



Academic Board Agenda

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NOTICE OF MEETING

A meeting of the **ACADEMIC BOARD** will be held at **2 pm on Wednesday 16 December 1998** in the Professorial Board Room.

Members who are unable to attend are asked to notify Erica Ring at the above address. Inquiries concerning this meeting may also be directed to Miss Ring.

Erica Ring
for
Dr W Adams
Registrar
9 December 1998

AGENDA

Pages

☆ **1. Apologies**

The following apologies have been received:

Professor H Kendig

Professor J R Lawrence

Professor R Pesman

Professor B D Roufogalis

Professor A Sefton

Professor V Spate

2. Arrangement of Agenda

☆ **2.1 Starring of items**

2.2 Adoption of unstarred items

Recommendation

That the Academic Board resolve as recommended with respect to all unstarred items.

3. Minutes of previous meeting

Yellow enclosure

Recommendation

That the Academic Board adopt the minutes of the previous meeting held on 11 November 1998 as a true record.

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

5. Report of the Chair

5.1 Report on Senate matters

- 5.1.1 Report of the Senate meeting held on 7 December 1998** Supplementary
agenda (tabled)

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 7 December 1998.



5.2 General report 9

5.2.1 Christmas party

5.2.2 Flexible Learning Working Party

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on general matters.

6. Report of the Vice-Chancellor and Principal

6.1 Report on Senate matters

- 6.1.1 Report of the Senate meeting held on 7 December 1998** Supplementary
agenda (tabled)

Recommendation

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 7 December 1998.



6.2 General report

7. Report of the Academic Forum

- 7.1 Report of the meeting held on 23 November 1998** 10-12

7.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Academic Forum meeting held on 23 November 1998.

8. Undergraduate Studies Committee

- 8.1 Report of the meeting held on 17 November 1998** 13-16

8.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 17 November 1998.

8.1.2 Amendment of the Resolutions of the Senate

Faculty of Economics

8.1.2.1 Bachelor of Economics

13

Recommendation

That the Academic Board:

- (i) *approve the proposal of the Faculty of Economics for major changes in 2000 to the existing degree of Bachelor of Economics; and*
- (ii) *amend the Resolutions of the Senate relating to the above degree, with effect from 1 January 2000, as set out in the report presented:*

8.1.2.2 Bachelor of Commerce

13-14

Recommendation

That the Academic Board:

- (i) *approve the proposal of the Faculty of Economics for major changes in 2000 to the existing degree of Bachelor of Commerce; and*
- (ii) *amend the Resolutions of the Senate relating to the above degree, with effect from 1 January 2000, as set out in the report presented:*

Faculty of Medicine

8.1.2.3 Associate Diploma in Community Health and Development

14, 16

Recommendation

That the Academic Board:

- (i) *recommend that Senate approve the proposal of the Faculty of Medicine for the introduction in 1999 of the new Associate Diploma in Community Health and Development; and*
- (ii) *recommend that Senate approve the amendment of the Resolutions of the Senate relating to the above diploma, with effect from 1 January 1999, as set out in the report presented:*

8.1.3 Proceedings of the Committee

14-15

Recommendation

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 17 November 1998 relating to the following matters:

- (1) *Review of Resolutions of the Senate, Academic Board and Faculties in respect of degrees/approval mechanisms for new or amended courses of study*
- (2) *Common result grades*
- (3) *Summer schools and policy on exclusions and credit for units of study*
- (4) *Admissions Working Party*
- (5) *Equity Advisory Committee*



8.2 Report of the Chair

9. Graduate Studies Committee

9.1 Report of the meeting held on 30 November 1998 17-57

9.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 30 November 1998.

9.1.2 Amendment of the Resolutions of the Senate

Faculty of Economics

17, 23-27

9.1.2.1 Master of International Business

9.1.2.2 Graduate Diploma in International Business

9.1.2.3 Graduate Certificate in International Business

Recommendation

That the Academic Board:

- (i) *recommend that Senate approve the proposal from the Faculty of Economics for the introduction of the new courses, the Master of International Business, the Graduate Diploma in International Business and the Graduate Certificate in International Business, for implementation in 1999; and*
- (ii) *recommend the amendment of the Resolutions of the Senate and the adoption of new Resolutions, with effect from 1 January 1999, as set out in the report presented.*

Faculty of Law

9.1.2.4 Postgraduate Resolutions

18-19, 28-55

Recommendation

That the Academic Board:

- (i) *recommend that Senate approve the proposal from the Faculty of Law for:*
 - *the abolition of Honours in coursework Master's programs,*
 - *the amendment to the requirements for research within coursework degrees and the introduction of 'postgraduate research units', and*
 - *the amendment of the Resolutions of the Senate relating to all postgraduate courses in the Faculty to provide a consolidation of postgraduate resolutions, for implementation in 1999; and*
- (ii) *recommend the amendment of the Resolutions of the Senate, with effect from 1 January 1999, as set out in the report presented.*

9.1.3 Welcome to presumptive new Chair

19

Recommendation

That the Academic Board note the report.

9.1.4 Proceedings of the Committee

20-22, 56-57

Recommendation

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 30 November 1998 relating to the following matters:

- (1) *Report of the PhD Award Sub-Committee meeting of 17 November 1998*
- (2) *Report of the Coursework Sub-Committee*

- (3) Review of management structures and processes with respect to research higher degree programs
- (4) Report of the Working party on electronic submission, examination and publication of theses
- (5) Postgraduate Supervisors' Development Program
- (6) 1999 meeting dates
- (7) Survey of the annual departmental review process for research students
- (8) Higher doctorates: Award of degree: Doctor of Engineering
- (9) Appointment of Working Parties to consider new and amended postgraduate courses: Board of Studies in Social Work
- (10) Professional doctorates
- (11) Appreciation of Professor Lawrence



9.2 Report of the Chair

10. Teaching and Learning Committee

10.1 Report of the meeting held on 5 November 1998

58

10.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 5 November 1998.

10.1.2 Proceedings of the Committee

Recommendation

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 5 November 1998 relating to the following matters:

- (1) Report of NeTTL
- (2) Teaching and Learning Showcase
- (3) Assessment policies
- (4) Flexible learning
- (5) Distribution of Grades

10.2 Report of the meeting held on 3 December 1998

59-64

10.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 3 December 1998.

10.2.2 Proceedings of the Committee

Recommendation

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 3 December 1998 relating to the following matters:

- (1) Report of Centre for Teaching and Learning
- (2) Teaching and Learning Showcase
- (3) Annual faculty teaching review
- (4) Assessment policies
- (5) Flexible learning
- (6) Distribution of Grades

- (7) CUTSD Grants
- (8) Other business
 - (a) Teaching and Learning Committee achievements
 - (b) Farewell

☆ 10.3 Report of the Chair

11. Research Committee

11.1 Report of the meeting held on 24 November 1998 65-67

11.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Research Committee meeting held on 24 November 1998.

11.1.2 The University of Sydney's policy on the receipt of funding from the Tobacco Industry 65

Recommendation

*That the Academic Board **recommend** that Senate amend its current policy in respect to Tobacco Company Funding (as adopted by Senate on 6 September 1982), with immediate effect, as follows:*

(Note: The current policy is set out below, with proposed deletions struck through and proposed addition underlined.)

The University ~~and its Departments~~ will not accept support from ~~Rothmans or any other Tobacco company that involves the nomination of the company as the source of support companies.~~

11.1.3 Proceedings of the Committee 65-67

Recommendation

That the Academic Board note the proceedings of the Research Committee meeting held on 24 November 1998 relating to the following matters:

- (1) Correspondence from the Postgraduate Student Member of the Academic Board, Mr Tim Wilkinson
- (2) Medical Research Investment Fund
- (3) Reports
 - (a) Report by the Pro Vice-Chancellor (Research)
 - (b) Report by the Director Business Liaison Office
 - (c) Report by the Director, Research Development
 - (d) Report by Director, Research and Scholarships
- (4) Moving Ahead: New Horizons - University of Sydney Strategic Plan 1999-2004

☆ 11.2 Report of the Chair

12. Academic and Staffing Committee

12.1 Report of the meeting held on 25 November 1998 68-86

12.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 25 November 1998.

12.1.2 Promotion for Teaching-only Academics 68

Recommendation

That the Academic Board approve the establishment of a one-off round of promotions in 1999 for Level A and B appointments for those members of staff whose initial appointment was at Tutor or Senior Tutor level, as recommended in the report presented.

12.1.3 Policy Document - Criteria for the Award of Clinical Titles (Levels A-D) 68, 69-76

Recommendation

That the Academic Board endorse the report and commend the policy document - Criteria for the Award of Clinical Titles (Levels A-D) to the Vice-Chancellor for approval.

12.1.4 Appointments Report 68, 78-86

Recommendation

That the Academic Board note the statistical analysis of the reports of the Pro-Vice-Chancellors (College) on academic appointments during the period 1.4.98 to 30.9.98.

12.1.5 Proceedings of the Committee 68

Recommendation

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 25 November 1998 relating to the following matters:

- (1) *Policy Document - The Appointment of all Categories of Academic Staff*
- (2) *Policy Document - Promotion of Academic Research-only staff*



12.2 Report of the Chair

13. General Business

13.1 Delegation of authority 87

Recommendation

That the Academic Board authorise the Chair to act on its behalf in respect of any urgent matters that may arise between the Board meeting on 16 December 1998 and the first 1999 Board meeting on 10 February.

13.2 Membership of the Academic Board

13.2.1 Outcomes of 1998 Academic Board elections 87-88

Recommendation

That the Academic Board note the outcomes of the Academic Board elections in 1998.

13.2.2 Appointment of a Faculty member to membership of the Board: Faculty of Veterinary Science 88

Recommendation

That the Academic Board appoint Associate Professor Grant Stone to membership of the Board under Section 42.4 of the Academic Governance Rules, to hold office from 1 January 1999 to 31 December 2000.

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- 13.3 Membership of the Central Promotions Committees** 89
Recommendation
That the Academic Board appoint the members of the Central Promotions committees for 1999 as presented in the report.
- 13.4 Membership of the Core Committee to Consider Tenure for Tenurable Staff** 89
Recommendation
That the Academic Board appoint the members of the Core Tenure Committee for 1999 as presented in the report.
- 13.5 Report of the Committee appointed to consider applications for promotion from Senior Lecturer to Associate Professor/Reader** 90-91
Recommendation
That the Academic Board note the report of the Committee appointed to consider applications for promotion from Senior Lecturer to Associate Professor/Reader.
- 13.6 1999 Academic Board meeting dates and agenda production schedule** Pink enclosure
Recommendation
That the Academic Board note the 1999 Academic Board meeting dates and the agenda production schedule.
- 13.7 Report by the Vice-Chancellor and Principal on proctorial matters**
Recommendation
That the Academic Board note the tabled report on proctorial matters.

AGENDA ITEM 5. Report of the Chair

5.2. General report

5.2.1 Christmas party

Members of the Board and many others who have assisted with the work of the Board are invited to join together for champagne and Christmas cake at the University of Sydney Club at the close of this Board meeting, at approximately 3.30pm. Invitations have been sent out separately.

5.2.2 Flexible Learning Working Party

The Flexible Learning Working Party has now met to consider comments from faculties on the report which was submitted to the September 1998 meeting of the Board. Some amendments will be made to the report in the light of those comments and the working party is developing an action plan. The revised report and action plan will be brought to the Board early in 1999.

AGENDA ITEM 7. Report of the Academic Forum

7.1 Report of the meeting of 23 November 1998

The Forum met on 23 November 1998.

1. Forum focus: "Towards a review of the Summer School Pilot Program – 1998/99"

The discussion was opened by Associate Professor J Mack, Academic Director, Summer School Pilot Program who spoke to the paper circulated in the Agenda.

Professor Mack briefly described the history behind the Summer School Pilot Program, which commenced operation in 1998. He informed members that the Program, in its first year, was small in both number of students and faculties involved, due to a number of problems; however, it was anticipated that the 1999 Pilot Program would involve a greater number of both faculties and students.

The University would review the Pilot Program early in 1999. This review would determine whether or not a summer teaching session should be continued, and if so, on what basis. The review would address organisational, academic and financial issues as well as the impact on staff and students.

A number of issues had become apparent since the first session and these included:

- the need to find a way to provide students with Second Semester results by no later than 10 December, to allow for planning by Summer School staff;
- a majority of students found the Summer School a satisfying experience and enjoyed being involved in small teaching groups, doing only one or two units of study and having time to focus closely on these particular units; and
- students appreciated the opportunity to complete degrees more quickly.

Professor Mack concluded by urging Forum members to think about how the review could be assisted. The topic was then opened for comment.

Discussion about the Summer School Pilot Program raised the following points:

- in 1998 approximately 10% of students enrolled came from outside the University of Sydney. A major group of Summer School students comprised those who had failed a pre-requisite for second year, those who had failed to realise there was a required pre-requisite for a course and students who needed a small number of credit points to finish a degree;
- all Summer School units of study were on a full fee basis; however, students looked at the overall cost of a degree compared with early completion;
- 20 scholarships were awarded for the 1998 summer session and more would be awarded in 1999;
- the Summer School provided flexibility not only for undergraduate students, but for postgraduate coursework students as well;
- possible loss of revenue needed to be considered: students who completed and passed/failed subjects during a summer session could represent a loss of HECS income to faculties the following year;
- arrangements with centres such as the Learning Assistance Centre should be formalised where possible; and
- should a summer teaching session become a permanent arrangement it would be important to ensure effective co-ordination of international students.

Professor Lawrence, on behalf of the Forum, thanked Professor Mack for his contribution to the meeting.

2. Question time

(1) Funding for postgraduate research students

In response to a question about decreased funding for postgraduate research students, particularly in the School of Chemistry, Professor Eltis responded that there was an adjustment to the funding model and this was reported at Finance Committee on 19 November in response to a question. An additional teaching band was created to enable a change in funding allocation to laboratory-based disciplines, particularly in the Colleges of Sciences and Technology and Health Sciences. The adjustment was accommodated on a cost-neutral basis which meant that variations occurred to cost levels.

Professor Eltis indicated that the changes involved were related to funds dispersal and not to a change in policy in relation to support for research. He also pointed out that there appeared to be some confusion over the impact of these changes and the impact from reduced EFTSU in some departments, including Chemistry (where the question came from). The University continued to support such initiatives as U2000. Professor Eltis indicated he would prepare a detailed response for Associate Professor Masters, after also seeking advice from the College Pro-Vice-Chancellor who had responsibility for the distribution of the on-line budget.

Professor Lawrence told the Forum that this matter could be discussed at Academic Board level should it become a significant issue.

(2) Higher Education Cost Adjustment Factor (CAF)

Clarification was sought on a newspaper article regarding discussions between the AVCC and Dr Kemp on a one-off change to the index of salary payments from the Commonwealth. Professor Eltis informed members that he had not had the opportunity to discuss this matter with the Vice-Chancellor.

It appeared from the press report that discussions may have occurred between the Chair of the AVCC and the Minister and it could be possible that there might be a change in the method of dealing with the Cost Adjustment Factor. Professor Eltis undertook to inform the Vice-Chancellor

3. Notices of motion

(1) Scaling of HSC Marks

Associate Professor R Drynan moved the following motion which was seconded by Dr D Godden:

"The Academic Forum encourages the Academic Board to seek to ensure that the scaling of HSC marks for University entry purposes is not only consistent with but is also seen by the community to be consistent with the University's assessment principle that "any aggregation of marks or grades for final results must ensure a fair outcome and be statistically defensible".

Professor Drynan spoke to the motion. The following points were made in discussion:

- that it was essential that aggregation and scaling measures be revisited;
- that although the situation was very complex, the Technical Committee on Scaling was working towards the fairest possible system; and
- community confidence would not be helped if the Academic Board was publicly critical.

The majority of members were not in favour of the motion and it was not carried.

(2) Proposed Forum focus

Associate Professor R Drynan moved the following motion, seconded by Dr D Godden:

“That the University’s representative on the NSW VCC Technical Scaling Committee be invited to address the Academic Forum to introduce a discussion of the HSC scaling procedures by explaining them.”

The Forum agreed that an explanation of, and discussion on, the HSC scaling procedures would be of benefit to members. The motion was carried.

4. Proceedings of the Forum

The Forum noted the following reports:

- (1) Report from Senate
- (2) Report from the Chair of the Academic Forum
- (3) Report from the Chair of the Academic Board
- (4) SUPRA Awards
- (5) Future Forum topics

AGENDA ITEM 8.

Report of the Undergraduate Studies Committee

8.1 Report of the meeting held on 17 November 1998

The Committee met on 17 November 1998. There were present: Professor Jocalyn Lawler (Chair), Professor Ben Boer, Mr Hal Davey, Dr David Evans, Dr Ross Gilbert, Associate Professor Christopher Gillies, Associate Professor Jill Gordon, Dr Jim Kitay, Dr Edith Lees, Ms Aileen McAuliffe, Dr Michael Walsh, Mr Luke Whittington and Mr Ross Wilson. Professor Ros Pesman (Chair, Academic Board), Dr Kathy Clapham, Ms Sue Selden and Ms Natalie Downey were present by invitation. Mrs Lynda Rose was in attendance.

1. Receipt of report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 17 November 1998.

2. Amendment of the Resolutions of the Senate

(1) Faculty of Economics

(a) Bachelor of Economics

The Faculty of Economics proposes the introduction of major changes in 2000 to the Bachelor of Economics to provide for structural changes to the degree, in order to conform with the pattern of 24 credit points per semester as required by the Academic Board by the Year 2000.

Recommendation

That the Committee recommend that the Academic Board:

- (i) recommend that Senate approve the proposal of the Faculty of Economics for major changes in 2000 to the existing degree of Bachelor of Economics; and
- (ii) recommend that Senate approve the amendment of the Resolutions of the Senate relating to the above degree, with effect from 1 January 2000 as set out below:

Bachelor of Economics

The Resolutions of the Senate relating to the degree of Bachelor of Economics (pp. 333-387, *Calendar 1998*, Vol I) are amended to the following effect from 1 January 2000:

- by replacing part of the existing section 9 with the following new part of section 9:

Pass Degree

9. In order to qualify for the award of the degree a candidate shall complete units of study to the value of 144 credit points, which shall include:

(b) Bachelor of Commerce

The Faculty of Economics proposes the introduction of major changes in 2000 to the Bachelor of Commerce to provide for structural changes to the degree, in order to conform with the pattern of 24 credit points per semester as required by the Academic Board by the Year 2000.

Recommendation

That the Committee recommend that the Academic Board:

- (i) recommend that Senate approve the proposal of the Faculty of Economics for major changes in 2000 to the existing degree of Bachelor of Commerce; and

- (ii) recommend that Senate approve the amendment of the Resolutions of the Senate relating to the above degree, with effect from 1 January 2000 as set out below:

Bachelor of Commerce

The Resolutions of the Senate relating to the degree of Bachelor of Economics (pp. 388-389, *Calendar 1998*, Vol I) are amended to the following effect from 1 January 2000:

- by replacing part of the existing section 9 with the following new part of section 9:

Pass Degree

9. In order to qualify for the award of the degree a candidate shall complete units of study to the value of 144 credit points, which shall include:

- (i) not less than 100 credit points from Table A

(2) Faculty of Medicine

(a) Associate Diploma in Community Health and Development

The Faculty of Medicine has submitted a full proposal for the introduction in 1999 of the new Associate Diploma in Community Health and Development.

The purpose of the proposal is to provide Aboriginal communities and health service providers in rural and remote areas with health workers who had practical and theoretical skills in primary health care and community development. The course has developed out of Aboriginal communities' need for health workers with appropriate skills and who have qualifications that allow further professional development, but which also meets the initial needs of students who were not academically skilled and who would not be able to travel far from their communities for other than short periods of time.

It was agreed by the Committee that the proposal be approved as an Associate Diploma of 48 credit points per year over two years, on the understanding that there was ongoing collaboration between the Faculties of Health Sciences and Medicine in relation to the course, the pathways for these students to further studies, and that the question of academic rigour also would be considered further.

Recommendation

That the Committee recommend that the Academic Board:

- (i) recommend that Senate approve the proposal of the Faculty of Medicine for the introduction in 1999 of the new Associate Diploma in Community Health and Development; and
- (ii) recommend that Senate approve the amendment of the Resolutions of the Senate relating to the above diploma, with effect from 1 January 1999 as set out in the attached document. *(Page 16)*

3. Proceedings of the Committee

(1) Review of Resolutions of the Senate, Academic Board and Faculties in respect of degrees/approval mechanisms for new or amended courses of study

The Committee noted that a second draft of the review would be prepared, together with an explanation of the purpose of the document. This would be circulated to other Academic Board committees, faculties and to the SRC for comment, for consideration by the Undergraduate Studies Committee early in 1999.

(2) Common result grades

The Committee noted that, since receiving comments on common result grades from the Faculty of Science, further advice had been sent to the Chair from Orange Agricultural College and Sydney College of the Arts. This matter would be considered further by the Undergraduate Studies Committee in 1999.

(3) Summer schools and policy on exclusions and credit for units of study

The Committee noted a response from the Registrar, and a tabled response from the Academic Director of the Summer School, on the issue of credit for Summer School courses undertaken by excluded students.

(4) Admissions Working Party

The Committee noted the report of the meeting of the Admissions Working Party held on 8 October 1998, noting also the Board's position on the UAI, which provides for students to complete one subject from the humanities and one from the sciences as well as English.

(5) Equity Advisory Committee

It was agreed that Professor Lawler would represent the Undergraduate Studies Committee on the Equity Advisory Committee, set up to advise the Deputy Vice-Chancellor (Planning & Resources) on equity matters relating to existing and prospective students, until early 1999.

Undergraduate Studies Committee Amendment of the Resolutions of the Senate

Faculty of Medicine Associate Diploma in Community Health and Development

Degrees and Diplomas of the Faculty of Medicine

The Resolutions of the Senate relating to the Degrees and Diplomas in the Faculty of Medicine (p 578 *Calendar 1998*, Vol I) are amended to the following effect from 1 January 1999:

- by inserting the following new sub-section (a) into section 2 relating to diplomas:
 2. The diplomas in the Faculty of Medicine shall be:
 - (a) Associate Diploma in Community Health and Development (AssDipCommHlthDev)
- and
- by relettering the existing sections (a) through (e).

Associate Diploma in Community Health and Development

The following new Resolutions of the Senate relating to the Associate Diploma of Community Health and Development are adopted from 1 January 1999:

1. *An applicant for admission to candidature shall apply in writing to the Faculty for such admission to candidature.*
2. Admission to candidature may be granted to an applicant who:
 - (1) furnishes evidence which satisfies the Faculty that the person is qualified to enter upon the prescribed course of study in the subject matter of this Associate Diploma;
 - (2) is employed as an Aboriginal Health Worker;
 - (3) is able to demonstrate acceptance by his/her community and support from his/her employer;
 - (4) is attached to a health service with a primary health care focus.
3. A candidate shall proceed as a part-time candidate.
4. A candidate shall be admitted to the Faculty on a probationary basis for a period not exceeding twelve months and upon completion of this period, the Faculty shall review the candidates' work and shall either confirm or terminate the candidature.
5.
 - (1) A candidate shall complete such courses and projects as may be prescribed by the Faculty on the recommendation of the Head of the Department of Rural health.
 - (2) The Head of the Department of Rural Health shall report the result of the examination of the coursework and projects to the Faculty, which will determine the result of the candidature.
6. A candidate shall complete the requirements of the Associate Diploma not earlier than the end of the second year of candidature and, except with the permission of the Faculty, on the recommendation of the Head of the Department of Rural Health, not later than the end of the fourth year of candidature.
7. The Faculty may, on recommendation of the Head of the Department of Rural Health, terminate the candidature of a candidate, who in the opinion of the Faculty, has not made satisfactory progress towards fulfilling the requirements for the Associate Diploma.

AGENDA ITEM 9.

Report of the Graduate Studies Committee

9.1 Report of the meeting held on 30 November 1998

The Committee met on 30 November 1998 when there were present: the Chair, Professor J R Lawrence, presiding, Mr B Buckley, Associate Professor L Higgins, Dr M J Mahony, Associate Professors A F Masters and A Mitchell, Dr R Mitchell, Associate Professors R Ross and C D Shorey, Professor D Siddle, Miss C Tabrett, Mr D Trudinger and Dr L Unsworth. Present by invitation were: Dr E Baily, Mr P Kandlbinder, Ms T Peseta and Professor G P Steven. Miss E R Ring was in attendance.

1. Receipt of report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 30 November 1998.

2. Amendment of the Resolutions of the Senate

(1) Faculty of Economics: Master of International Business, Graduate Diploma in International Business and Graduate Certificate in International Business

At its August meeting, the Committee had received a report from a Working Party it had appointed to consider, *inter alia*, a proposal from the Faculty of Economics for the introduction of the new courses, the Master of International Business, the Graduate Diploma in International Business and the Graduate Certificate in International Business.

The Master of International Business repackages the large variety of postgraduate units of study offered. The main difference between this degree and the Master of Commerce will be the requirement for students to have one major in the International Business area. The new degree will be able to address that segment of the market which is being unnecessarily diverted to specialist MBA programs at other universities.

On the recommendation of its Working Party, the Committee had referred the proposal to the Pro-Vice-Chancellor (College of Humanities and Social Sciences) to convene a meeting of representatives of the Faculty of Economics and the Graduate School of Business in order to resolve some outstanding issues related to the extent of potential overlap with the MBA program offered by the Graduate School of Business.

Formal advice was received subsequently from the Pro-Vice-Chancellor that these issues had been resolved satisfactorily and the proposed program could proceed. It has been agreed that the International Business program will be offered from second semester 1999. All students doing the MIB will be required to do at least one minor or a second major in addition to the compulsory major in International Business. It was also agreed to rename two units of study to more clearly distinguish them from existing GSB units.

The Committee **recommends** to the Academic Board that:

- (i) the proposal from the Faculty of Economics for the introduction of the new courses, the Master of International Business, the Graduate Diploma in International Business and the Graduate Certificate in International Business, be approved; and
- (ii) the Resolutions of the Senate be amended, and new Resolutions be adopted, with effect from 1 January 1999, as set out below. (Pages 23-27)

(2) **Faculty of Law**

The Committee received a report from a Working Party it had appointed to consider a proposal from the Faculty of Law for:

- the abolition of Honours in coursework Master's programs;
- an amendment to the requirements for research within coursework degrees and the introduction of 'postgraduate research units'; and
- the amendment of the Resolutions of the Senate relating to all postgraduate courses in the Faculty to provide a consolidation of postgraduate resolutions.

1. **Abolition of honours**

The Faculty proposes the abolition of honours for all students enrolling on or after 1 January 1999; students first enrolled prior to that date will be permitted to apply to take honours under the rules in force at the time of their enrolment.

2. **Requirements for research within coursework degrees and 'postgraduate research units'**

The Faculty proposes that the mandatory research paper which is required to be written in at least one unit of study in a masters degree carry 100% of the assessment in that subject. Subject to certain conditions, other units of study may also be assessed by way of a major research paper, which will carry between 60% and 100% of the assessment, at the election of the lecturer in charge of the unit of study. (A unit of study which is designated by the course coordinator as a 'foundation' unit will not be eligible to be taken by way of a 100% research paper assessment mode).

The Faculty believes that independent research units are a most valuable component of master's and diploma programs. Such units allow students to engage in cutting edge research, on issues of topical interest. It is therefore proposed that express provision be made for 'postgraduate research units', subject to their own policy guidelines. Master's candidates would be permitted to enrol in one or two such units up to a total of 12 credit points; diploma candidates in one only (subject to rigorous conditions).

3. **Consolidation of postgraduate resolutions**

(1) **Background**

The attached resolutions from the Faculty of Law are the product of a major project to re-cast and consolidate all postgraduate resolutions.

A systematic revision was necessitated in order to fully and properly reflect the principles agreed by the 1997 decision by the University to adopt the Student Information System (SIS). The SIS principles enshrine special requirements about credit points and student progression, together with new nomenclature for the description of units of study within a course of study for a degree. One ultimate objective of these measures is to allow automated verification of compliance with course requirements.

Faculty also accorded significant weight to a consultancy report (commissioned from Keys Young and Associates) showing that prospective students had a jaundiced view of current resolutions. Current resolutions were compared unfavourably with the style of drafting to be found in modern legislation or government and private sector documents.

(2) **Principles of drafting adopted in the consolidation**

The consolidated resolutions have been constructed in accordance with contemporary standards for clear expression of legislation and other official documents. Following the impact of the work of the NSW Law Foundation funded Centre for Plain Legal Language formerly within the Faculty of Law, these principles are now standard practice in legislative drafting at State and Federal level, and widely incorporated within the profession.

The following main principles have been adopted:

a. *Reader friendly/plain language drafting*

The primary imperative in the new document is that it should be 'reader friendly'. Policies are expressed in non-technical form where feasible. Definitions are kept to a minimum, and are grouped together in one place. Resolutions are headed so that they 'answer' common questions readers are likely to pose (standard forms of expression are retained in the body of the resolutions however).

b. *Telling the story in a logical sequence.*

The document is deliberately ordered so that fundamental questions are addressed ahead of matters of detail. Matters unfold in a logical order.

c. *Generic drafting and avoidance of repetition.*

The new resolutions take a generic rather than a 'program specific' approach. Common patterns of expression and common structures of organization are adopted. Divergent approaches have been scrutinized and standardized wherever feasible. Justified departures have then been expressed as exceptions to the overall patterns.

The document is shorter and will facilitate the introduction of new courses of study in the future.

d. *Placement of matters of detail into tables appended to the resolutions.*

The unit requirements (and any 'core' subject' obligations) have been located in tabular appendices, one for each program (or group of programs).

e. *Creation of a single document.*

Readers need to consult only one document. Previous resolutions by the distribution of material between documents authored by: (i) the Senate; (ii) the Academic Board (the 'Chapter 10 By-laws' stipulating special admission rules for admission of people other than graduates of Sydney University); and (iii) Faculty resolutions.

The consolidated resolutions overcome this difficulty by locating all material in Senate resolutions, supported by more detailed information about individual subject areas and the available units of study housed in Faculty resolutions.

The Committee **recommends** that:

- (i) the proposal from the Faculty of Law for
 - the abolition of Honours in coursework Master's programs,
 - the amendment to the requirements for research within coursework degrees and the introduction of 'postgraduate research units', and
 - the amendment of the Resolutions of the Senate relating to all postgraduate courses in the Faculty to provide a consolidation of postgraduate resolutions,be approved; and
- (ii) the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out in the report presented. *(Pages 28-55)*

3. Welcome to presumptive new Chair

The Chair welcomed Professor Grant Steven as the presumptive new Chair of the Committee.

4. Proceedings of the Committee

(1) Report of the PhD Award Sub-Committee meeting of 17 November 1998

The Committee noted that the PhD Award Sub-Committee had considered by circulation the agenda for the meeting scheduled to be held on 17 November 1998 and that:

Doctor of Philosophy

- examiners had been appointed for 28 candidates; and

Doctor of Juridical Studies

- examiners had been appointed for one candidate.

(2) Report of the Coursework Sub-Committee

The Committee received the report of the meeting of the Coursework Sub-Committee held on 16 November 1998 and noted that the Sub-Committee was addressing the following matters:

- conjoint ventures in postgraduate coursework;
- length of candidature;
- postgraduate course structures;
- Postgraduate Studies Handbook
- credit for units of study at postgraduate level; and
- template for Senate Resolutions.

(3) Review of management structures and processes with respect to research higher degree programs

The Committee received the report on the *Review of management structures and processes with respect to research higher degree programs* that had been commissioned by the Pro-Vice-Chancellor (Research) and the Chair of the Board.

Professor Siddle spoke to the report and clarified some of its recommendations. He advised the Committee that he intended to refer the review report to the Vice-Chancellor, together with his own comments and suggestions in respect of the recommendations in the report; he hoped to be able to do so with the Committee's agreement to his suggestions. Professor Siddle envisaged that the report would also be referred to the Board for its endorsement of the recommendations. He expected that a number of issues raised would be discussed by working parties of the Graduate Studies Committee.

The Committee discussed the recommendations in the report, noting that their implementation did have resource implications. Professor Steven accepted the Committee's invitation to set up a working party to give consideration to how best the recommendations relating to quality of supervision could be implemented. In addition, the Committee needed to follow up previous work done on the suggestion that the initial year of the PhD should include a structured program of activities, such as the one at the University of Adelaide.

The Committee unanimously supported the recommendation for the creation of the position of Dean of Graduate Research Studies and agreed that the position should function in collaboration with the Graduate Studies Committee and its Chair.

(4) Report of the Working party on electronic submission, examination and publication of theses

The Committee adopted the attached report from its Working Party on electronic submission, examination and publication of theses, noting that the preparation of guidelines on suitable electronic formats to assist students would enhance the provisions for electronic submission and examination. (Pages 56-57)

(5) Postgraduate Supervisors' Development Program

The Committee received a report by Mr P Kandlbinder and Ms Tai Peseta on the Postgraduate Supervisors' Development Program.

The Committee noted that the Program, conducted by the Centre for Teaching and Learning, in collaboration with the Graduate Studies Committee, had been funded through a Quality Grant made available by the PVC (Research), on the recommendation of the Chair of the Graduate Studies Committee. This year marked the final year of this funding, and a major restructure had been undertaken to ensure the continuation of postgraduate supervisor staff development.

The Committee noted that the Postgraduate Supervisors' Development Program had been evaluated each year since 1993 with suggestions from these evaluations incorporated into the subsequent programs. 1997 was the last year the program consisted solely of workshops. These workshops provided supervisors with a resource pack of information, a variety of workshop activities and opportunities for small group discussions. Feedback from the participants found the program overwhelmingly "worthwhile" and "worthy of support".

The new flexible learning program aimed to provide the participants with information on postgraduate supervision, use participatory modes of learning in addition to face-to-face workshops and permit academic staff to set their own goals and arrange their own progression through the program. The challenge had been to maintain the strong commitment to the use of the experiences of the participants as the basis for reflection on supervision and to individualise the materials to meet the participant's particular background and interests.

The Committee noted that the Board had adopted as policy the Committee's recommendation that all new and inexperienced supervisors attend the Supervisors' Development Program. What was needed was a University-wide information management system, linked to the Student Information System, which would allow data to be stored and retrieved on, for example, which staff had attended which workshops or programs and which staff had newly assumed supervisory roles. Such a management tool would allow easy identification of new and inexperienced supervisors.

The Committee commended the Centre for Teaching and Learning for the work it had done but recognised the need to ensure that all new and inexperienced supervisors participated in the programs.

(6) 1999 meeting dates

Noting that a meeting of the Academic Forum had been scheduled at the same time as the Committee's scheduled April 1999 meeting, the Committee agreed to re-schedule that meeting and to meet at 2pm on the following dates in 1999:

22 February	26 July
22 March	30 August
20 April	27 September
24 May	25 October
28 June	29 November

(7) Survey of the annual departmental review process for research students

The Committee noted an interim report from the Chair on faculty responses on the annual departmental review process for research students. The Chair reported that about half the faculties appeared to be conducting the process in an exemplary fashion. Several faculties, however, appeared to be negligent in certain aspects and he would contact those faculties before finalising his report.

(8) Higher doctorates

Award of degree: Doctor of Engineering

The Committee noted that the Chair had approved a recommendation from the Faculty of Engineering for the award of the degree of Doctor of Engineering to the following candidate and confirmed the Chair's action:

Professor Y-W Mai

**(9) Appointment of Working Parties to consider new and amended postgraduate courses
Board of Studies in Social Work**

The Committee noted that the Chair, acting on behalf of the Committee, had appointed the following Working Party to consider a proposal from the Board of Studies in Social Work for the introduction of the new degree of Doctor of Social Work:

Professor J R Lawrence (Chair)
Associate Professor R Ross
Associate Professor A Mitchell
Associate Professor J George
Professor T Carney
Associate Professor P Jones
President of SUPRA or nominee

The Committee confirmed the Chair's action.

(10) Professional doctorates

The Committee agreed that it would be timely to review the policy on professional doctorates and what constituted the research component thereof. Professor Siddle reported that relevant material was available from DDOGS following national reviews of the issues.

(11) Appreciation of Professor Lawrence

Associate Professor Ross expressed the gratitude of the Committee for the work undertaken by Professor Lawrence.

Professor Lawrence said that the past seven years had been a great deal of fun. He had appreciated the hard work, loyalty and commitment of the Committee's members and the work of Mr Charles Davidson and Miss Erica Ring.

Graduate Studies Committee Amendment of the Resolutions of the Senate

Faculty of Economics

Degrees, Diplomas and Certificates in the Faculty of Economics

The Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Economics (p 333, *Calendar 1998*, Vol 1) are amended to the following effect from 1 January 1999:

- Section 1 is amended by the addition of the following new entry:
Master of International Business (MIB)
- Section 2 is amended by the addition of the following new entry:
Graduate Diploma in International Business (GradDipIB)
- Section 3 is amended by the addition of the following new entry:
Graduate Certificate in International Business (GradCertIB)

Master of International Business

The following new Resolutions of the Senate are adopted from 1 January 1999:

MASTER OF INTERNATIONAL BUSINESS

Award of the degree

1. (1) The degree of Master of International Business shall be awarded either as a Pass degree provided that an outstanding student may be awarded the degree with merit, or as an Honours degree.
(2) The testamur shall so specify if the degree is awarded with Merit or Honours, and the testamur shall specify any major and minor subject areas as defined in section 6. below.

Eligibility for admission

2. An applicant for admission to candidature for the degree of Master of International Business shall:
 - (1) except as provided for in Chapter 10 of the by-laws be a graduate of the University of Sydney; and
 - (2) have completed a Bachelors degree or subsequent study at a standard acceptable to the Faculty.

Exemptions

3. The Faculty may deem time spent or work done towards any other degree or diploma in the University of Sydney (see section 2. above) by a candidate before admission to candidature for the degree of Master of International Business to be time spent or work done after admission, provided that the candidate has ceased to be a candidate for the other degree or diploma, and provided that exemptions constitute no more than half of the prescribed coursework for the degree.

Method of progression

4. A candidate for the degree shall proceed by coursework only.

Requirements for the degree

5. (a) To be eligible for graduation at the Pass level, a candidate must complete:
 - (i) 12 units of study in total, where each unit represents 6 credit points;
 - (ii) 4 to 6 units from a basic core of units of study approved by the Faculty (from which 4 exemptions may be offered);
 - (iii) 4 units from units of study approved by the Faculty in the area of specialisation entitled 'International Business'; and
 - (iv) at least 2 units from units of study approved by the Faculty in one of the areas of study listed in Table A in section 6. below (2 or 3 units constituting a minor in that area, 4 units constituting a major).
- (b) To be eligible for graduation at the Honours level, a candidate must complete:
 - (i) 16 units of study in total, where each unit represents 6 credit points, with an average of at least 70% for the best 12 units of study results;
 - (ii) 4 to 6 units from a basic core of units of study approved by the Faculty (from which 4 exemptions may be offered);

- (iii) between 6 and 8 units of study approved by the Faculty in the area of specialisation entitled 'International Business'; and
- (iv) between 4 and 6 units of study approved by the Faculty in one of the areas of study listed in Table A in section 6. below (constituting a major in that area).

Areas of study

6. Areas of specialisation for the degree other than International Business area are:

TABLE A

- (1) Accounting
- (2) Banking
- (3) Commercial Law
- (4) Economics
- (5) Finance
- (6) Government & Business
- (7) Industrial Relations & Human Resource Management
- (8) Management Information Systems
- (9) Management of Technology
- (10) Marketing
- (11) Operations Research
- (12) Taxation
- (13) Transport Management

TABLE B

- (1) Econometrics
- (2) Economic History
- (3) General Management
- (4) Languages

Probationary admission

7. (1) A candidate may be accepted by the Faculty on a probationary basis for a period not exceeding twelve months and, on completion of this probationary period, the Faculty shall review the candidate's work and shall either confirm the candidate's status or terminate the candidature.
- (2) In the case of a candidate accepted on a probationary basis under this resolution, the candidature shall be deemed to have commenced from the commencement of the probationary period.

Time limits

8. (1) A candidate shall engage in the University of Sydney either in full-time study for not less than two semesters or in part-time study for not less than four semesters (excluding the winter or summer sessions).
- (2) A full-time candidate shall complete the requirements for the Pass (Honours) level of the degree within six (eight) semesters from the date of first enrolment, provided that in special circumstances the Faculty may extend this period to eight (ten) semesters (excluding the summer session).
- (3) A part-time candidate shall complete the requirements for the Pass (Honours) level of the degree within eight (ten) semesters from the date of first enrolment provided that in special circumstances the Faculty may extend this period to ten (twelve) semesters (excluding the summer session).
- (4) Not more than three semesters shall have elapsed between completing requirements for the Pass level degree and beginning the requirements for the Honours level, provided that in special circumstances the Faculty may extend this period to four semesters. If a Pass level degree has already been awarded, that *testamur* will be replaced by the Honours level degree *testamur* after completing all requirements.

Progress

9. A candidate shall, on the basis of examinations and assessments at the end of each semester of candidature, satisfy the Faculty that the candidature should proceed.

Examination

10. (1) The Head of the Department concerned with each unit of study shall appoint an examiner or examiners to conduct any prescribed examinations.

- (2) The examiners shall report to the Faculty of Economics which shall determine the result of the examination.

Termination

11. The Faculty may call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Faculty, the candidate does not show good cause, terminate the candidature.

Availability

12. (1) Admission to the degree and enrolment in particular units of study or areas may be limited by quotas
- (2) In determining the quotas, the University will take into account:
 - (a) availability of resources including space, library, equipment and computing facilities
 - (b) availability of staff.
- (3) In considering applicants for admission to candidature, the Faculty shall take account of the quota and will select in preference applicants who are most meritorious in terms of section 2. above.

Graduate Diploma in International Business

The following new Resolutions of the Senate are adopted from 1 January 1999:

GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS

Eligibility for admission

1. An applicant for admission to candidature for the Graduate Diploma in International Business shall except as provided for in Chapter 10 of the by-laws, be a graduate of the University of Sydney, or have achieved a level of performance acceptable to the Faculty in the Graduate Certificate of International Business or Commerce at the University of Sydney.

Method of progression

2. A candidate for the degree shall proceed by coursework only.

Exemptions

3. The Faculty may deem time spent or work done towards any other degree or diploma in the University of Sydney (see section 1. above) by a candidate before admission to candidature for the Graduate Diploma of International Business to be time spent or work done after admission, provided that the candidate has ceased to be a candidate for the other degree or diploma and that award has not or shall not be made, and provided that exemptions constitute no more than half of the prescribed coursework for the Graduate Diploma.

Requirements for the Graduate Diploma

4. To be eligible for graduation, a candidate must complete 8 units of study from the program of which no more than 4 units of study are from a basic core of units of study approved by the Faculty, and at least 3 units of study are from the International Business area.

Probationary admission

5. (1) A candidate may be accepted by the Faculty on a probationary basis for a period not exceeding six months and, on completion of this probationary period, the Faculty shall review the candidate's work and shall either confirm the candidate's status or terminate the candidature.
- (2) In the case of a candidate accepted on a probationary basis under this resolution, the candidature shall be deemed to have commenced from the commencement of the probationary period.

Time limits

6. (1) A candidate shall engage in the University of Sydney either in full-time study for not less than two semesters or in part-time study for not less than three semesters (excluding the summer semester).
- (2) A full-time candidate shall complete the requirements within four semesters from the date of first enrolment, provided that in special circumstances the Faculty may extend this period to six semesters (excluding the summer semester).

- (3) A part-time candidate shall complete the requirements within six semesters from the date of first enrolment provided that in special circumstances the Faculty may extend this period to eight semesters (excluding the summer semester).

Progress

7. A candidate shall, on the basis of examinations and assessments at the end of each semester of candidature, satisfy the Faculty that the candidature should proceed.

Examination

8. (1) The Head of the Department concerned with each unit of study shall appoint an examiner or examiners to conduct any prescribed examinations.
(2) The examiners shall report to the Faculty of Economics which shall determine the result of the examination.

Termination

9. The Faculty may call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Faculty, the candidate does not show good cause, terminate the candidature.

Availability

10. (1) Admission to the Graduate Diploma and enrolment in particular units of study or areas may be limited by quotas
(2) In determining the quotas, the University will take into account:
(a) availability of resources including space, library, equipment and computing facilities and
(b) availability of staff.
(3) In considering applicants for admission to candidature, the Faculty shall take account of the quota and will select in preference applicants who are most meritorious in terms of section 1. above.

Graduate Certificate in International Business

The following new Resolutions of the Senate are adopted from 1 January 1999:

GRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS

Eligibility for admission

1. An applicant for admission to candidature for the Graduate Certificate in International Business shall except as provided for in Chapter 10 of the by-laws, be a graduate of the University of Sydney, or have furnished evidence that satisfies the Faculty that the person is qualified to enter upon the prescribed units of study of study for the Graduate Certificate.

Method of progression

2. A candidate for the degree shall proceed by coursework only.

Exemptions

3. The Faculty may deem time spent or work done towards any other degree or diploma or certificate in the University of Sydney (see section 1. above) by a candidate before admission to candidature for the Graduate Certificate of International Business to be time spent or work done after admission, provided that the candidate has ceased to be a candidate for the other degree or diploma or certificate and that award has not or shall not be made, and provided that exemptions constitute no more than half of the prescribed coursework for the Graduate Certificate.

Requirements for the Graduate Certificate

4. To be eligible for graduation, a candidate must complete 4 units of study from the program of which no more than 2 units of study are from a basic core of units of study approved by the Faculty, and at least 2 units of study are from the International Business area.

Time limits

5. (1) A candidate shall engage in the University of Sydney either in full-time study for not less than one semester or in part-time study for not less than two semesters (excluding the summer semester).
(2) A full-time candidate shall complete the requirements within two semesters from the date of first enrolment, provided that in special circumstances the Faculty may extend this period to three semesters (excluding the summer semester).

-
- (3) A part-time candidate shall complete the requirements within four semesters from the date of first enrolment provided that in special circumstances the Faculty may extend this period to five semesters (excluding the summer semester).

Progress

6. A candidate shall, on the basis of examinations and assessments at the end of each semester of candidature, satisfy the Faculty that the candidature should proceed.

Examination

7. (1) The Head of the Department concerned with each unit of study shall appoint an examiner or examiners to conduct any prescribed examinations.
(2) The examiners shall report to the Faculty of Economics which shall determine the result of the examination.

Termination

8. The Faculty may call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Faculty, the candidate does not show good cause, terminate the candidature.

Availability

9. (1) Admission to the Graduate Certificate and enrolment in particular units of study or areas may be limited by quotas
(2) In determining the quotas, the University will take into account:
(a) availability of resources including space, library, equipment and computing facilities and
(b) availability of staff.
(3) In considering applicants for admission to candidature, the Faculty shall take account of the quota and will select in preference applicants who are most meritorious in terms of section 1. above.

Faculty of Law

Consolidated Resolutions of the Senate and Faculty for Master's Degrees and Graduate Diplomas (1998)

The Resolutions of the Senate relating to all Master's degrees and Graduate Diplomas in the Faculty of Law (pp 566-75, *Calendar 1998*, Vol 1) are replaced by the following new Resolutions:

The following table sets out the new consolidated form of the resolutions (left-hand column) and the former resolutions upon which they are based (right-hand column, in italics).

Where an old resolution has been used verbatim, the reference will be of the form "Cal. 1996 Res. Sen. (LLM) 1". Where the wording of an old resolution has been altered the reference will be of the form "cf. Cal. 1996 Res. Sen. (LLM) 1". Where the old resolution has been substantially modified the reference will be of the form "Cal. 1996 Res. Sen. (LLM) 1 (modified)". Where a resolution is new the reference will be simply "new".

The following abbreviations have been used:

Cal. 1996	<i>1996 Calendar</i>
Res. Sen. (LLM)	<i>Resolutions of the Senate for LLM</i>
Res. Fac. (GradDipCrim)	<i>Resolutions of the Faculty for GradDipCrim</i>

NEW CONSOLIDATED RESOLUTIONS 1998	OLD RESOLUTIONS
<p>Resolutions of the Senate for Masters Degrees and Graduate Diplomas in the Faculty of Law</p> <p>In these resolutions:</p> <p>'Committee' means the Postgraduate Studies Committee of the Faculty or its delegate;</p> <p>'degree' means the degree of Master of Administrative Law and Policy, Master of Asian and Pacific Legal Systems, Master of Criminology, Master of Environmental Law, Master of Health Law, Master of International Law, Master of International Taxation, Master of Jurisprudence, Master of Labour Law and Relations, Master of Laws or Master of Taxation;</p> <p>'diploma' means the Graduate Diploma in Commercial Law, Graduate Diploma in Corporate, Securities and Finance Law, Graduate Diploma in Criminology, Graduate Diploma in International Law, Graduate Diploma in International business Law, Graduate Diploma in Environmental Law, Graduate Diploma in Jurisprudence, Graduate Diploma in Taxation or Graduate Diploma of Law;</p> <p>'course of study' means the course of study towards the relevant degree or diploma;</p> <p>'Faculty' means the Faculty of Law.</p> <p>'program coordinator' means the person in charge of the relevant course of study;</p>	

'pre-1999 candidate' means a candidate first enrolled in the relevant course of study before January 1999 and **'prescribed foundational unit'** means a unit of study designated by the program coordinator as unsuitable to be assessed entirely by research paper.

1. Graduate programs

What is the range of programs available?

1.1 Applications may be made to the Faculty for candidature for the following programs —

- (a) Masters Degrees by coursework:
 - Master of Administrative Law and Policy (MALP)
 - Master of Asian and Pacific Legal Systems (MAPLS)
 - Master of Criminology (MCrim)
 - Master of Environmental Law (MEL)
 - Master of Health Law (MHL)
 - Master of International Taxation (MintTax)
 - Master of International Law (MIL)
 - Master of Jurisprudence (MJur)
 - Master of Labour Law and Relations (MLLR)
 - Master of Laws (LLM)
 - Master of Taxation (MTax)
- (b) Masters Degrees by thesis:
 - Master of Laws (LLM)
 - Master of Criminology (MCrim)
- (c) Graduate Diplomas:
 - Graduate Diploma in Commercial Law (GradDipCommLaw)
 - Graduate Diploma in Corporate, Securities and Finance Law (GradDipCorpLaw)
 - Graduate Diploma in Criminology (GradDipCrim)
 - Graduate Diploma in International Law (GradDipIL)
 - Graduate Diploma in International Business Law (Grad Dip Int Bus)
 - Graduate Diploma in Environmental Law (GradDipEnvLaw)
 - Graduate Diploma in Jurisprudence (GradDipJur)
 - Graduate Diploma in Taxation (GradDipTax)
 - Graduate Diploma of Law (GradDipLaw)

2. Admission

General

What are the requirements for admission

2.1 An applicant may be admitted to candidature for the particular degree or diploma if the applicant holds such qualifications at such levels of achievement on such terms and conditions as may be determined from time to time by the Faculty.

Incorporates all previous resolutions concerning admission criteria

<p>2.2 In the Master of Laws an applicant may be admitted an applicant to candidature as a candidate either for the Master of Laws by coursework or the Master of Laws by thesis on such terms and conditions as may be determined from time to time by the Faculty.</p> <p>2.3 In the Master of Criminology an applicant may be admitted to candidature as a candidate for either the Master of Criminology by coursework or the Master of Criminology by thesis on such terms and conditions as may be determined from time to time by the Faculty.</p> <p><i>How do I apply for admission?</i></p>	
<p>2.4 Applications for admission to candidature must be made in writing to the Faculty by the time and in the manner determined by the Faculty from time to time. The Faculty refers such applications to the Committee or its nominee.</p> <p><i>What is the language of study and assessment?</i></p>	<p><i>cf. Cal. 1996 Res. Sen. (MALP, etc.) 3(1), Res. Sen. (LLM) 2(1). This resolution incorporates Cal. 1996 Res. Sen. (LLM) 7, 13, Res. Sen. (GradDipCrim, etc.) 1A(a)</i></p>
<p>2.5 The language of study and assessment is English. Before accepting an application the Faculty may require the applicant to demonstrate proficiency in English (including undertaking a specified program of study in English).</p> <p><i>Can I study on a part-time basis?</i></p>	<p><i>1997 Law Handbook Res. Fac. (LLM) 14, Res. Fac. (MALP) 13, Res. Fac. (MAPLS) 13, Res. Fac. (MCrim) 10, Res. Fac. (MEL) 12, Res. Fac. (MHL) 13, Res. Fac. (MJur) 10, Res. Fac. (MLLR) 12, Res. Fac. (MTax) 9, Res. Fac. (Grad Dip general) 2</i></p>
<p>2.6 An applicant may be admitted as either a full-time or a part-time candidate for the degree or diploma.</p> <p>Coursework candidates <i>What are the admission requirements for Masters degrees and Graduate diplomas?</i></p>	<p><i>New</i></p>
<p>2.7 An applicant may be admitted to candidature for a Masters degree or Graduate diploma if</p> <p>(a) the applicant has completed a degree of Bachelor of Laws or equivalent at a level of merit sufficient for the program of study; or</p> <p>(b) the applicant has completed with sufficient merit for the program of study all the examinations of the Joint Examinations Committee of the Supreme Court of New South Wales.</p> <p><i>What if I do not have a legal qualification?</i></p>	<p><i>Cal. 1996 Res. Sen. (LLM) 2(2), 28, Res. Sen. (MALP, etc.) 2(2), Res. Sen. (GradDipCrim, etc.) 1(a,b)</i></p>
<p>2.8 An applicant may be admitted to candidature for a Masters degree or Graduate diploma (excluding the Master of Laws, Graduate Diploma of Law and Graduate Diploma in Commercial Law) if</p> <p>(a) the applicant holds a degree or completed qualification which, in the Committee's opinion, is equivalent to an undergraduate degree; and</p> <p>(b) that degree or completed qualification has been obtained at a level of merit which the Committee considers sufficient to enable the candidate to undertake the course of study; and</p>	<p><i>cf. Cal. 1996 By-Laws Chap. 10 Res. Higher degree and diploma candidature for graduates of other institutions) 2(1), Cal. 1996 Res. Sen. (MALP etc.) 2(3,4)</i></p> <p><i>1997 Law Handbook p 52</i></p>

¹ Faculty has stipulated that non-law candidates for the MHL must hold a degree in law, medicine, nursing or other relevant health care field.

<p>(c) that degree or completed qualification is obtained within any fields stipulated by Faculty as required for non-law candidates for a specialist degree.¹</p>	
<p>2.9 Candidates in the following degrees and diplomas, who do not have a legal qualification or prior orientation, may be required to attend a short, intensive bridging course on law and legal methodology:</p> <p>Master of International Law Master of Administrative Law and Policy Master of Asian and Pacific Legal Systems Master of Environmental Law Master of Health Law Master of Labour Law and Relations Graduate Diploma of International Law Graduate Diploma of International Business Law Graduate Diploma of Environmental Law</p> <p>Thesis candidates <i>How are applications for admission to candidature for the Master of Laws by thesis and for the Master of Criminology by thesis assessed?</i></p>	<p>1997 Law Handbook Res. Fac. (MALP) 3, Res. Fac. (MAPLS) 3, Res. Fac. (MEL) 5, Res. Fac. (MHL) 3(a), Res. Fac. (MLLR) 5, Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997) p. 9. Note: 1997 Law Handbook Res. Fac. (MHL) 3(b) removed.</p>
<p>2.10 Applications for admission to candidature for the Master of Laws by thesis or for the Master of Criminology by thesis are assessed on the basis of:</p> <p>(a) suitability and sufficiency of merit of prior qualifications (an LLB or equivalent, in the case of the LLM);</p> <p>(b) suitability of proposed topic; and</p> <p>(c) availability of appropriate supervision.</p>	<p>New</p>
<p>2.11 (a) A thesis candidate must apply in writing for the Committee's approval of the subject of the proposed thesis.</p>	<p>Cal. 1996 Res. Sen. (LLM) 5(a), Res. Sen. (MALP, etc.) 10</p>
<p>(b) The Committee appoints a member of the University's academic staff, or in exceptional cases and in accordance with University policies, another suitably qualified person, as supervisor of each candidate.</p>	<p>Cal. 1996 Res. Sen. (LLM) 5(c), Res. Sen. (MALP, etc.) 10</p>
<p>3. Course requirements</p> <p>Coursework candidates <i>What are the general course requirements for Masters degrees by coursework and Graduate diplomas?</i></p>	
<p>3.1 (a) Subject to the requirements for particular courses of study referred to in sections 3.2-3.22, a candidate for a Master's degree by coursework must:</p> <p>(i) attend classes in units of study totalling 48 credit points chosen from the units of study prescribed by the Faculty as units of study leading to the degree and</p> <p>(ii) pass the assessments in those units of study, and,</p> <p>(iii) for pre-1999 candidates only, if eligible and permitted to enroll for an</p>	<p>1997 Law Handbook Res. Fac. (LLM) 1(b), Res. Fac. (MALP) 1(a), Res. Fac. (MAPLS) 1(a), Res. Fac. (MCrim) 1(a), Res. Fac. (MEL) 1(a), Res. Fac. (MHL) 1(a), Res. Fac. (MJur) 1, Res. Fac. (MLLR) 1(a), Res. Fac. (MTax) 1(a)</p>

<p>honours dissertation, successfully complete that dissertation at the stipulated standard in addition to the 48 credit points.</p>	
<p>(b) Subject to the requirements for particular courses of study referred to in sections 3.2-3.25, a candidate for a diploma must: (i) attend classes in units of study totalling 24 credit points chosen from the units of study prescribed by the Faculty as units of study leading to the diploma; and (ii) pass the assessments in those units of study.</p> <p><i>What are the particular requirements for the Master of Criminology and the Master of Jurisprudence?</i></p>	<p><i>cf. Cal. 1996 Res. Sen. (GradDipCrim etc.) 5, Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997) p. 14. Changes made to Cal. 1996 Res. Sen. (GradDipCrim etc.) 3,4</i></p>
<p>3.2 A candidate for the Master of Criminology by coursework must either</p> <p>(a) (i) attend classes in units of study totalling 48 credit points chosen from the units of study prescribed by the Faculty as units of study leading to the degree; and (ii) pass the assessments in those units of study; or</p> <p>(b) (i) complete a research project worth 12 credit points on a topic approved by the program coordinator; and (ii) attend classes in units of study totalling 36 credit points chosen from the units of study prescribed by the Faculty as units of study leading to the degree; and</p> <p>(iii) pass the assessments in those units of study.</p>	<p><i>cf. Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997) p. 13</i></p>
<p>3.3 (a) A candidate for the Master of Jurisprudence must</p>	
<p>(i) attend classes in units of study totalling 36 credit points chosen from the units of study prescribed by the Faculty as units of study leading to the degree; and</p> <p>(ii) pass the assessment in those units of study; and</p>	<p><i>1997 Law Handbook Res. Fac. (MJur) 1(a)</i></p>
<p>(iii) complete a research project worth 12 credit points within the subject matter of the course of study as approved by the Head of the Department of Jurisprudence.</p>	<p><i>1997 Law Handbook Res. Fac. (MJur) 1(b)</i></p>
<p>(b) With the permission of the Head of Department of Jurisprudence, a candidate for the Master of Jurisprudence may complete up to 24 credit points of the coursework requirement in (a) by undertaking a unit or units of study prescribed for one of the other Masters degrees offered by the Faculty.</p>	<p><i>1997 Law Handbook Res. Fac. (MJur) 2(b)</i></p>

What are the particular requirements for the Master of Administrative Law and Policy?

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| <p>3.4 (a) The units of study for the Master of Administrative Law and Policy may be prescribed by the Faculty, by the Department of Government and Public Administration or by the Department of Social Work, Social Policy and Sociology as units of study leading to the degree.</p> <p>(b) Of the optional units of study prescribed by the Faculty of Law for the degree, not including <i>Public Sector Policy 2</i>, candidates must attend classes in units of study totalling at least 12 but no more than 24 credit points.</p> | <p>1997 Law Handbook Res. Fac. (MALP) 1(a,b,d,e)</p> |
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What are the particular requirements for the Master of Labour Law and Relations?

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| <p>3.5 (a) Normally, half of the credit points for a candidate enrolled in the Master of Labour Law and Relations must be in the area of labour relations and half in the area of labour law. In special circumstances (such as where prior undergraduate studies mean that there are insufficient remaining suitable labour relations units of study), the program co-ordinator may after consulting the Head of the Department of Industrial Relations approve a candidate's written application to take 30 credit points of labour law units of study and 18 credit points of labour relations units of study.</p> <p>(b) Unless varied by the Committee, candidates must select all labour relations units of study from units of study for the courses of study for Certificate or Graduate Diploma in Industrial Relations and Human Resources Management, or the Master of Industrial Relations and Human Resource Management, in the Faculty of Economics (hereafter 'Faculty of Economics units of study) subject to the following conditions:</p> <p>(i) Faculty of Economics units of study are counted as 6 credit points;</p> <p>(ii) candidates must comply with all regulations, charges, attendance and assessment requirements of the Faculty of Economics units of study (including restrictions on honours units, which restrictions override these resolutions where inconsistent); and .</p> <p>(iii) candidates must not enrol in any labour relations units of study unless either the candidate has completed (or is concurrently enrolled in) the unit of study <i>Australian Industrial Relations</i> or the Head of the Department of Industrial Relations (or the Coordinator of Postgraduate Courses in that department) has given written</p> | <p>1997 Law Handbook Res. Fac. (MLLR) 1(b,c)</p> <p>1997 Law Handbook res Fac (MLLR) 3</p> |
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<p>permission to substitute another unit of study on the basis that the candidate has already completed an equivalent undergraduate unit of study.</p>	
<p>What are the particular requirements for the Environmental Law and Taxation programs?</p>	
<p>3.6 A candidate for the Master of International Taxation, Master of Taxation or Graduate Diploma of Taxation may, subject to the approval of the Committee on the recommendation of the Program Coordinator and up to the limit prescribed from time to time by the Committee, take any coursework unit of study or seminar offered by the Faculty or by another member of the Consortium of Australian Tax Schools (CATS) towards the degree requirements.</p>	<p><i>Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997) pp. 3-7</i></p>
<p>3.7 A candidate for the Master of Environmental Law or the Graduate Diploma of Environmental Law may, subject to the approval of the Committee on the recommendation of the Program Coordinator and up to the limit prescribed from time to time by the Committee, take any coursework unit of study or seminar offered by the Faculty or by other institutions which are members of the Australian Centre for Environmental Law (ACEL).</p>	<p><i>1997 Law Handbook Res. Fac. (MEL) 4(b)</i></p>
<p>What are the particular requirements for the International Law programs?</p>	
<p>3.8 A candidate for the Master of International Law must:</p> <ul style="list-style-type: none"> (a) (i) attend classes in units of study totalling 36 credit points chosen from units of study prescribed by the Faculty as units of study leading towards the award of the degree, including 6 credit points from one unit of study offered by the Department of Government and Public Administration in the Master of International Studies program, and (ii) pass the assessments in those units of study; and (b) complete an 'International Law Research Project' worth 12 credit points on a topic approved by the program coordinator. 	
<p>3.9 A candidate for the Graduate Diploma in International Law and Graduate Diploma in International Business Law must (i) attend classes in units of study totalling 24 credit points from units of study prescribed by the Faculty as units of study towards the award of the degree; and (ii) pass the assessments in those units of study.</p>	
<p>What are the units of study I can/must undertake?</p>	
<p>3.10 The units of study prescribed by the Faculty as leading to the degree or diploma are set out in the Appendix to these resolutions.</p>	<p><i>The Appendix encodes the following: 1997 Law Handbook Res. Fac. (MALP) 1(c), 4, 5; Res. Fac. (MAPLS) 1(b), 4, 5; Res. Fac. (MEL) 1(b), 3; Res. Fac. (MHL) 1(b), 4, 5; Res. Fac. (MJur) 2(a); Res. Fac.</i></p>

	(MLLR) Courses for the degree, 4; Res. Fac. (MTax) 1(b,c); Res. Fac. (GradDipJur); Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997). Note: 1997 Law Handbook Res. Fac. (MCrim) 1(b,c), 3(a,b), 5(a), Res. Fac. (GradDipCrim) 1(1-3)), 3 substantially modified
3.11 Not all units of study offered within the Faculty may be available at a particular time.	cf eg 1997 Law Handbook Res. Fac. (MALP) 1(c)
3.12 Any special graduate seminar unit offered on a temporary basis within the Faculty may be approved as a unit of study by the Head of the Department of Law, subject to the unit meeting any time limits and conditions of approval laid down in Faculty policies.	New
3.13 Any unit of study available in the Faculty may be included amongst the units of study prescribed for a particular degree or diploma (not including the Master of Laws or Graduate Diploma of Law) with the approval of the relevant program coordinator.	New
3.14 The Committee may place restrictions on the units of study to be taken by coursework candidates either generally or in any particular case.	Cal. 1996, Res. Sen. (LLM) 31(d), Res. Sen. (MALP etc.) 13(iv)
<i>Can I get exemption for a compulsory unit of study?</i>	
3.15 In exceptional cases, candidates who through previous tertiary study or a combination of that study with work experience, can demonstrate competence in one or more of the compulsory units of study may be relieved from the requirement to undertake the compulsory unit or units of study. Where relief from undertaking a compulsory unit or units of study has been granted, an optional unit or units of study must be substituted for that unit(s). A candidate must still complete units of study of the total credit point value required for completion of the course of study.	cf. 1997 Law Handbook Res. Fac. (MCrim) 1(d), Res. Fac. (GradDipCrim) 1(4)
<i>What do the credit points mean?</i>	
3.16 All units of study offered are assigned a credit point value. A unit of study of 6 credit points requires attendance of approximately 26 hours of classes. A unit of study of 12 credit points requires attendance of approximately 52 hours of classes.	cf 1997 Law Handbook Res. Fac. (MALP) 2, Res. Fac. (LLM) 1(a), Res. Fac. (MAPLS) 2, Res. Fac. (MCrim) 2, Res. Fac. (MEL) 2, Res. Fac. (MHL) 2, Res. Fac. (MJur) 3, Res. Fac. (MLLR) 2, Res. Fac. (MTax) 2, Res. Fac. (GradDipCrim) 2, Cal. 1996 Res. Sen. (GradDipCrim etc.) 1B

<p><i>What are the rules concerning research papers?²</i></p>	
<p>3.17 (a) Candidates for a Masters degree by coursework (excluding the Master of Jurisprudence) must write a research paper in full satisfaction of the assessment requirements, in at least one unit of study (other than a prescribed foundational unit) and may, subject to any policies issued by the program coordinator, write a research paper in additional units of study up to a value of 48 credit points.</p> <p>(b) Candidates for a Graduate Diploma may write a research paper in satisfaction of assessment requirements in a unit of study, subject to obtaining the permission of the unit coordinator</p>	<p>1997 Law Handbook Res. Fac. (LLM) 3(b), Res. Fac. (MALP) 8(a,b) (modified), Res. Fac. (MAPLS) 8(a), Res. Fac. (MEL) 7(a,b) (modified), Res. Fac. (MHL) 8(a,b) (modified), Res. Fac. (MLLR) 7(a), Res. Fac. (MTax) 4(a) (modified), cf. Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997)</p>
<p>3.18 Where a coursework candidate elects to write a research paper for a unit of study, the research paper (a) must be worth at least 60% of the assessment for the unit of study, but may be worth up to 100% at the discretion of the lecturer in charge of the unit of study concerned (as stipulated in policies notified to the class within 3 weeks of commencement), and (b) must be worth 100% in the case of the mandatory research paper unit of study.</p>	<p>new. cf. Committee resolution March 1996 re. Cal. 1996 Res. Sen. 4a(3)(b) (1997 Law Handbook p. 37)</p>
<p>3.19 (a) The topic of any research paper to be submitted must be nominated by the candidate and approved as a relevant topic by the lecturer in the unit of study concerned. When nominating a topic, the candidate must outline briefly the matter to be dealt with in the research paper</p>	<p>1997 Law Handbook Res. Fac. (MALP) 8(d), Res. Fac. (LLM) 3 Res. Fac (MAPLS) 8(c), Res. Fac. (MEL) 7(d), Res. Fac. (MHL) 8(d), Res. Fac. (MLLR) 7(c), Res. Fac. (MTax) 4(c).</p>
<p>(b) The required length of any research paper for a unit of study shall be 6 000-10 000 words for a unit of study of 6 credit points and 12 000-20 000 words for a unit of study of 12 credit points. The lecturer in charge of the unit of study determines the length within these ranges.</p>	<p>cf. 1997 Law Handbook Res. Fac. (LLM) 4, Res. Fac. (MALP) 8(c), Res. Fac. (MAPLS) 8(b), Res. Fac. (MEL) 7(c), Res. Fac. (MHL) 8(c), Res. Fac. (MJur) 5, Res. Fac. (MLLR) 7(b), Res. Fac. (MTax) 4(b), cf. Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997)</p>
<p><i>What are the rules concerning research projects (Master of Criminology by coursework and Master of Jurisprudence only)?</i></p>	
<p>3.20 (a) The topic of the research project in the Master of Criminology by coursework and the Master of Jurisprudence may be related to any unit of study undertaken by the candidate as part of the course of study.</p>	<p>1997 Law Handbook Res. Fac. (MCrim) 5(c), Res. Fac. (MJur) 1(b), 5</p>
<p>(b) The candidate must nominate the topic of the research project, after consultation with and approval by the lecturer in charge of the unit of study concerned.</p>	<p>1997 Law Handbook Res. Fac. (MCrim) 5(b)</p>
<p>² Candidates for a Masters degree by coursework (except the Master of Criminology by coursework and the Master of Jurisprudence) who first enrolled prior to 1991 are not required to write a research paper.</p>	<p>1997 Law Handbook Res. Fac. (LLM) 3(a)</p>

(c) The research project has a value of 12 credit points.	new
3.21 (a) For students enrolled in the Master of Criminology by coursework choosing to complete a research project but not an Honours dissertation the required length of the research project is approximately 15 000 words.	Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997) p. 13, cf. 1997 Law Handbook Res. Fac. (MCrim) 11
(b) For students enrolled in the Master of Jurisprudence, the required length of the research project is approximately 15 000 words.	1997 Law Handbook Res. Fac. (MJur) 5
<i>What are the rules concerning Honours dissertations?</i>	
3.22 (a) Candidates enrolling in a Masters degree after 1 January 1999 are not eligible for Honours. However, a candidate for a Masters degree by coursework (excluding the Master of Criminology by coursework and the Master of Jurisprudence) who first enrolled before 1 January 1999 is eligible to enrol for an Honours dissertation if the candidate obtains an average mark of 75 or above determined from the best 36 credit points. (b) The Committee or its delegate may allow a pre-1999 candidate to enrol for an Honours dissertation before all required units of study have been completed.	1997 Law Handbook Res. Fac. (LLM) 6B, Res. Fac. (MALP) 10(a), Res. Fac. (MAPLS) 10(a), Res. Fac. (MEL) 9(a), Res. Fac. (MHL) 10(a), Res. Fac. (MLLR) 9(b), Res. Fac. (MTax) 6(b). Also Cal. 1996 Res. Sen. (LLM) 19
(c) The dissertation topic for a pre-1999 candidate must be nominated by the candidate and approved by the Committee after receipt of a recommendation from the program coordinator. When nominating a topic the candidate must outline briefly the matter to be dealt with in the dissertation.	1997 Law Handbook Res. Fac. (LLM) 7, Res. Fac. (MALP) 10(b), Res. Fac. (MAPLS) 10(b), Res. Fac. (MEL) 9(b), Res. Fac. (MHL) 10(b), Res. Fac. (MLLR) 9(c), Res. Fac. (MTax) 6(c), cf. Cal. 1996 Res. Sen. (LLM) 25
(d) The Committee must appoint a full-time member of the University's academic staff to act as supervisor of each pre-1999 candidate enrolled for an Honours dissertation.	new
(e) The required dissertation length is approximately 20 000 words.	1997 Law Handbook Res. Fac. (LLM) 7, Res. Fac. (MALP) 10(c), Res. Fac. (MAPLS) 10(c), Res. Fac. (MEL) 9(c), Res. Fac. (MHL) 10(c), Res. Fac. (MLLR) 9(d), Res. Fac. (MTax) 6(d)
(f) For the purposes of calculating the final grade for Honours of a pre-1999 candidate, the dissertation has a value of 24 credit points, producing a 72 notional credit point denominator for the purpose of this calculation.	1997 Law Handbook Res. Fac. (LLM) 8, Res. Fac. (MALP) 10(d), Res. Fac. (MAPLS) 10(d), Res. Fac. (MEL) 9(d), Res. Fac. (MHL) 10(d), Res. Fac. (MLLR) 11(c), Res. Fac. (MTax) 6(e)
(g) The dissertation for a pre-1999 candidate shall be at a standard determined by the Committee.	New
<i>What are the rules concerning Honours dissertations in the Master of Criminology by coursework?</i>	
3.23 (a) A candidate who enrolls for the Master of Criminology by coursework after January 1999 is not eligible for Honours. A candidate who first enrolled in or after 1993 but before 1 January 1999 is eligible to enrol for an Honours dissertation if (i) the candidate has not chosen to complete	cf. 1997 Law Handbook Res. Fac. (MCrim) 7(a), Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997)

<p>a research project and obtains an average mark of 75 or above determined from the best 36 credit points; or (ii) the candidate has chosen to complete a research project and obtains an average mark of 75 or above determined from the best 24 credit points.</p>	
<p>(b) The Committee or its delegate may allow a pre-1999 candidate to enrol for the Honours dissertation before all required units of study have been completed.</p>	<p>1997 Law Handbook Res. Fac. (MCrim) 7(a)</p>
<p>(c) The dissertation topic for a pre-1999 candidate must be nominated by the candidate and approved by the Committee after receipt of a recommendation from the program coordinator. When nominating a topic the candidate must outline briefly the matter to be dealt with in the dissertation.</p>	<p>1997 Law Handbook Res. Fac. (MCrim) 7(b)</p>
<p>(d) The Committee must appoint a full-time member of the University's academic staff to act as supervisor of each pre-1999 candidate enrolled for an Honours dissertation.</p>	<p>new</p>
<p>(e) For those candidates not choosing to complete a research project, the Honours dissertation required length for a pre-1999 candidate is approximately 20 000 words.</p>	<p>cf. 1997 Law Handbook Res. Fac. (MCrim) 7(c), Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997) p. 13 (modified)</p>
<p>(f) For those pre-1999 candidates choosing to complete a research project, the Honours dissertation and the research project must be submitted in the form of a single thesis of approximately 30 000 words.</p>	<p>Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997) p. 13 (modified)</p>
<p>(g) For the purposes of calculating the final grade for Honours, the dissertation has a value of 24 credit points.</p>	<p>1997 Law Handbook Res. Fac. (MCrim) 9(c)</p>
<p>(h) The dissertation shall be at a standard Masters level determined by the Committee.</p>	<p>new</p>
<p><i>What are the rules concerning Honours dissertations in the Master of Jurisprudence?</i></p>	
<p>3.24 (a) Candidates enrolling in a Masters degree after 1 January 1999 are not eligible for Honours. However, a candidate first enrolled before to 1 January 1999 is eligible to enrol for an Honours dissertation if the candidate obtains an average mark of 75 or above determined from the marks obtained in the best 24 credit points and the research project.</p>	<p>1997 Law Handbook Res. Fac. (MJur) 7(a)</p>
<p>(b) The Committee may allow a pre-1999 candidate to enrol for the Honours dissertation before all required units of study have been completed.</p>	<p>1997 Law Handbook Res. Fac. (MJur) 7(a)</p>
<p>(c) The dissertation topic for a pre-1999 candidate must be nominated by the candidate and approved by the Committee after receipt of a recommendation from the program coordinator. When nominating a topic the candidate must outline briefly the matter to be dealt with in the dissertation.</p>	<p>1997 Law Handbook Res. Fac. (MJur) 7(b)</p>

(d) The Committee must appoint a full-time member of the University's academic staff to act as supervisor of each pre-1999 candidate enrolled for an Honours dissertation.	new
(e) The required dissertation length is approximately 20 000 words.	1997 Law Handbook Res. Fac. (MJur) 7(c)
(f) For the purposes of calculating the final grade for Honours, the dissertation has a value of 24 credit points.	1997 Law Handbook Res. Fac. (MJur) 7(d)
(g) The dissertation shall be at a standard determined by the Committee.	new
<p>3.25 What are the rules about enrolling in a Postgraduate Research Project?</p> <p>(a) Subject to paragraph (d) candidates in any Masters degree may enrol in a 'Postgraduate Research Project' unit or units of study comprising six but not more than 12 credit points, subject to the approval of the Associate Dean and satisfaction of any policies issued by the program coordinator.</p> <p>(b) A single unit research project worth 6 credit points will be of one semester in length; a 12 credit point research project unit will cover two semesters.</p> <p>(c) A single unit research project requires submission of a substantial research paper of approximately 10,000 words; a 12 credit point unit requires a substantial research paper of approximately 20,000 words.³</p> <p>(d) The <i>Postgraduate Research Project</i> is not available to diploma candidates or to candidates for the Master of International Law or the Master of Criminology by coursework</p> <p>Thesis candidates What are the rules concerning theses?</p>	
3.26A thesis candidate must present to the Faculty a thesis in the subject approved by the Committee. To obtain award of the degree the thesis must, in the opinion of the examiners, be a substantial contribution to the subject concerned.	cf. Cal. 1996 Res. Sen. (LLM) 8, Res. Sen. (MALP, etc.) 10
3.27 A candidate may be required by the Head of Department (or delegate) to attend lectures or seminar courses subject to the approval of any other relevant head of department	[Cf PhD Senate Res 6. New; designed to permit requiring completion of 'research support' courses.
3.28 A thesis candidate must personally consult with the supervisor or supervisors appointed by the Committee, on a regular basis and in accordance with University and Faculty policies about supervision practices. These requirements may be adapted to meet special geographic or other circumstances.	cf. Cal. 1996 Res. Sen. (LLM) 9, Res. Sen. (MALP etc.) 10
3.29 Before each re-enrolment a thesis candidate must submit to the Associate Dean (Postgraduate) a short statement of the work done by the candidate in the preceding 12 months.	1997 Law Handbook Res. Fac. (LLM) 12
3.30 (a) A full-time thesis candidate must present three	Cal. 1996 Res. Sen. (LLM) 10, Res. Sen.

³ Approximately, where it appears in the Resolutions in relation to word lengths, means a deviation of not more or 15% more or less from the stated word limit.

<p>copies of the thesis not less than one year and not more than two years after the date of admission to candidature.</p> <p>(b) A part-time thesis candidate must present the thesis not less than two years and not more than four years after the date of admission to candidature.</p> <p><i>How are theses examined?</i></p> <p>3.31 (a) A thesis may be submitted for examination in a temporary binding provided that it is strong enough to withstand ordinary handling and postage. However, the degree will not be awarded until the candidate has lodged with the University at least two copies of the thesis, containing any amendments or corrections that may be required. These copies must be bound in permanent form.</p> <p>(b) The Committee, in accordance with the policies determined by the Faculty and University from time to time, must appoint two examiners with qualifications it thinks fit to examine the thesis of the candidate.</p> <p>(c) A thesis must be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the thesis is presented in a satisfactory form and prima facie examinable.</p> <p>(d) The candidate must state in the thesis, generally in a preface, and specifically in notes, the sources from which the information was derived, the extent to which the work of others has been used, and the portions of the thesis claimed as original.</p> <p>(e) The candidate must not lodge as the thesis any work previously submitted for a degree of this or any other University. However, work of that kind may be incorporated in the thesis, provided that the thesis indicates the work so incorporated.</p> <p>3.32 (a) The Committee must determine the grade at which the degree is to be awarded to a successful thesis candidate in the light of the reports of the examiners.</p> <p>(b) The Committee must ensure that the result is in accordance with University policy and procedures as stipulated in the University's publication <i>Postgraduate Studies Handbook</i>.</p> <p>Granting Credit for Other Study</p> <p>Coursework candidates</p>	<p>(MALP, etc.) 10</p> <p>New, based on M. Comm CAL 1998 P 417cf. Cal. 1996 Res. Sen. (LLM) 11, Res. Sen. (MALP, etc.) 10Balance all new (based on M.Comm).</p> <p>cf. Cal. 1996 Res. Sen. (LLM) 12, Res. Sen. (MALP, etc.) 10</p> <p>New, based on M.Comm (Cal 1998 p 417</p>
<p>4.1 (a) Applications for credit for other study are to be made to the Committee or its nominee.</p> <p>(b) The other study may include</p> <p>(i) study prior to enrolment; and</p> <p>(ii) study elsewhere during enrolment.</p>	<p>new</p>

<p>Can I get credit for units of study offered towards another degree or diploma?</p>	
<p>4.2 The committee or its delegate may in its discretion grant a candidate for a Masters degree by coursework or a Graduate diploma credit for completion of units of study offered towards another degree or diploma in this university or an equivalent provider of tertiary education. The following conditions apply to such credit:</p> <ul style="list-style-type: none"> (a) credit may not be given for units of study taken outside the Faculty having a total credit point value more than half of that required for completion of the course of study; (b) credit may be given for units of study taken in the Faculty subject to Faculty fee or other policies; (c) credit may not be given for units of study which are credited towards the award of another degree or diploma; (d) the candidate may not take units of study in the curriculum for the course of study which are substantially similar to the units of study for which credit has been given; (e) the subject(s) of the unit(s) of study for which credit is sought must be sufficiently relevant to the course of study; (f) the work completed for the other degree or diploma must, in the opinion of the Committee, be of a sufficient standard; (g) credit may not be given for work done in another faculty of this university or at an equivalent provider of tertiary education as satisfying the requirements (if any) for a dissertation. 	<p><i>cf. Cal. 1996 Res. Sen. (LLM) 21, 24(a-c), Res. Sen. (MALP, etc.) 9(i-v), Res. Sen. (GradDipCrim, etc.) 8(a-c), 1997 Law Handbook Res. Fac. (MAPLS) 6(a,c,d). Cf. also Cal. 1996 Res. Sen. (MALP, etc.) 8, Res. Sen. (GradDipCrim, etc.) 7</i></p> <p><i>(new). cf. Cal. 1996 Res. Sen. (LLM) 22, 23</i></p> <p><i>(new)</i></p>
<p>Can I get credit for non-law units of study towards the MLLR and MALP?</p>	
<p>4.3 A candidate for the Master of Labour Law and Relations and the Master of Administrative Law and Policy may take and obtain credit for non-law units as prescribed in the course requirements for each degree.</p>	<p><i>new. cf. 1997 Law Handbook Res. Fac. (MALP) 6</i></p>
<p>4.4 A candidate for any other Masters degree by coursework and Graduate diploma may, if the Committee thinks fit, be granted credit for non-law units of study. However, credit may not be given for non-law units of study totalling more than 12 credit points in the case of a Masters degree and six credit points in the case of a Graduate diploma.</p>	<p><i>cf. 1997 Law Handbook Res. Fac. (MAPLS) 6(b), Res. Fac. (MEL) 4(a), Res. Fac. (MHL) 6</i></p>
<p>Can I include any undergraduate units of study?</p>	
<p>4.5 A candidate for a Masters degree by coursework or a Graduate diploma may include in the degree or diploma units of study totalling at most 12 credit points in the case of a Masters degree and six credit points in the case of a Graduate diploma selected from designated undergraduate law units of study as approved and offered by the Faculty. However, the candidate must have complied with any special unit of study assessment requirements specified for</p>	<p><i>cf. 1997 Law Handbook Res. Fac. (LLM) 1(c)</i></p>

<p>candidates for the course of study. Postgraduate students undertaking an undergraduate unit of study for credit will normally be required to submit a research paper constituting not less than 60% of the assessment requirements for the unit of study, and be assessed at postgraduate standard. The committee may award the credit on the recommendation of the Associate Dean (Postgraduate).</p>	
<p><i>Can I get credit for single unit enrolment?</i></p> <p>4.6 A candidate who has completed a unit of study in the Faculty as a single unit enrolment may be granted credit for that unit towards a degree or diploma on terms the Committee determines from time to time.</p> <p>Thesis candidates <i>Can I count work done in an uncompleted PhD towards a Master of Laws by thesis or a Master of Criminology by thesis?</i></p>	<p>new</p>
<p>4.7 The Committee may deem time spent or work done towards the degree of Doctor of Philosophy by a candidate before admission to candidature for the Master of Laws by thesis or the Master of Criminology by thesis to be time spent or work done after admission, provided the candidate has ceased to be a candidate for the Doctor of Philosophy.</p> <p>5. Course progress</p> <p><i>What are the time limits for the degree or diploma?</i></p> <p>5.1 (a) For a Masters degree by thesis—</p>	<p>Cal. 1996 Res. Sen. (LLM) 29</p>
<p>(i) a full-time candidate must complete all the requirements for the degree not more than two years and not less than one year from the date of first enrolment as a candidate;</p>	<p>Cal. 1996 Res. Sen. (LLM) 10(a)</p>
<p>(ii) a part-time candidate must complete all the requirements for the degree not more than four years and not less than two years from the date of first enrolment as a candidate.</p>	<p>Cal. 1996 Res. Sen. (LLM) 10(b) (modified)</p>
<p>(b) For a Masters degree by coursework—</p> <p>(i) a full-time candidate must complete all the requirements for the degree not more than three years and not less than one year from the date of first enrolment as a candidate;</p> <p>(ii) a part-time candidate must complete all the requirements for the degree not more than six years and not less than two years from the date of first enrolment as a candidate.</p>	<p>cf. Cal. 1996 Res. Sen. (LLM) 26, Res. Sen. (MALP, etc.) 7</p>

(c) For a Graduate diploma—	
(i) a full-time candidate must complete all the requirements for the diploma not more than two years and not less than six months from the date of first enrolment as a candidate;	<i>cf. Cal. 1996 Res. Sen. (GradDipCrim, etc.) 6(a) (modified)</i>
(ii) a part-time candidate must complete all the requirements for the diploma not more than three years and not less than one year from the date of first enrolment as a candidate.	<i>new</i>
(d) Years of suspended candidature are not to be counted in the time for completing a degree or diploma.	<i>cf. Cal. 1996 Res. Sen. (LLM) 31(a), Res. Sen. (MALP, etc.) 13(i)</i>
(e) In special circumstances and with the approval of the Committee, a candidate may complete a degree or diploma outside the periods specified in (a) and (b).	<i>cf. Cal. 1996 Res. Sen. (LLM) 26, Res. Sen. (MALP, etc.) 7, Res. Sen. (GradDipCrim, etc.) 6(a)</i>
<i>What are the rules concerning suspension, deferment and termination of candidature?</i>	
5.2 The Committee or its nominee may-	
(a) on written application by a candidate suspend the candidature on the grounds and conditions the Committee or its nominee thinks fit. Any period of suspension does not count towards any period within which the course of study would otherwise have been required to be completed;	<i>Cal. 1996 Res. Sen. (LLM) 31(a), Res. Sen. (MALP, etc.) 13(i)</i>
(b) on written application permit a candidate who has been admitted to candidature but has not enrolled for a first time to defer enrolment for one year;	<i>Cal. 1996 Res. Sen. (LLM) 31(b), Res. Sen. (MALP, etc.) 13(ii), Res. Sen. (GradDipCrim, etc.) 6(b)</i>
5.3 (a) The Committee may require a candidate to show cause why the candidature should not be terminated for unsatisfactory progress, in any of the following circumstances: (i) a candidate has not completed all the requirements of the degree or diploma within the time specified in Section 5.1; or (ii) in the case of a thesis candidate, the annual review of progress concludes that the candidate is not making adequate progress; or (iii) in the case of a candidate for a Masters degree by coursework, the candidate has obtained failures in any two units of study or two failures in one unit of study; or (iv) in the case of a candidate for a Graduate diploma, the candidate has obtained a failure in any unit of study.	<i>cf. Cal. 1996 Res. Sen. (LLM) 26, 31(c); Res. Sen. (MALP, etc.) 7, 13(iii), Res. Sen. (GradDipCrim, etc.) 6(c)</i>
(b) If the committee considers that the candidate has not shown good cause why the candidature should not be terminated, the Committee may terminate the candidature.	<i>cf. Cal. 1996 Res. Sen. (LLM) 31(c), Res. Sen. (MALP, etc.) 13(iii), Res. Sen. (GradDipCrim, etc.) 6(c)</i>

What are the attendance requirements?

- 5.4** (a) A coursework candidate whose attendance record at classes in a unit of study in which the candidate is enrolled is unsatisfactory may be refused permission to take the assessments in that unit of study. A candidate refused permission will be deemed to have discontinued the unit of study with permission.
- (b) For the purpose of this resolution, attendance at less than 70 per cent of scheduled classes is an unsatisfactory attendance record.

1997 Law Handbook Res. Fac. (LLM) 2(a,b), Res. Fac. (MALP) 7, Res. Fac. (MAPLS) 7, Res. Fac. (MCrim) 4, Res. Fac. (MEL) 6(a), Res. Fac. (MHL) 7, Res. Fac. (MJur) 4, Res. Fac. (MLLR) 6, Res. Fac. (MTax) 3, Res. Fac. (GradDipCrim) 4, Cal. 1996 Res. Sen. (GradDipCrim, etc.) 2(b,c)

6. Assessment and grades

What are the requirements before sitting an examination?

- 6.1** In exceptional circumstances, the Committee may waive any or all of the unit of study attendance, practical, research or written work requirements normally required before candidates can present for an examination of a unit of study for any Masters degree or Graduate diploma.

1997 Law Handbook Res. Fac. (GradDips general) 1

What are the grades applicable to units of study?

- 6.2** (a) Each unit of study is assessed in grades of High Distinction, Distinction, Credit and Pass. The range of marks for each grade is as follows:

Grade	%
High Distinction	85-100
Distinction	75-84
Credit	65-74
Pass	50-64

- (b) An Order of Merit is published in each unit of study.

1997 Law Handbook Res. Fac. (LLM) 5, Res. Fac. (MALP) 9, Res. Fac. (MAPLS) 9, Res. Fac. (MCrim) 6, Res. Fac. (MEL) 8, Res. Fac. (MHL) 9, Res. Fac. (MJur) 6, Res. Fac. (MLLR) 8, Res. Fac. (MTax) 5, Res. Fac. (GradDipCrim) 6

How much is a research paper worth?

- 6.3** (a) Where a coursework candidate is required to write a research paper in at least one unit of study, that paper is worth 100% of the assessment in that unit
- (b) Where a coursework candidate is permitted to elect to write a research paper for additional unit(s) of study, the research paper must be worth at least 60% of the assessment for the unit of study but may be worth up to 100% at the discretion of the lecturer in charge of the unit of study (as stipulated in policies notified to the class within 3 weeks of commencement).

New. Cf. Committee resolution March 1996 re Cal 1996 Res Sen. 4a(3)(b) (1997 Law Handbook p 37)

In what grades is a Masters degree by coursework awarded?

- 6.4** (a) Grades for a Masters degree by coursework are awarded as follows:
- (i) Pass is awarded where a candidate has successfully completed all units of study

Cal. 1996 Res. Sen. (LLM) 3, 27, cf. Res. Sen. (MALP, etc.) 11

<p>prescribed by the Faculty.</p> <p>(ii) Candidates first enrolling in a Masters degree after 1 January 1999 are not eligible for Honours; Honours may be awarded to candidates first enrolled before that date who have, in addition to completing the requirements in (i), submitted an Honours dissertation in accordance with these resolutions and who have in those units of study and the dissertation achieved a satisfactory honours standard at Masters level as determined by the Faculty.</p>	
<p>(b) A pre-1999 candidate who has failed one unit of study twice or who has failed two units of study is not eligible for Honours.</p>	<p>1997 Law Handbook Res. Fac. (MALP) 11(b), Res. Fac. (MAPLS) 11(b), Res. Fac. (MCrim) 8(b), Res. Fac. (MEL) 10(b), Res. Fac. (MHL) 11(c), Res. Fac. (MJur) 8(b), Res. Fac. (MLLR) 10(b), Res. Fac. (MTax) 7(b), cf. Cal. 1996 Res. Sen. (LLM) 20</p>
<p>(c) A pre-1999 candidate who wishes to offer the committee an explanation for a failure which the candidate claims to be relevant in deciding eligibility for the award of Honours must do so as soon as possible after the failure.</p>	<p>1997 Law Handbook Res. Fac. (LLM) 9(c), Res. Fac. (MALP) 11(d), Res. Fac. (MAPLS) 11(d), Res. Fac. (MEL) 10(d), Res. Fac. (MHL) 11(d), Res. Fac. (MJur) 8(d), Res. Fac. (MTax) 7(d)</p>
<p><i>How are pre-1999 Honours awarded in Masters degrees by coursework (excluding the Master of Criminology by coursework and the Master of Jurisprudence)?</i></p>	
<p>6.5 (a) Candidates first enrolling in a Masters degree after 1 January 1999 are not eligible for Honours. Honours may be awarded to a pre-1999 candidate for a Masters degree by coursework (excluding the Master of Criminology by coursework and the Master of Jurisprudence) who has completed all units of study required for the course of study and the Honours dissertation, and are calculated:</p> <p>(i) using the marks from the best 36 credit points and the dissertation or</p> <p>(ii) the marks from the best 48 credit points and half the dissertation, whichever is the higher.</p>	<p>1997 Law Handbook Res. Fac. (LLM) 9(a), Res. Fac. (MALP) 11(a), Res. Fac. (MAPLS) 11(a), Res. Fac. (MEL) 10(a), Res. Fac. (MHL) 11(a), Res. Fac. (MLLR) 10(a), 11(a), Res. Fac. (MTax) 7(a)</p>
<p>(b) Honours may be awarded to a pre-1999 candidate who has failed a unit of study by calculating the final grade by taking the average of the marks from the candidate's 48 credit points and half the total marks from the dissertation.</p>	<p>1997 Law Handbook Res. Fac. (LLM) 9(b), Res. Fac. (MALP) 11(c), Res. Fac. (MAPLS) 11(c), Res. Fac. (MEL) 10(c), Res. Fac. (MHL) 11(b), Res. Fac. (MLLR) 11(b), Res. Fac. (MTax) 7(c)</p>
<p><i>How are pre 1999 Honours awarded in the Master of Criminology by coursework⁴?</i></p>	
<p>6.6 (a) Candidates first enrolling in a Masters degree after 1 January 1999 are not eligible for Honours. Honours may be awarded to a pre-1999 candidate for the Master of Criminology</p>	<p>1997 Law Handbook Res. Fac. (MCrim) 8(a)</p>

⁴ The requirement to complete an Honours dissertation was introduced in 1993.

<p>by coursework who has completed all units of study required for the course of study and the Honours dissertation.</p>	
<p>(b) Where a pre-1999 candidate for Honours has not chosen to complete a research project, the average mark for the calculation of Honours is determined using the marks from:</p> <ul style="list-style-type: none"> (i) the candidate's 36 best credit points and the dissertation; or (ii) the candidate's 48 credit points and half of the total marks from the dissertation, whichever is the higher. <p>(c) Where a pre-1999 candidate has chosen to complete a research project, the average mark for the calculation of Honours is determined by using the marks from:</p> <ul style="list-style-type: none"> (i) the candidate's 24 best credit points and the combined mark of the research project and the dissertation; or (ii) the candidate's 36 best credit points and half the combined mark of the research project and dissertation, whichever is the higher. 	<p><i>cf. Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997) p. 13, 1997 Law Handbook Res. Fac. (MCrim) 9(a)</i></p>
<p>(d) Honours may be awarded to a candidate who has failed a unit of study by calculating the final grade by taking the average mark of the candidate's</p> <ul style="list-style-type: none"> (i) 48 credit points and half the dissertation mark if the candidate has not chosen to complete a research project; or (ii) 36 best credit points and half the combined mark for the research project and dissertation if the candidate has chosen to complete a research project. <p><i>How are pre-1999 Honours awarded in the Master of Jurisprudence?</i></p>	<p><i>cf. 1997 Law Handbook Res. Fac. (MCrim) 9(b).</i> <i>NOTE: error in 1998 Law Handbook</i></p>
<p>6.7 (a) Candidates first enrolling in a Masters degree after 1 January 1999 are not eligible for Honours. Honours may be awarded to a pre-1999 candidate for the Master of Jurisprudence who has completed all units of study required for the course of study, the research project referred to in section 3.3 and the Honours dissertation, and are calculated using the marks of the candidate's 24 best credit points, the research project and the dissertation.</p>	<p><i>1997 Law Handbook Res. Fac. (MJur) 8(a)</i></p>
<p>(b) Honours may be awarded to a pre-1999 candidate who has failed a unit of study by calculating the final grade by taking the average mark of the candidate's 36 best credit points, the research project and half total marks from the dissertation.</p>	<p><i>1997 Law Handbook Res. Fac. (MJur) 8(c)</i></p>

<p>How are the pre-1999 grades First Class Honours, Second Class Honours and Pass awarded?</p>	
<p>6.8 (a) First Class Honours may be awarded to a pre-1999 candidate where a coursework candidate's average mark is 85 per cent or above, with a discretion in the Committee to award First Class Honours in special cases where a candidate's average mark is below 85 per cent.</p> <p>(b) Second Class Honours may be awarded to a pre-1999 candidate where a coursework candidate's average mark falls within the range 78-84 per cent, with a discretion in the Committee to award Second Class Honours in special cases where a candidate's average mark is below 78 per cent.</p> <p>(c) A Pass degree may be awarded to a pre-1999 candidate where a coursework candidate's average mark falls within the range 50-77 per cent.</p> <p>(d) A pre-1999 candidate's average mark for coursework is determined in accordance with sections 6.5-6.7.</p>	<p>1997 Law Handbook Res. Fac. (LLM) 10, Res. Fac. (MALP) 12, Res. Fac. (MAPLS) 12, Res. Fac. (MCrim) 8(c-e), Res. Fac. (MEL) 11, Res. Fac. (MHL) 12, Res. Fac. (MJur) 9, Res. Fac. (MLLR) 10(c-e), Res. Fac. (MTax) 8</p>
<p>Are Diplomas awarded in different grades?</p> <p>6.9 Diplomas are awarded only on a Pass basis</p> <p>7. Single unit enrolment</p>	
<p>7.1 A person may be permitted to enrol in any unit or units of study if the Committee or its nominee approves of the application.</p>	<p>cf. Cal. 1996 Res. Sen. (LLM) 30, Res. Sen. (MALP, etc.) 12</p>

Notes

The following resolutions no longer appear.

In the following all Res. Sen. and Res. Fac. refer to the Cal. 1996 and the 1997 Law Handbook resp.

Res. Sen. (LLM) 2(3)	Demonstration of ability to proceed
Res. Sen. (LLM) 2(4-6), Res. Sen. (MALP, etc.) 3(2-4), Res. Sen. (GradDipCrim, etc.) 1(c,d)	Refer to quotas
Res. Sen. (LLM) 4, Res. Sen. (MALP, etc.) 2(1), 10	Deleted as redundant
Res. Sen. (LLM) 6, 15, 16, 17	Refers to preliminary students
Res. Sen. (LLM) 14, Res. Sen. (MALP, etc.) 4, Res. Sen. (GradDipCrim, etc.) 1A(b,c)	Refers to process of applications
Res. Sen. (LLM) 20, Res. Sen. (MALP, etc.) 6	General university policy
Res. Sen. (LLM) 24(d), Res. Sen. (MALP, etc.) 9(vi), Res. Fac. (MAPLS) 6(e), Res. Sen. (GradDipCrim, etc.) 8(d)	Evidence in writing of non-completion of other degree
Res. Fac. (LLM) 2(c), Res. Sen. (GradDipCrim, etc.) 2(a)	Attendance records
Res. Fac. (LLM) 6A, Res. Fac. (MLLR) 9(a), Res. Fac. (MTax) 6(a)	Enrolment before 1992 and enrolment for Honours dissertation
Res. Fac. (LLM) 11	Auditing
Res. Fac. (LLM) 13	Readmission after withdrawal of candidature or failure to enrol
Res. Fac. (MCrim) 9(c), Res. Fac. (MLLR) 10(c)	Weighting of course marks
Res. Sen. (GradDipCrim, etc.) 9	Discontinuation after end of second semester
Res. Sen. (GradDipCrim, etc.) 10	Award of graduate diploma by Associate Dean
Res. Fac. (GradDipCrim) 5	Redundant

Appendix: Units of study offered within the Faculty⁵

Master of Laws, Graduate Diploma of Law

Candidates may choose from the full range of units of study offered by the Faculty excluding *Criminal Liability*.

Master of Administrative Law and Policy

Compulsory units of study

Administrative Law⁶

Public Sector Policy 1

Public Policy Making: Structure and Processes (or any other unit of study of 6 credit points prescribed by the Department of Government and Public Administration)

Optional units of study

Environmental Impact Assessment Law

Government Regulation, Health Policy and Medical Ethics

Judicial Review: Principles, Policy and Procedure

Law, Ageing and Disability

Public Sector Policy 2

Tax Administration

Local Government Law

⁵ All units of study have a value of 6 credit points unless otherwise specified.

⁶ Except in special circumstances, candidates who have completed the postgraduate unit of study *Administrative Law* previously offered by the Faculty may not enrol in the unit of study *Administrative Law*. Candidates who have satisfactorily completed the postgraduate unit of study *Administrative Law* previously offered by the Faculty will be exempted from the requirement to undertake the compulsory unit of study *Administrative Law*. Units of study totalling 48 credit points must still be completed for the course of study. Candidates who have satisfactorily completed the postgraduate unit of study *Administrative Law* previously offered by the Faculty and who transfer from the Master of Laws to the Master of Administrative Law and Policy will be awarded 6 credit points towards the MALP.

1997 Law Handbook Res. Fac. (MALP) 5

Master of Asian and Pacific Legal Systems

Compulsory unit of study

Law and Legal Culture in Asia
and the Pacific (12 credit points)⁷

Optional units of study

Asian Pacific Tax Systems
Australian International Taxation
Australian Tax Treaties
Chinese Laws and Chinese Legal
Systems (12 credit points)
Chinese Legal System and
Foreign Investment Law
Comparative Environmental Law
Indonesian Law 1
Indonesian Law 2 (*Prereq* Indonesian Law 1)
Asia Pacific Environmental Law
Asia Pacific Environmental Law Journal

Master of Criminology by coursework, Graduate Diploma in Criminology

Compulsory units of study

Crime, Research and Policy 1
Explaining Crime

Optional units of study

Advanced Criminal Law⁸
Advanced Forensic Psychiatry (*Prereq* Forensic Psychiatry)
Australian Police Systems
Contemporary Crime Issues
Crime Control
Crime, Research and Policy 2 (*Prereq* Crime, Research and Policy 1)
Criminal Liability⁹
Criminal Procedures
Criminalisation
Drugs, Drug Policy and the Law
Forensic Psychiatry
Gender, Race and Legal Relations
Juvenile Justice
Sentencing and Punishment

⁷ Candidates who have satisfactorily completed this postgraduate unit previously offered by the Faculty and who transfer from the Master of Law to the Master of Asian and Pacific Legal Systems, will be awarded 12 credit points towards the MAPLS and exempted from the requirement to undertake the compulsory unit of study.

1997 Law Handbook Res. Fac. (MAPLS) 5

⁸ This unit is only available to candidates who have completed an undergraduate unit of study in criminal law or its equivalent.

Report of the PG Studies Committee
(Faculty Meeting 12 Aug 1997) p. 14

⁹ Candidates who do not hold a law degree or LPAB/SAB/BAB qualification will be required to undertake this unit. Candidates who hold a law degree or LPAB/SAB/BAB qualification may not undertake this unit.

1997 Law Handbook Res. Fac. (MCrim) 1(c)
(footnote)

Master of Environmental Law, Graduate Diploma in Environmental Law

Compulsory Unit of Study

Environmental Law and Policy¹⁰

Optional units of study

Asian and Pacific Environmental Law
Asia Pacific Environmental Law Journal
Comparative Environmental Law
Environmental Dispute Resolution
Environmental Economics
Environmental Impact Assessment Law
Environmental Planning Law
Hazardous Substances and the Law
Heritage Law
International Environmental Law
Local Government Law
Natural Resources Law
Pollution Law
Protection of the Antarctic Environment
Wildlife Law

Master of Health Law

Compulsory units of study

Government Regulation, Health Policy and Ethics
Health Care and Professional Liability
Information Rights in Health Care¹¹

Optional units of study

Advanced Forensic Psychiatry
Drugs, Drug Policy and the Law
Forensic Psychiatry
Law, Ageing and Disability
Legal Issues in Health Care and Technology
Reproduction and the Law
Seminar 1999: Dispute Resolution in Australia
Seminar 1999: Child Protection Law

¹⁰ Except in special circumstances, candidates who have not completed a tertiary unit of study in environmental law, or a unit of study judged by the Associate Dean (Postgraduate) to be substantially similar, may not enrol in units of study offered for the course of study unless the candidate has completed or is concurrently enrolled in the unit of study *Environmental Law and Policy*. Except in special circumstances, candidates who have completed a tertiary unit of study in environmental law, or a unit of study judged by the Associate Dean (Postgraduate) to be substantially similar, may not enrol in the unit of study *Environmental Law and Policy*.

cf. Cal. 1996 Res. Sen. (LLM) 22

¹¹ Candidates who have satisfactorily completed the postgraduate unit of study *Law and Medicine* previously offered by the Faculty or an equivalent unit of study elsewhere may apply for exemption with respect to this unit. Units of study totalling 48 credit points must still be completed for the course of study.

1997 Law Handbook Res. Fac. (MHL) 5

Master of International Taxation

Compulsory unit of study

Comparative International Taxation¹²

Optional units of study

Australian Income Tax System

Australian International Taxation

Australian Tax Treaties

Comparative Corporate Taxation

Controlled Foreign Companies, Foreign Investment Funds and Transferor Trusts

OECD Model Tax Convention on Income and on Capital

Tax Administration

Taxation and Social Policy

Transfer Pricing in Taxation

Master of Jurisprudence, Graduate Diploma in Jurisprudence

Optional units of study

Applied Research on the Family in Law and Society

Constitutional Theory

Freedom of Speech and Freedom of Religion

Aspects of Law and Justice (12 credit points)

Aspects of Law and Legal Culture in Asia and the Pacific

Aspects of Law and Social Control (12 credit points)

Legal Reasoning (12 credit points)

Constitutional Theory

European Union Law 1

European Union Law 2

Freedom of Speech and Freedom of Religion

Law and Legal Culture in Asia and the Pacific Society

Master of Labour Law and Relations

Compulsory unit of study

Labour Law¹³

Optional units of study

Advanced Employment Law

Comparative Industrial Law

Discrimination in the Workplace

Trade Union Law

Workplace Bargaining

Work Safety

¹² Except in special circumstances and with permission of the Associate Dean (Postgraduate) candidates may not enrol in units of study offered for the course of study unless the candidate has completed or is concurrently enrolled in this unit of study.

cf. Report of the PG Studies Committee (Faculty Meeting 12 Aug 1997) p. 6

¹³ Unless and until otherwise approved by the Committee, all candidates shall first complete this unit of study before enrolling in any other law unit of study, provided that a full-time candidate may enrol in other law units of study concurrently with this unit of study.

1997 Law Handbook Res. Fac. (MLLR) 4

Master of Taxation, Graduate Diploma in Taxation

Compulsory unit of study

Australian Income Tax System¹⁴

Optional units of study

Australian International Taxation

Australian Tax Treaties

Comparative International Taxation

Comparative Corporate Taxation

Corporate Taxation

Controlled Foreign Companies, Foreign Investment Funds and Transferor Trusts

Income Transfer Payments Law

OECD Model Tax Convention on Income and on Capital Tax Administration

Taxation and Social Policy

Taxation of Business and Property Income

Taxation of Financial Institutions and Financial Transactions

Taxation of Partnerships and Trusts

Taxation of Remuneration

Taxation of Superannuation and Insurance

Transfer Pricing in Taxation

Graduate Diploma in Commercial Law

Optional units of study

Advanced Financing Techniques

Chinese Legal System and Foreign Investment Law

Competition Law and Policy

Consumer Protection Law – Regulation of the Unfair Marketing Practices

Consumer Protection Law – Post-Sale Consumer Protection

Corporate Fundraising

Corporate Insolvency

Dept Financing

Equity Financing

International Business Law

International Commercial Arbitration

International Trade Regulation

International Transport Law

Issues in the Law of Copyright

Maritime Law

Modern Corporate Governance

Regulation of Derivatives, Products and Markets

Restitution for Unjust Enrichment

Restitution for Ineffective Contracts

Takeovers and Reconstructions:

Up to one unit, selected from the LLM course of study, and approved by the course coordinator as being relevant to the student's course of study

¹⁴ Except in special circumstances and with permission of the Associate Dean (Postgraduate) candidates may not enrol in units of study offered for the course of study unless the candidate has completed or is concurrently enrolled in this unit of study.

Graduate Diploma in Corporate, Securities and Finance Law

Optional units of study

Advanced Financing Techniques
Corporate Fundraising
Corporate Taxation
Debt Financing
Equity Financing
International Business Law
Modern Corporate Governance
Regulation of Collective Investment
Takeovers and Reconstructions
Taxation of Financial Institutions and Financial Transactions

Master of International Law, Graduate Diploma in International Law.

Compulsory units of study

International Law¹⁵
International Law and Australian Institutions
International Law Research Project¹⁶

Core Units of Study

International Business Law
International Commercial Arbitration
International Environmental Law
International Law & Use of Armed Force
International Trade Regulation
International Transport Law
Law of the Sea
Theories of International Law
Protection of the Antarctic Environment

Optional Units of Study

Asian and Pacific Environmental Law
Asia Pacific Taxation
Australian Tax Treaties
Comparative Environmental Law
Chinese Legal Systems & Foreign Investment
Comparative International Tax
European Union Law (I)
Maritime Law
Law & Society in Indonesia
Law & Business in Indonesia

¹⁵ Available only to those candidates who have not completed any previous studies in International Law.

¹⁶ Available to Master of International Law candidates only.

Graduate Diploma in International Business Law

Core units of study

International Business Law
International Commercial Arbitration
International Trade Regulation
International Transport Law

Optional units of study

Asia Pacific Taxation
Australian Tax Treaties
Chinese Legal Systems & Foreign Investment
Comparative International Tax
European Union Law (I)
Maritime Law
Law & Society in Indonesia
Law & Business in Indonesia

Graduate Studies Committee Report of the Working Party on electronic submission, examination and publication of higher degree theses

The Working Party on electronic submission, examination and publication of higher degree theses met on 5 November 1998 when there were present: Professor J R Lawrence (Chair), Associate Professors A Koppi, A F Masters and R Ross, Miss K Sexton and Mr D Trudinger. Mr R Silver (Intranet System Project Manager) was present by invitation, and Miss E R Ring was in attendance.

Electronic submission and examination

The Working Party had received background information on:

- the development of the current policy and Resolutions of the Academic Board relating to electronic submission and examination of higher degree theses;
- comments by Dr Godden expressing concerns about the provisions; and
- comments by Associate Professor Koppi and Associate Professor Masters in respect of Dr Godden's concerns.

The Working Party had been convened to address these various comments and suggestions with a view to developing further the provisions for electronic submission and examination.

The Working Party noted that the provisions for electronic submission and examination were evolutionary, as was the technology used for it. The Working Party discussed the concerns expressed and suggested changes to the provisions, observing that different people would have preferences for different electronic mediums and different document format standards.

A number of criticisms had been made of the provision for submission in word processing format — see footnote.¹⁷ The Working Party was of the view that these aspects of submission in word-processing format could be addressed by clear information being provided to examiners on the exact format used in the preparation of the thesis. The Working Party noted that the Board Resolutions already required that each chapter of the thesis be submitted as a separate document. While examiners' comments in respect of typographical errors could be identified easily with spell-checks, there did need to be reference points to sections of the thesis to provide easy cross-referencing for the identification of examiners' analytical comments. The Working Party agreed that further guiding principles on document format needed to be prepared for students.

In respect of the comment that there were opportunities for changes to be made to the thesis — accidental or otherwise — the Working Party observed that examiners had to be trusted: modern technology enabled changes to be made even to paper copies of theses; also, the Academic Board Resolutions provided that the definitive copy of the thesis was the printed, permanently bound version which was deposited in the University Library. It was possible that, in the future, the "Library copy" of the thesis might be an electronic version, given the developments occurring in the digitisation of theses, but at present, and for the foreseeable future, the printed, permanently bound Library copy was the definitive version.

While computer viruses could be distributed with a thesis, virus checks should eliminate such dangers. The procedure of certifying a thesis as being in a form suitable for examination could be amended to include the requirement of a statement from the Head of Department that the thesis

¹⁷

- if presented in Word or WordPerfect, the version would need to be specified;
- ASCII would not be an acceptable form for graphics; RTF (Rich Text Format) would be a more suitable form;
- in respect of submission on disk, 100,000 words might not fit onto a floppy, especially in RTF or where graphics were used;
- if theses were examined in the USA and examiners' comments were returned on the basis of US pagination (which is different from that used in Australia), supervisors and candidates could have difficulties in connecting the comments to the thesis;
- computer viruses could be distributed, including the possibility of identifying examiners to the candidate.

has been checked for viruses and the software used for this purpose, and this information could be conveyed to the examiner.

The Working Party recognised that platform-independent formats were alternatives that provided maximum flexibility: HTML was the international Web standard that could be used for submission and examination; and PDF was another possible format which prevented text from being changed. These formats were alternatives to those currently provided for, and should not be prescribed instead of them. If a thesis were to be submitted and examined via the Web, the examiners' access to browsers (Netscape, Internet Explorer) would need to be determined. Submission on CD ROM(s) was another form that could be used, with no space or graphics problems and no facility for the work to be changed.

It was noted that students who wished to submit electronically would need to specify clearly the medium(s)/format(s) in which they wished to submit, and that it was the responsibility of the Supervisor/Department to advise examiners about the electronic form(s) available and to ascertain whether or not the examiner had the appropriate software available for electronic examination. It was not intended that examiners negotiate the format or that it be discussed between candidate and examiner.

In recapitulation, the Working Party agreed that the provisions for electronic submission and examination were evolutionary, as was the technology used for it. The provisions should not be prescriptive, but rather supportive of the range of electronic mediums and document format standards available. The provisions for electronic submission and examination were available for those students, and examiners, who wished to and were able to use it. The provisions for electronic submission and examination were available as an alternative to the paper medium but were not intended to replace it.

Miss Sexton reported that guidelines had been developed by American universities to assist students in electronic submission and that she would attempt to find copies thereof.

Associate Professor Koppi and Mr Silver accepted the invitation of the Working Party to draft guidelines on suitable electronic formats to assist students in electronic submission.

Electronic publication

The Working Party had received background information from Miss Sexton on recent developments in electronic publication of theses. The University of New South Wales had begun work on the Australian Digital Theses project, which received funding from RIEFP, and the Working Party noted a detailed report by Tony Cargnelutti, the project leader at UNSW.

The Working Party noted that work would commence shortly on the digitisation of a few theses, and that this would provide information for deliberations on whether the project could form a permanent basis for digitisation or whether a service such as UMI should be used. The ADT project had a web-site as the main repository of information about the project:

<http://www.library.unsw.edu.au/thesis/thesis.html>

The Working Party would continue its watching brief on developments in this area.

AGENDA ITEM 10.

Report of the Teaching and Learning Committee

10.1 Report of the meeting held on 5 November 1998

The Committee met on 5 November 1998 when there were present: Professor AE Sefton (Chair), Mr S Barrie, Dr A Brew, Ms H Bonanno, Associate Professor T Koppi, Mr L McCrimmon, Professor R McPhedran, Dr M Peat, Mr D Trudinger and Mr L Whittington. Mrs L Rose was in attendance.

1. Receipt of report

The Committee **recommends** that the Academic Board receive and note the following report of the meeting held on 5 November 1998.

2. Proceedings of the Committee

(1) Report of NeTTL

Associate Professor Koppi tabled a report from NeTTL. The Committee noted in particular two projects currently being developed. One, the National Teaching and Learning Database, was a project designed to develop national teaching resources and provide on line access to teaching materials.

The second, entitled Staff-Room, was a community outreach program targeted at high school teachers. It consisted of a series of subject-based discussion forums on teaching and learning issues for high school teachers. It was suggested that the University, through the Teaching and Learning Committee, could look at developing a similar program for University teaching staff.

(2) Teaching and Learning Showcase

The Chair reported that both the SRC and SUPRA had agreed to speak at the closing of the Showcase. Abstracts and the program were on the Web on the NeTTL site.

(3) Assessment policies

The Committee noted that the aim of the assessment policies was that they be broad-based. Fine detail could then be incorporated into a book of guidelines. If possible, the assessment policies would be placed on the Web to encourage discussion amongst the wider University community.

(4) Flexible learning

The Committee noted the comments of the Undergraduate Studies Committee to the paper on flexible learning. The Committee discussed the paper on flexible learning and forwarded its comments to the Flexible Learning Working Party.

(5) Distribution of Grades

It was noted by the Committee that the University was endeavouring to move from a highly prescriptive document to one that contained much broader guidelines. It was important to have a single document available on the distribution of grades, as there were a number of different documents currently being utilised across the University. There were two more years of norm referencing and this document could only be an interim measure until such time as the new assessment policies were introduced.

The matter was discussed by the Committee. The Chair agreed to take the points raised under consideration for the final draft. This draft would then be sent to the Chairs of faculty Teaching and Learning Committees for comment.

10.2 Report of the meeting held on 3 December 1998

The Committee met on 3 December 1998 when there were present Professor AE Sefton (Chair), Professor D Anderson, Mr S Barrie, Dr A Brew, Ms H Bonanno, Ms F Everingham, Associate Professor T Koppi, Mr L McCrimmon, Mr D Moutou, and Mr S Solomon. Mrs L Rose was in attendance.

1. Receipt of report

The Committee **recommends** that the Academic Board receive and note the following report of the meeting held on 3 December 1998.

2. Proceedings of the Committee

(1) Report of Centre for Teaching and Learning

Associate Professor Tony Koppi tabled a report on the Centre for Teaching and Learning, giving a brief summary of academic members' activities over the past three months. These activities included:

- * supervision of PhD Students and completion of PhD assessments;
- * submission of various papers and articles;
- * receipt of a Higher Education Innovation Program grant;
- * involvement in the Teaching and Learning Showcase held at the University of Sydney;
- * conduct of a number of workshops;
- * attendance at a range of conferences, where a number of papers were accepted;
- * participation in a number of University committees; and
- * over 100 individual face-to-face staff consultations.

(2) Teaching and Learning Showcase

A report on the Teaching and Learning Showcase was tabled at the meeting. There were a number of positive comments made about the Showcase. Professor Sefton placed on record her thanks for the extremely hard work undertaken by all staff at the Centre for Teaching and Learning and to the sponsors of the event.

It was agreed that future committees be made aware of the volume of presentations, the nature of the budget, strategies and publicity material. The recommendations made in the report are attached. *(Pages 61-62)*

(3) Annual faculty teaching review

There was a requirement for the Teaching and Learning Committee to ask all faculties for a report on their teaching activities over the past year. It was apparent from the 1997 reports that some faculties required further explanation of certain items, for example, benchmarking.

It was agreed that the list of questions sent to faculties would be expanded. The revised list of issues on which faculties would be asked to report on in 1998 is attached. *(Page 63)*

(4) Assessment policies

A document on assessment policies was yet to be finalised and would be presented to the Committee early in the new year.

(5) Flexible learning

The Flexible Learning Working Party had considered responses from faculties and other committees with a view to taking a revised report on flexible learning to the Academic Board early in the new year.

(6) Distribution of Grades

The final draft of the report would be with the Committee early in 1999 for approval to send out to faculty Teaching and Learning Committees.

(7) CUTSD Grants

The Committee was informed that no formal announcement had been made on the receipt of grants by the University.

The CTL had been working for some time on better strategies for grant applications and a two-step process was now in place. This included a brief initial application which was evaluated followed by selection of ten finalists. This meant that the final applicants could have a reasonable amount of input from the CTL. It was important to encourage future grant applicants to develop collaborative efforts as it appeared that grants would be awarded on this basis.

(8) Other business

(a) Teaching and Learning Committee achievements

The Chair tabled a paper listing achievements by the Committee over the past two years and requested that it be attached to the minutes. *(Page 64)*

(b) Farewell

Professor Anderson, on behalf of the Committee, thanked Professor Sefton, as the outgoing Chair, for her leadership of the Committee and offered congratulations on her 1998 Australian Award for University Teaching.

Professor Sefton thanked all members of the Committee for their varied and interesting contributions over the past two years.

The Vice-Chancellor's University Teaching Showcase Showcase Organising Committee Debriefing Meeting 1/12/98

In meeting to discuss the Showcase, the committee records its thanks to the sponsors, including the Vice-Chancellor who provided the funds, individuals from CTL and NeTTL who made it all happen and all those who contributed and participated.

Report and Suggestions

1. Overall the showcase was a major success and positive comments included
 - commitment to teaching, enthusiasm,
 - wide participation, interaction, exchange of ideas, collaboration
 - Shirley Alexander's keynote address
 - Excellence in Teaching presentations
 - diversity across the institution
 - involvement of students
2. Some particular problems were noted, including:
 - glitches in room bookings
 - difficulties with IT demonstrations which needed to be better integrated
 - poster rooms too small although location good
 - consider some form of "poster discussion"
 - smaller rooms needed for keynote lectures
 - not all really understood the value of interaction in the posters or workshops - perhaps better information and guidance needed
 - chairs be allocated to workshop sessions to ensure that timing is adhered to and that discussion occurs smoothly.
3. It was recommended to hold the Showcase every two years.
4. A Director be appointed to manage all issues to do with the Showcase.
5. Look at inter-university collaboration or targeting a session within the program to cater for presentations from other universities - issue an invitation to other universities to participate.
6. To think closely about the language used in the promotion of IT presentations - Information Technology for Teaching and Learning - particularly being aware of those who are unfamiliar with it.
7. To integrate better the posters and IT presentations within the main program and include more details within the Abstract Book.
8. It was noted that the majority of the presentations were made on an individual/course basis and not at the departmental or faculty level: it would be worth encouraging larger groups to present at course or departmental level.
9. Excellence in Teaching Awards - there was some discussion about their inclusion in the showcase at all. It was felt that they should be held "stand-alone" as they offer an excellent opportunity to highlight good teaching.
10. A suggestion was made that in every non- showcase year that a day be held (VC's Forum?) to highlight the ETA recipients and to have a keynote speaker on a "hot" educational topic. In alternate years, separate the showcase and the ETA presentations.
11. There was some discussion on the possibility of inviting colleagues from other universities to participate and particularly to consider having a joint event with other universities in Sydney, rotating between them. On balance, it was felt that while a good idea, it is too

early and that the Sydney contribution would then be swamped, losing the sense of celebrating our own achievements.

12. A greater lead in time is needed – particularly with the organisation of requirements for IT demonstrations and technological needs. Some thought is needed on how the showcase web guide can handle the registration process, submission of abstracts, provide information and can be used as an interactive process within the academic community. It could include a proforma for technological requirements, and have participants indicate the theme under which their presentation should be considered.
13. The Showcase organising committee should reflect a greater diversity of people from different disciplinary areas. That the committee also include someone who is able to assist with the organisation of the technology side of Showcase requirements.

Ann Sefton
for the Organising Committee

Faculty Teaching Committee Annual Reports
Report to the Teaching and Learning Committee
on Teaching Activities
1998

- 1. Examples of good practice in teaching and assessment**
 - (a) Strategies and mechanisms in place to enhance curriculum development, classroom teaching and assessment
 - (b) Examples of good practice or innovation in teaching and assessment
 - (c) Awards for teaching
 - (d) Benchmarking or other activities designed to assess standards

- 2. Evaluation of courses and programs**
 - (a) Methods used to canvas the opinions of students and staff
 - (b) Faculty responses to evaluation and student feedback
 - (c) Mechanisms for notifying students of the outcomes of evaluation
 - (d) Methods used to evaluate innovation in teaching
 - (e) External accreditation (if relevant)
 - (f) Means of consultation with relevant community members: professional/industry groups, clients etc

- 3. Supporting innovation**
 - (a) Future plans for innovation, curriculum development, teaching enhancement
 - (b) Moves to flexible learning strategies
 - (c) Projects funded within the University (sources and amounts)
 - (d) Projects funded externally (sources and amounts)

- 4. Mechanisms to support students**
 - (a) Mechanisms and strategies for identifying and supporting students at risk of failure
 - (b) Mechanisms and strategies for identifying and enhancing the experience of highly performing students

- 5. Needs of staff for enhancing teaching and supporting innovation**

- 6. Factors which inhibit or have adverse effects on good teaching**

- 7. A one-page report from a student representative on the Faculty Teaching and Learning Committee should be included.**

Major Activities of Teaching and Learning Committee 1997-1998

- * policy development in the areas of:
 - assessment
 - teaching criteria for promotion
 - revised criteria for awards for excellence in teaching
 - performance indicators for teaching;
- * evaluation of the applicants for the Excellence in Teaching Awards;
- * through the Chair, the ranking of grant applications to the Australian Committee for University Teaching and Staff Development. In 1998, a revised procedure for reviewing and supporting those grants was implemented in the Centre for Teaching and Learning. Grant applications were initially reviewed by a small group, and then the best were supported with professional educational assistance. In 1998, Sydney was awarded the greatest number of these grants, of the highest dollar value;
- * the initiation of the very successful Showcase of Teaching which saw the production of 200 abstracts and a lively educational meeting in November 1998;
- * the development of liaison with faculties and departments on issues of teaching and learning, and presentations of seminars and workshops to departments and faculties, often through Faculty Teaching and Learning Committees;
- * the regular reviewing of reports from:
 - Centre for Teaching and Learning
 - NeTTL
 - Learning Assistance Centre;
- * reviewing of ad hoc reports from Academic Board;
- * the development of guidelines to Teaching and Learning Committees of Faculties for annual reports and the reviewing of those reports;
- * the production of teaching and learning reports for the Senate of the University of Sydney and
- * a forum for staff and students to discuss educational issues of importance across the institution.

AGENDA ITEM 11. Report of the Research Committee

11.1 Report of the meeting held on 24 November 1998

The Committee met on 24 November 1998 when there were present: Professor D Cockayne, Deputy Chair Academic Board (Presiding Member); Professor R Pesman, Chair, Academic Board, Professor D Siddle, Pro-Vice-Chancellor (Research); Professor D Cook; Professor D Melrose; Professor M Clunies Ross, Professor I Hume, Dr J Lingard, Professor John Carter, Professor S Garton, Mr D Trudinger. In Attendance were; Professor L Field, Dr C Baxter, Ms M Robb, Associate Professor A Reynolds, Ms S Reid, Mr M Devine (Committee Secretary). The Committee received an apology from Professor Lawrence for non-attendance.

1. Receipt of Report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 24 November 1998.

2. The University of Sydney's policy on the receipt of funding from the Tobacco Industry

Professor Cockayne advised that, following discussion with the Chair of the Academic Board, the proposed amendments to the University's Tobacco Industry funding policy were withdrawn from the November Academic Board agenda on the grounds that the statement "The University and its departments will not accept support sourced from Tobacco companies" could place an onus on the University to investigate the ultimate source of all funds received. The Committee had before it a letter from Associate Professor Simon Chapman on this matter. After some discussion the Research Committee agreed to remove the words "sourced" and "its departments" from the previously recommended policy. The Research Committee **recommends** that the policy read: "The University will not accept support from Tobacco companies".

3. Proceedings of the Committee

(1) Correspondence from the Postgraduate Student Member of the Academic Board, Mr Tim Wilkinson

Mr Wilkinson had written to the Research Committee requesting that he be advised of the total amount of funds that have been available to the Postgraduate Travel Grant Scheme over the past few years, and by comparison the amount of funds available through staff travel grants. The Committee asked Ms Su Reid to write to Mr Wilkinson providing him with this information.

(2) Medical Research Investment Fund

Dr Baxter advised that she had met with County Investments to discuss broadly the intellectual property arrangements which might be developed if the Medical Investment Research Fund provides funding to NHMRC applicants. Professor Siddle advised the Committee that there were still a number of issues requiring clarification and that DVC/PVCs(R) of the major successful NHMRC grant holding institutions would be meeting to form a consistent position.

(3) Reports

(a) Report by the Pro Vice-Chancellor (Research)

- NHMRC Results - Professor Siddle advised the Committee that the NHMRC results had been announced and that the University had attracted almost an additional 1 million dollars compared with last year. He also informed the Committee that Su Reid and Professor John Chalmers were working on implementing procedures to encourage

hospital based researchers to submit their research applications through the University's Research and Scholarships Office.

- Cooperative Research Centre Bids - The University of Sydney has 14 bids, both new and continuing, remaining in the selection process. Professor Siddle believes that all those remaining will now most likely be interviewed.
- Overseas Postgraduate Research Scholarships - Forty applications had been received, and were considered at a meeting on 17 November 1998. Twenty six awards will be offered to commence in 1999.
- U2000 Fellowships - The central selection committee met on 17 November 1998 to consider Faculty rankings. The Committee was pleased with the high level of applicants. Fifteen applicants and a reserve list of eight applicants were selected. So far 12 of the 15 successful applicants had accepted their awards.
- Major Equipment Grants - Professor Siddle advised that the Major Equipment Committee will meet on 26 November 1998 to allocate approximately \$2.9 million from a requested total of over \$5 million.
- High Performance Computing - Professor Siddle advised the Committee that there was consensus that VisLab and the NSW Centre for Parallel Computing should amalgamate into one centre. NSW universities had combined to pledge 1 million dollars and have written to the NSW Premier to request that government contribute 4 million dollars to high performance computing over the next 3 years.
- R&D Awards Dinner - Professor Siddle had attended the awards dinner and believes that it is important for the University to be present as it is a major sponsor.
- Australian Research Council - Professor Siddle advised that an announcement of the outcomes for ARC Grants and Fellowships was imminent. The Committee discussed the proposed Green Paper on Research Funding. Many members spoke of their concern at suggestions that there might be a move from international peer review of individual ARC research grants to block funding to universities. The importance to individual researchers of having their ideas tested by, and exposed to, international peer review at the time of application for grants was emphasised. The Committee discussed the importance of supporting the need for a strong national funding system for research grants, and the need to strengthen the ARC. The Committee agreed that if the proposed changes were implemented Australia would be out of touch with other major countries with national funding organisations. The Committee agreed that the Chair should write to the Minister, Dr Kemp, expressing these views, and that the Vice-Chancellor should be asked to comment before the letter was sent.

(b) Report by the Director Business Liaison Office

Dr Baxter informed the Committee that the BLO had been involved in a number of activities including a presentation at the College of Health Sciences Retreat, and other promotional activities. The BLO was presently appointing new staff members.

(c) Report by the Director, Research Development

Ms Robb informed the Committee that she had Chaired a panel discussion at the College of Health Sciences retreat. She had recently attended an ARC/DETYA conference and informed the Committee of a number of changes to the ARC application procedures and eligibility requirements which were announced there.

(d) Report by Director, Research and Scholarships

- NHMRC - Ms Reid informed the Committee about the NHMRC electronic application submission process for 1999. GRANTNET will differ for next year. The NHMRC have introduced the Informed-Filler software which applicants can download and complete on their own PCs. Professor Cockayne commended the staff of the Research and Scholarships Office and of the BLO and Ms Robb for their efforts during the 1998 application process.
- Primary Industries Development Corporations - Ms Reid advised the Committee that a number of the Primary Industries R&D Corporations are tightening their procedures with regard to outstanding progress and final reports. Some Corporations will penalise grant holders for late milestone reports. The Pig Research and Development Corporation has foreshadowed that it will not accept any Preliminary Research Proposals from Universities which have outstanding milestone reports.

(4) Moving Ahead: New Horizons - University of Sydney Strategic Plan 1999-2004

Professor Siddle advised the Committee that he believed amendments to the plan were required. Goal 3, Excellence in Research in particular needed amending. Dr Baxter advised that The Business Liaison Office had written extensive comments to Professor Ken Eltis, Deputy Vice-Chancellor (Planning and Resources). The Committee resolved that the Chair should write to Professor Eltis requesting that the plan be strengthened in the area of research-industry interaction.

AGENDA ITEM 12.

Report of the Academic Staffing Committee

12.1 Report of the meeting held on 25 November 1998

The Committee met on 25 November 1998. There were present: Professor R Pesman, Professor L Field, Professor S Armitage, Associate Professor R Arnold, Associate Professor R Atherton, Associate Professor D Davey, Ms S Jamieson, Professor M Koder. Apologies: Professor L Burgess, Dr P Whiting. In attendance: Ms H Beamish, Ms J Deitch.

1. Promotion for Teaching-only Academics

The Committee recommends that a one-off round of promotions be held in 1999 for members of the academic staff at Levels A and B whose initial appointment was at Tutor or Senior Tutor level. Applications will be assessed by a central committee only with the major emphasis on teaching.

2. Policy Document - Criteria for the Award of Clinical Titles (Levels A-D)

The Committee finalised the policy document. *(Pages 69-76)*

3. Policy Document - The Appointment of all Categories of Academic Staff

The Committee finalised the policy document and it will be submitted to the February 1999 meeting of the Board and the March meeting of Senate for approval.

4. Policy Document - Promotion of Academic Research-only staff

The draft document on the Criteria for Promotion of Research-only staff is to be circulated to the University community for comment.

5. Appointments Report

The Committee endorses the attached statistical analysis of the reports of the Pro-Vice-Chancellors (College) for academic appointments for the period 1 April 1998 to 30 September 1998. *(Pages 77-86)*



**THE UNIVERSITY OF SYDNEY
CRITERIA FOR AWARD OF CLINICAL ACADEMIC TITLES
LEVELS A-D**

For the definitions of terms used in this document refer to the Delegations of Authority. As appropriate for the local nomenclature and reporting lines, when this document refers to Department read also School or Unit; to Faculty read also Graduate School of Business, Orange Agricultural College, Sydney College of the Arts, Sydney Conservatorium of Music or Administrative Unit; to Head read Head of Department/School/Unit; and to Dean read also Director or College Principal.

Coverage

Clinical academic titles (Clinical Associate Professor, Clinical Senior Lecturer, Clinical Lecturer, Clinical Associate Lecturer) may be conferred primarily on salaried staff and visiting staff of teaching hospitals who meet teaching needs, on a regular basis, which the University may not otherwise satisfy.

Policy

The University is committed to recognising and rewarding sustained excellence by providing opportunities for the award of a higher clinical title.

**General
Criteria**

The criteria for the award of clinical academic titles at specific levels as listed in this document should be read as indicative not prescriptive.

The following guidelines on the University of Sydney's expectations at each level should be read in conjunction with the Clinical Academic Position Guidelines.

The University recognises that those who hold clinical academic titles do not have the same opportunities to engage in the full range of academic activities. Thus profiles at the same level of appointment will be composed in different ways. However, the University considers teaching and research/scholarship as its core activities.

Evaluation

Evaluation of the performance of those who hold clinical academic titles is based on four categories of activity

- teaching
- clinical activities
- research/scholarship
- service and leadership to the profession, discipline, University and wider community.

The University has four standards of evaluation of performance relating to those who hold clinical titles

- outstanding
- superior
- satisfactory
- unsatisfactory.

These standards are understood as follows

- outstanding - significantly exceeding the criteria at the current level and satisfying the criteria at the next level
- superior - meeting the criteria at the current level at an advanced standard
- satisfactory - meeting the criteria at the current level
- unsatisfactory - not meeting the criteria at the current level.

To be considered for a higher clinical title, applicants must be assessed as outstanding in at least two categories, superior in a third, and satisfactory in the fourth

- for Levels B and C, one of either teaching or research/scholarship must be outstanding
- for Level D "Associate Clinical Professor", one of either teaching or research/scholarship must be outstanding and the other of at least superior standard.

DOCUMENTING CATEGORIES OF ACTIVITY

Teaching

Documenting experience in teaching

- For the award of a clinical academic title, applicants should provide a list of teaching activities over the past three semesters, including units of study taught, forms of teaching (lecture/seminar/tutorial), number of hours and students. This list must be verified/signed by the Head of Department.

Documenting good practice in teaching

Good practice in teaching can be substantiated in a variety of ways. These could include

- most importantly, evidence of self-evaluation and reflection on teaching and learning: strategies, approaches, determining goals and assessing how well they are met, philosophies, responses to different forms of evaluation
- if appropriate, systematically collected student evaluations which must include validated generic questionnaires
- the use of self-designed instruments/strategies to obtain specific information for formative self-evaluation
- evidence from direct observations by departmental colleagues or external experts.

Documenting scholarship in teaching / outstanding teaching

- qualifications in, or awards for, teaching
- successful competitive grant funding for teaching projects
- publication of research on teaching and learning, presentations at meetings
- external recognition; invitations to speak at workshops, conferences or seminars on teaching and learning, positions held in educational societies, consultations on teaching.

Clinical Activities

Activities relating to clinical care in both an inpatient and ambulatory setting

- The number and nature of clinics attended and the area of supervisory clinical care eg how many patients may be seen in various settings.

Documenting experience in clinical activities

- Involvement in the applicant's clinical discipline.

Documenting good practice in clinical activities

- Involvement in continuing education programs aimed at maintaining the applicant's clinical skills
- Involvement in quality assurance activities related to the applicant's discipline.

It may be appropriate in some clinical settings to evaluate the nature and complexity of clinical activities eg remote care, complex care in remote areas, outreach clinics.

Research/ Scholarship

It is recognised that different disciplines have different indices for assessing productivity and quality in research/scholarship, but peer review in some form or other is a criterion for assessment in all disciplines.

Documenting research/scholarship, including a list of

- publication of books and monographs after the manuscript has gone through a review process
- publication of papers in refereed outlets
- competitive grants
- critical reception of work through reviews and citations
- invitations by outside organisations (conferences, other universities) to present
- invitations to review manuscripts, books and research grant applications
- other publications and conference papers relevant to the discipline, such as unrefereed papers.

**Contribution
to the
profession,
discipline,
University
and the
community**

Applicants should indicate contribution made in the positions held, the degree of initiative, judgement and responsibility exercised and the changes and developments where his/her contribution has been substantial and significant. Contributions should be expressed in terms of the following

- **Positions held** at the Department, Faculty College, University and Hospital level and positions held on outside bodies on the University's behalf.

Professional and community activity

This activity is best indicated by achievements in professional areas which advance the profession or bring credit to the University. Achievement in these areas can be assessed by recognition of industry, government agencies and professional peers. Peer acceptance rather than market assessment would normally be regarded as the more relevant measure.

Evidence for significant involvement in professional activity might include

- positions of leadership in professional societies
- liaison with constituencies in ways which promote scholarship, teaching and research/scholarship
- organisation of conferences, seminars, field days, professional development courses
- professional consultancies
- commissioned reports
- originality in applied work such as the development of new techniques

which have been accepted and used by the profession/industry/community

- structures judged as expanding the discipline
- professional awards and distinctions
- appointment and contribution to outside advisory organisations, tribunals, committees of inquiry because of professional expertise and reputation
- appointment and contribution to boards of management of community and public organisations because of professional expertise and reputation.

Community service might include activities such as

- contribution of professional expertise to community organisations
- engagement as a 'public intellectual' through participation in public debates
- dissemination and popularisation of research/scholarship through appearances on radio and television, interviews and articles for the print media and talks to community organisations.

CRITERIA BY LEVEL

LEVELS A AND B ~ Clinical Associate Lecturer, Clinical Lecturer Titles

Teaching is interpreted for these criteria as tutorials, lectures, practicals, workshops, seminars, demonstrations, fieldwork, in placements, in clinical and other professional situations.

Teaching Experience

Clinical title holders at levels A and B will have demonstrated that, when given the opportunity, they have

- taught/supervised in different styles and settings
- taught in a variety of subject areas and at a variety of different levels
- co-operated in the design and delivery of teaching including the preparation of unit of study notes, handbooks and other materials in a timely fashion
- supervised or co-supervised honours/postgraduate students effectively (Level B).

Good Practice in Teaching

Clinical title holders at levels A and B will have demonstrated that in their teaching they have

- encouraged students to learn effectively and to develop a number of the generic skills expected of graduates of the University of Sydney including critical reasoning
- prepared and delivered material professionally and with enthusiasm
- kept abreast of current developments in areas taught
- used a range of appropriate assessments and provided timely feedback to students
- made themselves available for students seeking academic assistance
- participated in the professional development of their own teaching skills
- if appropriate, sought evaluation of their teaching from staff and students and responded appropriately and effectively to the information
- introduced or implemented improvements/innovations.

Scholarship in Teaching / Outstanding Teaching

Clinical title holders at levels A and B will have demonstrated scholarship in teaching and/or outstanding teaching performance through the following

- qualifications in, or awards for, teaching
- scholarly activities in teaching (publication or research on teaching, contributions to educational meetings/seminars/workshops)
- contributions to the enhancement of teaching quality (including the design of units of study) within the department or faculty
- application of new initiatives from familiarity with the educational literature relevant to teaching the discipline/award course program
- successful competitive grant funding for teaching projects
- external recognition: consultations or invitations to speak at workshops, conferences or seminars on teaching and learning, membership of, or positions held in, educational societies.

**CLINICAL
ACTIVITIES**

Clinical title holders at Level A will have demonstrated

- **evidence of satisfactory performance of their clinical duties.**

Clinical title holders at Level B will have demonstrated

- **performance in a clinical research role and in maintaining clinical teaching at least at a supervisory level**
- **a role in directing clinical programs.**

**RESEARCH/
SCHOLARSHIP**

Clinical title holders at Level A will have demonstrated

- **research ability**
- **that they have had the results of an activity accepted in the form of publication (unless there are contractual constraints).**

Clinical title holders at Level B will have demonstrated that they have met or exceeded the criteria for Level A and, in addition

- **an independent role in research activity**
- **had the results of their research accepted in the form of refereed publications**
- **been successful in obtaining research grants, if relevant to the discipline.**

**SERVICE AND
LEADERSHIP
TO THE
PROFESSION,
DISCIPLINE,
UNIVERSITY
AND WIDER
COMMUNITY**

Clinical title holders at levels A and B will have demonstrated that they have

- **contributed to departmental committees**
- **participated in professional /community activity.**

LEVEL C ~ Clinical Senior Lecturer Title

TEACHING

Teaching Experience

Clinical title holders at Level C will have demonstrated that, when given the opportunity, they have met or exceeded the criteria for Level B and, in addition, have

- coordinated teaching at undergraduate and, if appropriate, postgraduate level
- contributed to the development and/or management of teaching within the department or clinical setting.

Good Practice in Teaching

Clinical title holders at Level C will have demonstrated that they have met or exceeded the criteria for Level B and, in addition, have

- contributed to attracting students for successful undergraduate, honours and/or postgraduate study in the department/school
- participated in the planning and implementation of new units of study /award course programs.

Scholarship in Teaching / Outstanding Teaching

Clinical title holders at level C will have demonstrated that they have met or exceeded the criteria for Level B, including evidence of

- contributions to developments in teaching the discipline in other institutions (eg: through national and international discipline-based societies, participation in advisory bodies at other institutions, work in schools)
- development of new modes of teaching (eg: distance education).

**CLINICAL
ACTIVITIES**

Clinical title holders at Level C will have demonstrated that they have met or exceeded the criteria for Level B and, in addition, have

- established a clinical service or clinical practice of the highest standard
- demonstrated the excellence of care needed in quality assurance activities that meet or exceed the standards expected in such a discipline at a national/international level
- contributed to national/international discussion/meetings related to the discipline
- demonstrated innovation/flexibility in the development and delivering of care.

**RESEARCH/
SCHOLARSHIP**

Clinical title holders at Level C will have demonstrated that they have met or exceeded the criteria for Level B and, in addition, have

- developed a sustained program in research
- had the results of their research activity accepted in the form of publications highly respected within the discipline
- supervised postgraduate research students, where the opportunity has been available
- contributed to the national or international activity in their research discipline.

**SERVICE AND
LEADERSHIP
TO THE
PROFESSION,
DISCIPLINE,
UNIVERSITY
AND WIDER
COMMUNITY**

Clinical title holders at level C will have demonstrated that they have

- acted as chairs of departmental committees
- acted as organisers of conferences, public seminars and meetings
- acted as representatives of the University in the community and beyond
- acted in a leadership role and received community recognition
- participated in the governance of Departments/Faculties/Hospitals/University
- acted as a senior member of professional societies and outside organisations.

LEVEL D ~ Clinical Associate Professor Title

TEACHING

Teaching Experience

Clinical title holders at Level D will have demonstrated that, when given the opportunity, they have met or exceeded the criteria for Level C and, in addition, have

- contributed to developing the quality of teaching and learning within a department and clinical setting
- provided support and act as a mentor in teaching
- demonstrated a successful record of postgraduate and/or research supervision.

Good Practice in Teaching

Clinical title holders at Level D will have demonstrated that they have met or exceeded the criteria for Level C and, in addition, have

- contributed to improving the quality of teaching at the Department/Faculty/Clinical/University level
- provided leadership in developing new units of study/award course programs
- introduced or encouraged and supported innovation in teaching at the Department/Faculty/Clinical/University level.

Scholarship in Teaching / Outstanding Teaching

Clinical title holders at level D will have demonstrated that they have met or exceeded the criteria for Level C. In addition, they may also provide evidence of

- a national or international reputation for scholarship/leadership in teaching in the discipline or award course program.

**CLINICAL
ACTIVITIES**

Clinical title holders at Level D will have demonstrated that they have met or exceeded the criteria for Level C and, in addition, have

- influenced the development of the clinical discipline throughout the institution or at a regional/national or international level
- shown evidence of sustaining development of the clinical discipline
- established national/international recognition as an authority in their clinical discipline.

**RESEARCH/
SCHOLARSHIP**

Clinical title holders at Level D will have demonstrated that they have met or exceeded the criteria for Level C and, in addition, have

- provided research leadership in their field
- established an international reputation in their research discipline
- demonstrated a commitment to quality control in clinical services.

**SERVICE AND
LEADERSHIP TO
THE PROFESSION
DISCIPLINE,
UNIVERSITY AND
WIDER
COMMUNITY**

Clinical title holders at level D will have demonstrated leadership

- in the promotion and organisation of new initiatives in teaching, research and administration
- in the governance of the Department/Faculty/Hospital/University
- in professional societies and in contributing to outside organisations.

BACKGROUND/CONTEXT

Background	This document provides an indication of the criteria required for the award of a clinical academic title at levels A, B, C and D.
References	<p>Relevant industrial awards/agreements</p> <ul style="list-style-type: none"> • Academic Award Restructuring Pursuant to the Structural Efficiency Principle of the August 1989 National Wage Case Decision - Final Phase • Attachment B, Position Classification Standards • Universities and Post Compulsory Academic Conditions Award 1995 <p>Other related policies/references</p> <ul style="list-style-type: none"> • Delegations of authority: • Equal Employment Opportunity/Affirmative Action Management Plan • Equal Opportunity and Affirmative Action Policy Statement (7.2.94) • Policy document on academic promotions appeals (AB 19.6.97) • Policy document on the appointment of all categories of academic staff (AB 29.10.96) • Policy document on the promotion of academic staff to levels B, C and D • Policy document on the conferral of all academic titles (currently being approved) • Policy document on the conferral of academic research titles (currently being developed)
Authority/consultation	This policy has been drafted by the Academic Staffing Committee (Professor R Pesman (Chair), Professor L M Koder, Professor S Armitage, Associate Professor R Arnold, Associate Professor R Atherton, Professor L Burgess, Associate Professor D Davey, Professor L Field, Ms S Jamieson, Dr P Whiting), in collaboration with the Personnel Policy Unit (Ms J Deitch, Ms G Deakin, Ms M Sampson) and taking into consideration comments made by Ms H Beamish, Professor C Benrimoj, Professor T Carney, Associate Professor E Cornell, Mr J Dixon, Ms R Deamer, Professor R G Hewitt, Professor K Lester, Associate Professor A Masters, Dr P McCallum, Mr H Seers, Clinical Professor D Tiller, Professor D Weisbrot, Professor J A Young.
Ownership	Academic Board
Responsible Officers	<ul style="list-style-type: none"> • Deputy Vice-Chancellor • Chair of Academic Board
Dates	<p>Approval</p> <p><u>By</u> Vice-Chancellor</p> <p><u>Date</u></p> <p>Date of effect:</p> <p>Proposed date of review:</p>

**Academic Positions 4/98 to 9/98
Advertised appointments**

ACADEMIC

COLLEGE	FUNDING SOURCE	Associate		Lecturer		Senior		Associate		Professor		Associa
		Lecturer				Lecturer		Professor		/ Chair		Dean
		M	F	M	F	M	F	M	F	M	F	M
C (H&SS)	Fixed Term	2	1	2	2	1						
	Renewable			2						1		
	Continuing			1		2	1			1		
C (HSci)	Fixed Term			3		1						1
	Renewable	1	1	1	1							
	Continuing			5		3	2	3	1	5	1	
C (S&T)	Fixed Term		3	5	2		1					
	Renewable											
	Continuing			4		1						
Corporate	Fixed Term											
	Renewable											
	Continuing											
TOTAL		3	5	23	5	8	4	3	1	7	1	1

APPOINTMENTS BY GENDER

COLLEGE	M	F	TOTAL
C (H&SS)	12	4	16
C (HSci)	23	6	29
C (S&T)	10	6	16
Corporate	0	0	0
			61

APPOINTMENT:

C(H&SS)	C(HSci)	C(S&T)
16	29	16

APPOINTMENT:

	C(H&SS)	C(HSci)	C(S&T)
Fixed Term	8	5	5
Renewable	3	4	11
Continuing	5	20	10

RESEARCH ONLY

COLLEGE	FUNDING SOURCE	Level A Res.		Level B Res.		Research Assistant		NH&MRC Res. Assistant		Research Associate		Research Officer	
		Only Academic		Only Academic		Assistant		Assistant		Associate		Officer	
		M	F	M	F	M	F	M	F	M	F	M	F
C (H&SS)	Fixed Term				1								
	Renewable												
	Continuing												
C (HSci)	Fixed Term	1	1			1	1		1	1			
	Renewable												
	Continuing												1
C (S&T)	Fixed Term	1	1							3	1		
	Renewable												
	Continuing												
Corporate	Fixed Term												
	Renewable												
	Continuing												
TOTAL		2	2	0	1	1	1	0	1	4	1	0	1

APPOINTMENTS BY GENDER

COLLEGE	M	F	TOTAL
C (H&SS)	0	1	1
C (HSci)	3	4	7
C (S&T)	9	4	13
Corporate	0	0	0
	12	9	21

APPOINTMENTS BY COLLEGE

H&SS	HSci	S&T	Corp.	TOTAL
1	7	13	0	21

APPOINTMENTS BY TYPE

	H&SS	HSci	S&T	Corp.	TOTAL
Fixed Term	1	6	13	0	20
Renewable	0	0	0	0	0
Continuing	0	1	0	0	1
					21

Appointments on nomination

ACADEMIC

COLLEGE	FUNDING SOURCE	Associate Lecturer		Lecturer		Senior Lecturer		Associate Professor	
		M	F	M	F	M	F	M	
C (H&SS)	Uni Funded	1	9	6	4	1			
	Externally Recurrent								
C (HSci)	Uni Funded	1	9	2	2	1			
	Externally Recurrent	2	3	4	2	3	1	2	
C (S&T)	Uni Funded	8	0	3	3		1		1
	Externally Recurrent	2	4	1	2		1		
Corporate	Uni Funded				1				
	Externally Recurrent								
	TOTAL	14	25	16	14	5	3	3	
			39		30		8		

APPOINTMENTS BY GENDER

COLLEGE	M	F	TOTAL
C (H&SS)	8	13	21
C (HSci)	15	17	32
C (S&T)	15	12	27
Corporate		1	1
	38	43	81

APPOINTMENTS BY COLL

C (H&SS)	C (HSci)	C
21	32	

APPOINTMENTS BY LENG

	C (H&SS)	C (HSci)	C
less than 12mths	21	32	
greater than or equal to 12mths *			

(* = externally funded)

RESEARCH ONLY

COLLEGE	FUNDING SOURCE	Level A Res.		Level B Res.		Level C Res.		Level C Aca.		NH&MF/C Res.		Rese
		Only Academic		Only Academic		Only Academic		Fellow-Biomat.		Assistant		Assc
		M	F	M	F	M	F	M	F	M	F	M
C (H&SS)	Uni Funded Externally Recurrent											
C (HSci)	Uni Funded Externally Recurrent	4	9 3	2	1	2	1	1		3	6 1	
C (S&T)	Uni Funded Externally Recurrent	4	4									6 1
Corporate	Uni Funded Externally Recurrent											
	TOTAL	8	16	2	1	2	1	1	0	3	7	2

COLLEGE	FUNDING SOURCE	Senior Res. Associate		Research Office		NH&MF:C Res. Office		Research Fellow		Senior Res. Fellow		Rolf Lake Res.
		M	F	M	F	M	F	M	F	M	F	
C (H&SS)	Uni Funded Externally Recurrent							1				
C (HSci)	Uni Funded Externally Recurrent				1						1	1
C (S&T)	Uni Funded Externally Recurrent	1				1		11	1	4	4	
Corporate	Uni Funded Externally Recurrent											
TOTAL		1	0	0	1	1	0	12	1	4	5	1

APPOINTMENTS BY GENDER

COLLEGE	M	F	TOTAL
C (H&SS)	1		1
C (HSci)	15	23	38
C (S&T)	66	19	85

APPO
C(H&S)
1

APPO
C(H&S)
less 1
than 12
mths
greater 0
than or
equal to
12 mths

Fellowships

COLLEGE	FUNDING SOURCE	ARC Postdoc.		TOTAL
		Fellow		
		M	F	
C (H&SS)	Uni Funded Externally Recurrent			0
C (HSci)	Uni Funded Externally Recurrent			0
C (S&T)	Uni Funded Externally Recurrent		1	1
Corporate	Uni Funded Externally Recurrent			0
	TOTAL	0	1	

APPOINTMENTS BY GENDER

COLLEGE	M	F	TOTAL
C (H&SS)			
C (HSci)			
C (S&T)		1	1
Corporate			
	0	1	1

APPOINTMENTS BY C

C(H&SS)	C(HSci)

APPOINTMENTS BY L

C(H&SS)	C(HSci)
less than 12 mths	
greater than or equal to 12	

AGENDA ITEM 13. General Business

13.1 Delegation of authority

The Board is asked to authorise its Chair to act on its behalf in respect of any urgent matters that may arise between the Board meeting on 16 December 1998 and the first Board meeting in 1999 on 10 February.

13.2 Membership of the Academic Board

13.2.1 Outcomes of 1998 Academic Board elections

Set out below are the outcomes of the Academic Board elections conducted in 1998:

Chair of the Academic Board

At the close of nominations, one nomination was received. Accordingly, the following candidate was declared elected unopposed, to hold office from 1 January 1999 until 31 December 2000.

Professor Roslyn **PESMAN**

Five Deputy Chairs of the Academic Board

At the close of nominations, six nominations were received. Following the ballot conducted on 13 November 1998, the following persons were declared elected, to hold office from 1 January 1999 until 31 December 2000:

Associate Professor Rosalind **ATHERTON**
Professor David **COCKAYNE**
Professor Jocalyn **LAWLER**
Professor Judyth **SACHS**
Professor Grant **STEVEN**

Three professorial members of the Academic Board

At the close of nominations, six nominations were received. Following the ballot conducted on 13 November 1998, the following persons were declared elected, to hold office from 1 January 1999 until 31 December 2000:

Professor Margaret **HARRIS**
Professor Kevin **LEE**
Professor Ross **McPHERAN**

Three non-professorial members of the Academic Board

At the close of nominations, four nominations were received. One of the candidates was subsequently elected as a Deputy Chair of the Board. The following persons were therefore declared elected, to hold office from 1 January 1999 until 31 December 2000:

Dr Angela **BREW**
Associate Professor Christopher **DURRANT**
Dr Alan **FEKETE**

Three members of the Academic Board who are heads of departments

At the close of nominations, two nominations were received. Accordingly, the following persons were declared elected unopposed, to hold office from 1 January 1999 until 31 December 2000:

Associate Professor Martin **PAINTER**
Professor Beth **REID**

One casual vacancy exists for membership by a head of department, to hold office from 1 January 1999 to 31 December 2000.

One postgraduate student member of the Academic Board

At the close of nominations, one nomination was received. Accordingly, the following person was declared elected unopposed, to hold office from 1 January 1999 until 31 December 1999:

Mr Amritheshwar Saran **MATHUR**

One undergraduate student member of the Academic Board

At the close of nominations, three nominations were received. Following the ballot conducted on 13 November 1998, the following person was declared elected, to hold office from 1 January 1999 until 31 December 1999:

Ms Gabrielle Louise **WARNKEN**

One academic staff member elected from the academic staff members of each Faculty

The following members of academic staff were elected from the academic staff members of those faculties where the terms of office of current members are due to expire on 31 December 1998. Newly elected members will hold office from 1 January 1999 to 31 December 2000:

Faculty of Architecture	Dr Peter Phibbs
Faculty of Education	Associate Professor Phillip Jones
Faculty of Health Sciences	Ms Elizabeth Henley
Faculty of Nursing	Ms Pauline Reynolds
Graduate School of Business	Professor Chris Adam
Sydney College of the Arts	Mr W Tom Arthur

No nominations for membership were received by the following faculties, where casual vacancies exist for a term of office from 1 January 1999 to 31 December 2000:

Faculty of Dentistry

Faculty of Economics

Faculty of Veterinary Science

13.2.2 Appointment of a Faculty member to membership of the Board: Faculty of Veterinary Science

In the absence of nominations for the one elected academic staff member of the Faculty of Veterinary Science for membership of the Board, the Acting Dean has nominated Associate Professor Grant Stone for membership. The Board is asked to appoint Associate Professor Stone to membership of the Board under Section 42.4 of the Academic Governance Rules, to hold office from 1 January 1999 to 31 December 2000.

13.3 Membership of the Central Promotions Committees

The Chair **recommends** the appointment of the following members of the Central Promotions Committees for 1999:

Senior Lecturer

Professor Ken Eltis (Deputy Vice-Chancellor, Planning and Resources) (Chair)
Professor Ros Pesman (Chair, Academic Board)
Associate Professor Warwick Wilson (external - University of Western Sydney)
Associate Professor Tim Fitzpatrick (nominee, Pro Vice-Chancellor, CHASS)
Dr Mary Jane Mahony (nominee, Pro-Vice-Chancellor, CST)
Associate Professor Carol Armour (nominee, Pro-Vice-Chancellor, CHS)
Associate Professor Rebecca Mason (Physiology)
Associate Professor Jock Keene (Geology and Geophysics)
Associate Professor Ros Arnold (Education)

Meeting Date: 17 September 1999

Associate Professor

Professor Ken Eltis (Deputy Vice-Chancellor, Planning and Resources) (Chair)
Professor Ros Pesman (Chair, Academic Board)
Professor Kevin McConkey (external - University of New South Wales)
Associate Professor Ros Atherton (nominee, Pro Vice-Chancellor, CHASS)
Professor Greg Hancock (nominee, Pro-Vice-Chancellor, CST)
Professor Roger Dampney (nominee, Pro Vice-Chancellor, CHS)
Associate Professor Russell Ross (Economics)
Associate Professor Jill Gordon (Medicine)
Professor Richard Collins (Physics)

Meeting Date: 29 October, 1999

Professor

Professor Gavin Brown, Vice-Chancellor (Chair)
Professor Ken Eltis (Deputy Vice-Chancellor, Planning and Resources)
Professor Ros Pesman (Chair, Academic Board)
Professor Kevin McConkey (external - University of New South Wales)
Professor Don Napper (Pro-Vice-Chancellor, CST)
Professor David Weisbrot (Pro-Vice-Chancellor, CHASS)
Professor John Young (Pro-Vice-Chancellor, CHS)
Professor Judyth Sachs (Professional Studies)
Professor Richard Collins (Physics)
Professor Beth Reid (Health Information Management)

Meeting Date: 19 November 1999

13.4 Membership of the Core Committee to Consider Tenure for Tenurable Staff

The Chair **recommends** the appointment of the following members of the Core Tenure Committee for 1999:

Deputy Vice-Chancellor (Chair)
Professor Ros Pesman (Chair of the Academic Board)
Professor Bill Schworm (Economics)
Professor Beth Reid (School of Health Information Management)
Associate Professor Geraldine Barnes (English)
Professor Jocelyn Lawler (Deputy Chair, Academic Board) reserve

13.5 Report of the Committee appointed to consider applications for promotion from Senior Lecturer to Associate Professor/Reader

The following report of the Committee appointed to consider applications for promotion from Senior Lecturer to Associate Professor/Reader has been endorsed by the Chair of the Academic Staffing Committee and approved by the Vice-Chancellor; applicants have been notified of the results.

Forty one applications were received.

The Committee to consider the applications met on Friday 30 October 1998 and comprised Professor Derek Anderson (Deputy Vice-Chancellor, Academic and Staffing) (Chair), Professor Ros Pesman (Chair Academic Board), Professor Robert King (UNSW), Associate Professor Moira Gatens (nominee Pro Vice-Chancellor, CHASS), Professor Greg Hancock (nominee Pro Vice-Chancellor, CST), Professor Roger Dampney (nominee Pro Vice-Chancellor, CHS), Associate Professor Russell Ross (Economics), Associate Professor Patsy Armati (School of Biological Sciences) and Professor David Hill (Electrical Engineering).

Each applicant who so wished was interviewed by the Faculty Promotion Committee (FPC) appointed by the Academic Board. The FPC considered the application and the reports of the Head of Department and the referees, and forwarded its recommendations in ranked order to the Central Promotions Committee (CPC). Following consideration of each application and of the recommendations of the relevant FPC, the CPC met with the relevant FPC Chair who was asked to provide additional information regarding the applicants in cases where the preliminary decisions of the CPC were not entirely in accord with the FPC recommendations. Members of the CPC then voted for or against promotion of the applicants.

It is recommended that the following seventeen (17) promotions to the grade of Associate Professor and two (2) to Reader be made effective from 1 January 1999. All successful applicants were strongly supported by their referees.

To Associate Professor

Dr Harley Rose	Crop Sciences
Dr Helen Fulton	English
Dr Richard Bryan	Economics
Dr Anthony Welch	Social and Policy Studies in Education
Dr Kim Rasmussen	Civil Engineering
Dr Liangchi Zhang	Mechanical & Mechatronic Engineering
Mr Christopher Cunneen	Law
Dr Jan Provis	Anatomy and Histology
Dr Louise Baur	Paediatrics and Child Health
Dr Elizabeth Elliott	Paediatrics and Child Health
Dr Ove Hoegh-Guldberg	Biological Sciences
Dr Margaret Harding	Chemistry
Dr Gregory Warr	Chemistry
Dr Neville Weber	Mathematics & Statistics
Dr Robert Howlett	Mathematics & Statistics
Mr Brad Buckley	Sydney College of the Arts
Dr Nicholas Sangster	Veterinary Anatomy & Pathology

To Reader

Dr Lin Ye	Mechanical & Mechatronic Engineering
Dr C Martijn De Sterke	Physics

The following statistical details on Faculty distribution are provided for the information of the Board:

Faculty	Applications received			Recommendations made		
	Male	Female	Total	Male	Female	Total
Agriculture	3	-	3	1	-	1
Arts	2	2	4	-	1	1
Economics	2	-	2	1	-	1
Education	2	1	3	1	-	1
Engineering	5	-	5	3	-	3
Health Sciences	-	2	2	-	-	-
Law	1	1	2	1	-	1
Medicine	2	4	6	-	3	3
Science	8	3	11	5	1	6
Sydney College of the Arts	1	-	1	1	-	1
Veterinary Science	1	1	2	1	-	1
Totals	27	14	41	14	5	19

The CPC is concerned to maintain the confidentiality of the results until after the applicants have been notified. Once endorsed by the Chair of the Academic Staffing Committee, acting under delegated authority from the Board, this report will be forwarded immediately to the Vice-Chancellor for his approval, a delegation already approved by Senate. The CPC requests that the referral of this report for noting by the Academic Board be delayed until all applicants receive official advice of the outcome prior to its publication in the Academic Board papers.