



The University of Sydney

SUMMARY OF AFFAIRS

December 2009

A summary issued pursuant to sections 14 and 15 of the NSW Freedom of Information Act 1989, describing the University's policy documents and how to obtain access to them.

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Summary of Affairs

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The University of Sydney

NSW 2006

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The University of Sydney: a summary of affairs issued in December 2009 in accordance with sections 14 and 15 of the NSW *Freedom of Information Act 1989*.

The University's policy documents

The University's policy documents include all documents, other than a legislative instrument, which have a bearing on the affairs of the University and which contain interpretations, rules, guidelines, statements of policy, practices or precedents, particulars of any administrative scheme, manner of administration of any legislative instrument or administrative scheme, procedure for investigation of any contravention of any legislative instrument or administrative scheme, that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject.

The University's policies are published in a number of volumes and unbound documents. The following is a description of these publications as they relate to the interests of –

- the public generally;
- the University's external community;
- the University's students; and
- the University's staff.

While some documents contain information other than policy, each contains some policy as described above.

Statutes and Regulations

The University of Sydney *Calendar 2009*¹ contains the relevant statute and regulations. The enabling statute is the NSW *University of Sydney Act 1989* (as amended) ("the Act"). By-laws are made pursuant to section 36 of the Act and rules are made pursuant to s. 37 of the Act. Resolutions of the Senate, Academic Board, faculties, college, graduate schools and boards of studies are made pursuant to the by-laws and rules.

The relevant sections are:

University of Sydney By-law, 1999 (as amended)

Chapter

1. Preliminary
2. Making Rules
3. Chancellor and the Deputy Chancellor
4. Election of Fellows of Senate
- 4A. Appointed Fellows of the Senate
5. Vice-Chancellor
6. Academic governance

¹ The full text of this publication, including amendments made after the publication date, may be found at: <http://www.usyd.edu.au/calendar>

7. Convocation
8. Student discipline
9. Miscellaneous

University of Sydney (Academic Governance) Rule 2003 (as amended)

- Part 1 – Preliminary
- Part 2 – Functions and membership of the Academic Board
- Part 3 – Chair, Deputy Chair and Chairs of Standing Committees
- Part 4 – Meetings and procedures of the Academic Board
- Part 5 – Election procedures for the Academic Board

University of Sydney (Amendment Act) Rule 1999 (as amended)

- Part 1 – Preliminary
- Part 2 – Standard format of Rules
- Part 3 – Procedures of Senate
- Part 4 – Convocation
- Part 5 – Appointment to Student Proctorial Panel (repealed – see University of Sydney (Student Proctorial Panel) Rule 2003)
- Part 6 – Seal and Arms of the University
- Part 7 - Senior Officers of the University
- Part 8 - Intellectual Property (repealed – see University of Sydney (Intellectual Property) Rule 2002)
- Part 9 – Admission to courses
- Part 10 – Awarding degrees, diplomas and certificates (Division 4 has been repealed – see University of Sydney (Doctor of Philosophy(PhD)) Rule 2004)

University of Sydney (Appointment of Delegated Officers) Rule 2004

- Part 1 – Preliminary
- Part 2 – Appointment of Delegated Officers

University of Sydney (Appointment of Delegated Officers) Rule 2006

- Part 1 – Preliminary
- Part 2 – Appointment of Delegated Officers

University of Sydney (Authority Within Academic Units) Rule 2003 (as amended)

- Preliminary
- 1. Chapter 8 – University of Sydney By-Law 1999
- 2. Other University instruments

University of Sydney (Coursework) Rule 2000 (as amended)

- Preliminary
- Rules relating to Coursework Award Courses
- 1 – Definitions

- 2 – Authorities and responsibilities
- Division 1 – Award course requirements, credit points and assessment
- Division 2 – Enrolment
- Division 3 – Credit, cross-institutional study and their upper limits
- Division 4 – Progression
- Division 5 – Discontinuation of enrolment and suspension of candidature
- Division 6 – Unsatisfactory progress and exclusion
- Division 7 – Exceptional circumstances
- Division 8 – Award of degrees, diplomas and certificates
- Division 9 – Transitional provisions

University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

- Part 1 - Preliminary
- Part 2 - Admission to candidature
- Part 3 - Supervision
- Part 4 - Candidature
- Part 5 - Submission of thesis

University of Sydney (Intellectual Property) Rule 2002

- Division 1 – Dictionary
- Division 2 – Ownership of intellectual property created by staff members
- Division 3 – Ownership of intellectual property created by students
- Division 4 – Ownership of intellectual property created by visitors
- Division 5 – Reporting and developing intellectual property
- Division 6 – Dispute resolutions
- Division 7 – Miscellaneous

University of Sydney (Library) Rule 2003

- 1. Citation and commencement

Schedule 1 – New Library Rule

- 1. Dictionary
- 2. Library Resources generally
- 3. Borrowing Library Resources
- 4. Suspension or revocation of Library Resources
- 5. Fees, fines and charges
- 6. Library notices

University of Sydney (Senate) Rule 2002

- 1. Citation and commencement
- 2. Purpose
- 3. Duty of Fellows

University of Sydney (Student Appeals against Academic Decisions) Rule 2006

- Part 1 – Preliminary
- Part 2 – Student appeals against Academic Decisions
- Part 3 – Student Appeals Panel
- Part 4 – Student Appeals Body
- Part 5 – Appeals Hearings
- Part 6 – Transitional Provisions

University of Sydney (Student Proctorial Panel) Rule 2003 (as amended)

- Part 1 – Preliminary
- Part 2 – Appointment to Student Proctorial Panel
- Part 3 – Meetings of the Student Proctorial Panel

Resolutions of the Senate and the Academic Board

Academic Dress

Appointment

Dean, Director or College Principal

Deputy Vice-Chancellor and Pro-Vice-Chancellor: Selection Committee

Vice-Chancellor: procedures for consultation between the Senate and the Academic Board

Degree of Doctor of Philosophy

Governance

University Governance; Senate Committees; Election of Principal Officers of the Senate and Committees of the Senate and of the Fellow Referred to in Section 9(6) of the Act; Faculties, College, College Board, Boards of Studies, Departments, Schools and Committees.

Honorary awards

Restriction on Re-enrolment

Sports unions, SRC and faculty societies, SUPRA, Union, Cumberland Student Guild and SASCA

Student appeals against academic decisions

Faculties, college, graduate schools and boards of studies: Resolutions relating to constitution and courses

Faculty of Agriculture, Food and Natural Resources

Faculty of Architecture Design and Planning

Faculty of Arts

Faculty of Dentistry

Faculty of Economics and Business

Faculty of Education and Social Work

Faculty of Engineering and Information Technologies

Faculty of Health Sciences

Faculty of Law

Faculty of Medicine

Faculty of Nursing and Midwifery

Faculty of Pharmacy

Faculty of Science

Faculty of Veterinary Science
Sydney College of the Arts
Sydney Conservatorium of Music and Department of Music
Board of Studies in Indigenous Studies

Prizes, scholarships and bursaries

The terms and conditions of award of many prizes, scholarships and bursaries awarded by the University may be found on the websites of the Research Office (<http://www.usyd.edu.au/ro/>) and of the Students Services (http://www.usyd.edu.au/stuserv/finances/financial_assistance_office.shtml)

Documents to which the Seal of the University has been affixed

These documents, many of which constitute policy documents, are listed in the Seal Register and held by the University's Records Management Services. The documents include contracts, agreements, leases, patent applications and share transactions.

Handbooks

Details of courses of study offered by the faculties, boards of studies, the Sydney Conservatorium of Music and the Sydney College of the Arts are set out in their respective handbooks and prospectuses. The details include the requirements to be fulfilled by students in order to complete satisfactorily each course, including syllabuses and assessment information. In addition, a range of separate documents set out the University's procedures for international students. Many of these documents may be accessed through the University's web site:
<http://www.usyd.edu.au/handbooks>

Other general publications

University policy may also be found in the following publications:

Annual Report 2009
Equal Employment Opportunity / Affirmative Action Management Plan 2006-2010
Finance and Accounting Manual
Studying at the University of Sydney 2010
(<http://www.usyd.edu.au/about/publication/pub/ugprospectus/index.shtml>)
Privacy Management Plan
Statistics Book 2008
University of Sydney Strategic Directions 2007 - 2010

Other policy documents

University policy is also set out in the following documents:

Academic Board Chair's Nominees
Academic Dress
Academic Honesty in Coursework (plagiarism)
Academic Promotion Appeals
Academic Titles: Conferring of All Academic Titles
Accident Reporting and Investigation
Ad Eundem Gradum, Degrees Conferred

Admission: Advanced Standing, Credit and Exemption Policy
 Admission to Undergraduate Courses
 Advertising on Campus
 Affiliates Policy
 Air Conditioning Policy
 Alcohol: Policy and Guidelines on Consumption
 Annual Leave and Annual Leave Loading: Academic Staff
 Annual Leave and Annual Leave Loading: General Staff
 Annual Loading Clinical
 Appeals: Student Appeals Against Academic Decisions - Academic Board Resolutions
 Appointment of DVC and PVC
 Appointment of VC
 Appointment on nomination
 Appointments: Policy Document on the Appointment of a Dean, Director or College Principal
 Asbestos Safety
 Assessment and Examination of Coursework
 Assessment and Examination: Special Arrangements
 Award Courses and Units of Study - Creation, Variation and Deletion of Awards with
 Honours: Academic Board Policy

Bequest Policy
 Benchmarking: Improving Learning and Teaching through Collaboration, Benchmarking and
 Alliances
 Building works: Approval and Management of

Campus Names
 Carcinogenic Substances: Policy for Acquisition, Use and Disposal of Carcinogenic
 Substances
 Career Development Leave for General Staff
 Casual Employment
 Casual Rates of Pay (Academic)
 Casual Rates of Pay (General)
 Centres: Policy for Establishment, Management and Review
 Cessation of Employment - Security Issues
 Chair Appointments Committee of Senate
 Chief Warden Performance Bonus Policy
 Child Protection Policy
 Children: Policy on Children on University Premises
 Code of Conduct (Staff)
 Code of Conduct for Students
 Co-funded University of Sydney Post Graduate Awards: method of award (second semester
 round)
 Complaints: Resolution of Complaints Policy
 Confined spaces: Policy on Working in Confined Spaces
 Conflicts of Interest
 Conjoint Ventures in Postgraduate Courses
 Consultation with Students
 Contract for Goods and Services - External Contractors
 Controlled Entity Policy – Operational Guidelines
 Convening of Conferences

Conversion from Casual to Non-Casual Employment
Corruption: Reporting corruption, maladministration or serious and substantial waste of public money
Cotutelle Scheme
Coursework Teaching: Academic Board Resolutions: The Management and Evaluation of Coursework;
Criteria for Award of Clinical Academic Titles: Level E Criteria for Award of Clinical Academic Titles: Levels A-D Definition of "Subject Coordination" for determining step six level A academic
Coverage and Usage of the University Glossary of Terms and Abbreviations

Delegations for specific activities and financial delegations
Delegations of Authority: Academic Functions
Delegations of Authority: Administrative Functions - 2005
Disability Action Plan
Discretionary Salary Supplementations for Academic Staff (under review)
Discrimination prevention policy - your rights and responsibilities

English Language Requirements: Postgraduate
Enrolment status: Postgraduate: Discontinuation of Enrolment and Readmission after Discontinuation - Academic Board Resolutions
Environmental Policy
Equal opportunity in education policy

Fire and Other Emergencies in University Buildings
First Aid Policy
Flexible, student-centred learning in the University of Sydney
Flexible Salary Packing Policy
Flexible working arrangements
Freedom of Information Policy

Generic Attributes of Graduates of the University of Sydney
Gift Policy
G08 Credit Transfer Agreement

Harassment Prevention Policy - Your Rights and Responsibilities
Heritage Management Policy
Higher Duties Allowance (HDA)
HIV or Hepatitis: Policy on Students with HIV or Hepatitis B

ICT Standard Operating Environment Acquisitions Policy
Incident and Accident Reporting and Investigation
Indirect Costs Recovery (Overheads)
Information and Communication Technology Resources: Use of University Information and Communication Technology Resources (ICT Resources): Policy
Information Literacy Policy Statement
Information Security Policy
Internationalisation Policy
Injury Management Policy
Insurance: Excess Applicable to Departments

Intellectual Property: University of Sydney (Intellectual Property) Rule 2002

Leave without pay

Living Away From Home Allowance Guidelines

Market-based salary loadings (under review)

Memorabilia policy

Motor vehicles: Use and management of University-owned motor vehicles

Naming of Buildings and other significant physical assets

Naming Policy - Positions and Events

Net Pay Disbursements

OHS Policy

Out of Round Promotion Policy and Procedures

Outside Earnings (Academic)

Parking: Temporary Free Parking

Parallel teaching of postgraduate and undergraduate students

Performance Management and Development (PM&D)

Plagiarism: Student Coursework - Policy and Procedures

Portable Buildings Policy

Postgraduate: Attendance: Postgraduate Courses

Postgraduate Coursework: Responsibility for

Postgraduate: Degree of Doctor of Philosophy

Postgraduate: Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses

Postgraduate: Higher Degree Theses - submission and publication

Postgraduate: Length of Candidature and Minimum Credit Point Requirements for

Postgraduate: Master's degrees and postgraduate awards programs: levels of award,
nomenclature and grading systems

Postgraduate: Nature of the PhD

Postgraduate: Oral Examination of PhD Theses at the University of Sydney

Postgraduate: PhD: Appointment of Additional Examiner as Assessor

Postgraduate: PhD Candidature: Maximum Length

Postgraduate: PhD: Submission of Doctor of Philosophy Theses Containing Published Work

Postgraduate: Probationary Candidature and English Expression

Postgraduate Research Higher Degree Training Supervision at the University of Sydney

Postgraduate: Review of Process for Postgraduate Research Students

Postgraduate: Submission of Treatise Containing Published Work

Privacy: University Privacy Policy

Pro-Chancellor: role, appointment and term of office

Proof-reading and editing theses and dissertations

Public Comment

Purchasing Policy

Quality Assurance and Learning Management Systems

Radiations Safety policy

Recordkeeping: University Recordkeeping Policy

Recruitment and Selection

Redeployment of Academic Staff in Redundancy Situations
Redeployment of General Staff in Redundancy Situations
Relocation Policy
Remuneration: Policy on the Allocation and Remuneration of Administrative/Managerial Responsibilities of Deans, Faculty Academic Managers and Heads of Department
Role of Heads of Department and Schools and their Authorities and Delegations
Royal Charter of the University of Sydney

Safe Storage, Handling and Use of Gas Cylinders
Scholarships
Scholarships & Prizes: Academic Board Resolutions
Scholarships & prizes: Establishment and Award of Scholarships and Prizes Scholarships & Prizes: Senate Resolutions
Semester and Vacation Dates
Senate: Election of Principal Officers of the Senate and of committees of the Senate and of the Fellow referred to in Section 9(6) of the Act
Sessional Casual Academic Employment
Smoking: Policy on Smoking in the Workplace
Special leave – general and academic staff
Special Studies Program
Staff Card policy
Staffing Flexibility: Strategies for Managing Flexible Transition to Retirement
Still Photography, Filming and Videotaping on or in University premises
Staffing Flexibility: Strategies for managing flexible transition to retirement
Student Grievances, Appeals and Applications For Review
Stu-vac
Study time policy - general staff
Sydney Summer School: Policy Document

Titles of Bosch, Challis, Kellion, McCaughey and Peter Nicol Russell Chairs
Tobacco Industry Funding
Traffic and Parking
Travel Policy

University Chair
University of Sydney (Campus Access) Rule 2009
Use of University Land and Buildings by Telecommunications Carriers

VIP Policy
Visa and Work Rights Policy

Web Sites: University Web Sites Privacy Statement
Workplace Bullying Prevention Policy and Resolution Procedure
Written and Oral Communication Skills of Students

Policy Documents available through the World Wide Web

A public index to policies in electronic format is available via the University's web site:

<http://www.usyd.edu.au/policy/>

Statement of Affairs

The University's most recent Statement of Affairs, made in accordance with sections 14 and 15 of the NSW *Freedom of Information Act* 1989, was issued in June 2009. It is also available through the World Wide Web at:

http://www.usyd.edu.au/arms/info_freedom

Access to the University's policy documents

Enquiries concerning access to the University's policy documents and statement of affairs, whether for inspection or purchase, can be made to the following officers:

- at the Camperdown Campus

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- at the Faculty of Health Sciences

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- at the Sydney Conservatorium of Music

Mr John Nugent
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