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## Graduate Studies Committee Agenda

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### Notice of Meeting

A meeting of the **Graduate Studies Committee** will be held at **2.00pm** on **Monday 14 February 2005** in the Darlington Centre Boardroom.

Members who are unable to attend are asked to notify Sally Paynter at the above address. Enquiries concerning this meeting may also be directed to Sally.

*Sally Paynter*

for

Dr W Adams

**Registrar**

8 February 2005

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### Agenda

Pages

**1. Apologies**

The following apologies have been received: Professor T Hirst

**2. Minutes of previous meeting**

**4-14**

***Recommendation***

*That the Graduate Studies Committee adopt the minutes of the previous meeting held on 15 November 2004 as a true record.*

**3. Minutes of the Joint meeting of Graduate Studies Committee and Postgraduate Awards Sub-Committee**

**15-17**

***Recommendation***

*That the Graduate Studies Committee adopt the minutes of the Joint meeting of Graduate Studies Committee and Postgraduate Awards Sub-Committee held on 29 November 2004 as a true record.*

**4. Business arising from Minutes (not dealt with elsewhere in the Agenda)**

**5. Report of the Academic Board 18-20**

**Recommendation**

*That the Graduate Studies Committee note the report of the Academic Board meeting of 8 December 2004, as set out in the report presented.*

**6. Report of the Academic Board 21-24**

**Recommendation**

*That the Graduate Studies Committee note the report of the Academic Board meeting of 2 February 2005, as set out in the report presented.*

**7. Report of the Acting Chair**

**7.1 Postgraduate English Language Requirement 25, 26-31**

**Recommendation**

*For discussion.*

**7.2 Higher degrees**

**7.2.1 Admission to candidature and appointment of examiners (confidential attachment)**

**Recommendation**

*That the Graduate Studies Committee note and confirm the action of the Chair in approving the admission to candidature of, and appointment of examiners for, candidatures for higher degrees, as set out in the report presented.*

**7.2.1 Deferment of public availability of thesis (confidential attachment)**

**Recommendation**

*That the Graduate Studies Committee note and confirm the action of the Chair in approving the deferment of public availability of a higher degree thesis, as set out in the report presented.*

**7.3 Oral report**

**Recommendation**

*That the Graduate Studies Committee note the report of the Chair.*

**8. Report of the PhD Award Sub-Committee**

**8.1 Oral report of the Chair of the PhD Award Sub-Committee**

**Recommendation**

*That the Graduate Studies Committee note the report of the Chair of the PhD Award Sub-Committee.*

**8.2 Report of the meeting held on 7 December 2004**

**8.2.1 Receipt of report 32**

**Recommendation**

*That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 7 December 2004*

**8.2.2 Proceedings of the Sub-Committee**

**32-33, 34-37**

***Recommendation***

*That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee, at its meeting of 7 December 2004, as set out in the report presented.*

**9. Amendment of the Resolutions of the Senate**

**9.1 Faculty of Medicine: Master of Surgery by coursework**

**38-39**

***Recommendation***

*That the Graduate Studies Committee recommend that the Academic Board recommend that Senate approve the amendments of the Resolutions of the Senate relating to Master of Surgery by coursework degree in the Faculty of Medicine, with effect from 1 January 2005, as set out in the report presented.*

**10. Postgraduate English Language Requirements**

**40, 41-44**

***Recommendation***

*That the Graduate Studies Committee recommend that the Academic Board amend the policy "Postgraduate English Language Requirements" as set out in the report presented.*

**11. General business**

**12. Next meeting**

The next meeting will be held on 4 April 2005 in the Darlington Centre Boardroom.

**Agenda Item 2**  
**Minutes of the Previous Meeting**

**Minutes of the Graduate Studies Committee meeting held on 15 November 2004**

**There were present:** The Chair (Associate Professor R Ross) presiding, Professors J Carter, J Christodoulou, F Nicholas and L Zhang, Associate Professors D Coleman, G Gurr, M Harding, W Julian, R Magnusson, A F Masters and M Thompson, Drs M Boughton, A Elias, S Forsyth, M Halliwell and B Singh, Mr S Burshtein, and Ms G Wong. Ms S Paynter was in attendance.

**1. Apologies**

Apologies were received from: Professors C Adam, M Behnia and T Hirst, Associate Professor G Gurr and B Paltridge and Ms G Wong.

**2. Minutes of the previous meeting**

**Resolved**

That the Graduate Studies Committee adopt the minutes of the previous meeting held on 5 October 2004 as a true record.

**3. Business arising**

**3.1 Faculty of Medicine: Master of Medicine (Honours); Master of Medicine; Graduate Diploma in Medicine; and Graduate Certificate in Medicine**

**Resolved**

That the Graduate Studies Committee recommend that the Academic Board:

- (1) note the further clarification of the proposal from the Faculty of Medicine regarding the introduction of the Master of Medicine (Honours), Master of Medicine, Graduate Diploma in Medicine and Graduate Certificate in Medicine; and
- (2) approve the introduction of the topic of Cardiology within the Sydney Professional Master of Medicine Program  
with effect from 1 January 2005, as set out in the report presented.

**4. Report of the Academic Board**

The Chair reported that there had been discussion at the Academic Board meeting regarding the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA): Method of Award policy, it was noted that the policy had been referred back to the Postgraduate Awards Sub-Committee which was drafting a discussion paper which had since been considered by the Postgraduate Research Training Sub-Committee, the Research Committee and the Graduate Studies Committee.

**Resolved**

That the Graduate Studies Committee note the report of the Academic Board meeting of 27 October 2004, as set out in the report presented.

**5. Report of the Chair**

**5.1 Higher degrees**

**5.1.1 Admission to candidature and appointment of examiners**

**Resolved**

That the Graduate Studies Committee note and confirm the action of the Chair in approving the admission to candidature of, and appointment of examiners for, candidatures for higher degrees, as set out in the report presented.

### 5.1.2 Award of degree

#### **Resolved**

That the Graduate Studies Committee note and confirm the action of the Chair in approving the award of higher degrees, as set out in the report presented.

### 5.2 Oral report

The Chair advised that he had nothing on which to report.

### 5.3 Dean of Graduate Studies responsibilities and interaction with Academic Board and its committees, especially Graduate Studies Committee

The Chair spoke to the report on the Dean of Graduate Studies (DoGS) responsibilities and interaction with Academic Board, advising that the report had been drafted by the DoGS, the previous Chair of the Academic Board, Professor Judyth Sachs and the Chair of Graduate Studies to clarify the DoGS responsibilities and the interaction with the Academic Board and its committees. The Chair had agreed to present the report to the Graduate Studies Committee and the Academic Board for endorsement.

Members considered the following 14 recommendations, some of which were already in place and others of which would take effect from 1 February 2005:

- recommendations 1 and 2 detailed the DoGS ex officio membership of the Graduate Studies and Research committees;
- 3 and 4 proposed that the DoGS Chair the PhD Award Sub-Committee and the Postgraduate Awards Sub-Committee and that the DoGS office provide committee support. The composition of these sub-committees would still be determined by the Graduate Studies Committee;
- recommendation 5 detailed the DoGS ex officio membership of the Senate/SUPRA Liaison Committee;
- 6 proposes that as the DoGS also provides advice to individual students about matters concerning appeals and would also be chairing two Graduate Studies sub-committees, it would be inappropriate for the DoGS to be formally involved in student appeals at the Graduate Studies Committee and/or Academic Board level;
- recommendation 7 proposes that Supervisor Accreditation should be coordinated and administered by DoGS;
- 8 proposes that the Postgraduate research & coursework studies handbooks become the responsibility of the Office of the DoGS; and
- recommendations 9 through 14 listed the DoGS current responsibilities.

The Chair asked members to comment on the proposed recommendations. A number of members were currently on PhD Awards Sub-Committee (PhDASC), or had been so in the past, and without exception each one of these members spoke against recommendation 3. Each highlighted a possible conflict of interest for the DoGS in regards to this recommendation, that the DoGS chair the PhDASC. It was argued that because the DoGS provided advice to students, commonly in regards to student appeals processes, that this would be inappropriate if he was chair of PhDASC.

The Committee noted that it was an important part of the DoGS position to offer impartial advice to students and that if the DoGS was the Chair of PhDASC it would be difficult to monitor whether the advice provided was formal or informal. If students were unable to seek advice from the DoGS office because of a potential conflict of interest, SUPRA would be the only means of advice and support for students, which would result in an increasing demand on SUPRA staff.

Members questioned which of the DoGS responsibility would be preferable, as it was agreed that performing both roles would be exposing the DoGS to a potential conflict

of interest. It was noted that the informal advice provided from the DoGS office was invaluable to students and that as the DoGS was currently providing this service to students it was important that it continue.

Members agreed to endorse the report on the Dean of Graduate Studies responsibilities and interaction with Academic Board and its committees, especially Graduate Studies Committee, and recommend that it be noted by the Academic Board subject to the omission of recommendation 3, that the DoGS Chair the PhD Award Sub-Committee.

**Resolved**

That the Graduate Studies Committee note the report of the Chair on the Dean of Graduate Studies responsibilities and interaction with Academic Board and its committees, especially Graduate Studies Committee, as set out in the report presented.

**6. Report of the PhD Award Sub-Committee**

**6.1 Oral report of the Chair of the PhD Award Sub-Committee**

The Chair of the PhD Awards Sub-Committee, Associate Professor A Masters, advised that the Sub-Committee had noted a number of instances where the membership of a professional body was listed as an academic qualification on appointment of examiner forms. The Sub-Committee recommended that the Graduate Studies Committee remind faculties that such memberships were not to be listed as academic qualifications.

**Resolved**

That the Graduate Studies Committee note the report of the Chair of the PhD Award Sub-Committee and remind faculties that the memberships of professional bodies are not to be listed as academic qualifications.

**6.2 Report of the meeting held on 19 October 2004**

**6.2.1 Receipt of report**

**Resolved**

That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 19 October 2004.

**6.2.2 Proceedings of the Sub-Committee**

**Resolved**

That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee, at its meeting of 19 October 2004, as set out in the report presented.

**7. Report of the Postgraduate Coursework Sub-Committee**

**7.1 Oral report of the Chair of the Postgraduate Coursework Sub-Committee**

The Chair of the Postgraduate Coursework Sub-Committee, Dr M Boughton, reported that a number of course proposals approved had been considered by the Sub-Committee at its August meeting and had been referred back to the Faculty for amendments. Dr Boughton added that she was pleased to report that all of these proposals had been resubmitted for consideration and approved by the Sub-Committee.

In response to a question raised regarding the consultation process between the faculties of Science and Engineering over the Master of Information Technology proposal, Dr Boughton advised that the Sub-Committee had requested that the Faculty of Science circulate evidence of its attempts to consult the Faculty of Engineering about the Master of Information Technology proposal. Members of the

Sub-Committee had agreed that the lack of response from the Faculty of Engineering indicated that the Faculty could have no formal objection to the proposal.

Dr Boughton reported that the Sub-Committee had noted that there seemed to be some common problems with the course proposals submitted by faculties, including incomplete proposals, nomenclature issues and discrepancies between the allocation of credit points.

**Resolved**

That the Graduate Studies Committee note the report of the Chair of the Postgraduate Coursework Sub-Committee.

**7.2 Report of the meeting held on 21 October 2004**

**7.2.1 Receipt of report**

**Resolved**

That the Graduate Studies Committee receive and note the report of the Postgraduate Coursework Sub-Committee meeting held on 21 October 2004.

**7.2.2 Proposals for new and amended courses**

**7.2.2.1 Faculty of Medicine**

- (1) **Master of Medicine (Infection and Immunity)(Honours); Master of Science in Medicine (Infection and Immunity)(Honours); Master of Medicine (Infection and Immunity); Master of Science in Medicine (Infection and Immunity); Graduate Diploma in Infection and Immunity; and Graduate Certificate in Infection and Immunity**

**Resolved**

That the Graduate Studies Committee recommend that the Academic Board recommend that Senate:

- (1) approve the introduction of the new courses, Master of Medicine (Infection and Immunity)(Honours); Master of Science in Medicine (Infection and Immunity)(Honours); Master of Medicine (Infection and Immunity); Master of Science in Medicine (Infection and Immunity); Graduate Diploma in Infection and Immunity; and Graduate Certificate in Infection and Immunity;
- (2) amend the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine; and
- (3) adopt the Resolutions of the Senate relating to the Master of Medicine (Infection and Immunity)(Honours); Master of Science in Medicine (Infection and Immunity)(Honours); Master of Medicine (Infection and Immunity); Master of Science in Medicine (Infection and Immunity); Graduate Diploma in Infection and Immunity; and Graduate Certificate in Infection and Immunity;

with effect from 1 January 2005, as set out in the report presented.

- (2) **Master of Medicine (Pain Management); Master of Science in Medicine (Pain Management); Graduate Diploma in Medicine (Pain Management); Graduate**

**Diploma of Science in Medicine (Pain Management); and  
Graduate Certificate in Pain Management**

**Resolved**

That the Graduate Studies Committee recommend that the Academic Board:

- (1) approved the amendments to the Master of Medicine (Pain Management); Master of Science in Medicine (Pain Management); Graduate Diploma in Medicine (Pain Management); Graduate Diploma of Science in Medicine (Pain Management); and Graduate Certificate in Pain Management; and
- (2) recommend that Senate amend the Resolutions of the Senate relating to the Master of Medicine (Pain Management); Master of Science in Medicine (Pain Management); Graduate Diploma in Medicine (Pain Management); Graduate Diploma of Science in Medicine (Pain Management); and Graduate Certificate in Pain Management,

with effect from 1 January 2005, as set out in the report presented.

- (3) **Master of Science in Medicine (Clinical Epidemiology)(Honours); Master of Medicine (Clinical Epidemiology)(Honours); Master of Science in Medicine (Clinical Epidemiology); Master of Medicine (Clinical Epidemiology); Graduate Diploma of Science in Medicine (Clinical Epidemiology); Graduate Diploma of Medicine (Clinical Epidemiology); and Graduate Certificate in Clinical Epidemiology**

**Resolved**

That the Graduate Studies Committee recommend that the Academic Board:

- (1) approve amendments to the Master of Science in Medicine (Clinical Epidemiology); Master of Medicine (Clinical Epidemiology); Graduate Diploma of Science in Medicine (Clinical Epidemiology); and Graduate Diploma of Medicine (Clinical Epidemiology);
- (2) recommend that Senate:
  - (a) approve the introduction of the new courses, Master of Science in Medicine (Clinical Epidemiology)(Honours); Master of Medicine (Clinical Epidemiology)(Honours); and Graduate Certificate in Clinical Epidemiology
  - (b) amend the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine; and
  - (c) adopt the Resolutions of the Senate relating to the Master of Science in Medicine (Clinical Epidemiology)(Honours); Master of Medicine (Clinical Epidemiology)(Honours); and Graduate Certificate in Clinical Epidemiology

with effect from 1 January 2005, as set out in the report presented.

#### **7.2.2.2 Faculty of Science: Master of Information Technology**

##### **Resolved**

That the Graduate Studies Committee recommend that the Academic Board:

- (1) approve the new majors, Financial Modelling; and Project Management, in the Master of Information Technology; and
- (2) recommend that Senate amend the Resolutions of the Senate relating to the Master of Information Technology, with effect from 1 January 2005, as set out in the report presented.

#### **7.2.2.3 Graduate School of Government: Master of Public Administration; and Master of Public Administration (International)**

##### **Resolved**

That Graduate Studies Committee recommend that the Academic Board:

- (1) recommend that Senate:
  - (a) approve the introduction of the new course, Master of Public Administration, including the International Stream ;
  - (b) amend the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Graduate School of Government; and
  - (c) adopt the Resolutions of the Senate relating to the Master of Public Administration, including the International Stream made pursuant to the University of Sydney (Coursework) Rule 2000, as amended;
- (2) note the Resolutions of the Faculty relating to the above courses, made pursuant to the University of Sydney (Coursework) Rule 2000, as amended; and
- (3) approve the faculty requirements relating to admission; units of study; and the award of the award course, with effect from 1 January 2005, as set out in the report presented.

#### **7.2.2.4 Faculty of Architecture: Master of Architecture (Architectural and Urban Design); Master of Urban Design (Urban Design and Planning); Master of Design Science**

##### **Resolved**

That the Graduate Studies Committee recommend that the Academic Board:

- (1) recommend that Senate:
  - (a) approve the introduction of the new courses, Master of Architecture (Architectural and Urban Design), Master of Urban Design (Urban Design Planning) and Master of Design Science;
  - (b) amend the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Architecture; and
  - (c) adopt the Resolutions of the Senate relating to the Master of Architecture (Architectural and Urban Design), Master of Urban Design (Urban Design Planning) and Master of Design Science, made pursuant to the University of Sydney (Coursework) Rule 2000, as amended;

- (2) note the Resolutions of the Faculty relating to the above courses, made pursuant to the University of Sydney (Coursework) Rule 2000, as amended; and
- (3) approve the faculty requirements relating to admission; units of study; and the award of the award course, with effect from 1 January 2005, as set out in the report presented.

#### **7.2.2.5 Master of Engineering Studies**

##### **Resolved**

That the Graduate Studies Committee recommend that the Academic Board recommend that Senate:

- (1) approve the revised course, Master of Engineering Studies;
- (2) amend the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Engineering; and
- (3) recommend that Senate amend the Resolutions of the Senate relating to the Master of Engineering Studies in the Faculty of Engineering,

with effect from 1 January 2005, as set out in the report presented.

### **8. Report of the Postgraduate Awards Sub-Committee**

#### **8.1 Oral report of the Chair of the Postgraduate Awards Sub-Committee**

The Chair of the Postgraduate Awards and the Postgraduate Research Training sub-committees, Associate Professor R Ross, advised that he would report on the proceedings of both sub-committees together, as the main item discussed at both meetings was the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) Ranking Guidelines.

Item 8.2.2 refers

##### **Resolved**

That the Graduate Studies Committee note the report of the Chair of the Postgraduate Awards Sub-Committee.

### **8.2 Report of the meeting held on 25 October 2004**

#### **8.2.1 Receipt of report**

##### **Resolved**

That the Graduate Studies Committee receive and note the report of the Postgraduate Awards Sub-Committee meeting held on 25 October 2004.

#### **8.2.2 Report of the Postgraduate Awards Sub-Committee deliberations on Scholarship Guidelines**

The Chair informed members that the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) draft Ranking Guidelines had mistakenly not been circulated with the agenda papers. It was therefore not possible for members to provide informed comment on the draft guidelines and it was instead agreed that the Chair would provide an update on the consultation process so far.

The Chair reported that the guidelines had been drafted by the Postgraduate Awards Sub-Committee and had been considered by the Committee of Deans, the Research Committee, the Vice-Chancellor's Advisory Committee and the Research Training Sub-Committee. Members noted that the Postgraduate Awards Sub-Committee would meet on 16 November to consider the latest draft of the proposed guideline and once this had been done the Chair would circulate the guidelines to Graduate Studies members for comment.

The guidelines had been developed in response to a number of concerns about the existing guidelines in the hope of increasing the percentage of higher degree completions by identifying candidates who had strong research potential.

The Chair advised that the ranking guidelines and categories had been drafted with the intention of implementing them in 2006, after a limited pilot study during the 2005 round and a more rigorous analysis of them during the early months of 2006. The guidelines aimed to provide a method of assisting those scholarship applicants who did not have an Honours 1 (H1) degree but who could be ranked on the basis of an additional qualification under a set of criteria as Honours 1 Equivalent (H1E).

Members raised the following issues during discussion:

- there was a discrepancy of points allocated to publications in the relevant field of research compared to the output in the art and music in the Research Potential Indicators (RPI);
- the RPI should allocate a higher number of bonus points for presentations to international conferences compared to national conferences;
- the RPI would use the ISL listings to allocate bonus points for publications; and
- the graduate professional entry program would be covered under H1E and the guidelines would be generic enough to ensure that no one faculty would be advantaged over others.

The Chair advised that there would be 10 scholarships reserved from this years round for allocation to applicants who would have been eligible for a scholarship under the revised guidelines. Faculties would be invited to submit names of potential candidates to receive these scholarships.

The Committee noted that the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) draft Ranking Guidelines would be circulated to members for comment after the Postgraduate Awards Sub-Committee meeting. Members would be invited to indicate whether or not they wished to have another formal Committee meeting in which to discuss the guidelines and relevant feedback.

Note: *The Postgraduate Awards Sub-Committee recommended that the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) draft Ranking Guidelines be developed further in consultation with the Graduate Studies Committee. The Chair of both committees recommended that there be a joint meeting in which the guidelines could be discussed. The joint meeting would be held on 29 November 2004.*

**Resolved**

That the Graduate Studies Committee note the policy “Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA): Method of Award”, as set out in the report presented.

**9. Report of the Postgraduate Research Training Sub-Committee**

The Chair of the Postgraduate Research Training Sub-Committee presented his oral report under item 8.

**9.1 Oral report of the Chair of the Postgraduate Research Training Sub-Committee**

**Resolved**

That the Graduate Studies Committee note the report of the Chair of the Postgraduate Research Training Sub-Committee.

**9.2 Report of the meeting held on 2 November 2004**

**9.2.1 Receipt of report**

**Resolved**

That the Graduate Studies Committee receive and note the report of the Postgraduate Research Training Sub-Committee meeting held on 2 November 2004

**9.2.2 Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) Ranking Guidelines**

Item 8.22 refers

**Resolved**

That the Graduate Studies Committee recommend that the Academic Board approve the proposed changes to the policy “Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA): Method of Award”, as set out in the report presented.

**10. Amendment of the Resolutions of the Senate**

**10.1 Faculty of Law: Master’s coursework degrees and Graduate Diplomas**

**Resolved**

That the Graduate Studies Committee recommend that the Academic Board recommend that Senate approve the amendments of the Resolutions of the Senate relating to Master’s degrees and Graduate Diplomas in the Faculty of Law, with effect from 1 January 2005, as set out in the report presented.

**10.2 Faculty of Law: Master of Business Law**

**Resolved**

That the Graduate Studies Committee recommend that the Academic Board recommend that Senate approve the amendments of the Resolutions of the Senate relating to the Master of Business Law in the Faculty of Law, with effect from 1 January 2005, as set out in the report presented.

**10.3 Sydney College of the Arts: Master of Film and Digital Imaging**

**Resolved**

That the Graduate Studies Committee recommend that the Academic Board recommend that Senate approve the amendments of the Resolutions of the Senate relating to the Master of Film and Digital Imaging in the Sydney College of the Arts, with effect from 1 January 2005, as set out in the report presented.

#### 10.4 Faculty of Economics and Business

##### Resolved

The Graduate Studies Committee recommends that the Academic Board:

- (1) recommend that Senate approve
  - (i) the rescission of the Resolutions of Senate relating to the Master's degrees, Graduate Diploma and Graduate Certificates in the Faculty of Economics and Business;
  - (ii) the adoption of the Resolutions of Senate relating to Master's degrees, Graduate Diploma and Graduate Certificates in the Faculty of Economics and Businesswith effect from 1 January 2005;
- (2) note the Resolutions of the Faculty relating to Master's degrees, Graduate Diploma and Graduate Certificates, made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass degree and award of the degree as set out in the report presented.

#### 10.5 Faculty of Education and Social Work

##### Resolved

That the Graduate Studies Committee recommend that the Academic Board:

- (1) recommend that Senate approve:
  - (a) the rescission of the Resolutions of the Senate relating to the Master of Education, graduate Diploma of Educational Studies, graduate Certificate of Educational Studies and
  - (b) the adoption of new Resolutions of the Senate relating to these courses, made pursuant to the University of Sydney (Coursework) Rule 2000, with effect from 1 January 2005, and
- (2) note the Resolutions of the Faculty relating to these courses, made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass degree, pass diploma and pass certificate and designated areas of study and award of the degree, award of diploma and award of the certificate as set out in the report presented.

#### 11. Postgraduate English Language Requirements

On the recommendation of the Faculty of Science the Committee noted the amendments of appendix one of the *Postgraduate English Language Requirements* policy to provide for requirements above the University minimum for admission to the Graduate Certificate in Applied Science (Psychology of Coaching), Graduate Diploma in Applied Science (Psychology of Coaching) and Master of Applied Science (Psychology of Coaching) award courses and agreed to recommend that the Academic Board approve the amendments as set out in the report presented.

During discussion, members noted that across faculties there were incidences of students with a non-English speaking background, and with English scores that meet existing requirements for enrolment having significant difficulties in following lecture material and in some cases resorting to plagiarism.

In response to a question raised about special circumstances where it was appropriate to waiver the University's English Language requirements, the Chair advised that *University of Sydney (Amendment Act) Rule 1999 (as amended)* provided for such cases by permitting deans of faculties to waiver the English Language requirements for enrolment.

There was agreement from members that faculties needed to be able to impose the IELTS requirements when appropriate particularly where students had been enrolled on the basis of successful candidature at other Australian universities but had experienced difficulties once admitted to the University of Sydney and as a result of the conditions of their entry the University was not able to assess their abilities using IELTS requirements.

The Chair advised members that this would be an issue that would be debated further in 2005.

**Resolved**

That the Graduate Studies Committee recommend that the Academic Board amend the policy "Postgraduate English Language Requirements" as set out in the report presented.

**12. General business**

**12.1 Graduate Studies Committee Meeting Schedule 2005**

**Resolved**

That the Graduate Studies Committee adopt the meeting schedule for 2005, as set out in the report presented.

**12.2 Higher degree Annual Progress Report**

Professor Zhang questioned the current deadline for higher degree annual progress report as he believed that the timeframe was not workable because the end of a year was the busiest season for ranking scholarship applications and marking examination papers and in addition, he saw no sense in reviewing, at the end of semester 2, the "annual progress" of a student just enrolled at the beginning of the semester. Professor Zhang added that the Faculty of Engineering proposed to change the review deadline to "around the end of a student's candidature year".

During discussion the following points were raised:

- Annual progress reports completed at the end of each year were problematic in relation to candidates who had enrolled in second semester;
- It was important to ensure that the annual progress reports were completed at the same time of each year to provide for a consistent indication of performance;
- these dates were set to ensure that they coincided with the deadline for sign-off for the continuation of scholarships; and
- the process of interviewing of candidates was delegated to the schools within the faculties

The Chair advised that he believed these dates were set by faculties not by the Graduate Studies Committee and that the deadline for submission of the annual progress reports was different within each faculty.

**12.3 Resignation of the Chair of Graduate Studies**

The Chair informed members that it was his last meeting as Chair of the Graduate Studies Committee as he was stepping down from the position and would be on sabbatical from February 2005. The Chair thanked members for their hard work, support and valuable input.

**13. Next meeting**

The Committee noted that the next meeting would be held on 14 February 2005 in the Darlington Centre Boardroom.

**Agenda Item 3**  
**Minutes of the Joint meeting of Graduate Studies Committee and Postgraduate Awards Sub-Committee**

**Minutes of the Joint meeting of Graduate Studies Committee and Postgraduate Awards Sub-Committee held on Monday 29 November 2004**

**There were present:** The Chair (Associate Professor R Ross) presiding, Professors M Behnia, J Carter, J Christodoulou, S Garton, R M Newman F Nicholas and L Zhang, Associate Professors N King, C Maher, P McCallum, J Stubbs, N Weber and E Whitelaw, Drs M Boughton and M Halliwell. Ms C Ng and Ms S Paynter were in attendance.

**1. Apologies**

Apologies were received from: Professors C Adam, D Hensher, T Hirst and M O'Connor, Associate Professors G Gurr, W Julian, R Magnusson, A F Masters, R Menzies, B Paltridge and M Thompson, Drs A Elias, S Forsyth and B Singh.

**2. Report of the Chair**

**2.1 Guidelines for the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA)**

The Chair advised that this joint meeting had been called to enable both the Graduate Studies Committee and its Postgraduate Awards Sub-Committee to have a full discussion on the latest version of the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) proposed new guidelines document. He added that it was important to reach agreement over the guidelines so that it could be finalised in time for approval by the Academic Board at its meeting on 8 December 2004. Once the guidelines were approved by the Board they would be fully analysed by the Research Office in February and March of 2005. This process would allow for any fine tuning of the details in anticipation of a full implementation of the guidelines by 2006 at the latest, but preferably in time for the second semester round of co-funded UPAs.

The Chair briefly spoke to the draft guidelines and identified the following points for consideration:

- the guidelines placed an increased emphasis on the research potential of applicants with the weight assigned to research potential rising from 2% (current guidelines) to 25% of the overall score;
- the draft guidelines had a greater differentiation between the categories of applicants with the inclusion of six different categories and a distinction made between recent and non-recent graduates;
- the established practices of scaling weighted average mark (WAM) or Honours 1 (H1) mark in certain faculties as accepted by the relevant College Ranking Committee and articulated in the existing guidelines would continue;
- there were changes to the weight and allocation of bonus points within the research potential indicators (RPI);
- opinions were split regarding the use of ISI versus DEST accredited publications when allocating RPI points; and
- greater clarity of the circumstances where applicants could be assessed as Honours 1 Equivalence (H1E) on the basis of membership of a professional organisation or learned body.

Members were invited to discuss the guidelines and the following key points were raised:

- the Sydney College of the Arts and the Conservatorium of Music expressed concern over the number of RPI points allocated for output in the art and music areas within the last five years;

- opposition was expressed from the Faculty of Arts concerning the use of the ISI listed publications to allocate points for RSI, preferring instead to use DEST acceptable publications;
- more points should be allocated for a sole author book rather than an edited book;
- international conference papers should be allocated more points than a National conference paper;
- the proposed guidelines would result in a larger number of non-recent graduate candidates receiving scholarship and this would disadvantage Honours 1 (H1) candidates applying straight from their undergraduate degree as they would be restricted in their ability to receive any RPI bonus points;
- because some faculties use WAM to allocate Honours points, H1 students would be disadvantaged as their converted score could not be 100; and
- there were problems using WAM system as some faculties use scaling of honours marks and other did not.

The Chair presented two flow charts detailing how each of the categories was assessed and the scores calculated. He noted that a computer program would be developed to enable faculties to enter applicant qualifications, their graduating years and any RPI points and the program would calculate which category the applicant could be considered in. This would automate much of the processing of applications and would reduce the resource commitments imposed on faculties and colleges in preparing their ranking lists. If the applicant was eligible to be considered for a scholarship under more than one category it was acceptable that they be considered under the category which provided them with the highest final score.

It was agreed that the implementation of the new guidelines would result in more Masters by Research graduates being eligible for an APA/UPA scholarships and that because some faculty had different emphasis on Masters by Research degrees this could result in an inadvertent inequity of scholarship allocation to certain faculties.

The Dean of Graduate Studies (DoGS) reported that the University had a 40% shortfall of unmet demand for scholarships and that the situation would worsen in 2006 with a likely decrease in centrally funded UPA scholarships on offer. He added that only 52% of candidates awarded scholarships in 1999 had completed their degrees and that this poor completion rate meant that the University was losing APA scholarship to prime competitors such as the universities of Melbourne and Queensland. It was agreed that completions were essential if the University was to sustain the number of APA scholarships allocated to it. The DoGS advised that by increasing the percentage of RPI points calculated for each applicant the selection of suitable candidates to complete degrees at the University may be improved.

The Chair summarised the key issues raised by members and it was agreed that the following amendments would be made to the guidelines:

- the guidelines would be amended to provide that members of professional bodies must complete training courses and acquire additional skills to be considered for H1E;
- the RPI would be changed to indicate that publications would be ISI and/or DEST approved;
- the RPI table of points allocated would be amended to include more points to sole publications rather than edited books;
- an additional category would be added to the 'output in the art and music area within the last five years' part of the table to separate points allocated to 'a solo exhibition in a public gallery or museum (with published catalogue)' and points allocated to 'Private gallery of standing in which the artist is asked to exhibit by invitation'; and
- the number of points allocated under the 'output in the art and music area within the last five years' table would be further amended.

The joint Committee agreed that representatives from Sydney College of the Arts and the Sydney Conservatorium of Music would discuss further the point allocations within the creative arts and music area and that these figures would be circulated to the other faculties within the College of Humanities and Social Sciences (CHASS) for comment. If there was support for these figures they would replace the points in the draft guidelines. The Chair would report on these changes at the Academic Board meeting.

Note: *The Dean of the Sydney College of the Arts, representatives from the Sydney Conservatorium of Music, the Chair and the DoGS met after the joint Committee meeting and finalised RPI points allocated for arts and music area. An amended version of the table of points allocated was circulated to faculties in CHASS.*

***Recommendation***

*That the Academic Board*

- (1) endorse the principles and philosophy of the proposed changes to the policy “Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA):Method of Award”;*
- (2) request the Research Office to undertake a detailed analysis of the impact of these guidelines on the current cohort of scholarship applications during February and March 2005;*
- (3) that the results of this analysis, incorporating any changes to the detailed calculations, be reported to the Academic Board through the Graduate Studies Committee in time for implementation in Semester One 2006 APA/UPA Round at the latest, but preferably in time for the Second Semester 2005 round of co-funded UPA’s.*

## Agenda Item 5 Report of the Academic Board

### 5. Report of the Academic Board meeting held on 8 December 2004

The report of the Graduate Studies Committee to the Academic Board is available in the agenda for the meeting of the Academic Board on 8 December 2004. The agenda may be accessed on the University's intranet at: <http://www.usyd.edu.au/su/ab>

#### 5.1 Guidelines for the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA)

The Academic Board noted that there had been a joint meeting of Graduate Studies Committee and its Postgraduate Awards Sub-Committee had been called to enable both committees to have a full discussion on the latest version of the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) proposed new guidelines document. It was anticipated that once the guidelines were approved by the Academic Board they would be fully analysed by the Research Office in February and March of 2005. This process would allow for any fine tuning of the details in anticipation of a full implementation of the guidelines by 2006 at the latest, but preferably in time for the second semester round of co-funded UPAs.

The Chair thanked Associate Professor Ross and the Dean of Graduate Studies for their work on the revisions of the Guidelines for the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA).

The Academic Board endorse the principles and philosophy of the proposed changes to the policy "Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA):Method of Award"; requested the Research Office to undertake a detailed analysis of the impact of these guidelines on the current cohort of scholarship applications during February and March 2005; and asked that the results of this analysis, incorporating any changes to the detailed calculations, be reported to the Academic Board through the Graduate Studies Committee in time for implementation in Semester One 2006 APA/UPA Round at the latest, but preferably in time for the Second Semester 2005 round of co-funded UPA's.

#### 5.2 Establishment of a Board of Studies in Rural Management

The Academic Board had noted that at its meeting of 6 December 2004 Senate approved a recommendation from the Vice-Chancellor for the establishment of a Board of Studies in Rural Management *with membership to be determined by the Academic Board*, to undertake from 1 January 2005 the functions previously undertaken by the Faculty of Rural Management.

Members of the Board had been notified of the proposal to establish the Board of Studies in Rural Management by email correspondence on 29 November 2004, and invited to comment on it.

The Academic Board approved the following membership of the Board of Studies in Rural Management:

1. Deputy Vice-Chancellor (Academic) (or nominee)
2. Pro-Vice-Chancellor – College of Sciences and Technology (or nominee)
3. Chair, Academic Board (or nominee)
4. The senior academic of Charles Sturt University, who after 1 January 2005 will be responsible for the delivery of current University of Sydney degree programs in Rural Management
5. Dean, Faculty of Agriculture Food and Natural Resources
6. Dean of Graduate Studies
7. University Librarian (or nominee)

8. One academic staff member involved in teaching University of Sydney degree programs in Rural Management at the Orange campus, appointed by the Academic Board on the nomination of the Chair of the Academic Board
9. Up to 2 additional members who may be co-opted with the approval of Academic Board
10. The Board of Studies shall be chaired by PVC – College of Sciences and Technology or, in the absence of the PVC, his or her nominee.

Meetings of the Board of Studies in Rural Management will be held as required by its Chair and a quorum shall be 3 members, one of whom shall normally be involved in delivery of degree programs in Rural Management. Meetings may be held in person or electronically and business may be conducted by circulation.

**5.3 Award with Honours – Annual Report 2002-2003**

The Academic Board had received the first annual report on honours degrees awarded in 2002 and 2003 at its October meeting where it was noted that the report contained no information on the percentages of the classes of honours awarded and it was agreed that the report would be referred back to the Undergraduate Studies Committee. The Chair of the Undergraduate Studies Committee presented a revised report which included percentages and reported that the Undergraduate Studies Committee was seeking the Board's advice on the data to be included in future reports, in particular whether or not more detail was required regarding the type of cohort represented by each faculty's data. Deans were asked to bring this issue to the attention of their faculties and to report any feedback to the Undergraduate Studies Committee secretary directly.

**5.4 Special Consideration Due to Serious Illness or Misadventure**

The Academic Board adopted the proposed revisions to Part 5 of the Academic Board Resolutions: Assessment and Examination of Coursework with effect from 1 January 2005; and adopted in principle the development of a separate policy allowing consideration for students.

**5.5 Academic Board Resolutions: Generic Attributes of Graduates**

The Academic Board approved the amended policy Academic Board Resolutions: Generic Attributes of Graduates of the University of Sydney with effect from 1 January 2005.

**5.6 Issues for consideration in 2005**

Members of the Academic Board were asked to consider issues to be addressed by the Academic Board and its committees in 2005. Suggested areas for focus included Consolidation after Phase two Reviews and the AUQA process; Implementation of the new Student Appeals Provisions; development of policies for Identifying and Assisting Students at Risk and Further refinement of promotions procedures and development of policy on fast-track promotion.

**5.7 Review of Student Appeals Provision - Implementation Team Membership**

The Academic Board noted that the membership of the review of student appeals provision implementation team would meet regularly over the next six months and the composition of the team would be:

The Chair of the Academic Board  
The Acting Pro Vice-Chancellor (Teaching and Learning)  
Associate Professor Geoff Barton, Faculty of Engineering  
Dr Alison Bashford, Faculty of Arts  
Mr Glen Condell, Examinations and Exclusions Office  
Ms Rebecca Connell, Student Advisor, Faculty of Economics and Business  
Ms Gigi Wong, SUPRA President  
Ms Rose Jackson, SRC President

The Implementation Team's terms of reference would be to develop strategies for implementation based on the recommendations from the review of student appeals provision and as recommended by Senate.

**5.8 Student Code of Conduct**

Members noted that as a result of feedback and consultation with the Academic Board and the office of the General Counsel, the Student Code of Conduct had been revised. The revised document would be circulated prior to the February 2005 Academic Board meeting where it would hopefully be endorsed in time to be implemented into the enrolment process for 2005.

**5.9 Self-Review of the Academic Board**

The Academic Board noted that as part of the self-review members had been asked to complete a questionnaire which aimed to gain an understanding of how the Academic Board approached its objectives, identify where improvements could be made and gain a sense of how well the Board is working. The responses were collated and a draft report had been received. The major findings and recommendations were to hold an orientation session for new and existing Academic Board members, information regarding the role of the Academic Board within the University should also be made more available to students and staff and some of the routine business of Academic Board be done by electronic means. The Academic Board also suggested that information regarding the Academic Board, its terms of reference, membership and web address be included in the student diary for 2005 and beyond.

**5.10 Resignation of the Chair of Graduate Studies**

The Academic Board was advised that the Chair of the Graduate Studies Committee, Associate Professor Russell Ross would be stepping down from the position and would commence special study leave from February 2005. Associate Professor Ross had been Chair of Graduate Studies since 2000 and in the time since then the Graduate Studies Committee had overseen numerous improvements in policy and procedures, including the development of a Registration of Supervisors, Review of Student Appeals Provisions and most recently the development of Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) proposed new guidelines. The Academic Board thanked Associate Professor Ross for his outstanding work as Chair of Graduate Studies and extending to him best wishes for the future.

## **Agenda Item 6** **Report of the Academic Board**

### **6. Report of the Academic Board meeting held on 2 February 2005**

The report of the Graduate Studies Committee to the Academic Board is available in the agenda for the meeting of the Academic Board on 2 February 2005. The agenda may be accessed on the University's intranet at: <http://www.usyd.edu.au/su/ab>

#### **6.1 Self-Review of the Academic Board**

Members were reminded that a Review of the Academic Board and the Academic Forum was initiated in June 2001 covering such areas as University legislation in relation to the Academic Board, the operations and activities of the Academic Board and its committees, and the Academic Board's communication across the University.

One of the recommendations of the Review was that the Board should consider self-audits from time to time, and one such self-audit was recently completed. As part of the Academic Board self-review members were asked to complete a questionnaire which aimed to gain an understanding of how the Academic Board approached its objectives, identify where improvements could be made and gain a sense of how well the Board is working.

Members of the Board noted a report containing the responses from the self-review. The report made the following recommendations:

- An introduction and orientation session be held for new Academic Board members.
- Information regarding the role of the Academic Board within the University should also be made more available to students and staff (especially new staff).
- That some of the routine business of Academic Board be done by electronic means, leaving more time during board meetings for discussion of policies, strategies and future direction of the University.
- That efforts be made towards a more efficient time-management of Academic Board meetings leaving time for more consultation with members in decision making processes.
- That consideration be given to feasibility and effectiveness of video-conferencing Academic Board meetings.
- That more follow-up procedures be implemented to appropriately monitor the effects of policy implementation or change within the university.
- New and existing members of the Academic Board could be directed to the University of Sydney Strategic Plan 1999-2004 for clarification of the University's stated "roles and values".
- That the lines of communication between the Academic Board and various stakeholders be improved.
- That self-review procedures of the Academic Board be raised as an agenda item at an Academic Board meeting.

#### **6.2 Student Code of Conduct**

The Academic Board noted that the revised Student Code of Conduct had been distributed to members on 18 January 2005. Members noted that it was originally intended that the new Code of Conduct be incorporated into the enrolment processes for Semester One 2005. However this has not been possible and the Code would now be e-mailed to all students in March 2005. Members noted that the Code of Conduct had been further revised to amend some of the definitions and terms used in the document.

A number of minor changes to Section 5 Academic Conduct were suggested and approved as follows:

- Point 1 was amended to read: “ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and resolutions of the University of Sydney. Students must not enrol in additional units of study outside the degree resolutions even if the student information system allows it when enrolling on-line. It is a student’s responsibility to maintain current information in the student information system; and observe key dates and deadlines;”; and
- Point 2 was amended to read: “read all official correspondence from the University, including email ~~and SMS messages~~.”

The Academic Board approved the immediate adoption of the amended Code of Conduct for Students.

### 6.3 AUQA Review Report

On 19 January 2005, the Australian Universities Quality Agency released its audit report on the University of Sydney. Overall the University received twenty one commendations, ten affirmations and seven recommendations. The full report is available at:

[http://www.auqa.edu.au/qualityaudit/sai\\_reports/index.shtml](http://www.auqa.edu.au/qualityaudit/sai_reports/index.shtml)

Members noted the following highlights from the Audit Report:

#### *Commendations*

Areas where AUQA commends the practices of the University of Sydney are as follows:

- AUQA commends the University of Sydney for the effectiveness of the Phase One reviews of faculties conducted by the Academic Board in leading to teaching and learning enhancements.
- AUQA commends the University of Sydney for identifying themes of strategic importance in teaching and learning; for establishing working groups to address them; and for using sound data to track progress.
- AUQA commends the University of Sydney for seeking to raise the standard of teaching by requiring all new academic staff to participate in appropriate professional development.
- AUQA commends the University of Sydney’s Faculty of Science for its Talented Students Program, which is an innovative means of ensuring that the most academically able students are able to study at a pace commensurate with their potential.
- AUQA commends the University of Sydney for its Assessment and Examination of Coursework resolution, which provides clear, detailed and sound advice to academic staff and appears to be an effective step in guiding assessment and examination practices.
- AUQA commends the University of Sydney for the improvements to the management of research training that are attendant on the establishment of the position of Dean of Graduate Studies, including the development of a strong relationship with the Sydney University Postgraduate Representative Association.

#### *Affirmations*

Areas where AUQA affirms the University of Sydney’s identification of the need for improvements to its practices are as follows:

- AUQA affirms that the University of Sydney’s development and use of graduate attributes, for both undergraduate and postgraduate courses, is still in early stages and requires further attention.
- AUQA affirms the need for the University of Sydney to ensure that changes in a unit’s mode of delivery are subject to an approval process that addresses all resourcing and pedagogic implications.

- AUQA affirms the need for the University of Sydney to update its policy on the establishment and disestablishment of research centres.

### **Recommendations**

Areas where AUQA recommends improvements to the practices of the University of Sydney are as follows:

- AUQA recommends that the University of Sydney improve coordination of student representation on University boards and committees, in order to improve the effectiveness of student input into University deliberations.
- AUQA recommends that the University of Sydney review whether its course rules and associated administrative processes are sufficiently flexible to accommodate the needs of students.

The Chair acknowledged the work of various members and committees of the University and Academic Board as follows:

Professor Ann Brewer

### **Research**

Professor Tim Hirst, DVC(R)

Professor Masud Behnia, DoGS

Ms Merrilee Robb, Director, Research Development

Dr Sean Gallagher, Director, Strategic Development

Mr Warwick Dawson and the Research Office

Research Committee of the Academic Board

### **Teaching and Learning**

Professor Paul Ramsden and Professor Judyth Sachs

Associate Professor Mike Prosser

The Institute for Teaching and Learning

Teaching and Learning Committee of the Academic Board

### **Koori Centre**

Ms Janet Mooney and the Koori Centre

### **Library**

Mr John Shipp and the University Library

## **6.4 Chairs of Standing Committees**

As mentioned at the Academic Board meeting of 8 December 2004, the Chair of the Graduate Studies Committee, Associate Professor Russell Ross, has resigned from this position with effect from February 2005. In addition, the Chair of the Teaching and Learning Committee, Professor Beth Reid, has indicated her desire to step down from this role. The Chair thanked Professor Reid for her work with the Committee.

The Chair advised members of the Academic Board that discussions were still continuing with regard to the appointment of Chairs of the Standing Committees and resolution was expected prior to the next Academic Board meeting. In the meantime it was noted that the Chair of the Academic Board would act as Chair for both the Graduate Studies Committee and the Teaching and Learning Committee.

## **6.5 Semester and Vacation Dates 2007-2010**

The Chair spoke briefly to the report and outlined the various factors reflected in the drafting of the proposed semester and vacation dates. In particular he pointed that in 2008 Easter would fall earlier than normal and that those Australian universities which had already produced calendars for 2008 would be starting their first semester

on either 25 February or 3 March. Accordingly, it was proposed that Semester One for 2008 commence on 3 March 2008.

The Academic Board endorsed the proposed semester and vacation dates for the years 2007-2010.

## **Agenda Item 7** **Report of the Acting Chair**

### **7.1 English Language Requirements**

**26-31**

There has been much discussion about the implementation of the Postgraduate English Language Requirements and the ability of Deans to waive requirements in some circumstances.

The issue was raised again at the first Academic Board meeting for 2005. It was acknowledged that the current Postgraduate English Language Requirements policy did not specify what authority Deans had to waive English language requirements in certain circumstances.

I have attached a draft version of the Postgraduate English Language Requirements policy for discussion. I believe that the amended policy will assist in clarifying the authority deans have to waiver English language requirements.

The amendments to the policy are set out in the following pages, with additions indicated by underlining and deletions indicated by strikethrough.

#### ***Recommendation***

*For discussion.*



# The University of Sydney

## Postgraduate English Language Requirements

Approved by the Academic Board on [insert date of Academic Board meeting]

Date of effect: [insert date, day after Academic Board meeting]

### 1. Policy

This policy ~~consolidates and updates~~ 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 ~~should~~ 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. ~~Procedures~~

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

~~(b) All applicants must either have a record of satisfactory achievement in tertiary studies in which the language of instruction the institution was in English and the language of instruction was English or must meet one of the following minimum English language requirements as a condition of entry (scores older than two years are not accepted):~~

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

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

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

~~(iv) Cambridge Certificate of Proficiency in English grade A or B;~~

~~(v) GCSW English language grade A or B; or~~

~~(vi) CULT (Combined Universities Language Test 70.~~

~~(c) Faculties may request the Academic Board to approve English language requirements above the minimum set out above. Approved requirements are set out in appendix one of this policy.~~

#### **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 Cambridge Certificate of Proficiency in English grade A or B;
- 4.3.3.5 GCSW English language grade A or B; or
- 4.3.3.6 CULT (Combined Universities Language Test 70); or
- 4.3.3.7 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
- 5.3.2 TOEFL (Test of English as a Foreign Language) not less than [International Office to provide equivalent] plus not less 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; 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 may approve exceptions to the limits of 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](mailto: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 ~~Admission to Undergraduate Courses at~~ [http://db.usyd.edu.au/policy/policy\\_index.stm](http://db.usyd.edu.au/policy/policy_index.stm)
  - 9.1.2 Probationary candidate and English expression at [http://db.usyd.edu.au/policy/policy\\_index.stm](http://db.usyd.edu.au/policy/policy_index.stm)
- 9.2 University policies superseded or replaced by this policy:
  - 9.2.2 Postgraduate English Language Requirements (approved 28 April 2004) at [http://db.usyd.edu.au/policy/policy\\_index.stm](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	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better plus TWE at 4.5+</li> <li>• IELTS – Overall band score of 7.0 or better, with no component being below 6.5</li> </ul>	12 May 1999
Faculty of Arts			
Faculty of Dentistry			
Faculty of Economics and Business	All postgraduate award courses except the Commerce courses	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better plus TWE at 4.5+</li> <li>• IELTS – Overall band score of 7.0 or better, with no component being below 6.0</li> </ul>	12 February 1997
Faculty of Education and Social Work	Master of Teaching	<ul style="list-style-type: none"> <li>• IELTS – Overall band score of 7.5 or better</li> </ul>	12 February 1997
Faculty of Engineering			
Faculty of Health Sciences	Doctor of Health Sciences	<ul style="list-style-type: none"> <li>• IELTS - Overall band of 7.0, with individual band of speaking and writing of no less than 6.5</li> </ul>	12 June 2002 (effective from 1 January 2003)
	Master of Occupational Therapy	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better, plus TWE at 5.0+</li> <li>• IELTS – Overall band score of 7.0 or better, with at least 6 for Speaking and 7 for Writing on each band</li> </ul>	8 December 2000
	All postgraduate Physiotherapy courses	<ul style="list-style-type: none"> <li>• IELTS – Overall band score of 7.0 or better</li> </ul>	12 February 1997
Faculty of Law	All postgraduate award courses	<ul style="list-style-type: none"> <li>• IELTS – Overall band score of 7.0 or better, with at least 6.0 in each of the components</li> </ul>	12 February 1997
Faculty of Medicine	All postgraduate award courses	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better overall, plus TWE at 4.5+</li> </ul>	13 December 2000
Faculty of Nursing	All postgraduate award courses	<ul style="list-style-type: none"> <li>• IELTS – Overall band score of 7.0 or better, with at least 7.0 in each of the components</li> </ul>	14 August 2002
Faculty of Pharmacy	All postgraduate award courses	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better plus TWE at 4.5+</li> <li>• IELTS – Overall band score of 7.0 or better, with no component being below 6.5</li> </ul>	28 April 2004 (effective from 1 January 2005)
Faculty of Rural Management			
Faculty of Science	Master of Nutrition and Dietetics; Master of Nutritional Science; Master of Applied Science (Nutrition and Dietetics); Graduate Diploma in Applied Science (Nutrition and Dietetics); and Graduate Certificate in Applied Science (Nutrition and Dietetics)	<ul style="list-style-type: none"> <li>• TOEFL – 610 or better plus TWE at 5.0+</li> <li>• CBT – 253 or better plus Essay Rating 5.0</li> <li>• IELTS – Overall band score of 7.5 or better, with at least 6.5 in each of the components</li> </ul>	28 April 2004 (effective from 1 January 2005)
	Graduate Certificate in Applied Science (Psychology of Coaching), Graduate Diploma in Applied Science (Psychology of Coaching) and Master of	<ul style="list-style-type: none"> <li>• IELTS: Overall band score of 7.5 as a minimum on each band with no band falling below a score of 6.0</li> </ul>	TBC (effective from 1 January 2005)

	Applied Science (Psychology of Coaching)		
Faculty of Veterinary Science	All postgraduate award courses except the Veterinary Public Health Management courses	<ul style="list-style-type: none"> <li>• IELTS: Overall band score of 7.0 with no band falling below a score of 6.5.</li> <li>• TOEFL: 600 or better plus TWE at 5.0+</li> <li>• CBT: 250 plus essay rating 5.0</li> </ul>	TBC (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"> <li>• TOEFL – 600 or better plus TWE at 5.0+</li> <li>• CBT – 250 plus Essay Rating 5.0</li> <li>• IELTS – Overall band score of 7.0 or better, with at least 7.0 for Speaking and 7.0 for Writing on each band.</li> </ul>	12 November 2003
Sydney College of the Arts			
Sydney Conservatorium of Music			

## Agenda Item 8 Report of the PhD Award Sub-Committee

### 8. Report of the PhD Award Sub-Committee meeting held on 7 December 2004

The Committee met on 7 December 2004 when there were present: The Chair of the PhD Award Sub-Committee (Associate Professor A F Masters) presiding, Professor J Christodoulou and Associate Professor M Harding. Ms M Kemmis was in attendance.

#### 8.2.1 Receipt of Report

The Sub-Committee **recommends** that the Graduate Studies Committee receive and note the following report of the meeting held on 7 December 2004.

#### 8.2.2 Proceedings of the Sub-Committee

##### (1) Third Quarter Report 2004

34-37

The Sub-Committee noted the Third Quarter Report for 2004 from faculties. It was noted that the average examination time continued to be greater than two months and it was agreed to suggest to the Graduate Studies Committee that faculties be asked to report on the date theses are sent to examiners and the date on which reports are received from the examiners.

Members also noted that the Dean of Graduate Studies was reviewing administrative practices related to the examination of higher degree research theses.

#### **Recommended**

*That the Graduate Studies Committee:*

- (i) *note the Third Quarter Report 2004, as set out in the report presented; and*
- (ii) *amend the quarterly report to include the date on which theses are sent to examiners and the date on which reports are received from examiners.*

##### (2) Doctor of Philosophy

###### (a) Award of the degree

The Sub-Committee noted that the Chair had considered the examiners' reports, together with the recommendations of the head of department/school concerned and the faculty board of postgraduate studies, with respect to one candidate and resolved to approve the award of the degree of Doctor of Philosophy, without further qualification.

###### (b) Award of the degree with qualification

The Sub-Committee noted that the Chair had considered the examiners' reports, together with the recommendations of the head of department/school concerned and the faculty board of postgraduate studies, with respect to two candidates and resolved to approve the award of the degree of Doctor of Philosophy, subject to emendations.

###### (c) Revise and Resubmit

The Sub-Committee noted that the Chair had considered the examiners' reports, together with the recommendations of the head of department/school concerned and the faculty board of postgraduate studies, with respect to three candidates and resolved to recommend that the degree of Doctor of Philosophy not be awarded but that the candidate be allowed to revise and re-submit the thesis.

- (d) Cases referred to the Sub-Committee**  
The Sub-Committee considered examiners' reports, together with the recommendations of the head of department/school concerned and the faculty board of postgraduate studies, with respect to two candidates and resolved to approve the award of the degree of Doctor of Philosophy, subject to emendations, in both cases.
- (e) Appointment of Examiners**  
The Sub-Committee noted that examiners had been appointed for twenty nine candidates for the degree of Doctor of Philosophy.
- (4) Doctor of Health Sciences**

  - (a) Appointment of Examiners**  
The Sub-Committee noted that examiners had been appointed for one candidate for the degree of Doctor of Juridical Studies.

### Third Quarter Report 2004

#### 8.2.2.1 Awards at faculty level

The third quarter report from faculties to the Sub-Committee on PhDs awarded at faculty level for the period 1 July to 30 September 2004 is tabulated below, with complete reports from faculties attached separately. No PhDs were awarded at faculty level for this period by the AGSM or the Faculties of Dentistry, Pharmacy and Rural Management.

Faculty	Award	Award subject to		Percentages		
		Typographical corrections	Emendations	Award	Typographical corrections	Emendations
<b>Agriculture, Food &amp; Natural Resources</b>	0	1	8	0%	11.1%	88.9%
<b>Architecture</b>	0	0	2	0%	0%	100%
<b>Arts</b>	2	8	7	11.8%	47%	41.2%
<b>Dentistry</b>	0	0	0	0%	0%	0%
<b>Economics &amp; Business</b>	0	0	2	0%	0%	100%
<b>Education &amp; Social Work</b>	1	0	3	25%	0%	75%
<b>Engineering</b>	2	0	4	33.3%	0%	66.7%
<b>Health Sciences</b>	0	0	2	0%	0%	100%
<b>Law</b>	1	0	0	100%	0%	0%
<b>Medicine</b>	0	1	24	0%	4%	96%
<b>Nursing</b>	0	1	0	0%	100%	0%
<b>Pharmacy</b>	0	0	0	0%	0%	0%
<b>Rural Management</b>	0	0	0	0%	0%	0%
<b>Science</b>	2	1	25	7.1%	3.6%	89.3%
<b>Veterinary Science</b>	0	0	1	0%	0%	100%
<b>AGSM</b>	0	0	0	0%	0%	0%
<b>College of the Arts</b>	0	0	1	0%	0%	100%
<b>Conservatorium of Music</b>	0	0	1	0%	0%	100%
<b>TOTAL</b>	<b>8</b>	<b>12</b>	<b>80</b>	<b>8%</b>	<b>12%</b>	<b>80%</b>

**8.2.2.2 Awards by PhD Award Sub-Committee**

The third quarter report on PhDs considered by the Sub-Committee indicating the recommendation of the Sub-Committee forwarded to the faculty concerned for the period 1 July to 30 September 2004 tabulated below:

<b>Faculty</b>	<b>Award</b>	<b>Typographical corrections</b>	<b>Emendations</b>	<b>Revise and resubmit</b>	<b>Non-award</b>
<b>Agriculture, Food &amp; Natural Resources</b>	0	0	0	0	0
<b>Architecture</b>	0	0	1	2	0
<b>Arts</b>	0	1	2	1	0
<b>Dentistry</b>	0	0	0	0	0
<b>Economics &amp; Business</b>	0	0	1	0	0
<b>Education &amp; Social Work</b>	0	0	0	0	0
<b>Engineering</b>	0	0	2	0	0
<b>Health Sciences</b>	0	0	4	0	0
<b>Law</b>	0	0	1	1	0
<b>Medicine</b>	0	0	2	0	0
<b>Nursing</b>	0	0	0	0	0
<b>Pharmacy</b>	0	0	1	0	0
<b>Rural Management</b>	0	0	0	0	0
<b>Science</b>	0	0	4	1	0
<b>Veterinary Science</b>	1	0	0	1	0
<b>AGSM</b>	0	0	0	0	0
<b>College of the Arts</b>	0	0	0	0	0
<b>Conservatorium of Music</b>	0	0	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>18</b>	<b>6</b>	<b>0</b>

**8.2.2.3 Total awards year to date**

The year-to-date report on PhDs awarded at faculty level or recommended by the Sub-Committee is tabulated below:

Faculty	Numbers					Percentages				
	Award	Typographical corrections	Emendations	Revise and resubmit	Non-award	Award	Typographical corrections	Emendations	Revise and resubmit	Non-award
<b>Agriculture, Food &amp; Natural Resources</b>	0	1	8	0	0	0%	11.1%	88.9%	0%	0%
<b>Architecture</b>	0	0	3	2	0	0%	0%	60%	40%	0%
<b>Arts</b>	2	9	9	1	0	9.4%	42.9%	42.9%	4.8%	0%
<b>Dentistry</b>	0	0	0	0	0	0%	0%	0%	0%	0%
<b>Economics &amp; Business</b>	0	0	3	0	0	0%	0%	100%	0%	0%
<b>Education &amp; Social Work</b>	1	0	3	0	0	25%	0%	75%	0%	0%
<b>Engineering</b>	2	0	6	0	0	25%	0%	75%	0%	0%
<b>Health Sciences</b>	0	0	6	0	0	0%	0%	100%	0%	0%
<b>Law</b>	1	0	1	1	0	33.3%	0	33.3%	33.3%	0%
<b>Medicine</b>	0	1	26	0	0	0%	3.7%	96.3%	0%	0%
<b>Nursing</b>	0	1	0	0	0	0%	100%	0%	0%	0%
<b>Pharmacy</b>	0	0	1	0	0	0%	0%	100%	0%	0%
<b>Rural Management</b>	0	0	0	0	0	0%	0%	0%	0%	0%
<b>Science</b>	2	1	29	1	0	6.1%	3.0%	87.9%	3.0%	0%
<b>Veterinary Science</b>	1	0	1	1	0	33.3%	0	33.3%	33.3%	0%
<b>AGSM</b>	0	0	0	0	0	0%	0%	0%	0%	0%
<b>College of the Arts</b>	0	0	1	0	0	0%	0%	100%	0%	0%
<b>Conservatorium of Music</b>	0	0	1	0	0	0%	0%	100%	0%	0%
<b>TOTAL</b>	<b>9</b>	<b>13</b>	<b>98</b>	<b>6</b>	<b>0</b>	<b>7.1%</b>	<b>10.3%</b>	<b>77.8%</b>	<b>4.8%</b>	<b>0%</b>

#### 8.2.2.4 Summary of examination times, third quarter 2004

The summary below is for PhDs awarded directly at faculty level without further qualification, subject to typographical corrections or emendations. The time of examination is calculated as the number of days between the date that the thesis was submitted and the date that the candidate was informed of the result (that is, the date of the letter information of award or award subject to qualification).

Averaged over all faculties 15.0% of degrees were awarded in three months or less, 38.0% in four months, 26.0% in five months, 7.0% in six months and 14.0% took longer than six months.

Faculty	Numbers								
	≤2 mths	3 mths	4 mths	5 mths	6 mths	7 mths	8 mths	9 mths	>9 mths
Agriculture, Food & Natural Resources	0	1	4	3	1	0	0	0	0
Architecture	0	0	2	0	0	0	0	0	0
Arts	0	0	6	10	0	0	1	0	0
Dentistry	0	0	0	0	0	0	0	0	0
Economics & Business	0	0	0	1	0	0	0	0	1
Education & Social Work	0	0	0	0	2	0	1	1	0
Engineering	0	2	3	1	0	0	0	0	0
Health Sciences	0	0	2	0	0	0	0	0	0
Law	0	1	0	0	0	0	0	0	0
Medicine	1	6	12	3	1	0	2	0	0
Nursing	1	0	0	0	0	0	0	0	0
Pharmacy	0	0	0	0	0	0	0	0	0
Rural Management	0	0	0	0	0	0	0	0	0
Science	0	3	8	8	2	1	3	1	2
Veterinary Science	0	0	0	0	1	0	0	0	0
AGSM	0	0	0	0	0	0	0	0	0
College of the Arts	0	0	1	0	0	0	0	0	0
Conservatorium of Music	0	0	0	0	0	0	0	0	1
<b>TOTAL</b>	<b>2</b>	<b>13</b>	<b>38</b>	<b>26</b>	<b>7</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>4</b>

**Agenda Item 9**  
**Amendment of the Resolutions of the Senate**

**9.1 Faculty of Medicine: Master of Surgery by coursework**

39

On the recommendation of its Coursework Sub-Committee of the Board of Postgraduate Studies, the Faculty of Medicine recommends that the Graduate Studies Committee recommend that the Academic Board recommend that Senate approve the amendments of the Resolutions of the Senate relating to Master of Surgery by coursework degree with effect from 1 January 2005.

The Faculty has requested an amendment to the entry requirements for the Master of Surgery by coursework degree, to include that applicants be either surgical trainees or Fellows of the Royal Australasian College of Surgeons (or equivalent). The amendments are to ensure that applicants to the degree are already committed to a career in surgery.

The amendments to resolutions are set out in the following pages, with additions indicated by underlining.

***Recommendation***

*That the Graduate Studies Committee recommend that the Academic Board recommend that Senate approve the amendments of the Resolutions of the Senate relating to Master of Surgery by coursework degree in the Faculty of Medicine, with effect from 1 January 2005t, as set out in the report presented.*

## Resolutions of the Senate

### Master of Surgery by Coursework

The Resolutions of the Senate relating to the Master of Surgery by Coursework are amended, with effect from 1 January 2005, to the following effect:

(Additions indicated by strikethrough, deletions indicated by underline)

1. Except as provided in chapter 10 of the by-laws\*\*, the Faculty may admit to candidature an applicant who:
  - (1) has successfully completed a Bachelor of Medicine or Bachelor of Surgery from approved universities or have equivalent qualifications subject to approval by the Dean; and
  - (2) is registered as a Basic Surgical Trainee (BST) or Advanced Surgical Trainee (AST) of the Royal Australasian College of Surgeons (or equivalent) or a Fellow of the Royal Australasian College of Surgeons (or equivalent).

\*\* Chapter 10 of the By-laws has been repealed and Part 9, section 47 of the *University of Sydney (Amendment Act) Rule 1999* (as amended) refers.

### Availability

2. Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:

- (1) availability of resources
- (2) availability of adequate and appropriate supervision

In considering an application for admission the Dean will take into account the quota and entrance will be based on the applicants who are most meritorious in terms of section 1 above.

### Method of progression

3. (1) A candidate for the degree shall proceed by completing units of study as prescribed by Faculty
- (2) A unit of study shall consist of lectures, tutorials and assignments as may be prescribed.
- (3) In these resolutions to complete a Unit of Study means
  - (a) to attend lectures, tutorials and seminars, if any
  - (b) to complete satisfactorily the assignments and practical work if any
  - (c) to pass the examinations of the units of study if any.

### Time limits

4. (1) A full time candidate shall complete the requirements for the Master of Surgery degree not earlier than the end of the second semester and not later than the end of the fourth semester, unless otherwise determined by Faculty.
- (2) A part-time candidate shall complete the requirements for the Master of Surgery degree not earlier than the end of the fourth semester and not later than the end of the eighth semester.

### Requirements for the degree

5. Candidates for the degree are required to satisfactorily complete 48 credit points of coursework selected from Units of Study satisfying the conditions approved by the Faculty.

### Examination

6. On completion of the requirements for the degree, the Faculty shall determine the result of candidature following a report from the Discipline Head.

### Progress

7. The Faculty may—
  - (1) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards the completion of the degree, and
  - (2) where the candidate does not show good cause, terminate the candidature.

### Credit

8. A candidate who, before admission to the candidature, has spent time in graduate study in the University of Sydney or another university and has completed course work, within 5 years except with permission of the Dean, considered by the Faculty to be equivalent to programs prescribed by the degree, may receive credit of up to 8 credit points towards the requirements for the Master of Surgery.

## Agenda Item 10 Postgraduate English Language Requirements

### 10. Postgraduate English Language Requirements

41-44

The Faculty of Education and Social Work recommends through the Graduate Studies Committee that the Academic Board approve the amendment of appendix one of the policy *Postgraduate English Language Requirements* to provide for requirements above the University minimum for admission to the Master of Teaching.

The Academic Board approved the increase of the requirement in December 1997 the Faculty wishes to add the following amendments:

- IELTS: Overall band score of 7.5 or better with no band less than 7.

The Faculty of Science proposes that the IELTS overall band score be 7.5 or better and that no band be less than 7 to ensure that students going on practice teaching have sufficient skills in English language to perform adequately in a class room situation.

The amendments to Appendix One are set out in the following pages, deletions are indicated with strikethrough, and additions are indicated by underlining.

#### **Recommendation**

*That the Graduate Studies Committee recommend that the Academic Board amend the policy "Postgraduate English Language Requirements" as set out in the report presented.*



# The University of Sydney

## Postgraduate English Language Requirements

Amended by the Academic Board on ~~8 December 2004~~ 16 March 2005

Date of effect: 1 January 2005

### 1. Policy

This policy consolidates and updates the Academic Board's position on English language requirements for applicants for postgraduate award courses.

### 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 minimum levels. Students should 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. Procedures

- (a) Applicants who have not completed an Australian educational qualification may have to provide proof of proficiency in English through internationally recognized tests such as CULT, IELTS or TOEFL or through satisfactory completion of an appropriate course at the University's Centre for English Teaching unless the applicant has a record of satisfactory achievement in tertiary studies where the language of instruction was in English.
- (b) All applicants must either have a record of satisfactory achievement in tertiary studies in which the language of the institution was English and the language of instruction was English or must meet one of the following minimum English language requirements as a condition of entry (scores older than two years are not accepted):
  - (i) IELTS (International English Language Testing Scheme) overall band score of 6.5 with a minimum of 6.0 in each band; or
  - (ii) TOEFL (Test of English as a Foreign Language) 577 plus TWE (Test of Written English) at 4.5; or
  - (iii) CBT (Computer-based TOEFL) 233 plus Essay Rating 4.5; or
  - (iv) Cambridge Certificate of Proficiency in English grade A or B;
  - (v) GCSW English language grade A or B; or
  - (vi) CULT (Combined Universities Language Test 70.
- (c) Faculties may request the Academic Board to approve English language requirements above the minimum set out above. Approved requirements are set out in appendix one of this policy.

**5. Authority**

**(1) Development/consultation**

Consultation on this policy involved the International Officer, faculties, the Postgraduate Research Training Sub-Committee, Graduate Studies Committee, and the Academic Board.

**(2) Management responsibility**

Dean of Graduate Studies

**(3) Implementation and monitoring**

Dean of Graduate Studies and Graduate Studies Committee

**(4) Review**

1 July 2006

**(5) Communication**

Academic Board Officer

**(6) Contact**

Dean of Graduate Studies

**6. Related information**

(1) Related University legislation, resolutions, policies and procedures include:

(a) University of Sydney (Amendment Act) Rule 1999 (as amended) at <http://www.usyd.edu.au/publications/calendar/>

(b) Admission to Undergraduate Courses at [http://db.usyd.edu.au/policy/policy\\_index.stm](http://db.usyd.edu.au/policy/policy_index.stm)

(2) University policies superseded or replaced by this policy:

(a) English Language Requirements: International Students at [http://db.usyd.edu.au/policy/policy\\_index.stm](http://db.usyd.edu.au/policy/policy_index.stm)

**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	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better plus TWE at 4.5+</li> <li>• IELTS – Overall band score of 7.0 or better, with no component being below 6.5</li> </ul>	12 May 1999
Faculty of Arts			
Faculty of Dentistry			
Faculty of Economics and Business	All postgraduate award courses except the Commerce courses	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better plus TWE at 4.5+</li> <li>• IELTS – Overall band score of 7.0 or better, with no component being below 6.0</li> </ul>	12 February 1997
Faculty of Education and Social Work	Master of Teaching	<ul style="list-style-type: none"> <li>• IELTS – Overall band score of 7.5 or better <u>with no band less than 7</u></li> </ul>	<del>12 February 1997</del> 16 March 2005
Faculty of Engineering			
Faculty of Health Sciences	Doctor of Health Sciences	<ul style="list-style-type: none"> <li>• IELTS - Overall band of 7.0, with individual band of speaking and writing of no less than 6.5</li> </ul>	12 June 2002 (effective from 1 January 2003)
	Master of Occupational Therapy	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better, plus TWE at 5.0+</li> <li>• IELTS – Overall band score of 7.0 or better, with at least 6 for Speaking and 7 for Writing on each band</li> </ul>	8 December 2000
	All postgraduate Physiotherapy courses	<ul style="list-style-type: none"> <li>• IELTS – Overall band score of 7.0 or better</li> </ul>	12 February 1997
Faculty of Law	All postgraduate award courses	<ul style="list-style-type: none"> <li>• IELTS – Overall band score of 7.0 or better, with at least 6.0 in each of the components</li> </ul>	12 February 1997
Faculty of Medicine	All postgraduate award courses	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better overall, plus TWE at 4.5+</li> </ul>	13 December 2000
Faculty of Nursing	All postgraduate award courses	<ul style="list-style-type: none"> <li>• IELTS – Overall band score of 7.0 or better, with at least 7.0 in each of the components</li> </ul>	14 August 2002
Faculty of Pharmacy	All postgraduate award courses	<ul style="list-style-type: none"> <li>• TOEFL – 600 or better plus TWE at 4.5+</li> <li>• IELTS – Overall band score of 7.0 or better, with no component being below 6.5</li> </ul>	28 April 2004 (effective from 1 January 2005)
Faculty of Rural Management			
Faculty of Science	Master of Nutrition and Dietetics; Master of Nutritional Science; Master of Applied Science (Nutrition and Dietetics); Graduate Diploma in Applied Science (Nutrition and Dietetics); and Graduate Certificate in Applied Science (Nutrition and Dietetics)	<ul style="list-style-type: none"> <li>• TOEFL – 610 or better plus TWE at 5.0+</li> <li>• CBT – 253 or better plus Essay Rating 5.0</li> <li>• IELTS – Overall band score of 7.5 or better, with at least 6.5 in each of the components</li> </ul>	28 April 2004 (effective from 1 January 2005)
	Graduate Certificate in Applied Science (Psychology of Coaching), Graduate Diploma in Applied Science (Psychology of	<ul style="list-style-type: none"> <li>• IELTS: Overall band score of 7.5 as a minimum on each band with no band falling</li> </ul>	TBC (effective from 1 January 2005)

	Coaching) and Master of Applied Science (Psychology of Coaching)	below a score of 6.0	
Faculty of Veterinary Science	All postgraduate award courses except the Veterinary Public Health Management courses	<ul style="list-style-type: none"> <li>• IELTS: Overall band score of 7.0 with no band falling below a score of 6.5.</li> <li>• TOEFL: 600 or better plus TWE at 5.0+</li> <li>• CBT: 250 plus essay rating 5.0</li> </ul>	TBC (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"> <li>• TOEFL – 600 or better plus TWE at 5.0+</li> <li>• CBT – 250 plus Essay Rating 5.0</li> <li>• IELTS – Overall band score of 7.0 or better, with at least 7.0 for Speaking and 7.0 for Writing on each band.</li> </ul>	12 November 2003
Sydney College of the Arts			
Sydney Conservatorium of Music			