COURSE PROCEDURES

Unit of Study outlines/syllabus
Each unit of study should have a course outline available to all students. These outlines would include unit content, weekly lecture/tut sequences, assignments and examinations with due dates, grading criteria and attendance policy, library resources etc. Please check the SCM website for examples and templates: http://www.music.usyd.edu.au/staff/forms

WebCT
WebCT facilities are available to all Faculty and students of the university and provide an invaluable resource for information on all aspects of the teaching of Units of Study. Students are automatically linked to the appropriate websites on enrolment. Please note that these sites need to be prepared and approved well in advance of teaching. http://www.eelab.usyd.edu.au/eLearning/webct.

Textbooks
If you wish to make a prescribed textbook available to students in your course, you need to place an order with the Coop Bookshop at least 2 months in advance. They will research all details including price and availability etc. To place an order form, go to: http://www.coop-bookshop.com.au
Students can either buy the prescribed texts online, or at the Coop Bookshop on the main campus: Sydney Uni Sport & Aquatic Centre, Building G09.

Course Readers
Many faculty, when planning their courses, find that none of the commercially published textbooks meet their needs. They choose to make course readers of photocopied articles instead. Course readers can be a useful way to make the best texts available to students. Large readers can be ordered through the University Copy Centre. Contact Stephen Yates in room 2151 for more information

Tests and Exams
Tests and exams should be announced at the beginning of semester in the Unit of Study outline, and consequences of missing them should be clearly spelled out. Each semester ends with an examination week during which final exams are scheduled. These assigned times are not necessarily at the same time as the scheduled class period. The schedule is always given in Handbook in the Conservatorium Calendar. Examinations must be given during this official time since changing times can lead to schedule conflicts for students. Exam requests are made via the Space & Timetabling Coordinator Katherine Rowell: krowell@usyd.edu.au.

Written Exam Procedures
Examination dates are set by the Timetable Officer. A form will be circulated to all Chairs of Unit and Unit of Study Coordinators. The completed forms are returned to the Space & Timetable Officer in Room 2137. – (Academic staff should be aware that if the form has not been returned by the specified date their exam cannot be scheduled.)
Exam papers
The Student Support Office notifies all academic staff requesting lodgement of exam papers to the office in a sealed envelope. A photocopy request slip should be attached to the documents by the academic stating the number of copies and time required. The request slips can be obtained from the Staff office support office (Room 2151).

- Templates of the Exam booklet and Manuscript paper can be found in the template folder kept in Room 2153 and are also on the server.
- The Exam booklets are to be single sided with two staples down the left hand side of the page.
- The single sided Manuscript paper should have a space for the student’s name printed on the upper right hand side of the page.
- The copied exam papers including the original master copy will be held in a secure place until required.

Procedures for Examination week itself.

- On the day of the exam a quantity of copied Manuscript paper and Exam booklets are to be taken to the exam venue no later than ten minutes before the exam. If the boxes prove to be too heavy for one person to carry an attendant should be called to assist.
- If an exam has been scheduled for 9am Monday morning the boxes should be placed on the examiner’s table inside the examination venue at the end of the working day before.
- Academics should be aware that it is their responsibility to distribute the exam material on the day of the exam.

Student Absences
In some cases, such as ensemble, attendance is a very important part of the class requirement. In some other classes, attendance may not be as strictly controlled. In any case policies concerning attendance of students should be clearly defined in the Unit of Study outline in advance.
A student who is absent for any reason must notify the Student Administration Office, and in the case of a performance activity, the person responsible for that activity. Acceptable reasons for leave of absence include illness, professional activity or family or financial difficulties.

Special Consideration
Students who have a serious illness or who have experienced a misadventure which may affect their academic performance in a course or units of study, may request that they be given special consideration in relation to the determination of their results. Applications for special consideration may be made in respect of any or all factors which contribute to assessment in a unit of study, including assessment tasks, examinations, recitals and attendance requirements, and can be downloaded from the SCM website: http://www.music.usyd.edu.au/CS/forms/policy