled in the Master of Management (CEMS) may complete up to 48 credit points at partner institutions approved by the Faculty of Economics and Business.
 - 3.2 Approval for cross-institutional study will not be granted to a student enrolled in the Master of Management.
- 4. Restrictions on enrolment**
- 4.1 A student who has successfully completed a unit of study towards the requirements of an award course may not re-enrol in that unit of study.

5. Discontinuation of enrolment

5.1 A student wishing to totally discontinue their enrolment in an award course must lodge an application to discontinue the award course with the Faculty of Economics and Business Management Education Office by the relevant census date.

6. Suspension of candidature

6.1 A student wishing to suspend their enrolment in an award course must lodge an application for a 'leave of absence' from the award course with the Faculty of Economics and Business Management Education Office by the relevant census date.

6.2 The candidature of a student who has not re-enrolled and who has not obtained approval from the Academic Program Director for suspension will be deemed to have lapsed.

6.3 A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by Faculty of Economics and Business Management Education Office.

6.4 A student who enrolls after suspending candidature shall complete the requirements for the award course under such conditions as determined by the Academic Program Director.

7. Re-enrolment after an absence

7.1 A student wishing to return to study after a 'leave of absence' should notify the Faculty of Economics and Business Management Education Office in writing three months prior to the commencement of the semester.

8. Satisfactory progress

8.1 A student may be deemed not to have made satisfactory progress in any semester if the student:

8.1.1 fails to complete at least half the credit points in which they are enrolled; or

8.1.2 fails a unit of study for the second time; or

8.1.3 is unable to complete the degree in the maximum time permitted; or

8.1.4 has an unsatisfactory attendance record as deemed by the Academic Program Director and communicated through Program and Unit of Study documentation.

8.2 A student who fails to demonstrate satisfactory progress in any semester of enrolment may be considered to fall into the "Students at Risk" category and will be subject to the procedures of University policy on Identifying and Supporting Students at Risk.

8.2.1 All students listed in an At Risk Report for the second time may be asked to show good cause why they should not be excluded from their course.

8.3 Where the Faculty of Economics and Business permits the re-enrolment of a student whose progress was deemed unsatisfactory, the Faculty of Economics and Business may place restrictions on the number and type of units of study in which the student may re-enrol in that year and may also require the completion of particular units of study in a specified time. If a student does not comply with these conditions the student may again be asked to show good cause.

9. Time limits

9.1 A student must complete all the requirements for a master's degree within six calendar years.

10. Assessment policy

10.1 Examination and assessment are conducted in accordance with the policies and directions of the Academic Board.

10.2 The Faculty of Economics and Business does not award Pass Concessional (PCon) grades, nor does it recognise Pass Concessional grades awarded by other faculties.

10.3 The Faculty of Economics and Business does not hold supplementary examinations.

10.4 The Faculty of Economics and Business may allow a further assessment in a unit of study, in accordance with the Faculty of Economics and Business policy on

special consideration. A student who is absent from a further assessment may be deemed to have failed that assessment.

11. Credit transfer policy

- 11.1 At the discretion of the Faculty of Economics and Business, a student may be granted credit towards the Master of Management for units completed through the Master of Management (CEMS).
- 11.2 Credit will not be granted for units completed through programs other than the Master of Management (CEMS).

Resolutions of the Faculty

Master of Administrative Law and Policy

The Resolutions of the Faculty relating to the Master of Administrative Law and Policy in the Faculty of Law are amended, with effect from 1 January 2009, as follows (additions indicated by underlined, deletions indicated by strikethrough):

Master of Administrative Law and Policy

1. Admission

- 1.1 An applicant may be admitted to candidature for the Master of Administrative Law and Policy if the applicant holds such qualifications at such levels of achievement on such terms and conditions as may be determined from time to time by the Faculty.
- 1.2 Applications for admission to candidature must be made in writing to the Faculty by the time and in the manner determined by the Faculty from time to time. The Faculty refers such applications to the Postgraduate Coursework Committee or its nominee.
- 1.3 The language of study and assessment is English. Before accepting an application the Faculty may require the applicant to demonstrate proficiency in English (including undertaking a specified program of study in English).
- 1.4 An applicant may be admitted as either a full-time or a part-time candidate for the degree.
- 1.5 An applicant may be admitted to candidature for the Master of Administrative Law and Policy if:
 - 1.5.1 the applicant has completed a Degree of Bachelor of Laws or equivalent at a level of merit sufficient for the program of study; or
 - 1.5.2 the applicant has completed with sufficient merit for the program of study all the examinations of the Joint Examinations Committee of the Supreme Court of New South Wales.
- 1.6 An applicant without a legal qualification as specified in section 1.5 of these resolutions may be admitted to candidature for the Master of Administrative Law and Policy if:
 - 1.6.1 the candidate has obtained a degree or completed a qualification at a level of merit which the Postgraduate Coursework Committee considers sufficient to enable the candidate to undertake the course of study; and
 - 1.6.2 that degree or qualification is obtained within any fields stipulated by the Faculty as required for non-law candidates for a specialist degree.
- 1.7 A person may be permitted to enrol in a single unit or units of study if the Postgraduate Coursework Committee or its nominee approves the application.

2. Units of study

- 2.1 The units of study prescribed by the Faculty as leading to the Master of Administrative Law and Policy are specified in section 2.4.
 - 2.1.1 In addition to units of study specified in section 2.4, units taught by visiting lecturers and/or units offered on an ad hoc basis by the Faculty of Law may be included in the degree.
 - 2.1.2 Not all units may be offered every year. Candidates should refer to the latest lecture timetable for confirmation of current year unit of study availability.
- 2.2 All units of study have a value of 6 credit points unless otherwise specified.
- 2.3 In exceptional cases, candidates who through previous tertiary study or a combination of that study with work experience, can demonstrate competence in one or more of the compulsory units of study may be relieved from the requirement to undertake a compulsory unit or units of study.
 - 2.3.1 Where relief from undertaking a compulsory unit or units of study has been granted, an optional unit or units of study must be substituted for that unit(s).
 - 2.3.2 A candidate must still complete units of study of the total credit point value required for completion of the Master of Administrative Law and Policy.
- 2.4 Table of units of study: Master of Administrative Law and Policy
 - 2.4.1 Compulsory units of study

- 2.4.1.1 Legal Reasoning and the Common Law System
 - 2.4.1.1.1 Candidates for the Master of Administrative Law and Policy who do not hold a legal qualification as specified in section 1.5 of these resolutions are required to undertake this unit.
 - 2.4.1.1.2 Candidates must have completed or be concurrently enrolled in this unit before being permitted to enrol in other law units.
 - 2.4.1.1.3 The Faculty of Law may waive the requirement to undertake this unit if a candidate has completed those law subjects which are necessary for a qualification in accountancy, or their equivalent in another common law jurisdiction.
- 2.4.1.2 Administrative Law
- 2.4.1.3 Policy Analysis
 - 2.4.1.3.1 This unit replaces the unit of study Public Policy Making: Structure & Processes.
 - 2.4.1.3.2 Candidates may enrol in Policy Analysis ~~Public Policy Making: Structure & Processes~~ or any other unit of study of 6 credit points prescribed by the Department ~~Discipline~~ of Government and International Relations.
- 2.4.1.4 Public Policy
 - 2.4.1.4.1 Candidates who have completed the unit of study Public Sector Policy 1, Taxation and Social Policy or Environmental Economics are not permitted to enrol in this unit.
- 2.4.2 Optional units of study
 - 2.4.2.1 Comparative Constitutional Law
 - 2.4.2.2 Dispute Resolution in Australia
 - 2.4.2.3 Environmental Impact Assessment Law
 - 2.4.2.4 Government Regulation, Health Policy and Ethics
 - 2.4.2.5 Immigration and Nationality Law
 - 2.4.2.6 Judicial Review: Principles, Policy and Procedure
 - 2.4.2.7 Law, Ageing and Disability
 - 2.4.2.8 Local Government Law
 - 2.4.2.9 Privacy, Surveillance and Fair Information Practices
 - 2.4.2.10 Refugee Law
 - 2.4.2.11 Tax Administration
- 2.5.1 Of the optional units of study prescribed by the Faculty of Law for the Master of Administrative Law and Policy, candidates must attend classes in units of study totalling at least 12 but no more than 24 credit points.
- 2.5.2 The units of study for the Master of Administrative Law and Policy (MALP) may be taken from units offered in other faculties including from the Department ~~Discipline~~ of Government and International Relations, the Department of Sociology and Social Policy, and the School of Social Work and Policy Studies as units of study leading to the master's degree.
- 2.6 Candidates in the Master of Administrative Law and Policy may enrol in an Independent Research Project unit or units of study comprising 6 or 12, but not more than 12, credit points, subject to the approval of the Associate Dean (Postgraduate Coursework) and satisfaction of any policies issued by the Program Coordinator.
 - 2.6.1 A single unit Independent Research Project worth 6 credit points will be of one semester in length; a 12 credit point Independent Research Project unit will cover two semesters.
 - 2.6.2 A single unit Independent Research Project requires submission of a substantial research paper of approximately 10,000 words; a 12 credit point unit requires a substantial research paper of approximately 20,000 words.

- 2.6.3 'Approximately' in relation to word length means a deviation of not more or less than 15 per cent from the stated word limit.
- 2.7 A candidate may, under special circumstances, be permitted by the Associate Dean (Postgraduate Coursework), or the Associate Dean's nominee, to undertake a unit or units of study other than those specified by the Faculty as leading to the Master of Administrative Law and Policy, and to have that unit or those units of study credited towards the degree.
- 2.8 Only in exceptional circumstances will a candidate for the Master of Administrative Law and Policy be permitted to enrol in designated undergraduate law units of study as approved and offered by the Faculty.
 - 2.8.1 A candidate must demonstrate that the undergraduate unit would enhance their area of specialisation or otherwise contribute to their program of postgraduate learning.
 - 2.8.2 A candidate may enrol in undergraduate law units totalling at most 12 credit points.
 - 2.8.3 A candidate may not enrol in the unit Foundations of Law.
 - 2.8.4 A candidate will be required to comply with any alternative assessment requirements imposed in respect of that candidate for the undergraduate unit of study (normally including a research paper constituting not less than 60 per cent of the assessment requirements for the unit of study), and to be assessed at postgraduate standard.
 - 2.8.5 The Postgraduate Coursework Committee may award the credit on the recommendation of the Associate Dean (Postgraduate Coursework).
 - 2.8.6 Each 8 credit point undergraduate unit may only count as one 6 credit point unit towards the Master of Administrative Law and Policy.
- 3. Requirements for the Master of Administrative Law and Policy**
 - 3.1 A candidate for the Master of Administrative Law and Policy must:
 - 3.1.1 attend classes (or in the case of the Independent Research Project unit, satisfy the requirements for that unit) in units of study totalling 48 credit points chosen from the units of study prescribed by the Faculty as units of study leading to the master's degree; and
 - 3.1.2 pass the assessments in those units of study.
 - 3.2 A candidate for the Master of Administrative Law and Policy who first enrolled prior to 1 January 1999, if eligible and permitted to enrol for an Honours dissertation, must complete that dissertation at the stipulated standard in addition to the 48 credit points required in 3.1.
- 4. Requirements for Honours**
 - 4.1 A candidate for the Master of Administrative Law and Policy who first enrolled after 1 January 1999 is not eligible for Honours.
 - 4.2 A candidate for the Master of Administrative Law and Policy who first enrolled before 1 January 1999 is eligible to enrol for an Honours dissertation if the candidate obtains an average mark of 75 or above determined from the best 36 credit points. The following conditions apply:
 - 4.2.1 A candidate who has failed one unit of study twice or who has failed two units of study is not eligible for Honours.
 - 4.2.2 A candidate who wishes to offer the Postgraduate Coursework Committee an explanation for a failure which the candidate claims to be relevant in deciding eligibility for the award of Honours must do so as soon as possible after the failure.
 - 4.2.3 The Postgraduate Coursework Committee or its nominee may allow a candidate to enrol for an Honours dissertation before all required units of study have been completed.
 - 4.2.4 The dissertation topic must be nominated by the candidate and approved by the Postgraduate Coursework Committee after receipt of a recommendation from the Program Coordinator.
 - 4.2.5 When nominating a topic the candidate must outline briefly the matter to be dealt with in the dissertation.

- 4.2.6 The Postgraduate Coursework Committee must appoint a full-time member of the University's academic staff to act as supervisor for each candidate enrolled for an Honours dissertation.
 - 4.2.7 The required dissertation length is approximately 20,000 words.
 - 4.2.8 The dissertation shall be at a standard determined by the Postgraduate Coursework Committee.
 - 4.3 The award of Honours to a candidate in the Master of Administrative Law and Policy who first enrolled before 1 January 1999 and who has completed all units of study required for the Degree and the Honours dissertation, is calculated:
 - 4.3.1 using the marks from the best 36 credit points and the dissertation, or
 - 4.3.2 the marks from the best 48 credit points and half the dissertation, whichever is the higher.
 - 4.4 The award of Honours to a candidate who first enrolled before 1 January 1999 and who has completed all units of study required for the Degree and the Honours dissertation but has failed a unit of study, is calculated by taking the average of the marks from the candidate's 48 credit points and half the total marks from the dissertation.
 - 4.5 The final grade for Honours for candidates who first enrolled before 1 January 1999 is calculated as follows:
 - 4.5.1 The dissertation has a value of 24 credit points, producing a 72 notional credit point denominator for the purpose of this calculation.
 - 4.5.2 First Class Honours may be awarded where a candidate's average mark is 85 per cent or above, with a discretion in the Postgraduate Coursework Committee to award First Class Honours in special cases where a candidate's average mark is below 85 per cent.
 - 4.5.3 Second Class Honours may be awarded where a candidate's average mark falls within the range 78-84 per cent, with discretion in the Postgraduate Coursework Committee to award Second Class Honours in special cases where a candidate's average mark is below 78 per cent.
 - 4.5.4 A pass degree may be awarded where a candidate's average mark falls within the range 50-77 per cent.
 - 4.5.5 A candidate's average mark for coursework is determined in accordance with section 8 of these resolutions.
- 5. Suspension of candidature**
 - 5.1 The Postgraduate Coursework Committee or its nominee may, on written application by a candidate, suspend the candidature on the grounds and conditions the Committee or its nominee thinks fit.
 - 5.1.1 Any period of suspension does not count towards any period within which the course of study would otherwise have been required to be completed;
 - 5.2 The Postgraduate Coursework Committee or its nominee may, on written application by a candidate, permit a candidate who has been admitted to candidature but has not enrolled for a first time to defer enrolment for one year.
- 6. Satisfactory progress**
 - 6.1 The Postgraduate Coursework Committee or its nominee may require a candidate to show cause why the candidature should not be terminated for unsatisfactory progress, in any of the following circumstances:
 - 6.1.1 a candidate has not completed all the requirements of the degree within the time specified in section 7 of these resolutions; or
 - 6.1.2 the candidate has obtained failures in any two units of study or two failures in one unit of study.
 - 6.2 If the Postgraduate Coursework Committee considers that the candidate has not shown good cause why the candidature should not be terminated, the Committee may terminate the candidature.
- 7. Time limit**
 - 7.1 A full-time candidate in the Master of Administrative Law and Policy must complete all the requirements for the Degree not more than three years and not less than one year from the date of first enrolment as a candidate.

- 7.2 A part-time candidate must complete all the requirements for the Master of Administrative Law and Policy not more than six years and not less than two years from the date of first enrolment as a candidate.
 - 7.3 Periods of suspended candidature are not to be counted in the time for completing the Master of Administrative Law and Policy.
 - 7.4 In special circumstances and with the approval of the Postgraduate Coursework Committee, a candidate may complete the Master of Administrative Law and Policy outside the periods specified in sections 7.1 and 7.2 of these resolutions.
 - 7.5 In no case may a candidate obtain credit for a unit of study completed more than 10 years prior to completion of the requirements of the degree. In exceptional circumstances, the Postgraduate Coursework Committee may waive this requirement.
- 8. Assessment policy**
- 8.1 Each unit of study is assessed in grades of High Distinction, Distinction, Credit and Pass. The range of marks applicable are:
 - 8.1.1 High Distinction 85-100 per cent
 - 8.1.2 Distinction 75-84 per cent
 - 8.1.3 Credit 65-74 per cent
 - 8.1.4 Pass 50-64 per cent
 - 8.2 For candidates who first enrolled after 1 January 1999, the Master of Administrative Law and Policy is awarded only on a pass basis.
 - 8.3 With permission of the lecturer coordinating the unit of study concerned, candidates may write a research paper in full or partial satisfaction of the assessment requirements in a unit of study.
 - 8.3.1 The topic of any research paper to be submitted must be nominated by the candidate and approved as a relevant topic by the lecturer in the unit of study concerned. When nominating a topic, the candidate must outline the matter to be dealt with in the research paper.
 - 8.3.2 The required length of any research paper for a unit of study shall be 6000-10,000 words for a unit of study of 6 credit points and 12,000-20,000 words for a unit of study of 12 credit points. The lecturer coordinating the unit of study determines the length within these ranges.
 - 8.4 A unit of study of 6 credit points requires attendance of approximately 26 hours of classes. A unit of study of 12 credit points requires attendance of approximately 52 hours of classes.
 - 8.4.1 A candidate whose attendance record at classes in a unit of study in which the candidate is enrolled is unsatisfactory may be refused permission to take the assessments in that unit of study. A candidate refused permission will be deemed to have discontinued the unit of study with permission.
 - 8.4.2 For the purpose of this resolution, attendance at less than 70 per cent of scheduled classes is an unsatisfactory attendance record.
 - 8.5 In exceptional circumstances, the Postgraduate Coursework Committee may waive any or all of the unit of study attendance, practical, research or written work requirements normally required before candidates can present for an examination of a unit of study for the Master of Administrative Law and Policy.
- 9. Credit transfer policy**
- 9.1 Applications for credit for other study are to be made to the Postgraduate Coursework Committee or its nominee. The other study may include:
 - 9.1.1 study prior to enrolment; and
 - 9.1.2 study elsewhere during enrolment.
 - 9.2 The Postgraduate Coursework Committee or its nominee may in its discretion grant a candidate for the Master of Administrative Law and Policy credit for completion of units of study offered towards another Degree or Diploma in this university or an equivalent provider of tertiary education. The following conditions apply to such credit:
 - 9.2.1 credit may not be given for units of study taken outside the Faculty having a total credit point value more than half of that required for completion of the course of study;

- 9.2.2 credit may be given for units of study taken in the Faculty subject to Faculty fee or other policies;
 - 9.2.3 subject to section 9.3, credit will not be given for units of study which are credited towards the award of another degree or diploma;
 - 9.2.4 the candidate may not take units of study in the curriculum for the course of study which are substantially similar to the units of study for which credit has been given;
 - 9.2.5 the subject(s) of the unit(s) of study for which credit is sought must be sufficiently relevant to the course of study;
 - 9.2.6 the work completed for the other degree or diploma must, in the opinion of the Committee, be of a sufficient standard;
 - 9.2.7 credit may not be given for work done in another Faculty of this University or at an equivalent provider of tertiary education as satisfying the requirements (if any) for a dissertation;
 - 9.2.8 credit will only be given for units of study completed within 10 years immediately preceding the commencement of candidature for the master's degree.
- 9.3 The Postgraduate Coursework Committee or its nominee may in its discretion permit an applicant who has graduated with a graduate diploma previously awarded by the Faculty to have units from that graduate diploma credited towards the Master of Administrative Law and Policy. The following conditions apply:
- 9.3.1 an applicant for the Master of Administrative Law and Policy may only apply to have units credited towards that master's degree that were previously credited towards a graduate diploma awarded by the Faculty within 10 years immediately preceding the commencement of candidature for the Master of Administrative Law and Policy;
 - 9.3.2 a candidate for the Master of Administrative Law and Policy who is given such credit is not thereby exempted from fulfilling the coursework requirements for that degree, including the completion of any compulsory units that currently apply;
 - 9.3.3 credit in accordance with this section, in respect of units of study comprising a graduate diploma, may not be given more than once in respect of the same units.
- 9.4 A unit or units of study totalling at most 12 credit points, which have been completed in the Faculty as a single unit enrolment(s), may be credited towards the Master of Administrative Law and Policy on terms the Postgraduate Coursework Committee determines from time to time.

Proposal for Academic Development Notification of faculty variation or approval

Faculty/Board of Studies: Faculty of Law

Contact person: Professor Lee Burns, Associate Dean (PG Coursework)

1. Name of award course

Master of International Law (MIL)

2. Purpose of proposal

To revise the list of units of study to the MIL amend related Faculty Resolutions accordingly

3. Details of amendment

At its meeting held on 4 March 2008 the Faculty Board resolved to:

1. amend the Faculty Resolutions relating to the Master of International Law as follows:

Page 88, 2008 Faculty Handbook

Delete

2.4.2 Core units of study

2.4.2.7 ~~Law and Society in Indonesia~~

Insert/Add in alphabetical order

2.4.3 Optional units of study

2.4.3.3 Australian International Taxation

2.4.3.7 Comparative Corporate Taxation

2.4.3.10 Comparative Value Added Tax

2.4.3.12 GST – International Issues

2.4.3.19 Law and Society in Indonesia

2.4.3.27 Transfer Pricing in International Taxation

2. report the Faculty's decisions to the University Graduate Studies Committee; and

3. update the 2008 Faculty Handbook accordingly.

4. Transitional arrangements

Nil

5. Other relevant information

Nil

6. Signature of Dean

Professor Gillian Triggs



The University of Sydney

Postgraduate English Language Requirements

Amended by the Academic Board on 14 December 2005

Date of effect: 15 December 2005

Appendix last amended: 27 February 2008

1. Policy

This policy outlines the Academic Board's position on English language requirements for applicants for postgraduate award courses for whom English is not their first language.

2. Background

The Academic Board has established the minimum English language requirements for postgraduate award course applicants. Faculties may ask the Academic Board to approve specific requirements above the University minimum levels. Students must be made aware of the English language requirements at the time of application.

3. Coverage

This policy applies to all applicants, both local and international, for postgraduate coursework and postgraduate research award courses.

4. Principles

4.1 Once candidates have satisfied academic eligibility provisions (admission) and met any necessary student visa requirements, candidates must also satisfy these provisions relating to English language proficiency.

4.2 Faculties may request that the Academic Board approve English language requirements above the minimum set out in 4.3.3 below. Approved Faculty variations above the minimum requirements are set out in appendix one of this policy.

4.3 Proof of proficiency in English may include:

4.3.1 a record of satisfactory achievement in tertiary studies in which the language of the institution was English and the language of instruction, examination and assessment was English. Satisfactory achievement will be determined by the appropriate Faculty and should be relevant to the discipline concerned.

4.3.2 successful completion of the course "English for Academic Purposes" at the University's Centre for English Teaching.

4.3.3 an internationally recognised English language test meeting the University minimum requirements, or approved Faculty requirements where these are higher than the University minimum:

4.3.3.1 IELTS (International English Language Testing Scheme) overall band score of 6.5 with a minimum of 6.0 in each band; or

4.3.3.2 TOEFL (Test of English as a Foreign Language) 577 plus TWE (Test of Written English) at 4.5; or

4.3.3.3 CBT (Computer-based TOEFL) 233 plus Essay Rating 4.5; or

4.3.3.4 IBT (Internet Based TOEFL) 90 plus minimum of 23 for writing and 22 for Reading, Speaking and Listening

- 4.3.3.5 Cambridge Certificate of Proficiency in English grade A or B;
- 4.3.3.6 GCSW English language grade A or B; or
- 4.3.3.7 CULT (Combined Universities Language Test 70); or
- 4.3.3.8 the relevant Faculty requirements set out in Appendix One, where the requirements are higher than the University minimum above.

5. Dean's ability to waive English language requirements in certain circumstances

- 5.1 In accordance with the *Delegations of Authority: Academic Functions*, the Dean of the Faculty has the ability to waive English language requirements in certain circumstances.
- 5.2 In waiving English language requirements the Dean of the Faculty must be satisfied, on the advice of the head of department/school concerned that the candidate has English language competency to enable the successful completion of the course.
- 5.3 The Dean of the Faculty may waive English language requirements where a candidate submits a recognised English language test score which deviates from the University, or specific course requirements by:
 - ~~5.3.1~~ IELTS (International English Language Testing Scheme) not more than 0.5 below the overall band score and not more than 1.0 below in any of the individual bands; or equivalent result in an alternative recognised measure of English language proficiency as listed in Section 4.3.
 - ~~5.3.2~~ TOEFL (Test of English as a Foreign Language) no lower than [~~International Office to provide equivalent~~] plus no lower than TWE (Test of Written English) at [~~International Office to provide equivalent~~];
- 5.4 In establishing satisfaction that the candidate has English language competency to enable the successful completion of the course, where the Dean is waiving English language requirements, the Dean may consider all relevant factors including such things as ability to communicate in an academic environment; the fact of a student having been known to the Faculty for at least two years; previous appropriate work experience in an English language environment; and verbal discussion between the Faculty and the candidate.
- 5.5 The Graduate Studies Committee (in the case of postgraduate coursework courses) and the Research and Research Training Committee (in the case of postgraduate research courses) may approve exceptions to the limits for 5.3 in exceptional circumstances.

6. Time limits

- 6.1 Where a candidate is providing proof of proficiency in English through a record of satisfactory achievement in tertiary studies. The tertiary studies must have been undertaken no more than a maximum of 5 years prior to the application.
- 6.2 Where a candidate is providing proof of proficiency in English through successful completion of an appropriate course at the University's Centre for English Teaching, the course shall have been completed no more than 2 years prior to the application
- 6.3 Where a candidate is providing proof of proficiency in English through an internationally recognised English language test, scores older than two years at the time of application will not be accepted.

7. Procedures for waiving English language requirements

- 7.1 The Dean must record in writing the approval to waive English requirements on an individual basis outlining:
- 7.1.1 the proof of proficiency in English provided by the candidate;
 - 7.1.2 the reasons, in accordance with this policy, the Dean approved the waiver.
- 7.2 The Faculty Office (or appropriate administrative unit) shall ensure:
- 7.2.1 a record of the approved waiving of requirements is kept on the student file;
 - 7.2.2 for local applicants, that the basis for admission is recorded in FlexSIS; and
 - 7.2.3 for International applicants, that the International Office is advised of the approval to waive English requirements and the basis for the decision and that the International Office ensures that the basis for admission is recorded in FlexSIS.

8. Authority

8.1 Development/consultation

Consultation on this policy involved the International Office, the Strategic Director (Internationalisation), faculties, the Postgraduate Research Training Sub-Committee, Graduate Studies Committee, and the Academic Board.

8.2 Management responsibility

The Dean of Graduate Studies shall have overall management responsibility for the policy.

8.3 Implementation and monitoring

The Dean of Graduate Studies shall have responsibility for implementing and monitoring the policy.

8.4 Review

The Dean of Graduate Studies shall initiate a review of the policy in July 2006

8.5 Communication

The Dean of Graduate Studies shall be responsible for communicating the policy.

8.6 Contact

Inquiries should be directed to:
Office of the Dean of Graduate Studies
H04
Phone: 9036 9518
E-mail: DoGS@usyd.edu.au

9. Related information

- 9.1 Related University legislation, resolutions, policies and procedures include:
- 9.1.1 University of Sydney (Amendment Act) Rule 1999 (as amended) at <http://www.usyd.edu.au/publications/calendar/>
 - 9.1.2 Probationary candidate and English expression at http://db.usyd.edu.au/policy/policy_index.stm
- 9.2 University policies superseded or replaced by this policy:
- 9.2.1 Postgraduate English Language Requirements (approved 28 April 2004) at http://db.usyd.edu.au/policy/policy_index.stm
- 9.3 External legislation, resolutions, policies related to this policy include:

- 9.3.1 Education Services for Overseas Students Act 2000 at <http://www.dest.gov.au/esos/>
- 9.3.2 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) at [http://www.dest.gov.au/esos/National Code/contents.htm](http://www.dest.gov.au/esos/National_Code/contents.htm)

Appendix One: Schedule of approved Faculty variations, above the University minimum requirements

Faculty	Course	Requirements (above the University minimum)	Approval Date
Faculty of Agriculture, Food and Natural Resources			
Faculty of Architecture	All postgraduate award courses	For students without a Bachelor's Degree from an English language university, and who have studied less than two years in an institution of English instruction, an IELTS score of a minimum average of 7.0 with no section below 6.0 must be provided.	18 April 2007
Faculty of Arts	Master of Media Practice Graduate Diploma in Media Practice Graduate Certificate in Media Practice	<ul style="list-style-type: none"> • TOEFL – 600 or better plus TWE at 4.5+ • IELTS – Overall band score 6.5 or better; with a minimum of 7.0 in Writing AND Speaking; minimum 6.0 in Listening AND Reading 	29 August 2007
Faculty of Dentistry	Master of Dental Science in Oral Medicine and Oral Pathology, Orthodontics, Paediatric Dentistry, Periodontics, Prosthodontics	<ul style="list-style-type: none"> • IELTS 7 with no band below 6.0 or • TOEFL 600 plus TWE 4.5 or • Computer-based TOEFL 250 with an Essay Rating of 4.5. 	18 April 2007
Faculty of Economics and Business	<p>All postgraduate award courses except the Commerce courses and the Master of Public Administration</p> <p><u>Executive Master of Business Administration, Master of Management, Master of Management (CEMS), Master of Marketing, Master of Human Resource Management and Industrial Relations (and embedded sequences), Master of International Business and Law, Master of International Security Studies (and embedded sequences), Master of Organisational Coaching (and embedded sequences), Master of Commerce and Master of Facilities Management, Master of Transport Management and Master of Urban and Regional Planning</u></p>	<ul style="list-style-type: none"> • TOEFL – 600 or better plus TWE at 4.5+ • IELTS – Overall band score of 7.0 or better, with no component being below 6.0 	<u>16 April 2008</u>
Faculty of Education and Social Work	Master of Teaching	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.5 or better with no band less than 7.5 	27 February 2008
Faculty of Engineering			
Faculty of Health Sciences	Doctor of Health Sciences	<ul style="list-style-type: none"> • IELTS - Overall band of 7.0, with individual 	12 June 2002 (effective from 1 January 2003)

		band of speaking and writing of no less than 6.5	
	Master of Occupational Therapy	<ul style="list-style-type: none"> • TOEFL – 600 or better, plus TWE at 5.0+ • IELTS – Overall band score of 7.0 or better, with at least 7 for Speaking and for Writing on each band 	29 August 2007
	Master of Diagnostic Radiography, Master of Nuclear Medicine and Master of Radiation Therapy	<ul style="list-style-type: none"> • TOEFL – 600 or better, plus TWE at 5.0+ • IELTS – Overall band score of 7.0 or better, with at least 6.5 for Speaking and for Writing on each band 	29 August 2007
	All postgraduate Physiotherapy courses	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better with individual bands of speaking and writing of 7.0 	17 May 2006
	Master of Speech Language Pathology; Master of Speech Language Pathology (Honours)	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better, with at least 7.0 in each of the components 	15 September 2004
	All postgraduate award courses in the School of Exercise and Sports Science	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better with individual bands of speaking and writing of no less than 6.5 	2 November 2005
	Combined degrees of: 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	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better, with individual bands of speaking and writing of no less than 7.0 • TOEFL – 600 or better, plus TWE at 5+, computer 250 or better, plus essay rating of 5 or better • CULT – 85 	4 October 2006
Faculty of Law	All postgraduate award courses	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better, with at least 6.0 in each of the components 	12 February 1997
Faculty of Medicine	All postgraduate award courses	<ul style="list-style-type: none"> • TOEFL – 577 or better overall, plus TWE at 4.5+ 	2 November 2005
Faculty of Nursing and Midwifery	All postgraduate award courses	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better, with at least 7.0 in each of the components 	14 August 2002
Faculty of Pharmacy	All postgraduate award courses, with the exception of the Master of Philosophy and Doctor of Philosophy	<ul style="list-style-type: none"> • TOEFL – 600 or better plus TWE at 4.5+ • IELTS – Overall band score of 7.0 or better, with no component being below 6.5 	11 October 2007 (effective from 1 January 2008)
Faculty of Science	Master of Nutrition and Dietetics; Master of Nutritional Science; Master of Applied Science (Nutrition and Dietetics); Graduate Diploma in Applied Science	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.5 or better, with at least 6.5 in each of the components 	14 November 2005 (effective from 1 January 2006)

	(Nutrition and Dietetics); and Graduate Certificate in Applied Science (Nutrition and Dietetics)		
	Graduate Certificate in Applied Science (Psychology of Coaching), Graduate Diploma in Applied Science (Psychology of Coaching) and Master of Applied Science (Psychology of Coaching)	<ul style="list-style-type: none"> IELTS: Overall band score of 7.5 as a minimum on each band with no band falling below a score of 6.0 	16 March 2005 (effective from 1 January 2005)
	Master of Environmental Science and Law and Master of Environmental Law	<ul style="list-style-type: none"> IELTS – Overall band score of 7.0 with no band less than 6.0 	2 November 2005
	Doctor of Clinical Psychology; Doctor of Clinical Neuropsychology	<ul style="list-style-type: none"> IELTS – Overall score of 7.0, with no band less than 7.0 	14 November 2005 (effective from 1 January 2006)
Faculty of Veterinary Science	All postgraduate award courses except the Veterinary Public Health Management courses	<ul style="list-style-type: none"> IELTS: Overall band score of 7.0 with no band falling below a score of 6.5. TOEFL: 600 or better plus TWE at 5.0+ CBT: 250 plus essay rating 5.0 	16 March 2005 (effective from 1 January 2005)
	Master of Veterinary Public Health Management; Graduate Diploma in Veterinary Public Health Management; and Graduate Certificate in Veterinary Public Health Management	<ul style="list-style-type: none"> TOEFL – 600 or better plus TWE at 5.0+ CBT – 250 plus Essay Rating 5.0 IELTS – Overall band score of 7.0 or better, with at least 7.0 for Speaking and 7.0 for Writing on each band. 	12 November 2003
Sydney College of the Arts			
Sydney Conservatorium of Music	All postgraduate award courses	<ul style="list-style-type: none"> IELTS – Overall band score of 7.0 with no band less than 6.5 	2 November 2005
	Graduate Certificate of Music Studies (Pedagogy), Graduate Diploma of Music Studies (Pedagogy) and Master of Music Studies (Pedagogy)	<ul style="list-style-type: none"> IELTS – Overall band of 6.5 with no band less than 6.0 	2 November 2005
	Graduate Certificate of Music Studies (Creative Sound Production), Graduate Diploma of Music Studies (Creative Sound Production) and Master of Music Studies (Creative Sound Production)	<ul style="list-style-type: none"> IELTS – Overall band of 6.5 with no band less than 6.0 	2 November 2005
	the Graduate Diploma of Music (Performance) and Master of Music Studies (Performance)	<ul style="list-style-type: none"> IELTS – Overall band of 6.0 	2 November 2005