



Academic Board Agenda

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NOTICE OF MEETING

A meeting of the **Academic Board** will be held at 2 pm on **Wednesday 13 November 2002** in the Professorial Board Room.

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

Keri Neveldsen
for
Dr W Adams
Registrar

6 November 2002

AGENDA

Pages

★ 1. **Apologies**
The following apologies have been received:
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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 16 October 2002 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 4 November 2002 [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 4 November 2002.

5.2 General report

5.2.1 Student Membership of the Academic Board [8, 11-14, 15-18](#)

Recommendation

That the Academic Board recommend that Senate amend the:

(1) *Resolutions of the Senate relating to the Constitution of the:*

- *Faculty of Economics and Business;*
- *Faculty of Health Sciences;*
- *Faculty of Law;*
- *Faculty of Science; and*
- *Sydney College of the Arts, and*

(2) *Resolutions of the Senate relating to Faculties, Colleges, College Boards, Boards of Studies, Schools and Committees: academic governance*

as set out in the report presented.

5.2.2 Committee terms of reference and constitutions [9, 19-22](#)

Recommendation

That the Academic Board:

(1) *note the report of the Chair of the Academic Board relating to committee terms of reference and constitutions, and*

(2) *adopt the committee terms of reference and constitutions for the following committees and sub-committees:*

- *Teaching and Learning Committee; and*
- *Library Sub-Committee,*

as set out in the report presented.

5.2.3 Working Party on Communication, Implementation and Monitoring of Academic Board Policies [9, separate attachment](#)

Recommendation

That the Academic Board note the report of the Chair of the Academic Board relating to the Working Party on Communication, Implementation and Monitoring of Academic Board Policies, as set out in the report presented.

5.2.4 Issues for consideration in 2003 [10](#)

Recommendation

That the Academic Board note the report of the Chair of the Academic Board relating to issues for consideration in 2003, as set out in the report presented.

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

6.1 **Report on Senate matters**

6.1.1 **Report of the Senate meeting held on 4 November 2002** [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 4 November 2002.

6.2 **General report**

Recommendation

That the Academic Board note the general report of the Vice-Chancellor and Principal.

7. **Report of the Academic Forum**

(Associate Professor Tony Masters)

★ 7.1 **Oral report of the Chair**

Recommendation

That the Academic Board note the report of the Chair of the Academic Forum.

7.2 **Report of the meeting held on 28 October 2002** [23-24](#)

7.2.1 **Receipt of report**

Recommendation

That the Academic Board receive and note the report of the Academic Forum meeting held on 28 October 2002.

7.2.2 **Forum focus: The University of Sydney as an International University. Where are we? Where do we want to be? What must we do to get there?** [23-24](#)

Recommendation

That the Academic Board note the Forum Focus of the Academic Forum meeting held on 28 October 2002.

7.2.3 **Proceedings of the Forum** [24](#)

Recommendation

That the Academic Board note the proceedings of the Academic Forum meeting held on 28 October 2002, as set out in the report presented.

8. Reports of Faculties and Boards

8.1 Report of the Sydney College of the Arts

[25, 26-27](#)

8.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Sydney College of the Arts meetings held on 2 May and 22 August 2002.

8.1.2 Amendment of the Resolutions of the Senate: Constitution of the Sydney College of the Arts

Recommendation

That the Academic Board recommend that Senate amend the Resolutions of the Senate relating to the Constitution of the Sydney College of the Arts, with effect from 1 January 2004, as set out in the report presented.

9. Report of the Undergraduate Studies Committee

(Associate Professor Peter McCallum)



9.1 Oral report of the Chair

Recommendation

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

9.2 Report of the meeting held on 15 October 2002

[28-30](#)

9.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 15 October 2002.

9.2.2 International English Language Testing System (IELTS)

[28-30](#)

Recommendation

That the Academic Board note the information concerning the International English Language Testing System (IELTS), as set out in the report presented.

9.2.3 Admission to Undergraduate Courses: Definition of “Non-English Speaking Background”

[30](#)

Recommendation

That the Academic Board note the information concerning the definition of Non-English Speaking Background (NESB), as set out in the report presented.

9.2.4 Proceedings of the Committee

[30](#)

Recommendation

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 15 October 2002, as set out in the report presented.

10. Report of the Graduate Studies Committee

(Associate Professor Russell Ross)



10.1 Oral report of the Chair

Recommendation

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

10.2 Report of the meeting held on 4 November 2002

[31, 32-33](#)

10.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 4 November 2002.

10.2.2 Deferment of public availability of theses

[32-33](#)

Recommendation

That the Academic Board note the Graduate Studies Committee application form relating to applications for deferment of public availability of theses, as set out in the report presented.

10.2.3 Proceedings of the Committee

[31](#)

Recommendation

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 4 November 2002, as set out in the report presented.

11. Report of the Teaching and Learning Committee

(Professor Judyth Sachs)



11.1 Oral report of the Chair

Recommendation

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

11.2 Report of the meeting held on 17 October 2002

[34-35](#)

11.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 17 October 2002.

11.2.2 Academic Board Faculty Review Visits

(1) Faculty of Agriculture, Food and Natural Resources

[separate attachment](#)

Recommendation

That the Academic Board note the Final Report and Recommendations from the Academic Board Visit to the Faculty of Agriculture, Food and Natural Resources.

(2) Faculty of Dentistry

[separate attachment](#)

Recommendation

That the Academic Board note the Final Report and Recommendations from the Academic Board Visit to the Faculty of Dentistry.

11.2.3 Terms of reference and constitution of the Teaching and Learning Committee

[34](#)

Recommendation

That the Academic Board note the report of the Teaching and Learning Committee relating to the terms of reference and constitution of the Teaching and Learning Committee, as set out in the report presented.

11.2.4 Proceedings of the Committee

[34-35](#)

Recommendation

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 17 October 2002, as set out in the report presented.

12. Report of the Research Committee

(Professor Graeme Gill)



12.1 Oral report of the Chair

Recommendation

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

12.2 Report of the meeting held on 10 September 2002

[36-38](#)

12.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Research Committee meeting held on 10 September 2002.

12.2.2 Proceedings of the Committee

[36-38](#)

Recommendation

That the Academic Board note the proceedings of the Research Committee meeting held on 10 September 2002, as set out in the report presented.

13. General Business

13.1 Academic Board Meeting Schedule 2003

[39](#)

Recommendation

That the Academic Board:

- (1) *adopt the following revised meeting schedule for the year 2003:*
 - *February 12 (Will only meet if required);*
 - *March 12;*
 - *April 16 (Will only meet if required);*
 - *May 14;*
 - *June 11;*
 - *July 16 (Will only meet if required);*
 - *August 13;*
 - *September 10;*
 - *October 15;*
 - *November 12;*
 - *December 10,*
 - (2) *adopt the following Academic Board Forum meeting dates for the year 2003:*
 - *May 21;*
 - *August 20,*
- as set out in the report presented.*

13.2 Report of the Vice-Chancellor and Principal on proctorial matters

Recommendation

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

AGENDA ITEM 5 Report of the Chair

5.2 General report

5.2.1 Student Membership of the Academic Board

Following the Review of the Academic Board and the Academic Board, the new *University of Sydney (Academic Governance) Rule 2002* was adopted, providing for membership of the Academic Board.

Under the Rule, students will be elected to the Academic Board in the following category of membership:

- | | |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (f) | the following elected student members: |
| (i) | one postgraduate coursework student elected by and from the postgraduate coursework student members of the Faculties and Boards of Studies in each of the Colleges; |
| (ii) | one postgraduate research student elected by and from the postgraduate research student members of the Faculties and Boards of Studies in each of the Colleges; and |
| (iii) | two undergraduate students elected by and from the undergraduate student members of the Faculties and Boards of Studies in each of the Colleges; |

Faculties were asked to consider existing provisions regarding the election of students to faculties contained in the Resolutions of the Senate relating to *Faculties, Colleges, College Boards, Boards of Studies, Schools and Committees: academic governance* (pp 136-143, *Calendar 2002*) and the provisions of individual faculty constitutions with regard to student membership, to ensure consistency with student membership of the Board.

Accordingly, I propose the Academic Board support the proposal to amend the provisions of the following faculty constitutions, for implementation from 1 January 2003:

- Faculty of Economics and Business; [11](#)
- Faculty of Health Sciences; [11-12](#)
- Faculty of Law; [12](#)
- Faculty of Science; and [13](#)
- Sydney College of the Arts. [13-14](#)

I also recommend that the Academic Board support the amendment of the Resolutions of the Senate relating to *Faculties, Colleges, College Boards, Boards of Studies, Schools and Committees: academic governance* which outlines provisions for the election of students to faculties, colleges and boards for the following faculties, for implementation from 1 January 2003:

- Faculty of Arts;
- Faculty of Economics and Business;
- Faculty of Health Sciences;
- Faculty of Law;
- Faculty of Rural Management;
- Faculty of Science; and
- Sydney College of the Arts.

Proposed amendments are detailed at pages [15-18](#) in this agenda.

5.2.2 Committee terms of reference and constitutions

At its meeting of 16 October 2002, the Academic Board adopted the proposed terms of reference and constitution of the following committees and sub-committees:

- Undergraduate Studies Committee
- Admissions Sub-Committee
- Graduate Studies Committee
- Postgraduate Coursework Sub-Committee
- Postgraduate Research Training Sub-Committee
- PhD Award Sub-Committee
- Postgraduate Awards Sub-Committee
- Appeals Committee of the Graduate Studies Committee
- Research Committee
- Academic Staffing Committee

The adoption of the terms of reference and constitutions was part of the implementation of the Review of the Academic Board and the Academic Forum. The Board noted that the Appeals Committee of the Graduate Studies Committee was established in the Resolutions of the Academic Board relating to *Student appeals against academic decisions* and amended the Resolutions to provide for the Dean of Graduate Studies to be a member of the Appeals Committee.

The Board noted that the terms of reference of the Teaching and Learning Committee and its Library Sub-Committee would be referred to this meeting for consideration.

I therefore propose that the Academic Board adopt the terms of reference and constitutions for the following committees and sub-committees:

- *Teaching and Learning Committee*
- *Library Sub-Committee*

[19-20](#)

[21-22](#)

5.2.3 Working Party on Communication, Implementation and Monitoring of Academic Board Policies

As part of the Review of the Academic Board and the Academic Forum, the Chair of the Academic Board established a working party to consider issues relating to communication, implementation and monitoring of Academic Board policies.

The working party has met on several occasions to consider strategies for improving the flow of information between the Academic Board, Board members, and the wider University community.

The working party engaged a consultant to consider existing processes and present recommendations for improvement. The report has been received and is included in these papers as a separate attachment for the information of members. The working party will meet to consider the recommendations contained in the report and present an implementation plan to the Academic Board.

5.2.4 Issues for consideration in 2003

It is timely to identify issues for the Academic Board and its committees to consider next year.

My suggestions are below and I invite members to forward any other ideas to the Academic Board office, or to raise them at the meeting. We will then be able to prioritise the work to be undertaken and establish relevant timelines. The Academic Board committees are also looking at issues for consideration for next year and all ideas will be incorporated into the final plan.

- (1) Academic Board
 - Ongoing implementation of the Review of the Academic Board and the Academic Forum
 - Quality Assurance and Self-audit
 - Faculty Review Process
 - Alignment of Review Processes
 - Review of student appeals policies and processes
- (2) Graduate Studies Committee
 - Consolidation of postgraduate policy and resolutions
 - Review of postgraduate English language requirements
 - Accreditation of supervisors
 - Definition and nature of the PhD
- (3) Undergraduate Studies Committee
 - Ongoing review of Academic Board Resolutions: *Admission to Undergraduate Courses*
 - Show Cause and Students At Risk
 - Review of Honours requirements and associated policies
- (4) Teaching and Learning Committee
 - Review of Semester and vacation dates policy
 - Review of Academic Board Resolutions: *Management and Evaluation of Teaching*
 - Update of Guidelines for Good Practice in Teaching and Learning
 - Consideration of development of a Student Code of Conduct
 - Finalisation of review of Special Consideration policy
- (5) Research Committee
 - Review of policy relating to Research Fellows: Conditions
 - Review of policies relating to agreements with industry
- (6) Academic Staffing Committee
 - Review of policy relating to Academic Board nominees to selection committees
 - Review of promotions documentation

Amendment of the Resolutions of the Senate

Resolutions of the Senate

Constitution of the Faculty of Economics and Business

The Resolutions of the Senate relating to the Faculty of Economics and Business (p 215, *Calendar 2002*) are amended to the following effect from 1 January 2003 (additions indicated by underline and deletions indicated by strikethrough):

1. The Faculty of Economics and Business shall comprise the following persons:
 - (a) the professors, readers, associate professors, senior lecturers, lecturers, and associate lecturers in the School of Economics and Political Science and the School of Business who are full-time or fractional permanent or temporary members of the academic staff of the University;
 - (b) the Deans of the Faculties of Agriculture, Food and Natural Resources, Arts, Education, Engineering, Law and Science or their nominees;
 - (c) the Head or the nominee of the Head of each department, discipline or school which offers a major in any degree of the Faculty of Economics and Business;
 - (d) not more than six ~~five~~ students elected in the manner prescribed by resolution of the Senate;
 - (e) up to five members of general staff elected by the Faculty including one from each of the Schools.

Resolutions of the Senate

Constitution of the Faculty of Health Sciences

The Resolutions of the Senate relating to the Faculty of Health Sciences (p 273, *Calendar 2002*) are amended to the following effect from 1 January 2003 (additions indicated by underline and deletions indicated by strikethrough):

1. The Faculty of Health Sciences shall comprise the following persons:
 - (a) the professors, associate professors, heads of schools, readers, senior lecturers, lecturers and associate lecturers who are full-time or fractional (40% or greater) continuing or fixed-term members of the teaching staff of the schools placed under the supervision of the Faculty of Health Sciences;
 - (b) the Deans of the Faculties of Arts, Dentistry, Medicine, Nursing, Pharmacy and Science or their nominees and the Head of the Department of Social Work, Social Policy and Sociology or nominee;
 - ~~(c) not more than six students, five undergraduate and one postgraduate, enrolled as candidates for a degree, diploma or certificate in the Faculty elected in a manner prescribed by resolution of the Senate;~~
 - (c) seven student members, namely –
 - (1) five students enrolled as candidates for an undergraduate degree or diploma offered by the Faculty; and
 - (2) one student enrolled as a candidate for a postgraduate coursework degree or diploma or certificate offered by the Faculty; and
 - (3) one student enrolled as a candidate for a postgraduate research degree offered by the Faculty;
 - (d) full-time and fractional (40% or greater) continuing or fixed-term members of the staff of the schools and centres of the Faculty who are appointed as research-only staff;
 - (e) not more than three persons who are distinguished in a field of Health Science, appointed by the Faculty on the nomination of the Dean of the Faculty;
 - (f) the Faculty Manager, Health Sciences Librarian and the Head of Student Administration (Cumberland Campus);
 - (g) four persons, being members of the general staff employed at Cumberland Campus having a close and appropriate association with the Faculty's work of teaching and research.

In addition to the above, the following persons are *ex officio* members: the Chancellor, the Deputy Chancellor, the Vice-Chancellor, the Deputy Vice-Chancellors and the University Librarian (or nominee of the University Librarian); and the Cumberland Campus Manager is invited to be in attendance at Faculty meetings.

Resolutions of the Senate

Constitution of the Faculty of Law

The Resolutions of the Senate relating to the Faculty of Law (p 289, *Calendar 2002*) are amended to the following effect from 1 January 2003 (additions indicated by underline and deletions indicated by strikethrough):

1. The Faculty of Law shall comprise the following persons:
 - (a) the full-time permanent and fractional permanent members of the academic staff;
 - (b) members of academic staff employed on fixed term contracts of fraction 0.5 and above;
 - (c) such Fellows of the Senate as are graduates in law;
 - (d) a barrister appointed by the Senate on the nomination of the New South Wales Bar Association;
 - (e) a solicitor appointed by the Senate on the nomination of the Law Society of New South Wales;
 - (f) the Deans of the Faculties of Arts, Economics and Business and Science at the University of Sydney, provided that each of the deans may appoint a member of the respective faculty to attend meetings of the Faculty of Law in the Dean's place, either for a particular meeting or for any length of time not exceeding the Dean's term of office as Dean and with full power to speak and vote at such meeting or meetings on the Dean's behalf;
 - (g) the President, for the time being, of the Sydney University Law Society (so long as that Society is recognised by the University) provided that the President is either a graduate in law or a candidate for the degree of Bachelor of Laws in the Faculty;
 - (h) the Law Librarian;
 - (i) not more than five ~~four~~ students elected in the manner prescribed by resolution of the Senate, being—
 - (i) a student enrolled as a candidate for a postgraduate coursework degree or diploma in the Faculty, elected by candidates enrolled for a postgraduate coursework degree or diploma in the Faculty;
 - (ii) a student enrolled as a candidate for a postgraduate research degree in the Faculty, elected by candidates enrolled for a postgraduate research degree in the Faculty;
 - ~~(ii)~~(iii) two students enrolled as candidates for the degree of Bachelor of Laws in the Faculty, but not including a candidate referred to in subparagraph ~~(iii)~~ (iv), elected by candidates enrolled for the degree of Bachelor of Laws;
 - ~~(iii)~~(iv) a student enrolled as a candidate for the degree of Bachelor of Arts, Bachelor of Economics or Bachelor of Economics (Social Sciences), Bachelor of Commerce, Bachelor of Science or Bachelor of Engineering and enrolled in any one or more of the units of study in Combined Law I, II or III elected by candidates for the degree of Bachelor of Arts, Bachelor of Economics or Bachelor of Economics (Social Sciences), Bachelor of Commerce, Bachelor of Science or Bachelor of Engineering who are enrolled in any one or more of the units of study in Combined Law I, II or III;
 - (j) the Directors of Faculty centres and institutes (who are otherwise not members of the Faculty); and
 - (k) such other persons as may be appointed by the Senate on the nomination of the Dean of the Faculty of Law with the approval of the Faculty and the Academic Board;
 - (l) three members of general staff, who have close and appropriate associations with the work of the Faculty, to be appointed by the Faculty on the nomination of the Dean.

Resolutions of the Senate

Constitution of the Faculty of Science

The Resolutions of the Senate relating to the Faculty of Science (p 341, *Calendar 2002*) are amended to the following effect from 1 January 2003 (additions indicated by underline and deletions indicated by strikethrough):

1. The Faculty of Science shall comprise the following persons:
 - (a) The professors, readers, associate professors, directors, senior lecturers, lecturers and associate lecturers, whose appointment is at the level of 60% or above, being members of the teaching staff in the schools, departments and units which offer honours units of study for the degrees of Bachelor of Science, Bachelor of Medical Science, Bachelor of Psychology or Bachelor of Computer Science and Technology, including the members of the teaching staff in these categories in the History and Philosophy of Science Unit;
 - (b) the research staff assigned to the schools, departments and units in the Faculty of Science;
 - (c) the Deans of the Faculties of Architecture, Arts, Agriculture, Food and Natural Resources, Education, Engineering, Health Sciences, Law, Nursing, Pharmacy, Rural Management and Veterinary Science or their nominees;
 - (d) the Director of the Electron Microscope Unit and, on the nomination of the Dean with the approval of the Faculty, those members of the staff of the Unit who have teaching or research responsibilities in the Faculty of Science;
 - (e) the Curator of the Macleay Museum;
 - (f) the Officer-in-Charge of the Mathematics Learning Centre and the members of the full-time teaching staff in the Centre;
 - (g) the members of the full-time teaching staff seconded to the Centre for Mathematics and Science Teacher Education;
 - (h) not more than three persons distinguished in the field of Science and its teaching appointed by the Faculty on the nomination of the Dean;
 - (i) not more than six ~~seven~~ students, undergraduate or postgraduate, enrolled as candidates for a degree offered by the Faculty of Science elected in the manner prescribed by resolution of the Senate;
 - (j) not more than five persons, who have teaching, research or other appropriate associations with the work of the Faculty, appointed by the Faculty on the nomination of the Dean; and
 - (k) such other full-time members of the teaching staff of departments offering units of study, but not offering Honours units of study, for the degrees of Bachelor of Science, Bachelor of Medical Science, Bachelor of Psychology or Bachelor of Computer Science and Technology, as may be annually appointed by the Faculty at a meeting in July semester each year.

Resolutions of the Senate

Constitution of the Sydney College of the Arts Board

The Resolutions of the Senate relating to the Faculty of Rural Management (p 337, *Calendar 2002*) are amended to the following effect from 1 January 2003 (additions indicated by underline and deletions indicated by strikethrough):

1. The Sydney College of the Arts Board (hereafter called SCA Board) shall comprise the following persons:
 - (a) the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers who are full-time or fractional permanent or temporary members of the teaching staff of the departments placed under the supervision of the Sydney College of the Arts;
 - (b) the Director and Deputy Director of the Sydney College of the Arts;
 - (c) such part-time members of the teaching staff of the Sydney College of the Arts who have been employed for two or more years;
 - (d) the Dean of the Faculty of Architecture or the Dean's nominee;

- (e) one member of the teaching staff of the Department of Fine Arts nominated by the Head of the Department of Fine Arts;
- (f) the Dean of the Faculty of Arts or the Dean's nominee;
- (g) the Director of the Museum of Contemporary Art or the Director's nominee;
- (h) the Director of the Sydney University Art Workshop;
- (i) the Librarian-in-charge of the Sydney College of the Arts Library;
- (j) not more than three persons distinguished in the field of Visual Arts, at least one of whom shall be a practising artist, appointed by SCA Board on the nomination of the Chairperson of SCA Board;
- (k) not more than ~~three~~ four students elected in the manner prescribed by resolution of the Senate;
- (l) the Dean of the Faculty of Education or the Dean's nominee.
- (m) all technical/studio supervisors under the supervision of SCA;

Amendment of the Resolutions of the Senate

Resolutions of the Senate

Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees: academic governance

The Resolutions of the Senate relating to Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees: academic governance (pp 139-143, *Calendar 2002*) are amended from 1 January 2003

The section relating to Student Membership of the Faculties, College Boards and Boards of Studies is amended to the following effect: (additions indicated by underline and deletions indicated by strikethrough):

STUDENT MEMBERSHIP OF THE FACULTIES, COLLEGE BOARDS AND BOARDS OF STUDIES

The Senate has made the following resolutions relating to the election or appointment of students to membership of the faculties, college boards and boards of studies:

Student membership of each faculty, college board and board of studies

1. (1) There shall be four student members of the **Faculty of Agriculture, Food and Natural Resources**, namely—
 - (a) two undergraduate students enrolled as candidates for the degree of Bachelor of Science in Agriculture or the degree of Bachelor of Agricultural Economics or the degree of Bachelor of Horticultural Science or the degree of Bachelor of Land and Water Science or the degree of Bachelor of Resource Economics ; and
 - (b) two postgraduate students enrolled as full-time candidates for a postgraduate degree or diploma in the **Faculty of Agriculture, Food and Natural Resources**, not otherwise eligible for membership of the Faculty.
- (2) There shall be five student members of the **Faculty of Architecture**, namely—
 - (a) the President of the Sydney University Architecture Society, provided the President is enrolled as a candidate for a degree in the Faculty;
 - (b) two students enrolled as candidates for the degree of Bachelor of Science (Architecture), Bachelor of Architecture or Bachelor of Landscape Architecture; and
 - (c) two students enrolled for a postgraduate degree other than the degree of Bachelor of Architecture or the degree of Bachelor of Landscape Architecture or for a diploma in the Faculty.
- (3) There shall be eight student members of the **Faculty of Arts**, namely—
 - (a) six undergraduate students, provided they are enrolled as candidates for a degree in the Faculty of Arts;
 - (b) one two postgraduate coursework students, provided they are enrolled for a postgraduate coursework award course ~~degree or for a diploma~~ in the Faculty of Arts; and
 - (c) one postgraduate student, provided they are enrolled for a postgraduate research degree in the Faculty of Arts.
- (4) There shall be three student members of the **Australian Graduate School of Management Faculty Board**, namely:
 - (a) One member elected by and from the students enrolled in the MBA program;
 - (b) One member elected by and from the students enrolled in the Graduate Certificate, Graduate Diploma or MBA (Executive); and
 - (c) One member elected by and from the students enrolled for the degree of Doctor of Philosophy in the AGSM.
- (5) There shall be five student members of the **Faculty of Dentistry**, namely—
 - (a) The President of the Sydney University Dental Undergraduates' Association, provided the President is enrolled as a candidate for a degree or diploma in the Faculty of Dentistry;
 - (b) four elected students, being—

- (i) three undergraduate students enrolled as candidates for a degree in the Faculty of Dentistry; and
 - (ii) one postgraduate student enrolled as a candidate for a postgraduate degree or for a diploma in the Faculty of Dentistry.
- (6) There shall be ~~six~~ five student members of the **Faculty of Economics and Business**, namely—
 - (a) the President of the Sydney University Economics Society or another office-bearer of the Society nominated by the President, being a person who is enrolled as a candidate for a degree in the Faculty;
 - (b) three undergraduate students enrolled as candidates for an undergraduate degree in the Faculty;
 - (c) one postgraduate student enrolled as a candidate for a postgraduate coursework degree in the Faculty; and
 - (d) one postgraduate student enrolled as a candidate for a postgraduate research degree in the Faculty.
- (7) There shall be eight student members of the **Faculty of Education**, namely—
 - (a) three undergraduate students, provided they are enrolled as candidates for an undergraduate degree offered by the Faculty of Education;
 - (b) three postgraduate students, provided they are enrolled for a postgraduate degree or for a graduate diploma offered by the **Faculty of Education**;
 - (c) one student nominated by the Executive of the University of Sydney Education Society, provided the student is enrolled as a candidate for a degree or diploma offered by the Faculty of Education; and
 - (d) one student nominated by the Executive of the Postgraduate Education Students Association, provided the student is enrolled as a candidate for a degree or diploma offered by the Faculty of Education.
- (8) There shall be five student members of the **Faculty of Engineering**, namely—
 - (a) The Third-Year Vice-President of the Sydney University Engineering Undergraduates' Association, unless, at its last meeting in each year, the Committee of the Association elects to membership of the Faculty a member of the Executive Committee of the Association other than the Third-Year Vice-President, in which case the member so elected shall be a member of the Faculty instead of the Third-Year Vice-President, provided that in either case the person concerned is enrolled as a candidate for the degree of Bachelor of Engineering.
 - (b) four elected students being—
 - (i) three undergraduate students enrolled as full-time candidates either for the degree of Bachelor of Engineering or for the degree of Bachelor of Science pursuant to section 13 of the resolutions of the Senate relating to the degree of Bachelor of Science; and
 - (ii) one postgraduate student enrolled as a full-time candidate for a postgraduate degree or for a diploma in the Faculty of Engineering, not otherwise eligible for membership of the Faculty.
- (9) There shall be seven ~~six~~ student members of the **Faculty of Health Sciences**, namely—
 - (a) five students enrolled as candidates for an undergraduate degree or diploma offered by the Faculty; and
 - (b) one student enrolled as a candidate for a postgraduate coursework degree or diploma or certificate offered by the Faculty; and
 - (c) one student enrolled as a candidate for a postgraduate research degree offered by the Faculty.
- (10) There shall be five ~~four~~ student members of the **Faculty of Law**, namely—
 - (a) one student enrolled as a candidate for a postgraduate coursework degree or diploma in the Faculty of Law;
 - (b) one student enrolled as a candidate for a postgraduate research degree in the Faculty of Law;

- (c) two students enrolled as candidates for the degree of Bachelor of Laws, but not including a candidate referred to in subsection ~~(e)~~(d);
 - (d) a student enrolled as a candidate for the degree of Bachelor of Arts, the degree of Bachelor of Economics or the degree of Bachelor of Economics (Social Sciences) or the degree of Bachelor of Commerce, or the degree of Bachelor of Science or the degree of Bachelor of Engineering and enrolled in one or more of the units of study in Combined Law I, II or III.
- (11) There shall be six student members of the **Faculty of Medicine**, namely—
- (a) the Senior Graduate President of the University of Sydney Medical Society, provided that person is a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Faculty;
 - (b) the President of the Faculty of Medicine Postgraduate Society, provided that person is a candidate for a postgraduate degree in the Faculty; and
 - (c) four elected students, being—
 - (i) one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the First Year of that course;
 - (ii) one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Second Year of that course;
 - (iii) one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Third Year of that course;
 - (iv) one student enrolled as a full-time candidate for a postgraduate degree or for a postgraduate diploma in the Faculty.
- (12) There shall be two student members of the **Board of Studies in Music**, namely—
- (a) one student enrolled as a candidate for the degree of Bachelor of Music; and
 - (b) one student enrolled as a candidate for any degree supervised by the Board of Studies in Music.
- (13) There shall be five student members of the **Faculty of Nursing**, namely—
- (a) three students enrolled in an undergraduate degree or diploma offered by the Faculty, and
 - (b) one student enrolled in a postgraduate coursework degree or diploma offered by the Faculty and one student enrolled in a postgraduate research degree offered by the Faculty.
- (14) There shall be three student members of the **Faculty of Rural Management**, namely—
- (a) one undergraduate student enrolled in the full-time mode in the Faculty of Rural Management appointed by the Student Association from its Education Committee;
 - (b) one undergraduate student enrolled in the external mode in the Faculty of Rural Management elected appointed by the Student Association as its External Student Representative from its Education Committee; and
 - (c) one student enrolled ~~for a postgraduate degree or diploma~~ elected by the postgraduate student body in the Faculty of Rural Management appointed by the Student Association from its Education Committee.
- (15) There shall be ~~six~~ seven student members of the **Faculty of Science**, namely –
- (a) one student nominated by the Council of the Sydney University Science Society, provided the student is enrolled as a candidate for an undergraduate degree in the Faculty of Science ~~the degree of Bachelor of Science, Bachelor of Medical Science, Bachelor of Computer Science and Technology or Bachelor of Psychology~~;
 - (b) one student nominated by the Council of the Sydney University Postgraduate Representative Association, provided the student is enrolled as a candidate for a postgraduate degree or for a diploma or certificate in the Faculty of Science; and
 - (c) four ~~five~~ elected students, being –

- ~~(i) three undergraduate students, provided they are enrolled as candidates for a degree in the Faculty of Science; and~~
 - ~~(ii) two postgraduate students, provided they are enrolled as candidates for a postgraduate degree or for a diploma or certificate in the Faculty of Science and are not otherwise eligible for membership of the Faculty.~~
 - (i) one postgraduate coursework student elected by and from the postgraduate coursework student members of the Faculty provided the student is enrolled as a candidate for a postgraduate degree or for a diploma or certificate in the Faculty of Science;
 - (ii) one postgraduate research student elected by and from the postgraduate research student members of the Faculty provided the student is enrolled as a candidate for a postgraduate degree or for a diploma or certificate in the Faculty of Science; and
 - (iii) two undergraduate students elected by and from the undergraduate student members of the Faculty provided the students are enrolled as candidates for an undergraduate degree in the Faculty of Science.
- (16) There shall be three student members of the **Board of Studies in Social Work**, each student being enrolled as a candidate for any degree supervised by the Board of Studies in Social Work.
- (17) There shall be ~~three~~ four student members of the **Sydney College of the Arts Board**, namely—
- (a) two students enrolled as candidates for an undergraduate degree or diploma offered by the College; ~~and~~
 - (b) one student enrolled as a candidate for a postgraduate coursework degree or diploma offered by the College; and
 - (c) one student enrolled as a candidate for a postgraduate research degree offered by the College.
- (18) There shall be two student members of the **Sydney Conservatorium of Music Board** enrolled as candidates for an undergraduate or postgraduate degree or diploma offered by the Conservatorium.
- (19) There shall be three student members of the **Faculty of Veterinary Science**, namely—
- (a) two undergraduate students enrolled as candidates for the degree of Bachelor of Veterinary Science or Bachelor of Science (Veterinary); and
 - (b) one postgraduate student enrolled as a full-time or part-time candidate for a postgraduate degree or diploma in the **Faculty of Veterinary Science**, not otherwise eligible for membership of the Faculty.
- (20) There shall be up to two student members of the **Board of Studies in Indigenous Studies** namely—
- (a) up to two Aboriginal or Torres Strait Islander students elected by and from the Aboriginal and Torres Strait Island student body of the University.
- (21) There shall be four student members of the **Faculty of Pharmacy**, namely-
- (a) two students enrolled as candidates for the Bachelor of Pharmacy, and
 - (b) two students enrolled as candidates for a postgraduate degree or diploma in the **Faculty of Pharmacy**.



The University of Sydney

Teaching and Learning Committee

Purpose

The Teaching and Learning Committee advises the Academic Board about Resolutions, policy and procedures relating to the effective teaching, learning and examination and assessment processes within the University and works with the faculties and Colleges in fostering a strong and dynamic teaching and learning culture.

Terms of Reference

1. To develop, recommend to the Academic Board and regularly review Resolutions, policy and procedures that support the University's strategic objectives in relation to teaching and learning and assessment and examination for coursework students.
2. To develop, oversee and monitor processes for the effective implementation of teaching and learning and assessment and examination Resolutions, policy and procedures and advise the Academic Board about ways of improving the quality and effectiveness of such processes within the University.
4. To advise the Academic Board about implications of changes in technology on teaching and learning.
5. To advise the Academic Board about measures needed to encourage and assist staff to develop skills in teaching and learning.
6. To monitor issues relating to quality in relation to teaching and learning and assessment and examination, and to make recommendations to the Academic Board as appropriate.
7. To obtain information or reports from any faculty, school or department, College or other academic unit on matters relating to teaching and learning.
8. To refer to other committees, as appropriate, comments or recommendations about matters concerning students learning.
9. To receive regular reports from, and provide advice to, the Pro Vice-Chancellor (Teaching and Learning) on the development of Resolutions, policy and procedures relating to teaching and learning, including the development of policy and initiatives as they relate to the recognition and reward of teaching.
10. To receive regular reports from the Learning Centre and the Institute for Teaching and Learning and advise the Academic Board on the activities of bodies established to support teaching and learning.
11. To provide an annual report on its activities under its terms of reference to the Academic Board.
12. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Pro Vice-Chancellor (Teaching and Learning).

Constitution

Ex Officio Members

1. the Chair of the Committee, appointed by the Academic Board
2. the Chair of the Academic Board, or nominee
3. the Pro Vice-Chancellor (Teaching and Learning)
4. the Assistant Pro Vice-Chancellor (Information Technology)
5. the University Librarian, or nominee
6. the Director, Institute for Teaching and Learning
7. the Director, Student Services
8. the Head of the Learning Centre
9. the Chair of the Coursework Sub-Committee of the Graduate Studies Committee
10. the Associate Dean (Teaching and Learning), or equivalent, of each faculty
11. the President of the Students' Representative Council, or nominee
12. the President of the Sydney University Postgraduate Representative Association, or nominee

Co-opted Members

13. the Committee may co-opt up to four members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Sub-Committees

Library Sub-Committee

Frequency of meetings

The Committee shall meet at least five (5) times a year.

Quorum

A quorum for a meeting of the Committee shall be seven (7) members.

Approved/Revised

Academic Board, (date)

Committee Secretary

Megan Kemmis, Secretariat and Corporate Information Unit



The University of Sydney

Library Sub-Committee

Purpose

The Library Sub-Committee advises the Teaching and Learning Committee about Resolutions, policy and procedures relating to the effective integration of the library and its resources in the University's teaching, learning, research and scholarship endeavours.

Terms of Reference

1. To consider and advise the Teaching and Learning Committee on:
 - (1) general Library Resolutions, policy, procedures and strategic development;
 - (2) the adoption, dissemination and effectiveness of appropriate academic information within the University;
 - (3) information and library issues relevant to academic Resolutions, policy and procedures and recommendations for new or amended Resolutions, policies and procedures; and
 - (4) the implementation and effectiveness of those policies, drawing the attention of the Committee to any issues of concern.
2. To communicate to the Teaching and Learning Committee new developments and needs in library and information matters.
3. To receive regular reports from, and provide advice to, the University Librarian.
4. To provide an annual report on its activities under its terms of reference to the Academic Board.
5. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor, the Teaching and Learning Committee or the Chair of the Academic Board.

Constitution

Ex Officio Members

1. the Chair of the Teaching and Learning Committee, or nominee, who shall be chairperson
2. the Chair of the Academic Board, or nominee
3. the Pro Vice-Chancellor (Teaching and Learning), or nominee
4. the University Librarian
5. the Assistant Pro Vice-Chancellor (Information Technology), or nominee
6. the Associate University Librarians
7. the President of the Students' Representative Council, or nominee
8. the President of the Sydney University Postgraduate Representative Association, or nominee

Appointed Members

9. one member appointed annually by and from the Teaching and Learning Committee
10. one member appointed annually by and from the Research Committee
11. one member appointed annually by and from the Graduate Studies Committee
12. one member appointed annually by and from the Undergraduate Studies Committee
13. two academic staff members from each College appointed annually by the Chair of the Teaching and Learning Committee on the nomination of the relevant Pro Vice-Chancellor (College)

Co-opted Members

14. the Sub-Committee may co-opt up to two members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Sub-Committee, but must have an interest and/or experience in matters considered by the Sub-Committee. The term of office of members co-opted by the Sub-Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Frequency of meetings

The Sub-Committee shall meet at least three (3) times a year.

Quorum

A quorum for a meeting of the Committee shall be four (4) members.

Approved/Revised

Academic Board, (date)

Committee secretary

Nominee of the University Librarian

AGENDA ITEM 7

Report of the Academic Forum

7.1 Report of the Academic Forum meeting held on 28 October 2002

7.1.1 Receipt of report

The Forum **recommends** that the Board receive and note the following report of the meeting held on 28 October 2002.

7.1.2 Forum focus: The University of Sydney as an International University. Where are we? Where do we want to be? What must we do to get there?

The Chair advised members that he had invited Professors D Napper (Pro Vice-Chancellor, College of Sciences and Technology), G Sherington (Acting Pro Vice-Chancellor, College of Humanities and Social Sciences) and J Young (Pro Vice-Chancellor, College of Health Sciences) to speak to the meeting on this issue, however, Professor Young had been delayed.

The Chair noted that for this meeting and the Forum's previous meeting, special bulletin boards had been established to encourage discussion amongst Forum members on the specific issue for the Forum Focus. He advised members that two postings had been received prior to the current meeting, one from Dr C Asmar (Institute for Teaching and Learning) regarding how the University of Sydney should define "international" and one from Mr P Nicholas (President, Sydney University Law Society) suggesting that world-class centres of learning in specific disciplines would be a more useful target than trying to develop a world-class university, and he suggested criteria that might be used in identifying these centres such as quality of teaching, quality of research, the standard of facilities and the standard of students.

Professor Napper discussed how the University might determine its current global ranking, and how that ranking might be improved, and made the following points:

- the standard of the University's undergraduate courses could be determined by criteria such as: which companies employ the University's graduates, the performance of the University's Rhodes Scholars compared with Rhodes Scholars from overseas universities, etc;
- a comparison of total revenue per student showed that the University of Sydney received very little in comparison with the major US and UK universities, and lagged behind the Australian National University (although it was noted that the Centre for Advanced Studies at ANU received the bulk of the revenue and funding);
- a comparison of total ARC funding awarded to Australian universities showed that the University of Sydney was the most successful university in 2001 (and again for 2003);
- figures for citation scores from universities around the world showed ANU as the leading Australian university with Harvard University and Cambridge University the leading US and UK institutions respectively;
- the citation statistics showed that Toronto University, although generating only marginally more revenue per student than the University of Sydney, was on par with Cambridge University; in comparison, ANU is on par with the Universities of Munich and Milan, indicating that Australian universities could not be considered "first division players"; and
- it was suggested that the University of Sydney could utilise the current and future rounds of Federation Fellows funding to attract a cohort of first rank researchers, and that this, combined with talented student schemes and centres of research excellence, would improve the University's overall ranking.

Professor Sherington spoke on how the University might define itself as an international university and made the following points:

- the criteria for determining the international standing of a university was debatable, eg did such standing depend on the number of international students, the international reputation of the staff, etc;
- benchmarking with overseas institutions was difficult at the institution level, but might be of more use at the discipline level;
- the impact of the University's history and cultural background, as well as its regional location, should be taken into account when making comparisons with other institutions;
- in the past twenty years the University's total enrolment of students had increased from 20,000 to 40,000, and the number of international students and Study Abroad students coming to the University had also increased dramatically;
- the University was continuing to develop relationships with other institutions and centres based on memoranda of understanding and strategic arrangements, which had led to the offering of joint degrees, joint research, etc; and
- the University could further develop bridges to other institutions by encouraging its own students to spend time overseas in study and research.

Members made the following comments:

- university departments in the United States placed great importance on their national and international rankings and were highly competitive in seeking to attract the best researchers, but this emphasis on rankings might not be appropriate for the University of Sydney;
- it was suggested that the University should identify new and different ways of improving its international profile rather than copying the strategies of other institutions;
- it was suggested that the University's international reputation was predominantly based on the quality of its research;
- it was noted that the comparatively larger number of tertiary students in countries such as the US and UK allowed the top universities to be more selective in the recruitment of students which in turn enhanced their student and research outcomes;
- the University's current standing as one of the best universities in the region was pointed out and it was argued that more could be done to take advantage of this standing;
- it was suggested that the US model of honours colleges for high academic achievers could be considered; and
- it was argued that the University should concentrate on developing centres of excellence in specific disciplines.

7.1.3 Proceedings

(1) Report of the Chair of the Academic Forum

The Forum noted the report of the Chair on honours and distinctions and personally congratulated Professor N MacLeod, Dr J Triantafilis and Mr N Hazari. Members also noted that no further meetings of the Academic Forum had been scheduled, pending the passage through the NSW State Parliament of amendments to the University of Sydney Act 1989 (as amended), which would see the abolition of the Academic Forum.

(2) Reports from Senate

The Forum noted the report from Senate tabled at the Academic Board meeting of 16 October 2002 in the reports of the Chair of the Academic Board and the Vice-Chancellor and Principal.

(3) Report of the Academic Board

The Forum noted the report of the Academic Board of its meeting of 16 October 2002.

AGENDA ITEM 8

Reports of Faculties and Boards

8.1 Report of the Sydney College of the Arts

8.1.1 Receipt of Report

The College **recommends** that the Academic Board receive and note the following report of the Sydney College of the Arts Board meetings held on 2 May and 22 August 2002.

8.1.2 Amendment of the Resolutions of the Senate: Constitution of the Sydney College of the Arts Board

[26-27](#)

The Sydney College of the Arts Board **recommends** through the Academic Board that Senate approve the proposed amendment of the Resolutions of the Senate relating to the Constitution of the Sydney College of the Arts Board, as set out in the report presented.

The amendments provide for:

- (1) the deletion of reference to the Deputy Director as the academic structure of the College does not include this position;
- (2) the deletion of reference to part-time members of the teaching staff as academic fractional staff are covered under existing clause 1(a); and
- (3) the amendment of the names of departments/schools to reflect structural changes.

For the purpose of clarity the order in which the membership is listed has been regrouped and re-numbered accordingly.

Recommendation

That the Academic Board recommend that Senate amend the Resolutions of the Senate relating to the Constitution of the Sydney College of the Arts Board, with immediate effect, as set out in the report presented.

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

Resolutions of the Senate

Constitution of the Sydney College of the Arts Board

The Resolutions of the Senate relating to the Sydney College of the Arts Board (p 367, *Calendar 2002*) are amended to the following effect from 1 January 2003 (additions indicated by underline and deletions indicated by strikethrough):

1. The Sydney College of the Arts Board (hereafter called SCA Board) shall comprise the following persons:
 - (a) the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers who are full-time or fractional permanent or temporary members of the teaching staff of the departments placed under the supervision of the Sydney College of the Arts;
 - (b) the Director and ~~Deputy Director~~ of the Sydney College of the Arts;
 - ~~(e) — such part-time members of the teaching staff of the Sydney College of the Arts who have been employed for two or more years;~~
 - ~~(d)~~(c) the Dean of the Faculty of Architecture or the Dean's nominee;
 - ~~(f)~~(d) the Dean of the Faculty of Arts or the Dean's nominee;
 - ~~(h)~~(e) the Dean of the Faculty of Education or the Dean's nominee.
 - ~~(e)~~(f) one member of the teaching staff of the ~~Department of Fine Arts nominated by the Head of the Department of Fine Arts;~~ Department of Art History and Theory nominated by the Head of the School of English, Art History, Film and Media
 - ~~(h)~~(g) the Director of the Sydney University Art Workshop;
 - ~~(g)~~(h) the Director of the Museum of Contemporary Art or the Director's nominee;
 - ~~(j)~~(i) not more than three persons distinguished in the field of Visual Arts, at least one of whom shall be a practising artist, appointed by SCA Board on the nomination of the Chairperson of SCA Board;
 - ~~(k)~~(i) not more than three students elected in the manner prescribed by resolution of the Senate;
 - ~~(i)~~(k) the Librarian-in-charge of the Sydney College of the Arts Library;
 - ~~(m)~~(l) all technical/studio supervisors under the supervision of SCA;
2. (1) The members referred to in sections 1(c) to (f) ~~(d)~~, ~~(j)~~ and 1(i) ~~(h)~~ shall hold office for a period of two years commencing on 1 January following their appointment.
(2) A person shall cease to hold office if that person ceases to hold the qualifications in respect of which he or she was eligible to hold office.
3. SCA Board shall encourage teaching, scholarship and research in the departments and schools that the Vice-Chancellor has determined shall be placed under the supervision of the Sydney College of the Arts and shall have the same powers and functions as are specified for faculties in Chapter 8 of the By-laws*.
- ~~4. The Director shall preside at meetings of SCA Board held on or before 31 December 1991.~~
- ~~5.~~ 4. (1) SCA Board shall elect from the members referred to in section 1(a) to (b) ~~(e)~~ and 1(i) a Chairperson who shall preside at meetings of SCA Board held on or after 1 January 1992.
(2) The Chairperson shall hold office for a period of two years from 1 January following the election.
(3) The election of Chairperson is to be held not later than the third Monday in October preceding the year in which the term of office is to commence and the first such election is to be held in second semester 1991.
(4) If the office of Chairperson becomes vacant by death, resignation or otherwise, a successor is to be elected by SCA Board as soon as convenient after the vacancy occurs and that successor is to hold office as Chairperson for the remainder of that term.
(5) SCA Board may elect from its members a person to be Acting Chairperson in the event of the absence of the Chairperson through illness or any other cause.

5. (1) SCA Board shall meet at least once each semester and shall be convened at the discretion of the Vice-Chancellor, the Director or the Chairperson, or on the written request of any five members addressed to the Director.
- (2) If the person previously elected or appointed to preside at meetings is absent, a member elected by the members present shall preside.
- (3) The person presiding at any meeting shall have a vote and in the case of an equality of votes a second or casting vote.

*Chapter 8 of the By-laws has been repealed, and Resolutions of the Senate relating to Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees – Academic Governance – refer.

AGENDA ITEM 9

Report of the Undergraduate Studies Committee

9.2 Report of the Undergraduate Studies Committee meeting held on 15 October 2002

The Committee met on 15 October 2002 when there were present: The Chair (Associate Professor P McCallum) presiding, Associate Professors P Gay and C Gillies, Drs S Cattle and S Cumming, Mr G Coss, Mrs F Janod-Groves and Ms E Sainsbury. Ms A-M Cooper, Mr T Evans, Mr P Finneran, Ms M J Hogan, Mr R Jeffs, Ms S Selden and Ms M Kemmis was in attendance.

9.2.1 Receipt of Report

The Committee **recommends** that the Academic Board receive and note the following report of the meeting held on 15 October 2002.

9.2.2 International English Language Testing System (IELTS)

The Committee considered a presentation by Ms Anne-Marie Cooper, Branch Head, Global Examination Services, IDP Education Australia Ltd and Ms Mary Jane Hogan, Chief Examiner, IDP Education Australia Limited on the International English Language Testing System (IELTS).

Ms Cooper advised members that IELTS was jointly managed by the University of Cambridge Local Examinations Syndicate (UCLES), the British Council and IDP Education Australia, with UCLES responsible for the development of the test and the British Council and IDP Education Australia responsible for its delivery and administration.

Ms Hogan advised that her presentation would provide advice on IELTS, the testing candidates undergo, and a definition of the bands. The following points were raised during the presentation:

- IELTS tested a candidate's communicative proficiency in English with test modules in all four language skills (reading, writing, listening and speaking);
- IELTS tested international English and was international in content, application, acceptance and administration;
- the tests set communicative tasks in a variety of item types using whole texts;
- IELTS does not test study skills, cognitive ability or conversational skills;
- IELTS provided a profile of candidates' skills in the four language areas plus an overall band, and tested for a full range of proficiency levels from non-user to expert user;
- candidates are required to sit four test modules, with the modules in reading and writing available at either general training or academic level;
- the listening module tested the candidate's ability to understand spoken English in a variety of contexts and formats (eg conversations, monologues, mini lectures) and tested for overall meaning, specific detail and salient information;
- the recordings used in the listening module frequently featured accented speakers, as a majority of English speakers in the world come from a non-English speaking background;
- the reading module tested the candidate's understanding of detail versus overall meaning, the writer's attitude and opinion, and the development of arguments and ideas with candidates expected to answer forty questions in one hour;
- the writing module tested the candidate's ability to write in a variety of contexts and tasks and tested the candidate's use of English at the sentence, paragraph and whole text level with examiners marking on task fulfilment, argument, coherence and cohesion, communicative quality and grammar;
- the speaking module tested the candidate's ability to communicate through speech in general English contexts, and involved a one-to-one interview between the candidate and the examiner with the candidate answering questions on personal topics, giving an unassisted short talk on a given topic and participating in a two-way discussion on more abstract themes;

- the listening and reading modules were marked using straightforward right/wrong marking, while the writing and speaking modules were objectively marked by specially trained examiners;
- IELTS was designed to assess English language use at a series of levels designated by 9 bands as follows:
 - 9 expert
 - 8 very good
 - 7 good
 - 6 competent
 - 5 modest
 - 4 limited
 - 3 extremely limited
 - 2 intermittent
 - 1 non-user
- IELTS discriminated best at the level of bands 5, 6 and 7 which were the major entry points for study;
- at level 5, candidates could manage in English (particularly if they could control the interaction) but broke down quickly if pushed;
- at level 6, candidates could function reasonably well but were often not aware of their own mistakes;
- at level 7, candidates still made mistakes but had reached the “comfort zone” in their use of English;
- the results from the IELTS modules were reported on the Test Report Form (TRF) and detailed the candidates’ results in each module plus an overall band mark – results were normally available within two weeks of the examination and were valid for two years;
- it was stressed that institutions should insist on seeing the original TRF, and that IDP Education Australia could verify TRF if need be.

Members raised the following matters following the presentation:

- members queried how the overall band result was calculated and were advised that the overall band was an average of the module bands adjusted by a formula using standard error (it was noted that the overall mark, as well as the marks for reading and listening, were provided in whole and half bands, while the marks for writing and speaking were in whole bands only);
- it was noted that the Department of Immigration, Multicultural and Indigenous Affairs had determined that applicants for student visas from countries categorised as “high risk” (i.e. applicants were deemed to be more likely than others to breach their visa restrictions) must have an IELTS score before they would receive a student visa;
- members were advised that the Test of English as a Foreign Language (TOEFL) examination had been established prior to IELTS but was primarily an examination for entrance into the North American education system, with a focus on North American English; TOEFL had initially tested listening and reading skills only, but had recently introduced optional speaking and writing modules;
- when asked if IELTS was available in all countries, Ms Cooper advised that it was offered in 110 countries, involving 260 centres plus other agencies; she recommended verifying with IDP Education Australia if a candidate stated that IELTS was not offered in their locality;
- members queried whether a comparison or conversion tables existed for the various ESL (English as a Second Language) examinations and were advised that research was still required to provide such data;
- members asked if different disciplines should use different bands as cut-off points for admission and were advised that IELTS aimed to provide a range of information that could be tailored to specific needs;
- when asked if data were available on native speakers, Ms Hogan advised that the General Medical Council in the United Kingdom required all overseas doctors to sit an IELTS examination prior to working in the UK; data from these tests showed that native

speakers averaged 7.5 to 8 overall and were poorer in their reading and listening skills than in their writing and speaking skills (it was pointed out that this data should be considered with regard to the level of animosity these candidates showed to the testing process and their lack of preparation prior to testing); it was also noted that the Curtin University required students who had not studied English in Year 12 (or who achieved a poor result) to sit the IELTS examination.

Recommendation

That the Academic Board note the information concerning the International English Language Testing System (IELTS), as set out in the report presented.

9.2.3 Admission to Undergraduate Courses: Definition of “Non-English Speaking Background”

At its meeting of 17 September 2002, during discussion of the Academic Board Resolutions: *Admission to Undergraduate Courses*, members had queried whether or not there was an official definition of the term “non-English-speaking background”.

Members noted that the official website for the Department of Immigration, Multiculturalism and Indigenous Affairs contained the following definitions:

- (i) The acronym NESB stands for non-English-speaking background. It is used to describe someone whose first language is not English or whose cultural background is derived from a non-English-speaking tradition.
- (ii) NEDA (National Ethnic Disability Alliance) follows the Department of Immigration and Multicultural Affairs (DIMA) in its definition of NESB. That is, NESB refers to a person who is either:
 - born overseas and whose language or culture is not English or Anglo-Celtic/Saxon
 - born here in Australia and the first language or culture of at least one parent is not English or Anglo-Celtic / Saxon
 - born in Australia with linguistic or cultural background other than English or Anglo-Celtic / Saxon who wish to be identified as such.

NB: This includes 2nd, and possibly 3rd generation NESB.

Recommendation

That the Academic Board note the information concerning the definition of Non-English Speaking Background (NESB), as set out in the report presented.

9.2.4 Proceedings of the Committee

(1) Proposals for new and amended courses

The Committee had considered a proposal from the Faculty of Medicine relating to the courses, Diploma of Indigenous Primary Health Care and Advanced Diploma of Indigenous Primary Health Care. Subsequent to the meeting the recommendation for approval was removed from the report of the Committee to provide for further consideration to be given to the associated course resolutions.

(2) Work in Progress

The Chair advised members that work was continuing in the following areas:

- Honours and Pass Rates;
- Non-Standard Teaching Periods; and
- English Language Skills.

AGENDA ITEM 10

Report of the Graduate Studies Committee

10.2 Report of the Graduate Studies Committee meeting held on 4 November 2002

The Committee met on 4 November 2002 when there were present: The Chair (Associate Professor R Ross) presiding, Professors L Field, G Gill and F Nicholas, Associate Professors J Christodoulou, D Kenny and J Small, Drs E Baily, M Boughton, B Singh and R Walker, and Mr R Martinez-Neira. Professor M Behnia and Miss K Neveldsen were in attendance.

10.2.1 Receipt of Report

The Committee **recommends** that the Academic Board receive and note the following report of the meeting held on 4 November 2002.

10.2.2 Deferment of public availability of theses

[32-33](#)

On the recommendation of its Research Policy Sub-Committee, the Graduate Studies Committee endorsed an application form relating to applications for deferment of public availability of theses.

The Committee noted that consideration has been given to the process by which requests for deferment of public availability of theses are received and that applications for deferment need to be student-driven, accompanied by appropriate supporting documents and clear reasons for the request for deferment.

The application form, in line with the University rules, has been developed for distribution to faculties to assist in the preparation of applications for deferment. The new form will also be referred to the Business Liaison Unit and the Research Office for use by those offices, particularly as deferment of theses where collaboration with industry is involved is required to be approved by the Chair of the Graduate Studies Committee at the commencement of candidature.

Recommendation

That the Academic Board note the Graduate Studies Committee application form relating to applications for deferment of public availability of theses, as set out in the report presented.

10.2.3 Proceedings of the Committee

(1) Dean of Graduate Studies

The Committee welcomed Professor Masud Behnia, the new Dean of Graduate Studies, and was advised that he would take up the position on 1 January 2003.

(2) Topics for consideration in 2003

The Committee discussed topics for consideration in 2003 including, after hours services, postgraduate English language requirements, accreditation of supervisors, and the definition and nature of the PhD, including associated issues such as probation, annual progress reports and the first year experience.

(3) Meeting dates 2003

The Committee noted the schedule of meeting dates for 2003.



The University of Sydney

Application for deferment of public availability of thesis

Candidates undertaking postgraduate research award courses at the University of Sydney are required to lodge a copy of the thesis¹ in the University library. However, the University recognises that there are certain circumstances where deferment of the public availability of the thesis is appropriate.

If a **candidate** believes their interests are at risk by making the production available, the candidate may apply for deferment of availability of the thesis for a specified period of time.

If it is determined that it is necessary to protect the interests of the candidate by not making the thesis immediately available, the Dean of the Faculty may authorise a delay in the lodgement for a period **not exceeding 6 months** from the date of the award of the degree.

The Dean may also recommend to the Graduate Studies Committee of the Academic Board (for approval by the Chair of the Graduate Studies Committee) that a longer period of deferment be approved. Such periods shall **not exceed 12 months** (in addition to the time approved by the Dean), except in exceptional circumstances.

Where a candidate is associated with a project in collaboration with industry, an application for deferment of public availability of the thesis must be resolved **at the commencement of candidature**.

Applications for deferment of public availability of a thesis should be completed by the candidate and the supervisor and submitted to the appropriate faculty office. To complete the application:

- 1. clearly state the length of deferment requested and reason for the deferment; and**
- 2. attach any supporting documentation**

Applications are considered in accordance with Part 10, Division 4, section 92 of the *University of Sydney (Amendment Act) Rule 1999* as amended.

SID:

Candidate:

Thesis title:

Faculty:

Department/School:

Expected date of submission:

Supervisor:

Is the candidate associated with a project in collaboration with industry?

Tick one box
Yes No

¹ References to 'theses' or 'thesis' also include reference to treatises, dissertations and other similar productions where there is a requirement that a copy of the production be lodged by the Registrar with the University Librarian.

Section 1: To be completed by the Candidate and forwarded to the Supervisor

I wish to defer the public availability of my thesis for for the following reasons:
(insert length of time thesis to be deferred)

.....
.....
.....

Signed:

Date:

Section 2: To be completed by the Supervisor and forwarded to the Faculty Office

I **support / do not support** the deferment of public availability of this candidate's thesis for for the following reasons:
(insert length of time thesis to be deferred)

.....
.....
.....

Signed:

Date:

Section 3: To be completed by the Dean

I **approve / do not approve** the deferment of public availability of this candidate's thesis for for the following reasons: *Note: Maximum period of time is 6 months.*
(insert length of time thesis to be deferred)

.....
.....
.....

Signed:

Date:

Section 4: To be completed by the Dean, where the Dean wishes to recommend a longer period of deferment

I **recommend** that the Chair of the Graduate Studies Committee approve deferment of public availability of this candidate's thesis for an additional for the following reasons:
(insert length of time thesis to be deferred)

.....
.....
.....

Signed:

Date:

Section 5: To be completed by the Chair of the Graduate Studies Committee

I **approve / do not approve** the deferment of public availability of this candidate's thesis for an additional for the following reasons:
(insert length of time thesis to be deferred)

.....
.....
.....

Signed:

Date:

AGENDA ITEM 11

Report of the Teaching and Learning Committee

11.2 Report of the Teaching and Learning Committee meeting held on 17 October 2002

The Committee met on 17 October 2002 when there were present: The Chair (Professor J Sachs) presiding, Professor P Ramsden, Drs M Boughton, R Ewing, G Hendry, M Paton (representing Professor M Jackson), A Poulos and R Taylor, and Ms J Jones. Ms M Kemmis was in attendance.

11.2.1 Receipt of Report

The Committee **recommends** that the Academic Board receive and note the following report of the meeting held on 17 October 2002.

11.2.2 Academic Board Faculty Review Visits

(1) **Faculty of Agriculture, Food and Natural Resources** [separate attachment](#)

The Board is asked to note that the Committee received and noted the Final Report and Recommendations from the Academic Board visit to the Faculty of Agriculture, Food and Natural Resources.

Recommendation

That the Academic Board note the Final Report and Recommendations from the Academic Board Visit to the Faculty of Agriculture, Food and Natural Resources.

(2) **Faculty of Dentistry** [separate attachment](#)

The Board is asked to note that the Committee received and noted the Final Report and Recommendations from the Academic Board visit to the Faculty of Dentistry.

Recommendation

That the Academic Board note the Final Report and Recommendations from the Academic Board Visit to the Faculty of Dentistry.

11.2.3 Terms of reference and constitution of the Teaching and Learning Committee

The Committee considered the draft terms of reference and constitution of the Teaching and Learning Committee, noting that the proposal had been developed in light of the Review of the Academic Board and the Academic Forum. The Committee noted that the revised terms of reference included some minor changes to the membership of the Committee.

Members agreed that the following amendments should be made to the Terms of Reference:

- “the Associate Deans (Teaching and Learning)” be amended to “the Associate Deans (Teaching and Learning) or Faculty nominee”; and
- the Chair of the Coursework Sub-Committee of the Graduate Studies Committee be added to the membership.

Recommendation

That the Academic Board note the report of the Teaching and Learning Committee relating to the terms of reference and constitution of the Teaching and Learning Committee, as set out in the report presented.

11.2.4 Proceedings of the Committee

(1) **Report of the Chair**

The Chair updated the Committee on progress with regard to:

- the Working Party on the Alignment of University Review Processes and Quality Assurance Issues;
- teacher performance evaluation and confidentiality; and
- the Academic Board web-site.

(2) Report of the Pro Vice-Chancellor (Teaching and Learning)

The Pro Vice-Chancellor (Teaching and Learning) reported to the Committee on:

- the University's Teaching and Learning Plan;
- support for developing teaching skills for casual staff;
- performance indicators for research-led teaching; and
- progress in international and national benchmarking.

AGENDA ITEM 12 **Report of the Research Committee**

12.2 Report of the Research Committee meeting held on 10 September 2002

The Committee met on 10 September 2002 when there were present: Professor G Gill (Chair), Professors Melrose, Carter, Pollock, Field, Ross, Burke, Associate Professor McCallum, Drs Lingard, Poladian, and Mr Martinez. Dr Baxter, Mr Dawson, Ms Robb, and Mr Micallef were in attendance.

12.2.1 Receipt of report

The Committee **recommends** that the Academic Board receive and note the following report of its meeting held on 10 September 2002.

12.2.2 Proceedings of the Committee

(1) Items carried over

(a) Proposal for UPA/APA allocation for 2003

The Committee note the Academic Board had endorsed a proposal relating to the method of award of UPA/APA for 2003.

(b) Submission to the ARC on salary shortfall

The Acting Pro Vice-Chancellor (Research) noted that any salary gap was the responsibility of Colleges/Faculties to administer.

(c) Submission to Government on National Research Priorities

The Phase II submission to Government on Research Priorities was circulated to the URC and is available on the web.

(d) Working Party on Vislab and HPC

The Acting Pro Vice-Chancellor (Research) noted that this working party would meet soon and present its recommendations before the end of the year.

(e) Working Party on Research-Only staff

The working party will meet on 11 September and look at industrial and other issues across the University affecting Research-Only staff (both academic and general), probably through a call of submissions, with a time line of approximately a month. The working party is chaired by Professor Field and includes representatives from the NTEU, CPSU, Research-Only academic staff, Research-Only general staff, PVC (Employee Relations) and the Director, Industrial Relations. The working party may co-opt other expert staff for advice as required.

(2) Correspondence

There were two items of correspondence received during the period. One from the Academic Board regarding the Constitution of the Research Committee and one from Professor Burke regarding the composition of the Research Committee.

(3) Discussions with Faculty Research Committees

Associate Professor Greg Murray, Chair, Faculty of Dentistry Research Committee: Professor Murray noted that research performance for the Faculty continues to improve, particularly with respect to research degree completions and enrolments. The Faculty now considers research as a core component of its business and has identified four areas of research strength.

Professor Carol Armour, Chair, Faculty of Pharmacy Research Committee: Professor Armour noted that her Faculty was the highest ranked school in Australia on all benchmarks and attributes this to the fact that the Faculty is young, small, and enthusiastic and has a strategic plan for research with priorities for each year. The Faculty is keen on cross-disciplinary research (science, clinical pharmacy, medicine) and there is reciprocal attendance between Pharmacy and Medicine Research Committee meetings. Professor Armour expressed concern at the disempowerment of Research-Only staff and proposed that the University should be increasing its research strength by bringing in young eager researchers. Professor Field noted Professor Armour's concerns and asked that she make a submission to the Research-Only working party.

Professor Terry Carney, Chair, Faculty of Law Research Committee: Professor Carney handed out two papers at the meeting: 'Towards Publication Rewards' and 'Research in 2002 and Beyond'. Both documents contained information on performance, modelling, research strength indicators and research performance. The faculty now operates strategically in order to boost benchmarked research performance, although better benchmarked data is needed. The Faculty has a new Dean who will be active in promoting research.

(4) Review of draft Terms of Reference and Constitution of the Research Committee

The Chair distributed a draft paper prepared by the Academic Board, which proposed the terms of reference and constitution of the Research Committee. A number of changes will be suggested to the Academic Board about the proposal, including:

- ensuring strong linkages and information flows between the Research Committee and its counterparts at the Faculty and College levels;
- provision for the Committee to identify resource needs arising from Board policies, because of the advisory role it has with regard to the Pro Vice-Chancellor (Research);
- a recommendation that a representative of the research only staff be added to the core of the Committee; and
- that there be the provision, as an ex officio member, of the occupant of the position of the Director of Research and Development in the College of Health Sciences (or their nominee), in lieu of the Chair of the College of Health Sciences Research Committee.

The Chair undertook to write to the Academic Board with these suggested changes.

(5) Reports

(a) Professor Les Field, Acting Pro Vice-Chancellor (Research)

Professor Field reported on the following:

- *Universities Leading Australia – Innovation:* Professor Field handed out a Group of Eight publication which built on the theme: entrepreneurial universities building the intellectual, social, cultural and economic excellence of the nation;
- *Prime Minister's Prizes for Science:* On behalf of the University, Professor Field noted his congratulations to Dr Joel McKay in Biochemistry and Professor Marcella Bilek in Physics who were awarded the Prime Minister's Science awards in Canberra last month in the Biosciences and the Physical Sciences respectively;

- *Centres of Excellence*. Final applications are due in Canberra on 16th September. The University will be submitting 5 strong applications.
 - Autonomous Systems: Professor Hugh Durrant-Whyte (Engineering)
 - Ultrawide-bandwidth Devices for Optical Systems: Professor Ben Eggleton/Associate Professor Martijn DeSterke (Physics)
 - Nano-materials Science and Technology: Associate Professor Simon Ringer (EMU)
 - Livestock Functional Genomics: Professor Frank Nicholas (Vet. Science)
 - Genome-Proteome Analysis of Cell Signalling and Differentiation: Professor Rob Baxter (Medicine)
- *Sesqui R&D Scheme*. Applications have closed. Committee membership has been determined and tabled. Numbers of applications are down about 10% overall, however they are notably up in CHASS and notably down in CHS. The total budget of \$6.2M (plus \$800K in the near miss scheme) is with College PVC's who will determine the breakdown between Major Equipment and other Sesqui schemes. Applicants can expect notification of outcomes in early November;
- *Sesqui Fellowships*. Applications close 20th September. This year more fellowships will be offered – probably 15 rather than 12 because of the poor take up last year and the very late withdrawal of some of the people who were offered them;
- *Animal Ethics Committee*: Emeritus Professor Frank Annison will come to the end of his term as Chair of the Animal Ethics Committee at the end of September. Professor Field wanted to record the University's congratulations for the tremendous work he has done running the Animal Ethics Committee. Professor Field asked members of the URC to pass on to him any nominations they may have as a replacement chair.

(b) Mr Warwick Dawson, Director, Research Office

Mr Dawson reported on the following

- *ARC/CSIRO Fellowships*: A Seminar was conducted last week by the ARC about the ARC/CSIRO Fellowships, which close at the end of October. The Research Office will contact unsuccessful ARC Fellows about this opportunity;
- *CSIRO APA top-ups*: 70 are available and close at the end of October;
- *Linkage International*: There is no closing date for this scheme.

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

The BLO will be involved in presenting opportunities from the University to the investment community and industry at a major Commercialisation Forum and Fair of Ideas at Darling Harbour on 26 to 28 March 2003.

AGENDA ITEM 13 General Business

13.1 Academic Board Meeting Schedule 2003

At its meeting of 11 September 2002, the Academic Board approved the schedule of meeting dates for 2003, based on previous years' practice of holding the Board meeting on the Wednesday preceding the third Monday of the month to ensure the timely receipt of reports of Senate meetings, held on the first Monday of the month.

Further consideration of the dates has led to the recommendation that the Academic Board not meet in February unless there is urgent business to be conducted.

Month	Academic Board meeting date	Provision for deferred Board meeting date
<i>February*</i>	<i>12</i>	<i>19</i>
March	12	19
<i>April *</i>	<i>16</i>	<i>23</i>
May	14	21
June	11	18
<i>July *</i>	<i>16</i>	<i>23</i>
August	13	20
September	10	17
October	15	22
November	12	19
December	10	17

* *The Board will not meet in February, April or July unless there is urgent business to be conducted.*

<i>Easter</i>	<i>Friday 18 April to Monday 21 April incl</i>
<i>Anzac Day holiday</i>	<i>Friday 25 April</i>
<i>Queen's Birthday</i>	<i>Monday 9 June</i>
<i>Labour Day</i>	<i>Monday 6 October</i>
<i>AVCC Common Weeks/ Non-teaching periods</i>	<i>Friday 18 April to Friday 25 April incl; Monday 7 July to Friday 11 July incl; Monday 29 September to Friday 3 October incl</i>

In the Review of the Academic Board and the Academic Forum, the Board adopted a recommendation to conduct at least one Academic Board Forum each semester. With the disestablishment of the Academic Forum it was agreed that this would provide an opportunity for all staff (academic and general) to debate matters of academic interest and importance.

It is therefore recommended that each Forum be conducted from 1-3pm on the following dates to allow the maximum number of staff to participate:

- Wednesday 21 May
- Wednesday 20 August