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## Academic Board Agenda

Academic Board Officer: Miss E R Ring

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### NOTICE OF MEETING

A meeting of the **Academic Board** will be held at 2 pm on **Wednesday 16 August 2000** 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 W Adams  
**Registrar**

9 August 2000

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### AGENDA

Pages

☆ **1. Apologies**

The following apologies have been received:  
Dr A Fekete  
Associate Professor E Probyn

**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 14 June 2000 as a true record.*

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

☆ **5. Report of the Chair**

**5.1 Report on Senate matters**

**5.1.1 Report of the Senate meeting held on 7 August 2000** Supplementary  
agenda (tabled)

***Recommendation***

*That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 7 August 2000.*

**5.2 General report**

**5.2.1 Pilot project: Flexible entry scheme** 17

***Recommendation***

*That the Academic Board approve a one-year pilot program to investigate more flexible entry schemes, as set out in the report presented.*

**5.2.2 Report to the Academic Board on the Sydney Summer School Program — 2000** 18, 21-25

***Recommendation***

*That the Academic Board receive and note the report on the Sydney Summer School Program — 2000.*

**5.2.3 Report on Examination and Assessment Procedures for Semester 1, 2000** 18, 26

***Recommendation***

*That the Academic Board note the report on Examination and Assessment Procedures for Semester 1, 2000.*

**5.2.4 Action taken under delegated authority** 18-20

***Recommendation***

*That the Academic Board note the Chair's report on action taken under delegated authority in respect of the following matters:*

- (1) *Proposal from the Faculty of Rural Management for the new degree of Master of Sustainable Agriculture*
- (2) *Recommendation from the Faculty of Medicine for the amendment of the Resolutions of the Senate relating to the Constitution of the Faculty of Medicine and to Student Membership of the Faculties, College Boards and Boards of Studies*

- (3) *Request from the Sydney Conservatorium of Music to extend the deadline for diploma and associate diploma courses to meet Australian Qualifications Framework Guidelines and for the re-drafting of Resolutions pursuant to The University of Sydney (Undergraduate Courses) Rule 1999.*

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

**6.1 Report on Senate matters**

**6.1.1 Report of the Senate meeting held on 7 August 2000**

Supplementary  
agenda (tabled)

***Recommendation***

*That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 7 August 2000.*

**7. Report of the Academic Forum**

(Professor Ann Sefton)

**7.1 Report of the meeting held on 17 July 2000**

27-29

**7.1.1 Receipt of report**

***Recommendation***

*That the Academic Board receive and note the report of the Academic Forum meeting held on 17 July 2000.*

**7.1.2 Forum Focus: Educational Access to the University of Sydney**

27-28

***Recommendation***

*That the Academic Board note the Forum Focus of the Academic Forum meeting held on 17 July 2000.*

**7.1.3 Proceedings of the Forum**

28-29

***Recommendation***

*That the Academic Board note the proceedings of the Academic Forum meeting held on 17 July 2000 relating to the following matters:*

(1) *Question time*

- (a) *Amendment of the Rules of the Senate: degree of Doctor of Philosophy: length of candidature*

(2) *Reports for noting*

- (a) *Reports from Senate*  
(b) *Report from the Vice-Chancellor*  
(c) *Report from the Chair of the Academic Board*

## 8. Reports of Faculties and Boards

### 8.1 Report of the Faculty of Nursing 30-34

#### 8.1.1 Receipt of report

##### **Recommendation**

*That the Academic Board receive and note the report of the Faculty of Nursing meeting held on 24 July 2000.*

#### 8.1.1.1 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Nursing 30-31

##### **Recommendation**

*That the Academic Board recommend that Senate approve:*

- (i) *the amendment of the Resolutions of the Senate relating to the Constitution of the Faculty of Nursing, with immediate effect, as set out in the report presented; and*
- (ii) *the amendment of the Resolutions of the Senate relating to Student Membership of the Faculties, College Boards and Boards of Studies in respect of the student membership of the Faculty of Nursing, with immediate effect, as set out below:*

The Resolutions of the Senate relating to Student Membership of the Faculties, College Boards and Boards of Studies (p 115, *Calendar 1999, Volume 1: Statutes and Regulations*) are amended with immediate effect as follows. (*Text to be deleted is struck through and new text is underlined.*)

**1.(11) There shall be five student members of the Faculty of Nursing, namely –**

- (a) ~~four~~ three students enrolled in an undergraduate degree or diploma offered by the Faculty, and
- (b) one student enrolled in a postgraduate coursework degree or diploma offered by the Faculty and one student enrolled in a postgraduate research degree offered by the Faculty.

#### 8.1.1.2 Semester and Vacation Dates 2001 31, 32-34

##### **Recommendation**

*That the Academic Board approve the Semester and Vacation Dates for the Faculty of Nursing for the year 2001 as set out in the report presented.*

## 9. Report of the Undergraduate Studies Committee

(Professor Lawrence Cram)



### 9.1 Oral report of the Chair

#### **Recommendation**

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

### 9.2 Report of the meeting held on 20 June 2000

35-49

#### 9.2.1 Receipt of report

##### **Recommendation**

*That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 20 June 2000.*

#### 9.2.2 New courses/major changes to existing courses

##### 9.2.2.1 Faculty of Engineering: Bachelor of Engineering/ Bachelor of Medical Science

35-36, 40

##### **Recommendation**

*That the Academic Board recommend that Senate:*

- (i) *approve the proposal from the Faculty of Engineering for the introduction of the new combined course, the Bachelor of Engineering/Bachelor of Medical Science, for introduction in 2001; and*
- (ii) *amend the Resolutions of the Senate relating to the above course, with effect from 1 January 2001, as set out in the report presented.*

##### 9.2.2.2 Faculty of Engineering: Bachelor of Engineering (Electronic Commerce)

36-37, 40

##### **Recommendation**

*That the Academic Board recommend that Senate:*

- (i) *approve the proposal from the Faculty of Engineering for the introduction of the new specialisation of Electronic Commerce in the Bachelor of Engineering, for introduction in 2001; and*
- (ii) *approve the amendment of the Resolutions of the Senate relating to the above course, with effect from 1 January 2001, as set out in the report presented.*

##### 9.2.2.3 Faculty of Engineering: Bachelor of Engineering (Electronic Commerce)/Bachelor of Commerce

37, 40

##### **Recommendation**

*That the Academic Board recommend that Senate:*

- (i) *approve the proposal from the Faculty of Engineering for the introduction of the new combined course, the Bachelor of Engineering (Electronic Commerce)/Bachelor of Commerce, for introduction in 2001; and*

- (ii) *approve the amendment of the Resolutions of the Senate relating to the above course, with effect from 1 January 2001, as set out in the report presented.*

**9.2.2.4 Faculty of Science: Bachelor of Science (Molecular Biotechnology)** 37-38, 41-42

***Recommendation***

- (1) *That the Academic Board recommend that Senate:*
  - (i) *approve the proposal from the Faculty of Science for the introduction of the new stream, Molecular Biotechnology, in the Bachelor of Science degree, for introduction in 2001; and*
  - (ii) *approve the amendment of the Resolutions of the Senate relating to the above course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented.*
- (2) *That the Academic Board:*
  - (i) *note the revised Resolutions of the Faculty relating to the Molecular Biotechnology stream in the Bachelor of Science degree, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
  - (ii) *approve the Faculty requirements relating to units of study, as set out in the report presented.*

**9.2.3 Bachelor of Laws: Revised Resolutions of the Senate and Faculty Resolutions** 38-39, 43-49

***Recommendation***

- (1) *That the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Laws, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented.*
- (2) *That the Academic Board:*
  - (i) *note the revised Resolutions of the Faculty relating to the Bachelor of Laws, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
  - (ii) *approve the Faculty requirements relating to units of study, the pass degree, combined degrees and the honours degree, as set out in the report presented.*

**9.2.4 Proceedings of the Committee** 39

***Recommendation***

*That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 20 June 2000 relating to the following matters:*

- (i) *Admissions Committee;*
- (ii) *Combined degrees.*

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**9.3 Report of the meeting held on 18 July 2000** 50-62

**9.3.1 Receipt of report**

**Recommendation**

*That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 18 July 2000.*

**9.3.2 Amendment of the Resolutions of the Senate**

**9.3.2.1 Faculty of Nursing (Bachelor of Nursing (Pre-Registration) and (Post-Registration)): Revised Resolutions of the Senate and Faculty Resolutions** 50, 52-59

**Recommendation**

- (1) *That the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Nursing (Pre-Registration) and (Post-Registration), made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented.*
- (2) *That the Academic Board:*
  - (i) *note the revised Resolutions of the Faculty relating to the Bachelor of Nursing (Pre-Registration) and (Post-Registration), made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
  - (ii) *approve the Faculty requirements relating to units of study, the pass degrees, combined degrees and honours degrees, as set out in the report presented.*

**9.3.3 New courses/major changes to existing courses**

**9.3.3.1 Faculty of Nursing: Bachelor of Nursing/Bachelor of Science** 50-51, 52

**Recommendation**

*That the Academic Board recommend that Senate:*

- (i) *approve the proposal from the Faculty of Nursing for the new combined course of Bachelor of Nursing/Bachelor of Science, for introduction in 2001; and*
- (ii) *approve the amendment of the Resolutions of the Senate relating to the above course with effect from 1 January 2001, as set out in the report presented.*

**9.3.3.2 Faculty of Science (Bachelor of Psychology): Revised Resolutions of the Senate and Faculty Resolutions** 51, 60-62

**Recommendation**

- (1) *That the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Psychology, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented.*

- (2) *That the Academic Board:*
  - (i) *note the revised Resolutions of the Faculty relating to the Bachelor of Psychology, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
  - (ii) *approve the Faculty requirements relating to units of study and the pass degree, as set out in the report presented.*

**9.3.4 Minor changes to Resolutions of the Senate relating to courses and units of study** 51

***Recommendation***

*That the Academic Board note the minor changes to Resolutions of the Senate made by the Faculties of Agriculture, Economics and Business, Law, Science and Veterinary Science.*

**9.3.5 Proceedings of the Committee** 51

***Recommendation***

*That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 18 July 2000 relating to the following matters:*

- (1) *Monitoring student progress*
- (2) *Admissions Committee*

**10. Report of the Graduate Studies Committee**

(Professor Grant Steven and Associate Professor Russell Ross, Alternative Chair)



**10.1 Oral report of the Chair**

***Recommendation***

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

**10.2 Report of the meeting held on 19 June 2000** 63-74

**10.2.1 Receipt of report**

***Recommendation***

*That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 19 June 2000.*

**10.2.2 Proposal for a new subject area**

**10.2.2.1 Faculty of Arts: Doctor of Philosophy and Master of Philosophy** 63, 67

***Recommendation***

*That the Academic Board:*

- (i) *approve the proposal from the Faculty of Arts for the introduction of the new subject area of Media and Communication Studies for the degree of Master of Philosophy, for introduction from 2001; and*
- (ii) *on behalf of Senate, approve the amendment of the Resolutions of the Senate relating to the above*

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course, with effect from 1 January 2001, as set out in the report presented.

### **10.2.3 Proposal for a new course**

#### **10.2.3.1 Faculty of Rural Management: Master of Sustainable Agriculture** 63-64, 67-69

##### **Recommendation**

*That the Academic Board note that the Chair of the Board, under delegated authority, has recommended that Senate approve:*

- (i) *the proposal from the Faculty of Rural Management for the introduction in Semester 2, 2000 of the new course, the Master of Sustainable Agriculture; and*
- (ii) *the amendment of the Resolutions of the Senate relating to the above course, with effect from Semester 2, 2000, as set out in the report presented.*

### **10.2.4 Amendment of the Resolutions of the Academic Board**

#### **10.2.4.1 Degree of Doctor of Philosophy** 64-65

##### **Recommendation**

*That the Academic Board approve the amendment of the Resolutions of the Academic Board relating to the appointment of examiners for the degree of Doctor of Philosophy, with immediate effect, as set out in the report presented.*

### **10.2.5 Policy and Procedures for Oral Examinations of PhD Theses at the University of Sydney** 65, 70-74

##### **Recommendation**

*That the Academic Board:*

- (i) *endorse the policy and procedures for oral examinations of PhD theses at the University of Sydney, as set out in the report presented; and*
- (ii) *invite the Graduate Studies Committee to propose amendments to the Resolutions of the Academic Board relating to the Examination Process for the Doctor of Philosophy to give effect to the provisions for oral examinations.*

### **10.2.6 Proceedings of the Committee** 65-66

##### **Recommendation**

*That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 19 June 2000 relating to the following matters:*

- (1) *Membership of the Committee*
- (2) *Report of the PhD Award Sub-Committee*
  - (a) *Student cases: Doctor of Philosophy*
  - (b) *Student cases: Doctor of Juridical Studies*
- (3) *Work in progress*
  - (a) *Quality in postgraduate coursework programs*
  - (b) *Draft University of Sydney (Postgraduate Coursework Courses) Rule*

- (c) Working Party on the Exit Questionnaire
- (d) Working Party on the Accreditation of Supervisors
- (e) Implementation of the Research Training Scheme
- (f) Working Party on the first year of candidature for the degree of Doctor of Philosophy

**10.3 Report of the meeting held on 24 July 2000** 75-95

**10.3.1 Receipt of report**

**Recommendation**

*That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 24 July 2000.*

**10.3.2 The University of Sydney (Postgraduate Coursework Courses) Rule 2000** 75, 83-93

**Recommendation**

*That the Academic Board:*

- (1) *endorse in principle the Committee's recommendation that current Resolutions of the Senate relating to individual postgraduate coursework courses in each Faculty be replaced by:*
    - (a) *a generic set of Rules relating to postgraduate coursework courses ("The University of Sydney (Postgraduate Coursework Courses) Rule"), with effect from 1 January 2001;* 83-89
    - (b) *a Senate Resolution for each postgraduate coursework course, setting out the basic requirements and authorities for the relevant award; and* 90-91
    - (c) *Faculty Resolutions which set out detailed requirements for individual postgraduate coursework courses,* 92-93  
*as detailed in the document presented;*
  - (2) *note that faculties will be required to transfer some of their current Senate Resolutions relating to postgraduate courses to Faculty Resolutions and have these approved in accordance with Academic Board policy;*
- and*
- (3) *authorise its Chair to*
    - (a) *amalgamate the material in the proposed "The University of Sydney (Postgraduate Coursework Courses) Rule" with that in "The University of Sydney (Undergraduate Courses) Rule 1999";*
    - (b) *present the re-drafted "The University of Sydney (Coursework) Rule to the Board, for its consideration;*
    - (c) *prepare a list of Resolutions of the Senate and policies of the Academic Board relating to postgraduate studies that will be rescinded in the light of the new generic courses Rule; and*
    - (d) *redraft Resolutions of the Senate or policies of the Academic Board in the light of the new generic courses Rule and present these to the Graduate Studies Committee for consideration.*

### 10.3.3 Proposals for new and amended postgraduate courses

#### Faculty of Health Sciences

##### 10.3.3.1 Master of Health Information Management, Master of Health Science (Health Informatics) and Master of Health Science (Clinical Data Management) 75-77, 94-95

###### **Recommendation**

*That the Academic Board recommend that Senate approve:*

- (a) *the proposal from the Faculty of Health Sciences for the introduction in 2001 of the new courses, the Master of Health Information Management, the Master of Health Science (Health Informatics) and the Master of Health Science (Clinical Data Management); and*
- (b) *the amendment of the Resolutions of the Senate relating to the above courses, with effect from 1 January 2001, as set out in the report presented.*

#### Faculty of Health Sciences

##### 10.3.3.2 Master of Health Science (Neurological Physiotherapy), Master of Health Science (Paediatric Physiotherapy), Master of Health Science (Cardiopulmonary Physiotherapy), Master of Health Science (Physiotherapy), Master of Health Science (Manipulative Physiotherapy), Master of Health Science (Sports Physiotherapy) 77-78, 94-95

###### **Recommendation**

*That the Academic Board recommend that Senate approve:*

- (a) *the proposal from the Faculty of Health Sciences for the introduction in 2001 of the new courses, the Master of Health Science (Cardiopulmonary Physiotherapy), the Master of Health Science (Manipulative Physiotherapy), the Master of Health Science (Neurological Physiotherapy), the Master of Health Science (Paediatric Physiotherapy), the Master of Health Science (Physiotherapy) and the Master of Health Science (Sports Physiotherapy); and*
- (b) *the amendment of the Resolutions of the Senate relating to the above courses, with effect from 1 January 2001, as set out in the report presented.*

#### Faculty of Science

##### 10.3.3.3 Graduate Certificate in Applied Science (Molecular Biotechnology), Graduate Diploma in Applied Science (Molecular Biotechnology) and Master of Applied Science (Molecular Bio technology) 78-79, 95

###### **Recommendation**

*That the Academic Board recommend that Senate approve:*

- (a) *the proposal from the Faculty of Science for the introduction in 2001 of the new courses, the Graduate Certificate in Applied Science (Molecular Biotechnology), the Graduate Diploma in Applied*

- (b) *Science (Molecular Biotechnology) and the Master of Applied Science (Molecular Biotechnology); and the amendment of the Resolutions of the Senate relating to the above courses, with effect from 1 January 2001, as set out in the report presented.*

**10.3.4 Amendment of the Resolutions of the Academic Board: Examination Process for the degree of Doctor of Philosophy** 79

***Recommendation***

*That the Academic Board amend the Resolutions of the Academic Board relating to the Examination Process for the Degree of Doctor of Philosophy, with immediate affect, as set out in the report presented.*

**10.3.5 Proceedings of the Committee** 79-82

***Recommendation***

*That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 24 July 2000 relating to the following matters:*

- (1) *Membership of the Committee*
- (2) *Report of the PhD Award Sub-Committee*
  - (a) *Combined Faculty and University Examination Decisions for 1999*
  - (b) *Report from faculties*
    - (i) *Second quarter of 2000*
    - (ii) *Summary of examination times*
  - (c) *Student cases considered by the Sub-Committee*
    - (i) *Doctor of Philosophy*
    - (ii) *Doctor of Juridical Studies*
- (3) *Report of the Coursework Sub-Committee*
- (4) *Work in progress*

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

(Professor Judyth Sachs)



**11.1 Oral report of the Chair**

***Recommendation***

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

**11.2 Report of the meeting held on 1 June 2000** 96-97

**11.2.1 Receipt of report**

***Recommendation***

*That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 1 June 2000.*

**11.2.2 Proceedings of the Committee** 96-97

***Recommendation***

*That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 1 June 2000 relating to the following matters:*

- (1) *Report of the Pro-Vice-Chancellor (Teaching and Learning)*
- (2) *Australian University Quality Agency*
- (3) *Reflection on IT in Education Forum and related issues*
- (4) *Other business*

## 12. Report of the Research Committee

(Professor Les Field)



### 12.1 Oral report of the Chair

#### **Recommendation**

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

### 12.2 Report of the meeting held on 24 May 2000 98-100

#### 12.2.1 Receipt of report

##### **Recommendation**

*That the Academic Board receive and note the report of the Research Committee meeting held on 24 May 2000.*

#### 12.2.2 Proceedings of the Committee 98-100

##### **Recommendation**

*That the Academic Board note the proceedings of the Research Committee meeting held on 24 May 2000 relating to the following matters:*

- (1) *Draft Code of Conduct*
- (2) *Plagiarism*
- (3) *Severance Pay*
- (4) *Correspondence*
- (5) *U2000 Postdoctoral Research Fellowships*
- (6) *Research and Research Training Management Plan*
- (7) *Reports*
  - (a) *Pro Vice Chancellor (Research), Professor David Siddle*
  - (b) *Dr Nino Quartararo, A/g Director, Research and Scholarships Office*
  - (c) *Dr Claire Baxter, Director, Business Liaison Office*
  - (d) *Ms Merrilee Robb, Director, Research Development*

### 12.3 Report of the meeting held on 20 June 2000 101-103, Separate enclosure

#### 12.3.1 Receipt of report

##### **Recommendation**

*That the Academic Board receive and note the report of the Research Committee meeting held on 20 June 2000.*

#### 12.3.2 Proceedings of the Committee 101-103, Separate enclosure

##### **Recommendation**

*That the Academic Board note the proceedings of the Research Committee meeting held on 20 June 2000 relating to the following matters:*

2. *Proceedings of the Committee*
  - (1) *Draft Code of Conduct*
  - (2) *Plagiarism*
  - (3) *Severance Pay*
  - (4) *Correspondence*
  - (5) *Implementation of Research Training Scheme*
  - (7) *Reports*
    - (a) *Pro Vice Chancellor (Research), Professor David Siddle*
    - (b) *Dr Nino Quartararo, A/g Director, Research and Scholarships Office*
    - (c) *Dr Claire Baxter, Director, Business Liaison Office*
  - (8) *Other Business*

### **13. Report of the Library Committee**

(Professor Lawrence Cram)



#### **13.1 Oral report of the Chair**

***Recommendation***

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

#### **13.2 Receipt of report**

***Recommendation***

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

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

(Associate Professor Ros Arnold)



#### **14.1 Oral report of the Chair**

***Recommendation***

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

#### **14.2 Report of the meeting held on 21 June 2000**

104

##### **14.2.1 Receipt of report**

***Recommendation***

*That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 21 June 2000.*

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

104

***Recommendation***

*That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 21 June 2000 relating to the following matters:*

- (1) *Clinical Titles*

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- (2) *Report of the Chair*
- 14.3 Report of the meeting held on 26 July 2000** 105-109
- 14.3.1 Receipt of report**
- Recommendation***  
*That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 26 July 2000.*
- 14.3.2 The Academic Promotion Appeals Policy** 105, 106-109
- Recommendation***  
*That the Academic Board endorse and recommend to the Deputy Vice-Chancellor (Planning and Resources) for approval amendments to the Academic Promotion Appeal Policy, as set out in the report presented.*
- 14.3.3 Proceedings of the Committee** 105
- Recommendation***  
*That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 26 July 2000 relating to the following matters:*
- (1) *New Committee Member*  
(2) *Procedure for Award of Title for Clinical Associate Professor*  
(3) *Academic Promotions Policy*  
(4) *Report of the Pro-Vice Chancellor (Employee Relations)*  
(5) *Report of the Chair*
- 14.3.4 Alternative Chair of the Academic Staffing Committee**
- Recommendation***  
*That the Academic Board approve Professor Sue Armitage as the Alternative Chair of the Academic Staffing Committee for the period to 31 December 2000.*
- 15. General Business**
- 15.1 Academic Board meeting schedule – 2001** 110
- Recommendation***  
*That the Academic Board adopt the draft meeting schedule for the year 2001 as set out in the report presented.*
- 15.2 Delegation of authority to the Chair** 110
- Recommendation***  
*That the Academic Board authorise the Chair of the Board to act on its behalf in any urgent matter that may arise following the Board meeting on 16 August 2000 and that cannot await the meeting of the Board on 11 October 2000.*

**15.3 Report on the Promotion of Academic Staff from Level A to Level B in 2000** 110-111

***Recommendation***

*That the Academic Board note the report on the promotion of academic staff from Level A to Level B in 2000.*

**15.4 Academic Board elections 2000** 111-112

***Recommendation***

*That the Academic Board note the key dates for Academic board elections to be held later in 2000 for members in the following categories:*

- (a) One undergraduate and one postgraduate student member of the Academic Board*
- (b) Chair of the Academic Board*
- (c) Five Deputy Chairs of the Academic Board*
- (d) Three professorial members of the Academic Board*
- (e) Three members of the Academic Board who are heads of department*
- (f) Three non-professorial members of the Academic Board*

**15.5 Report of the Vice-Chancellor and Principal on proctorial matters**

***Recommendation***

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

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## AGENDA ITEM 5. Report of the Chair

### 5.2 General report

#### 1. Pilot project: Flexible entry scheme

It is generally acknowledged that the UAI is the best single, school results based, predictor of success in many university courses currently available. The measure is at its best in this regard at the higher levels of UAI achievement. However, there is a view that at intermediate and lower levels of performance the predictive validity of the UAI may be improved if it is augmented by other information about the applicant. Even at higher levels, there may be advantages in adding to the UAI other criteria for admission. There is, therefore, growing interest within the University to develop a wider range of admission options into undergraduate courses in order to:

- admit students with the highest probability of being successful academically, including fine-tuning admissions to courses requiring particular aptitudes;
- take better account of social and economic factors that may have been detrimental to a student's high school performance, for students not eligible for Broadway entry;
- reduce the excessive public concentration on the University Admission Index as a benchmark for school or student performance and potential, consistently with New South Wales Government policy;
- raise the academic standing of courses by raising the published UAI entry requirements; and
- provide more opportunities for schools and for potential students to develop links with the university prior to admission, to assist the school — university transition.

These issues have been discussed at Senate, at the Deans' Planning Workshop and at Academic Forum. Recognising the strong desire to explore a more flexible approach to the use of the UAI, but also acknowledging the need to move cautiously in such a critical academic area, I **ask** the Academic Board to approve a one-year pilot program to investigate more flexible entry schemes. Such approval lies within the Academic Board's delegated authority to approve "additional procedures relating to the UAI used as a basis for admission".

To implement the pilot program, the Chair of the Academic Board and the Registrar would work with a small number of Faculties to: (a) establish the UAI required for "automatic" entry into selected courses, in a manner similar to that used at present; and (b) establish and publish the criteria to be used to determine special aptitude for, or interest in, the relevant courses. Criteria that could be used would be chosen from the following list:

- a portfolio prepared by the student, or relevant work or other experience, demonstrating proficiency in fields of learning relevant to the course;
- strong academic performance in HSC subject areas related to the course;
- proficiency in areas that require high-level learning, such as a second language learned at high school;
- extracurricular activities that are relevant to the course, or that demonstrate confidence and maturity; and
- performance in a structured interview conducted by the faculty concerned.

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## **2. Report to the Academic Board on the Sydney Summer School Program — 2000**

The Pro-Vice-Chancellor (Teaching and Learning), Professor Paul Ramsden, and the Director of the Sydney Summer School Program, Dr Jim Sait, have kindly provided a report on the Summer School Program for 2000. (Pages 21-25)

The report contained several pages of information on student responses which could not be published in the Board agenda, but which are available from Dr Sait.

## **3. Report on Examination and Assessment Procedures for Semester 1, 2000**

The accelerated Olympic timetable for the return of examination results in Semester 1 worked well. I acknowledge the tremendous co-operation of Principal Examiners and Heads in meeting the aggressive deadline of 30 June for the return of results. By this date, 87% of results had been returned. Approximately 80% of Semester 1 examination results were returned electronically, reducing by approximately 50% the number of paper returns. The move to increasing use of electronic returns is greatly appreciated, as the results are processed much faster, giving students quicker feedback. My thanks to all concerned for this great effort.

I have received representations from several Deans and Heads about the pressure the tight timeframe placed on some departments and schools. After discussions with the Registrar and the Director, Student Centre, I am pleased to inform the Board that the closing date for returning results will be set nine days after the date of the last examination. This time frame is not unlike that used in previous normal years. A draft timeline for Semester 2 Examination and Result Processing is attached for your information. (Page 26)

As there is to be longer time for marking in Semester 2, all results will need to be returned electronically if faculties plan to review results in the week before Christmas. The Student Centre and FLEXSIS Production Support Team will be available to provide the necessary training and support in this regard.

Currently there are still approximately 5000 Semester 1 results of INC or blank on FLEXSIS. The Board's procedures for converting these results are currently being implemented. It will be imperative that all Semester 2 examination results be finalised with marks and grades and returned to Student Records by the proposed deadline of 8 December. This will ensure that :

- (1) the Exclusions process operates correctly using complete results for all units of study;
- (2) complete academic records are returned to UAC to enable the 2001 Admissions process to work correctly; and
- (3) pre-enrolment for 2001 will work correctly using complete result data.

The publication of examination results progressively on the Web worked well and was appreciated by students. As at 14 July 18,530 students had visited the results web site.

To obtain a clearer perspective of the impact of the new examinations policy, I have asked the Student Centre to provide detailed information on the number and length of examinations in relation to credit point values. This information will be available for discussion by the Teaching and Learning Committee, and at the October Board meeting.

## **4. Action taken under delegated authority**

When the Board cancelled its July 2000 meeting, it authorised the Chair of the Board to act on its behalf in any urgent matter which arose following the June Board meeting and which could not await the August Board meeting.

I have acted on behalf of the Board in the following matters:

(1) **Proposal from the Faculty of Rural Management for the new degree of Master of Sustainable Agriculture**

On the recommendation of the Graduate Studies Committee, I have recommended to Senate approval of the proposal from the Faculty of Rural Management for the introduction from 1 July 2000 of the new course, the Master of Sustainable Agriculture. The Committee's report from its meeting of 19 June 2000 on the proposal for this new course is set out at agenda item 10.2.3.1. (Pages 63-64)

(2) **Recommendation from the Faculty of Medicine for the amendment of the Resolutions of the Senate relating to the Constitution of the Faculty of Medicine and to Student Membership of the Faculties, College Boards and Boards of Studies**

On the recommendation of the Faculty of Medicine, I have recommended to Senate approval of the amendment of the Constitution of the Faculty of Medicine and the Resolutions of the Senate relating to Student Membership of the Faculties, College Boards and Boards of Studies, as set out below in the shaded boxes.

The purpose of these amendments is:

- (i) to reflect the introduction of the new four year graduate program; and
- (ii) to make provision for membership of the Faculty by the President of the Faculty's Postgraduate Society, in addition to an elected postgraduate student member. (Postgraduate student members in the Faculty have increased considerably over the last few years — currently over 1000 — and a greater postgraduate student representation on Faculty therefore seems appropriate.)

The Resolutions of the Senate relating to the Constitution of the Faculty of Medicine (p 477, 1999 Calendar, Volume 1: Statutes and Regulations, as amended by Senate 7 February 2000) are amended with immediate effect as follows (new text underlined, deleted text struck through):

- (r) the Senior Graduate President of the University of Sydney Medical Society, provided that person is a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Faculty;
- (s) the President of the Faculty of Medicine Postgraduate Society, provided that person is a candidate for a postgraduate degree in the Faculty;
- ~~(t)~~ not more than ~~seven~~six students elected in the manner prescribed by the resolution of the Senate;
- ~~(u)~~ such other persons as may be appointed by the Faculty on the nomination of the Dean.

The Resolutions of the Senate relating to student membership of the Faculty of Medicine (p 114 and p116, Calendar 1999 Volume 1: Statutes and Regulations) are amended with immediate effect as follows:

**Delete** current Resolutions 1.(11) and 8.(5) and **replace** with the following:

- 1.(11)** There shall be six student members of the **Faculty of Medicine**, namely –
- (a) the Senior Graduate President of the University of Sydney Medical Society, provided that person is a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Faculty;
  - (b) the President of the Faculty of Medicine Postgraduate Society, provided that person is a candidate for a postgraduate degree in the Faculty; and
  - (c) four elected students, being –
    - (i) one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the First Year of that course;

- (ii) one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Second Year of that course;
- (iii) one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Third Year of that course;
- (iv) one student enrolled as a full-time candidate for a postgraduate degree or for a postgraduate diploma in the Faculty.

- 8.(5) (a) The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.(11)(c)(i) shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the first year of that course.
- (b) The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.(11)(c)(ii) shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the second year of that course.
- (c) The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.(11)(c)(iii) shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the third year of that course.

(3) **Request from the Sydney Conservatorium of Music to extend the deadline for diploma and associate diploma courses to meet Australian Qualifications Framework Guidelines and for the re-drafting of Resolutions pursuant to The University of Sydney (Undergraduate Courses) Rule**

The Sydney Conservatorium of Music reported that three of its smaller awards do not meet the Australian Qualifications Framework guidelines in terms of length of candidature:

- Associate Diploma in Jazz Studies (AQF Guidelines provide for one-year length of candidature);
- Diploma of Music and Diploma of Opera (AQF Guidelines provide for two-year length of candidature)

Reviews of these three awards are now in progress, and the Conservatorium requested approval for the courses to continue under their existing structure for 2001, pending recommendations from the review committees.

The Conservatorium also reported that it has completed reviewing and redrafting course regulations for its major awards in line with The University of Sydney (Undergraduate Courses) Rule. It has redrafted the regulations for the Diploma of Music, and those for the Associate Diploma in Jazz will be completed shortly. As there is doubt about the future of the Diploma of Opera, the Conservatorium has not redrafted its regulations and seeks permission to operate under the existing regulations in 2001.

I have approved these requests from the Conservatorium.



# The University of Sydney

## Report to the Academic Board on the Operation of the Sydney Summer School Program – 2000

### 1 Summary

- Student demand for the Sydney Summer School program was again very positive. More than 1,244 students enrolled in 1,751 units of study selected from 95 units offered by the Faculties of Arts, Economics, Education, Engineering, Law, Health Sciences, Medicine and Science. This represents an increase in the number of students participating since 1999 of 315 (34%) and an increase in the number of units of study selected of 474 (37%).
- The published brochure listed 95 Units of Study (including 58 offered at 2<sup>nd</sup> and 3<sup>rd</sup> year level and some offered in conjunction with classes for students of Macquarie University). Of the total number, 20 (or 22%) were cancelled. This represents an improvement in the cancellation rate from 1999 where 37 of the original 98 units of study (or 38%) were withdrawn. It will be important to make sure that this cancellation rate further decreases.
- The Summer School generated \$2.26M of gross fee income, an increase of \$566,000 over the previous year. Of this total amount, \$85,000 represents revenue foregone in the form of fee waivers. Of the remainder, 15% was returned to the Vice Chancellor's strategic development fund and about 4% to the DVC (Academic and International) and PVC (Teaching and Learning) for administrative support and as earmarked quality funds. Approximately 21% of the remainder was used to defray the costs of the Summer School (including library costs). Because of a policy decision that faculties would pay the teaching staff, this means that about 64% of received fee income will be returned to faculties and departments.
- The Summer School continued to operate on a separate student system. For students and for general and academic staff, the Summer School is nevertheless a departmentally-managed activity. Units of study are proposed for inclusion by departments and approved by Deans. Teaching strategies, timetabling and assessment strategies are all devised within departments and teaching staff are appointed through departments. The Summer School office provided a teaching workshop delivered by the Institute for Teaching and Learning aimed at assisting Summer School staff to consider strategies for teaching in intensive mode.
- Enrolments for the Summer School were accepted and managed via the enquiry counter at the Student Centre, making it easier for students to perceive their Summer School activities as aligned with their mainstream study. Thanks to the Registrar and to the Director of the Student Centre, this operation went very smoothly.
- In keeping with the view that students perceive their Summer School studies as more closely aligned with their semester activities, the results to students were sent out under the name of the Registrar and indicating that the credit, including mark and grade, of the result would be transferred to the student transcript if they had indicated this on their enrolment form. In future when the Summer School can enrol students through FlexSIS this will become even easier and all results will be entered on the student's transcript automatically.

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- The 2000 Summer School was successful. The numbers of registrations increased and there was a great deal of positive feedback from both students and academic staff. However, both formal and informal feedback on the pilot operation has provided us with many indicators of areas where improvement is possible.

## **2 Academic Results**

- Success rates for Summer School compare well with those of normal semesters. Much of this success can be attributed to the high motivation of the students and the energy of the teaching staff.
- Informal feedback on the Summer School operation has in general been positive both from the point of view of student/teacher experience and as a university operation. This feedback is supported by the formal evaluation carried out by the Institute for Teaching and Learning. Tabulated responses to two questionnaires sent to students. Issues and problems arising from the evaluation and those drawn from the operational experience of the pilot program will be considered in the preparation of the future summer school policy.
- The policy on conversion of results has been clarified. In 2000, students indicated whether they wished their result to appear on their transcripts. Results were given to the Student Centre and those which students had requested be added to their transcripts were disclosed. In 2001, all results for award courses will automatically appear on transcripts under the corresponding awards.

## **3 Management and Administration**

- The 2000 Summer School administration and organisation was delivered by a core staff of 2.5 FTEs. The former Director of Operations, Anne Wrightson, left in September after having established the Summer School administration at a high level of efficiency. Her departure reduced the core staff to 1.5 during the period of enrolment and delivery. A number of casual appointments assisted with the peak marketing and enrolment periods. As in 1999, Dr Michael Paton from the Faculty of Economics was appointed and paid an honorarium to act as Deputy Academic Director of the Summer School (in the main to absorb the extra academic workload from the Faculty of Economics but Dr Paton also deputised on occasions for the Academic Director, Dr John Mack). Support for financial activities was provided by the portfolio of the DVC (Academic and International).
- In addition we were fortunate in obtaining the willing help of all general, academic and administrative staff across the university whose expertise was needed in order to solve the various organisational problems associated with the growing Summer School operation. These areas included the Student Centre (where enrolment facilities were set up), Faculty Offices, Security and Traffic Offices, the Yeoman Bedell and all other attendant offices, Facilities Planning, Room Bookings, Fisher Library, Student Services, the Institute for Teaching and Learning, Revenue Services, and ITS. Where the Summer School operation results in a significant increased demand for services from these areas they are charged directly to the Summer School.
- The student enrolment system coped well with the increasing demand. However, the Summer School looks forward to the time when it will be able to enrol students through FlexSIS.
- In terms of University inputs and resources, the 2000 program continued to rely on seed funding from the three major faculties involved in the first year of the program. Over the next three years it is hoped that this seed funding can be repaid and the Summer School establish a sufficient reserve to maintain it on an annual basis. No formal budget was drawn up for the year so there

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was a great deal of pressure on Summer School staff to minimise expenditure. A budget has been drawn up for the coming year and the operation will continue to receive no central funding.

- A review of the Summer School policy which began in late April will need to reflect on the manner in which the summer school finances its activities. Policies to be reconsidered include administrative charges to students who withdraw.

#### **4 The Summer School Market**

- As previously, the main thrust of the publicity and marketing activity was focused on our own students and timed to coincide with student decision-making about ongoing enrolment. Mailouts to students with their examination results constituted one of the main marketing efforts. The production of *The Sydney Summer School Information Book* provided good hard copy background for the offerings. The website listing of summer school units of study was supplemented with a web registration form and links to a Summer School unit of study database as well as other useful information (e.g. 'frequently asked questions'). Publicity was also directed overseas and interstate, and towards informing high school students about to finish Year 12. Summer School staff participated in Courses and Careers Day, Information Day and specific days for careers advisers and school principals.
- Both anecdotal and statistical evidence suggests that the Summer School is becoming better known among the student population of the university. One of the most effective marketing tools would appear to be 'word of mouth' based on the success of past students. Staff are repeatedly told, 'I'm doing it because my friend did it last year.' Nearly 300 students on the enrolment form indicated that they heard about the Summer School from fellow students. The website will become even more effective as a marketing tool in the coming year because the numbers of students who use USYDnet is increasing dramatically.
- Cooperative marketing also helps to spread the word about the Summer School. During the enrolment period Summer School staff provided links to activities taking place elsewhere in the university during the summer break. These included Bridging Courses being run by various academic departments and the Centre for Continuing Education, Piano and Clarinet Festivals at the Conservatorium and programs at the National Voice Centre. In turn staff in these other areas of the university have directed interested students to the Summer School.
- Unfortunately the evaluation instruments used in 2000 did not ask students why they had enrolled in the Summer School. However, evidence from the patterns of enrolment in 2000 indicates that the target market groups were as expected. In summary the major market groups still appear to be:
  - (a) Students re-sitting failed units
  - (b) Students taking prerequisites needed for the following year
  - (c) Students who have undertaken summer school units previously
  - (d) Students taking units to speed degree completion
  - (e) Students taking units in order to graduate in 2000
  - (f) Students from other universities (there were over 100 enrolments in this category, twice as many as in the previous year)
- The better planning of our advertising and recruitment efforts within the university during 1999 had the desired effect of raising awareness about the Summer School across the whole university and consolidating the efforts of the previous two years. It is expected that for the 2001 Summer School greater efforts will be made to recruit students from universities interstate and overseas. We had increasing successes in these areas in 2000 and see this as a significant growth area.

- Encouragement of HSC students (Year 12 completions) to undertake Summer School study needs to be considered carefully. This year's cohort of seven (an increase from three in 1999) generally did well. There were two HDs (one of 99%), and one D; however, there were also one F and an AF, suggesting that some care needs to be taken in advising these students. The data entry in this area is not accurate as some students from overseas have a birth date which is later than 01/01/1982 and therefore must also be very recent high school graduates.

## **5 Factors that impact on the future success of the Summer School operation**

- The Summer School is now confirmed as a continuing operation and a new Director, Dr Jim Sait, has been appointed. This will undoubtedly contribute to a sense of stability in the operation and a desire on the part of many staff to develop new offerings. However, with this comes a need to articulate clearly the policy for the Summer School. To that end a Summer School Advisory Committee was set up. It included the former Director of the Summer School, representatives from the three Colleges and from both academic and general staff. Among these are two former chairs of the Academic Board. Written submissions will be sought from the two major industrial unions involved. While it is not expected that there will be any major changes from the policy document created for the Pilot Summer School Program, it is likely that some of the policies and procedures under which the School operates will need to be clarified and publicised. A new policy document should be available for approval or amendment by the Academic Board by mid-year.
- It is appropriate here to note the considerable effort that Dr John Mack as Academic Director has put into the development of the Summer School. Over the past three years, his thoughtful and energetic work has contributed substantially to its success.
- It is also worth noting that the good will of departments and faculties in taking on a new venture has been the cornerstone on which the success of the three previous Summer Schools has been built. The enthusiasm they have generated among staff has contributed enormously to the success of the programs and the many innovations in teaching which the school has inspired. Many academic and general staff clearly saw the school as an advantage for their students as well as being a source of income for their departments.
- A key factor for the success of future schools is to find ways in which departments have an incentive to offer an attractive range of programs. Equally it will be important for all participating departments to feel that they are being treated equitably with regard to the disbursement of income. Taxation on the returns to departments must be spelled out before commitment can be made. The ability to forecast likely benefits within departments is crucial, and for future schools this is a matter to be resolved urgently via improved models for budget and funds distribution. Accurate budget forecasting is particularly important as a contributing factor in minimising the number of cancelled classes.
- Equally important will be the need to make sure that more faculties and departments increase their participation in the Summer School so that university offerings are well represented. The relatively low number of third year subjects will need to be addressed. Postgraduate studies (particularly course work and project work) might well find useful the administrative and marketing expertise of the Summer School office.
- Another factor in success is the quality of the information systems we use to administer the Summer School operation. The system has proved to be very robust in coping with the expanded form of the Summer School. However, it is also vital that resources are available to develop and update the website and to develop a more effective online enrolment process. These

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improvements would be of great advantage to the Summer School marketing effort overseas and interstate.

- The Summer School office has been moved into the Gatekeeper's Cottage on City Road. There is sufficient accommodation here to cope with some further growth in permanent and casual staff over the next five years. Also, the sandstone image and the gateway context should prove a useful marketing tool for both interstate and overseas markets.
- Processes for appointment and payment of teaching staff have changed in the past year. Departments have always been wholly responsible for the appointment of teaching and general staff (in line with university policies). However, a considerable burden has been lifted from the Summer School by faculties taking on the responsibility for disbursing funds to departments in order to cover all staffing costs.
- Other factors which influence the success of the Summer School and need attention in the course of the following year include:
  - Opportunities for marketing
  - Rapid dispersal of the funds to the relevant departments
  - Opportunities for seeking new student enrolments
  - Early provision of Semester 2 examination results: 362 students indicated that their enrolment was dependent on their second semester results (this would undoubtedly enhance enrolments and also prevent the unnecessary cancellation of units).

## **6 The 2001 Summer School**

- As the university has confirmed its intention to continue the Summer School in a similar form, we have assigned Tuesday 2<sup>nd</sup> January to Friday 16<sup>th</sup> February as the period of the 2001 Summer School. These weeks and the following week for examination marking and results posting (19<sup>th</sup> to 23<sup>rd</sup> February) represent the only available weeks for the Summer School in the present University calendar.
- Improvements will need to be made in the following areas following consultation with the university community during the policy review:
  - Teaching staff contractual matters including recruitment, workload and research time
  - Academic structure of the Summer School (class sizes, timetabling etc)
  - Administrative matters between Summer School, faculties, departments, Student Records (including entry requirements)
  - The early adoption of FlexSIS
- Consultation commenced with all Deans in April regarding the planning of a program of UG/PG units of study for the 2001 Summer School. It is expected that units of study to be offered will be published with the Semester 1 results in July and that the full Summer School brochure will be available in September.

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## **DRAFT Timeline for Examination Results Processing for Semester 2, 2000**

Exam schedules due at Examinations Office	Friday 30 June
Release of Draft Examination Timetable	Monday 4 September
Exam paper scripts due at Examinations Office	Thursday 14 September
Release of Final Examination Timetable	Thursday 12 October
Produce electronic class lists for departments/schools to verify local systems	Monday 16 October
Examination seat numbers on Web/Noticeboards	Monday 23 October
Printed Exam papers from departments due at Examinations Office	Monday 30 October
Stuvac starts	Monday 6 November
Examinations start	Monday 13 November
Results due for Dentistry V and Vet. Science V	Wednesday 29 November
Results due for Year IV Honours	29/30 November
Results due for Medicine VI	Thursday 30 November
Heads of Department return approved results to Student Records	Monday 13 November – Friday 8 December
Results published progressively on Web from (NOT on Central Noticeboards)	Friday 8 December
Deadline for examination results to Student Records	Friday 8 December
Exam registers and grade distributions produced for faculties to review from	Monday 18 December
Official result notices produced for posting to students	Wednesday 20 December

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## **AGENDA ITEM 7.**

### **Report of the Academic Forum**

#### **7.1 Report of the Academic Forum meeting held on 17 July 2000**

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

The Academic Forum **recommends** that the Board receive and note the following report of the meeting held on 17 July 2000.

##### **2. Forum Focus: Educational Access to the University of Sydney**

Speakers were Professor Lawrence Cram, Chair, Academic Board, Associate Professor John Mack and Dr Margaret Edmond, Director, Student Services. Each speaker elaborated on summary papers circulated with the agenda.

Professor Cram outlined issues addressed in his paper, *Enriched Pathways to Admission*. He detailed reasons for a growing interest within the University to develop a wider range of options to determine eligibility for admission into undergraduate courses than was currently taken into consideration. While recognising the value of the UAI as a predictor of success at University, Professor Cram argued the range of benefits which could flow if other criteria to do with a candidate's interest in or aptitude for a course were taken into account. Such criteria would need to be identified and published, and would vary from faculty to faculty in accordance with a faculty's particular circumstances and needs. A pilot program to be trialed for admissions in 2000-2001 was foreshadowed: the pilot might involve one or two courses in one or two faculties, with candidates being admitted if they met a raised UAI cut-off or, having a UAI below the elevated cut-off, if they were able to demonstrate a particular interest in or aptitude for the course, as assessed against pre-determined criteria.

Professor Mack elaborated on his paper, *Transfer between sectors under the new ANTA Agenda*, describing a new accreditation system developed by ANTA which was based on capacity to meet competencies defined in relation to each of the various levels of qualifications in the VET and Higher Education sectors. He spoke of the desirability of broadening access to higher education courses, citing studies in progression rates which demonstrated that these were similar for students admitted on the basis of secondary or TAFE/VET studies or with credit transfer. He was of the view that it was not advisable for a university to focus on one education transition time, i.e. the HSC or equivalent, as the basis for admission to undergraduate courses, and spoke of initiatives at other universities to recognise TAFE studies for admission and to collaborate with TAFE institutions in the development and delivery of articulated TAFE/HE courses.

Professor Mack suggested members seeking more information on these issues might wish to refer to the recently published AVCC-ANTA Credit Transfer Report, *From Pathways to Partnership*, available on the AVCC website at <http://www.avcc.edu.au/avcc/actp/index.html>.

Dr Edmond spoke to her paper *Support for Disadvantaged Students*, focussing on issues to do with providing support for students once they had gained access to the University.

Dr Edmond raised the following points:

- this University's performance with equity groups was relatively high, despite some perceptions in the community to the contrary;
- whilst some specialised student services were directly focused on the needs of disadvantaged students, many of the services supporting disadvantaged students could also benefit all students;
- students in transition from school or work to the university environment needed a broad range of support services including accommodation, casual employment, financial

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assistance, careers, academic support services such as the Learning Centre and Mathematics Learning Centre, and the training and support offered by the University Library and the Computer Access Centres;

- both developmental and remedial services were needed and there was an inevitable tension in the allocation of resources between these two approaches to student support;
- student support services need to be provided by coordinated central student support services integrated with Faculty student support initiatives. The Sydney Welcome, Orientation and Transition (SWOT) Program initiated in First Semester 2000 exemplified the value of an integrated development of support for students by central student support services, the Library and Computer Access Centres and the Faculties. This will need to be further developed in Faculties with the support of ITL and in enhanced central services programs and activities throughout the academic year;
- the major increase in time allocated by full time students to work commitments has recently been confirmed by research showing more full time students are working and full time students are working more hours.

During discussion, members raised a range of issues for consideration, including the following:

- raising the UAI cut-off might in fact increase community focus on the UAI;
- applying too broad a range of criteria to assess aptitude/interest might make their consistent application and equitable outcomes difficult to achieve;
- interviews would need to be conducted by trained interviewers; they would need to be carefully constructed, and might involve external members of a relevant profession where appropriate;
- the experience with the admission process for undergraduate degrees in Medicine and Dentistry indicated that consistency in applying and assessing against a range of criteria can be achieved provided that uniform criteria were adopted and pre-determined evaluation scales applied;
- the University could develop special studies programs for secondary students on accelerated programs of HSC study; credit transfer arrangements would need to be defined for such students who would undertake University-level studies prior to their formal admission to a course.

The Chair thanked presenters and members for a stimulating discussion.

### 3. Proceedings

#### (1) Question time

##### (a) **Amendment of the Rules of the Senate: degree of Doctor of Philosophy: length of candidature**

The President of SUPRA raised a number of questions about the above matter, arising from the report of the Academic Board meeting of 14 June 2000.

The Chair of the Academic Board reported that the proposal to amend Rules relating to the length of PhD candidature originated in the White Paper on Research, and that related initiatives would facilitate its implementation in the context of provision of appropriate support to PhD candidates. Initiatives included training of supervisors, provision of appropriate study space for students and access to Library and IT facilities.

The Chair of the PhD Award Sub-Committee drew attention to one of the most common problems identified by PhD supervisors and examiners: many theses were too long and mechanisms that would guide candidates to the preparation of more concise theses would be welcomed.

**(2) Reports for noting**

The Forum noted the following reports:

- (a) Reports from Senate
  - (i) Report tabled at the Academic Board meeting of 14 June 2000 in the report of the Chair of the Academic Board
  - (ii) Report tabled at the Academic Board meeting of 14 June 2000 in the report of the Vice-Chancellor and Principal
- (b) Report from the Vice-Chancellor
- (c) Report from the Chair of the Academic Board

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## AGENDA ITEM 8. Reports of Faculties and Boards

### 8.1 Report of the Faculty of Nursing

The Faculty met on 24 July 2000.

#### 1. Amendment of the Resolutions of the Senate: Constitution of the Faculty of Nursing *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 Nursing.*

This amendment will allow the Faculty's Constitution to reflect the wishes of the Faculty to recognise:

- (i) fractional academic staff;
- (ii) as recognition of his contribution to include Professor J A Young, Pro-Vice Chancellor (Health Sciences);
- (iii) to include Deans of those Faculties with whom the Faculty has linkages;
- (iv) the Faculty Manager and the Librarian of the Mallett St Library and;
- (v) to amend the ratio of undergraduate to postgraduate students to reflect the Faculty's present student intake.

*The Constitution is amended and set out below with new text underlined and in italics and text to be deleted struck through.*

#### CONSTITUTION OF THE FACULTY OF NURSING

The Faculty of Nursing shall comprise the following persons:

1. (a) the professors, readers, associate professors, ~~principal lecturers~~, senior lecturers, lecturers, associate lecturers and postgraduate fellows who are full-time *or at least half time* members of the ~~teaching~~ academic staff in the Departments of Clinical Nursing ~~Family and Community Health in Nursing, Life Sciences in Nursing and Professional Nursing~~ and Family and Community Nursing, and the Research Centre for Adaptation in Health and Illness;
- (b) the professors, readers, associate professors, ~~principal lecturers~~, senior lecturers, lecturers, associate lecturers and postgraduate fellows being members of the ~~tenured, tenurable and fixed term teaching~~ academic staff who are on continuing or fixed term appointments (of at least two years) in the departments and research centres included in sub-section (a);
- (c) Professor J A Young, Pro-Vice Chancellor (Health Sciences);
- (d) the Dean, or a nominee of the Dean, of each of the Faculties of ~~Education, Arts,~~ Health Sciences, Medicine, Pharmacy and Science;
- (e) the Head of the Department of Rural Health;
- (f) ~~the Head, or a nominee of the Head, of each of the Schools of Behavioural and Community Health Sciences and Biomedical Sciences within the Faculty of Health Sciences~~;
- (f) the Faculty Manager;
- (g) the Librarian of the Mallett Street library;
- (h) full-time members of research staff of the departments and research centres included in sub-section (a) who hold appointments of research fellow and above;
- (i) not more than five students, i.e. ~~four~~ three students enrolled in an undergraduate degree or diploma and one student enrolled in a postgraduate coursework degree or diploma offered by the Faculty, and one from among the postgraduate research students elected in the manner prescribed by resolutions of Senate;

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- (j) persons upon whom the title of adjunct professor, adjunct associate professor, clinical professor, clinical associate professor, clinical senior lecturer, clinical lecturer, clinical associate lecturer, and has been awarded in accordance with the resolutions of the Academic Board;
  - (k) four of the directors of nursing of health care agencies associated with the Faculty and up to five other members of the nursing profession, one of whom shall be a representative of the Nurses Registration Board, appointed by the Faculty on the nomination of the Dean;
  - (l) not more than five persons, who have teaching, research or other appropriate associations with the work of the Faculty, appointed by the Faculty on the nomination of the Dean;
2. A person appointed in accordance with sections 1(k) or 1(l) shall hold office for a period of two years unless otherwise specified at the time of appointment and shall be eligible for reappointment.

## 2. Semester and Vacation Dates 2001

### **Recommendation**

*That Academic Board approve the Semester and Vacation Dates for the Faculty of Nursing for the year 2001 as presented below.* (Pages 32-24)

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

Mallet Stree campus																																	
	January					February				March				April				May				June				July							
	1	8	15	22	29	5	12	#	26	5	12	#	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30		
WEEKS									1	2	3	4	5	6	7		8	9	10	11	12	13	14								1	2	
PG																Easter											STU VAC	EXAM	EXAM				
BN POST REG																Easter											STU VAC	EXAM	CLIN	CLIN	CLIN		
BN YEAR 1					- UP		- UP	- UP								Easter		CLIN	CLIN	CLIN							STU VAC	EXAM	EXAM				
BN YEAR 2					MAKE	MAKE	MAKE									Easter					CLIN	CLIN	CLIN				STU VAC	EXAM	EXAM	CLIN	CLIN	CLIN	
BN YEAR 3					CLINICAL	CLINICAL	CLINICAL									Easter					CLIN	CLIN	CLIN				STU VAC	EXAM	CLIN	CLIN	CLIN		
BN (HONOURS)																Easter											STU VAC	EXAM	EXAM				
BN/BA YEAR 1																Easter											STU VAC	EXAM	EXAM	CLIN	CLIN		
BN/BA YEAR 2																Easter											STU VAC	EXAM	EXAM	CLIN	CLIN	CLIN	
BN/BSc YEAR 1																Easter											STU VAC	EXAM	EXAM	CLIN	CLIN		

Mallett Street Campus																						
	August				September				Oct					Nov				Dec				
	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31
WEEKS	3	4	5	6	7	8	9		10	11	12	13	14									
PG								VAC						STU VAC	EXAM	EXAM	EXAM					
BN POST REG								VAC						STU VAC	EXAM	CLIN	CLIN	CLIN	CLIN			
BN YEAR 1						CLIN	CLIN	VAC	CLIN	CLIN					STU VAC	EXAM	EXAM					
BN YEAR 2								VAC			CLIN	CLIN	CLIN	STU VAC	EXAM	CLIN	CLIN	CLIN				
BN YEAR 3								VAC			CLIN	CLIN	CLIN	STU VAC	EXAM	CLIN	CLIN	CLIN	CLIN			
BN (HONOURS)								VAC						STU VAC	EXAM	EXAM						
BN/BA YEAR 1								VAC						STU VAC	EXAM	EXAM	CLIN	CLIN				
BN/BA YEAR 2								VAC						STU VAC	EXAM	EXAM						
BN/BSc YEAR 1								VAC						STU VAC	EXAM	EXAM	CLIN	CLIN				

Cumberland Campus																											
	January					February				March				April					May				June				
	1	8	15	22	29	5	12	#	26	5	12	#	26	2	9	16	23	30	7	14	21	28	4	11	18	25	
WEEKS									1	2	3	4	5	6	7		8	9	10	11	12	13	14	15			
BN YEAR 3																Easter						CLIN	CLIN	STU VAC	EXAM	CLIN	CLIN

	July					Aug				Sep				Oct					Nov		Dec						
	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31
WEEKS				1	2	3	4	5	6	7	8	9		10	11	12	13	14	15								
BN YEAR 3	CLIN	CLIN											VAC			STU VAC	EXAM	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN			

PUBLIC HOLIDAYS 2001  
 Good Friday - 13 April  
 Anzac Day - Wednesday 25 April  
 Queen's Birthday - Monday 11 June  
 Labour Day - Monday 1 October

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## **AGENDA ITEM 9.**

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

#### **9.2 Report of the Undergraduate Studies Committee meeting held on 20 June 2000**

The Committee met on 20 June 2000 when there were present: Professor L Cram (Chair), Professor S Armitage, Associate Professor G Barton, Dr G H Collins, Ms S Field, Dr R Gilbert, Associate Professor C Gillies, Dr J Kitay, Dr E Lees, Mr C Morgan, and Professor P Parkinson. Ms G Stanley and Ms L Bergmann were in attendance.

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

The Committee **recommends** that the Board receive and note the following report of its meeting held on 20 June 2000.

##### **2. New courses/major changes to existing courses**

###### **2.1 Faculty of Engineering: Bachelor of Engineering/Bachelor of Medical Science**

The Faculty of Engineering has submitted a proposal for the introduction of a new combined degree Bachelor of Engineering/Bachelor of Medical Science.

In the 1990's, it became increasingly clear that the role of the engineer was undergoing enormous change - from that of a person concerned primarily with technical work within well-defined areas of expertise to someone (i) able to apply "generic problem solving skills" in a much wider context, and (ii) able to interact more ably with society in general. In response to these pressures for change, the Faculty of Engineering has, in recent years, developed and promoted a number of combined degrees (i.e. BE/BSc, BE/BA, BE/BCom and BE/LLB), all of which attract high quality students to the University of Sydney.

The proposed BE/BMedSci course is seen as a natural extension of the existing combined degree program. Each Engineering Department and School involved already conducts teaching and/or research work in some aspect of medical science (*eg* the Department of Chemical Engineering is working with the Westmead Institute of Cancer Research on novel bioreactor design), while both Faculties recognise the benefits to be gained by putting this (currently *ad hoc*) relationship on a sound, long term basis.

This course is not intended as a "feeder program" for any graduate medical program (*ie* as a means of GAMSAT preparation) - although, no doubt, some students may see it as such. Rather, the course is designed to attract those students who wish to pursue engineering as a career but who wish to specialise in the application of their technical skills in the (rapidly expanding) field of medical science.

Medical science is increasingly becoming a "high tech" field of endeavour. The graduates from this course will have a unique understanding of both the scientific issues and techniques, as well as the relevant engineering skills to design, develop, operate and maintain the next generation of (no doubt, increasingly complex) medical science equipment.

After reviewing the proposal, the working party established by the Undergraduate Studies Committee to consider the proposal suggested that it would be strengthened by the inclusion of clear statements to the effect that the thesis component of the course would be supervised jointly, and the 12 Credit Points for the unit would be assigned to both courses.

This suggestion has been incorporated into the revised proposal.

**Recommendation**

*That the Academic Board recommend that Senate:*

- (i) *approve the proposal from the Faculty of Engineering for the introduction of the new combined course Bachelor of Engineering/Bachelor of Medical Science for introduction in 2001; and*
- (ii) *amend the Resolutions of the Senate relating to the above course with effect from 1 January 2001 as set out in the report presented. (Page 40)*

**2.2 Faculty of Engineering: Bachelor of Engineering (Electronic Commerce)**

The Faculty of Engineering has submitted a proposal for the introduction of a new specialisation in the Bachelor of Engineering namely Electronic Commerce.

The University of Sydney has been awarded a grant of \$918,000 from the Commonwealth Government "Science Lectureships Program", to develop cohesive eCommerce courseware for existing undergraduate and new postgraduate and continuing education programs at the University of Sydney and Edith Cowan University and to develop new teaching modules that can be grouped by the Universities as Units of Study, allowing students to undertake a combined degree in science and commerce. Industry Partners include Baker & McKenzie, Cable and Wireless Optus, Deutsche Bank, Macchina Pty Ltd, Nortel Networks, Opentec Pty Ltd and Southern Matrix International.

Electronic Commerce and Electronic Business have exploded in the last five years from being a small component of information technology to the fastest growing area (and economically most important part) of Information Engineering. It will become a major employment sector with an overwhelming demand for a range of skills covering engineering, computing, business and the socio-legal environment. It is transforming the way enterprises do business and has resulted in a significant demand for people with a cohesive view of the technological, marketing, legal and governmental issues. The Australian Government has also indicated that the area is a priority, including the need to deliver the education and skills Australians need to participate in the information economy. This program responds to these growing needs of the commercial world and of government by educating professionals to have both the skills and the broad view that is critical to be able to lead and to innovate in such a fast-growing and demanding area.

This program will attract applicants who wish to have a broad knowledge of the emerging digital economy, its underlying technology and the business skills relevant to it. The program draws on our significant strengths, together with new courseware to be produced under the DETYA e-commerce Science Lectureship program, to provide IT professionals with the knowledge of those technologies that will allow them to become leaders and innovators in the emerging information technology and electronic business industries. To achieve this, the programs are designed to be technically strong in engineering, communication and computing, whilst giving students a solid grounding in business and commerce (including business process re-engineering, marketing, management, and legal and regulatory frameworks). The business, legal, marketing and commercial aspects of the program will be developed and delivered by the University of Sydney's Faculty of Economics and Business.

After reviewing the proposal the working party established by the Undergraduate Studies Committee to consider the proposal noted that a supporting letter from the Faculty of Economics and Business had not been provided. This letter has now been received.

**Recommendation**

*That the Academic Board recommend that Senate:*

- (i) *approve the proposal of the Faculty of Engineering for the new specialisation of Electronic Commerce in the Bachelor of Engineering, for introduction in 2001; and*
- (ii) *approve the amendment of the Resolutions of the Senate relating to the above course with effect from 1 January 2001, as set out in the report presented.*  
(Page 40)

### **2.3 Faculty of Engineering: Bachelor of Engineering (Electronic Commerce)/ Bachelor of Commerce**

The Faculty of Engineering has submitted a proposal for the introduction of a new double degree Bachelor of Engineering (Electronic Commerce)/Bachelor of Commerce.

The rationale for the proposed new course Bachelor of Engineering (Electronic Commerce)/Bachelor of Commerce is provided in 2.2 above.

After reviewing the proposal the working party, established by the Undergraduate Studies Committee to consider the proposal, noted that a supporting letter from the Faculty of Economics and Business had not been provided. This letter has now been received.

#### ***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 (Electronic Commerce)/Bachelor of Commerce, for introduction in 2001; and*
- (ii) *approve the amendment of the Resolutions of the Senate relating to the above course with effect from 1 January 2001, as set out in the report presented.*  
(Page 40)

### **2.4 Faculty of Science: Bachelor of Science (Molecular Biotechnology)**

The Faculty of Science has submitted a proposal for the introduction of a new course Bachelor of Science (Molecular Biotechnology).

The University of Sydney has been awarded a grant of \$1,281,600 from the Commonwealth Government's "Science Lectureship Program", to develop programs of study in molecular biology an undergraduate and graduate levels and to provide vacation scholarships and year-in-industry programs. Industry partners in the program include Beckman Coulter Australia Pty Ltd, Biochemical Veterinary Research Pty Ltd, eBioinformatics Pty Ltd, Goodman Fielder Pty Ltd, Proteome Systems Pty Ltd and Sigma Aldrich Pty Ltd.

This degree is a direct consequence of this award. The University has committed itself to establishing new courses in Molecular Biotechnology. The proposal includes programs to study previously unavailable in Australia that give students a choice of specialisations with attractive prospects for employment and for further education. The collection of units of study and courses will cover new and leading edge high technology that will allow students to be trained in relevant aspects of biology, biochemistry chemistry, food science and technology, agricultural science, bioinformatics and information bioscience. It will aim at educating and training students to provide the knowledge and skills base emphasising scientific applications.

The BSc (Molecular Biotechnology) course will be both intellectually appealing, delivered in an innovative manner, and will also offer good employment prospects with challenging jobs. It will mainly draw on two types of students: those who are attracted by an applications-driven course, and those who wish to gain a rigorous education in the field. The course will provide Pass and Honours graduates who will

fulfil necessary needs in molecular biotechnology and information bioscience. It will expose students to molecular biotechnology education including an appreciation of social and ethical implications and give direct student involvement in industry prior to graduation. After the course, students are likely to be employed in areas that emphasise molecular biotechnology and healthcare.

After reviewing the proposal the Working Party, established by the Undergraduate Studies Committee to consider the proposal, made several suggestions for clarifying and strengthening the Faculty proposal, seeking further input from the Faculty as follows:

1. What is the meaning of the words under 10(b)?
2. When will the course be introduced? We understand that item (11) might say "2001, with entry into both first and second year".
3. The entry for the UAC Handbook is not at all clear. This is not a later year entry program and thus the list should be the assumed knowledge, etc.
4. The statement about Honours in the last line of paragraph 3 on "attachment 3" is obscure and must be redrafted.
5. The item under "Honours Year" is incomplete. How will Honours projects in areas between departments or between a department and industry be managed?
6. The item under "progression requirements" seems to imply that the criteria might be set after the fact. The imprecise wording occurs in other BSc specialisations, and the Faculty might choose to clarify it at a later date.
7. A completed library impact statement is required.

A number of editorial notes based on the discussions of the working party were also forwarded for Faculty consideration.

The suggested additional input has been incorporated into the revised proposal.

#### ***Recommendation***

- (1) *That the Academic Board recommend that Senate:*
  - (i) *approve the proposal of the Faculty of Science for the new course Bachelor of Science (Molecular Biotechnology), for introduction in 2001; and*
  - (ii) *approve the amendment of the Resolutions of the Senate relating to the above course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented.*
- (2) *That the Academic Board note the revised Resolutions of the Faculty relating to the Bachelor of Science (Molecular Biotechnology), made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, as set out in the report presented.*

(Pages 41-42)

### **3. Bachelor of Laws: Revised Resolutions of the Senate and Faculty Resolutions**

Pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, the Faculty has revised the Resolutions relating to LLB according to the prescribed format.

#### ***Recommendation***

*That the Academic Board:*

- (i) *recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Laws made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, as set out in the report presented and with effect from 1 January 2001; and*

- (ii) *note the revised Resolutions of the Faculty relating to the Bachelor of Laws, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, as set out in the report presented.*

*(Pages 43-49)*

**4. Proceedings of the Committee**

The Committee gave consideration to the following matters:

- (i) Admissions Committee;
- (ii) Combined degrees.

***Recommendation***

*That the Academic Board note the proceedings of the Undergraduate Studies Committee.*

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## Amendment of the Resolutions of the Senate

### Faculty of Engineering

Bachelor of Engineering/Bachelor of Medical Science

Bachelor of Engineering (Electronic Commerce)

Bachelor of Engineering (Electronic Commerce)/Bachelor of Commerce

The Resolutions of the Senate relating to courses offered by the Faculty of Engineering (p385, 1999 Calendar, Vol 1, as amended) are further amended to the following effect from 1 January 2001:

### Degrees, Diplomas and Certificates in the Faculty of Engineering

Insert a new 1. (b) Bachelor of Engineering/Bachelor of Medical Science (BMedSci); and

a new 1. (c) Bachelor of Engineering (Electronic Commerce) (BE (Electronic Commerce));  
and

a new 1. (d) Bachelor of Engineering (Electronic Commerce)/Bachelor of Commerce (BE (Electronic Commerce)/BCom)

and renumber subsequent sub-sections accordingly.

Replace the existing sub-section (1) with the following new entry:

### Bachelor of Engineering

#### 1. Specialisations

- (1)
  - (i) Aeronautical Engineering
  - (ii) Aeronautical Engineering (Management)
  - (iii) Aeronautical Engineering (Space)
  - (iv) Chemical Engineering
  - (v) Chemical Engineering (Bio-Process)
  - (vi) Chemical Engineering (Environmental and Energy)
  - (vii) Chemical Engineering (Management)
  - (viii) Chemical Engineering (Process and Computer Systems)
  - (ix) Civil Engineering
  - (x) Civil Engineering (Construction Management)
  - (xi) Civil Engineering (Environmental)
  - (xii) Civil Engineering (Geomechanics)
  - (xiii) Civil Engineering (Structures)
  - (xiv) Computer Engineering
  - (xv) Electrical Engineering
  - (xvi) Electrical Engineering (Information Systems)
  - (xvii) Electrical Engineering (Management)
  - (xviii) Electronic Commerce
  - (xix) Mechanical Engineering
  - (xx) Mechanical Engineering (Biomedical)
  - (xxi) Mechanical Engineering (Management)
  - (xxii) Mechatronic Engineering
  - (xxiii) Mechatronic Engineering (Management)
  - (xxiv) Project Engineering and Management (Civil)
  - (xxv) Software Engineering
  - (xxvi) Telecommunications Engineering.

Replace the existing sub-section (2) (i) with the following new entry:

- (2) (i) Most specialisations are available as part of a combined degree program with the Bachelor of Arts (BA), Bachelor of Commerce (BCom), Bachelor of Laws (LLB), Bachelor of Medical Science (BMedSci) or Bachelor of Science (BSc). The Electronic Commerce specialisation is only available as part of a combined degree with the Bachelor of Commerce.

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## Faculty of Science

### Amendment of the Resolutions of the Senate

#### Bachelor of Science (Molecular Biotechnology)

The Resolutions of the Senate relating to courses offered by the Faculty of Science, as approved by Senate at its meeting on 6 March 2000, are amended to the following effect from 1 January 2001:

#### Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Science

Insert a new 1. (h) Bachelor of Science (Molecular Biotechnology) and renumber subsequent items accordingly.

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### Amendment of Faculty Resolutions relating to the degree of Bachelor of Science

#### SECTION 1

##### Streams

*Insert:*

1. The Bachelor of Science degree comprises the following streams
  - (h) Bachelor of Science (Molecular Biotechnology)

*Reassign remaining entry alphabetically:*

- (i) Bachelor of Science (Nutrition)

##### Units of Study

*Insert:*

4. The Faculty of Science offers units of study in the following designated Science subject areas:
  - (s) Molecular Biotechnology

*Reassign remainder of entries alphabetically:*

- (t) Nutritional Science
- (u) Pharmacology
- (v) Physics
- (w) Physiology
- (x) Psychology
- (y) Soil Science
- (z) Statistics

##### Other streams

#### 26.

*Insert:*

- (e) Molecular Biotechnology Table IE

*Reassign remaining entry alphabetically:*

- (e) Nutrition Table IF

#### Table IE: Bachelor of Science (Molecular Biotechnology)

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##### A. Junior Units of Study

Candidates are required to enrol in and complete:

- (i) at least 12 credit points of Junior units of study from the Science Subject Area of Biology; and
- (ii) CHEM1908 and CHEM1909 or at least 12 credit points of Junior units of study from the Science Subject Area of Chemistry; and
- (iii) at least 12 credit points of Junior units of study from the Science Subject Area of Mathematics.

\* *The study of Computer Science is highly recommended*

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### B. Intermediate Units of Study

Candidates are required to enrol in and complete:

- (i) MOBT 2001 (4 credit points) and MOBT 2002 (4 credit points); and
- (ii) MBLG 2001 (8 credit points) and MBLG 2002 (8 credit points); and
- (iii) CHEM 2311 (4 credit points) and CHEM 2312 (4 credit points); and
- (iv) at least 8 credit points chosen from Intermediate units of study in the Subject Areas of: Animal Science, Biochemistry, Biological Sciences, Chemical Engineering, Chemistry, Computer Science, Crop Sciences, Information Systems, Mathematics and Statistics, Microbiology, Nutrition, and Pharmacology.

<b>MOBT 2001</b>	Molecular Biotechnology 2A	4	P) 12 cp of Junior BIOL and 12cp of Junior CHEM	February
<b>MOBT 2002</b>	Molecular Biotechnology 2B	4	P) MOBT 2001	July
<b>CHEM 2311</b>	Chemistry 2 (Biological Sciences Theory)	4	P) 12 cp Junior CHEM	February
<b>CHEM 2312</b>	Chemistry 2 (Biological Sciences Practical)	4	P) 12 cp Junior CHEM	July

### C. Senior Units of Study

Candidates are required to enrol in and complete:

- (i) MOBT 3001 and MOBT 3002; and
- (ii) at least 6 credit points from one of: AGCH 3024, BCHM 3998, BIOL 3027, CHEM3311; and
- (iii) 24 credit points from Senior units of study, which must include at least 12 credit points from the Subject areas of: Agricultural Chemistry, Animal Science, Biochemistry, Biological Sciences, Chemical Engineering, Chemistry, Computer Science, Crop Sciences, Information Systems, Mathematics and Statistics, Microbiology, Nutrition, Pharmacology.

<b>MOBT 3001</b>	Molecular Biotechnology 3A	6	P) MBLG 2002, MOBT 2002	February
<b>MOBT 3002</b>	Molecular Biotechnology 3B	12	P) MOBT 3001 (3 days per week industry experience plus lectures, seminars and tutorials)	July
<b>AGCH 3024</b>	Food Science	6	P) MBLG 2001, MBLG 2002, CHEM 2311 and CHEM 2312 N) May not be counted with AGCH 3003	February
<b>CHEM 3311</b>	Medicinal Chemistry (to be confirmed)	6	P) CHEM 2311, CHEM 2312	February
<b>BCHM 3998</b>	Proteomics and Protein Architecture (to be confirmed)	6	P) MBLG 2002, MOBT 2002	February
<b>BIOL 3027</b>	Bioinformatics	6	P) MBLG 2002, MOBT 2002	February

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## Faculty of Law

### Amendment of Resolutions of the Senate relating to the Bachelor of Laws

#### *Including the Combined Law programs:*

- Bachelor of Arts/Bachelor of Laws
- Bachelor of Economics/Bachelor of Laws
- Bachelor of Economics (Social Sciences)/Bachelor of Laws
- Bachelor of Commerce/Bachelor of Laws.
- Bachelor of Science/Bachelor of Laws
- Bachelor of Engineering/Bachelor of Laws

These Resolutions must be read in conjunction with the Rules of the Senate governing Undergraduate Courses in the University, which set out the requirements for all undergraduate courses, and the relevant Faculty Resolutions.

#### **Requirements for the Pass Degree**

To qualify for the award of the pass degree students must

- (a) complete successfully units of study giving credit for a total of 144 credit points; and
- (b) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

#### **Requirements for the Honours Degree**

To qualify for the award of the honours degree students must complete the honours requirements published in the faculty resolutions relating to the course.

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### Faculty Resolutions relating to the Bachelor of Laws

Including the Combined Law programs:

- Bachelor of Arts/Bachelor of Laws
- Bachelor of Economics/Bachelor of Laws
- Bachelor of Economics (Social Sciences)/Bachelor of Laws
- Bachelor of Commerce/Bachelor of Laws
- Bachelor of Science/Bachelor of Laws
- Bachelor of Engineering/Bachelor of Laws

These resolutions must be read in conjunction with the Rules of the Senate governing Undergraduate Courses in the University.

### Section 1

#### **Units of Study**

1. A unit of study consists of such lectures, seminars, tutorials, written assignments, moots, experiential learning, and any other method of instruction or assessment as may be prescribed by the Faculty.
2. A prerequisite unit of study means a unit of study which must have been completed with a result of Pass or better prior to a candidate enrolling in another unit of study for which it is a prerequisite.
3. A corequisite unit of study means a unit of study which must be taken concurrently with the unit of study for which it is a corequisite.

4. The Dean or an Associate Dean may vary the entry requirements for units of study for particular candidates in special circumstances.
5. All units of study for the degree will be of semester length.
6. No unit of study may be credited more than once for the degree.
7. All optional units of study are eight credit points. The compulsory units of study total 96 credit points. The credit points for each compulsory unit of study are as indicated in the Requirements for the Pass Degree.
8. The units of study which may be taken for the degree are as set out in Table of Undergraduate Units of Study including
  - Co-requisites and prerequisites
  - Designation as Part 1 or Part 2 units of study
9. A unit of study includes a unit of study set out in the Table of Undergraduate Units of Study completed in a summer school or like program at The University of Sydney.

**Table of Undergraduate Units of Study**

10. The following units of study are compulsory for the degree (total: 96 credit points)
  - Administrative Law
  - Contracts
  - Corporate Law
  - Criminal Law
  - Equity
  - Federal Constitutional Law
  - International Law
  - Law, Lawyers and Justice
  - Legal Institutions
  - Legal Research
  - Legal Writing
  - Litigation
  - Real Property
  - Torts

The optional units of study are as follows:

*Part 1*

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Unit of study	Pre/Corequisites
Advanced Administrative Law	P: Administrative Law
Advanced Constitutional Law	P: International Law
Advanced Contracts	P: Contracts
Advanced Corporate Law	P: Corporate Law
Advanced Public International Law	P: International Law
Advanced Real Property	P: Real Property
Advanced Torts	P: Torts
Advocacy, Interviewing and Negotiation	C: Litigation
Anti-Discrimination Law	
Business Taxation	C: Personal Taxation
Clinical Environmental Law	P: Environmental Law
Comparative Law	
Competition Law	
Conveyancing	P: Real Property

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Criminology	
Dispute Resolution	
Employment and Industrial Law	P: Constitutional Law P: Contracts
Environmental Law	
External Placement Program	
Family Law	
Independent Research Project	
Indigenous People and the Law	
Indonesian Law	
Intellectual Property	
International Human Rights Law	P: International Law
Jessup International Law Moot	P: International Law
Law and Commercial Transactions	P: Contracts, Equity, Real Property
Law and Social Justice	
Media Law	
Medical Law	
Migration Law	P: Administrative Law
Personal Taxation	
Policing Crime and Society	P: Criminology
Private International Law	P: International Law
Product Liability Law	P: Contracts P: Torts
Regulation of Financial Markets	P: Corporate Law P: Equity P: Administrative Law
Remedies	P: Contracts P: Torts P: Equity
Roman Law	
Sale of Goods and Consumer Protection	P: Contracts
Social Security Law	
Succession	
Sydney Law Review	
Seminar *	

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*Part 2*

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Unit of study	Pre/Corequisites
Chinese Laws and Chinese Legal Systems	
Comparative Constitutionalism	
Contemporary Analytical Jurisprudence	
Cricket and the Law	
Critical Legal Studies	
Democracy and the Constitution	P: Federal Constitutional Law
International/Comparative Jurisprudence	
Law and Discourse (Seminar)	
Law and Economics	
Law and Gender	

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Law and Social Justice  
Law, Communications, Culture  
and Global Economies

Legal Theories of State and  
Membership

P: Administrative Law or Federal Constitutional  
Law or International Law

Philosophy of Human Rights

Post Communist Law and Legal  
Theory

Seminar

Sociological Jurisprudence

The Holocaust, Moral Responsibility  
and the Rule of Law

Thinking Through the Body  
of the Law

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### Requirements for the Pass Degree

11. To qualify for the degree, candidates must complete units of study to the value of 144 credit points, made up of the following:
- (i) 96 credit points of the compulsory units of study listed in the Table of Undergraduate Units of Study;
  - (ii) 48 credit points of the optional units of study listed in the Table of Undergraduate Units of Study:
    - a) a maximum of 40 credit points from the units of study listed in Part 1 of the Table of Undergraduate Units of Study, and
    - b) a minimum of 8 credit points from the units of study listed in Part 2 of the Table of Undergraduate Units of Study.

### Combined Law program

12. A student may proceed concurrently to the degree of Bachelor of Laws and Bachelor of Arts, Bachelor of Economics, Bachelor of Economics (Social Sciences), Bachelor of Commerce, Bachelor of Science or Bachelor of Engineering. This is a Combined Law program.
13. Candidates in a Combined Law program may credit Legal Institutions, Law, Lawyers and Justice, Contracts, Criminal Law, Legal Research, Legal Writing, Federal Constitutional Law and Torts both to the Bachelor of Laws and the non-law component of the Combined Law program.
14. Candidates in a Combined Law program must complete the law units of study in the following annual sequence:

Year	Unit of study	Credit points
Combined Law 1	Legal Institutions	6
	Law, Lawyers and Justice	6
Combined Law 2	Contracts	8
	Criminal Law	8
	Legal Research	0
	Legal Writing	0
Combined Law 3	Federal Constitutional Law	10
	Torts	10

On completion of the requirements for the degree of Bachelor of Arts, or Bachelor of Economics, or Bachelor of Economics (Social Sciences), or Bachelor of Commerce, or Bachelor of Science, or Bachelor of Engineering, then (except as provided in Resolution 19):

Year	Unit of study	Credit points
Combined Law 4	Administrative Law	8
	Corporate Law	8
	Equity	8
	International Law	8
	Litigation	8
	Real Property	8

Combined Law 5 optional units of study selected from Part 1 and Part 2 as required in Resolution 11.

15. Except with the permission of the Dean or an Associate Dean, candidates in a Combined Law program must successfully complete Legal Institutions and Law, Lawyers and Justice before enrolling in any other Bachelor of Law units of study.
16. Candidates enrolled in the Bachelor of Engineering/Bachelor of Laws must take the Combined Law 4 program in the fifth year of the combined degree and the Combined Law 5 program in the sixth year of the combined degree.
17. Candidates in a Combined Law program are under the general supervision of the other Faculty in which they are enrolled until the end of the semester in which they complete the requirements of the other degree. After that, they will be under the general supervision of the Faculty of Law.

#### Graduate Law program

18. Candidates for the Bachelor of Laws who have been admitted on the basis of having completed the requirements of a degree of The University of Sydney, or other such institution as approved by the Faculty, must complete the Bachelor of Laws degree in the following sequence:

Year	Unit of study	Credit points
Graduate Law 1	Legal Institutions	8
	Law, Lawyers and Justice	8
	Contracts	8
	Criminal Law	8
	Federal Constitutional Law	8
	Torts	8
	Legal Research	0
	Legal Writing	0
Graduate Law 2	Administrative Law	8
	Corporate Law	8
	Equity	8
	International Law	8
	Litigation	8
	Real Property	8

Graduate Law optional units of study selected from Part 1 and Part 2 as required in Resolution 11.

#### Variation of Order of Progression

19. Candidates may be permitted to enrol in a maximum of two optional units of study selected from Part 1 and Part 2 in Combined Law 4 and Graduate Law 2 instead of Corporate Law and/or International Law. In such cases, candidates must enrol in Corporate Law and/or

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International Law in the final year of their candidature.

### **Requirements for the Honours degree**

20. The honours degree is awarded in two classes: first class honours and second class honours.
21. First class honours are awarded to candidates who obtain an average mark of 75%, weighted in accordance with the credit points for each unit of study.
22. Second class honours are awarded to candidates who obtain an average mark of 70%, weighted in accordance with the credit points for each unit of study.
23. Candidates who qualify for the award of first class honours, and whose work is of outstanding merit in the opinion of the Faculty, may be considered for the award of a University medal.

### **Section 2**

#### **Maximum load**

24. Except with the permission of the Dean or an Associate Dean, candidates may not enrol in more than 24 credit points in a semester.

#### **Additional Units of Study**

25. Except with the permission of the Dean or an Associate Dean, candidates may not enrol in a unit of study after the degree requirements of 144 credit points have been completed.

#### **Cross-institutional enrolment and credit transfer policy**

26. A minimum of 96 credit points must have been studied at the University of Sydney in order to qualify for the degree. Units of Study which have been taken overseas as part of Faculty-specific exchange programs are deemed to have been taken at the University of Sydney.
27. The Dean or an Associate Dean may permit candidates to enrol in an equivalent unit of study at another institution and have that equivalent unit of study credited to the requirements of the Bachelor of Laws degree. 48 credit points is the maximum number of credit points which may be completed through cross-institutional enrolment.
28. Candidates may be granted credit for up to 48 credit points for units of study completed during a previous candidature in an award course of The University of Sydney or at an equivalent institution approved by the Faculty.
29. Non-specific credit may be granted for up to 24 of these 48 credit points for units of study not sufficiently related to units of study in Part 1 or Part 2 of the Table of Undergraduate Units of Study which form part of a Bachelor of Laws degree, or its equivalent in another jurisdiction, or which otherwise relate to the study of Law.
30. A candidate will not be granted credit toward the degree for any units of study:
  - i) for which the result is a Terminating Pass, Conceded Pass or the equivalent;
  - ii) which were completed more than nine years before admission to candidature for the degree.
31. Candidates will not be granted credit toward the degree for any units of study which have been relied upon to qualify for another degree or academic qualification except for units of study which were taken as part of a combined law degree program and credited to the non-law degree component of that program, or which were taken outside Australia as part of a law degree or an equivalent professional legal qualification.

#### **Satisfactory progress**

32. The Faculty will require candidates to show good cause why they should be permitted to re-enrol in the Faculty of Law if they have not made satisfactory progress towards fulfilling the requirements of the degree.
33. Candidates who do not pass at least 24 credit points in any year of enrolment shall not have made satisfactory progress except when fewer than 24 credit points are required to complete the degree.
34. Candidates who fail a Unit of Study more than once shall not have made satisfactory progress.

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35. Where the Faculty permits the re-enrolment of candidates whose progress has been unsatisfactory, the Faculty may require the completion of specified units of study or a specified number of credit points in a specified time. Candidates who fail to comply with these conditions shall not have made satisfactory progress.
  36. Candidates must complete the requirements for the degree within ten calendar years of admission to candidature.

#### **Suspension of study**

37. Candidates must re-enrol each calendar year unless the Dean or an Associate Dean has permitted suspension of candidature. Candidature lapses if candidates have not obtained approval for suspension and do not re-enrol. Candidates whose candidature has lapsed must be selected for admission again before they can re-enrol.
38. Suspensions will not be permitted for more than two years, unless the Dean or an Associate Dean is satisfied that there are exceptional circumstances.

#### **Attendance Policy**

39. Candidates are required to attend at least 70% of the scheduled classes in each Unit of Study for which they are enrolled. Candidates whose attendance record falls below this level without reasonable excuse may be precluded by the Dean or Pro-Dean (Teaching Programs) from taking the final assessment in that Unit of Study.

#### **Assessment Policy**

40. Candidates may be assessed by written and oral examinations, exercises, essays, class participation, mooting, a supervised research project, or practical work, or any combination of these as the Faculty may determine.
41. The Dean or an Associate Dean may permit further assessment in a unit of study in cases of special consideration, in accordance with Academic Board policy governing illness and misadventure, provided that such assessment can be completed before the end of the semester in which the candidates have been enrolled in that unit of study.

#### **Variation of Requirements for the Degree**

42. The Dean may vary these resolutions for a particular candidate in exceptional circumstances.

#### **Transitional Provisions**

43. All candidates who first enrolled prior to 1st January, 1998,
  - i) will be required to complete the unit of study Personal Property unless they complete both revised units of study in Torts and Real Property after 1st January, 1998; and
  - ii) must comply with all other 1988 resolutions for the Bachelor of Laws degree.
44. From 1<sup>st</sup> January 2001, all students who first enrolled after 1st January, 1998, or who had completed only Legal Institutions or Legal Institutions I and Legal Institutions II prior to this date, will be transferred to these degree resolutions. In the event of any inconsistency between the 1998 resolutions for the Bachelor of Laws degree and these resolutions, these resolutions shall apply.

### 9.3 Report of the Undergraduate Studies Committee meeting held on 18 July 2000

The Committee met on 18 July 2000 when there were present: Professor L Cram (Chair), Professor S Armitage, Dr G H Collins, Dr C Dauvergne, Ms S Field, Dr R Gilbert, Associate Professor C Gillies, Professor M Jackson, Dr E Lees, Dr G Ryan, Associate Professor C Thomas and Dr P Whiting. Ms G Stanley and Ms E Bergmann were in attendance.

#### 1. Receipt of report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 18 July 2000.

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

##### 2.1 Faculty of Nursing (Bachelor of Nursing (Pre-Registration) and (Post-Registration)): Revised Resolutions of the Senate and Faculty Resolutions

The Faculty of Nursing proposed amendments to the Resolutions of the Senate relating to the Bachelor of Nursing (Pre-Registration) and (Post-Registration).

##### **Recommendation**

*That the Academic Board*

- (i) *recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Nursing (Pre-Registration) and (Post-Registration), made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, as set out in the report presented and with effect from 1 January 2001.*
- (ii) *note the revised Resolutions of the Faculty relating to the Bachelor of Nursing (Pre-Registration) and (Post-Registration), made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, as set out in the report presented.*

*(Pages 52-59)*

#### 3. New courses/major changes to existing courses

##### 3.1 Faculty of Nursing: Bachelor of Nursing/Bachelor of Science

This proposal concerns the combined degree involving the Bachelor of Nursing and the Bachelor of Science at the University of Sydney. The proposal has its origins in two areas: first, the continuing interest among existing and potential students to study jointly in the Faculty of Science and Faculty of Nursing; and second, the merit in building on the University of Sydney's traditional strength in offering combined degrees.

In structuring combined degrees, it is important to take account of the areas in which the two disciplinary areas overlap or complement each other, and to use this area to make the required reduction in the number of units of study that a student is required to complete in order to graduate with the two degrees.

In the case of the combined BN/BSc, the two degrees separately would require 144 credit points (3 years), or 288 credit points (6 years) in total for the two degrees. By considering carefully the statutory requirements for the BN, and the disciplinary overlap of the two separate degrees, the two Faculties have developed a combined BN/BSc course with at least 132 credit points for the BN and at least 96 credit points for the BSc. This leaves 12 credit points available for flexible choice by students.

To accommodate the 'combined' nature of the two degrees, two units of study (CLNU2006 Professional Development 1 and LSNU1001 Life Sciences in Nursing 1A) have been deleted from the Table of Units required for the BN. These two units

are deemed to be equivalent to units of study undertaken for the requirements of the BSc.

The Committee invited the Faculty of Nursing to make minor amendments to its proposal in relation to credit points.

**Recommendation**

*That the Academic Board recommend that Senate*

- (i) *approve the proposal of the Faculty of Nursing for the new combined course of Bachelor of Nursing/Bachelor of Science, for introduction in 2001; and*
  - (ii) *approve the amendment of the Resolutions of the Senate relating to the above course with effect from 1 January 2001, as set out in the report presented.*
- (Page 52)*

**3.2 Faculty of Science (Bachelor of Psychology): Revised Resolutions of the Senate and Faculty Resolutions**

The Faculty of Science proposed amendments to the Resolutions of the Senate relating to the Bachelor of Psychology.

**Recommendation**

*That the Academic Board*

- (i) *recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Psychology, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, as set out in the report presented and with effect from 1 January 2001; and*
  - (ii) *note the revised Resolutions of the Faculty relating to the Bachelor of Psychology, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, as set out in the report presented.*
- (Pages 60-62)*

**4. Minor changes to Resolutions of the Senate relating to courses and units of study**

Minor changes to Resolutions of the Senate relating to courses and units of study were proposed by the Faculties of Agriculture, Arts, Economics and Business, Law, Science and Veterinary Science.

The Committee asked the Chair to look into the management of the credit point value for units of study available in combined degrees and report back to the Committee.

**Recommendation**

*That the Academic Board note that the Undergraduate Studies Committee has noted minor changes to Resolutions of the Senate made by the Faculties of Agriculture, Economics and Business, Law, Science and Veterinary Science.*

**5. Proceedings of the Committee**

The Committee gave consideration to the following matters:

- (1) Monitoring student progress
- (2) Admissions Committee

**Recommendation**

*That the Academic Board note the proceedings of the Undergraduate Studies Committee.*

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## Faculty of Nursing

### Amendment of the Resolutions of the Senate

#### Bachelor of Nursing

The Resolutions of the Senate relating to the degree of Bachelor of Nursing (pp 499-502), *Calendar 1999, Volume 1: Statutes and Regulations*) are rescinded and replaced by the following new Resolutions with effect from 1 January 2001:

#### Bachelor of Nursing

1. These Resolutions must be read in conjunction with the University of Sydney (Undergraduate Courses) Rule 1999, which sets out the requirements for all undergraduate courses, and the relevant Faculty Resolutions.
  2. The Undergraduate degrees in the Faculty of Nursing shall be:
    - Bachelor of Nursing (Pre-Registration)
    - Bachelor of Nursing (Post-Registration)and the combined degree course:
    - Bachelor of Nursing and Bachelor of Arts
  3. **Requirements for the Pass Degree of Bachelor of Nursing (Pre-Registration)**  
To qualify for the award of the pass degree, candidates must
    - (a) successfully complete the units of study giving credit for a total of 144 credit points;
    - (b) complete satisfactorily such clinical requirements as the Faculty may prescribe; and
    - (c) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.
  4. **Requirements for the Pass Degree of Bachelor of Nursing (Post - Registration)**  
To qualify for the award of the pass degree, candidates must complete the requirements published in the Faculty Resolutions relating to the course.
  5. **Requirements for the Honours Degree**  
To qualify for the award of the honours degree, candidates must complete the requirements published in the Faculty Resolutions relating to the course.
  6. **Requirements for the Combined Degree**  
To qualify for the award of the two degrees in a Combined degree course, candidates must complete the requirements published in the faculty resolutions relating to the course.
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#### Bachelor of Nursing

The proposed new Resolutions of the Senate relating to the degree of Bachelor of Nursing (pp 499-502), *Calendar 1999, Volume 1: Statutes and Regulations*) are amended to the following effect from 1 January 2001:

Section 2 relates to undergraduate degrees is amended by adding the following to the section "and combined degree courses:"

- Bachelor of Nursing and Bachelor of Science
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## Revised Resolutions relating to Undergraduate Courses

### Resolutions of the Senate relating to the Bachelor of Nursing (Pre-Registration) and (Post-Registration)

Note: Clauses underlined and in italics are amendments to the resolutions

These Resolutions must be read in conjunction with the University of Sydney (Undergraduate Courses) Rule 1999, which sets out the requirements for all undergraduate courses, and the relevant Faculty Resolutions.

The Undergraduate degrees in the Faculty of Nursing shall be:

- Bachelor of Nursing (Pre-Registration)
- Bachelor of Nursing (Post-Registration)
- Bachelor of Nursing (Honours)

and the combined degree course:

- Bachelor of Nursing and Bachelor of Arts

#### Requirements for the Pass Degree of Bachelor of Nursing (Pre-Registration)

To qualify for the award of the pass degree, candidates must

- (a) successfully complete the units of study giving credit for a total of 144 credit points;
- (b) *complete satisfactorily such clinical requirements as the Faculty may prescribe; and*
- (c) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

#### Requirements for the Pass Degree of Bachelor of Nursing (Post - Registration)

To qualify for the award of the pass degree, candidates must complete the requirements published in the Faculty Resolutions relating to the course.

#### Requirements for the Honours Degree

To qualify for the award of the honours degree, candidates must complete the requirements published in the Faculty Resolutions relating to the course.

#### Requirements for the Combined Degree

To qualify for the award of the two degrees in a Combined degree course, candidates must complete the requirements published in the faculty resolutions relating to the course.

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### Resolutions of the Faculty for undergraduate courses

These Resolutions must be read in conjunction with the University of Sydney (Undergraduate Courses) Rule 1999.

#### SECTION 1

The Bachelor of Nursing degree may be taken in the following:

- Bachelor of Nursing (Pre-Registration)
- Bachelor of Nursing (Post-Registration)
- Bachelor of Nursing (Honours)
- Bachelor of Nursing/Bachelor of Arts

## **Bachelor of Nursing (Pre-Registration)**

### **Admission**

1. Applicants for admission as candidates for the Bachelor of Nursing (Pre-Registration) shall:
  - (a) have obtained in New South Wales a Higher School Certificate, or interstate equivalent, a University Admission Index ranking as determined from time to time by the Faculty of Nursing; or
  - (b) have met the criteria determined from time to time by the Faculty of Nursing for admission to an undergraduate course of mature age and other applicants; or
  - (c) have met the criteria contained in the Senate resolutions relating to the special admission to undergraduate course of educationally disadvantaged students; or
  - (d) have a current licence to practise within Australia as an enrolled nurse.

### **Requirements for the Pass Degree**

2. To qualify for the award of the degree a candidate shall complete satisfactorily:
  - (a) units of study having a total minimum value of 144 credit points as listed in the table of units including the prescribed clinical experiences;
  - (b) complete the requirements of the award within six calendar years ~~for all full time candidates;~~
  - (c) attendance and performance at laboratory classes as prescribed by the Faculty;
  - (d) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.
3. A candidate who is deemed to be unsatisfactory at any time during a clinical field experience unit of study may have the clinical field experience terminated, will be failed in that unit of study, and will have to show good cause as to why they should be allowed to continue in the degree.
4. A candidate shall not progress to the third year of the course without first having completed satisfactorily all first and second year units of study.

## **Bachelor of Nursing (Post-Registration)**

### **Admission**

5. Applicants for admission as candidates for the Bachelor of Nursing (Post-Registration) shall:
  - (a) be registered to practise nursing in New South Wales or another state/territory of Australia and:
    - (i) hold a qualification at the level of certificate which leads to registration as a nurse; or
    - (ii) hold a qualification at the level of diploma which leads to registration as a nurse;
  - or
  - (b) be eligible to practise as a registered nurse in a country other than Australia and:
    - (i) hold a qualification leading to registration as a nurse at the level of certificate (or Australian equivalent); or
    - (ii) hold a qualification leading to registration as a nurse at the level of diploma (or Australian equivalent).

### **Requirements for the Pass Degree**

6. To qualify for the award of the degree:
  - (a) Candidates who are admitted under clause 5 (a)(i) or 5 (b) (i) shall qualify for the pass degree by completing satisfactorily units of study, to a minimum of 48 credit points, as prescribed in the table of units for the course.
  - (b) Candidates who are admitted under clause 5 (a)(ii) or 5 (b) (ii) shall qualify for the pass degree by completing units of study, to a minimum of 24 credit points, as prescribed in the table of units for the course.
  - ~~(c) Candidates who are admitted under clause 5(b)(i) shall qualify for the pass degree by completing units of study, to a minimum of 48 credit points, as prescribed in the table of units for the course and completing a pattern of units of study as the Faculty may~~

- ~~prescribe.~~
- ~~(d) Candidates who are admitted under clause 5(b)(ii) shall qualify for the pass degree by completing units of study, to a minimum of 24 credit points, as prescribed in the table of units for the course and completing a pattern of units of study as the Faculty may prescribe.~~
- (c) Candidates who are admitted under clause 5(b)(i) or 5(b)(ii) who wish to establish eligibility to register as a nurse in New South Wales, shall complete satisfactorily ~~undertake~~ such clinical experiences and specific units of study as the Faculty may ~~decide~~ prescribe.
- (d) An outstanding candidate in the Pass degree may be admitted to the degree with merit.

### **Combined Degrees**

#### **Nursing/Arts Faculty Resolutions**

7. These are the resolutions governing the award of this degree.
- (a) Candidature for the combined degree course is a minimum of 10 semesters of full time study.
  - (b) Candidature for the degree shall be by full-time study.
  - (c) Candidates qualify for the award of the two degrees of the combined course by completing 240 credit points including:
    - (i) 132 credit points as listed in the Table of Units for the degree of BN component of the combined BN/BA;
    - (ii) 108 units of study listed in Table of Units for the BA of which at least 72 must be from Part A including a major.
  - (d) Candidates may not enrol in any unit of study which is substantially the same as one they have already passed.
  - (e) Candidates will be under the general supervision of the Faculty of Nursing. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.
  - (f) A separate testamur is awarded for both the BN and the BA.
  - (g) Candidates who complete the combined degree course may elect to complete the BN or the BA degree in accordance with appropriate rules governing those degrees.
  - (h) Candidates who abandon the combined course may elect to complete the BN or the BA degree in accordance with appropriate rules governing those degrees.
  - (i) The Deans of the Faculties of Nursing and Arts shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.

#### **Satisfactory progress**

8. Candidates who fail:
- (a) up to one quarter of the units of study in which they are enrolled in any semester (this is one unit of study for a candidate enrolled in 4 units of study) may progress to a normal full time load in the subsequent year. In addition, they are permitted to enrol in the failed unit of study; or
  - (b) more than half of the credit point load undertaken during a semester or a year, or who fail to meet the requirements of a practicum unit, or who discontinue enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.

### **Bachelor of Nursing (Honours)**

#### **Admission**

9. (a) Applicants for admission to the Bachelor of Nursing (Honours) shall have qualified for the award of a Pass degree and be considered by the Faculty and the head of department concerned to have the requisite knowledge and aptitude for an honours course;
- (b) The following may also be admitted to an honours course:

- (i) Pass graduates holding Bachelor of Nursing degrees from such other institutions as the Faculty may from time to time determine; or
  - (ii) Pass graduates holding Bachelor of Applied Science (Nursing) degrees of the Faculty of Health Sciences; or
  - (iii) Pass graduates holding Bachelor of Applied Science (Nursing) or Bachelor of Health Science (Nursing) degrees from such other institutions as the Faculty may from time to time determine.
- (c) The Dean, on the advice of the relevant head of department, may admit candidates who do not meet the above criteria.
- (d) An applicant for admission to candidature for the honours course shall normally have achieved a Weighted Average Mean (WAM) of 65 or higher in units undertaken for the pass degree. The WAM is calculated by summing the products of the weighted marks achieved for each year and then dividing by the sum of the product of the weighted number of units of study attempted in each year. Units undertaken in each year are weighted according to their designations as first second or third year units in the following manner: 1 = first year; 2 = second year and 3 = third year. All attempts at units of study are included in the calculation, except where units of study are discontinued with permission.

### Requirements for the Honours degree

10. Candidates will be required to complete a minimum of 24 credit points specified Honours units of study and submit a thesis with a value of 24 credit points.
11. There will be no re-examination for honours. If the student does not reach the expected level of achievement for the award of at least Third Class Honours a Pass degree will be awarded no award is made.
12. There shall be three classes of Honours, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division 1 and Division 2.
- (a) The class of Honours shall be determined by the weighted marks achieved in the coursework and thesis components of 30% and 70% respectively.
  - (b) The Honours grade will be reported in percentages and the grades for the award shall be:

First Class	80 – 100
Second Class: Division 1:	75 – 79
Second Class: Division 2:	70 – 74
Third Class	65 – 69
Honours not awarded	< 65
  - (c) If a candidate qualifies for the award of Honours Class I and the Faculty is of the opinion that the candidate's work is of outstanding merit, that candidate shall receive a university medal.
13. The class of honours will be achieved by the weighted marks achieved in the coursework and thesis components of 30% and 70% respectively) as follows:
- (a) 15% of an rcomponent of the unit Nursing Honours Part A as assessed by the supervisor and Head of Department;
  - (b) 15% of an Honours grade will result from the mark achieved from the assessment of the Seminar Presentation component of the unit Nursing Honours Part B as assessed by the supervisor, Honours Coordinator and Head of Department.; and
  - (c) 70% of an Honours grade will result from the mark achieved from submission of a thesis;
- provided that each component will be assessed out of a possible 100 marks and the results will then be proportionally adjusted to the required percentage.
14. The Faculty may permit a candidate to undertake the honours course over four consecutive part-time semesters.
15. A candidate who withdraws from the course shall not be permitted to re-enrol without permission of the Dean.

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### Assessment policy

16. (a) Candidates may be assessed by written and oral examinations, exercises, essays or practical work or any combination of these, and the results of such tests may be taken into account by the Faculty in determining the final results for a unit of study.
- (b) In all units of study work of a standard higher than that required for an ordinary pass may be recognised by the award of High Distinction, Distinction or Credit.
- (c) Candidates who have been prevented by duly certified illness or misadventure from sitting for the whole or part of a unit of study assessment may be tested at such times and in such a way as the Faculty shall determine.
- (d) Candidates who do not pass in a unit of study shall, unless exempted by the Dean, again attend lectures and other classes and complete the prescribed written and other work in all such units of study in which they are permitted to re-enrol.
- (e) Candidates who present themselves for re-examination in any unit of study shall not be eligible for any prize or scholarship awarded in connection with such examination.
- (f) A student who is deemed to be unsatisfactory at any time during a clinical field experience in a unit of study may have the clinical field experience terminated and may be failed in that unit of study.

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## SECTION 2

### Bachelor of Nursing (Pre-Registration)

#### Table of units

Each unit of study has a value of 6 credit points

#### *Year 1*

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Behavioural and Social Sciences in Nursing 1A  
Behavioural and Social Sciences in Nursing 1B  
Life Sciences in Nursing 1A  
Life Sciences in Nursing 1B  
Nursing 1A  
Nursing 1B  
Nursing Practice 1A  
Nursing Practice 1B

#### *Year 2*

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Behavioural and Social Sciences in Nursing 2  
Life Sciences in Nursing 2A  
Life Sciences in Nursing 2B  
Nursing 2A  
Nursing 2B  
Nursing Practice 2A  
Nursing Practice 2B  
Professional Development 1

#### *Year 3*

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Nursing 3A  
Nursing 3B  
Nursing 3C  
Nursing 3D  
Nursing Practice 3A  
Nursing Practice 3B  
Professional Development 2

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and one unit of study from among the following:

- Ageing and Health
- Care of a Patient in Pain
- Chronic Illness and Disability Nursing
- Gender, Reproduction and Healing
- Health Promotion in Practice: Community Programs
- Indigenous Australian Health
- International Health Care and Nursing Practice
- Investigating Nursing History
- Nursing and New Horizons in Health
- Nursing Care of Children and Adolescents: Working with Families
- Nursing Practice and Medical Knowledge
- Nursing the Critically Ill Patient
- Physiological Adaptations in Health and Disease
- Principles and Practice of Cancer Nursing
- Rehabilitation Nursing
- Research in Nursing
- The Human Experience in Literature, Film and Art
- Any other unit of study approved by the Dean

### **Bachelor of Nursing (Post-Registration)**

#### **Table of units**

Each unit of study has a value of 6 credit points

#### *Required Units of Study: Certificate level admission*

- Human Biology
- Nursing, Individuals and Societies
- Nursing Knowledge and Practice
- Professional Practice and People
- Research in Nursing

#### *Required Units of Study: Diploma level admission*

Research in Nursing and  
at least one unit of study selected from among

- Nursing Knowledge and Practice
- Nursing, Individuals and Societies
- Professional Practice and People

#### *Elective units of study*

- Aboriginal Health
- Behavioural and Social Sciences in Nursing 2A
- Behavioural and Social Sciences in Nursing 2B
- Clinical Decision Making in Nursing
- Community Health Nursing
- Health Assessment
- Integrated Clinical Studies
- Medical/Surgical Nursing 1
- Medical/Surgical Nursing 2
- Microbiology in Nursing
- Nursing and Developmental Disability
- Nursing and the Aged
- Psychiatric and Mental Health Nursing
- or any other unit of study approved by the Dean

### **Bachelor of Nursing (Honours)**

#### **Table of units**

Each unit of study has a value of 12 credit points

Nursing Honours Part A

Nursing Honours Part B

Nursing Honours Part C (Thesis)

Nursing Honours Part D (Thesis)

### **Bachelor of Nursing/Bachelor of Arts**

#### **Table of units for the Bachelor of Nursing component**

Each unit of study has a value of 6 credit points

#### *Required Units of Study*

Nursing Practice 1A

Life Sciences in Nursing 1A

Nursing 1B

Nursing Practice 1B

Nursing 2A

Nursing Practice 2A

Life Sciences in Nursing 1B

Behavioural and Social Sciences in Nursing 1B (or Arts equivalent)

Behavioural and Social Sciences in Nursing 1A (or Nursing 1A or Arts equivalent)

Life Sciences in Nursing 2A

Nursing 2B

Nursing Practice 2B

Nursing Practice 3A

Nursing 3A

Life Sciences in Nursing 2B

Behavioural and Social Sciences in Nursing 2

Professional Development 2

Nursing 3B

Nursing 3C

Nursing 3D

Nursing Practice 3B

And an elective approved by the Dean

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## Faculty of Science

### Amendment of the Resolutions of the Senate

#### Bachelor of Psychology

The Resolutions of the Senate relating to the degree of Bachelor of Psychology (pp 535-557, *Calendar 1999, Volume 1: Statutes and Regulations*) are rescinded and replaced by the following new Resolutions with effect from 1 January 2001:

1. These Resolutions must be read in conjunction with the University of Sydney (Undergraduate Courses) Rule, which sets out the requirements for all undergraduate course, and the relevant Faculty Resolutions.

#### Requirements for the Degree

2. To qualify for the award of the degree students must:
  - (1) complete successfully units of study giving credit for a total of 192 credit points; including 48 credit points from the fourth year (Honours) units of study in the Science subject area of Psychology; and
  - (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

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### Faculty Resolutions relating to the degree of Bachelor of Psychology

These resolutions must be read in conjunction with the University of Sydney (Undergraduate Courses) Rule and the Glossary appended to these Faculty Resolutions.

## SECTION 1

### Units of Study

1. The Faculty of Science offers units of study in the following designated Science subject areas:
  - (a) Agricultural Chemistry
  - (b) Anatomy and Histology
  - (c) Biochemistry
  - (d) Biology
  - (e) Cell Pathology
  - (f) Chemistry
  - (g) Computer Science
  - (h) Environmental Science
  - (i) Geography
  - (j) Geology
  - (k) Geophysics
  - (l) History and Philosophy of Science
  - (m) Immunology
  - (n) Information Systems
  - (o) Marine Science
  - (p) Mathematics
  - (q) Microbiology
  - (r) Nutritional Science
  - (s) Pharmacology
  - (t) Physics
  - (u) Physiology
  - (v) Psychology
  - (w) Soil Science
  - (x) Statistics

2. The units of study, which may be taken for the degree, are set out under Subject areas in *Table of Undergraduate Units of Study I* together with
  - (1) designation as Junior, Intermediate, Senior or Honours and, where appropriate, as Advanced units of study,
  - (2) credit point values,
  - (3) assumed knowledge, co-requisites/prerequisites,
  - (4) the semesters in which they are offered,
  - (5) the units of study with which they are mutually exclusive.
3. The Dean may permit a student of exceptional merit who is admitted to the Talented Student Program to undertake a unit or units of study within the Faculty other than those specified in *Table of Undergraduate Units of Study I*.
4. A student who enrolls, in accordance with these resolutions, in a unit or units of study prescribed for a degree other than the Bachelor of Psychology, shall satisfy the prerequisites, co-requisites and other requirements prescribed for such units of study.

### **Requirements for the Degree**

5. To qualify for the award of the degree a student shall
  - (1) complete units of study having a total value of at least 192 credit points where
    - (a) at least 12 credit points are from Junior units of study in the Science subject area of Psychology, with an average grade of credit or better;
    - (b) at least 16 credit points are from Intermediate units of study in the Science subject area of Psychology, with an average grade of distinction or better;
    - (c) at least 36 credit points are from Senior units of study in the Science subject area of Psychology (including PSYC3201 and PSYC3202) and, except with the permission of Faculty, with an average grade of Distinction or better;
    - (d) at least 96 credit points are from Science subject areas;
    - (e) at least 12 credit points are from the Science subject areas of Mathematics and Statistics;
    - (f) at least 12 credit points are Junior units of study from Science subject areas other than Psychology and Mathematics and Statistics;
    - (g) no more than 60 credit points are from Junior units of study;
    - (h) no more than 18 credit points are from units in which a grade of Pass (Concessional) has been awarded.
    - (i) 48 credit points must be from fourth year (Honours) units of study in the Science subject area of Psychology with a grade of honours.
6. A maximum of 48 credit points may be counted towards the degree requirements from units of study offered by faculties other than the Faculty of Science.
7. Units of study completed at the University of Sydney Summer School which correspond to units of study in the Table of Undergraduate Units of Study may be credited towards the course requirements.
8. Students shall complete the requirements for the honours course full-time over two consecutive semesters.
9. If the Faculty is satisfied that a student is unable to attempt the honours course on a full-time basis and if the Head of Department concerned so recommends, permission may be granted to undertake honours half-time over four consecutive semesters.
10. The grade of honours and the honours mark are determined by performance in the honours course.
11. A student with an honours mark of 90 or greater and a minimum SCIWAM of 80 shall, if deemed to be of sufficient merit by the Dean on the advice of the Faculty Honours Committee, receive a bronze medal.
12. A student may not re-attempt the Psychology honours course.

## **SECTION 2**

### **Enrolment in more/less than minimum load**

13. A student may not enrol without first obtaining permission from the Dean in

- (1) additional units of study once the degree requirements of 192 credit points have been satisfied, or
- (2) units of study which may not be counted towards the course requirements.

#### **Repeating a unit of study**

14. Where a student enrolls in a unit of study which is the same as, or has a substantial amount in common with, a unit of study previously attempted but not completed *at the grade of Pass or better*, the Head of Department concerned may exempt the student from certain requirements of the unit of study if satisfied that the relevant competence has been demonstrated.

15. A student who has been awarded a Pass (Concessional) in a unit of study may repeat that unit but, if subsequently awarded a grade of Pass or better, no further credit points will be gained unless the unit of study previously had not been credited under Section 5. (1) (h).

#### **Cross-institutional enrolment**

16. Provided that permission has been obtained in advance, the Dean may permit a student to complete a unit of study at another institution and have that unit credited to his/her course requirements provided that either

- (1) the unit of study content is material not taught in any corresponding unit of study in the University, or
- (2) the student is unable for good reason to attend a corresponding unit of study at the University.

#### **Restrictions on enrolment**

17. Units of study which overlap substantially in content are noted in the Tables of Undergraduate Units of Study. Such units of study are mutually exclusive and no more than one of the overlapping units of study may be counted towards meeting the course requirements.

#### **Satisfactory Progress**

18. If a student fails or discontinues enrolment in one unit of study twice, a warning will be issued that if the unit is failed a third time, the student may be asked to show good cause why he or she should be allowed to re-enrol in that unit of study.

#### **Assessment Policy**

19. Students may be tested by written and oral examinations, exercises, essays or practical work or any combination of these as the Faculty may determine.

20. Where a unit of study is offered at different levels of difficulty, the performance of students will be matched so that a grade obtained at one level indicates a quality of work comparable with that required for the same grade at the other level(s).

21. Heads of Department may arrange for further testing in cases of special consideration, in accordance with Academic Board policy governing illness and misadventure.

22. The award of a Pass (Concessional) in a unit of study entitles the student to be credited with the full number of credit points for that unit of study, provided that the limit on the total credit value specified in Section 5.(1) (h) is not exceeded.

#### **Credit Transfer Policy**

23. Credit will not be granted for units of study completed more than nine years prior to application, except with the permission of the Dean.

24. Credit may be granted as specific credit if the unit of study is considered to be directly equivalent to a unit of study in *Table of Undergraduate Units of Study I* or as non-specific credit.

25. The total amount of credit granted may not be greater than 96 credit points and may not include more than 48 credit points of units from another degree for which credit is maintained or a degree has been conferred.

26. All students, notwithstanding any credit transfer, must complete at least 36 credit points of Senior Psychology units (as outlined in 5.(1) (c)) at the University of Sydney.

#### **Glossary [To go at end of all resolutions]**

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## **AGENDA ITEM 10.**

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

#### **10.2 Report of the Graduate Studies Committee meeting held on 19 June 2000**

The Committee met on 19 June 2000 when there were present: The Alternative Chair, Associate Professor R Ross, presiding, Dr B Adamson, Dr A Brew, Associate Professor J Christodoulou, Professor L Field, Dr J Finkelstein, Professor J Gero, Professor D Kemp, Associate Professor A F Masters, Professor P Ramsden, Professor D Siddle, Associate Professor J Small, Ms K Stenner, Mr J Taylor and Drs L Unsworth and S West. Ms E Bergmann was in attendance.

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

The Committee **recommends** that the Board receive and note the following report of its meeting held on 19 June 2000.

##### **2. Proposal for a new subject area**

###### **2.1 Faculty of Arts: Doctor of Philosophy and Master of Philosophy**

On the recommendation of the Coursework Sub-Committee, the Committee **recommends** approval of the proposal from the Faculty of Arts for the introduction in 2001 of the new subject area of Media and Communication Studies for the degrees of Doctor of Philosophy and Master of Philosophy.

Both degrees proposed would be available by research only and would involve independent research work and thesis preparation supervised by the Director of the Program. The addition of two new postgraduate research programs will attract students who are not already being catered to by existing MPhil and PhD programs.

In particular, the new Media Studies Program will cater to research students with an interest in the following areas:

- Journalism: history, ethics, and professional practice
- The media's role in the formation and shape of the public sphere
- The popular media: history, ethics, and political influence
- The Australian media: history, ownership, diversity, globalisation

In the first instance, the purpose is to attract high calibre research students to a new program area despite limited staff resources. In the longer term, the purpose of introducing these new degrees is to lay a foundation for a broader postgraduate program which, given resources, would encompass coursework.

The Committee **recommends** that the Board

- (i) approve the proposal of the Faculty of Arts for the introduction of the new subject area of Media and Communication Studies for the degrees of Doctor of Philosophy and Master of Philosophy, for introduction from 2001; and
- (ii) on behalf of Senate, approve the amendment of the Resolutions of the Senate relating to the degree of Master of Philosophy, with effect from 1 January 2001, as set out below.

*(Page 67)*

##### **3. Proposal for a new course**

###### **3.1 Faculty of Rural Management: Master of Sustainable Agriculture**

On the recommendation of the working party appointed to consider the proposal and of the Alternative Chair, the Committee **recommended** approval of the proposal from

the Faculty of Rural Management for the introduction from 1 July 2000 of the new course, the Master of Sustainable Agriculture.

The proposal for the degree of Master of Sustainable Agriculture is for an amendment to the existing postgraduate certificate/diploma in sustainable agriculture and an extension of that program to the masters level. Candidates must successfully complete the two core entry units plus two elective units to gain a Graduate Certificate in Sustainable Agriculture. The Graduate Diploma in Sustainable Agriculture is awarded on the successful completion of two additional elective units. The Masters of Sustainable Agriculture is awarded on the successful completion of either an additional elective unit plus the *Sustainable Agriculture Dissertation* unit, or the *Sustainable Agriculture Research Study* unit. All units will be available through the distance education mode, with each unit of study being equivalent to six credit points, except for the *Sustainable Agriculture Research Study* unit, which is 12 credit points.

The re-design of the program provides for greater flexibility to cater for a variety of student needs, as well as prior learning and experience. There has been significant debate in and outside rural and regional Australia about the future of rural communities, especially in relation to economic and ecological sustainability. Recently this debate has focussed on social and human issues. The Master of Sustainable Agriculture enables students to focus on all these issues in a practical and problem-solving manner. Many organisations have reported that they seek employees that can view sustainability issues from social, economic and environmental perspectives.

The proposal was originally considered by a Working Party in late 1999. The Working Party raised a number of issues, requested that the then Orange Agricultural College carry out more work on the proposal including liaising with the Faculties of Agriculture and Veterinary Science, and delegated authority to the Alternative Chair to sign off on the proposal once the issues had been resolved.

A revised proposal was received in 2000 which addressed all issues. Noting that the Academic Board would not meet until August, the Committee agreed to the Alternative Chair recommending the introduction of the course from Semester 2, 2000, subject to the agreement of the Chair of the Academic Board and Senate at its August meeting.

Subsequent to the meeting the Chair of the Academic Board under delegated authority approved referral of the proposal to the August Senate meeting for approval of its introduction from 1 July 2000.

The Committee **recommends** that the Board note that the Chair of the Board, under delegated authority, recommends that Senate approve:

- (i) the proposal from the Faculty of Rural Management for the introduction in Semester 2, 2000 of the new course, the Master of Sustainable Agriculture; and
- (ii) the amendment of the Resolutions of the Senate relating to the above course, with effect from Semester 2, 2000, as set out below. (Pages 67-69)

#### **4. Amendment of the Resolutions of the Academic Board**

##### **4.1 Degree of Doctor of Philosophy**

The Graduate Studies Committee supported the PhD Award Sub-Committee's view that a supervisor should not be an examiner and that at least two examiners should be external to the University.

The Committee **recommends** that section 1.5 of the Resolutions of the Academic Board relating to the appointment of examiners for the Degree of Doctor of Philosophy (*University Calendar 1999, Vol 1, p102*) be amended as follows:

1.(5) “The Head of Department shall recommend the appointment of three examiners of the thesis of whom at least two shall be external to the University, i.e., not being a member of the staff of the University or holding a clinical academic title, ~~and of whom normally one shall be a member of the academic staff of the University, or hold a clinical academic title.~~ The supervisor shall not be an examiner.”

## 5. Policy and Procedures for Oral Examinations of PhD Theses at the University of Sydney

The PhD Award Sub-Committee, at the request of the Graduate Studies Committee, considered the feasibility of introducing oral examinations as part of the overall strategy for reducing the length of time taken for theses examinations. A draft policy and procedures for oral examinations was circulated to members of the Graduate Studies Committee, based on those of the University of Queensland and dovetailed into the University of Sydney’s current procedures. The Committee expressed its support for introducing oral examinations and suggested some amendments to the document.

The Committee **recommends** that the Board approve the policy and procedures for oral examinations of PhD theses at the University of Sydney as set out below. (*Pages 70-74*)

## 6. Proceedings of the Committee

### (1) Membership of the Committee

The Committee expressed its appreciation for Ms Kate Stenner’s service to the Committee.

### (2) Report of the PhD Award Sub-Committee

The Committee received the report of the PhD Award Sub-Committee meeting of 6 June 2000 relating to the following matters:

#### (a) Student cases: Doctor of Philosophy

The Committee noted that:

- the award of the degree had been approved to one candidate;
- the award of the degree, subject to emendations, had been approved to two candidates;
- examiners had been appointed for 18 candidates.

#### (b) Student cases: Doctor of Juridical Studies

The Committee noted that:

- examiners had been appointed for 2 candidates.

### (3) Work in progress

#### (a) Quality in postgraduate coursework programs

At the March Graduate Studies Committee meeting, the Pro-Vice-Chancellor (Teaching and Learning) reported that there would be quality-related developments in the management of postgraduate coursework, similar to those implemented in respect of undergraduate coursework, in data collection and implications for the funding formula from 2002. The Committee referred consideration of quality in postgraduate coursework programs and the Report on the SUPRA survey on quality in coursework to the next meeting of the Coursework Sub-Committee.

- (b) **Draft University of Sydney (Postgraduate Coursework Courses) Rule**  
The Committee noted that the Coursework Sub-Committee would consider faculty responses to the draft University of Sydney (Postgraduate Coursework Courses) Rule at its next meeting, and report to the July meeting of the Graduate Studies Committee.
- (c) **Working Party on the Exit Questionnaire**  
The Committee noted a draft Exit Questionnaire which required some additional comments to be incorporated and members were invited to email comments to Professor Siddle for inclusion in the final questionnaire. It would then be formatted and sent to Deans for comment, after which it would be implemented.
- (d) **Working Party on the Accreditation of Supervisors**  
The Committee noted that the Working Party on the Accreditation of Supervisors would meet shortly.
- (e) **Implementation of the Research Training Scheme**  
The Committee noted a report on the final ACER Postgraduate Research Experience Questionnaire (PREQ) Report.
- (f) **Working Party on the first year of candidature for the degree of Doctor of Philosophy**  
The Committee resolved that a new working party be established to examine the issue of the first year of candidature for the degree of Doctor of Philosophy, and deferred consideration of its membership to the next meeting.

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## **Amendment of the Resolutions of the Senate and adoption of new Resolutions**

### **Faculty of Arts**

#### **Doctor of Philosophy**

No amendment of the Resolutions of the Senate are required for the introduction of the new subject area for the degree of Doctor of Philosophy.

#### **Master of Philosophy**

The Resolutions of the Senate relating to the degree of Master of Philosophy (pp 248-250, *1999 Calendar, Volume 1: Statutes and Regulations*) are amended to the following effect from 1 January 2001:

Section 15 relating to the subject areas for the degree is amended by the addition of the following new subject area:

Media and Communication Studies

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### **Faculty of Rural Management**

#### **Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Rural Management, Orange**

The Resolutions of the Senate relating to Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Rural Management are amended to the following with effect from 1 July 2000:

Section 1 is amended

- by inserting the following new sub-section (k)  
(i) Master of Sustainable Agriculture (MSustAgric)

and

- by renumbering existing sub-sections from (k) onwards.

#### **Master of Sustainable Agriculture**

#### **Graduate Diploma of Sustainable Agriculture**

#### **Graduate Certificate of Sustainable Agriculture**

The following new Resolutions of the Senate relating to the Master of Sustainable Agriculture, Graduate Diploma of Sustainable Agriculture and Graduate Certificate of Sustainable Agriculture are adopted with effect from 1 July 2000:

### **MASTER OF SUSTAINABLE AGRICULTURE, GRADUATE DIPLOMA IN SUSTAINABLE AGRICULTURE and GRADUATE CERTIFICATE IN SUSTAINABLE AGRICULTURE**

#### **Award of the degree/graduate diploma/graduate certificate in sustainable agriculture**

1. The Master of Sustainable Agriculture, Graduate Diploma in Sustainable Agriculture and Graduate Certificate in Sustainable Agriculture shall be awarded in one grade, namely Pass.

#### **Eligibility for admission**

2. (1) An applicant for admission shall:
  - (a) in the case of the Master of Sustainable Agriculture, have completed a bachelor's degree;
  - (b) in the case of the Graduate Diploma in Sustainable Agriculture, have completed a bachelor's degree or the Graduate Certificate in Sustainable Agriculture; and

- (c) in the case of the Graduate Certificate in Sustainable Agriculture, have furnished evidence which satisfies the Faculty that the applicant has appropriate work-related experience and academic capabilities that are acceptable to the Faculty.
- (2) Candidates must have access to the Internet to communicate with academic staff, fellow students and the University library.

#### **Preliminary studies**

3. An applicant may be required to undertake preliminary or qualifying studies, and satisfactorily complete such prescribed studies, before admission to candidature.

#### **Method of progression**

4. A candidate for MSustAgric, GradDipSustAgric or GradCertSustAgric shall proceed by coursework only.

#### **Requirements**

##### **5. (1) Requirements for the MSustAgric**

To be eligible for graduation, a candidate must complete the equivalent of eight units in total, chosen from the list of units of study approved by the Faculty. These units must include the two core entry units, plus either the core *Sustainable Agriculture Management Dissertation* unit or the *Sustainable Agriculture Research Study* unit.

##### **(2) Requirements for the GradDipSustAgric**

To be eligible for graduation, a candidate must complete six units in total (including the two core entry units), plus four elective units of study, chosen from the list of units of study approved by the Faculty.

##### **(3) Requirements for the GradCertSustAgric**

To be eligible for graduation, a candidate must complete the two core entry units plus two elective units, chosen from the list of units of study approved by the Faculty.

#### **Availability**

6. (1) Admission to the courses in Sustainable Agriculture and enrolment in particular units of study may be limited by quotas.
  - (2) In determining the quotas, the Dean will take into account:
    - (a) availability of resources; and
    - (b) availability of staff.
  - (3) In considering applicants for admission to candidature, the Dean shall take account of the quota and will select in preference applicants who are most meritorious in terms of section 2. above.

#### **Credit**

7. A candidate who, before admission to candidature, has spent time in advanced study in the University of Sydney or in another University or tertiary institution and has completed work considered by the Dean to be equivalent to units of study prescribed for the course in Sustainable Agriculture, may receive credit towards satisfying the requirements for the course in Sustainable Agriculture, provided the candidate has ceased to be a candidate for that other award. Credit cannot be given for more than half of the prescribed coursework for the course in Sustainable Agriculture.

#### **Probationary admission**

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

#### **Time limits**

9. A candidate may proceed on a full-time or part-time basis.

- (1) A full-time candidate shall normally complete the requirements in not less than 12 months for the MSustAgric and 12 months for the GradDipSustAgric and not less than 6 months for the GradCertSustAgric.
- (2) A part-time candidate shall normally complete the requirements for the MSustAgric and the GradDipSustAgric within four years from the date of first enrolment and within two years for the GradCertSustAgric.

### Progress

**10.** The Dean may call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the course in which they have been accepted and where, in the opinion of the Dean, the candidate does not show good cause, terminate the candidature.

### Examination

- 11.** (1) A candidate may be tested by written and oral examination, assignments, exercises and practical work or any combination of these.
- (2) On completion of the requirements for the course the results of the examination shall be reported to the Faculty Board which shall determine the result of the candidature.

### Table of units of study

**12.** Core and elective units

Unit No.	Unit Name	Core (C) Option (O)	Credit Points
RMBU 5831	<i>Agricultural Financial Management</i>	O	6
RMMN 6851	<i>Agricultural Risk Management</i>	O	6
RMAS 6901	<i>Alternative Agriculture</i>	O	6
RMBU 5832	<i>Foundations of Marketing</i>	O	6
RMAS 6905	<i>Integrated Pest Management</i>	O	6
RMMN 6854	<i>Leadership in Management</i>	O	6
RMMN 5953	<i>Managing Agro-ecosystems</i>	C	6
RMMN 6951	<i>Managing Change</i>	O	6
RMMN 6955	<i>Property and Catchment Planning</i>	O	6
RMRS 6885	<i>Sustainable Agriculture Dissertation*</i>	C	6
RMMN 5952	<i>Sustainable Agriculture: Issues and Viewpoints</i>	C	6
RMRS 6886	<i>Sustainable Agriculture Research Study*</i>	C	12
RMAS 6907	<i>Sustainable Farming Systems</i>	O	6
RMAS 6904	<i>Sustainable Soil Management</i>	O	6

\* Alternate core units

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## **Oral Examinations of PhD Theses at the University of Sydney Discussion Paper**

### **Practices at other Australian Universities with large PhD cohorts**

Of the Universities of Queensland, New South Wales, Melbourne, Monash and Western Australia, only the University of Queensland makes provision for the oral examination of a "new" thesis. The Universities of New South Wales, Melbourne and Monash appear to provide for an oral examination only for a revised thesis or on the recommendation of the examiners (and at Melbourne, only in exceptional circumstances). The University of Western Australia appears to make no provision for an oral examination.

At the University of Queensland, the oral can be requested by the candidate, recommended by the examiners or required by the Dean of Postgraduate Students (who appoints examiners after consultation with the Head of Department). The University's policy document suggests that a "new" thesis can be examined by oral, only at the request of the student, and then only if the department is prepared to arrange the oral and to meet the costs associated with the oral.

The University of Queensland policy on oral examinations (<http://www.uq.edu.au/research/grad-school/documents/1999-phd-handbook/index-examination.html#prov-orals>) contains the following preamble:

*"Although the work embodied in the thesis is usually the sole basis for determining the award of the degree, an oral or practical examination may be recommended by the examiners or be required by the Dean of Postgraduate Students. In addition, candidates may also request oral examinations of PhD theses."*

and statement of objectives

*"Objectives for oral examinations as part of the PhD examining process include:*

*to test the comprehension of the candidate of the broad field of study; to clarify points either of principle or of detail in the thesis; to assess the contribution made by the candidate to the content and presentation of the thesis; to establish a firm deadline for the preparation of examiners' reports to decrease the time taken for the examining process; to provide an educationally rewarding and personally satisfying finale to the PhD candidacy; and to give the candidate the benefit of advice from visiting examiners"*

Thus, it appears that the oral at the University of Queensland may examine different content to that of an examination of the thesis alone.

### **The Process at the University of Queensland:**

Examiners given 7 weeks to examine thesis

Examiners provide interim recommendation on the award of the degree

Examiners indicate questions to be put to the candidate

All three reports provided to candidate and examining committee members

Dean of Postgraduate Students nominates a convener (normally not from the student's Department)

Convener (in the case of adverse reports) consults the Head of Department and advises Dean of Postgraduate Students whether oral should proceed

Department arranges oral exam

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Department responsible for ensuring that examiners' reports received at least 2 weeks prior to date set for the oral

At least 2 examiners present (normally including the internal examiner)

Absent examiners forward questions to the internal examiner (or participate by video or telephone conference)

Candidate gives a seminar to the Department

Candidate, convener and examiners have closed examination of 1-2 hours duration

Supervisor and Head of Department not present at closed session

Following the closed session with the student, the convener and examining committee consult "to reach a decision on the award of the PhD degree" (note that it is not necessary that detailed responses to their questions be returned to absent examiners)

Head consulted and supervisor advised about the result to be recommended at the completion of the oral

Head can append comments to the convener's report

Candidate advised of conclusions by convener at the end of the oral examination

Convener prepares a report, endorsed by the members of the examining committee describing procedures followed, conclusions reached and advice given to candidate. The report is forwarded to the Dean of Postgraduate Students

In developing a policy and procedure for use at the University of Sydney, we may wish to consider two guides:

The oral examination should, as far as possible, examine only that material examined by the thesis-only examination.

The oral examination procedures should, as far as possible, parallel those of the thesis-only examination.

An oral examination (as opposed to a re-examination) has the potential to differ from our present procedures in that the examiners report a consensus to the Faculty. If the Faculty or the Dean is represented in the development of that consensus, the need for the Faculty Postgraduate Studies Committee to consider the individual examiners' reports is diminished - in any event those reports may be considered to be extinguished by the consensus of the examining committee. Given also that the Head of Department is consulted before the convener's report is submitted to the Dean and that the Head of Department can append Departmental comments to the report, it may be argued that in those cases in which the examiners recommend award of the degree, or award subject to correction of typographical errors, or the completion of emendations, and the Head of Department agrees with the recommendation, award of the degree could be devolved to the Dean. Thus, the candidate could be advised at the conclusion of the oral of the outcome of the examination.

In cases where the Head of Department disagrees with the examiners' report and/or the examiners recommend revise and resubmit or non-award, the examination process should revert to our present procedures - i.e., the examiners' report and the Head of Department's comments, the candidate's comments as appropriate, are considered by the Faculty's Postgraduate Studies Committee and the PhD Awards Sub-Committee.

### **Suggested Policy and Procedures at the University of Sydney**

The following policy and procedure for oral examinations at the University of Sydney are suggested for discussion.

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### **The Objectives of an oral examination**

An oral examination or re-examination of a thesis is seen as a desirable means of assessment, since it provides a means

- to test the comprehension of the candidate of the field of study described by the thesis and any appended material;
- to clarify points either of principle or of detail in the thesis;
- to assess the contribution made by the candidate to the content and presentation of the thesis;
- to provide an educationally rewarding and personally satisfying finale to the PhD candidacy;
- to give the candidate the benefit of advice from the examiners.

In addition, the oral examination has the potential to reduce the length of a thesis examination by for example, directly familiarizing the examiners with the University's standards and expectations, or by clarifying points which might otherwise be dealt with by re-examination.

Note: the oral should not be a forum in which the examiners' recommendation(s) are debated or challenged by the Head of Department, supervisor or candidate.

### **The Content of the Oral Examination**

The oral examination of the thesis examines only that material which would be examined by a thesis-only examination (i.e., the content of the thesis and any appended material).

### **The Recommendation to Conduct an Oral Examination**

The Dean of the Faculty, or nominee, has the responsibility for determining that an oral, rather than a thesis-only examination, be conducted.

- An oral examination of the thesis can be recommended by the Head of Department or requested by the student (however, to be consistent with the existing resolutions, a student cannot request an oral examination of a resubmitted thesis). Note that the Head of Department should already have discussed the examination process, including the possibility of an oral examination with the student.
- An oral examination of the thesis is approved by the Dean or nominee.
- An oral examination of the thesis will be approved only if the Head of Department confirms that the Department will arrange the oral examination and bear the associated costs.
- The examiners are notified.
- The Dean appoints a convener, from the Faculty in which candidate has been studying.
- The examiners' written reports are required within 8 weeks of the submission of the thesis.
- The oral examination is set, prior to the submission of the thesis for a date within approximately 10 weeks after the date of submission.
- If the student fails to submit the thesis by the nominated date, the examination reverts to a thesis-only examination.
- Each examiner provides an interim recommendation.
- The Convener examines the examiners' reports and recommends to the Dean whether an oral should be held (e.g., no oral may be needed if all award, award with typos, all revise and resubmit, all non-award)
- If the Dean agrees that no oral is required, the examiners are so advised and advised that their interim recommendations become confirmed recommendations.
- If no oral is required, the examiners' reports and recommendations are processed as for a thesis-only examination.

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### **Conduct of the Oral Examination**

- The candidate, Head of Department and supervisor are given copies of the examiners' reports and interim recommendation.
- The oral examination is chaired by the Convener. (Should it be possible for the Head of Department and supervisor to be present as observers?) The candidate may be accompanied by another member of the University, nominated by the candidate.
- The oral examination will normally last between 1 and 2 hours.
- Absent examiners may participate by video, web or teleconferencing, as may the candidate
- Absent examiners may send questions to the Convener.
- Detailed responses to questions provided by absent examiners need not be returned to them.
- At least two examiners must participate in person or by video, web or telephone link.
- At the conclusion of the discussion with the candidate, the Convener and the participating examiners prepare the examining committee's recommendation in camera.
- The supervisor and the Head of Department will not be present at the closed session, but the Head will be consulted and the supervisor advised about the result to be recommended after the completion of the oral examination.
- The Convener advises the candidate of the examiners' recommendation.
- The Convener prepares a report, endorsed by the members of the examining committee present, describing procedures followed, conclusions reached and advice given to the candidate.
- The candidate and Head of Department endorse the report as appropriate.
- The Convener forwards the report to the Dean
- Should the examiners participating in the oral examination fail to agree, the Convener asks them to supply any revision of their interim reports within two weeks. The examiners' final reports and the Convener's report are then considered by the University as for the examiners' reports in a thesis-only examination.

### **Outcomes of the Oral Examination**

If the examiners recommend award of the degree, or award subject to the completion of emendations and the Head of Department agrees, the Dean can approve award of the degree.

The conduct of an oral examination and the result of the examination are reported to the Faculty Postgraduate Studies Committee and the PhD Awards Sub-committee for noting.

The following is included for consistency with our present resolutions:

If the Head of Department disagrees with the examiners' report and/or the examiners recommend revise and resubmit or non-award, the examining committees' report, the Head of Department's comments and, if appropriate, the candidate's comments are forwarded to the Faculty's Postgraduate Studies Committee and the PhD Awards Sub-Committee for consideration under resolutions<sup>3</sup> (4) *et seq* (p 47 2000 Postgraduate Studies Research Handbook) Note that this is not intended to represent a form of veto by the Head of Department. It simply reflects the present practice in which the Head of Department is required to comment on the examiners' reports.

### **Role and Responsibilities of the Convener**

Normally, the Convener, appointed by the Dean of the Faculty, will be from a Department other than the one in which the student is enrolled. The Convener is a representative of the Dean, and is authorised and required to:

- discuss with the candidate in advance, the nature of the oral examination, noting that candidates are expected to prepare their own defence;

- advise the candidate, before the examination, of the main issues to be raised by examiners, observing, however, that examiners would have the right to ask other questions;
- assure the candidate that the examination is intended to be constructive and helpful;
- chair the closed session of the oral defence of the thesis;
- explain the proceedings to the examiners and the candidate;
- advise the candidate at the end of the session, on behalf of the Dean, of the outcome of the examination;
- give the Head of Department the opportunity to append comments to the Convener's report on the oral examination;
- and provide a report to the Dean of the Faculty, outlining the procedures followed, the conclusions reached and advice given to the candidate; this report should be written at the conclusion of the oral examination and endorsed by the members of the examining committee present.

### 10.3 Report of the Graduate Studies Committee meeting held on 24 July 2000

The Committee met on 24 July 2000 when there were present: the Alternative Chair, Associate Professor R Ross, presiding, Drs B Adamson and A Brew, Professors M Crossley and L Field, Dr J Finkelstein, Professor D Kemp, Associate Professor A F Masters, Dr A McLachlan, Associate Professor F Nicholas, Professor P Ramsden, Professor D Siddle, Associate Professor J Small, Mr J A Taylor, Mr J Taylor, and Drs L Unsworth and S West. In attendance: Ms E Bergmann.

#### 1. Receipt of report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 24 July 2000.

#### 2. The University of Sydney (Postgraduate Coursework Courses) Rule 2000

In September 1999 the "University of Sydney (Undergraduate Courses) Rule 1999" was approved by Senate pursuant to the University of Sydney Act 1989.

The attached generic postgraduate coursework courses rule has been drafted using the undergraduate model and has been considered by faculties, the Graduate Studies Committee and its Coursework Sub-Committee.

The Committee **recommends** that the Academic Board recommend that Senate resolve

- (1) that current Resolutions of the Senate relating to individual postgraduate coursework courses in each Faculty be replaced by:
  - (a) a generic set of Rules relating to postgraduate coursework courses ("The University of Sydney (Postgraduate Coursework Courses) Rule") with effect from 1 January 2001; *(Pages 83-89)*
  - (b) a Senate Resolution for each postgraduate coursework course, setting out the basic requirements and authorities for the relevant award; *(Pages 90-91)* and
  - (c) Faculty Resolutions which set out detailed requirements for individual postgraduate coursework courses *(Pages 92-93)*as detailed in the document presented; and
- (2) that the Academic Board note that:
  - (a) the approval of the Academic Board would still be required for major changes to courses and units of study; and
  - (b) faculties will be required to transfer their current Senate Resolutions relating to postgraduate courses to Faculty Resolutions, in accordance with the template provided.

#### 3. Proposals for new and amended postgraduate courses

##### Faculty of Health Sciences

##### 3.1 Master of Health Information Management, Master of Health Science (Health Informatics) and Master of Health Science (Clinical Data Management)

On the recommendation of the Coursework Sub-Committee, the Committee **recommends** approval of the proposal from the Faculty of Health Sciences for the introduction in 2001 of the new courses, the Master of Health Information Management, Master of Health Science (Health Informatics) and Master of Health Science (Clinical Data Management).

##### **Master of Health Information Management**

The MHIM has been developed in response to a recognised need for skilled health information managers to support changes in the way health care is delivered. Health

information systems increasingly support the delivery of care and 'provide consumers with both access to more information and more control over their own health records' (NSW Health Council, 2000). A profession entering master's qualification in health information management provides existing graduates with a one-year full time program which allows entry into this rapidly developing area.

The School of Health Information Management has offered a Graduate Diploma of Health Science (Health Information Management) since 1992. There have been considerable developments in health care systems and health information systems during that time and it is therefore considered appropriate to offer a profession entering master's qualification. It will enable the School to offer units of study in more depth and to provide flexibility in delivery with core units of study and electives. Student evaluations and the course review indicated that there was a need to provide more flexibility and choice within the existing curriculum. The proposed MHIM covers core health information management competency areas and provides a choice of electives. This reflects the desire to keep the course content and structure relevant to the needs of health information managers in the changing health care environment.

#### **Master of Health Science (Health Informatics)**

This course has been designed to provide graduates with a theoretical and practical understanding of the role of information and communication technologies in health care and the skills required for the successful integration of such technologies into the health system. There is currently no postgraduate master's level qualification offered in health informatics and the vital role of health information to the functioning of both public and private sector health organisations is now well recognised. This has resulted in the creation of a range of new employment positions with titles such as health information analyst, clinical information associate and clinical information analyst. Graduates of the proposed Master's program would be appropriately qualified to fill these positions.

#### **Master of Health Science (Clinical Data Management)**

The data managers working in clinical research are mostly staff who have an allied health background (nurses, health information managers, science graduates), but have no formal qualification in clinical data management. There have been few educational opportunities for those staff members to prepare them for a career in the area of clinical trials and other clinical research. The Master of Health Science (Clinical Data Management) has been developed in response to a recognised need for skilled clinical data managers to support changes in the way health care is delivered and health data are managed. The program has been developed in consultation with the professional Association of Clinical Data Managers, the Australasian Health & Research Data Managers Association (AHR-DMA).

The School of Health Information Management successfully introduced a Graduate Certificate of Health Science (Clinical Data Management) in 1996 and 43 students have graduated from this course. There have been considerable developments in health care systems and clinical data management since 1996 and it is therefore considered appropriate to offer a program with more depth. The review of the Graduate Certificate of Health Science (Clinical Data Management) program and student evaluations have indicated that there is a need to provide an upgraded qualification. It is also important to continue to attract graduate students in an increasingly competitive marketplace.

The Committee **recommends** that the Board recommend that Senate approve:

- (i) the proposal from the Faculty of Health Sciences for the introduction in 2001 of the new courses, the Master of Health Information Management, Master of

- Health Science (Health Informatics) and Master of Health Science (Clinical Data Management); and
- (ii) the amendment of the Resolutions of the Senate relating to the above courses, with effect from 1 January 2001, as set out below: (Pages 94-95)

**3.2 Master of Health Science (Neurological Physiotherapy), Master of Health Science (Paediatric Physiotherapy), Master of Health Science (Cardiopulmonary Physiotherapy), Master of Health Science (Physiotherapy), Master of Health Science (Manipulative Physiotherapy), Master of Health Science (Sports Physiotherapy)**

On the recommendation of the Coursework Sub-Committee, the Committee recommends approval of the proposal from the Faculty of Health Sciences for the introduction in 2001 of the new courses, the Master of Health Science (Cardiopulmonary Physiotherapy), Master of Health Science (Manipulative Physiotherapy), Master of Health Science (Neurological Physiotherapy), Master of Health Science (Paediatric Physiotherapy), Master of Health Science (Physiotherapy) and Master of Health Science (Sports Physiotherapy).

This suite of six proposals was designed to replace the existing one-year Graduate Diplomas and associated six month Master of Health Science specialisations, with one-year master's degree courses. The new courses were designed to adopt the standard 48 credit point master's pattern; while they made no provision to enrol students into a graduate diploma level course, students could exit with that award if they completed requirements to that level; the new structure would facilitate integration and rationalisation of courses in the Faculty through common teaching of key core subjects; and the clear definition of specialist areas in degree titles is of advantage to students and prospective employers.

**Master of Health Science (Neurological Physiotherapy)**

This course has been revised to replace the current Graduate Diploma /Master of Health Science (Physiotherapy-Neurological stream) with the aim of providing a model of graduate education to meet the needs of physiotherapists working in the area of neurological physiotherapy. The course structure will permit students to undertake specialised units of study as well as participate in cross-learning situations with colleagues in Sports, Manipulative, Paediatric, Cardiopulmonary and generic Physiotherapy courses.

**Master of Health Science (Paediatric Physiotherapy)**

This course would replace the current one-year Graduate Diploma and six month articulation of the Master of Health Science (Physiotherapy-Paediatric stream) and provide a model of graduate education to meet the needs of physiotherapists working in the area of paediatric physiotherapy. The proposed structure would enable the needs of students to be met in a more cost-effective manner than the current course and will therefore increase the viability of the course.

**Master of Health Science (Cardiopulmonary Physiotherapy)**

This course has been revised to replace the current Graduate Diploma/Master of Health Science (Physiotherapy-Cardiopulmonary stream). The structure of this course will allow students to attend full-time or part-time. The proposed structure will enable the needs of students to be met in a more cost-effective manner than the current course and will therefore increase the viability of the course.

**Master of Health Science (Physiotherapy)**

This course has been designed to replace the current generic one-year graduate diploma and six month articulation to the Master of Health Science (Physiotherapy), which is currently being offered by the School of Physiotherapy and aims to provide a model of graduate education to meet the needs specifically of generalist

physiotherapists. The proposed structure would enable the needs of students to be met in a more cost-effective manner than the current course and will therefore increase the viability of the course.

#### **Master of Health Science (Manipulative Physiotherapy)**

This course has been designed to replace the current one-year Graduate Diploma and six month articulation to the Master of Health Science (Physiotherapy-Manipulative stream), which is currently being offered by the School of Physiotherapy. Provision of this course will provide access to a comparable level of graduate studies for physiotherapists interested in pursuing their expertise within the specialist areas of manipulative physiotherapy. The proposed structure would enable the needs of students to be met in a more cost-effective manner than the current course and will therefore increase the viability of the course.

#### **Master of Health Science (Sports Physiotherapy)**

This course has been designed to replace the current one-year Graduate Diploma and six month articulation to the Master of Health Science (Sports Physiotherapy), which is currently being offered by the School of Physiotherapy. Provision of this course will provide access to a comparable level of graduate studies for physiotherapists interested in pursuing their expertise within the specialist areas of sports physiotherapy. It is recommended that certain units of study within the course be substantially revised to reflect the amalgamation of units of study since the course was first offered in 1993 and to reflect the changing needs of the sports physiotherapy profession.

The Committee **recommends** that the Board recommend that Senate approve:

- (i) the proposal from the Faculty of Health Sciences for the introduction in 2001 of the Master of Health Science (Cardiopulmonary Physiotherapy), Master of Health Science (Manipulative Physiotherapy), Master of Health Science (Neurological Physiotherapy), Master of Health Science (Paediatric Physiotherapy), Master of Health Science (Physiotherapy) and Master of Health Science (Sports Physiotherapy); and
- (ii) the amendment of the Resolutions of the Senate relating to the above courses, with effect from 1 January 2001, as set out below: (Page 94-95)

### **Faculty of Science**

#### **3.3 Graduate Certificate in Applied Science (Molecular Biotechnology), Graduate Diploma in Applied Science (Molecular Biotechnology) and Master of Applied Science (Molecular Biotechnology)**

On the recommendation of the Coursework Sub-Committee, the Committee **recommends** approval of the proposal from the Faculty of Science for the introduction in 2001 of the new courses, the Graduate Certificate in Applied Science (Molecular Biotechnology), Graduate Diploma in Applied Science (Molecular Biotechnology) and Master of Applied Science (Molecular Biotechnology).

This program encompasses three of four courses offered as a consequence of the University of Sydney's successful bid for Science Lectureship funding from DETYA. The Graduate Certificate, Diploma and Masters programs in Molecular Biotechnology will provide an articulated opportunity for industry employees and graduates in related fields to obtain relevant theoretical and applied skills. The purpose of program is to provide a core education in molecular biotechnology. The proposal includes programmed study previously unavailable in Australia that gives students specialisations with attractive prospects for retraining and employment and for further education. It will cover new and leading edge high technology that will provide education in relevant aspects of biology, biochemistry, chemistry, food science and technology, agricultural science, bioinformatics and information

bioscience. It will aim to provide a basic knowledge and skills base emphasising scientific applications. It also gives a professional graduate education for scientists and technologists already working in these areas, combined with the benefits of ongoing course development conducted in light of the synergy brought about by the creation of this multi-disciplinary subject. Direct industry input into course structure and management will nurture an atmosphere of industry-relevant education. Students will be exposed to a solid grounding in molecular biotechnology including an appreciation of social and ethical implications.

The Committee **recommends** that the Board recommend that Senate approve:

- (i) the proposal from the Faculty of Science for the introduction in 2001 of the new courses, the Graduate Certificate in Applied Science (Molecular Biotechnology), Graduate Diploma in Applied Science (Molecular Biotechnology) and Master of Applied Science (Molecular Biotechnology); and
- (ii) the amendment of the Resolutions of the Senate relating to the above courses, with effect from 1 January 2001, as set out below: (Page 95)

#### 4. **Amendment of the Resolutions of the Academic Board: Examination Process for the degree of Doctor of Philosophy**

On the recommendation of the PhD Award Sub-Committee, the Committee **recommends** that section (13) of the Resolutions of the Academic Board relating to the Examination Process for the Degree of Doctor of Philosophy (p 102, *Calendar 1999, Volume I: Statutes and Regulations*) be amended as set out below.

##### **(13) Report to the PhD Award Sub-Committee**

The following sentence to be inserted after the first sentence:

*When an unusual choice of internal examiner is made, a short justification of why that examiner was chosen should be provided by the faculty concerned.*

It is also **recommended** that this information be included on the form in which the faculty/college board reports the names of examiners to the PhD Award Sub-Committee.

#### 5. **Proceedings of the Committee**

##### **(1) Membership of the Committee**

The Committee welcomed Professor David Kemp to membership of the Committee as the member from the Faculty of Rural Management and Mr James Taylor as the President of the Sydney University Postgraduate Representative Association.

##### **(2) Report of the PhD Award Sub-Committee**

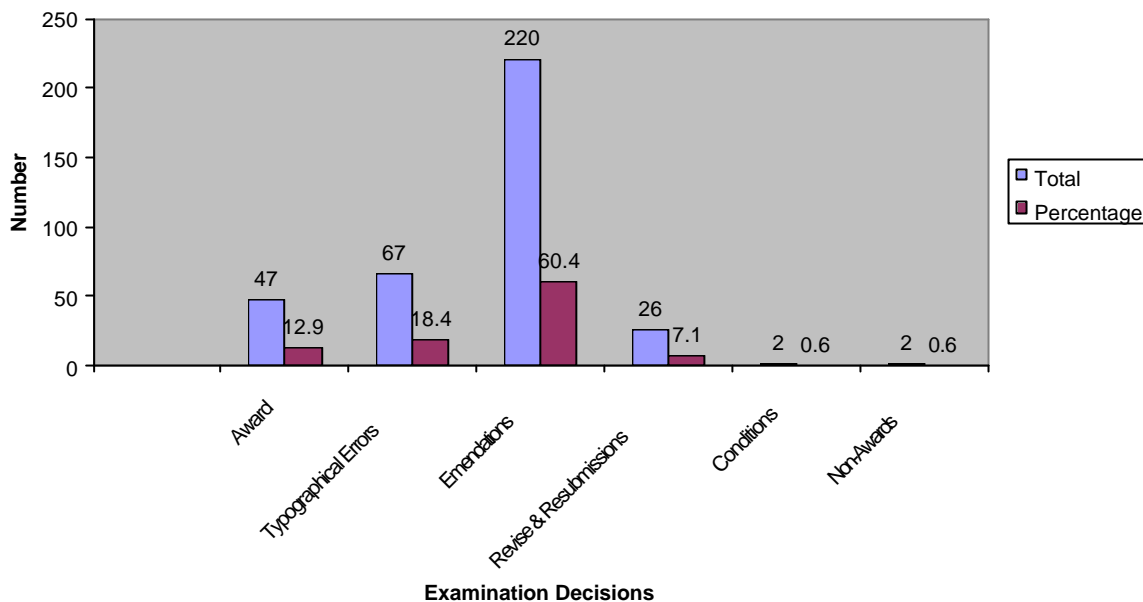
The Committee received the report of the PhD Award Sub-Committee meeting of 11 July 2000 relating to the following matters:

##### **(a) Combined Faculty and University Examination Decisions for 1999**

The Committee noted Combined Faculty and University Examination Decisions for 1999, as follows:

<b>Decision</b>	<b>Total</b>	<b>Percentage</b>
Award	47	12.9
Typographical Errors	67	18.4
Emendations	220	60.4
Revise & Resubmissions	26	7.1
Conditions	2	0.6
Non-Awards	2	0.6
<b>Totals</b>	<b>364</b>	<b>100</b>

Total Combined Faculty & University Examination Decisions for 1999



(b) Report from faculties

(i) Second quarter of 2000

The Committee noted the following quarterly report from faculties on PhDs awarded at faculty level for the period March-June 2000:

Faculty	Award	Award Subject to		Percentages		
		Correction of typograph'l errors	All emend's	Award	Typograph	Emend
Agriculture	-	1	2	-	33.3%	66.7%
Architecture	-	-	2	-	-	100%
Arts	1	3	1	20%	60%	20%
Dentistry	-	-	-	-	-	-
Economics						
Education						
Engineering						
Health Sciences	-	-	1	-	-	100%
Law	2	-	-	100%	-	-
Medicine	1	2	4	14.3%	28.6%	57.1%
Nursing	-	-	-	-	-	-
Science	3	6	14	13%	26.1%	60.9%
Veterinary Science	-	-	-	-	-	-
AGSM						
OAC						
SCA						
Conservatorium						
<b>TOTAL</b>	<b>7</b>	<b>12</b>	<b>24</b>	<b>16.3%</b>	<b>27.9%</b>	<b>55.8%</b>

**(ii) Summary of examination times**

The Committee noted the summary of PhDs awarded directly at faculty level without further qualification, subject to typographical corrections or subject to all emendations for the period March-June 2000. It further noted that averaged over all faculties, 18.6% of degrees were awarded in three months or less, 41.9% in four months, 62.8% in five months, 72.1% in six months and 27.9% took longer than six months.

Faculty	Total	Number awarded within specified months from submission								
		=2 mths	3 mths	4 mths	5 mths	6 mths	7 mths	8 mths	9 mths	>9 mths
Agriculture	3	-	2	1	-	-	-	-	-	-
Architecture	2	1	-	1	-	-	-	-	-	-
Arts	5	-	-	1	3	1	-	-	-	-
Dentistry	-	-	-	-	-	-	-	-	-	-
Economics										
Education										
Engineering										
Health Sciences	1	-	-	-	1	-	-	-	-	-
Law	2	-	-	-	-	1	-	-	-	1
Medicine	7	-	-	2	2	1	-	-	-	2
Nursing	-	-	-	-	-	-	-	-	-	-
Science	23	-	5	5	3	1	4	1	4	-
Veterinary Science	-	-	-	-	-	-	-	-	-	-
AGSM										
OAC										
SCA										
Conservatorium										
<b>TOTAL</b>	<b>43</b>	<b>1</b>	<b>7</b>	<b>10</b>	<b>9</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>3</b>

**(c) Student cases considered by the Sub-Committee**

**(i) Doctor of Philosophy**

The Committee:

- resolved to recommend the award of the degree, subject to emendations, to two candidates;
- resolved to recommend the award of the degree, subject to conditions, to one candidate;
- noted that the award of the degree, subject to emendations, had been approved to two candidates;
- noted that the Chair of the Sub-Committee had recommended that one candidate revised and resubmit within one semester;;
- noted that examiners had been appointed for eighteen candidates.

**(ii) Doctor of Juridical Studies**

The Committee noted that examiners had been appointed for two candidates.

**(3) Report of the Coursework Sub-Committee**

The Committee received the report of the Coursework Sub-Committee meeting of 10 July 2000.

**(4) Work in progress**

The Committee noted the status of the following work in progress:

- (a) Report on facilities for research student.
- (b) Appointment of a Working Party to examine the issue of the first year of candidature for the degree of Doctor of Philosophy.
- (c) Proposed review of procedure to allocate APA and UPA awards to Colleges
- (d) Report on minor changes to Resolutions of the Senate relating to the Faculties of Arts, Dentistry, Law, Pharmacy and Science.
- (e) Working Party on the Exit Questionnaire.
- (f) Working Party on the Accreditation of Supervisors
- (g) Implementation of the Research Training Scheme.

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## University of Sydney (Postgraduate Coursework Courses) Rule 2000

### Object

These rules provide the policy framework upon which postgraduate coursework courses in the University are based. They are meant to be read in conjunction with the Senate Resolutions and Faculty resolutions relating to each course in that Faculty.

### Authorities and Responsibilities

Authorities and responsibilities for the functions set out in these rules are also defined in the document 'Academic Delegations of Authority'. The latter document sets out the mechanisms by which a person who has delegated authority may appoint an agent to perform a particular function.

### Contents

- Commencement and purpose of Rule
- Definitions
- Authorities and responsibilities
- Course requirements
- Units of study and credit points
- Unit of study assessment
- Modes of attendance
- Enrolment restrictions
- Credit for previous studies
- Cross-institutional study
- Repeating a unit of study
- Time limits
- Discontinuation of enrolment
- Suspension of candidature
- Satisfactory progress
- Requirement to show good cause
- Exclusion for failure to show good cause
- Applying for re-admission after exclusion
- Appeals against exclusion
- Variation of course requirements in exceptional circumstances
- Classes of award
- Award of the degree of Master with honours or merit
- Transcripts and testamurs
- Application of this Rule during transition

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## Preliminary

### 1. Commencement and purpose of Rule

- (1) This Rule is made by the Senate pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.
- (2) This Rule comes into force on 1 January 2001.
- (3) This Rule provides the policy framework upon which postgraduate coursework courses in the University are based. It is meant to be read in conjunction with Division 1 and Division 10 of the University of Sydney (Amendment Act) Rule 1999 and the Resolutions of the Senate and the faculty resolutions relating to each course in that faculty.

## Part 1 – Rules relating to Postgraduate Coursework Courses

### 1. Definitions

In this Rule:

**academic unit** includes a faculty, school, department, centre or interdisciplinary committee of the University;

**course** means a program of units of study that leads to the award of a degree of master by coursework or a graduate diploma or a graduate certificate of the University, unless otherwise specified;

**dean** means the dean of a faculty or the director or principal of an academic college;

**degree** means a degree at the level of Master;

**embedded courses/programs** are those in which the same units of study are offered in the graduate certificate / graduate diploma / master's degree by coursework in the same program in the same subject area;

**faculty** means a faculty, college board, a board of studies or the Australian Graduate School of Management Limited as established in each case by its constitution and in these Rules refers to the faculty responsible for the course concerned;

**postgraduate** refers to research and coursework programs which usually require graduate qualifications for entry and lead to a postgraduate qualification;

**student** means a person enrolled as a candidate for a course;

**unit of study** or **unit** means a stand-alone component of a course with a specified credit point value; each unit of study is the responsibility of an academic unit.

### 2. Authorities and responsibilities

Authorities and responsibilities for the functions set out in this Rule are also defined in the document *Academic Delegations of Authority*. The latter document sets out the mechanisms by which a person who has delegated authority may appoint an agent to perform a particular function.

## Division 1 – Course requirements, credit points and assessment

### 3. Course requirements

- (1) To qualify for the award of a degree or graduate diploma or graduate certificate, a student must:
  - (a) meet the requirements specified by the Senate for the award of the degree or graduate diploma or graduate certificate concerned;
  - (b) successfully complete those course requirements as specified by the Academic Board on the recommendation of the faculty and published in the faculty resolutions relating to the course;
  - (c) successfully complete any other course requirements specified by the faculty in accordance with its delegated authority and published in the faculty resolutions relating to the course; and
  - (d) satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

- (2) The procedures for consideration of, and deadlines for submission of, proposals for new and amended award programs and courses will be determined by the Academic Board.

#### **4. Units of study and credit points**

- (1)
  - (a) A unit of study comprises the forms of teaching and learning approved by a faculty, normally the faculty primarily responsible for the department offering the unit in question. However, where the unit of study is being provided specifically for a course which is the responsibility of another faculty, that faculty must also provide approval.
  - (b) Any faculty considering the inclusion of a unit of study in the tables of units available for a course for which it is responsible may review the forms of teaching and learning of that unit, may consult with the approving faculty about aspects of that unit and may specify additional conditions with respect to inclusion of that unit of study.
- (2) A student completes a unit of study if the student:
  - (a) participates in the learning experiences provided and attendance requirements for the unit of study;
  - (b) meets all examination and assessment requirements for the unit of study; and
  - (c) passes the required assessments for the unit of study.
- (3) Each unit of study is assigned a specified number of credit points by the faculty responsible for the department which offers the unit of study.
- (4) The total number of credit points required for completion of a course will be as specified in the Senate resolutions relating to the course.
- (5) A student may, under special circumstances, and in accordance with faculty policy, be permitted by the relevant dean to undertake a unit or units of study other than those specified in the faculty resolutions relating to the course and have that unit or those units of study counted towards fulfilling the requirements of the course in which they are enrolled.

#### **5. Unit of study assessment**

- (1) A student who completes satisfactorily a unit of study will normally be awarded grades of high distinction, distinction, credit or pass, in accordance with policies established by the Academic Board. The grades high distinction, distinction and credit indicate work of a standard higher than that required for a pass.
- (2) A student who completes a unit of study for which only a pass/fail result is available will be recorded as having satisfied requirements.
- (3) In determining the results of a student in any unit of study, the whole of the student's work in the unit of study may be taken into account.
- (4) Examination and assessment in the University are conducted in accordance with the policies and directions of the Academic Board.

#### **6. Modes of attendance**

A faculty has authority to specify the attendance requirements for courses or units of study in that faculty. A faculty must take into account any University policies concerning modes of attendance, equity and disabled access.

### **Division 2 – Enrolment**

#### **7. Enrolment restrictions**

- (1) If a student has completed a unit of study towards the requirements of a course the student may not re-enrol in that unit of study; nor may a student enrol in any unit of study which overlaps substantially in content with a unit that has already been completed or for which credit or exemption has been granted towards the course requirements.
- (2) A student may not enrol in units of study additional to course requirements without first obtaining permission from the relevant dean.

- (3) Except with the permission of the relevant dean, a student may not enrol in units of study with a total value of more than 24 credit points in any one semester, and may not enrol in units of study with a total value of more than 12 credit points in Summer Session or 6 credit points in Winter Session.

### **Division 3 – Credit, cross-institutional study and their upper limits**

#### **8. Credit for previous studies**

- (1) Students may be granted advanced standing, credit or exemption on the basis of previous studies.
- (2) A Faculty has authority to establish embedded academic sequences in closely related graduate certificate, graduate diploma and master's degree courses. In such embedded sequences, a student may be granted credit for all or some of the units of study completed in one award of the sequence, towards any other award in the sequence.
- (3) The credit or exemption granted on the basis of work completed or prior learning in another course at this University or at another institution may not exceed fifty percent of the requirements prescribed for the course unless the work was completed in an embedded program at this University or as part of a course offered by this University in an approved conjoint venture with another institution.
- (4) The credit granted on the basis of work completed at an institution other than a university normally should not exceed one third of the overall course requirements.
- (5) In a course offered as part of an approved conjoint venture the provisions for the granting of credit are prescribed in the Resolutions of the Senate and the faculty resolutions relating to that course.

#### **9. Cross-institutional study**

- (1) The relevant dean may permit a student to complete a unit or units of study at another university or institution and have that unit or those units of study credited to his/her course.
- (2) The relevant dean has authority to determine any conditions applying to cross-institutional study.

### **Division 4 – Progression**

#### **10. Repeating a unit of study**

- (1) A student who repeats a unit of study shall, unless granted exemption by the relevant dean:
  - (a) participate in the learning experiences provided for the unit of study; and
  - (b) meet all examination, assessment and attendance requirements for the unit of study.
- (2) A student who presents for re-assessment in any unit of study is not eligible for any prize or scholarship awarded in connection with that unit of study without the permission of the relevant dean.

#### **11. Time limits**

The maximum length of candidature for each course is as prescribed in the Resolutions of the Senate relating to that course.

### **Division 5 – Discontinuation of enrolment and suspension of candidature**

#### **12. Discontinuation of enrolment**

- (1) A student who wishes to discontinue enrolment in a course or a unit of study must apply to the relevant dean and will be presumed to have discontinued enrolment from the date of that application, unless evidence is produced:
  - (a) that the discontinuation occurred at an earlier date; and

- (b) that there was good reason why the application could not be made at the earlier time.
- (2) A student who discontinues his or her enrolment during the first year of enrolment in a course may not re-enrol in that course unless:
  - (a) the relevant dean has granted prior permission to re-enrol; or
  - (b) the student is reselected for admission to candidature for that course.
- (3) No student may discontinue enrolment in a course or unit of study after the end of classes in that course or unit of study, unless he or she produces evidence that:
  - (a) the discontinuation occurred at an earlier date; and
  - (b) there was good reason why the application could not be made at the earlier time.
- (4) A discontinuation of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that discontinuation occurs within the time-frames specified by the University and published by the faculty, or where the student meets other conditions as specified by the relevant faculty.

**13. Suspension of candidature**

- (1) A student must be enrolled in each semester in which he or she is actively completing the requirements for the course. A student who wishes to suspend candidature must first obtain approval from the relevant dean.
- (2) The candidature of a student who has not re-enrolled and who has not obtained approval from the dean for such suspension will be deemed to have lapsed.
- (3) A student who has not obtained permission to suspend candidature must apply for re-admission in accordance with procedures determined by the relevant faculty.

**Division 6 – Unsatisfactory progress and exclusion**

**14. Satisfactory progress**

A faculty has authority to determine what constitutes satisfactory progress for all students enrolled in courses in that faculty, in accordance with the policies and directions of the Academic Board.

**15. Requirement to show good cause**

- (1) For the purposes of this Rule, *good cause* means circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill health or misadventure. In all cases the onus is on the student to provide the University with satisfactory evidence to establish good cause. The University may also take into account a student's general record in other courses or units of study, undertaken either within the University or at other institutions.
- (2) The relevant dean may require a student who has not made satisfactory progress to show good cause why he or she should be allowed to re-enrol.
- (3) The dean will permit a student who has shown good cause to re-enrol.

**16. Exclusion for failure to show good cause**

The dean may, where good cause has not been established:

- (1) exclude the student from the relevant course; or
- (2) permit the student to re-enrol in the relevant course subject to restrictions on units of study, which may include, but are not restricted to:
  - (a) completion of a unit or units of study within a specified time;
  - (b) exclusion from a unit or units of study, provided that the dean must first consult the head of the academic unit responsible for the unit or units of study; and
  - (c) specification of the earliest date upon which a student may re-enrol in a unit or units of study.

**17. Applying for re-admission after exclusion**

A student who has been excluded from a course or from a unit or units of study may apply to the relevant dean for readmission to the course or re-enrolment in the unit or units of study concerned after at least 4 semesters, and that dean may readmit the student to the course or permit the student to re-enrol in the unit or units of study concerned.

**18. Appeals against exclusion**

- (1) (a) (i) A student who has been excluded in accordance with this Rule may appeal to the Senate Student Appeals Committee (Exclusions and Readmissions).
- (ii) A student who has applied for readmission to a course or re-enrolment in a unit of study after a period of exclusion, and who is refused readmission or re-enrolment may also apply to the Senate Student Appeals Committee (Exclusions and Readmissions).
- (b) The Senate Student Appeals Committee shall comprise:
  - (i) 3 *ex officio* members (the Chancellor, the Deputy Chancellor and the Vice-Chancellor and Principal);
  - (ii) the Chair and Deputy Chairs of the Academic Board;
  - (iii) 2 student Fellows; and
  - (iv) up to 4 other Fellows.
- (c) The Appeals Committee may meet as one or more sub-committees providing that each sub-committee shall include at least 1 member of each of the categories of:
  - (i) *ex officio* member;
  - (ii) Chair or Deputy Chair of the Academic Board;
  - (iii) student Fellow; and
  - (iv) other Fellows.
- (d) Three members shall constitute a quorum for a meeting of the Appeals Committee or a sub-committee.
- (e) The Appeals Committee and its sub-committees have authority to hear and determine all such appeals and must report its decision to the Senate annually.
- (f) The Appeals Committee or a sub-committee may uphold or disallow any appeal and, at its discretion, may determine the earliest date within a maximum of four semesters at which a student who has been excluded shall be permitted to apply to re-enrol.
- (g) No appeal shall be determined without granting the student the opportunity to appear in person before the Appeals Committee or sub-committee considering the appeal. A student so appearing may be accompanied by a friend or adviser.
- (h) The Appeals Committee or sub-committee may hear the relevant dean but that dean may only be present at those stages at which the student is permitted to be present. Similarly, the dean is entitled to be present when the Committee or sub-committee hears the student.
- (i) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or sub-committee scheduled to consider that student's appeal, the Committee or sub-committee, at its discretion, may defer consideration of the appeal or may proceed to determine the appeal.
- (j) A student who has been excluded in accordance with these resolutions and has lodged a timely appeal against that exclusion may re-enrol pending determination of that appeal if it has not been determined by the commencement of classes in the next appropriate semester.

### **Division 7 – Exceptional circumstances**

#### **19. Variation of course requirements in exceptional circumstances**

The relevant dean may vary any requirement for a particular student enrolled in a course in that faculty where, in the opinion of the dean, exceptional circumstances exist.

### **Division 8 – Award of degrees and graduate diplomas and graduate certificates**

#### **20. Classes of award**

- (1) Degrees of master by coursework may be awarded in the grades of pass or pass with merit or with honours.
- (2) Graduate diplomas and graduate certificates may be awarded in one grade only, namely pass.

#### **21. Award of the degree of Master with honours or merit**

The award of honours or pass with merit is reserved to indicate special proficiency or particular pathways to completion. The basis on which a student may qualify for the award of honours or the award with merit in a particular degree is specified in the faculty resolutions relating to that degree.

#### **22. Transcripts and testamurs**

- (1) A student who has completed a course or a unit of study at the University will receive an academic transcript upon application and payment of any charges required.
- (2) Testamurs may indicate majors and/or discipline streams where these are specified in the relevant degree requirements.

### **Division 9 – Transitional provisions**

#### **23. Application of this Rule during transition**

This Rule applies to all candidates for degrees, graduate diplomas and graduate certificates who commence candidature after 1 January 2001. Candidates who commenced candidature prior to this date may choose to proceed in accordance with the resolutions of the Senate in force at the time they enrolled, except that the faculty may determine specific conditions for any student who has re-enrolled in a course after a period of suspension.

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## Resolutions of the Senate relating to individual postgraduate coursework courses

### Master of .....

These Resolutions must be read in conjunction with the University of Sydney (Postgraduate Coursework Courses) Rule and the relevant Faculty Resolutions.

#### Admission Requirements

1. An applicant for admission to candidature for the degree of Master of xxx shall —
  - (1) *be a graduate of/hold the degree of xxx* of the University of Sydney or hold qualifications deemed by the Dean of the Faculty to be the equivalent; and
  - (2) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty.

#### Requirements for the Course

2. To qualify for the award of the degree of xxx, a candidate must:
  - (1) complete successfully units of study giving credit for a total of xxx credit points; and
  - (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

#### Time limits

3. A candidate for the degree *may proceed either full- or part-time/shall proceed on a xxx-time basis only*.
  - (1) A full-time candidate shall complete the requirements for the degree no later than at the end of the xxx<sup>th</sup> semester of candidature.
  - (2) A part-time candidate shall complete the requirements for the degree no later than at the end of the xxx<sup>th</sup> semester of candidature.
  - (3) All candidates must complete the requirements for the degree within xxx calendar years of first enrolment.

#### Award of the degree

4.
  - (1) The degree shall be awarded in one grade only/provided that an outstanding candidate may be awarded the degree with honours/with merit.
  - (2) Specialisation  
The degree may be taken in the following subject areas, and the subject area shall be specified on the testamur:  
.....  
.....

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### Graduate Diploma in .....

These Resolutions must be read in conjunction with the University of Sydney (Postgraduate Coursework Courses) Rule and the relevant Faculty Resolutions.

#### Admission Requirements

1. An applicant for admission to candidature for the Graduate Diploma in xxx shall —
  - (1) *be a graduate of/hold the degree of xxx* of the University of Sydney or hold qualifications deemed by the Dean of the Faculty to be the equivalent; and
  - (2) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty.

#### Requirements for the Graduate Diploma

2. To qualify for the award of the Graduate Diploma in xxx, a candidate must:
  - (1) complete successfully units of study giving credit for a total of xxx credit points; and
  - (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

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**Time limits**

3. A candidate for the graduate diploma *may proceed either full- or part-time/shall proceed on a xxx-time basis only.*
- (1) A full-time candidate shall complete the requirements for the graduate diploma no later than at the end of the xxx<sup>th</sup> semester of candidature.
  - (2) A part-time candidate shall complete the requirements for the graduate diploma no later than at the end of the xxx<sup>th</sup> semester of candidature.
  - (3) All candidates must complete the requirements for the graduate diploma within xxx calendar years of first enrolment.

**Award of the Graduate Diploma**

4. (1) The graduate diploma shall be awarded xxx in one grade only, namely pass.  
(2) Specialisation  
The graduate diploma may be taken in the following subject areas, and the subject area shall be specified on the testamur:  
.....  
.....

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**Graduate Certificate in .....**

These Resolutions must be read in conjunction with the University of Sydney (Postgraduate Coursework Courses) Rule and the relevant Faculty Resolutions.

**Admission Requirements**

1. An applicant for admission to candidature for the Graduate Certificate in xxx shall —
- (1) be a graduate of the University of Sydney or hold qualifications deemed by the Dean of the Faculty to be the equivalent or furnish evidence which satisfies the Dean that he or she is qualified to enter upon the prescribed units of study; and
  - (2) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty.

**Requirements for the Graduate Certificate**

2. To qualify for the award of the Graduate Certificate in xxx, a candidate must:
- (1) complete successfully units of study giving credit for a total of xxx credit points; and
  - (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

**Time limits**

3. A candidate for the graduate certificate *may proceed either full- or part-time/shall proceed on a xxx-time basis only.*
- (1) A full-time candidate shall complete the requirements for the graduate certificate no later than at the end of the xxx<sup>th</sup> semester of candidature.
  - (2) A part-time candidate shall complete the requirements for the graduate certificate no later than at the end of the xxx<sup>th</sup> semester of candidature.
  - (3) All candidates must complete the requirements for the graduate certificate within xxx calendar years of first enrolment.

**Award of the graduate certificate**

4. (1) The graduate certificate shall be awarded in one grade only, namely pass.  
(2) Specialisation  
The graduate certificate may be taken in the following subject areas, and the subject area shall be specified on the testamur:  
.....  
.....

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## **Faculty Resolutions relating to individual postgraduate coursework courses**

*(These resolutions must be read in conjunction with the University of Sydney (Postgraduate Coursework Courses) Rule and the Resolutions of the Senate relating to the course.)*

**SECTION 1 applies to most courses: these matters require Academic Board approval in respect of new courses and major changes to courses.**

### **Admission**

Specify any special criteria for admission.

### **Units of Study**

Specify units of study for the degree/graduate diploma/graduate certificate in a table of units of study, including

- credit point value;
- assumed knowledge;
- co-requisites/prerequisites<sup>1</sup>;
- any special conditions.

### **Requirements for the degree/graduate diploma/graduate certificate**

- 1. Prescribe requirement for award of the degree/graduate diploma/graduate certificate, including:**
  - credit points (total required: as specified in Senate resolutions relating to the course);
  - definition of a major and a minor sequence (if required) in terms of credit points and levels;
  - the required distribution of credit points across levels and subject areas, any major and minor sequences and any core units required.
- 2. Specify progression requirements (if appropriate).**
- 3. Specify conditions for enrolment in units of study not in table.**

### **Combined courses and Specially Designated Streams**

Specify criteria for admission and course requirements for combined courses and specially designated streams.

### **Award of degree/graduate diploma/graduate certificate**

Specify any special requirements for the award of the degree/graduate diploma/graduate certificate in addition to successful completion of units of study.

**SECTION 2: these matters do not require Academic Board approval but must be in accordance with Senate/Academic Board policy**

The following must be covered in Resolutions of the Faculty

If a faculty wishes to address any of the following matters it must do so in faculty Resolutions:

- Details of units of study
- Cross-institutional study
- Restrictions on enrolment
- Discontinuation of Enrolment - any faculty procedures
- Suspension of Candidature - faculty procedures for readmission
- Re-enrolment after an absence

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<sup>1</sup> Note the recommendation of the report of the Flexible Learning Working Party that prerequisite and corequisite requirements be replaced with 'assumed knowledge'.

- Satisfactory Progress - pursuant to Senate Rules
- Assessment Policy
- Credit Transfer Policy - in accordance with Senate Rules

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## Amendment of the Resolutions of the Senate and adoption of new Resolutions

### Faculty of Health Sciences

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

The Resolutions of the Senate relating to Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Health Sciences (p 447, *Calendar 1999, Volume 1: Statutes and Regulations*) are amended to the following effect from 1 January 2001:

- Section 1 relating to the degrees in the Faculty of Health Sciences is amended by adding the following new entry:
  - (f) Master of Health Information Management (MHIM)

and renumbering subsequent items accordingly.

#### Master's Degrees

The Resolutions of the Senate relating to Master's Degrees in the Faculty of Health Sciences (pp 456-8, *Calendar 1999, Volume 1: Statutes and Regulations*) are amended to the following effect from 1 January 2001:

- Section (2) relating to Master of Health Sciences is amended by adding the following new subject areas:
  - Cardiopulmonary Physiotherapy
  - Clinical Data Management
  - Health Informatics
  - Neurological Physiotherapy
  - Paediatric Physiotherapy

and renumbering subsequent items accordingly.

- Section (3) relating to Master's Degrees in the Faculty of Health Sciences is amended by adding the following new subject area:

- (i) Health Information Management

and renumbering subsequent items accordingly.

#### Graduate Diplomas and Graduate Certificates

The Resolutions of the Senate relating to Graduate Diplomas and Graduate Certificates in the Faculty of Health Sciences (p 459, *Calendar 1999, Volume 1: Statutes and Regulations*) are amended to the following effect from 1 January 2001:

- Section (1) relating to the Graduate Diploma of Health Science in the Faculty of Health Sciences is amended
  - by deleting the following subject areas:
    - (iii) Clinical Data Management
    - (viii) Health Information Management
  - and renumbering subsequent items accordingly.
  - by placing an asterisk beside the following existing sections:
    - (x) Manipulative Physiotherapy
    - (xiii) Physiotherapy
    - (xiv) Sports Physiotherapy.

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and by adding the following footnote:

Note: \* No commencing students

- Section (3) relating to the Graduate Certificate of Health Science in the Faculty of Health Sciences is amended
  - by placing an asterisk beside the following existing area:  
(ix) Physiotherapy
- and by adding the following footnote:  
Note: \* No commencing students
- 

## Faculty of Science

### Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Science

The Resolutions of the Senate relating to Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Science (pp 507-8, *Calendar 1999, Volume 1: Statutes and Regulations*) are amended to the following effect from 1 January 2001:

- **Section 1** relating to the Degrees in the Faculty of Science is amended by adding the following new entry:  
Master of Applied Science (Molecular Biotechnology)(MAppSci(MBT))
- **Section 2** relating to the Diplomas in the Faculty of Science is amended by adding the following new entry:  
Graduate Diploma in Applied Science (Molecular Biotechnology) (GradDipAppSci(MBT))
- **Section 3** relating to the Certificates in the Faculty of Science is amended by adding the following new entry:  
Graduate Certificate in Applied Science (Molecular Biotechnology) (GradCertAppSci(MBT))

### Graduate Certificate, Graduate Diploma and Master of Applied Science

The new Resolutions of the Senate (approved by Senate at its meeting on 5 June 2000) relating to the Graduate Certificate, Graduate Diploma and Master of Applied Science in the Faculty of Science are amended to the following effect from 1 January 2001:

- Section 1 is amended by adding the following new subject area:  
Molecular Biotechnology

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## **AGENDA ITEM 11.**

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

#### **11.2 Report of the Teaching and Learning Committee meeting held on 1 June 2000**

The Committee met on 1 June 2000 when there were present: Professor J Sachs (Chair), Dr A Brew, Dr J Dalziel, Dr K Ginn, Ms J Jones, Dr J Kitay, Mr L McCrimmon, Dr C Mitchell, Professor P Parkinson, Professor P Ramsden, Dr S West and Ms K Stenner. Ms E Bergmann 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 1 June 2000.

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

###### **(1) Report of the Pro-Vice-Chancellor (Teaching and Learning)**

Professor Ramsden reported that the University's Course Experience Questionnaire (CEQ) scores demonstrated absolute improvement and improvement relative to both Go8 averages, Sydney metropolitan university and national averages; Faculty Teaching and Learning Plans had replaced Faculty Teaching Committee Annual Reports to the Teaching and Learning Committee on Teaching Activities, and were due on 16 June; he had been asked by the Vice-Chancellor to establish a task force to investigate overcrowding and tutorial quality; he was establishing links with research intensive and comprehensive universities overseas; he had attended a meeting in Melbourne of Academic Pro-Vice-Chancellors, where two issues were the Australian University Quality Agency and a call for funding for collaborative projects to be commissioned by the Australian Universities Teaching Committee; and Associate Professor Carlile and he were working on a budget submission for a central Information Technology and Teaching and Learning joint venture for 2001.

###### **(2) Australian University Quality Agency**

Professor Ramsden advised that the Australian University Quality Agency (AUQA) had been established on 31 March 2000 and a five year process of audits would commence in March 2001. He said that the University needed to ensure that it was well placed for an audit but drew attention to problems, e.g. assessment policies had not been implemented in every faculty. A working party would be established to determine how to prepare the University for a successful audit, and a mock audit of teaching and learning processes and the extent to which central policies were being implemented, was envisaged. This would enable faculties to identify weaknesses and rectify these prior to the official AUQA audit.

###### **(3) Reflection on IT in Education Forum and related issues**

A discussion paper on IT issues was tabled, and Dr Dalziel undertook to provide to the next meeting a narrative description of where a faculty might be in a year if it tackled IT issues in a systematic way.

###### **(4) Other business**

The Committee also considered the following:

- The Institute for Teaching and Learning 1999 Annual Report which included the Institute's Strategic Plan

- A progress report on the Plagiarism Working Party
- A progress report on the Academic Promotions Policy Working Party
- The Chair of the Academic Board's notes of the Senate Colloquium held on 3 April 2000 entitled 'The future of our academic programs – what should they be and how should we decide'.
- Report on Postgraduate Teaching and Reviews of Postgraduate Coursework during 1999

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## **AGENDA ITEM 12.**

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

#### **12.2 Report of the Research Committee meeting held on 24 May 2000**

The Committee met on 24 May 2000 when there were present: Professor L Field, *Chair, Research Committee (Presiding Member)*; Professor D Siddle, *Pro-Vice Chancellor (Research)*; Professor G J Gill; Professor R Christopherson; Professor G Steven, Associate Professor P McCallum, Professor M L Maher, Professor J Carter; Professor C Pollock, Dr J Lingard, Dr L Poladian; Ms K Stenner. In Attendance were: Dr Nino Quartararo, Dr C Baxter, Ms M Robb and Mr E Micallef (Committee Secretary).

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

The Committee **recommends** that the Board receive and note the following report of its meeting held on 24 May 2000.

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

##### **(1) Draft Code of Conduct**

Professor Field advised that the draft Code of Conduct now has clear guidelines for students and academic staff, however, the Enterprise Bargaining Agreement (EBA) does not provide guidelines on handling misconduct for general staff. The draft document had been passed on to Professors Eltis and Koder for comment..

##### **(2) Plagiarism**

Professor Field advised that he is still to follow up on this with the Chair of the Teaching and Learning Committee.

##### **(3) Severance Pay**

Professor Field reported on his discussions with Mr Simon Malcolm. There appears to be reluctance for the University to declare another on cost and a perceived or actual difficulty in managing the collection of the charge. Professor Field advised that he thought the issue should be referred to Professor Eltis with a view of using an actuarial formula to determine severance pay as a central on cost component. Professor Field noted that we should have a clear statement from IR as to when severance pay is payable, and that he would arrange to get this information for the next meeting.

##### **(4) Correspondence**

Professor Field noted that he had received advice that 9 new Research Fellows and Senior Research Fellows are starting at the University this year and that they have been awarded a \$5000 start up grant.

##### **(5) U2000 Postdoctoral Research Fellowships**

Professor Siddle advised that this would be the last time the current U2000 scheme would operate and that up to 15 Fellowships would be offered for 2001. Professor Siddle highlighted the changes proposed:

- The period of appointment will be for three years with no possibility for extension into a fourth year;

- Reporting requirements: There will be a need for an annual report with evaluative comments from the Head of Department or supervisor and a final report with evaluative comments from the Head of Department or School.

**(6) Research and Research Training Management Plan**

Professor Siddle noted that the draft submission to DETYA is now in an advanced state and that copies have been sent to the Vice Chancellor, Deputy Vice Chancellors, and Pro Vice Chancellors, with a 16 June deadline to DETYA. Professor Siddle noted that as we approach the deadline he would circulate a copy of the final submission to members of the Research Committee.

**(7) Reports**

**(a) Pro Vice Chancellor (Research), Professor David Siddle**

- Professor Siddle noted that a review of the Human Ethics Committee had been received, a copy of which has been circulated to the Chair of the Committee for his comments. The review, together with a draft response will be sent on to staff who made submissions, to Deans and to College PVCs.
- Professor Siddle noted that he had received a paper from DETYA on the proposed implementation of the Research Training Scheme (RTS). There is an opportunity for the education sector to respond. The implementation will be phased in over three years, starting in 2002. The RTS will assign the total funding for re separations of students across the sector (ie, students completing, withdrawing, suspending, transferring between institutions or exhausting their maximum entitlement) to a funding pool. The funding pool will then be reallocated through the RTS formula to institutions in accordance with their performance. Professor Siddle agreed to circulate the paper to Committee members who are asked to give him their views. Professor Siddle will be drafting a response for the Vice Chancellor. The deadline for comments is 20 June.
- Professor Siddle noted that there were 9 or 10 CRC bids and noted that there were some interesting bids including electronic commerce, finance, quality wheat, internet based delivery of medical services.
- Professor Siddle noted that he had met with College PVCs and his counterparts from Universities in NSW to agree on University cash contributions to RIEFP applications. Professor Siddle noted that the University was a part of 27 RIEFP applications with 13 as the lead institution. Professor Siddle noted that many of our RIEFP applications were of a high quality.
- Professor Siddle advised that the ARC had now finalised its cull of the 2001 Large Grants and Fellowships. The results for the GO7 were:

Institution	ARC Large			Fellowships		
	Applications	Culled	% Culled	Applications	Culled	% Culled
U of Sydney	270	63	23	86	33	38
UNSW	272	76	28	49	23	47
U of WA	151	56	37	50	25	50
U of Qld	232	67	29	55	28	51
Monash U	215	83	38	38	22	58
U of Melbourne	267	83	31	81	39	48
U of Adelaide	104	19	18	32	13	40
Total	2789	917	33	701	344	49

- Professor Siddle advised that the Graduate Studies Committee would propose to the Academic board a change in the maximum length of candidature for research higher degrees to 4 years for PhD and 2 years for a research masters degree. The Committee had also looked at the possibility of introducing a scheme to have oral examinations for PhD thesis. The Committee also saw an urgent need to develop an exit questionnaire for PhD and Masters students, which would ask about experiences at the University.
- Professor Siddle advised that in defining institutional strengths, the PVCs had come up with a list of about 16 areas of institutional strength each of which is underpinned by a number of research themes. The complete list will go to a convenor of each of the active areas, and to Deans to discuss with Faculties. Feedback to Professor Siddle is required in the third quarter of July. Professor Maher asked if the Research Committee was looking at developing criteria which looked at strategic strength (forward looking) rather than what has been achieved in the past. Professor Siddle agreed with a strategic approach, although rather than looking at the past we would be looking at the present and then review the future using these indicators. Professor Siddle noted that there needed to be a balance between those areas of proven research strength and those new areas which require further development.

**(b) Dr Nino Quartararo, A/g Director, Research and Scholarships Office**

- Dr Quartararo advised that he had received the bids for supplementation of the salaries of ARC-supported research-only staff.
- Dr Quartararo advised that he was working on a research database for the Office. The current database (LORIS) was good for information storage but performed poorly on output of appropriate reports. Research Master is a commercial product which is bigger than our needs, so a decision had been taken to build our own system based on user need on the Sybase system. Dr Carter asked about access to data to which Dr Quartararo noted that the intranet would provide for this.
- Dr Quartararo advised that subscription lists would take over from the bulletin and we hope to have the system up and running by mid June.

**(c) Dr Claire Baxter, Director, Business Liaison Office**

Dr Baxter advised that there were 57 SPIRT applications this year, which is 1 less than last year, although the money requested is more. The quality was very good.

**(d) Ms Merrilee Robb, Director, Research Development**

Ms Robb mentioned that rejoinders are due for NHMRC applications on July 7 and that she will be available to assist applicants in the preparation of rejoinders for two weeks between 23 June and 7 July.

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### 12.3 Report of the Research Committee meeting held on 20 June 2000

The Research Committee met on 20 June 2000 when there were present: Professor L Field, *Chair, Research Committee (Presiding Member)*; Professor D Siddle, *Pro-Vice Chancellor (Research)*; Professor G J Gill; Associate Professor R Ross; Associate Professor P McCallum, Professor M L Maher, Dr J Lingard, Ms K Stenner. In Attendance were: Dr Nino Quartararo, Dr C Baxter, Ms M Robb and Mr E Micallef (Committee Secretary).

#### 1. Receipt of Report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 20 June 2000.

#### 2. Proceedings of the Committee

##### (1) Draft Code of Conduct

Professor Field advised that the draft Code of Conduct is now with Professors Eltis and Koder. Since referring the draft, Professor Field noted that he has received draft guidelines dealing with misconduct of general staff. Professor Field will re-examine the draft code of conduct to ensure that it is consistent with the draft guidelines dealing with misconduct of general staff.

##### (2) Plagiarism

Professor Field noted that he had yet to discuss the input that the Research Committee could make into this review. Professor Field noted that a working party had been established to look at the policy of plagiarism in the University. A variety of topics and concerns had been raised by an external consultant (Mr Stephen Mugford). The Committee agreed that any statements on plagiarism should be consistent with the Code of Conduct for Research.

##### (3) Severance Pay

Professor Siddle reported that he had not yet received feedback from Ms Pauline Croxon. Professor Field reported that Deans in the College of Science and Technology have put the responsibility of severance pay with the Head of Department/School. The Research Committee agreed that, as soon as a clear statement of University Policy was obtained, it should write to Heads of Departments alerting them of their responsibilities in this regard ensuring that they had clear guidelines on costs of severance pay.

##### (4) Correspondence

There was no correspondence received during the period.

##### (5) Implementation of Research Training Scheme

Professor Siddle reported that the University had responded to DETYA on the implementation of the Research Training Scheme (attachment 'A'). Professor Siddle noted that he did not see too many difficulties with the implementation, which will be effective from Semester 1, 2002, and that before then DETYA would indicate our likely income under the new scheme based on financial modelling. Dr Lingard asked whether funding would be based on field of study or discipline areas as some of these areas are high cost while others are low cost. Professor Siddle confirmed that completions would be weighted according to the Relative Funding Model. Ms Stenner asked whether the University would carry PhD students beyond 4 years FTE. Professor Siddle responded that the issue had not yet been decided, but that his own

view was that there should be at least a six-month period in which students who were completing preparation of thesis should be 'carried'. *(Separate enclosure)*

**(6) Roles and function of the Research Committee in the Academic Board**

Professor Field noted that the Academic Board has established a number of Standing Committees to advise it, including Research Committee. Professor Field advised that Professor Cram, Chair of the Academic Board, would be calling for brief statements on the roles, responsibilities and accountabilities of each committee.

**(7) Reports**

**(a) Pro Vice Chancellor (Research), Professor David Siddle**

Professor Siddle noted/reported on the following:

- We are reaching the culmination of the CRC application phase. The University has 9 CRC bids in which it is a core participant and 2 in which it is a supporting participant in this selection round. All are in the process of being finalised, with a focus now on intellectual property and governance issues;
- Mr Robert Ratcliffe, Director of Laboratory Animal Services, will be retiring on 14 July. Dr Malcolm France will be seconded from Veterinary Science for two years to head up the Laboratory Animal Services, while the role is examined;
- The University is close to having a shareholders agreement for the establishment of the Advanced Computing Centre;
- The University's Intellectual Property policy is being reviewed;
- RIEF applications were dispatched to the ARC. There were 27 applications with 13 being led by the University of Sydney. Although the number of applications was down on last year, the amount sought was higher;
- NHMRC year 2000 statistics are now available. Although the University of Sydney had the most project grants supported in 2000, the value of support was not the highest.

**(b) Dr Nino Quartararo, A/g Director, Research and Scholarships Office**

Dr Quartararo noted that:

- He had received the bids for supplementation of the salaries of ARC/NHMRC-supported research-only staff. The bids were within the range estimated and so will now be paid out;
- A subscription list has now been implemented for information on Research and Scholarships, and that there are currently 600 subscribers for each of the subscription lists.

**(c) Dr Claire Baxter, Director, Business Liaison Office**

Dr Baxter reported that the BLO is doing some work on start up companies. Three have so far been awarded funds from the Aus Industry's COMET Program (about \$275,000).

**(8) Other Business**

- (a)** Professor Field noted that the Notes from the April Research Committee meeting, which were referred to the Academic Board, did not contain the correct definition of an Active Researcher. This had prompted vigorous discussion along similar lines as had occurred at the Research Committee.

Professor Field informed the committee that the Vice-Chancellor had noted that a University as diverse as ours would find it difficult to come up with a definition of an active researcher to suit all researchers in all discipline areas and that we needed to be flexible in our approach.

- (b) Professor Siddle informed the Committee that Professor Ramsden (PVC (T&L)) had emailed him regarding the Teaching and Learning Plan, suggesting that there be included in the plan something about study leave being available for teaching developments, with a target of 10 applications for study leave by 2002. The Committee thought that that was already possible and could see no problem with what was being proposed. However, the Committee questioned the notion of a target for the number of grants in this category and thought that it should be up to the individual staff to make cases. The Committee also felt that to keep the plan consistent with research, the plan should include something to the effect that teaching-related publications or other identifiable outcomes would be expected from such study leave. Professor Siddle undertook to write to Professor Ramsden with the Committees views.
- (c) Professor Field expressed his gratitude to Ms Stenner for her work and productive comments during her tenure with the Committee. The Committee wished Ms Stenner well in her future endeavours. Mr James Taylor will replace Ms Stenner as the new President of SUPRA.

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## **AGENDA ITEM 14.**

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

#### **14.2 Report of the Academic Staffing Committee meeting held on 21 June 2000**

The Committee met on 21 June 2000. There were present: Associate Professor R Arnold (Chair), Professor LM Koder, Professor L Field, Professor S Armitage and Ms S Jamieson. Apologies: Dr P Whiting, Professor W Schworm, and Professor L Burgess. In attendance: Ms L Schofield

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

The Committee **recommends** that the Board receive and note the following report of its meeting held on 21 June 2000.

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

###### **(1) Clinical Titles**

Professor Young raised with the Committee concerns from senior academic managers in the Faculty of Medicine in relation to the current procedures whereby honorary titles at the level of Clinical Associate Professor are awarded.

In order to ensure equity between the awarding of Associate Professor title and Clinical Associate Professor title, Professor Young has suggested amendments to the procedure. The Committee is considering the proposal.

###### **(2) Report of the Chair**

The Chair noted the success of the briefing session held on 9 June for Faculty Promotions Committee and Central Promotions Committee members and noted that the briefing notes would be circulated shortly.

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### 14.3 Report of the Academic Staffing Committee meeting held on 26 July 2000

The Committee met on 26 July 2000. There were present: Associate Professor R Arnold (Chair), Professor LM Koder, Professor L Cram, Professor L Field, Professor S Armitage, Dr P Whiting and Dr K Clapham. Apologies: Professor W Schworm, Professor L Burgess and Ms S Jamieson. In attendance: Ms H Beamish

#### 1. Receipt of Report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 26 July 2000.

#### 2. The Academic Promotion Appeals Policy

The policy document on Academic Promotion Appeals (attached) provides for the Vice-Chancellor to refer the case to an Appeals Committee for a recommendation.

*(Pages 106-109)*

##### **Recommendation**

*That the Academic Board endorse and recommend to the Deputy Vice-Chancellor (Planning and Resources) for approval the following changes to the policy document.*

*Remove Point 3: Consideration of the Appeal by an Appeals Committee.*

*Remove Point 4: Recommendation regarding the appeal*

#### 3. Proceedings of the Committee

##### (1) New Committee Member

The Chair welcomed new committee member, Dr Kathleen Clapham, Yooroang Garang.

##### (2) Procedure for Award of Title for Clinical Associate Professor

The committee is continuing to discuss the appropriate procedure for the award of a clinical title at the Associate Professor level.

##### (3) Academic Promotions Policy

The balance between the criteria (teaching/research/service and leadership to the University/service and leadership to the profession) for promotion was discussed. The committee will review the promotions policies.

##### (4) Report of the Pro-Vice Chancellor (Employee Relations)

Professor LM Koder advised the pilot of the Performance Management Scheme would be commencing in a couple of months.

##### (5) Report of the Chair

The Chair had no further report for the meeting.

#### 4. Alternative Chair of the Academic Staffing Committee

The Chair of the Academic Staffing Committee nominates Professor Sue Armitage as Alternative Chair of the Committee until 31 December 2000.



# The University of Sydney

## Policy Document

### Academic Promotion Appeals

For the definitions of terms used in this document refer to the Delegations of Authority. Senior Delegated Officer (SDO) means the manager with the delegated authority for the management of a number of organisational units and/or University wide function(s). As appropriate for the local nomenclature and reporting lines, where this document refers: to area / Department read also School, Unit; to Head read Head of Department/School/Unit; to Dean read Director/College Principal/Administrative area equivalent, and to Pro-Vice-Chancellor read also as appropriate Deputy-Vice-Chancellor; to academic staff read also academic research only staff.

## 1 Policy

Appeals in relation to academic promotions will only be considered on the basis of a significant breach of procedure where it can be demonstrated that such a breach may have affected the outcome of the application.

## 2 Procedures

The promotions guidelines and procedures are outlined in the Academic Promotions documentation, which are available from the Personnel Services Teams (or can be found at <http://www.usyd.edu.au/su/personnel/policy>). It is the responsibility of applicants to make themselves familiar with these procedures.

### A Submitting an appeal

- The deadline for the submission of an appeal is fourteen days from the date of receipt of advice of the outcome of an application.
- An appeal should be submitted to the Vice-Chancellor, except where the Vice-Chancellor was the Chair of the CPC. In this case, the Vice-Chancellor will nominate a Deputy Vice-Chancellor to consider the appeal.
- No additional material may be provided once the appeal has been submitted.

### B Consideration of the appeal

- (i) In considering the appeal, the Vice-Chancellor will have access to
  - the applicant's letter setting out the basis of the appeal
  - the application for promotion
  - the referees' reports and, where appropriate, the Head of Department report or assessors' reports
  - the report of the FPC
  - the report of the CPC (if appropriate)
  - and may seek other information, as appropriate.
- (ii) The Vice-Chancellor will not reassess the application for promotion. The Vice-Chancellor will determine only whether any breach of procedure has occurred, and if it has occurred, whether this may have affected the outcome of the application.

C Decision regarding the appeal

The Vice-Chancellor (or Deputy Vice-Chancellor, as appropriate, see A) shall determine whether the appeal is upheld.

- If the appeal is not upheld, the matter is closed.
- If the appeal is upheld, the merits of the application shall be reconsidered.

The Vice-Chancellor's decision is final.

D Reconsidering the merits of the application (only for an upheld appeal)

- (i) The merits of the application shall be reconsidered by a committee consisting of as many members of the CPC who originally considered the application as are available. The committee membership is to exclude any member who may have been the object of the appeal and to include, where possible, the external member. At least six members must be present.

The committee will

- follow CPC procedures
- have access to any additional information that is related to the specific appeal leading to the reconsideration.

- (ii) The committee will make a recommendation for or against promotion to,

- for Levels B-D, the Vice-Chancellor for approval
- for Level E, the Senate Chair Appointments Committee for approval.

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## Section II: Administration

### Background/Context

The Academic Board at its meeting on 18 February 1991 endorsed provisions for appeal on the grounds of procedural error in relation to academic promotions. The Board made no additional specific provisions for appeal beyond those on the grounds of significant departure from the established guidelines or other principles of proper procedure. A revised appeals policy was drafted by the Academic Staffing Committee in 1997 and approved by the Vice-Chancellor on 19 June 1997.

This policy has been drafted following the Academic Staffing Committee's review of the University's academic promotions procedures in 1997, 1998 and 2000.

### 1 Authority/consultation

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This policy has been drafted by the Academic Staffing Committee (Associate Professor R Arnold (Chair), Professor L M Koder, Professor L Cram, Professor S Armitage, Professor L Burgess, Professor W Schworm, Professor L Field, Dr K Clapham, Ms S Jamieson, Dr P Whiting) in collaboration with the Personnel Policy Unit (Ms J Deitch and Ms C Griffiths, Ms D Bruu), Mr C Coffey and Ms H Beamish, taking account of comments made by the Vice-Chancellor, Professor J A Young and Mr J Dixon.

### 2 Management responsibility

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Deputy Vice-Chancellor (Planning and Resources)

### 3 Implementation responsibility

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Academic issues: Academic Board  
Operational issues: Pro-Vice-Chancellor (Employee Relations)

### 4 Dates

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#### Endorsement

By Academic Board (Resolution ???)

Date ???

#### Approval

By

\_\_\_\_\_  
Deputy Vice-Chancellor (Planning and Resources)

Date \_\_\_\_\_

#### Date of Effect

Date \_\_\_\_\_

#### Proposed Date of Review

12 months from date of approval

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## 5 References

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### A Policies, procedures etc which will be superseded by this document

- Appeals Procedure Academic Promotions (AB / VC 4 September 1998)

### B Relevant industrial awards/agreements

- Appeals Procedure Academic Promotions (AB / VC 4 September 1998)

### C Other related policies/references

- Promotion Committee Procedures and Guidelines
- Policy document on the Promotion of Academic Staff to Levels B, C and D
- Policy document on the Promotion of Academic Staff to Level E (Professor
- Criteria for Progression for Academic Levels A, B, C & D
- Applicant Information,
- Academic Promotions Information Sheet,
- Teaching Activities Form
- Applicant Information
- Promotion Committee Procedures and Guidelines,
- Academic Promotions Information Sheet, *Attachment 3*
- Teaching Activities Form, *Attachment 4*

## AGENDA ITEM 15. General Business

### 15.1 Academic Board meeting schedule – 2001

A draft schedule of Academic Board meeting dates for 2001, based on previous years' practice of holding the Board meeting on the Wednesday preceding the third Monday of the month, with the exception of January, is set out below.

Month	Academic Board meeting date	Provision for deferred Board meeting date
February	14	21
March	14	21
April *	11	18
May	16	23
June	13	20
July *	11	18
August	15	22
September	12	19
October	10	17
November	14	21
December	12	19

\* The Board will not meet in April and July unless there is urgent business to be conducted.

<i>Easter</i>	<i>Friday 13 April to Monday 16 April incl</i>
<i>Anzac Day holiday</i>	<i>Wednesday 25 April</i>
<i>Queen's Birthday</i>	<i>Monday 11 June (not yet proclaimed)</i>
<i>Labour Day</i>	<i>Monday 1 October (not yet proclaimed)</i>
<i>AVCC Common Weeks/ Non-teaching periods</i>	<i>Fri 13 April to Fri 20 April incl; Mon 2 July to Fri 6 July incl; Mon 24 Sept to Fri 29 Sept incl</i>

It is **recommended** that the Board adopt the proposed schedule of 2001 meeting dates.

### 15.2 Delegation of authority to the Chair

The Board is asked to authorise its Chair to act on its behalf in respect of any urgent matter that may arise following the Board meeting on 16 August 2000 and that cannot await the Board meeting on 11 October 2000.

### 15.3 Report on the Promotion of Academic Staff from Level A to Level B in 2000

Nine applications were received.

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

The Acting Vice-Chancellor approved the recommendations.

The following nine (9) applicants were promoted to the grade of Level B effective from 1 January 2001. All successful applicants were strongly supported by their referees.

**Level B**

Mrs Helen Agus	Department of Microbiology
Dr Mohammad Shariflou	Plant Breeding Institute (Cobbity)
Ms Janice Fieldsend	Department of Architecture, Planning and Allied Arts
Dr Ki-Sung Kwak	School of European, Asian and Middle Eastern Languages and Studies
Ms Diane Dancer	School of Economics and Political Science
Ms Genevieve Dwyer	School of Physiotherapy
Ms Joanne Munn	School of Physiotherapy
Mr Walter Whiteley	Faculty of Rural Management
Dr John Loadman	Department of Anaesthesia

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

Faculty	Applications received			Recommendations made		
	Male	Female	Total	Male	Female	Total
Agriculture	1	1	2	1	1	2
Architecture	-	1	1	-	1	1
Arts	1	-	1	1	-	1
Economics and Business	-	1	1	-	1	1
Health Sciences	-	2	2	-	2	2
Rural Management	1	-	1	1	-	1
Medicine	1	-	1	1	-	1
Totals	4	5	9	4	5	9

#### 15.4 Academic Board elections 2000

As members are aware, elections are in the process of being conducted for faculty academic staff members to the Academic Board (and Academic Forum) and for student members of faculties (and the Academic Forum).

Further elections for members of the Academic Board will be conducted later in the year, as detailed below:

**(a) One undergraduate and one postgraduate student member of the Academic Board**

An election for one undergraduate and one postgraduate student member of the Board, elected by and from the respective undergraduate and postgraduate elected student members of faculties, will be held for a one-year term of office from 1 January 2001 until 31 December 2001.

The election key dates are as follows:

Notice of election:	9 October
Nominations close:	23 October at 4 pm
Ballot papers dispatched by:	26 October
Ballot closes:	9 November at 4 pm
Polling day:	10 November

**(b) Chair of the Academic Board**

The Chair of the Academic Board needs to be elected from the academic staff members of the Academic Forum by the members of the Forum, for a two-year term of office from 1 January 2001 until 31 December 2002.

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The election key dates are as follows:

Notice of election:	9 October
Nominations close:	23 October at 4 pm
Ballot papers dispatched by:	1 November
Ballot closes:	16 November at 4 pm
Polling day:	17 November

**(c) Five Deputy Chairs of the Academic Board**

Five Deputy Chairs of the Academic Board need to be elected from the academic staff members of the Academic Forum by the members of the Forum, for a two-year term of office from 1 January 2001 until 31 December 2002.

The election key dates are as for the election of the Chair of the Board in section (b) above.

**(d) Three professorial members of the Academic Board**

Three of the five professorial members of the Board need to be elected by and from the professors, for a two-year term of office from 1 January 2001 until 31 December 2002. (There are currently two professorial members of the Board holding office until 31 December 2001.)

The election key dates are as follows:

Notice of election:	9 October
Nominations close:	23 October at 4 pm
Ballot papers dispatched by:	1 November
Ballot closes:	16 November at 4 pm
Polling day:	17 November

**(e) Three members of the Academic Board who are heads of department**

Three of the five members of the Board who are heads of department need to be elected by and from the heads of department, for a two-year term of office from 1 January 2001 until 31 December 2002. (There are currently two members of the Board in this category holding office until 31 December 2001.)

The election key dates are as for professorial members in section (d) above.

**(f) Three non-professorial members of the Academic Board**

Three of the five non-professorial members of the Board need to be elected by and from the non-professorial members of the Academic Forum, for a two-year term of office from 1 January 2001 until 31 December 2002. (There are currently two non-professorial members of the Board holding office until 31 December 2001.)

The election key dates are as for professorial members in section (d) above.