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

Approved on: 4 December 2000
Amended on: 2 June 2014
Amendment effective from: 6 June 2014

PRELIMINARY

1. Commencement and purpose of Rule

1.1 This Rule is made by the Senate pursuant to section 37(1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-Law 1999*.

1.2 This Rule comes into force on 1 January 2001.

1.3 This Rule governs all coursework award courses in the University. It is to be read in conjunction with the *University of Sydney (Amendment Act) Rule 1999* and the Resolutions of the Senate and the faculty resolutions relating to each award course in that faculty.

RULES RELATING TO COURSEWORK AWARD COURSES

1. Definitions

In this Rule:

1.1 **advanced learning master's degree** means a program of advanced study, building on prior study in the same academic discipline area or in a relevant discipline area, leading to the award of a master's degree;

1.2 **associate dean** means the associate dean of a faculty with responsibility for coursework programs at the relevant level or the deputy chairperson of a board of studies or a person appointed by the dean to have responsibility for coursework programs at the relevant level;

1.3 **award course** means a formally approved program of study which can lead to an academic award granted by the University;

1.4 **capstone experience** means a unit of study that has been designed by the faculty to provide students with an opportunity to draw together the learning that has taken place during the award, synthesise this with their prior learning and experience, and draw conclusions that will form the basis for further investigation, and intellectual and/or professional growth;

1.5 **combined degree** means a single program with a single set of course resolutions leading to the award of two degrees (unless otherwise specified in the resolutions);

1.6 **coursework** means an award course not designated as a research award course. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses, graduate certificates, graduate diplomas and master's degrees with less than 66% research are coursework award courses;

1.7 **credit** means advanced standing based on previous attainment in another award course at the University or at another institution. The advanced standing is

expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit.

1.6.1 **Specific credit** means the recognition of previously completed studies as directly equivalent to units of study.

1.6.2 **Non-specific credit** means a 'block credit' for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study;

1.8 **credit points** mean a measure of value indicating the contribution each unit of study provides towards meeting award course completion requirements stated as a total credit point value;

1.9 **cross credited unit of study** means a unit of study which, on completion, is credited towards the requirements of two awards, or two component parts of a combined award;

1.10 **dean** means the dean of a faculty or the director or principal of an academic college or the chairperson of a board of studies;

1.11 **degree** means a degree at the level of bachelor or master for the purpose of this Rule;

1.12 **double degree** means a program where students are permitted by participating faculties (and/or by specific resolutions within a single award) to transfer between courses in order to complete two awards;

1.13 **embedded courses/programs** means award courses in the graduate certificate / graduate diploma / master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards;

1.14 **faculty** means a faculty, college board, a board of studies as established in each case by its constitution and in these Rules refers to the faculty or faculties responsible for the award course concerned;

1.15 **major** means a defined program of study, generally comprising specified units of study from later stages of the award course;

1.16 **minor** means a defined program of study, generally comprising units of study from later stages of the award course and requiring a smaller number of credit points than a major;

1.17 **postgraduate award course** means an award course leading to the award of a graduate certificate, graduate diploma, degree of master or a doctorate. Normally, a postgraduate award course requires the prior completion of a relevant undergraduate degree or diploma.

1.18 professional master's degree means a master's degree which leads to the accreditation or professional recognition necessary for employment in a specific discipline or profession, building either on experience and prior learning in the discipline or on prior learning in an appropriate but separate discipline. The degrees of Doctor of Dental Medicine, Juris Doctor, Doctor of Medicine and Doctor of Veterinary Medicine are classified as at the same qualification level as the Professional Master's degree and are referred to in the Australian Qualifications Framework as "Masters Degree (Extended)";

1.19 **research award course** means an award course in which students undertake and report systematic, creative work in order to increase the stock of knowledge. The research award courses offered by the University are: higher doctorate, Doctor of Philosophy, doctorates by research and advanced coursework, and certain degrees of master designated as research degrees. The systematic, creative component of a research award course must comprise at least 66% of the overall award course requirements;

1.20 **stream** means a defined program of study within an award course, which requires the completion of a program of study specified by the award course rules for the particular stream, in addition to the core program specified by award course rules for the award course;

1.21 **student** has the meaning prescribed in subclause 3(1) of the *University of Sydney By-Law* 1999 (as amended);
1.22 **testamur** means a certificate of award provided to a graduate, usually at a graduation ceremony;
1.23 **transcript** or **academic transcript** means a printed statement setting out a student's academic record at the University;
1.24 **unit of study** means the smallest stand-alone component of an award course that is recordable on a student's transcript. Units of study have an integer credit point value, normally 6 credit points;
1.25 **undergraduate award course** means an award course leading to the award of an associate diploma, diploma, advanced diploma or degree of bachelor.

2. Authorities and responsibilities

2.1 Authorities and responsibilities for the functions set out in this Rule are also defined in the document *Academic Delegations of Authority.* The latter document sets out the mechanisms by which a person who has delegated authority may appoint an agent to perform a particular function.
2.2 The procedures for consideration of, and deadlines for submission of, proposals for new and amended award courses will be determined by the Academic Board.

Division 1: Admission, award course requirements, credit points and assessment

Part 3. Admission

3.1 Admission to coursework award courses
- 3.1.1 Admission requirements for all coursework award courses are set out in the course resolutions approved by the Academic Board for the relevant award course, and are subject to the provisions of Part 9 of the *University of Sydney (Amendment Act) Rule* (as amended) 1999.
- 3.1.2 Admission requirements specified for undergraduate courses are subject to Academic Board policy.
- 3.1.3 Admission requirements specified for postgraduate courses are subject to Division 9 of this rule and Academic Board policy.

Part 4. Award course requirements

4.1 To qualify for the award of a degree, diploma or certificate, a student must:
- 4.1.1 complete the award course requirements specified by the Senate for the award of the degree, diploma or certificate concerned;
- 4.1.2 complete any other award course requirements specified by the Academic Board on the recommendation of the faculty and published in the faculty resolutions relating to the award course;
- 4.1.3 complete any other award course requirements specified by the faculty in accordance with its delegated authority and published in the faculty resolutions relating to the award course; and
- 4.1.4 satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

Part 5. Units of study and credit points

5.1.1 A unit of study comprises the forms of teaching and learning approved by a faculty. Where the unit of study is being provided specifically for an award course which is the responsibility of another faculty, that faculty must also provide approval.
5.1.2 Any faculty considering the inclusion of a unit of study in the tables of units available for an award course for which it is responsible may review the forms of teaching and learning of that unit, may consult with the approving faculty about aspects of that unit and may specify additional conditions with respect to inclusion of that unit of study.
5.2 A student completes a unit of study if the student:

5.2.1 participates in the learning experiences provided for the unit of study;
5.2.2 meets the standards required by the University for academic honesty;
5.2.3 meets all examination, assessment and attendance requirements for the unit of study; and
5.2.4 passes the required assessments for the unit of study.

5.3 Each unit of study is assigned a specified number of credit points by the faculty responsible for the unit of study.

5.4 The total number of credit points required for completion of an award course will be as specified in the Senate resolutions relating to the award course.

5.5 The total number of credit points required for completion of award courses in an approved combined award course will be specified in the Senate or faculty resolutions relating to the award course.

5.6 A student may, under special circumstances, and in accordance with faculty resolutions, be permitted by the relevant dean to undertake a unit or units of study other than those specified in the faculty resolutions relating to the award course and have that unit or those units of study counted towards fulfilling the requirements of the award course in which the student is enrolled.

Part 6. Unit of study assessment

6.1 A student who completes a unit of study will normally be awarded grades of high distinction, distinction, credit or pass, in accordance with policies established by the Academic Board. The grades high distinction, distinction and credit indicate work of a standard higher than that required for a pass.

6.2 A student who completes a unit of study for which only a pass/fail result is available will be recorded as having satisfied requirements.

6.3 In determining the results of a student in any unit of study, the whole of the student's work in the unit of study may be taken into account.

6.4 Examination and assessment in the University are conducted in accordance with the policies and directions of the Academic Board.

Part 7. Attendance

7.1 A faculty has authority to specify the attendance requirements for courses or units of study in that faculty. A faculty must take into account any University policies concerning modes of attendance, equity and disabled access.

7.2 A faculty has authority to specify the circumstances under which a student who does not satisfy attendance requirements may be deemed not to have completed a unit of study or an award course.

Division 2: Enrolment

Part 8. Enrolment restrictions

8.1 A student who has completed a unit of study towards the requirements of an award course may not re-enrol in that unit of study, except as permitted by faculty resolution or with the written permission of the dean. A student permitted to re-enrol may receive a higher or lower grade, but not additional credit points.

8.2 Except as provided in section 7.1, a student may not enrol in any unit of study which overlaps substantially in content with a unit that has already been completed or for which credit or exemption has been granted towards the award course requirements.

8.3 A student may not enrol in units of study additional to award course requirements without first obtaining permission from the relevant dean.

8.4 Except as prescribed in faculty resolutions or with the permission of the relevant dean:

8.4.1 a student may not enrol in units of study with a total credit point value exceeding:

8.4.1.1 for enrolments in any one semester - 30 credit points
8.4.1.2 for enrolment in the summer school – 12 credit points

8.4.1.3 for enrolment in the winter school – 6 credit points

Division 3: Credit, cross-institutional study and their upper limits

Part 9. Credit for previous studies

9.1 Students may be granted credit on the basis of previous studies.

9.2 Generally credit will not be granted for units of study completed more than 10 years before admission to candidature for the course concerned.

9.3 Notwithstanding any credit granted on the basis of work completed or prior learning in another award course at the University of Sydney or in another institution, in order to qualify for an award a student must:

9.3.1 for undergraduate award courses, complete a minimum of the equivalent of two full-time semesters of the award course at the University; and

9.3.2 for postgraduate award courses, complete at least 50 per cent of the requirements prescribed for the award course at the University.

These requirements may be varied where the work was completed as part of an embedded program at the University or as part of an award course approved by the University in an approved conjoint venture with another institution.

9.4 The credit granted on the basis of work completed at an institution other than a university normally should not exceed one third of the overall award course requirements.

9.5 Credit towards postgraduate awards will not be granted for undergraduate units of study.

9.6 Credit towards postgraduate awards will not be granted for previously completed postgraduate awards except in the case of awards in an embedded program at the University of Sydney, as set out in 9.8, or a program completed at another university or institution deemed by the relevant faculty to be the equivalent of a University of Sydney embedded program.

9.7 Where a student is permitted to enrol in two postgraduate awards simultaneously faculties may allow a maximum of two units of study to cross-credited towards requirements for a maximum of two degrees as set out in section 27.

9.8 Faculties have authority to establish embedded programs in closely related academic or professional areas to establish incrementally higher levels of attainment at graduate certificate, graduate diploma and master's level, and may specify in the faculty resolutions conditions for transfer from one award in the embedded program to another.

9.8.1 Students enrolled in an embedded program who have met the conditions for, and elect to, transfer to a longer award course in that embedded program:

9.8.1.1 may transfer their enrolment to the longer award course;

9.8.1.2 will receive credit for all of the units of study completed in the shorter award course; and

9.8.1.3 will not be permitted to graduate from the shorter award course.

9.8.2 Subject to the relevant course requirements, graduates of a course in an embedded program who subsequently become candidates for a longer award course in the same embedded program may be granted credit for units of study completed in the shorter award course.

9.8.3 Students enrolled in an embedded program who have completed the requirements for any award course in that embedded program may elect to discontinue their studies and graduate from that award course.

9.9 In an award course offered as part of an approved conjoint venture the provisions for the granting of credit are prescribed in the Resolutions of the Senate and the faculty resolutions relating to that award course.

Part 10. Cross-institutional study

10.1 The relevant dean may permit a student to complete a unit or units of study at another university or institution and have that unit or those units of study credited to the student's award course.

10.2 The relevant dean has authority to determine any conditions applying to cross-institutional study.

Division 4: Progression

Part 11.Progression requirements

11.1 A student enrolled in an award course must meet the progression requirements, and will be subject to the conditions specified in:

11.1.1 the award course resolutions determined by the Faculty and approved by the Academic Board; and

11.1.2 Academic Board policy.

11.2 Repeating a unit of study

11.2.1 A student who repeats a unit of study shall, unless granted exemption by the relevant dean:

11.2.1.1 participate in the learning experiences provided for the unit of study; and

11.2.1.2 meet all examination, assessment and attendance requirements for the unit of study.

11.3 A student who presents for re-assessment in any unit of study is not eligible for any prize or scholarship awarded in connection with that unit of study without the permission of the relevant dean.

Part 12.Time limits

12.1 A student must meet all the course requirements for an award course:

12.1.1 within the period prescribed by this Part; or

12.1.2 if the course rules fix a shorter period - within the shorter period; and

12.1.3 in any event, within 10 calendar years of his or her first enrolment in the course.

12.2 Subject to this Part, a student must meet all the course requirements for an award course within the period set out in the following table:

Item	Course	Maximum period for meeting course requirements
1	Master's degree or degrees classified at the same level as the master's degree that are of more than 2 years duration	10 calendar years
2	Master's degree of 2 years duration or less	6 calendar years
3	Graduate Diploma	4 calendar years
4	Graduate Certificate	3 calendar years
5	Bachelor's degree (including combined degrees)	10 calendar years
6	Juris Doctor, Doctor of Medicine and Doctor of Veterinary Medicine	10 calendar years
7	Doctor of Dental Medicine	5 calendar years
8	Advanced Diploma	6 calendar years
9	Undergraduate Diploma	6 calendar years

12.3 Subject to approval by the Academic Board, faculties may impose a shorter period for completing all the requirements of the course.

12.4 Subject to subclause 12.1.3, exclusion and lapsed candidature will be disregarded when calculating the maximum period within which a student may meet all the course requirements for his or her course, unless the faculty or award course resolutions say otherwise.

Division 5: Discontinuation of enrolment, suspension of candidature, and lapsed candidature

Part 13.Discontinuation of enrolment

13.1 Students may discontinue enrolment

13.1.1 Subject to this clause, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.

13.1.2 The notice must be in a form approved or accepted by the Faculty.

13.1.3 A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:

13.1.3.1 the discontinuation occurred at an earlier date; and

13.1.3.2 there was good reason why the application could not be made at an earlier time.

13.1.4 A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:

13.1.4.1 the Dean granted prior permission to re-enrol; or

13.1.4.2 the student is later re-selected for admission to the course.

13.1.5 A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clause 13.1.3.1 and 13.1.3.2.

13.1.6 A student who discontinues enrolment in a unit of study is to be awarded a grade set out in the Academic Board policy, *Assessment and Examination of Coursework*, Clause 3 Grades.

13.2 Students may suspend enrolment

13.2.1 A student in a course may, by notice to the Faculty:

13.2.1.1 suspend his or her enrolment in the course for a maximum period of 1 year; or

13.2.1.2 with the approval of the Dean, suspend his or her enrolment in the course for a maximum period of 2 years.

13.2.2 The notice must be in a form approved or accepted by the Faculty.

13.2.3 At the end of the suspension period, the student must comply with any requirements notified by the Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.

13.3 Candidature may lapse

13.3.1 If a student does not enrol for any unit of study for a semester by the last of the census dates for the units of study in the course, and the student has not sought approval to discontinue or suspend enrolment, the student's candidature lapses.

13.3.2 If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the procedures for the student to apply for readmission to the course are to be as the faculty determines.

13.4 Return to candidature

13.4.1 If a student returns to candidature after suspension, discontinuation or a lapse in candidature, the course requirements as in force at the time of the student's return to candidature apply, unless the Faculty otherwise advises the student in writing:

13.4.2 The Dean may, in writing, modify the application of the course rules in a particular case.

Division 6: Unsatisfactory progress and exclusion

Part 14A:

14A.1 Where award courses are managed by multiple faculties, any decisions under this Division 6 must be made jointly by the relevant associate deans, unless the applicable course resolutions assign this authority specifically to a single faculty.

Note: If there is any inconsistency between the provisions of this Rule and the provisions of a course resolution, the provisions of this Rule will prevail.

Part 14.Satisfactory progress

14.1 A faculty has authority to determine what constitutes satisfactory progress for all students enrolled in award courses in that faculty, in accordance with the policies and directions of the Academic Board.

Part 15.Requirement to show good cause

15.1 For the purposes of this Rule, 'good cause' means:

(a) circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill health or misadventure; and

(b) reasonable prospects of making satisfactory progress in the following semester.

In all cases the onus is on the student to provide the University with satisfactory evidence to establish good cause. The University may take into account relevant aspects of a student's record in other courses or units of study within the University and relevant aspects of academic studies at other institutions provided that the student presents this information to the University.

15.2 The relevant associate dean may require a student who has not made satisfactory progress to show good cause why he or she should be allowed to re-enrol.

15.3 The associate dean will permit a student who has shown good cause to re-enrol.

Part 16.Exclusion for failure to show good cause

The associate dean may, where good cause has not been established:

16.1 exclude the student from the relevant course; or

16.2 permit the student to re-enrol in the relevant award course subject to restrictions on units of study, which may include, but are not restricted to:

16.2.1 completion of a unit or units of study within a specified time;

16.2.2 exclusion from a unit or units of study, provided that the associate dean must first consult the head of the department responsible for the unit or units of study; and

16.2.3 specification of the earliest date upon which a student may re-enrol in a unit or units of study.

Part 17.Applying for re-admission after exclusion

17.1 A person who has been excluded from an award course or from a unit or units of study may apply to the relevant associate dean for re-admission to the award course or re-enrolment in the unit or units of study concerned after at least four semesters, and that associate dean may readmit the person to the award course or permit the person to re-enrol in the unit or units of study concerned.

17.2 With the written approval of the relevant associate dean, a person who has been excluded may be given credit for any work completed elsewhere in the University or in another university during a period of exclusion.

Part 18. Appeals against exclusion

Repealed and replaced by the University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

Division 7: Exceptional circumstances

Part 19. Variation of award course requirements in exceptional circumstances

19.1 The relevant dean may vary any requirement for a particular student enrolled in an award course in that faculty where, in the opinion of the dean, exceptional circumstances exist.

Division 8: Award of degrees, diplomas and certificates

Part 20. Classes of award

20.1 Undergraduate diplomas may be awarded in five grades – pass, pass with merit, pass with distinction, pass with high distinction or honours.

20.2 Degrees of bachelor may be awarded in two grades – pass or honours.

20.3 Degrees of master by coursework, graduate diplomas and graduate certificates may be awarded in one grade only – pass.

Part 21. Award of the degree of bachelor with honours

21.1 The award of honours is reserved to indicate special proficiency. The basis on which a student may qualify for the award of honours in a particular award course is specified in the faculty resolutions relating to the course.

21.2 Each faculty shall publish the grading systems and criteria for the award of honours in that faculty.

21.3 Classes which may be used for the award of honours are:

- 21.3.1 First Class
- 21.3.2 Second Class/Division 1
- 21.3.3 Second Class/Division 2
- 21.3.4 Third Class

21.4 With respect to award courses which include an additional honours year:

- 21.4.1 a student may not graduate with the pass degree while enrolled in the honours year;
- 21.4.2 on the recommendation of the head of the department concerned, a dean may permit a person who has been awarded the pass degree at a recognised tertiary institution to enrol in the honours year in that faculty;
- 21.4.3 faculties may prescribe the conditions under which a person may enrol part-time in the honours year;
- 21.4.4 a student who fails or discontinues the honours year may not re-enrol in it, except with the approval of the dean.

Part 22. University Medal

22.1 An honours bachelor's degree student with an outstanding academic record throughout the award course may be eligible for the award of a University Medal, in accordance with Academic Board policy and the requirements of the faculty resolutions relating to the award course concerned.

Part 23. Transcripts and testamurs

23.1 A person who has completed an award course or a unit of study at the University will receive an academic transcript upon application and payment of any charges required.

23.2 A testamur will state:

- 23.2.1 any major body of study, including, where relevant, majors, streams or specialisations completed by the graduate;

23.2.2 for a graduate of a Bachelor's degree course with appended honours:
23.2.2.1 the honours grade awarded;
23.2.2.2 where the honours course was an appended honours program, the subject area of each honours course completed by the graduate;
23.2.3 for an undergraduate diploma awarded with merit, distinction, high distinction or honours, that the diploma is so conferred;
23.2.4 for a degree conferred ad eundem gradum – that the degree is so conferred.

Division 9: Postgraduate Coursework awards
Part 24. Classes of Postgraduate Awards by Coursework

24.1 The following postgraduate awards by coursework may be offered.
24.1.1 Master's degree. Master's degrees by coursework are of two types.
24.1.1.1 The Advanced Learning Master's degree, which builds on prior undergraduate study in the same discipline or in a relevant discipline. Advanced learning master's degrees build on disciplinary expertise achieved at the undergraduate level, and may involve higher than undergraduate level study, or interdisciplinary study, or a mixture of these two.
24.1.1.2 The Professional Master's degree, which prepares for accreditation or recognition in a specific profession, building either on prior undergraduate study in the discipline or on undergraduate study in another appropriate discipline. The degree of Doctor of Dental Medicine, Juris Doctor, Doctor of Medicine and Doctor of Veterinary Medicine are classified as at the same qualification level as the Professional Master's degree and are referred to in the Australian Qualifications Framework as "Masters Degree (Extended)".
24.1.2 Graduate Diplomas
24.1.3 Graduate Certificates

Part 25. Admission to candidature for postgraduate coursework award courses

Applicants for postgraduate coursework awards shall, as a minimum, hold the qualifications set out below. Faculties may specify additional, discipline-specific requirements for all awards, including, but not restricted to, minimum GPA requirements, interviews, auditions and entrance tests, in the relevant faculty resolutions for the award course.

25.1 Admission to candidature for an advanced learning master's degrees by *coursework*

25.1.1 An applicant for admission as a candidate for an advanced learning master's degree shall, except as provided in 25.1.2 below, hold:
25.1.1.1 a degree of master in an appropriate discipline as determined by the faculty; or
25.1.1.2 a degree of bachelor (pass) with a credit average from the University of Sydney in an appropriate discipline as determined by the faculty; or
25.1.1.3 a degree of bachelor with honours from the University of Sydney in an appropriate discipline as determined by the faculty; or
25.1.1.4 an award of graduate diploma from the University of Sydney in an appropriate discipline as determined by the faculty; or
25.1.1.5 a degree or award from another university or institution deemed by the faculty to be equivalent to an award specified in 25.1.1.1, 25.1.1.2, 25.1.1.3 or 25.1.1.4.
25.1.2 A faculty may admit as a candidate for an advanced learning master's degree an applicant not holding the awards or degrees specified in 25.1.1, who has

completed requirements without graduating for an embedded graduate diploma or graduate certificate in the appropriate discipline at the University of Sydney or for a program at another university or institution deemed by the faculty to be the equivalent of a graduate diploma or graduate certificate at the University of Sydney.

25.2 Admission to candidature for professional master's degrees by coursework

25.2.1 An applicant for admission as a candidate for a professional master's degree shall, except as provided in 25.2.2 below, hold:

25.2.1.1 a degree of master in an appropriate discipline as determined by the faculty; or

25.2.1.2 a degree of bachelor from the University of Sydney in an appropriate discipline as determined by the faculty; or

25.2.1.3 an award of graduate diploma from the University of Sydney in an appropriate discipline as determined by the faculty; or

25.2.1.4 a degree from another university or institution deemed by the faculty to be equivalent to an award specified in 25.2.1.1, 25.2.1.2, 25.2.1.3 or 25.2.1.4; and

25.2.1.5 other additional professional requirements for entry as specified by the faculty in the relevant faculty resolutions

25.2.2 A faculty may admit as a candidate for a professional master's degree an applicant not holding the awards or degrees specified in 25.2.1, who has completed requirements without graduating for an embedded graduate diploma or graduate certificate in the appropriate discipline at the University of Sydney or for a program at another university or institution deemed by the faculty to be the equivalent of a graduate diploma or graduate certificate at the University of Sydney.

25.2.3 In exceptional circumstances, a dean may admit as a candidate for a professional master's degree an applicant not holding the qualifications specified in 25.2.1 or 25.2.2, but who, in the opinion of the faculty has qualifications and experience equivalent to them and sufficient to successfully undertake the award. To be considered under the exceptional circumstances provision, applicants must provide evidence of experience and achievement, for example though publications or authorship of official documents, sufficient to demonstrate mastery of the subject matter and generic graduate attributes equivalent to those gained through normal admission criteria.

25.3 Admission to candidature for a graduate diploma

25.3.1 An applicant for admission as a candidate for a graduate diploma shall, except as provided in 25.3.2 below, hold:

25.3.1.1 a bachelor's degree or higher award from the University of Sydney in an appropriate discipline as determined by the faculty; or

25.3.1.2 a graduate certificate from the University of Sydney in an appropriate discipline as determined by the faculty; or

25.3.1.3 a degree or award from another university or institution deemed by the faculty to be equivalent to an award specified in 25.3.1.1 or 25.3.1.2.

25.3.2 A faculty may admit as a candidate for a graduate diploma an applicant not holding the awards or degrees specified in 25.3.1, who has completed requirements without graduating for an embedded graduate certificate in the appropriate discipline at the University of Sydney or for a program at another university or institution deemed by the faculty to be the equivalent of a graduate certificate at the University of Sydney.

25.3.3 In exceptional circumstances, a dean may admit as a candidate for a graduate diploma an applicant not holding the qualifications specified in

25.3.1 or 25.3.2, but who, in the opinion of the faculty has qualifications and experience equivalent to them and sufficient to successfully undertake the award. To be considered under the exceptional circumstances provision, applicants must provide evidence of experience and achievement, for example though publications or authorship of official documents, sufficient to demonstrate mastery of the subject matter and generic graduate attributes equivalent to those gained through normal admission criteria.

25.4 Admission to candidature for a graduate certificate

25.4.1 An applicant for admission as a candidate for a graduate certificate shall, except as provided in 25.4.2 below, hold:

25.4.1.1 A bachelor's degree or higher award from the University of Sydney in an appropriate discipline as determined by the faculty; or

25.4.1.2 A bachelor's degree or higher award from another university or institution deemed by the faculty to be equivalent to those specified in 25.4.1.1.

25.4.2 In exceptional circumstances, a Dean may admit as a candidate for a graduate certificate an applicant not holding the qualifications specified in 25.4.1, but who, in the opinion of the faculty has qualifications and experience equivalent to them and sufficient to successfully undertake the award. To be considered under the exceptional circumstances provision, applicants must provide evidence of experience and achievement, for example though publications or authorship of official documents, sufficient to demonstrate mastery of the subject matter and generic graduate attributes equivalent to those gained through normal admission criteria.

Part 26. Award course requirements for Postgraduate Coursework Awards

26.1 The degree of the master by coursework.

The degree of the master by coursework is a program of advanced learning and/or professional training, building on prior undergraduate study and normally leading to a capstone experience which provides an opportunity to synthesis the knowledge and experience gained.

26.2 The capstone experience

All advanced learning master's degrees, and appropriate professional master's degrees culminate in a capstone experience. The capstone experience is a unit of study designed to provide students with an opportunity to draw together the learning that has taken place during the award, synthesise this with their prior learning and experience, and draw conclusions that will form the basis for further investigation, and intellectual and/or professional growth; The capstone experience should be integrative, foster student autonomy and a trans-disciplinary perspective, and should connect with award aims and the generic attributes of graduates. The capstone experience is undertaken towards the end of the award course, with the result captured in a mark or a component of a mark. It may take the form of a long essay, thesis, project, professional placement, comprehensive or oral examination, portfolio with commentary, performance, exhibition, public presentation, law moot or other activity appropriate to the discipline.

26.3 The advanced learning master's degree.

An advanced learning master's degree by coursework comprises a minimum of one year of full-time advanced study culminating in a capstone experience in which the student draws together the learning that has taken place during the course, integrating it with prior learning and experience. Advanced learning master's degrees contain optional opportunities for interdisciplinary study and

research, and, where appropriate and feasible, opportunities for exchange and work-based projects and professional or industry experience.

26.3.1 Title

Advanced learning master's degrees carry the title Master of Arts in [discipline], Master of Science in [discipline] or a title specified in the relevant faculty resolutions.

26.3.2 Requirements for the Master of Arts in [discipline] and Master of Science in [discipline]

Candidates for the award of the Master of Arts in [discipline] or the Master of Science in [discipline] shall complete a minimum of 48 credit points of study or a greater number as specified in the faculty resolutions for the degree, including:

26.3.2.1 core advanced units of study as specified in the faculty resolutions for the degree; and

26.3.2.2 a capstone experience, designed by the faculty to provide the candidate with an opportunity to draw together the learning which has taken place within the degree; and

26.3.2.3 elective advanced units of study including:

26.3.2.3.1 an optional 12 credit points of research as set out in the faculty resolutions; and

26.3.2.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered; and,

26.3.2.4 where specified in the faculty resolutions for the degree;

26.3.2.4.1 optional elective units designed by the faculty involving a professional or industry project; and where appropriate

26.3.2.4.2 optional exchange units.

26.3.3 Requirements for other advanced learning master's degrees

Candidates for advanced learning master's degrees other than the Master of Arts in [discipline] or the Master of Science in [discipline] shall complete requirements as specified in the faculty resolutions for the degree which shall include a minimum of 48 credit points of study, including:

26.3.3.1 core advanced units of study as specified in the faculty resolutions for the degree; and

26.3.3.2 a capstone experience, designed by the faculty to provide the candidate with an opportunity to draw together the learning which has taken place within the degree; and

26.3.3.3 elective advanced units of study including:

26.3.3.3.1 an optional 12 credit points of research as set out in the faculty resolutions; and

26.3.3.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered; and,

26.3.3.4 where specified in the faculty resolutions for the degree;

26.3.3.4.1 optional elective units designed by the faculty involving a professional or industry project; and where appropriate

26.3.3.4.2 optional exchange units.

26.4 The professional master's degree

The professional master's degree by coursework comprises a minimum of one year and a maximum of four year's full-time study leading to a qualification that

contributes to professional accreditation or recognition. Where appropriate to professional requirements, professional master's degrees shall include a capstone experience, opportunities for interdisciplinary study, research, exchange and professional or industry experience.

26.4.1 Requirements for professional master's degrees

Candidates for professional master's degrees shall complete requirements as specified in the faculty resolutions for the degree, which shall include a minimum of 48 and a maximum of 192 credit points including:

26.4.1.1 Core units of study as specified in the faculty resolutions.

26.4.1.2 Where appropriate, a capstone experience designed by the faculty to provide the candidate with an opportunity to draw together the learning which has taken place within the degree; and

26.4.1.3 elective advanced units of study including where appropriate and/or feasible:

26.4.1.3.1 an optional 12 credit points of research as set out in the faculty resolutions; and

26.4.1.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered; and,

26.4.1.3.3 where specified in the faculty resolutions for the degree;

26.4.1.3.3.1 optional elective units designed by the faculty involving a professional or industry project; and where appropriate

26.4.1.3.3.2 optional exchange units.

26.5 The graduate diploma

The graduate diploma is an advanced program of study building on prior undergraduate and/or postgraduate study. It may be an embedded program in an advanced learning or professional master's program or a standalone award.

26.5.1 Title.

Where it forms part of an embedded program the title of the graduate diploma shall be Graduate Diploma in [discipline], where [discipline] is an identifier which is unique within the faculty and is used in the title of all components of the embedded program. Where the graduate diploma is a standalone program the title shall be as specified in the faculty resolutions.

26.5.2 Requirements for the graduate diploma.

Candidates for a graduate diploma shall complete a minimum of 36 and a maximum of 48 credit points of study:

26.5.2.1 core units of study as specified in the faculty resolutions for the graduate diploma; and

26.5.2.2 where appropriate, elective units of study including optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered.

26.6 The graduate certificate

The graduate certificate is an advanced program of study building on prior undergraduate study or, where approved by the faculty, on prior experience which is considered by the faculty to demonstrate knowledge and aptitude to undertake the units of study. The graduate certificate may be an embedded program in an advanced learning or professional master's program, a graduate diploma or a standalone award.

26.6.1 Title.

Where it forms part of an embedded program the title of the graduate certificate shall be Graduate Certificate in [discipline], where [discipline] is an identifier which is unique within the faculty and is used in the title of all components of the embedded program. Where the graduate certificate is a standalone program the title shall be as specified in the faculty resolutions.

26.6.2 Requirements for the graduate certificate.

Candidates for a graduate certificate shall complete a minimum of 24 and a maximum of 36 credit points of study:

26.6.2.1 core units of study as specified in the faculty resolutions for the graduate certificate; and

26.6.2.3 where appropriate, elective units of study including:

26.6.2.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered.

26.7 Units of Study

26.7.1 Candidates for a postgraduate award by coursework shall enrol in units of study in fulfilment of the requirements for the award set out in the Table of Units of Study referred to in the relevant faculty resolutions for the award.

26.7.2 Candidates may enrol in other units of study not set out in the Table of Units of Study for the award as specified in the relevant faculty resolutions or with the permission of the dean or relevant head of department of the faculty of enrolment and the dean or relevant head of department of the faculty in which the unit of study is offered.

Part 27. Combined postgraduate coursework degrees and double degrees

27.1 Faculties may establish combined degree and double degree programs involving postgraduate coursework awards allowing some units to be cross credited to both degrees provided that:

27.1.1 The minimum requirements for a double master's degree shall be 96 credit points, equating to two years full-time study.

27.1.2 The cross credited units of study shall not exceed a value of 12 credit points in each degree.

27.2 Faculties may admit candidates to two postgraduate coursework awards and allow units of study to be cross credited to both awards provided that:

27.2.1 Where the awards are offered by two faculties, double enrolment is with the written permission of the deans of both faculties; and

27.2.2 Units of study to be cross credited in both degrees are cross credited with the approval of the relevant head of department and the written permission of the Dean (or nominee) of the faculty offering the degrees or, in cases where the awards are offered by different faculties, the deans (or nominees) of both faculties.

27.3 Faculties may establish combined degree and double degree programs involving the combination of the award of bachelor and the award of master provided that:

27.2.1 The minimum requirements for a double degree combining the degree of bachelor and the degree of master shall be 192 credit points, equating to four years full-time study.

27.2.2 Candidates may not proceed to units of study at the master's level without demonstrating satisfactory progress in units contributing to the bachelor degree at a level determined by the faculty but, in any case, not less than a credit average.

Division 10: Transitional provisions

28.1 Division 9 of this rule (Postgraduate Coursework Awards) will apply to all new and postgraduate awards and all reviews of existing postgraduate coursework awards introduced from 1 July 2009.

28.2 Faculties should review existing postgraduate coursework awards to be compliant with Division 9 according to the usual four-yearly cycle of postgraduate award course review but in any event, all postgraduate award courses should be compliant with the provisions of Division 10 by no later than the commencement of semester 1 2011.

28.3 Candidates who commenced candidature prior to 1 July 2009 may choose to proceed in accordance with the resolutions of the Senate in force at the time they enrolled, except that the faculty may determine specific conditions for any student who has re-enrolled in an award course after a period of suspension.

Notes

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