



**The University of Sydney**

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## **Academic Board Agenda**

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### **Attachment to the agenda**

**for the meeting of the Academic Board on 15 November 2000**

**5. Report of the Chair**

**5.2 General report**

**1. The University of Sydney (Coursework) Rule**

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

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### **Rules relating to Coursework Courses**

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## Preliminary

### 1. Commencement and purpose of Rule

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

## Part 1—Rules relating to ~~Postgraduate~~ Coursework Courses

### 1. Definitions

In this Rule:

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

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

*course* or *award course* — means a formally approved program of study which can lead to an academic award granted by the University. An award course requires the completion of a program of study specified by course rules;

*course leave* — Students are permitted to apply for a period away from their course without losing their place. Course leave is formally approved by the dean of the supervising faculty;

*course rules* — govern the allowable enrolment of a student in a course, eg, a candidate may not enrol in units of study having a total value of more than 32 credit points per semester. Course rules also govern the requirements for the award of the course, eg, a candidate must have completed a minimum of 144 credit points. Course rules may be expressed in terms of types of units of study taken, length of study and credit points accumulated. Course rules are prescribed in the Resolutions of the Senate and of the faculty or faculties concerned;

*coursework* — is a term used to describe an award course not designated as a research award course. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate courses are coursework courses;

*credit* — Students admitted to a course at the University may be granted advanced standing based on previous attainment in another course at the University or at another institution. The credit points granted count towards the course. Credit may be granted as specific credit or non-specific credit.

*Specific credit is the recognition of previously completed studies as directly equivalent to units of study.*

*Non-specific credit takes the form of a ‘block credit’ for a specified number of credit points at a particular level; these credit points may be in a particular subject area; the credit is not linked to a specific unit of study;*

*credit points* — are a measure of value indicating the contribution each unit of study provides towards meeting course completion requirements stated as a total credit point value;

*dean* — means the dean of a faculty or the director or principal of an academic college or the chairperson of a board of studies;

*degree* — means a degree at the level of bachelor or master for the purpose of this Rule;

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

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

**embedded courses/programs** — are programs of study in the graduate certificate / graduate diploma / master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards;

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

**major** — refers to a defined program of study, generally comprising specified units of study from later stages of the award course;

**minor** — refers to a defined program of study, generally comprising units of study from later stages of the award course and requiring a smaller number of credit points than a major;

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

**postgraduate** — refers to an award course leading to the award of a graduate certificate, graduate diploma, degree of master or a doctorate. Normally, a postgraduate award course requires the prior completion of a relevant undergraduate degree or diploma. A 'postgraduate' is a student enrolled in such a course;

**research** — is a term used to describe certain award courses in which students undertake and report systematic, creative work in order to increase the stock of knowledge. The research award courses offered by the University are: higher doctorate, Doctor of Philosophy, doctorates by research and advanced coursework, and certain degrees of master designated as research degrees. The systematic, creative component of a research course must comprise at least 66% of the overall course requirements;

**stream** — refers to a defined program of study within an award course, which requires the completion of a program of study specified by the course rules for the particular stream, in addition to the core program specified by course rules for the award course.

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

**suspension** — see 'course leave'

**testamur** — is a certificate of award provided to a graduate, usually at a graduation ceremony;

**transcript** or **academic transcript** — is a printed statement setting out a student's academic record at the University;

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

**unit of study** or **unit** — is the smallest stand-alone component of a student's course that is recordable on a student's transcript; units of study have an integer credit point value, normally in the range 3-24;

**undergraduate** — refers to an award course leading to the award of an associate diploma, diploma, advanced diploma or degree of bachelor. An 'undergraduate' is a student enrolled in such a course.

## 2. Authorities and responsibilities

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

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

### 3. Course requirements

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

### 4. Units of study and credit points

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

### 5. Unit of study assessment

- (1) A student who completes ~~satisfactorily~~ a unit of study will normally be awarded grades of high distinction, distinction, credit or pass, in accordance with policies established by the Academic Board. The grades high distinction, distinction and credit indicate work of a standard higher than that required for a pass.
- (2) A student who completes a unit of study for which only a pass/fail result is available will be recorded as having satisfied requirements.

- (3) In determining the results of a student in any unit of study, the whole of the student's work in the unit of study may be taken into account.
- (4) Examination and assessment in the University are conducted in accordance with the policies and directions of the Academic Board.

#### 6. ~~Modes of attendance~~ Attendance

- (1) A faculty has authority to specify the attendance requirements for courses or units of study in that faculty. A faculty must take into account any University policies concerning modes of attendance, equity and disabled access.
- (2) A faculty has authority to specify the circumstances under which a student who is absent without course leave may be deemed not to have completed a unit of study or a course.

### Division 2 – Enrolment

#### 7. Enrolment restrictions

- (1) If a student has completed a unit of study towards the requirements of a course the student may not re-enrol in that unit of study. As an exception, a student who has received a conceded pass in a particular unit of study may repeat that unit and may receive a higher or lower grade but not additional credit points.
- (2) ~~nor may~~ Except as provided in sub-section (1), a student may not enrol in any unit of study which overlaps substantially in content with a unit that has already been completed or for which credit or exemption has been granted towards the course requirements.
- ~~(23)~~ A student may not enrol in units of study additional to course requirements without first obtaining permission from the relevant dean.
- ~~(3) Except with the permission of the relevant dean, a student may not enrol in units of study with a total value of more than 24 credit points in any one semester, and may not enrol in units of study with a total value of more than 12 credit points in Summer Session or 6 credit points in Winter Session.~~
- (4) Except as prescribed in faculty resolutions or with the permission of the relevant dean:
  - (a) a student enrolled in an undergraduate course may not enrol in units of study with a total value of more than 32 credit points in any one semester, or 16 credit points in the summer session; and
  - (a) a student enrolled in a postgraduate course may not enrol in units of study with a total value of more than 24 credit points in any one semester, or 12 credit points in the summer session.

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

#### 8. Credit for previous studies

- (1) Students may be granted ~~advanced standing, credit or exemption~~ on the basis of previous studies.
- (2) Notwithstanding any credit granted on the basis of work completed or prior learning in another course at the University of Sydney or in another institution, in order to qualify for an award a student must:
  - (a) for undergraduate courses, complete a minimum of the equivalent of two full-time semesters of the course at the University; and
  - (b) for postgraduate courses, complete at least fifty percent of the requirements prescribed for the course at the University.These requirements may be varied where the work was completed as part of an embedded program at the University or as part of a course approved by the University in an approved conjoint venture with another institution.
- ~~(3) The credit or exemption granted on the basis of work completed or prior learning in another course at this University or at another institution may not exceed fifty percent of the requirements prescribed for the course unless the work was completed in an~~

~~embedded program at this University or as part of a course offered by this University in an approved conjoint venture with another institution.~~

- (43) The credit granted on the basis of work completed at an institution other than a university normally should not exceed one third of the overall course requirements.
- (24) A faculty has authority to establish embedded academic sequences in closely related graduate certificate, graduate diploma and master's degree courses. In such embedded sequences, a student may be granted credit for all or some of the units of study completed in one award of the sequence towards any other award in the sequence.
- (5) In a course offered as part of an approved conjoint venture the provisions for the granting of credit are prescribed in the Resolutions of the Senate and the faculty resolutions relating to that course.

#### 9. Cross-institutional study

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

### Division 4 – Progression

#### 10. Repeating a unit of study

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

#### 11. Time limits

~~The maximum length of candidature for each course is as prescribed in the Resolutions of the Senate relating to that course.~~ A student must complete all the requirements for a course within ten calendar years or any lesser period if specified by Resolution of the Senate or the faculty.

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

#### 12. Discontinuation of enrolment

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

frames specified by the University and published by the faculty, or where the student meets other conditions as specified by the relevant faculty.

**13. Suspension of candidature**

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

**Division 6 – Unsatisfactory progress and exclusion**

**14. Satisfactory progress**

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

**15. Requirement to show good cause**

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

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

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

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

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

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

- (2) With the written approval of the relevant dean, a student who has been excluded may be given credit for any work completed elsewhere in the University or in another university during a period of exclusion.

**18. Appeals against exclusion**

- (1) In this Rule a reference to the Appeals Committee is a reference to the Senate Student Appeals Committee (Exclusions and Readmissions).

- ~~(12)~~ (a) (i) A student who has been excluded in accordance with this Rule may appeal to the ~~Senate Student Appeals Committee (Exclusions and Readmissions)~~.
- (ii) A student who has applied for readmission to a course or re-enrolment in a unit of study after a period of exclusion, and who is refused readmission or re-enrolment may also apply to the ~~Senate Student Appeals Committee (Exclusions and Readmissions)~~.
- (b) The ~~Senate Student~~ Appeals Committee shall comprise:
- (i) 3 *ex officio* members (the Chancellor, the Deputy Chancellor and the Vice-Chancellor and Principal);
- (ii) the Chair and Deputy Chairs of the Academic Board;
- (iii) 2 student Fellows; and
- (iv) up to 4 other Fellows.
- (c) The Appeals Committee may meet as one or more sub-committees providing that each sub-committee shall include at least 1 member of each of the categories of:
- (i) *ex officio* member;
- (ii) Chair or Deputy Chair of the Academic Board;
- (iii) student Fellow; and
- (iv) other Fellows.
- (d) Three members shall constitute a quorum for a meeting of the Appeals Committee or a sub-committee.
- (e) The Appeals Committee and its sub-committees have authority to hear and determine all such appeals and must report its decision to the Senate annually.
- (f) The Appeals Committee or a sub-committee may uphold or disallow any appeal and, at its discretion, may determine the earliest date within a maximum of four semesters at which a student who has been excluded shall be permitted to apply to re-enrol.
- (g) No appeal shall be determined without granting the student the opportunity to appear in person before the Appeals Committee or sub-committee considering the appeal. A student so appearing may be accompanied by a friend or adviser.
- (h) The Appeals Committee or sub-committee may hear the relevant dean but that dean may only be present at those stages at which the student is permitted to be present. Similarly, the dean is entitled to be present when the Committee or sub-committee hears the student.
- (i) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or sub-committee scheduled to consider that student's appeal, the Appeals Committee or sub-committee, at its discretion, may defer consideration of the appeal or may proceed to determine the appeal.
- (j) A student who has been excluded in accordance with these resolutions and has lodged a timely appeal against that exclusion may re-enrol pending determination of that appeal if it has not been determined by the commencement of classes in the next appropriate semester.

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## Division 7 – Exceptional circumstances

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

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

## Division 8 – Award of degrees, ~~and graduate diplomas and graduate certificates~~

### 20. Classes of award

- (1) Undergraduate diplomas may be awarded in four grades – pass, pass with merit, pass with distinction or honours.
- (2) Degrees of bachelor may be awarded in two grades – pass or honours.
- (~~2~~3) Graduate diplomas and graduate certificates may be awarded in one grade only ~~namely~~ – pass.
- (~~4~~) Degrees of master by coursework may be awarded ~~in the~~ three grades of – pass, ~~or~~ pass with merit or ~~with~~ honours.

### 21. Award of the degree of bachelor with honours

- (1) The award of honours is reserved to indicate special proficiency. The basis on which a student may qualify for the award of honours in a particular course is specified in the faculty resolutions relating to the course.
- (2) Each faculty shall publish the grading systems and criteria for the award of honours in that faculty.
- (3) Classes which may be used for the award of honours are:
  - First Class
  - Second Class/Division 1
  - Second Class/Division 2
  - Third Class.
- (4) With respect to honours degrees with an additional final year honours course:
  - (a) a student may not graduate with the pass degree while enrolled in a final year honours course;
  - (b) on the recommendation of the head of the department concerned, a dean may permit a student who has been awarded the pass degree at a recognised tertiary institution to enrol in a final year honours course in that faculty;
  - (c) faculties may prescribe the conditions under which a student may enrol part-time in a final year honours course;
  - (d) a student who fails or discontinues a final year honours course may not re-enrol in it, except with the approval of the dean.

### 232. University Medal

An honours bachelor's degree student with an outstanding academic record throughout the course may be eligible for the award of a University medal, in accordance with Academic Board policy and the requirements of the faculty resolutions relating to the course concerned.

### 243. Award of the degree of master with honours or merit

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

### 224. Transcripts and testamurs

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

## **Division 9 – Transitional provisions**

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

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