UNIVERSITY OF SYDNEY (GOVERNANCE OF FACULTIES AND UNIVERSITY SCHOOLS) RULE 2016

The Senate, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the University of Sydney Act 1989 (as amended) for the purposes of the University of Sydney By-law 1999.

Adopted on: 12 December 2016
Amended on: 5 July 2017
14 July 2017 (administrative amendment only)
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12 July 2017

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University of Sydney (Governance of Faculties and University Schools) Rule 2016

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PART 1 - PRELIMINARY

1.1 Name of Rule
This is the University of Sydney (Governance of Faculties and University Schools) Rule 2016.

1.2 Commencement
(1) This Rule commences on 1 January 2017.

1.3 Application
(1) Parts 2, 7, 9, 10 and 12 of this Rule apply to all faculties and University schools.
(2) Part 5 of this Rule applies to all University schools.
(3) Parts 3, 4 and 8 of this Rule apply to all faculties other than:
   (a) the Faculty of Dentistry;
   (b) the Faculty of Medicine;
   (c) the Faculty of Nursing and Midwifery; and
   (d) the Faculty of Pharmacy.
(4) Part 6 of this Rule applies to:
(a) the Faculty of Dentistry;
(b) the Faculty of Medicine;
(c) the Faculty of Nursing and Midwifery; and
(d) the Faculty of Pharmacy.

(5) Part 11 of this Rule applies to:
(a) the Faculty of Arts and Social Sciences;
(b) the Faculty of Business;
(c) the Faculty of Engineering and Information Technologies;
(d) the Faculty of Health Sciences;
(e) the Faculty of Science; and
(f) the University schools.

1.4 Statement of intent

(1) This Rule stipulates the requirements for operational governance within faculties and University schools.

(2) This Rule binds:
(a) Deans, Heads of School, Heads of School and Deans (University schools);
(b) Deputy Deans, Deputy Head of School and Deputy Deans (University schools), Associate Deans; and
(c) all members of faculty, school and University school committees, including faculty boards, University school boards, executive committees, leadership groups, sub-committees, working parties and advisory committees.

1.5 Interpretation

(1) In this Rule:

academic affairs means the teaching and research activities of a faculty or University school, including award courses, honours, higher degrees by research, quality improvement and educational integrity.

academic staff member means a person who has been employed by the University as a member of its academic staff, and who is not a member of the University's professional staff.

administrative and operational affairs means financial, human resources, fundraising, marketing, communications and other activities relating to the administration and operation of a faculty or University school.

allocated position means a position allocated to be filled by a member of a particular group, as provided in sections 3.4, 3.7(2), 3.7(4), 4.4(2), 5.4 and 5.7(2).

award course means a course approved by the Academic Board and endorsed
by the Senate on the recommendation of the Academic Board, that leads to the conferral of a degree or the award of a diploma or certificate.

**constitution** means a faculty constitution approved by the Senate.

**day** means calendar day.

**Dean** means the Dean of the relevant faculty, appointed in accordance with relevant University policy and procedures.

**department** means an intellectual community within a faculty, responsible for research leadership and unit of study development within an internationally recognised field of inquiry.

**discipline** means an intellectual community within a faculty, responsible for curriculum development and research endeavour within an internationally recognised field of inquiry. In this Rule, this term does not refer to sub-units within schools, even if named or described as disciplines.

**executive committee** means an executive committee established by either a Dean or a Head of School and Dean (University school) in accordance with section 3.10 or 5.10 of this Rule, to deal with administrative (including financial) matters.

**faculty** means a faculty constituted in accordance with this Rule or, in the case of the Faculty of Dentistry, the Faculty of Medicine, the Faculty of Nursing and Midwifery and the Faculty of Pharmacy, in accordance with its constitution.

**faculty board** means a board established in accordance with section 3.7 of this Rule, to address academic matters.

**Head of Department** means the head of a department within a faculty governed by Part 6 of this Rule, appointed in accordance with relevant University policy and procedures.

**Head of School** means the head of a school within a faculty, including a Head of School and Dean, appointed in accordance with relevant University policy and procedures.

**Head of School and Dean (University school)** means a Head of School and Dean of a University school, appointed in accordance with relevant University policy and procedures.

**interdisciplinary** means involving more than one faculty or University school.

**leadership group** means a group established by a Dean, or Head of School and Dean (University school), in accordance with section 3.13 or 5.13 of this Rule.

**Liberal Studies bachelor degree** has the meaning given to it in the Coursework Policy 2014.
Open Learning Environment has the meaning given to it in the Coursework Policy 2014.

professional staff member means a person who has been employed by the University as a member of its professional staff, and who is not a member of the University’s academic staff.

Returning Officer means the Secretary to Senate, or their nominee.

school means a school within a faculty established and constituted in accordance with this Rule.

student means a person who is currently admitted to candidature in an award course of the University.

temporary staff member means an academic staff member or a professional staff member who has been employed by the University in a fixed term or contract position, but not a casual position.

Note: Not all temporary staff members are eligible to vote in faculty board elections or to become members of a faculty board or a University school board. See sections 3.7(2); 3.7(3), 5.7(1) and 8.6(2).

University Executive means the committee of that name, which comprises members of the University’s senior leadership team.

University school means a University school that is not within a faculty and is constituted in accordance with Part 5 of this Rule.

University school board means a board established in accordance with section 5.7 of this Rule, to address academic matters.

(2) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.

(3) A note, marginal note, footnote or endnote is not a provision of this Rule.

(4) A reference to a rule (other than this Rule) or policy is a reference to the rule or policy as amended or replaced by the University from time to time.

PART 2 – ESTABLISHMENT OF FACULTIES AND UNIVERSITY SCHOOLS

2.1 Application

This Part applies to all:

(a) faculties; and
(b) University schools.
2.2 Establishment of faculties

(1) There will be the following faculties, however named:
   (a) the Faculty of Arts and Social Sciences;
   (b) the Faculty of Business;
   (c) the Faculty of Engineering and Information Technologies; and
   (d) the Faculty of Science.

(2) Subject to subsection (3), there will be the following health faculties, however named:
   (a) the Faculty of Dentistry;
   (b) the Faculty of Health Sciences;
   (c) the Faculty of Medicine;
   (d) the Faculty of Nursing and Midwifery; and
   (e) the Faculty of Pharmacy.

(3) The health faculties will, on a future date to be determined by the Vice-Chancellor, be consolidated into one faculty.

2.3 Establishment of University schools

There will be the following University schools, however named:
   (a) the University of Sydney School of Architecture, Design and Planning;
   (b) the Sydney Conservatorium of Music; and
   (c) the University of Sydney Law School.

PART 3 - FACULTIES

3.1 Application

This Part applies to:
   (a) the Faculty of Arts and Social Sciences;
   (b) the Faculty of Business;
   (c) the Faculty of Engineering and Information Technologies;
   (d) the Faculty of Health Sciences; and
   (e) the Faculty of Science.

3.2 Faculty leadership

(1) Each faculty will have:
(a) a Dean;
(b) up to two Deputy Deans;
(c) a number of core Associate Deans each aligned with one of the portfolio committees of the University Executive and with responsibilities outlined in the terms of reference for that committee; and
(d) a Faculty General Manager.

(2) Each faculty may have one or more optional Associate Deans, as approved by the Provost on the recommendation of the Dean.

(3) Faculties may create faculty leadership positions other than those prescribed in subsections (1) and (2) with the approval of the Provost.

3.3 Faculty governance

(1) The academic affairs of each faculty will be governed by:
(a) the faculty;
(b) the faculty board; and
(c) sub-committees, working parties and advisory committees established by the faculty board in accordance with subsection 3.8(6).

(2) The administrative and operational affairs of each faculty will be governed by:
(a) the Dean’s executive committee; and
(b) the leadership group.

3.4 Membership of faculties

(1) Each faculty will comprise:
(a) all full-time and part-time permanent and temporary members of the academic and professional staff of the faculty; and
(b) at least 10 members elected by the students of the faculty in accordance with this Rule.

(2) The faculty board will allocate a specified number of elected student positions for each of the following groups:
(a) undergraduate students;
(b) postgraduate coursework students; and
(c) higher degree by research students.

3.5 Responsibilities and functions of faculties

(1) The faculty will receive and consider reports on academic matters from the faculty board at least once per semester.

(2) The faculty may make such recommendations to the faculty board as it thinks fit, in respect of the affairs and concerns of the faculty.
3.6 Faculty meetings

(1) The Dean or their nominee will convene and chair a meeting of the faculty at least once per semester.

(2) The Dean or their nominee will convene and chair such other meetings of the faculty as they consider necessary or as required by the:

(a) Vice-Chancellor;
(b) Provost; or
(c) faculty board.

(3) The Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.

(a) A full agenda should be circulated at least one week before the meeting.

(4) The lesser of any 40 members of the faculty, or one eighth of the membership (calculated to the nearest whole number), will constitute a quorum for the transaction of business at a faculty meeting.

(5) No business may be transacted at a meeting of the faculty unless a quorum is present.

(6) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.

(7) Every member will have one vote on a show of hands and on a poll.

(8) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.

(9) If the number of votes is equal, the Chair will have the casting vote.

(10) A meeting of the faculty may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

3.7 Membership of faculty boards

(1) Each faculty board will comprise:

(a) the ex-officio members:

(i) the Dean or their nominee, who will perform the role of Chair;
(ii) the Deputy Dean(s);
(iii) the Associate Dean(s);
(iv) the Heads of School (where relevant)
(v) the heads of disciplines (where relevant);
(vi) the Faculty General Manager;
(vii) the Provost or their nominee;
(b) the elected academic staff members;
(c) the elected professional staff members; and
(d) the elected student members.

(2) The total number of elected academic staff members must be no less than 25 members of the faculty, and no more than the number equivalent to 20% of the faculty’s full-time equivalent academic staff.

(a) In faculties containing schools or disciplines, the faculty board will allocate a specified number of elected academic staff positions to each school or discipline, provided that there must be at least one elected academic staff member position per school or discipline.

(b) Elected academic staff members will be elected by the full-time and part-time permanent and temporary members of the academic staff of the faculty in accordance with this Rule.

(3) There will be seven professional staff members elected by the full-time and part-time permanent and temporary members of the professional staff of the faculty in accordance with this Rule.

Note: See section 8.6.(2) in relation to temporary staff voting entitlements. Temporary staff members are only eligible to vote in or become members of a faculty board if they hold a current employment contract with a term of two years or longer (regardless of the amount of time the contract still has to run), as at the date on which notice of the election is given.

(4) There will be at least four and no more than eight student members of the faculty board elected in accordance with this Rule.

(a) Individuals elected as student members may also be members of the faculty.

(b) The faculty board will allocate a specified number of elected student positions for each of the following groups:
   (i) undergraduate students;
   (ii) postgraduate coursework students; and
   (iii) higher degree by research students.

3.8 Responsibilities and functions of the faculty board

(1) Subject to the requirements of applicable University rules, policies and procedures, the faculty board will oversee the academic affairs of the faculty.

(2) A reference in rules, policies or procedures to a decision of a faculty is a reference to a decision of the faculty board, unless otherwise specified.

(3) The faculty board will exercise its responsibilities and functions subject to:
   (a) the authority of the Senate and the Academic Board; and
   (b) the Act, the By-law, and relevant rules, policies and procedures.

(4) The faculty board will:
   (a) make recommendations to the Academic Board on proposals for new award courses;
   (b) make recommendations to the Academic Board on revisions to award courses;
   (c) make resolutions for the coursework award courses offered by the faculty including, as appropriate:
(i) admission;
(ii) enrolment restrictions;
(iii) time limits;
(iv) suspension, discontinuation and lapse of candidature;
(v) recognition of prior learning;
(vi) attendance;
(vii) cross-institutional study;
(viii) international exchange;
(ix) assessment;
(x) late submission of assessments;
(xi) satisfactory progress;
(xii) admission to honours; and
(xiii) the award of honours and the levels at which honours is awarded;

(d) make resolutions for each degree, diploma and certificate offered by the faculty including, as appropriate:
(i) admission;
(ii) attendance;
(iii) majors;
(iv) recognition of prior learning;
(v) progression;
(vi) requirements for the award;
(vii) requirements for the award of honours;
(viii) award of the degree; and
(ix) award of honours;

(e) monitor and maintain quality, standards and excellence in education and research;

(f) report to the faculty at least once per semester;

(g) consider and report to the faculty on recommendations made by the faculty;

(h) report to the Academic Board at least once per year on quality and educational integrity standards; and

(i) consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board.

(5) The faculty board may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the faculty.

(6) The faculty board may establish sub-committees, working parties and advisory committees to:
(a) facilitate the conduct of its business; and
(b) make recommendations to the faculty board for decision.
(7) A sub-committee, working party or advisory committee established in accordance with subsection (6) must not make decisions on behalf of the faculty board.

3.9 Faculty board meetings

(1) The Dean or their nominee will convene and Chair a meeting of the faculty board at least twice a year.

(2) The Dean or their nominee will convene and Chair such other faculty board meetings as they consider necessary or as required by the:
   (a) Vice-Chancellor;
   (b) Provost; or
   (c) faculty.

(3) The Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty board meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
   (a) A full agenda should be circulated at least one week before the meeting.

(4) Fifty per cent of members will constitute a quorum for the transaction of business at a faculty board meeting.

(5) No business may be transacted at a faculty board meeting unless a quorum is present.

(6) A faculty board meeting may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate. A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.

(7) Every member will have one vote on a show of hands and on a poll.

(8) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.

(9) If the number of votes is equal, the Chair will have the casting vote.

(10) In exceptional circumstances (as determined by the Chair, the Vice-Chancellor or the Provost), the faculty board may make decisions by circulation.

(11) The Chair may determine the appropriate processes for decision by circulation, provided that:
   (a) any item of business for decision by circulation must be circulated to all members of the faculty board; and
   (b) no resolution or recommendation may be approved by circulation unless the majority of the required quorum for the transaction of business is in favour of it.

3.10 Membership of the Dean’s executive committee

The Dean will appoint members to the Dean’s executive committee, as appropriate.
3.11 Responsibilities and functions of the Dean's executive committee

The Dean’s executive committee will advise the Dean on the strategic and administrative affairs of the faculty.

3.12 Meetings of the Dean’s executive committee

The Dean or their nominee will convene and chair meetings of the Dean's executive committee as required.

3.13 Membership of the leadership group

(1) The Dean will appoint members to the leadership group, in consultation with the Provost.

(2) The leadership group should include:
   (a) Deputy Deans;
   (b) Associate Deans;
   (c) Heads of School (where applicable);
   (d) heads of discipline (where applicable);
   (e) heads of central units, as appropriate; and
   (f) the Faculty General Manager.

3.14 Responsibilities and functions of the leadership group

The leadership group will collaborate and provide strategic advice to the Dean’s executive committee.

3.15 Meetings of the leadership group

The Dean or their nominee will convene and chair meetings of the leadership group as required.

3.16 Responsibilities and functions of Deans

(1) The Dean may, with the approval of the Provost, establish disciplines or departments to operate within the faculty.

(2) Deans will be responsible for strategic leadership and planning, including:
   (a) planning, setting and communicating the vision of the faculty;
   (b) leading and demonstrating the values of the faculty, particularly in relation to culture and people, and enabling the desired culture;
   (c) with input from the leadership group, setting, communicating and achieving the overarching faculty strategic plan and goals;
(d) participating in and communicating to faculty staff whole of University decision making, at the faculty level;
(e) having input into and communicating to faculty staff the University’s strategic plan and governance;
(f) leading Deputy Deans, Associate Deans, and Heads of Schools or Disciplines and the Faculty General Manager;
(g) managing key stakeholders and communications to relevant University entities; and
(h) monitoring and maintaining quality, standards and excellence in education and research.

(3) Deans will be responsible for academic leadership, including:
(a) aligning strategic curriculum design with the faculty mission and distinctiveness;
(b) pursuing and managing strategically aligned funding and grants opportunities;
(c) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students;
(d) overseeing the faculty’s research profile, including reporting requirements; and
(e) strategic oversight of talent management, including recruitment, monitoring, promotion, performance management, retention and remuneration.

(4) Deans will be responsible for financial management, including:
(a) overseeing, proposing and controlling budget expenditure;
(b) leading development of the financial strategy and framework for the faculty; and
(c) with the leadership group, ensuring that financial units are working as efficiently as possible.

(5) Deans will be responsible for operational management, including:
(a) working with the leadership group to oversee all aspects of faculty operations;
(b) providing support to Heads of School to ensure that they have appropriate resources and established processes to implement efficient operations;
(c) as appropriate, ensuring coherence and consistency of operational frameworks within and between faculties;
(d) overseeing school resource management, including ensuring consistency of systems, processes and practices;
(e) overseeing coherence and consistency of operational processes with other faculties and University schools; and
(f) developing and overseeing work health and safety strategies.

(6) Deans will be responsible for people leadership and management, including:
(a) providing people leadership and management to all staff, including culture, mission, workforce planning, work load allocation and compliance; and
(b) developing strategies to attract and retain outstanding talent and integrating University-wide workforce strategies into the faculty.

(7) Deans will be responsible for external community engagement, including:
(a) identifying development opportunities;
(b) ensuring and enabling a coherent fundraising strategy;
(c) promoting large scale external engagement with the profession or sector, particularly at the global level;
(d) enabling processes and systems to support delivery;
(e) overseeing engagement with accreditation and professional bodies; and
(f) overseeing continuing and deep engagement with the alumni community.

3.17 Responsibilities and functions of Deputy Deans

(1) Deputy Deans will contribute to strategic leadership and planning by:
(a) contributing to the development and implementation of the faculty strategy;
(b) performing the role of the Dean when they are absent;
(c) participating in whole of University decision making;
(d) having input into and communicating to staff the University strategic plan and governance; and
(e) monitoring and maintaining quality, standards and excellence in education and research.

(2) Deputy Deans will contribute to academic leadership by providing strategic input into the academic management of the faculty.

(3) Deputy Deans will contribute to financial management by:
(a) contributing to the development of the faculty budget and financial strategy; and
(b) providing input into management of financial matters for the faculty.

(4) Deputy Deans will contribute to operational management by:
(a) providing strategic input into the operational management of the faculty; and
(b) as appropriate, ensuring coherence and consistency of operational frameworks within and between faculties.

(5) Deputy Deans will contribute to people leadership and management as appropriate within the faculty.

(6) Deputy Deans will contribute to external community engagement by providing complementary support and expertise to the Dean.

3.18 Responsibilities and functions of Associate Deans

(1) Associate Deans will contribute to strategic leadership and planning by:
(a) contributing to planning, setting, communicating and achieving the faculty strategic plan and goals, aligned with overall University strategies;
(b) providing a strategic conduit and feedback loop between the faculty and its portfolio aligned Deputy Vice-Chancellor and University Executive Committee;

(c) working to harness ideas and activities, to support the academic distinctiveness of the faculty;

(d) ensuring consistency with central portfolio services;

(e) modelling and leading with behaviours that enable a culture where people, diverse ideas and collaboration are valued and thrive; and

(f) monitoring and maintaining quality, standards and excellence in education and research.

(2) Associate Deans will contribute to academic leadership by:

(a) leading the implementation relevant to the portfolio of agreed strategies across all academic units with the faculty, in the context of its academic distinctiveness;

(b) contributing to the development and promotion of quality research and teaching strategies and practices that will attract and retain excellent researchers and research students;

(c) participating in decisions on behalf of the faculty at their respective University Executive committee;

(d) consulting across all academic units within the faculty to provide feedback at the University Executive committee level prior to decision making, and then communicating within and across the faculty to ensure effective implementation and delivery;

(e) communicating and managing interdependencies with other Associate Dean positions within the faculty, to ensure opportunities and efficiencies are identified and leveraged in strategies, operational processes, communication and promotion practices; and

(f) implementing University policy in relation to their portfolio.

(3) Associate Deans will contribute to financial management by:

(a) contributing to the establishment of the faculty’s strategic financial goals and operational financial management practices to contribute to financial sustainability; and

(b) working as part of the academic and operational leadership team to ensure efficiency and effectiveness of financial management practices.

(4) Associate Deans will contribute to operational management by:

(a) supporting the smooth operation of the faculty;

(b) identifying portfolio related infrastructure requirements and resourcing needs; and

(c) meeting governance and compliance requirements in relation to their portfolio.

(5) Associate Deans will contribute to people leadership and management by:

(a) contributing to people leadership practices and processes to deliver a positive working culture in which people can develop their best potential and helping deliver the faculty’s strategies and goals; and
(b) contributing to people management and engagement practices to support a workplace culture in which diversity of thought and contribution, collaboration, excellence and achieving outcomes are encouraged, enabled and valued.

(6) Associate Deans will contribute to external community engagement by:

(a) contributing in the relevant area of expertise to the faculty’s strategies in relation to alumni, fundraising, and community and industry engagement being cohesive and aligned with overall University strategies;

(b) identifying strategic opportunities within external communities, so that the faculty has a strong and effective external engagement profile at the national and global level; and

(c) managing external accreditation processes as relevant to the portfolio.

PART 4 – SCHOOLS (WITHIN A FACULTY)

4.1 Application

This Part applies to any school within:

(a) the Faculty of Arts and Social Sciences;
(b) the Faculty of Business;
(c) the Faculty of Engineering and Information Technologies;
(d) the Faculty of Health Sciences; and
(e) the Faculty of Science.

4.2 Establishment of schools

Schools will be established by the Vice-Chancellor, on the recommendation of the Provost.

4.3 School leadership

(1) Each school will have:

(a) a Head of School; and
(b) a School Manager.

(2) Each school may also have a Deputy Head of School.

(3) Schools may create leadership positions other than those prescribed in subsections (1) and (2) with the approval of the Dean and the Provost.

4.4 Membership of schools

(1) Each school will comprise:
(a) all full-time and part-time permanent and temporary members of the academic and professional staff of the school; and
(b) between four and six student members selected in a manner to be determined by the Head of School.

(2) The Head of School will allocate at least one of the student member positions for each of the following groups:
(a) undergraduate students;
(b) postgraduate coursework students; and
(c) higher degree by research students.

(3) Students being supervised by a member of the school or taking units of study administered by the school are eligible for selection.

(4) Student members may also be members of the faculty or faculty board, or both.

(5) The Head of School will report at least once every two years to the faculty on the processes that have been adopted for the selection of student members of the school.

4.5 Responsibilities and functions of schools

(1) Schools operate under the supervision of a Head of School and are part of a faculty.

(2) Schools will exercise their responsibilities and functions subject to:
(a) the authority of the Senate, the Academic Board and the relevant faculty; and
(b) the Act, the By-law, and relevant rules, policies and procedures.

(3) Schools will:
(a) encourage and facilitate teaching, scholarship and research; and
(b) coordinate the teaching and examination duties of staff; for the units of study and award courses that they oversee.

(4) Schools may establish sub-committees, working parties and advisory committees to facilitate the conduct of their business.

4.6 School meetings

(1) The Head of School or their nominee will convene and chair a meeting of the school at least twice a year.

(2) The Head of School or their nominee will convene and chair such other meetings of the school as they consider necessary or as required by the:
(a) Vice-Chancellor;
(b) Provost; or
(c) Dean.
(3) The Head of School or their nominee will, at least two weeks before the date fixed for the holding of a school meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.

(a) A full agenda should be circulated at least one week before the meeting.

(4) The lesser of any 20 members of the school, or one eighth of the membership of the school (calculated to the nearest whole number) will constitute a quorum for the transaction of business at a school meeting.

(5) No business may be transacted at a school meeting unless a quorum is present.

(6) A meeting of the school may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

(7) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.

(8) Every member will have one vote on a show of hands and on a poll.

(9) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.

(10) If the number of votes is equal, the Chair will have the casting vote.

4.7 Responsibilities and functions of Heads of School

(1) Heads of School will contribute to strategic leadership and planning by:

(a) contributing to the development of the overall faculty strategy;

(b) developing and deploying strategies at school level in line with faculty strategy;

(c) planning and leading curriculum initiatives and delivery;

(d) being a member of the leadership team and participating in faculty committees;

(e) chairing any school leadership team;

(f) participating in and communicating to school staff whole of University decision making, at school level; and

(g) monitoring and maintaining quality, standards and excellence in education and research.

(2) Heads of School will contribute to academic leadership by:

(a) being responsible for curriculum (teaching and learning) delivery;

(b) for professional schools, ensuring accreditation standards are maintained;

(c) providing leadership in all academic fields of endeavour of the school;

(d) ensuring the faculty research strategy is resourced and achieved at school level;

(e) managing talent at the school level within priorities, processes and strategies set by the faculty; and

(f) liaising with the Deputy Vice-Chancellor portfolios in relation to delivery of relevant strategies.
(3) Heads of School will contribute to financial management by:

(a) as a member of the leadership team, contributing to the development of the overall faculty budget and financial strategy;
(b) implementing the financial strategy at the school level;
(c) being accountable for financial management of the school and for achieving financial targets; and
(d) making decisions at the school level.

(4) Heads of School will contribute to operational management by:

(a) ensuring that there are appropriate resources and University-consistent processes for effective operational management;
(b) ensuring financial, procurement, student, research and teaching policies and procedures are implemented, understood and complied with across the school;
(c) managing resources appropriately, including ensuring consistency of systems, processes and practices;
(d) ensuring coherence and consistency of operational processes within the faculty; and
(e) overseeing and managing work health and safety strategies.

(5) Heads of School will contribute to people leadership and management by:

(a) attracting and recruiting outstanding talent and making appointment decisions for the school, within the overall faculty strategy;
(b) determining whether there is a need to appoint a Deputy Head of School and, if required, establishing the position requirements;
(c) providing leadership through mentoring and nurturing of talent and ensuring staff development opportunities (professional and academic) are part of the school culture;
(d) being responsible for performance management and development; and
(e) managing work health and safety compliance and protocols.

(6) Heads of School will contribute to external community engagement by:

(a) supporting the Dean in implementing external engagement strategies;
(b) identifying strategic opportunities within external communities;
(c) for professional schools, ensuring deep engagement with accreditation, professional bodies, industry and the sector; and
(d) together with the Dean and the leadership team, ensuring continuing and deep engagement with the alumni community.

PART 5 – UNIVERSITY SCHOOLS

5.1 Application

This Part applies to all University schools.
5.2 University school leadership

(1) Each University school will have:
   (a) a Head of School and Dean;
   (b) up to two Deputy Heads of School and Deputy Deans;
   (c) a number of core Associate Deans each aligned with one of the portfolio committees of the University Executive and with responsibilities outlined in the terms of reference for that committee; and
   (d) a School General Manager.

(2) Each University school may have one or more optional Associate Deans, as approved by the Provost on the recommendation of the Head of School and Dean.

(3) University schools may create leadership positions other than those prescribed in subsections (1) and (2) with the approval of the Provost.

5.3 University school governance

(1) The academic affairs of each University school will be governed by:
   (a) the University school;
   (b) the University school board; and
   (c) sub-committees, working parties and advisory committees established by the University school in accordance with subsection 5.8(6).

(2) The administrative and operational affairs of each University school will be governed by:
   (a) the Head of School and Dean’s executive committee; and
   (b) the leadership group.

5.4 Membership of University schools

(1) Each University school will comprise:
   (a) all full-time and part-time permanent and temporary members of the academic and professional staff of the University school; and
   (b) at least four members elected by the students of the University school in accordance with this Rule.

(2) The University school board will allocate a specified number of elected student positions for each of the following groups:
   (a) undergraduate students;
   (b) postgraduate coursework students; and
   (c) higher degree by research students.
5.5 Responsibilities and functions of University schools

(1) The University school will receive and consider reports on academic matters from the University school board at least once per semester.

(2) The University school may make such recommendations to the University school board as it thinks fit, in respect of the affairs and concerns of the University school.

5.6 University school meetings

(1) The Head of School and Dean or their nominee will convene and chair a University school meeting at least once per semester.

(2) The Head of School and Dean or their nominee will convene and chair such other meetings of the University school as they consider necessary or as required by the:

   (a) Vice-Chancellor;
   (b) Provost; or
   (c) University school board.

(3) The Head of School and Dean or their nominee will, at least two weeks before the date fixed for the holding of a University school meeting, give notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.

   (a) A full agenda should be circulated at least one week before the meeting.

(4) The lesser of any 20 members of the University school, or one eighth of the membership (calculated to the nearest whole number), will constitute a quorum for the transaction of business at a University school meeting.

(5) No business may be transacted at a meeting of the University school unless a quorum is present.

(6) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.

(7) Every member will have one vote on a show of hands and on a poll.

(8) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.

(9) If the number of votes is equal, the Chair will have the casting vote.

(10) A University school meeting may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

5.7 Membership of University school boards

(1) Each University school board will comprise:

   (a) the ex-officio members:

      (i) the Head of School and Dean or their nominee, who will perform the role of Chair;

      (ii) the Deputy Head of School and Deputy Dean(s);

      (iii) the Associate Dean(s);
(iv) the School General Manager;
(v) the Provost or their nominee;
(b) all full-time and part-time permanent members of the academic staff of the University school;
(c) all full-time and part-time temporary members of the academic staff of the University school who hold a current employment contract with the University with a term of two years or longer (regardless of the amount of time the contract still has to run);
(d) between one and four permanent or temporary members of the professional staff of the University school, who will be appointed by the Head of School and Dean, provided that:
   (i) any temporary member of the professional staff appointed to the University school board must, at the date of appointment, hold a current employment contract with the University with a term of two years or longer (regardless of the amount of the time the contract still has to run).
(e) between two and five elected student members, who may also be members of the University school.

(2) The University school board will allocate a specified number of elected student positions for each of the following groups:
(a) undergraduate students;
(b) postgraduate coursework students; and
(c) higher degree by research students.

(3) Student members will be elected by the students of the University school in accordance with this Rule.

### 5.8 Responsibilities and functions of University school boards

(1) The University school board will oversee the academic affairs of the University school.

(2) A reference in rules, policies or procedures to a decision of a University school is a reference to a decision of the University school board, unless otherwise specified.

(3) The University school board will exercise its responsibilities and functions subject to:
   (a) the authority of the Senate and the Academic Board; and
   (b) the Act, the By-law, and relevant rules, policies and procedures.

(4) Subject to the requirements of applicable University rules, policies and procedures, the University school board will:
   (a) make recommendations to the Academic Board on proposals for new award courses;
   (b) make recommendations to the Academic Board on revisions to award courses;
   (c) make resolutions for the coursework award courses offered by the University school including, as appropriate:
(i) admission;
(ii) enrolment restrictions;
(iii) time limits;
(iv) suspension, discontinuation and lapse of candidature;
(v) recognition of prior learning;
(vi) attendance;
(vii) cross-institutional study;
(viii) international exchange;
(ix) assessment;
(x) late submission of assessments;
(xi) satisfactory progress;
(xii) admission to honours; and
(xiii) the award of honours and the levels at which honours is awarded;

(d) make resolutions for each degree, diploma and certificate offered by the University school including, as appropriate:
(i) admission;
(ii) attendance;
(iii) majors;
(iv) recognition of prior learning;
(v) progression;
(vi) requirements for the award;
(vii) requirements for the award of honours;
(viii) award of the degree; and
(ix) award of honours;

(e) monitor and maintain quality, standards and excellence in education and research;

(f) report to the University school at least once per semester;

(g) consider and report to the University school on recommendations made by the University school;

(h) report to the Academic Board at least once per year on quality and educational integrity standards; and

(i) consider and report on all matters referred to it by the Vice-Chancellor, the Provost or the Academic Board.

(5) The University school board may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the University school.

(6) The University school board may establish sub-committees, working parties and advisory committees to:

(a) facilitate the conduct of its business; and
(b) make recommendations to the University school board for decision.

(7) A sub-committee, working party or advisory committee established in accordance with subsection (6) must not make decisions on behalf of the University school board.

5.9 University school board meetings

(1) The Head of School and Dean or their nominee will convene and chair a meeting of the University school board at least twice a year.

(2) The Head of School and Dean or their nominee will convene and chair such other meetings of the University school board as they consider necessary or as required by the:
   (a) Vice-Chancellor; or
   (b) Provost.

(3) The Head of School and Dean or their nominee will, at least two weeks before the date fixed for the holding of a University school board meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
   (a) A full agenda should be circulated at least one week before the meeting.

(4) The lesser of any 20 members of the University school board, or one eighth of the membership (calculated to the nearest whole number) will constitute a quorum for the transaction of business at a University school board meeting.

(5) No business may be transacted at a meeting of a University school board unless a quorum is present.

(6) A meeting of the University school board may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

(7) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.

(8) Every member will have one vote on a show of hands and on a poll.

(9) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.

(10) If the number of votes is equal, the Chair will have the casting vote.

(11) In exceptional circumstances (as determined by the Chair, the Vice-Chancellor or the Provost), the University school board may make decisions by circulation.

(12) The Chair may determine the appropriate processes for decision by circulation, provided that:
   (a) any item of business for decision by circulation must be circulated to all members of the University school board; and
   (b) no resolution or recommendation may be approved by circulation unless the majority of the required quorum for the transaction of business is in favour of it.
5.10 Membership of the Head of School and Dean's executive committee

The Head of School and Dean will appoint members to the executive committee.

5.11 Responsibilities and functions of the Head of School and Dean's executive committee

The Head of School and Dean's executive committee will advise the Head of School and Dean on the strategic and administrative affairs of the faculty.

5.12 Meetings of the Head of School and Dean’s executive committee

The Head of School and Dean or their nominee will convene and chair meetings of the executive committee as required.

5.13 Membership of the leadership group

(1) The Head of School and Dean will appoint members to the leadership group, in consultation with the Provost.

(2) The leadership group should include:
   (a) the Deputy Head of School and Deputy Dean(s);
   (b) Associate Deans;
   (c) heads of central units, as appropriate; and
   (d) the School General Manager.

5.14 Responsibilities and functions of the leadership group

The leadership group will collaborate and provide strategic advice to the Head of School and Dean's executive committee.

5.15 Meetings of the leadership group

The Head of School and Dean or their nominee will convene and chair meetings of the leadership group as required.

5.16 Responsibilities and functions of Heads of School and Deans of University schools

(1) Heads of School and Deans will contribute to strategic leadership and planning by:
   (a) planning, setting and communicating the vision of the University school;
   (b) leading and living the values of the University school, particularly in relation to culture and people, and enabling the desired culture;
(c) with input from the leadership team, setting, communicating and achieving the University school strategic plan and goals aligned with overall University strategies;

(d) chairing the leadership team;

(e) planning and leading curriculum initiatives and delivery;

(f) participating in and communicating to University school staff whole of University decision making, at the University school level;

(g) leading the Deputy Head and Deputy Dean(s) and Associate Deans and School General Manager; and

(h) monitoring and maintaining quality, standards and excellence in education and research.

(2) Heads of School and Deans will contribute to academic leadership by:

(a) aligning strategic curriculum design with the University school mission;

(b) pursuing and managing strategically aligned funding and grants opportunities;

(c) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students;

(d) overseeing the research profile, including reporting requirements;

(e) managing curriculum (teaching and learning) delivery;

(f) for professional University schools, ensuring accreditation standards are maintained;

(g) providing leadership in all academic fields of endeavour of the University school;

(h) ensuring the University school’s research strategy is resourced and achieved;

(i) managing talent, including recruitment, monitoring, promotion, performance management, retention and remuneration; and

(j) liaising with the Deputy Vice-Chancellor portfolios in relation to delivery of relevant stages.

(3) Heads of School and Deans will contribute to financial management by:

(a) proposing and controlling budget expenditure;

(b) leading development of the financial strategy and framework for the University school;

(c) with the leadership team, ensuring that the University school is working as efficiently as possible; and

(d) being accountable for financial management of the University school and for achieving financial targets.

(4) Heads of School and Deans will contribute to operational management by:

(a) overseeing and managing all aspects of the University school’s operations;

(b) ensuring there are appropriate resources and University-consistent processes for effective operational management;
(c) ensuring financial, procurement, student, research and teaching policies and procedures are implemented, understood and complied with across the University school;

(d) managing resources appropriately, including ensuring consistency of systems, processes and practices usage and application;

(e) ensuring coherence and consistency of operational processes with other faculties and University schools; and

(f) developing, overseeing and managing work health and safety strategies.

(5) Heads of School and Deans will contribute to people leadership and management by:

(a) establishing the position requirements for the Deputy Head of School and Deputy Dean;

(b) providing people leadership and management to all staff, including culture, mission, workforce planning, work load allocation and compliance;

(c) developing strategies to attract and retain outstanding talent and integrating University-wide workforce strategies into the University school;

(d) making appointment decisions for the University school;

(e) providing leadership through mentoring and nurturing of talent and ensuring staff development opportunities (professional and academic) are part of the University school culture; and

(f) developing strategies and managing work health and safety compliance and protocols.

(6) Heads of School and Deans will contribute to external community engagement by:

(a) identifying development opportunities;

(b) ensuring and enabling a coherent fundraising strategy;

(c) promoting external engagement with the profession or sector, particularly at the global level;

(d) enabling processes and systems to support delivery;

(e) ensuring deep engagement with accreditation and professional bodies; and

(f) ensuring continuing and deep engagement with the alumni community.

5.17 Responsibilities and functions of Associate Deans

(1) Associate Deans will contribute to strategic leadership and planning by:

(a) contributing to planning, setting, communicating and achieving the University school strategic plan and goals, aligned with overall University strategies;

(b) providing a strategic conduit and feedback loop between the University school and its portfolio aligned Deputy Vice-Chancellor and University Executive committee;

(c) working to harness ideas and activities, to support the academic distinctiveness of the University school;

(d) ensuring consistency with central portfolio services;
(e) modelling and leading with behaviours that enable a culture where people, diverse ideas and collaboration are valued and thrive; and

(f) monitoring and maintaining quality, standards and excellence in education and research.

(2) Associate Deans will contribute to academic leadership by:

(a) leading the implementation relevant to the portfolio of agreed strategies across all academic units with the University school, in the context of its academic distinctiveness;

(b) contributing to the development and promotion of quality research and teaching strategies and practices that will attract and retain excellent researchers and research students;

(c) participating in decisions on behalf of the University school at their respective University Executive committee;

(d) consulting across all academic units within the University school to provide feedback at the University Executive committee level prior to decision making, and then communicating within and across the University school to ensure effective implementation and delivery;

(e) communicating and managing interdependencies with other Associate Dean positions within the University school, to ensure opportunities and efficiencies are identified and leveraged in strategies, operational processes, communication and promotion practices; and

(f) implementing University policy in relation to their portfolio.

(3) Associate Deans will contribute to financial management by:

(a) contributing to the establishment of the University school's strategic financial goals and operational financial management practices to contribute to financial sustainability; and

(b) working as part of the academic and operational leadership team to ensure efficiency and effectiveness of financial management practices.

(4) Associate Deans will contribute to operational management by:

(a) supporting the smooth operation of the University school;

(b) identifying portfolio related infrastructure requirements and resourcing needs; and

(c) meeting governance and compliance requirements in relation to their portfolio.

(5) Associate Deans will contribute to people leadership and management by:

(a) contributing to people leadership practices and processes to deliver a positive working culture in which people can develop their best potential and helping deliver the University school’s strategies and goals; and

(b) contributing to people management and engagement practices to support a workplace culture in which diversity of thought and contribution, collaboration, excellence and achieving outcomes are encouraged, enabled and valued.

(6) Associate Deans will contribute to external community engagement by:
(a) contributing in the relevant area of expertise to the University school’s strategies in relation to alumni, fundraising, and community and industry engagement being cohesive and aligned with overall University strategies;

(b) identifying strategic opportunities within external communities, so that the University school has a strong and effective external engagement profile at the national and global level; and

(c) managing external accreditation processes as relevant to the portfolio.

PART 6 – HEALTH FACULTIES (OTHER THAN THE FACULTY OF HEALTH SCIENCES)

6.1 Application

This Part applies to:

(a) the Faculty of Dentistry;
(b) the Faculty of Medicine;
(c) the Faculty of Nursing and Midwifery;
(d) the Faculty of Pharmacy; and
(e) schools and departments within the faculties at paragraphs (a) to (d).

6.2 Membership of health faculties (other than the Faculty of Health Sciences)

(1) Each faculty will comprise:

(a) the full-time and part-time permanent members of the academic staff of schools and departments in the faculty; and

(b) such other persons or classes of persons as are prescribed in:

(i) its constitution;

(ii) this section.

(2) There will be five student members of the Faculty of Dentistry:

(a) the President of the Sydney University Dental Undergraduates’ Association, provided that they are enrolled in a degree or diploma of the faculty;

(b) one elected undergraduate student, who must be enrolled in a degree of the faculty; and

(c) three elected postgraduate students, who must be enrolled in a degree or graduate diploma of the faculty, of whom two will normally be enrolled in the Doctor of Dental Medicine.

(3) There will be seven student members of the Faculty of Medicine:

(a) the Senior Graduate President of the University of Sydney Medical Society, provided that they are enrolled in the degrees of Bachelor of Medicine and Bachelor of Surgery or the Doctor of Medicine;
(b) the President of the Faculty of Medicine Postgraduate Society, provided that they are enrolled in a postgraduate degree of the faculty; and
(c) five elected students, who must be enrolled in a degree or graduate diploma of the faculty, of whom three will normally be enrolled in the Doctor of Medicine.

(4) There will be five elected students of the **Faculty of Nursing and Midwifery**:
   (a) three undergraduate students, who must be enrolled in an undergraduate degree of the faculty;
   (b) two postgraduate students, who must be enrolled as candidates for a postgraduate degree or diploma of the faculty.

(5) There will be four elected students of the **Faculty of Pharmacy**:
   (a) two students who are enrolled in the Bachelor of Pharmacy; and
   (b) two students who are enrolled in a postgraduate degree or diploma of the faculty.

6.3 Responsibilities and functions of health faculties (other than the Faculty of Health Sciences)

(1) Faculties will exercise their responsibilities and functions subject to:
   (a) the authority of the Senate and the Academic Board; and
   (b) the Act, the By-law, and relevant rules, policies and procedures.

(2) Subject to the requirements of University rules, policies and procedures, faculties will:
   (a) make recommendations to the Academic Board on proposals for new award courses;
   (b) make recommendations to the Academic Board on revisions to award courses;
   (c) make resolutions for the coursework award courses offered by the faculty including, as appropriate:
      (i) admission;
      (ii) enrolment restrictions;
      (iii) time limits;
      (iv) suspension, discontinuation and lapse of candidature;
      (v) recognition of prior learning;
      (vi) attendance;
      (vii) cross-institutional study;
      (viii) international exchange;
      (ix) assessment;
      (x) late submission of assessments;
      (xi) satisfactory progress;
      (xii) admission to honours; and
(d) make resolutions for each degree, diploma and certificate offered by the faculty including, as appropriate:
   (i) admission;
   (ii) attendance;
   (iii) majors;
   (iv) recognition of prior learning;
   (v) progression;
   (vi) requirements for the award;
   (vii) requirements for the award of honours;
   (viii) award of the degree; and
   (ix) award of honours;

(e) monitor and maintain quality, standards and excellence in education and research;

(f) report to the Academic Board at least once per year on quality and educational integrity standards; and

(g) consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board.

(3) The faculty may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the faculty.

(4) The faculty may establish sub-committees, working parties and advisory committees to:
   (a) facilitate the conduct of its business; and
   (b) make recommendations to the faculty for decision.

6.4 Meetings of health faculties (other than the Faculty of Health Sciences)

(1) The Dean or their nominee will convene and chair a meeting of the faculty at least once per semester.

(2) The Dean or their nominee will convene and chair such other meetings of the faculty:
   (a) as they consider necessary;
   (b) as required by the Vice-Chancellor or Provost; or
   (c) as requested by five or more of the faculty members, in writing to the Provost.

(3) The Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
(4) The lesser of any 40 members of the faculty, or one eighth of the membership (calculated to the nearest whole number), will constitute a quorum for the transaction of business at a faculty meeting.

(5) No business may be transacted at a meeting of the faculty unless a quorum is present.

(6) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.

(7) Every member will have one vote on a show of hands and on a poll.

(8) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.

(9) If the number of votes is equal, the Chair will have the casting vote.

(10) A meeting of the faculty may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

6.5 Joint board of postgraduate studies for Dentistry, Medicine Nursing and Midwifery, and Pharmacy

(1) There will be a joint board of postgraduate studies for any or all of the faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy.

(2) The joint board will comprise the nominees of the faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy, as determined by each faculty, in consultation with the Provost.

(3) The Chair of the joint board will be appointed by the Provost, in consultation with the Deans of the faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy.

(4) The joint board will exercise the responsibilities of the faculties of:

   (a) Dentistry and Medicine, in respect of postgraduate degrees (other than the Doctor of Medicine and Doctor of Dental Medicine), diplomas and certificates; and

   (b) Nursing and Midwifery, and Pharmacy, in respect of higher degrees by research.

(5) The joint board will exercise such other responsibilities and functions in respect of postgraduate degrees, diplomas and certificates as the faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy may determine.

(6) The faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy may establish postgraduate course advisory committees for any or all of the courses in their faculty, as they consider appropriate.

(7) The joint board will seek the advice of relevant postgraduate course advisory committees before making recommendations about curriculum matters to the relevant faculty.

6.6 Membership of schools and departments

Each school or department will comprise:
(a) such members of the academic staff; and
(b) such other persons or classes of persons;
as are appointed to it by the Dean on the recommendation of the faculty.

6.7 Responsibilities and functions of schools and departments

(1) Schools and departments operate under the supervision of a Head of School or Head of Department and are part of a faculty.

(2) Schools and departments will exercise their responsibilities and functions subject to:
(a) the authority of the Senate, the Academic Board and the relevant faculty; and
(b) the Act, the By-law, and relevant rules, policies and procedures.

(3) Schools and departments will:
(a) encourage and facilitate teaching, scholarship and research; and
(b) coordinate the teaching and examination duties of staff;
for the units of study and award courses that they oversee.

6.8 School and departmental boards

(1) Each school and department will have a board, which will comprise:
(a) the full-time and part-time members of the academic staff of the school or department; and
(b) at least one student of the school or department:
   (i) who is not a member of the full-time teaching staff of the school or department;
   (ii) who is enrolled in a degree or diploma offered by the school or department;
   (iii) to be selected in a manner determined by the academic staff of the school or department; and
(c) subject to this section, such additional members as are approved by the faculty on the recommendation of the academic staff acting through the Head of School or Head of Department, to be selected from:
   (i) other members of staff;
   (ii) honorary appointees; and
   (iii) undergraduate or postgraduate students.

(2) Any additional members appointed in accordance with paragraph 1(c):
(a) will hold office for a specified period of time, not exceeding two years; and
(b) must not exceed one quarter of the total number of teaching staff of the school or department at the time the appointments are made.
(3) A school or department with one to five members may provide for one additional member of the school board.

(4) A school or department with six to nine members may provide for up to two additional members of the school board.

(5) If the faculty does not approve a recommendation for the appointment of additional members to the board, the recommendation will be referred to the Academic Board for determination.

(6) The academic staff, acting through the Head of School or Head of Department, will report at least once every two years to the faculty on the processes that have been adopted for the selection of student members of the board.

6.9 Responsibilities and functions of school boards and departmental boards

A school or departmental board:

(a) will consider and make representations on any matters referred to it by the Head of School or Head of Department;

(b) may make representations on any matter relating to the school or department to:
   (i) the Head of School or Head of Department; and
   (ii) in consultation with the Head of School or Department, the faculty, the Vice-Chancellor and other appropriate officers of the University.

6.10 School board and departmental board meetings

(1) Each school board and departmental board will meet at least once per semester.

(2) The Head of School or Head of Department or their nominee will convene and chair such other meetings of the school board or departmental board:
   (a) as required by the Vice-Chancellor; or
   (b) as requested by the lesser of any three members of the school or department, or three quarters of the membership (calculated to the nearest whole number), in writing to the Head of School or Head of Department.

(3) The Head of School or Head of Department must give notice to the members of the time and place of the meeting.

(4) Any three members will constitute a quorum for the transaction of business at a school board or departmental board meeting.

(5) Every member will have one vote on a show of hands and on a poll.

(6) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.

(7) If the number of votes is equal, the Chair will have the casting vote.
6.11 Responsibilities of Heads of School and Heads of Departments

(1) Heads of School and Heads of Department report to the Dean of the relevant faculty.

(2) Heads of School and Heads of Department will:

(a) submit to the faculty proposals for award courses and examinations in the school or department;
(b) organise the teaching and examination of award courses within the school or department;
(c) consult from time to time with students on courses of study, teaching and examination within the school or department, and report annually to the faculty on these arrangements;
(d) consult with and inform members of the school or departmental board on matters of policy and administration at least once per semester;
(e) allocate administrative duties within the school or department;
(f) allocate and supervise the expenditure of funds allocated to the school or department; and
(g) undertake such other responsibilities relating to the work of the school or department as required by:
   (i) the Dean;
   (ii) the faculty; or
   (iii) the Vice-Chancellor.

PART 7 – BOARD OF INTERDISCIPLINARY STUDIES

7.1 Application

This Part applies to all:

(a) faculties; and
(b) University schools.

7.2 Membership of the Board of Interdisciplinary Studies

(1) There will be a Board of Interdisciplinary Studies.

(2) The Board of Interdisciplinary Studies will consist of:

(a) the Provost and Deputy Vice-Chancellor or their nominee, who will perform the role of Chair;
(b) the Deputy Vice-Chancellor Education or their nominee;
(c) the Deans or Heads of School and Deans or their nominees of faculties and University schools that offer Liberal Studies degrees;
(d) the Deans or Heads of School and Deans or their nominees of two other faculties or University schools that offer majors, minors or units of study in the Bachelor of Advanced Studies;

(e) the course coordinator(s) of the cross-faculty and University school degrees, diplomas and certificates administered by the Board of Interdisciplinary Studies;

(f) the directors or their nominees of the:
   (i) Charles Perkins Centre;
   (ii) China Studies Centre; and
   (iii) Sydney Southeast Asia Centre;

(g) the Director of the Centre for Continuing Education;

(h) the Head of the Open Learning Environment;

(i) the Chair of the Non-Award Sub-Committee of the Board of Interdisciplinary Studies, as set out in section 7.5;

(j) not more than two students enrolled in interdisciplinary degrees, diplomas and certificates administered by the Board of Interdisciplinary Studies, appointed by the Academic Board on the nomination of the Chair of the Academic Board in consultation with student members of the Academic Board and the relevant student organisations; and

(k) co-opted members appointed by resolution of the Board of Interdisciplinary Studies.

(3) The members appointed in accordance with subsections (2)(d), (j) and (k) will hold office for a period of two years from 1 January of the year following their appointment.

(4) Members will be eligible for reappointment.

(5) A person will cease to be a member if he or she ceases to hold the title or qualifications in respect of which he or she was eligible to be a member.

(6) If a vacancy occurs in the office of a member appointed in accordance with subsections (2)(d), (j) and (k):
   (a) the vacancy may be filled in the same manner as the appointment; and
   (b) the person appointed to fill the vacancy will hold office for the balance of the term of the person being replaced.

(7) The members of the Board of Interdisciplinary Studies may elect a Deputy Chair from among its members.

(8) The Deputy Chair will, in the event of the absence or inability of the Provost to perform that role, assume the powers and duties of the Chair.

### 7.3 Board of Interdisciplinary Studies meetings

(1) The Chair or their nominee will convene a meeting of the Board of Interdisciplinary Studies at least twice per year.

(2) The Chair or their nominee will convene such other meetings of the Board of Interdisciplinary Studies as he or she considers necessary or as required by the:
(a) Vice-Chancellor;
(b) Academic Board; or
(c) Senate.

(3) The Chair or their nominee will, at least two weeks before the date fixed for the holding of a Board of Interdisciplinary Studies meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.

(a) A full agenda should be circulated at least one week before the meeting.

(4) Six members will constitute a quorum for the transaction of business at a Board of Interdisciplinary Studies meeting.

(5) No business may be transacted at a meeting of the Board of Interdisciplinary Studies unless a quorum is present.

(6) A meeting of the Board of Interdisciplinary Studies may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

(7) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.

(8) Every member will have one vote on a show of hands and on a poll.

(9) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.

(10) If the number of votes is equal, the Chair will have the casting vote.

7.4 Responsibilities and functions of the Board of Interdisciplinary Studies

(1) The Board of Interdisciplinary Studies will exercise its responsibilities and functions subject to:

(a) the authority of the Senate and the Academic Board; and

(b) the Act, the By-law, and relevant rules, policies and procedures.

(2) The Board of Interdisciplinary Studies will provide interdisciplinary supervision of the award of the interdisciplinary qualifications listed in the resolutions of Senate relating to degrees, diplomas and certificates of the Board of Interdisciplinary studies (‘Senate resolutions’), and will:

(a) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in the interdisciplinary degrees, diplomas and certificates;

(b) where stated in the degree resolutions, admit to and determine candidature for the interdisciplinary degrees, diplomas and certificates;

(c) admit to candidature, and appoint supervisors and examiners of candidates for higher degrees by research listed in the Senate resolutions;

(d) ensure that:

(i) course and candidature management; and

(ii) student support and advice;
are appropriately provided through one or more of the participating faculties and University school;

(e) make recommendations to the Academic Board on matters relating to the interdisciplinary degrees, diplomas and certificates; and

(f) consider and report on all matters referred to it by Senate, the Academic Board or Vice-Chancellor.

(3) In relation to the Bachelor of Advanced Studies, the Board of Interdisciplinary Studies will:

(a) make resolutions for the degree;

(b) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in the degree by augmenting the faculty and University school based supervision of their constituent academic components wherever interdisciplinary consideration is required;

(c) approve, on the advice of the relevant faculty or University school and subject to relevant policy, the listing of units of study, majors and minors available for credit in the degree;

(d) approve the listing of units of study in the Open Learning Environment;

(e) approve the units of study offered in the Open Learning Environment by the Centre for Continuing Education;

(f) provide academic oversight for the quality and outcomes of the teaching, curriculum and assessment of units offered via the Open Learning Environment;

(g) ensure that appropriate course and candidature management, student support and advice is provided to students enrolled in the degree, through the office of the relevant faculty or University school or academic units; and

(h) make recommendations to the Academic Board on:

(i) the curriculum;

(ii) course resolutions; and

(iii) any other matter relating to the degree;

(4) In relation to other interdisciplinary qualifications, the Board of Interdisciplinary Studies will:

(a) approve, on the advice of the relevant faculty or University school and subject to relevant policy, the listing of units of study, majors and minors to be made available in the shared pool for all Liberal Studies bachelor degrees; and

(b) report to the Deputy Vice-Chancellor (Education) on non-award courses approved by the Board of Interdisciplinary Studies.

(5) The Board of Interdisciplinary Studies may:

(a) establish sub-committees to facilitate the conduct of its business; and

(b) delegate to those sub-committees the authority to make recommendations to the Academic Board, as prescribed in subsection 3(h).
7.5 Non-Award Sub-Committee

(1) There will be a Non-Award Sub-Committee of the Board of Interdisciplinary Studies.

(2) The Non-Award Sub-Committee will consist of:

(a) a Chair, who will be elected by the members of the Non-Award Sub-Committee;

(b) the Deans or their nominees of every faculty and University school that offers inter-disciplinary non-award courses; and

(c) the Director of the Centre for Continuing Education.

(3) The Non-Award Sub-Committee will:

(a) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in:

(i) interdisciplinary non-award courses; and

(ii) other non-award courses not under the governance of a faculty or University school.

(b) report to the Deputy Vice-Chancellor (Education) on the quality and strategic fit of interdisciplinary non-award courses.

(4) The Chair of the Non-Award Sub-Committee will represent the sub-committee on the Board of Interdisciplinary Studies.

PART 8 – STAFF ELECTIONS TO FACULTY BOARDS

8.1 Application

This Part applies to:

(a) the Faculty of Arts and Social Sciences;

(b) the Faculty of Business;

(c) the Faculty of Engineering and Information Technologies;

(d) the Faculty of Health Sciences; and

(e) the Faculty of Science.

8.2 Timing of elections

(1) The election of staff members for each faculty board will be held in Semester 2 of every second year.

(2) Notice of the election will be given no later than 28 days before the commencement of voting.
8.3 Term of office
(1) The term of office of a staff member elected to a faculty board will be two years, commencing on 1 January of the year following the election.
(2) Staff members will be eligible for reappointment or re-election.
(3) A staff member will cease to hold office if they cease to be:
   (a) a member of the faculty; or
   (b) a permanent or temporary member of the academic or professional staff of the University.

8.4 Nominations
(1) Staff who wish to stand as candidates for election as members of a faculty board must nominate themselves in accordance with the relevant University procedures.
(2) If insufficient nominations are received to fill staff member positions on the faculty board, whether allocated positions or other positions:
   (a) the candidates nominated will be taken to be elected; and
   (b) the Dean will consult with the remaining academic or professional staff members, and appoint academic staff members or professional staff members, as required to fill the vacancies.
(3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be taken to be elected.
(4) If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held.

8.5 Filling casual vacancies
(1) A casual vacancy will be caused by the resignation, disqualification or death of an elected staff member.
(2) Where possible, a casual vacancy will be filled by the staff member who, in the immediately preceding election, polled the next highest number of votes to the staff member to be replaced.
(3) Otherwise, the Dean will consult with the remaining academic or professional staff members, and appoint an academic staff member or professional staff member, as required to fill the vacancy.

8.6 Electorates
(1) The electorate for the election of:
   (a) academic staff members will comprise all full-time and part-time permanent and temporary academic staff of the faculty;
(b) professional staff members will comprise all full-time and part-time permanent and temporary professional staff of the faculty; as at the date on which notice of the election is given.

(2) Temporary staff members may vote in an election only if, as at the date on which notice of the election is given, they hold a current employment contract with a term of two years or longer (regardless of the amount of time the contract has still to run).

PART 9 – STUDENT ELECTIONS

9.1 Application
This part applies to all:

(a) faculties;
(b) faculty boards;
(c) University schools;
(d) University school boards;

9.2 Timing of elections
(1) The election of student members for each faculty, faculty board, University school and University school board, as applicable, will be held in Semester 2 of each year.

(2) Notice of the election will be given no later than 28 days before the commencement of voting.

9.3 Term of office
(1) The term of office of a student elected to a faculty, faculty board, University school or University school board, as applicable, will be one year, commencing on 1 January of the year following the election.

(2) Student members will be eligible for reappointment or re-election.

(3) A student member will cease to hold office if the student:

(a) ceases to be enrolled in a course offered by the faculty, or University school, as applicable; or

(b) becomes a permanent or temporary member of the academic or professional staff of the faculty or University school, as applicable.

9.4 Nominations
(1) Students who wish to stand as candidates for election as members of a faculty, faculty board, University school or University school board must nominate themselves in accordance with the relevant University procedures.
(2) If insufficient nominations are received to fill all student positions (whether allocated positions or other positions):

(a) the candidates nominated will be taken to be elected; and

(b) the Dean or Head of School and Dean (as appropriate) will consult with any other student members and the leaders of any relevant student representative body and appoint student members, as required to fill the vacancy.

(3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be taken to be elected.

(4) If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held.

9.5 Filling casual vacancies

(1) A casual vacancy will be caused by the resignation, disqualification or death of an elected student member.

(2) Where possible, a casual vacancy will be filled by the student who, in the immediately preceding election, polled the next highest number of votes to the student member to be replaced.

(3) Otherwise, the Chair will:

(a) consult with the remaining student members and the leaders of any relevant student representative body, and appoint a student member as required to fill the vacancy; or

(b) direct that a by-election be held.

9.6 Electorates

The electorate for the election of student members will comprise all full-time and part-time students enrolled in an undergraduate or postgraduate award course offered by the faculty or University school.

PART 10 – STUDENT PARTICIPATION IN MEETINGS

10.1 Application

This Part applies to all:

(a) faculties;

(b) schools;

(c) departments; and

(d) University school.
10.2 Faculty and University school meetings

(1) A person who is a student in a faculty or University school must not:
   (a) be present at or participate in any discussion at a meeting of the faculty, faculty board, University school, or any faculty or University school committee;
   (b) access any confidential material, including material produced for the purpose of examination or assessment; or
   (c) participate in any decision;
   relating to their own candidature.

(2) A person, other than a member of the academic staff, who is a student in a faculty or University school must not:
   (a) be present at or participate in any discussion at a meeting of the faculty, faculty board, University school, or any faculty or University school committee;
   (b) access any confidential material, including material produced for the purpose of examination or assessment; or
   (c) participate in any decision;
   relating to any other student’s candidature.

10.3 School and department meetings

(1) A person who is a candidate for a degree, diploma or certificate of the University must not:
   (a) be present at or participate in any discussion at a meeting of the school or department;
   (b) access any confidential material, including material produced for the purpose of examination or assessment; or
   (c) participate in any decision;
   relating to their own candidature.

(2) A person, other than a member of the academic staff, who is a candidate for a degree, diploma or certificate of the University must not:
   (a) be present at or participate in any discussion at a meeting of the school or department;
   (b) access any confidential material, including material produced for the purpose of examination or assessment; or
   (c) participate in any decision;
   relating to any other student’s candidature for a degree, diploma or certificate that is the same as or considered to be of a standing equivalent to or higher than the degree, diploma or certificate for which the person is a candidate.
PART 11 – PROCEDURES

11.1 Elections
The Returning Officer may determine procedures for the conduct of elections under this Rule.

11.2 Behaviour of election participants
(1) The Returning Officer may determine conduct rules regulating the behaviour of candidates for, and other participants in, elections under this Rule.
(2) A breach of any such conduct rules may constitute, as appropriate, a breach of the Code of Conduct for Students or Code of Conduct – Staff and Affiliates.

PART 12 – TRANSITIONAL PROVISIONS

12.1 Application
This Part applies to:

(a) the Faculty of Arts and Social Sciences;
(b) the Faculty of Business;
(c) the Faculty of Engineering and Information Technologies;
(d) the Faculty of Health Sciences;
(e) the Faculty of Science; and
(f) the University schools.

12.2 Staff elections
The Dean will appoint academic staff and professional staff to serve as members of the faculty board from the date of commencement of this Rule until 31 December 2017.

12.3 Student elections
(1) From the date of commencement of this Rule until 1 January 2018, students who were elected as members of a faculty in accordance with the Senate resolution Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees:

(a) will automatically become members of the relevant corresponding faculty or University school;
(b) will, if they become members of:
   (i) the Faculty of Arts and Social Sciences;
(ii) the Faculty of Business;
(iii) the Faculty of Engineering and Information Technologies;
(iv) the Faculty of Health Sciences;
(v) the Faculty of Science; or
(vi) a University school;
automatically become members of the relevant corresponding faculty board or University school board.

PART 13 - RESCISSIONS AND REPLACEMENTS

13.1 Application
This Part applies to all:
(a) faculties; and
(b) University schools.

13.2 Rescissions and replacements
(1) Subject to subsection (3), from the date of commencement of this Rule, any reference to a faculty constitution in any other rule, policy, procedures, guidelines or local provisions document, other than the constitutions for the Faculty of Dentistry, the Faculty of Medicine, the Faculty of Nursing and Midwifery, and the Faculty of Pharmacy, is to be read as a reference:
(a) in the case of a faculty, to Part 2 of this Rule; and
(b) in the case of a University school, to Part 4 of this Rule.

(2) Subject to subsection (3), and except to the extent that they apply to the Sydney College of the Arts, this Rule replaces the following, which are rescinded as from the date of commencement of this document:
(a) *University of Sydney (Authority within Academic Units) Rule 2003*;
(b) Senate resolution *Appointment and Roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans*, which commenced on 25 November 2008;
(c) Senate resolution *Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees*, which was last amended on 4 February 2014;
(d) the constitutions of Faculties, Colleges and Boards of Studies as at 1 January 2016, other than the constitutions for:
   (i) the Faculty of Dentistry;
   (ii) the Faculty of Medicine;
   (iii) the Faculty of Nursing and Midwifery; and
   (iv) the Faculty of Pharmacy.
(3) The provisions of the documents listed in subsection 12.2(2) that apply to the Sydney College of the Arts on the day prior to the date of commencement of this Rule will continue to apply to the Sydney College of the Arts until the date determined by Vice-Chancellor in accordance with section 14 the University of Sydney (Organisational Design – Transitional Provisions) Rule 2016.

Note: Consistently with the Vice-Chancellor's determination, the constitution of the Sydney College of the Arts is rescinded as from 1 July 2017.

NOTES

University of Sydney (Governance of Faculties and University Schools) Rule 2016

Date adopted: 12 December 2016
Date commenced: 1 January 2017
Administrator: Deputy Vice-Chancellor and Provost
Review date: 12 December 2021

Rescinded documents:

- University of Sydney (Authority within Academic Units) Rule 2003;
- Senate resolution Appointment and Roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans, which commenced on 25 November 2008;
- Senate resolution Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees, which was last amended on 4 February 2014;
- The constitutions of Faculties, Colleges and Boards of Studies as at 1 January 2016, other than the constitutions for:
  - the Faculty of Dentistry;
  - the Faculty of Medicine;
  - the Faculty of Nursing and Midwifery; and
  - the Faculty of Pharmacy.
- The constitution of the Sydney College of the Arts, as from 1 July 2017.

Related documents:

- University of Sydney (Coursework) Rule 2014
- Coursework Policy 2014
- Learning and Teaching Policy 2015
- Learning and Teaching Procedures 2016
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<td>Note added</td>
<td>12 July 2017</td>
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<td>Notes</td>
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<tr>
<td>3.7(3) note</td>
<td>Minor typographical amendment</td>
<td>17 July 2017</td>
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