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## Academic Board Agenda

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### NOTICE OF MEETING

A meeting of the **Academic Board** will be held at 2 pm on **Wednesday 15 November 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**

8 November 2000

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### AGENDA

Pages

☆ **1. Apologies**

The following apologies have been received:  
the Chair (Professor L E Cram)  
Dr A Fekete  
Professor M A Harris  
Associate Professor P Jones  
Professor S R Leeder  
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 11 October 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 6 November 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 6 November 2000.*

**5.2 General report**

**5.2.1 The University of Sydney (Coursework) Rule** 14-15, and  
separate enclosure

**Recommendation**

*That the Academic Board:*

- (1) *recommend that Senate*
  - (a) *(i) repeal the University of Sydney (Undergraduate Courses) Rule 1999, and approve in its place the University of Sydney (Coursework) Rule 2000, with effect from 1 January 2001, as set out in the report presented;*
  - (b) *rescind the Resolutions of the Senate relating to Suspension of candidature for a bachelor's degree and re-enrolment after suspension (p 85, Calendar 1999, Volume 1: Statutes and Regulations); and*
- (2) *rescind the Resolutions of the Academic Board relating to:*
  - (a) *Diplomas (May, 1991);*
  - (b) *Crediting courses completed at other than a University (March 1995);*
  - (c) *Graduate diplomas and graduate certificates (June 1993, April 1996); and*
  - (d) *Issues relating to the development and implementation of semesterisation and nomenclature in respect of postgraduate programs (June 1998).*

**5.2.2 Delegations of Authority – Academic Functions** 15, and  
separate enclosure

**Recommendation**

*That the Academic Board recommend that Senate approve the amendment of:*

- (1) *Part A of the “Delegations of Authority – Academic Functions” as set out in the report presented; and*

- (2) *the heading of Part B of the “Delegations of Authority – Academic Functions” relating to “Examinations and assessment” by the addition of the word “coursework”.*

**5.2.3 Meeting of the NSW Committee of Chairs of Academic Boards and Senates, University of New England, Thursday, 2 November 2000** 15-16

***Recommendation***

*That the Academic Board note the report of the Chair of the Academic Board on the meeting of the NSW Committee of Chairs of Academic Boards and Senates.*

**5.2.4 Meeting of the Academic Board of the Australian Graduate School of Management, University of New South Wales, Monday, 23 October 2000** 16

***Recommendation***

*That the Academic Board note the report of the Chair of the Academic Board on the meeting of the Academic Board of the Australian Graduate School of Management.*

**5.2.5 Work in progress** 16

***Recommendation***

*That the Academic Board note the report of the Chair of the Academic Board on work in progress.*

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

**6.1 Report on Senate matters**

**6.1.1 Report of the Senate meeting held on 6 November 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 6 November 2000.*

**7. Report of the Academic Forum**

(Professor Ann Sefton)

**7.1 Report of the meeting held on 16 October 2000** 17

**7.1.1 Receipt of report**

***Recommendation***

*That the Academic Board receive and note the report of the Academic Forum meeting held on 16 October 2000.*

**7.1.2 Forum focus: Assessment and Student Learning** 17

***Recommendation***

*That the Academic Board note the Forum Focus of the Academic Forum meeting held on 16 October 2000.*

### 7.1.3 Proceedings of the Forum

17

#### **Recommendation**

*That the Academic Board note the proceedings of the Academic Forum meeting held on 16 October 2000 relating to the following matters:*

- (1) *Report from the Chair of the Academic Forum*
- (2) *Report of the elections of the Academic Forum*
- (3) *Report from the Vice-Chancellor*

## 8. Report of the Undergraduate Studies Committee

(Professor Lawrence Cram)



### 8.1 Oral report of the Chair

#### **Recommendation**

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

### 8.2 Report of the meeting held on 17 October 2000

18-27, and  
separate enclosure

#### 8.2.1 Receipt of report

##### **Recommendation**

*That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 17 October 2000.*

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

##### **8.2.2.1 Faculty of Rural Management: Bachelor of Land Management (Ecological Agriculture) and Advanced Diploma of Land Management (Ecological Agriculture)**

18-19, 24-27, and sep encl 2-4

##### **Recommendation**

*That the Academic Board recommend that Senate approve*

- (1) *the proposal from the Faculty of Rural Management for the introduction in 2002 of the new courses, the Bachelor of Land Management (Ecological Agriculture) and the Advanced Diploma of Land Management (Ecological Agriculture),*
- (2) *the amendment of the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Rural Management, with effect from 1 January 2002, as set out in the report presented, and*
- (3) *the amendment of the Resolutions of the Senate relating to the bachelor's degrees and advanced diplomas offered by the Faculty of Rural Management, with effect from 1 January 2002, as set out in the report presented.*

### 8.2.3 Amendment of the Resolutions of the Senate and Faculty Resolutions

#### 8.2.3.1 Faculty of Arts: Undergraduate degrees – Revised Resolutions of the Senate and Faculty Resolutions 19, and sep encl 5-24

##### **Recommendation**

*That the Academic Board:*

- (1) *recommend that Senate approve*
  - (a) *the rescission of the Resolutions of the Senate relating to the following courses:*
    - Bachelor of Arts*
    - Bachelor of Arts (Honours)*
    - Bachelor of Arts (Asian Studies)*
    - Bachelor of Arts (Asian Studies) (Honours)*
    - Bachelor of Arts (Languages)*
    - Bachelor of Arts (Languages) (Honours)*
    - Bachelor of Arts (Media and Communications)*
    - Bachelor of Arts Informatics*
    - Bachelor of Arts Informatics (Honours)*
    - Bachelor of Social Sciences*
    - Bachelor of Social Sciences (Honours)*
    - Bachelor of Arts and Bachelor of Commerce*
    - Bachelor of Arts and Bachelor of Laws*
    - Bachelor of Arts and Bachelor of Music*
    - Bachelor of Arts and Bachelor of Science*
    - Bachelor of Arts and Bachelor of Social Work*
    - Bachelor of Arts and Bachelor of Theology*
    - Bachelor of Education and Bachelor of Arts*
    - Bachelor of Nursing and Bachelor of Arts,*  
*and*
  - (b) *the adoption of new Resolutions of the Senate relating to the above courses, 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) *note the revised Resolutions of the Faculty relating to the above courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the pass degree, combined degrees, the honours degree, specially designated streams and award of the degree, as set out in the report presented.*

**8.2.3.2 Faculties of Arts and Science: Bachelor of Liberal Studies – Revised Resolutions of the Senate and Faculty Resolutions** 19-20, and sep encl 25-31

**Recommendation**

*That the Academic Board:*

- (1) *recommend that Senate approve*
  - (a) *the rescission of the Resolutions of the Senate relating to the Bachelor of Liberal Studies, and*
  - (b) *the adoption of new 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) *note the revised Resolutions of the Faculties relating to the above course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
- (3) *approve the Faculties requirements relating to admission, units of study, requirements for the pass degree, the honours degree and award of the degree, as set out in the report presented.*

**8.2.3.3 Faculty of Nursing: Bachelor of Nursing (Honours) – Amendment of the Resolutions of the Senate** 20, and sep encl 32

**Recommendation**

*That the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Nursing (Honours), made pursuant to the University of Sydney (Undergraduate Courses) Rule 1991, with effect from 1 January 2001, as set out in the report presented.*

**8.2.3.4 Faculty of Rural Management: Bachelor degrees and Advanced Diplomas – Revised Resolutions of the Senate and Faculty Resolutions** 20-21, and sep encl 33-57

**Recommendation**

*That the Academic Board:*

- (1) *recommend that Senate approve*
  - (a) *the rescission of the Resolutions of the Senate relating to the following courses:*
    - Bachelor of Business (Agricultural Commerce)*
    - Bachelor of Equine Business Management*
    - Bachelor of Farm Management*
    - Bachelor of Horticultural Management*
    - Bachelor of Land Management*
    - Bachelor of Management*
    - Bachelor of Rural Business Administration*
    - Advanced Diploma of Business (Agricultural Commerce)*
    - Advanced Diploma of Equine Business Management*
    - Advanced Diploma of Farm Management*

- Advanced Diploma of Horticultural Management*  
*Advanced Diploma of Viticultural Management*  
*Advanced Diploma of Horticulture*  
*Advanced Diploma of Land Management*  
*Advanced Diploma of Management, and*
- (b) *the adoption of new Resolutions of the Senate relating to the above courses, 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) *note the revised Resolutions of the Faculty relating to the above courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
- (3) *approve the Faculty requirements relating to admission, units of study, requirements for the pass degree, the honours degree and award of the degree, as set out in the report presented.*

**8.2.3.5 Faculty of Veterinary Science: Bachelor of Veterinary Science – Amendment of the Resolutions of the Senate** 21, and  
sep encl 58

***Recommendation***

*That the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Veterinary Science as set out in the report presented.*

**8.2.3.6 Sydney Conservatorium of Music – Revised Resolutions of the Senate and Conservatorium Resolutions** 21, and  
sep encl 59-74

***Recommendation***

*That the Academic Board:*

- (1) *recommend that Senate approve*
- (a) *the rescission of the Resolutions of the Senate relating to the following courses:*  
*Bachelor of Music*  
*Bachelor of Music Studies*  
*Diploma of Music*  
*Associate Diploma in Jazz Studies, and*
- (b) *the adoption of new Resolutions of the Senate relating to the above courses, 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) *note the revised Resolutions of the Conservatorium relating to the above courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
- (3) *approve the Conservatorium requirements relating to admission, units of study, the pass degree, the honours degree, specially designated streams and*

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*award of the degree, as set out in the report presented.*

**8.2.3.7 Board of Studies in Social Work: Bachelor of Social Work – Revised Resolutions of the Senate and Board Resolutions** 22, and sep encl 75-81

***Recommendation***

*That the Academic Board:*

- (1) *recommend that Senate approve*
  - (a) *the rescission of the Resolutions of the Senate relating to the Bachelor of Social Work, and*
  - (b) *the adoption of new 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) *note the revised Resolutions of the Board relating to the above course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
- (3) *approve the Board requirements relating to admission, units of study, requirements for the pass degree, the honours degree and award of the degree, as set out in the report presented.*

**8.2.4 English language requirements: International Baccalaureate students** 22

***Recommendation***

*That the Academic Board amend the English language requirements for International Baccalaureate students as set out in the report presented.*

**8.2.5 Admissions Committee** 22-23

***Recommendation***

*That the Academic Board delegate authorities relating to Admission, that are currently delegated to the Admissions Sub-Committee, to the Undergraduate Studies Committee.*

**8.2.6 Proceedings of the Committee** 23

***Recommendation***

*That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 17 October 2000 relating to the following matters:*

- (1) *Admission – Recognition of BTEC Diplomas*
- (2) *Meeting Dates 2001*

## 9. Report of the Graduate Studies Committee

(Professor Grant Steven)



### 9.1 Oral report of the Chair

#### **Recommendation**

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

### 9.2 Report of the meeting held on 23 October 2000

28-59

#### 9.2.1 Receipt of report

##### **Recommendation**

*That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 23 October 2000.*

#### 9.2.2 Proposals for new and amended postgraduate courses

##### **9.2.2.1 Board of Studies in Social Work: Doctor of Social Work, Doctor of Letters in Social Work, Master of Social Work, Master of Social Work (International), Graduate Certificate in Social Work: Professional Practice Supervision, Graduate Certificate in Social Work: Dying, Death and Palliative Care**

28-30, 37-44

##### **Recommendation**

*That the Academic Board recommend that Senate approve:*

- (1) *the proposal from the Board of Studies in Social Work for the introduction in 2001 of the new courses, the Doctor of Social Work, Master of Social Work (International) and Graduate Certificate in Social Work: Dying, Death and Palliative Care;*
- (2) *the amendment of the University of Sydney Amendment (Rules relating to Higher Doctorates) Rule 2001, with effect from 1 January 2001, as set out in the report presented;*
- (3) *the amendment of the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in Social Work, with effect from 1 January 2001, as set out in the report presented,*
- (4) *the rescission of the Resolutions of the Senate relating to the degree of Master of Social Work, and the adoption instead of new Resolutions relating to the degrees of Master of Social Work, Master of Social Work (International) and Master of Philosophy in Social Work, with effect from 1 January 2001, as set out in the report presented;*
- (5) *the amendment of the Resolutions of the Senate relating to the Graduate Certificate in Professional Practice Supervision to reflect the change in name of the Certificate to the Graduate Certificate in Social Work: Professional Practice Supervision; and*
- (6) *the adoption of new Resolutions of the Senate relating to the degree of Doctor of Social Work and the Graduate Certificate in Social Work: Dying,*

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*Death and Palliative Care, with effect from 1 January 2001, as set out in the report presented.*

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

#### **9.2.3.1 Examination Process for the degree of Doctor of Philosophy: oral examinations** 30-31, 45-55

***Recommendation***

*That the Academic Board approve:*

- (1) *the amendment of the policy relating to the oral examination of PhDs, with immediate effect, as set out in the report presented; and*
- (2) *the amendment of the Resolutions of the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy, with immediate effect, as set out in the report presented.*

#### **9.2.3.2 Examination Process for the degree of Doctor of Philosophy: emendation requirements** 31, 48-57

***Recommendation***

*That the Academic Board:*

- (1) *approve the amendment of the Resolutions of the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy, with immediate effect, as set out in the report presented; and*
- (2) *note the revised Examiner's Report Form in the light of the above recommendation.*

#### **9.2.3.3 Form of the Thesis and Examination Process for the degree of Doctor of Philosophy: electronic submission of theses** 31-32, 58-59

***Recommendation***

*That the Academic Board approve the amendment of the Resolutions of the Academic Board relating to the Form of the Thesis and the Examination Process for the degree of Doctor of Philosophy, with immediate effect, as set out in the report presented.*

### **9.2.4 Proceedings of the Committee** 32-36

***Recommendation***

*That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 23 October 2000 relating to the following matters:*

- (1) *Report of the PhD Award Sub-Committee*
  - (a) *Reports for the third quarter 2000 on PhDs awarded and examination times*
    - (i) *PhDs awarded at faculty level*
    - (ii) *Summary of PhD examination times*
    - (iii) *Report of the PhD Award Sub-Committee*
  - (b) *Policy and procedural matters relating to the PhD*
    - (i) *Definition of the PhD/Maximum word limit for the PHD*

- (ii) *Examination of PhD theses containing published work*
- (iii) *Delays in examination times: Leave application for academic staff*
- (iv) *Number of examiners for the PhD*
- (2) *“Outing Coursework: Report of the 1999 Survey of Postgraduate Coursework Students at the University of Sydney”*
- (3) *Higher doctorates*
  - (a) *Appointment of examiners*
  - (b) *Appointment of fourth examiner*
- (4) *Audit of facilities for research students*
- (5) *Graduate Studies Committee meeting dates for 2001*

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

(Professor Judyth Sachs)



### **10.1 Oral report of the Chair**

#### ***Recommendation***

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

### **10.2 Receipt of report**

#### ***Recommendation***

*That the Academic Board note that the report of the meeting of the Teaching and Learning Committee held on 2 November 2000 will be presented to the December 2000 meeting of the Board.*

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

(Professor Les Field)



### **11.1 Oral report of the Chair**

#### ***Recommendation***

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

### **11.2 Report of the meeting held on 22 August 2000**

60-63

#### **11.2.1 Receipt of report**

##### ***Recommendation***

*That the Academic Board receive and note the report of the Research Committee meeting held on 22 August 2000.*

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

60-63

##### ***Recommendation***

*That the Academic Board note the proceedings of the Research Committee meeting held on 22 August 2000 relating to the following matters:*

- (1) *Draft Code of Conduct*
- (2) *Plagiarism*

- (3) *Severance Pay*
- (4) *Separating accounts for Fellow*
- (5) *University of Melbourne database*
- (6) *NHMRC database*
- (7) *Correspondence*
- (8) *Internal Grants Scheme*
- (9) *Profiles visit*
- (10) *White Paper developments*
- (11) *Reports*
  - (a) *Pro Vice Chancellor (Research), Professor David Siddle*
  - (b) *Dr Nino Quartararo, A/g Director, Research and Scholarships Office*
  - (c) *Mr K Croft, Deputy Director, Business Liaison Office*
  - (d) *Ms Merrilee Robb, Director of Research Development*
- (12) *Other Business*

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

(Professor Sue Armitage)



### **12.1 Oral report of the Chair**

#### ***Recommendation***

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

### **12.2 Receipt of report**

#### ***Recommendation***

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

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

(Associate Professor Ros Arnold)



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

#### ***Recommendation***

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

### **13.2 Report of the meeting held on 25 October 2000**

64-65

#### **13.2.1 Receipt of report**

##### ***Recommendation***

*That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 25 October 2000.*

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

64-65

##### ***Recommendation***

*That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 25 October 2000 relating to the following matters:*

- (1) *Procedure for conferral of Title for Clinical Associate Professor*
- (2) *Promotions*
  - (a) *Consideration of possible amalgamation of the criteria 'University' and 'external' contribution*
  - (b) *Consideration of the paper from the Teaching and Learning Committee re criteria for promotion*
  - (c) *Review of need for reserve member of Faculty Promotions Committee*
  - (d) *Provision of information to referees and assessors*
- (3) *Report of the Pro-Vice-Chancellor (Employee Relations)*

## 14. General Business



### 14.1 Semester and vacation dates, 2001-2006 66-69

#### **Recommendation**

*That the Academic Board approve:*

- (1) *Summer Session dates for the years 2001-2002, as set out in the report presented; and*
- (1) *semester and vacation dates for the years 2003-2006, as set out in the report presented.*

### 14.2 Outcomes of 2000 Academic Board elections 70-71

#### **Recommendation**

*That the Academic Board note the outcomes of the 2000 Academic Board elections in the following categories:*

- (1) *Chair of the Academic Board*
- (2) *five Deputy Chairs of the Academic Board*
- (3) *three professorial members of the Academic Board*
- (4) *three members of the Academic Board who are heads of departments*
- (5) *three non-professorial members of the Academic Board*
- (6) *one undergraduate student member of the Academic Board*
- (7) *one postgraduate student member of the Academic Board*

### 14.3 Membership of the Academic Board

#### 14.3.1 Filling of casual vacancies: academic staff members elected from the academic staff members of each faculty 71

#### **Recommendation**

*That the Academic Board appoint Professor C Adam to membership of the Board as the academic staff member from the Australian Graduate School of Management, to hold office from 1 January 2001 to 31 December 2002, as recommended.*

### 14.4 Report on promotion of academic staff from Level C to Level D Supplementary agenda (tabled)

#### **Recommendation**

*That the Academic Board note the report on the promotion of academic staff from Level C to Level D.*

### 14.5 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. The University of Sydney (Coursework) Rule

The Academic Board, at its meeting of 16 August 2000, authorised the Chair to amalgamate the existing *University of Sydney (Undergraduate Courses) Rule 1999* with the proposed *University of Sydney (Postgraduate Coursework Courses) Rule* to create a single generic coursework rule to be known as the *University of Sydney (Coursework) Rule*.

This Rule will set out in one place the Senate-approved regulations for all coursework award courses, and authorise faculties to create additional generic or course-specific resolutions.

In amalgamating the two Rules, it was not necessary to make any substantive changes to either document. Definitions of coursework and research courses, and of undergraduate and postgraduate courses, have been developed and included.

The attached document is a copy of the draft *University of Sydney (Postgraduate Coursework Courses) Rule* that was presented to the August Board meeting, with amendments reflecting the addition and deletion of material from the *University of Sydney (Undergraduate Courses) Rule 1999* indicated by underlining and strike-through.

The draft templates for Senate and faculty resolutions relating to the individual courses have not been included with this document: they are being revised as part of the proposed Academic Board Resolutions relating to creation, variation and deletion of courses and units of study.

The substance of the Resolutions of the Senate relating to Suspension of candidature for a bachelor's degree and re-enrolment after suspension (p 85, *Calendar 1999, Volume 1: Statutes and Regulations*) has been incorporated into the draft "University of Sydney (Coursework) Rule" and it is therefore recommended that these Resolutions be rescinded.

The substance of a number of Resolutions of the Academic Board has similarly been incorporated into the draft "University of Sydney (Coursework) Rule" or has become obsolete with the passage of time. It is therefore recommended that these Resolutions be rescinded:

- Diplomas (May, 1991);
- Crediting courses completed at other than a University (March 1995);
- Graduate diplomas and graduate certificates (June 1993, April 1996); and
- Issues relating to the development and implementation of semesterisation and nomenclature in respect of postgraduate programs (June 1998).

A number of other policies will need to be reviewed and revised as a consequence of the introduction of the new Rule.

#### **Recommendation**

*That the Academic Board:*

- (1) *recommend that Senate*
  - (a) (i) *repeal the University of Sydney (Undergraduate Courses) Rule 1999, and*
  - (ii) *approve in its place the University of Sydney (Coursework) Rule 2000, with effect from 1 January 2001, as set out in the report presented;* (separate enclosure)
  - (b) *rescind the Resolutions of the Senate relating to Suspension of candidature for a bachelor's degree and re-enrolment after suspension (p 85, Calendar 1999, Volume 1: Statutes and Regulations); and*
- (2) *rescind the Resolutions of the Academic Board relating to:*

- (a) *Diplomas (May, 1991);*
- (b) *Crediting courses completed at other than a University (March 1995);*
- (c) *Graduate diplomas and graduate certificates (June 1993, April 1996); and*
- (d) *Issues relating to the development and implementation of semesterisation and nomenclature in respect of postgraduate programs (June 1998).*

## 2. Delegations of Authority – Academic Functions

In conjunction with the work undertaken on drafting the “University of Sydney (Coursework) Rule”, it is recommended that a number of amendments be made to the “Delegations of Authority – Academic Functions” (Part A of which was previously approved by Senate in September 1999 and Part B of which was previously approved by Senate in November 1999).

The main purpose of the amendments is to group together the delegations relating to coursework – both undergraduate and postgraduate – and to reflect the delegations incorporated into the “University of Sydney (Coursework) Rule” and the proposed Academic Board Resolutions on the creation, variation and deletion of award courses and units of study.

Work will be undertaken on the development of generic research degree rules, and further amendments to the “Delegations of Authority – Academic Functions” will be recommended in the light of that work.

Part A of the “Delegations of Authority – Academic Functions” is reproduced in a separate enclosure, with substantive amendments being proposed indicated by strike through (for text to be deleted) and underlining (for text to be added).

### **Recommendation**

*That the Academic Board recommend that Senate approve the amendment of:*

- (1) *Part A of the “Delegations of Authority – Academic Functions” as set out in the report presented; and* (separate enclosure)
- (2) *the heading of Part B of the “Delegations of Authority – Academic Functions” relating to “Examinations and assessment” by the addition of the word “coursework”.*

## 3. Meeting of the NSW Committee of Chairs of Academic Boards and Senates, University of New England, Thursday, 2 November 2000

Much of the agenda of the meeting was devoted to correspondence regarding the calculation of the UAI for the new HSC (at the end of 2001). Representations, including a letter from the State Minister for Education and a legal opinion from a private school, canvassed the possible implications of the decision to allow the top mark to vary in the scaling process.

The Committee reaffirmed its decision to allow the top mark to vary, as a way to discourage selection of ‘easy’ courses. The Committee recognizes, however, that some gifted students may be erroneously advised to avoid courses where the top mark is predicted to fall and that this may alter the candidature in such courses.

The Committee was advised that modelling of the implications of a floating top mark for the private school mentioned above showed that (for the 1999 candidature) the UAI would rise rather than fall for most candidates. This fact, combined with the fact that the HSC examiners often decide that the top (unscaled) HSC mark will be less than 100 if the candidature is relatively weak compared with previous years, informed the Committee’s decision.

The Committee agreed to explore the addition of some marks to the mean of Aboriginal Studies as encouragement for this socially important course. The detailed action will be announced, with adequate notification for schools, after further technical exploration of options.

The Chair of the Board of Studies reported on a proposal to replace the current distinction courses with university courses offered through Open Learning Australia on a HECS-deferred

basis. This is a complex matter, and the Universities pointed out a number of difficulties with the proposal. I put forward the views that (1) OLA units may not necessarily justify credit (specific or general) at the University of Sydney and (2) the University of Sydney would advise against the notion that distance learning is an appropriate introduction to University learning.

There was some discussion of course closures and the Committee agreed to monitor plans with a view to collaborative rationalization where possible.

**Recommendation**

*That the Academic Board note the report.*

**4. Meeting of the Academic Board of the Australian Graduate School of Management, University of New South Wales, Monday, 23 October 2000**

The second meeting of the Academic Board of the AGSM was dominated by two matters:

- (1) The AGSM Academic Board agreed to establish a Faculty Board and Faculty Committee structure for the AGSM. The structure parallels as far as possible the nomenclature, function and membership used in Faculty Boards at the University of New South Wales. The enabling AGSM Academic Board resolution will use a form of expression which accounts for nomenclature differences between the two Universities.

I have asked that the AGSM Faculty Board include *ex officio* membership by the Deans of the Business/Economics Faculties of UNSW and Sydney. I believe that Sydney University practice has much to commend it in this respect.

It has been agreed that the respective Chairs of the Academic Boards of UNSW and Sydney will be responsible for seeking (where required) the approval of the respective governing bodies for proposals from the AGSM Academic Board.

- (2) The AGSM has reviewed its MBA program and proposed a number of changes in content and unit requirements. Statements made by some members of the AGSM Academic Board implied the need for improved consultation mechanisms between the AGSM Faculty Board and the Economics/Business Faculties at the two Universities. Such consultations will now occur in the light of "in principle" acceptance of the revised course.

I should observe for the record that there are potential difficulties in the way that the AGSM Memorandum establishes both a new Academic Board and a new Faculty. The fact that the AGSM Academic Board is responsible for a single faculty removes many of the attractive dimensions of collegial review and quality audit available in university academic boards, and potentially isolates the academic programs of the AGSM from the core of the two Universities.

**Recommendation**

*That the Academic Board note the report.*

**5. Work in progress**

I presented two documents to the October meeting of the Board, "Maintenance (Creation, Variation and Deletion) of Award Courses and Units of Study" and "Assessment and Examinations". I foresaw bringing revised versions to the November Board meeting for approval.

Much valuable advice has been provided regarding both documents. The consequent changes are so large that I will refer the revised documents to the Teaching and Learning Committee and the Undergraduate and Graduate Studies Committees for review. I plan to bring the documents to the December Board for approval.

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

### **7.1 Report of the Academic Forum meeting held on 16 October 2000**

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

The Forum **recommends** that the Board receive and note the following report of the meeting held on 16 October 2000.

#### **2. Forum Focus: Assessment and Student Learning**

Associate Professor Michael Prosser, Director of the Institute for Teaching and Learning opened the Forum, focussing on student perception of the correlation between assessment and learning. A summary of key points was provided in the agenda papers.

Dr Judy Kay, Basser Department of Computer Science spoke from a practitioner's perspective to the points raised in her summary.

The following points were raised during discussion:

- There is a need to match models of assessment with University policies.
- Disparate disciplines can provide examples of assessment which can be adapted for application in other areas.
- The Chair of the Academic Board has asked a working party to review the interplay between criterion referencing and normative distribution and testing.
- It would be desirable that a revised Academic Board policy framework will lead to a more cohesive application of grading methods across the university.
- Benchmarking, especially with other Group of Eight universities, is desirable.
- Investigation into the area of postgraduate studies needs to be undertaken.

#### **3. Proceedings**

The Forum noted the following reports:

- (1) Report from the Chair of the Academic Forum
- (2) Report of the elections of the Academic Forum
- (3) Report from the Vice-Chancellor

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## **AGENDA ITEM 8.**

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

#### **8.2 Report of the Undergraduate Studies Committee meeting held on 17 October 2000**

The Committee met on 17 October 2000 when there were present Professor L Cram (Chair), Professors S Armitage and M Jackson, Associate Professor C Gillies, Drs R Gilbert and L Harris, Ms S Field and Mr Chris Morgan. Miss K Neveltsen was in attendance.

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

The Committee **recommends** that the Academic Board receive and note the following report of its meeting held on 17 October 2000.

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

###### **2.1 Faculty of Rural Management: Bachelor of Land Management (Ecological Agriculture) and Advanced Diploma of Land Management (Ecological Agriculture)**

The Committee recommends that the Academic Board recommend to the Senate the approval of the proposal to introduce a new Bachelor of Land Management (Ecological Agriculture) and an Advanced Diploma of Land Management (Ecological Agriculture).

This proposal is a natural extension of current offerings in the Faculty of Rural Management. The Applied Management focus of the proposed courses will provide students and employers with a program that leads to graduates well-equipped with knowledge and expertise regarding sustainability at a practical level. Ecological agriculture typifies the future development of Australian agriculture, and reflects emerging international trends.

At its August meeting, the Committee considered

- the Report of the Working Party
- comments by Professor A J Underwood; and *(Page 24)*
- the Response of the Faculty of Rural Management *(Pages 25-27)*

and resolved to defer consideration of the proposal from the Faculty to the October meeting to allow further consultation between Faculties.

The Faculty of Rural Management reported that they had distributed further information requested by some Faculties, and had received no further correspondence.

##### ***Recommendation***

*That the Undergraduate Studies Committee recommends that the Academic Board recommend that Senate approve*

- (1) the proposal from the Faculty of Rural Management for the introduction in 2002 of the new courses, the Bachelor of Land Management (Ecological Agriculture) and the Advanced Diploma of Land Management (Ecological Agriculture);*
- (2) the amendment of the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Rural Management, with effect from 1 January 2002, as set out in the report presented; and*  
*(Separate enclosure page 2)*
- (3) the amendment of the Resolutions of the Senate relating to the bachelor's degrees and advanced diplomas offered by the Faculty of Rural*

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*Management, with effect from 1 January 2002, as set out in the report presented. (Separate enclosure pages 2-4)*

### **3. Amendment of the Resolutions of the Senate and Faculty Resolutions**

#### **3.1 Faculty of Arts: Undergraduate degrees – Revised Resolutions of the Senate and Faculty Resolutions**

The Committee received from the Faculty of Arts Senate and Faculty Resolutions relating to the undergraduate degrees in the Faculty of Arts, re-drafted in the format prescribed by the University of Sydney (Undergraduate Courses) Rule 1999.

##### ***Recommendation***

*That the Undergraduate Studies Committee recommends that the Academic Board:*

- (1) recommend that Senate approve*
  - (a) the rescission of the Resolutions of the Senate relating to the following courses:*
    - Bachelor of Arts*
    - Bachelor of Arts (Honours)*
    - Bachelor of Arts (Asian Studies)*
    - Bachelor of Arts (Asian Studies) (Honours)*
    - Bachelor of Arts (Languages)*
    - Bachelor of Arts (Languages) (Honours)*
    - Bachelor of Arts (Media and Communications)*
    - Bachelor of Arts Informatics*
    - Bachelor of Arts Informatics (Honours)*
    - Bachelor of Social Sciences*
    - Bachelor of Social Sciences (Honours)*
    - Bachelor of Arts and Bachelor of Commerce*
    - Bachelor of Arts and Bachelor of Laws*
    - Bachelor of Arts and Bachelor of Music*
    - Bachelor of Arts and Bachelor of Science*
    - Bachelor of Arts and Bachelor of Social Work*
    - Bachelor of Arts and Bachelor of Theology*
    - Bachelor of Education and Bachelor of Arts*
    - Bachelor of Nursing and Bachelor of Arts, and*
  - (b) the adoption of new Resolutions of the Senate relating to the above courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented; (Separate enclosure pages 5-6)*
- (2) note the revised Resolutions of the Faculty relating to the above courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and (Separate enclosure pages 7-24)*
- (3) approve the Faculty requirements relating to admission, units of study, the pass degree, combined degrees, the honours degree, specially designated streams and award of the degree, as set out in the report presented.*

#### **3.2 Faculties of Arts and Science: Bachelor of Liberal Studies – Revised Resolutions of the Senate and Faculty Resolutions**

The Committee received from the Faculties of Arts and Science Senate and Faculty Resolutions relating to the Bachelor of Liberal Studies course, re-drafted in the format prescribed by the University of Sydney (Undergraduate Courses) Rule 1999.

##### ***Recommendation***

*That the Undergraduate Studies Committee recommends that the Academic Board:*

- (1) recommend that Senate approve*

- (a) *the rescission of the Resolutions of the Senate relating to the Bachelor of Liberal Studies, and*
- (b) *the adoption of new 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; (Separate enclosure page 25)*
- (2) *note the revised Resolutions of the Faculties relating to the above course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and (Separate enclosure pages 26-31)*
- (3) *approve the Faculties' requirements relating to admission, units of study, requirements for the pass degree, the honours degree and award of the degree, as set out in the report presented.*

### **3.3 Faculty of Nursing: Bachelor of Nursing (Honours) – Amendment of the Resolutions of the Senate**

The Committee received from the Faculty of Nursing proposed amendments to the Resolutions of the Senate relating to the Bachelor of Nursing (Honours) course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999.

#### ***Recommendation***

*That the Undergraduate Studies Committee recommends that the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Nursing (Honours), made pursuant to the University of Sydney (Undergraduate Courses) Rule 1991, with effect from 1 January 2001, as set out in the report presented. (Separate enclosure page 32)*

### **3.4 Faculty of Rural Management: Bachelor degrees and Advanced Diplomas – Revised Resolutions of the Senate and Faculty Resolutions**

The Committee received from the Faculty of Rural Management Senate and Faculty Resolutions relating to undergraduate degrees and advanced diplomas in the Faculty of Rural Management, re-drafted in the format prescribed by the University of Sydney (Undergraduate Courses) Rule 1999.

#### ***Recommendation***

*That the Undergraduate Studies Committee recommends that the Academic Board:*

- (1) *recommend that Senate approve*
  - (a) *the rescission of the Resolutions of the Senate relating to the following courses:*
    - Bachelor of Business (Agricultural Commerce)*
    - Bachelor of Equine Business Management*
    - Bachelor of Farm Management*
    - Bachelor of Horticultural Management*
    - Bachelor of Land Management*
    - Bachelor of Management*
    - Bachelor of Rural Business Administration*
    - Advanced Diploma of Business (Agricultural Commerce)*
    - Advanced Diploma of Equine Business Management*
    - Advanced Diploma of Farm Management*
    - Advanced Diploma of Horticultural Management*
    - Advanced Diploma of Viticultural Management*
    - Advanced Diploma of Horticulture*
    - Advanced Diploma of Land Management*
    - Advanced Diploma of Management, and*
  - (b) *the adoption of new Resolutions of the Senate relating to the above courses, made pursuant to the University of Sydney (Undergraduate*

- Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented; (Separate enclosure page 33)*
- (2) *note the revised Resolutions of the Faculty relating to the above courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and (Separate enclosure pages 34-57)*
  - (3) *approve the Faculty requirements relating to admission, units of study, requirements for the pass degree, the honours degree and award of the degree, as set out in the report presented.*

### **3.5 Faculty of Veterinary Science: Bachelor of Veterinary Science– Amendment of the Resolutions of the Senate**

The Committee received from the Faculty of Veterinary Science a proposed amendment to the Resolutions of the Senate relating to the Bachelor of Veterinary Science course to delete the requirement for the completion of practical clinical work or for periods to be spent in animal management prior to admission to candidature for the degree.

#### ***Recommendation***

*That the Undergraduate Studies Committee recommends that the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Bachelor of Veterinary Science as set out in the report presented.*

*(Separate enclosure page 58)*

### **3.6 Sydney Conservatorium of Music – Revised Resolutions of the Senate and Conservatorium Resolutions**

The Committee received from the Sydney Conservatorium of Music Senate and Faculty Resolutions relating to the Bachelor of Music, the Bachelor of Music Studies, the Diploma of Music and the Associate Diploma in Jazz Studies courses, re-drafted in the format prescribed by the University of Sydney (Undergraduate Courses) Rule 1999.

#### ***Recommendation***

*That the Undergraduate Studies Committee recommends that the Academic Board:*

- (1) *recommend that Senate approve*
  - (a) *the rescission of the Resolutions of the Senate relating to the following courses:  
Bachelor of Music  
Bachelor of Music Studies  
Diploma of Music  
Associate Diploma in Jazz Studies, and*
  - (b) *the adoption of new Resolutions of the Senate relating to the above courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented; (Separate enclosure pages 59, 65, 68, 72)*
- (2) *note the revised Resolutions of the Conservatorium relating to the above courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and  
(Separate enclosure pages 59-64, 65-67, 68-71, 72-74)*
- (3) *approve the Conservatorium requirements relating to admission, units of study, the pass degree, the honours degree, specially designated streams and award of the degree, as set out in the report presented.*

### **3.7 Board of Studies in Social Work: Bachelor of Social Work – Revised Resolutions of the Senate and Board Resolutions**

The Committee received from the Board of Studies in Social Work Senate and Board Resolutions relating to the Bachelor of Social Work course, re-drafted in the format prescribed by the University of Sydney (Undergraduate Courses) Rule 1999.

#### **Recommendation**

*That the Undergraduate Studies Committee recommends that the Academic Board:*

- (1) *recommend that Senate approve*
  - (a) *the rescission of the Resolutions of the Senate relating to the Bachelor of Social Work, and*
  - (b) *the adoption of new 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;* (Separate enclosure page 75)
- (2) *note the revised Resolutions of the Board relating to the above course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and* (Separate enclosure pages 76-81)
- (3) *approve the Board requirements relating to admission, units of study, requirements for the pass degree, the honours degree and award of the degree, as set out in the report presented.*

### **4. English language requirements: International Baccalaureate students**

The Committee recommends that the Academic Board amend the University's existing English language competence requirements for International Baccalaureate students.

The International Baccalaureate Office requested that the University consider the amendments and the International Office provided advice to the Committee in support of the proposed amendment to insert criteria (3) and (4) below:

International Baccalaureate students who have gained the diploma can be regarded as having met the University of Sydney English language competence, provided they have met one of the following criteria:

- (1) Completed two Languages A1 in English at Higher or Standard Level;
- (2) Completed Language A2 English as a Group 2 subject at either Higher or Standard Level;
- (3) Completed Language B English at Higher Level with Grade 4 or more; or completed Language B English at Standard Level with a Grade 5 or more;
- (4) Completed the diploma, where English was the means of instruction and the response language for all papers.

#### **Recommendation**

*That the Undergraduate Studies Committee recommends that the Academic Board amend the English language requirements for International Baccalaureate students as set out above.*

### **5. Admissions Committee**

The Committee recommends that the Academic Board delegate those authorities relating to Admission which are currently delegated to the now inactive Admissions Sub-Committee, to the Undergraduate Studies Committee.

The terms of reference of the Undergraduate Studies Committee include advising the Academic Board on policies relating to all undergraduate studies in the university, including:

- (a) admission of undergraduate students and the recognition of prior learning, exemption, credit and advanced standing, and
- (b) equity and access initiatives.

Previously, the Admissions Sub-Committee advised the Academic Board on:

- 
- (a) recognition of institutions and programs,
  - (b) approval of additional procedures relating to the UAI,
  - (c) approving preparatory programs,
  - (d) approving special admission schemes,
  - (e) setting academic criteria for selection of international students, and
  - (f) determining English language requirements for undergraduate courses.

The Undergraduate Studies Committee is thus responsible to the Academic Board in respect of admission issues relating to undergraduate students. At present, it is expected that these responsibilities would be fulfilled by the Admissions Sub-Committee. However the Sub-Committee is not presently active.

The Committee discussed alternative ways to conduct the work of the Admissions Sub-Committee. It agreed that there would be considerable advantage in dealing with Admissions issues through the full Committee, as a way of maximising the sharing of information. Accordingly, the Committee agreed to designate the second meeting of each semester for the discussion of admission issues. Staff from the Student Centre and the International Office will be invited to these meetings, and Deans will be invited to nominate additional or alternate members. It is proposed that the Committee will establish policies allowing the delegation of some admissions responsibilities to its Chair.

***Recommendation***

*That the Undergraduate Studies Committee recommends that the Academic Board delegate authorities relating to Admission, that are currently delegated to the Admissions Sub-Committee, to the Undergraduate Studies Committee.*

**6. Proceedings of the Committee**

**(1) Admission – Recognition of BTEC Diplomas**

The Committee considered the recognition of Business and Technician Education Council (BTEC) Diplomas for admission purposes and agreed that the Chair would contact the International Office regarding the policies of other universities.

**(2) Meeting Dates 2001**

The Committee noted the meeting dates for 2001.

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## 2.1 Faculty of Rural Management: Bachelor of Land Management (Ecological Agriculture) and Advanced Diploma of Land Management (Ecological Agriculture)

Dr E. Lees of Agricultural Chemistry and Soil Science  
A 03

August 8, 2000

### Comments on the proposed Bachelor and Advanced Diploma of Ecological Agriculture

Ecology is an extremely developed intensively quantitative and mostly experimental science. Its “principles” are about logical methods of inquiry, determination of patterns from variable data and analysis of processes by inevitably complex experimental designs. It provides a predictive scientific basis for areas of social use and application, such as detection of environmental impacts, maintenance of biodiversity, management of conservation and use of natural resources and practices of restoration of habitat.

To become proficient in ecological science requires specialist undergraduate (and, typically, postgraduate) study. It is not about “environmental stewardship, ecocentric approaches to human environment relationships”. It is quite wrong to misrepresent ecological understanding as “being green” or having “ecocentric” ethics without ecological understanding. It is true that it is impossible to understand ecological ethics or environmentalism in any sensible and non-political manner. It is however, equally true that teaching fragmentary and potentially illusory courses on ecological ethics and eccentric thinking has anything to do with any understanding of ecology.

This, I object strongly to anyone linking emotive and socially driven agendas for management to ecological teaching in a manner likely to confuse the two. I have not seen any *details* of the so-called “ecological knowledge and skills” or the “applied principles of ecology”, “the knowledge of ecology as it applies to agriculture”, “a knowledge of the principles of the science of ecology” as they are to be taught in the courses (particularly RMAS 2508, 3504, 1502). Nevertheless, from the overviews and entries for hand books available, it is not likely that they can provide a proper background in ecological science.

As a result, I strongly prefer that there not be confusion between the names of these courses and the real teaching of ecology as done in courses in Biological Sciences, Environmental Science and Marine Science. Of course, if other parts of the University want to teach ecology, it would be sensible to discuss how the professional ecologists in the University could help. As it is, I object to the titles and stated rationales of these courses.

Please let me know if you need amplification or clarification.

Yours sincerely,

A.J. Underwood  
Professor of Experimental Ecology  
Fellow, Australian Academy of Science

CC: Ass.Prof. R.T.Hinde, Head, School of Biological Sciences, A 12  
Professor B. Hesketh, Dean, Faculty of Science, F 07  
Professor D. Napper, Pro Vice Chancellor, CST, J 02

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In response to the concerns expressed over the use of the title Bachelor of Ecological Agriculture, and Advanced Diploma of Ecological Agriculture, the Faculty has proposed an amendment to the names of the courses as follows:

**Bachelor of Land Management (Ecological Agriculture)**  
**Advanced Diploma of Land Management (Ecological Agriculture)**

Note: The Faculty currently offers a Bachelor of Land Management, and an Advanced Diploma of Land Management, from which the ecological units (and other units), had already been selected for inclusion in the proposed courses.

The Faculty is confident that with these amendments the course titles clearly indicate the position of 'ecological' studies within the appropriate framework of land management for agricultural purposes, and in so doing, distinguish them from other, related courses at the University. The outcome is a complementary approach.

In support of the amended proposal, the Faculty believes, firstly, that it is necessary to re-state and to emphasize the aims of the proposed courses, as this provides the necessary context to the usage of the term 'ecological'. This context is, principally: *applied, management education for those involved in the practical dimensions of rural property ownership and agricultural businesses, and those that service these occupations*. This is the Faculty of Rural Management's primary focus. It wishes to stress that the courses being proposed are **not** in the science of ecology, but, rather, in rural land management with an agricultural (and agro-ecological) focus. The reference to ecology is as a descriptor to agriculture in a land management setting. In this context 'rigour' is primarily defined in terms of the application of relevant disciplines to the management context, and not in terms of the discipline in isolation from its application.

The ecology and related units being utilized for the proposed courses were developed earlier as part of the Land Management courses, initially under the guidance of Dr Marilyn Fox (then of the Royal Botanic Gardens), and Dr Martin Denny, both widely acknowledged in their respective ecological fields. Currently, the Faculty employs two full-time staff with experience in the research and teaching of undergraduate ecology. They are: Dr A. Raman, who, prior to joining the University, had a substantial and distinguished career at the University of Madras, and, Ms C. Kinross, who has just completed her PhD in ecology. Also involved, on a part-time basis, is Dr Roger Good, a senior member of the NPWS of NSW.

Given the applied, management context of the courses, the criticisms that have been leveled concerning the apparent lack of 'quantitative ecology' are not appropriate. In addition, it should be noted that the issue of the place of quantitative and qualitative approaches are themselves the subject of considerable divergence and debate amongst ecologists, rendering dogmatic claims concerning the primacy of one over the other somewhat tenuous.

Secondly, it needs to be acknowledged that there are recognised usages of the term 'ecological' that transcend its narrower, strictly scientific form, yet by their usage, do not necessarily diminish or dilute the significance of the latter. It is this wider conceptualization which has been deployed to describe an emerging and increasingly important agricultural sector, identified, variously, as 'alternative'/ 'organic' agriculture, 'biological farming', 'low input agriculture', etc. These uses are neither merely trendy nor can a charge of ecologism be sustained, as they have emerged from long-standing and elevated scholarship, as illustrated with selected examples, below. The range of agricultural approaches incorporated in this sector are diverse but may be broadly distinguished from other forms of contemporary agriculture by:

Management techniques and methods that are premised on the application of relevant ecological principles, derived from applied biological and ecological sciences. These principles (eg, of Agricultural Ecology) have been adapted into the agri-management framework in order to educate the

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practitioners of agriculture, at the farm level. The requirements of rigour, depth and degree of ecological science is accordingly modified and adapted into the design of course units for this level.

1. A holistic, philosophical world-view and approach that is based partly upon the principles of ecology as they inform the ethical principles governing the behaviour of humans towards each other and towards other life-forms. This ethic, was best exemplified initially in Aldo Leopold's (1949) *A Sand County Almanac*, and more recently developed further as 'deep ecology', or 'ecocentrism', as espoused by Naess (1987), Fox (1990), and Devall and Sessions (1985), for example. The key concepts of ecocentrism have been summarized by Eckersley (1992), as follows:

"Ecocentrism is based on an ecologically informed philosophy of internal relatedness, according to which all organisms are not simply interrelated with their environment but also constituted by those very environmental relationships."

We would thus argue that the view of ecology, as presented by Professor Underwood, in his submission, while having validity, is too narrow a framework in comparison with these conceptualizations. In addition, his views do not take sufficient account of the management context in which the applications of ecology are to be taught in the proposed courses (and indeed is currently being taught in other related Faculty courses). It should also be noted, in respect of his concerns about 'confusion' over the varied usage of the ecological descriptor, that the amended titles quite clearly distinguish the proposed courses from others by virtue of their agricultural focus and the management context.

We would concur with Merrill (1983), who, in her historical and philosophical survey of 'Ecological Agriculture', stated that the most appropriate term to describe these approaches was 'Ecological' because it was the most 'comprehensive and all-inclusive of the names generally in use.' (Merrill, page 188). She continued:

*"Further, since Ecological connotes that which is the study of ecology, it is pertinent to note that ecology is an unique discipline in that it is eclectic, interdisciplinary, and seeks to deal with systems and wholes rather than parts and fragments.....In choosing a name for alternative agriculture, it seems reasonable, particularly in view of the fragmented and unstable nature of twentieth century society, to emphasize the dynamic equilibrium of a functioning ecosystem as well as the eclectic and multidisciplinary nature of agriculture, rather than the dominance of one branch of science over another."* (ibid p. 188)

The conceptual dimensions of 'ecocentrism' in comparison to other, related approaches to environmentalism, have been summarized and contrasted with 'technocentrism' by O'Riordan (1981).

Finally, the Faculty has found considerable industry and professional support for the proposed courses from a survey conducted as part of the course development process, in which respondents were sent a copy of the course proposal for comment. For example, a senior CSIRO ecologist (respondents were identified, but not for publication of their feedback, unless specific permission was given) agreed that "the proposed course was badly needed in Australian agriculture". A senior ecologist from CSU acknowledged the courses as having achieved "a new paradigm for agricultural management education". A senior manager with the National Parks and Wildlife Service of NSW stated, "This course is a natural progression based on our learning, appreciation of community demands and ground swell for change (away) from a technocentric approach."

*In conclusion*, the Faculty asserts that the amended course titles provide an appropriate form by which to represent the particular focus and usage of the term 'ecological', in its application to the education of agricultural practitioners for new and emerging forms of 'ecocentric' agriculture. In this way, the use of 'ecology' as a descriptor has been clearly imbedded in its agri-management context and is thus sufficiently and clearly distinguished from its other accepted usages (viz, ecological science). The amended titles demonstrate that the proposed courses are *complementary* to existing courses of an ecological nature, have a distinct and justifiable focus that is consistent with the Faculty's charter, and

hence widen and enhance the scope of the University's educational offerings in the sphere of applied agri-management.

#### References

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Merrill, M.C. Eco-Agriculture: A Review of its History and Philosophy. *Biological Agriculture and Horticulture* (1983), Vol 1: 181–210.

Naess, A. The Shallow and the Deep, Long-Range Ecology Movement: A Summary. *Inquiry* 16 (1983), 95-100.

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## **AGENDA ITEM 9.**

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

#### **9.2 Report of the Graduate Studies Committee meeting held on 23 October 2000**

The Committee met on 23 October 2000, when there were present: the Chair, Professor G P Steven, presiding, Dr B Adamson, Associate Professor J Christodoulou, Professors M Crossley and L Field, Dr J Finkelstein, Associate Professors A F Masters, F Nicholas, M Prosser and R Ross, Professor P Ramsden, Associate Professors D Rothwell and J Small, Mr J A Taylor, Dr R Walker (for Dr L Unsworth) and Dr S West. In attendance: Miss E R Ring.

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

The Committee **recommends** that the Board receive and note the following report of its meeting held on 23 October 2000.

##### **2. Proposals for new and amended postgraduate courses**

###### **2.1 Board of Studies in Social Work: Doctor of Social Work, Doctor of Letters in Social Work, Master of Social Work, Master of Social Work (International), Graduate Certificate in Social Work: Professional Practice Supervision, Graduate Certificate in Social Work: Dying, Death and Palliative Care**

The Committee recommends approval of the proposal from the Board of Studies in Social Work for:

- the introduction of the following new courses
  - the Doctor of Social Work (and the re-naming of the existing Doctor of Social Work as the Doctor of Letters in Social Work)
  - the Master of Social Work (International)
  - the Graduate Certificate in Social Work: Dying, Death and Palliative Care

and

- the revision of the Resolutions of the Senate relating to master's degrees offered by the Board of Studies in Social Work and to the Graduate Certificate in Professional Practice Supervision.

###### **Doctor of Social Work**

The Department of Social Work, Social Policy and Sociology proposes the introduction of a new degree of Doctor of Social Work (with the consequent re-naming of the existing Doctor of Social Work as the Doctor of Letters in Social Work).

There is now pressure on experienced practitioners in Australian social work to complete doctoral studies in order to remain competitive with other allied disciplines, such as psychology, occupational therapy, nursing and human service management. It is anticipated that there will be a steady but modest demand from senior practitioners who will respond to a program tailored to their needs. This modest level of demand reflects the reality of the workplace and the difficulty for senior staff to be released. The attraction of this course will be the linkage of research to the workplace which will enhance enrolment and completion rates.

The course will encompass three activities: directly relevant coursework, practice development research at a high standard and a research dissertation which links the other two components in an extended piece of writing and analysis. Such a pattern is

intended to develop the student for both leadership in practice, practice teaching or primary research.

The proposed new course will enable experienced practitioners in social work to:

- develop excellence in practice research and practice development;
- review and develop theoretical approaches to the changing context of welfare;
- articulate new forms of practice appropriate for the new century;
- be qualified to take on leadership roles in the profession and in human services;
- be identified with continuing professional education at The University of Sydney;
- be involved with the undergraduate social work program at The University of Sydney, a program which integrates agency and campus-based learning.

The DSW will be a research degree, in line with DETYA requirements, structured as follows. It may be undertaken full-or part-time.

#### *Year 1*

Eight units of study (48 credit points), comprising: core coursework (4 units), two units in research, and one each in social work practice and social policy; elective coursework (4 units), two units in social work practice and/or social policy and two from a range of units which may include those cross-listed with other departments.

#### *Year 2*

Thesis and Doctoral Seminar 1 (semesters 1 and 2) (48 credit points)

#### *Year 3*

Thesis and Doctoral Seminar (semesters 1 and 2) (48 credit points)

### **Master of Social Work (International)**

The Department of Social Work, Social Policy and Sociology has developed extensive links for collaboration with a range of academic and human service organisations in the Asia-Pacific, North American and European regions. This includes collaboration in research and international social work education. There is an increasing interest in comparative studies, and postgraduate students express an interest in extending their knowledge beyond the national boundary. This innovation arises from substantial consultation initiated by leading academic and service agencies in New York and their counterparts in Australia.

The proposal for the introduction of a coursework master's program in international social work will enhance opportunities for comparative professional practice research and for leadership in professional social work in Australia and will develop further opportunities for international collaboration in teaching and research. The market comprises experienced social workers in Australia and international students holding a recognised qualification in social work and practice experience.

The course will be of two semesters' duration, with the following structure:

Semester 1 (at The University of Sydney) – four units of study comprising: Social Work Research; Social Work Practice Theory Development; Comparative Social Policy; and one additional unit of study prescribed by the Department of Social Work, Social Policy and Sociology.

Semester 2 – four units of study comprising: (a) (at a designated overseas institution) three approved units of study, viz, policy/practice project (two units) and one elective unit of study; and (b) (at the University of Sydney) Practice Development.

### **Graduate Certificate in Social Work: Dying, Death and Palliative Care**

In 1997, the Department of Social Work, Social Policy and Sociology was granted a bequest for the development of education for social work in palliative care. The

Department is interpreting the term palliative care broadly, in keeping with the meaning of the term palliation and with the ways in which life threatening and terminal illness, dying, death and bereavement are managed institutionally and socially. All health service social workers, as all health service professionals, work with the human experience of dying, death, loss and bereavement. As medicine is able to extend life, and as dying takes more time, professional practices with life threatening illnesses become increasingly complex. Sudden death, including death through suicide, has also produced greater awareness of the need for specific research and teaching in the social and in the biomedical sciences.

The bequest provides the opportunity to develop an interdisciplinary program in the fields of dying, death and mourning. The Graduate Certificate is the first stage of this planned program. The intention is to offer the group of study units as a one year, part-time graduate certificate program to social workers and to make available particular study units to MA and MSW coursework students. Candidates for the Certificate program will be qualified social workers and professional practitioners with equivalent qualifications.

At the request of the Working Party that considered the proposals, a number of amendments were made to the proposals, such as the re-naming of the new and existing Graduate Certificates (to include reference to "Social Work" in their titles) and the length of the proposed Master of Social Work course (which was reduced from three semesters to two).

### **Recommendation**

*The Committee recommends through the Academic Board that Senate approve:*

- (1) *the proposal from the Board of Studies in Social Work for the introduction in 2001 of the new courses, the Doctor of Social Work, Master of Social Work (International) and Graduate Certificate in Social Work: Dying, Death and Palliative Care;*
- (2) *the amendment of the University of Sydney Amendment (Rules relating to Higher Doctorates) Rule 2001, with effect from 1 January 2001, as set out in the report presented; (Page 37)*
- (3) *the amendment of the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in Social Work, with effect from 1 January 2001, as set out in the report presented, (Pages 37-38)*
- (4) *the rescission of the Resolutions of the Senate relating to the degree of Master of Social Work, and the adoption instead of new Resolutions relating to the degrees of Master of Social Work, Master of Social Work (International) and Master of Philosophy in Social Work, with effect from 1 January 2001, as set out in the report presented; (Pages 38-40)*
- (5) *the amendment of the Resolutions of the Senate relating to the Graduate Certificate in Professional Practice Supervision to reflect the change in name of the Certificate to the Graduate Certificate in Social Work: Professional Practice Supervision; and (Page 40)*
- (6) *the adoption of new Resolutions of the Senate relating to the degree of Doctor of Social Work and the Graduate Certificate in Social Work: Dying, Death and Palliative Care, with effect from 1 January 2001, as set out in the report presented. (Pages 40-44)*

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

### **3.1 Examination Process for the degree of Doctor of Philosophy: oral examinations**

At its meeting on 16 August 2000, the Board:

- (1) endorsed the policy and procedures for oral examinations of PhD theses, as set out in the Committee's report; and

- (2) invited the Committee to propose amendments to the Resolutions of the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy to give effect to the provisions for oral examinations.

The Committee received from the PhD Award Sub-Committee a proposal for a minor amendment to the policy and procedures document in respect of the role of the head of department in relation to any emendations which may be required following an oral examination, together with proposed amendments to the Resolutions of the Academic Board.

**Recommendation**

*On the recommendation of the PhD Award Sub-Committee, the Committee recommends that the Academic Board approve:*

- (1) *the amendment of the policy relating to the oral examination of PhDs by the inclusion of the following sentence as the eleventh dot-point in the section on "Conduct of the Oral Examination":*  
*"Should the examiners resolve to recommend that the degree be awarded, subject to conditions listed in the examiners' report being addressed to the satisfaction of the head of department or school, the convenor, in consultation with the head of department or school, will determine the emendations required." (The policy, as amended, is set out on pages 45-47)*
- (2) *the amendment of the Resolutions of the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy, with immediate effect, as set out in the report presented. (Pages 48-55)*

**3.2 Examination Process for the degree of Doctor of Philosophy: emendation requirements**

The Committee received a recommendation from the PhD Award Sub-Committee that the word 'minor' be removed from its current use in conjunction with 'emendations', as some examiners are unclear about the meaning of "minor emendations".

**Recommendation**

*The Committee recommends that the Academic Board:*

- (1) *approve the amendment of the Resolutions of the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy, with immediate effect, as set out in the report presented; and (Pages 48-55)*
- (2) *note the revised Examiner's Report Form in the light of the above recommendation. (Pages 56-57)*

**3.3 Form of the Thesis and the Examination Process for the degree of Doctor of Philosophy: electronic submission of theses**

The Committee received a recommendation from the PhD Award Sub-Committee that two aspects of the provisions for electronic submission of theses be amended, viz:

- (1) the period of notice required for electronic submission should be reduced from nine months to three months (allowing students to notify that they wish to submit electronically at the same time as they give general notice of their intention to submit in three months' time); and
- (2) the prescription of the electronic formats in which theses may be submitted electronically should be removed, so that electronic submission be possible in a format other than the prescribed Word, WordPerfect or ASCII formats.

The Committee believes that the passage of time and improvements in technology have obviated the need for these requirements.

**Recommendation**

*The Committee recommends that the Academic Board approve the amendment of the Resolutions of the Academic Board relating to the Form of the Thesis and the Examination Process for the degree of Doctor of Philosophy, with immediate effect, as set out in the report presented.* (Pages 58-59)

**4. Proceedings of the Committee**

**(1) Report of the PhD Award Sub-Committee**

The Committee received the reports of the PhD Award Sub-Committee meetings held on 5 September and 10 October 2000. The Sub-Committee's reports included the following information.

**(a) Reports for the third quarter 2000 on PhDs awarded and examination times**

**(i) PhDs awarded at faculty level**

The Sub-Committee noted the reports from faculties on PhDs awarded at faculty level for the quarter ending September 2000 as tabulated below. It was noted that no PhDs were awarded at faculty level by the Faculties of Dentistry, Economics and Business, Sydney College of the Arts or the Sydney Conservatorium of Music. No response was received from the Faculties of Education, Health Sciences, Rural Management or the Australian Graduate School of Management.

Faculty	Award	Award Subject to		Percentages		
		Correction of typographical errors	All emendat's	Award	Typo-graphic	Emend
Agriculture	1	-	3	25%	-	75%
Architecture	-	-	1	-	-	100%
Arts	3	4	5	25%	33.3%	41.6%
Dentistry	-	-	-	-	-	-
Economics	-	-	-	-	-	-
Education						
Engineering	1	1	9	9.1%	9.1%	81.8%
Health Sciences						
Law	1	-	1	50%	-	50%
Medicine	-	1	16	-	5.9%	94.1%
Nursing	-	-	2	-	-	100%
Pharmacy						
Rural Management						
Science	1	4	19	4.16%	16.66%	79.16%
Veterinary Science	1	1	1	33.3%	33.3%	33.3%
AGSM						
College of the Arts	-	-	-	-	-	-
Conservatorium	-	-	-	-	-	-
<b>TOTAL</b>	<b>8</b>	<b>11</b>	<b>57</b>	<b>10.5%</b>	<b>14.5%</b>	<b>75%</b>

**(ii) Summary of PhD examination times**

The Sub-Committee noted the summary of examination times for PhDs awarded directly at faculty level.

Averaged over all faculties, 8% of degrees were awarded in three months or less, 30% in four months, 30% in five months, 16% in six months and 16% took longer than six months.

The Sub-Committee was again concerned that examinations appeared to too frequently exceed the 2-3 months implicit in Resolutions. Approximately one third of examinations took 6 months or more.

<i>Faculty</i>	<b>Total</b>	<b>Number awarded within specified months from submission</b>								
		<b>=2 mths</b>	<b>3 mths</b>	<b>4 mths</b>	<b>5 mths</b>	<b>6 mths</b>	<b>7 mths</b>	<b>8 mths</b>	<b>9 mths</b>	<b>&gt;9 mths</b>
Agriculture	4	1	-	2	-	1	-	-	-	-
Architecture	1	-	1	-	-	-	-	-	-	-
Arts	12	-	-	5	5	1	1	-	-	-
Dentistry	-	-	-	-	-	-	-	-	-	-
Economics & Business	-	-	-	-	-	-	-	-	-	-
Education										
Engineering	11	-	-	3	5	2	1	-	-	-
Health Sciences										
Law	2	-	-	-	1	1	-	-	-	-
Medicine	17	-	2	1	5	4	2	1	1	1
Nursing	2	-	1	-	1	-	-	-	-	-
Pharmacy										
Rural Management										
Science	24	-	1	11	4	3	1	1	1	2
Veterinary Science	3	-	-	-	2	-	-	1	-	-
AGSM										
College of the Arts	-	-	-	-	-	-	-	-	-	-
Conservatorium	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>76</b>	<b>1</b>	<b>5</b>	<b>22</b>	<b>23</b>	<b>12</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>3</b>

(iii) **Report of the PhD Award Sub-Committee**

The quarterly report on PhDs considered by the Sub-Committee indicating the recommendation of the Sub-Committee forwarded to the faculty concerned for the period ending September 2000 is tabulated below:

Faculty	Award	Correction of typograph'l errors	All emend's	Revise & Resubmit	Non-Award
Agriculture	-	-	-	-	-
Architecture	-	-	1	-	-
Arts	-	1	4	4	-
Dentistry	-	-	-	-	-
Economics & Business	-	-	1	-	-
Education	-	-	2	1	-
Engineering	-	-	1	-	-
Health Sciences	-	-	-	-	-
Law	-	-	-	-	-
Medicine	-	-	2	-	-
Nursing	-	-	-	-	-
Pharmacy	-	-	-	-	-
Rural Management	-	-	-	-	-
Science	-	-	2	-	-
Veterinary Science	-	-	2	-	-
College of the Arts	-	-	-	-	-
Conservatorium	-	-	-	-	-
<b>TOTAL</b>	0	1	15	5	-

**(b) Policy and procedural matters relating to the PhD**

**(i) Definition of the PhD/Maximum word limit for the PHD**

The Committee received from the PhD Award Sub-Committee a discussion paper on the definition of the PhD and a recommendation that the maximum word-limit for PhD theses be reduced.

The Committee also received a recommendation from the Chair of the Board that it consider the appropriateness of reducing the minimum length of candidature for the PhD.

The Committee asked the PhD Award Sub-Committee:

- to seek advice from faculties and SUPRA on the development of the definition of the PhD;
- to convene a special meeting, to which SUPRA would be invited, to develop the definition;
- to consider also the issues of length of candidature and word length in its deliberations on the definition; and
- to present a draft paper on the definition of the PhD to the Committee for its consideration.

**(ii) Examination of PhD theses containing published work**

The Committee received a discussion paper from the Sub-Committee on the examination of theses containing predominantly published work. The Committee noted that the issue was not whether a thesis might contain published material (which is currently possible) but whether additional material (such as an introduction and conclusion) was necessary and how the thesis might be examined.

The Committee agreed:

- to let the discussion paper lie on the table until its next meeting;
- to invite faculties to comment on it in the interim; and

- to consider the paper at its next meeting in the light of responses received.

**(iii) Delays in examination times: Leave application for academic staff**

The Committee adopted a recommendation from the PhD Award Sub-Committee to ask the Academic Staffing Committee that consideration be given to amending the academic staff leave application forms to include provision for identifying staff on leave who are supervising a PhD candidate whose thesis is, or is likely to be, under examination. The Sub-Committee reported that the examination process was on occasion delayed by the supervisor not being available for consultation by the head of department at a crucial time during the examination process. Unforeseen factors could lead to this situation such as a student submitting later than expected or the examination process taking longer than expected. The inclusion of provision in leave forms for members of staff to indicate if they had any students under examination was one of many strategies to reduce delays in examination times.

**(iv) Number of examiners for the PhD**

The Committee noted the PhD Award Sub-Committee's recommendation that the number of examiners for the degree of Doctor of Philosophy remain at three.

**(2) "Outing Coursework: Report of the 1999 Survey of Postgraduate Coursework Students at the University of Sydney"**

At its September 2000 meeting the Committee considered the following recommendation of the Coursework Sub-Committee:

*That the University undertake, as a matter of urgency, a University-funded survey of postgraduate coursework students in collaboration with SUPRA and with the support of the office of the Pro-Vice-Chancellor (Teaching and Learning) and the Institute for Teaching and Learning, as recommended by SUPRA. The Sub-Committee agrees that the most appropriate time-frame for the conduct of such a survey would be for a mail-out to be effected in July 2001 with returns due back in August 2001.*

The Committee supported the recommendation that the University undertake a University survey of postgraduate coursework students, noting that the Chair would discuss the recommendation with the Pro-Vice-Chancellor (Teaching and Learning) and the Vice-Chancellor and report back to the Committee.

At its October 2000 meeting, the Committee noted that the Chair had consulted with the Pro-Vice-Chancellor (Teaching and Learning) who had advised that he was planning to survey postgraduate coursework students in order to collect performance indicator data.

**(3) Higher doctorates**

**(a) Appointment of examiners**

The Committee noted the Chair's action in approving the appointment of examiners for a candidate for the degree of Doctor of Medicine and confirmed the Chair's action.

**(b) Appointment of fourth examiner**

The Committee noted the Chair's action in approving the appointment of a fourth examiner for a candidate for the degree of Doctor of Medicine and confirmed the Chair's action, noting also that he had expressed concern over this situation to the Faculty of Medicine.

**(4) Audit of facilities for research students**

Associate Professor Ross tabled a report on an audit of facilities for research students. He reported that three faculties had not responded to the survey and that he would send them copies of the report.

The Committee agreed to let the report lie on the table until the next meeting.

**(5) Graduate Studies Committee meeting dates for 2001**

The Committee confirmed that it would meet at 2 pm on the following dates in 2001. (Meetings will be held on Mondays except where otherwise indicated.)

19 February	16 July
19 March	20 August
24 April (Tuesday)	17 September
21 May	15 October
18 June	19 November

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## University of Sydney Amendment (Rules relating to Higher Doctorates) Rule 2000

under the

University of Sydney By-law 1999

The Senate of The University of Sydney has approved the following Rule pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.

This Rule:

- (a) takes effect from 1 January 2001 in accordance with section 37(2) of the University of Sydney Act 1989; and
- (b) amends the University of Sydney (Amendment Act) Rule 1999 (as amended): Part 10, Awarding degrees, diplomas and certificates, Division 3 Higher Doctorates.

The purpose of these amendments is to reflect the re-naming of the degree of Doctor of Social Work as the Doctor of Letters in Social Work.

### 1. Amendment of Rule

The following Rule contained in the University of Sydney (Amendment Act) Rule 1999 (as amended) Division 3: Higher Doctorates is amended as set out below. Unless provided for otherwise, changes to the text of the existing Rule are:

- struck through where deleted; and
- underlined where replaced or added.

## DIVISION 3: HIGHER DOCTORATES

### 65. Applicability of this Division

This Division applies to the following degrees:

- (a) Doctor of Science in Agriculture
- (b) Doctor of Agricultural Economics
- (c) Doctor of Science in Architecture
- (d) Doctor of Letters
- (e) Doctor of Dental Science
- (f) Doctor of Science in Economics
- (g) Doctor of Letters in Education
- (h) Doctor of Engineering
- (i) Doctor of Laws
- (j) Doctor of Medicine
- (k) Doctor of Music
- (l) Doctor of Science
- (m) ~~Doctor of Social Work~~ Doctor of Letters in Social Work
- (n) Doctor of Veterinary Science.

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

### Degrees, Diplomas and Certificates in Social Work

The Resolutions of the Senate relating to Degrees, Diplomas and Certificates in Social Work (p 625, *Calendar 1999, Volume 1: Statutes and Regulations*, as amended) are further amended to the following effect from 1 January 2001.

Sections 1 and 3 are amended:

- by the addition of new entries relating to the Master of Social Work (International), Doctor of Letters in Social Work and Graduate Certificate in Social Work: Dying, Death and Palliative Care, and

- by the change in title of the Graduate Certificate in Professional Practice Supervision to read as follows:

### **DEGREES, DIPLOMAS AND CERTIFICATES IN SOCIAL WORK**

1. The degrees in Social Work shall be:
  - (a) Bachelor of Social Work (BSW)
  - (b) Master of Social Work (MSW)
  - (c) Master of Social Work (International) (MSW (International))
  - (d) Master of Philosophy in Social Work (MPhilSW)
  - (e) Doctor of Social Work (DSW)
  - (f) Doctor of Letters in Social Work (DLittSW)
2. The Diploma in Social Work shall be:  
Graduate Diploma in Social Work (GradDipSW)
3. The Certificates in Social Work shall be:
  - (a) Graduate Certificate in Social Work: Professional Practice Supervision (GradCertSW:PPS)
  - (b) Graduate Certificate in Social Work: Dying, Death and Palliative Care (GradCertSW:DDPL)

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### **Master of Social Work**

The Resolutions of the Senate relating to the Master of Social Work (pp 626-7, *Calendar 1999, Volume 1: Statutes and Regulations*) are rescinded and replaced by the following new Resolutions from 1 January 2001.

### **MASTER OF SOCIAL WORK, MASTER OF SOCIAL WORK (INTERNATIONAL) AND MASTER OF PHILOSOPHY IN SOCIAL WORK**

#### **A. MASTER OF SOCIAL WORK AND MASTER OF SOCIAL WORK (INTERNATIONAL)**

##### **Admission**

1. An applicant for admission to candidature for the degree of Master of Social Work or Master of Social Work (International) shall:
  - (1) hold a four-year Bachelor of Social Work degree or equivalent, recognised by the Australian Association of Social Workers; and
  - (2) have been in full-time employment in Social Work for a minimum of one year.
2. (1) A candidate may be accepted by the Chairperson of the Board of Studies on a probationary basis for a period not exceeding twelve months and, on completion of this probationary period, the Chairperson shall review the candidate's work and shall either confirm or terminate the candidature.
  - (2) The candidature of a candidate accepted in accordance with subsection (1) shall be deemed to have commenced from the date of such acceptance.

##### **Degree Requirements**

3. A candidate shall attend such units of study and pass such examinations in each unit of study as the Board of Studies, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, shall prescribe.

#### **B. MASTER OF PHILOSOPHY IN SOCIAL WORK**

##### **Admission**

4. An applicant for admission to candidature for the degree of Master of Philosophy in Social Work shall:
  - (1) (a) hold a four-year Bachelor of Social Work degree or equivalent with first or second class Honours, or
  - (b) being a Bachelor of Social Work without first class or second class Honours, either produce evidence to the satisfaction of the Chairperson of having completed equivalent work or complete, to the satisfaction of the Chairperson of the Board of Studies, a period of probationary candidature, or
  - (c) be a Master of Social Work with merit; and

- (2) have been in full-time employment in Social Work for a minimum of one year.

### **Degree requirements**

5. (1) A candidate shall:
  - (a) carry out supervised research on a topic approved by the Chairperson of the Board of Studies on the recommendations of the Chair of the Department of Social Work and Social Policy;
  - (b) write a thesis embodying the results of this research; and
  - (c) lodge with the Secretary of the Board of Studies three copies of the thesis, typewritten and bound in accordance with the resolutions of the Board of Studies.
- (2) The Chairperson of the Board of Studies shall appoint, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, a full-time member of the University academic staff to act as the supervisor of the candidate.
- (3) In any thesis lodged by the candidate, the candidate shall state generally in a preface and specifically in notes the source from which the information in the thesis was taken, the extent to which the candidate has made use of the work of others and the proportion of the thesis which is claimed as original.
- (4) A thesis lodged by a candidate shall be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.
- (5) The Chairperson, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, shall appoint a least two examiners of the thesis, of whom at least one shall be external to the University.
- (6) The examiners shall report to the Chairperson who shall determine the result of the examination.
- (7) In special cases the Chairperson, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, may require the candidate to take an examination in the area of the thesis.

### **C. GENERAL PROVISIONS relating to all degrees of Master**

6. (1) A full-time candidate for the degree of Master shall present for examination for the award not earlier than the end of the first year of candidature and not later than the end of the third year of candidature, except with the permission of the Chairperson of the Board of Studies on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology.
- (2) A part-time candidate for the degree of Master shall present for examination for the award not earlier than the end of the second year of candidature and not later than the end of the sixth year of candidature, except with the permission of the Chairperson, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology.
- (3) Time spent by a candidate in advanced study in the University of Sydney, or in another university, or in another equivalent institution, before admission to candidature, may be deemed by the Chairperson to be time spent after such admission, provided that it represents no more than half of the total candidature.

### **Unsatisfactory progress**

7. The Chairperson of the Board of Studies may:
  - (1) on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, call upon any candidate for the degree of Master to show cause why the candidature should not be terminated by reason of unsatisfactory progress towards completion of the course; and
  - (2) where, in the opinion of the Chairperson, the candidate does not show good cause, terminate the candidature.

### **Grade of award**

8. (1) The award of Master of Social Work, Master of Social Work (International) and Master of Philosophy in Social Work shall be made in one grade only.

- (2) An outstanding candidate may receive the award with merit.
- (3) If the Chairperson of the Board of Studies is of the opinion that the candidate's work is of sufficient merit, that candidate shall receive a bronze medal.

### **Consultation**

9. Where the Chair of the Department of Social Work, Social Policy and Sociology is required to make a recommendation under sections 5, 6 and 7 above, the Chair shall do so only after consultation with the supervisor, if there is one of the candidate concerned.

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### **Graduate Certificate in Professional Practice Supervision**

The Resolutions of the Senate relating to the Graduate Certificate in Professional Practice Supervision (pp 628-9, *Calendar 1999, Volume 1: Statutes and Regulations*) are amended by replacing the words "Graduate Certificate in Profession Practice Supervision" by the words "Graduate Certificate in Social Work: Professional Practice Supervision" wherever occurring, from 1 January 2001.

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### **Doctor of Social Work**

The following new Resolutions of the Senate relating to the Doctor of Social Work are adopted from 1 January 2001.

#### **DOCTOR OF SOCIAL WORK**

1. (1) An applicant for admission to candidature shall:
  - (a) lodge an application with the Board of Studies;
  - (b) submit with the application an outline of the proposed course of advanced study and research, including the area of the proposed thesis, proposals for the practicum and proposals for related coursework units of study; and
  - (c) have been in full-time employment in Social Work for a minimum of four years.
- (2) An applicant for admission to part-time candidature shall submit with the application a written undertaking that the applicant will:
  - (a) have sufficient time available to complete the requirements for the degree in accordance with section 10(2) and within the maximum period prescribed in section 10(3) of these resolutions; and
  - (b) be able to attend at the University at such times and on such occasions for purposes of consultation and participation in departmental activities, as may be required by the Chairperson of the Board of Studies on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology.

#### **Admission to candidature by the Chairperson of the Board of Studies**

2. The Chairperson of the Board of Studies may admit an applicant to candidature for the degree if:
  - (1) the candidature's application complies with section 1, and
  - (2) (except as provided in section 3 of these resolutions) the applicant holds or has fulfilled the requirements for:
    - (a) the degree of Bachelor of Social Work of the University of Sydney with First Class Honours or Second Class Honours, Division 1, or
    - (b) the degree of Master of Social Work with Merit or the degree or Master of Philosophy in Social Work of the University of Sydney.

#### **Admission to candidature by the Academic Board**

3. On the recommendation of the Chairperson of the Board of Studies, the Academic Board may admit to candidature for the degree an applicant whose application complies with section 1, and who:
  - (a) is either –

- (i) a social work graduate of another university or tertiary education institution: or
  - (ii) a person accepted by the Chairperson and by the Academic Board as having standing equivalent to that required of a social work graduate of the University who is qualified for admission to candidature for the degree;
- and
- (b) is recommended by the Chairperson as being suitably prepared in the particular field of study in which the applicant proposes to be a candidate.

#### **Studies during the candidature**

4. (1) Except with the permission of the Chairperson of the Board of Studies, a candidate will pursue an approved course of advanced study, professional practice and research, comprising:
- (a) eight graduate semester units of study at the doctoral degree level including:
    - (i) a unit of study examining aspects of current social work professional theory and practice,
    - (ii) a unit of study dealing with research methods appropriate to examining social work practice,
    - (iii) a unit of study dealing with social policy,
    - (iv) an additional unit of study in one of the areas contained in paragraphs (i), (ii) and (iii) and
    - (v) two units of study related to the areas of the proposed practice development research and the thesis; and
  - (b) a thesis of approximately 50000 words (or equivalent) in length investigating a specific aspect or specific aspects of social work professional practice related to the practice development research and approved by the Chairperson of the Board of Studies.
- (2) The Chairperson may grant credit for a maximum of 3 postgraduate course units for units of study undertaken elsewhere at this University or at another university which are considered to be equivalent to units of study to be undertaken in accordance with section 4(1)(a), provided that:
- (a) no unit of study for which credit is granted has been a basis for the award of any other award;
  - (b) each unit of study is passed at a level, or with such additional assessment or other requirements, as may be determined by the Chairperson in each case; and
  - (c) each unit of study was completed within the four years immediately preceding the commencement of candidature for the degree of Doctor of Social Work.
- (3) The Chairperson may approve a variation in a candidate's units of study and research.

#### **Credit for previous studies**

5. (1) Coursework degrees
- The Chairperson may grant a candidate credit for:
- (a) up to 3 postgraduate coursework units of study, and 2 postgraduate research units of study in respect of units of study completed for the degree of Master of Social Work in this University; or
  - (b) up to 2 postgraduate coursework units of study in respect of units of study completed elsewhere in this University or at another university, provided that:
    - (i) no unit of study for which credit is granted has been a basis for the award of any other award;
    - (ii) the units of study were passed at a level or with such additional assessment or other requirements as may be determined by the Chairperson in each case;

- (iii) the units of study were completed within six years immediately preceding the commencement of candidature for the degree of Doctor of Social Work; and
  - (iv) each unit of study falls within the scope of the approved course of study and research under section 4.
- (2) Research Degrees
- The Chairperson may grant credit for the whole or any part of a period of candidature undertaken for the degree of Master of Philosophy in Social Work or the degree of Doctor of Philosophy in the Faculty of Arts provided that the candidate has abandoned candidature for the degree for which credit is sought and the period of candidature for which credit is sought:
- (a) involved a course of advanced study and research related to the candidate's proposed course of advanced study and research for the degree of Doctor of Social Work; and
  - (b) was taken within six years immediately preceding the commencement of candidature for the degree of Doctor of Social Work.

### **The thesis**

6. (1) The candidate shall present a thesis of approximately 50000 words (or equivalent) in length, which shall be substantial and original contribution to the subject concerned. The candidate shall state the sources from which the information is derived, the extent to which the work of others has been made use of, and the portion of the work the candidate claims as original.
- (2) The topic of the thesis shall be approved by the Chairperson of the Board of Studies.
- (3) The Chairperson on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology shall appoint a supervisor who shall be a member of the academic staff of the department. In appropriate cases the Chairperson may appoint an associate supervisor.
- (4) A candidate may not present as the thesis any work which has been presented for a degree at this or another university, but the candidate will not be precluded from incorporating such work in the thesis, provided that, in presenting the thesis, the candidate indicates the part of the work which has been so incorporated.
- (5) A candidate shall submit to the Secretary of the Board of Studies four copies of the thesis in a form prescribed by the Board of Studies.
- (6) The thesis shall be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.
- (7) When the degree has been awarded, a copy of the thesis incorporating any required emendations and revisions shall be lodged in the University Library.

### **Appointment of examiners**

7. (1) On receiving the thesis and having considered the certificate of the supervisor, the Chairperson of the Board of Studies shall consult with the Chair of the Department of Social Work, Social Policy and Sociology and, if he or she thinks fit, appoint examiners. The supervisor may not be an examiner.
- (2) If the Chairperson, after consultation with the Chair of the Department of Social Work, Social Policy and Sociology, resolves to appoint examiners she or he shall appoint three examiners, at least one of whom shall be external to the University.
- (3) The Chairperson shall report the names of the examiners appointed to the Academic Board, which may appoint one or more additional examiners.
- (4) In any case where the Chairperson, having received the thesis and having considered the report of the supervisor, resolves not to appoint examiners, he or she shall report the circumstances for this decision to the Academic Board.

### **Degree result**

8. Upon the completion of the coursework at the level prescribed by the Board of Studies, after consideration of the report of the supervisor of the practicum and after consideration of the reports of the examiners on the thesis, the Chairperson of the Board of Studies shall submit

the reports, together with a recommendation concerning the award of the degree, to the Academic Board which shall determine the result of the candidature

#### **Time Limits**

9. (1) Subject to subsection (2) a candidate may proceed either on a full-time or part-time basis.
- (2) Except in special circumstances and with the approval of the Chairperson of the Board of Studies a candidate shall complete a minimum of thirty weeks of full-time candidature taken over such a period of time and in such a manner as may be approved by the Chairperson.
- (3) Except in special circumstances and with the approval of the Chairperson a candidate shall complete all the requirements for the degree not earlier than the end of the third and not later than the end of the sixth year of candidature, excluding any period of approved suspended candidature.
- (4) A candidate shall prepare annually, before enrolment, a statement of the work done by the candidate towards completion of the requirements for the degree and submit it to the appointed supervisor in accordance with Academic Board policy.
- (5) The supervisor shall also prepare a report on the work done by the candidate, which shall be shown to the candidate for comment, and the candidate shall sign the report as having sighted the contents.
- (6) Both reports shall then be forwarded to the Chairperson.
- (7) Where, in the opinion of the Chairperson, a candidate has not made satisfactory progress towards completing the requirements for the degree the Chairperson may call upon the candidate to show cause why the candidature should not be terminated for the lack of satisfactory progress.

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#### **Graduate Certificate in Social Work: Dying, Death and Palliative Care**

The following new Resolutions of the Senate relating to the Graduate Certificate in Social Work: Dying, Death and Palliative Care are adopted from 1 January 2001.

#### **GRADUATE CERTIFICATE IN SOCIAL WORK: DYING, DEATH AND PALLIATIVE CARE**

##### **Eligibility for admission**

1. An applicant for admission to candidature for the Graduate Certificate in Social Work: Dying, Death and Palliative Care shall:
  - (1) hold a four-year Bachelor of Social Work degree or equivalent, recognised by the Australian Association of Social Workers; and
  - (2) have been in full-time employment in Social Work for a minimum of one year.

##### **Availability**

2. (1) Admission to the Graduate Certificate may be limited by quota.
- (2) In determining the quota the University will take into account:
  - (a) availability of resources including space, library, equipment and computing facilities; and
  - (b) availability of adequate and appropriate supervision.
- (3) In considering an application for admission to candidature, the Chairperson of the Board of Studies in Social Work shall take account of the quota and will select in preference candidates who are most meritorious in terms of section 1 above.

##### **Method of progression**

3. A candidate for the Graduate Certificate shall proceed by coursework.

##### **Time Limits**

4. (1) A candidate shall proceed on a part-time basis.
- (2) A candidate shall complete the requirements for the Graduate Certificate not earlier than the end of the second semester of candidature and, unless otherwise determined by the Chairperson of the Board of Studies, on the recommendation of the Chair of

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the Department of Social Work, Social Policy and Sociology, not later than the end of the fourth semester of candidature.

**Credit**

5. No credit towards the Graduate Certificate shall be given for work completed prior to admission to candidature.

**Requirements for the Graduate Certificate in Social Work: Dying, Death and Palliative Care**

6. A candidate for the Graduate Certificate shall complete the following four units:
- (a) The Social Construction of Death, Dying and Mourning
  - (b) Social Practices in Palliative Care
  - (c) Theory/Practice Development
  - (d) Ethics, Policy and Politics: How Are We To Die?

**Examination**

7. A candidate may be tested by written and oral examinations, assignments, exercises and practical work or any combination of these, as prescribed by the Board of Studies.
8. The candidate's results in each unit of study will be reported to the Chairperson of the Board of Studies who shall determine the result of the candidature.

**Progress**

9. The Chairperson of the Board of Studies, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, may call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the Graduate Certificate and where, in the opinion of the Chairperson, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, the candidate does not show good cause, terminate the candidature.

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## Oral Examinations of PhD Theses at the University of Sydney

### 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; and
- 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 (ie, 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 the 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 (eg, no oral may be needed if all recommend award, award with typos, all revise and resubmit, all non-award)

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- 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.

### **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. 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 tele-conferencing, 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.
- Should the examiners resolve to recommend that the degree be awarded subject to conditions listed in the examiners' report being addressed to the satisfaction of the head of department or school, the convener, in consultation with the head of department or school, will determine the emendations required.
- 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 Award 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 Award Sub-Committee for consideration under sections 3(4) *et seq* (p 47 2000 Postgraduate Studies Research Handbook) Note that this is not intended to represent a form

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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.

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## Amendment of the Resolutions of the Academic Board

### Degree of Doctor of Philosophy

The Resolutions of the Academic Board relating to the Examination process for the degree of Doctor of Philosophy (pp 101-7, *Calendar 1999, Volume 1: Statutes and Regulations*, as amended) are further amended with immediate effect as follows. (Text to be added is underlined and text to be deleted is struck through.)

These proposed amendments to the Resolutions of the Academic Board incorporate the amendments proposed in Item 3.1. relating to oral examinations and Item 3.2. relating to emendation requirements.

### DEGREE OF DOCTOR OF PHILOSOPHY

#### THE EXAMINATION PROCESS

##### 1. Appointment of examiners

###### Faculty or college board to seek recommendation for examiners

(1) After the prescribed number of copies of the thesis have been lodged and the supervisor's certificate has been received, the faculty or college board, having considered the certificate, shall seek a recommendation for the appointment of examiners from the head of department concerned, unless the faculty or college board considers that examiners should not be appointed.

###### Examiners not appointed

(2) If a faculty or college board, after consideration of the supervisor's certificate, has resolved not to proceed to the appointment of examiners, it shall report the circumstances and the reasons for the decision to the PhD Award Sub-Committee which may note the decision or require the faculty or college board to appoint examiners.

###### Delays in appointment to be avoided

- (3) (a) The head of department and the faculty or college board shall take all possible steps to ensure that examiners are appointed within four weeks of the submission of the thesis and, where this does not occur, shall report the circumstances to the PhD Award Sub-Committee.
- (b) The head of department should normally have taken the steps outlined below in sections 1(4) to 1(12), noting the provisions of section 1(14), before the thesis is submitted.

###### Head to consult and recommend

- (4) The head of department shall, if reasonably possible, before making his or her recommendation for the appointment of examiners, consult the supervisor and, if it is considered by the supervisor to be necessary, any appointed associate supervisor or co-supervisor.
- (5) The head of department shall recommend the appointment of three examiners of the thesis of whom at least one shall be external to the University, i.e. not being a member of the staff of the University or holding a clinical academic title. The supervisor shall not be an examiner.
- (6) The head of department may also recommend the appointment of one or more qualified additional persons who may be called on to act in place of one or more of the three first appointed examiners.

###### Qualifications of examiners

- (7) (a) Examiners recommended should be known to be familiar with the supervision and examination of research theses and should normally still be active in research and/or scholarship.
- (b) An examiner appointed to act as an assessor under section 4(3)(e) should possess very high standing in the subject in question.

###### Supervisor as examiner

(8) Subject to any policy to the contrary adopted by the faculty or college board concerned, a supervisor of a candidate may be appointed as an examiner for that candidate, except that a supervisor shall not normally be so appointed if he or she is also the head of the department or academic unit concerned.

###### Examiners free from bias

(9) A head of department, in making a recommendation, shall take all reasonable steps to ensure that the examiners proposed are free from bias either for or against the candidate or the supervisor.

###### Involvement of candidate

(10) The head of department or the supervisor or the candidate may initiate a general discussion with the candidate by

the supervisor and/or the head of department of a wide range of possible examiners, including the possibility of the student submitting to an oral examination of the thesis.

(11) A candidate may advise the head of department or the dean of the faculty, or the chair of the appropriate faculty or college board of postgraduate studies or equivalent, of the names of any persons the candidate does not wish to see appointed as examiners, giving the reasons in writing.

#### **Faculty to appoint examiners**

(12) (a) The head of department shall make a recommendation to the faculty for the appointment of examiners. In making this recommendation, the head of department should indicate: whether or not he or she has ascertained the prospective examiners' willingness to examine

(i) electronically; or

(ii) conduct an oral examination

whether or not they wish to examine in this way, and, if so, the format(s) in which they are able to receive the thesis. Examiners must be selected in the normal way and no regard paid to whether or not they would wish to examine electronically or participate in an oral examination of the thesis.

(b) The faculty or college board, on receipt of a recommendation for the appointment of examiners from a head of department, and having considered through its dean or chair of the board of postgraduate studies any advice from the candidate, may appoint the examiners as recommended or appoint different examiners after consultation with the head of department.

#### **Report to PhD Award Sub-Committee**

(13) The faculty or college board shall, using the prescribed form, report the names and qualifications of the examiners appointed to the PhD Award Sub-Committee which may itself appoint, or may request the faculty or college board to recommend for appointment, one or more additional examiners. 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. The faculty or college board shall indicate on the form which, if any, of the examiners will be examining the thesis electronically or if the student will be submitting to an oral examination of the thesis.

#### **Names not to be disclosed**

(14) Except as may be necessary when an oral examination is required, the names of the examiners appointed shall not be disclosed to the candidate until a determination has been made about the award of the degree.

#### **Invitation to examiners**

(15) After the appointment of examiners by the faculty or college board, the Registrar shall write to each external examiner inviting him or her to act, specifying the conditions applicable to the examination process and enclosing the resolutions for the degree, an information statement. An examiner's report form will be enclosed with the letter and, if possible, will also be sent to the examiner in electronic form via electronic mail if the examiner is able to receive it in one of the formats available (ie as a Word or WordPerfect document or as an ASCII file). If the examiner has indicated a willingness to participate in an oral examination of the thesis the date and arrangements for the oral examination will also be notified.

(16) On receipt of an acceptance of the invitation to act, or on advice from the head of department concerned that the examiner is willing to act under those conditions, the Registrar shall dispatch a copy of the thesis in either hard copy or electronic form if the examiner has indicated willingness to examine in electronic form.

(17) The Registrar shall similarly write to each internal examiner advising him or her of their appointment and the conditions which apply and enclosing the resolutions for the degree and the examiner's report form together with a copy of the thesis either in hard copy or electronic form.

#### **Delay between appointment of examiners and receipt of thesis**

(18) In the event of a candidate's thesis not being received within three months of the acceptance by the examiners of their appointment, the faculty shall write to all examiners concerned, both internal or external, to ascertain their willingness to continue to act as examiners of the thesis in question.

#### **Delegations of authority**

(19) A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

## **2. Consideration by examiners**

#### **Examiners to report within two months**

(1) An examiner is required to complete the examination of the thesis and submit a report on the prescribed form within two months of receipt of the thesis. The examiner may return the report by electronic mail, but if using this medium must also send a signed, hard copy of the report by mail or facsimile.

#### **Examiners to submit independent reports**

(2) The examiner shall be advised by the Registrar of the names of the other examiners who have agreed to act and may consult these co-examiners directly at any stage of the examining process, but shall submit an independent report and

shall not have any right of access to other examiners' reports.

(3) An examiner who is also the supervisor of a candidate may consult with any associate supervisor or co-supervisor of the candidate before making his or her independent report.

#### **Content of report**

(4) The report shall include the recommendation that:

- (a) the candidate be awarded the degree without further examination; or
- (b) the candidate be awarded the degree subject to correcting typographical errors before the degree is conferred (typographical errors include spelling, grammar, punctuation, capitalisation and reference dates); or
- (c) the candidate be awarded the degree subject to conditions listed in the examiner's report being addressed to the satisfaction of the University (which may include a recommendation that if reasonably possible the candidate should be required to take an additional oral or other examination); or
- (d) the candidate be not awarded the degree, but be permitted to resubmit the thesis in a revised form for re-examination following a further period of study, the examiner having formed the opinion that the errors or deficiencies substantially affect the argument or the thesis; or
- (e) the candidate be not awarded the degree.

(f) In the case of a thesis which is also to be examined by an oral examination, the report of the examiners shall be an interim report, to be completed following the conclusion of the oral examination.

(5) The report shall also record whether in the opinion of the examiner—

- (a) the thesis is a substantially original contribution to the knowledge of the subject concerned;
- (b) the thesis affords evidence of originality by the discovery of new facts;
- (c) the thesis affords evidence of originality by the exercising of independent critical ability;
- (d) the thesis is satisfactory as regards literary presentation; and
- (e) a substantial amount of material in the thesis is suitable for publication.

(6) The examiner shall state the grounds on which his or her recommendation is based, indicating the strengths and weaknesses of the thesis and the particular contributions made by the candidate and may list emendations that it is considered should be made and shall indicate the extent of any consultation with other examiners or associate or co-examiners.

#### **Release of examiners' names**

(7) As part of the report form, the examiner shall be asked to indicate whether he or she is willing to have his or her name and/or his or her report in full or in part released to the candidate, either at the conclusion of the examination, or in the circumstances outlined in sections 4(17) to 4(20).

#### **Receipt of reports to be monitored**

(8) The Registrar shall acknowledge receipt of reports as received and arrange for payment of the examiner's fee to external examiners.

(9) The Registrar shall contact any examiner who has not submitted his or her report within six weeks of despatch of the thesis, reminding the examiner of the due date for the report, and the Registrar shall contact any examiner who has not submitted his or her report within ten weeks of despatch of the thesis, requesting advice as to when it will be submitted and reminding the examiner of the conditions of the examination.

#### **Replacement examiner if report not received**

(10) The Registrar shall contact any examiner who has not submitted the report by the end of the fourteenth week after despatch of the thesis, advising that it will be necessary to proceed to the appointment of a replacement examiner if the report is not received within a further two weeks and shall proceed to do so if the report is not received within that time.

(11) Notwithstanding the fact that replacement examiners may previously have been appointed, the Registrar shall seek advice from the head of department as to who should act as a replacement examiner in the event of an examiner being replaced under the circumstances referred to in section 2(10) and, if necessary, the faculty or college board shall appoint a further qualified examiner on the recommendation of the head of department who shall, if necessary, have carried out the same consultative procedures as applied to the initial appointment of examiners.

(12) Should the process of appointing a replacement examiner under the circumstances referred to in section 2(10) have proceeded to the point where a copy of the thesis has been dispatched to the replacement examiner, any report subsequently received from the examiner who has been replaced shall not be considered in determining the result of the candidature.

(13) Notwithstanding the provisions of sections 2(10) to 2(12), the PhD Award Sub-Committee or its Chair may, in such circumstances as it shall determine are exceptional, and on the recommendation of the faculty or college board concerned, allow some specific variation to those requirements.

(14) In the case of a thesis also being examined by an oral examination, the procedures for the conduct of the oral examination and the consideration of the examiners' reports shall be those adopted by the Academic Board.

### **3. Consideration of examiners' reports**

#### **By the faculty**

(1) When all three examiners' reports have been received,

- (a) if all examiners have recommended either that the degree be awarded without qualification or the degree be awarded subject to correction of typographical errors, the faculty may award the degree either without further

- examination or subject to the correction of typographical errors (as specified by the examiners) being made in all copies of the thesis to be retained in the University before the degree is conferred and shall forward the reports to the head of department and supervisor for information; or
- (b) if any other recommendations have been made, the faculty shall forward the reports to the head of department for a recommendation and to the supervisor.
- (c) In the case of a thesis also being examined by an oral examination, the procedures for the consideration of the examiners' reports shall be those adopted by the Academic Board.
- (2) Neither head of department nor supervisor shall have a right of access to the examiners' reports before they have all been received, except where the dean of the faculty or chair of the college board considers that special circumstances exist.

#### **Head of department to consult**

- (3) The head of department, if there is disagreement among the examiners, or, if asked to comment on the report of an oral examination, shall, before making a recommendation, if reasonably possible, consult the candidate's supervisor and shall consult the candidate's annual progress reports.
- (4) The head of department shall indicate when making his or her recommendation the nature and extent of consultation that has been carried out and shall forward a copy of any written report he or she has received from the supervisor.

#### **Head of department's recommendation**

- (5) The head of department, having considered the reports of the examiners and carried out any required consultation, may make one of the following recommendations:
- (a) that the degree be awarded without further conditions; or
- (b) that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
- (c) that the degree be awarded subject to emendations being made in all copies of the thesis to be retained in the University; or
- (d) except in the case of the report of an oral examination, that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner; or
- (e) except in the case of the report of an oral examination, that an additional examiner be appointed; or
- (f) except in the case of the report of an oral examination, that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, and the comments of the supervisor, whether or not already an examiner, subject to endorsement by the PhD Award Sub-Committee which will consider the reports of the examiners and the justification forwarded by the Board of Postgraduate Studies. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate's comments have been received, the faculty's Postgraduate Committee should determine whether the candidate's comments should be forwarded to the assessor.
- (g) except in the case of the report of an oral examination, that the reports of the examiners, together with comments from the supervisor, whether or not already an examiner, shall be referred to all the examiners for their comment; or
- (h) that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
- (i) that the degree be not awarded.

#### **Head of department to specify emendations**

- (6) A head of department, if recommending under section 3(5)(b) or (c) that the degree be awarded subject to typographical corrections or emendations, shall specify the typographical corrections or emendations to be made, if not already specified in the report of an oral examination, noting that the PhD Award Sub-Committee normally expects any typographical corrections or emendations or ~~minor~~ errors identified by examiners to be corrected after consideration of the examiners' reports and head of department's recommendation.

#### **Release of examiners' reports**

- (7) The head of department shall, with his or her recommendation, after noting the wishes of the examiners, indicate what portions of the examiners' reports may be released to the candidate, but the reports shall remain confidential until after consideration by the PhD Award Sub-Committee, faculty or college board.

#### **Delegation of authority**

- (8) A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

#### **4. Examiners' reports and head of department's recommendation**

##### **Referral of head of department's recommendation and faculty or college board action**

- (1) (a) The head of department shall forward his or her recommendation to the dean of the faculty or chair of the college board.

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- (b) If the head of department has recommended that the degree be awarded, under section 3(5)(c), subject to emendations as specified by one or more of the examiners, and one or more of the examiners have recommended that the degree be awarded subject to ~~minor~~ emendations and the remaining examiners have recommended award without further examination or subject to the correction of typographical error, the faculty may award the degree subject to all the corrections and/or emendations required by the examiners being carried out in all the copies of the thesis to be retained in the University before the degree is conferred.
  - (c) If the head of department has recommended, under section 3(5)(c), that the degree be awarded but that not all the emendations required by all the examiners should be carried out, the faculty may not award the degree, and the reports of the examiners, together with the recommendation of the head of department and of the faculty or college board, shall be forwarded to the PhD Award Sub-Committee. The recommendation of the Faculty shall specify the nature of such corrections, emendations or other conditions as may be intended.
  - (d) Except as provided under section 3(1)(a) or 4(1)(b), the dean of the faculty or chair of the college board shall refer the recommendation of the head of department to the faculty or college board, which shall forward a recommendation to the PhD Award Sub-Committee together with the recommendation of the head of department and copies of the reports of the examiners. The recommendation of the Faculty shall specify the nature of such corrections, emendations or other conditions as may be intended.

#### **PhD Award Sub-Committee action**

- (2) The PhD Award Sub-Committee, after consideration of the examiners' reports and the recommendation of the head of department and where these have been made any recommendation from the faculty or college board:
  - (a) may award the degree without further examination; or
  - (b) may award the degree subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
  - (c) may award the degree subject to emendations specified by the head of department or the Sub-Committee being made in all copies of the thesis to remain available in the University; or
  - (d) may refer the candidature to the faculty or college board concerned;and shall refer the candidature to the faculty or college board concerned if a member of the Sub-Committee so requires and the examiners' reports and the recommendation of the head of department have not already been considered by the faculty or college board.

#### **Faculty or college board action**

- (3) The faculty or college board, after considering the recommendation of the head of department and the reports of the examiners that have been referred directly to it or by the PhD Award Sub-Committee, may resolve:
  - (a) to recommend to the PhD Award Sub-Committee that the degree be awarded without further examination; or
  - (b) to recommend to the PhD Award Sub-Committee that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
  - (c) to recommend to the PhD Award Sub-Committee that the degree be awarded subject to emendations specified by the head of department or the faculty or college board being made in all copies of the thesis to remain available in the University; or
  - (d) except in the case of the report of an oral examination, that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner, this not being a substitute for requiring the candidate to make emendations to the thesis or to revise and resubmit the thesis; or
  - (e) except in the case of the report of an oral examination, that an additional examiner be appointed; or
  - (f) except in the case of the report of an oral examination, that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, and the comments of the supervisor, whether or not already an examiner, subject to endorsement by the PhD Award Sub-Committee which will consider the reports of the examiners and the justification forwarded by the Board of Postgraduate Studies. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate's comments have been received, the faculty's Postgraduate Committee should determine whether the candidate's comments should be forwarded to the assessor.
  - (g) except in the case of the report of an oral examination, that the reports of the examiners, together with comments from the supervisor, whether or not already an examiner, shall be referred to all the examiners for their comment; or
  - (h) that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
  - (i) that the degree be not awarded.

#### **Award without further conditions**

- (4) Where the faculty or college board or PhD Award Sub-Committee has approved the award of the degree without further conditions, the Registrar shall advise the candidate that the degree has been awarded subject to the lodgement of a permanently bound copy of the thesis printed on archival or permanent paper, shall lodge this copy with the University Librarian, and shall advise the examiners, head of department and supervisor.

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**Award subject to correction of typographical errors**

(5) Where the faculty or college board or PhD Award Sub-Committee has approved the award of the degree subject to the correction of typographical errors, the Registrar shall advise the candidate that the degree has been awarded subject to the lodgement of a permanently bound copy of the thesis printed on archival or permanent paper in which the typographical corrections have been made to the satisfaction of the head of department, shall lodge this copy with the University Librarian, and shall advise the examiners, head of department and supervisor.

**Award subject to emendations**

(6) When the award of the degree has been approved by a faculty or college board or by the PhD Award Sub-Committee, subject to specified emendations being made in all copies of the thesis to remain available in the University, the Registrar shall advise the candidate of the decision and of the nature of the emendations required and the latest date by which the emendations shall be made, being, unless otherwise determined by the faculty or college board, within a further three months, and shall provide such detail in relation to the examiners' reports as the head of department recommends.

**Additional oral or other examination**

(7) (a) Where a faculty or college board has resolved under section 4(3)(d) that the candidate be required to take an additional oral or other examination, or answer specific questions put by an examiner, unless the faculty or college board has determined otherwise, the faculty or college board shall be responsible for the oversight of these further examining processes.

(b) At the completion of an additional oral or other examination, or once a specific question(s) put by an examiner have been answered, the faculty or college board shall obtain a further recommendation from the head of department and shall then resolve in accordance with section 4(3)(a) - (c), (h) or (i).

**Conduct of oral examination**

(8) Those present at an oral examination may include one or more of the examiners and persons, other than the examiners, nominated by the faculty or college board; shall include the supervisor if he or she wishes; and may include, with the approval of the dean of the faculty or chair of the college board, a member of the University nominated by the candidate.

(9) A candidate shall be given reasonable notice of any oral examination and of the nature of the examination and the names of the persons who will be present, and may advise the dean of the faculty or chair of the college board of reservations he or she may have about the presence of any particular person, giving reasons in writing.

**Additional examiner**

(10) Where a faculty or college board resolves under section 4(3)(e) that an additional examiner be appointed, the provisions of sections 1, 2 and 3 shall apply as appropriate and the Registrar shall write to the examiner as provided in section 1(15) or 1(16) and shall advise the previously appointed examiners of the name of the additional examiner.

(11) A faculty or college board, having received a further recommendation from the head of department together with an additional examiner's report, may then resolve as provided in section 4(3)(a)-(d), (h) or (i).

**Additional examiner as assessor**

(12) Except in special circumstances, an additional examiner acting as assessor will be an external appointment.

(13) Where a faculty or college board resolves under section 4(3)(f) that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, the provisions of sections 1, 2 and 3 of these resolutions shall apply as appropriate and the Registrar shall write to the examiner as provided in section 1(14) or 1(16), inviting the examiner to act as an assessor of the examiners' reports as well as an examiner of the thesis and shall provide copies of the unidentified examiners' reports, and the comments of the supervisor, whether or not already an examiner. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate's comments have been received, the faculty's Postgraduate Committee should determine whether the candidate's comments should be forwarded to the assessor. The Registrar shall also advise the previously appointed examiners of the name of the additional examiner who is also to act as assessor.

(14) A faculty or college board, having received a further recommendation from the head of department together with an additional examiner-as-assessor's report, may then resolve as provided in section 4(3)(a)-(c), (h) or (i), except that, where the faculty or college board does not substantially resolve in the terms recommended by the assessor, it shall include a report of the reasons for its decision with any recommendation to the PhD Award Sub-Committee.

**Referral of reports to examiners**

(15) Where a faculty or college board resolves under section 4(3)(g) that the reports of the examiners, together with comments from the supervisor, whether or not already an examiner, shall be referred to all the examiners for their comment, the Registrar shall seek comments from the supervisor and then send copies of the examiners' reports and the supervisor's comments to each of the examiners, advising them that it is in order for them to confer and seeking a further report from each examiner within a period of four weeks.

(16) The Registrar shall forward the responses received, following the circulation of reports, to the head of department for such consultation as is required under section 3 and to make a recommendation, and the faculty or college board on receipt of that recommendation may then resolve as provided in section 4(3).

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### **Candidate to be consulted before degree not awarded**

(17) Where a faculty or college board forms the intention, either to resolve under section 4(3)(h) that the degree not be awarded but that the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, or to resolve under section 4(3)(i) that the degree not be awarded, that resolution shall be deferred to allow a process of consultation with the candidate.

(18) The Registrar shall advise the candidate in writing of the faculty or college board's intent; shall provide unidentified copies of such of the examiners' reports as the examiners have indicated may be released and shall advise the candidate that he or she may within a period of four weeks give notice of intention to provide comment on the foreshadowed recommendation of the faculty or college board, such comments to be submitted in writing by no later than a total of eight weeks from the date of the Registrar's advice.

(19) The faculty or college board shall further consider the examiners' reports and the head of department's recommendation, together with any comments provided by the candidate and any further comments provided by the head of department or supervisor and may then resolve as provided in section 4(3).

(20) The dean of a faculty or chair of a college board may extend either of the time limits set out in section 4(17).

### **Revise and resubmit**

(21) Where a faculty or college board, following the consultation process referred to in sections 4(17)–4(20), resolves under section 4(3)(h) that the degree not be awarded but the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, this decision shall be reported to the PhD Award Sub-Committee, which may note the decision or refer it back to the faculty or college board for further consideration, and the Registrar shall advise the candidate of the decision, of any provisions relating to appeals, the particular conditions applying and the general requirements in respect of revision and resubmission and shall provide such detail in relation to the examiners' reports as the head of department recommends and shall also advise the examiners, head of department and supervisor of the terms of the decision.

### **Degree not awarded**

(22) Where a faculty or college board, following the consultation process referred to in sections 4(17)–4(20), resolves under section 4(3)(j) that the degree not be awarded, this decision shall be reported to the PhD Award Sub-Committee which may note the decision or refer it back to the faculty or college board for further consideration, and the Registrar shall advise the candidate of the decision, of any provisions relating to appeals, shall provide such detail in relation to the examiners' reports as the head of department recommends and shall also advise the examiners, head of department and supervisor of the decision.

### **Emendations and lodging of corrected thesis**

(23) A candidate, on receipt of advice from the Registrar that the degree has been awarded subject to emendations being made, shall make these emendations in consultation with his or her supervisor or head of department on all the copies of the thesis which are to be available within the University, including the copy printed on permanent or acid-free paper which is to be lodged with the University Librarian; shall comply with the requirements with respect to permanently binding a copy of the thesis; shall request the head of department to certify that the corrections have been made and shall submit the thesis copies to the Registrar by no later than the latest date advised for completing such action.

(24) The Registrar, on receipt of at least one corrected, permanently bound copy of the thesis and a statement from the head of department that the corrections have been made to his or her satisfaction, shall cause all corrected hard copies submitted to be stamped, and electronic copies to be annotated and stored as 'read-only file' to indicate that the thesis is in the form which has been accepted for the degree; shall advise either the PhD Award Sub-Committee or the faculty, as appropriate, that the corrections have been made and that the faculty or Sub-Committee can therefore approve the award of the degree; shall write to the candidate advising that all the requirements for the award of the degree have been met; shall lodge the permanently printed copy with the University Librarian, and shall so advise the examiners, head of department and supervisor.

(25) If a candidate does not carry out the required emendations within the time limit set, or the head of department after consultation with the supervisor does not consider that the emendations made are satisfactory, the head of the department shall refer the matter to the faculty or college board which may grant additional time or set different conditions or may initiate proceedings under the provisions for the termination of candidature.

### **Transfer to master's candidature**

(26) A faculty or college board may permit a candidate for the degree of Doctor of Philosophy who, after examination, has not been awarded the degree, to use part or all of the material in the thesis as a thesis to be submitted for a master's degree, subject to completing all of the necessary administrative requirements.

### **Participation of supervisor and head of department**

(27) The supervisor and head of department may be present at any discussion by a faculty or college board of a recommendation by the head of department in respect to examiners' reports on the thesis of a candidate.

### **Delegation of authority**

(28) A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

(29) The Sub-Committee may delegate to its chair, or in the absence of the chair to the chair's nominee from the Sub-

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Committee, its powers to award the degree under section 4(2)(a), (b) or (c).

(30) Where the PhD Award Sub-Committee has delegated to faculties and colleges the authority to approve the award of the degree under sections 3(1)(a) or 4(1)(b), the authority for the approval of the award shall be the responsibility of the faculty's or college board's postgraduate committee which may delegate authority to act on its behalf to its chair, or in the absence of the chair to the chair's nominee.

## **5. Revision and re-examination**

### **Faculty or college board to prescribe conditions**

(1) A faculty or college board which has resolved that a candidate not be awarded the degree but be permitted to revise and resubmit the thesis for re-examination, shall prescribe a maximum period of further candidature and may prescribe particular conditions to be met.

### **Candidate to re-enrol**

(2) A candidate permitted to revise and resubmit shall re-enrol while remaining a candidate for the degree and shall proceed according to the provisions of these resolutions.

### **Appointment of examiners**

(3) A head of department shall recommend examiners for a revised and resubmitted thesis after the consultation processes provided for in section 1, but the faculty shall normally reappoint the original examiners of the thesis, provided that they are available, unless one or more of those examiners has required modifications of the thesis that the faculty or college board consider to be unnecessary or undesirable or, in the opinion of the faculty or college board, there are academic reasons for not reappointing any or all of the original examiners.

### **Process of examination**

(4) Subject to section 5(5), all the provisions of sections 1, 2, 3 and 4 relating to the examination process apply to the examination of a revised and resubmitted thesis.

(5) Except where the Committee for Graduate Studies on the recommendation of the faculty or college board permits otherwise, the recommendation that a candidate be not awarded the degree but be permitted to resubmit the thesis in a revised form for re-examination shall not be available to examiners of a thesis that has itself been submitted for re-examination.

## **6. Faculty and college board delegations**

Where in these resolutions reference is made to a faculty or a college board or action to be taken by a faculty or a college board, that reference shall also include a faculty or college board of postgraduate studies or equivalent and any dean, chair, associate dean or other officer of the faculty or college board acting with the authority of the faculty or college board.

## **7. Annual quarterly reports to the PhD Award Sub-Committee**

Where the degree is awarded by faculty delegation, the faculty shall report to the PhD Award Sub-Committee at the end of March, June, September and December of each year the details of such awards for the previous three months showing for each the name of the candidate, the department, the title of the thesis, the category of award recommended by each examiner, the final result, the date of submission of the thesis and the date on which the candidate was informed of the result.

## **8. Cotutelle agreements**

(1) Where a candidature has been conducted under an approved cotutelle agreement with a French university four examiners shall be appointed, two being on the recommendation of each participating institution.

(2) Where a candidature has been conducted under an approved cotutelle agreement with other than a French university the examination arrangements must be approved by the Graduate Studies Committee.



# The University of Sydney

## Degree of Doctor of Philosophy

### Examiner's report on thesis

.....  
Report due date

.....  
Name of examiner

.....  
Examiner's institution

Name of candidate..... SID.....

Faculty/College ..... Date of submission .....

Title of thesis.....

**1. Recommendation**

After examination of the thesis and supporting papers, I recommend that:

- (a) **Award**  
the candidate be awarded the degree of Doctor of Philosophy without further examination;.....
- or (b) **Award subject to typographical corrections**  
the candidate be awarded the degree of Doctor of Philosophy subject to correcting typographical errors before the degree is conferred. (Typographical errors include spelling, grammar, punctuation, capitalisation and reference dates.).....
- or (c) **Award subject to conditions**  
the candidate be awarded the degree of Doctor of Philosophy subject to conditions listed elsewhere in this report being addressed to the satisfaction of the University.  
These are (i) the making of emendations<sup>1</sup> .....   
and/or (ii) the fulfillment of other conditions<sup>2</sup> .....
- or (d) **Revision and Re-examination**  
the candidate be not awarded the degree of Doctor of Philosophy, but be permitted to resubmit the thesis in a revised form for re-examination following a further period of study<sup>3</sup>. The errors or deficiencies in my opinion substantially affect the argument or the thesis.....   
I feel a further period of research extending over ..... months would also be necessary.....
- or (e) **Non-Award**  
the candidate not be awarded the degree of Doctor of Philosophy.....

**2. Opinion**

I report that in my opinion

- (a) the thesis is a substantially original contribution to the knowledge of the subject concerned.....
- (b) the thesis affords evidence of originality by the discovery of new facts.....
- (c) the thesis affords evidence of originality by the exercising of independent critical ability.....
- (d) the thesis is satisfactory as regards literary presentation.....
- (e) a substantial amount of material in the thesis is suitable for publication.....

**3. Release to the candidate of examiner's name and comments**

I agree to the release to the candidate, when the examination is complete,

- (a) of my comments (in whole or in the parts designated).....
- (b) of my name.....

Notwithstanding your wishes, the University may be required, in some circumstances, to release this information.

Examiner ..... Date.....

**Notes**

1. Emendations are the correction of errors or the addition or deletion of material in the text, tables of figures, or appendices. Emendations which do not require a return to examiners, but which, with the guidance of the examiners' reports, can be adjudicated by the Head of Department or School, fall into this category. Changes as substantial as the addition or re-writing of a whole chapter would normally be considered a revision not emendations.
2. You may wish to recommend other conditions the candidate should fulfill, such as some form of further examination. In the latter case, please advise on the form of such examination. *Please note that the University does not normally require a candidate to undertake a viva voce examination.*
3. Revision and resubmission requires re-examination. The University normally requires a thesis to be re-examined by the original examiners. Please indicate whether you would be willing to re-examine a revised thesis if so invited. Yes / No
4. The University permits theses to be submitted for examination in an electronic format or a temporary binding. The degree will not, however, be awarded until at least one copy of the thesis, containing any emendations or corrections that may be required, is bound in permanent form.

Examiner's report *continued*

**4. Grounds for recommendation**

Please state the grounds on which you base your recommendation. Examiners are not always unanimous in their recommendations and so a decision must be made about the award of the degree on the basis of these reports. Indicate, where appropriate, the strengths and weaknesses of the thesis and the particular contributions made by the candidate. If suggesting emendations, please list them in the report rather than writing them in the margin of the thesis. Attach additional information on a separate sheet if required.

## Amendment of the Resolutions of the Academic Board

### Degree of Doctor of Philosophy

The Resolutions of the Academic Board relating to the Form of the Thesis for the degree of Doctor of Philosophy (pp 101, *Calendar 1999, Volume 1: Statutes and Regulations*) and the Examination Process for the degree of Doctor of Philosophy (pp 101-7, *Calendar 1999, Volume 1: Statutes and Regulations*, as amended) are amended with immediate effect as follows. (Text to be added is underlined and text to be deleted is struck through.)

#### Form of the thesis

Four copies of the thesis shall be submitted for examination for the degree of Doctor of Philosophy and shall normally be submitted in one of the forms set out below in sections 1 and 2.

1. The four copies may be bound in either a permanent or temporary form as set out in subsections (a) and (b).
  - (a) A thesis submitted in permanent binding shall be on international standard A4 size paper sewn and bound in boards covered with bookcloth or buckram or other binding fabric. The title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear in lettering on the front cover or on the title page. The lettering on the spine, reading from top to bottom, should conform as far as possible to the above except that the name of the University of Sydney may be omitted and the thesis title abbreviated. Supporting material should be bound in the back of the thesis as an appendix or in a separate set of covers.
  - (b) A thesis submitted in a temporary binding should be strong enough to withstand ordinary handling and postage. The preferred form of temporary binding is the 'perfect binding' system — ring-back or spiral binding is not acceptable. A thesis submitted in temporary form shall have fixed to the cover a label clearly identifying the name of the candidate, the title of the thesis and the year of submission.

The Xerox Demand Binding system is acceptable both for temporary and permanent purposes.
2. A thesis may also be submitted in electronic form in accordance with the provisions of section 3.
  - (a) When a thesis is submitted in electronic form, four copies must be submitted as set out in subsection (b).
  - (b) A thesis submitted in electronic form must normally be submitted on disk and must be in ~~Word, WordPerfect or ASCII format, or in such other~~ a format which the faculty determines as acceptable to both the candidate and the examiner(s), with the same structure as the ultimate printed version referred to in sections 1(a) and 4, and each chapter must be in a separate document.

The title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear on the title page and on a label affixed to the disk.

A hard copy of the thesis should normally be submitted for retention by the faculty office, and further copies for any examiner(s) unwilling or unable to examine the thesis electronically. Individual faculties may determine, however, that the copy for retention in the faculty office may also be submitted in electronic form.

#### 3. Procedures for electronic submission of theses:

Provision for electronic submission of theses for the purpose of examination may occur where both the candidate wishes to submit in this form and examiners are prepared to examine in this way.

Candidates wishing to submit electronically are required to ~~provide earlier advice~~ advise of their intent to submit so that arrangements may be made with prospective examiners.

The usual examination process will be followed when a thesis is submitted electronically, except as set out below.

- (a) A student who wishes to submit electronically must so advise the supervisor and the department at least ~~nine~~ three months prior to submission.

This advice should be by the completion of a (centrally-designed) form, on which the student must indicate the likely length of the thesis and any special features relating to its format.
  - (b) Examiners must be selected in the normal way and no regard paid to whether or not they would wish to examine electronically.
  - (c) When confirming the appointment of examiners, the faculty office should confirm their willingness or otherwise to examine an electronic version of the thesis.
  - (d) Prospective examiners must be advised of the format in which ~~that~~ the thesis is available ~~in Word, WordPerfect or ASCII format~~ and they must be asked whether they prefer to accept it in that form (on disk, but possibly as an e-mail attachment) or in the traditional hard copy form.
  - (e) Under certain circumstances particular specialised electronic applications may form part of the thesis. In such circumstances, it should be ascertained that the examiner has the capability to accept this format, and this must be done ~~nine~~ three months prior to submission.
  - (f) If an examiner advises that he or she does not wish to examine electronically, then the examiner will be sent a hard copy of the thesis.
4. The degree shall not be awarded until the candidate has submitted a permanently bound copy of the thesis (containing any corrections or amendments that may be required) and printed on acid-free or permanent paper, for lodgement in the University Library.

## **THE EXAMINATION PROCESS**

### **1. Appointment of examiners**

#### **Invitation to examiners**

(15) After the appointment of examiners by the faculty or college board, the Registrar shall write to each external examiner inviting him or her to act, specifying the conditions applicable to the examination process and enclosing the resolutions for the degree, an information statement. An examiner's report form will be enclosed with the letter and, if possible, will also be sent to the examiner in electronic form via electronic mail if the examiner is able to receive it in one of the formats available (~~ie as a Word or WordPerfect document or as an ASCII file~~).

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## **AGENDA ITEM 11.**

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

#### **11.2 Report of the Research Committee meeting held on 22 August 2000**

The Research Committee met on 22 August 2000 when there were present: Professor L Field, *Chair, Research Committee (Presiding Member)*, Professor D Siddle, *Pro-Vice Chancellor (Research)*, Professor G Gill, Dr J Lingard, Professor J Carter, Dr L Poladian, Professor R Christopherson, Professor C Pollock, Professor M Clunies Ross, Associate Professor A Reynolds, Professor P McCallum and Mr J Taylor. In Attendance were Mr Kevin Croft, Dr N Quartararo, 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 22 August 2000.

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

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

Professor Field advised that the draft Code of Conduct is still with Professors Eltis and Koder. The draft policy is with Industrial Relations who are reviewing procedures on handling general complaints against general and academic staff.

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

The policy is now called the Academic Honesty Policy and is still with the Teaching and Learning Committee.

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

Professor Siddle reported that he had not had the opportunity to review the advice received from Ms Pauline Croxon. A report will be tabled at the next meeting.

##### **(4) Separating accounts for Fellow**

Dr Quartararo will report on this item in his report.

##### **(5) University of Melbourne database**

Dr Quartararo will report on progress at the next meeting.

##### **(6) NHMRC database**

Dr Quartararo will report on progress at the next meeting.

##### **(7) Correspondence**

There was no correspondence received during the period. However, Professor Field distributed two articles, for information, at the meeting.

The first was an article from the Australian by Professor Barry Ninham from the ANU dealing with CRCs and industry-funded research.

The second was a discussion paper released by the Chief Scientist, Dr Robin Batterham, entitled "A Chance for Change". The paper is intended to provide advice to the Government based on a review of the Science, Engineering and Technology sectors of the country.

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**(8) Internal Grants Scheme**

The Vice Chancellor has now agreed to the R&D support scheme for 2001 and beyond. The Research-only budget will be about \$15m per annum and it will be used to support a number of programs:

- The current U2000 Post Doctoral Scheme, which began in 1996, will be allowed to run down. The last 12 appointments to this scheme will be made in 2001. This scheme will be replaced with a new scheme in 2002. Approximately \$2.5m will be expended on this scheme;
- There will be approximately \$1m for support for postgraduate research students;
- University Postgraduate Awards will continue to be supported at a level of about \$1.7m;
- International Postgraduate Awards will be supported at a level of about \$1.6m;
- Funds have been earmarked to support Special, Key and Cooperative Research Centres;
- Start-up support for researchers new to the University will be provided on the basis of competitive application;
- The current Small Grants Scheme and the Major Equipment Scheme will be replaced by a Strategic Research and Development Scheme. There will be about \$5.5m available for distribution. Colleges will receive a notional distribution using the Institutional Grant Scheme formula. College PVCs will indicate the amounts to be devoted to major equipment and R&D support
- There will be a central major equipment committee and a central committee for the selection of Postdoctoral Fellows;
- There will no longer be a central scheme to support conference attendance. This will now be handled at the College level;
- R&D support will be handled by three committees (replacing the ARC Small Grant Committees) that will be broadly aligned with Colleges.

Professor Siddle noted that the immediate task ahead was to develop the guidelines. Professor Clunies Ross asked about the Major Equipment guidelines as they affect the purchase of computer equipment and also whether equipment could be used for Teaching as well as Research i.e. could computer labs be financed through this scheme and should there be a ceiling on how much is spent on computers? Professor Clunies Ross was concerned that Humanities and Social Science Faculties are more dependant on computers as their equipment needs and should not be disadvantaged by restricting the use of Major Equipment to non-computer purchases. Professor Christopherson suggested that major equipment funds should be confined to equipment that results in publishable material. Professor Gill argued that computers for teaching should not come out of the Research Committee. Dr Lingard agreed. However, she felt that the door should not be closed on this need. Professor Field asked whether the University had a separate fund for computer replacement to which Professor Carter answered it did through ITC. Professor Carter noted that around \$150k is spent each year on open access labs. Ms Robb noted that applicants should be aware of RIEFP as an alternative source of funding for major equipment. She suggested that an additional question should be placed on the application form for Major Equipment asking applicants to state why the application could not be formulated as a RIEFP application. Professor Clunies Ross and Dr Lingard wanted to ensure transparency in the allocation process by Colleges and wanted to ensure there was a role for the central committee. Professor Siddle noted that Faculty Research Committees had an important role to play within the Colleges to ensure transparency in the process, and that the central committee was not bound by College rankings. Professor Siddle also noted that Faculties would still need to contribute 50% of the cost of major equipment.

**(9) Profiles visit**

Professor Siddle advised that the DETYA Profiles visit had involved discussions about the University's quality assurance policy, load and distribution, and the Research and Research Training Management Plan. Professor Siddle noted that the meeting was positive and that DETYA had responded that the Research and Research Training Management Plan displayed evidence of strategic thinking.

**(10) White Paper developments**

Professor Siddle advised that the Institutional Grant Scheme would now be implemented in 2002 to coincide with the Research Training Scheme. Current modelling indicates that projected income through the IGS will be approximately the same as at present. The Research Training Scheme is somewhat more ambiguous and difficult to predict in detail. Many universities have significant gap places in their postgraduate load and will have to decide what to do with these places. Both CAPPA and the AVCC have urged Government to increase the number of HECS-exempt places to match the current national research higher degree load. Professor Siddle stressed that every completion in the University in 2000 will be important in determining how we start the first round of the Research Training Scheme. Universities that start strongly will be able to maintain their strength.

**(11) Reports**

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

Professor Siddle reported on the following:

- Advanced Computing Centre: recommendation with the Vice Chancellor for the signing of the shareholders agreement to make it a legal entity;
- Celera Genomics: information about this is still unclear. Appears that the NHMRC signed with Celera to give access to institutions for \$6k, although it is unclear whether this is \$6k per institution or per seat. The NHMRC is to provide more information;
- Web of Science: the Library put on a demonstration of the Web Of Science, which is the World Wide Web interface for institutional site wide access to the ISI Citation Databases, covering over 8000 international journals in the sciences, social sciences and the arts and humanities. The annual subscription for up to 5 concurrent users is US\$85k with a backset fee of approximately US\$250k for information back to 1985. It appears that the Universities of Queensland, New South Wales and Melbourne are already subscribers, and it is felt that we could join with other Universities to access the best possible rates. Dr Poladian noted that the subscription could be effectively revenue neutral since acquisition of this database will mean relinquishing others. Professor Siddle would talk to College PVCs and Faculty Research Committees to ascertain their support/need for the site. Professor Siddle undertook to talk to John Ship about cost savings.

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

Dr Quartararo noted that Fellowship accounts would have analysis codes against salary, which will allow for tracking of the support budget. This will be done for all existing and any new accounts.

**(c) Mr K Croft, Deputy Director, Business Liaison Office**

Mr Croft advised that he was preparing a response to the draft guidelines for Intellectual Property for the NHMRC. If the guidelines are implemented we

will need to ensure that researchers are aware of the IP policy. The policy requires that the University has IP defined officers, and whilst this already happens in the BLO/RSO, they are not defined. There may be implications for researchers working in the hospital system holding honorary positions that may need to look at the University to manage their IP issues. A response is required by 25 September.

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

Ms Robb commented on the rejoinder exercise in relation to the assessment of ARC Large Grant and Fellowship applications.

**(12) Other Business**

There was no other business.

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## **AGENDA ITEM 13.**

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

#### **13.2 Report of the Academic Staffing Committee meeting held on 25 October 2000**

The Committee met on 25 October 2000. There were present: Associate Professor R Arnold (Chair), Professor L Field, Professor S Armitage, Professor B Schworm, Ms S Jamieson, Dr P Whiting and Dr K Clapham. Apologies: Professor LM Koder 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 25 October 2000.

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

##### **(1) Procedure for conferral of Title for Clinical Associate Professor**

Following consultation with the Pro-Vice-Chancellor - College of Health Sciences, and the Dean, Faculty of Medicine the Committee is working with the College to develop a new procedure for conferral of Title for Clinical Associate Professor that is consistent with University policies on promotion, appointment and the conferral of all titles.

##### **(2) Promotions**

###### **(a) Consideration of possible amalgamation of the criteria 'University' and 'external' contribution**

The Committee agreed that the outcome of the Workloads policy and the expected promotions criteria should be consistent. On this basis consideration of amendments to the promotions policy should be deferred until the Workloads policy has been finalised.

###### **(b) Consideration of the paper from the Teaching and Learning Committee re criteria for promotion**

The Committee considered the paper and found that overall the paper was an excellent resource for providing guidance on the current criteria. Detailed feedback will be provided directly to the Teaching and Learning Committee.

###### **(c) Review of need for reserve member of Faculty Promotions Committee**

The Committee agreed that it was essential that the minimum core FPAC is met and that equity for all candidates is ensured. Further that where a Committee member has already commenced interviews and is then unable to attend an interview, that it would not be appropriate for this member to be replaced or for the member to return for later interviews. This matter will be referred to the Chair of the Academic Board for inclusion in the 2000 review of the promotions process.

###### **(d) Provision of information to referees and assessors**

The matter was raised with the Committee that some referees and assessors were not familiar with or able to access the publications/work of applicants for promotion. The Committee discussed the merits of the matter and agreed that it was the responsibility of the Faculty Office to hold copies of relevant significant publications for access by assessor and referees. This matter will be referred to the Chair of the Academic Board for inclusion in the 2000 review of the promotions process.

**(3) Report of the Pro-Vice-Chancellor (Employee Relations)**

As the Pro-Vice-Chancellor (Employee Relations) was unable to attend the meeting a report of recent activities was circulated to the Committee.

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

### **14.1 Semester and vacation dates, 2001-2006**

The Board is asked to approve the proposed semester and vacation dates for the years 2003 to 2006 inclusive as set out below. The schedule has been prepared in consultation with the Enrolment Working Party of the Vice-Chancellor's Advisory Committee (VCAC) and the Director of the Planning Support Office.

The 2001 and 2002 dates, that were previously approved by the Board, are also set out below. The Board is asked to approved the Summer Session dates that have been added to these dates.

The proposed schedule for 2003 to 2006 has taken account of the following factors:

- (1) The schedule reflects the resolution of the Academic Board, at its meeting in February 2000, that the Board work towards establishing an academic year comprising two semesters, each consisting of 13 weeks, followed by a one-week student study period and two weeks for formally scheduled examinations.
- (2) The extra two weeks provided by the reduction of the traditional 14-week teaching periods to 13 weeks have been utilised as follows:
  - (a) First Semester commences one week later than has been the tradition. (In accordance with the recommendation of the AVCC, First Semester has traditionally commenced on the Monday nearest to 1 March. The schedule has been prepared with First Semester commencing on the Monday one week later than the Monday nearest to 1 March.) This allows an extra week for Summer School activities.
  - (b) Second Semester ends one week earlier, which enables earlier processing of honours results and scholarships ranking.
- (3) The period of formal examinations has been reduced to two weeks from 2003. There are strong indications that the Academic Board's new examination policy, combined with a reduction in the number of units of study and changing assessment practice, will allow this reduction. If an extension of the allocated two weeks is required, this will be authorized by the Registrar in consultation with the Chair of the Academic Board.
- (4) The traditional three-week break has been retained between the commencement of the AVCC Common Week at the end of First Semester and the commencement of Second Semester.
- (5) While Easter and AVCC Common Week dates have been confirmed for 2003-6, some public holiday dates beyond 2002 have not yet been proclaimed and estimates have been used (indicated by a "?").

	<b>2001</b>	<b>2002</b>
<b>Summer Session</b>		
Summer School lectures begin	Tuesday 2 January	Wed 2 January
Summer School ends	Friday 23 February	Friday 1 March
<b>First Semester</b>		
Lectures begin	Monday 26 February	Monday 4 March
AVCC Common Week/ non-teaching Easter period	Friday 13 April to Friday 20 April incl	Friday 29 March to Friday 5 April incl
Study Vacation	Monday 11 June to Friday 15 June incl	Monday 17 June to Friday 21 June incl
Examination period (2 weeks)	Monday 18 June to Saturday 30 June incl	Monday 24 June to Saturday 6 July incl
Semester ends	Saturday 30 June	Saturday 6 July
AVCC Common Week/ non- teaching period	Monday 2 July to Friday 6 July incl	Monday 8 July to Friday 11 July incl
<b>Second Semester</b>		
Lectures begin	Monday 23 July	Monday 29 July
AVCC Common Week/ non- teaching period	Monday 24 September to Friday 29 September incl	Monday 30 September to Friday 4 October incl
Study Vacation	Monday 5 November to Friday 9 November incl	Monday 11 November to Friday 15 November incl
Examination period (3 weeks)*	Monday 12 November to Saturday 1 December incl	Monday 18 November to Saturday 7 December incl
Semester ends	Saturday 1 December	Saturday 7 December

\* The examination period has been reduced from three to two weeks since the publication of these dates.

**Proposed semester and vacation dates for 2003-6**

	<b>2003</b>	<b>2004</b>
<b>Summer Session</b>		
Summer School lectures begin	Monday 6 January	Monday 5 January
Summer School ends	Friday 7 March	Friday 5 March
<b>First Semester</b>		
Lectures begin	Monday 10 March	Monday 8 March
AVCC Common Week/ non-teaching Easter period	Friday 18 April to Friday 25 April incl	Friday 9 April to Friday 16 April incl
Study Vacation	Monday 16 June to Friday 20 June incl	Monday 14 June to Friday 18 June incl
Examination period	Monday 23 June to Saturday 5 July incl	Monday 21 June to Saturday 3 July incl
Semester ends	Saturday 5 July	Saturday 3 July
AVCC Common Week	Monday 7 July to Friday 11 July incl	5 July to Friday 9 July incl
<b>Second Semester</b>		
Lectures begin	Monday 28 July	Monday 26 July
AVCC Common Week/ non- teaching period	Monday 29 September to Friday 3 October incl	Monday 27 September to Friday 1 Oct incl
Study Vacation	Monday 3 November to Friday 7 November incl	Monday 1 November to Friday 5 November incl
Examination period	Monday 10 November to Saturday 22 November incl	Monday 8 November to Saturday 20 November
Semester ends	Saturday 22 November	Saturday 20 November
<b>Public holidays</b>	<i>Australia Day: 26 January Good Friday: 18 April Easter Monday: 21 April Anzac Day: 25 April Queen's Birthday: 9 June ? Labour Day: 6 October ?</i>	<i>Australia Day: 26 January Good Friday: 9 April Easter Monday: 12 April Anzac Day: 25 April Queen's Birthday: 14 June? Labour Day: 4 October ?</i>

	<b>2005</b>	<b>2006</b>
<b>Summer Session</b>		
Summer School lectures begin	Tuesday 4 January	Tuesday 3 January
Summer School ends	Friday 4 March	Friday 3 March
<b>First Semester</b>		
Lectures begin	Monday 7 March	Monday 6 March
AVCC Common Week/ non-teaching Easter period	Friday 25 March to Friday 1 April incl	Fri 14 April to Fri 21 April incl
Study Vacation	Monday 13 June to Friday 17 June incl	Monday 12 June to Friday 16 June incl
Examination period	Monday 20 June to Saturday 2 July incl	Monday 19 June to Saturday 1 July incl
Semester ends	Saturday 2 July	Saturday 1 July
AVCC Common Week	Monday 4 July to Friday 8 July incl	Monday 3 July to Friday 7 July incl
<b>Second Semester</b>		
Lectures begin	Monday 25 July	Monday 24 July
AVCC Common Week/ non- teaching period	Monday 26 September to Friday 30 September incl	Monday 25 September to Friday 29 September incl
Study Vacation	Monday 31 October to Friday 4 November incl	Monday 30 October to Friday 3 November incl
Examination period	Monday 7 November to Saturday 19 November incl	Monday 6 November to Saturday 18 November
Semester ends	Saturday 19 November	Saturday 18 November
<b>Public holidays</b>	<i>Australia Day: 26 January Good Friday: 25 March Easter Monday: 28 March Anzac Day: 25 April Queen's Birthday: 13 June ? Labour Day: 3 October ?</i>	<i>Australia Day: 26 January Good Friday: 14 April Easter Monday: 17 April Anzac Day: 25 April Queen's Birthday: 12 June ? Labour Day: 2 October ?</i>

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## 14.2 Outcomes of 2000 Academic Board elections

### (1) Chair of the Academic Board

At the close of nominations at 4 pm on Monday, 23 October 2000, one nomination had been received for the election of the Chair of the Academic Board, for a term of office from 1 January 2001 to 31 December 2002. In accordance with section 28.(1) of the Academic Governance Rules relating to the Academic Board, the following candidate was declared elected:

Professor Lawrence CRAM

### (2) Five Deputy Chairs of the Academic Board

At the close of nominations at 4 pm on Monday, 23 October 2000, the six nominations listed below had been received for the election of five Deputy Chairs of the Academic Board, for a term of office from 1 January 2001 to 31 December 2002.

In accordance with section 28.(2) of the Academic Governance Rules relating to the Academic Board, an election will be held on Friday, 17 November 2000.

The Academic Governance Rules provide that the Deputy Chairs must include at least two females and at least two males.

#### *Nominations received*

ARMITAGE, Professor Susan Kathleen  
ARNOLD, Associate Professor Roslyn Mary  
FIELD, Professor Leslie David  
HIGGS, Professor Joy  
ROSS, Associate Professor Russell Trevor  
SACHS, Professor Judyth

### (3) Three professorial members of the Academic Board

At the close of nominations at 4 pm on Monday, 23 October 2000, one nomination had been received for the election of three professorial members of the Academic Board, for a term of office from 1 January 2001 to 31 December 2002. In accordance with section 28.(1) of the Academic Governance Rules relating to the Academic Board, the following candidate was declared elected:

MELROSE, Professor Donald Blair

*Two casual vacancies exist for non-professorial members of the Board, for a term of office from 1 January 2001 to 31 December 2002. In accordance with the Academic Governance Rules, one of these vacancies may only be filled by a female.*

### (4) Three members of the Academic Board who are heads of departments

At the close of nominations 4 pm on Monday, 23 October 2000, no nominations had been received for the election of three members of the Academic Board who are heads of department, for a term of office from 1 January 2001 to 31 December 2002.

*Three casual vacancies exist for members of the Board who are heads of department. In accordance with the Academic Governance Rules, these vacancies may only be filled by one female and two males.*

### (5) Three non-professorial members of the Academic Board

At the close of nominations at 4 pm on Monday, 23 October 2000, the four nominations listed below had been received for the election of three non-professorial members of the Academic Board, for a term of office from 1 January 2001 to 31 December 2002.

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In accordance with section 28.(2) of the Academic Governance Rules relating to the Academic Board, an election will be held on Friday, 17 November 2000.

The Academic Governance Rules provide that the non-professorial members of the Board must include at least two females and at least two males. Currently one female and one male hold office to 31 December 2001.

*Nominations received*

HUISMAN, Dr Rosemary Elizabeth Anne

KAMVOUNIAS, Ms Patty

WEBER, Associate Professor Neville Charles

WINTER, Dr Bronwyn Diane

**(6) One undergraduate student member of the Academic Board**

At the close of nominations 4 pm on Monday, 23 October 2000, one nomination had been received for the election of one undergraduate student member of the Academic Board, for a term of office from 1 January 2001 to 31 December 2001. In accordance with section 28.(1) of the Academic Governance Rules relating to the Academic Board, the following candidate was declared elected:

SKELLERN, Matthew James

**(7) One postgraduate student member of the Academic Board**

At the close of nominations 4 pm on Monday, 23 October 2000, no nominations had been received for the election of the postgraduate student member of the Academic Board, for a term of office from 1 January 2001 to 31 December 2001.

*A casual vacancy exists for one postgraduate student member of the Board.*

Election material for the election of five deputy chairs of the Academic Board and three non-professorial members of the Board was distributed to the appropriate electorates on 31 October 2000.

### **14.3 Membership of the Academic Board**

**1. Filling of casual vacancies: academic staff members elected from the academic staff members of each faculty**

At the faculty elections for one academic staff member of the Academic Board elected from the academic staff members of those faculties where the terms of office of current members expire on 31 December 2000, no nominations were received by the Australian Graduate School of Management and the Acting Dean has nominated Professor Chris Adam to fill the casual vacancy.

In accordance with section 43.(4) of the Academic Governance Rules relating to the Academic Board, the Board is asked to appoint Professor Adam to membership of the Board, as recommended, to hold office from 1 January 2001 to 31 December 2002.