

# UNIVERSITY OF SYDNEY (COURSEWORK) RULE 2014

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:	1 December 2014
Effective from:	18 December 2014
Amended on:	1 November 2017 (effective 1 January 2018)
Amended on:	27 June 2018 (effective 23 July 2018)
Amended on:	13 April 2022 (administrative amendments)
Amended on:	2 November 2022 (administrative amendments)
Amended on:	8 March 2023 (administrative amendment)
Amended on:	16 May 2023 (administrative amendments)

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## **PART 1     PRELIMINARY**

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### **1.1    Name of Rule**

This is the University of Sydney (Coursework) Rule 2014.

### **1.2    Commencement**

This Rule commences on 18 December 2014.

### **1.3    Statement of intent**

- (1) This Rule governs all coursework award courses leading to the following qualifications:
  - (a) Diplomas;
  - (b) Advanced Diplomas;
  - (c) Bachelor Degrees;
  - (d) Bachelor Honours Degrees;
  - (e) Graduate Certificates;
  - (f) Graduate Diplomas;
  - (g) Masters Degrees; and
  - (h) any qualification approved by the Academic Board which is outside the Australian Qualifications Framework.
- (2) These are the only coursework qualifications awarded or conferred by the University.
- (3) Except to the extent that a contrary intention is expressed:
  - (a) this Rule binds:
    - (i) the University, staff, affiliates and students; and
    - (ii) non-award students, exchange students and study abroad students enrolled in a unit of study at the University; and
  - (b) it is a condition of each student's admission to candidature for an award course that the student complies with his or her obligations under this Rule.
- (4) This Rule should be read in conjunction with, but not subject to, any applicable policy and any Senate or faculty resolution applying to the award course.

**Note 1:** 'Masters Degrees' includes the following exceptions endorsed under the Issuance Policy of the Australian Qualifications Framework (AQF) relating to AQF level 9 qualifications that contain the word 'doctor' rather than 'master' in their title: Juris Doctor, Doctor of Dental Medicine, Doctor of Medicine and Doctor of Veterinary Medicine.

## 1.4 Authorities and responsibilities

- (1) The Academic Board may make policies, not inconsistent with the [University of Sydney Act 1989](#), the [University of Sydney By-law 1999 \(as amended\)](#), the *University of Sydney (Delegations of Authority) Rule 2020* or this Rule, for or with respect to any matter relating to coursework award courses, other than budgetary matters.

## 1.5 University may change courses and units of study

Despite any policy, faculty resolutions or course resolutions, the University:

- (a) is not obliged to offer a particular course, or a particular unit of study, in any academic year; and
- (b) is not liable to any person for not offering a particular course, or a particular unit of study, in a particular academic year.

## 1.6 Interpretation

- (1) In this Rule:

<b>admission parameters</b>	means criteria that apply to a specific course within an established framework such as entry score cut-offs for domestic and international applicants, for recent and non-recent school leavers, allowances for disadvantage permitted under special entry schemes and other criteria established by the Academic Board.
<b>ATAR or Australian Tertiary Admissions Rank</b>	for an applicant, means: <ul style="list-style-type: none"> <li>the applicant's rank in relation to the applicant's secondary cohort, as provided to the University by UAC; or</li> <li>the applicant's results in a school leaving examination in another State, Territory or country, converted to an ATAR equivalent, as provided to the University by UAC.</li> </ul>
<b>Australian Qualifications Framework</b>	has the meaning given in the <a href="#">Coursework Policy 2021</a> , which, at the time of approval of this Rule is: <p style="text-align: center;">the national framework for recognition and endorsement of education qualifications.</p>
<b>award course</b>	means a course approved 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.
<b>course resolutions</b>	means the requirements for an award course set out in the faculty resolutions for the course, in accordance with clause 2.3.

<b>coursework award course</b>	means a course approved by the Senate, on the recommendation of Academic Board, that leads to a degree, diploma or certificate and is undertaken predominantly by coursework. 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 those master's degrees that comprise less than 66% research are coursework award courses.
<b>Dean</b>	means: <ul style="list-style-type: none"> <li>• in relation to a faculty, the Dean or Executive Dean of the relevant faculty.</li> <li>• in relation to a University School, the Head of School and Dean (University School) of the relevant University School</li> </ul> see: <a href="#">University of Sydney (Governance of Faculties and University Schools) Rule 2016</a>
<b>embedded program</b>	has the meaning given in the <a href="#">Coursework Policy 2021</a> , which, at the time of approval of this Rule is: <p>a sequence of linked courses in closely related academic or professional areas that:</p> <ul style="list-style-type: none"> <li>• allows for consequential and incrementally higher levels of academic achievement;</li> <li>• specifies in the award course resolutions conditions for transfer from one linked award to a higher linked award; and</li> <li>• allows credit points for a unit of study to count towards more than one of the linked awards.</li> </ul>
<b>exchange student</b>	means a person who is: <ul style="list-style-type: none"> <li>• not an Australian citizen;</li> <li>• not admitted to an award course at the University;</li> <li>• admitted to a formally approved program of study at an overseas institution with which the University has an exchange agreement; and</li> <li>• enrolled in one or more units of study at the University.</li> </ul>
<b>faculty</b>	means a faculty, University School or a board of studies as established by Senate in each case by its constitution and in this Rule refers to the faculty, faculties or University Schools responsible for the award course concerned. <p>see: <a href="#">University of Sydney (Governance of Faculties and University Schools) Rule 2016</a></p>
<b>faculty resolutions</b>	means resolutions passed by a faculty in accordance with its constitution.
<b>non-award student</b>	means a person who is not admitted to an award course and is not an exchange student or study abroad student, but is enrolled in a unit of study at the University.

<b>progression requirements</b>	means the requirements for academic progression set out in the relevant faculty resolutions, course resolutions and any applicable policy.
<b>study abroad student</b>	means a person who is: <ul style="list-style-type: none"><li>• not an Australian citizen;</li><li>• not admitted to an award course at the University;</li><li>• admitted to a formally approved program of study at an overseas institution with which the University does not have an exchange agreement; and</li><li>• enrolled in one or more units of study at the University.</li></ul>
<b>University</b>	means the University of Sydney, established under the <a href="#">University of Sydney Act 1989 (as amended)</a> .

- (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.

## **PART 2 ADMISSION**

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### **2.1 Overall requirements**

The University will admit a person to an award course only if the person:

- (a) is eligible for admission to the award course;
- (b) meets the University's English language requirements;
- (c) applies for admission in accordance with this Rule, any applicable policy, faculty resolutions and the course resolutions;
- (d) accepts an offer made by the University for admission to the course; and
- (e) completes, to the satisfaction of the University, all requirements for enrolment in the award course.

### **2.2 No right to admission**

Nothing in this Rule, or any applicable policy, confers a right on a person to be admitted to candidature in an award course or imposes a duty on the University to admit, or to offer to admit, a person to candidature in an award course.

### **2.3 Course resolutions**

Subject to this Rule and any applicable policy, faculties, with the approval of the Academic Board, may adopt resolutions setting out admission, progression, course and other requirements for award courses offered in that faculty.

## **2.4 Admission on the basis of merit**

- (1) Subject to this Rule and any applicable policy, admission to award courses will be determined by the standard achieved by eligible applicants in the relevant entry qualification, including any special entry requirements, taking into account:
  - (a) the number of places available in a course or unit of study; and
  - (b) the number of applicants competing for places.
- (2) Offers are made on the basis of academic merit, and available places will be offered to the most meritorious applicants.

## **2.5 Admission**

- (1) Subject to this Rule and any applicable policy:
  - (a) the Academic Board is responsible for determining standards for admission to award courses;
  - (b) the Dean of a faculty is responsible for setting admission parameters within Academic Board standards for admission of eligible candidates to award courses within that faculty or University school; and
  - (c) the relevant Associate Dean is responsible for admitting students to award courses consistently with the parameters set by the Dean and standards determined by the Academic Board.

# **PART 3 ASSESSMENT**

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## **3.1 Grades**

A student who completes a unit of study will be awarded a mark and a grade, or a grade only, in accordance with any applicable policy.

## **3.2 Examination and assessment**

Examination and assessment will be conducted in accordance with any applicable policy or procedure.

# **PART 4 PROGRESSION**

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## **4.1 Progression requirements**

A student enrolled in an award course must meet the progression requirements, and will be subject to the conditions specified in faculty resolutions, course resolutions and any applicable policy.

## 4.2 Time limits

- (1) A student must meet all the course requirements for an award course:
  - (a) within the period prescribed by this Part; or
  - (b) any shorter period prescribed in the course resolutions; and
  - (c) in any event, within 10 years of his or her first enrolment in the course.
- (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 years
2	Master's degree of 2 years duration or less	6 years
3	Graduate Diploma	4 years
4	Graduate Certificate	3 years
5	Bachelor's degree (including combined degrees)	10 years
6	Juris Doctor, Doctor of Medicine and Doctor of Veterinary Medicine	10 years
7	Doctor of Dental Medicine	7 years
8	Advanced Diploma	6 years
9	Undergraduate Diploma	6 years

- (3) Subject to this Part and with the approval of the Academic Board, faculties may impose a shorter period for completing the course requirements.
- (4) Subject to paragraph 4.2(1)(c), periods of suspension will not be counted when calculating the maximum period within which a student must meet all the course requirements, unless the course resolutions say otherwise.

**Note 2:** In accordance with paragraph 4.2(1)(c), the maximum length of any candidature is 10 years.

- (5) Where a course is part of an embedded program, the time for completion of each linked award within that program must be calculated from the date of first admission to any of the linked courses within the program.

## **PART 5     AWARD COURSE REQUIREMENTS**

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### **5.1     Students must meet award course requirements**

To qualify for the award of a degree, diploma or certificate, a student must:

- (a) complete the award course requirements prescribed in any relevant faculty resolutions and the course resolutions; and
- (b) satisfy the requirements of this Rule and any applicable policy.

### **5.2     Variation of award course requirements in exceptional circumstances**

- (1) Subject to subclause (2), the relevant Dean may vary a course requirement for a particular student enrolled in an award course in that faculty where, in the opinion of the Dean, exceptional circumstances exist.
- (2) A Dean cannot vary the total number of credit points required for completion of an award course.

**Note 3:** A Dean cannot vary the time limits for completion of the requirements for an award course. See clause 4.2.

## **PART 6     AWARDS**

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### **6.1     Award of Degrees, Diplomas and Certificates**

- (1) A Diploma or Advanced Diploma may be awarded at one of four grades:
  - (a) pass;
  - (b) pass with merit;
  - (c) pass with distinction;
  - (d) pass with high distinction.
- (2) A Bachelor's degree may be awarded at one of two grades:
  - (a) pass;
  - (b) pass with honours.
- (3) Degrees of Master by coursework may be awarded, and Graduate Diplomas and Graduate Certificates may be awarded, only at a pass grade.



## PART 7 RESCISSIONS AND REPLACEMENTS

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### 7.1 Rescissions and replacements

This Rule replaces the following, which are rescinded as from the date of commencement of this document:

- (1) Part 9 of the *University of Sydney (Amendment Act) Rule 1999*, which commenced on 6 October 1998;
- (2) Resolutions of the Senate: *Restrictions on Re-enrolment*, which commenced on 6 September 1999; and
- (3) *University of Sydney (Coursework) Rule 2000 (as amended)*, which commenced on 4 December 2000.

## NOTES

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### University of Sydney (Coursework) Rule 2014

Date adopted: 3 December 2014

Date commenced: 18 December 2014

Date amended: 1 November 2017 (commencing 1 January 2018)

Date amended: 27 June 2018 (commencing 23 July 2018)

1 November 2022 (administrative amendments)

8 March 2023 (administrative amendment)

Related documents: *Australian Citizenship Act 2007 (Cth)*

*Disability Discrimination Act 1992 (Cth)*

*Education Act 1990 (NSW)*

*University of Sydney Act 1989 (NSW)*

*University of Sydney By-law 1999 (NSW) (as amended)*

*Disability Standards for Education (Cth)*

*University of Sydney (Delegations of Authority) Rule 2020*

*University of Sydney Coursework Policy 2021*

*University of Sydney (Student Academic Appeals) Rule 2021*

*Academic Integrity Policy 2022*

*Learning and Teaching Policy 2019*

*Assessment Procedures 2011*

*Recordkeeping Manual*

## AMENDMENT HISTORY

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Provision	Amendment	Commencing
6.1.3	Word “conferred” changed to “awarded”. Administrative amendment only	23 February 2016
Related documents	References to other documents updated. Administrative amendment only	23 February 2016
1.4(1); 1.4(2); related documents	Replaced references to previous academic delegations with <i>University of Sydney (Delegations of Authority – Academic Functions) Rule 2016</i>	1 June 2017
1.6	Amendments relating to organisational design changes	1 June 2017
4.2(2)	Amendment of maximum time limit for Doctor of Dental Medicine	1 January 2018
1.3(h)	New subclause added	23 July 2018
1.6(1)	New definitions added: admission parameters; Australian Qualifications Framework; embedded program;  Definition of Dean amended: “Executive Dean” added	23 July 2018
2.5	Title changed to Admission.  Clause deleted and replaced.	23 July 2018
4.2(5)	New subclause added.	23 July 2018
Notes	Administrative amendments	2 October 2018
1.4 (1); Notes	Replaces references to University of Sydney (Delegations of Authority – Academic Functions) Rule 2016 with <i>University of Sydney (Delegations of Authority) Rule 2020</i> (administrative amendment)	2 November 2022
1.4(2)	Subclause deleted – administrative amendment	2 November 2022

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
1.6(1); Notes	Replaced references to Coursework Policy 2014 with <i>Coursework Policy 2021</i> (administrative amendment)	2 November 2022
Notes	Replaced reference to Learning and Teaching Policy 2015 with <i>Learning and Teaching Policy 2019</i> (administrative amendment)	2 November 2022
4.2	Correct numbering of sub-clauses.	8 March 2023
Notes	replaced 'University of Sydney (Student Appeals against Academic Decisions) Rule 2006 with 'University of Sydney (Student Academic Appeals) Rule 2021  Replaced 'Academic Honesty in Coursework Policy 2015' with 'Academic Integrity Policy 2022'	16 May 2023