

New and Amended Course Proposal Template

Instruction Sheet

1. Instructions for completing the Course Proposal Template:

This template is to be completed for all new courses, amendments to existing courses requiring Academic Board approval, and deletion of existing courses.

- 1.1 Read all instructions carefully and complete the template electronically with the “instruction information” provided. Instruction information is indicated in italics, enclosed in a shaded box. For example:

Instruction information is indicated in italics, enclosed in a shaded box

- 1.2 Delete “instruction information” from template once completed.
- 1.3 Use “Arial” “11 point” to complete this document. Do not use any form of formatting including automatic paragraph numbering, bolding, track changes in the final version of the document.
- 1.4 For advice and assistance in completing Section 1 please contact the relevant Academic Board Officer (see contact details below).
- 1.5 For advice or information on administrative aspects of the proposal or the courses and fees process, please contact your faculty manager or executive officer.
- 1.6 If sections of the template are completed by different areas within the faculty, the nominated faculty officer should be responsible for consolidating all the completed sections and verifying that all required information has been provided. A checklist is provided at the end of the template to assist the nominated faculty officer in ensuring that relevant sections and appendices have been completed.
- 1.7 Submit a signed hard copy and a Word document (electronic copy) of all sections to Secretariat. Course proposals for either the Undergraduate Studies Committee (USC) or the Graduate Studies Committee need to be submitted at least 3 weeks prior to the committee meeting.
- 1.8 The faculty manager should send the other sections of the template to the relevant areas specified below when notified by either the Undergraduate Studies Committee or the Graduate Studies Committee that the course proposal is recommended for approval:
- Section 2 This section is to be forwarded to the Office of the Provost together with evidence of market research and a costing and pricing proposal/plan.
 - Section 3 This section is to be forwarded to the Student Centre and the Marketing and Student Recruitment Unit.
 - Section 4 This section is to be forwarded to the International Office.
 - Section 5 This section is to be forwarded to the Planning Support Office.
- 1.9 Faculties have to ensure that a copy of the proposal is retained in a University administrative file.

2. **Contents of the Course Proposal Template for Academic Development package:**
 This template is divided into five sections. All sections must be completed. A checklist is provided at the end of the template to ensure all sections are completed. The purpose of the five sections is so the template can be forwarded to the most appropriate area within the faculty for completion.

<i>NOTE: All sections are to be forwarded to the Academic Board for consideration of the course proposal.</i>	
Section 1: Academic Board Course Proposal	<p>This section includes:</p> <ul style="list-style-type: none"> • information on the Faculty, contact person for the proposal; • the purpose of proposal; • the name of the proposed new or amended course; and • information required by the Academic Board and its committees in determining if a proposal is to proceed, including details on resource implications; • templates for Resolutions of Senate and Faculty Resolutions.
Section 2: Fee Review & Fee-setting	<p>Justification for proposed fees and evidence of market research and analysis of costing and pricing. <i>Not required to be completed for proposals to delete an existing course.</i></p>
Section 3: Course Information Form and Marketing Plan	<p>The Course Information Form is to be completed to enable essential details on the course to be included in FlexSIS and the University's Course Database used for marketing purposes. The marketing plan provides information on how the proposed course is to be marketed to local and international students. <i>Not required to be completed for proposals to delete an existing course</i></p>
Section 4: International Student Administration Requirement	<p>Details what is required of faculties to offer courses to international students and to obtain registration on the Department of Education, Science and Training (DEST) Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). <i>Not required to be completed for proposals to delete an existing course.</i></p>
Section 5: Planning Support Office	<p>Information required for University's planning processes and for allocation of student load to departments and faculties for the purpose of income distribution. <i>Not required to be completed for proposals to delete an existing course.</i></p>
Checklist	<p>To assist nominated faculty officer in verifying that all sections and parts of the course proposal template have been completed.</p>

3. **Any questions regarding the course template please contact:**
- | | |
|---|--|
| <u>Undergraduate</u>
Megan Kemmis
M.Kemmis@secretariat.usyd.edu.au
Ext: 1 3306 | <u>Postgraduate</u>
Megan Kemmis
M.Kemmis@secretariat.usyd.edu.au
Ext: 1 3306 |
|---|--|

SECTION 1: ACADEMIC BOARD COURSE PROPOSAL

PART 1: OVERVIEW OF PROPOSAL

Faculty: Medicine

Department/School presenting the proposal: N/A

Faculty Contact person and/or: Ms Ria Deamer, Faculty Manager

Ext. No: 14146 **Email:** r.deamer@usyd.edu.au

Academic Proponent:

A/Prof Tessa Ho, Associate Dean USydMP, Office of Medical Education, Ext. 66430, Email: tessah@med.usyd.edu.au

Dr Margot Day, Sub-Dean USydMP Honours, Ext. 63312, Email: margotd@physiol.usyd.edu.au

Date course approved by Faculty: 24 July 2007

- 1.1.1. Type of proposal:** **New**
Amended *Please note if the proposal is changing the course name, for example Bachelor of ABC to Bachelor of AB (C) then this is a NEW course.*
Deletion *For deletion of a course please complete Part 1, and Part 2 items 1.2.1, 1.2.2, 1.2.9 and 1.2.11.*

- 1.1.2. Type of course:** **Undergraduate**
Postgraduate coursework
Postgraduate research
Other (provide details)

1.1.3. Name of award course(s)

Name of **new** award course/s: OR

Name of **amended** award course/s: Bachelor of Medicine and Bachelor of Surgery
OR

Change of name of **existing** award course/s: from to OR

Name of award course/s to be **deleted**:

1.1.4. Abbreviated name

MBBS

1.1.5. Date of introduction or deletion

Introduced: Year 2008 Semester 1

1.1.6 Availability to students

Commonwealth supported students	<input checked="" type="checkbox"/>	Full-time	<input checked="" type="checkbox"/>
		Part-time	<input checked="" type="checkbox"/>
Fee-paying local students	<input type="checkbox"/>	Full-time	<input type="checkbox"/>
		Part-time	<input type="checkbox"/>
Fee-paying international students	<input checked="" type="checkbox"/>	Full-time	<input checked="" type="checkbox"/>
		Part-time	<input checked="" type="checkbox"/>

SECTION 1 : ACADEMIC BOARD COURSE PROPOSAL

PART 2: DETAILS FOR ASSESSMENT OF PROPOSAL

1.2.1 Purpose of the proposal

The purpose of this proposal is to amend the current MBBS degree to reflect the recommendations of the University of Sydney Medical Program (USydMP) Review and to bring the award of Honours in MBBS in line with Academic Board policy.

1.2.2 Justification for proposal

Necessity for the proposal

A Faculty review of the MBBS was carried out in response to suggestions arising from the Australian Medical Council review of the degree in 2005. The changes are necessary in order to:

- Change the requirements for student progression in the MBBS by introducing a summative assessment at the end of Year 1.
- Provide students with results of assessments in the form of a point on a graph showing their position in relation to other students. Students who achieve a 75% competence level (adjusted for item difficulty) will be awarded a Pass with Merit. This will equate to about 50% of the cohort. This grade will be internal to the Faculty and will not appear on the academic transcript.
- Bring Honours in line with Academic Board Policy on Awards with Honours i.e. introduce graded Honours with honours grades calculated according to an honours mark, with the grades for the award of honours being: First Class (80-100), Second Class/ Division 1 (75-79), Second Class/ Division 2 (70-74), Third Class (65-69), honours not awarded (below 65). A student with an Honours mark of 90 and above and a minimum weighted average mark in all 3rd and 4th year units of >80 may be awarded a University medal. Eligibility for honours will require an average internal grade of Pass with Merit in years 3 and 4.
- Include Honours as a separate 12 CP unit of study
- Introduce award of degrees with Merit
- Allow part-time enrolment in Years 3 and 4

Background

The University of Sydney Graduate Medical Program was introduced in 1997. In mid-2006 the then Acting Dean of the Faculty of Medicine, Professor Bruce Robinson, initiated a review of the USydMP. This review was undertaken by Emeritus Professor Kerry Goulston (formerly Head and Associate Dean of the Northern Clinical School) and Emeritus Professor Kim Oates (formerly Douglas Burrows Professor of Paediatrics and Chief Executive of the Children's Hospital at Westmead). The review commenced in July 2006. A website was established so that academics, clinical academics, clinical teachers, students and graduates could submit comments. Over 200 submissions were received and over 270 face-to face interviews were held. Submissions from the general public were also received. Special input was received from the Australian Medical Association (NSW Branch), Australian Medical Students Association, Sydney University Medical Society, Royal Colleges, Director-General NSW Health, Area Health Chief Executive Officers, Institute of Medical Education and training NSW Health, NSW Medical Board, Medical Deans Australia and New Zealand and the NSW Clinical Excellence Commission. Professors Oates and Goulston also visited other Graduate Medical Schools in Australia (UQ, ANU, Flinders, Melbourne, UNSW) where they met with key curriculum leaders. Medical Schools in Canada were also visited; University of Colombia because they have a rural program similar to ours, and McMaster University, which has been a pioneer in problem-based learning and has made significant contributions to assessment of Medical students. Four Key reference groups were established, representing current academic leaders in the USydMP, young dynamic Faculty members, external stakeholders and education and communication experts. Draft recommendations were presented to the Faculty Retreat in March 2007, which was attended by 117 people. 40 working parties were then established to determine how best to implement the recommendations of the Review. Recommendations of the working parties were approved at the Faculty meeting in July 2007, which was attended by over 150 Faculty members.

Academic rationale and Learning and teaching objectives

The Medical Program at the University of Sydney aims to produce medical graduates who are committed to rational, compassionate health care and medical research of the highest quality. The program encourages the enrolment of students from diverse backgrounds and aims to help them to become graduates responsive to the health needs of individuals, families and communities and committed to improving the health care system at all levels. The course is structured so that students have patient contact from the first week of the program. Learning is integrated across the disciplines within the themes of Basic and Clinical Sciences, Patient and Doctor, Community and Doctor and Personal and Professional Development. During the first two years, students develop their skills in locating and acquiring information through self-directed learning, which is supported by scheduled tutorials, lectures and practical sessions. Students are taught that evaluation of evidence is an essential part of their decision-making.

Regular assessment will be introduced as part of the amendments to the degree. This will help students to monitor their performance over time, identify students in need of help, give feedback to teachers on effectiveness of teaching and learning and provide information, which can be used for program evaluation. Students will receive their results as a point on a graph showing their position in relation to other students. They will also be graded internally as Fail, Pass and Pass with Merit (only F/P will appear on transcript). This will provide feedback on their level of achievement and motivate students to perform well.

The Honours program will then be brought in line with Academic Board Policy.

- A 12 CP unit of Study will be introduced to make Honours an identifiable research component within the degree. Students will be encouraged to participate in research projects in a wide range of areas including medical sciences, rural and public health, clinical and medical education. Students will learn core research skills and give them grounding in generic skills required to undertake future clinical medical research.

- Honours in the USydMP will remain as an integrated component of the course. Currently students can enrol in Honours from the end of year 1 and undertake their research until the end of June in Year 4. This will not change.

- Participation in Honours will be contingent upon achieving at least a Pass with Merit defined as $> 75\%$ competency and adjusted for item difficulty in the stage 2 (year 2) barrier exams and a pass in all other components of assessment in years 1 and 2. In addition, students must obtain a Pass with Merit in at least 48 credit points in years 3 and 4 of the Medical program to obtain Honours. Since the Honours program must be integrated into the rest of the course, we are proposing that students can enrol in honours on the basis of the above criteria for years 1 and 2 but can only be awarded Honours if they satisfy the eligibility criteria given above for years 3 and 4. If they do not satisfy these criteria but successfully complete a research project they will be given a "Research Award" and the 12CP will be put on their transcript.

- Students who achieve an Honours grade of $>90\%$ may be awarded a University Medal. This will enable the Faculty to recognise and reward the top Students.

Relation to strategic plan

By reviewing and continuously improving the content and delivery of the University of Sydney Medical Program we will achieve our goal of training graduates who are well-equipped for life-long learning and practice in any field of medicine. This will enable us to maintain our position as Australia's leading provider of graduate medicine and as an international leader in the development of medical education. This will help to achieve the University's goal of 1:5:40 by 2010.

By enabling part-time enrolment in years 3 and 4 we will assist students to balance family and financial commitments with their medical training and thereby meet the needs of a diverse community.

Relevance to students, employers and professional organizations

Grading will motivate students to study more thoroughly and will be a powerful incentive for students to spend more time in their study, leading to higher levels of achievement. Grading will also enable recognition of excellence. Introduction of graded Honours will bring the University in line with other Australian medical schools and thereby make University of Sydney MBBS graduates competitive for post-graduate scholarships and Royal Colleges.

Implications on existing offerings

This proposal is a change to the existing MBBS. There are no other relevant offerings.

1.2.3 Benchmarking, market research and analysis

1.2.3.1 Benchmarking:

Nearly all other Australian Universities award Honours on the basis of grades obtained throughout the MBBS degree (eg. Melbourne, UNSW, UQ, Flinders). Some also offer the opportunity to take one year out to complete a research project which results in award of a graded BSc(Med) Honours (Adelaide, UNSW, UQ, Flinders). By offering students the opportunity to complete a 12 credit point research project as part of the MBBS and thus obtain a graded Honours award, we will enable students to gain valuable research experience. Since the USydMP is a 4 year graduate program it is important to offer this research experience without addition of an extra year to the degree.

1.2.3.2 Market research and analysis:

This proposal is for amendments to the current MBBS and the target market will therefore be unchanged. The changes to Honours and the introduction of graded Honours will bring the University of Sydney MBBS Honours award more in line with other medical schools in Australia.

1.2.3.3 Summary table of competitive offerings to proposed award course:

Institute	Competitive offering	Additional information
University of Melbourne	MBBS (Honours)	Honours based on grades not research
University of Adelaide	MBBS (Honours)	Honours 1 year of research
University of Tasmania	MBBS (Honours)	Honours based on 1 semester of research
Monash University	MBBS, BMedSc	BMedSci 1 yr research
James Cook University	MBBS (Honours)	Honours based on research project and grades during MBBS
University of NSW	MBBS (Honours) BSc(Med)	Honours based on grades not research Option of doing 1 yr research
University of Queensland	MBBS (Honours) BSc(Med)	Honours based on grades not research Option of doing 1 yr research
Flinders University	MBBS (Honours) BSc(Med)	Honours based on grades not research Option of doing 1 yr research

1.2.3.4 Estimated student demand

Estimated student demand	2008	2009	2010
Commonwealth-supported	203	TBA	TBA
Local fee-paying	25	N/A	N/A
International fee-paying	45	TBA	TBA
Estimated Total EFTSU	275	0	0
Lowest EFTSU for which course would be run	250		

Estimated full-time and part-time Students	2008	2009	2010
Estimated number of Full-time students	275	TBA	TBA

Estimated number of Part-time students	0	5	5
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Impact on students currently enrolled:

- The barrier assessment at the end of Year 1 will be introduced in 2008.
- Students will be given feedback on their performance in assessments in the form of a graph showing their position in the cohort and an internal grade of Fail, Pass, Pass with Merit from 2008.
- Grading of Honours will be introduced in 2011 and will apply to current 1st year students.
- The new eligibility criteria for Honours will apply to current 1st year students.

Enrolment Quotas:

Will quotas be set for the proposed award course or for any units of study within the award course? YES

For local fee-paying students

Yes Please specify N/A from 2009

No

For international fee-paying students

Yes Please specify 45

No

No Quota on Honours students provided they meet the eligibility criteria.

For local fee-paying students

Yes Please specify N/A from 2009

No

For international fee-paying students

Yes Please specify

No

1.2.4 Consultation and external references

Consultees	Date of consultation	Method of consultation	Type of supporting evidence provided
Australian Medical Council	Dec 2005	Interviews followed by written report from Committee	AMC Accreditation Committee Report
-Australian Medical Association (NSW Branch) -Australian Medical Students Association -Royal Colleges -Director-General NSW Health -Area Health Chief Executive Officers -Institute of Medical Education and Training NSW Health -NSW Medical Board -Medical Deans Australia and New Zealand -NSW Clinical	July 2006- July 2007	meetings	Review of the University of Sydney Medical Program

Excellence Commission -Graduate Medical Schools at UQ, ANU, Flinders Univ., Univ Melbourne, UNSW, Univ. British Colombia, McMaster Univ (Canada)			
USydMP students, administrative staff, academics, clinical teachers, tutors	July 2006- July 2007	>270 face-to face interviews, open forums and focus group meetings	Review of the University of Sydney Medical Program

1.2.5 Course structure

1.2.5.1

Award course	Length of candidature (years)	Type of enrolment	
		Full-time	Part-time
MBBS	Minimum	4	5
	Maximum	5	7
MBBS (Honours)	Minimum	4	5
	Maximum	5	7

1.2.5.2 Minimum credit points required for completion of qualification: 192 credit points.

1.2.5.3 Mode of delivery: Face-to-face teaching Distance education
Offshore delivery
Please provide justification [REDACTED]

1.2.5.4 Does the course involve clinical or industrial placement/experience?

Yes No

If Yes, please provide details

The MBBS involves a range of supervised placements in hospitals and the community.

1.2.5.5 Please indicate what processes are in place to guarantee the quality of academic staffing, available resources for teaching and provision of adequate curriculum delivery, assessment and authentication of student work.

The effectiveness of the course, the quality of academic teaching, available teaching and learning resources, curriculum relevance and assessment practices will be regularly evaluated. Evaluation will be administered by the Head of Evaluation, Office of Medical Education. Evaluation will have several aspects:

- Student evaluation of the course, including content delivery, teaching and facilities. This will be performed by a simple computer based feedback survey.
- Evaluation of the quality of graduates by external bodies such as the Postgraduate Colleges
- Teacher evaluation of the curriculum

All student work is subject to the University's policies on academic honesty.

1.2.6 Assessment procedures for entry and grading of honours

Entry criteria

Proposed regime	assessment	Proportion of assessment regime (%)	Use of external assessors/examiners (Yes/No) (if yes, please provide details)
Year 1 written exam		Satisfactory	No
Years 1-3 portfolio on Personal and Professional Development		Satisfactory	No
Year 2 written exam		Merit Pass	No
Year 2 OSCE –practical exam		Satisfactory	No
Year 3 Long case practical exam		Satisfactory	No
			No
Year 3 written exam			No
Year 4 written exam		Merit Pass	No
			No

Grading of Honours

Honours research seminar	10	No
Honours written report	90	Yes, external experts in field may be required

Please provide justification

Summative assessment is required at defined points of the program in order to determine whether or not a student has achieved the required level of mastery for progression to the next stage of the program or for graduation.

A portfolio based assessment will be used to assess areas of Personal and Professional Development. The portfolios will be marked as satisfactory or unsatisfactory. Portfolios must be satisfactory for progression from Stage 1 through to Stage 3.

Assessment and grading of Honours will be based on a research seminar, given in the student's department/discipline, as well as a ~10,000 word dissertation, which is examined by 3 examiners (supervisor and 2 others who are experts in the field).

1.2.7 Student workload

Workload will be the same as in the current degree program

1.2.7.1

Expected workload	Total time expected (per credit point)
Lectures (6 hr per week)	1.5 hr
Tutorials (4.5 hr per week)	1.5-2.0 hr
Practical experience (7.5 hr per week)	1.5 hr
Independent study	2.0 hr
Reading and work for assessment	
Others (please specify):	

1.2.7.2 Provide an indication of how the academic course load including the weight given to any dissertation component compare with other similar course loads in the faculty/college/university

Yes Please see below on provision of additional information.
No

If yes,

Faculty	Percentage of EFTSU
Managing Faculty: Medicine	100%
Collaborating faculties:	
External partners:	

1.2.10.2 Basis for the above allocation between faculties: These arrangements remain unchanged from the current degree program.

1.2.10.3 Combined degree – inter-faculty arrangements: N/A

1.2.10.4 Is the proposed award course part of a **con-joint venture** with another institution?

Yes No

If yes, has the Director Student Centre been consulted?

Yes No

1.2.11 Resolutions

1.2.11.1 Are there changes to the list of Degrees, Diplomas and Certificates conferred by your Faculty, as listed in the **Resolutions of the Senate** available in the **University Calendar**?

Yes *If yes, please complete Appendix 2.*
No

1.2.11.2 Will there be new Resolutions or changes to the existing **Resolutions of the Senate** for the proposed Coursework award course?

Yes *If yes, please complete Appendix 3.*
No

1.2.11.3 Will there be new Resolutions or changes to the existing **Faculty Resolutions** for the proposed award course?

Yes *If yes, please complete Appendix 4.*
No

1.2.11.4 Will there be changes to the academic dress due to the introduction of the proposed new award course?

Yes No

1.2.12 Quality assurance arrangements and plans

Each unit of study (Block) will be evaluated by a simple computer marked feedback survey completed by the students immediately at the end of each block. The results will go to the Faculty Block Coordinator for presentation to the Block Review and subsequently to the Operations Committee, which may, in turn make recommendations for change to the Policy Committee. Students can also provide feedback directly to academic staff who present material or contact the Faculty Block Coordinator if they have

concern about the quality of content. A survey will be conducted of MBBS graduates towards the end of their intern year.

SECTION 1 : ACADEMIC BOARD COURSE PROPOSAL

PART 3: RESOURCE IMPLICATIONS

1.3.1 Estimated Student Numbers for next three years of the award course

Estimated Student Demand	2008	2009	2010
Estimated Student Numbers	273	275	275
Estimated EFTSU	273	275	275

1.3.2 Availability of teaching and support staff

1.3.2.1 Availability of academic and support staff to deliver the proposed award course:

Academic staff required to deliver the MBBS remain the same. Additional administrative staff are available in the newly established Office of Medical Education (OME). New Stage Coordinators have been appointed as well as a Sub-Deans of Assessment and Evaluation.

1.3.2.2 Strengths of the department/school/faculty:

The Faculty has an outstanding reputation for excellence in teaching, learning and research ensuring that students are equipped for rewarding and successful careers as clinicians, scientists or public health leaders. The Faculty has established an extensive network of clinical teaching facilities, involving more than 40 hospitals in urban, coastal and rural New South Wales, and the Northern Territory. They provide students with the opportunity to experience a wide range of practice environments before graduation. There are six major teaching hospitals in the greater Sydney region. These teaching hospitals are clustered into six Clinical Schools and the School of Rural Health, which have dedicated teaching and learning resources and administrative staff, tutorial rooms and computer support. These Schools provide our medical students the opportunity to become familiar with the practice of medicine in the hospital environment. Even from the very beginning of Year 1, students participate in specially prepared patient-doctor theme sessions and clinical skills training sessions and commence interaction with real-life patients. All students associate with one of the Clinical Schools from the first week of the medical program and the Schools are responsible for the coordination of their learning exercises, including lectures, skills development programs and tutorial activities.

The Office of Postgraduate Medical Education (OPME) is the Faculty's major source of academic expertise in relation to educational research, curriculum design and review, professional development, student assessment and program evaluation. It is an established leader in the development of innovative and flexible educational programs in health and medicine delivering projects to government departments, professional organisations and Faculties within the University of Sydney.

Research leaders are distributed across more than 20 campuses and institutes and cover the spectrum of research from fundamental biology through to population health research and leadership of major international clinical trials. The Faculty therefore provides an excellent environment for research training.

1.3.3 Availability of teaching space, and other required facilities

There are no changes to the teaching space requirements for the course.

1.3.4 Availability of Library Resources

Library resources required for delivery of the MBBS remain the same.

1.3.5 Availability of IT and other Equipment

1.3.5.1 Computer Technology:

The Faculty of Medicine is committed to providing information and communication technology required for the MBBS. The curriculum is delivered at many sites, metropolitan and rural and currently there is IT that provides excellent communication and curriculum delivery via email, internet and videoconference links. Nearly all year 1 and 2 lectures are video recorded and made available to students via the web site. The faculty Medicine IT unit has approximately 30 staff located on campus and in all Clinical schools, The Faculty is in the process of developing a facility where over 300 students can use computers for online assessments.

1.3.5.2 Other Equipment:

The requirement of other equipment, such as laboratory equipment, remains the same since the overall curriculum will be unchanged.

1.3.6 Timetabling arrangements

The proposed award course will be offered in the following teaching period:
standard non-standard teaching
(e.g. Summer School, Winter School)

APPROVALS

Nominated Faculty Officer

Dean of Faculty (or Delegate)

SECTION 1 – APPENDIX 1: INTERNAL AND EXTERNAL STAKEHOLDER CONSULTATION CHECKLIST

The purpose of this checklist is to provide guidance on the types of issues relating to the proposed award course which require consultation with internal and external stakeholders. This checklist relates to Section 1 – Part 2: Details for Assessment of Proposal, Item numbers 1.2.3 and 1.2.4.

Internal/External Stakeholder	Contact person	Issue/Topic
Marketing & Student Recruitment Unit (MSRU) OR Faculty Marketing officer	Director, Marketing and Student Recruitment Unit OR Faculty Marketing officer	Market research <ul style="list-style-type: none"> • Conducting market research and analysis • Primary or Secondary sources of comparative data
International Office (IO)	Deputy Director Marketing, IO	International student market <ul style="list-style-type: none"> • Proposed Fees for international students • Sensitivities in the international student market
Students		Estimated student demand <ul style="list-style-type: none"> • Market demand for the proposed award course
Planning Support Office	Director, Planning Support Office	Estimated student load <ul style="list-style-type: none"> • Student load • Data on student enrolments, enrolment quotas
Academics and other staff from own Faculty		Support of proposed course <ul style="list-style-type: none"> • Availability of academic and support staffing to deliver the proposed award course • Requirements for facilities, staff and equipment (e.g. computer hardware & software, teaching technology, other IT or non-IT equipment) for course delivery (particularly if the delivery is contingent on resources being available within a Faculty budget)¹

¹ Under this circumstance, a statement from the Dean should be supplied even if it states no more than that consideration will be given to meeting those requirements. There may have to be a disclaimer to indicate that the award course to be introduced is subject to the availability of the necessary resources.

Other Faculties	Associate Deans, Faculty Managers, Members of Faculty Boards	Support of course proposal <ul style="list-style-type: none"> • Liaising with colleagues within other Faculties regarding proposal • Obtaining information about name of course, cross-fertilisation of ideas, market research activities and comparative data
Other Faculties	Nominated Faculty Officer	Combined award courses, shared teaching² (for proposals which may impact on course offerings from another Faculty or for proposed combined award courses or where there is shared teaching across different faculties.)
Professional or Accrediting Bodies		Student demand, accreditation <ul style="list-style-type: none"> • Market demand for the proposed award course • Requirements for accreditation (<i>e.g. proposals for amendments to the subject area of Accounting should provide evidence of consultation with ASA and ICAA</i>)
Library	Faculty Liaison Librarian	Availability of resources <ul style="list-style-type: none"> • Matters relating to library resources (<i>e.g. adequacy of current resources, requirements for additional resources</i>)
Student Centre – Timetabling Unit	Timetabling Coordinator	Availability of resources <ul style="list-style-type: none"> • Availability of teaching space (teaching rooms, lecture theatres, laboratories) • Timetabling implications of delivering in a standard or non-standard teaching period
Information and Communications Technology (ICT)		Availability of resources <ul style="list-style-type: none"> • Availability of computer technology and other specialised IT resources for course delivery and to meet student needs for the course

² A statement from the other Faculty/Faculties which either share the teaching load or have a legitimate interest in the proposal must be provided to certify the Faculty/Faculties' agreement with the proposal.

SECTION 1 – APPENDIX 2: RESOLUTIONS OF THE SENATE (DEGREES, DIPLOMAS AND CERTIFICATES)

The information contained in this Appendix refers to Section 1 – Part 2: Details for Assessment of Proposal, Item Number 1.2.11 – Resolutions

Template for Resolutions of the Senate

Section 1: Resolutions of the Senate relating to degrees, diplomas and certificates

NOTE: “Track changes” are not acceptable. Only underline and strikethrough are to be used. These changes must be done within the resolutions section of CMS. The printed PDF from CMS is then the document which must be submitted to Academic Board.

Resolutions of the Senate

Degrees, diplomas and certificates in the Faculty of [Faculty]

The Resolutions of the Senate relating to degrees, diplomas and certificates in the Faculty of [Faculty] (p..., *Calendar 200x*) are amended, with effect from 1 January [year], as follows:

(Text to be deleted is indicated by strike-through, text to be added is indicated by underlining, and subsequent re-numbering of section.)

[insert text here – A current electronic list of degrees, diplomas and certificates may be obtained from the Secretary to the Undergraduate Studies, or Graduate Studies committees]

SECTION 1 – APPENDIX 3: RESOLUTIONS OF THE SENATE (COURSEWORK AWARD COURSES)

*The information contained in this Appendix refers to Section 1 – Part 2: Details for Assessment of Proposal, Item Number 1.2.11 – Resolutions
Please contact Secretariat if you require the template for resolutions for combined degrees.*

Resolutions of the Senate (Coursework courses)

All new resolutions must first be entered into CMS. Academic Board will only accept a PDF which has been printed out from the resolutions section of CMS.

[The Coursework clause:]

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

The 'Coursework clause' must accompany this set of resolutions when they appear in a stand alone context. In a publication such as the handbook or the Calendar, it is acceptable for this clause to appear once only in such a way that it applies to all resolutions in that publication. There is no need for faculties to duplicate this clause in these publications.

This clause must not, therefore, be numbered as part of the set of resolutions which follow.

[Course title:] _____

1. Requirements for the *[award course title]*

1.1 To qualify for the award of the *[award course title]* a student must:

- 1.1.1 complete successfully units of study giving credit for a total of _____ credit points; and
- 1.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

2. Specialisations, streams or majors

2.1 The award course, *[award course title]*, will be awarded in the following specialisations/streams/majors:

3. Requirements for the honours degree

This section only needs to be included where honours is an option

3.1 To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the course.

For guidelines on creating and numbering resolutions, please refer to the Resolutions templates on the Handbooks website: [05 - Working with resolutions](#) and [06 - Preparing resolutions for CMS](#)

For assistance in entering resolutions in CMS, please refer to [How to guide 2 - How to link resolutions and UoS into chapters](#), [How to guide 17 - Tables in Resolutions DCRs](#), and [How to guide 18 - Converting resolutions in text format to DCRs](#)

SECTION 1 – APPENDIX 4: RESOLUTIONS OF THE FACULTY

*The information contained in this Appendix refers to Section 1 – Part 2: Details for Assessment of Proposal, Item Number 1.2.11 – Resolutions
Please contact Secretariat if you require the template for resolutions for combined degrees.*

Resolutions of the Faculty

Template for the Resolutions of the Faculty

Template for Faculty Resolutions relating to Coursework Courses

All new resolutions must first be entered into CMS. Academic Board will only accept a PDF which has been printed out from the resolutions section of CMS.

[The Coursework clause:]

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

The 'Coursework clause' must accompany this set of resolutions when they appear in a stand alone context. In a publication such as the handbook or the Calendar, it is acceptable for this clause to appear once only in such a way that it applies to all resolutions in that publication. There is no need for faculties to duplicate this clause in these publications.

This clause must not, therefore, be numbered as part of the set of resolutions which follow.

[Course title:] _____

[Course Rules]

The content in this section refers to matters which require Academic Board approval in respect of new award courses and amendments to existing award courses. [Course Rules] must be included, and is inserted into CMS as a note with square brackets.

1. Admission

Specify any special criteria for admission.

2. Units of study

2.1 Specify units of study for the award course, including:

2.1.1 credit point value;

2.1.2 assumed knowledge;

2.1.3 corequisites/prerequisites/assumed learning/assumed knowledge; and

2.1.4 any special conditions.

[It is preferable that faculties refer to a table of units of study in their handbook, instead of outlining such units at this point in the resolutions]

3. Requirements for the [insert the name of the award course]

3.1 Prescribe requirements for award of the [award course] including:

3.1.1 credit points [total required as specified in Resolutions of the Senate for the award course];

- 3.1.2 definition of a major and/or a minor sequence [if required. If not, leave it out] in terms of credit points and levels; and
- 3.1.3 the required distribution of credit points across levels and subject areas, any major and minor sequences and any core units required.
- 3.2 Specify progression requirements [if appropriate. If not, leave it out].
- 3.3 Specify conditions for enrolment in units of study not in table.

4. Combined degrees and specially designated streams

4.1 Specify criteria for admission and course requirements for combined degrees and specially designated streams, if they exist. If not, delete this heading, and renumber accordingly.

5. Requirements for honours degrees

Specify:

- 5.1 the basis on which a student may qualify for the award of honours in a particular award course; and
- 5.2 the grading systems and criteria for the award of honours.

If honours is not available, delete this heading and renumber accordingly.

6. Award of [award course]

6.1 Specify any special requirements for the award of [award course] in addition to successful completion of units of study.

[Faculty Rules]

The content in this section refers to matters which do not require Academic Board approval but must be in accordance with Senate/Academic Board policies and will be noted by the Undergraduate Studies or Graduate Studies Committee as appropriate. [Faculty Rules] must be included, and is inserted into CMS as a note with square brackets. The numbering does not start at 1. It follows on from the last section.

The following must be covered by Faculty Resolutions. The following numbering does not need to apply to your specific set of resolutions.

7. Details of units of study [it is preferable that faculties refer to a table of units of study in their handbook, instead of outlining such units at this point in the resolutions]

8. Enrolment in more/less than minimum load

9. Cross-institutional study

10. Restrictions on enrolment

11. Discontinuation of enrolment [faculty procedures]

12. Suspension of candidature [faculty procedures for readmission]

13. Re-enrolment after an absence

14. Satisfactory progress

Please state your progression requirements.

15. Time limit

This only needs to be entered if it is different from the *University of Sydney (Coursework) Rule 2000 (as amended)*. If it is not different, delete this heading.

16. Assessment policy

17. Credit transfer policy

This only needs to be entered if it is different from the *University of Sydney (Coursework) Rule 2000 (as amended)*. If it is not different, delete this heading.

For guidelines on creating and numbering resolutions, please refer to the Resolutions templates on the Handbooks website: [05 - Working with resolutions](#) and [06 - Preparing resolutions for CMS](#)

For assistance in entering resolutions in CMS, please refer to [How to guide 2 - How to link resolutions and UoS into chapters](#), [How to guide 17 - Tables in Resolutions DCRs](#), and [How to guide 18 - Converting resolutions in text format to DCRs](#)

SECTION 1 – APPENDIX 5: LIBRARY IMPACT STATEMENT

The information contained in this Appendix refers to Section 1 – Part 3: Resource Implications, Item Number 1.3.4 – Availability of Library Resources

In consultation with the University Librarian, explain whether library resources are available to support the proposed award course. If new library resources are required, detail these and give an estimate of the annual cost.

At its meeting on 12 February 1997 the Academic Board agreed to advise faculties that the University Library should be allowed sufficient time to make assessments of proposals for new and major changes to courses and that proposals without the Librarian's statement would not normally be considered.

I have examined the Library needs related to the proposal and certify that existing Library holdings, staffing, services and accommodation are, or will be, **adequate/inadequate** to cover the demands that are inherent in it.
(If there are any concerns about library holdings, please address these.)

.....
for the University Librarian

.....
Date

Further comments:

Holdings:

Services/Staffing:

SECTION 2: FEE REVIEW AND FEE SETTING

Please complete the following section on the proposed course and proposed fees which has to be sent to the DVC (Academic & International) for the fee review and fee-setting process. Where applicable, responses may be cut and pasted from Section 1

Faculty: **Medicine**

Department/School presenting the proposal: **N/A**

Faculty Contact person and/or: Ms Ria Deamer, Faculty Manager
Ext. No: **14146** Email: r.deamer@usyd.edu.au

Academic Proponent Email: **[REDACTED]**

A/Prof Tessa Ho, Associate Dean USydMP, Office of Medical Education, Ext. 66430, Email: tessah@med.usyd.edu.au

Dr Margot Day, Sub-Dean USydMP Honours, Ext. 63312, Email: margotd@physiol.usyd.edu.au

2.1.1 Type of proposal: New
Amended
Deletion

Please note if the proposal is changing the course name, for example Bachelor of ABC to Bachelor of AB (C) then this is a NEW course.

2.1.2 Type of course: Undergraduate
Postgraduate coursework
Postgraduate research

2.1.3 Name of award course(s)

Name of **new** award course: **[REDACTED]** OR

Name of **amended** award course: **Bachelor of Medicine and Bachelor of Surgery** OR

Change of name of **existing** award course: from **[REDACTED]** to **[REDACTED]** OR

Name of award course to be **deleted**: **[REDACTED]**

2.1.4 Abbreviated name

MBBS

2.1.5 Date of introduction or deletion

Introduced: Year **2008** Semester **1**

Deletion: Year **[REDACTED]** Semester **[REDACTED]**

2.1.6 Fee review and Fee-setting

Faculties are expected to conduct market research and analysis of costing and pricing as part of their fee review and fee-setting process. Included in this process is the need to consult and discuss proposed fees for international students with the International Office prior to finalising the course fees. Please indicate your proposed fees below.

There are some basic costs incurred in the development of a new course. Some of these costs which need to be taken into consideration include costs for:

- *course development – e.g. for workload in developing proposals through to approval by Faculty and University committees;*
- *course planning and ongoing maintenance – e.g. ongoing costs of maintaining information on the course, marketing and advertising, quality assurance;*
- *course coordination and administration – e.g. academic, administrative or technical support, tutoring or marking;*
- *capital and infrastructure – e.g. library resources, IT, lecture/tutorial space, equipment.*

Faculties must submit a costing and pricing proposal/plan with the course proposal to substantiate the proposed fees. Faculties should have already provided evidence of market research and analysis in Section 1 – Part 2 –Details for Assessment of Proposal Item No. 1.2.3 (Please refer to the [Courses and Fees Toolkit](#)).

Section 2 – Appendix 1 provides information on who to contact for assistance on issues regarding fees.

2.1.6.1 Fees for Undergraduate award course:

Undergraduate award course	Current fee band and fees (per 1 EFTSU per annum)		Proposed increase (%)		Proposed fee band and fees (per 1 EFTSU per annum)	
	Local students	International students	Local	Int'l	Local students	International students
MBBS	n/a	\$53,928				

2.1.6.2 Fees for Postgraduate award course:

Postgraduate award course	Current fees (per 1 EFTSU per annum)		Proposed increase (%)		Proposed fees (per 1 EFTSU per annum)	
	Local students	International students	Local	Int'l	Local students	International students

PROPOSED BY:

Nominated Faculty Officer Dean of Faculty (or Delegate)

APPROVAL:

Provost and Deputy Vice-Chancellor/Vice-Chancellor

SECTION 2 – APPENDIX 1: CONSULTATION CHECKLIST FOR FEE REVIEW AND FEE-SETTING

The purpose of this checklist is to provide guidance on the types of issues relating to the proposed award course which require consultation with internal and external stakeholders. This checklist relates all items in Section 2 of the Course Proposal Template.

Internal/External Stakeholder	Contact person	Issue / Topic
International Office	Deputy Director Marketing	Fee-setting, international market <ul style="list-style-type: none"> • Proposed Fees for international students • Sensitivities in the international student market
Planning Support Office	Director, Office of Strategy Implementation & Sustainability Planning	Fee-setting <ul style="list-style-type: none"> • Costing for delivery of courses • Costing and pricing model

SECTION 3: COURSE INFORMATION FORM AND MARKETING PLAN

PART 1: COURSE INFORMATION FOR FLEXSIS

Please complete the following information which is required for input of course data in FlexSIS and the University's "UG/PG Course Database" which will be used for internal and external publications and marketing purposes.

Faculty: **Medicine**

Department/School presenting the proposal: **N/A**

Faculty Contact person and/or: **Ms Ria Deamer, Faculty Manager**

Ext. No: **14146**

Email: **r.deamer@usyd.edu.au**

Academic Proponent

A/Prof Tessa Ho, Associate Dean USydMP, Office of Medical Education, Ext. 66430, Email: tessah@med.usyd.edu.au

Dr Margot Day, Sub-Dean USydMP Honours, Ext. 63312, Email: margotd@physiol.usyd.edu.au

3.1.1 Type of proposal: **New**

Amended

Please note if the proposal is changing the course name, for example Bachelor of ABC to Bachelor of AB (C) then this is a NEW course.

Deletion

3.1.2 Type of course: **Undergraduate**

Postgraduate coursework

Postgraduate research

3.1.3 Name of award course(s)

Name of **new** award course: OR

Name of **amended** award course: **Bachelor of Medicine and Bachelor of Surgery**
OR

Change of name of **existing** award course: from to OR

Name of award course to be **deleted**:

3.1.4 Abbreviated name

MBBS

3.1.5 Date of introduction or deletion

Introduced: Year **2008** Semester **1**

Deletion: Year Semester

3.1.6 Course code

Course code of existing award course for amendment or deletion:
KH006

3.1.7 CRICOS code

CRICOS code of existing award course for amendment or deletion: 006451B

3.1.8 Short degree description (e.g. for the UAC Guide):

Undertaken once students have already completed another bachelor degree, Sydney University's Graduate Medical Program prepares students for a career in Medicine. The University of Sydney Medical Program (USydMP) is a four-year, graduate-entry course leading to the award of the degrees of Bachelor of Medicine and Bachelor of Surgery (MBBS) and may be awarded with Honours.

3.1.9 Full degree description (e.g. for Faculty handbook):

Undertaken once students have already completed another bachelor degree, Sydney University's Graduate Medical Program prepares students for a career in Medicine. The University of Sydney Medical Program (USydMP) is a four-year, graduate-entry course leading to the award of the degrees of Bachelor of Medicine and Bachelor of Surgery (MBBS) and may be awarded with Honours.

3.1.10 Level of award:

- Higher doctorate
- Doctor of Philosophy (PhD)
- Doctorate by research and advanced coursework
- Master's degree by research
- Master's degree by coursework
- Graduate Diploma
- Graduate Certificate
- Bachelor's degree
- Advanced Diploma
- Associate Diploma
- Diploma
- Certificate

3.1.11 Is this an Honours course? Yes No
Honours requirements (if applicable): Completion of a research project.

3.1.12 If the proposal is for a new award course, please indicate if the new course is the result of new resolutions for an existing course? Yes No

3.1.13 Name of award that will be conferred upon completion of course:
Bachelor of Medicine and Bachelor of Surgery

3.1.14 If the proposal is for a new award course, please indicate which category the proposed course should be allocated to according to the DEST Field of Education and Discipline Area (available from the [Courses and Fees Toolkit](#)):

DEST Field of Education General Medicine (060101)
DEST Discipline Area Health

3.1.15 Credit points required for the award: 192

3.1.16 Location/campus for student attendance:

Camperdown & Darlington	<input checked="" type="checkbox"/>	Camden	<input type="checkbox"/>	Cumberland	<input type="checkbox"/>
Mallett Street	<input type="checkbox"/>	St James	<input type="checkbox"/>	College of the Arts	<input type="checkbox"/>
Conservatorium	<input type="checkbox"/>	Offshore	<input type="checkbox"/>	please specify	<input type="checkbox"/>

Hospital (please specify) RPAH, RNSH, Westmead, Children's Hospital at Westmead, Nepean, Concord, Dubbo, Orange.

3.1.17 Are students enrolling in the proposed award course subject to:

Criminal Record Check Yes No
 Prohibited Employment Declaration Yes No
 Health Records & Privacy Information Declaration Yes No

3.1.18 Prohibitions: N/A

3.1.19 Articulation pathway (if applicable): N/A

Course(s) to which this course articulates		Credit given in articulating course
Code	Name	

3.1.20 Units of study offered in proposed award course:

(a). Existing units of study

<i>UoS Code</i>	<i>UoS Name</i>	<i>Core/ Elective</i>	<i>Session offered</i>	<i>Course year offered</i>
GDMP1011	Basic and Clinical Sciences 1	Core	1	1
GDMP1012	Patient and Doctor 1	Core	1	1
GDMP1013	Community and Doctor 1	Core	1	1
GDMP1014	Personal and Professional Development 1	Core	1	1
GDMP1021	Basic and Clinical Sciences 2	Core	2	1
GDMP1022	Patient and Doctor 2	Core	2	1
GDMP1023	Community and Doctor 2	Core	2	1
GDMP1024	Personal and Professional Development 2	Core	2	1
GDMP2011	Basic and Clinical Sciences 3	Core	1	2
GDMP2012	Patient and Doctor 3	Core	1	2
GDMP2013	Community and Doctor 3	Core	1	2
GDMP2014	Personal and Professional Development 3	Core	1	2
GDMP2021	Basic and Clinical Sciences 4	Core	2	2
GDMP2022	Patient and Doctor 4	Core	2	2
GDMP2023	Community and Doctor 4	Core	2	2
GDMP2024	Personal and Professional Development 4	Core	2	2

GDMP2025	Option	Core	2	2
GDMP3012	Basic and Clinical Sciences 5	Core	1	3
GDMP3013	Patient and Doctor 5	Core	1	3
GDMP3014	Community and Doctor 5	Core	1	3
GDMP3015	Personal and Professional Development 5	Core	1	3
GDMP3022	Basic and Clinical Sciences 6	Core	2	3
GDMP3023	Patient and Doctor 6	Core	2	3
GDMP3024	Community and Doctor 6	Core	2	3
GDMP3025	Personal and Professional Development 6	Core	2	3
GDMP4011	Child & Adolescent Health	Core	S2 Late Int, S1, S2	4
GDMP4012	Perinatal and Women's Health	Core	S2 Late Int, S1, S2	4
GDMP4013	Community	Core	S2 Late Int, S1, S2	4
GDMP4014	Psychological and Addiction Medicine	Core	S2 Late Int, S1, S2	4
GDMP4015	Elective Term	Core	S2 Late Int, S1	4
GDMP4025	Pre-Internship Term	Core	S2 Late Int, S1, S2	4

(b). New units of study

UoS Code	UoS Name	Core/ Elective	Faculty	Australian Standard Classification Education (ASCED) Code	Session & campus offered	Credit points
GDMP XXXX	Honours	Elective	Medicine		1 and 2 Camperdown/Darlington	6
GDMP XXXX	Honours	Elective	Medicine		1 and 2 Camperdown/Darlington	6

SECTION 3 : COURSE INFORMATION FORM AND MARKETING PLAN

PART 2: COURSE INFORMATION FOR UNIVERSITY'S UNDERGRADUATE AND POSTGRADUATE COURSE DATABASE (FOR MARKETING PURPOSES)

All information in this form needs to be completed for proposed new courses. For amended courses, please indicate where changes have been made.

3.2.1 UAC code: N/A (Undergraduate courses only)

3.2.2 CRICOS code: 006451B

3.2.3 Career opportunities: One year of internship is required prior to registration. Most junior doctors make their career choice during their second postgraduate year, most commonly opting for general practice or one of the specialties. Clinical training under the supervision of one of the specialist colleges (RACGP, RACP, RACS, etc) takes between three and six years in most instances. Australia is in special need of doctors for rural and remote practice, including indigenous health care. Other careers for graduates include medical research, teaching, medical administration, medical communication or journalism, consulting and overseas aid work.

3.2.4 Areas of study:

3.2.5 Assumed knowledge: N/A

3.2.6 Minimum education requirements:

Year 12 (senior secondary certificate) or equivalent	<input type="checkbox"/>	Bachelor's degree (pass)	<input checked="" type="checkbox"/>
No minimum education	<input type="checkbox"/>	Bachelor (Hons)	<input type="checkbox"/>
Mature background	<input type="checkbox"/>	Graduate Certificate	<input type="checkbox"/>
Relevant employment experience	<input type="checkbox"/>	Graduate Diploma	<input type="checkbox"/>
		Master's degree	<input type="checkbox"/>

Additional information:

To apply for admission to the medical course you need a bachelor's degree at credit level. We welcome students from a wide range of prior degrees and backgrounds.

3.2.7 If the proposal is for a Postgraduate award course, please indicate the course method:

Coursework Coursework with research pathway
Research

3.2.8 UAI (for UG only): 2xxx (e.g. 2007)
2xxx (e.g. 2006)
2xxx (e.g. 2005)
2xxx (e.g. 2004)

3.2.9 Additional admission selection criteria: Graduate program only. Admission to the Medical Program is based on three criteria: A credit average in any bachelor's degree. An admissions test, the Graduate Australian Medical Schools Admissions Test (GAMSAT), assessing problem-solving ability, understanding of sciences and written communication skills. A face-to-face interview.

3.2.10 If the course is offered to international students please complete the following:

UAI International (for international students only): n/a (Undergraduate courses only)

Other international student entry requirements:

3.2.11 If the proposal is for a Postgraduate award course, please indicate the application closing date:

For local students, closing date for applications is

For international students, closing date for applications is

3.2.12 Will mid-semester intake be available for:

Commonwealth-supported students Yes No

Local fee-paying students Yes No

International fee-paying students Yes No

SECTION 3 : COURSE INFORMATION FORM AND MARKETING PLAN

PART 3: MARKETING PLAN

3.3.1 Marketing plan and strategy

Provide a brief summary of plans to market this proposed award course and to recruit students. Advice is available from the Marketing and Student Recruitment Unit or the relevant faculty marketing officer.

APPROVALS

Nominated Faculty Officer

Dean of Faculty (or Delegate)

SECTION 4: INTERNATIONAL STUDENT ADMINISTRATION REQUIREMENTS

Please complete the following if you intend that the proposed new award course will be made available to international students studying onshore on a Student Visa. The following additional information is required to allow registration on the DEST Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), system set-up and application processing.

Faculty: **Medicine**

Department/School presenting the proposal: **N/A**

Faculty Contact person and/or: **Ms Ria Deamer, Faculty Manager**
Ext. No: **14146** Email: **r.deamer@usyd.edu.au**

Academic Proponent

A/Prof Tessa Ho, Associate Dean USydMP, Office of Medical Education, Ext. 66430, Email: tessah@med.usyd.edu.au

Dr Margot Day, Sub-Dean USydMP Honours, Ext. 63312, Email: margotd@physiol.usyd.edu.au

4.1.1 Type of proposal: **New**

Amended

Please note if the proposal is changing the course name, for example Bachelor of ABC to Bachelor of AB (C) then this is a NEW course.

Deletion

4.1.2 Type of course: **Undergraduate**

Postgraduate coursework

Postgraduate research

4.1.3 Name of award course(s)

Name of **new** award course: OR

Name of **amended** award course: **Bachelor of Medicine and Bachelor of Surgery**
OR

Change of name of **existing** award course: from to OR

Name of award course to be **deleted**:

4.1.4 Abbreviated name

MBBS

4.1.5 Date of introduction or deletion

Introduced: Year **2008** Semester **1**

Deletion: Year Semester

4.1.6 Course code

Course code of existing award course for amendment or deletion: KH006

4.1.7 CRICOS code

CRICOS code of existing award course for amendment or deletion: 006451B

4.1.8 Marketing plan and strategy

Provide a brief summary of plans to market this proposed award course and to recruit international students. Advice is available from the International Office, Marketing and Student Recruitment Unit or the relevant faculty marketing officer. For information on where to get assistance, refer to Section 4 – Appendix 1 Consultation checklist.

4.1.9 Availability of course

Only full-time courses are permitted to be registered on CRICOS.

Will international students be able to enrol full-time?

Yes No

4.1.10 Mode of study

Courses taught in distance mode or on-line cannot be registered on CRICOS.

Will international students be able to study the proposed course in “face-to-face” mode for at least 75% of the time each semester?

Yes No

4.1.11 Incidental (ancillary) fees

The CRICOS register requires an indication of any compulsory costs other than tuition fees (e.g. bench fees).

Will the proposed course incur any compulsory costs other than tuition fees and compulsory subscriptions?

Yes If yes please indicate the amount

No

4.1.10 Commencement semester

Indicate whether entry to the course is possible in each semester.

SEM1 ONLY SEM1or 2 SEM2 ONLY

If entry is permissible in Semester 2, please indicate whether subject choice will be restricted and whether the duration of the course will necessarily increase?

██████████

4.1.11 English language requirements

Will the minimum English language requirement for the proposed course differ from the usual requirements (i.e. overall IELTS score of 6.5 with a minimum of 6.0 in each band)?

Yes If yes please indicate IELTS equivalent ██████████

No

APPROVALS

.....
Dean or delegate

The Proposed Course is suitable for CRICOS registration and International Office processing.

.....
Director International Office

SECTION 4 – APPENDIX 1: CONSULTATION CHECKLIST FOR INTERNATIONAL STUDENT ADMINISTRATION REQUIREMENTS

The purpose of this checklist is to provide guidance on the types of issues relating to the proposed award course which require consultation with internal and external stakeholders. This checklist relates to all items in Section 4 of the Course Proposal Template.

Internal/External Stakeholder	Contact person	Issue/Topic
Academics and other staff from own Faculty		Other course <ul style="list-style-type: none"> • Information on how other courses are developed and marketed to overseas students
International Office	Deputy Director, Government Relations and Student Advice	Legislative compliance <ul style="list-style-type: none"> • Legislative compliance for offering courses to international students e.g. requirements relating to mode of delivery/study • Arrange CRICOS registration
International Office	Deputy Director Marketing and Admissions	International market and admissions <ul style="list-style-type: none"> • Sensitivities in the international student market • English language requirements
Faculty Marketing officer		Market research, marketing <ul style="list-style-type: none"> • Conducting market research and analysis • Marketing plans and strategy • Primary or secondary sources of comparative data

SECTION 5: PLANNING SUPPORT OFFICE

Please complete this section for information to be provided to the Planning Support Office. The information is required to incorporate new degrees/diplomas/certificates into the University's planning processes. The information provided will enable the student load (EFTSU) to be quantified and allocated to departments and faculties for the purpose of income distribution.

Faculty: **Medicine**

Faculty Contact person and/or: Ms Ria Deamer, Faculty Manager
Ext. No: 14146 **Email:** r.deamer@usyd.edu.au

Academic Proponent

A/Prof Tessa Ho, Associate Dean USydMP, Office of Medical Education, Ext. 66430, Email: tessah@med.usyd.edu.au
 Dr Margot Day, Sub-Dean USydMP Honours, Ext. 63312, Email: margotd@physiol.usyd.edu.au

5.1.1 Type of proposal: New
 Amended **Please note if the proposal is changing the course name, for example Bachelor of ABC to Bachelor of AB (C) then this is a NEW course.**
 Deletion

5.1.2 Type of course: Undergraduate
 Postgraduate coursework
 Postgraduate research

5.1.3 Name of award course(s)
 Name of **new** award course: **OR**
 Name of **amended** award course: Bachelor of Medicine and Bachelor of Surgery
OR

Change of name of **existing** award course: from to **OR**

Name of award course to be **deleted**:

5.1.4 Abbreviated name
 MBBS

5.1.5 Date of introduction or deletion
 Introduced: Year 2008 Semester 1
 Deletion: Year Semester

5.1.6 Estimated percentage distribution of load across departments in one or more faculties:

Faculty	Department	Estimated percentage of load
Medicine	Faculty	100%

5.1.7 Number of semesters required to complete the course in minimum time **8**

5.1.8 Estimated student enrolments (i.e. head count)

Estimated student numbers for the next three years of the award course:

Estimated student enrolments		2008	2009	2009
Commonwealth-supported	Full-time	202	TBA	TBA
	Part-time	0		
Local fee-paying	Full-time	25	N/A	N/A
	Part-time	0		
International fee-paying	Full-time	45		
	Part-time	0		
Total student enrolments				

5.1.9 For undergraduate degrees only, please indicate the expected 'carry-on' rate from one academic year to the next.

e.g. the number of students in first year in year 'n' expected to re-enrol in second year in year 'n+1'.

98%

5.1.10 IMPORTANT The University operates within a fixed target for Commonwealth-supported load. Any new course proposals which include intakes of Commonwealth-supported (HECS) students must be accompanied by an indication of a corresponding reduction in the HECS intake to another degree of similar duration offered within the same Faculty.

Details of proposed reduction:

APPROVALS

Nominated Faculty Officer

Dean of Faculty or delegate

CHECKLIST FOR SECTIONS 1 - 5

This checklist has been developed as a guide to ensure the University supplies all necessary information to DEST. Nominated faculty officers will need to use the checklist to verify that all sections have been completed prior to sending the proposal to the relevant areas specified in the instruction sheet.

Section 1 – Academic Board course proposal

For proposed new/amended course have the following been completed:

- Part 1 – Overview of proposal.....
- Part 2 – Details for assessment of proposal
- Part 3 – Resource implications
- Appendix 2,3,4,5

For proposed deleted course have the following been completed:

- Part 1 – Overview of proposal.....
- Part 2 – Details for assessment of proposal (items 1.2.1, 1.2.2, 1.2.9, 1.2.11 ONLY)
- Appendix 2,3,4

Has the course proposal been signed off by the dean and faculty manager?

Section 2 – Fee review and fee-setting

Has this section been completed for new/amended course?

Has this section been signed off by the Provost, dean and faculty manager?

Section 3 – Course information form and marketing plan

For proposed new/amended course have the following been completed:

- Part 1 – Course information for FlexSIS
- Part 2 – Course information for University’s Course Database
- Part 3 – Marketing plan.....

Have the Student Centre and Marketing & Student Recruitment Unit been consulted about the deleted course?

Has this section been signed off by the dean and faculty manager?.....

Section 4 – International student administration requirements

Has the section been completed for proposed new/amended course?

Has the International Office been consulted about the deleted course?

Has this section been signed off by the dean/nominee and Director, International Office?

Section 5 – Planning support office

Has the section been completed for proposed new/amended course?

Has the Planning Support Office been consulted about the deleted course?.....

Has this section been signed off by the dean and faculty manager?.....