



The University of Sydney

Academic Board Agenda

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NOTICE OF MEETING

A meeting of the **Academic Board** will be held at **2 pm** on **Wednesday 15 October 2003** 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

8 October 2003

AGENDA

Pages

★ 1. **Apologies**
The following apologies have been received:
Professor A Coats and Dr W Adams.

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 10 September 2003 as a true record.

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4. **Business arising from Minutes** (not dealt with elsewhere in the Agenda)
- ★ 5. **Report of the Chair**
- 5.1 **Report on Senate matters**
- 5.1.1 **Report of the Senate meeting held on 7 October 2003** *Supplementary agenda (tabled)*
- Recommendation**
That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 7 October 2003.
- 5.2 **Honours and distinctions** 12
- Recommendation**
That the Academic Board note the report of the Chair of the Academic Board on the honours and distinctions and congratulate the recipients, as set out in the report presented.
- 5.3 **General report**
- 5.3.1 **Report of the Australian Graduate School of Management (AGSM) Academic Board** 12
- Recommendation**
That the Academic Board note the report of the Chair of the Academic Board relating to the Australian Graduate School of Management (AGSM) Academic Board, as set out in the report presented.
- 5.3.2 **Update on policy development and review** 12
- Recommendation**
That the Academic Board note the report of the Chair of the Academic Board relating to the update on policy development and review, as set out in the report presented.
- 5.3.3 **Induction of new members to the Academic Board** 13
- Recommendation**
That the Academic Board note the report of the Chair of the Academic Board relating to the induction of new members to the Academic Board, as set out in the report presented.
- 5.4 **Notices of motion** 13
- Recommendation**
That the University of Sydney:
- (1) *opposes the admission of fee paying students to the University on the grounds that equity and community need will no longer be the principal criteria determining admission; and*
 - (2) *recognises reluctantly however that because of lack of federal funding of tertiary education, the University may be forced to admit such students as a last resort.*

- ★ 6. **Report of the Vice-Chancellor and Principal**
6.1 **Report on Senate matters**
6.1.1 **Report of the Senate meeting held on 7 October 2003** *Supplementary agenda (tabled)*

Recommendation

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 7 October 2003.

6.2 **General report**

Recommendation

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

- ★ 7. **Question time**
Questions to the Vice-Chancellor and Chair of the Academic Board

(Time limit 15 minutes)

- ★ 8. **Report of the Deans and Pro Vice-Chancellors (College)**
Presentations by the Deans and Pro Vice-Chancellors (College).

8.1 **Presentation by the Dean of the Faculty of Arts**

Recommendation

That the Academic Board note the presentation of the Dean of the Faculty of Arts.

9. **Reports of Faculties and Boards**

- 9.1 **Report of the Faculty of Architecture** 14
9.1.1 **Receipt of report**

Recommendation

That the Academic Board receive and note the report of the Faculty of Architecture.

- 9.1.2 **Semester and vacation dates 2004** 14

Recommendation

That the Academic Board approve the semester and vacation dates for the Faculty of Architecture for the year 2004, as set out in the report presented.

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- 9.2 Report of the Faculty of Medicine** 15-16
- 9.2.1 Receipt of report**
- Recommendation*
That the Academic Board receive and note the report of the Faculty of Medicine.
- 9.2.2 Semester and vacation dates 2004** 15, 16
- Recommendation*
That the Academic Board approve the semester and vacation dates for the Faculty of Medicine for the year 2004, as set out in the report presented.
- 9.3 Report of the Faculty of Nursing** 17-19
- 9.3.1 Receipt of report**
- Recommendation*
That the Academic Board receive and note the report of the Faculty of Nursing.
- 9.3.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Nursing** 17, 18
- Recommendation*
That the Academic Board recommend that Senate amend the Resolutions of the Senate relating to the Constitution of the Faculty of Nursing, with immediate effect, as set out in the report presented.
- 9.3.3 Semester and vacation dates 2004** 17, 19
- Recommendation*
That the Academic Board approve the semester and vacation dates for the Faculty of Nursing for the year 2004, as set out in the report presented.
- 10. Report of the ANZSOG Joint Committee of the Academic Boards of the University of Sydney and the University of New South Wales**
- (Professor Judyth Sachs)
- ★ **10.1 Oral report of the Chair**
- Recommendation*
That the Academic Board note the report of the Chair of the ANZSOG Joint Committee of the Academic Boards of the University of Sydney and the University of New South Wales.
- 10.2 Report of the meeting held on 22 September 2003** 20
- 10.2.1 Receipt of report**
- Recommendation*
That the Academic Board receive and note the report of the ANZSOG Joint Committee meeting held on 22 September 2003.

10.2.2 ANZSOG EMPA Structure 20

Recommendation

That the Academic Board note the report relating to the ANZSOG EMPA structure, as set out in the report presented.

10.2.3 Proceedings of the Committee 20

Recommendation

That the Academic Board note the proceedings of the ANZSOG Joint Committee meeting held on 22 September 2003, as set out in the report presented.

11. Report of the Undergraduate Studies Committee

(Associate Professor Peter McCallum)

★ **11.1 Oral report of the Chair**

Recommendation

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

11.2 Report of the meeting held on 16 September 2003 21-35

11.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 16 September 2003.

11.2.2 Proposals for New and Amended Courses

(1) Faculty of Health Sciences: Bachelor of Applied Science (Medical Radiation Sciences) (Honours) 21-22, 24-25

Recommendation

That the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences for the introduction of the revised honours year for the course Bachelor of Applied Science (Medical Radiation Sciences);*
- (2) recommend that Senate approve the adoption of the revised Resolutions of the Senate relating to this course;*
- (3) approve the proposal to offer the Bachelor of Applied Science (Medical Radiation Sciences) Honours course in part-time mode in addition to the existing full-time mode; and*
- (4) approve the amended table of units of study for the Bachelor of Applied Science (Medical Radiation Sciences) Honours course,*

with effect from 1 January 2004, as set out in the report presented.

11.2.3 Academic Board Resolutions: Admission to Undergraduate Courses 22-23, 26-35, separate attachment

- (1) **Variations to Flexible Entry and the Rural and Regional Entry Scheme**
- (2) **Bradford College – Recognition of Foundation Studies Program**
- (3) **General Amendments**

Recommendation

That the Academic Board:

- (1) *delegate authority to the Undergraduate Studies Committee to approve late changes to the list of courses covered by the University's flexible entry schemes at its February meeting each year, and recommend that Senate amend the "Delegations of Authority: Academic Functions" accordingly;*
- (2) *advise faculties that all existing and new courses offered at the Centre for Regional Education Orange will be deemed to be covered by the University's Regional and Rural Entry Scheme unless faculties advise the Academic Board that there are particular courses that should not be covered by the scheme;*
- (3) *recognise the Foundation Studies Program offered by Bradford College (University of Adelaide) for the purpose of admitting international full fee-paying students to undergraduate courses at the University of Sydney; and*
- (4) *amend the Academic Board Resolutions: Admission to Undergraduate Courses,*
with effect from 1 January 2004, as set out in the report presented.

11.2.4 Proceedings of the Committee

23

Recommendation

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 16 September 2003, as set out in the report presented.

12. Report of the Graduate Studies Committee

(Associate Professor Russell Ross)

★ 12.1 Oral report of the Chair

Recommendation

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

12.2 Report of the meeting held on 15 September 2003

36-53

12.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 15 September 2003.

12.2.2 Proposals for new and amended postgraduate courses

(1) Faculty of Pharmacy: Master of Pharmacy

36-37, 41-43

Recommendation

That the Academic Board recommend that Senate approve:

- (1) *the proposal from the Faculty of Pharmacy for the re-naming of the existing Master of Pharmacy to the Master of Pharmacy (Research);*
 - (2) *the proposal from the Faculty of Pharmacy for the introduction of the new course, the Master of Pharmacy,*
 - (3) *the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Pharmacy,*
 - (4) *the amendment of the Resolutions of the Senate relating to the renaming of the Master of Pharmacy to the Master of Pharmacy (Research), and*
 - (5) *the adoption of the Resolutions of the Senate relating to the new Master of Pharmacy,*
- with effect from 1 January 2004, as set out in the report presented.*

(2) Conservatorium of Music

(a) Variation to the Master of Music

37-38, 44-48

Recommendation

That the Academic Board:

- (1) *approve the revised structure of the Master of Music in the Sydney Conservatorium of Music, in accordance with the Academic Board Resolutions: Creation, Variation and Deletion of Award Courses and Units of Study, and*
- (2) *recommend that Senate:*
 - (a) *rescind the Resolutions of the Senate relating to the Master of Music, and*
 - (b) *adopt the revised Resolutions of the Senate relating to the Master of Music,*

with effect from 1 January 2004, as set out in the report presented.

- (b) **Master of Music (Applied Research in Music Performance) and Master of Applied Science (Music Performance)** 38, 48-50

Recommendation

That the Academic Board recommend that Senate approve:

- (1) *the proposal from the Sydney Conservatorium of Music for the introduction of the new courses, the Master of Music (Applied Research in Music Performance) and the Master of Applied Science (Music Performance),*
- (2) *the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Sydney Conservatorium of Music,*
- (3) *the amendment of the Resolutions of the Senate relating to the Master of Music, and*
- (4) *the adoption of the Resolutions of the Senate relating to the Master of Applied Science (Music Performance)*

with effect from 1 January 2004, as set out in the report presented.

12.2.3 Postgraduate English Language Requirements 39, 51-53

Recommendation

That the Academic Board:

- (1) *rescind the policy English Language requirements: International Students;*
- (2) *adopt the policy Postgraduate English Language Requirements; and*
- (3) *recommend that Senate amend the Delegations of Authority: Academic Functions accordingly,*

as set out in the report presented.

12.2.4 Proceedings of the Committee 40

Recommendation

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 15 September 2003, as set out in the report presented.

13. Report of the Teaching and Learning Committee

(Professor Beth Reid)

★ **13.1 Oral report of the Chair**

Recommendation

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

13.2 Report of the meeting held on 11 September 2003

54-60

13.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 11 September 2003.

13.2.2 Academic Board Faculty Review Visits

(1) Academic Board Visit to the Faculty of Agriculture, Food and Natural Resources

separate attachment

Recommendation

That the Academic Board note the report of the Phase Two Academic Board Visit to the Faculty of Agriculture, Food and Natural Resources.

(2) Academic Board Visit to the Faculty of Engineering

separate attachment

Recommendation

That the Academic Board note the report of the Phase Two Academic Board Visit to the Faculty of Engineering.

(3) Academic Board Visit to the Faculty of Veterinary Science

separate attachment

Recommendation

That the Academic Board note the report of the Phase Two Academic Board Visit to the Faculty of Veterinary Science.

(4) Academic Board Visit to the Koori Centre *separate attachment*

Recommendation

That the Academic Board note the report of the Academic Board Visit to the Koori Centre.

13.2.3 Academic Dishonesty and Plagiarism: Faculty Reports on Cases of Academic Dishonesty

55, 57-60

Recommendation

That the Academic Board note the consolidated faculty reports on cases of academic dishonesty, as set out in the report presented.

13.2.4 Australian Council of University Art and Design Distinguished Teaching Awards 55

Recommendation

That the Academic Board congratulate Ms Anne Ferran from the Sydney College of the Arts on receiving one of the 2003 Australian Council of University Art and Design Distinguished Teaching Awards, as set out in the report presented.

13.2.5 Proceedings of the Committee 55-56

Recommendation

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 11 September 2003, as set out in the report presented.

14. Report of the Research Committee

(Professor John Carter)

★ **14.1 Oral report of the Chair**

Recommendation

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

14.2 Report of the meeting held on 13 August 2003 61-65

14.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Research Committee meeting held on 13 August 2003.

14.2.2 Proceedings of the Committee 61-65

Recommendation

That the Academic Board note the proceedings of the Research Committee meeting held on 13 August 2003, as set out in the report presented.

14.3 Report of the meeting held on 10 September 2003 66-69

14.3.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Research Committee meeting held on 10 September 2003.

14.3.2 Proceedings of the Committee 66-69

Recommendation

That the Academic Board note the proceedings of the Research Committee meeting held on 10 September 2003, as set out in the report presented.

15. Report of the Academic Staffing Committee

(Professor Judyth Sachs)

★ **15.1 Oral report of the Chair**

Recommendation

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

15.2 Report of the meeting held on 3 September 2003

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15.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 3 September 2003.

15.2.2 Proceedings of the Committee

70

Recommendation

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 3 September 2003, as set out in the report presented.

16. General Business

16.1 Report on the Promotion of Academic Staff from Level B to Level C in 2003

71-72

Recommendation

That the Academic Board note the report on the promotion of academic staff from Level B to Level C in 2003, as set out in the report presented.

16.2 Elections to the Academic Board

73-74

- (1) Academic staff of faculties to the Academic Board**
- (2) Student members of faculties to the Academic Board**
- (3) Non-professorial staff of Colleges to the Academic Board**

Recommendation

That the Academic Board note the report on the elections to the Academic Board, as set out in the report presented.

AGENDA ITEM 5
Report of the Chair

5.2 Honours and distinctions

I am pleased to report the following honours and distinctions and recommend that the Board extend its congratulations to the recipients:

Dr Louise Chappell, Faculty of Economics and Business

Awarded the Victoria Schuck Award by the American Political Science Association for the best book published in the area of Women and Politics in 2002.

Ms Linda Hand, Faculty of Health Sciences

Awarded the 2003 Speech Pathology Australia Elinor Wray award for her outstanding contribution to the profession of speech pathology.

5.3 General report

5.3.1 Report of the Australian Graduate School of Management (AGSM) Academic Board

The Academic Board of the Australian Graduate School of Management (AGSM) met on 24 September 2003. The major issues discussed were possible units of study to be offered as electives for the ANZSOG EMPA course, and the Continuation Review.

Recommendation

That the Academic Board note the report of the Chair of the Academic Board relating to the Australian Graduate School of Management (AGSM) Academic Board, as set out in the report presented.

5.3.2 Update on policy development and review

(1) Appeals

As I have previously advised the Board, we are currently undertaking a review of the University's appeals provisions. Mr John Topley, former Registrar at Griffith University in Queensland is leading the review which I anticipate will be completed by the end of the year.

(2) Student Code of Conduct

In response to issues raised in the Faculty Review Visits, work is currently being undertaken on developing a student code of conduct. The AVCC had also previously requested information from universities on student codes of conduct. The University currently lists a number of student rights and responsibilities of students throughout a number of our policy documents and this project will pull these together into one document. I will keep the Board informed on progress on this matter.

Recommendation

That the Academic Board note the report of the Chair of the Academic Board relating to the update on policy development and review, as set out in the report presented.

5.3.3 Induction of new members to the Academic Board

During discussions on the Academic Board self-review process, the issue of induction of new members was raised. I would appreciate it if the Board could consider ways in which new members can be inducted into the workings of the Board and forward any comments to the Academic Board office. This issue is particularly important given that the revised Academic Board comes into effect on 1 January 2004.

Recommendation

That the Academic Board note the report of the Chair of the Academic Board relating to the induction of new members to the Academic Board, as set out in the report presented.

5.4 Notice of motion

Professor P Boyce proposes the following motion:

Recommendation

That the University:

- (1) opposes the admission of fee paying students to the University on the grounds that equity and community need will no longer be the principal criteria determining admission; and*
- (2) recognises reluctantly however that because of lack of federal funding of tertiary education, the University may be forced to admit such students as a last resort.*

AGENDA ITEM 9.1
Reports of Faculties and Boards

9.1 Report of the Faculty of Architecture

9.1.1 Receipt of Report

The Dean, on behalf of the Faculty recommends that the Academic Board receive and note the following report of the Faculty of Architecture.

9.1.2 Semester and vacation dates 2004

The Dean, on behalf of the Faculty of Architecture, recommends that the Academic Board approve the proposed semester and vacation dates for 2004 for the Faculty of Architecture, as set out in the report presented.

The Faculty of Architecture's Wilkinson Building will be undergoing Stage 2 of major renovation this November through the end of February/mid-March 2004. The portions of the building affected are where the undergraduate BDesComp course and the graduate coursework course MDesSc (Audio, DesComp, DigMed and Film&DigVideo) are taught.

The Facilities Management Office has advised that they do not anticipate that the work will be completed until the end of the first week of March. To move and set up all equipment, the Faculty does not think it will be able to begin classes for these courses until the second week of March, ie, commencing one week delayed, Monday 15 March 2004. All other degrees and courses should be able to begin at the regularly scheduled Monday 8 March.

It is therefore recommended that the semester and vacation dates for the BDesComp and MDesSc (Audio, DesComp, DigMed and Film&DigVideo) be altered as follows:

- First day of classes - BDesComp & MDesSc (Audio, DesComp, DigMed, F&DV) - Monday 15 March
- Last day of classes - BDesComp & MDesSc (Audio, DesComp, DigMed, F&DV) - Friday 18 June (ie one week later)
- Study week Monday 14 June - Friday 18 June -- no change
- Exam weeks (projects due dates too) Monday 21 June - Saturday 3 July -- no change
- Official end of semester (no due dates after this date) Saturday 3 July -- no change
- Semester 1 marks due to Faculty of Architecture Student Admin Centre Friday 9 July -- no change

Recommendation

That the Academic Board approve the semester and vacation dates for the Faculty of Architecture for the year 2004, as set out in the report presented.

AGENDA ITEM 9.2
Reports of Faculties and Boards

9.2 Report of the Faculty of Medicine

9.2.1 Receipt of Report

The Faculty recommends that the Academic Board receive and note the following report of the Faculty of Medicine Standing Committee meeting of 22 August 2003.

9.2.2 Semester and vacation dates 2004

The Faculty of Medicine recommends that the Academic Board approve the proposed semester and vacation dates for 2004 for the University of Sydney Medical Program, as set out in the report presented.

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The dates satisfy all the academic as well as hospital requirements. The AVCC weeks have been preserved for students in Years 1 and 2 for the period when they will be on campus. In Years 3 and 4 students are in clinical placements around the city and in rural areas and are scheduled for 42 weeks of teaching in Year 3 and 36 weeks of teaching in Year 4. This is a necessary allocation of term time to permit adequate clinical experience to be incorporated into this compressed professional course. It has only been possible to schedule the September AVCC week into a vacation period for these two years.

As in the past, the students have been involved in setting these dates through their representation on the University of Sydney Medical Program Committee and the Standing Committee of Faculty. The proposed dates had also been placed on the USydMP web site and comments and suggestions from students were taken into account.

Recommendation

That the Academic Board approve the semester and vacation dates for the Faculty of Medicine for the year 2004, as set out in the report presented.

2004		Dates in this Planner commence on Mondays																												endorsed by USydMP Committee 14 August 2003																					
4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb	15-Feb	22-Feb	28-Feb	7-Mar	14-Mar	21-Mar	28-Mar	* 4-Apr	* 11-Apr	18-Apr	25-Apr	2-May	9-May	16-May	23-May	30-May	6-Jun	13-Jun	20-Jun	27-Jun	4-Jul	11-Jul	18-Jul	25-Jul	1-Aug	8-Aug	15-Aug	22-Aug	29-Aug	5-Sep	12-Sep	19-Sep	26-Sep	* 3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	19-Dec	26-Dec
Stage 1																																																			
Commence Tue 17-->		FOUNDATION BLOCK						DRUG & ALCOHOL/						RESPIRATION						HAEMATOLOGY						CARDIOVASCULAR SCIENCES																									
		1 2 3 4 5 6						7 8 1 2 3 4 5 6 7 8						1 2 3 4 5 6 7						1 2 3 4 5						1 2 3 4 5 6																									
Stage 2																																																			
Start Thur 12-->		NEUROSCIENCES						ENDOCRINE - NUTRITION -						RENAL-REPRODUCTION						CANCER & PALLIATIVE CARE																															
		0 1 2 3 4 5 6 7						8 9 10 O GASTROENTEROLOGY						1 2 3 4 5 6 7						1 2 3 4 5																															
Stage 3																																																			
Start Wed 21 -->		INTEGRATED CLINICAL ATTACHMENTS 1-4												INTE- R F A GRATED CLINICAL ATTACHMENTS 5-8												ROTATION 1						Fixed Elective (13/12/04 - 26/02/05)																			
		1 2 3 4 5 6 7 8 9												1 2 3 4 5 6 7 8 9												1 2 3 4 5 6 7 8 9																									
Stage 4																																																			
Mon 08 March -->		ROTATION 2						ROTATION 3						ROTATION 4						PREINTERNSHIP TERM																															
Fixed Elective (15/12/03 - 27/02/04)		1 2 3 4 5 6 7 8 9						1 2 3 4 5 6 7 8 9						1 2 3 4 5 6 7 8 9						1 2 3 4 5 6 7 8																															
Legend:		Vacation Clinical School block * Short week (Public Holiday) B A: Barrier Assessment RFA: Required Formative Assessment CONF: Conference Week O: OSCE (Objective Structured Clinical Exam)																																																	
		INTEGRATED CLINICAL ATTACHMENTS include Medicine (incl. Geriatric Medicine) and Surgery and their subspecialties, and Critical Care/Anaesthetics																																																	
		ROTATIONS include Psychological Medicine & Drug and Alcohol Studies, Child & Adolescent Health, Perinatal & Women's Health, and Community Rotation [each to be assessed: A]																																																	
Starting dates for 1st PBL session in each Block		1 PBL 1 Friday 20/02 2 PBL 1 Friday 30/04 3 PBL 1/2 Tues 13/06 4 5 PBL 1/2 Tue 12/10 6 PBL 1 Thursday 12/02 7 PBL 1 Thursday 6/05 8 PBL 1 Thursday 5/08 9																																																	

AGENDA ITEM 9.3
Reports of Faculties and Boards

9.3 Report of the Faculty of Nursing

9.3.1 Receipt of Report

The Faculty recommends that the Academic Board receive and note the following report of the Faculty of Nursing.

9.3.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Nursing

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Following the retirement of Professor J A Young as the Pro Vice-Chancellor (College of Health Sciences), the Faculty recommends the amendment of the Constitution to remove reference to Professor Young, as set out in the report presented.

Recommendation

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

9.3.3 Semester and vacation dates 2004

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The Faculty of Nursing recommends that the Academic Board approve the proposed semester and vacation dates for 2004 for the Faculty of Nursing, as set out in the report presented.

The variation has been proposed in order to ensure that all students meet the clinical requirements of the Bachelor of Nursing (1996 and 2002 resolutions). To fulfil requirements, the Faculty requires students to attend clinical placements outside the normal University semester dates.

Recommendation

That the Academic Board approve the semester and vacation dates for the Faculty of Nursing for the year 2004, 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 Faculty of Nursing

The Resolutions of the Senate relating to the Constitution of the Faculty of Nursing (p 355, *Calendar 2003*), is amended with immediate effect to the following effect (additions indicated by underline, deletions indicated by strikethrough and re-numbering of section):

The Faculty of Nursing shall comprise the following persons:

1.
 - (a) the professors, readers, associate professors, senior lecturers, lecturers, associate lecturers and postgraduate fellows who are full-time or at least half-time members of the academic staff in the Departments of Clinical Nursing and Family and Community Nursing, and the Research Centre for Adaptation in Health and Illness;
 - (b) the professors, readers, associate professors, senior lecturers, lecturers, associate lecturers and postgraduate fellows being members of the academic staff who are on continuing or fixed term appointments (of at least two years) in the departments and research centres included in sub-section (a);
 - ~~(c) Professor J A Young, Pro Vice Chancellor (Health Sciences) for a period ending 31 May 2003;~~
 - (c) the Dean, or a nominee of the Dean, of each of the Faculties of Arts, Health Sciences, Medicine, Pharmacy and Science;
 - (d) the Executive Officer who shall act as Faculty Secretary;
 - (e) the Librarian of the Mallett Street library;
 - (f) full-time members of research staff of the departments and research centres included in sub-section (a) who hold appointments of research fellow and above;
 - (g) not more than five students, i.e. three students enrolled in an undergraduate degree or diploma and one student enrolled in a postgraduate coursework degree or diploma offered by the Faculty, and one from among the postgraduate research students, elected in the manner prescribed by resolutions of Senate;
 - (h) persons upon whom the title of adjunct professor, adjunct associate professor, clinical professor, clinical associate professor, clinical senior lecturer, clinical lecturer and clinical associate lecturer in the departments and research centres included in subsection (a) has been awarded in accordance with the resolutions of the Academic Board;
 - (i) four of the directors of nursing of health care agencies associated with the Faculty and up to five other members of the nursing profession, one of whom shall be a representative of the Nurses Registration Board, appointed by the Faculty on the nomination of the Dean;
 - (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.
2. A person appointed in accordance with sections 1(k) or 1(l) shall hold office for a period of two years unless otherwise specified at the time of appointment and shall be eligible for reappointment.

AGENDA ITEM 10.2

Report of ANZSOG Joint Committee of the Academic Boards of the University of Sydney and the University of New South Wales

10.2 Report of the ANZSOG Joint Committee of the Academic Boards of the University of Sydney and the University of New South Wales

The Committee met on 22 September 2003 when there were present: The Chair (Professor J Sachs) presiding, Professors L Donaldson, K McConkey, S Nicholas and D Richmond and Ms J Russell. Ms L Howie, Miss K Neveltsen and Ms S Paynter 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 22 September 2003.

10.2.2 ANZSOG EMPA Structure

The Committee discussed the structure of the jointly-badged ANZSOG EMPA and agreed that principles governing the degree needed to be developed. Once these had been agreed, the Committee could establish what electives would be offered to make the degree unique to NSW.

Recommendation

That the Academic Board note the report relating to the ANZSOG EMPA structure, as set out in the report presented.

10.2.3 Proceedings of the Committee

(1) Update on ANZSOG matters

The Committee received an update on matters relating to ANZSOG including the official launch, the Members' Council Meeting, and general administrative matters.

AGENDA ITEM 11.2
Report of the Undergraduate Studies Committee

11.2 Report of the Undergraduate Studies Committee meeting held on 16 September 2003

The Committee met on 16 September 2003 when there were present: The Chair (Associate Professor P McCallum) presiding, Professor M Jackson, Associate Professor C Gillies, Drs D Auld, U Borgert, S Cumming, J Hughes, Mr D Bowan, Ms L Brown, Mr G Coss, Mr S Lojewski and Ms K Sodersten. 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 16 September 2003.

11.2.2 Proposals for New and Amended Courses

(1) Faculty of Health Sciences: Bachelor of Applied Science (Medical Radiation Sciences) (Honours)

24-25

The Faculty of Health Sciences proposes to introduce a revised honours year for the course Bachelor of Applied Science (Medical Radiation Sciences) from 1 January 2003.

Medical Radiation Science is an undergraduate specialisation in the Bachelor of Applied Science degree in which all graduates are eligible for accreditation to practise in one of the MRS professions. Graduates are in high demand both nationally and internationally because of severe staffing shortages for Diagnostic Radiographers, Nuclear Medicine Scientists and Radiation Therapists. The ready availability of employment means many potential honours students choose paid graduate positions in preference to enrolment in the full-time honours program. Since the inception of the honours course in 1994 there has been an uptake of less than ten honours students per year from a class of 140 students. In the past three years honours enrolments have dropped to only one or two students per year.

This proposal aims to increase honours enrolments by providing a more flexible study option. The first strategy involves the introduction of a part-time honours course. This part-time option is designed to enable honours students to concurrently complete an honours degree and enter the workforce. Having part-time honours students in full or part-time employment will help to encourage greater research collaboration between the University of Sydney and clinical centres. The second strategy is to increase study flexibility by a reduction in the number of units of study. This involves the deletion of four existing units of study (Thesis Support A & B, Honours Research Seminars and Elective). The content and credit points for these deleted units of study will be incorporated into Honours Thesis 1 & 2. In accordance with faculty guidelines the current "all year" unit of study, Honours Thesis, will be semesterised and offered as Honours Thesis 1 & 2.

Full documentation is available on the University's intranet at: <http://www.usyd.edu.au/su/ab/committees/USC/2003.html>.

Members noted that part-time honours was an option normally given to students in exceptional circumstances in most faculties. It was agreed that the Faculty of Health Sciences would report back to the Committee on the progress of the part-time course.

Recommendation

That the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences for the introduction of the revised honours year for the course Bachelor of Applied Science (Medical Radiation Sciences);
- (2) recommend that Senate approve the adoption of the revised Resolutions of the Senate relating to this course;
- (3) approve the proposal to offer the Bachelor of Applied Science (Medical Radiation Sciences) Honours course in part-time mode in addition to the existing full-time mode; and
- (4) approve the amended table of units of study for the Bachelor of Applied Science (Medical Radiation Sciences) Honours course,
with effect from 1 January 2004, as set out in the report presented.

11.2.3 Academic Board Resolutions: Admission to Undergraduate Courses 26-33, separate attachment

(1) Variations to Flexible Entry and the Rural and Regional Entry Scheme

The Undergraduate Studies Committee noted the Admissions Sub-Committee's report that correspondence had been received from the Director, Marketing and Student Recruitment, regarding the procedures for faculties to amend the list of courses to which flexible entry applies. The query had arisen as a result of requests from faculties to amend the list of courses after it had been published in the Universities Admissions Centre (UAC) Guide. It was agreed that a recommendation be made to the Academic Board that it delegate authority to the Undergraduate Studies Committee to approve late changes to the list of courses covered by flexible entry at its February meeting each year.

The Committee also noted that the letter raised the issue of the application of the Rural and Regional Entry Scheme to courses offered by faculties other than the Faculty of Rural Management at the Centre for Regional Education, Orange (CREO). It was agreed to recommend that, unless a faculty advises otherwise, the Rural and Regional Entry Scheme is to apply to all courses offered at CREO.

(2) Bradford College – Recognition of Foundation Studies Program

The Bradford College, a commercial division of the University of Adelaide, has requested that the University of Sydney recognise its Foundation Studies Program for the purpose of admitting international full fee-paying students.

The Committee noted that, as the course was the equivalent of an AQF Certificate IV and was offered by an Australian university, it should be recommended for Academic Board recognition.

(3) General Amendments

At its meeting of 10 September 2003, the Academic Board noted a report from the Undergraduate Studies Committee which endorsed a number of recommendations from the Admissions Sub-Committee. As a result, the Academic Board Resolutions: *Admission to Undergraduate Courses* now requires amendment to reflect these changes. In particular, these amendments relate to Section 5, Part 3 "Flexible Entry Scheme", Section 7 "Tertiary Studies" and Section 11, Part 2 "Foundation Programs".

In addition, the resolutions have been amended to include alterations arising from recommendations in items 11.3(1), 11.4(1) and 11.4(2) of this report, as well as some minor corrections. All amendments are indicated by underline and strikethrough in the accompanying document.

The Undergraduate Studies Committee has noted and endorsed the amendments to the Academic Board Resolutions: *Admission to Undergraduate Courses* as set out in the report presented.

Recommendation

That the Academic Board:

- (1) *delegate authority to the Undergraduate Studies Committee to approve late changes to the list of courses covered by the University's flexible entry schemes at its February meeting each year, and recommend that Senate amend the "Delegations of Authority: Academic Functions" accordingly;*
- (2) *advise faculties that all existing and new courses offered at the Centre for Regional Education Orange will be deemed to be covered by the University's Regional and Rural Entry Scheme unless faculties advise the Academic Board that there are particular courses that should not be covered by the scheme;*
- (3) *recognise the Foundation Studies Program offered by Bradford College (University of Adelaide) for the purpose of admitting international full fee-paying students to undergraduate courses at the University of Sydney; and*
- (4) *amend the Academic Board Resolutions: Admission to Undergraduate Courses, with effect from 1 January 2004, as set out in the report presented.*

11.2.4 Proceedings of the Committee

(1) Report of the Chair

The Chair reported to members on the development of a discussion paper on the standardisation of credit points for distribution to faculties for comment; and the establishment of a Working Party to consider the management of combined degrees.

(2) General Business

The Committee noted that the Student Centre was currently collating information on the weighting of units of study in faculty-specific WAM calculations, and that this information would be provided to the Committee in due course.

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

Resolutions of the Senate

Bachelor of Applied Science

The Resolutions of the Senate relating to the Bachelor of Applied Science in the Faculty of Health Sciences (pp 303-312, *Calendar 2003*), are amended from 1 January 2004 to the following effect (additions indicated by underline, deletions indicated by strikethrough):

TABLE D—MEDICAL RADIATION SCIENCES

D.1—Pass course (3 year full-time)

Year 1

Research Methods I: Design
Introduction to Psychology
Introduction to Health Sociology
Introductory Radiation Physics 1A
Introductory Radiation Physics 1B
Biomedical Sciences 1A
Biomedical Sciences 1B
Introductory Human Biology
Introduction to Clinical Education

PLUS

Diagnostic Radiography
Radiographic Practice 1A
Radiographic Physics 1
Radiographic Practice 1B
Clinical Education 1A

OR

Nuclear Medicine
Nuclear Medicine 1A
Nuclear Medicine Physics 1
Nuclear Medicine 1B
Clinical Education 1B

OR

Radiation Therapy
Radiation Therapy 1A
Radiation Therapy Physics 1
Radiation Therapy 1B
Clinical Education 1C

Year 2

Introductory Radiation Biology and Protection
Sectional Anatomy
Biomedical Sciences 2
Medical Ethics and Professional Issues

PLUS

Diagnostic Radiography
Radiographic Physics 2
Radiographic Practice 2
Radiographic Pathology 1
Clinical Education 2A

OR

Nuclear Medicine
Nuclear Medicine Physics 2
Nuclear Medicine 2
Radiopharmacy
Clinical Education 2B

OR

Radiation Therapy
Radiation Therapy Physics 2
Radiation Therapy 2
Oncology A
Clinical Education 2C

Year 3

Research Methods II: Data Analysis

AND one of the following:

Social Psychology and Communication OR
Disability Studies and Behavioural Therapy

PLUS one of the following:

Clients, Practitioners and Organisations OR
Health Policy Service Delivery

PLUS

Image Processing
Medical Radiations Project
Integrated Diagnosis and Treatment

PLUS

Diagnostic Radiography

Radiographic Physics 3A
Radiographic Practice 3
Radiographic Physics 3B
Sonography A
Radiographic Pathology 2
Clinical Education 3A
Clinical Education 4A
Radiography Electives (choice of 2 electives)
Elective Studies (choice of 1 elective)

OR

Nuclear Medicine

Nuclear Medicine Physics 3
Nuclear Medicine 3A
Nuclear Medicine 3B
Sonography A
Clinical Education 3B
Clinical Education 4B
Elective Studies (choice of 2 electives)

OR

Radiation Therapy

Radiation Therapy Physics 3
Radiation Therapy 3A
Radiation Therapy 3B
Seminars in Radiation Therapy
Oncology B
Clinical Education 3C
Clinical Education 4C
Elective Studies (choice of 1 elective)

D.2—Honours course (4 year full-time)

Year 1—as for Pass course

Year 2—as for Pass course

Year 3—as for Pass course

Full-time

Year 4

Honours Thesis 1

Honours Thesis 2

Part-time

Year 4

Honours Thesis 1A

Honours Thesis 1B

Year 5

Honours Thesis 2A

Honours Thesis 2B

~~*Year 4*~~

~~Honours Research Seminars~~

~~Thesis Support A~~

~~Thesis Support B~~

~~Honours Thesis~~

~~Elective~~



The University of Sydney

Delegations of Authority: Academic Functions

Approved by: Senate on 6 September 1999
Last Amended: 15 October 2003
Date of effect: 1 January 2004

Section 1 - Preliminary

- 1.1 Introductory note
- 1.2 When these delegations take effect

Section 2 – How to interpret this document

- 2.1 Legislation, policies and procedures
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- 2.3 Assumptions
- 2.4 Agency
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Section 3 - Academic Delegations

Part A (Approved by Senate 6 September 1999 and amended by Senate on 4 December 2000)

General

- Quotas/Availability of courses and Units of Study
- Variation of requirements for a course

Undergraduate and Postgraduate coursework

- Admission
- Undergraduate admission
- Credit transfer
- English language requirements
- Undergraduate Honours degrees
- Attendance
- Course requirements
- Enrolment variations/discontinuation of enrolment/suspension of candidature
- Satisfactory progress
- Appeals (Undergraduate and Postgraduate coursework)

Postgraduate research degrees

- Postgraduate candidatures
- Appeals (Postgraduate research)

Academic Year

Part B (Approved by Senate on 1 November 1999 and amended by Senate on 4 December 2000)
Examinations and assessment - Coursework

Part C (Approved by Senate on 1 May 2000)

Prizes and scholarships

Section 1 – Preliminary

1.1 Introductory note

This document contains comprehensive delegations of academic authority for the University of Sydney. **IT IS ESSENTIAL THAT SECTION 2 BE READ FIRST FOR INFORMATION ON HOW TO INTERPRET THIS DOCUMENT.**

1.2 When these delegations take effect

The Delegations of Authority detailed at Part A below were approved by the Senate on 4 December 2000 and take effect from 5 December 2000. The Delegations of Authority detailed at Part B below were approved by Senate on 4 December 2000 and take effect from 5 December 2000. The Delegations of Authority detailed at Part C below were approved by Senate on 1 May 2000 and take effect from 2 May 2000. These Delegations of Authority supersede and revoke all previous delegations of authority to the extent that those previous delegations are inconsistent with these Delegations of Authority (including any previous resolutions of the Senate or of the Academic Board). Any agency previously in force continues in effect, until revoked by the delegate who authorised it, unless it is inconsistent with these Delegations of Authority.

Section 2 - How to interpret this document

2.1 Legislation, policies and procedures

These Delegations of Authority and any agency must always be read subject to and exercised in accordance with, any:

- (a) legislation (eg *University of Sydney Act 1989* (NSW) or any of the University's by-laws or rules); and
- (b) University policy, code of conduct or procedure.

2.2 Definitions/Abbreviations

These words or abbreviations are used in this document, where they appear frequently, and have the following meanings:

Agent	the substantive, temporary or acting occupant of a position authorised to so act by a delegate
Dean	Dean of a faculty, Principal or Director of an academic college* or the Dean of the Australian Graduate School of Management
Faculty	a faculty, college board or the Australian Graduate School of Management, as established by their respective constitutions
Delegate	the substantive, temporary or acting occupant of a position, or a group of persons (for example, a committee), with delegated authority under this document
Head	head of a department, school or equivalent academic unit as designated by the relevant Pro-Vice-Chancellor (College) or Deputy Vice-Chancellor, as the case may be
Transaction	the whole of any transacted business or negotiation, as opposed to any part of it
VC	Vice-Chancellor and Principal
Course	a program of units of study that leads to the award of a degree, diploma or certificate

Unit of Study a stand-alone component of a course

USC the Undergraduate Studies Committee of the Academic Board

GSC the Graduate Studies Committee of the Academic Board

** Under Section 27 (1) of the University of Sydney Act, academic colleges are: Sydney Conservatorium of Music, Cumberland College of Health Sciences, Sydney College of the Arts and Orange Agricultural College*

2.3 Assumptions

The following assumptions may be made about a delegate's or an agent's level and scope of authority given under this document:

- (a) a delegation or an agency given under this document relates to the delegate's or agent's position, not to the individual in that position;
- (b) a delegate or an agent may take any action or sign any document (subject to any protocols of the University about signing documents) necessary to give effect to a transaction he or she has authorised under his or her delegation or agency;
- (c) a delegate or an agent may only exercise authority with respect to a transaction as a whole (see the definition of transaction in section 2.2 above), and not with respect to any part of it;
- (d) a delegate or an agent who is appointed to or otherwise acts temporarily in a position has the same level of delegation or agency as the substantive occupant, subject to paragraph 2.4 below; and
- (e) the delegation or the agency applies only to that delegate's or agent's accountability area.

2.4 Agency

Unless indicated otherwise, a delegate is permitted to authorise another person to exercise his or her delegation (or any part of it) as an agent. However, the following restrictions apply:

- (a) the delegate remains responsible for ensuring that function is exercised properly by the agent;
- (b) the agency must be given in writing
- (c) the delegate may still perform a function even if he or she has appointed an agent to do so; and
- (d) an agent cannot give a sub-agency to another person.

2.5 Authority of Vice-Chancellor

Delegates and agents are always subject to the direction and authority of the Vice-Chancellor. The Vice-Chancellor has authority to exercise any delegation of authority specified in this document, except those explicitly delegated to a committee of the Senate or to the Academic Board or any of its Standing Committees.

2.6 Responsibility lines

- (a) A delegate's supervisor may exercise the same level of authority as the delegate (that is to say, levels of authority are hierarchical through relevant lines of responsibility up to and including the Vice-Chancellor).
- (b) A delegation of authority or an agency may be, wholly or partially, withdrawn or restricted (either permanently or temporarily) at any time by the substantive occupant of the position to whom that delegate or agent is immediately or ultimately accountable.

2.7 Advice

A delegate or an agent may appoint another person or a committee to advise about the exercise of delegated authority (including decision-making). However, the delegate or agent always remains responsible for making the decision.

2.8 Boards of Studies

The way in which Boards of Studies relate to faculties is under discussion.

Section 3 - Academic Delegations

Note: Senate Rules and Resolutions

Senate Rules and Resolutions define the authority of the Senate in relation to certain academic matters. For example, requirements for admission to candidature are prescribed by the Senate. This document does not, generally, include those matters for which Senate has not delegated authority to another person or body.

PART A (Approved by Senate on 6 September 1999 and amended by Senate on 4 December 2000)

General		
Quotas/Availability of Courses and Units of Study		
Function	Delegate	Agent
Determine enrolment quotas for degrees, diplomas and certificates (undergraduate or postgraduate).	Vice-Chancellor	Dean**
Determine quotas for units of study (undergraduate or postgraduate).	Vice-Chancellor	Dean***
Determine that a particular unit of study, that has been advertised as being available, not be offered because of unforeseen circumstances.#	Dean	-
** Deans must consult with the Deputy Vice-Chancellor (Planning and Resources), with Pro Vice-Chancellors (College) and with other Deans affected before any changes to quotas are made. Any changes to the enrolment quotas must have the concurrence of the Deputy Vice-Chancellor (Planning and Resources).		
*** Faculties may present a case to the Deputy Vice-Chancellor (Planning and Resources), acting on behalf of the Vice-Chancellor, for a quota to be set with respect to admission to particular units of study because of resource constraints. In considering such applications the Deputy Vice-Chancellor (Planning and Resources) must ensure that adequate notice has been given to students or prospective students that particular units of study may not be freely available and determine whether the selection criteria for admission to particular units are transparent and based on appropriate measures of merit.		
#Such a decision shall be made after consideration of the impact on students of the particular unit of study not being available.		

Variation of requirements for a Course		
Function	Delegate	Agent
Vary the resolutions for a particular candidate in exceptional circumstances: (a) for higher doctorates and the PhD, (b) for other award courses.	Academic Board Vice-Chancellor	Chair, GSC Dean

Undergraduate and Postgraduate Coursework		
Postgraduate Candidatures <i>The University of Sydney (Amendment Act) Rule 1999 states that a Head of Department may delegate his/her responsibilities to a specified member of the academic staff.</i>		
Admission		
Function	Delegate	Agent
Admit candidates to courses or units of study within a faculty and determine candidature.	Dean	-
Recognise institutions, programs and courses for the purposes of admission.	Academic Board	USC/GSC
Undergraduate admission		
Function	Delegate	Agent
Approve additional procedures relating to TER/UAI used as basis for admission, eg which UAI is used.	Academic Board	USC
Approve preparatory programs of study or prior learning.	Academic Board	USC
Approve special admission schemes.	Academic Board	USC
<u>Approve late amendments to the list of courses included under the Flexible Entry Scheme</u>	<u>USC</u>	=
Set academic selection criteria for international students.	Dean, with confirmation by USC	-
Credit transfer		
Function	Delegate	Agent
Responsible for University-wide credit transfer policy.	Academic Board	USC/GSC
Determine level of credit to be granted for completed units of study.	Dean	Dean (either on the basis of approved table or on the recommendation of the Head of Dept)

English language requirements		
Function	Delegate	Agent
Determine English language requirements.	Academic Board on recommendation of USC/GSC	-
Prescribe further assessment of English competence.	Dean	-
Waive formal language requirements under certain conditions.	Dean	-
Undergraduate Honours degrees <i>(see also University of Sydney (Coursework) Rule 2000)</i>		
Function	Delegate	Agent
Determine matters relating to Honours admission and enrolment.	Dean	-
Attendance		
Function	Delegate	Agent
Specify attendance requirements.	Faculty	-
Course requirements <i>(see also the Levels of Approval defined in the Academic Board Resolutions relating to the Creation, Variation and Deletion of Award Courses and Units of Study)</i>		
Function	Delegate	Agent
Determine requirements to be satisfied by candidates for award of degree, diploma or certificate.	Senate on the recommendation of the Academic Board	-
Determine procedures for the consideration, and deadline for submission of proposals for new and amended award programs and courses.	Academic Board	USC/GSC
Approve units of study for degrees and diplomas in the faculty and the forms of teaching and learning which they comprise.	Faculty	-
Determine which optional units will be offered in a particular year.	Faculty (on the recommendation of the Dean and Heads of Department)	-
Prescribe professional experience, practical work required for course.	Faculty	-
Approve arrangements for teaching units of study.	Head of Department	-
Enrolment variations/discontinuation of enrolment/suspension of candidature		
Function	Delegate	Agent
Approve enrolment variations, including variations which (a) are not in accordance with prescribed program; or (b) involve waiving progression requirements.	Dean	-
Approve cross-institutional study.	Dean	-
Approve extensions of candidature for postgraduate candidates.	Dean	-

Grant permission to attend equivalent units at alternative times, where student has enrolled in co-timetabled units (undergraduate).	Head of Department	-
(1) Approve variations to the policy allowing recent school-leavers to defer enrolment for up to one year. (2) Approve deferment of enrolment for non-recent school-leavers (Category B admissions).	Dean	-
Decide matters relating to withdrawal/discontinuation.	Dean	-
Approve applications for suspension of candidature from postgraduate students and determine conditions for re-enrolment after suspension.	Dean	-
Satisfactory progress		
Function	Delegate	Agent
Determine what constitutes satisfactory progress in each course.	Faculty in faculty resolutions	-
Responsible for exclusion procedures: (a) require students to show good cause why they should be allowed to re-enrol; (b) exclude a student who fails to show good cause; (c) permit an excluded student to re-enrol; (d) determine whether credit be given for work completed during period of exclusion.	Dean	-
Determine appeals against exclusion.	Senate Student Appeals Committee (Exclusions and Readmissions)	-
Appeals (Undergraduate and Postgraduate coursework)		
Function	Delegate	Agent
Make final decisions on appeals.	Senate Student Academic Appeals Committee	-
Make a decision about an appeal at faculty level.	Dean	-

Postgraduate Research Degrees

Postgraduate candidatures

(The University of Sydney (Amendment Act) Rule 1999 states that a Head of Department may delegate his/her responsibilities to a specified member of the academic staff)

Function	Delegate	Agent
Admit candidates to courses or units of study within faculty and determine candidature.	Dean	-
Admit candidates for higher doctorates who are not graduates of the University of Sydney.	Academic Board	GSC
Determine matters relating to the candidature and examination of postgraduate research students.	Dean (on the recommendation of the Head of Department)	-

Establish effective supervisory practices for postgraduate research students.	GSC	-
Prescribe procedures for PhD examination.	Academic Board (on the recommendation of GSC)	-
Determine matters relating to the award of the degree of Doctor of Philosophy.	GSC	-
Determine whether or not a Higher Doctorate be awarded.	Academic Board	GSC
Determine whether or not a PhD be awarded.	Dean/BPGS/PhD Award Sub-Committee	-
Determine whether or not a research masters degree be awarded.	Dean	-
Appeals (Postgraduate research)		
Function	Delegate	Agent
Make final decisions on appeals	Appeal Committee of GSC (subject to student right to appeal to the Student Academic Appeals Committee of the Senate)	-
Make a decision about an appeal at faculty level.	Chair, Faculty Board of Postgraduate Studies	-
Determine whether due academic process has been observed where a student does not accept a faculty decision.	Chair, GSC	-

<i>Academic Year</i>		
Function	Delegate	Agent
Determine periods of instruction and commencement and conclusion dates of the academic year.	Academic Board	-

PART B (Approved by Senate on and with effect from 1 November 1999 and amended by Senate on 4 December 2000)

<i>Examination and assessment - coursework</i>		
Function	Delegate	Agent
Determine policies regarding examination and assessment in the University.	Academic Board	Teaching and Learning Committee
Determine the nature and extent of examining in the units of study in the faculty.	Faculty	-
Responsible for academic aspects of the conduct of examinations.	Head of Department (who may be advised by a departmental	-

	examination board)	
Determine the specific unit of study results of candidates.	Head of Department (who may be advised by a departmental examination board)	-
Determine tests to be completed by students who suffer illness or misadventure.	Head of Department (who may be advised by a departmental examination board)	-
Give effect to Faculty (and Academic Board) resolutions concerning the scaling of marks, distribution of grades, methods of examining and other matters affecting conduct of examinations and the determination of results.	Head of Department (who may be advised by a departmental examination board)	-
Determine award of honours degrees and the level at which they are awarded.	Dean on advice from Faculty Honours Committee	-
Determine who qualifies for the award of a University medal.	Dean on advice from Faculty Honours Committee	-
Review examination results.	Faculty (by committee)	-
Make decisions on outstanding cases; amend results on the basis of additional information.	Dean	-
Certify that candidates have completed requirements for admission to degrees.	Dean	-

Head of Department Authorities and Academic Delegations may be found in the Resolutions of the Senate, 1999 Calendar Volume I (*page 118*).

PART C (Approved by Senate on 1 May 2000)

<i>Prizes and scholarships</i>		
Function	Delegate	Agent
(1) Determine terms and conditions of awards established within the University	Academic Board	-
Creation and amendment of University-wide awards (Undergraduate) Consider offers to establish awards and amendments to existing awards. Determine terms and conditions of awards in accordance with the terms of the gift/bequest and in accordance with Senate and Academic Board guidelines	-	Pro-Vice-Chancellor (Teaching and Learning)
Creation and amendment of University-wide awards (Postgraduate) Consider offers to establish awards and amendments to existing awards. Determine terms and conditions of awards in accordance with the terms of the gift/bequest and in accordance with Senate and Academic Board guidelines.	-	Pro-Vice-Chancellor (Research)
Creation and amendment of Faculty, School and Departmental awards (Undergraduate and postgraduate)	-	Dean (on recommendation of Head of Department)

(2) Award scholarships and prizes	Academic Board	-
Established awards: University-wide (Undergraduate)	-	As specified in scholarship/prize conditions, or where not specified, Pro Vice-Chancellor (Teaching and Learning)
Established awards: University-wide (Postgraduate)	-	As specified in scholarship/prize conditions, or where not specified, Pro Vice-Chancellor (Research)
Established awards: Faculty, School and Departmental (Undergraduate and postgraduate) (a) Award faculty, school or prizes for which applications are not required; (b) Award scholarships and prizes for which applications are required.	-	(a) As specified in scholarship/prize conditions, or where not specified, head of responsible unit; (b) As specified in scholarship/prize conditions, or where not specified, Dean.
(3) Non-established scholarships	Academic Board	-
(a) Create non-established scholarships	-	Head most concerned
(b) Award non-established scholarships	-	Head most concerned
(4) Award specific postgraduate scholarships/determine nominations	Academic Board	-
Award specific postgraduate scholarships: (a) funded by Commonwealth (eg APA, UPA, IPRS) (b) by Academic Board as specified in scholarship/prize conditions (eg travelling scholarships)	-	Postgraduate Awards Committee
Determine University nominations for postgraduate scholarships required by external organisations (eg CSFP)	Academic Board	Postgraduate Awards Committee

AGENDA ITEM 12.2
Report of the Graduate Studies Committee

12.2 Report of the Graduate Studies Committee meeting held on Monday 15 September 2003

The Committee met on 15 September 2003 when there were present: The Chair (Associate Professor R Ross) presiding, Professors M Behnia, T Hirst, F Nicholas, M O'Connor, and L Zhang, Associate Professors J Christodoulou, D Kenny, and L Unsworth, Drs A Elias, S Forsyth, and B Singh and Mr M Hall and Mr K Pratt. Drs R Gilbert and R Magnusson, and Miss K Neveltsen were in attendance.

12.2.1 Receipt of Report

The Committee recommends that the Academic Board receive and note the following report of the meeting held on 15 September 2003.

12.2.2 Proposals for new and amended postgraduate courses

(1) Faculty of Pharmacy: Master of Pharmacy

The Faculty of Pharmacy proposes to introduce a new postgraduate coursework course, the Master of Pharmacy and rename the existing Master of Pharmacy to the Master of Pharmacy (Research) from 1 January 2004.

41-43

The course is designed to provide an alternative mode of entry into the pharmacy profession for applicants with a previous university degree (who satisfied the relevant pre-requisites and/or co-requisites), as well as to provide the profession with a group of graduates skilled in research. Applicants who do not initially satisfy the course pre-requisites will be required to undertake the relevant study/training (e.g., bridging courses, non-award units of study, Summer/Winter School programs) as deemed appropriate by the Dean of the Faculty.

The University of Sydney is widely recognised as Australia's leading centre of education in all fields of pharmacy. One of the main factors contributing to the success of the Sydney Faculty of Pharmacy is the ready adaptability of its teaching staff and courses. This adaptability has enabled the Faculty to meet the changing educational needs of pharmacy graduates for community pharmacy practice, hospital pharmacy, industrial pharmacy, and research. The Faculty sets the standards that other Australian pharmacy schools follow.

The scope of vocational education in pharmacy is becoming increasingly global. Graduates expect not only to have the training to fulfil the professional requirements of pharmacy practice in the 21st Century, but also to have their qualifications recognised in different parts of the world. In many countries, the expanding role of pharmacists has led to a shift from bachelor's degrees to master's degrees or doctorates as the basic registrable qualifications. In addition to the increased scope of their academic content, master's degrees and doctorates are perceived as having greater employment value than bachelor's degrees. It is therefore imperative that Australian pharmacy education keep pace with these new developments so as to not leave our own pharmacy profession behind. The impetus for this proposal has arisen from the Faculty's desire to maintain its leadership of pharmacy education nationally and internationally in this context.

The new course has been structured to ensure that registration requirements are met. The overall course structure, particularly the proposed student workload each semester and during non-standard teaching periods, was discussed by the Postgraduate Research Training Sub-Committee during its initial consideration of the proposal. There was also discussion regarding the ability of international students to undertake the course, and the need for appropriate and adequate support services to be provided particularly in light of the high, sustained workload.

The full course proposal is available on the University's intranet at:
<http://www.usyd.edu.au/su/ab/committees/CworkSC/2003.html>

The Graduate Studies Committee discussed the names of the courses and the Chair indicated a need to revisit the naming of research Master's degrees in light of professional accreditation, and marketing issues. It was noted that previously the Academic Board had encouraged the use of 'Master of Philosophy (Faculty)'.

Recommendation

That the Academic Board recommend that Senate approve:

- (1) *the proposal from the Faculty of Pharmacy for the re-naming of the existing Master of Pharmacy to the Master of Pharmacy (Research);*
- (2) *the proposal from the Faculty of Pharmacy for the introduction of the new course, the Master of Pharmacy,*
- (3) *the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Pharmacy,*
- (4) *the amendment of the Resolutions of the Senate relating to the renaming of the Master of Pharmacy to the Master of Pharmacy (Research), and*
- (5) *the adoption of the Resolutions of the Senate relating to the new Master of Pharmacy,*

with effect from 1 January 2004, as set out in the report presented.

(2) Conservatorium of Music

(a) Variation to the Master of Music

44-48

The Sydney Conservatorium of Music proposes to amend the Master of Music (Performance), Master of Music (Composition), Master of Music (Musicology), and Master of Music (Music Education) from 1 January 2004.

For historical reasons, research masters degrees at the Conservatorium have been structured with research components such as "Thesis" listed as units of study which students enrol in each semester. This creates rigidities in course administration particularly in relation to part-time candidature. The purpose of the proposal is to amend the Resolutions of the Senate relating to the Master of Music courses to structure the Conservatorium's Masters research courses similar to those of other faculties and to allow for the introduction of the new research masters courses, Master of Music (Applied Research in Music Performance) and Master of Applied Sciences (Music Performance). The Conservatorium plans to reduce the requirement to formally enrol in a full course of units of study for the Masters by research so that seminar programs can be more easily tailored to individual research programs.

The new arrangements are not likely to affect any student who was currently enrolled as changing the structure to waive the requirement to successfully complete 96 credit points of enrolment in units of study, does not change the objectives, areas of study or general processes for administration, progression and examination in the degree. In all cases, the pathways stipulated under the old resolutions are a legitimate pathway under the new resolutions. However expressing seminar requirements in the less specific manner of the new resolutions also opens up other options. All students will have the option of sticking to the rigid seminar structure of the old resolutions or taking advantage of new options in the new resolutions.

The full course proposal is available on the University's intranet at:
<http://www.usyd.edu.au/su/ab/committees/ResTrain/2003.html>

Recommendation

That the Academic Board:

- (1) *approve the revised structure of the Master of Music in the Sydney Conservatorium of Music, in accordance with the Academic Board Resolutions: Creation, Variation and Deletion of Award Courses and Units of Study, and*
- (2) *recommend that Senate:*
 - (a) *rescind the Resolutions of the Senate relating to the Master of Music, and*
 - (b) *adopt the revised Resolutions of the Senate relating to the Master of Music,*

with effect from 1 January 2004, as set out in the report presented.

(b) Master of Music (Applied Research in Music Performance) and Master of Applied Science (Music Performance)

48-50

The Sydney Conservatorium of Music proposes to introduce the new courses, the Master of Music (Applied Research in Music Performance) and the Master of Applied Science (Music Performance) from 1 January 2004.

The new courses are designed to allow candidates of the Master of Applied Science (Voice) offered by the Faculty of Health Sciences to transfer to the Conservatorium following the merger of the National Voice Centre in the Faculty of Health Sciences into the Australian Centre for Applied Research in Music Performance at the Conservatorium and to open similar research opportunities to new students.

The new courses will broaden opportunities for interdisciplinary research at the Conservatorium in the areas of physiology and music performance, the psychology of music, and music cognition and perception and acoustics.

The aim is to provide training and supervision for students undertaking research into physiological, psychological, sociological, organisational, economic, cognitive, industrial, perceptual, acoustic or other interdisciplinary aspects of music performance.

The full course proposal is available on the University's intranet at:
<http://www.usyd.edu.au/su/ab/committees/ResTrain/2003.html>

Recommendation

That the Academic Board recommend that Senate approve:

- (1) *the proposal from the Sydney Conservatorium of Music for the introduction of the new courses, the Master of Music (Applied Research in Music Performance) and the Master of Applied Science (Music Performance),*
- (2) *the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Sydney Conservatorium of Music,*
- (3) *the amendment of the Resolutions of the Senate relating to the Master of Music, and*
- (4) *the adoption of the Resolutions of the Senate relating to the Master of Applied Science (Music Performance)*

with effect from 1 January 2004, as set out in the report presented.

12.2.3 Postgraduate English Language Requirements

51-53

On the recommendation of its Postgraduate Research Training Sub-Committee, the Graduate Studies Committee recommends that the Academic Board adopt the policy Postgraduate English Language Requirements, as set out in the report presented.

The current Academic Board policy had been developed over a number of years and required consideration as a consolidated document. Changes arising from amendments to international visa regulations were also considered during the review process.

In 1991, the Academic Board resolved that the same English language proficiency requirements that applied to undergraduate international students would apply to postgraduate international students, exempting graduates whose primary language was English and those from institutions whose language of instruction was primarily English.

The Board further resolved that local students applying for admission to candidature on the basis of qualifications obtained from a university or other institution where the language of instruction was not primarily English were required to meet the same English language proficiency requirements as for international students unless specifically exempted by the Dean of the Faculty concerned on the basis of other evidence of English language proficiency.

In 1997 the Academic Board resolved that International applicants must either have a record of satisfactory achievement in secondary/tertiary studies in which the language of instruction was in English or must meet specific English language requirements as a condition of entry. Faculties were then able to recommend that the Academic Board set higher levels for specific courses.

The International Office (IO) has advised that changes to the TOEFL test has implications for the University, however these were not incorporated into the policy previously. The IO has also advised that changes to visa regulations impact on the way in which the University policy is expressed. This particularly applies to applicants who are required to sit an English language test for visa regulations who might be exempt from the test under University requirements, particularly if the medium of instruction was in English.

The revised policy seeks to clarify the University's position in relation to English language requirements for postgraduate applications. It includes a schedule of faculty requirements, above the University minimum, as approved by the Academic Board.

The adoption of the proposed policy will require amendment to the *Delegations of Authority: Academic Functions* to ensure that all rules and policies are consistent. In considering the proposal The Graduate Studies Committee was interested to note that the Centre for English Teaching has an English diagnostic test that could be made available to faculties.

Recommendation

That the Academic Board:

- (1) *rescind the policy English Language requirements: International Students;*
 - (2) *adopt the policy Postgraduate English Language Requirements; and*
 - (3) *recommend that Senate amend the Delegations of Authority: Academic Functions accordingly,*
- as set out in the report presented.*

12.2.4 Proceedings of the Committee

(1) **Academic Board Resolutions: *Academic Honesty in Coursework***

The Committee noted the amendments approved by the Academic Board in relation to the Academic Board Resolutions: *Academic Honesty in Coursework*. Members were alerted to proposed changes to be considered at the next meeting of the Committee that would make current provisions relating to research students more explicit.

(2) **Postgraduate Co-ordinators Workshop**

The Committee discussed the successful Postgraduate Co-ordinators Workshop held during August and expressed pleasure with the impact of the new format noting that many positive comments had been received.

(3) **Doctor of Philosophy (PhD) Reporting Requirements**

The Committee discussed Doctor of Philosophy (PhD) reporting requirements and noted that the presentation of statistics had been changed to incorporate comparative data.

Faculties were also being asked to include any “non-standard” examination processes, including theses examined earlier than the usual timeframe, and the examination of theses including previously published work.

(4) **Amendment of the Resolutions of the Senate: Faculty of Law: Master’s coursework degrees and Graduate Diplomas**

That the Graduate Studies Committee approved the amendment of the Resolutions of the Senate relating to Master’s degrees and Graduate Diplomas in the Faculty of Law, in relation to granting of credit and research papers as assessment.

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

Resolutions of the Senate

Degrees, Diplomas and Certificates in the Faculty of Pharmacy

The Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Pharmacy (p 361, *Calendar 2003*) are amended to the following effect from 1 January 2004 (additions indicated by underline, deletions indicated by strikethrough and the re-numbering of the section):

DEGREES, GRADUATE DIPLOMAS AND GRADUATE CERTIFICATES IN THE FACULTY OF PHARMACY

1. The degrees in the Faculty of Science shall be:
 - (a) Bachelor of Pharmacy (BPharm)
 - (b) Bachelor of Pharmacy (Rural) (BPharm(Rural))
 - (c) Master of Pharmacy (Research) (MPharm (Res))
 - (d) Master of Pharmacy (Clinical) (MPharm(Clin))
 - (e) Master of Pharmaceutical Sciences (MPharmSc)
 - (f) Master of Herbal Medicines (MHerbMed)
 - (g) Master of Pharmaceutical Industry (MPharmInd)
 - (h) Master of Pharmacy (MPharm)
 - (i) Doctor of Philosophy (PhD)
2. The diplomas and certificates in the Faculty of Pharmacy shall be:
 - (a) Graduate Diploma in Clinical Pharmacy (GradDipClinPharm)
 - (b) Graduate Diploma in Pharmaceutical Sciences (GradDipPharmSc)
 - (c) Graduate Diploma in Hospital Pharmacy (GradDipHPharm)
 - (d) Graduate Diploma in Herbal Medicines (GradDipHerbMed)
 - (e) Graduate Diploma in Pharmaceutical Industry (GradDipPharmInd)
 - (f) Graduate Certificate in Clinical Pharmacy (GradCertClinPharm)
 - (g) Graduate Certificate in Herbal Medicines (GradCertHerbMed)
 - (h) Graduate Certificate in Pharmaceutical Industry (GradCertPharmInd)

Resolutions of the Senate

Master of Pharmacy (Research)

The Resolutions of the Senate relating to the Master of Pharmacy (Research) (p 362, *Calendar 2003*) are amended to the following effect from 1 January 2004 (additions indicated by underline, deletions indicated by strikethrough and the re-numbering of the section):

MASTER OF PHARMACY (Research)

1. An applicant for admission as a candidate for the degree of Master of Pharmacy (Research) shall—
 - (1) be a Bachelor of Pharmacy of the University of Sydney with first or second class Honours in that branch of Pharmaceutical Science in which the candidate seeks to pursue candidature or hold qualifications which are deemed by the Dean of the Faculty to be equivalent; and
 - (2) pass a preliminary examination, unless the candidate is a Bachelor of Pharmacy of the University of Sydney with first or second class Honours or is exempted by the Dean of the Faculty; and
 - (3) apply during the first semester of candidature for the approval of the Dean of the Faculty of the topic of a thesis.
2. After admission by the Dean of the Faculty a candidate shall—
 - (1) not less than one year after passing the preliminary examination nor less than six months after approval of the topic of the thesis, lodge a thesis embodying the results of an original investigation by the candidate;
 - (2) if required by the examiners, pass an examination in the branch or branches of Pharmaceutical Science to which the topic of the thesis relates.
3. The Dean of the Faculty shall appoint a member of the staff of the University to act as supervisor to the candidate.
4.
 - (1) A candidate shall submit to the Faculty three copies of the thesis, typewritten and bound according to University requirements.
 - (2) The candidate shall state in the thesis, generally in a preface and specifically in notes, the sources from which the information was derived, the extent to which the work of others has been used, and the portion of the thesis claimed as original.
5. The Dean shall appoint two examiners, of whom at least one shall be an external examiner, who is not a member of the Faculty or a member of the part-time teaching staff of the Faculty.

6. The degree shall not be conferred in the case of a Bachelor of Pharmacy with first or second class Honours, until the candidate is a graduate of one year's standing and in the case of any other candidate until the candidate is a graduate of two years' standing, except with the approval of the Dean of the Faculty.

Method of progression

7. (1) A candidate for the degree shall proceed by completing units of study and a project as prescribed by the Faculty of Pharmacy.
(2) A unit of study shall consist of lectures, seminars, tutorial instruction, essays and practical work as prescribed.
(3) In these resolutions to complete a unit of study means:
(a) to attend lectures, tutorials and seminars
(b) to complete satisfactorily the essays, exercises and practical work
(c) to pass the examinations of the unit of study
(d) to prepare either a research thesis or manuscript and pass the examination of this thesis or manuscript.

Time limits

8. A candidate proceeding on a part-time basis shall complete the requirements for the degree not earlier than the end of the sixth semester and not later than the end of the tenth semester, unless otherwise determined by the Faculty.
9. A Candidate proceeding on a full-time basis shall complete the requirements for the degree not earlier than the end of the second semester and not later than the end of the fourth semester, unless otherwise determined by the Faculty.

Requirements for the degree

10. Candidates for the degree are required to complete satisfactorily:
(1) 24 credit points covering new material to the candidate, selected from units of study satisfying the conditions approved by the Faculty, and
(2) a supervised research project worth 24 credit points.

Examination

11. On completion of the requirements for the degree, the Board of Postgraduate Studies shall determine the results of candidature, on the recommendation of the Dean of the Faculty.

Progress

12. The Dean of the Faculty may:
(1) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards the completion of the degree; and
(2) where the candidate does not show good cause, terminate the candidature.

Credit

13. A candidate who, before admission to the candidature, has spent time in graduate study and has completed coursework, within the previous 5 years except with permission of the Dean, considered by the Faculty to be equivalent to units of study prescribed by the degree, may receive credit of up to 24 credit points towards the requirements for the degree.

Resolutions of the Senate

Master of Pharmacy

The Resolutions of the Senate relating to the Master of Pharmacy are adopted to the following effect from 1 January 2004 (additions indicated by underline, deletions indicated by strikethrough and the re-numbering of the section):

MASTER OF PHARMACY

Eligibility for admission

1. Except as provided in chapter 10 of the by-laws**, the Faculty may admit to candidature an applicant who has successfully completed a bachelors degree in a relevant discipline from approved universities or have equivalent qualifications subject to approval by the Dean.
**Chapter 10 of the By-laws has been repealed and Part 9, section 47 of the University of Sydney (Amendment Act) Rule 1999 refers.

Availability

2. Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:
(1) availability of resources
(2) availability of adequate and appropriate supervision.
In considering an application for admission the Dean will take into account the quota and entrance will be based on the applicants who are most meritorious in terms of section 1 above.

Method of progression

3. (1) A candidate for the degree shall proceed by completing units of study as prescribed by Faculty.
- (2) A unit of study shall consist of lectures, tutorials and assignments as may be prescribed.
- (3) In these resolutions to complete a unit of study means
 - (a) to attend lectures, tutorials and seminars, if any
 - (b) to complete satisfactorily the assignments and practical work if any
 - (c) to pass the examinations of the units of study if any.

Time limits

4. A candidate will proceed on a full-time basis and shall complete the requirements for the Master of Pharmacy degree not earlier than the end of the sixth semester and not later than the end of the twelfth semester, unless otherwise determined by Faculty.

Requirements for the degree

5. Candidates for the degree are required to satisfactorily complete 96 credit points of coursework covering new material to the candidate, selected from Units of Study satisfying the conditions approved by the Faculty.

Examination

6. On completion of the requirements for the degree, the Faculty shall determine the result of candidature.

Progress

7. The Faculty may—
 - (1) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards the completion of the degree, and
 - (2) where the candidate does not show good cause, terminate the candidature.

Credit

8. A candidate who, before admission to the candidature, has spent time in graduate study in the University of Sydney or another university and has completed course work within 5 years, except with permission of the Dean, considered by the Faculty to be equivalent to programs prescribed by the degree, may receive credit of up to 48 credit points towards the Master of Pharmacy Degree, at the discretion of the Dean of the Faculty.

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

Resolutions of the Senate

Degrees, Diplomas and Certificates in the Conservatorium of Music

The Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Sydney Conservatorium of Music (p 407, *Calendar 2003*) are amended to the following effect from 1 January 2004 (additions indicated by underline, deletions indicated by strikethrough and the re-numbering of the section):

DEGREES, GRADUATE DIPLOMAS AND GRADUATE CERTIFICATES IN THE CONSERVATORIUM OF MUSIC

1. The degrees in Music shall be:
 - (a) Bachelor of Music (BMus)
 - (b) Bachelor of Music Studies (BMus Studies)
 - (c) Bachelor of Arts/Bachelor of Music Studies (BA/BMus Studies)
 - (d) Master of Music (Composition) (MMus(Comp))
 - (e) Master of Music (Musicology) (MMus(Musicol))
 - (f) Master of Music (Performance) (MMus (Perf))
 - (g) Master of Music (Music Education) (MMus(MusEd))
 - (h) Master of Music (Applied Research in Music Performane) (MMus(AppResMusPerf))
 - (i) Master of Applied Science (Music Performance) (MAppSc(MusPerf))
 - (j) Master of Performance (MPerf)
 - (k) Doctor of Philosophy (PhD).
2. The diplomas in Music shall be:
 - (a) Diploma of Music (DipMus)
 - (b) Diploma of Opera (DipOp)
 - (c) Graduate Diploma in Music (Opera) (GradDipMus (Opera))
 - (d) Graduate Diploma in Music (Accompaniment) (GradDipMus (Accomp))
 - (e) Graduate Diploma in Music (Repetiteur) (GradDipMus (Repet))
 - (f) Graduate Diploma in Music (Performance) (GradDipMus (Perf)).

Resolutions of the Senate

Master of Music

The Resolutions of the Senate relating to the Master of Music in the Sydney Conservatorium of Music are adopted to the following effect from 1 January 2004.

Award of the degree

1. The degree of Master of Music shall be awarded in the following subject areas:
 - Performance
 - Musicology
 - Music Education
 - Composition
 - Applied Research in Music Performance

Eligibility for admission

2. Applicants for admission to the Master of Music are admitted to candidature on the following basis:
 - (1) An applicant for admission to the Master of Music (Performance) will:
 - (a) have gained a Bachelor of Music degree with a major in Performance from the Sydney Conservatorium of Music; or
 - (b) have completed studies deemed by the Conservatorium to be equivalent to the standard of knowledge and ability required for the award of the degree of Bachelor of Music; or
 - (c) in exceptional circumstances, if the Conservatorium determines that such applicant, although not meeting the requirements of (a) or (b), has exceptional qualifications and the aptitude required for undertaking the award program; and
 - (d) present a program on their principal instrument in audition at graduating undergraduate recital standard; and
 - (e) present a 500-word summary of their proposed area of research / creative work and attend an interview.
 - (2) An applicant for admission to the Master of Music (Musicology) will:
 - (a) have gained a Bachelor of Music degree from the Sydney Conservatorium of Music; or

- (b) have completed studies deemed by the Conservatorium to be equivalent to the standard of knowledge and ability required for the award of the degree of Bachelor of Music; or
 - (c) in exceptional circumstances, if the Conservatorium determines that such applicant, although not meeting the requirements of (a) or (b), has exceptional qualifications and the aptitude required for undertaking the award program; and
 - (d) present a 500-word summary of their proposed area of research and attend an interview.
- (3) An applicant for admission to the Master of Music (Music Education) will:
- (a) have gained a Bachelor of Music degree with a major in Music Education from the Sydney Conservatorium of Music; or
 - (b) have completed studies deemed by the Conservatorium to be equivalent to the standard of knowledge and ability required for the award of the degree of Bachelor of Music; or
 - (c) in exceptional circumstances, if the Conservatorium determines that such applicant, although not meeting the requirements of (a) or (b), has exceptional qualifications and the aptitude required for undertaking the award program; and
 - (d) present a 500-word summary of their proposed area of research and attend an interview.
- (4) An applicant for admission to the Master of Music (Composition) will:
- (a) have gained a Bachelor of Music degree with a major in Composition from the Sydney Conservatorium of Music; or
 - (b) have completed studies deemed by the Conservatorium to be equivalent to the standard of knowledge and ability required for the award of the degree of Bachelor of Music; or
 - (c) in exceptional circumstances, if the Conservatorium determines that such applicant, although not meeting the requirements of (a) or (b), has exceptional qualifications and the aptitude required for undertaking the award program; and
 - (d) submit a folio of original compositions; and
 - (e) present a 500-word summary of their proposed area of research / creative work and attend an interview.
- (5) An applicant for admission to the Master of Music (Applied Research in Music Performance) will:
- (a) have gained a Bachelor of Music degree from the Sydney Conservatorium of Music; or
 - (b) have completed studies deemed by the Conservatorium to be equivalent to the standard of knowledge and ability required for the award of the degree of Bachelor of Music; or
 - (c) in exceptional circumstances, if the Conservatorium determines that such applicant, although not meeting the requirements of (a) or (b), has exceptional qualifications and the aptitude required for undertaking the award program; and
 - (d) submit a 500-word summary of their proposed area of research and attend an interview

Availability

5. Admission to candidature for any master's degree or any program within a master's degree may be limited by quota.
6. In determining any quota the University will take into account:
 - (1) availability of resources including space, library, equipment and computing facilities; and
 - (2) availability of adequate and appropriate supervision.
7. In considering an application for admission to candidature the Conservatorium shall take account of any quota and will select in preference applicants who are most meritorious in terms of the admission criteria.
8. Before recommending the admission of any applicant the Conservatorium shall ensure that the extent of the resources and supervision available is known to and understood by the applicant and is appropriate to the applicant's proposed area of study and research.

Preliminary studies

9. An applicant may be required to undertake preliminary or qualifying studies, and complete such preliminary examinations as the Conservatorium may prescribe, before admission to candidature.
10. Such an applicant shall complete the preliminary studies in not less than one semester and in not greater time than the Conservatorium may prescribe but in any case in not longer than four semesters.

Probationary admission

11. A candidate may be accepted by the Conservatorium on a probationary basis for a period not exceeding two semesters (full-time or part-time) and upon completion of this period the Conservatorium shall review the candidate's work and shall either confirm the candidate's status with effect from the date of the original acceptance or terminate the candidature.

Method of progression

12. Candidates shall proceed primarily by research; incorporating performances, creative work and portfolios in composition; and thesis; as set out in the Conservatorium Handbook.
13. Candidates may be required to undertake coursework as determined by the Assistant principal on the advice of the relevant postgraduate coordinator.

Time limits

14. A candidate may be admitted to proceed on either a full-time basis or a part-time basis.
- (1) Except with the permission of the Conservatorium as provided in subsection (3) below;
- (a) a full-time candidate shall complete the requirements not earlier than the end of the fourth semester and not later than the end of the fourth semester of candidature;
- (b) a part-time candidate shall complete the requirements not earlier than the end of the eighth semester and not later than the end of the eighth semester of candidature.
- (2) The Conservatorium may, in special circumstances, extend a candidate's maximum period of candidature by one semester for full-time candidates and two semesters for part-time candidates and may prescribe special conditions to be fulfilled by the candidate.
- (3) The Conservatorium, at the time of admission to candidature, may permit a candidate proceeding primarily by research and thesis who holds a bachelor's degree with first or second class honours from the University of Sydney or an equivalent qualification, to complete the requirements not earlier than the end of the second semester of candidature if a full-time candidate and not earlier than the end of the fourth semester of candidature if a part-time candidate.

Credit

15. The Conservatorium may, in respect of a candidate who before admission to candidature has spent time in advanced study or research in the University of Sydney or in another university or institution,
- (1) deem such time to have been time spent after admission to candidature; and
- (2) grant credit towards the degree on the basis of a course or courses regarded as equivalent in workload and academic standard; provided that the time recognised or the credit granted represents no more than half of the total candidature and that any attendance requirements as may be prescribed by resolution of the Conservatorium are met.

Supervision

17. The Conservatorium shall appoint—a full-time or fractional member of the academic staff of the Conservatorium to act as supervisor of each candidate and may appoint, for each such candidate, an associate supervisor.
18. The Conservatorium may appoint—from amongst appropriately qualified persons, an associate supervisor to assist in the supervision of any candidature.

Enrolment

19. A candidate shall, unless otherwise permitted by the Conservatorium, enrol each semester—until the requirements for the degree are completed or the candidature terminated, subject to section 14 above.
20. A candidate readmitted to candidature after an absence of more than two semesters —shall complete the degree under such conditions as the Conservatorium shall determine.

Requirements for the degree

21. Candidates shall, unless otherwise permitted by the Conservatorium, undertake the following:
- (1) A candidate for the degree of Master of Music (Performance) shall:
- (a) complete the units of study for the degree as prescribed by the Conservatorium and set out in the Conservatorium Handbook; such units of study shall normally comprise introductory seminars in research method, and other seminars relevant to the candidate's field of inquiry; and
- (b) prepare performances and/or recordings for each semester of the degree in the case of a full-time candidate, and proportionately for a part-time candidate and carry out research on a thesis topic which has been approved by the Conservatorium on the recommendation of the head of the school or centre concerned no later than the end of the second semester of the full-time candidature or the fourth semester of part-time candidature; and
- (c) give performances on their principal instrument; and
- (d) write a thesis embodying the results of the research and/or recordings.
- (2) A candidate for the degree of Master of Music (Composition) shall:
- (a) complete the units of study for the degree as prescribed by the Conservatorium and set out in the Conservatorium Handbook; such units of study shall normally comprise

- introductory seminars in research method, and other seminars relevant to the candidate's field of inquiry; and
 - (b) carry out composition and research on a thesis topic which has been approved by the Conservatorium on the recommendation of the head of the school or centre concerned no later than the end of the second semester of the full-time candidature or the fourth semester of part-time candidature; and
 - (c) compose a substantial portfolio of works; and
 - (d) write a thesis embodying the results of the research.
- (3) A candidate for the degree of Master of Music (Music Education) shall:
- (a) complete the units of study for the degree as prescribed by the Conservatorium and set out in the Conservatorium Handbook; such units of study shall normally comprise introductory seminars in research method, and other seminars relevant to the candidate's field of inquiry; and
 - (b) carry out supervised research on a topic which has been approved by the Conservatorium on the recommendation of the head of the school or centre concerned no later than the end of the second semester of the full-time candidature or the fourth semester of part-time candidature; and
 - (c) write a thesis embodying the results of the research.
- (4) A candidate for the degrees of Master of Music (Musicology) and Master of Music (Applied Research in Music Performance) shall:
- (a) complete units of study for the degree as prescribed by the Conservatorium and set out in the Conservatorium Handbook; such units of study shall normally comprise introductory seminars in research method, and other seminars relevant to the candidate's field of inquiry; and
 - (b) carry out supervised research on a topic which has been approved by the Conservatorium on the recommendation of the head of the school or centre concerned no later than the end of the second semester of the full-time candidature or the fourth semester of part-time candidature; and
 - (c) write a thesis embodying the results of the research.
22. All theses, and the portfolios for Composition, must be submitted in the format prescribed by the Conservatorium from time to time.
23. The degree shall not be awarded until the candidate has caused at least two copies of the thesis (containing any corrections or amendments that may be required) to be bound in a permanent form and lodged in the library (except in the case of Performance candidates in which case the thesis shall be lodged with the Conservatorium).
24. The candidate shall state in the thesis the sources from which the information was derived, the extent to which the work of others has been used and the portion of the work claimed as original.
25. The thesis and portfolio for Composition shall be accompanied by a statement from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the portfolio and thesis is satisfactory.
26. A candidate may not present as the thesis a work which has been presented for a degree in this or another university but will not be precluded from incorporating such in the thesis provided that in presenting the thesis the candidate indicates the part of the work which has been so incorporated

Examination

27. On completion of requirements for the degree, the Conservatorium will make the following arrangements:
- (1) **Master of Music (Performance)**
For each semester of the degree the Conservatorium shall appoint an examination panel to assess the candidate's performance and/or recording. For the concluding performance or recording at least one of the examiners shall not be a member of the academic staff of the Conservatorium. On completion of the requirements for the degree, the Conservatorium, on the recommendation of the head of the school or centre concerned, shall appoint two examiners, of whom one shall not be a member of the academic staff of the Conservatorium, to examine and report on the thesis.
 - (2) **Master of Music (Composition)**
On completion of the requirements for the thesis, the Conservatorium, on the recommendation of the head of the school or centre concerned, shall appoint two examiners, of whom one shall not be a member of the academic staff of the Conservatorium, to examine and report on the portfolio and thesis.
 - (3) **Master of Music (Musicology), Master of Music (Music Education) and Master of Music (Applied Research in Music Performance)**

On completion of the requirements for the thesis, the Conservatorium, on the recommendation of the head of the school or centre concerned, shall appoint two examiners, of whom one shall not be a member of the academic staff of the Conservatorium, to examine and report on the thesis.

28. All examiners shall be furnished with a copy of the course description and course requirements as published in the Conservatorium Handbook, and be required to award marks/grades of Fail, Pass, Credit, Distinction and High Distinction for the thesis, portfolio, performance or recording according to the criteria prescribed by the Conservatorium.
29. The reports of the examiners shall be made available to the head of the school or centre concerned who shall consult with the supervisor.
30. The head of the school or centre concerned shall report the result of the examination of the candidature together with a recommendation concerning the award of the degree to the Conservatorium which shall determine the final result.
31. In special cases the Conservatorium may, on the recommendation of the Head of School or centre concerned, require the candidate to make emendations as specified by examiners and advised by the Conservatorium.
32. The Conservatorium may permit an unsuccessful candidate to revise and resubmit the thesis [and portfolio for Composition] for re-examination if, in the opinion of the Head of School, the candidate's work is of sufficient merit and may prescribe special conditions to be fulfilled by the candidate.

Progress

33. The Conservatorium will assess the progress of candidates as follows:
 - (1) Master of Music (Performance)
 - (a) A report on the progress towards completion of the requirements for the degree of Master of Music (Performance) shall be prepared by the appointed examination panel each semester and by the assigned supervisor at least annually.
 - (b) The report shall be shown to the candidate and the candidate shall sign the report as having sighted the contents.
 - (c) The report, after signature by the candidate, shall be forwarded to the Dean.
 - (2) Master of Music (Musicology), Master of Music (Music Education), Master of Music (Composition) and Master of Music (Applied Research in Music Performance)
 - (a) A report on the progress towards completion of the requirements for the degree shall be prepared by the appointed supervisor at least annually for each candidate.
 - (b) The report shall be shown to the candidate and the candidate shall sign the report as having sighted the contents.
 - (c) The report, after signature by the candidate, shall be forwarded to the Dean.
34. The Conservatorium may, on the recommendation of the Dean, call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Conservatorium, the candidate does not show good cause, terminate the candidature.

Resolutions of the Senate

Master of Applied Science (Music Performance)

The Resolutions of the Senate relating to the Master of Applied Science (Music Performance) in the Sydney Conservatorium of Music are adopted to the following effect from 1 January 2004.

Admission

1. An applicant may gain admission to the Master of Applied Science (Music Performance):
 - (1) upon successful completion of a degree at the University of Sydney, having completed courses appropriate to the area of study in which the applicant seeks to proceed, provided that the applicant's work is of sufficient merit, or upon successful completion of an undergraduate degree program at another institutions deemed by the Board to be equivalent; or
 - (2) in exceptional circumstances, if the Board determines that such applicant, although not meeting the requirements of (1), upon presenting evidence of exceptional qualifications and experience and evidence of aptitude required for undertaking the award; and
 - (3) after submission of a 500-word summary of their proposed area of research and attending an interview.

Availability

3. Admission to candidature for any master's degree or any program within a master's degree may be limited by quota.
4. In determining any quota the University will take into account:
 - (1) availability of resources including space, library, equipment and computing facilities; and
 - (2) availability of adequate and appropriate supervision.

5. In considering an application for admission to candidature the Conservatorium shall take account of any quota and will select in preference applicants who are most meritorious in terms of section 1 above.
6. Before recommending the admission of any applicant the Conservatorium shall ensure that the extent of the resources and supervision available is known to and understood by the applicant and is appropriate to the applicant's proposed area of study and research.

Preliminary studies

7. An applicant may be required to undertake preliminary or qualifying studies, and complete such preliminary examinations as the Conservatorium may prescribe, before admission to candidature.
8. Such an applicant shall complete the preliminary studies in not less than one semester and in not greater time than the Conservatorium may prescribe but in any case in not longer than two years.

Probationary admission

9. A candidate may be accepted by the Conservatorium on a probationary basis for a period not exceeding two semesters (full-time or part-time) and upon completion of this period the Conservatorium shall review the candidate's work and shall either confirm the candidate's status with effect from the date of the original acceptance or terminate the candidature.

Method of progression

10. Candidate shall proceed primarily by research and thesis. In addition, candidates may be required to undertake preparatory coursework as determined by the Assistant Principal, on the advice of the relevant postgraduate coordinator.

Time limits

11. A candidate may be admitted to proceed on either a full-time basis or a part-time basis.
 - (1) Except with the permission of the Conservatorium as provided in section (3) below:
 - (a) a full-time candidate shall complete the requirements not earlier than the end of the fourth semester and not later than the end of the fourth semester of candidature;
 - (b) a part-time candidate shall complete the requirements not earlier than the end of the eighth semester and not later than the end of the eighth semester of candidature;
 - (2) The Conservatorium may in special circumstances extend a candidate's maximum period of candidature by one semester for full-time candidates and two semesters for part-time candidates and may prescribe special conditions to be fulfilled by the candidate.
 - (3) The Conservatorium, at the time of admission to candidature, may permit a candidate proceeding primarily by research and thesis who holds a bachelor's degree with first or second class honours from the University of Sydney or an equivalent qualification, to complete the requirements not earlier than the end of the second semester of candidature if a full-time candidate and not earlier than the end of the fourth semester of candidature if a part-time candidate.

Credit

12. The Conservatorium may, in respect of a candidate who before admission to candidature has spent time in advanced study or research in the University of Sydney or in another university or institution:
 - (1) deem such time to have been time spent after admission to candidature; and
 - (2) grant credit towards the degree on the basis of a course or courses regarded as equivalent in workload and academic standard; provided that the time recognised or the credit granted represents no more than half of the total candidature and that any attendance requirements as may be prescribed by resolution of the Conservatorium are met.

Supervision

14. The Conservatorium shall appoint a full-time member of the academic staff of the Conservatorium to act as supervisor of each candidate and may appoint, for each such candidate, an associate supervisor.
15. The Conservatorium may appoint from amongst appropriately qualified persons, an associate supervisor to assist in the supervision of any candidature.

Enrolment

16. A candidate shall, unless otherwise permitted by the Conservatorium, enrol each semester until the requirements for the degree are completed or the candidature terminated, subject to section 11 above.
17. A candidate readmitted to candidature after an absence of more than two semesters shall complete the degree under such conditions as the Conservatorium shall determine.

Requirements for the degree

18. A candidate for the degree shall:
 - (1) complete the units of study for the degree as prescribed by the Conservatorium and set out in the Conservatorium Handbook; and
 - (2) carry out supervised research on a topic which has been approved by the Conservatorium on the recommendation of the head of the school or centre concerned no later than the end of the second semester of the full-time candidature or the fourth semester of part-time candidature; and
 - (3) write a thesis embodying the results of the research.

19. All theses must be submitted in the format prescribed by the Conservatorium from time to time.
20. The degree shall not be awarded until the candidate has caused at least two copies of the thesis (containing any corrections or amendments that may be required) to be bound in a permanent form and lodged in the library. 21. The candidate shall state in the thesis the sources from which the information was derived, the extent to which the work of others has been used and the portion of the work claimed as original.
22. The thesis shall be accompanied by a statement from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.
23. A candidate may not present as the thesis a work which has been presented for a degree in this or another university, but will not be precluded from incorporating such in the thesis provided that in presenting the thesis the candidate indicates the part of the work which has been so incorporated.

Examination

24. On completion of the requirements for the degree, the Conservatorium, on the recommendation of the head of the school or centre concerned, shall appoint two examiners, of whom one shall not be a member of the academic staff of the Conservatorium, to examine and report on the thesis.
25. All examiners shall be furnished with a copy of the course description and course requirements as published in the Conservatorium Handbook, and be required to award marks/grades of Fail, Pass, Credit, Distinction and High Distinction according to the criteria demanded by the Conservatorium.
26. The reports of the examiners shall be made available to the head of the school or centre concerned who shall consult with the supervisor.
27. The head of the school or centre concerned shall report the result of the examination of the candidature together with a recommendation concerning the award of the degree (mark/grade) to the Conservatorium which shall determine the final result and its grade.
28. In special cases the Conservatorium may, on the recommendation of the head of the school or centre concerned, require the candidate to take a further examination in the area of the thesis which may be an oral examination to be held at the Conservatorium or at such other location as may be determined by the Conservatorium.
29. The Conservatorium may permit an unsuccessful candidate to revise and resubmit the thesis for re-examination if, in the opinion of the Head of School, the candidate's work is of sufficient merit and may prescribe special conditions to be fulfilled by the candidate.

Progress

30. The Conservatorium will assess the progress of candidates as follows:
 - (1) A report on the progress towards completion of the requirements for the degree shall be prepared by the appointed supervisor at least annually for each candidate.
 - (2) The report shall be shown to the candidate and the candidate shall sign the report as having sighted the contents.
 - (3) The report, after signature by the candidate, shall be forwarded to the Assistant Principal.
31. The Conservatorium may, on the recommendation of the Assistant Principal, call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Conservatorium, the candidate does not show good cause, terminate the candidature.



The University of Sydney

Postgraduate English Language Requirements

Approved by the Academic Board on [insert date]

Date of effect: 1 January 2004

1. Policy

This policy consolidates and updates the Academic Board's position on English language requirements for applicants for postgraduate award courses.

2. Background

The Academic Board has established the minimum English language requirements for postgraduate award course applicants. Faculties may ask the Academic Board to approve specific requirements above the minimum levels. Students should be made aware of the English language requirements at the time of application.

3. Coverage

This policy applies to all applicants for postgraduate coursework and postgraduate research award courses.

4. Procedures

- (a) Applicants who have not completed an Australian educational qualification may have to provide proof of proficiency in English through internationally recognized tests such as CULT, IELTS or TOEFL or through satisfactory completion of an appropriate course at the University's Centre for English Teaching unless the applicant has a record of satisfactory achievement in tertiary studies where the language of instruction was in English.
- (b) All applicants must either have a record of satisfactory achievement in tertiary studies in which the language of instruction was in English or must meet one of the following minimum English language requirements as a condition of entry (scores older than two years are not accepted):
 - (i) IELTS (International English Language Testing Scheme) overall band score of 6.5 with a minimum of 6.0 in each band; or
 - (ii) TOEFL (Test of English as a Foreign Language) 577 plus TWE (Test of Written English) at 4.5; or
 - (iii) CBT (Computer-based TOEFL) 233 plus Essay Rating 4.5; or
 - (iv) Cambridge Certificate of Proficiency in English grade A or B;
 - (v) GCSW English language grade A or B; or
 - (vi) CULT (Combined Universities Language Test 70).
- (c) Faculties may request the Academic Board to approve English language requirements above the minimum set out above. Approved requirements are set out in appendix one of this policy.

5. Authority

(1) Development/consultation

Consultation on this policy involved the International Officer, faculties, the Postgraduate Research Training Sub-Committee, Graduate Studies Committee, and the Academic Board.

(2) Management responsibility

Dean of Graduate Studies

(3) Implementation and monitoring

Dean of Graduate Studies

(4) Review

1 July 2006

(5) Communication

Academic Board Officer

(6) Contact

Dean of Graduate Studies

6. Related information

(1) Related University legislation, resolutions, policies and procedures include:

(a) University of Sydney (Amendment Act) Rule 1999 (as amended) at <http://www.usyd.edu.au/publications/calendar/>

(b) Admission to Undergraduate Courses at http://db.usyd.edu.au/policy/policy_index.stm

(2) University policies superseded or replaced by this policy:

(a) English Language Requirements: International Students at http://db.usyd.edu.au/policy/policy_index.stm

Appendix One: Schedule of approved English language requirements

Faculty	Course	Requirements	Approval Date
Faculty of Agriculture, Food & Natural Resources			
Faculty of Architecture	All postgraduate award courses	<ul style="list-style-type: none"> • TOEFL – 600 or better plus TWE at 4.5+ • IELTS – Overall band score of 7.0 or better 	12 May 1999
Faculty of Arts			
Faculty of Dentistry			
Faculty of Economics & Business	All postgraduate award courses except the Commerce courses	<ul style="list-style-type: none"> • TOEFL – 600 or better plus TWE at 4.5+ • IELTS – Overall band score of 7.0 or better, with no component being below 6.0 	12 February 1997
Faculty of Education & Social Work			
Faculty of Engineering			
Faculty of Health Sciences	Doctor of Health Sciences	Overall IELTS band of 7.0, with individual band of speaking and writing of no less than 6.2	12 June 2002
	Master of Occupational Therapy	<ul style="list-style-type: none"> • TOEFL – 600 or better, plus TWE at 5.0+ • IELTS – Overall band score of 7.0 or better, with at least 6 for Speaking and 7 for Writing on each band 	8 December 2000
Faculty of Law	All postgraduate award courses	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better, with at least 6.0 in each of the components 	12 February 1997
Faculty of Medicine	All postgraduate award courses	<ul style="list-style-type: none"> • TOEFL – 600 or better overall, plus TWE at 4.5+ 	13 December 2000
Faculty of Nursing	All postgraduate award courses	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better, with at least 7.0 in each of the components 	14 August 2002
Faculty of Pharmacy			
Faculty of Rural Management			
Faculty of Science			
Faculty of Veterinary Science			
Sydney College of the Arts			
Sydney Conservatorium of Music			

AGENDA ITEM 13.2
Report of the Teaching and Learning Committee

13.2 Report of the Teaching and Learning Committee meeting held on 11 September 2003

The Committee met on 11 September 2003 when there were present: The Chair (Professor B Reid) presiding, Professors M Jackson, S Nicholas and P Ramsden, Associate Professors R Ewing, J Kay, B Sutton and R Taylor, Drs D Airey, P Aslani, J Blundell, R Gilbert, I Maxwell, A Poulos and G Ryan, Ms A Forster, Ms J Haylen, Mr S Lojewski, Mr P O'Carroll and Mrs Z Bone. Ms S Redgold and Ms M Kemmis were in attendance.

13.2.1 Receipt of Report

The Committee recommends that the Academic Board receive and note the following report of the meeting held on 11 September 2003.

13.2.2 Academic Board Faculty Review Visits

(1) Academic Board Visit to the 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 Phase Two visit to the Faculty of Agriculture, Food and Natural Resources.

Recommendation

That the Academic Board note the report of the Phase Two Academic Board Visit to the Faculty of Agriculture, Food and Natural Resources.

(2) Academic Board Visit to the Faculty of Engineering *separate attachment*

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

Recommendation

That the Academic Board note the report of the Phase Two Academic Board Visit to the Faculty of Engineering.

(3) Academic Board Visit to the Faculty of Veterinary Science *separate attachment*

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

Recommendation

That the Academic Board note the report of the Phase Two Academic Board Visit to the Faculty of Veterinary Science.

(4) Academic Board Visit to the Koori Centre *separate attachment*

The Board is asked to note that the Committee received and noted the Final Report and Recommendations from the Academic Board Phase One visit to the Koori Centre.

Recommendation

That the Academic Board note the report of the Academic Board Visit to the Koori Centre.

13.2.3 Academic Dishonesty and Plagiarism: Faculty Reports on Cases of Academic Dishonesty

57-60

At its meeting of 13 August 2003, the Academic Board received and noted reports from faculties regarding the handling of cases of academic dishonesty in 2002. These reports were compiled in accordance with Part 3, Section 3 (6) of the Academic Board Resolutions: *Academic Honesty in Coursework*.

The Teaching and Learning Committee has now received a further three faculty reports following the due date, which the Board is asked to note. The report from the Sydney College of the Arts has not yet been received.

Recommendation

That the Academic Board note the consolidated faculty reports on cases of academic dishonesty, as set out in the report presented.

13.2.4 Australian Council of University Art and Design Distinguished Teaching Awards

The Academic Board is asked to congratulate Ms Anne Ferran (Sydney College of the Arts) on her receipt of one of the 2003 Australian Council of University Art and Design Distinguished Teaching Awards.

Recommendation

That the Academic Board congratulate Ms Anne Ferran from the Sydney College of the Arts on receiving one of the 2003 Australian Council of University Art and Design Distinguished Teaching Awards, as set out in the report presented.

13.2.5 Proceedings of the Committee

(1) Report on Trial of "Turnitin" Plagiarism Detection Software

The Committee received and noted a report from the Faculty of Economics and Business regarding a trial of the "Turnitin" plagiarism detection software. A number of issues were raised during discussion including:

- access and equity issues;
- the ongoing need to educate students on issues of academic honesty;
- the software was not a stand-alone solution;
- students had expressed concern about retention of copyright; and
- the perception of the extent of plagiarism within the University seemed to be greater than the number of reported cases as represented by the faculty reports to the Academic Board.

It was noted that the report from the Faculty of Economics and Business would be further considered by that Faculty.

(2) Report of the Chair

The Chair advised members on the following issues:

- the introduction of a user agreement to be completed by staff and students using the University's Information and Communication Technology;
- the passage through the Academic Board of amendments to the Academic Board Resolutions: *Assessment and Examination of Coursework* with regard to special consideration;
- the receipt of the Mathematics Learning Centre Annual Report for 2002; and
- the consideration by the Academic Board of a report on Information and Communication Technology in Teaching and Learning at the University of Sydney.

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

The Pro Vice-Chancellor (Teaching and Learning) advised the Committee on the following issues:

- the development of the University's Performance Portfolio in anticipation of the Australian Universities Quality Agency visit in 2004;
- the establishment of a web page providing information on quality assurance issues at the University;
- the promotion of recipients of University and external awards via a display in the Fisher Library in October and November 2003; and
- the development of a response to the Department of Education, Science and Technology and the Australian Universities Teaching Committee discussion paper on the National Institute for Learning and Teaching in Higher Education.

Item 13.2.3 Academic Dishonesty and Plagiarism: Faculty Reports on Cases of Academic Dishonesty

Faculty of Economics and Business

The Faculty re-constituted its Teaching and Learning Committee in April 2003, as part of its Interim 2003-7 Teaching and Learning Plan.

The Survey Evaluation and Quality Assurance Sub-Committee was formed to receive reports from the Heads of School on academic honesty. These reports are due each year, and the next report will be due at the end of Semester 2, 2003.

The Teaching and Learning Committee has formed a Working Party on Academic Honesty to formulate a set of guidelines and protocols, ensuring equity and fairness in dealing with cases of academic (dis)honesty. That Working Party has not yet reported.

In the past, issues of academic (dis)honesty cases have been handled by the lecturer of the unit of study, the Chair of Discipline and the Faculty's Teaching Quality Fellow.

In a number of cases, where there was evidence of an intention to deceive the examiner, students were informed in writing of these meetings and told that they could bring an observer or advocate with them to the meetings. The outcome of these meetings was that all of the students admitted breaches of academic honesty, and a range of penalties from a severe warning, through to receiving 0% for the assessment task, to receiving 0% for the unit of study, were applied. All of these students had their names placed on the Dean's Register.

It should be noted, however, that these were not the only cases of such academic misconduct occurring in the Faculty in this period. A number of disciplines conduct their own hearings with transgressing students without recourse to the services of the Teaching Quality Fellow.

There was widespread concern about academic (dis)honesty in Semester 2. The Postgraduate Associate Dean arranged for the Teaching Quality Fellow to address all the core postgraduate units pointing out explicitly the Faculty and University policy on academic honesty and methods of avoidance of such transgressions. This has now been enhanced in the postgraduate induction program.

Further, for the Faculty, the Discipline of Government is trialling "turnitin.com". A report will be provided to the Committee.

Faculty of Rural Management

1. Protocol

The Faculty of Rural Management has specific rules (Course Rule 4.5 Academic Dishonesty, available in the Faculty Handbook) relating to academic honesty. The Faculty Rules outline what is considered to be academic dishonesty; the procedures followed if dishonesty is suspected; the penalties which can be incurred; and the appeal process.

2. Detection Methods

Copying all or part of another student's assignment, either with or without their consent, is the usual form of academic dishonesty experienced at this Faculty. Staff become aware of the situation when marking assignments.

3. Treatment of Cases

Since May 2003 there has been one detected case of plagiarism (academic dishonesty) involving 3 students, at Faculty of Rural Management. The plagiarism was picked up by the marker who informed the Unit Co-ordinator, who in turn informed the Acting Associate Dean (Teaching and Learning). "Please explain" letters were posted to the students. Students met, individually, with the Unit Co-ordinator. Two students admitted academic dishonesty and were subsequently awarded a zero mark for the assignment, the third student, who had actually completed the assignment, independently, was strongly counselled. The students did

not take the Appeals option. A record of the event has been placed on the file of all three students.

4. *Assessment and Examination*

Faculty's examination assessment system remains unchanged, however, the Associate Dean (Teaching and Learning) has requested academic staff to assist in curbing academic dishonesty by:

- assisting students in preparing for assignments;
- being vigilant when marking; and
- varying assignment design, regularly.

5. *Other Comments*

During the first week of first semester each year the Faculty conducts a compulsory Intensive Study Skills week for all new on-campus students to introduce them to studying at University. This year Chris Morgan, Associate Dean (Teaching & Learning) delivered a talk on Academic Dishonesty and, as part of the week's assessment requirements, students had to take notes and write a short report on Chris' talk. The exercise introduced the concept of Academic Dishonesty and explained its importance.

Board of Studies in Indigenous Studies

In 2002 academic staff of the Koori Centre detected eleven cases of academic dishonesty during the marking of Aboriginal Studies essays in second semester. Of the instances referred to below, two cases appeared as blatant and deliberate plagiarism which, through an interview process, were explained as resulting from personal responsibilities and part-time work related stress. The other cases were assessed as largely inadvertent and accidental due to lack of knowledge regarding citing of academic evidence and other referencing procedures, particularly in the case of sources of information drawn from the Internet.

As a result of these instances, the Centre has reviewed its mechanisms for dealing with suspected cases of academic dishonesty. This has been done via direct consultation with the Faculty of Arts and the Faculty of Education and Social Work, and through lengthy discussion and debate within the Koori Centre. Procedures at present are regarded as being in final draft form for trialling and evaluation purposes.

Previously the process for dealing with such cases was left largely to individual academic staff who responded to any form of suspected plagiarism in accordance with what they understood to be University regulations and their own academic standards and approaches to this type of complex procedural issue.

The draft revised procedure is as follows:

Strategy for Dealing with Plagiarism

1. The Lecturer in Charge and Course Convenor responsible for the Unit of Study concerned meet and agree that a form of plagiarism seems to have occurred or not. The actual case in point is then discussed with the Academic Coordinator and/or relevant Dean/Director.
2. The student(s) concerned are then consulted to ascertain their level of awareness regarding plagiarism and the various forms that it may take as far as the University is concerned, and the possible consequences of plagiarism according to the University of Sydney policy.
3. As plagiarism is regarded by the University as a form of fraud, after meeting with the student(s) it needs to be determined whether the academic work in question actually represents a clear case of deliberate academic dishonesty, or not. The student is sent a letter (see attached draft letter pro-forma) to point out any possible problem or difficulty with assessment of a particular assignment, and an interview is arranged as appropriate.
4. The examiner in the academic unit (Faculty, School or Centre) then makes a determination about the seriousness or otherwise of the assessment in question. It is not precisely clear in the case of Arts or Faculty of Education and Social Work Units of Study taught by the Koori Centre whether the "Examiner" is the Director, Head of School, Dean or, in the first instance, the relevant Academic Coordinator or Lecturer in Charge of the Unit of Study.

5. There are three possible courses of action now available, depending on what form and degree of plagiarism has occurred:
 - (1) The student can be given a warning and asked to re-submit the work in a form acceptable to the Examiner;
 - (2) The student is given a Fail grade in the particular assignment and/or the Unit of Study as a whole;
 - (3) Other penalties deemed to apply as determined by the relevant Deans and Director in consultation with the Registrar and, if necessary, with the Chair of the Academic Board.

Draft - Interview Format and Process

Interviews are conducted by a panel of three including the Unit of Study Lecturer in Charge and Course Convenor.

1. The Course Convenor introduces the student, thanks them for coming in to discuss problems associated with their assessment.
2. It should be pointed out why and how they happen to have an Incomplete grade at this time. The Course Convenor points out the broad nature of the difficulty with the assessment.
3. The Lecturer in Charge, the “Examiner” (as far as the Faculty of Arts and the Koori Centre are concerned), identifies the specific difficulties with the assessment. It could be for a number of reasons: attendance and participation, academic dishonesty in various forms and by degree, referencing procedure, apparent outright plagiarism, and so on. The student needs to be aware that, in certain circumstances, a straight out FAIL grade could have been awarded but opportunity has been provided for them to present any explanations and/or reasons for why they currently appear not to have met University assessment requirements.
4. The student is then invited to respond and explain their position in relation to the assessment of the Unit of Study in question.
5. The Course Convenor invites the student to leave the meeting so that the Examiner and Course Convenor can consider the student’s explanation and make a decision that, conceptually and functionally, is in the best interests of student learning potential, and the academic needs and interests of the Koori Centre and the University.
6. The student is invited back to the meeting and the decision/recommendation of the “Examiner” in consultation with the Course Convenor is given. The student is then given the right of reply and also advised of the timeline for any further, action that might be required.

Examples of plagiarism encountered by Academic Staff in 2002

Not in any order of priority based on frequency of occurrence:

1. Failure to understand referencing procedures when using material directly from the Internet or other non-book sources of information.
2. Copying of substantial portions of material from the Internet either without any form of source acknowledgement, or inappropriate acknowledgement of source material.
3. Failure to understand appropriate procedures for including material from books, journals, reports or other sources of verifiable information in the body of the essay or other written assignment form.
4. Inclusion of material from essays previously submitted and/or simultaneously submitted by another student in the assessment group.

During the interview process it became clear that some students had a limited idea of what actually constituted ‘plagiarism’ in the context of academic work. Extenuating life, family and other socio-economic factors were pointed to as contributing to extreme difficulties experienced by some students in submitting assignments on time to standards expected by the University. Students from different tutorial groups who collaborated in the research and writing of assignments expressed uncertainty about how they could avoid submission of assignments that were strikingly similar in terms of content, style, structure, and source material cited.

Treatment of Cases in 2002

In each of the cases where a lack of understanding of referencing procedures was the cause, Centre staff tended to err on the side of leniency and, following a severe reprimand, allowed for re-submission of the assigned work in some cases. In accordance with existing Koori Centre assessment guidelines, re-submitted academic work, except in clearly extenuating circumstances, cannot receive more than a Pass grade.

In the case of one or more students submitting similar essays for assessment the Centre: following interview and counselling as required, students either failed or, if there were considered to be extenuating circumstances and/or plain ignorance of the consequences of dual submission of near to identical assignments, then independent re-submission.

The instances of blatant plagiarism were dealt with in the following way: Fail grade in 2002, but possibly more severe penalty in the future, following inclusion of more precise information re academic honesty in Unit of Study Outlines and other sources of information for students.

AGENDA ITEM 14.2
Report of the Research Committee

14.2 Report of the Research Committee meeting held on 13 August 2003

The Committee met on 13 August 2003 when there were present: the Chair (Professor J Carter presiding), Professors M Behnia, D Burke, L Field, D Melrose and C Pollock, Associate Professors P McCallum and R Ross, and Drs J Lingard and L Poladian. Professors T Carney and G Murray, Mr W Dawson, Ms M Robb, Mr K Croft and Mr E Micallef were in attendance.

14.2.1 Receipt of report

The Committee recommends that the Academic Board receive and note the following report of its meeting held on 13 August 2003.

14.2.2 Proceedings of the Committee

(1) Items carried over

(a) Research Only Working Party

The Acting Pro Vice-Chancellor (Research) noted that the report is still with the Vice-Chancellor and when released will be made available to this Committee.

(b) Conference/Travel funds availability in Colleges

The Acting Pro Vice-Chancellor (Research) noted that he has not yet taken this issue to College Pro-Vice-Chancellors. He will be talking to the PVC's one by one on a number of issues including the breakdown of the Sesqui allocations shortly.

(c) Federation Fellows

The Acting Pro Vice-Chancellor (Research) noted that he had corresponded with College Pro-Vice-Chancellors and Deans about a new ARC Federation Fellowship round soon to be announced, with a closing date expected to be October/November 2003.

(d) Membership of Sesqui Committees

The Acting Pro Vice-Chancellor (Research) tabled the membership of these Committees. He noted that members would stay on Committees for about 3 years, with 1/3 turn-over each year. Timelines for each committee were also circulated.

(e) Postgraduate induction

The Dean of Graduate Studies (DoGS) reported that he expects over 500 to attend the program which will be opened by the Vice-Chancellor. The DoGS will report back on the event at the next URC meeting.

(f) Template for Faculty Research Plan

The Chair noted that he is still working on this.

(g) Best practice paper for Research Forum

The Chair noted that he is still working on this.

(h) DEST contact regarding comparison document on the RRTMR

The Acting Pro Vice-Chancellor (Research) noted that he would not write to DEST on this matter separately as the University currently has a number of submissions going to DEST which will incorporate his comments.

(2) Discussion with representatives of Faculty Research Committee

(a) Professor Terry Carney, Chair, Faculty of Law Research Committee

Professor Carney reported the following in amplification of a previously circulated written report:

- Law has been identified in the University's Research Training Management Report 2003 as one of three areas of 'emerging research strength' within the university, and so it is vital that we continue to improve our performance relative to other Law Schools.
- Recent measures to promote research within the Faculty include:
 - The 2002 establishment of research clusters;
 - The introduction in late 2002 of a publication incentive scheme;
 - Establishment of an up-graded web page on Research activities;
 - The up-grading of staff computer hardware for academic staff, and researchers working at dedicated workstations allocated to research staff engaged on ARC funded or other major projects;
 - The 2003 doubling (from \$250 to \$500 per point) in the publication rewards, with immediate effect for the 2003 year;
 - The up-grading of the Research Support Officer from a part-time to a full-time position;
 - Success in winning a Sesqui equipment grant to upgrade computers in the 'Postgraduate research room' on level 13;
 - Revision of Legal Scholarship Support Fund guidelines to enhance focus on early career researchers and other policy objectives;
 - Major investment in boosting 2003 ARC grant lodgment figures, including Linkage grants;
 - Establishment of Faculty Centres for 'International and Global Law' and the 'Centre for Health Law, Policy and Ethics' and the pending establishment of the 'Ross Parsons Centre for commercial, Corporate and Taxation Law'; and
 - To create two new Chairs in 'Constitutional Law' and in 'Human Rights Law' in addition to prompt filling of the pending vacancy of the Challis Chair of International Law.
- Professor Carney raised a number of issues:
 - The faculty has been struggling to establish a research culture (although the new Dean is research focused);
 - Lawyers are fiercely independent and so it is difficult to harness strategic cohesion;
 - Research clusters seem to have a shelf life of between 18 months and 2 years and then fall over on past experience; but hopefully new configuration and support will be more promising;
 - Concern about research load and research completions (load dropped 21% and completions dropped 77%)
 - The Faculty would like pure bench marking data comparing Law to Law for the Go8 (as in tabled report);
 - It is difficult for Law students to win postgraduate scholarships because they are from a multi-discipline faculty, even though they have very high UAI's and do well throughout their course;
 - Difficult to find reliable statistics on research training.

(b) Professor Greg Murray, Chair, Faculty of Dentistry Research Committee

Professor Murray was unable to be present at the meeting. However, he did submit a paper to the Committee summarizing the faculty's research issues as follows:

- In 1999, the faculty initiated an external review of its research in terms of research grant income, publications, research degree completions and load. With this review came the recognition of the need for the Faculty of Dentistry to improve its research performance.
- This external review identified 3 research strength areas:
 - Biomaterials (Professor Mike Swain)
 - Jaw Function and Orofacial Pain (Professor Iven Klineberg and A/Prof Greg Murray)
 - Oral Medicine/Oral Pathology (Professor Murray Walker and Dr Hans Zoellner)
- These research units are small but there is evidence that they are productive at the international level.
- The Faculty has devised, and is following, the Research and Research Training Management component of its strategic plan and, through it, determines future investment and activity in research.
- Data from the current round of Research Performance Indicator data collection are very encouraging.
- There are a number of challenges facing the faculty, including:
 - Small full-time staff numbers (~18);
 - Many part-time staff, most of whom are not involved in research nor can they be with their low FTE involvement and busy private practices;
 - Research units are small and with variable productivity;
 - Staff were very busy with developing new course materials for the new BDent program and therefore some had little time for research;
 - There was some inertia on the part of some staff to become actively and enthusiastically involved in research.
- Future directions
 - It is essential to increase research grant income. Although research grant income is increasing, this remains a serious issue facing the Faculty in terms of research performance at the present time.
 - Collaboration with larger groups is essential if the faculty is to survive as a research faculty.

(3) Honorary appointments

The Acting Pro Vice-Chancellor (Research) noted that the University needs to tighten up on the roles and responsibilities of Honorary Appointments, (i.e., all categories of non-regular appointments – including visiting appointments, clinical and conjoint appointments), because recently, there have been a number of instances where honorary appointees have overstepped the mark in terms of their relationship with the University. The University should ensure that any descriptions of the honorary appointments should be more explicit, including receiving a signed statement that appointees agree to abide by the University's codes of conduct, and its regulations. The appointment letter should explicitly define any roles and rights of the appointee, including access to the library, other facilities, and access to office and laboratory space.

The Chair agreed to write to the staffing committee to review the policies that the University has in place for honorary appointments to ensure that there are adequate checks and balances in place.

(4) Feedback on the University of British Columbia visit

The Dean of Graduate Studies noted the following about the University of British Columbia:

- There are significant resources available to postgraduate students.
- 25% of the student body comprises postgraduate students compared with 10% for the University of Sydney.
- The Faculty controls the whole process from admissions to examinations.
- Advisory Review Committees comprising the supervisor and 3 other academics are established for each student who review the student every semester.
- Advisors are not project related and tend to bring an interdisciplinary flavour to the review process.
- Programs are reviewed for quality by Deans and are externally reviewed every 5 years.
- Tuition fees are waived by the Canadian Government for Canadian research students.
- The government waives 50% of international student fees with the faculty picking up the rest of the fees.
- 4000 Canadian scholarships valued at C\$35,000 are offered by the government to bring in the best and brightest international students to compete with the USA.
- Like at the University of Sydney, students felt isolated and not integrated in spite of what is available for them.

(5) Administrative Services Review: Research Management and Development, Self Evaluation Report

The Acting Pro Vice-Chancellor (Research) noted that as part of the Administrative Services Review the Research portfolio has been involved in a self-evaluation of their services. The four areas involved (Research Development, Graduate Studies, Research Office and the Business Liaison Office) looked at their core services, their stakeholders, their relationship to the University goals and what they did well and what could be improved. The self evaluation document was tabled for reference. This is a strategic document, which gives direction to the research portfolio which mirrors the Academic Board review of faculties.

(6) Policy on Conflict of Interest and revisions to Codes of Conduct

The Acting Pro Vice-Chancellor (Research) noted that the University currently does not have a formal Conflict of Interest policy. It is currently incorporated in a paragraph in our Code of Conduct.

The Acting Pro Vice-Chancellor (Research) tabled a proposal based to some extent on the ANU policy. This would stand alongside our Code of Conduct and be cross referenced from it. It will have to be carefully cross-referenced to other policies and rules. Professor Field noted that he has already had some feedback from the BLO and is awaiting feedback from the University Internal Audit Office. Members of this committee should provide any additional comments to Professor Field by 22 August so that the issue can be put on the agenda of the next available Academic Board meeting (probably the September Meeting) and then to the VC for approval. It was suggested and agreed that a one page plain English version of the policy should be produced.

(7) **Defining Research Active Staff**

The Acting Pro Vice-Chancellor (Research) handed out the definition used by the University, since 2000, to determine research active staff. There was some discussion about the ease with which one can be defined as research active, however, it was agreed to retain this definition until it was demonstrated that it does not work. It was agreed that the three dot point wording was confusing and that it should be redrafted to make more sense.

(8) **Reports**

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

The Acting Pro Vice-Chancellor (Research) reported on the following:

- *ARC Research Networks*: A workshop was held on 11 August to share advice. The University currently has about 35 groups who think they are forming a network. This is a 2 stage process – 1st stage is application for seed funding to develop the full proposal. Seed funding applications are due in Canberra on 22 September with an internal closing date of 12 September. The outcomes of the seed funding applications will be known in October.
- *Submissions to Government*: There are currently 6 independent inquiries to the Government which have a “research” component. These are: Senate inquiry into Higher Education Funding and Regulatory Legislation; Inquiry into Science and its Commercialisation in New South Wales; National Research Infrastructure Taskforce; Review of closer collaboration between Universities and major publicly funded research agencies; Review of Australia’s Block Research Funding Schemes; and Australia’s future using Education Technology.
- *Strategic Plans*: As part of the Quality Review exercise, Professor Eltis has raised the issue of faculty strategic plans. It would be useful for faculties to have at their fingertips the faculty strategic plans, including plans for teaching and research.

(b) **Mr Warwick Dawson, Director, Research Office**

The Director, Research Office, advised that the Research Office would be on retreat on Friday 15 August to work on their future directions. The retreat will concentrate on service delivery, adding value to the process and keeping Colleges/Faculties/Departments in the loop.

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

The Deputy Director, Business Liaison Office, reported on the following:

- *IP Australia*: There will be a half-day seminar at the Eastern Avenue Complex on 30 September to discuss IP, University policy and practices.
- *Commercialisation*: There has been a drop off recently of invention outcomes and disclosure. The BLO will give brief presentations at departmental seminars over the next couple of months to increase these outcomes.

(9) **Other Business**

The Chair noted that there is a strong trend from “Mode 1” type research delivery, where basic and applied research is carried out largely within separate disciplines to “Mode 2”, which involves much more cross-disciplinary research. Professor Cram, from the ARC, has requested that he be informed of any mode 2 research which is being conducted by the University.

AGENDA ITEM 14.3
Report of the Research Committee

14.3 Report of the Research Committee meeting held on 10 September 2003

The Committee met on 10 September when there were present: The Chair (Professor J Carter presiding), Professor L Field, G Gill and C Pollock, Associate Professors P McCallum and R Ross and Dr L Poladian. Dr C Baxter, Mr G Cruchley and Mr E Micallef were in attendance.

14.3.1 Receipt of report

The Committee recommends that the Academic Board receive and note the following report of its meeting held on 10 September 2003.

14.3.2 Proceedings of the Committee

(1) Items carried over

(a) Research Only Working Party

The Acting Pro Vice-Chancellor (Research) noted that the report is still with the Vice-Chancellor and when released will be made available to this Committee.

(b) Honorary Appointments

The Chair noted that a letter has been drafted to the staffing committee and that it would be sent later today.

(c) Research Active Staff:

It was agreed that the definition used since 2000 would continue to be used. The order of the wording would, however, be redrafted to avoid confusion.

(d) Postgraduate induction

The inaugural University-wide induction program was highly successful with more than 500 participants. Initial feedback indicated positive results with increased awareness of University services and facilities.

(e) Conflict of Interest policy

The Acting Pro Vice-Chancellor (Research) noted that he has now received comments from the University Solicitor, the BLO and members of this committee on the draft policy. The policy, which will stand alongside our Code of Conduct and be cross-referenced from it, will be put on the agenda of the next available Academic Board meeting (probably the September/October Meeting) and then to the VC for approval.

(2) Discussion with representatives of Faculty Research Committee

(a) Professor John Carter, Chair, Faculty of Engineering Research Committee

Professor Carter reported the following in amplification of a circulated written report:

- Total staff numbers have declined from 308 in 1998 to 274 in 2003. Academic staff numbers had also declined over the same period with the proportion of contract appointments increasing. More worrying, however, is the decline in Engineering Research Degree Enrolments, which have declined from 252 in 1998 to 198 in 2003.
- Of the objectives noted for the faculty, more effort needs to be put into maintaining and strengthening research links with industry.
- There is a need to increase research endeavours, which lead to commercialization of products and services and a need to increase the number of spin-off companies as a result of research efforts.

- Research “silos” are being dismantled and research endeavours are crossing over department boundaries and to other faculties and other colleges.
- The faculty is vigorous in its efforts to recruit and retain top-level researchers and those more junior researchers perceived as having the potential to develop into top-level researchers.
- There is a practice of senior academics naming junior academics on their grant proposals to lift their profiles.
- Senior academics are encouraged to supervise postgraduate students from day 1. The faculty routinely holds induction days for all new postgraduate students.
- There has been low numbers of applications to the ARC Linkage Project Scheme, and there are particularly few APAI applications. The faculty needs to exploit the full potential of industry collaboration. The faculty also needs to look at its consultancies and decide whether they can be classified as research, as this will earn additional income for the University. Dr Baxter agreed to assist in this classification process.
- The drop in postgraduate enrolments has an immediate impact on funding and an impact down the track because the completions rate will also drop. This is a problem with engineering faculties at other universities, and appears to be affected by the buoyancy of the economy – experience indicates that when the economy is depressed, postgraduate enrolments usually increase.
- The faculty’s research performance indicators are generally at the top of the Engineering faculties in the Go8. Research is distinguished by the high citation rates.
- The position of Associate Dean (Research) was created at the beginning of 2003. Chairs in Biomedical Engineering and Embedded Computing Systems have recently been advertised.

(3) Creative Work Performance Measurement

The University of Sydney currently measures the research performance of faculties in several ways. The funding formula incorporates two measures of research performance: absolute and benchmarked performances. Deans of Faculties whose staff members are substantially involved in creative work have expressed the view that their faculties are disadvantaged in such research performance measures by the absence of reliable data collection in creative work. Collection of creative work publication data through the HERDC exercise has been sporadic in the last decade, producing unreliable and variable data sets. This makes the measurement of absolute performance variable and the measurement of benchmarked performance ineffective.

A working party of staff from the Conservatorium of Music, the Sydney College of the Arts, the Faculty of Arts and the Faculty of Architecture, chaired by Associate Professor Peter McCallum, will examine the measurement of absolute research performance and benchmarked research in the treatment of creative work and report back with recommendations to the November meeting of the Research Committee. The report will:

- Examine issues relating to creative work in the current funding formula in relation to absolute performance and benchmarked performance.
- Develop quantifiable, reportable and verifiable publication categories for creative work based on the previous category J in the HERDC exercise and the table of equivalences used by the University of Sydney in 1996. Such categories should be useable both to measure publication activity within the University and to benchmark with other institutions.
- Make recommendations for the benchmarking creative work, including the identification of suitable benchmarking partners, and

- Make other recommendations relating to performance measurement of creative work, as it deems appropriate.

The Acting Pro Vice-Chancellor (Research) noted that he would expect that the report would go as a recommendation to the DVC(R&I), and perhaps be incorporated into the University's research performance indicators. If this is a successful exercise (and this may not be known for a year or two), it should be driving some of the national agenda.

(4) University submissions into various inquiries and reviews

At the last meeting the Acting Pro Vice-Chancellor (Research) reported that there were 6 independent inquiries to Government. There are now 10 the University is responding to, two of which are due this week, one for the NSW Government (on medical research), and the other which is focused on a review of IGS, RTS and RIBG (the Block Funding schemes). This now brings to 6 the number of recent reviews coupled with the input we have had previously to the review of the CRC program, identifying National Priorities plus the major effort we have put into the RRTMR. These documents represent a real distillation of the University's strategic views of many issues of research policy. As such they represent the most current documents on the strategic directions that the University will take with regard to Research Policy. Professor Field noted that he would hope that the substance of these documents would find their way into discussions of this Committee in the future.

(5) Reports

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

Professor Field reported on the following:

- *ARC Networks*: The University of Sydney had about 35 groups who are thinking they may form a research network or part of a network. As of yesterday there were 24 groups applying for seed funding for their network. This is a 2-stage process – 1st stage is application for seed funding to develop the full proposal. Seed funding applications are due in Canberra on 22.9.03. The outcomes of the seed funding applications will be known in October. The second stage is the full application process. At the time of calling for applications the ARC will set, and advise prospective applicants of the relevant timeframes for the closure of applications, assessment process and notification to applicants of the outcome of the assessment process.
- *Update on Sesqui R&D schemes*: The Sesqui Schemes are well and truly underway now (and these include the Sesqui R&D scheme, the NSSF, the major equipment Scheme and the Sesqui Postdoctoral fellowship schemes). The total budget available for the Sesqui R&D schemes, NSSF, the Near Miss Scheme and the major equipment scheme is \$7M. This is allocated using the IGS formula and then the College PVC's have input into the relative amounts they wish to push to the various heads of expenditure. The breakdown has been tabled.
- The timeline for the various schemes is now in train such that they should all be finalised early in November (with some dependence on the outcomes of the ARC/NHMRC). Overall numbers are up by about 15%, across all colleges.
- *Quality Assurance*: The University is currently in the process of preparing its portfolio for the visit of the AUQU next year. There will be one chapter on Research and Research Training, which the Office is putting together now. One part of this has been putting together a self-evaluation of how we are travelling and where things can be improved and an external review. Outcome of the review will be made available as soon as it is released.

- *New DVC(R&I)*: Professor Tim Hirst will take up his post as Deputy Vice-Chancellor (Research and Innovation) on Friday. He will be a core member of this committee from that point. Professor Field thanked the Chair (and past Chairs) and members of the Committee for their support and contributions over the years. The Chair, on behalf of members, thanked Professor Field for the guidance, judgement and leadership he has shown over the past years. The committee has contributed significantly to the research profile, outcomes, and quality assurance of the University, and Professor Field has been its driving force.
- *Callista Research*: User acceptance testing of the CR solution undertaken in the period May-Sept has identified serious issues with the reliability and alleged functionality of the product. To date, the vendor has been unable to provide satisfactory responses to these issues. The matter has been escalated to the Callista CEO for resolution. It is expected that a decision on whether the implementation continues will be made by the end of September. The Research Office is currently identifying alternatives to meet the needs of the University in the interim, particularly with regard to research grant management and reporting of research income and publications.

(b) Dr C Baxter, Director, Business Liaison Office

The Director, Business Liaison Office, noted that as part of the Quality Audit process, the search conference highlighted the fact that the research community does not know many of the BLO activities. In response to this need the BLO has produced a manual for 2003 – 2004 about the services provided by the BLO. Although this manual is available on the web, it will be distributed to senior academics and to middle/senior administrative managers in the University.

AGENDA ITEM 15.2
Report of the Academic Staffing Committee

15.2 Report of the Academic Staffing Committee meeting held on 3 September 2003

The Committee met on 3 September 2003 when there were present: The Chair (Professor J Sachs presiding), Professors S Andrews, M Fry, S Jones, C Murphy, and R Wheen, and Associate Professors B McDonald and P Phibbs. Ms B Emms was in attendance.

15.2.1 Receipt of report

The Committee recommends the Academic Board receive and note the following report of its meeting held on 3 September 2003.

15.2.2 Proceedings of the Committee

(1) Report of the Pro Vice-Chancellor (Employee Relations)

The Pro Vice-Chancellor (Employee Relations) reported on progress with enterprise bargaining negotiations and initiatives in the ER portfolio.

(2) General matters

The Committee discussed matters relating to:

- Academic promotions;
- Public comment by University staff;
- Academic selection process;
- Proposed changes to probation and confirmation forms;
- Academic recruitment: referees reports;
- Two-tier professorial appointments; and
- Appointment of Alternate Chair.

**AGENDA ITEM 16.1
General Business**

16.1 Report on the Promotion of Academic Staff from Level B to Level C in 2003

Forty-three (43) applications were received. The Committee comprised Professor K Eltis, Senior Deputy Vice-Chancellor (Chair), Professor J Sachs (Chair, Academic Board), Professor D Griffiths (external – University of Wollongong), Associate Professor S White (nominee of the Pro Vice-Chancellor, CHASS), Professor W M C Maxwell (nominee of the Pro Vice-Chancellor, CST), Associate Professor L Baur (nominee of the Pro Vice-Chancellor, CHS), Associate Professor R Menzies (Behavioural & Community Health Sciences), Associate Professor S Kable (Chemistry), and Associate Professor P Gay (English).

On the advice of the Committee, the Vice-Chancellor has approved the following (34) promotions to Level C, effective from 1 January 2004.

Dr Rutger W. Vervoort	Land, Water and Crop Sciences
Dr Glenn Hill	Architecture, Design Science and Planning
Dr Salah Sukkarieh	Aerospace, Mechanical and Mechatronic Engineering
Dr Lars S. Jermiin	Biological Sciences
Dr Collin G. Phillips	Mathematics Learning Centre
Dr David J. Ivers	Mathematics & Statistics
Dr Dieter F. Hochuli	Biological Sciences
Dr Joseph Khachan	Physics
Dr Malcolm McLeod	Chemistry
Dr Patrice F. Rey	Geosciences
Dr Manjula Sharma	Physics
Dr Andrew Mathas	Mathematics & Statistics
Dr Carole Cusack	Religious Studies, School of English, Art History, Film and Media
Dr Francoise Grauby	French Studies, School of European, Asian and Middle Eastern Languages and Studies
Dr Louise Marshall	Art History & Theory, School of English, Art History, Film and Media
Dr Kathryn Marsh	Sydney Conservatorium of Music
Dr Louise Chappell	Government, School of Economics & Political Science
Mr Simon Barrie	Teaching and Learning
Dr Robyn Gibson	Policy and Practice
Dr Donna O'Connor	Policy and Practice
Mr Graeme Coss	Law
Ms Rebecca Millar	Law
Ms Joellen Riley	Law
Dr Margot Day	Physiology
Dr Anuwat Dinudom	Physiology
Dr Ann Goodchild	Physiology
Dr Robert Llewellyn-Jones	Psychological Medicine
Dr Frank Lovicu	Anatomy & Histology
Dr Vasikaran Naganathan	Medicine
Dr Kathleen O'Loughlin	Behavioural and Community Health Sciences
Dr Patricia Weerakoon	Biomedical Sciences
Dr Gilbert Vella	Biomedical Sciences
Dr Colleen Canning	Physiotherapy
Dr Anantanarayan Raman	Rural Management

The following statistical details on Faculty distribution are provided for the information of the Board:

Faculty	Applications received			Recommendations Made		
	<i>Male</i>	<i>Female</i>	<i>Total</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>
Agriculture, Food & Natural Resources	1	-	1	1	-	1
Architecture	1	-	1	1	-	1
Arts	2	4	6	-	3	3
Economics and Business	-	1	1	-	1	1
Education	3	3	6	1	2	3
Engineering	1	-	1	1	-	1
Health Sciences	1	4	5	1	3	4
Law	1	2	3	1	2	3
Medicine	5	2	7	4	2	6
Nursing	-	1	1	-	-	0
Rural Management	1	-	1	1	-	1
Science	8	1	9	8	1	9
Sydney Conservatorium of Music	-	1	1	-	1	1
Totals	24	19	43	19	15	34

**AGENDA ITEM 16.2
General Business**

16.2 Elections to the Academic Board

(1) Academic staff of faculties to the Academic Board

Nominations have closed in the election of academic staff members of faculties to the Academic Board. No elections were required to be conducted. The following members were declared elected, or have been appointed to fill casual vacancies. Faculties have been advised of the process for filling casual vacancies.

FACULTY	NAME
Agriculture, Food and Natural Resources	Associate Professor Ross Drynan
	Associate Professor Fredoun Ahmadi-Esfahani
	<i>Casual vacancy</i>
Architecture	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Arts	Dr Alison Bashford
	Associate Professor Penny Gay
	Dr Bronwyn Winter
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Dentistry	Associate Professor Greg Murray
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Economics and Business	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Education and Social Work	Mrs Lindsey Napier
	Dr John Hughes
	Associate Professor Len Unsworth
Engineering	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Health Sciences	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Law	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Medicine	Professor Chris Murphy
	Professor Michael J Field
	Professor Bruce Armstrong
	Professor Richmond Jeremy
	Professor John Uther
Nursing	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>

Pharmacy	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Rural Management	Dr Margaret McKerchar
	Mrs Jan Toner
	<i>Casual vacancy</i>
Science	Associate Professor Scott Kable
	Associate Professor Chris Gillies
	Associate Professor Tony Masters
	Associate Professor Deirdre Dragovich
	<i>Casual vacancy</i>
Veterinary Science	Dr Katrina Bosward
	Associate Professor Peter Windsor
	Dr Robert Dixon
Sydney College of the Arts	Associate Professor Brad Buckley
	Mr John Conomos
	Dr Ann Elias
Conservatorium of Music	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>

(2) Student members of faculties, colleges and boards of studies to the Academic Board

At the close of nominations in the election of student members of faculties, colleges and boards of studies to the Academic Board, no students were elected. The Academic Board office is undertaking the process of filling the casual vacancies.

(3) Non-professorial academic staff of Colleges to the Academic Board

At the close of nominations in the election of non-professorial academic staff members of Colleges to the Academic Board, the following staff members were declared elected. The Academic Board office is undertaking the process of filling the casual vacancies:

COLLEGE	NAME
Health Sciences	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Humanities and Social Sciences	Associate Professor T Fitzpatrick
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>
Sciences and Technology	Associate Professor A Fekete
	<i>Casual vacancy</i>
	<i>Casual vacancy</i>

Recommendation

That the Academic Board note the report on the elections to the Academic Board, as set out in the report presented.