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## Academic Board Agenda

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### NOTICE OF MEETING

A meeting of the **Academic Board** will be held at 2 pm on **Wednesday 15 September 1999** in the Professorial Board Room.

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

Erica Ring  
for  
Dr M Edmond  
Acting Registrar

8 September 1999

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## AGENDA

Pages

☆ 1. **Apologies**

The following apologies have been received:  
Associate Professor D Dragovich  
Professor K Lee  
Professor S R Leeder  
Professor R Pesman

2. **Arrangement of agenda**

2.1 **Starring of items**

2.2 **Adoption of unstarred items**

**Recommendation**

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

3. **Minutes of previous meeting**

Yellow enclosure

**Recommendation**

*That the Academic Board adopt the minutes of the previous meeting held on 11 August 1999 as a true record.*

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

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- ☆ 5. **Report of the Chair** 9-18
- 5.1 **Report on Senate matters**
- 5.1.1 **Report of the Senate meeting held on 6 September 1999** Supplementary agenda (tabled)
- Recommendation**  
That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 6 September 1999.
- 5.2 **General report**
- 5.2.1 **Sydney Summer School** 9-10
- Recommendation**  
That the Academic Board:
- (i) note the advice of the Undergraduate Studies Committee and the Teaching and Learning Committee (at items 8.2.3 and 10.3.2 respectively); and
  - (ii) authorise the Chair to write to the Vice-Chancellor drawing attention to the Committees' reports and offering the following advice:
    - (a) Units of study, properly approved by the Academic Board, may be offered in the Summer School before being offered in the following academic year. The Board must be informed of this possibility at the time the unit of study is proposed.
    - (b) The forthcoming Summer School might be permitted to recruit a small proportion of its scholars from groups who are prospective University of Sydney students including school-leavers. Should this occur, it would be important to review the academic outcomes, including student success in March Semester, before agreeing to continue or expand the program in Summer 2000-2001.
    - (c) The transition from school to university can be difficult for students. The managers of the Summer School could be invited to pay particular attention to the needs of recent school-leavers, international students, and the teaching staff of the Summer School in dealing with this transition.
- 5.2.2 **Review of Examination and Assessment Procedures: Undergraduate and Postgraduate Coursework** 11,12-18
- Recommendation**  
That the Academic Board:
- (i) note the report on the Review of Examination and Assessment Procedures: Undergraduate and Postgraduate Coursework;
  - (ii) endorse the Policy Document "Examination and Assessment Procedures: Undergraduate and Postgraduate Coursework", as presented in the report;
  - (iii) recommend to Senate that
    - (a) Section 4 of the Resolutions of the Senate relating to Faculties and College Boards: Boards of Examiners (p 80, Calendar 1998, Volume 1) be rescinded and replaced by the proposed revised Section 4 of the Resolutions, as set out in the report presented, and that Faculty Resolutions made pursuant to this Senate Resolution also be rescinded;
    - (b) the Resolution of the Senate relating to Objective-Type Examination Papers (p 108, Calendar 1998, Volume 1) be rescinded;
    - (c) the Resolution of the Senate relating to Supplementary Examinations (p 108, Calendar 1998, Volume 1) be rescinded;
  - (iv) request the Teaching and Learning Committee to review semester length in the University with the aim of achieving uniformity across faculties;

- (v) endorse the minor revisions made to the Policy “Illness and Misadventure: Assessment Policy Guidelines” which reflect the replacement of Boards of Examiners; 16-18
- (vi) rescind the following Resolutions of the Academic Board (p 111, Calendar 1998, Volume 1):
- (a) Examinations
  - (b) Examinations held in Vacations
  - (c) Examination Rules

**5.2.3 Report of the Flexible Learning Working Party** 11, Separate enclosure  
**Recommendation**

That the Academic Board receive and endorse the Academic Board Statement “Flexible, Student-Centred Learning in the University of Sydney”.

**5.2.4 Work in progress**

**5.2.4.1 Review of Academic Governance Rules** 11

**Recommendation**

That the Academic Board note the Chair’s report on the status of the Review of Academic Governance Rules.

☆ **6. Report of the Vice-Chancellor and Principal**

**6.1 Report on Senate matters**

**6.1.1 Report of the Senate meeting held on 6 September 1999** Supplementary agenda (tabled)

**Recommendation**

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 6 September 1999.

**7. Reports of Faculties and Boards**

**7.1 Faculty of Architecture** 19

**7.1.1 Receipt of report**

**Recommendation**

That the Academic Board receive and note the report of the Faculty of Architecture meeting held on 4 August 1999.

**7.1.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Architecture**

**Recommendation**

That the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Constitution of the Faculty of Architecture to make provision for Faculty membership by:

- a representative of the postdoctoral fellows and research assistants of the Faculty and
- the President (or nominee) of the Architecture Alumni Association, with immediate effect, as set out in the report presented.

## 8. Report of the Undergraduate Studies Committee

(Professor Jocalyn Lawler)



### 8.1 Oral report of the Chair

#### **Recommendation**

*That the Academic Board note the report of the Chair of the Undergraduate Studies Committee.*

### 8.2 Report of the meeting held on 17 August 1999

20-23

#### 8.2.1 Receipt of report

##### **Recommendation**

*That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 17 August 1999.*

#### 8.2.2 Amendment of the Resolutions of the Senate

##### **Faculty of Engineering**

20, 22

##### 8.2.2.1 Bachelor of Bachelor of Engineering/Bachelor of Laws

###### **Recommendation**

*That the Academic Board recommend that Senate:*

- (i) *approve the proposal of the Faculty of Engineering for the new combined course, Bachelor of Engineering/Bachelor of Laws, for introduction in 2000; and*
- (ii) *approve the amendment of the Resolutions of the Senate relating to the above courses, with effect from 1 January 2000, as set out in the report presented.*

##### **Sydney College of the Arts**

20-21, 23

##### 8.2.2.2 Bachelor of Visual Arts

###### **Recommendation**

*That the Academic Board recommend that Senate:*

- (i) *approve the proposal of Sydney College of the Arts for the introduction in 2000 of major changes to the degree of Bachelor of Visual Arts; and*
- (ii) *approve the amendment of the Resolutions of the Senate relating to the above course, with effect from 1 January 2000, as set out in the report presented.*

#### 8.2.3 Sydney Summer School Pilot Program

21

##### **Recommendation**

*That the Academic Board note the recommendations of the Undergraduate Studies Committee in respect of the Sydney Summer School and consider them at item 5. 2.1.*

## 9. Report of the Graduate Studies Committee

(Professor Grant Steven)



### 9.1 Oral report of the Chair

#### **Recommendation**

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

### 9.2 Report of the meeting held on 30 August 1999

24-35

#### 9.2.1 Receipt of report

##### **Recommendation**

*That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 30 August 1999.*

## 9.2.2 Amendment of the Resolutions of the Senate

### 9.2.2.1 Degree of Doctor of Philosophy: Language in which theses may be written

24-25

#### **Recommendation**

That the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the degree of Doctor of Philosophy, with effect from 1 January 2000, as set out in the report presented, to provide that theses shall be written in the English language, except that:

- (a) in the case of a candidature governed by an approved cotutelle agreement, theses may be written in English or in another language; and
- (b) in the Faculty of Arts, in the case of language departments, theses may be written either in English or in their target language as determined by the department unless a department has specified by means of a Faculty resolution that it will consider applications to submit the thesis in a language other than English or a target language of the department. Such applications should be made in writing and approved by the head of department concerned and the Dean of the Faculty before the commencement of candidature. In considering applications a head of department shall take into account arrangements for supervision and examination.

#### **Faculty of Architecture**

### 9.2.2.2 Renaming of the degree of Doctor of Architecture as Doctor of Science in Architecture

25

#### **Recommendation**

That the Academic Board recommend that Senate approve:

- (i) the proposal of the Faculty of Architecture for the re-naming of the degree of Doctor of Architecture as Doctor of Science in Architecture, with immediate effect; and
- (ii) the amendment of the related Resolutions of the Senate, with immediate effect, as set out in the report presented.

### 9.2.2.3 Master of Philosophy (Architecture)

25-26

#### **Recommendation**

That the Academic Board recommend that Senate approve:

- (i) the proposal from the Faculty of Architecture to delete the existing Master's research degrees offered by the Faculty (the degrees of Master of Architecture, Master of Science (Architecture) and Master of Urban Studies as well as the designated degree of Master of Design Science (Research)) and to replace them with the new degree of Master of Philosophy (Architecture) from 1 January 2000; and
- (ii) the amendment of the related Resolutions of the Senate, from 1 January 2000, as set out in the report presented.

### 9.2.2.4 Faculty of Arts: Master of Philosophy

26

#### **Recommendation**

That the Academic Board, acting on behalf of Senate, approve:

- (i) the proposal of the Faculty of Arts to provide that the Dean, as well as the relevant head of department, is involved in the approval process for applications for theses in language departments to be written in a language other than English or the target language of the department, from the year 2000; and
- (ii) the amendment of the Resolutions of the Senate relating to the degree of Master of Philosophy, with effect from 1 January 2000, as set out in the report presented.

**9.2.2.5 Faculty of Dentistry: Graduate Diploma in Clinical Dentistry** 27, 32

**Recommendation**

That the Academic Board recommend that Senate approve:

- (i) the proposal of the Faculty of Dentistry for the introduction in 2000 of the new discipline of Advanced Practice in the Graduate Diploma in Clinical Dentistry; and
- (ii) the amendment of the Resolutions of the Senate relating to the Graduate Diploma in Clinical Dentistry, with effect from 1 January 2000, as set out in the report presented.

**9.2.2.6 Faculty of Health Sciences: Doctor of Health Science** 27-28, 33-35

**Recommendation**

That the Academic Board recommend that Senate approve:

- (i) the proposal of the Faculty of Health Sciences for the introduction in 2000 of the new course, the Doctor of Health Science; and
- (ii) the amendment of the Resolutions of the Senate relating to the Doctor of Health Science, with effect from 1 January 2000, as set out in the report presented.

**9.2.2.7 Sydney College of the Arts: Master of Visual Arts** 28-29

**Recommendation**

That the Academic Board, acting on behalf of Senate, approve:

- (i) the proposal from Sydney College of the Arts for changes in the examination process for the degree of Master of Visual Arts for 2000; and
- (ii) the amendment of the Resolutions of the Senate relating to the degree of Master of Visual Arts, from 1 January 2000, as set out in the report presented.

**9.2.3 Proceedings of the Committee** 29-31

**Recommendation**

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 30 August 1999 relating to the following matters:

- 3.1 Welcome to new member
- 3.2 Report of the PhD Award Sub-Committee
- 3.3 Report of the Coursework Sub-Committee
- 3.4 Public availability of theses
- 3.5 Generic postgraduate course rules
- 3.6 Review of management structures and processes with respect to research higher degree programs
- 3.7 Appointment of working parties to consider proposals for new and amended postgraduate courses
- 3.8 2000 meeting dates
- 3.9 Work in progress

**10. Report of the Teaching and Learning Committee**

(Professor Judyth Sachs)



**10.1 Oral report of the Chair**

**Recommendation**

That the Academic Board note the report of the Chair of the Teaching and Learning Committee.

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<b>10.2</b>	<b>Report of the meeting held on 5 August 1999</b>	<b>36</b>
<b>10.2.1</b>	<b>Receipt of report</b>	
	<b>Recommendation</b> <i>That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 5 August 1999.</i>	
<b>10.2.2</b>	<b>Proceedings of the Committee</b>	<b>36</b>
	<b>Recommendation</b> <i>That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 5 August 1999 relating to the following matters:</i>	
	2.1 <i>Review of animal use in teaching</i>	
	2.2 <i>Report of NeTTL</i>	
	2.3 <i>Report of the Faculty of Science Interim Document: Minimum Standards for Faculty of Science Departmental Committees of Examiners</i>	
	2.4 <i>Other business</i>	
<b>10.3</b>	<b>Report of the meeting held on 2 September 1999</b>	<b>37</b>
<b>10.3.1</b>	<b>Receipt of report</b>	
	<b>Recommendation</b> <i>That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 2 September 1999.</i>	
<b>10.3.2</b>	<b>Sydney Summer School Pilot Program 1999</b>	<b>37</b>
	<b>Recommendation</b> <i>That the Academic Board note the advice of the Teaching and Learning Committee on issues relating to the continued operation of the Sydney Summer School Pilot Program and consider it at item 5.2.1.</i>	
<b>11.</b>	<b>Report of the Research Committee</b>	
	(Professor David Cockayne)	
★	<b>11.1 Oral report of the Chair</b>	
	<b>Recommendation</b> <i>That the Academic Board note the report of the Chair of the Research Committee.</i>	
<b>11.2</b>	<b>Report of the meeting held on 17 August 1999</b>	<b>38-40</b>
<b>11.2.1</b>	<b>Receipt of report</b>	
	<b>Recommendation</b> <i>That the Academic Board receive and note the report of the Research Committee meeting held on 17 August 1999.</i>	
<b>11.2.2</b>	<b>Proceedings of the Committee</b>	<b>38-40</b>
	<b>Recommendation</b> <i>That the Academic Board note the proceedings of the Research Committee meeting held on 17 August 1999 relating to the following matters:</i>	
	(1) <i>Matters arising from previous meetings, not covered in the agenda</i>	
	(2) <i>The inclusion of SPIRT APDIs on the 'The Golden List' of fellows</i>	
	(3) <i>Reports</i>	
	<i>Report by Pro Vice-Chancellor (Research)</i>	
	<i>Report by Acting Director, Research and Scholarships</i>	
	<i>Report of the Director of the Business Liaison Office</i>	
	<i>Report of the Director of Research Development</i>	

## 12. Library Committee

(Professor Lawrence Cram)



### 12.1 Oral report of the Chair

**Recommendation**

*That the Academic Board note the report of the Chair of the Library Committee.*

### 12.2 Receipt of report

**Recommendation**

*That the Academic Board note that the Library Committee has not met since its last report to the Board.*

## 13. Academic Staffing Committee

(Associate Professor Ros Atherton)



### 13.1 Oral report of the Chair

**Recommendation**

*That the Academic Board note the report of the Chair of the Academic Staffing Committee.*

### 13.2 Receipt of report

**Recommendation**

*That the Academic Board note that the Academic Staffing Committee has not met since its last report to the Board.*

## 14. General Business

### 14.1 2000 Research HECS Exemption Scholarship Policy (RHEs) 41

**Recommendation**

*That the Academic Board adopt the 2000 Research HECS Exemption Scholarship Policy as set out in the report presented.*

### 14.2 Report on the Promotion of Associate Lecturers to Lecturers in 1999 42

**Recommendation**

*That the Academic Board note the report on the promotion of Associate Lecturers to Lecturers in 1999.*

### 14.3 Academic Board elections

#### 14.3.1 One academic staff member of the Academic Board elected from the academic staff members of each Faculty 43

**Recommendation**

*That the Academic Board note the outcome of the election of the academic staff member of the Academic Board elected from the academic staff members of each Faculty.*

### 14.4 Report of the Vice-Chancellor and Principal on proctorial matters

**Recommendation**

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

## AGENDA ITEM 5. Report of the Chair

### 5.2 General report

#### 5.2.1 Sydney Summer School

At its last meeting, the Board

- (i) noted the report of the Vice-Chancellor on the Sydney Summer School;
- (ii) noted that I had referred the report to the Teaching and Learning Committee and the Undergraduate Studies Committee, asking for advice on the report, including:
  - (1) whether units of study approved by the Academic Board might be offered in the Summer School before being offered in the academic year; and
  - (2) whether we are willing for the Summer School to be the first experience at the University for new students.

and

- (iii) invite staff to forward comments on the report to Mrs Lynda Rose, preferably before the meeting of the Undergraduate Studies Committee on 17 August 1999.

The Undergraduate Studies and Teaching and Learning Committees have responded as follows:

#### **Undergraduate Studies Committee**

*The Committee discussed the reports provided on the Sydney Summer School Pilot Program 1999 and was generally in favour of offering units of study to first year students with the following provisos:*

- *The decision to offer first year units should be made on a faculty basis with voluntary participation.*
- *Faculties to be able to be selective about which first year units of study they considered appropriate to be taught by the Summer School.*
- *In the event of first year units being offered, they be closely monitored and the student experience evaluated.*

*In considering the introduction of first year units to the Summer School, the following issues were also discussed:*

- *The Summer School could be helpful in orienting students to the size and structure of the University.*
- *The opportunity to take first year units of study at the Summer School might appeal to those students who were more gifted or highly motivated.*
- *The question of equity needed to be considered, including the possibility of the University, at some time in the future, offering scholarships to the Summer School.*

*The Committee agreed to recommend to the Academic Board that the Summer School offer first year units of study. Should the Summer School elect to do so, the Committee strongly recommends that this aspect of the program be evaluated after the initial year.*

*The Committee considered it appropriate that units of study approved by the Academic Board could be offered in the Summer School before being offered in the academic year.*

#### **Recommendation**

- (i) *That the Summer School be allowed to proceed to offer first year units of study;*
- (ii) *that an evaluation of this aspect of the program be undertaken at the end of the initial year in which first year units of study are offered; and*
- (iii) *that units of study approved by the Academic Board be offered in the Summer School before being offered in an academic year.*

#### **Teaching and Learning Committee**

*The Committee considered the three reports on the Sydney Summer School Pilot Program 1999 and made the following comments on issues arising from the reports:*

- *With regard to units of study being offered initially by the Summer School, the Committee felt this should be considered on a case by case basis, with due regard to how the academic content would be monitored and the availability of the resources required.*

- *The Committee was of the view that using the Sydney Summer School as the first experience of students to the University was not necessarily the best approach. There were transitional issues for these students which were less likely to be dealt with in the short time frame of the Summer School. First year students needed a considerable amount of support to meet their learning and welfare needs for which there may not be sufficient time during the Summer School period.*

*The above could also apply if recruiting international students. Again, for this group there were transitional and adjustment issues, of a somewhat different nature, which would be difficult to deal with in the short time frame of the Summer School.*

*Should the Summer School decide to offer units of study to these two groups of students, consideration would need to be given to the provision of support, together with careful monitoring.*

- *The professional development of staff engaged in teaching the Summer School was another important issue which needed to be addressed. There were clear differences in learning "under pressure" which could affect the quality of the learning. These differences had implications for teaching, assessment and giving feedback.*

**Recommendation**

*That the Academic Board consider the advice of the Teaching and Learning Committee on issues relating to the continued operation of the Sydney Summer School Pilot Program.*

The Committees have exposed important issues regarding the possible development of the Summer School as a first point of contact for new students. Both Committees have concerns which imply that careful trials of any proposed innovations should be made. I ask the Board to consider the following **recommendations**:

- (i) That the Academic Board note the advice of the Undergraduate and Teaching and Learning Committees.
- (ii) That the Academic Board authorise the Chair to write to the Vice-Chancellor drawing attention to the Committees' reports and offering the following advice:
  - (a) Units of study, properly approved by the Academic Board, may be offered in the Summer School before being offered in the following academic year. The Board must be informed of this possibility at the time the unit of study is proposed.
  - (b) The forthcoming Summer School might be permitted to recruit a small proportion of its scholars from groups who are prospective University of Sydney students including school-leavers. Should this occur, it would be important to review the academic outcomes, including student success in March Semester, before agreeing to continue or expand the program in Summer 2000-2001.
  - (c) The transition from school to university can be difficult for students. The managers of the Summer School could be invited to pay particular attention to the needs of recent school-leavers, international students, and the teaching staff of the Summer School in dealing with this transition.

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**5.2.2 Review of Examination and Assessment Procedures: Undergraduate and Postgraduate Coursework**

As part of its review of examination and assessment procedures, the Board asked a Working Party for advice on examinations. The recommendations of this Working Party have been reviewed by Faculties, and the final recommendations have now come to the Board.

*(Pages 12-18)*

It is my intention to complete the review of examination and assessment procedures by preparing for the Board's consideration a single statement which collects the Board's principles and policies on this important aspect of our academic work. I have had advice from the Internal Auditor on aspects of the management of examinations and assessment in the University which will be included in the unified statement. I have indicated to the Internal Auditor my support for a proposal to the Audit Committee that it would be appropriate to conduct a regular audit of examinations and assessment practices with the University.

**5.2.3 Report of the Flexible Learning Working Party**

I am pleased to present to the Board the final report of the Flexible Learning Working Party. The report has benefited in its final drafting from the input of many Faculties and staff members. I thank members of the Working Party and Ms Natalie Downey for their contribution to this project, and commend the report to Faculties and Departments for consideration.

*(Separate enclosure)*

**Recommendation**

That the Board receive and endorse the Academic Board Statement "Flexible, Student-Centred Learning in the University of Sydney".

**5.2.4 Work in progress**

**5.2.4.1 Review of Academic Governance Rules**

The working party has met once and agreed on a number of changes which will clarify and streamline Board and Forum governance. It has also discussed a framework for a generic set of policies and procedures for student elections to Faculties. The generic rules are currently being drafted for initial consideration by the working party.

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## **Review of Examination and Assessment Procedures: Undergraduate and Postgraduate Coursework**

### **Background**

In 1998 the Chair of the Academic Board sought advice from faculties on a range of matters relating to examination and assessment procedures, with a view to investigating how those procedures might operate more efficiently. A Working Party was subsequently established to review that advice and to consider:

1. whether the amount of time spent throughout the University on formal examinations, marking and result processing could be reduced;
2. the need to retain a study break in both semesters and if so, how long it should be;
3. the maximum number of examinations that students could realistically have on the same day;
4. the role of Boards of Examiners, specifically the extent to which examination results should be confirmed at the departmental level; and
5. whether there remains any need for supplementary examinations in the University.

The principal goal of the Working Party was to consider the mechanisms that might be put in place to ensure that students receive both first and second semester results as early as possible. The Working Party acknowledged the desirability of coherence and commonality of practice amongst faculties in relation to examination and assessment procedures in the light of the increasing numbers of students whose courses comprise units of study from a number of different faculties.

A series of recommendations was submitted to faculties for comment. The responses to the recommendations were generally positive, particularly in relation to some of the most significant recommendations such as the abolition of Boards of Examiners. Some of the recommendations, such as using Saturdays as a normal examining day, were not welcomed. Those comments have been taken into account and some recommendations have, consequently, either been amended or have been removed entirely.

It is recommended that the Academic Board approve the following policy document on Examination and Assessment Procedures and related recommendations.

<b>POLICY DOCUMENT ON EXAMINATION AND ASSESSMENT PROCEDURES: UNDERGRADUATE AND POSTGRADUATE COURSEWORK</b>
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### **1. Examination Procedures**

- (a) Examinations during the formal examination period will normally be no longer than two hours. The responsible Dean may make provision for three-hour examinations in special cases, provided that no unit of study has examinations which are in total longer than the equivalent of 30 minutes per credit point;
- (b)
  - (i) any unit of study with a value of 6 or fewer credit points will be examined in one examination in the formal examination period; and
  - (ii) any unit of study with a value of more than 6 credit points will be examined in no more than two examinations in the formal examination period;
- (c) two two-hour and one three-hour examination session(s) will be scheduled each day during the examination period. The three-hour session will be the last one of each day in order to allow those students who have a two-hour examination at that time to complete by 5.00 p.m. (6.00 p.m. for the three-hour examination);
- (d) the examination timetable will be structured to try to reduce the number of examinations a student has to sit on the same day. No student will be required to sit for more than two examinations on the same day. In cases where a student has three examinations scheduled for the same day, provision would have to be available for one of those examinations to be taken at an alternative time;
- (e) there is no formal provision for supplementary examinations, but heads of departments may arrange for further testing in cases of special consideration, in accordance with Academic Board policy governing illness and misadventure ( see attached) and any relevant faculty policies;

- (f) examinations may be held during classes provided that faculties ensure that the assessment regimes for all units of study are reasonable and not structured in a way that may disrupt attendance at other classes. Faculty teaching committees need to consider assessment regimes in terms of their acceptability and fairness to others. Examiners are reminded of the various forms of assessment that can/should be used and should consider the forms of assessment it is appropriate to use during classes;
- (g) the week after the end of lectures in each semester will be a study break with examinations to commence the following week.

#### **Exceptions**

Small faculties, whose examination processes are fully quarantined or contained, may conduct examinations outside these guidelines, within the spirit of the agreed procedures. This dispensation cannot apply when it leads to timetable clashes, for example for students taking combined degrees.

## **2. Responsibility for Conduct of Examinations and Determination of Results**

#### **Definition**

Each unit of study is the responsibility of an academic unit. It is often a department but may be a centre, faculty or interdisciplinary committee. In this section 'department' and 'head' refer to that academic unit and its head.

- (1) The head of the relevant department shall be responsible for all academic aspects of the conduct of examinations in the undergraduate and postgraduate coursework units of study taught in that department and shall ensure that they are conducted in accordance with the policies and directions of the Academic Board and the relevant faculty. The head shall determine the unit of study results of each of the candidates concerned after considering the recommendations of the Principal Examiner(s) appointed for the unit of study by the head. The head may formally appoint a departmental examination board to facilitate this function.
- (2) In cases where the teaching of a unit of study is shared by more than one department, the relevant Dean(s) will appoint a head to undertake the responsibilities of a head as set out in section (1) above, following consultation between the departments concerned.
- (3) The relevant faculty will determine the award of honours degrees and the levels at which they are awarded.
- (4) The relevant faculty will establish mechanisms for review of results, including those for students affected by illness or misadventure, in accordance with any policies of the Academic Board.

## **3. Responsibilities of Principal Examiners**

#### **(a) Examination Papers**

The Principal Examiner(s) are responsible for providing a copy of their examination paper(s) to the Examinations Section by the specified deadline. Failing this, examiners will be required to print their own examination paper(s).

#### **(b) Submission of Results**

The Principal Examiner(s) are responsible for submitting to the head the results for all candidates in the unit of study concerned by a date specified by the head.

#### **(c) Appeals**

The Principal Examiner(s) are responsible for justifying the returned result from evidence such as marksheets, examination scripts, transcripts of departmental meetings, when and if an appeal process requires such evidence. This evidence must be held for six months from the date of the examination.

## **4. Procedures for the Return of Results**

#### **(1) Return of Unit of Study Results**

The head will forward the results to the Student Records Office on a date to be determined by the Registrar. In order to minimise delays in the return of results to students, the Registrar will normally set this date no later than five working days

after the last scheduled examination. This tight timetable requires that special attention be given to scheduling large enrolment examinations as close as possible to the commencement of the examination period.

**(2) Availability of Results**

- (a) Departments are encouraged to make results available to students directly after they have been confirmed by the head.
- (b) The Registrar shall ensure that results are released to students as soon as possible after receiving them from the head.
- (c) The final numerical marks obtained by undergraduate and postgraduate coursework students in completed units of study will be made available to them by printing such marks on the Annual Examination Result Notices forwarded to them.
- (d) Faculties are requested to make arrangements for providing undergraduate and postgraduate coursework students with, on request, the numerical marks for the various components of assessment (where there is more than one), which comprise the final numerical mark reported on Annual Examination Result Notices.
- (e) Faculties are requested to make arrangements for undergraduate and postgraduate coursework students to peruse on request and, where they so desire, to obtain (a copy of) their examination scripts or any other written answers to examination questions, provided that:
  - (i) the request is made within three months of the release of the results of the examinations, subject to the provision that examination scripts and other forms of summative assessment (other than secure databanks) must be held for up to six months for review by students; and
  - (ii) this policy shall not apply to examinations involving confidential examination papers, where examination questions are used on more than one occasion.

**Implementation**

This policy takes effect from March semester 2000.

**Policy review**

This policy will be reviewed every two years.

<b>Implications for the Implementation of this Policy</b>
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1. The implementation of this policy would also depend on:
  - all practical examinations being conducted during normal scheduled teaching times for the unit of study OR during the formal examination period. In the latter case, the practical examination and written examinations together must fall within the limits on the number and total duration of examinations in that period;
  - the availability of suitable accommodation;
  - the availability of programming to create a suitable timetable.
2. The examination timetable can be streamlined only if examination information required to construct the timetable is returned in a timely fashion.
3. The Registrar should provide mechanisms for:
  - providing faculty representatives with statistical summaries, on a unit of study basis, for checking pass rates, distribution of grades, correlations, etc.;
  - earlier production of the examination timetable;
  - results to be returned electronically;
  - the Principal Examiner(s) to correct erroneous returns;
  - a faculty representative to observe or correct any result of any student for whom that faculty is responsible; and
  - students to view their results via the WWW, preferably on a progressive basis, if feasible.

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<b>Related Recommendations</b>
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1. That the Teaching and Learning Committee review semester length in the University with the aim of achieving uniformity across faculties.
2. That the Academic Board endorse the minor revisions made to the Policy "Illness and Misadventure: Assessment Policy Guidelines" which reflect the replacement of Boards of Examiners.  
Although supplementary examinations no longer will be held, further testing may be held in cases involving illness and misadventure [see 1(e) above]

**Resolutions of the Senate and the Academic Board**

3. That the Academic Board recommend to the Senate that the Resolutions of the Senate relating to Faculties and College Boards, (Boards of Examiners) (Section 4, p.80, Calendar 1998, Vol. 1) be rescinded and replaced by the following resolution:
  4. **Definition**  
Each unit of study is the responsibility of an academic unit. It is often a department but may be a centre, faculty or interdisciplinary committee. In this section 'department' and 'head' refer to that academic unit and its head.
    - (1) The head of the relevant department shall be responsible for all academic aspects of the conduct of examinations in the undergraduate and postgraduate units of study taught by that department and shall ensure that they are conducted in accordance with the policies and directions of the Academic Board and the relevant faculty. The head shall determine the unit of study results of each of the candidates concerned after considering the recommendations of the Principal Examiner(s) appointed for the unit of study by the head. The head may formally appoint a departmental examination board to facilitate this function.
    - (2) In cases where the teaching of a unit of study is shared by more than one department, the relevant Dean(s) will appoint a head to undertake the responsibilities of a head as set out in section 4 (1) above, following consultation between the departments concerned.
    - (3) The relevant faculty shall determine the award of honours degrees and the levels at which they are awarded.
    - (4) The relevant faculty shall establish mechanisms for review of results, including those for students affected by illness or misadventure, in accordance with any policies of the Academic Board.
4. That Faculty resolutions made pursuant to the current Resolutions of the Senate relating to Faculties and College Boards, (Boards of Examiners) (Section 4, p.80, Calendar 1998, Vol. 1) be rescinded.
5. That the Academic Board recommend to the Senate that the Resolution of the Senate relating to Supplementary Examinations (p. 108, Calendar 1998, Vol. 1) be rescinded.
6. That the Academic Board recommend to the Senate that the Resolution of the Senate relating to Objective-Type Examination Papers (p. 108, Calendar 1998, Vol. 1) be rescinded.
7. That the Resolutions of the Academic Board relating to Examination Rules, Examinations, Examinations held in Vacations (p. 111, Calendar 1998, Vol. 1) be rescinded.

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## Illness and Misadventure: Assessment Policy Guidelines

### Introduction

Assessments are designed to provide feedback on performance or to establish that students have reached an adequate standard to proceed or to graduate. The University's assessment practices are designed to ensure that conditions are fair to all students, as consistent as possible and that individual students are not disadvantaged by adverse personal circumstances beyond their control or by the activities of other students.

Generally, illness or misadventure will be taken into account when considering a student's performance in a course or program. It is acknowledged that particular circumstances may have different effects on students from different cultural backgrounds. There is, however, a clear distinction between longstanding illness or difficulties which prevent students from attending classes or completing required work or which seriously interfere with their capacity to study for long periods and short-term illness or misadventure that may prevent a well-prepared student from sitting for an examination or completing a particular assignment.

### Faculties and departments

When students experience illness or misadventure, practices in different departments and faculties vary from offering further testing, allowing students who achieved a pass standard to resit if a higher grade was reasonably expected, aggregating and averaging marks already obtained when examinations or assignments have not been completed and/or extending deadlines for assignments.

Each faculty has a responsibility to ensure that there are clear and appropriate guidelines developed, consistent with the University's policies, so that students are treated fairly and equitably. These guidelines should be published and displayed on departmental and faculty noticeboards. Faculties have a particular responsibility to ensure that individual departmental policies and practices are consistent.

Policies should include a consideration of the following issues:

*For illness or misadventure during a semester:*

- a clear statement about the requirements to provide documentation and where information should be sent or handed in;
- an indication of the use to which medical and other certificates will be put and an indication of when it is appropriate to submit certificates (see later);
- although it is impossible to outline the possible range, an indication of the seriousness of circumstances that would lead to decisions to allow latitude in handing in assignments or requirements for normally compulsory work;
- in all cases, consistent penalties need be indicated for failure to complete an assignment or for late submission in the absence of an explanation accepted by the faculty or department;
- possible arrangements for late submission of assignments when evidence of illness or misadventure is provided either beforehand or after the due date, including dates beyond which they would not be considered (eg after return of work to other students);
- if attested absences have occurred, whether marks are aggregated and averaged;
- in the case of serious illness necessitating a substantial absence from classes, the maximum period of absence beyond which the student's work could not be considered completed must be indicated. The period will differ given that faculties or departments may require regular attendance at activities considered essential for successfully completing the program or course (practical classes, clinical work, excursions, group work);
- when marks are awarded for ongoing attendance or participation, an indication should be made of the way in which absence will be handled (both that without adequate excuse and that due to attested illness or misadventure);
- any means to make up work missed or to complete assignments not submitted during a prolonged period of illness or misadventure must be indicated;
- a process of appeal to the department or faculty against a decision needs to be established and publicised so that appeals can be dealt with rapidly.

One member of a department (or faculty) should take responsibility for the collection of medical certificates and other documentation to ensure that decisions are made fairly and consistently across the unit. Students should be notified promptly if the documentation is inadequate or if the circumstances are not considered sufficiently serious as to warrant leniency.

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There is a tendency for students - at least in some faculties - to submit "precautionary" medical certificates for occasional brief absences throughout the semester and/or for trivial complaints occurring at about the time of the examinations. Clear guidelines might reduce the numbers that are submitted without removing the student's right to seek special consideration. For example, students could be discouraged from submitting certificates for an absence of less than a defined period (e.g. one or two weeks). In some circumstances, students fear that they may be disadvantaged if they seek special consideration; faculties and departments have an obligation to indicate the ways in which certificates and documents will be used.

Faculties should establish and publish mechanisms for the review of the case of each student who has missed substantial but documented periods during the year. These mechanisms should ensure that the marks and grades of all students experiencing illness or misadventure are dealt with in a consistent fashion by all relevant heads of departments and by the Dean.

*At the time of an examination:*

- consistent advice should be given to students who become ill during the examination period or on the day of the examination (e.g. whether they are best advised to sit if at all possible even if special arrangements are needed - for example through the Health Service - or whether it is considered more appropriate to resit at a later date);
- the means of requesting special consideration in relation to the period of the annual examinations must be specified;
- arrangements for students who fail to sit examinations at the end of first semester or at the annual examinations when evidence of illness or misadventure is accepted need to be made clear. For fairness, any retest should be similar to the style of the original examination.

*After the examination:*

- in order to ensure consistency and fairness across all the units of study examined, faculties and department will not only make decisions on the acceptability of documentation relating to the examination periods but may also review decisions taken during the year.

### **Students**

Students who, through serious illness or misadventure, are unable to complete an assessment, may be offered special consideration. Students have a right to ask for such consideration, which will be determined by a department or faculty in accordance with faculty policy. Students have an obligation to know the requirements of their department and faculty in relation to requests for special consideration. Difficulties must be fully documented so that an appropriate evaluation of the circumstances and severity of their experiences can be made. Students are required to provide the information to faculties and/or departments as soon as possible.

It should be noted that only well-attested *serious* illness or misadventure during a semester or occurring at the time of an examination will warrant special consideration. Occasional brief or trivial illness would not normally be regarded as sufficient to explain an absence or a poor performance and students are discouraged from submitting certificates for absences totalling less than one or two weeks, although frequently recurrent short absences would need documentation. While it is important to ask for a medical certificate for illness of longer than a few days duration at the time of the first visit, there is no need to submit it unless the illness becomes prolonged or further frequent absences are required. The exact nature of misadventure will vary, but serious illness or death of a close family member, particularly at the time of the examinations, would clearly warrant consideration.

Students who, because of serious illness or adverse circumstances, are prevented from attending classes for prolonged periods should seek an interview with a member of the department(s) concerned and/or the relevant Sub-Dean. Even if they do not exceed any specified permitted period of absence, they may need to consider whether their best academic interests are served by discontinuing with permission from the course until they are able to resume their studies effectively.

### **What is satisfactory documentation?**

**Medical Certificates** submitted by students in support of applications for special consideration should comply with the following conditions:

- The certificate is submitted and signed by the student's own medical practitioner or a practitioner from the University Health Service. The practitioner must have seen the student during an illness or immediately afterwards, when it was first possible to seek help.
- Certificates signed by family members are not acceptable.

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- The certificate indicates the date on which the student first sought attention and further information about the duration of an illness or the after-effects of an accident, and/or further visits if appropriate.
  - Within the limits of confidentiality, the certificate describes the nature and seriousness of the student's problem, so that an assessment of the possible effects of the illness or accident on performance can be made.
  - The certificate indicates the degree of incapacity of the student and its duration or probable duration.
  - Certificates submitted in connection with examinations *are submitted before the examination* (or within one week of the examinations if the nature of the illness and the timing of its occurrence prevented submission of the certificate beforehand).
  - In order to be considered certificates concerning an illness occurring at the time of the actual examination generally need to be submitted within one week of the examination period unless circumstances beyond the student's control prevent it.

Only those certificates which meet the requirements listed above will be reviewed. No consideration will be given when the condition is seen to be unrelated to performance in the examinations or is considered not to be serious.

**Other documentation** will depend on the nature of the misadventure, but it should be provided to support the student's account of the circumstances and indicate the likely duration and the effect of the problem on the student's performance.

The above information should be publicised in handbooks and displayed in appropriate noticeboards.

#### **The use of documentation**

Faculties and departments should indicate to students the likely use of certificates and other documentation submitted. By reviewing current local practices and experiences, departments and faculties can develop policies consistent with the University's guidelines and provide information that is helpful to staff administering courses and to students who find themselves in difficulties.

Where substantial absence has been documented during a semester, faculties should establish mechanisms to review each case to ensure that each student has been treated consistently by relevant departments

*Adopted by Academic Board 21 November 1994, revised July 1999*

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## **AGENDA ITEM 7. Reports of Faculties and Boards**

### **7.1 Faculty of Architecture**

The Faculty met on 4 August 1999.

#### **Amendment of the Resolutions of the Senate: Constitution of the Faculty of Architecture**

The Faculty **recommends** that the Resolutions of Senate relating to section 1 of the Constitution of the Faculty of Architecture (*Calendar 1998 - Volume I: Statutes and Regulations*, pages 171) (as amended) be amended as follows with immediate effect:

1. **Insert** the following new sub-section:
  - (f) one representative of the postdoctoral fellows and research assistants of the Faculty, whose appointments are at the level of 60 per cent or above, to be elected annually by postdoctoral fellows and research assistants of the Faculty.
2. **Re-number** sub-sections (f), (g), (h) and (j) as (g), (h), (k) and (l) respectively.
3. **Insert** the following new sub-section:
  - (j) the president (or nominee) of the Architecture Alumni Association of the University of Sydney.

The purpose of these amendments is to (1) allow a representative of the postdoctoral fellows and research assistants of Faculty to participate in Faculty matters as a member of Faculty and (2) allow for Faculty membership of the President (or nominee) of the Architecture Alumni Association.

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## **AGENDA ITEM 8.**

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

#### **8.2 Report of the Undergraduate Studies Committee meeting held on 17 August 1999**

The Committee met on 17 August 1999 when there were present Professor J Lawler (Chair), Associate Professor G Barton, Dr D Cockrell, Mr H Davey, Dr D Evans, Mr M Frost, Mr M Gerber, Associate Professor C Gillies, Dr J Kitay, Dr E Lees, Dr A McAuliffe, Ms B McDonald, Professor P Ramsden, Dr G Ryan, Ms K Sodersten, Dr P Whiting and Mr R Wilson. Mrs L Rose was in attendance.

##### **1. Receipt of report**

The Committee **recommends** that the Board receive and note the following report of its meeting held on 17 August 1999.

##### **2. Amendment of the Resolutions of the Senate**

###### **2.1 Faculty of Engineering**

###### **2.1.1 Bachelor of Engineering/Bachelor of Laws**

The Faculty of Engineering has submitted a full proposal for a new combined course, Bachelor of Engineering/Bachelor of Laws. This combined course proposes to follow the same model as used by other Faculties who have combined courses with the Faculty of Law.

Engineering/Law is, in some form, available at all the G08 universities. The Faculty of Engineering at the University of Sydney would be the first to offer a combined course over all departments.

It is expected that this degree will attract high achieving school leavers who aspire to be engineers but would like the benefits of a law qualification, and also by potential lawyers who would like to work in technology related business.

All of the units of study comprising this proposed combined course are already part of existing Faculty of Engineering or Faculty of Law courses and as such, already address the generic attributes of graduates.

This course will address the challenges which the Faculty foreshadows will be presented to engineers in the coming years, allowing them not merely to cope with social, ethical, environmental and legislative pressures but to manage the response to these pressures.

The Faculty of Law ratified this combined course at their Faculty meeting on 10 August 1999.

###### **Recommendation**

That the Academic Board recommend that Senate:

- (i) approve the proposal of the Faculty of Engineering for the new combined course, Bachelor of Engineering/Bachelor of Laws, for introduction in 2000; and
- (ii) approve the amendment of the Resolutions of the Senate relating to the above courses with effect from 1 January 2000, as set out in the attached document. *(Page 22)*

###### **2.2 Sydney College of the Arts**

###### **2.2.1 Bachelor of Visual Arts**

Sydney College of the Arts has submitted a full proposal for major changes to the degree of Bachelor of Visual Arts to take effect from 1 January 2000. The proposal aims to stream the current BVA to provide applicants with three entry options to Sydney College of the Arts instead of the single option currently available.

These streams would be:  
Bachelor of Visual Arts (Fine Arts);

Bachelor of Visual Arts (Media Arts); and  
Bachelor of Visual Arts (Object Art and Design)

This proposal will not change the BVA course for students in their study of visual arts, the course's flexibility or curriculum. It is anticipated that by providing three options, there will be an increase in the number of applicants into the Art and Object Design area without decreasing study options already available within that area. Students would be able to change their preferred outcome until the final year of the course.

Prospective students will be better able to identify the relevance of the BVA course to their own interests and expected outcomes as artists, object designers or media artists.

Graduates will have a testamur that better identifies the direction of their study than the generic BVA. This is particularly important for students in Media Arts but also students in the Art and Object Design area.

**Recommendation**

That the Academic Board recommend that Senate:

- (i) approve the proposal of Sydney College of the Arts for introduction in 2000 of major changes to the degree of Bachelor of Visual Arts; and
- (ii) approve the amendment of the Resolutions of the Senate relating to the above course with effect from 1 January 2000 as set out in the attached document. (Page 23)

**3. Sydney Summer School Pilot Program**

The Committee discussed the reports provided on the Sydney Summer School Pilot Program 1999 and was generally in favour of offering units of study to first year students with the following provisos:

- The decision to offer first year units should be made on a faculty basis with voluntary participation.
- Faculties to be able to be selective about which first year units of study they considered appropriate to be taught by the Summer School.
- In the event of first year units being offered, they be closely monitored and the student experience evaluated.

In considering the introduction of first year units to the Summer School, the following issues were also discussed:

- The Summer School could be helpful in orienting students to the size and structure of the University.
- The opportunity to take first year units of study at the Summer School might appeal to those students who were more gifted or highly motivated.
- The question of equity needed to be considered, including the possibility of the University, at some time in the future, offering scholarships to the Summer School.

The Committee agreed to recommend to the Academic Board that the Summer School offer first year units of study. Should the Summer School elect to do so, the Committee strongly recommends that this aspect of the program be evaluated after the initial year.

The Committee considered it appropriate that units of study approved by the Academic Board could be offered in the Summer School before being offered in the academic year.

**Recommendation**

- (i) That the Summer School be allowed to proceed to offer first year units of study;
- (ii) that an evaluation of this aspect of the program be undertaken at the end of the initial year in which first year units of study are offered; and
- (iii) that units of study approved by the Academic Board be offered in the Summer School before being offered in an academic year.

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## Amendment of the Resolutions of the Senate

### 2.1 Faculty of Engineering

#### 2.1.1 Bachelor of Engineering/Bachelor of Laws

##### **Bachelor Of Engineering**

The Resolutions of the Senate relating to the Bachelor of Engineering (pp 484-486 *Calendar 1998*, Vol I) are amended to the following effect from 1 January 2000:

- by replacing sub-sections 2(i) and 2(ii) in Section 1. Specialisations, with the following:
  1. **Specialisations**
  2. (i) Specialisations marked with an asterisk (\*) may, with the approval of the Faculty, be undertaken as part of a combined course with the Bachelor of Arts (BA), Bachelor of Commerce (BCom), Bachelor of Laws (LLB) or Bachelor of Science (BSc).
  2. (ii) Resolutions governing the combined courses are set out in the joint resolutions of the Faculty of Engineering and the Faculties of Arts, Economics, Law and Science.

##### **Bachelor of Laws**

The Resolutions of the Senate relating to the Bachelor of Laws (pp 564 *Calendar 1998*, Vol I) are amended to the following effect from 1 January 2000:

By adding the following underlined words to

- Section 12 Sequence of units of study  
“Except with .....Bachelor of Commerce, Bachelor of Science or Bachelor of Engineering must successfully complete .....
  - Section 13  
“Candidates for .....Bachelor of Commerce, Bachelor of Science or Bachelor of Engineering must complete .....
- “On completion of the requirements ..... or Science, or Engineering, then .....

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**2.2 Sydney College of the Arts**

**2.2.1 Bachelor of Visual Arts**

**Bachelor of Visual Arts**

The Resolutions of the Senate relating to the Bachelor of Visual Arts (pp 734-736 *Calendar 1998, Vol I*) are amended to the following effect from 1 January 2000:

By inserting

- 2. Streams
  - (1) The degree of Bachelor of Visual Arts shall be awarded in the following streams:
    - (i) Fine Arts
    - (ii) Media Arts
    - (iii) Object Art and Design
  - (2) The testamur for the degree of Bachelor of Visual Arts shall specify the stream for which it is awarded.
  - (3) A candidate for the BVA degree in any stream may apply to the Board for permission to transfer candidature to any other stream.
- and renumbering the existing clauses 2 to 10 to read 3 to 11.

By amending

- the existing 2(1) to read:  
A unit of study shall consist of lectures, and/or such studio instruction, seminars and tutorials, practical work, exercises and essays as may be prescribed by Sydney College of the Arts Board (hereafter referred to as SCA Board).

By deleting

- existing clause 4(2)

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## **AGENDA ITEM 9.**

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

#### **9.2 Report of the Graduate Studies Committee meeting held on 30 August 1999**

The Committee met on 30 August 1999 when there were present: the Chair, Professor G P Steven, presiding, Dr E Baily, Professor M Crossley, Ms F Everingham, Associate Professor T Fitzparick, Professor J Gero, Associate Professor A Masters, Dr R Mitchell, Associate Professors F Nicholas, R Ross and C D Shorey, Professor D Siddle, Ms K Stenner and Dr L Unsworth. Dr C Baxter was present by invitation, and Miss E R Ring was in attendance.

#### **1. Receipt of report**

The Committee **recommends** that the Board receive and note the following report of its meeting held on 30 August 1999.

#### **2. Amendment of the Resolutions of the Senate**

##### **2.1 Degree of Doctor of Philosophy: Language in which theses may be written**

The Committee received a recommendation from the Faculty of Arts for the amendment of the PhD rules to provide as follows:

*Language in which thesis may be written*

*In the Faculty of Arts theses shall be written in English or, in the case of language departments, either in English or in their target language as determined by the department unless a department has specified by means of a Faculty resolution that it will consider applications to submit the thesis in a language other than English or a target language of the department. Such applications should normally be made in writing and approved by the head of department concerned and the Dean of the Faculty before the commencement of candidature. In considering applications a head of department shall take into account arrangements for supervision and examination.*

The Committee supported the Faculty's recommendation in principle and agreed that the Faculty's proposal be broadened to formalise for the whole University the requirement that PhD theses be submitted in English except where a cotutelle arrangement is in place or in the case of language departments in the Faculty of Arts where theses may be submitted in a language other than English in accordance with the provisions set out above. The Committee agreed, however, that the word "normally" be deleted from the wording of the proposed requirement.

The Committee **recommends** that the Resolutions of the Senate relating to the degree of Doctor of Philosophy be amended as follows:

##### **Amendment of the Resolutions of the Senate: degree of Doctor of Philosophy**

The Resolutions of the Senate relating to the degree of Doctor of Philosophy (pp 125-118, 1998 Calendar, Vol I: Statutes and Regulations) are amended to the following effect from 1 January 2000:

Section 13 relating to "The Thesis" is amended:

- by the addition of the following new sub-section (4):

#### **(4) Language in which thesis may be written**

Theses shall be written in English, except that:

- (i) in the case of a candidature governed by an approved cotutelle agreement, theses may be written in English or in another language; and
- (ii) in the Faculty of Arts, in the case of language departments, theses may be written either in English or in their target language as determined by the department unless a department has specified by means of a Faculty resolution that it will consider applications to submit the thesis in a language other than English or a target language of the department. Such applications should be made in writing and approved by the head of department concerned and the Dean of the Faculty before the commencement of candidature. In

considering applications a head of department shall take into account arrangements for supervision and examination.

and

- by re-numbering the existing sub-sections (4) and (5) as (5) and (6) respectively.

### **Faculty of Architecture**

#### **2.2 Renaming of the degree of Doctor of Architecture as Doctor of Science in Architecture**

The Committee received a recommendation from the Faculty of Architecture to re-name the degree of Doctor of Architecture as the Doctor of Science in Architecture in order to:

- (1) expand the ambit of the degree so that it may apply equally to persons undertaking significant research in areas such as urban planning, architectural science, design science, urban design or other discipline areas in the Faculty of Architecture; and
- (2) avoid association with the North American degree of Doctor of Architecture which is of perceived lesser academic standing than the PhD degree.

The Committee recommends:

- (i) that the proposal of the Faculty of Architecture for the re-naming of the degree of Doctor of Architecture as Doctor of Science in Architecture be approved, with immediate effect; and
- (ii) the amendment of the Resolutions of the Senate relating to “the degree of Doctor other than the degrees of Doctor of Education, Doctor of Juridical Studies and Doctor of Philosophy” and to the “degrees, diplomas and certificates in the Faculty of Architecture”, with immediate effect, as set out below.

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

- **The degree of Doctor other than the degrees of Doctor of Education, Doctor of Juridical Studies and Doctor of Philosophy**  
The Resolutions of the Senate relating to the degree of Doctor other than the degrees of Doctor of Education, Doctor of Juridical Studies and Doctor of Philosophy (p 113, *Calendar 1998, Volume 1: Statutes and Regulations*) are amended with immediate effect as follows:

Section 1(c) is amended by deleting the words ‘Doctor of Architecture’ and substituting instead the words ‘Doctor of Science in Architecture’.

- **The degrees, diplomas and certificates in the Faculty of Architecture**

The Resolutions of the Senate relating to the degrees, diplomas and certificates in the Faculty of Architecture (pp 171-2, *Calendar 1998, Volume 1: Statutes and Regulations*) are amended with immediate effect as follows:

Section 1(i) is amended by deleting the words and symbols ‘Doctor of Architecture (DArch)’ and substituting instead the words and symbols ‘Doctor of Science in Architecture (DScArch)’.

#### **2.3 Master of Philosophy (Architecture)**

The Committee received a recommendation from the Faculty of Architecture to delete the existing Master’s research degrees offered by the Faculty (*viz*, the degrees of Master of Architecture, Master of Science (Architecture) and Master of Urban Studies as well as the designated degree of Master of Design Science (Research)) and to replace them with the new degree of Master of Philosophy (Architecture). This reflects the recommendation of the Graduate Studies Committee that all faculties give consideration to amending their master’s degree offerings to provide that they offer only one research degree if possible, the degree of “Master of Philosophy in (*name of Faculty*)”.

The Committee recommends:

- (i) approval of the proposal from the Faculty of Architecture to delete the existing Master’s research degrees offered by the Faculty (the degrees of Master of Architecture, Master of Science (Architecture) and Master of Urban

- Studies as well as the designated degree of Master of Design Science (Research)) and to replace them with the new degree of Master of Philosophy (Architecture) from 1 January 2000; and
- (ii) the amendment of the Resolutions of the Senate, from 1 January 2000, as set out below.

**Amendment of the Resolutions of the Senate**

- **Degrees, graduate diplomas and graduate certificates in the Faculty of Architecture**

The Resolutions of the Senate relating to the degrees, diplomas and certificates in the Faculty of Architecture (pp 171-2, *Calendar 1998, Volume 1: Statutes and Regulations*) are amended from 1 January 2000 as follows:

Section 1 is amended by :

- deleting sub-sections (2)(a), (e) and (h);
- inserting the following new sub-section (2)(a):  
(2)(a) Master of Philosophy (Architecture) (MPhil(Arch));  
and
- re-numbering subsequent sub-sections.

- **Master's degrees, graduate diplomas and graduate certificates**

The Resolutions of the Senate relating to the Master's degrees, graduate diplomas and graduate certificates (pp 188-90, *Calendar 1998, Volume 1: Statutes and Regulations*) are amended from 1 January 2000 as follows:

- Section 1 is amended by :

- deleting the last sentence;
  - inserting the words 'Master of Design Science (MDesSc)' immediately following the words 'A candidate for the degree of'; and
  - deleting the words 'Master of Science (Architecture) (MSc(Arch)), Master of Urban Studies (MUrbStud) or Master of Architecture (MArch)' and substituting instead the words 'Master of Philosophy (Architecture) (MPhil(Arch))'.
- Section 2(1) is amended by deleting the words 'or MUrbStud'.
- Section 2(3) is amended by deleting the words 'MSc(Arch) or MArch' and substituting instead the words 'MPhil(Arch)'.
- Section 19 is amended by deleting the words 'or in the case of the Master of Design Science (i) research'.

**2.4 Faculty of Arts: Master of Philosophy**

The Committee received a recommendation from the Faculty of Arts for the amendment of the Resolutions of the Senate relating to the degree of Master of Philosophy, from 1 January 2000, to provide that the Dean, as well as the relevant head of department, is involved in the approval process for applications for theses in language departments to be written in a language other than English or the target language of the department.

The Committee recommends:

- (i) approval of the proposal from the Faculty of Arts, from 1 January 2000; and
- (ii) the amendment of the Resolutions of the Senate relating to the degree of Master of Philosophy, from 1 January 2000, as set out below.

**Amendment of the Resolutions of the Senate**

**Master of Philosophy**

The Resolutions of the Senate relating to the degree of Master of Philosophy (p 325, *1998 Calendar, Vol I: Statutes and Regulations*) are amended to the following effect from 1 January 2000:

Section 4. (Language in which thesis or long essay may be written) is amended by inserting "and the Dean of the Faculty" after "head of department concerned".

## 2.5 Faculty of Dentistry: Graduate Diploma in Clinical Dentistry

The Committee received the report of a Working Party it had appointed to consider a proposal from the Faculty of Dentistry for the introduction in 2000 of the new discipline of Advanced Practice in the Graduate Diploma in Clinical Dentistry.

The rapid pace of change facing the dental profession emphasises the need for continuing graduate education to enable dental practitioners to maintain an acceptable level of competence. In recognition of this fact, evidence of continuing education is likely to become a condition for re-registration, as it is already in some professions in Australia. To achieve excellence in modern dental practice requires an understanding of new standards of infection control, of new developments in dental materials and techniques, and of new insights into the biology and pathology of the oral cavity and its holistic relationship with the patient's physical and psychological wellbeing.

The Graduate Diploma in Clinical Dentistry (Advanced Practice) addresses this professional need and is based on an in-depth exploration of subjects selected by the candidate from a range of options. It will include clinical, simulation and seminar instruction by experts in the field, with completion of assignments and literature reviews outside the block sessions. A limited attendance policy will provide a real opportunity to advance the candidates' skills through small group teaching in the elected areas.

The intended market for the program includes all general dental practitioners within Australasia who are working in clinical practice. To allow students from remote areas the chance to participate, all modules will operate as a series of block sessions of attendance.

The Committee recommends:

- (i) approval of the proposal of the Faculty of Dentistry for the introduction in 2000 of the new discipline of Advanced Practice in the Graduate Diploma in Clinical Dentistry; and
- (ii) the amendment of the Resolutions of the Senate relating to the Graduate Diploma in Clinical Dentistry, with effect from 1 January 2000, as set out below. (Page 32)

## 2.6 Faculty of Health Sciences: Doctor of Health Science

The Committee received the report of a Working Party it had appointed to consider a proposal from the Faculty of Health Sciences for the introduction in 2000 of the new degree, the Doctor of Health Science.

In 1989 the Australian Higher Education Council called for the introduction of professional doctorates<sup>1</sup>. NBEET addressed these doctorates in terms of the value they offered to other sectors or field rather than for any claimed intrinsic value or their value to universities. They called for the introduction of "...doctorates more suited to professional settings in fields such as engineering, accounting, law, education and nursing..."<sup>2</sup>.

The professional doctorate aims to recruit a different group of students to those undertaking research higher degrees. The predominantly part-time nature of professional doctorates implies that candidates can continue in their workplace when it is unlikely that many practitioners in the various health professions would have the capacity to support themselves as full-time students. The target groups for the professional doctorate are practitioners already in full-time employment with a minimum of several years of professional practice.

The Doctor of Health Science course is designed to provide specific professional development for health professionals who wish to acquire the knowledge and skills required to assume leadership roles as health professional practitioners, for example as programme planners, clinical managers, and/or educators. It will support the development of a high standard of relevant academic and clinical skills in health professionals through an emphasis on systematic and scientific investigation to

<sup>1</sup> National Board of Employment, Education, and Training (NBEET) 1989, *Australian Graduate Studies and Higher Degrees*. Initial Report by the Higher Education Council. Canberra: Australian Government Printing Service.

<sup>2</sup> *ibid.* p. 28.

interpret theory and research, critique current methods and intervention, and translate these findings into a form which can direct present and future practice.

The Doctor of Health Science is a research degree intended for health care professionals whose work now, or in the future, requires them to have high level research and inquiry skills, enabling them to design, implement and evaluate health care programs and delivery. This degree differs from the degree of Doctor of Philosophy by the structured approach taken to develop these skills through sequential research training and support through close supervision as candidates work towards the completion of a thesis.

In addition to health care professionals another potential target population would be those persons with professional qualifications obtained in other than the health professions. A range of such persons with degrees, for example, in economics, engineering, etc have established careers in the health field. A specific example of such a candidate might be a persons employed in the Planning Section, Ageing and Disability Department of the NSW Government.

The professional doctorate degree will allow students to pursue a higher degree of rigorous scholarship but also directed towards advance professional practice.

The program is designed to be the equivalent of three years full-time study and will consist of one-third coursework and two-thirds thesis. The coursework component of the degree will assist students to develop their expertise over a broader area than is possible with a single thesis topic.

Students would be able to specialise in any area of the profession-specific areas associated with academic units within the Faculty, although all areas may not be available for initial candidature in every semester.

**The Committee recommends:**

- (i) that the proposal of the Faculty of Health Sciences for the introduction in 2000 of the new course, the Doctor of Health Science, be approved; and
- (ii) the amendment of the Resolutions of the Senate relating to the Doctor of Health Science, with effect from 1 January 2000, as set out below.

(Pages 33-35)

## **2.7 Sydney College of the Arts: Master of Visual Arts**

The Committee received a recommendation from Sydney College of the Arts for the amendment of the Resolutions of the Senate relating to the degree of Master of Visual Arts to provide for changes in the examination process, from 1 January 2000. SCA wishes to increase the number of MVA examinations that can be conducted at any one time. At present, the Postgraduate Coordinator chairs all MVA examinations, with each one being an individual two-hour procedure. With the increase in postgraduate candidates, this is no longer efficient. The College also wishes to prescribe that at least one of the two members of the examination panel is external to the College.

**The Committee recommends**

- (i) approval of the proposal from Sydney College of the Arts for changes in the examination process for the degree of Master of Visual Arts for 2000; and
- (ii) the amendment of the Resolutions of the Senate, from 1 January 2000, as set out below.

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

The Resolutions of the Senate relating to the degree of Master of Visual Arts (p 738, 1998 Calendar, Volume 1: Statutes and Regulations) are amended from 1 January 2000 to the following effect:

Sections 17 and 22.(1) are amended to read as follows. (Text to be added is underlined).

### **Examination: research and thesis**

17. On completion of requirements for the degree by a candidate proceeding primarily by thesis, SCA Board shall appoint on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts:

- (a) a suitably qualified member of staff to chair the examination;  
and

- (b) an examination panel consisting of at least two persons who have not been supervisors of the candidate and at least one of whom is external to SCA.

**Examination: studio practice and research**

22. (1) On completion of requirements for the degree by a candidate proceeding primarily by studio practice and research, SCA Board, on the recommendation of the Director or member of staff appointed by the Director to have supervisory responsibility for the Master of Visual Arts, shall appoint:
- (a) a suitably qualified member of staff to chair the examination;  
and
- (b) an examination panel consisting of at least two persons, who have not been supervisors of the candidate, and at least one of whom is external to SCA.

**3. Proceedings of the Committee**

**3.1 Welcome to new member**

The Committee welcomed Associate Professor Tim Fitzpatrick (Faculty of Arts) to membership of the Committee and noted that Associate Professor Frank Nicholas (Faculty of Agriculture) had replaced Associate Professor Bob Love (Faculty of Veterinary Science) and was now the Committee member from both the Faculties of Agriculture and Veterinary Science.

**3.2 Report of the PhD Award Sub-Committee**

The Committee received the report of the PhD Award Sub-Committee meeting held in August 1999 and noted the Sub-Committee's proceedings relating to the following student cases.

**Student cases**

*Doctor of Philosophy*

- the award of the degree had been approved, subject to emendations, to six candidates;
- the award of the degree to 3 candidates had not been approved, and the candidates had been permitted to revise and resubmit; and
- examiners had been appointed for 9 candidates.

*Doctor of Juridical Studies*

- the award of the degree to 2 candidates had not been approved, and the candidates had been permitted to revise and resubmit.

**3.3 Report of the Coursework Sub-Committee**

The Committee received the report of the Coursework Sub-Committee meeting held on 9 August 1999 and noted the Sub-Committee's proceedings relating to the following matters:

- (1) Membership of the Sub-Committee
- (2) Reference from the Graduate Studies Committee: Length of candidature
- (3) Postgraduate Studies Handbook
- (4) Work to be undertaken
- (5) Other business: postgraduate coursework profile

The Committee noted the Sub-Committee's report on the lack of central, high-profile advertising of postgraduate coursework, both nationally and internationally. The Committee discussed this issue and agreed that the Chair raise the matter with the Deputy Vice-Chancellor (International and Development).

**3.4 Public availability of theses**

The Committee received a report from Dr C Baxter, recommending that there be greater flexibility, in respect of some industry-funded research projects, in the requirements that theses normally be made publicly available on the award of the degree.

The Committee agreed that provision should be made in the Senate Resolutions:

- to extend, in exceptional circumstances, the period of deferment of the public availability of theses that the Graduate Studies may grant; and
- to allow the Chair of the Graduate Studies Committee to approve, if appropriate, applications from faculties for a deferment in respect of an industry-funded research project in advance of a student being admitted to candidature, allowing industry funding for a project to be secured and the scholarship advertised as one where there might be delays in public disclosure of the results and restrictions on intellectual property ownership; only those students willing to accept such conditions would apply.

The amendments to the Resolutions of the Senate to provide for these changes will be drafted and presented to the Committee's next meeting, prior to presentation to the Board.

### **3.5 Generic postgraduate course rules**

The Committee noted that the Board had endorsed the document "Resolutions Relating to Undergraduate Courses" and commended it to Senate for approval of the recommendations therein.

The Committee noted that the Coursework Sub-Committee would now address the drafting of a set of generic postgraduate coursework course rules, modelled on the undergraduate ones.

### **3.6 Review of management structures and processes with respect to research higher degree programs**

The Committee noted that the Chair and Professor Siddle would be meeting with the Vice-Chancellor about the Review of management structures and processes with respect to research higher degree programs at the end of the week. The Chair reported that there had been general University-wide support for the recommendations in the Review, including that for the creation of the position of Dean of Graduate Research Studies. He hoped that the Review recommendations would be implemented shortly.

### **3.7 Appointment of working parties to consider proposals for new and amended postgraduate courses**

The Committee noted that the Chair had appointed working parties to consider proposals for new and amended courses and confirmed the Chair's action:

- **Faculty of Arts**
    - Master of Letters**
      - introduction of the new subject area of Modern Language Teaching and the new specialisation of Modern Language Teaching (CALL)
    - Master of Arts**
      - introduction of the new subject areas of Asian Studies and Modern Language Teaching and the new specialisation of Modern Language Teaching (CALL)
      - major changes in the subject area of Religious Studies
    - Graduate Diploma in Arts**
      - introduction of the new subject area of Asian Studies
    - Graduate Diploma in Modern Language Teaching**
      - introduction of the new specialisation of CALL
    - Graduate Certificate in Arts**
      - introduction of the new subject area of Asian Studies
- introduction of the following new courses in a joint program with Macquarie University:
- Master of Arts in Early Christian Studies**
  - Graduate Diploma in Early Christian Studies**
  - Graduate Certificate in Early Christian Studies**

- **Faculty of Education**
  - the introduction of the new courses, the Graduate Diploma in International Education and the Graduate Certificate in International Education; and
  - major changes to the existing courses, the Graduate Diploma in Teaching English as a Foreign Language and the Graduate Certificate in Teaching English as Foreign Language.
- **Faculty of Health Sciences**  
major changes to the existing courses
  - the Master of Health Science (in Behavioural Science, Child and Adolescent Health, Gerontology and Education); and
  - the Master of Health Science the Graduate Diploma of Health Science and the Graduate Certificate of Health Science (in Medical Radiation Sciences)
- **Faculty of Medicine**  
introduction of the new courses:
  - the Master of Herbal Medicines, Graduate Diploma in Herbal Medicines and Graduate Certificate in Herbal Medicines;
  - the Graduate Diploma in Clinical Pharmacy;
  - the Master of Medicine (Imaging); and
  - the Graduate Diploma in Health Economics

### 3.8 2000 meeting dates

The Committee agreed to meet at 2pm on the following dates in 2000.

21 February	24 July
27 March	28 August
18 April	23 October
22 May	27 November
19 June	

### 3.9 Work in progress

The Committee noted that work was being or would shortly be undertaken on the following:

- the preparation of guidelines on electronic submission and examination of theses;
- re-drafting the Resolutions of the Academic Board relating to the examination process for the degree of Doctor of Philosophy; and
- re-drafting of the policy on Cotutelle arrangements to provide for an expansion of the scheme beyond French universities.

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## Amendment of the Resolutions of the Senate

### Faculty of Dentistry

#### Graduate Diploma in Clinical Dentistry

The Resolutions of the Senate relating to the Graduate Diploma in Clinical Dentistry (p 331, 1998 Calendar, Volume 1: Statutes and Regulations) are amended to the following effect from 1 January 2000. (Text to be added is underlined and text to be deleted is struck through.)

#### GRADUATE DIPLOMA IN CLINICAL DENTISTRY

1. The title of the diploma shall include in parenthesis the discipline undertaken.
  2. The Graduate Diploma in Clinical Dentistry may be taken in the following disciplines:
    - (a) Conscious Sedation and Pain Control
    - (b) Oral Implants
    - (c) Advanced Practice.
  3. (1) An applicant for admission to candidature for the Graduate Diploma in Clinical Dentistry shall, except as provided in subsection (2), be a Bachelor of Dental Surgery of the University of Sydney.  
(2) An applicant who is a graduate in dentistry of another university or, having obtained equivalent qualifications in an appropriate institution, has completed courses acceptable to the Faculty may be admitted as a candidate by the Academic Board on the recommendation of the Faculty, ~~provided that the applicant's qualifications are registerable with the Dental Board of New South Wales.~~  
(3) An applicant for admission to candidature in the discipline of Oral Implants shall have completed at least two years' general dental practice experience.
  4. A candidate shall:
    - (1) (a) Conscious Sedation and Pain Control and Oral Implants  
for a period of not less than one year and not more than five years, complete a course of studies of five hundred hours as prescribed by the Faculty which may include up to two hundred hours from ~~courses~~ units of study supervised by the Committee for Continuing Education in Dentistry; ~~and~~  
... (b) Advanced Practice  
for a period of not less than two years and not more than three years, complete a course of studies of six hundred hours as prescribed by the Faculty;  
and  
(2) complete all coursework and assignments and pass the examinations in the approved ~~courses~~ units of study.
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## Faculty of Health Sciences

### Degrees, Diplomas and Certificates in the Faculty of Health Sciences

The Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Health Sciences (p 546, *Calendar 1998, Vol 1*) are amended to the following effect from 1 January 2000.

Section 1 is amended by inserting the following new sub-section (p):

- (p) Doctor of Health Science (HScD)

### Doctor of Health Science

The following new Resolutions of the Senate relating to the Doctor of Health Science are adopted from 1 January 2000.

#### DOCTOR OF HEALTH SCIENCE

##### 1. Admission to Candidature

###### (1) General Admission Requirements

An applicant for admission to candidature shall:

- (a) apply in writing to the Dean, and
- (b) submit with the application an outline of the proposed course of advanced study and research, including the general area of the proposed thesis, and
- (c) subject to the approval of the supervisor, head of academic unit, and the Dean, a candidate shall pursue the program of advanced study and research either:
  - (i) within the University including research stations and teaching hospitals;
  - (ii) on fieldwork either in the field or in libraries, museums or other repositories;
  - (iii) within industrial laboratories or research institutions or other institutions considered by the Faculty to provide adequate facilities for that candidature; or
  - (iv) within a professional working environment.

(A candidate shall be regarded as engaging in work within the University if he or she is undertaking approved distance and/or off-campus study, this being a mode of study in which the student would not be in regular physical attendance on a designated campus of the University.)

An applicant for admission to part-time candidature, in addition to the above, shall also submit with the application a written undertaking that the applicant will:

- (a) have sufficient time available to complete the requirements for the degree in accordance with these Senate Resolutions, and within the maximum time period prescribed in section 9 of these Resolutions, and
- (b) be able to attend the University at such time and on such occasions for the purposes of consultation and participation in prescribed academic and educational activities, as may be required on the recommendation of the Dean, Pro-Dean, Associate Dean (graduate studies) or head of academic unit in which the research is being supervised.

An applicant may be admitted to candidature in the off-campus mode as either a full-time or part-time candidate and will comply with the above regulations.

A candidate pursuing candidature outside Australia must also complete a cumulative minimum period of two semesters of candidature within the University.

###### (2) Admission to Candidature by the Faculty

The Dean may admit an applicant to candidature for the degree if:

- (a) the candidate's application complies with the general requirements in section 1.(1) above, and
- (b) the applicant holds or has fulfilled the requirements for:
  - (i) the degree of Bachelor with First or Second Class Honours from the University of Sydney, or
  - (ii) an undergraduate degree deemed to be equivalent to that in 1.(2)(b)(i), or
  - (iii) the degree of Master by research from the University of Sydney, or
  - (iv) the degree of Master by coursework from the University of Sydney with a credit average, or
  - (v) a postgraduate degree deemed to be equivalent to either that in 1.(2)(b) (iii) or (iv) and
- (c) the applicant has a minimum of three years' recent, full-time experience in the health field.

**(3) Admission to Candidature by the Academic Board**

On the recommendation of the Faculty of Health Sciences the Academic Board may admit to candidature for the degree an applicant whose application complies with section 1.(1) above and who:

- (a) possesses such qualifications as a deemed equivalent to those described in section 1.(2), and
- (b) is recommended by the Faculty of Health Sciences as being suitably prepared to pursue graduate studies at this level.

**2. Studies During the Candidature**

(1) Except with the permission of Faculty, candidates will pursue an approved course of advanced study and research comprising a total of 144 credit points as follows:

- (a) postgraduate units of study at a grade level as prescribed by Faculty of which no more than 48 credit points can be credited towards the award, and
- (b) a thesis and doctoral seminar program together worth 96 credit points. In the doctoral seminar program students will be expected to present three (3) research colloquia to their peers in the form of a thesis proposal and two "work in progress" seminars, one of which might be analogous to an oral defence of the nearly-completed thesis. Candidates must complete a thesis of 60,000 words (or equivalent) in length investigating a specific aspect or specific aspects of either their own and/or others' professional practice within the course of advanced study and research approved by Faculty.

(2) An applicant applying for credit transfer will have satisfied the admission criteria listed above and who has demonstrated a high level of competency in the completed graduate coursework for which credit transfer is requested. Approval for credit transfer will be granted by the Graduate Studies Standing Committee of the Faculty of Health Sciences on the recommendation of the relevant Head of Academic Unit. Normally, credit transfer will only be granted for previously completed units of study which can be demonstrated as contributing to the candidate's total program of study in the Doctor of Health Science degree. In exceptional circumstance up to a maximum of 48 credit points (the coursework component of the degree) may be granted as credit transfer.

**3. Supervisors - appointment**

(1) The Faculty, on the recommendation of the Head of Academic Unit concerned, shall appoint a suitably qualified supervisor for each candidate to take primary responsibility for the conduct of the candidature and to be responsible for the progress of the candidature to the Head of Academic Unit concerned and the Faculty.

(2) The Faculty, on the recommendation of the Head of Academic Unit concerned, shall normally appoint one or more associate supervisors for each candidate to assist in the supervision of that candidate.

**4. Supervisors - qualifications**

(1) A person appointed as a supervisor must be either -

- (a) a member of the academic staff;
- (b) a member of the senior research staff;
- (c) a person upon whom the Senate has conferred an academic title or a clinical academic title; or
- (d) such other member of the staff of the University as may be considered appropriate in a particular case by the Graduate Studies Committee.

(2) A person appointed as an associate supervisor must -

- (a) hold the qualifications referred to in section 4.(1); or
- (b) have been appointed as an honorary associate of the University; or
- (c) have been appointed as an associate supervisor within the Faculty by the Dean.

**5. Progress**

(1) At the end of each year each candidate shall provide evidence of progress to the satisfaction of the supervisor and Head of Academic Unit concerned and any Unit or Faculty Postgraduate Review Committee.

(2) On the basis of evidence provided, the Head of Academic Unit 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 Academic Unit considers appropriate.

(3) If a candidate fails to submit evidence of progress or if the Head of Academic Unit concerned considers that the evidence submitted does not indicate satisfactory progress, the Faculty may, on the Head's recommendation, call upon the candidate to show cause why that

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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.

**6. The Thesis**

(1) The candidate shall present a thesis of 60 000 words (or equivalent) in length, which shall be a substantial and original contribution to the subject concerned. The thesis shall carry a credit point value of 96 credit points. The candidate shall state the sources from which the information is derived, the extent to which the work of others has been made use of, and the portion of the work that the candidate claims as original.

(2) The topic of the thesis shall be approved by Faculty.

(3) The dean on the recommendation of the Head of Academic Unit shall appoint a supervisor who shall be a member of the academic staff of the Faculty. In appropriate cases the Dean may appoint an associate supervisor

(4) A candidate may not present as the thesis any work which has been presented for a degree at this or any other university, but the candidate 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 incorporated.

(5) A candidate shall submit to the Registrar four copies of the thesis in a form prescribed by the Faculty.

(6) 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.

(7) When the degree has been awarded, a copy of the thesis incorporating any required emendations and revisions shall be lodged in the University Library.

**7. Appointment of Examiners**

(1) On receiving the thesis and having considered the certificate of the supervisor, the Dean shall consult with the relevant Head of Academic Unit, and if he or she thinks fit, appoint examiners.

(2) If the dean after consultation with the relevant Head of Academic Unit resolves to appoint examiners, she or he shall appoint three independent examiners at least two of whom shall be external. All examiners shall have at least professional doctorate or PhD qualifications.

(3) The Dean shall report the names of the examiners appointed to the Academic Board, which may appoint one or more additional examiners.

(4) In any case where the Dean, having received the thesis and having considered the report of the supervisor, resolves not to appoint examiners, he or she shall report the circumstances to the Academic Board.

**8. Degree Result**

Upon completion of the coursework at the level prescribed by Faculty and after consideration of the reports of the examiners on the thesis the Dean 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.

**9. Time Limits**

(1) Subject to sub-section 1.(1) a candidate may proceed either on a full-time or part-time basis.

(2) Except in special circumstances and with the approval of the Dean all candidates shall complete a minimum of six (6) semesters of candidature taken over a period of time and in such manner as approved by the Dean.

(3) Except in special circumstances and with the approval of the Dean a candidate shall complete the requirements for the degree not earlier than the end of the sixth and for a full-time candidate not later than the end of the tenth semester and for a part-time candidate not later than the twentieth semester excluding any period of approved suspended candidature.

(4) A candidate shall prepare annually, before re-enrolment, a statement of the work done by the candidate towards completion of the requirements for the degree and submit it to the approved supervisor.

(5) The supervisor shall also prepare an annual report on the work done by the candidate which shall be shown to the candidate for comment, and the candidate shall sign the report as having sighted the contents.

(6) Both reports shall then be forwarded to the Associate Dean, Graduate Studies within the Faculty.

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## **AGENDA ITEM 10.**

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

#### **10.2 Report of the Teaching and Learning Committee meeting held on 5 August 1999**

The Committee met on 5 August 1999 when there were present Professor J Sachs (Chair), Dr A Brew, Mr J Dalziel, Dr J Kitay, Mr L McCrimmon, Dr C Mitchell, Mr D Ogden, Dr J Quinn, Professor P Ramsden, Associate Professor R Ross and Ms K Stenner. Dr I Ramzan was present by invitation. Ms L Rose was in attendance

#### **1. Receipt of report**

The Committee **recommends** that the Academic Board receive and note the following report of the meeting held on 5 August 1999.

#### **2. Proceedings of the Committee**

##### **2.1 Review of animal use in teaching**

Dr Iqbal Ramzan, Chair of the Animal Ethics Committee, addressed the Committee on the possibility of a review, by the Teaching and Learning Committee, of animal use in teaching at this University. He provided the Committee with an overview of the Animal Ethics Committee, the Animal Research Act and the NHMRC Code of Practice.

The Committee agreed to defer any decision on conducting a review until Professor Ramsden advised of the result of his discussions with Professor Siddle regarding this matter.

##### **2.2 Report of NeTTL**

Dr Brew presented a brief report on behalf of NeTTL. She advised the Committee that the three year term of NeTTL would draw to a close in January 2000 and that all current projects would either need to be finalised by this time or be at a stage where they could be handed over to the appropriate faculty or department.

##### **2.3 Report of the Faculty of Science Interim Document: Minimum Standards for Faculty of Science Departmental Committees of Examiners**

The Committee discussed the document provided by the Faculty of Science on the minimum standards for departmental committees of examiners and agreed that as the Academic Board was currently preparing a new policy on examinations, the Faculty of Science be advised to defer the interim document *Minimum Standards for Faculty of Science Departmental Committees of Examiners* until the new policy became available.

##### **2.4 Other business**

The Committee considered progress reports on the following matters:

- report of the Working Party to consider the University's code of practice on plagiarism;
- annual Faculty Teaching and Learning Report questionnaire;
- policies on examinations and assessment.

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### 10.3 Report of the Teaching and Learning Committee meeting held on 2 September 1999

The Committee met by circulation for its September meeting.

#### 1. Receipt of report

The Committee **recommends** that the Academic Board receive and note the following report of the meeting held by circulation for September.

#### 2. Sydney Summer School Pilot Program 1999

The Committee considered the three reports on the Sydney Summer School Pilot Program 1999 and made the following comments on issues arising from the reports:

- With regard to units of study being offered initially by the Summer School, the Committee felt this should be considered on a case by case basis, with due regard to how the academic content would be monitored and the availability of the resources required.
- The Committee was of the view that using the Sydney Summer School as the first experience of students to the University was not necessarily the best approach. There were transitional issues for these students which were less likely to be dealt with in the short time frame of the Summer School. First year students needed a considerable amount of support to meet their learning and welfare needs for which there may not be sufficient time during the Summer School period.

The above could also apply if recruiting international students. Again, for this group there were transitional and adjustment issues, of a somewhat different nature, which would be difficult to deal with in the short time frame of the Summer School.

Should the Summer School decide to offer units of study to these two groups of students, consideration would need to be given to the provision of support, together with careful monitoring.

- The professional development of staff engaged in teaching the Summer School was another important issue which needed to be addressed. There were clear differences in learning "under pressure" which could affect the quality of the learning. These differences had implications for teaching, assessment and giving feedback.

#### **Recommendation**

That the Academic Board consider the advice of the Teaching and Learning Committee on issues relating to the continued operation of the Sydney Summer School Pilot Program.

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## **AGENDA ITEM 11. Report of the Research Committee**

### **11.2 Report of the Research Committee meeting held on 17 August 1999**

The Committee met on August 17 1999 and there were present: Professor D Cockayne, Deputy Chair Academic Board (Presiding Member), Professor D Siddle, Pro-Vice-Chancellor (Research), Professor D Melrose, Professor R Christopherson, Professor L Field, Associate Professor A Reynolds, Professor J Carter, Professor S Garton, Professor G Steven, Ms K Stenner, Dr L Poladian  
In attendance were Dr C Baxter, Ms N Downey, Ms M Robb, and Mr C Halbert (Committee Secretary).  
Apologies were received from Professor L Cram.

#### **1. Receipt of Report**

The Committee **recommends** that the Board receive and note the following report of its meeting held on 17 August 1999.

#### **2. Proceedings of the Committee**

##### **(1) Matters arising from previous meetings, not covered in the agenda**

Professor Cockayne advised the Committee that Professor S Carlile, Assistant Pro-Vice-Chancellor (Information Technology) would attend the September 21 meeting of the Committee.

Professor Cockayne also advised that he had written to Professor Siddle on behalf of the Committee, detailing the issues which it recommended for inclusion in the University's response to the 'Green Paper'.

##### **(2) The inclusion of SPIRT APDIs on the 'The Golden List' of fellows**

Following a brief discussion the Committee unanimously agreed that the SPIRT APDIs fulfil all requirements of eligibility for 'The Golden List' and recommended that they be included on the list from the date of the meeting. The Pro Vice-Chancellor (Research), approved this recommendation. Mr Halbert, Committee Secretary is to contact those fellows involved to advise them of the decision and its implications.

##### **(3) Reports**

###### **Report by Pro Vice-Chancellor (Research)**

Professor Siddle reported:

- (i) The pattern of State Government funding for the Australian Centre for Advanced Computing and Communication is likely to be \$3, \$5, and \$4 million over the next three years. Professor Siddle reported that the State Government had resolved not to pay the funds until such time as an entity had been established for receipt of these funds. To meet this condition the Universities favoured the option of establishing an unincorporated joint venture between the Universities, the ATP, the Government, and possibly with TAFE as partners. The Centre will lodge an Expression of Interest for partnership status with the Australian Partnership in Advanced Computing.
- (ii) The interview for the University's last remaining application to the Special Research Centre programme: D. Melrose "Centre for Theoretical Astrophysics and Cosmology", was considered by all those involved to have gone very well.
- (iii) The need to discuss the University's proposed Research Training and Research Management Plan would be addressed at the September meeting of the Research Committee.
- (iv) The initial Financial Data Collection Report, submitted to DETYA on June 30th, had been audited and no errors had been reported. Following the approved period of revision, the final report had been signed off on by the Deputy Vice-Chancellor and formally submitted to DETYA on August 16 1999. Professor Siddle indicated that he would provide a more detailed report to the Committee at its next meeting.
- (v) The Green Paper Submissions. Professor Siddle reported that there had been a meeting of PVCs (Research) in the University in August. The meeting had been addressed by Michael Gallagher and by Professor Vicki Sara, Chair of

the ARC. The PVCs were advised that the Minister for Education, Training and Youth Affairs had approved a proposed series of information seminars in Canberra. Through this scheme, representatives of each university would be shown the impact of the Green Paper on their specific institution. Professor Siddle reported that the AVCC intended to lobby DETYA to make public the impact of the paper on all universities. The University of Sydney would send its delegation, which would include Professor Siddle, to Canberra at the appointed time. Professor Siddle announced that on September 28th Professor Sara would address a meeting of researchers from the greater Sydney area on the impact of the Green Paper. This would be well publicised closer to the event.

Following the report of the PVC (Research), the Committee held a wide-ranging discussion on perceived impacts of the Green Paper. Post-graduate enrolments and completions were seen as having a major impact on funding. The Committee focussed upon the issue of Research Student mobility, and whether this University is well-positioned to attract post-graduate students. Of particular concern is the need to ensure that the support infrastructure (eg mentoring, financial support, housing) is in place and competitive. The Research Committee felt that considerable effort needs to be made into investigating how the University is positioned on these issues and it proposed to put in place necessary steps to remedy any deficiencies. This needs to be commenced immediately, given that student decisions for 2001 will be influenced by what is in place in 2000. Professor Cockayne asked whether the residential Colleges might be interested in becoming involved with the University on graduate housing. Professor Siddle reported that the Chair of the Academic Board discussed with the President of SUPRA concerns raised by students that the University's support of postgraduate research students is less than adequate. The role that a Dean of Graduate Studies might have in this area was discussed, and the Committee unanimously supported the view that such an appointment was needed. Professor Siddle reported that he and Professor Steven were to meet soon with the Vice-Chancellor to discuss the matter.

#### **Report by Acting Director, Research and Scholarships**

Ms Downey reported:

- (i) All but ten applicants remaining in this year's ARC Large Grant Scheme had submitted their 'Rejoinders'
- (ii) Interest in the U2000 Fellowship scheme was as great as in previous years.
- (iii) The deadline for the University Major Equipment Grant had been set at October 15<sup>th</sup> in the Research Office. Information would shortly be sent out to Heads of Department and Deans of Faculties.
- (iv) A number of ARC Large Grant Final reports were still outstanding. The Research Office would contact the researchers involved.
- (v) A system had finally been devised which would enable the implementation of the 'Salary Supplementation Scheme' as announced by the Vice-Chancellor at the end of 1998. While supplementation of salaries drawn from NHMRC grants was very straightforward the same was not true of ARC awards. To overcome this, it had been decided that supplementation for ARC Large Grant salaries would be based on the salaries of Research Associates/Senior Research Associates as applied for in the original application compared to those subsequently appointed. This was established as the fairest option. Ms Robb expressed concern that the supplementation Scheme extended beyond Fellows, since in her view, the Vice-Chancellor's primary intent in respect of supplementation was to Fellows.
- (vi) The position of Manager, Research Grants Administration had been advertised and the closing date for applications was September 2nd.
- (vii) The implementation of the Peoplesoft® Human Resources System was still on target for September, and provisions for its likely impacts on the Research and Scholarships Office were being made. A more detailed report would be given in the September meeting of the Committee.

#### **Report of the Director of the Business Liaison Office**

Dr Baxter reported that she was still heavily involved with the CRCs, and that at this stage none of the projects had been fully signed off.

**Report of the Director of Research Development**

Ms Robb reported that she had been assisting ARC applicants with their rejoinders. She said that while no national figures had yet been made available, she felt that the Fellowship reports of this University had not scored highly.

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

### **14.1 2000 Research HECS Exemption Scholarship Policy (RHEs)**

For 2000 the University's policy in relation to RHEs will be the same as for 1999 which is:

- |   |   |
|---|---|
| PhD   | - full time HECS exempt for seven (7) semesters           |
|   | - part time HECS exempt for up to fourteen (14) semesters |
| Master's Research,<br>EdD<br>SJD (New Resolution) | - full time HECS exempt for three (3) semesters;          |
|   | - part time HECS exempt for up to six (6) semesters       |

However in 1999 the University received an increase in its quota of RHEs from DETYA, compared with previous years, and it was possible to award HECS Exemption Scholarships to more research students than the underlying policy stipulated. DETYA will inform the University of its 2000 RHEs quota in December 1999 and students will be advised if any increase in the above allocations can be made.

Students receiving an APA with stipend will also be given matching HECS exemptions automatically. Transfers of RHEs from full to part time and vice-versa do not affect the total exemptions which a student may receive. Note that in transferring from, for example, a Master's degree to a PhD candidature, the number of HECS exemptions used in the Master's candidature will be deducted from the numbers set out above.

For the purposes of allocating HECS Exemption Scholarships, the above categories will relate to students enrolled by the HECS census date, 31 March for February Semester and by 31 August for July Semester. Students who enrol after these dates will normally not qualify for an exemption scholarship until the following semester. Note that for HECS and candidature purposes, enrolment at any time during a semester requires the full semester to be counted. Note also that students who enrol after the census date do not attract funding from DEETYA until the following semester.

## 14.2 Report on the Promotion of Associate Lecturers to Lecturers in 1999

Eighteen applications were received. One application was withdrawn.

The Faculty Promotions Committees met on various dates to consider the applications for promotion to Lecturer. Each applicant, who so wished was interviewed by the Faculty Promotion Committee (FPC) appointed by the Academic Board. The FPC considered the application and the reports of the Head of Department and the referees.

The recommendations were endorsed by the Chair of the Academic Staffing Committee, acting under delegated authority from the Board. The Vice-Chancellor approved the recommendations.

The following seventeen (17) applicants were promoted to the grade of Lecturer effective from 1 January 2000. All successful applicants were strongly supported by their referees.

### To Lecturer

Dr Andrea Bandhauer	Department of Germanic Studies
Dr Alice Caffarel	Department of French Studies
Dr Ian Maxwell	Centre for Performance Studies
Dr Tim Anderson	Department of Economics
Ms Virginia Ross	Architecture, Planning & Allied Arts
Dr Jennifer Saleeba	School of Biological Sciences
Dr Fiona Hibberd	Department of Psychology
Dr Charlotte Taylor	School of Biological Sciences
Ms Lynee Brown	Department of Nursing
Mrs Sharon Hillege	Department of Nursing Practice
Ms Françoise Janod-Groves	Department of Physiology
Ms Kylie Williams	Department of Pharmacy
Ms Erica Sainsbury	Department of Pharmacy
Dr Anthony Joseph	Department of Medicine
Dr A Raman	Orange Agricultural College
Mr Dennis McIntyre	School of Behavioural & Community Sciences

### Research Fellow

Dr David Atai	Department of Electrical Engineering
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The following statistical details on Faculty distribution are provided for the information of the Board:

Faculty	Applications received			Recommendations made		
	Male	Female	Total	Male	Female	Total
Architecture	-	1	1	-	1	1
Arts	1	2	3	1	2	3
Economics	1	-	1	1	-	1
Engineering	1	-	1	1	-	1
Health Sciences	1	-	1	1	-	1
Orange Agricultural College	1	-	1	1	-	1
Medicine	1	3	4	1	3	4
Nursing	-	2	2	-	2	2
Science	-	3	3	-	3	3
<b>Totals</b>	<b>6</b>	<b>11</b>	<b>17</b>	<b>6</b>	<b>11</b>	<b>17</b>

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### 14.3 Academic Board elections

#### 14.3.1 One academic staff member of the Academic Board elected from the academic staff members of each Faculty

Set out below is the outcome of the election of one academic staff member elected from the academic staff members of those faculties where the terms of office of current members are due to expire on 31 December 1999. Newly-elected members will hold office from 1 January 2000 to 31 December 2001:

##### **Declared elected unopposed**

Faculty of Agriculture	Dr David Godden
Faculty of Arts	Associate Professor Anne Reynolds
Faculty of Medicine	Associate Professor Dave Davey
Faculty of Science	Associate Professor Christopher Gillies
Sydney Conservatorium of Music	Associate Professor Peter McCallum
Orange Agricultural College	Mr Ross Wilson

*No nominations for membership were received by the following faculties, where casual vacancies exist for a term of office from 1 January 2000 to 31 December 2001:*

*Faculty of Engineering  
Faculty of Law*

##### **Filling of casual vacancies**

*Section 43 of the Academic Governance Rules relating to the Academic Board provides that if a casual vacancy occurs in the office of a member elected pursuant to rule 5 (1) (c), and cannot be filled in accordance with rule 43 (1)<sup>3</sup> the Academic Board may fill that vacancy by appointing a person from the relevant Faculty who is eligible to be elected to that category of members to the Academic Forum, after first consulting the relevant Dean.*

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3 Rule 43 (1) provides that the vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded and who remains eligible to be elected.