



Graduate Studies Committee Agenda

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Supplementary Agenda for the meeting to be held at **2.00pm** on **Wednesday, 26 November 2008** in the Western Tower Room.

- | | Pages |
|---|---------------------------------------|
| 1. Apologies
Apologies have been received from: Associate Professors B Buckley, M Collins and P Dunbar-Hall. | |
| 6. Proposals for new and amended postgraduate courses | pages 3-7 |
| 6.3 Faculty of Education and Social Work: Graduate Certificate in Teaching English as a Foreign Language | pages 3-7, separate attachment |
| Recommendation
<i>That the Graduate Studies Committee recommend that the Academic Board:</i> | |
| (1) <i>approve the proposal from the Faculty of Education and Social Work to offer the Graduate Certificate in Teaching English as a Foreign Language in South Korea;</i> | |
| (2) <i>recommend that Senate endorse the Academic Board's approval of the proposal, noting there are no subsequent amendments to the Resolutions of Senate</i> | |
| <i>with effect from 1 January 2009, as set out in the report presented.</i> | |
| 8 Academic Board Policy on Advanced Standing, Credit and Exemption | pages 8-14 |
| Recommendation
<i>That the Graduate Studies Committee recommend that Academic Board approve the revisions to the policy on Advanced Standing, Credit and Exemption, as set out in the report presented.</i> | |
| 10. University of Sydney (Postgraduate Coursework) Rule 2009 | pages 15-21 |
| Recommendation
<i>That the Graduate Studies Committee note and discuss the report on the proposed University of Sydney (Postgraduate Coursework) Rule 2009, as set out in the report presented.</i> | |
| 11. General business | |

12. Next meeting

The next meeting will be held on Wednesday, 11 February 2009.

Agenda Item 6

Proposals for New and Amended Courses

6.3 Faculty of Education and Social Work: Graduate Certificate in Teaching English as a Foreign Language *pages 4-7, separate attachment*

The Faculty of Education and Social Work is proposing to offer an existing course, the Graduate Certificate in Teaching English as a Foreign Language, as an intensive five-week course in South Korea. Details of the proposal are attached.

Recommendation

That the Graduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Education and Social Work to offer the Graduate Certificate in Teaching English as a Foreign Language in South Korea;*
- (2) recommend that Senate endorse the Academic Board's approval of the proposal, noting there are no subsequent amendments to the Resolutions of Senate*

with effect from 1 January 2009, as set out in the report presented.

Proposal to deliver an intensive TEFL Course in Korea
Faculty of Education and Social Work
and
MaeKyung Media Group

Background

In August 2008 an approach was made to the Faculty by one of the University's Korean based education agents – KOKOS International Pty Ltd (Seoul) – to partner with a Korean media company (MaeKyung Media Group) to deliver an intensive five week Graduate Certificate in Teaching English as a Foreign Language (TEFL) course in Korea. This program is an award-bearing course.

KOKOS are acting as a third party intermediary between MaeKyung and the Faculty given their connections with various educational service providers including the University of Sydney. MaeKyung have undertaken previous partnerships of this nature. They are currently delivering an MBA program with the University of Manchester, and have previously delivered a Certificate Program in Intellectual Property Management in Korea with the University of Washington – see appendix 1. - *University of Washington Press Release* (available from GSC website:

http://www.usyd.edu.au/ab/committees/grad_studies/agendas.shtml)

The proposed partnership with the Faculty of Education and Social Work has come about because of a requirement that English language teachers in Korea must now be qualified to teach English. MaeKyung have identified this as a commercial opportunity and have asked the Faculty to jointly deliver its Grad Cert TEFL program to meet this requirement.

The proposed program is due to commence in early January 2009. MaeKyung will deliver marketing, logistical and administrative support and the Faculty will deliver teaching and assessment services. Similar intensive English language courses have been delivered successfully through the Faculty's Division of Professional Learning (DPL) with most of these being conducted on-shore. DPL would sponsor this agreement and manage the provision of the deliverables for the Faculty. Delivering and managing this type of activity is part of the core business of the Division.

For the purposes of this proposed agreement, the course would be offered on a per head price/minimum number of students, and would run only for one cohort over the period Jan-Feb 2009. The minimum number of students for this cohort would be 20 and the maximum would be 30. Students who then may wish to articulate to a Masters of Education degree in Teaching English to Speakers of Other Languages (TESOL) would need to study onshore in Sydney. It is assumed that if this program runs successfully, MaeKyung will consider negotiating a continuation of this program thereby presenting a significant new revenue stream for the Faculty. Any future program delivery would be subject to a new agreement/s.

To date, only preliminary negotiations have taken place with MaeKyung (via KOKOS). As a follow-up to an original generic proposal submitted, a more detailed proposal was requested and sent by MaeKyung on what it anticipated would be delivered by both parties. This has not yet been responded to given ongoing consultation with the Office of General Counsel, the Provost's Office and the pending formal review and approval process by relevant University bodies.

MaeKyung Media Group – credentials

The MaeKyung Media Group possesses media businesses in the newspaper industry, broadcasting, publishing, internet and continuing education. It is best known for its leading publication, Maeil Business Newspaper, circulated in Korea. As a pre-eminent media company, MaeKyung runs major events and educational offerings to serve business professionals (more information at the Korean-language Web site, www.mk.co.kr).

Expected Benefits to the Faculty and the wider University

The University of Sydney has the opportunity to:

- acquire a potential new revenue stream
- engage in capacity building and professional guidance thus enhancing its international reputation of as leaders in the provision of educational services
- enhance the University's standing in East Asia
- further strengthen the University's reputation as a global citizen

Financial Analysis

Key financials assumptions used in preparing a financial estimate were:

- that all income and expense assumptions have been agreed and reviewed by the Project Manager
- TEFL program has been underwritten by the MaeKyung Media Group with a minimum student intake of 20
- each component of the estimate has been costed separately
- all values, including invoicing will be in Australian Dollars
- productive labour days estimated at 160 days per annum
- teaching costs based on existing level required in the area of expertise plus on cost of 28%
- MaeKyung will deliver marketing, logistical and administrative support and the Faculty will deliver teaching and assessment services
- Detailed financial arrangements and projections have been examined by the office of the Provost.

Financial Benefits

Net Revenue to the University of \$71k which will help the faculty to reinvest in its future and demonstrates its capacity to make a financial contribution to the operational success of the faculty

Costs

The primary costs associated with the project will be the staffing and material as all the other expenses will be covered by MaeKyung. The most intangible costs will be the redirection of faculty resources to this program and away from their local Learning & Teaching and Research activities for the 6 weeks period.

Capital Funding

No capital funding associated to this project as programs are all delivered offshore in facilities provided by MaeKyung .

Risk Analysis

Risk	Description	Mitigation	Level
Financial	1. Course related costs	1. Primary costs to the Faculty associated with the project will be staffing and materials, and costing based on the productive days estimated at 160 days per annum. All the other costs will be covered by MaeKyung	1. Low
	2. Loss of revenue to Faculty	2. Ensure course marketing and the course itself are delivered through an effective partnership and that any agreement includes termination, compliance and liability clauses i.e. MaeKyung to underwrite student numbers/ revenue	2. Low

Reputational	<p>1. <i>For the University</i> - If proposal negotiations and delivery of the program are not handled appropriately and efficiently, there is potential to impact on the reputation of the Faculty/ University in Korea which is a significant export market for our educational products and services i.e. courses, research, teaching and learning</p> <p>2. <i>Partnership with MaeKyung</i> – potential risk in establishing a partnership with MaeKyung in regard to its fit and reputation</p>	<p>1. Ensure responses to the proposal are provided in a business like manner e.g. timely, concise, to the point. Also ensure any final agreement is comprehensive in terms of deliverables and includes compliance and termination clauses.</p> <p>2. Establish credentials of MaeKyung i.e. viability of company, ability to deliver their services, track record on similar partnerships</p> <p><i>Note:</i> MaeKyung have provided a credentials document, and have a history on similar joint agreements</p>	<p>1. Med</p> <p>2. Low</p>
Market penetration/ Promotional	Inability to provide marketing cut-through and therefore ensure sufficient student numbers	MaeKyung, is a large and established media group and would be expected to have a good understanding of the market, and the resources to ensure effective promotional outcomes – in this case to provide the required minimum numbers. In regard to not supplying minimum numbers, this can be addressed through the final agreement which will require MaeKyung to underwrite the course and to limit the Faculty's liability	Low
Strategic	One of the key marketing objectives of the Faculty is to identify new revenue streams and markets. This proposal provides a potentially lucrative new foothold into the TESOL/TEFL market in Korea where is significant demand for these programs. If this proposal does not proceed it may jeopardise similar agreements in Korea for the Faculty – <i>aligned to reputational risk</i>	Ensure negotiations are handled sensitively and openly and that both parties deliver as promised. Any final agreement should therefore comprehensively list out deliverables, and include clauses for compliance and termination in case issues were to arise.	Med
Student outcomes	Negative student experience if the course is not administered and conducted effectively – <i>aligned to reputational risk</i>	Ongoing monitoring of applicant and student feedback regarding efficiency and effectiveness of administration and teaching services.	Low

Potential threats to reputation and quality

Given that all risks are rated low-medium, with most rated low, this proposal, from both a reputational and commercial perspective provides a sound opportunity for the Faculty. The main reputational threats are minimal given that the proposal is still in its preliminary stage, meaning the Faculty has options to mandate quality through provisos of a final agreement, and MaeKyung appears to be a reputable organisation.

With regard to quality assurance of the program specifically, students will be subject to the same admission criteria, rules and regulations as any other University of Sydney student. The program will be fully taught by Faculty of Education and Social Work staff in intensive block mode.

Due Diligence

Overall, we believe due diligence has been applied to this project:

- To date no concerns have been identified in relation to the reputation of MaeKyung that would suggest reputational risk to the University. It appears to be a reputable and viable company with a track record in running similar joint programs i.e. University partnerships.
- Although still in the preliminary stages of consultation and negotiation no significant issues have arisen between parties. Both have delivered similar programs in the past and given the scope of this proposal i.e. an established program with a small cohort delivered within a limited time frame, it is envisaged that it would run smoothly.
- To ensure that both parties are protected, this proposal will be reviewed and approved by relevant University bodies to ensure its soundness for financial outcomes, and in regard to reputation or 'fit' with the University's mission and objectives. If it is to proceed an appropriate agreement will be drafted to ensure delivery of service and to ensure compliance.

Approval process

The Senior Executive Group will be asked to consider the proposal, and the Academic Board or its representative briefed for a minimum of in-principle approval prior to formal approval.

Dr. Ann Cheryl Armstrong
(*Proposal Sponsor*)
Director, Division of Professional Learning
Faculty of Education and Social Work
6 November 2008

Agenda Item 8

Academic Board Policy on Advanced Standing, Credit and Exemption

As discussed at the Committee's last meeting, the Admissions Sub-Committee of the Academic Board has reviewed and revised the Board's existing policy on advanced standing, credit and exemption. The Graduate Studies Committee is asked to endorse the revised policy and recommend it to the Academic Board.

Members are asked to note that the supplementary agenda contains an amended version of this policy (ref. pages 9-14).

Recommendation

That the Graduate Studies Committee recommend that Academic Board approve the revisions to the policy on Advanced Standing, Credit and Exemption, as set out in the report presented.



The University of Sydney

Admission: Advanced Standing, Credit and Exemption Policy

Approved by: Academic Board on 15 April 1998
Date of effect: 16 April 1998
Reviewed and amended by the Academic Board in 2008
Revised policy date of effect: 1 January 2009

1. Introduction

The following resolutions of the Academic Board must be read in conjunction with the *University of Sydney (Amendment Act) Rule 1999 Part 9: Admission to Courses, Division 8* and the *University of Sydney (Coursework) Rule 2000*.

2. Recognition of Institutions and Programs

Recognition of institutions and programs under these policies and procedures is the responsibility of the Undergraduate and Graduate Studies Committees of the Academic Board.

3. Definitions

Australian Tertiary Institution means a tertiary institution within the Australian Unified National System.

University As defined by the Department of Education, Employment and Workplace Relations, a University means a body:

1. that is established as a university, or recognised as a university, by or under a law of the Commonwealth, a State, the Australian Capital Territory or the Northern Territory, and
2. meets nationally agreed criteria for a university.

Course means a structured academic program leading to the award of a degree, diploma or certificate of the University.

Unit of Study (a unit) means a stand-alone component of a course.

Advanced Standing is the formal acknowledgment by the University- generally through the granting of credit- of previous academic attainment by students prior to their enrolment in their current course. ~~means students admitted to a course at the University of Sydney may be granted Advanced Standing based on previous attainment in another course at a recognized tertiary institution. Advanced standing can be is granted in the form of credit points which count towards the requirements for the course.~~

Credit Advanced standing may be granted as specific credit or non-specific credit.

Specific credit is the recognition of previously completed studies as directly equivalent to a unit of study at this University

(e.g. specific credit is given for Physics 1 [PHYS1001] at this University for Physics 1 taken at the University of Adelaide.).

Non-specific credit takes the form of a block credit for a specified number of credit points at a particular level e.g.

- this University does not teach Russian but credit may be given towards the degree of Bachelor of Arts for full first year study in Russian taken at the University of New South Wales, as 12 Junior credit points; or
- a student may be granted 48 junior credit points for the first year of an Arts degree completed at another Australian tertiary institution.

These credit points may be in a particular subject area. Non-specific The credit is not linked to a specific unit of study at this University.

Exemption

A student taking a particular unit of study is normally required to attend all prescribed lectures, seminars, tutorials and practical work. On the basis of previous study a student can, however, be exempted from completing parts of the prescribed work for a particular unit of study within a course. ~~Exemption may also be granted for the whole of a prescribed unit of study (this may also be known as a 'Waiver'). In such cases, no advanced standing will be granted and the student will be required to complete an alternative unit of study as prescribed by the Faculty.~~

Waiver

Exemption may also be granted for the whole of a prescribed unit of study: this is known as a 'Waiver'. This is usually to relieve the need to complete a prerequisite. In such cases, no credit will be granted and the student will be required to complete an alternative unit of study as prescribed by the Faculty, in order to gain sufficient credit points to meet the requirements for the degree.

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

4. Preamble

Faculties have the authority to grant credit on the basis of previous study. This policy provides a broad framework under which faculties may exercise their academic judgement in the granting of credit. The University of Sydney's policy on advanced standing, credit and exemption is based on the following broad principles:

- 4.1 granting maximum credit for appropriate prior learning previous study;
- 4.2 support for articulation with other tertiary providers and with other courses at the University of Sydney;
- 4.3 a consistent and transparent approach to the granting of credit;
- 4.4 consistency with the Group of Eight Credit Transfer Agreement (March 2007)

5. Policy

- 5.1 Entry to the University's courses is competitive and eligibility for credit or advanced standing does not guarantee an applicant a place in a course.
- 5.2 The level of credit to be granted towards a particular course shall be determined at Faculty level in accordance with this policy and the degree and faculty resolutions. Any credit granted must be consistent with the current resolutions governing progression within the course in which credit is sought. If a student is admitted to candidature for an undergraduate degree at the University of Sydney with credit for completed units of study, the maximum credit allowed will be determined by the requirement that the student complete a minimum of the equivalent of two full-time semesters of their course at the University of Sydney.
- 5.3 Regardless of the level of credit granted, any pre-requisite and co-requisite requirements must be met, unless approval to waive these requirements has been given (see 'Waiver').
- 5.4 Amount of credit to be granted.
Generally, the same unit of study cannot be counted towards the requirements for two different courses, except for approved combined degrees and the instances set out below:
- 5.4.1 Undergraduate coursework: If a student is admitted to candidature for an undergraduate degree at the University of Sydney with credit for completed units of study not counted towards an award, the maximum credit allowed will be determined by the requirement that a minimum of the equivalent of 48 credit points of their course be completed at the University of Sydney.
- Graduates*, however may be given a limited amount of credit for units of study already counted in a completed qualification. Except where provided otherwise in the specific resolutions for the course concerned, the maximum credit granted in such cases will be determined by the requirement that a graduate who is admitted to candidature for a degree of bachelor with credit for completed units of study shall attend units of study for the equivalent of at least two full-time years in that course, unless additional credit from an uncompleted course or courses has also been granted.
- 5.4.2 Postgraduate coursework: Credit towards a postgraduate coursework degree (GradCert, GradDip, Masters) will not be given for undergraduate units of study or for completed postgraduate awards except in the case of embedded programs.
- 5.4.3 Specific or non-specific credit for postgraduate study undertaken at another tertiary institution, for which an award was not made, may be granted by the faculty (s5.7) subject to a maximum equivalent of one-third of the credit point requirements for the award.
- 5.5 Credit will not normally be granted for units of study completed more than ten ~~two~~ years prior to application. Faculties may prescribe a shorter timeframe.
- 5.6 Credit may be granted for units of study completed at an Australian University as follows:
- 5.6.1 Subject to limitations outlined in University policy, units of study which are part of award courses at Australian tertiary institutions shall

generally be recognised for credit towards appropriate or equivalent awards of the University of Sydney.

5.6.2 Credit shall generally be granted for a specific unit of study where there is substantial overlap of skills, knowledge and experience at a level deemed to be equivalent to a University of Sydney unit of study.

5.6.3 Non-specific credit appropriate to the award may be granted in accordance with Faculty policies and guidelines.

~~5.6 Credit will not be automatically granted for units of study completed at an institution from which an applicant was either excluded or asked to show good cause. Faculties do, however, have the discretion to grant credit or exemption in such cases on the grounds of work completed at the other institution.~~

~~5.7 Credit may be granted for units of study completed at Australian tertiary institutions as follows:~~

~~5.7.1 Units of study which are part of award courses at Australian tertiary institutions shall generally be recognised for credit towards appropriate or equivalent awards of the University of Sydney.~~

~~5.7.2 Credit shall generally be granted for a specific unit of study where there is substantial overlap of content at a level deemed to be equivalent to a University of Sydney unit of study.~~

~~5.7.3 Non-specific credit appropriate to the award may be granted in accordance with Faculty policies and guidelines.~~

5.7 Units of study completed through:

5.7.1 recognised overseas tertiary institutions

5.7.2 registered private providers of accredited higher education courses

5.7.3 the Vocational Education and Training sector

may be recognised for specific or non-specific credit towards appropriate courses of the University of Sydney.

5.8 Credit shall be granted for completed units in other programs after evaluation by the Faculty of the program which forms the basis for the ~~for which the applicant claims~~ credit application. The program of study will be measured against factors including:

5.8.1 the general educational practices and standards of the institution(s) or system;

5.8.2 the objectives of the particular course and the methods adopted to achieve these objectives;

5.8.3 admission requirements for the course;

5.8.4 the duration of the course;

5.8.5 the breadth, depth and balance of the course material;

5.8.6 the methods of assessment;

5.8.7 the teaching staff conducting the course, including numbers, professional qualifications and experience and educational expertise;

5.8.8 the accommodation and facilities including equipment, library, laboratories, workshops and other instructional or research resources for the particular course.

5.9 Recognition of Other Prior Learning

Credit may be granted for other previous study ~~prior learning~~ where that experience can be documented. The onus shall be on the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding gained. The criteria in s5.8 may be used as a guide. Skills and knowledge gained through work or life experience may, at the discretion of the faculty, be recognised by the granting of a waiver, where it can be shown that such skills and knowledge are equivalent to those that would be gained in relevant University of Sydney studies, but not through credit. ~~Such credit shall be granted only when the applicant can demonstrate equivalent skills and knowledge to that gained if the relevant University of Sydney studies were undertaken.~~

~~5.11 Amount of Credit to be Granted~~

~~Any credit granted must be consistent with the current resolutions governing progression within the course in which credit is sought. If a student is admitted to a candidature for an undergraduate degree at the University of Sydney with credit for completed units of study, the maximum credit allowed will be determined by the requirement that the student will be required to complete a minimum of the equivalent of two full-time semesters of their course at the University of Sydney (see also section (iv) above for provisions relating to graduates admitted with credit for units of study already counted towards a degree).~~

5.10 Honours level study Degrees

Where course resolutions permit, students who have been awarded the degree of bachelor at pass level may be permitted to enrol for that degree at honours level.

6. Procedures

6.1 Each Faculty shall publish annually details of its advanced standing and credit transfer policy including the criteria to be applied and relevant deadlines.

6.2 Credit will be approved by the Faculty administering the course for which the student is enrolled and will not automatically be transferred from one course to another. With respect to combined programs, applications must be made to the faculty delivering the equivalent unit of study for which credit is sought.

6.3 Applicants seeking credit must apply to the Faculty using the University ~~on the~~ required form, and must provide satisfactory documentary evidence in support of their application.

6.4 Individual decisions about granting of credit to applicants will be made by the relevant Dean or nominee ~~Faculty officers~~ within procedures and frameworks established and maintained by the Faculty in accordance with this policy.

6.5 Advice on possible credit to be gained will be given by the relevant faculty officer to a potential student on the understanding that a final decision will be communicated if the student is admitted to the course.

6.6 A fully documented decision to grant or not grant credit shall be attached to the student's file. Documentation, including any supporting documents, must be stored and filed in accordance with current University practice.

- 6.7 A student wishing to contest a faculty's decision on the granting of credit should follow the procedures in "Resolutions of the Academic Board: Principles for student appeals against academic decisions".
- 6.8 By the end of each calendar year, each faculty will submit to the Academic Board a summary of applications for granting of credit, indicating the courses for which credit was sought and the amount granted.

Agenda Item 8

University of Sydney (Postgraduate Coursework) Rule 2009

As part of implementing the recommendations from the recent review of the University's postgraduate coursework courses, it is proposed that a new "Coursework Rule" be implemented. The new Rule is designed to outline the structure of postgraduate coursework courses, and the required elements, as set out in the review.

Members are reminded that the recommendations from the review are as follows:

1. That the University of Sydney adopt a framework recognising two types of Master's degrees:
 - The Advanced Learning Master's degree
 - The Professional Master's degree.
2. That all coursework master's programs at the University of Sydney will have the following characteristics:
 - All degrees will contain a synthesizing or "capstone" experience which will provide students with an opportunity to draw together and synthesise the learning that has taken place
 - All will provide:
 - An opportunity for research training
 - An opportunity for interdisciplinary study either through units within the degree or through an opportunity for double degree programs
 - An opportunity for professional experience or an industry relevant project
 - An opportunity for international experience
3. That there be a Postgraduate Coursework rule that sets out admission rules, minimum requirements, examination of the capstone experience, and other guidelines within which faculties can develop programs within a common framework.
4. That a template be developed for double degree programs, including combining coursework and research master's programs, that allows individual students to pursue programs tailored to their needs in consultation with the appropriate Head or Postgraduate Coordinator.
5. That Master's degrees be offered at one grade only (except in the case of certain graduate entry programs).
6. That a set of generic attributes of postgraduate coursework graduates be articulated.
7. That further investigation be undertaken to investigate ways of improving postgraduate completion rates, overall satisfaction and other aspects of the postgraduate learning experience.

The first draft of the Rule is attached for information and discussion.

Recommendation

That the Graduate Studies Committee note and discuss the report on the proposed University of Sydney (Postgraduate Coursework) Rule 2009, as set out in the report presented.



The University of Sydney

University of Sydney (Postgraduate Coursework) Rule

Approved by: Senate on xxxx
Date of effect: 1 January 2010

Latest amendment approved by:
Date of effect:

PRELIMINARY

1. Commencement and purpose of Rule

- 1.1 This Rule is made by the Senate pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.
- 1.2 This Rule comes into force on xxxx
- 1.3 This Rule governs all postgraduate coursework award courses in the University. It is to be read in conjunction with the University of Sydney (Amendment Act) Rule 1999, the University of Sydney (Coursework) Rule 2000 (as amended), and the Resolutions of the Senate and the faculty resolutions relating to each award course in that faculty.

RULES RELATING TO POSTGRADUATE COURSEWORK AWARD COURSES

1. Definitions

In this Rule terms are used with meanings as defined in the University of Sydney (Coursework) Rule 2000 (as amended). In addition:

Advanced Learning Masters. An Advanced Learning is a program of advanced study building on undergraduate study in the same academic discipline area leading to the award of a Masters degree.

defined by the Faculty concerned

Combined Degree. A combined degree is a single program with a single set of course resolutions leading to the award of two degrees (unless otherwise specified in the resolutions).

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

Professional Masters. A professional master's degree, as defined by the University of Sydney, is a Master's degree which leads to the accreditation or professional recognition necessary for employment in a specific discipline, building either on experience and prior learning in the discipline or on prior learning in an appropriate but separate discipline.

Capstone Experience is a unit of study or part of a unit of study designed by a faculty to provide an opportunity to draw together the learning that has taken place during the award, synthesise this with their prior learning and experience, and draw conclusions that form the basis for further investigation, and intellectual and/or professional growth. The capstone experience should be integrative, foster student autonomy and a trans-disciplinary perspective, and should connect with award aims and the generic attributes of graduates. The capstone experience should be undertaken towards the end of the candidature study, with the result captured in a mark or a component of a mark. The capstone experience may take the form of a long essay, thesis, project, professional

placement, comprehensive or oral examination, portfolio with commentary, performance, exhibition, public presentation, law moot or other activity appropriate to the discipline.

2. Authorities and responsibilities

- 2.1 Authorities and responsibilities for the functions set out in this Rule are also defined in the document *Academic Delegations of Authority*. The latter document sets out the mechanisms by which a person who has delegated authority may appoint an agent to perform a particular function.
- 2.2 The procedures for consideration of, and deadlines for submission of, proposals for new and amended award courses will be determined by the Academic Board.

Division 1: Award of degrees, Graduate Diplomas and Graduate Certificates

3. Classes of Postgraduate Awards by Coursework

- 3.1 The following postgraduate awards by coursework may be offered.
 - 3.1.1 Master's degree. Master's degrees by coursework are of two types.
 - 3.1.1.1 The Advanced Learning Master's degree which builds on prior undergraduate study in the discipline.
 - 3.1.1.2 The Professional Master's degree which prepares for accreditation or recognition in a specific profession, building either on prior undergraduate study in the discipline or on undergraduate study in another appropriate discipline.
 - 3.1.2 Graduate Diplomas
 - 3.1.3 Graduate Certificates
- 3.2 **All postgraduate awards by coursework are awarded in one grade only – pass.**

Division 2: Award course requirements, credit points and assessment

4. Admission to postgraduate coursework award courses

Applicants for postgraduate coursework awards shall, as a minimum, hold the qualifications set out below. Faculties may specify additional, discipline-specific requirements for all awards, including, but not restricted to, minimum GPA requirements, interviews, auditions and entrance tests, in the relevant faculty resolutions for the award course.

- 4.1 *Admission to advanced learning master's degrees by coursework.*
 - 4.1.1 An applicant for admission as a candidate for an advanced learning master's degree shall, except as provided in 4.1.2 below, hold:
 - 4.1.1.1 a degree of master in an appropriate discipline as determined by the faculty;
or
 - 4.1.1.2 a degree of bachelor (pass) **with a credit average** from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 4.1.1.3 a degree of bachelor with honours from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 4.1.1.4 an award of graduate diploma from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 4.1.1.5 a degree or award from another university or institution deemed by the faculty to be equivalent to those specified in 4.1.1.1, 4.1.1.2, 4.1.1.3 and 4.1.1.4.
 - 4.1.2 A faculty may admit as a candidate for an advanced learning master's degree an applicant not holding the awards or degrees specified in 4.1.1 but who has completed requirements for an embedded graduate diploma at the University of Sydney or in the appropriate discipline.
- 4.2 *Admission to professional master's degrees by coursework.*
 - 4.2.1 An applicant for admission as a candidate for a professional master's degree shall, except as provided in 4.2.2 below, hold:
 - 4.2.1.1 a degree of bachelor from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 4.2.1.2 a degree from another university or institution deemed by the faculty to be equivalent to that specified in 4.2.1.1; and

- 4.1.1.4 other additional professional requirements for entry as specified by the faculty in the relevant faculty resolutions
- 4.2.2 In exceptional circumstances, a Dean may admit as a candidate for a professional master's degree an applicant not holding the qualifications specified in 4.2.1, but who, in the opinion of the faculty has qualifications and experience equivalent to them and sufficient to successfully undertake the award.
- 4.3 *Admission to candidature for a graduate diploma.*
- 4.3.1 An applicant for admission as a candidate for a graduate diploma shall, except as provided in 4.3.2 below, hold:
- 4.3.1.1 a bachelor's degree from the University of Sydney in an appropriate discipline as determined by the faculty; or
- 4.3.1.2 a graduate certificate from the University of Sydney in an appropriate discipline as determined by the faculty; or
- 4.3.1.3 a degree or award from another university or institution deemed by the faculty to be equivalent to those specified in 4.3.1.1 or 4.3.1.2.
- 4.3.2 A faculty may admit as a candidate for a graduate diploma an applicant not holding the awards or degrees specified in 4.3.1 but who has completed requirements for an embedded graduate certificate in the appropriate discipline.
- 4.4 *Admission to candidature for a graduate certificate.*
- 4.4.1 An applicant for admission as a candidate for a graduate certificate shall, except as provided in 4.4.2 below, hold:
- 4.4.1.1 A bachelor's degree from the University of Sydney in an appropriate discipline as determined by the faculty; or
- 4.4.1.2 A bachelor's degree from another university or institution deemed by the faculty to be equivalent to those specified in 4.4.1.1.

Award course requirements

- 5.1 *The advanced learning master's degree.*
An advanced learning master's degree by coursework comprises a minimum of one year of full-time advanced study culminating in a capstone experience in which the student draws together the learning which has taken place during the course, integrating it with prior learning and experience. Advanced learning master's degrees will provide an optional opportunity for interdisciplinary study and research, and, where appropriate and feasible, opportunities for exchange and work-based projects and professional or industry experience.
- 5.1.1 *Title*
Advanced learning master's degrees shall carry the title Master of Arts in [discipline], Master of Science in [discipline] or a title specified in the relevant faculty resolutions.
- 5.1.2 *Requirements for the Master of Arts in [discipline] and Master of Science in [discipline].*
Candidates for the award of the Master of Arts in [discipline] or the Master of Science in [discipline] shall complete a minimum of 48 credit points of study or a greater number as specified in the faculty resolutions for the degree, including:
- 5.1.2.1 core advanced units of study as specified in the faculty resolutions for the degree; and
- 5.1.2.2 a capstone experience, designed by the faculty to provide the candidate with an opportunity to draw together the learning which has taken place within the degree; and
- 5.1.2.3 elective advanced units of study including:
- 5.1.2.3.1 an optional 12 credit points of research as set out in the faculty resolutions; and
- 5.1.2.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the

permission of the faculty of enrolment and the faculty in which the unit of study is offered; and,

- 5.1.2.4 where specified in the faculty resolutions for the degree;
 - 5.1.2.4.1 optional elective units designed by the faculty involving a professional or industry project; and where appropriate
 - 5.1.2.4.2 optional exchange units.

5.1.3 *Requirements for other advanced learning Master's degrees.*

Candidates for advanced learning Master's degrees other than the Master of Arts in [discipline] or the Master of Science in [discipline] shall complete requirements as specified in the faculty resolutions for the degree which shall include a minimum of 48 credit points of study, including:

- 5.1.2.1 core advanced units of study as specified in the faculty resolutions for the degree; and
- 5.1.2.2 a capstone experience, designed by the faculty to provide the candidate with an opportunity to draw together the learning which has taken place within the degree; and
- 5.1.2.3 elective advanced units of study including:
 - 5.1.2.3.1 an optional 12 credit points of research as set out in the faculty resolutions; and
 - 5.1.2.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered; and,
- 5.1.2.4 where specified in the faculty resolutions for the degree;
 - 5.1.2.4.1 optional elective units designed by the faculty involving a professional or industry project; and where appropriate
 - 5.1.2.4.2 optional exchange units.

5.2 *The professional master's degree*

The professional master's degree by coursework comprises a minimum of one year and a maximum of two year's full-time study leading to a qualification that contributes to professional accreditation or recognition. Where appropriate to professional requirements, professional master's degrees shall include a capstone experience, opportunities for interdisciplinary study, research, exchange and professional or industry experience.

5.2.1 *Requirements for professional master's degrees*

Candidates for professional master's degrees shall complete requirements as specified in the faculty resolutions for the degree, which shall include a minimum of 48 and a maximum of 96 credit points including:

- 5.2.1.1 Core units of study as specified in the faculty resolutions.
- 5.2.1.2 Where appropriate, a capstone experience designed by the faculty to provide the candidate with an opportunity to draw together the learning which has taken place within the degree; and
- 5.2.1.3 elective advanced units of study including where appropriate or feasible:
 - 5.2.1.3.1 an optional 12 credit points of research as set out in the faculty resolutions; and
 - 5.2.1.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered; and,
- 5.2.1.4 where specified in the faculty resolutions for the degree;
 - 5.1.2.4.1 optional elective units designed by the faculty involving a professional or industry project; and where appropriate
 - 5.1.2.4.2 optional exchange units.

5.3 *The graduate diploma*

The graduate diploma is an advanced program of study building on prior undergraduate and/or postgraduate study. It may be an embedded program in an advanced learning or professional master's program or a stand alone award.

5.3.1 *Title.*

Where it forms part of an embedded program the title of the Graduate Diploma shall be Graduate Diploma in [discipline], where [discipline] is an identifier which is unique within the faculty and is used in the title of all components of the embedded program. Where the graduate diploma is a stand alone program the title shall be as specified in the faculty resolutions.

5.3.2 *Requirements for the graduate diploma.*

Candidates for a graduate diploma shall complete a minimum of 36 and a maximum of 48 credit points of study:

5.3.2.1 core units of study as specified in the faculty resolutions for the graduate diploma; and

5.3.2.3 where appropriate, elective units of study including:

5.1.2.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered.

5.4 *The graduate certificate*

The graduate is an advanced program of study building on prior undergraduate study or, where approved by the faculty, on prior experience which is considered by the faculty to demonstrate knowledge and aptitude to undertake the units of study. The graduate certificate may be an embedded program in an advanced learning or professional master's program or a stand alone award.

5.3.1 *Title.*

Where it forms part of an embedded program the title of the Graduate Diploma shall be Graduate Diploma in [discipline], where [discipline] is an identifier which is unique within the faculty and is used in the title of all components of the embedded program. Where the graduate diploma is a stand alone program the title shall be as specified in the faculty resolutions.

5.3.2 *Requirements for the graduate diploma.*

Candidates for a graduate diploma shall complete a minimum of 36 and a maximum of 48 credit points of study:

5.3.2.1 core units of study as specified in the faculty resolutions for the graduate diploma; and

5.3.2.3 where appropriate, elective units of study including:

5.1.2.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered.

5.5 *Units of Study*

5.5.1 Candidates for a postgraduate award by coursework shall enrol in units of study in fulfillment of the requirements for the award set out in the Table of Units of Study in the relevant faculty resolutions for the award.

5.1.3.2 Candidates may enrol in other units of study not set out in the Table of Units of Study for the award as specified in the relevant faculty resolutions or with the permission of the dean of the faculty of enrolment or head of department and the dean of the faculty or head of department in which the unit of study is offered.

6. Credit,

Candidates for a postgraduate award by coursework may be granted credit for previous studies in line with Division 3 of the University of Sydney (Coursework) Rule 2000 (as amended), the relevant policies of the Academic Board policy and consistent with the following conditions:

6.1 credit will not be granted for undergraduate units of study;

6.2 credit will not be granted for completed postgraduate awards except in the case of awards in an embedded program at the University of Sydney as set out in section 7.

Put in something about credit for combined degree (ie towards both programs)

7. Assessment, Enrolment, Cross-institutional study, Progression, Discontinuation, unsatisfactory progress and exclusion, Exceptional circumstances.

Regulations regarding assessment, enrolment, credit, cross-institutional study, progression, discontinuation, unsatisfactory progress, exclusion and exceptional circumstances for postgraduate awards by coursework are as set out in Divisions 1 – 7 of the University of Sydney (Coursework) Rule 2000 (as amended).

8. Embedded programs

Faculties may establish embedded programs in an academic or professional area to establish incrementally higher levels of attainment at graduate certificate, graduate diploma and master's level, and may specify in the faculty resolutions conditions for transfer from one award in the embedded program to another.

8.1 Candidates for an award within an embedded program who have met conditions for transfer to a higher award as specified in the relevant faculty resolutions may transfer and receive up to 100% credit for units completed in the previous award according to conditions set out in the relevant faculty resolutions.

8.2 Candidates who transfer to a higher award in an embedded program after completing requirements for a shorter award shall not become graduates of the shorter award.

8.3 Graduates of an award in an embedded program who become candidates for a higher award in the same embedded program may be awarded credit according to conditions set out in the relevant faculty resolutions.

9. Combined degrees and double degrees

9.1 Faculties may establish combined degree programs allowing some units to be cross credited to both degrees provided that:

9.1.1 The minimum requirements for a double master's degree shall be 96 credit points, equating to two years full-time study.

9.2 Faculties may establish combined degree programs involving the combination of the award of bachelor and the award of master provided that:

9.2.1 The minimum requirements for a double degree combining the degree of bachelor and the degree of master shall be 196 credit points, equating to four years full-time study.

9.2.2 Students will not be permitted to proceed to units of study at the master's level demonstrating satisfactory progress in units contributing to the bachelor degree at a level determined by the faculty but, in any case, not less than a credit average.