



---

## Academic Board Agenda

Academic Board Officer: Miss E R Ring

Secretariat, Main Quadrangle, A14

Phone: 9351 3305; Fax: 9351 3572

E-mail: ring@mail.usyd.edu.au

Web site: <http://www.usyd.edu.au/su/ab/>

---

### NOTICE OF MEETING

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

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

Erica Ring  
for  
Dr W Adams  
**Registrar**  
9 September 1998

---

### AGENDA

Pages

☆ 1. **Apologies**

The following apologies have been received:  
Professor J R Lawrence  
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 12 August 1998 as a true record.*

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

## 5. Report of the Chair

### 5.1 Action under delegated authority 12

#### 5.1.1 Report of the Committee appointed to reconsider an application for promotion from Senior Lecturer to Associate Professor

**Recommendation**

*That the Academic Board note that the Chair has endorsed the report of the Committee appointed to reconsider an application for promotion from Senior Lecturer to Associate Professor.*

#### 5.1.2 Report of the Committee appointed to reconsider an application for promotion from Lecturer to Senior Lecturer

**Recommendation**

*That the Academic Board note that the Chair has endorsed the report of the Committee appointed to reconsider an application for promotion from Lecturer to Senior Lecturer.*



### 5.2 General report 12

#### 5.2.1 Flexible Learning Working Party Report 12, 13

**Recommendation**

*That the Academic Board receive and note the report of the Flexible Learning Working Party and:*

(a) *ask faculties to comment on each of the matters listed in the report and advise the Chair of the Academic Board by 31 October 1998 on:*

(i) *action they are currently taking to promote flexible learning, particularly in relation to Flexible Course Rules and Flexible Learning Styles;*

(ii) *plans for the further development of flexible learning; and*

(iii) *resources currently available to facilitate flexible learning and what resources they anticipate will be needed for the implementation of plans identified under (ii) above.*

(b) *ask the Chair of the Academic Board to refer the report to:*

(i) *the Undergraduate and Graduate Studies Committees for advice on the issues identified under Flexible Course Rules;*

(ii) *the Teaching and Learning Committee for advice on the issues identified under Flexible Learning Styles; and*

(iii) *the Information Technology Committee for advice on the issues identified in relation to Infrastructure and Support.*

#### 5.2.2 Examination Survey 12

**Recommendation**

*That the Academic Board note the Chair's report on the Examination Survey.*

#### 5.2.3 Australian Awards for University Teaching 12, 18

**Recommendation**

*That the Academic Board note the Chair's report on Australian Awards for University Teaching.*

---

	<b>5.2.4 Higher School Certificate</b>	12
	<b>Recommendation</b> <i>That the Academic Board note the Chair's report on the Higher School Certificate.</i>	
	<b>5.2.5 Australian Postgraduate Awards</b>	12
	<b>Recommendation</b> <i>That the Academic Board note the Chair's report on Australian Postgraduate Awards.</i>	
	<b>6. Report of the Vice-Chancellor and Principal</b>	
☆	<b>6.1 General report</b> To be presented at the meeting.	
	<b>7. Report of the Academic Forum</b>	
	<b>7.1 Report of the meeting held on 17 August 1998</b>	19
	<b>Receipt of report</b> <b>Recommendation</b> <i>That the Academic Board receive and note the report of the Academic Forum meeting held on 17 August 1998.</i>	
	<b>8. Reports of Faculties and Boards</b>	
	<b>8.1 Report of the Faculty of Law</b>	22
	<b>Receipt of report</b> <b>Recommendation</b> <i>That the Academic Board receive and note the report of the Faculty of Law meeting held on 11 August 1998.</i>	
	<b>8.1.1 Proposed Semester dates 1999</b>	
	<b>Recommendation</b> <i>That the Academic Board approve the proposed semester dates for the Faculty of Law for 1999 as presented in the report.</i>	
	<b>8.2 Report of the Faculty of Medicine</b>	23
	<b>Receipt of report</b> <b>Recommendation</b> <i>That the Academic Board receive and note the report of the Faculty of Medicine meeting held on 9 July 1998.</i>	
	<b>8.2.1 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Medicine</b>	
	<b>Recommendation</b> <i>That the Academic Board recommend to Senate that the Resolutions of the Senate relating to the Constitution of the Faculty of Medicine be amended with immediate effect by inserting in section 1.(a) the words "Rural Health" after the words "Public Health and Community Medicine".</i>	

- 
- 8.3 Report of the Faculty of Nursing** 23
- Receipt of report**
- Recommendation**  
*That the Academic Board receive and note the report of the Faculty of Nursing.*
- 8.3.1 Semester and Vacation Dates 1999**
- Recommendation**  
*That the Academic Board approve the proposed semester and vacation dates for the Faculty of Nursing for 1999 as presented in the report.*
- 8.4 Report of the Faculty of Veterinary Science** 25
- Receipt of report**
- Recommendation**  
*That the Academic Board receive and note the report of the Faculty of Veterinary Science meeting held on 26 August 1998.*
- 8.4.1 Constitution of the Faculty of Veterinary Science**
- Recommendation**  
*That the Academic Board recommend to Senate that the Resolutions of the Senate relating to the Constitution of the Faculty of Veterinary Science be amended with immediate effect as presented in the report.*
- 9. Undergraduate Studies Committee**
- 9.1 Report of the meeting held on 18 August 1998** 29
- Receipt of report**
- Recommendation**  
*That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 18 August 1998.*
- 9.1.1 Approval in principle for a new degree**
- 9.1.1.1 Faculty of Arts** 29
- 9.1.1.1.1 Bachelor of Arts (Languages)**
- Recommendation**  
*That the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Arts for the new, repackaged eight semester degree of Bachelor of Arts (Languages), for introduction in 2000, as set out in the report presented.*

**9.1.2 Amendment of the Resolutions of the Senate**

**9.1.2.1 Faculty of Economics**

29, 35

**9.1.2.1.1 Bachelor of Economics, Bachelor of Economics (Social Sciences), Bachelor of Commerce and Bachelor of Commerce (Liberal Studies)**

**Recommendation**

*That the Academic Board*

- (i) *recommend that Senate approve the proposal of the Faculty of Economics for major changes in 1999 to the existing degrees of Bachelor of Economics, Bachelor of Economics (Social Sciences), Bachelor of Commerce and Bachelor of Commerce (Liberal Studies); and*
- (ii) *recommend that the Resolutions of the Senate relating to the above degrees be amended, with effect from 1 January 1999, as set out in the report presented.*

**9.1.2.2 Faculty of Health Sciences**

30, 36

**9.1.2.2.1 Bachelor of Applied Science (Leisure and Health)**

**Recommendation**

*That the Academic Board*

- (i) *recommend that Senate approve the proposal of the Faculty of Health Sciences for major changes in 1999 to the existing subject area, Leisure and Health, in the degree of Bachelor of Applied Science; and*
- (ii) *recommend that the Resolutions of the Senate relating to the above degree be amended, with effect from 1 January 1999, as set out in the report presented.*

**9.1.2.2.2 Bachelor of Applied Science (Occupational Therapy)**

**Recommendation**

*That the Academic Board*

- (i) *recommend that Senate approve the proposal of the Faculty of Health Sciences for major changes in 1999 to the existing subject area, Occupational Therapy, in the degree of Bachelor of Applied Science; and*
- (ii) *recommend that the Resolutions of the Senate relating to the above degree be amended, with effect from 1 January 1999, as set out in the report presented.*

**9.1.2.3 Orange Agricultural College**

31

**9.1.2.3.1 Bachelor of Business (Agricultural Commerce), Bachelor of Equine Business Management, Bachelor of Farm Management, Bachelor of Horticultural Management, Bachelor of Management (Land Resources), Bachelor of Management, Bachelor of Rural Business Administration, Advanced Diploma of Business (Agricultural Commerce), Advanced Diploma of Equine Business Management, Advanced Diploma of Farm Management, Advanced Diploma of Horticultural Management, Advanced Diploma of Viticultural Management, Advanced Diploma of Horticulture, Advanced Diploma of Land Management, Advanced Diploma of Management, Advanced Diploma of Rural Business Administration**

**Recommendation**

*That the Academic Board*

- (i) *recommend that Senate approve the proposal of Orange Agricultural College for major changes in 1999 to the following existing courses: Bachelor of Business (Agricultural Commerce), Bachelor of Management (Land Resources), Bachelor of Management, Advanced Diploma of Equine Business Management, Advanced Diploma of Farm Management, Advanced Diploma of Horticultural Management, Advanced Diploma of Viticultural Management, Advanced Diploma of Horticulture, Advanced Diploma of Land Management, Advanced Diploma of Management and Advanced Diploma of Rural Business Administration;*
- (ii) *recommend that Senate approve the proposal for major changes in 1999 to the following renamed existing courses: Bachelor of Equine Business Management, Bachelor of Farm Management, Bachelor of Horticultural Management, Bachelor of Rural Business Administration and Advanced Diploma of Business (Agricultural Commerce); and*
- (iii) *recommend that the Resolutions of the Senate relating to the above courses be amended, with effect from 1 January 1999, as set out in the report presented.*

**9.1.3 Common result grades: Conceded Pass (PCON)**

32

**Recommendation**

*That the Academic Board approve the deletion of the grade of PCON (Conceded pass) from the Common result grades from the year 2000 for all students.*

**9.1.4 Proceedings of the Committee** 32

**Recommendation**

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 18 August 1998 relating to the following matters:

1. Agenda format
2. Common result grades: Conceded Pass (PCON)
3. Uniform reporting of honours grades
4. Merit grade distribution
5. Nomenclature changes for courses at Orange Agricultural College
6. Reference from the Academic Board: Report of the Faculty of Agriculture
7. Faculty of Economics
8. Review of Resolutions of the Senate, Academic Board and Faculties in respect of courses/ Approval Mechanisms for New or Amended Courses of Study
9. Admissions Working Party
10. Overseas Qualifications Working Party
11. Minor changes to Resolutions of the Senate relating to courses and units of study since the previous meeting



**9.2 Report of the Chair**

**10. Graduate Studies Committee**

**10.1. Report of the meeting held on 24 August 1998** 54

**Receipt of report**

**Recommendation**

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 24 August 1998.

**10.1.1 Amendment of the Resolutions of the Senate**

**10.1.1.1 Faculty of Economics**

54, 60

**10.1.1.1.1 Master of Commerce**

**Recommendation**

That the Academic Board, acting on behalf of Senate:

- (i) approve the proposal of the Faculty of Economics for major changes in 1999 to the existing degree of Master of Commerce; and
- (ii) amend the Resolutions of the Senate relating to the above degree with effect from 1 January 1999, as set out in the report presented.

**10.1.1.2 Faculty of Health Sciences** 54, 61

**10.1.1.2.1 Master of Health Science (in Medical Radiation Sciences)**

**10.1.1.2.2 Graduate Diploma of Health Science (in Medical Radiation Sciences)**

**10.1.1.2.3 Graduate Certificate of Health Science (in Medical Radiation Sciences)**

**Recommendation**

That the Academic Board:

- (i) recommend that Senate approve the proposal of the Faculty of Health Sciences for the introduction of the new program in Medical Radiation Sciences within the existing courses of Master of Health Science, Graduate Diploma of Health Science and Graduate Certificate of Health Science; and
- (ii) recommend that the Resolutions of the Senate relating to the above courses be amended with effect from 1 January 1999, as set out in the report presented.

**10.1.1.3 Faculty of Medicine** 55, 62

**10.1.1.3.1 Doctor of Public Health in Medicine**

**10.1.1.3.2 Master of Public Health in Medicine**

**10.1.1.3.3 Master of Public Health in Medicine (Honours)**

**10.1.1.3.4 Master of Philosophy in Public Health**

**Recommendation**

That the Academic Board:

- (i) recommend that Senate approve the proposal of the Faculty of Medicine for the introduction of the new degrees of Doctor of Public Health in Medicine, Master of Public Health in Medicine (Honours) and Master of Philosophy in Public Health and for the amendment of the existing Master of Public Health in Medicine degree; and
- (ii) recommend that the Resolutions of the Senate relating to the above degrees be amended with effect from 1 January 1999, as set out in the report presented.

**10.1.1.3.5 Master of Science in Pharmacy**

**10.1.1.3.6 Graduate Diploma of Science in Pharmacy**

**Recommendation**

That the Academic Board:

- (i) recommend that Senate approve the proposal of the Faculty of Medicine for the renaming of the Master of Science degree and Graduate Diploma of Science offered by the Department of Pharmacy as the Master of Science in Pharmacy and the Graduate Diploma of Science in Pharmacy; and
- (ii) recommend that the Resolutions of the Senate relating to the above degrees be

amended with effect from 1 January 1999, as set out in the report presented.

**10.1.2 Proceedings of the Committee**

56

**Recommendation**

*That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 24 August 1998 relating to the following matters:*

1. *Membership of the Committee*
2. *Report of the PhD Award Sub-Committee*
3. *Report of the Coursework Sub-Committee*
4. *Proposal from the Faculty of Economics for the new degree of Master of International Business*
5. *Appointment of Working Parties to consider new and amended postgraduate courses*
6. *Appointment of Appeal Committee*
7. *Higher doctorates*
8. *Reference from the Academic Board: Discussion paper on "Australian Postgraduate Awards and University Scholarships: Method of Award"*
9. *Review of Management Structures and Processes with respect to research higher degree programs*
10. *Work in progress*



**10.2. Report of the Chair**

**11. Teaching and Learning Committee**

**11.1. Report of the meeting held on 6 August 1998**

74

**Receipt of report**

**Recommendation**

*That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 6 August 1998.*

**Proceedings of the Committee**

**Recommendation**

*That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 6 August 1998 relating to the following matters:*

1. *Teaching and Learning Showcase*
2. *Report of the Centre for Teaching and Learning*
3. *Criteria for good teaching*
4. *Policy for IT materials*



**11.2. Report of the Chair**

## 12. Research Committee

### 12.1. Report of the meeting held on 13 August 1998

78

#### **Receipt of report**

#### **Recommendation**

*That the Academic Board receive and note the report of the Research Committee meeting held on 13 August 1998.*

#### **Proceedings of the Committee**

#### **Recommendation**

*That the Academic Board note the proceedings of the Research Committee meeting held on 13 August 1998 relating to the following matters:*

1. *General Business*
2. *Report of the Pro-Vice-Chancellor (Research)  
Report in The Australian 12 August 1998  
Cooperative Research Centres  
Marine Science  
Major Equipment  
Postgraduate Research Review  
Research Strengths and Priorities  
Updated AVCC Code of Practice for Higher Degrees  
Launch of EnCompass Bioinformatics*
3. *Report of the Director, Business Liaison Office  
START Grants*
4. *Report of the Director, Research and Scholarships Office  
ARC Large Grants and Fellowships  
NHMRC/Warwick Anderson  
Publications audit*



### 12.2. Report of the Chair

## 13. Academic and Staffing Committee

### 13.1. Report of the meeting held on 26 August 1998

81

#### **Receipt of report**

#### **Recommendation**

*That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 26 August 1998.*

#### **Proceedings of the Committee**

#### **Recommendation**

*That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 26 August 1998 relating to the following matters:*

1. *Promotion Criteria for Research-only Positions and other than "Mainstream" Academic Positions*
2. *Policy Document on the Appointment of all Categories of Academic Staff.*



### 13.2. Report of the Chair

## **14. General Matters**

### **14.1 Membership of the Academic Board 82**

#### **Recommendation**

*That the Academic Board appoint Professor D Nutbeam to membership of the Board, to fill the casual vacancy created by Associate Professor Farnill's retirement, to hold office until 31 December 1999.*

### **14.2 Report by the Vice-Chancellor and Principal on proctorial matters**

#### **Recommendation**

*That the Academic Board note that a report on proctorial matters was tabled.*

### **14.3 Report of the Committee appointed to consider applications for promotion from Associate Lecturer to Lecturer 82**

#### **Recommendation**

*That the Academic Board note the report of the Committee appointed to consider applications for promotion from Associate Lecturer to Lecturer.*

---

## **AGENDA ITEM 5. Report of the Chair**

### **5.1 Action under delegated authority**

#### **5.1.1 Report of the Committee appointed to reconsider an application for promotion from Senior Lecturer to Associate Professor**

The Chair, under delegated authority from the Board, endorsed a report from the Committee appointed to reconsider an application for promotion from Senior Lecturer to Associate Professor and recommended its approval to the Vice-Chancellor.

#### **5.1.2 Report of the Committee appointed to reconsider an application for promotion from Lecturer to Senior Lecturer**

The Chair, under delegated authority from the Board, endorsed a report from the Committee appointed to reconsider an application for promotion from Lecturer to Senior Lecturer and recommended its approval to the Vice-Chancellor.

### **5.2 General report**

#### **5.2.1 Flexible Learning Working Party Report**

Attached is the report of the Flexible Learning Working Party which was established following the March 1998 meeting of the Academic Forum where the theme for discussion was flexible learning. (Page 13)

#### **5.2.2 Examination Survey**

I would like to thank those Faculty Teaching Committees which have responded to the questionnaire on examinations. I very much appreciate the time and work that went into the replies. The responses, which cover a very wide range of principles and practices, are now being consolidated into a comprehensive document to assess options for policy development in this area. Further reports will be made to the Board.

#### **5.2.3 Australian Awards for University Teaching**

Attached is a report on the recent round of nominations for Australian Awards for University Teaching. (Page 18)

#### **5.2.4 Higher School Certificate**

I am establishing an Academic Board Working Party to respond to evolving developments in the implementation of the HSC reforms. It is to be composed of representatives of departments with subject links to the HSC. Issues under consideration at the moment include requirements for breadth of study and the potential for university-based extension courses.

#### **5.2.5 Australian Postgraduate Awards**

The APA subcommittee of the Graduate Studies Committee will meet on 14 September 1998 to discuss the issues referred back at the August meeting of the Academic Board and report to the September meeting of Graduate Studies.

## 5.2.1 Report of the Academic Board Working Party on Flexible Learning

### Background

At the March 1998 meeting of the Academic Forum, where the theme for discussion was flexible learning, it was agreed that that Academic Board should establish a working party charged with the task of drawing up a discussion paper on *Flexible Learning and the University of Sydney*. The Chair of the Academic Board subsequently formed a working party comprising the following members:

Professor R Pesman (Chair), Ms Danielle Brown (SUPRA), Dr Simon Carlile, Mr Tom Clark/Mr Dave Trudinger (SUPRA), Associate Professor Elaine Cornell, Dr Alan Fekete, Associate Professor Roland Fletcher, Dr Jim Kitay, Associate Professor Tony Koppi, Professor Ross McPhedran, Professor Mary Lou Maher, Mr Christopher Morgan, Dr Michael Paton (while Dr Kitay was on leave), Professor Judyth Sachs, Professor Ann Sefton and Mr John Shipp. Executive Officer: Ms Natalie Downey.

The working party agreed that its initial priorities were to:

- Define flexible learning for this institution.
- Draft a vision/mission statement that would guide the kinds of flexible learning strategies used in the University.
- Present some options for the development of flexible learning in the University.

It has met on four occasions and has established a discussion site at <http://www.nettl.usyd.edu.au/flex/>.

### Definition

The working party has defined flexible learning as "a student-centred approach to education which offers the student increased choice in what to learn, how it is learned and assessed, and when and where learning happens". Important aspects of flexible learning include:

- flexibility in delivery and participation;
- flexibility in setting educational goals;
- flexibility between different styles of learning;
- flexibility in the structure of courses;
- flexibility in student choice of units of study;
- flexibility in methods of assessment;
- flexibility in postgraduate research.

Distance education is one mode of flexible delivery. Here, students need to develop independent learning skills as they study primarily at their own time and place with infrequent or no face-to-face contact with one another or with staff. It will normally involve providing learning resources such as print materials and other media such as audio and video tapes. It can involve communication through various technological media. On-campus learning can also include flexible components through on-line tutorials, discussions, access to resources and self-assessment exercises and/or student choice as to the times they attend classes or interact with other students or a supervisor.

Flexible learning refers to both an educational philosophy and a set of techniques for flexible delivery, access and communication. It does not just refer to forms of distance education, although it certainly provides the opportunity for students to learn from a distance. The conventional approach to distance education in Australia has focussed on independent study supported by self-instructional materials, which are generally prescriptive in nature. This is now developing in line with a model of flexible learning consisting of a personalised and collaborative approach, often using communications technology to facilitate interaction and learning. The latter approach seems more appropriate for higher education institutions that value sustained critical discourse but still wish to meet student demands for accessibility. The centrality of the engaged student in this model challenges the lecture, where students are relegated to a passive role, as the dominant method of

teaching in higher education and also provides an alternative approach to the traditional master-apprentice model of research supervision.

The model of flexible learning envisaged for this University is, then, for increased interaction and communication through the adoption of a wider range of teaching-learning methodologies and technologies. This does not signal the end of traditional face-to-face teaching on the campus (including supervision). It does signal, however, that effective university-level learning can and does take place in many formats and locations. It also becomes clear that flexible learning cannot take place in an inflexible university.

### **Vision/Mission Statement**

Flexible learning emphasises learning that suits students' needs and interests, thereby providing the potential to focus the University experience towards the development of and participation in a learning community and lifelong learning. This vision is possible when the students develop essential learning skills as well as learn to construct their own knowledge through interaction with peers, academic staff and others.

#### **The University as a Learning Community**

The University is a learning community in which both students and staff have a strong sense of shared purpose and prize the creation, preservation, transmission and application of knowledge. In this learning community, both formal and informal interactions shape the learning environment and advance the knowledge and capabilities of students. Learning is not an isolated activity: students learn both individually and collectively. They learn with and from each other as well as from their teachers and each group complements and enriches the other. This learning community is further enriched through a close relationship with the broader community. The University should facilitate these interactions through both the use of appropriate learning technologies and traditional teaching methods.

The choice of access methods in each unit of study should be based on learning objectives and students needs and expectations, with an emphasis on student participation in the University's learning community.

#### **Accessibility and Lifelong Learning**

The University encourages and cultivates the desire for lifelong learning, the foundations for which are laid through the development of essential learning skills. Flexible learning provides opportunities for students to develop the skills needed for lifelong learning.

The multiple approaches to teaching and learning which flexible learning makes possible, can cater for the diversity of learning needs of students at all stages and locations, throughout their lives, including the need to upgrade specific skills for professional purposes. Enhanced accessibility to courses at all levels, from undergraduate through graduate and post professional education, will help to ensure that students are able to fulfil their needs and wishes for lifelong learning.

### **Policy Principles**

- The adoption of techniques which enhance flexible learning is expected to extend the range and effectiveness of teaching in the University.
- The University has agreed that one of the generic attributes of its graduates is the ability to use information technology for professional and personal development: the use of educational technologies will help to facilitate this.
- Diversity will be encouraged throughout the University, with the role of the Academic Board being to maintain academic standards.

The working party has, therefore, agreed that:

- In embracing flexible learning approaches, this University should not constrain the modes by which it offers its courses. Its core business should, however, continue to be the provision of a high quality, enriched education within a learning community.
- The University should move towards offering students a choice of learning modes.
- The University should revise course rules to increase student choice in enrolling in the diversity of subjects that are taught in all parts of the institution.
- Every unit of study offered as part of a degree program should be required to involve students actively in the University's learning community.
- The University should develop courses in flexible mode for continuing professional education and upgrading the skills of graduates.
- The University should explore ways in which educational technology can be used to facilitate small group teaching.

### **Action to be Taken to Promote Flexible Learning: Recommendations**

The Working Party has agreed that in order to promote flexible learning in the University, action is required on the matters listed below.

#### **(1) Flexible Course Rules**

- Free up course structures to allow students maximum choice in units of study.
- Replace prerequisite and corequisite requirements with 'assumed knowledge' except in cases where a student is unlikely to pass without completing the earlier units. This will mean that sequences within units of study can still be maintained and study pathways recommended.
- Ensure that maximum credit is granted for prior learning, in accordance with the Academic Board's Advanced Standing, Credit and Exemption Policy.

#### **(2) Flexible Learning Styles**

- Ensure that all units of study cater for a range of learning styles.
- Use flexible learning methods to move the University generally away from passive information-transmission via lectures to interactive learning experiences such as small-group work.
- Facilitate the communication of developments across the University through the provision of mechanisms to support the transfer of expertise and knowledge.
- Ensure that flexibility in research supervision in order to increase the active engagement of research students in learning, teaching and research.

#### **(3) IT Infrastructure for Flexible Learning**

Encourage and support the development of IT infrastructure that provides assistance in the development of flexible learning across discipline boundaries. Establishing IT infrastructure that appropriately serves the University community helps achieve the objectives of flexible learning in a more comprehensive manner. Such IT infrastructure is intended to support and facilitate flexible learning, it is not intended to promote uniformity across all flexible learning efforts.

#### **(4) Support for Flexible Learning**

Establish a central fund to assist the development of flexible learning. Priority in funding should be given to those areas where the development of flexible learning techniques will aid in the achievement of the University's strategic objectives. These might include:

- development of broadly applicable flexible learning methods and/or educational technologies;
- units of study which currently rely heavily on large lectures for the transmission of information and which would benefit from a change in their mode(s) of delivery;
- courses in continuing professional education and for upgrading the skills of graduates;
- units of study offered as part of consortium arrangements;
- units of study which facilitate international co-operation.

**(5) Policy Development**

Develop position papers on the following key considerations for moving to flexible learning:

- Staff development needs
- Student IT skills and access to resources
- Infrastructure and Resources : Technical/Library/Student Administration
- Quality Assurance
- Intellectual Property

**It is recommended that**

- (a) Faculties be asked to comment on each of the matters listed above and advise the Chair of the Academic Board by 31 October 1998 on:
- (i) action they are currently taking to promote flexible learning, particularly in relation to *Flexible Course Rules* and *Flexible Learning Styles*;
  - (ii) plans for the further development of flexible learning;
  - (iii) resources currently available to facilitate flexible learning and what resources they anticipate will be needed for the implementation of plans identified under (ii) above.
- (b) The Chair of the Academic Board refer the report to:
- (i) the Undergraduate and Graduate Studies Committees for advice on the issues identified under *Flexible Course Rules*;
  - (ii) the Teaching and Learning Committee for advice on the issues identified under *Flexible Learning Styles*;
  - (iii) the Information Technology Committee for advice on the issues identified in relation to *Infrastructure and Support*.

## 5.2.1 Flexible Learning Working Party Report APPENDIX

### Current Position in the University

In many parts of the University, educational technologies have already been incorporated into course structures. In most cases they are used as an adjunct to traditional delivery. Many flexible learning developments have been initiated by enthusiasts within individual departments, although there are also examples of major shifts to flexible learning in areas such as the Graduate Medical Program and courses at Orange Agricultural College.

These developments have been recognised by Committees of the Academic Board which have produced position papers on flexible learning or flexible delivery of courses:

- (a) The Graduate Studies Committee paper entitled '**Distance, Alternative and Flexible Modes of Delivery**', was endorsed by the Board at its June 1998 meeting.

This paper states as a key principle that 'In keeping with all University of Sydney programs, it is expected that all postgraduate coursework students are invited into and become active participants in a learning community. Such a learning community no longer has to be bound by geographic constraints, and may no longer need to be bound by time constraints'.

This paper takes steps to ensure that the impact of flexible delivery strategies on infrastructure and staff development needs is adequately addressed in development proposals for new and amended courses.

It makes four recommendations:

- That in non-conventionally delivered programs, the induction of new postgraduate coursework students into the University's Learning Community be planned and explicitly delivered, not simply assumed.
- Specification of quality management systems
- The need to obtain briefing information on examination management
- The compilation of suggested authentication processes.

- (b) The Teaching and Learning Committee paper entitled '**Flexible learning: guidelines for development of flexible delivery**', which was noted by the Board at its May 1998 meeting.

The principal purpose of this paper is to provide a checklist for the development of web-sites for flexible learning.

In addition, staff have been provided with support in the use of technology in teaching and learning through the creation of NeTTL in the Centre for Teaching and Learning. The Organisation Development Unit also provides training in IT skills. The combination of staff development programs offered by the Centre for Teaching and Learning, NeTTL and the Organisation Development Unit, particularly as a result of recent closer working arrangements, provides a considerable resource for University teachers.

---

### 5.2.3 Australian Awards for University Teaching

The University has recently been through the process of selecting nominations for the 1998 round of National Awards for University Teaching.

The guidelines were basically the same as for the 1997 round. Universities were asked to submit up to three individual (or small group) nominations for Teaching Awards. Up to 12 awards will be made across a range of discipline-based categories. In addition, there will be two institutional awards: one for *Services for Australian Students* and another for *Support for the Special Needs of International Students*.

Professor Anderson and I were responsible for selecting and co-ordinating the University's nominations. We invited each College to submit two nominations and we selected one nominee from each College. We also asked the Registrar to arrange for a submission on *Services for Australian Students* and the Deputy Vice-Chancellor (International and Development) to arrange for a submission on *Support for International Students*.

The individual or group nominees selected were:

- Mr Kerry Cochrane, Orange Agricultural College
- Associate Professor Janet George and Ms Lindsey Napier, Department of Social Work, Social Policy and Sociology
- Professor Ann Sefton, Faculty of Medicine

Institutional submissions were made for

- The program of support offered by the Learning Assistance Centre (Australian Students)
- The International Student Services Unit Peer Support Program and programs offered by the Faculty of Health Sciences, Cumberland Campus (International Students)

Nominations, which included randomly selected student questionnaires for the individual and group submissions, were submitted to the Teaching Awards Selection Committee on 28 August.

---

## **AGENDA ITEM 7. Report of the Academic Forum**

### **7.1 Report of the Academic Forum meeting of 17 August 1998**

The Forum met on 17 August 1998.

#### **7.1.1 Forum Focus: "Implications of the new assessment principles"**

The Chair of the Teaching and Learning Committee (Professor Sefton) introduced the topic for discussion and informed members that the assessment principles had yet to be developed into a more detailed policy with the majority of the current policy documents still under revision.

Professor Sefton outlined the following key features of the new assessment principles:

- The University needed to increase its recognition that assessment was part of the whole teaching and learning process and staff needed to budget adequate time for assessment. A balance was needed to be maintained between progressive assessment and measuring student output.
- Assessment for learning placed emphasis on formative assessment which provided timely, sensitive information on progress for students and informed staff about the effectiveness of their teaching. Truly formative assessment carried no penalties or rewards for the student. It recognised the student's need for feedback on progress.
- Assessment tasks should be set with clear criteria which are understood by both students and staff. Criterion referencing provided a means for justifying decisions and enabled judgements to be benchmarked or reviewed by other members of a Department. Effective assessment should be non-threatening and a number of strategies were available to aid staff in achieving this goal.
- Documents on the rights and responsibilities of students and staff in assessment should provide clear guidelines to the key issues. Each element or issue needed to be expanded into practical policy development.
- It was anticipated that a phasing-in period of two years would be adequate for the introduction of the new policy and at the same time allow for staff development.

In the resulting discussion the following issues arose:

#### **1. Resourcing**

It was hoped that Faculties would take on the assessment issue. If the University wanted assessment to feed back into the system, considerable effort was needed by academic staff. It was educative in supplying students with more information on their progress, but would require more resourcing.

The difficulties of putting the assessment policies into practice and the training of staff could be overcome to a certain extent once the policies were fully developed and written in plain English. Staff could then see that much could be done without requiring a large amount of extra time or resources.

The practicalities of resourcing would suggest that those staff who spread assessment over the whole semester might not encounter too many difficulties.

---

## **2. Referencing**

A good system of assessment had an element of both norm and criterion referencing. The student experience of norms was often vague and failed to let students know their position against norms, whilst criterion referencing was more explicit.

Norm referencing did not need to apply as similar results could be achieved by setting broad guidelines. Some boundaries could be set, for example, the top 4% of students could achieve a High Distinction. Clear guidelines could be effectively used to protect the value of awards. Students should know the criteria required.

In a fully criterion referenced assessment system the student would not need to be referenced against their peers, the emphasis would be more on criteria than rank order.

There was an emphasis on formative assessment and criterion referencing. Criteria should be telling staff what it meant when a student got a credit, distinction, etc.

## **3. Marking**

Whilst guidelines promoted uniform and best practice management, this might lead to assessment operating with such diversity that it could generate dissatisfaction amongst students. It was difficult to expect students to undergo different types of assessment for the same type of work.

Validation of student performance should be incorporated into policy. Marks were irrelevant when a percentage of students were used for each category of marks, ie top 4% would attain a High Distinction.

The decision on allocation of credits, distinctions, etc needed to be made at a Faculty rather than a Departmental level and might not necessarily be the same throughout the University.

Employers, for example looking at law graduates, look to the top 5% initially, then at criteria to separate that particular group, rather than looking at criteria for all law graduates. An academic record showed marks but did not report on generic skills.

It could be a good idea to provide more information on a student's transcript, however, it would be difficult to know what weighting the variety of skills should be given. There was a need to move to a more imaginative reporting system that dealt with both skills and knowledge.

The determination of grades on the basis of performance was currently in contradiction with Academic Board guidelines on the distribution of marks, especially with regard to courses with a small intake. Academic Board guidelines could be changed, however, over a period of three to five years, and criteria could be set for those small intake courses to make allowance for their size.

## **4. Research**

The assessment policy would cover students up to honours level, however, graduate research was often external and, therefore, more difficult to assess in the same manner. Discussion was underway with the Undergraduate Studies Committee with regard to assessment of honours and a paper was currently being prepared that would be consistent with the assessment principles.

**5. Illness**

Illness and misadventure and their relation to assessment would form part of the developed policy. There were a number of very different issues involved.

**7.1.2 Question Time**

A member of the Forum asked when the \$500,000 that the Vice-Chancellor had allocated from discretionary funds to award existing good teaching performance would become available.

The Deputy Vice-Chancellor (Academic and Staffing) informed the Forum that whilst there had been a slight delay, guidelines would be forwarded to Deans before the end of August

There were no other questions.

**7.1.3 Proceedings of the meeting**

- 1. Report from Senate**
- 2. Report from the Chair of the Academic Forum**
- 3. Report from the Chair of the Academic Board**

## AGENDA ITEM 8. Reports of Faculties and Boards

### 8.1 Report of the Faculty of Law

#### 8.1.1 Proposed Semester Dates 1999

At its meeting held on 11 August 1998, the Faculty of Law endorsed a recommendation from the Teaching and Curriculum Committee that approval be sought from the Academic Board to vary the semester dates in 1999 by:

- increasing both of the mid-semester breaks to two weeks;
- splitting the two-week break around Easter into two in Semester 1; and
- having a break of two consecutive weeks in Semester 2.

The proposed dates are set out below.

Student representatives of the Faculty have been consulted and their opinion is that students are generally supportive of the proposed dates. Given that Easter will occur early in Semester 1 in 1999, it would be foolish and unfair to the students to have a two-week break early in the semester when they could not use it usefully. According to advice taken from students, the proposed dates will be best for them. The change proposed for Semester 2 is the same as has been requested and approved by the Academic Board in previous years.

#### Faculty of Law: Proposed Semester Dates 1999

	University Dates*	Proposed Faculty of Law Dates** <i>Only if different from University Dates</i>
<b>Semester 1</b>		
Lectures begin	Monday 1 March	
AVCC Common Week/ non-teaching period	Friday 2 April to Friday 9 April incl	
Non-teaching week		Monday 3 May to Friday 7 May incl
Study Vacation	Monday 14 June to Friday 18 June incl	
Examination Period (2 weeks)	Monday 21 June to Saturday 3 July incl	
Semester ends	Saturday 3 July	
<b>Semester 2</b>		
Lectures begin	Monday 26 July	
AVCC Common Week/ non-teaching period	Monday 27 September to Friday 1 October incl	
Non-teaching week		Monday 4 October to Friday 8 October incl
Study Vacation	Monday 8 November to Friday 12 November incl	
Examination Period (3 weeks)	Monday 15 November to Saturday 4 December incl	
Semester ends	Saturday 4 December	

\* 14 weeks in each semester

\*\* 13 weeks in each semester

---

## 8.2 Report of the Faculty of Medicine

The Faculty met on 9 July 1998.

### 8.2.1 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Medicine

The Faculty **recommends** that the constitution of the Faculty of Medicine (pp 383-4, *Calendar 1996 Vol. I*), and as amended by Senate in May 1997 and in March 1998) be further amended by inserting in section 1. (a) the words "*Rural Health*" after the words "*Public Health & Community Medicine*".

The purpose of the amendment is to reflect the establishment of the Department of Rural Health within the Faculty.

---

## 8.3 Report of the Faculty of Nursing

### 8.3.1 Semester and Vacation Dates 1999

The Faculty **recommends** that the attached Semester and Vacations dates for 1999 be approved. (Page 24)

The Faculty has consulted with students regarding the establishment of the 1999 Calendar. Consultation has taken place with students at a meeting of the Faculty's Clinical Co-ordinators Committee. The draft Calendar was distributed with the agenda for the Faculty Meeting held on 27 August, 1998. Students representatives received the agenda, attended the meeting and did not raise any objection to the proposed calendar.

Clinical placements in health care institutions are an essential part of the requirements for the Bachelor of Nursing (BN) course. To obtain registration, students must complete eighteen weeks' clinical experience, during the three years of their candidature. Because of the number of students involved and the limitation on placements, students are required to attend clinical placements outside normal University semesters. Some Second and Third Year BN students at the Mallett Street Campus and the Cumberland Campus will be required to attend clinical placements during the months of July and December.

The Faculty is pleased to report that in 1999, the majority of Acute Care Clinical for Second and Third Year BN students at the Mallett Street Campus will take place prior to the examination periods. This represents a substantial reduction to previous years in the number of students required to undertake placements after the examination period. In all instances, every effort is made to organise clinical placements within the normal University semesters.

	Mar					Apr				May					June				Jul		
	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14							
PG						Easter									STUD	EXA	EXA				
						Easter									Y	M	M				
RN/BN						Easter									STUD	EXA	EXA				
						Easter									Y	M	M				
BN YEAR 1						Easter				CLI			STUD	EXA	EXA						
						Easter				N			Y	M	M						
BN YEAR 2						Easter							CLI	EXA	EXA	CLIN	CLI				
						Easter							N	M	M	N	N				
BN YEAR 3						Easter							CLI	STU	EXA	CLIN	CLI				
						Easter							N	DY	M	N	N				

	Mar					Apr				May					June				Jul			
	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16						
BN Year 1						Easter									Clini	Exam	Exam					
						Easter									cal	s	s					
BN Year 2						Easter									Clini	Exam	Clinic	Clinic	Clinic			
						Easter									cal	s	al	al	al			
BN Year 3						Easter									Clini	Exam	Exam	Clinic	Clinic	Clinic		
						Easter									cal	s	s	al	al	al		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13									
Postgrad						Easter									Stuv	Exam	Exam					
						Easter									ac	s	s					
RN/BN						Easter									Stuv	Exam	Exam					
						Easter									ac	s	s					

PUBLIC HOLIDAYS 1999  
 Good Friday 2 April  
 Anzac Day - Sunday 25 April  
 Queen's B'day - Monday 7 June  
 Labour Day - Monday 4 October

## 8.4 Report of the Faculty of Veterinary Science

The Faculty met on 26 August, 1998 and resolved to recommend that the Constitution of the Faculty be revised with immediate effect, as follows:

### 8.4.1 CONSTITUTION OF THE FACULTY OF VETERINARY SCIENCE (pp. 467/468, Calendar 1996, Volume 1 Statutes and Regulations)

The Faculty of Veterinary Science shall comprise the following persons:

1. (a) the academic staff at levels A, B, C, D and E, being full-time or fractional (50% or greater) members of the tenured, tenurable and fixed term teaching staff of Departments within the Faculty;
  - (b) the Heads of Departments of Biochemistry and Pharmacology, together with one full-time tenured member of each of these Departments nominated by the Head of Department;
  - (c) the Heads of the Schools of Biological Sciences, Chemistry and Physics, and the Head of the Department of Crop Sciences, or one full-time tenured member of the academic staff of each of these units nominated by the Head of that unit;
  - (d) the Principal of the Orange Agricultural College and Deans of non-veterinary faculties in the College of Sciences and Technology;
  - (e) the Directors of Laboratory Animal Services and the Properties and Investments Office;
  - (f) up to three persons distinguished in the field of Veterinary Science appointed by the Faculty on the nomination of the Dean of the Faculty;
  - (g) up to three students (two undergraduates and one postgraduate) elected in the manner prescribed by resolution of the Senate;
  - (h) up to three members of the general staff elected by the general staff in the manner laid down by the Faculty;
  - (i) one nominee from each of the Australian College of Veterinary Scientists and the Australian Veterinary Association;
  - (j) the Directors of the Postgraduate Foundation in Veterinary Science, the Dairy Research Foundation, the Poultry Research Foundation and the J.D. Stewart Veterinary Science Foundation;
  - (k) the research staff of the Faculty, being full-time or fractional (50% or greater), holding the position of Research Fellow or above;
  - (l) Senior Registrars and Registrars, being full-time or fractional (50% or greater) employed in the University Veterinary Centres at Camden and Sydney;
  - (m) persons holding Adjunct or Clinical titles within the Faculty; and
  - (n) any other persons appointed by the Senate on the nomination of the Dean of the Faculty and with the approval of the Faculty and the Academic Board.
2. All nominees to the Faculty shall be appointed triennially.

**The changes which have been incorporated into the proposed revised Constitution are as follows:**

Refer to the Constitution of the Faculty of Veterinary Science, (pp 467/468, Calendar 1996, Volume 1 Statutes and Regulations):

1. (a) Delete the words "the Professors, Readers, Associate Professors, Directors, Senior Lecturers, Lecturers and Associate Lecturers"..... "in the Departments of Animal Health, Animal Science, Veterinary Anatomy, Veterinary Clinical Sciences and Veterinary Pathology";  
  
and insert instead  
"the Academic Staff at levels A, B, C, D and E".....

## 8.4 Report of the Faculty of Veterinary Science

The Faculty met on 26 August, 1998 and resolved to recommend that the Constitution of the Faculty be revised with immediate effect, as follows:

### 8.4.1 CONSTITUTION OF THE FACULTY OF VETERINARY SCIENCE (pp. 467/468, Calendar 1996, Volume 1 Statutes and Regulations)

The Faculty of Veterinary Science shall comprise the following persons:

1. (a) the academic staff at levels A, B, C, D and E, being full-time or fractional (50% or greater) members of the tenured, tenurable and fixed term teaching staff of Departments within the Faculty;
  - (b) the Heads of Departments of Biochemistry and Pharmacology, together with one full-time tenured member of each of these Departments nominated by the Head of Department;
  - (c) the Heads of the Schools of Biological Sciences, Chemistry and Physics, and the Head of the Department of Crop Sciences, or one full-time tenured member of the academic staff of each of these units nominated by the Head of that unit;
  - (d) the Principal of the Orange Agricultural College and Deans of non-veterinary faculties in the College of Sciences and Technology;
  - (e) the Directors of Laboratory Animal Services and the Properties and Investments Office;
  - (f) up to three persons distinguished in the field of Veterinary Science appointed by the Faculty on the nomination of the Dean of the Faculty;
  - (g) up to three students (two undergraduates and one postgraduate) elected in the manner prescribed by resolution of the Senate;
  - (h) up to three members of the general staff elected by the general staff in the manner laid down by the Faculty;
  - (i) one nominee from each of the Australian College of Veterinary Scientists and the Australian Veterinary Association;
  - (j) the Directors of the Postgraduate Foundation in Veterinary Science, the Dairy Research Foundation, the Poultry Research Foundation and the J.D. Stewart Veterinary Science Foundation;
  - (k) the research staff of the Faculty, being full-time or fractional (50% or greater), holding the position of Research Fellow or above;
  - (l) Senior Registrars and Registrars, being full-time or fractional (50% or greater) employed in the University Veterinary Centres at Camden and Sydney;
  - (m) persons holding Adjunct or Clinical titles within the Faculty; and
  - (n) any other persons appointed by the Senate on the nomination of the Dean of the Faculty and with the approval of the Faculty and the Academic Board.
2. All nominees to the Faculty shall be appointed triennially.

**The changes which have been incorporated into the proposed revised Constitution are as follows:**

Refer to the Constitution of the Faculty of Veterinary Science, (pp 467/468, Calendar 1996, Volume 1 Statutes and Regulations):

1. (a) Delete the words "the Professors, Readers, Associate Professors, Directors, Senior Lecturers, Lecturers and Associate Lecturers"..... "in the Departments of Animal Health, Animal Science, Veterinary Anatomy, Veterinary Clinical Sciences and Veterinary Pathology";  
  
and insert instead  
"the Academic Staff at levels A, B, C, D and E".....

“of Departments within the Faculty”

- (b) Delete the words “Histology and Embryology”  
(the Department of Anatomy and Histology is no longer responsible for teaching in the Faculty of Veterinary Science)
- Also delete the word “permanent”  
and insert instead  
“tenured”
- (c) Delete the words “permanent” ..... “those Schools” ..... “biennially” and  
“the School”
- and insert instead “tenured” ..... “these units” ..... “that unit”
- (d) Delete the words “the Dean of the Faculty of Science and”  
..... “ex officio”  
(now included as follows)
- and after “College” insert the words “and Deans of non-veterinary faculties  
in the College of Sciences and Technology”
- (e) Delete the words “the Dean of the Faculty of Agriculture”  
(now included in clause 1(d) of the revised Constitution)
- and insert instead  
“the Directors of Laboratory Animal Services and the Properties and  
Investments Office;  
(formerly included in clauses 1 (f) and 1 (h))
- (f) Delete the words “the Director of the University Farms”  
(now included under Director of Properties and Investments Office in clause  
1 (e) of the revised Constitution)
- and insert instead  
“up to three persons distinguished in the field of Veterinary Science  
appointed by the Faculty on the nomination of the Dean of the Faculty;  
(formerly clause 1 (j); amended to reflect the Resolution of Senate at its  
meeting on 3 June 1991 that the appointment of individuals to membership  
of faculties be in future made by the faculty concerned in the knowledge  
that Senate had determined the constituencies from which the members are  
to be drawn)
- (g) Delete the words “the Superintendents, as defined under the N.S.W.  
Veterinary Surgeons Act, and Senior Clinical Pathologist, being full-time  
members of the staff of the Veterinary Teaching Hospital and the Rural  
Veterinary Centre”  
(the positions are no longer current and Faculty resolved to rename the  
Veterinary Teaching Hospital and the Rural Veterinary Centre as the  
University Veterinary Centres, Sydney and Camden at the Faculty meeting  
held on 27 June, 1998)
- and insert instead  
“up to three students (two undergraduates and one postgraduate) elected in  
the manner prescribed by resolution of the Senate”;  
(formerly clause 1 (n))
- (h) Delete the words “the Director and the Deputy Director of the Laboratory  
Animal Services”  
(now included in clause 1 (e))

and insert instead

**“Up to three members of the general staff elected by the general staff in the manner laid down by the Faculty”;**

*(resolved by Faculty at the Faculty meeting held on 27 June, 1998)*

- (i) **Delete the words “two members of the staff of the Department of Crop Sciences nominated by the Head of the Department”**  
*(now included in clause 1 (c) of the revised Constitution)*

and insert instead

**“one nominee from each of the Australian College of Veterinary Scientists and the Australian Veterinary Association”**

*(formerly 1 (k) )*

- (j) **Delete the words “not more than three persons distinguished in the field of Veterinary Science appointed by the Senate on the nomination of the Dean of the Faculty of Veterinary Science with the approval of the Faculty and the Academic Board”**  
*(now included in clause (f) of the revised Constitution)*

and insert instead

**“the Directors of the Postgraduate Foundation in Veterinary Science, the Dairy Research Foundation, the Poultry Research Foundation and the J.D. Stewart Veterinary Science Foundation”**

*(formerly included in clause 1 (l))*

- (k) **Delete the words “one nominee each of the Australian College of Veterinary Scientists, the N.S.W. Division of the Australian Veterinary Association and the J.D. Stewart Veterinary Science Foundation, who may be a member of the Faculty by virtue of one of subsections of (a) to (i) inclusive”**  
*(now included in clause 1(i) of the revised Constitution)*

and insert instead

**“the research staff of the Faculty, being full-time or fractional (50% or greater), holding the position of Research Fellow or above”**

*(formerly included in clause 1 (m))*

- (l) **Delete the words “the Director of the Postgraduate Foundation and the Postgraduate Committee in Veterinary Science and the Directors of the Dairy Husbandry Research Foundation and the Poultry Husbandry Research Foundation *ex officio*”**  
*(now included in clause 1 (j) of the revised Constitution)*

and insert instead **“Senior Registrars and Registrars being full-time or fractional (50% or greater), employed in the University Veterinary Centres at Camden and Sydney”**

*(resolved by Faculty at the Faculty meeting held on 28 August, 1998)*

- (m) **Delete the words “full-time members of the research staff of the Faculty holding the position of Research Fellow or above”**  
*(now clause 1 (k) of the revised Constitution)*

and insert instead **“persons holding Adjunct or Clinical titles within the Faculty”**

*(resolved by Faculty at the Faculty meeting held on 28 August, 1998)*

- (n) **Delete the words “not more than three students elected in the manner prescribed by resolution of the Senate”**  
*(now clause 1(g) of the revised Constitution)*

**and insert instead “such other persons appointed by the Senate on the nomination of the Dean of the Faculty with the approval of the Faculty and the Academic Board”**  
*(formerly clause 1 (o))*

**(o) Delete this clause**  
*(now in clause 1 (n) of the revised Constitution)*

**2. All nominees to the Faculty shall be appointed triennially.**  
*(to standardise terms of office - formerly different terms of office applied to different categories of membership)*

**The purpose of the revision is to align the Constitution with recent developments in the Faculty.**

---

---

## **AGENDA ITEM 9.**

### **Report of the Undergraduate Studies Committee**

#### **9.1 Report of the Undergraduate Studies Committee meeting of 18 August 1998**

The Committee met on 18 August 1998. There were present: Professor Jocalyn Lawler (Chair), Ms Su Baker, Associate Professor Geoff Barton, Professor Ben Boer, Mr Hal Davey, Associate Professor Lloyd Dawe, Dr Ross Gilbert, Associate Professor Christopher Gillies, Dr Jim Kitay, Dr Edith Lees, Ms Kristine Sodersten, Ms Aileen McAuliffe, Dr Michael Walsh and Mr Ross Wilson. Ms E Bergmann was in attendance.

##### **9.1.1 Approval in principle for a new degree**

###### **9.1.1.1 Faculty of Arts**

###### **9.1.1.1.1 Bachelor of Arts (Languages)**

The Faculty of Arts has submitted an initial proposal for the new, repackaged eight-semester degree of Bachelor of Arts (Languages), for introduction in 2000.

The difference of this from a standard three year Bachelor of Arts degree lies in two areas. First, the extra year enables students to deepen their specialisation in other language and non-language subject areas, as they will have greater scope for additional major sequences. Second, its in-country component enables students to spend at least one semester overseas (in the country of their language specialisation) and to have the studies completed there credited to their course. The main purpose of this provision is to enable students to improve substantially and rapidly their linguistic fluency, but it will also enable them to proceed with studies in their other humanities subjects at the overseas university. The new degree is not designed for students who simply want to take more language units of study, but is instead structured to attract students interested in combinations of language and other subject areas.

The Committee **recommends** that the Academic Board recommend approval in principle of the proposal of the Faculty of Arts for the new, repackaged eight semester degree of Bachelor of Arts (Languages), for introduction in 2000.

##### **9.1.2 Amendment of the Resolutions of the Senate**

###### **9.1.2.1 Faculty of Economics**

###### **9.1.2.1.1 Bachelor of Economics, Bachelor of Economics (Social Sciences), Bachelor of Commerce and Bachelor of Commerce (Liberal Studies)**

The Faculty of Economics has submitted a full proposal for the introduction in 1999 of major changes to the following existing degrees: Bachelor of Economics, Bachelor of Economics (Social Sciences), Bachelor of Commerce and Bachelor of Commerce (Liberal Studies).

The purpose of the proposal is to provide for a student who has been awarded the pass degree at a recognised institution to subsequently be admitted to an honours unit of study in one of the above degrees and to qualify for the award of honours upon completion of such additional

requirements in such time as the Faculty may decide, provided that such a student may only be admitted to candidature for an honours degree up to six consecutive semesters after the award of the pass course. The proposal is intended to attract top graduates from other Universities to the Honours program and to develop the research and analytical skills of these students to the highest level, also with a view to encouraging the best Honours graduates to continue with Postgraduate research

An initial proposal was not provided as admissions requirements are not affected.

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

- (i) recommend the approval of the proposal of the Faculty of Economics for major changes in 1999 to the existing degrees of Bachelor of Economics, Bachelor of Economics (Social Sciences), Bachelor of Commerce and Bachelor of Commerce (Liberal Studies); and
- (ii) recommend that the Resolutions of the Senate relating to the above degrees be amended, with effect from 1 January 1999, as set out on page 35.

### **9.1.2.2 Faculty of Health Sciences**

#### **9.1.2.2.1 Bachelor of Applied Science (Leisure and Health)**

The Faculty of Health Sciences has submitted a full proposal for the introduction in 1999 of major changes to the existing subject area, Leisure and Health, in the degree of Bachelor of Applied Science.

The purpose of the changes to the existing full-time degree is to produce a more streamlined and efficient program, with fewer, but more sophisticated assessment requirements; the units of study will more closely reflect the increasing demands of the profession; and the renaming of units will signal more clearly to prospective employers the knowledge and skills graduates possess.

The degree is being offered in a distance learning mode as the existing full-time course does not cater for the needs of an increasing number of mature age leisure workers who wish to complete a course in Leisure and Health while maintaining full-time employment. Benefits of this change include: equity of access to university study, more diverse range of graduates entering the profession, an increase in the number of graduates and qualified leisure workers in rural areas, and an enhanced knowledge base and research potential flowing from input from students working in a diverse range of contexts.

An initial proposal was not submitted because admissions requirements are not affected.

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

- (i) recommend approval of the proposal of the Faculty of Health Sciences for major changes in 1999 to the existing subject area, Leisure and Health, in the degree of Bachelor of Applied Science; and
- (ii) recommend that the Resolutions of the Senate relating to the above degree be amended, with effect from 1 January 1999, as set out on pages 36-37.

#### **9.1.2.2.2 Bachelor of Applied Science (Occupational Therapy)**

The Faculty of Health Sciences has submitted a full proposal for the introduction in 1999 of major changes to the existing subject area, Occupational Therapy, in the degree of Bachelor of Applied Science.

The changes resulted from a major review of the curriculum which commenced in 1997 and address the following issues: the need to include, within the existing structure, more emphasis on “generic” professional skills relating to management and the political skills of working within organisations; the need to ensure that graduates would be prepared to work effectively in emerging areas of practice in relation to mental health, disadvantaged groups and population groups; the lack of choice for students in the existing curriculum; the lack of integration of fieldwork experience within the curriculum; the high contact hours required of students; and the quantitative demands on students with regard to assessment.

An initial proposal was not submitted because admissions requirements are not affected.

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

- (i) recommend approval of the proposal of the Faculty of Health Sciences for major changes in 1999 to the existing subject area, Occupational Therapy, in the degree of Bachelor of Applied Science; and
- (ii) recommend that the Resolutions of the Senate relating to the above degree be amended, with effect from 1 January 1999, as set out on pages 37-38.

#### **9.1.2.3 Orange Agricultural College**

##### **9.1.2.3.1 Bachelor of Business (Agricultural Commerce), Bachelor of Equine Business Management, Bachelor of Farm Management, Bachelor of Horticultural Management, Bachelor of Management (Land Resources), Bachelor of Management, Bachelor of Rural Business Administration, Advanced Diploma of Business (Agricultural Commerce), Advanced Diploma of Equine Business Management, Advanced Diploma of Farm Management, Advanced Diploma of Horticultural Management, Advanced Diploma of Viticultural Management, Advanced Diploma of Horticulture, Advanced Diploma of Land Management, Advanced Diploma of Management, Advanced Diploma of Rural Business Administration**

Orange Agricultural College has submitted a full proposal for the introduction in 1999 of major changes to the following existing courses: Bachelor of Business (Agricultural Commerce), Bachelor of Management (Equine Business), Bachelor of Management (Farm Business), Bachelor of Management (Horticulture), Bachelor of Management (Land Resources), Bachelor of Management, Bachelor of Management (Rural Business Administration), Advanced Diploma of Agribusiness, Advanced Diploma of Equine Business Management, Advanced Diploma of Farm Management, Advanced Diploma of Horticultural Management, Advanced Diploma of Viticultural Management, Advanced Diploma of Horticulture, Advanced Diploma of Land Management, Advanced Diploma of Management and Advanced Diploma of Rural Business Administration.

The proposal arose from the formal review of undergraduate courses at the College and relates to the areas of rationalisation of units of study and the

introduction of new units of study, course name changes, changes to course structures, the honours year, and graduate capabilities.

Course name changes are as follows:

Bachelor of Management (Equine Business) is changed to: Bachelor of Equine Business Management

Bachelor of Management (Farm Business) is changed to: Bachelor of Farm Management

Bachelor of Management (Horticulture) is changed to: Bachelor of Horticultural Management

Bachelor of Management (Rural Business Administration) is changed to: Bachelor of Rural Business Administration

Advanced Diploma of Agribusiness is changed to: Advanced Diploma of Business (Agricultural Commerce)

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

- (i) recommend approval of the proposal of Orange Agricultural College for major changes in 1999 to the following existing courses: Bachelor of Business (Agricultural Commerce), Bachelor of Management (Land Resources), Bachelor of Management, Advanced Diploma of Equine Business Management, Advanced Diploma of Farm Management, Advanced Diploma of Horticultural Management, Advanced Diploma of Viticultural Management, Advanced Diploma of Horticulture, Advanced Diploma of Land Management, Advanced Diploma of Management and Advanced Diploma of Rural Business Administration;
- (ii) recommend the approval of the proposal for major changes in 1999 to the following renamed existing courses: Bachelor of Equine Business Management, Bachelor of Farm Management, Bachelor of Horticultural Management, Bachelor of Rural Business Administration and Advanced Diploma of Business (Agricultural Commerce); and
- (iii) recommend that the Resolutions of the Senate relating to the above courses be amended, with effect from 1 January 1999, as set out on pages 39-53.

### **9.1.3 Common result grades: Conceded Pass (PCON)**

Noting that 12 months' notice would need to be given, the Committee recommends that the Academic Board approve the deletion of the grade of PCON (Conceded pass) from the Common result grades from the year 2000 for all students.

### **9.1.4 Proceedings of the Committee**

#### **1. Agenda format**

The Chair reported that, at the request of the Chair of the Academic Board, the Committee's agenda format would be revised to reflect that of the Board agenda.

#### **2. Common result grades: Conceded Pass (PCON)**

The Committee agreed that those faculties that use the grade of PCON should not apply it in the case of students doing a combined course, where the other faculty involved did not use PCONs.

#### **3. Uniform reporting of honours grades**

The Chair advised that she would report to the September meeting on responses from the relevant Deans about the means by which the honours WAM shall be calculated so as to achieve consistency in reporting honours

grades across the different courses; and the WAM cut-offs for the different honours grades and eligibility for consideration for medals.

**4. Merit grade distribution**

There was a discussion about issues relating to the distribution of merit grades. The Chair advised that information about the distribution of merit grades at the University of Queensland and other universities would be provided for the next meeting, and she would liaise with the Chair of the Teaching and Learning Committee on how to handle the issue.

**5. Nomenclature changes for courses at Orange Agricultural College**

The Chair advised that there was nothing further to report at this time on a Working Party, established by the Academic Board in June, which comprised representatives of the Faculties of Agriculture and Science and the Orange Agricultural College (OAC) and whose tasks were to review the use of the course title Bachelor of Land Management and to develop a proposal for consideration by the Undergraduate Studies Committee.

**6. Reference from the Academic Board: Report of the Faculty of Agriculture**

A report of the Faculty of Agriculture had been referred by the Board to the Committee at its April meeting for consideration and advice to the Board. Noting that there were problems with the motions in the report, the Committee had referred it to the Admissions Working Party for consideration and advice. The Chair advised that it was not yet possible to consider the recommendation from the Faculty of Agriculture as consideration was being given to how the Faculty might decide on this issue.

**7. Faculty of Economics**

At the October 1997 meeting, the Committee had resolved to recommend that the Academic Board approve the proposal for the introduction in 1998 of major changes to the award program Bachelor of Engineering/Bachelor of Commerce and amend the Resolutions of the Senate to effect them, on the understanding that the program be reviewed when the application from the Faculty of Economics for an exemption from the requirement of 48 credit points per year had been considered.

Dr Kitay reported that a Faculty working party had approved a new course structure which complied with the 48 credit point requirement, which would be considered by the Faculty's Curriculum Committee in August and the Faculty itself in September.

**8. Review of Resolutions of the Senate, Academic Board and Faculties in respect of courses/ Approval Mechanisms for New or Amended Courses of Study**

The Chair reported that Resolutions of the Senate, Academic Board and Faculties were being reviewed in respect of courses, and that new sets of Senate resolutions governing the nature of courses in a brief, general sense were being developed as well as Academic Board resolutions and Faculty resolutions which might be used as models, subject to Senate approval. The purpose of this was to tidy up some historical anomalies in the resolutions, the way resolutions were framed and the level where decisions were made.

The Chair would revise the Approval Mechanisms for New or Amended Undergraduate Courses of Study when this work was finalised.

**9. Admissions Working Party**

The Chair reported that the Chair of the Academic Board had requested that the Working Party look at the University's non-high school admission requirements.

**10. Overseas Qualifications Working Party**

Associate Professor Dawe reported that a meeting of the Overseas Qualifications Working Party would be held that morning, and that the publication relating to new undergraduate programs for 1999 included a summary on school leaving requirements and foundation programs, but pointed out that the latter had not been updated.

**11. Minor changes to Resolutions of the Senate relating to courses and units of study since the previous meeting**

The Committee noted minor changes to Resolutions of the Senate relating to courses and units of study in the following Faculties since the previous meeting:

Faculty of Engineering

Faculty of Science

---

## 9.1.2 Amendment of the Resolutions of the Senate

### Faculty of Economics

#### Bachelor of Economics

The Resolutions of the Senate relating to the degree of Bachelor of Economics (p. 243, *Calendar 1996*, Vol I, as amended) are amended to the following effect from 1 January 1999:

- by replacing existing section 16 with the following new section 16:

16. A student who has been awarded the pass degree at a recognised institution may subsequently be admitted to an honours unit of study and may qualify for the award of honours upon completion of such additional requirements in such time as the faculty may decide, provided that such a student may only be admitted to candidature for an honours program up to six consecutive semesters after the award of the pass degree.

#### Bachelor of Economics (Social Sciences)

The Resolutions of the Senate relating to the degree of Bachelor of Economics (Social Sciences) (p. 254, *Calendar 1996*, Vol I, as amended) are amended to the following effect from 1 January 1999:

- by replacing existing section 16 with the following new section 16:

16. A student who has been awarded the pass degree at a recognised institution may subsequently be admitted to an honours unit of study and may qualify for the award of honours upon completion of such additional requirements in such time as the faculty may decide, provided that such a student may only be admitted to candidature for an honours program up to six consecutive semesters after the award of the pass degree.

#### Bachelor of Commerce

The Resolutions of the Senate relating to the degree of Bachelor of Commerce (p. 263, *Calendar 1996*, Vol I, as amended) are amended to the following effect from 1 January 1999:

- by replacing existing section 16 with the following new section 16:

16. A student who has been awarded the pass degree at a recognised institution may subsequently be admitted to an honours unit of study and may qualify for the award of honours upon completion of such additional requirements in such time as the faculty may decide, provided that such a student may only be admitted to candidature for an honours program up to six consecutive semesters after the award of the pass degree.

#### Bachelor of Commerce (Liberal Studies)

The new Resolutions of the Senate relating to the degree of Bachelor of Commerce (Liberal Studies) are amended to the following effect from 1 January 1999:

- by replacing existing section 16 with the following new section 16:

16. A student who has been awarded the pass degree at a recognised institution may subsequently be admitted to an honours unit of study and may qualify for the award of honours upon completion of such additional requirements in such time as the faculty may decide, provided that such a student may only be admitted to candidature for an honours program up to six consecutive semesters after the award of the pass degree.

---

## Faculty of Health Sciences

### Bachelor of Applied Science

The Resolutions of the Senate relating to the degree of Bachelor of Applied Science (pp. 356-363, *Calendar 1996*, Vol I, as amended) are amended to the following effect from 1 January 1999:

- by replacing amended existing Table A with the following new Table A relating to Leisure and Health:

#### **Table A – Leisure and Health**

##### **A.1 – Pass Course**

*Year 1*

Introduction to Health Sociology  
Psychology I  
Sociology of Community and Family  
Biological Sciences IA  
Biological Sciences IB  
Australian Health Care Services  
Leisure in Australia  
Introduction to Leisure and Health  
Management and Leadership  
Creative Arts in Recreation  
Programming for Children and Adolescents  
Professional Practice I: Communication Skills

*Year 2*

Clients, Work and Organisations  
Psychology of Disability I  
Psychology of Disability II  
Research Methods I  
Biological Sciences IIA  
Biological Sciences IIB  
Social Psychology of Leisure  
Learning Processes and Leisure Education  
Diversional Therapy and the Ageing Population  
Contemporary Issues in Health Care  
Client Groups I  
Program Design and Evaluation  
Professional Practice II: Skill Development

##### **Year 3 (Pass)**

Research Methods II  
Sociology of the Aged and Ageing  
Psychology II  
Biological Sciences IIIA  
Biological Sciences IIIB  
Professional Communication and Guidance  
Outdoor Recreation and Education  
Leisure and Health Research Project  
Client Groups II  
Professional Practice III: Mastery and Research

##### **A.2 – Honours Course**

*Year 1 – As for Pass course*

*Year 2 – As for Pass course*

*Year 3*

Sociology of the Aged and Ageing  
Psychology II

Research Methods and Statistics  
Biological Sciences IIIA  
Biological Sciences IIIB  
Professional Communication and Guidance  
Outdoor Recreation and Education  
Client Groups II  
Professional Practice III: Mastery and Research  
Honours Research Seminar I  
Research Elective

Year 4

Honours Research Seminar II  
Honours Thesis

- by deleting existing Tables E.1 and E.2, relating to Occupational Health, which relate to the 3.5 year degree which is no longer offered.
- by replacing existing Tables E.3 and E.4, relating to Occupational Health, with the following new Tables E.1 and E.2:

**Table E – Occupational Health**

**E.1 – Pass Course**

Year 1

Introduction to Health Sociology  
Introduction to Psychology  
Cognitive Function  
Introductory Biomedical Sciences  
Body Function in Health and Disease  
Musculoskeletal Anatomy  
Human Occupations IA  
Human Occupations IB  
Components of Occupational Performance IA  
Components of Occupational Performance IB  
Occupational Therapy Theory and Process IA  
Occupational Therapy Theory and Process IB  
Occupations and Roles Across the Lifespan IA  
Occupations and Roles Across the Lifespan IB  
Professional Practice 1  
Electives

Year 2

Psychopathology and Behaviour Change  
Research Methods I: Design  
Clients, Work and Organisations  
Social and Health Psychology  
Neurobiology 1  
Neurobiology 2  
Kinesiology for Occupational Therapy  
Human Occupations IIA  
Human Occupations IIB  
Components of Occupational Performance IIA  
Components of Occupational Performance IIB  
Occupational Therapy Theory and Process IIA  
Occupational Therapy Theory and Process IIB  
Occupations and Roles Across the Lifespan II  
Professional Practice II  
Electives

Year 3  
Health, Medicine and Society  
Applied Physiology  
Human Occupations III  
Components of Occupational Performance III  
Occupations and Roles Across the Lifespan III  
Occupational Therapy Theory and Process III  
Professional Practice III  
Electives

Year 4  
Professional Electives (three electives – 8 credit points each)  
Professional Practice IV

**E.2 – Honours Course**

Year 1 – As for Pass course

Year 2 – As for Pass course

Year 3  
Health, Medicine and Society  
Human Occupations III  
Components of Occupational Performance III  
Occupational Theory and Process III  
Occupations and Roles Across the Lifespan III  
Applied Physiology  
Research Elective  
Honours Research Seminar I  
Professional Practice III  
Electives

Year 4  
Honours Research Seminar I  
Honours Thesis  
Professional Practice IV (Hons)

## Orange Agricultural College

### Degrees, Diplomas and Certificates in Orange Agricultural College

The Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in Orange Agricultural College (p. 478, *Calendar 1996*, Vol I, as amended) are amended to the following effect from 1 January 1999:

- by replacing the existing, amended list of Degrees, Diplomas and Certificates in Orange Agricultural College with the following list:

#### DEGREES, DIPLOMAS AND CERTIFICATES IN ORANGE AGRICULTURAL COLLEGE

1. The degrees in Orange Agricultural College shall be:
  - (a) Bachelor of Business (Agricultural Commerce) (BBus (AgCom))
  - (b) Bachelor of Equine Business Management (BEquineBusMgmt)
  - (c) Bachelor of Farm Management (BFarmMgmt)
  - (d) Bachelor of Horticultural Management (BHortMgmt)
  - (e) Bachelor of Management (Land Resources) (BMgmt(Land Res))
  - (f) Bachelor of Management (BMgmt)
  - (g) Bachelor of Rural Business Administration (BRurBusAdmin)
  - (h) Master of Rural Management Studies (MRurMgmtStud)
  - (i) Master of Philosophy (Rural Management) (MPhil(RurMgmt))
  - (j) Master of Strategic Marketing (Agribusiness)(MStratMktg(Agribus))
  - (k) Doctor of Philosophy (PhD)
2. The diplomas and certificates in Orange Agricultural College shall be:
  - (a) Advanced Diploma of Business (Agricultural Commerce) (AdvDipBus (AgCom))
  - (b) Advanced Diploma of Equine Business Management (AdvDipEquineBusMgmt)
  - (c) Advanced Diploma of Farm Management (AdvDipFarmMgmt)
  - (d) Advanced Diploma of Horticultural Management (AdvDipHortMgmt)
  - (e) Advanced Diploma of Viticultural Management (AdvDipVitMgmt)
  - (f) Advanced Diploma of Horticulture (AdvDipHort)
  - (g) Advanced Diploma of Land Management (AdvDipLandMgmt)
  - (h) Advanced Diploma of Management (AdvDipMgmt)
  - (I) Advanced Diploma of Rural Business Administration (AdvDipRurBusAdmin)
  - (j) Graduate Certificate in Rural Management Studies (GradCertRurMgmtStud)
  - (k) Graduate Certificate in Sustainable Agriculture(GradCertSusAg)
  - (l) Graduate Diploma in Rural Management Studies (GradDipRurMgmtStud)
  - (m) Graduate Diploma in Sustainable Agriculture (GradDipSusAg)

**Bachelor of Business (Agricultural Commerce), Bachelor of Equine Business Management, Bachelor of Farm Management, Bachelor of Horticultural Management, Bachelor of Management (Land Resources), Bachelor of Management, Bachelor of Rural Business Administration, Advanced Diploma of Business (Agricultural Commerce), Advanced Diploma of Equine Business Management, Advanced Diploma of Farm Management, Advanced Diploma of Horticultural Management, Advanced Diploma of Viticultural Management, Advanced Diploma of Horticulture, Advanced Diploma of Land Management, Advanced Diploma of Management and Advanced Diploma of Rural Business Administration**

The new Resolutions of the Senate relating to Bachelor of Business (Agricultural Commerce)/ Bachelor of Management and the new Resolutions of the Senate relating to the Advanced Diploma of Agribusiness/Advanced Diploma of Farm Management/Advanced Diploma of Horse Management/Advanced Diploma of Horticulture/Advanced Diploma of Land Management/Advanced Diploma of Rural Business Administration are amended to the following effect from 1 January 1999:

- by replacing the existing two sets of Resolutions of the Senate with the following single set:

**BACHELOR OF BUSINESS (AGRICULTURAL COMMERCE), BACHELOR OF EQUINE BUSINESS MANAGEMENT, BACHELOR OF FARM MANAGEMENT, BACHELOR OF HORTICULTURAL MANAGEMENT, BACHELOR OF MANAGEMENT (LAND RESOURCES), BACHELOR OF MANAGEMENT, BACHELOR OF RURAL BUSINESS ADMINISTRATION , ADVANCED DIPLOMA OF BUSINESS (AGRICULTURAL COMMERCE), ADVANCED DIPLOMA OF EQUINE BUSINESS MANAGEMENT, ADVANCED DIPLOMA OF FARM MANAGEMENT, ADVANCED DIPLOMA OF HORTICULTURAL MANAGEMENT, ADVANCED DIPLOMA OF HORTICULTURE, ADVANCED DIPLOMA OF LAND MANAGEMENT, ADVANCED DIPLOMA OF MANAGEMENT, ADVANCED DIPLOMA OF RURAL BUSINESS ADMINISTRATION, ADVANCED DIPLOMA OF VITICULTURAL MANAGEMENT**

**Definitions**

1. For the purpose of these resolutions:
  - (i) A 'unit' shall consist of lectures, tutorials, seminars, practicals, field excursions, required reading and assessment and other tasks as may be prescribed by Orange Agricultural College;
  - (ii) each unit shall be designated as a 'level I' unit, a 'level II unit, a 'level III' unit, an 'Honours' unit, or a 'postgraduate' unit, and as either a 'core' unit, a 'course selection' unit or an 'option' unit;
  - (iii) each 'unit' shall have a standard weighting of 6 credit points;
  - (iv) a 'core unit' means a unit which must be completed by a candidate in order to qualify for the award of a degree, unless the candidate is granted exemption by Orange Agricultural College;
  - (v) a 'course selection unit' means a unit which is designated as especially pertinent for the specific award being studied and is a unit in which the candidate may choose to enrol;
  - (vi) an 'option unit' means a unit additional to the specified core and course selection units in which the candidate enrolls.
  - (vii) a 'prerequisite unit' is a unit which a candidate must have completed with a grade of pass or above before enrolling in another specified unit provided that, if, on the recommendation of the appropriate Course Co-ordinator, the appropriate Academic Head is convinced the prerequisite requirement has been met by alternative means or an equivalent unit, he or she may waive the specified prerequisite unit;
  - (viii) a 'corequisite unit' is a unit which requires simultaneous enrolment in another unit. Candidates who have successfully completed or have been granted credit for units specified in this requirement shall be deemed to have met the corequisite requirement. A candidate who withdraws, or is withdrawn from a corequisite unit, may proceed with the unit for which it is a corequisite only with the permission of the appropriate Academic Head;
  - (ix) the 'appropriate Academic Head' refers to either the Head of Undergraduate Studies and Academic Staff or the Head of Research and Postgraduate Studies.

**Grades of Award**

2.
  - (a) The degree shall be offered in two grades, namely the Pass degree and the Honours degree.
  - (b) An outstanding Pass degree candidate may be awarded the degree 'with distinction'.
  - (c) The advanced diploma shall be awarded in the Pass grade only, provided that an outstanding candidate may be awarded the advanced diploma 'with distinction'.

**Requirements for the Pass Degree**

3.
  - (a) To qualify for a pass degree detailed in 4. below, a maximum of 9 level I units of study shall count towards the pass degree, and a candidate must successfully complete a minimum of 6 level III units of study.
4.
  - (a) To qualify for the Bachelor of Business (Agricultural Commerce) Pass degree, candidates must satisfactorily complete 24 units (144 credit points):
    - (i) 12 core units (72 credit points),

- 
- (ii) a minimum of 6 course selection units (36 credit points), and
  - (iii) a maximum of 6 option units (36 credit points)
- as indicated in the table of units appended to these resolutions,
- (iv) 2 Development Documents, and
  - (v) a period of industry experience as may be prescribed by Orange Agricultural College from time to time.
- (b) To qualify for the Bachelor of Equine Business Management Pass degree, candidates must satisfactorily complete 24 units (144 credit points):
- (i) 12 core units (72 credit points),
  - (ii) a minimum of 9 course selection units (54 credit points), and
  - (iii) a maximum of 3 option units (18 credit points)
- as indicated in the table of units appended to these resolutions, and
- (iv) a period of work experience at the College's Horse Unit as may be prescribed by Orange Agricultural College from time to time.
- (c) To qualify for the Bachelor of Farm Management Pass degree, candidates must satisfactorily complete 24 units (144 credit points):
- (i) 9 core units (54 credit points),
  - (ii) a minimum of 9 course selection units (54 credit points), and
  - (iii) a maximum of 6 option units (36 credit points)
- as indicated in the table of units appended to these resolutions.
- (d) To qualify for the Bachelor of Horticultural Management Pass degree, candidates must satisfactorily complete 24 units (144 credit points):
- (i) 8 core units (48 credit points), or 9 core units (54 credit points) if RMMN 3758 Industry Project B is the selected core project unit,
  - (ii) a minimum of 8 course selection units (48 credit points) with at least 2 units (12 credit points) from Group A, 4 units (24 credit points) from Group B, 1 unit (6 credit points) from Group C, and, if RMMN 3758 is not chosen as the core project unit, 1 additional unit (6 credit points) from either Group A, Group B or Group C, and
  - (iii) a maximum of 8 option units (48 credit points)
- as indicated in the table of units appended to these resolutions,
- (iv) a Chemical Users certification, and
  - (v) a period of industry experience as may be prescribed by Orange Agricultural College from time to time.
- (e) To qualify for the Bachelor of Management (Land Resources) Pass degree, candidates must satisfactorily complete 24 units (144 credit points):
- (i) 12 core units (72 credit points),
  - (ii) a minimum of 8 course selection units (48 credit points) with at least 2 units (12 credit points) from Group A and 2 units (12 credit points) from Group B, and
  - (iii) a maximum of 4 option units (24 credit points)
- as indicated in the table of units appended to these resolutions,
- (iv) a period of industry experience as may be prescribed by Orange Agricultural College from time to time, and
  - (v) demonstrate, to the satisfaction of the Course Co-ordinator, competence in the utilisation of word-processing, spreadsheet and database computer software.
- (f) To qualify for the Bachelor of Management Pass degree, candidates must satisfactorily complete 24 units (144 credit points):
- (i) 12 core units (72 credit points),
  - (ii) a minimum of 4 course selection units (24 credit points), and
  - (iii) a maximum of 8 option units (48 credit points)
- as indicated in the table of units appended to these resolutions, and
- (iv) a period of industry experience as may be prescribed by Orange Agricultural College from time to time.
- (g) To qualify for the Bachelor of Rural Business Administration Pass degree, candidates must satisfactorily complete 24 units (144 credit points):
- (i) 11 core units (66 credit points),
  - (ii) a minimum of 8 course selection units (48 credit points), and

- (iii) a maximum of 5 option units (30 credit points) as indicated in the table of units appended to these resolutions, and
- (iv) successful completion of TAFE's Keyboard Techniques and Operations, and Word Processing for Operators, or their equivalent, and
- (v) a period of industry experience as may be prescribed by Orange Agricultural College from time to time.

**Admission to Honours Candidature**

5. Applicants for admission to Honours candidature at Orange Agricultural College shall have:

- (i) maintained a distinction or better level in at least 50% of the units taught in years 2 and 3 of their Pass degree program; or
- (ii) maintained a distinction average in the field in which they propose to undertake their research.

Applicants who meet neither of the above must demonstrate to the Head of Undergraduate Studies and Academic Staff that they have the required knowledge and aptitude for the Honours degree.

**Requirements for the Honours Degree**

6. (a) To qualify for the Honours degree candidates must satisfactorily complete 8 core units (48 credit points) comprising:
- |           |   |
|-----------|---|
| RMRS 4001 | Research Philosophy and Methods<br>(equivalent to 2 units - 12 credit points) |
| RMRS 4002 | Research Dissertation<br>(equivalent to 6 units - 36 credit points)           |
- (b) The unit Research Philosophy and Methods will be completed in the first semester of enrolment with the Research Dissertation started during the first semester and completed in the second semester (or part time equivalent).
- (c) Candidates will undertake coursework units as part of their dissertation. The actual dissertation will represent a minimum of 4 units of study (24 credit points) and therefore coursework will represent a maximum of 2 units of study (12 credit points). The coursework will address any deficiencies in the candidates' knowledge or skills required for their research. The coursework must be approved by the Course Co-ordinator and will normally be equivalent to the units available to candidates enrolled in the Orange Agricultural College's postgraduate courses or the third year of the Orange Agricultural College's bachelor programs. The coursework may come from any unit on offer within a University providing the Head of Department offering the unit is prepared to accept the candidates concerned.
- (d) Candidates will be expected to take part in the Research Students' Seminars that are organised within Orange Agricultural College.

**Classes of Honours**

7. (a) There shall be three classes of Honours, namely Class I, Class II and Class III.
- (b) Second Class Honours may be awarded in two divisions, namely Division 1 and Division 2.
- (c) An outstanding Honours degree candidate may be awarded the degree with a bronze medal.

**Requirements for the Advanced Diploma**

8. (a) To qualify for the Advanced Diploma of Business (Agricultural Commerce), candidates must satisfactorily complete 16 units (96 credit points):
- (i) 10 specified level I and level II core units (60 credit points),
  - (ii) a minimum of 2 course selection units (12 credit points), and
  - (iii) a maximum of 4 option units (24 credit points)
- as indicated in the table of units appended to these resolutions,
- (iv) 1 Development Document, and

- 
- (v) a period of industry experience as may be prescribed by Orange Agricultural College from time to time.
  - (b) To qualify for the Advanced Diploma of Equine Business Management, candidates must satisfactorily complete 16 units (96 credit points):
    - (i) 9 specified level I and level II core units (54 credit points),
    - (ii) a minimum of 6 course selection units (36 credit points) which are to be selected from the level I and level II course selection units and the level III course selection unit, Tax and Business, and
    - (iii) a maximum of 1 option unit (6 credit points)as indicated in the table of units appended to these resolutions, and
  - (iv) a period of work experience at the College's Horse Unit as may be prescribed by Orange Agricultural College from time to time.
  - (c) To qualify for the Advanced Diploma of Farm Management, candidates must satisfactorily complete 16 units (96 credit points):
    - (i) 7 specified level I and level II core units (42 credit points),
    - (ii) a minimum of 5 course selection units (30 credit points), and
    - (iii) a maximum of 4 option units (24 credit points)as indicated in the table of units appended to these resolutions.
  - (d) To qualify for the Advanced Diploma of Horticultural Management, candidates must satisfactorily complete 16 units (96 credit points):
    - (i) 7 specified level I and level II core units (42 credit points),
    - (ii) a minimum of 5 course selection units (30 credit points) with at least 1 unit (6 credit points) from Group A, 2 units (12 credit points) from Group B, 1 unit (6 credit points) from Group C, and 1 unit (6 credit points) from either Group A, Group B or Group C, and
    - (iii) a maximum of 4 option units (24 credit points)as indicated in the table of units appended to these resolutions,
  - (iv) a Chemical Users certification, and
  - (v) a period of industry experience as may be prescribed by Orange Agricultural College from time to time.
  - (e) To qualify for the Advanced Diploma of Viticultural Management, candidates must satisfactorily complete 16 units (96 credit points):
    - (i) 7 specified level I and level II core units (42 credit points),
    - (ii) the 2 Group C course selection units (12 credit points), Viticulture and Winegrape Vineyard Management,
    - (ii) a minimum of 5 course selection units (30 credit points) with at least 2 units (12 credit points) from Group A, 2 units (12 credit points) from Group B, and 1 unit (6 credit points) from either Group A, Group B or Group C, and
    - (iii) a maximum of 2 option units (12 credit points)as indicated in the table of units appended to these resolutions,
  - (iv) a Chemical Users certification, and
  - (v) a period of industry experience as may be prescribed by Orange Agricultural College from time to time.
  - (f) To qualify for the Advanced Diploma of Horticulture, candidates must satisfactorily complete 16 units (96 credit points):
    - (i) 3 specified level I and level II core units (18 credit points),
    - (ii) a minimum of 9 course selection units (54 credit points) with at least 1 unit (6 credit points) from Group A, 1 unit (6 credit points) from Group B, and 1 unit (6 credit points) from Group C, and
    - (iii) a maximum of 4 option units (24 credit points)as indicated in the table of units appended to these resolutions,
  - (iv) a Chemical Users certification, and
  - (v) a period of industry experience as may be prescribed by Orange Agricultural College from time to time.
  - (g) To qualify for the Advanced Diploma of Land Management, candidates must satisfactorily complete 16 units (96 credit points):
    - (i) 10 specified level I and level II core units (60 credit points),

- (ii) a minimum of 4 course selection units (24 credit points) with at least 1 unit (6 credit points) from Group A and 1 unit (6 credit points) from Group B, and
  - (iii) a maximum of 2 option units (12 credit points) as indicated in the table of units appended to these resolutions,
  - (iv) a period of industry experience as may be prescribed by Orange Agricultural College from time to time, and
  - (v) demonstrate, to the satisfaction of the Course Co-ordinator, competence in the utilisation of word-processing, spreadsheet and database computer software.
- (h) To qualify for the Advanced Diploma of Management, candidates must satisfactorily complete 16 units (96 credit points):
- (i) 7 specified level I and level II core units (42 credit points),
  - (ii) a minimum of 5 course selection units (30 credit points), and
  - (iii) a maximum of 4 option units (24 credit points)
- as indicated in the table of units appended to these resolutions.
- (g) To qualify for the Advanced Diploma of Rural Business Administration, candidates must satisfactorily complete 16 units (96 credit points):
- (i) 9 specified level I and level II core units (54 credit points),
  - (ii) a minimum of 4 course selection units (24 credit points), and
  - (iii) a maximum of 3 option units (18 credit points)
- as indicated in the table of units appended to these resolutions, and
- (iv) successful completion of TAFE's Keyboard Techniques and Operations, and Word Processing for Operators, or their equivalent, and
  - (v) a period of industry experience as may be prescribed by Orange Agricultural College from time to time.

#### **Modes of Study**

9. Candidates for the degree may enrol in units of study by either the internal or the distance education mode depending on the unit's mode of offering as determined by Orange Agricultural College from time to time.

#### **Maximum Semester Enrolment**

10. Candidates may not apply for a semester enrolment in more than four units of study, or the equivalent, without the approval of the appropriate Academic Head.

#### **Credit**

11. (a) Candidates who have previously completed studies which are considered by Orange Agricultural College to be equivalent to any unit listed in the tables appended to these resolutions may be given credit for that unit provided that the total number of units for which credit is awarded does not exceed more than half the total number of units required for the degree.
- (b) Credit will not be granted, except in special circumstances, for any unit or units completed more than nine years prior to admission or re-admission to candidature.

#### **Satisfactory Progress**

12. (a) A candidate who fails to demonstrate satisfactory progress shall receive academic counselling from the Course Co-ordinator or nominee, and shall normally be placed on probation by the Board of Examiners in consultation with the relevant Course Co-ordinator or nominee.
- (b) A candidate who fails to satisfy any condition of probation shall be required by the Board of Examiners to show good cause as to why he/she should be allowed to re-enrol in his/her course of study.

#### **Leave of Absence**

13. (i) Candidates may be granted a period of approved leave of absence.
- (ii) An application for leave of absence will only be approved for a period of one semester. A candidate may apply at the end of a period of leave of absence for a further period of leave for the next semester. Such leave will normally be restricted to two consecutive semesters.

**Period of Candidature**

14. The maximum period of candidature, irrespective of the mode of study shall be 9 years. In exceptional circumstances the Orange Agricultural College Board may extend the period of candidature.

**Table of Units: Bachelor of Business (Agricultural Commerce) and Advanced Diploma of Business (Agricultural Commerce)**

Unit No.	Unit Name	Core (C) Course Selection (CS) and Level	Credi t Point s	Prerequisite (P) Corequisite (C)
RMBU 1641	Agribusiness Systems	C / I	6	
RMBU 1639	Business Economics	C / I	6	
RMBU 1235	Business Law	C / I	6	
RMBU 1638	Financial Accounting	C / I	6	
RMBU 1640	Marketing Practice	C / I	6	
RMBU 2637	Financial Management	C / II	6	
RMBU 2655	Human Resource Management	C / II	6	
RMMN 2553	Managing Yourself & Others	C / II	6	
RMBU 2640	Management Accounting	C / II	6	
RMBU 2636	Marketing Management	C / II	6	
RMBU 2644	Tax and Business	C / II	6	
RMBU 3641	Commercial Business Plan	C / III	6	
RMBU 1132	Financial Analysis and Planning	CS / I	6	
RMBU 2638	Applied Finance	CS / II	6	
RMBU 2643	Business and the Macroeconomy	CS / II	6	RMBU 1639 Business Economics (P)
RMBU 2642	Chinese Studies	CS / II	6	
RMBU 2641	Soft Systems Methodology	CS / II	6	
RMBU 3635	Corporate Policy & Strategic Mgt	CS / III	6	
RMBU 3642	International Business	CS / III	6	
RMMN 3654	International Project	CS / III	6	
RMMN 3655	Organisational Capability & Change	CS / III	6	
RMRS 3782	Research Methods and Statistics	CS / III	6	
RMRS 3581	Research Project	CS / III	6	
RMMN 3653	Risk Management	CS / III	6	

**Table of Units: Bachelor of Equine Business Management and Advanced Diploma of Equine Business Management**

Unit No.	Unit Name	Core (C) or Course Selectio n (CS)	Level	Credit Points	Prerequisite (P) Corequisite (C)
RMBU 1235	Business Law	C	I	6	
RMBU 1132	Financial Analysis and Planning	C	I	6	
RMMN1353	Horse Enterprise Management I	C	I	6	
RMAS 1304	Horse Structure and Function	C	I	6	
RMBU 1640	Marketing Practice	C	I	6	
RMAS 1108	Plant Systems	C	I	6	
RMBU 2231	Business Finance	C	II	6	
RMMN 2152	Grazing Management	C	II	6	
RMMN 2553	Managing Yourself & Others	C	II	6	
RMBU 3641	Commercial Business Plan	C	III	6	
RMMN 3351	Horse Enterprise Management II	C	III	6	RMMN 1353 Horse Enterprise Management I (P)
RMRS 3782	Research Methods and Statistics	C	III	6	
RMAS 1307	Equitation	CS	I	6	
RMAS 1302	Horse Training and Conditioning	CS	I	6	
RMBU 1232	Rural Office Management	CS	I	6	
RMAS 1308	Young Horse Handling	CS	I	6	
RMMN 2356	Commercial Experience	CS	II	6	
RMBU 2637	Financial Management	CS	II	6	
RMAS 2306	Horse Breeding Management	CS	II	6	
RMAS 2305	Horse Coaching Principles	CS	II	6	
RMAS 2307	Horse Education	CS	II	6	
RMBU 2655	Human Resource Management	CS	II	6	
RMBU 2636	Marketing Management	CS	II	6	
RMBU 2644	Tax and Business	CS	II	6	
RMMN 3654	International Project	CS	III	6	
RMRS 3581	Research Project	CS	III	6	
RMMN 3653	Risk Management	CS	III	6	

**Table of Units: Bachelor of Farm Management and Advanced Diploma of Farm Management**

Unit No.	Unit Name	Core (C) Course Selectio n (CS) and Level	Credi t Point s	Prerequisite (P) Corequisite (C)
RMBU 1132	Financial Analysis and Planning	C / I	6	
RMMN 1157	Introduction to Management	C / I	6	
RMAS 1104	Livestock Production Systems	C / I	6	
RMMN 1156	Management Information Systems	C / I	6	
RMBU 1640	Marketing Practice	C / I	6	
RMAS 1108	Plant Systems	C / I	6	
RMMN 2553	Managing Yourself and Others	C / II	6	
RMBU 3641	Commercial Business Plan	C / III	6	
RMMN 3759	Leadership Issues	C / III	6	RMMN 2553 Managing Yourself & Others (P)
RMBU 1235	Business Law	CS / I	6	
RMMN 1155	Machinery Management	CS / I	6	
RMAS 1406	Plant Protection	CS / I	6	
RMAS 1510	Soil Resource Management	CS / I	6	
RMBU 2231	Business Finance	CS / II	6	
RMAS 2107	Cropping Systems	CS / II	6	
RMMN 2152	Grazing Management	CS / II	6	
RMBU 2655	Human Resource Management	CS / II	6	
RMAS 2105	Livestock Breeding and Selection	CS / II	6	
RMMN 2106	Livestock Management	CS / II	6	
RMBU 2636	Marketing Management	CS / II	6	
RMMN 2153	Property Planning and Development	CS / II	6	
RMBU 2644	Tax and Business	CS / II	6	
RMMN 2151	Whole Farm Management	CS / II	6	RMBU 1132 Financial Analysis & Planning (P)
RMAS 1105	Applied Studies A	CS / I - III	6	
RMAS 1106	Applied Studies B	CS / I - III	6	
RMAS 1107	Applied Studies C	CS / I - III	6	
RMMN 3552	Managing Sustainable Development	CS / III	6	
RMRS 3782	Research Methods and Statistics	CS / III	6	
RMRS 3581	Research Project	CS / III	6	
RMMN 3653	Risk Management	CS / III	6	

**Table of Units: Bachelor of Horticultural Management, Advanced Diploma of Horticultural Management and Advanced Diploma of Viticultural Management.**

Unit No.	Unit Name	Core (C) Course Selectio n (CS) and Level	Grou p A, B or C	Credi t Point s	Prerequisite (P) Corequisite (C)
RMBU 1132	Financial Analysis and Planning	C / I		6	
RMAS 1407	Horticultural Science	C / I		6	RMAS 1108 Plant Systems (P)
RMMN 1157	Introduction to Management	C / I		6	
RMBU 1640	Marketing Practice	C / I		6	
RMAS 1108	Plant Systems	C / I		6	
RMMN 2553	Managing Yourself and Others	C / II		6	
RMMN 2153	Property Planning and Development	C / II		6	
RMBU 3641	One of: Commercial Business Plan	C / III		6	
RMMN 3758	or Industry Project B	C / III		12	
RMBU 3654	or International Project	C / III		6	
RMRS 3581	or Research Project	C / III		6	
RMMN 1155	Machinery Management	CS / I	A	6	
RMAS 1406	Plant Protection	CS / I	A	6	
RMAS 1510	Soil Resource Management	CS / I	A	6	
RMAS 3401	Advanced Horticulture	CS / III	A	6	
RMBU 1235	Business Law	CS / I	B	6	
RMBU 1232	Rural Office Management	CS / I	B	6	
RMBU 2231	Business Finance	CS / II	B	6	
RMBU 2655	Human Resource Management	CS / II	B	6	
RMBU 2636	Marketing Management	CS / II	B	6	
RMBU 2644	Tax and Business	CS / II	B	6	
RMMN 3655	Organisational Capability and Change	CS / III	B	6	
RMRS 3782	Research Methods & Statistics	CS / III	B	6	
RMAS 2405	Horticulture Study A	CS / II	C	6	
RMAS 2406	Horticulture Study B	CS / II	C	6	
RMMN 2751	Industry Project A	CS / II	C	6	
RMAS 2404	Viticulture	CS / II	C	6	
RMMN 2454	Winegrape Vineyard Management	CS / II	C	6	
RMAS 3402	Horticulture Study C	CS / III	C	6	

**Table of Units: Advanced Diploma of Horticulture**

Unit No.	Unit Name	Core (C) Course Selection (CS) and Level	Group A, B or C	Credit Points	Prerequisite (P) Corequisite (C)
RMAS 1407	Horticultural Science	C / I		6	RMAS 1108 Plant Systems (P)
RMMN 1157	Introduction to Management	C / I		6	
RMAS 1108	Plant Systems	C / I		6	
RMMN 1155	Machinery Management	CS / I	A	6	
RMAS 1406	Plant Protection	CS / I	A	6	
RMAS 1510	Soil Resource Management	CS / I	A	6	
RMMN 2153	Property Planning and Development	CS / II	A	6	
RMBU 1235	Business Law	CS / I	B	6	
RMBU 1132	Financial Analysis and Planning	CS / I	B	6	
RMBU 1640	Marketing Practice	CS / I	B	6	
RMBU 1232	Rural Office Management	CS / I	B	6	
RMBU 2231	Business Finance	CS / II	B	6	
RMBU 2655	Human Resource Management	CS / II	B	6	
RMMN 2553	Managing Yourself and Others	CS / II	B	6	
RMBU 2636	Marketing Management	CS / II	B	6	
RMBU 2644	Tax and Business	CS / II	B	6	
RMAS 2405	Horticulture Study A	CS / II	C	6	
RMAS 2406	Horticulture Study B	CS / II	C	6	
RMMN 2751	Industry Project A	CS / II	C	6	
RMAS 2404	Viticulture	CS / II	C	6	
RMMN 2454	Winegrape Vineyard Management	CS / II	C	6	

**Table of Units: Bachelor of Management (Land Resources) and Advanced Diploma of Land Management**

Unit No.	Unit Name	Core (C) Course Selection (CS) and Level	Group A or B	Credit Points	Prerequisite (P) Corequisite (C)
RMBU 1531	Environmental Law	C / I		6	
RMAS 1503	Geology & Geomorphology	C / I		6	
RMAS 1507	Habitat Management	C / I		6	
RMAS 1510	Soil Resource Management	C / I		6	
RMAS 1502	The Biological Environment	C / I		6	
RMAS 1511	Water Resource Management	C / I		6	
RMAS 2508	Applied Ecology	C / II		6	
RMMN 2551	Communication: Community Applications	C / II		6	RMMN 2553 Managing Yourself & Others (P)
RMAS 2504	Land Resource Evaluation	C / II		6	RMAS 1503 Geology & Geomorphology (P)
RMMN 2553	Managing Yourself & Others	C / II		6	
RMRS 3581	Research Project	C / III		6	
RMRS 3782	Research Methods & Statistics	C / III		6	
RMAS 1505	Land Management Engineering	CS / I	A	6	
RMMN 1553	People, Policy & the Environment	CS / I	A	6	
RMBU 2231	Business Finance	CS / II	A	6	
RMAS 3503	Geographic Information Systems	CS / III	A	6	
RMMN 3551	Land Use & Management Planning	CS / III	A	6	RMBU 1531 Environmental Law (P)
RMMN 3759	Leadership Issues	CS / III	A	6	RMMN 2553 Managing Yourself & Others (P)
RMMN 3552	Managing Sustainable Development	CS / III	A	6	
RMAS 1508	Rural Revegetation	CS / I	B	6	
RMAS 1509	Soil Conservation & Land Rehabilit'n	CS / I	B	6	RMAS 1510 Soil Resource Management (P)
RMAS 2501	Environmental Impact Assessment	CS / II	B	6	RMBU 1531 Environmental Law (P)
RMAS 2502	Environmental Pest Management	CS / II	B	6	RMAS 2508 Applied Ecology (P)
RMMN 2153	Property Planning and Development	CS / II	B	6	
RMAS 3501	Fire Planning & Management	CS / III	B	6	RMAS 1507 Habitat Management (P)
RMAS 3502	Wildlife Management	CS / III	B	6	RMAS 1507 Habitat Management (P)

**Table of Units: Bachelor of Management and Advanced Diploma of Management**

Unit No.	Unit Name	Core (C) or Course Selection (CS)	Level	Credit Points	Prerequisite (P) Corequisite (C)
RMMN 1157	Introduction to Management	C	I	6	
RMMN 1156	Management Information Systems	C	I	6	
RMBU 1640	Marketing Practice	C	I	6	
RMBU 2637	Financial Management	C	II	6	
RMBU 2655	Human Resource Management	C	II	6	
RMMN 2751	Industry Project A	C	II	6	
RMMN 2553	Managing Yourself and Others	C	II	6	
RMBU 3635	Corporate Policy and Strategic Management	C	III	6	
RMMN 3758	Industry Project B	C	III	12	
RMMN 3759	Leadership Issues	C	III	6	RMMN 2553 Managing Yourself & Others (P)
RMRS 3782	Research Methods & Statistics	C	III	6	
RMBU 1641	Agribusiness Systems	CS	I	6	
RMBU 1235	Business Law	CS	I	6	
RMBU 1638	Financial Accounting	CS	I	6	
RMBU 1132	Financial Analysis and Planning	CS	I	6	
RMBU 2638	Applied Finance	CS	II	6	
RMBU 2231	Business Finance	CS	II	6	
RMBU 2636	Marketing Management	CS	II	6	
RMBU 2641	Soft Systems Methodology	CS	II	6	
RMBU 2644	Tax and Business	CS	II	6	
RMBU 3641	Commercial Business Plan	CS	III	6	
RMBU 3642	International Business	CS	III	6	
RMMN 3654	International Project	CS	III	6	
RMMN 3655	Organisational Capability and Change	CS	III	6	
RMRS 3581	Research Project	CS	III	6	
RMMN 3653	Risk Management	CS	III	6	

**Table of Units: Bachelor of Rural Business Administration and Advanced Diploma of Rural Business Administration**

Unit No.	Unit Name	Core (C) Course Selection (CS) and Level	Credi t Point s	Prerequisite (P) Corequisite (C)
RMBU 1641	Agribusiness Systems	C / I	6	
RMBU 1235	Business Law	C / I	6	
RMBU 1638	Financial Accounting	C / I	6	
RMBU 1132	Financial Analysis & Planning	C / I	6	
RMMN 1156	Management Information Systems	C / I	6	
RMBU 1232	Rural Office Management	C / I	6	
RMBU 2231	Business Finance	C / II	6	
RMMN 2553	Managing Yourself & Others	C / II	6	
RMBU 2644	Tax and Business	C / II	6	
RMBU 3641	Commercial Business Plan	C / III	6	
RMMN 3759	Leadership Issues	C / III	6	RMMN 2553 Managing Yourself & Others (P)
RMBU 1639	Business Economics	CS / I	6	
RMAS 1104	Livestock Production Systems	CS / I	6	
RMBU 1640	Marketing Practice	CS / I	6	
RMAS 1108	Plant Systems	CS / I	6	
RMBU 2638	Applied Finance	CS / II	6	
RMBU 2637	Financial Management	CS / II	6	
RMBU 2655	Human Resource Management	CS / II	6	
RMBU 2640	Management Accounting	CS / II	6	
RMBU 2636	Marketing Management	CS / II	6	
RMBU 3635	Corporate Policy and Strategic Management	CS / III	6	
RMBU 3642	International Business	CS / III	6	
RMMN 3654	International Project	CS / III	6	
RMRS 3782	Research Methods & Statistics	CS / III	6	
RMMN 3653	Risk Management	CS / III	6	

---

## **AGENDA ITEM 10.**

### **Report of the Graduate Studies Committee**

#### **10.1 Report of the Graduate Studies Committee meeting of 24 August 1998**

The Committee met on 24 August 1998 when there were present: the Acting Chair, Associate Professor R Ross, presiding, Mr B Buckley, Associate Professors S Ellis and K C Kwok, Dr M J Mahony, Associate Professor A F Masters, Dr P McCallum, Associate Professor A Mitchell, Dr R Mitchell, Associate Professors F Nicholas and C D Shorey, Professor D Siddle, Mr D Trudinger and Dr L Unsworth. Mrs L Rose and Miss E R Ring were in attendance.

##### **10.1.1 Amendment of the Resolutions of the Senate**

###### **10.1.1.1 Faculty of Economics**

###### **10.1.1.1.1 Master of Commerce**

The Committee received a report from a Working Party it had appointed to consider a proposal from the Faculty of Economics for the amendment of the existing Master of Commerce degree. (The Working Party had also considered a proposal for the introduction of a new degree, the Master of International Business, but deferred its deliberations on this matter; see item 10.1.2.4 below in this report.)

###### **Commercial Law**

The Faculty of Economics wishes to upgrade Commercial Law from a minor to a major area within the Graduate program.

###### **Award with Honours**

The Faculty of Economics has seen dramatic growth in its Graduate Commerce program and whilst the Master of Commerce at a Pass level can be awarded with merit, the Faculty believes that the incentive of a finer distinction in the form of Honours would be very attractive to potential and existing students. The MCom at UNSW is the Faculty's main competitor and they do offer an Honours award.

On the recommendation of its Working Party, the Committee endorsed the proposal for major changes to the Master of Commerce degree to provide that Commercial Law be changed from a minor to a major area and to provide for the degree to be able to be awarded at Honours level.

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

- (i) the proposal from the Faculty of Economics for major amendments to the existing Master of Commerce degree for implementation in 1999 be approved; and
- (ii) the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out on pages 60-61.

###### **10.1.1.2 Faculty of Health Sciences**

###### **10.1.1.2.1 Master of Health Science (in Medical Radiation Sciences)**

###### **10.1.1.2.2 Graduate Diploma of Health Science (in Medical Radiation Sciences)**

###### **10.1.1.2.3 Graduate Certificate of Health Science (in Medical Radiation Sciences)**

The Committee received a report from a Working Party it had appointed to consider a proposal from the Faculty of Health Sciences for the introduction of a new program in Medical Radiation Sciences to be available within the existing

Master of Health Science degree, Graduate Diploma of Health Science and Graduate Certificate of Health Science.

The field of Medical Radiation Science has been poorly provided in Australia and overseas with opportunities for postgraduate study. However, continuing education in Australia in this area is becoming a necessity for two main reasons: The Australian and New Zealand Society of Nuclear Medicine will be introducing acquisition of "continuing education points" for renewal of accreditation; and, secondly, a recent wage case in NSW has resulted in the creation of "radiographer specialist" positions which require evidence of higher ability and specialisation.

This new program in Medical Radiation Sciences is designed to incorporate continuing professional education with postgraduate coursework studies. The program will be run off campus in distance education format and will have a flexible design to allow access to the full range of medical radiation professionals from Sydney, rural, interstate and overseas.

On the recommendation of its Working Party, the Committee endorsed the proposal from the Faculty of Health Sciences for the introduction of the new program in Medical Radiation Sciences within the existing Master of Health Science degree, Graduate Diploma of Health Science and Graduate Certificate of Health Science.

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

- (i) the proposal from the Faculty of Health Sciences for the introduction of the new program in Medical Radiation Sciences, for implementation in 1999, be approved; and
- (ii) the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out on pages 61-62.

#### **10.1.1.3 Faculty of Medicine**

##### **10.1.1.3.1 Doctor of Public Health in Medicine**

##### **10.1.1.3.2 Master of Public Health in Medicine**

##### **10.1.1.3.3 Master of Public Health in Medicine (Honours)**

##### **10.1.1.3.4 Master of Philosophy in Public Health**

The Committee received a report from a Working Party it had appointed to consider a proposal from the Faculty of Medicine for the introduction of the new degrees of Doctor of Public Health in Medicine, Master of Public Health in Medicine (Honours) and Master of Philosophy in Public Health and for amendments to the existing Master of Public Health in Medicine degree.

The Doctor of Public Health in Medicine will be an advanced professional research degree for those who intend to pursue careers in public health. The existing MPH, which may be completed by research and thesis or by coursework and treatise, is restructured so that the research and thesis method of candidature becomes available as the new Master of Philosophy in Public Health degree and the coursework and treatise method of candidature becomes available as the new Master of Public Health in Medicine (Honours), while the Master of Public Health becomes available by coursework only.

The development of these degrees is in line with strategies adopted by the Department to attract more research students. The development of the postgraduate coursework teaching is to cater for enrolments from research students.

These activities are in direct response to two issues:

- (i) that research is becoming a stated University priority; and
- (ii) the possibility that in the future, the Commonwealth government sponsored PHERP program may be withdrawn.

On the recommendation of its Working Party, the Committee endorsed the proposal from the Faculty of Medicine for the introduction of the new degrees of Doctor of Public Health in Medicine, Master of Public Health in Medicine (Honours) and Master of Philosophy in Public Health and for the amendment of the existing Master of Public Health in Medicine degree.

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

- (i) the proposal of the Faculty of Medicine for the introduction of the new degrees and the amendment of the existing degree in Public Health, for implementation in 1999, be approved; and
- (ii) the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out on pages 62-70.

#### **10.1.1.3.5 Master of Science in Pharmacy**

#### **10.1.1.3.6 Graduate Diploma of Science in Pharmacy**

The Committee received a report from the Faculty of Medicine advising that, as a result of an agreement that the Faculty of Medicine deal with the administration of postgraduate student matters of the Department of Pharmacy, the Faculty at its meeting on 9 July 1998 had approved a recommendation by the Department of Pharmacy that the degree of Master of Science and the Graduate Diploma of Science offered by the Department be renamed the Master of Science in Pharmacy and the Graduate Diploma of Science in Pharmacy. There will be no change in profile for the degree or diploma.

The Committee endorsed the proposal of the Faculty of Medicine for the renaming of the Master of Science and the Graduate Diploma of Science as the Master of Science in Pharmacy and the Graduate Diploma of Science in Pharmacy respectively.

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

- (i) the proposal of the Faculty of Medicine for the renaming of the degree and graduate diploma in pharmacy, for implementation in 1999, be approved; and
- (ii) the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out on pages 71-73.

### **10.1.2 Proceedings of the Committee**

#### **1. Membership of the Committee**

The Committee noted that Mr David Trudinger had been elected President of SUPRA and welcomed him to *ex officio* membership of the Committee.

#### **2. Report of the PhD Award Sub-Committee**

On the report of the meeting of the PhD Award Sub-Committee held on 18 August 1998, the Committee noted that:

##### *Doctor of Philosophy*

- the award of the degree had been approved, subject to minor emendations being made to all copies of the thesis which are to remain available within the University, to one candidate;
- the award of the degree had been approved, subject to emendations being made to all copies of the thesis which are to remain available within the University, to one candidate;
- the degree had not been awarded to two candidates in the Faculty of Agriculture, one candidate in the Faculty of Arts and two candidates in the Faculty of Science; these candidates had been permitted to revise and resubmit; and

- examiners had been appointed for 34 candidates (including one candidate who had revised and resubmitted).

**3. Report of the Coursework Sub-Committee**

The Committee noted the report of the meeting of the Coursework Sub-Committee held on 10 August 1998. The Sub-Committee was addressing the following matters:

**(1) Postgraduate course structures**

The Sub-Committee's Chair and Professor Mack had had discussions with faculties about the implementation of the new postgraduate structures, and the Committee noted a table of the progress to date, and the work still to be done, noting also the Sub-Committee's advice that progress on this time-intensive project had been exceptionally smooth as a result of the goodwill that the Sub-Committee's Chair and Professor Mack had experienced in their meetings with all faculties.

**(2) Conjoint ventures in postgraduate coursework**

A memorandum and draft paper have been sent to the Chairs of Boards of Postgraduate Studies (or equivalent) in all faculties, with a request for comment by the end of August.

**(3) Other policy work in progress**

- Credit for units of study at postgraduate level
- Length of candidature for postgraduate courses by coursework
- Template for Senate Resolutions

**Appreciation of Mr Clark**

The Committee also noted the Sub-Committee's strong appreciation of the contributions Tom Clark had made to its work during his tenure as SUPRA President.

**4. Proposal from the Faculty of Economics for the new degree of Master of International Business**

The Committee 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 degree of Master of International Business.

The Faculty wishes to introduce the new degree of Master of International Business which 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 providers such as UTS and other specialist Master's programs such as those at Macquarie University. The MIB will compete directly with these degrees with the main competitors in Sydney being UTS, UWS and Macquarie University and the University of Wollongong.

On the recommendation of its Working Party, the Committee referred the proposal for the new degree, the Master of International Business, 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 all outstanding issues. Once these issues have been resolved, the Committee will then reconsider the proposal.

5. **Appointment of Working Parties to consider new and amended postgraduate courses**

The Committee appointed the following working parties to consider proposals for new and amended postgraduate courses. The Committee also authorised the Acting Chair to appoint working parties on its behalf to consider the proposals indicated:

(1) **Faculty of Arts**

- **Graduate Diploma in Modern Language Teaching, Master of Letters (French Studies), Master of Arts (Ancient History), Master of Arts (Irish Studies) and Master of Arts (Peace and Conflict Studies)**  
Associate Professor R Ross (Chair)  
Associate Professor J George  
Dr K Welch  
Dr H Fulton  
Associate Professor M Sankey  
Dr R Baldauf  
Associate Professor A Mitchell  
Dr L Unsworth  
President of SUPRA (or nominee)
- **Graduate Diploma in Museum Studies**  
Associate Professor R Ross (Chair)  
Dr M J Mahony  
Associate Professor A Mitchell  
Ms S Jones  
Associate Professor S Ellis  
President of SUPRA (or nominee)
- **Graduate Diploma in Arts/Graduate Certificate in Arts (Art History and Theory)**  
To be appointed by the Acting Chair

(2) **Faculty of Health Sciences**

- **Master of Health Science (Indigenous Community Health)**  
Associate Professor R Ross (Chair)  
Dr R Mitchell  
Professor D Nutbeam  
A relevant member of the academic staff from the Faculty of Health Sciences\*  
Ms K Plymat  
President of SUPRA (or nominee)  
\* Subsequent to the meeting, Mr B Gelonesi was nominated for membership and appointed by the Acting Chair.

(3) **Faculty of Medicine**

- **Graduate Diploma of Medicine/Graduate Diploma of Science in Medicine (Pain Management)**  
Associate Professor R Ross (Chair)  
Dr M J Mahony  
Associate Professor C Shorey  
Professor R Harris  
President of SUPRA (or nominee)
- **Graduate Certificate in Chronic Pain Management**  
To be appointed by the Acting Chair

**6. Appointment of Appeal Committee**

The Committee noted a report by the Acting Chair that a formal appeal had been lodged by a PhD student in the Faculty of Arts and appointed the following Appeal Committee:

Associate Professor A F Masters (Chair)  
Associate Professor A Mitchell  
Associate Professor R Ross  
Associate Professor S Ellis  
Ms C Tabrett

**7. Higher doctorates**

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

The Committee endorsed the Chair's action in approving a recommendation from each of the Faculties of Engineering and Medicine for the admission to candidature of, and appointment of examiners for, a candidate for the degree of Doctor of Engineering and Doctor of Medicine respectively.

**8. Reference from the Academic Board: Discussion paper on "Australian Postgraduate Awards and University Scholarships: Method of Award"**

The Committee received the discussion paper "Australian Postgraduate Awards and University Scholarships: Method of Award" that had been adopted by the Academic Board at its meeting of 12 August, subject to certain amendments, and an excerpt from the draft minutes of the August Board meeting relating to this item.

The Committee noted that it had been asked to develop proposals for:

- (a) guidelines for determining the number of APAs to be held back; and
- (b) in accordance with those guidelines, the exact number of APAs to be held back.

The Committee agreed to ask its Postgraduate Awards Sub-Committee to develop these proposals for consideration by the Committee at its next meeting.

**9. Review of Management Structures and Processes with respect to research higher degree programs**

The Committee noted a paper written by its Chair.

**10. Work in progress**

The Committee noted a report by the Acting Chair on the following work in progress:

- Working Party on the Exit Questionnaire
- Working party on electronic submission and examination of theses
- Survey of annual departmental review process for research students
- Communication with students

## 10.1.1 Amendment of the Resolutions of the Senate

### Faculty of Economics

#### Master of Commerce

The Resolutions of the Senate relating to the degree of Master of Commerce (pp 273-4, *Calendar 1996, Vol 1*, and as amended) are further amended as follows (new text underlined; deleted text struck through) from 1 January 1999:

#### Award of the degree

1. (1) The degree of Master of Commerce 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 at the levels of First Class or Second Class, Division One or Second Class, Division Two.
- (2) The testamur shall specify whether the degree is at Pass or Honours and the level, and any major and minor subject areas as defined in 6. below.

#### 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) at least 4 and no more than 6 units from units of study approved by the Faculty in one of the main areas of specialisation listed in Table A in 6. below (2 or 3 units constituting a minor in that area, 4 units constituting a major)
  - (iv) no more than 2 units from units of study approved by the Faculty in one of the areas of study Table B in 6. below
- (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 exemptions may be offered),
  - (iii) between 6 and 8 units from units of study approved by the Faculty in one of the areas of study listed in Table A. in 6. below (constituting a major in that area)
  - (iv) between 4 and 6 units from units of study approved by the Faculty in one of the areas of study listed in Table A. in 6. below (constituting a major in that area)

#### Areas of Study

6. (a) Areas of specialisation (majors) for the degree are:
  - Accounting
  - Banking
  - Commercial Law
  - Economics
  - Finance
  - Government and Business
  - International Business
  - Industrial Relations and Human Resource Management
  - Management Information Systems
  - Management of Technology
  - Marketing
  - Operations Research
  - Professional Accounting
  - Taxation
  - Transport Management

- (b) Additional areas of study (minors) for the degree are:

~~Commercial Law~~  
Econometrics  
Economic History  
Engineering  
Language  
Management Information Systems  
Management.

**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 and 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 winter and summer sessions).
- (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 winter and summer sessions).
- (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.

---

## Faculty of Health Sciences

**Master of Health Science (Medical Radiation Sciences)**

**Graduate Diploma of Health Science (in Medical Radiation Sciences)**

**Graduate Certificate of Health Science (in Medical Radiation Sciences)**

• **Master's Degrees**

The Resolutions of the Senate relating to Master's degrees in the Faculty of Health Sciences (p 355, *Calendar* 1996, Vol. 1: Statutes and Regulations, as amended) are further amended as follows from 1 January 1999:

**Subject areas**

Section 1(2). is amended:

- by adding the following new sub-section:

(iv) Medical Radiation Sciences

and

- by renumbering the existing sub-section from (iv) to (v).

---

- **Graduate Diplomas and Graduate Certificates**

The Resolutions of the Senate relating to Graduate Diplomas and Graduate Certificates in the Faculty of Health Sciences (p 369, *Calendar* 1996, Vol. 1: Statutes and Regulations, as amended) are further amended as follows from 1 January 1999:

**Subject areas**

Section 1, is amended:

- by adding the new sub-section:
    - (i) The Graduate Diploma of Health Science may be taken in the following subject area:
      - (i) Medical Radiation Sciences,
  - by renumbering the existing sections (2), and (3) as (3) and (4)
  - by adding the new sub-section:
    - (5) The Graduate Certificate of Health Science may be taken in the following subject area:
      - (i) Medical Radiation Sciences,
- and
- by renumbering the existing section 4. to 6.

---

## Faculty of Medicine

**Doctor of Public Health**

**Master of Public Health**

**Master of Public Health (Honours)**

**Master of Philosophy in Public Health**

- **Degrees and Diplomas in the Faculty of Medicine**

The Resolutions of the Senate relating to Degrees and Diplomas in the Faculty of Medicine (p 384 *Calendar* 1996, Vol. 1: Statutes and Regulations, as amended) are further amended to the following effect from 1 January 1999

Sections 1 is amended to read as follows and a new section 5. is added as follows (new text underlined in bold):

1. The degrees in the Faculty of Medicine shall be:
  - (a) Bachelor of Medicine (MB)
  - (b) Bachelor of Surgery (BS)
  - (c) Bachelor of Science (Medical)(Honours) (BSc (Med)(Hons))
  - (d) Doctor of Medicine (MD)
  - (e) Doctor of Philosophy (PhD)
  - (f) Doctor of Public Health (DPH)
  - (g) Master of Surgery (MS)
  - (h) Master of Philosophy in Public Health (MPhilPH)
  - (i) Master of Public Health (Honours) (MPH(Hons))
  - (j) Master of Public Health (MPH)
  - (k) Master of Medicine (MM)
  - (l) Master of Science in Medicine (MScMed).
  
5. The Pharmacy degrees and diplomas offered through the Faculty of Medicine shall be:
  - (a) Master of Science in Pharmacy (MScPharm)
  - (b) Graduate Diploma of Science in Pharmacy (GradDipPharm).

• **Doctor of Public Health**

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

**Doctor of Public Health**

**Admission to candidature**

1. Except as provided in Chapter 10 of the By-Laws, the Faculty of Medicine may, on the recommendation of the Head of the Department of Public Health and Community Medicine, admit to candidature for the degree of Doctor of Public Health an applicant who holds a degree from the University of Sydney, for which the minimum time to qualify was at least four academic years or who, unless exempted by the Faculty, has passed a preliminary examination or examinations prescribed by the Faculty.
2. (1) A candidate for the degree shall proceed—  
by coursework and by undertaking research and writing a thesis.  
(2) A candidate shall proceed either as a full-time candidate or as a part-time candidate and shall so advise the Faculty at the time of application for admission to candidature.  
A candidate who, before admission to candidature, has spent time in advanced study at the University of Sydney, or in another university, or in another institution whose courses are deemed by the Faculty to be equivalent, may be deemed by the Faculty to have spent such time after admission, up to a maximum of one semester, if the work completed by the candidate is relevant to the candidature.
3. The degree may be taken in any of the subject areas within the general area of public health.
4. On the recommendation of the Head of the Department, the Faculty shall appoint a full-time member of the academic or research staff of the Department to act as supervisor of each candidate. The Faculty may also appoint a suitably qualified person to act as an Associate Supervisor of the candidate. A candidate may carry out the supervised research either within the University of Sydney or at an institution approved by the Faculty.
5. A candidate shall -
  - (1) complete all coursework requirements as prescribed for the Master of Public Health and any other units of study, at a level of 65% or higher, or seminar course or practical work as may be prescribed by the Head of the Department;
  - (2) carry out supervised research on a topic approved by the Faculty on the recommendation of the Head of the Department and write a thesis embodying the results of this research over a period of no less than four semesters;
  - (3) lodge with the Registrar four copies of this thesis, typewritten and bound in accordance with University requirements.

**Probationary acceptance**

6. (1) A candidate for the degree may be accepted by the Faculty of Medicine as a candidate on a probationary basis for a period not exceeding two semesters' full time candidature or four semesters' part time candidature. Upon completion of this probationary period, the Faculty shall review the candidate's performance and shall either confirm the candidate's status or terminate the candidature.  
(2) A candidate accepted in accordance with subsection (1), if confirmed, shall be deemed to have commenced from the date of the commencement of **coursework**

**Control of candidature**

7. (1) Each candidate shall pursue his or her course of advanced study and research in the Department wholly under the control of the University of Sydney.  
(2) Where a candidate is employed by an institution other than the University of Sydney, the Faculty may require a statement by that employer acknowledging that the candidature will be under the control of the University of Sydney.

---

**Earliest date for submission**

8. (1) Except as provided in subsection (2), a full-time candidate may not submit a thesis for examination earlier than the end of the sixth semester of candidature.
- (2) The Faculty may permit a full-time candidate already holding the degree of Master of Public Health, or appropriate higher degree, of the University of Sydney or from such other institution as the Faculty may deem equivalent, to submit a thesis for examination no earlier than the end of the fourth semester of candidature.
- (3) Except as provided in subsection (4), a part-time candidate may not submit a thesis for examination earlier than the end of the twelfth semester of candidature.
- (4) The Faculty may permit a full-time candidate already holding the degree of Master of Public Health, or appropriate higher degree, of the University of Sydney or from such other institution as the Faculty may deem equivalent, to submit a thesis for examination no earlier than the end of the eighth semester of candidature.
- (5) Notwithstanding the provisions of subsections (1) to (4) the Faculty may, on the recommendation of the Head of Department and Supervisor concerned, permit a candidate to submit a thesis for examination up to one semester earlier than prescribed if, in the opinion of the Faculty, evidence has been produced that the candidate has made exceptional progress in their candidature.

**Latest date for submission**

9. (1) Except as provided in subsection (4), a full-time candidate shall submit a thesis for examination no later than the end of the tenth semester of candidature.
- (2) A candidate who is a full-time member of the academic staff of the University of Sydney shall submit the thesis for examination no later than the end of the fourteenth semester of candidature.
- (3) A candidate whose candidature has been part-time for the entire duration of the doctorate shall submit a thesis for examination no later than the end of the fourteenth semester of candidature.
- (4) The Faculty, upon recommendation by the Head of Department, may permit a candidate to submit a thesis for examination after a period of time greater than the maximum periods specified.

**Credit for previous studies**

10. (1) A candidate who, at the date of admission to candidature, has completed not less than one semester as a candidate for the degree of Master of Public Health of the University of Sydney, may be permitted on the recommendation of the Department to be credited for the whole or any part of the period of candidature completed for the degree of Master of Public Health as a period of candidature completed for the degree of Doctor of Public Health, provided that the period of candidature for the degree of Master for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the Faculty and directly related to the candidate's proposed course of advanced study and research for the degree of Doctor of Public Health.
- (2) A candidate who, at the date of admission has completed not less than one semester as a candidate for an appropriate higher degree in another university or institution may be permitted by the Faculty, on the recommendation of the Department, to be credited for the whole or any part of the period of candidature completed as a period completed for the degree of Doctor of Public Health of the University of Sydney, provided that:
- (a) the period of candidature for the higher degree of the other university or institution concerned for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the other university or institution concerned and directly related to the candidate's proposed course of advanced study and research in the University of Sydney;
- (b) the candidate shall have abandoned candidature for the higher degree of the other university or institution concerned for which credit is sought;

- (c) the amount of credit which may be so granted shall not exceed two semesters; and
- (d) no candidate who has been granted credit shall present a thesis for examination for the degree earlier than the end of the fourth semester after acceptance.

**Location**

11. (1) Subject to the annual approval of the Supervisor, Head of Department and Faculty, the candidate shall pursue the course of advanced study and research either—
- (a) within the University including its research stations and teaching hospitals;
  - (b) on fieldwork either in the field or in libraries, museums or other repositories;
  - (c) within research institutions or other institutions considered by the Faculty to provide adequate facilities for that candidature; or
  - (d) within a professional working environment;
- and shall attend at the University for such consultation with the Supervisor and shall participate in such departmental and faculty seminars as shall annually be specified.
- (2) A candidate pursuing candidature outside Australia must also complete a minimum of two semesters of candidature within the University before submission of the thesis.
- (3) When recommending the annual conditions for each candidate's particular course of advanced study and research, the Supervisor and Head of Department must indicate if satisfied that the proposed supervision arrangements.

**Progress**

12. (1) At the end of each year each candidate shall provide evidence of progress to the satisfaction of the Supervisor, Head of Department and the Faculty.
- (2) On the basis of evidence provided, the Head of Department shall recommend the conditions of candidature to apply for the following year and may require the candidate to provide further evidence of progress at the end of one semester or such other period as the Head of Department considers appropriate.
- (3) If a candidate fails to submit evidence of progress or if the Head of Department considers that the evidence submitted does not indicate satisfactory progress, the Faculty may, on the Head of Department's recommendation, call upon that 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 the Faculty may terminate that candidature or may impose conditions on the continuation of that candidature.

**The thesis**

13. (1) On completing the course of advanced study and research, a candidate shall present a thesis embodying the results of the work undertaken, which shall be a substantially original contribution to the subject concerned. The candidate shall state, generally in the preface and specifically in notes, the sources from which the information has been derived, the human ethical approvals obtained, the extent to which the work of others has been made use of, and the portion of the work the candidate claims as original.
- (2) A candidate may also submit in support of the candidature any publication of which the candidate is the sole or joint author. In such a case the candidate must produce evidence to identify satisfactorily the sections of the work for which the candidate is responsible.
- (3) Except where the candidature has been governed by an approved cotutelle agreement, a candidate may not present as the thesis any work which has been presented for a different degree or diploma at the University of Sydney or another university, but the candidate will not be precluded from incorporating such in the thesis, provided that, in presenting the thesis, the candidate indicates the part of the work which has been so incorporated.

(4) A candidate shall submit to the Registrar four copies of the thesis in a form prescribed by resolution of the Academic Board accompanied by four copies of a summary of approximately 300 words in length.

(5) The thesis shall be accompanied by a certificate from the Supervisor stating whether, in the Supervisor's opinion, the form of presentation of the thesis is satisfactory.

#### **Degree Result**

14. (1) Upon completion of the coursework at the level prescribed by the Faculty after the consideration of the reports of the examiners on the thesis, the Faculty shall submit the reports, together with a recommendation concerning the award of the degree, to the Academic Board which shall determine the result of the candidature.

(2) A candidate, who has not previously qualified for the award of Master of Public Health at the University of Sydney or another University or institution approved by Faculty, who has completed the requirements but has not qualified for the award of the degree of Doctor of Public Health, may be awarded the degree of Master of Public Health / Master of Public Health (Honours).

#### **Definitions**

15. In these resolutions—

(i) 'Department' refers to the Department of Public Health and Community Medicine; and

(ii) 'Faculty' refers to the Faculty of Medicine.

Upon completion of the coursework at the level prescribed by the Department and after consideration of the reports of the examiners on the thesis, the Faculty shall submit the reports, together with a recommendation concerning the award of the degree, to the Academic Board which shall determine the result of the candidature.

#### **• Master of Public Health**

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

#### **Master of Public Health**

1. Except as provided in Chapter 10 of the by-laws, the Faculty of Medicine may, on the recommendation of the Head of the Department of Public Health & Community Medicine, admit to candidature for the degree of Master of Public Health an applicant who holds a degree from the University of Sydney for which the minimum time to qualify was at least four academic years or who, unless exempted by the Faculty, has passed a preliminary examination or examinations prescribed by the Faculty.

2. The degree may be taken in any of the subject areas within the general area of public health.

3. A candidate shall proceed by coursework or by coursework and essay in accordance with section 5.

4. A candidate shall enrol either as a full-time candidate or a part-time candidate and shall so advise the Faculty at the time of application for admission to candidature.

5. (1) A candidate proceeding by coursework shall complete such units of study and at such times and in such sequences as may be prescribed by the Head of the Department of Public Health & Community Medicine;

(2) A candidate proceeding by coursework and essay shall complete such units of study and at such times and in such sequences as may be prescribed by the Head of the Department of Public Health & Community Medicine and complete an essay, which may or may not be related to the coursework referred to in this resolution, as the Head of the Department of Public Health & Community Medicine may prescribe.

6. (1) A candidate may be accepted by the Faculty on a probationary basis for a period not exceeding 12 months and upon completion of this period the Faculty shall review the candidate's work and either confirm or terminate the candidature.  
(2) A candidate accepted in accordance with subsection (1), if confirmed, shall be deemed to have commenced from the date of commencement of coursework.
7. (1) A full-time candidate shall complete the requirements for the degree not earlier than two semesters after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Department of Public Health & Community Medicine, not later than the end of the sixth semester of candidature.  
(2) A part-time candidate shall complete the requirements for the degree not earlier than four semesters after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Department of Public Health & Community Medicine, not later than the end of the eighth semester of candidature.
8. A candidate who, before admission to candidature, has spent time in advanced study in the University of Sydney or in another university or in another institution whose courses are deemed by the Faculty to be equivalent, may be deemed by the Faculty to have spent such time after admission, up to a maximum of one semester, if the work completed by the candidate is relevant to the candidature.
9. The Head of the Department of Public Health & Community Medicine shall make a recommendation concerning award of the degree, and the Faculty shall determine the result of the candidature.
10. The Faculty may permit an unsuccessful candidate to be re-examined if, in the opinion of the Head of the Department of Public Health & Community Medicine, the candidate's work is of sufficient merit to warrant this concession. In such cases, the Faculty may prescribe special conditions to be fulfilled by the candidate at such re-examination.
11. The Faculty may, on the recommendation of the Head of the Department of Public Health & Community Medicine, call upon the 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.
12. A candidate who has completed the requirements but has not qualified for the award of the degree of Master of Public Health may be awarded the Graduate Diploma of Public Health.

• **Master of Public Health (Honours)**

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

**Master of Public Health (Honours)**

1. (1) The Faculty of Medicine may, on the recommendation of the Head of the Department of Public Health & Community Medicine, admit to candidature for the degree of Master of Public Health (Honours) an applicant who is enrolled in the degree of Master of Public Health of the University of Sydney and who has achieved a minimum weighted average grade of 65 in at least 22 credit points of coursework for the degree of Master of Public Health of the University of Sydney.  
(2) In exceptional circumstances, and on the recommendation of the Head of the Department of Public Health & Community Medicine, the Faculty may admit to candidature for the degree of Master of Public Health (Honours) an applicant who is not a candidate for the degree of Master of Public Health of the University of Sydney but who holds qualifications deemed by the Faculty to be equivalent.
2. The degree may be taken in any of the subject areas within the general area of public health.
3. A candidate shall proceed by coursework and treatise.

- 
4. A candidate shall enrol either as a full-time candidate or a part-time candidate and shall so advise the Faculty at the time of application for admission to candidature.
  5. A candidate shall
    - (1) complete such units of study and at such times and in such sequences as may be prescribed by the Head of the Department of Public Health & Community Medicine;
    - (2)
      - (a) if accepted in accordance with section 1(1), achieve a minimum weighted average grade of 65 in the remaining 16 credit points of coursework; **OR**
      - (b) if accepted in accordance with section 1(2), achieve a minimum weighted average grade of 65 in all 40 credit points of coursework;
    - (3) write a treatise on a supervised project approved by the Head of the Department of Public Health & Community Medicine;
    - (4) lodge with the Registrar three copies of this treatise, typewritten and bound according to University requirements;
  6.
    - (1) A candidate may be accepted by the Faculty on a probationary basis for a period not exceeding 12 months and upon completion of this period the Faculty shall review the candidate's work and either confirm or terminate the candidature.
    - (2)
      - (a) A candidate accepted in accordance with section 1(1), and subject to probation as prescribed in subsection (1), if confirmed, shall be deemed to have commenced from the date of transfer of candidature.
      - (b) A candidate accepted in accordance with section 1(2), and subject to probation as prescribed in subsection (1), if confirmed, shall be deemed to have commenced from the date of commencement of coursework.
  7.
    - (1)
      - (a) A full-time candidate accepted in accordance with section 1(1), shall complete the requirements for the degree not earlier than one semester after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Department of Public Health & Community Medicine, not later than the end of the fifth semester of candidature.
      - (b) A full-time candidate accepted in accordance with section 1(2), shall complete the requirements for the degree not earlier than two semesters after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Department of Public Health & Community Medicine, not later than the end of the sixth semester of candidature.
    - (2)
      - (a) A part-time candidate accepted in accordance with section 1(1), shall complete the requirements for the degree not earlier than two semesters after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Department of Public Health & Community Medicine, not later than the end of the sixth semester of candidature.
      - (b) A part-time candidate accepted in accordance with section 1(2), shall complete the requirements for the degree not earlier than four semesters after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Department of Public Health & Community Medicine, not later than the end of the eighth semester of candidature.
  8. A candidate who, before admission to candidature, has spent time in advanced study in the University of Sydney or in another university or in another institution whose courses are deemed by the Faculty to be equivalent, may be deemed by the Faculty to have spent such time after admission, up to a maximum of one semester, if the work completed by the candidate is relevant to the candidature.
  9.
    - (1) After receipt of the treatise the Faculty, on the recommendation of the Head of the Department of Public Health & Community Medicine, shall appoint at least two examiners for the treatise, of whom at least one shall be an internal examiner.

- (2) The reports of the examiners shall be transmitted to the Head of the Department of Public Health & Community Medicine who shall make a recommendation concerning award of the degree, and the Faculty shall determine the result of the candidature.
10. The Faculty may permit an unsuccessful candidate to be re-examined if, in the opinion of the Head of the Department of Public Health & Community Medicine, the candidate's work is of sufficient merit to warrant this concession. In such cases, the Faculty may prescribe special conditions to be fulfilled by the candidate at such re-examination.
  11. The Faculty may, on the recommendation of the Head of the Department of Public Health & Community Medicine, call upon the 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.
  12. A candidate who has completed the requirements but has not qualified for the award of the degree of Master of Public Health (Honours) may be awarded the degree of Master of Public Health.

• **Master of Philosophy in Public Health**

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

**Master of Philosophy in Public Health**

1. Except as provided in Chapter 10 of the by-laws, the Faculty of Medicine may, on the recommendation of the Head of the Department of Public Health & Community Medicine, admit to candidature for the degree of Master of Philosophy in Public Health an applicant who holds a degree from the University of Sydney for which the minimum time to qualify was at least four academic years or who, unless exempted by the Faculty, has passed a preliminary examination or examinations prescribed by the Faculty.
2. The degree may be taken in any of the subject areas within the general area of public health.
3. A candidate shall proceed by supervised research and submission of a thesis.
4. A candidate shall enrol either as a full-time candidate or a part-time candidate and shall so advise the Faculty at the time of application for admission to candidature.
5. The Faculty shall, on the recommendation of the Head of the Department of Public Health & Community Medicine, appoint a member of the academic or research staff of the Faculty to act as supervisor of that candidate. The Faculty may also appoint a suitably qualified person to act as an associate supervisor of the candidate.
6. (1) A candidate shall
  - (a) provide a research proposal or protocol concerning the proposed research program at the time of submitting the application for admission to candidature;
  - (b) complete such units of study, if any, and at such times and in such sequences as may be prescribed by the Head of the Department of Public Health & Community Medicine;
  - (c) carry out supervised research on a topic approved by the Faculty on the recommendation of the Head of the Department of Public Health & Community Medicine;
  - (d) write a thesis embodying the results of this research; and
  - (e) lodge with the Registrar four copies of this thesis, typewritten and bound in accordance with University requirements.(2) The candidate shall state in the thesis the sources from which the information was derived, the extent to which the work of others has been used and the portion of the work claimed as original.

- 
- (3) The candidate may include in the thesis published papers of which the candidate is sole author, provided that
      - (a) the papers are based on work undertaken during the candidature for the degree;
      - (b) the papers are identified as published work; and
      - (c) the papers are compatible with the overall coherence and organisation of the text of the thesis.
    - (4) Any other papers of which the candidate is sole or joint author may be lodged in support of the thesis.
    - (5) The thesis shall be accompanied by a statement from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.
    - (6) A candidate may not present as the thesis work for which a degree has been awarded by this or another university, but will not be precluded from incorporating such work in the thesis, provided that in presenting the thesis the candidate indicates the part of the work which has been so incorporated.
  7. A candidate may carry out the supervised project or supervised research either within the University of Sydney or at an institution approved by the Faculty.
  8.
    - (1) A candidate may be accepted by the Faculty on a probationary basis for a period not exceeding 12 months and upon completion of this period the Faculty shall review the candidate's work and either confirm or terminate the candidature.
    - (2) A candidate accepted in accordance with subsection (1), if confirmed, shall be deemed to have commenced from the date of commencement of candidature.
  9.
    - (1) A full-time candidate shall complete the requirements for the degree not earlier than two semesters after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Department of Public Health & Community Medicine, not later than the end of the sixth semester of candidature.
    - (2) A part-time candidate shall complete the requirements for the degree not earlier than three semesters after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Department of Public Health & Community Medicine, not later than the end of the twelfth semester of candidature.
  10. A candidate who, before admission to candidature, has spent time in advanced study in the University of Sydney or in another university or in another institution whose courses are deemed by the Faculty to be equivalent, may be deemed by the Faculty to have spent such time after admission, up to a maximum of one semester, if the work completed by the candidate is relevant to the candidature.
  11.
    - (1) After receipt of the thesis the Faculty, on the recommendation of the Head of the Department of Public Health & Community Medicine, shall appoint at least three examiners for the thesis, of whom at least one shall be an external examiner.
    - (2) The reports of the examiners shall be transmitted to the Head of the Department of Public Health & Community Medicine who shall make a recommendation concerning award of the degree, and the Faculty shall determine the result of the candidature.
  12. The Faculty may permit an unsuccessful candidate to revise and resubmit the thesis if, in the opinion of the Head of the Department of Public Health & Community Medicine, the candidate's work is of sufficient merit to warrant this concession, and the Faculty may prescribe special conditions to be fulfilled by the candidate.
  13. The Faculty may, on the recommendation of the Head of the Department of Public Health & Community Medicine, call upon the 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.

• **Master of Science in Pharmacy**

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

**MASTER OF SCIENCE IN PHARMACY**

1. (1) The Faculty of Medicine may, on the recommendation of the head of the department of Pharmacy, admit to candidature for the degree of Master of Science in Pharmacy an applicant who -
  - (a) is a graduate of the University of Sydney; and
  - (b) has, in the opinion of the Faculty, reached a first or second class Honours standard -
    - (i) in the final year of an Honours course for either the degree of Bachelor of Science or the degree of Bachelor of Pharmacy or the degree of Bachelor of Medical Science
    - (ii) in a course considered by the Faculty to be equivalent to a course referred to in subsection (i), or has, in some other manner, acquired a standard of knowledge considered by the Faculty to be equivalent to a first or second class Honours standard in a course referred to in subsection (i)
- (2) Notwithstanding subsection (1), the Academic Board may admit a person to candidature for the degree in accordance with the provisions of Chapter 10 of the by-laws.
2. Subject to the approval of the head of the department of Pharmacy, a candidate for the degree shall elect to proceed -
  - (1) either as a full-time or as a part-time candidate;
  - (2) except in the case of a candidate proceeding in accordance with Chapter 10, either within the University of Sydney or elsewhere.
3. (1) A candidate to be full-time shall not keep the normal semesters but shall pursue candidature continuously throughout the year, except for a period of recreation leave and shall not have any substantial employment during the day.<sup>1</sup>
  - (2) A candidate who does not comply with subsection (1) shall be regarded as a part-time candidate.
4. (1) A candidate shall not present for examination for the degree earlier than two semesters after commencement of candidature.
  - (2) Except with the permission of the Faculty, a full-time candidate shall complete the requirements for the degree not later than four semesters after the commencement of candidature.
  - (3) Except with the permission of the Faculty, a part-time candidate shall complete the requirements for the degree not later than eight semesters after the commencement of candidature.
5. Time spent by a candidate in advanced study in the University of Sydney before admission to candidature may be deemed by the Faculty to be time spent after such admission.
6. (1) The Dean of the Faculty, on the recommendation of the head of the department of Pharmacy, shall appoint a full-time member of the academic staff or research staff of the University to act as supervisor of each candidate.

Where the supervisor is a member of the research staff, the Dean of the Faculty, on the recommendation of the head of the department of Pharmacy, shall also appoint a member of the full-time academic staff as associate supervisor. Any person so appointed as associate supervisor must be capable of acting as supervisor in the event that the supervisor is no longer able to act.

  - (2) The Dean of the Faculty, on the recommendation of the head of the department of Pharmacy, may appoint a full-time member of the academic staff of the University or other appropriately qualified person to act as associate supervisor.

---

<sup>1</sup> The Faculty has resolved that, for the time being, recreation leave shall be four weeks per year and that substantial employment shall mean more than six hours per week or 180 hours per annum, whichever shall be less.

- (3) The supervisor shall report annually to the Faculty, through the head of department of Pharmacy, on the progress towards completion of the requirements for the degree of each candidate under his or her supervision.
  - (4) The Faculty, on the recommendation of the head of department of Pharmacy, may terminate the candidature of any candidate who has not shown evidence of sufficient progress, in the opinion of the Faculty.
- 7.
- (1) A candidate shall -
    - (a) carry out an original investigation on a topic approved by the head of the department of Pharmacy.
    - (b) write a thesis embodying the results of this investigation and state in the thesis generally in a preface and specifically in notes, the sources from which the information was taken, the extent to which the work of others has been used, and the proportion of the thesis claimed as original.
    - (c) lodge with the Registrar three copies of the thesis, typewritten and bound.
    - (d) if required by the examiners, sit for an examination in the branch or branches of science to which the thesis relates.
  - (2) The thesis shall be accompanied by a certificate from the supervisor stating whether in the supervisor's opinion the form of presentation of the thesis is satisfactory.
  - (3) The Dean of the Faculty on the recommendation of the head of the department of Pharmacy, shall appoint two, or where the Dean considers it appropriate, more than two examiners of whom one may be the person appointed to act as supervisor of the candidate.
  - (4) The examiners shall report to the Faculty which shall determine the result of the examination.
  - (5) A candidate may not present as the thesis any work which has been presented for a degree or diploma at this or another tertiary institution, but the candidate shall not be precluded from incorporating such work in the thesis, provided that in presenting the thesis the candidate indicates the part of the work which has been so incorporated.
  - (6) The Registrar shall lodge one copy of the thesis with the Librarian if the degree is awarded.

• **Graduate Diploma of Science in Pharmacy**

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

**GRADUATE DIPLOMA OF SCIENCE IN PHARMACY**

**Eligibility for admission**

1. (1) The Faculty of Medicine may, on the recommendation of the head of the department of Pharmacy, admit to candidature for the Graduate Diploma of Science in Pharmacy an applicant who is a holder of the degree of Bachelor of Science, Bachelor of Pharmacy or Bachelor of Medical Science from the University of Sydney.
- (2) The Academic Board, in accordance with the provisions of Chapter 10 of the by-laws, on the recommendation of the head of department of Pharmacy and of the Faculty, may admit to candidature for the graduate diploma graduates of other universities or other appropriate institutions who have qualifications equivalent in the opinion of the Academic Board, to those specified in subsection (1).

**Availability**

2. (1) Admission to the graduate diploma may be limited by quota.
- (2) In determining the quota the University will take into account:
  - (a) availability of resources including space, library, equipment, laboratory and computing facilities; and
  - (b) availability of adequate and appropriate supervision.
- (3) In considering an application for admission to candidature the head of department of Pharmacy and the Faculty shall take account of the quota and will select in preference applicants who are most meritorious in terms of section 1 above.

**Method of progression and time limits**

3. (1) A candidate shall engage in a program of work equivalent to that required for completion of the relevant fourth year Bachelor of Science in Pharmacy, Bachelor of Pharmacy or Bachelor of Medical Science Honours course offered by the department of Pharmacy either as a full-time student for a period of two semesters or, with the approval of the head of the department of Pharmacy, as a part-time student for a period of four semesters.
- (2) There shall be courses in the following subjects: Pharmacy Practice, Pharmaceutical Chemistry, Pharmaceutics or any other course approved by the head of department of Pharmacy.

**Examination**

4. The award of the graduate diploma shall be subject to the completion of the program of work and examinations to the satisfaction of the Honours Board of Examiners, appointed by the Faculty.

**Progress**

5. 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 graduate diploma and where, in the opinion of the Faculty, the candidate does not show good cause, terminate the candidature.
-

## **AGENDA ITEM 11.**

### **Report of the Teaching and Learning Committee**

#### **11.1 Report of the Teaching and Learning Committee meeting of 6 August 1998**

The Committee met on 6 August 1998.

##### **1. Teaching and Learning Showcase**

A flier would be actively promoted amongst University staff and sent to other Universities and TAFEs. The Media Office would be asked to notify various newspapers and journals of this forthcoming event.

There had been a certain amount of difficulty in obtaining a final speaker. This issue might best be resolved closer to the event. It was suggested that the SRC and SUPRA be invited to become sponsors and provide speakers at the Showcase and that Professor Anderson be asked to speak at the close of the event.

The Centre for Teaching and Learning would have a website available in the week commencing 10 August for lodgement of abstracts. Printing of the flier and poster would also commence in this week. The posters would be positioned around the grounds of the University.

##### **2. Report of the Centre for Teaching and Learning**

Mr Barrie focused on work done by the Centre in supporting and developing teaching at the University, namely the program of CTL Teaching Development Grants and Teaching Fellowships. CTL offered two Teaching Fellowships and up to ten Teaching Development Grants annually.

The CTL Fellows for Semester I were Dr Deborah Cockrell (Dentistry) whose project was Assessment of Clinical Competence in Dentistry and Dr Henry Collins (Veterinary Anatomy and Pathology) whose project was Development of Personal and Professional Development.

CTL Development Grants permitted a staff member to be seconded to the CTL to work intensively on a teaching and learning project. The grants ran for four weeks, or six weeks on a part time basis. Staff members who were given grants during Semester I included:

Name	Department	Project
Ms Hilaire Graham	Architecture & Design Science	Case based learning in Architecture
Dr David Chapman	Geography	Remote Sensing in Geography
Ms Janet Jones	Learning Assistance Centre	Computer based teaching of written communication skills
Dr Daniel Lin	Paediatrics & Child Health	Web based course on asthma in children
Dr G Gurr	Orange Agricultural College	Supervision of postgraduate students at OAC
Mrs Jill Johnston	Biochemistry	Teaching generic attributes
Dr Paul Forbes	Orange Agricultural College	Web based course development in strategic management

---

Ms Kristine Sodersten	Architecture	Problem based learning in Architecture
-----------------------	--------------	--

Many of these projects reflected the CTL's support for the University's current strategic initiatives. Full reports were published annually and further fostered high quality teaching and learning practices throughout the University.

### 3. Criteria for good teaching

A revised document on assessment for good teaching was circulated and the following points were raised in the discussion that followed: (Pages 76-77)

- the size of the organisational unit that was being measured was important;
- a statement was required of what was seen to be good teaching;
- which indicators were mandatory and which were more selective should be clearly defined;
- more than two of the potential quantitative indicators should deal with the student experience;
- the student experience was broader than relating just to an individual staff member - this issue needed to be looked at on a departmental level as well;
- a process of review and development with measures to show responsiveness was a requirement;
- evidence of change in teaching methods should be looked at;
- indicators should be matched more closely with Faculty review documents;
- for the three large generalist Faculties it was very difficult to provide the information required, however this information would be more easily obtained on a departmental level;
- Senate needed to be kept informed of the assessment process as money was required for improvement of facilities, etc;
- references to outside (external) teaching should be included in reports to Senate as it would be valuable for Senate to be aware of how much external work the Departments/Faculties are conducting;
- there needed to be scope for including equity in the quality of teaching, ie that at the departmental level, all students were getting the same quality outcomes and experiences;
- equity should be tied to flexible learning;
- diversity (flexibility and responsivity) should be included and adapted to each new cohort as each one was unique;
- organisational units should be asked to demonstrate what their students needs were and how they were meeting these needs;
- emphasis needed to be given to student centred teaching, - students' needs should drive the teacher: the teachers' needs should not drive the students.

### 4. Policy for IT materials

A question was tabled from Dr John Mack in relation to the development of a national teaching database. There were substantial issues involved which also intersected with the issue of intellectual property.

It was agreed that a short document would be produced by the Teaching and Learning Committee and that the IT Committee and Dr Simon Carlile (Assistant Pro-Vice-Chancellor (Information Technology)) would also be consulted.

---

## 11.1 Report of the Teaching and Learning Committee

### 3. Criteria for good teaching

#### Assessment of good teaching: DRAFT 5 8 98

##### Over-arching measures

Evidence of intra-University and external peer review (including appropriate benchmarking) of courses and units of study.

Where relevant, positive outcomes of professional accreditation.

Where relevant, course advisory groups are established.

Relevant 'Cockayne' indicators used for degree programs: e.g. overall retention rates; first-year non-repeaters; second year non-repeaters; elapsed time(s) to award completion; degree load pass rates.

Note that every element would not need to be reported annually, but changes would need to be indicated.

Measures that indicate an active or scholarly commitment to teaching activities by members of staff

Teaching development grants awarded

Publications relating to scholarship in teaching.

Conference invitations and participation relating to teaching and learning.

Visitors with particular expertise in teaching and learning working in unit.

Measures to show responsiveness to reports of the students' experiences

Structures in place to ensure that feedback, including CEQ data, is reviewed and acted on.

*Note that CEQ data are retrospective and cannot reflect current practice (especially for long programs), but trends within a program can provide useful information. Comparisons with other institutions can be difficult to interpret particularly since courses with small enrolments generally perform better than those with large classes.*

##### Specific aspects of good teaching and possible indicators

###### Recognising good teaching through curriculum development and management

Each course and unit of study has generic and specific goals, and expectations of performance, made explicitly to students.

*Review of statement of goals;*

*Strategies are consistent with relevant Teaching Management Plans.*

Goals of the unit are congruent with, and contribute to achieving overall goals of the degree program and the generic skills expected of Sydney University graduates.

Review of statement of goals

Horizontal and vertical integration and coordination of course material is designed to achieve students' progressive skill development and avoidance of gaps, unnecessary repetition or other redundancy.

Review of course outlines, specific student questionnaires

Student workload is realistic, comparable with other concurrent units of study, and takes account of other demands on students' time.

Student questionnaires

Course content is up-to-date, relevant to goals, and informed by current research.

External review?

Innovations in teaching, whether based on traditional or newer approaches including information technology, are systematically evaluated.

Evidence from examples and indications that comments have been acted on.

###### Recognising good teaching through curriculum development and management

All candidates for academic appointment must present a teaching portfolio as an integral part of their application. Candidates without previous teaching experience must be assigned to a mentor or mentoring program.

Selection committee responsibility; evidence of mentor in place

Staff are encouraged and supported to enhance their teaching performance through ongoing developmental activities within the organisational unit (Faculty/Department) and through the Centre for Teaching and Learning.

Staff attend/contribute to staff development activities

Staff who excel in teaching are supported when seeking promotion.

---

Evidence supplied by organisational unit

Evidence that outstanding teaching is rewarded whether or not a staff member is seeking promotion.

Evidence supplied by organisational unit

Teaching awards received.

Staff are continually reviewing their area or field to ensure up-to-date scholarship as a basis for their teaching.

? research activity; other??

The student experience

Teachers and supervisors are accessible and prepared to support students seeking assistance.

Student questionnaires

Strategies are in place to ensure support for the special needs of first-year students.

Report from unit

'Students at risk' assessment programs in place.

Report from unit; ?student questionnaires

Highly performing students at all levels are recognised and rewarded appropriately.

Report from unit; ?student questionnaires

Encouragement wherever possible to improve proportion of undergraduates enrolling in Honours programs.

Numerical indicators

Assessment practices are consistent with (or are moving to comply with) University's 1998 Principles of Assessment.

Report from unit; student questionnaires

Assessment designed to measure effectively students' progress towards defined goals for course or program.

Report from unit

Progression and outcome measures for undergraduates and postgraduates in place

Formative assessment used to encourage both learning and self-assessment.

Report from unit; student questionnaires

Feedback from staff to students is both timely and constructive.

Student questionnaires

Postgraduate students encouraged and supported to complete within normal timeframes.

Numerical indicators, P/g student questionnaires

Quality of postgraduate supervision meets or exceeds University's guidelines.

P/g student questionnaires; supervisor surveys

Ann Sefton

---

## **AGENDA ITEM 12.**

### **Report of the Research Committee**

#### **12.1 Report of the Research Committee meeting of 13 August 1998**

The Committee met on 13 August 1998 when there were present: Professor D Cockayne, *Deputy Chair Academic Board (Presiding Member)*; Professor D Siddle, *Pro-Vice-Chancellor (Research)*; Professor M Clunies Ross; Professor D Melrose; Professor D Cook; Associate Professor SR Garton. In Attendance: Professor L Field, Associate Professor A Reynolds, Dr A Walmsley, Dr C Baxter, Ms S Reid.

##### **1. General Business**

Professor Cockayne expressed the thanks of the Committee to Mr Thomas Clark, departing SUPRA president, for his contribution to the Research Committee. Professor Siddle advised that the "Code of conduct for the responsible practice of research" had been sent to the University Solicitor for comment, and that the paper "Research management at Departmental and School level" had been circulated to Heads of Department for comment. Professor Cockayne reported that there has been substantial discussion and correspondence about the document "Draft Policy Document on Conferring of All Academic and Research Titles". The Committee discussed the need for greater definition of the classes of staff referred to in the document, as the terms "Research-only staff" and "Research-only academic staff" have been used interchangeably.

Professor Cockayne reported that the Assistant Pro-Vice-Chancellor (Information Technology), Dr Simon Carlile, had written to the Research Committee, inviting representation of the Research Committee on the Information Technology Committee. The Research Committee agreed that it would be a good idea for a member of the Major Equipment Committee to have input to the ITC, given the IT infrastructure issues which are raised each year during the Major Equipment round, and nominated Professor John Carter to serve this role. The Research Committee also noted that there did not appear to be a member of the ITC with a broad humanities and social science perspective, and agreed to write to Dr Carlile with a suggestion.

##### **2. Report of the Pro-Vice-Chancellor (Research)**

###### **Report in The Australian 12 August 1998**

Professor Siddle reported on an item by Professor Paul Bourke and Ms Linda Butler in The Australian newspaper on 12 August. In the story, the authors looked at each university's share of six research performance indicators and, not surprisingly, found that the top-ranked institutions were the Go8. Professor Siddle reported that The University of Sydney was consistently between 2<sup>nd</sup> and 4<sup>th</sup> against these indicators. Professor Siddle said that it was a curious article in the context of the expected Ministerial Statement on Research and Research Training.

###### **Cooperative Research Centres**

Three fora on CRCs have recently been held, including a seminar organised by the BLO, a forum organised by the Business and Higher Education Round Table, "selling" the CRC concept to industry, and an event organised by the NSW Innovation Council, at which a number of support mechanisms for CRC applicants were announced. Professor Siddle has advised that at least \$0.5m should be set aside in the University budget process to fund CRC bids.

###### **Marine Science**

Professor Siddle reported that he had convened a meeting, bringing together the various research teams around the University with an interest in Marine Science. It is likely that there will be funds available under the Government's new Oceans Policy, and The

---

University of Sydney needs to look at structural issues in relation to its Marine Science research effort, so as to be in a good position to attract these funds.

#### **Major Equipment**

Professor Siddle reported that the Major Equipment Committee had met on 11 August to discuss breakdown of the available funds and how best to handle requests for computer equipment/infrastructure.

#### **Postgraduate Research Review**

Professor Siddle advised the Research Committee that the Review of Management Structures and Processes in Research Higher Degree Programs will take place from 17 to 20 August 1998 and will be chaired by Dr David Liljegren, Dean of Graduate Studies, University of Adelaide. Members of the Committee are: Professor Mary Lou Maher, Department of Architectural Science; Associate Professor Stephen Garton, Department of History; and Professor Roger Dampney, Department of Physiology. The Review Committee will review submissions, conduct interviews, and report on its findings.

#### **Research Strengths and Priorities**

Professor Siddle said that The University of Sydney needs to have defined its research strengths and priorities by the end of this year, with a view to reviewing the Research Management Plan next year. He envisaged the process of defining areas of research strength as largely one of self-nomination, with review by a committee or group against an agreed set of core performance measures. Professor Siddle said that the feeling is that the coming Ministerial Statement may look to refocus research funding towards block funding of larger research groups.

#### **Updated AVCC Code of Practice for Higher Degrees**

Professor Siddle reported that the AVCC had released an update of its "Code of Practice for Maintaining and Monitoring Quality and Standards in Higher Degrees". The document is available on the AVCC's homepage at: <http://www.avcc.edu.au/avcc/pubs/cophd.htm>.

#### **Launch of EnCompass Bioinformatics**

Professor Siddle reported that a spin-off company from the University's Australian National Genomic Information Service, called EnCompass Bioinformatics Pty Ltd, had been launched on 6 August 1998, at the ATP. Professor Siddle commented that Dr Baxter and the staff of the BLO had received strong praise for their involvement.

### **3. Report of the Director, Business Liaison Office**

#### **START Grants**

Dr Baxter reported that changes had been made to the Department of Industry, Science and Technology's R&D START grants program. Under the new guidelines, Universities would no longer be eligible to apply for funds, and their contributions would no longer be recognised (previously, an amount up to 50% of the total costs of the project, including a university's contribution, could be attracted from the program). An AVCC issues paper on the changes to this scheme has been drafted.

### **4. Report of the Director, Research and Scholarships Office**

#### **ARC Large Grants and Fellowships**

Ms Reid reported that, overall, scores for Large Grant applications were lower than last year. While this may be an artefact of the instructions to assessors to "mark harder" this year, the University may not be able to expect as successful a year as the 1998 grants, announced at the end of 1997.

#### **NHMRC/Warwick Anderson**

Ms Reid reported that supplementary interviews for NHMRC grant applicants were being held in Coogee on 24 and 25 August. A number of the applicants involved have still not received assessors' reports. Ms Reid also reported that Professor Warwick Anderson, Chair

of the NHMRC's Research Committee, and Mr Bob Wells, Secretary of the NHMRC, will be visiting each major city in late August/early September to conduct discussion forums with the health research community. The aim of these consultative visits is to outline the issues that the Research Committee is considering and the directions being taken, and to receive feedback. The Sydney forum is to be held on Wednesday, 2 September 1998, at 4-6pm, in the General Lecture Theatre Lobby J, Main Quadrangle, University of Sydney.

**Publications audit**

Ms Reid reported that the Internal Audit of 1997 publications was drawing to a close. Ms Reid in particular praised the hard work of Margaret Sager, who coordinated the audit. The Committee discussed the enormous cost and effort involved in the publications data collection and verification exercise on the part of the Research and Scholarships Office and at a Departmental level, considering the publications element accounts for only 12.5% in the Composite Index. Ms Reid reported that the RSO will be looking at a re-engineering of the process in 1999, with a view to incorporating the internal audit into the data collection process.

---

## **AGENDA ITEM 13.**

### **Report of the Academic Staffing Committee**

#### **13.1 Report of the Academic Staffing Committee meeting of 26 August 1998**

The Committee met on 26 August 1998. There were present: Professor R Pesman (Chair), Professor M Koder, Professor L Field, Professor L Burgess, Professor S Armitage, Associate Professor D Davey Associate Professor R Arnold, Associate Professor R Atherton. Apologies: Ms S Jamieson. In attendance: Ms J Deitch and Ms H Beamish.

**1. Promotion Criteria for Research-only Positions and other than “Mainstream” Academic Positions**

A sub-committee has been establish to develop the criteria for promotions for the above categories of staff.

**2. Policy Document on the Appointment of all Categories of Academic Staff**

Comments have been received on the Policy Document on the Appointment of all Categories of Academic Staff and the committee is reviewing the policy.

## **AGENDA ITEM 14. General Business**

### **14.1 Membership of the Academic Board**

The Faculty of Medicine advises that Associate Professor D Farnill, who was the Faculty of Medicine's elected academic staff member on the Board, has recently retired. The Faculty **recommends** that the Academic Board fill the casual vacancy created by Professor Farnill's retirement by appointing Professor D Nutbeam (Public Health and Community Medicine). Professor Nutbeam is an eligible member of the Academic Forum.

### **14.3 Report of the Committee appointed to consider applications for promotion from Associate Lecturer to Lecturer**

The report of the Committee appointed to consider applications for promotion from Associate Lecturer to Lecturer has been endorsed by the Chair of the Academic Staffing Committee and approved by the Vice-Chancellor. It is anticipated that it will be tabled at the Board meeting, by which time all applicants will have been notified.