

# LEARNING AND TEACHING POLICY 2019

The Academic Board, as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 4 June 2019, commencing 1 July 2019

Signature:

Position: Chair, Academic Board

## Contents

<b>Part 1 Preliminary</b> .....	<b>2</b>
1 Name of policy .....	2
2 Commencement.....	2
3 Policy is binding .....	2
4 Statement of intent.....	2
5 Application .....	2
6 Definitions .....	2
<b>Part 2 The nature of education at the University</b> .....	<b>8</b>
7 Graduate qualities and learning outcomes .....	8
8 Educational excellence .....	9
9 Engaged enquiry.....	10
10 Academic integrity .....	11
11 Collegial governance .....	11
12 Equality of opportunity .....	12
<b>Curriculum structure</b> .....	<b>13</b>
13 Statement of intent.....	13
14 Learning outcomes .....	13
15 Award courses .....	13
15A Curricula generally.....	14
16 Curriculum framework for undergraduate education .....	14
17 Curriculum framework for postgraduate coursework education other than the Sydney Professional Certificate .....	16
17A Curriculum framework for the Sydney Professional Certificate .....	17
18 Components of award courses .....	18
19 Assessment framework .....	22
20 Academic integrity in the design of curricula .....	23
20A Third party learning technologies.....	23
<b>Part 4 Management of learning and teaching</b> .....	<b>24</b>
21 Statement of intent.....	24
22 Rescinded .....	24
23 Roles and responsibilities in managing learning and teaching.....	24
24 Documentation and communication .....	30
24A Qualifications of teachers, co-ordinators and supervisors.....	32
<b>Part 5 Quality assurance</b> .....	<b>33</b>
25 Quality assurance processes.....	33
26 Rescissions, replacements and transitional provisions .....	35
<b>Schedule one</b> .....	<b>37</b>
<b>Notes</b> .....	<b>43</b>
<b>Amendment history</b> .....	<b>44</b>

## PART 1 PRELIMINARY

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### 1 Name of policy

This is the Learning and Teaching Policy 2015.

### 2 Commencement

This policy commences on 1 January 2016.

### 3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

### 4 Statement of intent

This policy:

- (a) describes the nature of education at the University;
- (b) sets out the manner in which curricula are structured;
- (c) provides for the effective management of learning and teaching; and
- (d) establishes quality assurance processes for learning and teaching.

### 5 Application

Except to the extent that a contrary intention is expressed this policy applies to the learning and teaching of coursework award courses.

### 6 Definitions

(1) In this policy:

<b>academic unit</b>	means a faculty, board of studies, school, centre or interdisciplinary committee of the University.
<b>assessment</b>	means the process of measuring the performance of students (as in examinations, assignments and other assessable work) that enables students to monitor their progress and contributes to their academic results in a unit of study.

**Associate Dean –  
Education**

means:

- the Associate Dean of a faculty or University school with responsibility for education at the relevant level; or
- the deputy chairperson of a board of studies; or
- a person appointed by the Dean to have responsibility within the faculty for education at the relevant level. This position may have any of a number of different titles, including Associate Dean -Education, Associate Dean - Teaching or Learning, Associate Dean -Undergraduate Students, Associate Dean - Postgraduate Coursework or equivalent. The responsibilities of the Associate Dean-Education specified in this policy may be shared between more than one Associate Dean position.

**Australian  
Qualifications  
Framework (AQF)**

means the national framework for recognition and endorsement of education qualifications.

**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, including a Sydney Professional Certificate.

**Note:** See clause 18.

**award course  
resolutions**

means the resolutions setting out the requirements for the award approved by the Academic Board and tabled at a meeting of the Senate.

**Note:** See clause 2.3 of the [Coursework Rule 2014](#).

**Bachelor degree**

has the meaning given the [Coursework Policy 2014](#), which at the date of this policy is:

an undergraduate degree that:

- achieves at least the outcome specified for level seven of the AQF;
- is a program of liberal, professional or specialist learning and education; and
- builds on prior secondary or tertiary study.

The University offers two types of Bachelor degrees.

- Liberal Studies Bachelor degrees; and
- Professional or Specialist Bachelor degrees

**Note:** See clause 83A of the [Coursework Policy 2014](#)

<b>Bachelor of Advanced Studies</b>	<p>has the meaning given in the <a href="#">Coursework Policy 2014</a>, which at the date of this policy is:</p> <p style="padding-left: 40px;">the Bachelor degree available as a combined degree with all Liberal Studies Bachelor degrees and specified Specialist or Professional Bachelor degrees, as set out in the applicable award course resolutions. The Bachelor of Advanced Studies is a Liberal Studies Bachelor Degree.</p>
<b>capstone experience</b>	<p>has the meaning given in the <a href="#">Coursework Policy 2014</a>, which at the date of this policy is:</p> <p style="padding-left: 40px;">a unit of study that provides students with an opportunity to draw together the learning that has taken place during the course, synthesise it with their own learning and experience, and draw conclusions that form the basis for further investigation and intellectual and professional growth.</p> <p><b>Note</b> See clause 18.</p>
<b>combined degree course</b>	<p>means a combination of two degree programs structured to enable students to count a specified number of units of study towards the requirements for both award courses, resulting in a lower volume of learning than if the two degrees were taken separately. See also double degree course.</p> <p><b>Note:</b> See clause 18.</p>
<b>core</b>	<p>means a set of units of study that develops required knowledge and skills for an award course.</p>
<b>course</b>	<p>means a planned and structured sequence of learning and teaching primarily aimed at the acquisition of knowledge, skills and understanding.</p>
<b>coursework award course</b>	<p>means a course approved by the Academic Board and endorsed by the Senate 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, Sydney Professional Certificates, graduate certificates, graduate diplomas and those Masters degrees that comprise less than 66% research are coursework award courses.</p>
<b>curriculum</b>	<p>means the flexible and coherent presentation of the academic content in a unit or program in a series of learning experiences and assessments.</p> <p><b>Note:</b> See clauses 15 - 17.</p>

<b>Dean</b>	<p>means:</p> <ul style="list-style-type: none"> <li>• in relation to a faculty, the Dean of the relevant faculty.</li> <li>• in relation to a University school, the Head of School and Dean of the relevant University school.</li> </ul> <p>See: <a href="#">University of Sydney (Governance of Faculties and University Schools) Rule 2016</a></p>
<b>double degree course</b>	<p>means a course in which a student completes two AQF qualifications under one set of award course resolutions with no cross-crediting of units of study between the qualifications.</p>
<b>faculty</b>	<p>means a faculty, University school or appropriate board of studies and in this policy refers to the faculty, faculties or University schools responsible for the relevant award course.</p> <p>See: <a href="#">University of Sydney (Governance of Faculties and University Schools) Rule 2016</a></p>
<b>faculty office</b>	<p>means the professional staff led by a faculty manager or faculty general manager that support learning and teaching within a faculty.</p>
<b>graduate qualities</b>	<p>means the qualities demonstrated by all graduates of award courses on completion of the requirements of the award course. Part 2 of this policy details the qualities of graduates of undergraduate award courses.</p>
<b>graduation statement</b>	<p>means a statement issued on graduation that provides information about the qualification and student attainment in addition to, or incorporating the student transcript.</p>
<b>Group of Eight (Go8)</b>	<p>means the coalition of eight research-intensive Universities, comprising The University of Melbourne, The Australian National University, The University of Sydney, The University of Queensland, The University of Western Australia, The University of Adelaide, Monash University and UNSW Australia.</p> <p><b>Note:</b> See <a href="https://go8.edu.au/">https://go8.edu.au/</a></p>
<b>Head of School</b>	<p>means the head of a school within a faculty with responsibility for approving arrangements for teaching and appointment of casual staff within the school. This role may be fulfilled by a position with another title (e.g. Head of Discipline or the chair of a board of studies or interdisciplinary committee.)</p>
<b>honours units</b>	<p>means advanced units of study at 4000-level specified as requirements to qualify for an award with honours as set out in clause 95 of the <a href="#">Coursework Policy 2014</a>.</p>
<b>LMS</b>	<p>means learning management system, which is the online learning system used by the University to host unit of study websites.</p>

<b>learning outcomes</b>	means statements of what students know, understand and are able to do on completion of a unit of study, a major, program, award course, or other curriculum component.
<b>Liberal Studies Bachelor degree</b>	has the meaning given in the <a href="#">Coursework Policy 2014</a> , which at the date of this policy is: <p style="margin-left: 40px;">a program of study at Bachelor level of three years duration (or part-time equivalent) that provides students with a broad multi-disciplinary education that develops disciplinary expertise and graduate qualities.</p>
<b>major</b>	means a defined sequence of units of study taken by a student, which develops depth of expertise in a field of study. <p><b>Note:</b> See clause 18.</p>
<b>minor</b>	means a defined sequence of units of study taken by a student, which develops expertise in a field of study. <p><b>Note:</b> See clause 18.</p>
<b>open learning environment</b>	has the meaning given in the <a href="#">Coursework Policy 2014</a> , which at the date of this policy is: <p style="margin-left: 40px;">a shared pool of units of study which are:</p> <ul style="list-style-type: none"> <li>• of zero, two or six credit points value;</li> <li>• approved by the Board of Interdisciplinary Studies; and</li> <li>• available to all students according to the award course resolutions applicable to the award course in which they are enrolled.</li> </ul>
<b>postgraduate award course</b>	means an award course leading to the award of a Sydney Professional Certificate, Graduate Certificate, Graduate Diploma, Masters degree or a Doctorate. Normally a postgraduate award course requires the prior completion of a relevant undergraduate degree or diploma.
<b>program</b>	means a combination of units of study that develops expertise in a multi-disciplinary domain or professional or specialist field and includes at least one recognised major. <p><b>Note:</b> See clause 18.</p>
<b>Program Director</b>	means the person responsible, at a program, major or degree level, for managing the curriculum and providing co-ordination and advice to staff and students.
<b>Professional or Specialist Bachelor degree</b>	has the meaning given in the <a href="#">Coursework Policy 2014</a> , which at the date of this policy is: <p style="margin-left: 40px;">a degree that develops disciplinary or professional expertise for a specific profession or career specialisation and graduate qualities.</p>

<b>Research Pathway Masters degree</b>	has the meaning given in the <a href="#">Coursework Policy 2014</a> which at the date of this policy is: <p style="margin-left: 40px;">a Masters degree that develops advanced knowledge and research skills in a discipline to prepare a student to undertake a Doctor of Philosophy</p>
<b>shared pool</b>	means the list of majors, minors and units of study (including units in the open learning environment or Sydney Research Seminars) that are available to students enrolled in all Liberal Studies Bachelor degrees (including combined degrees with the Bachelor of Advanced Studies).
<b>specialisation</b>	means: <ul style="list-style-type: none"> <li>• the disciplinary or professional expertise developed for a profession or career in a Professional or Specialist Bachelor Degree or postgraduate degree; or</li> <li>• the research specialisation developed in a Research Pathway Masters Degree.</li> </ul>
<b>stream</b>	means a version of a degree that can be conceptualised as a separate degree for admission purposes but that is linked to a set of other streams of the degree through shared nomenclature, shared course components and shared rules. <p><b>Note:</b> See clause 18.</p>
<b>student</b>	means a person who is currently admitted to candidature in an award course of the University and, where relevant, an exchange student or non-award student.
<b>Sydney Professional Certificate</b>	means an award, outside the Australian Qualifications Framework, obtained upon completion of an advanced course of postgraduate study approved by the Academic Board under section 1.3(1)(h) of the <a href="#">University of Sydney (Coursework) Rule 2014</a> .
<b>Sydney Research Seminars</b>	means units of study involving a cross-disciplinary group of students and staff in exploration of an interdisciplinary issue, challenge or problem approved by the Board of Interdisciplinary Studies.
<b>supervisor</b>	means the member of the academic staff who is appointed to supervise a dissertation, treatise or long essay component of a coursework award program or an undergraduate honours program.
<b>teacher</b>	means a member of the academic staff involved in any of teaching, unit of study coordination or assessment.
<b>teaching session</b>	means, as appropriate, a semester or a summer or winter session.
<b>third party learning technologies</b>	means web-based and mobile applications which are not managed through a contract between the University and technology suppliers.

<b>undergraduate award course</b>	means a coursework award course leading to the award of an Associate Diploma, Diploma, Advanced Diploma, Bachelor degree or Bachelor (Honours) degree.
<b>undergraduate degree</b>	means an undergraduate award course at Bachelor level that achieves at a minimum the learning outcome specified for Level seven of the AQF.
<b>unit of study</b>	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 six credit points except where approved by the Academic Board.  <b>Note:</b> See clause 18.
<b>unit of study co-ordinator</b>	means the academic staff member with overall responsibility for the planning and delivery of a unit of study.

## PART 2 THE NATURE OF EDUCATION AT THE UNIVERSITY

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### 7 Graduate qualities and learning outcomes

- (1) All undergraduate award courses must be designed to develop and assess the acquisition of the graduate qualities that the University has agreed are necessary to contribute effectively to contemporary society. These are achieved through a structured program, including learning outcomes of specific relevance to the particular award or discipline.
- (2) Graduate qualities consist of:
  - (a) depth of disciplinary expertise;
  - (b) broader skills:
    - (i) critical thinking and problem solving;
    - (ii) oral and written communication;
    - (iii) information and digital literacy; and
    - (iv) inventiveness;
  - (c) cultural competence;
  - (d) interdisciplinary effectiveness;
  - (e) an integrated professional, ethical and personal identity; and
  - (f) influence.
- (3) These qualities should be embedded in the curriculum in a way that enables students to:
  - (a) excel at applying and continuing to develop disciplinary expertise;
  - (b) learn and respond effectively and creatively to novel problems;



- (c) work productively, collaboratively and openly in diverse groups and across cultural boundaries;
  - (d) work effectively in interdisciplinary (including inter-professional) settings;
  - (e) build broader perspectives, innovative vision, and more contextualised and systemic forms of understanding;
  - (f) build integrity, confidence and personal resilience, and the capacities to manage challenges and uncertainty; and
  - (g) be effective in exercising professional and social responsibility and making a positive contribution to society.
- (4) The graduate qualities adopted by the University for undergraduates, and their purposes, are set out in the following table (Table 1):

**Table 1**

Graduate qualities	Purpose
Depth of disciplinary expertise.	To excel at applying and continuing to develop disciplinary expertise.
Broader skills: <ul style="list-style-type: none"> <li>• Critical thinking and problem solving;</li> <li>• Communication (oral and written);</li> <li>• Information/ digital literacy;</li> <li>• Inventiveness.</li> </ul>	To increase the impact of expertise, and to learn and respond effectively and creatively to novel problems.
Cultural competence.	To work productively, collaboratively and openly in diverse groups and across cultural boundaries.
Interdisciplinary effectiveness.	To work effectively in interdisciplinary (including inter-professional) settings and to build broader perspective, innovative vision, and more contextualised and systemic forms of understanding.
An integrated professional, ethical and personal identity.	To build integrity, confidence and personal resilience, and the capacities to manage challenges and uncertainty.
Influence.	To be effective in exercising professional and social responsibility and making a positive contribution to society.

**Note:** See also [Good Practice Guidelines for the Development of Students Academic and Professional Communication Skills](#) and [Implementation Guidelines](#)

## 8 Educational excellence

- (1) All award courses must be designed towards the achievement of excellence in outcomes, experience and environment.

- (2) Educational programs and the management of learning and teaching must be designed and managed to ensure excellence in:
  - (a) educational outcomes: at the conclusion of their educational experience, students will demonstrate the graduate qualities to a high standard;
  - (b) educational experience, as shown through:
    - (i) the impact of teachers and their capacity to engage students productively in the teaching and learning process; and
    - (ii) students' mastery of the meta-cognitive skills that form the basis for self-directed learning;

and

  - (c) educational environment, consisting of the physical learning spaces, virtual learning environment, and support, which:
    - (i) facilitates excellent outcomes and experience;
    - (ii) fosters innovation; and
    - (iii) seeks continuous improvement through systematic monitoring.
- (3) To ensure excellent outcomes, faculties must design processes in which:
  - (a) curricula provide continuous and well-co-ordinated sequences of learning experiences leading to well defined learning outcomes, involving expert guidance through well designed learning activities;
  - (b) students:
    - (i) are actively engaged in learning;
    - (ii) are challenged, guided and supported to reach a high standard of learning; and
    - (iii) become increasingly aware of, and responsible for, their learning;

and

  - (c) students and staff demonstrate a commitment to working together to achieve excellence in educational experience and outcomes.
- (4) Learning environments must be accessible to students with disabilities, allow appropriate flexibility and use technology to minimise barriers to learning caused by time constraints, timetables and other artificial rigidities.

## **9 Engaged enquiry**

- (1) Learning programs must be designed to:
  - (a) enable students to acquire and apply knowledge and skills through engaged enquiry;
  - (b) challenge students with novel problems; and
  - (c) enable students to demonstrate increasing awareness of, and responsibility for, their learning.
- (2) Engaged enquiry is a design principle which is used to develop curricula, create learning experiences, and review courses and units of study.

- (3) Engaged enquiry unites learning through the thinking and discovery processes used in research with experiential development of skills and knowledge through application.
- (4) Research-enriched enquiry involves the formulation and critical testing of hypotheses on the basis of evidence and prior knowledge.
- (5) Engagement arises from the further development of skills and knowledge through application in work, community and interdisciplinary settings.
- (6) Research-enriched enquiry and engagement together form a core principle against which learning programs must be assessed.

## 10 Academic integrity

- (1) Academic honesty by staff and students is an underlying ethos of all education.
- (2) Policy and procedures relating to academic honesty in coursework are set out in the [Academic Honesty in Coursework Policy 2015](#) and the [Academic Honesty Procedures 2016](#).

## 11 Collegial governance

- (1) The purpose of collegial governance is to provide a vehicle for:
  - (a) continuous improvement and innovation;
  - (b) an effective framework to achieve educational excellence; and
  - (c) the achievement of graduate qualities and learning outcomes to a high standard by each student.
- (2) All award course programs must be overseen by a course committee or standing committee of the relevant faculty or board of studies.

**Note:** A standing committee may have oversight of more than one award course, or of a category of award courses: for example, all undergraduate awards or all postgraduate coursework awards.
- (3) All committees with responsibility for oversight of award course programs must include:
  - (a) representatives of the academic disciplines responsible for teaching;
  - (b) representatives of students enrolled in the award course program; and
  - (c) the relevant Associate Dean - Education.
- (4) Committees responsible for award courses may:
  - (a) make recommendations to the faculty or Head of School and Dean on:
    - (i) learning outcomes;
    - (ii) curricula;
    - (iii) units of study;
    - (iv) assessment;
    - (v) educational excellence;
    - (vi) academic integrity; and
    - (vii) program review;

and

- (b) take such decisions on these and other matters related to learning and teaching within award courses as delegated by the faculty,

**provided that** the faculty retains oversight and responsibility for the outcomes, quality and review of award courses.

- (5) Faculties, or their relevant standing committees, may also establish such other program committees (including, if appropriate, unit of study committees) as are necessary for ensuring excellence in outcomes, experience and environment. Program committees must include:
    - (a) representatives of teachers within the program; and
    - (b) students enrolled in the program.
  - (6) Faculties, or their relevant standing committees, must ensure that award courses receive a comprehensive review including external referencing or other benchmarking at least every seven years and must forward a report of the review to the Academic Board.
  - (7) Award course review committees must include:
    - (a) representatives of the academic disciplines responsible for teaching in the award course;
    - (b) students enrolled in, or recently graduated from the award course; and
    - (c) relevant stakeholders from professions or industry, as determined by the committee responsible for oversight of the award course.
  - (8) The faculty and award course committees are responsible for obtaining approval of units of study, programs and award courses consistently with Part 4.
  - (9) Learning programs must be developed and managed through a collegial process which must:
    - (a) be evidence based (using academic expertise, research, benchmarking, and, where appropriate, market appraisal); and
    - (b) build on consultation with stakeholders listed in subclause 11(7).
- Note:** See clause 23 for specific authorities, roles and responsibilities for the management of learning and teaching.

## 12 Equality of opportunity

- (1) The University is committed to equality of opportunity in education and gives effect to that commitment through:
    - (a) special admission schemes, which make allowance for educational disadvantage through alternative pathways;
- Note:** See [Coursework Policy 2014](#)
- (b) support programs to assist certain students admitted under special admissions schemes to succeed;
  - (c) accessible examination and assessment arrangements, supported by the Disability Services unit;
  - (d) special consideration and special arrangements for examinations;
- Note:** See [Coursework Policy 2014](#) and [Assessment Procedures 2011](#)

- (e) support programs for Aboriginal and Torres Strait islander students; and
- (f) counselling and psychological services.

## CURRICULUM STRUCTURE

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### 13 Statement of intent

This part:

- (a) prescribes the structure of the curriculum for award courses and units of study; and
- (b) articulates the components of award courses and the broad structure of undergraduate, postgraduate and combined coursework awards.

### 14 Learning outcomes

- (1) Learning outcomes articulate the specific achievements in skill, knowledge and application necessary to demonstrate graduate qualities in a particular discipline. They must be aligned with graduate qualities and must be assessed as part of the curriculum.
- (2) Learning outcomes should be specified for award courses and for each of their components, including as relevant units of study, majors, programs and specialisations.
- (3) Learning outcomes specified for the components of an award course should be aligned with each other and with the learning outcomes of the award course.

### 15 Award courses

- (1) An award course must enable students to demonstrate graduate qualities through defined learning outcomes.
- (2) Titles for awards in the Australian Qualifications Framework (AQF) must be consistent with the [AQF Issuance Policy](#).
- (3) The title of an award course must include:
  - (a) the qualification type; and
    - Note:** See section 1.3 of the [University of Sydney \(Coursework\) Rule 2014](#) and section 1.03 of the [University of Sydney \(Higher Degree by Research\) Rule 2011](#).
  - (b) the discipline.
- (4) The title of an award course may include one or more optional components, such as a stream.
- (5) Award courses must follow an orderly and flexible program of learning experiences in a curriculum designed and approved consistently with this policy.
- (6) Award courses must have defined outcomes which:
  - (a) specify the relevant graduate qualities;

- (b) specify the learning outcomes that must be achieved to demonstrate those graduate qualities for a particular discipline; and
  - (c) demonstrate achievement, at a minimum, of the learning outcomes specified for the qualifications type and level in the AQF.
- (7) Award courses must follow a curriculum which:
- (a) takes a student-centred approach to the achievement and assessment of learning outcomes in a coherent fashion;
  - (b) is regularly reviewed (at least every seven years) by faculties consistently with this policy, in the light of student outcomes and the student experience, the growth of knowledge, changes in the learning environment and stakeholder input; and
- Note** See clause 11.
- (c) incorporates the components of the curriculum framework set out in clauses 15 - 20.

## 15A Curricula generally

- (1) Curricula must enable students to achieve the graduate qualities and learning outcomes of an award course or component of an award course. A curriculum sets out, in a progressive and cumulative manner:
  - (a) specified knowledge and skills, expressed as learning outcomes;
  - (b) the learning experiences and inquiry processes by which they are acquired;
  - (c) how they are applied; and
  - (d) an orderly and methodical assessment process through which they are demonstrated to a high standard.
- (2) Curricula should be designed to enable a combination of disciplinary depth and breadth of learning appropriate to the aims of the award course.
  - (a) Disciplinary depth enables students to achieve command and understanding of a discipline area and can be achieved through focussed study in a program, major, through the completion of components, or through the completion of a stream.
  - (b) Disciplinary breadth enables students to contextualise their learning in the context of related studies and other disciplines, apply it to new contexts and augment it according to their learning needs and interests. Disciplinary breadth is achieved through electives, minors, additional majors, studies in other disciplines, interdisciplinary projects and the open learning environment.
- (3) A curriculum framework is a broad structure for the constituent educational experiences offered by each degree. It comprises components that are essential for every student to reach an agreed standard, and enrichment opportunities that enable students to extend learning according to individual needs and interests, but are not required or relevant for every student.

## 16 Curriculum framework for undergraduate education

- (1) The curriculum framework for new and revised undergraduate awards must include the following components:

- (a) a program, major, stream or specialisation in at least one field of study;
  - (b) a structured approach to the development of knowledge and skills;
  - (c) collaborative and group-based learning activities and assessments;
  - (d) interdisciplinary and inter-professional learning experiences;
  - (e) authentic problems and assessments;
  - (f) an open learning environment for the extension of knowledge and skills; and
  - (g) project-based learning.
- (2) If an undergraduate degree is offered exclusively as part of combined or double degree courses, the components may be in either award course and need not be in both individually.
- (3) The following table (Table 2) sets out the graduate qualities associated with each of these components.

**Note:** The curricula for award courses developed prior to 1 January 2016 must include these components when reviewed in line with clause 11(6)

**Table 2**

Component	Graduate qualities
A major or specialisation in at least one field of study	<ul style="list-style-type: none"> <li>• Depth of disciplinary expertise</li> </ul>
A structured approach to the development of knowledge and skills	<ul style="list-style-type: none"> <li>• Depth of disciplinary expertise</li> <li>• Broader skills</li> <li>• Cultural competence</li> <li>• Integrated identity</li> </ul>
Collaborative and group-based learning activities and assessments	<ul style="list-style-type: none"> <li>• Broader skills</li> <li>• Cultural competence</li> <li>• Integrated identity</li> <li>• Influence</li> </ul>
Interdisciplinary and inter-professional learning experiences	<ul style="list-style-type: none"> <li>• Broader skills</li> <li>• Interdisciplinary effectiveness</li> <li>• Influence</li> </ul>
Authentic problems and assessments	<ul style="list-style-type: none"> <li>• Depth of disciplinary expertise</li> <li>• Broader skills</li> <li>• Interdisciplinary effectiveness</li> <li>• Integrated identity</li> <li>• Influence</li> </ul>

Component	Graduate qualities
An open learning environment for extension of knowledge and skills	<ul style="list-style-type: none"> <li>• Broader skills</li> <li>• Interdisciplinary effectiveness</li> <li>• Integrated identity</li> <li>• Influence</li> </ul>
Project-based learning	<ul style="list-style-type: none"> <li>• Depth of disciplinary expertise</li> <li>• Broader skills</li> <li>• Integrated identity</li> <li>• Influence</li> </ul>

## 17 Curriculum framework for postgraduate coursework education other than the Sydney Professional Certificate

- (1) This clause applies to graduate certificates, graduate diplomas, Masters degrees and Doctoral degrees at level 9 of the AQF. It does not apply to the Sydney Professional Certificate.

**Note:** The Sydney Professional Certificate is an award outside the AQF. See clause 89A of the [Coursework Policy 2014](#).

- (2) The curriculum framework for postgraduate coursework awards must include:
- (a) advanced specialisation in a field of knowledge;
  - (b) research skills;
  - (c) a structured approach to the development of knowledge and skills;
  - (d) a capstone experience in research, scholarship or professional project.
- (3) The curriculum framework for postgraduate coursework units may include one or more of the following:
- (a) a major;
  - (b) a minor;
  - (c) interdisciplinary study;
  - (d) exchange and work based projects;
  - (e) professional or industry experience;
  - (f) authentic problems and assessments;
  - (g) elective units; and
  - (h) project-based learning.
- (4) The following table (Table 3) sets out the graduate qualities associated with each of the above components of a coursework postgraduate award course.



**Table 3**

Component	Graduate qualities
Specialisation in a discipline area A capstone experience A major	<ul style="list-style-type: none"> <li>• Depth of disciplinary expertise</li> </ul>
Interdisciplinary study	<ul style="list-style-type: none"> <li>• Depth of disciplinary expertise</li> <li>• Broader skills</li> <li>• Cultural competence</li> <li>• Integrated identity</li> </ul>
Exchange and work based projects	<ul style="list-style-type: none"> <li>• Broader skills</li> <li>• Cultural competence</li> </ul>
Interdisciplinary and inter-professional learning experiences	<ul style="list-style-type: none"> <li>• Broader skills</li> <li>• Interdisciplinary effectiveness</li> <li>• Influence</li> </ul>
Professional or industry experience	<ul style="list-style-type: none"> <li>• Broader skills</li> <li>• Cultural competence</li> </ul>
Authentic problems and assessments	<ul style="list-style-type: none"> <li>• Depth of disciplinary expertise</li> <li>• Broader skills</li> <li>• Interdisciplinary effectiveness</li> <li>• Integrated identity</li> <li>• Influence</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Broader skills</li> </ul>
Project-based learning	<ul style="list-style-type: none"> <li>• Depth of disciplinary expertise</li> <li>• Broader skills</li> <li>• Integrated identity</li> <li>• Influence</li> </ul>

**Note:** See Part 17 of the [Coursework Policy 2014](#) for the requirements for different postgraduate award types.

### 17A Curriculum framework for the Sydney Professional Certificate

- (1) This clause applies to courses offered within the Sydney Professional Certificate.
- (2) The curriculum framework for courses within the Sydney Professional Certificate must include:
  - (a) advanced specialisation in a field of knowledge; and

- (b) a structured approach to the development of knowledge and skills to achieve the learning outcomes for the course.
- (3) The curriculum framework for courses within the Sydney Professional Certificate may include one or more of the following:
  - (a) interdisciplinary study;
  - (b) authentic problems and assessments;
  - (c) core and elective units; and
  - (d) project-based learning.

## 18 Components of award courses

**Note:** See Clause 26(2) for commencement dates of sub clauses 18(1) - (8) inclusive.

- (1) Only faculties or the Board of Interdisciplinary Studies may offer award courses, streams, programs, majors, minors and units of study, which must be approved consistently with this policy.
- (2) **Streams:**
  - (a) can be conceptualised as separate pathways within an award course;
  - (b) are versions of a degree that are separated for admission purposes but are linked to other streams of the degree through shared nomenclature, shared course components and shared rules;
  - (c) consist of a combination of related units of study which are structured to provide the student with a depth of specialist knowledge of a discipline or field;
  - (d) are identified by the name of the stream of the award in parentheses after the name of the award course of which they are a stream;
  - (e) are recorded on the student's transcript;
  - (f) apply to 1000-, 2000-, 3000- and, where applicable, 4000-level units, as specified in the award course resolutions; and
  - (g) are not restricted to a specific number of credit points.
- (3) **Programs:**
  - (a) are a combination of units of study that develop expertise in a multi-disciplinary domain or a professional or specialist field and include a recognised major in a field of study;
  - (b) must have intellectual and educational coherence and specified learning outcomes as required in clause 13; and
  - (c) in undergraduate degrees, comprise:
    - (i) a minimum of 12 and a maximum of 24 credit points at 1000-level;
    - (ii) a minimum of 12 and a maximum of 24 credit points at 2000-level;
    - (iii) a minimum of 18 and a maximum of 24 credit points at 3000-level units of study;

**Note:** Three year programs (available in degrees of 144 credit points) must not, when combined with the requirements of the degree core, require more than 84 credit points (72+12).

- (iv) in degrees and combined degrees requiring 192 credit points, up to 48 credit points at 4000 level;

**Note:** Four year programs (available in degrees of 192 credit points) must not, when combined with the requirements of the degree core, require more than 132 credit points (120+12).

- (v) an embedded major;
- (vi) at least 12 credit points of the degree core, if a degree core is specified for the degree; and

- (d) are recorded on the student's transcript.

(4) **Majors:**

- (a) comprise a defined sequence of units taken by a student that develop depth of expertise in a field of study;
- (b) must have intellectual and educational coherence and specified learning outcomes as required in clause 13;
- (c) in all undergraduate degrees, must require exactly 48 credit points; as specified in this sub clause;
- (d) in Liberal Studies Bachelor degrees, and undergraduate degrees of 144 credit points, must include:
  - (i) exactly 12 credit points at 1000-level units of study;
  - (ii) a minimum of 12 and a maximum of 18 credit points at 2000-level; and
  - (iii) a minimum of 18 and a maximum of 24 credit points at 3000-level (or, higher for degrees requiring more than 144 credit points);
- (e) in Professional or Specialist Bachelor degrees of 192 credit points or more, must include:
  - (i) a minimum of 12 credit points at 1000- or 2000-level;
  - (ii) a minimum of 18 credit points and a maximum of 36 credit points at or above 3000-level;
- (f) in undergraduate degrees, must include at the 3000-level (or, for 192 credit point Professional or Specialist degrees, at the 3000 level or higher):
  - (i) 1 x 6 credit point unit involving completion of a project requiring the integration and application of disciplinary knowledge and skills; and
  - (ii) 1 x 6 credit point unit requiring the application of disciplinary skills and knowledge in an interdisciplinary context; and
- (g) are recorded on the student transcript.

**Note:** the requirements of sub clauses (4)(f)(i) and (4)(f)(ii) may both be met through a single unit. Where a student takes two majors, and a single unit or units of study exists such that the requirement for (4)(f)(i) or (4)(f)(ii) can be met in both majors, that or those units may be used in fulfilment of requirement 4(f)(i) or 4(f)(ii) in both majors, provided that all other requirements in 18(3) are met for each major.

- (h) Guidelines for majors are set out in Schedule 4 of the [Learning and Teaching Procedures 2014](#).

- (5) **Minors:**
- (a) comprise a defined sequence of units of study taken by a student that develops expertise in a field of study;
  - (b) in undergraduate degrees, comprise units to the value of exactly 36 credit points including:
    - (i) exactly 12 credit points at 1000-level;
    - (ii) a minimum of 12 and a maximum of 18 credit points at 2000-level;
    - (iii) a minimum of 6 and a maximum of 12 credit points at 3000-level;
- and
- (c) are recorded on the student's transcript.
- (6) **A degree core:**
- (a) is a set of units of study that develops required knowledge and skills for the degree and which is required to be completed by all students within an award course or a stream or specialisation within an award course;
  - (b) in Liberal Studies Bachelor degrees, comprises no more than 24 credit points at 1000- or 2000-level.
- (7) **A capstone experience** should be integrative, foster student autonomy and, where appropriate, include a cross-disciplinary perspective.
- Note:** See [Coursework Policy 2014](#)
- (8) **Combined degrees and double degrees** must meet the learning outcomes of both component award courses.
- (a) All Liberal Studies, and specified Specialist or Professional, Bachelor degrees may be combined with the Bachelor of Advanced Studies as set out in the applicable award course resolutions.
- (9) Award courses may achieve depth and breadth of learning by the specification of core units and elective units.
- (a) Units of study may be specified as core units if the faculty determines them to be essential to achieve the learning outcomes of the award course, stream, program, major, minor or specialisation. Core units must be completed by all students enrolled in the award course or relevant curriculum component or specialisation.
  - (b) Elective units are units chosen by students in order to extend their degree requirements according to their need or interests and contribute to graduate qualities. Electives are chosen from a list defined by the faculty and approved by the Academic Board.
- (10) **Units of study**
- (a) Units of study:
    - (i) follow a programmed set of coherent learning experiences and assessments that lead progressively to the achievement of the learning outcomes for the unit; and
    - (ii) must be completed over one or two teaching sessions.
  - (b) Faculties must define learning outcomes for each unit of study which are aligned with those of the award courses in which the unit of study is offered and those of other components of award courses of which it is a part.

- (c) Except in the case of 'shell' units used for students undertaking study at another institution and other purposes, the learning outcomes, requirements and assessment framework and standards of a unit of study must be the same for all students taking that unit of study, regardless of the award course in which they are enrolled.
  - (d) Student transcripts and student record files must record a single result and a single credit point value for each unit of study attempted by a student.
  - (e) Units of study must be identified by an eight character alpha-numeric code, of which the first four are letters identifying the relevant school, department or discipline and the final four are integers identifying the unit of study and the level at which it is offered.
  - (f) The integers in the unit of study alpha-numeric code must commence with a number which indicates the level, in the generic form \*\*\*\*1xxx (for 1000-level units), \*\*\*\*2xxx (for 2000-level units) and so on.
  - (g) 1000-level units of study have learning outcomes of a foundational or introductory nature and are designed for students in the first year of a bachelor degree.
  - (h) 2000-level units of study have learning outcomes which assume prior foundational or introductory study and are designed for students who have completed the first year of a bachelor degree.
  - (i) 3000-level units of study have learning outcomes designed for students in the third year of a bachelor degree. In 144 credit point bachelor degrees, such units should enable students to demonstrate learning outcomes at a level expected for those completing a bachelor degree at AQF level 7.
  - (j) 4000-level units of study have learning outcomes at the advanced or honours level and are designed for students who have already achieved learning outcomes for a 144 credit point pass-level bachelor degree or who are completing the final year of a 192 credit point bachelor degree.
  - (k) 5000-, 6000- and higher level units of study have learning outcomes designed for postgraduate award courses.
- (11) **Credit points and student workload**
- (a) Credit points measure the relative quantitative contribution of a unit of study to an award course.
    - (i) The full time credit point load for undergraduate and postgraduate coursework award courses is 24 credit points per semester, or 12 credit points for summer session and six credit points for the winter session. A full time credit point load for a year is 48 credit points equating to a student workload of 1350 -1800 hours per year including class time, private study, assessment and assessment preparation.
  - (b) The normal credit point load for a unit of study is six credit points, except where otherwise approved by the Academic Board.
  - (c) The credit point load for a unit of study in the open learning environment must be zero, two or six credit points.
  - (d) Units of study shared across different award courses and between different faculties must have the same credit point value in every course.
  - (e) Where units of study are core units in more than one award course or shared individually or as part of a major or minor in the shared pool, faculties must design units of study to meet the learning needs of students in all award courses and components for which the unit is a core unit.

- (f) The relationship between the level of student effort in a unit of study and the credit point value of that unit must take account of all courses sharing that unit of study.
  - (g) Faculties must consider overall student workload in assigning credit point value as follows:
    - (i) 24 credit points equates to the effort expected of a full-time student, studying 36 – 48 hours per week or pro-rata for part-time students.
    - (ii) A single credit point should therefore equate notionally to a minimum expectation of 1.5 – 2 hours of student effort per week for units of study offered over a semester.
    - (iii) Flexibility between different units may be exercised in the allocation of credit point value to accommodate any tensions between the duration of core learning experiences and their perceived importance in achieving learning outcomes for the award course.
  - (h) Faculties introducing new units of study with a credit point value other than six must inform the Academic Board, explaining the rationale for deviating from the standard and addressing issues of compatibility.
- (12) On academic grounds, a faculty may propose to the Undergraduate or Graduate Studies Committee of the Academic Board units of study with zero, one or two credit points.
- (13) **Teaching sessions**
- (a) Teaching and learning in award courses must take place in standard teaching sessions, or in special teaching sessions determined by faculties in a faculty calendar and approved by the Academic Board.
  - (b) The standard teaching sessions are first semester, second semester, summer session and winter session.
  - (c) A semester comprises 13 weeks of programmed learning, one study week and one to two weeks for examination and assignment preparation.
- (14) University semester dates, and dates for summer and winter sessions and teaching blocks must be approved by the Academic Board.

## 19 Assessment framework

- (1) Assessment is the means by which students demonstrate graduate qualities and learning outcomes in a unit of study and in an award course.
- (2) Learning outcomes for units of study must be assessed either within the unit of study or within an assessment framework for the award course or a component of an award course.
- (3) The assessment framework of award courses and units of study must promote student learning and engaged enquiry, and be designed to ensure that key milestones in the achievement of learning outcomes are met to a standard sufficient to allow progression.
- (4) Faculties must design the assessment framework of an award course to ensure that all students who successfully complete the award course demonstrate the graduate qualities and specified learning outcomes for the award.
- (5) Unit of study co-ordinators must design the assessment framework of a unit of study to ensure that all students who successfully complete the unit of study

demonstrate the graduate qualities and learning outcomes of the unit of study and are assessed to the same standard.

- (6) The University's policy and procedures on assessment are set out in Part 14 of the [Coursework Policy 2014](#) and in the [Assessment Procedures 2011](#).

## 20 Academic integrity in the design of curricula

- (1) Learning experiences, programs and curricula must be designed to educate students early in the first year about academic integrity, appropriate acknowledgement, academic honesty and avoiding plagiarism.
- (a) This education must include an online module endorsed by the Office of Educational Integrity and should also include tutorials work and scaffolding writing tasks as appropriate.
- (2) The assessment framework of award courses and the assessment matrix within each unit of study must be designed and reviewed each time the unit is offered to ensure academic integrity.
- (3) Faculties must manage the risk to academic integrity within the assessment framework for each unit of study consistently with the [Academic Honesty in Coursework Policy 2015](#) and associated procedures.

**Note:** See clause 12 of the [Academic Honesty in Coursework Policy 2015](#).

### 20A Third party learning technologies

- (1) All use of third party learning technologies must be consistent with relevant University policies, including in particular:
- (a) [Policy on the Use of University Information Communications Technology Resources](#);
- (b) *Privacy Policy 2017*; and
- (c) *Recordkeeping Policy 2017*.
- (2) Staff members and academic units:
- (a) are responsible for identifying and managing any risks associated with third party learning technologies which they introduce and use in association with their teaching; and
- (b) must register the use of such technologies with the office of the Deputy Vice-Chancellor (Education).
- (3) Third party learning technologies must not be used for assessment purposes without the permission of the Deputy Vice-Chancellor (Education).
- (4) Where a third party learning technology is introduced by the University, the University must:
- (a) develop and communicate an appropriate strategy for support of the technology; and
- (b) establish and implement appropriate mechanisms for:
- (i) retrieving and storing records of student activity generated by the technology; and
- (ii) trialling and evaluating the use of the technology.

- (5) Where a third party learning technology is introduced by a staff member or academic unit, the person or unit introducing it must:
- (a) develop and communicate an appropriate strategy for support of the technology; and
  - (b) establish and implement appropriate mechanisms for:
    - (i) retrieving and storing records of student activity generated by the technology; and
    - (ii) trialling and evaluating the use of the technology.

## **PART 4 MANAGEMENT OF LEARNING AND TEACHING**

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### **21 Statement of intent**

The purpose of this part of the policy is to set out the framework, and specific responsibilities, for the management and evaluation of learning and teaching at unit of study, degree and University level. This includes academic governance authorities, roles and responsibilities, and quality assurance processes.

### **22 Rescinded**

### **23 Roles and responsibilities in managing learning and teaching**

- (1) Delegations of authority for the management of learning and teaching are set out in:
- (a) [University of Sydney \(Delegations of Authority – Academic Functions\) Rule 2016](#); and
  - (b) [University of Sydney \(Delegations of Authority – Administrative Functions\) Rule 2016](#).
- (2) **The Academic Board**
- (a) subject to endorsement by Senate, approves the award course level curriculum which is developed, implemented and monitored by the faculty;
  - (b) approves requirements and other elements of award courses as set out in the [Coursework Policy 2014](#), award course resolutions and tables of units of study, including:
    - (i) determining the type of degree;
      - Note:** For Bachelor degrees, types are: Liberal Studies, or Specialist or Professional.  
For Masters degrees types are: Advanced Learning by coursework, Professional by coursework (including masters Degree (Extended)), Research Pathway by coursework, or research.
    - (ii) the inclusion of degree core, streams, programs, majors and minors in award course requirements;
    - (iii) the inclusion of mandatory units, and barrier assessments;



- (iv) the table of units of study for an award course;
  - (v) the curriculum of streams within an award course;
  - (c) approves faculty resolutions;
  - (d) approves admission requirements and pre-requisites for award courses;
  - (e) approves, on the recommendation of the relevant faculty or Board of Interdisciplinary Studies:
    - (i) addition and deletion of award courses, streams, programs, majors, minors; and
    - (ii) changes to the degree core;
  - (f) approves the list of majors, minors and units of study available in the shared pool for Liberal Studies degrees and the Bachelor of Advanced Studies, on the recommendation of the Board of Interdisciplinary Studies;
  - (g) approves courses and units of study for Sydney Professional Certificates on the recommendation of the Board of Interdisciplinary Studies;
  - (h) approves changes to the mode of delivery of a course or unit of study;
  - (i) determines deadlines for submitting proposals for new, amended and deleted award courses;
  - (j) determines teaching periods and commencement and conclusion dates of the academic year and, if appropriate, variations from standard teaching sessions requested by faculties;
  - (k) is responsible for:
    - (i) aligning the range of the University's academic programs so that all graduates demonstrate graduate qualities set out in Part 2 to a high standard;
    - (ii) reviewing education programs within faculties in a seven year cycle;
    - (iii) monitoring program outcomes and reports of review committees and accrediting bodies to promote educational excellence as set out in Part 2;
    - (iv) monitoring processes within faculties to support the academic integrity of the University's programs and assessment;
    - (v) monitoring breaches of academic integrity, reviewing processes to minimise or eliminate them and taking appropriate action;
    - (vi) considering and, if appropriate, approving the name and abbreviation used for each award course; and
    - (vii) developing and maintaining quality and educational excellence as set out in Part 5.
- (3) **The Deputy Vice - Chancellor (Education)** is responsible for strategic leadership of educational excellence and educational innovation throughout the University. The Deputy Vice-Chancellor (Education):
- (a) develops and maintains institutional systems and strategy to achieve excellence in outcomes, experience and environment. This includes curriculum frameworks, online learning, and the student experience;
  - (b) develops and maintains quality and educational excellence as set out in Part 5; and

- (c) endorses proposals for new, amended and deleted courses for forwarding to:
  - (i) the University Executive Curriculum and Course Planning Committee; and
  - (ii) the Academic Board.
- (4) **The Vice-Principal (External Relations)** is responsible for developing and maintaining institutional strategy to achieve excellence and innovation throughout the University.
- (5) **The Vice-Principal (Operations):**
  - (a) is responsible for the institutional systems and processes that support educational excellence; and
  - (b) develops and maintains institutional systems and strategy in order to achieve excellence in admission, student recruitment, and administration processes.
- (6) **The University Executive Curriculum and Course Planning Committee:**
  - (a) reviews the business case for new course proposals from faculties; and
  - (b) advises the University Executive and its relevant committees in their deliberations over whether to endorse a proposed course or change for consideration by the Academic Board.
- (7) **The Board of Interdisciplinary Studies** approves:
  - (a) units of study under a faculty's direction which are included in the shared pool of units of study available across all Liberal Studies Bachelor Degrees;
  - (b) units of study that are not under a faculty's direction;
  - (c) the inclusion of units of study that are not under a faculty's direction in the shared pool of units of study available across all Liberal Studies Bachelor Degrees;
  - (d) units of study in the open learning environment, Sydney Research Seminars, and interdisciplinary units of study offered to students in any degree; and
  - (e) units of study for Sydney Professional Certificates
- (8) **Faculties**
  - (a) Faculties, and their committees, are responsible for standards, assessment and quality throughout the faculty. Faculties:
    - (i) establish a standing committee or committees with responsibility for excellence in outcomes and experience in award courses;
    - (ii) consider and, if appropriate, approve curriculum for all units of study, minors, and majors and programs in an award course;
    - (iii) approve learning outcomes for units of study, majors and programs;
    - (iv) approve assessment for units of study and other curriculum components as appropriate;
    - (v) approve pre-requisites and co-requisites for units of study and honours components;
    - (vi) determine the curriculum and learning outcomes for streams for recommendation to the Academic Board;

- (vii) determine integration between units of study to meet the learning outcomes of majors, programs, streams or award courses and to achieve graduate qualities;
- (viii) determine faculty resolutions relating to award courses of the faculty;
- (ix) develop and maintain alignment of curricula and the quality of learning and teaching to achieve high standards in award course outcomes;
- (x) where appropriate, monitor alignment with standards set by professional and accrediting bodies;
- (xi) advise the Academic Board of any changes to degree level curricula. This includes creation, variation and deletion of courses and changes to tables of units of study;

**Note:** Course proposal and amendment requirements can be found on the [Academic Board website](#).

- (xii) ratify assessment results;
- (xiii) monitor and maintain standards in the quality of assessment practices and academic integrity;

**Note:** See the [Coursework Policy 2014](#), the [Assessment Procedures 2011](#) and the [Academic Honesty in Coursework Policy 2015](#).

- (xiv) review and act on educational quality data each semester as set out in Part 5;
- (xv) monitor breaches of academic integrity within the faculty;
- (xvi) review the assessment framework of units of study and other curriculum components to eliminate or minimise the possibility of such breaches;
- (xvii) report breaches of academic integrity to the Academic Board as required by the [Academic Honesty in Coursework Policy 2015](#); and
- (xviii) monitor the framework for the management of learning and teaching within the faculty and the processes for ensuring educational excellence in all programs as set out in Part 5.

**Note:** See clause 11. Responsibilities for standards and operational matters in connection with programs may be undertaken by relevant committees.

## (9) Deans

- (a) Deans have overarching responsibility for standards, quality, strategic leadership and resource allocation to achieve educational excellence within faculties. Deans:
  - (i) exercise strategic oversight of faculties and their committees, the Associate Dean – Education and Heads of School to develop and maintain alignment with faculty strategy and operations;
  - (ii) consistently with the [Coursework Policy 2014](#), set operational parameters for teaching and curricula, including teaching workloads, staff profile, fees and student numbers;
  - (iii) make appropriate arrangements for quality assurance of teaching and learning within the faculty as set out in Part 4 and Part 5;
  - (iv) direct the appropriate allocation of resources for educational excellence;

- (v) direct that student representatives be elected or appointed as members of education, undergraduate, postgraduate studies committees and program committees;
- (vi) direct faculty or school offices to keep current and available relevant documentation relating to the faculty's academic programs, including documentation for units of study;
- (vii) appoint an Educational Integrity Co-ordinator and, if appropriate, additional nominated academics to act as decision makers in relation to alleged breaches of academic integrity in line with the [Academic Honesty in Coursework Policy 2015](#); and
- (viii) consider and, if appropriate, approve requests by unit of study co-ordinators to opt out of the recording of lectures in University-managed lecture theatres, or delegate this authority to a Head of School.

**(10) Associate Deans – Education**

- (a) Associate Deans – Education lead and co-ordinate strategies for educational excellence, improvement and innovation across the faculty and, on behalf of the Dean, monitor the effectiveness of processes for achieving graduate outcomes through engaged enquiry. Associate Deans – Education:
  - (i) co-ordinate teaching across the faculty to deliver excellent educational outcomes and experience;
  - (ii) review and act on data on educational quality;
  - (iii) monitor and direct alignment of educational standards and quality in the faculty with University policy and strategy;
  - (iv) implement collegial governance in the creation and review of educational programs within the faculty; and

**Note:** See clause 11.

- (v) support quality of teaching and learning across the faculty as set out in Part 5.

**(11) Supervisors**

- (a) Supervisors provide leadership, guidance and mentorship to students undertaking research projects, and provide academic advice to students on reporting of research findings. Supervisors:
  - (i) support the student in the research project, including providing timely feedback and advice;
  - (ii) monitor progress within the context of the overall research project;
  - (iii) develop in the student the necessary skills to complete the project; and
  - (iv) educate students about the University's policies on research integrity, data management, ethical research practice, intellectual property, relevant health and safety procedures and other relevant matters.

(12) **Heads of School**

- (a) Heads of School lead strategies and allocate resources for educational excellence within the school. Heads of School:
- (i) assign teaching duties, unit of study co-ordinator tasks, and program committee membership to staff in the school as specified in clause 24A;
  - (ii) review reports and data on educational quality in consultation with unit of study co-ordinators and program committees;
  - (iii) act in relation to staff performance and effective allocation of quality resources; and
  - (iv) if requested to do so by the Dean, consider and, if appropriate, approve requests by unit of study co-ordinators to opt out of the recording of lectures in University-managed lecture theatres.
  - (v) appoint a unit of study co-ordinator for each unit of study for which the school is responsible;
  - (vi) make appropriate alternative arrangements if a unit of study co-ordinator is or will be absent; and
  - (vii) appoint a new unit of study co-ordinator when a current unit of study co-ordinator leaves.

**Note:** In faculties without a school structure, the roles and responsibilities of a Head of School may be taken by the Associate Dean – Education.

(13) **Unit of study co-ordinators**

- (a) Each unit of study must have a named unit of study co-ordinator, appointed by the relevant Head of School.
- (b) The Unit of study co-ordinator:
- (i) is appointed for the whole of a teaching period during which a unit of study is being provided;
  - (ii) should inform the relevant Head of School of any intended or foreseeable absence, at least four weeks in advance;
  - (iii) develops, implements and monitors unit of study curricula, learning activities and assessment, subject to approval by the faculty;
  - (iv) aligns learning outcomes between a unit of study and an award course, and implements, at the unit study level, strategies and policies for educational excellence;
  - (v) reviews unit of study curriculum design, including learning outcomes, teaching and learning activities and assessment, and, where appropriate, aligns with program learning goals and graduate qualities;
  - (vi) documents and communicates the unit of study curriculum as a unit of study outline in the LMS, and makes a unit description, including pre-requisites, co-requisites and assessment, available for inclusion in the faculty handbook;
  - (vii) reviews assessment tasks and standards in relation to policy and reports to the faculty and the program committee;

- (viii) reviews the academic integrity of each assessment task and the assessment matrix of the unit of study each time it is offered to eliminate or minimise the risk of breaches of academic integrity;
- (ix) designs the assessment framework for the unit of study to ensure the academic integrity of each assessment in the unit as set out in the [Academic Honesty in Coursework Policy 2015](#);
- (x) reports incidents of potential academic dishonesty or plagiarism in line with university policy;
- (xi) gathers, reviews and acts on data on educational quality, in consultation with the unit of study team and the Head of School;
- (xii) administers surveys of educational experience and provides reports to students and the faculty on the quality of the student experience as set out in Part 5;
- (xiii) makes recommendations to the faculty, or a relevant committee of the faculty, about changes to learning outcomes, curriculum, or assessment for a unit of study; and
- (xiv) manages access to lecture recordings and, where necessary, submits applications to opt out of recordings in University-managed lecture spaces to the Dean or Dean's nominee.

**(14) Individual teachers**

- (a) Educational excellence exists when teachers engage students in their learning. To this end, individual teachers:
  - (i) support and lead student learning of the curriculum, as specified and to the agreed standards;
  - (ii) prepare the educational content of units of study;
  - (iii) design and prepare assessment tasks as specified in the curriculum, and consistently with relevant policy;
  - (iv) monitor and act to support academic standards and academic integrity; and
  - (v) where there is more than one teacher in a unit, participate as part of the unit of study team to support the unit of study co-ordinator in his or her role and responsibilities.

**(15) Students**

- (a) An essential component of educational excellence is that students gain increasing understanding of, and take responsibility for, their learning. To this end, students must:
  - (i) be familiar with the award course resolutions, relevant policies and other requirements for the course as set out in the faculty handbook, unit of study outline and other published guidelines; and
  - (ii) satisfy attendance and assessment requirements.
- (b) In addition, students should participate in any evaluations of their experience, so that educational excellence is monitored and improved.

## **24 Documentation and communication**

- (1) This part of the policy sets out appropriate standards for:

- (a) communicating with students and staff;
  - (b) managing the development of units of study, curricula and award courses; and
  - (c) institutional record keeping.  
**Note:** See *Recordkeeping Policy 2017* and [Recordkeeping Manual](#)
- (2) Unit of study co-ordinators, together with the faculty, must provide a unit of study website on the LMS which contains, at a minimum:
- (a) the unit of study outline;
  - (b) relevant curriculum resources; and
  - (c) any other material specified in the [Learning and Teaching Procedures 2016](#).  
**Note:** See clause 11 of those procedures.
- (3) Unit of study outlines and the LMS website must be available to students:
- (a) for -1000 and -5000 level units of study: no later than two weeks before the commencement of the teaching session in which the unit is offered; and
  - (b) for other units of study: no later than one week prior to the commencement of the teaching session in which the unit is offered.
- (4) After publication of the unit of study outline, changes may only be made to the nature, weighting or due date of assessment tasks in exceptional circumstances.
- (5) Each faculty must publish an annual handbook, containing the minimum information specified in the [Learning and Teaching Procedures 2016](#).  
**Note:** See clause 9 of those procedures.
- (6) The Academic Board may make award course resolutions, which must contain at least the minimum information specified in the [Learning and Teaching Procedures 2016](#).  
**Note:** See clause 8 of those procedures.
- (7) Subject to Academic Board approval, faculties may make resolutions applying to all degrees within a certain category awarded by the faculty.
- (8) Upon each student's graduation the University will provide each of the following documents, which will provide the information required by the [Learning and Teaching Procedures 2016](#):
- (a) a transcript;
  - (b) a certificate of graduate status; and
  - (c) a testamur.  
**Note:** See clause 12 of those procedures.
- (9) Information other than that specified in the [Learning and Teaching Procedures 2016](#) may only be included on an academic transcript with the approval of the Deputy Vice-Chancellor (Education), after consultation with:
- (a) the chair of the Academic Board or nominee;
  - (b) the Head of the Academic Model Team in the portfolio of the Deputy Vice-Chancellor (Education);
  - (c) the Head, of the Sydney Student Team in the portfolio of the Vice-Principal (Operations);

- (10) In deciding whether to approve the inclusion of such information the Deputy Vice-Chancellor (Education) must be satisfied that the additional information:
  - (a) appropriately represents educational achievement;
  - (b) can be verified by the University; and
  - (c) can be collected in a timely and efficient manner.
- (11) Graduation statements may only be issued with the approval of the Deputy Vice-Chancellor (Education), after consultation with:
  - (a) the chair of the Academic Board or nominee;
  - (b) the Head of the Academic Model Team in the portfolio of the Deputy Vice-Chancellor (Education);
  - (c) the Head, of the Sydney Student Team in the portfolio of the Vice-Principal (Operations).

## **24A Qualifications of teachers, co-ordinators and supervisors**

- (1) Heads of school must appoint unit of study co-ordinators and teachers who have appropriate knowledge, skills and qualifications, including:
  - (a) up to date knowledge of a relevant field or discipline, which is informed by any of:
    - (i) ongoing research
    - (ii) scholarship; or
    - (iii) contemporary professional practice; and
  - (b) relevant skills in learning, teaching and assessment.
- (2) Individuals teaching or supervising units of study in award courses below AQF Level 10 must have:
  - (a) a relevant qualification at least one AQF level higher than the course being taught, co-ordinated or supervised;
  - (b) equivalent academic attainment;
  - (c) equivalent professional experience; or
  - (d) appropriate training, as well as guidance and oversight from a supervisor or coordinator who is an academic staff member with the qualifications, experience, knowledge and skills in 24A(1) and 24A(2) (a) to (c).
- (3) Individuals appointed on the basis of subclauses 24A(2)(a) to (c) may also co-ordinate units of study in award courses below AQF Level 10.
- (4) Individuals appointed on the basis of subclauses 24A(2)(d) may be appointed to teach specialised components of a course such as demonstrating or tutoring but must not be appointed to co-ordinate units of study or as the sole-teacher.
- (5) Individuals teaching, co-ordinating or supervising units of study in an award course at AQF Level 10 must have:
  - (a) a relevant qualification at AQF Level 10;
  - (b) equivalent academic attainment;
  - (c) equivalent professional experience; or



- (d) appropriate training, as well as guidance and oversight from a supervisor or coordinator who is an academic staff member with the qualifications, experience, knowledge and skills in 24A(1) and 24A(4) (a)-(c).
- (6) If individuals are appointed on the basis of equivalent academic merit or professional experience under subclauses 24A(2) (b) to (d) or 24A(4) (b) to (d), the academic attainment or professional experience must be documented and approved in writing by the head of the school;

**Note:** Records of approval must be retained and stored consistently with the requirements of the [Recordkeeping Policy 2017](#) and the *Privacy Policy 2017*

## PART 5 QUALITY ASSURANCE

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### 25 Quality assurance processes

- (1) Quality assurance ensures that learning outcomes at the required standards are demonstrated by students in appropriate tasks and assures that, for each learning activity, a quality learning environment exists. Quality assurance processes must be:
  - (a) standards driven;
  - (b) evidence based; and
  - (c) institutionally aligned.
- (2) Quality is measured in terms of excellence in:
  - (a) educational outcomes;
  - (b) educational experience;
  - (c) educational environment.

**Note:** See Part 2.
- (3) Excellence in educational outcomes is measured through systematic assessment which ensures that students achieve course learning outcomes at a high standard, and through the assessment of graduate qualities.
  - (a) Faculties and their Associate Deans – Education must arrange for assessments to be subject to peer feedback and periodic benchmarking.
- (4) Excellence in educational experience is measured through students' reports of their experience. Feedback should be formal and informal and captured at unit of study, major, program or degree level. University, national and international surveys should be used to collect formal feedback.
  - (a) Unit of study co-ordinators and Associate Deans – Education must administer surveys of educational experience each time a unit of study is offered.
  - (b) The Deputy Vice-Chancellor (Education) must implement surveys of students' experience of their learning at a University-wide level at least annually.
- (5) Excellence in educational environment is measured through students' responses to University, national and international surveys, and targeted *ad hoc* assessments of learning spaces.

- (a) The Deputy Vice-Chancellor (Education) must implement surveys of educational environment at a University-wide level at least annually.
- (6) **At unit of study level**
  - (a) Standards for educational outcomes must be determined by the faculty with reference to the discipline.
    - (i) These standards must be easily visible at faculty level, generated through scrutiny of results data, and align with awards.
    - (ii) The unit of study co-ordinator must assess whether educational outcomes are meeting agreed standards, including those for academic integrity.
  - (b) Standards for educational experience include the student experience of learning and teaching, information about which is obtained through relevant student surveys and peer observation of teaching where appropriate.
    - (i) The unit of study co-ordinator must provide annual reports on students' experience in a unit of study and feedback from surveys to students and the faculty.
  - (c) Educational environment is measured in the provision of formal, informal and virtual learning spaces. Physical learning spaces are measured against:
    - (i) accepted learning space standards; and
    - (ii) student and teacher evaluations, including the effective use of existing resources for teaching units of study.
- (7) **At the curriculum level**
  - (a) Educational outcomes must:
    - (i) contribute to student qualifications;
    - (ii) meet accreditation requirements; and
    - (iii) be aligned with institutional, industry, professional and community expectations.
  - (b) Standards and outcomes must be determined by the faculty and managed by the faculty or its relevant committee.
    - (i) Student survey results must be used to set standards and targets.
    - (ii) Benchmarking and aligning with standards across the faculty, and other comparable institutions, and with professional disciplinary and industry expectations, must be used to measure excellence.
  - (c) Educational experience is provided through a thematically coherent program. Evaluation methods include student surveys, benchmarking reports, reports from accrediting bodies, and Go8 Standards Verification reports.
    - (i) The Associate Dean – Education must provide annual reports on students' educational experience to the faculty.
    - (ii) Faculties must provide copies of formal benchmarking reports to the Academic Board.
    - (iii) Deans must provide copies of accreditation reports from external organisations to the Academic Board on receipt.
    - (iv) The Deputy Vice-Chancellor (Education) must provide Go8 Standards Verification reports to the Academic Board on receipt.

- (d) The quality of the educational environment is measured by the provision of formal and informal learning spaces, where students belong to a community of scholars within discipline and degree programs. Physical learning spaces are measured against:
  - (i) accepted learning space standards; and
  - (ii) student and teacher evaluations, including the effective use of existing resources.
- (8) **At the University level**
  - (a) Educational outcomes prepare the student for learning, life and work experiences, including success in accessing further study opportunities, rewarding career paths, and contribution to the community.
  - (b) Educational experience is acquired through engagement and enquiry which challenges students with novel problems and issues at every stage of the educational process.
  - (c) Educational environment is measured in terms of the provision of physical spaces and equipment, and virtual learning environments. The environment should support working together to achieve excellence.
  - (d) The University must evaluate the quality of outcomes, experience and environment using methods which include:
    - (i) using study survey results to set targets and benchmarks at faculty and University level;
    - (ii) accreditation reports;
    - (iii) meeting Group of Eight (Go8), AQF, Higher Education Standards, and professional regulatory body requirements; and
    - (iv) Academic Board and UE faculty reviews.
  - (e) The Deputy Vice-Chancellor (Education) must monitor evaluations of the standards of educational experience and education environments and provide reports to the University Executive and the Academic Board.
  - (f) The Academic Board must monitor educational excellence and, where appropriate, provide advice to the Deputy Vice-Chancellor (Education), the Vice-Chancellor and the Senate.
  - (g) The Academic Board and the UE must provide reports of faculty reviews to the Senate.

## **26 Rescissions, replacements and transitional provisions**

- (1) This document replaces the following, which are rescinded as from the date of commencement of this document:
  - (a) Academic Board Resolutions: Creation, variation and deletion of award courses and units of study which commenced on 1 January 2001
  - (b) Academic Board Resolutions: The Management and Evaluation of Coursework Teaching which commenced on 1 June 2001
  - (c) Academic Board Policy on Consultation with Students which commenced in 2008
  - (d) Academic Board Resolutions: Generic Attributes of Graduates of the University of Sydney which commenced in 1997

- (e) Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses Policy
  - (f) Flexible Student-Centred Learning in the University of Sydney Policy which commenced in 1999
  - (g) Improved Learning and Teaching Through Collaboration, Benchmarking and Alliances Policy which commenced in 2005
  - (h) Principles for First Year Orientation and Transition Policy which commenced in 2001
  - (i) Quality Assurance and Learning Management Systems Policy which commenced in 2005
  - (j) Research-Enhanced Learning and Teaching Policy which commenced in 2007
  - (k) Written and Oral Communication Skills of Students Policy which commenced in 2002
  - (l) Parallel Teaching of Postgraduate and Undergraduate Students Policy which commenced in 2004
- (2) Sub clauses 18(1)-(8) apply to all undergraduate degrees approved or reviewed after 25 July 2016.
- (3) For staff employed prior to 1 January 2018, Section 24A Subclause 2(a)(ii) and (2)b(i) take effect on 31 December 2018.

## SCHEDULE ONE

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### Roles and responsibilities for curriculum (standards) and operational aspects

Role	Responsibility: Curriculum (standards)	Responsibility: Operational
Students	<p>Be familiar with legislative and other requirements of the course as set out in the faculty handbook, unit of study outline, and other published guidelines.</p> <p>Satisfy attendance and assessment requirements.</p>	<p>Participate in evaluations of their experience, to ensure that educational excellence is achieved.</p> <p>Encouraged to participate in the development and review of courses and units of study.</p>
Individual teachers	<p>Support and lead student learning of the curriculum as specified, and to the agreed standard.</p> <p>Design and prepare assessment tasks as specified in the curriculum and in accordance with the standards in the relevant policy.</p> <p>Monitor and implement academic standards.</p> <p>Educate students on academic integrity and report any breaches of academic integrity.</p>	<p>Participate as part of the unit of study team (if appropriate) to support the roles and responsibilities of the unit of study co-ordinator.</p>

Role	Responsibility: Curriculum (standards)	Responsibility: Operational
Unit of study co-ordinators	<p>Review the design of the curriculum of the unit of study, including learning outcomes, learning and teaching activities, and assessment, to ensure ongoing alignment against program learning goals and graduate qualities.</p> <p>Document and communicate the unit of study curriculum as a unit of study outline in the LMS, and ensure its availability in the faculty handbook.</p> <p>Review assessment tasks and standards in relation to policy and report to the faculty and program committee.</p> <p>Review the academic integrity of each assessment task and the assessment matrix of the unit to eliminate or minimise the possibility of breaches of academic integrity. Unit of study co-ordinators must ensure that assessment framework in the unit of study is designed to ensure the academic integrity of each assessment in the unit as set out in the <a href="#">Academic Honesty in Coursework Policy 2015</a>.</p> <p>Act on breaches of academic integrity within a unit of study, and review the assessment framework each time the unit of study is offered to eliminate or minimise the possibility of such breaches.</p> <p>Recommend student assessment tasks to the faculty and program committee.</p> <p>In consultation with the unit of study team and the Head of School, gather, review and act on data on educational quality.</p>	<p>Lead and co-ordinate the unit of study team to deliver quality teaching and assessment, including reviewing, communicating and acting on data on educational quality in the unit of study.</p>

Role	Responsibility: Curriculum (standards)	Responsibility: Operational
Supervisors	<p>Provide leadership, guidance and mentorship to students undertaking research projects.</p> <p>Provide academic advice to students on the reporting of research findings in a dissertation, treatise or long essay.</p> <p>Educate students on, and monitor the project for compliance with, the University's policies on research integrity, data management, ethical research practice, intellectual property, relevant health and safety procedures and other relevant matters.</p>	<p>Support the student in the research project, including providing timely feedback and advice.</p> <p>Monitor progress within the context of the overall research plan.</p> <p>Provide the student with the necessary skills to complete the project.</p>
Heads of school		<p>Appoint a unit of study co-ordinator for each unit of study within the school.</p> <p>Assign teaching duties, unit of study co-ordinator tasks, and program committee membership to staff in the school.</p> <p>In consultation with unit of study co-ordinators and program committees, review reports and data on educational quality, and act in relation to staff performance and effective allocation of quality resources.</p>

Role	Responsibility: Curriculum (standards)	Responsibility: Operational
Associate Dean – Education	<p>Lead and co-ordinate strategies for educational excellence, improvement and innovation across the faculty.</p> <p>On behalf of the Dean establish effective processes for achieving graduate outcomes through engaged enquiry.</p> <p>Align educational standards and quality within the faculty with the University policy and strategy.</p>	<p>Co-ordinate teaching across the faculty to deliver excellence in educational outcomes and experience.</p> <p>Review and act on data on educational quality.</p> <p>Establish and implement collegial governance, as set out in Clause 11, in the creation and review of educational programs within the faculty.</p> <p>Support quality of learning and teaching across the faculty as set out in Part 5.</p>
Dean		<p>Have strategic oversight of faculties, the Associate De–n – Education and heads of school and heads of schools to ensure alignment with faculty strategy and operations (resources).</p> <p>Review and act on data relating to educational quality.</p> <p>Consistently with the <a href="#">Coursework Policy 2014</a>, set operational parameters for teaching and curriculum (e.g. teaching workloads, staff profile, fees, student numbers.)</p> <p>Make arrangements for quality assurance of teaching and learning within the faculty as set out in Part 5.</p> <p>Include, where appropriate, student representatives on standard governance committees and provide them with same information as other committee members to enable effective participation.</p> <p>Ensure that faculty offices maintain and update all documentation for policy and procedures relating to the faculty’s academic programs, including documentation for units of study.</p>



Role	Responsibility: Curriculum (standards)	Responsibility: Operational
Faculties	<p>Plan and implement reviews of degree curriculum design, including degree learning outcomes, degree learning experiences, and degree level assessment. This will establish ongoing internal alignment and mapping coverage in relation to program goals, coherence, relevance and strategic fit.</p> <p>Advise the Academic Board of any changes to degree level curricula. This may include creation, variation or deletion of courses and changes to tables of units of study.</p> <p>Ratify assessment results with degrees and monitor and act to ensure quality of standards and quality of assessment practices. (See the <a href="#">Coursework Policy 2014</a> and the <a href="#">Assessment Procedures 2011</a>).</p> <p>Review and act on data on educational quality and ensure educational excellence.</p> <p>Entrench academic integrity within the assessment framework of each award course at each stage of the program.</p> <p>Monitor breaches of academic integrity within the faculty, review the assessment framework to eliminate or minimise the possibility of such breaches, and report breaches of academic integrity each year to the Academic Board as set out in the <a href="#">Academic Honesty in Coursework Policy 2015</a></p>	<p>Monitor the framework for the management of learning and teaching within the faculty and the processes for ensuring educational excellence in all programs.</p> <p>May devolve their responsibilities for standards and operational matters to degree, major and program committees and to degree co-ordinators.</p>

Role	Responsibility: Curriculum (standards)	Responsibility: Operational
Deputy Vice-Chancellor Education		<p>Establish and support institutional systems and strategy to deliver the educational mission in order to achieve excellence in outcomes, experience and environment (e.g. infrastructure, IT, curriculum frameworks, student experience).</p> <p>Deliver quality assurance measures as set out in Part 5.</p>
Vice-Principal (External Relations)		<p>Establish and support institutional strategy to deliver the educational mission in relation to admission, recruitment and administration processes.</p>
Vice Principal (Operations)		<p>Establish and support institutional systems to deliver the educational mission in relation to admission, recruitment, and administration processes.</p>
University		<p>Through faculties, the Academic Board and the University Executive (UE) Education Committee, review and act on:</p> <ul style="list-style-type: none"> <li>• reports of program committees, including curriculum review and assessment standards;</li> <li>• data on educational quality; and</li> <li>• academic integrity.</li> </ul>

## NOTES

### Learning and Teaching Policy 2015

Date registered:	10 December 2015
Date amended:	29 June 2016
	26 July 2016
	27 October 2016
	10 October 2017
	28 November 2017, commencing 1 January 2018
	9 May 2018 (administrative amendment only)
	7 June 2018 (administrative amendments only)
	27 November 2018, commencing 1 January 2019
	14 January 2019 (administrative amendment only)
	24 March 2019
	4 June 2019, commencing 1 July 2019
Date commenced:	1 January 2016
Administrator:	Deputy Vice-Chancellor (Education)
Review date:	2 December 2020

### Rescinded documents:

- (1) Academic Board Resolutions: Creation, variation and deletion of award courses and units of study which commenced on 1 January 2001
- (2) Academic Board Resolutions: The Management and Evaluation of Coursework Teaching which commenced on 1 June 2001
- (3) Academic Board Policy on Consultation with Students which commenced in 2008
- (4) Academic Board Resolutions: Generic Attributes of Graduates of the University of Sydney which commenced in 1997
- (5) Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses Policy
- (6) Flexible Student-Centred Learning in the University of Sydney Policy which commenced in 1999
- (7) Improved Learning and Teaching Through Collaboration, Benchmarking and Alliances Policy which commenced in 2005
- (8) Principles for First Year Orientation and Transition Policy which commenced in 2001
- (9) Quality Assurance and Learning Management Systems Policy which commenced in 2005
- (10) Research-Enhanced Learning and Teaching Policy which commenced in 2007

- (11) Written and Oral Communication Skills of Students Policy which commenced in 2002
- (12) Parallel Teaching of Postgraduate and Undergraduate Students Policy which commenced in 2004

**Related documents:**

*University of Sydney (Coursework) Rule 2014*

*University of Sydney (Policies Development and Review) Rule 2011*

*Academic Honesty in Coursework Policy 2015*

*Code of Conduct for Students*

*Coursework Policy 2014*

*Research Code of Conduct 2013*

*Academic Honesty Procedures 2016*

*Assessment Procedures 2011*

*Learning and Teaching Procedures 2016*

## **AMENDMENT HISTORY**

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
Various	Correction of typographical errors and updating of hyperlinks (administrative amendments only)	20 January 2016
Various	Correction of typographical errors and clause references (administrative amendments only).	25 July 2016
6	Various definitions amended to reflect curriculum framework and the introduction of new Bachelor degrees	25 July 2016
	Definitions clarified: course changed to award course; course resolutions to award course resolutions.	25 July 2016
	Definition of graduate attributes amended.	25 July 2016
	Definition of faculty board deleted.	25 July 2016
14(6)(a)	Amended to refer to graduate qualities.	25 July 2016

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
15(2)(a); 17(3), Table 2	Reference to specialisation changed to stream. References to core components changed to components.	25 July 2016
15(2)(b)	Reference to open learning environment added.	25 July 2016
16(1)(a);	References to program and specialisation added.	25 July 2016
16(3); Table 2; 17(3).	References to core deleted.	25 July 2016
11(2); 11(5); 11(6); 11(8); 23(7); 25(3); 25(7);	References to faculty board changed to faculty.	25 July 2016
13(2);	Reference to programs deleted.	25 July 2016
18	Clause deleted and replaced.	25 July 2016
20(3)	New subclause added.	25 July 2016
20A	New clause added.	25 July 2016
22	Clause deleted.	25 July 2016
23	Heading amended: "in managing learning and teaching" added.	25 July 2016
	Subclauses (b)(i) to (b)(iv) added.	25 July 2016
	Subclauses 23(2)(c)-(d) deleted. New subclauses 23(2)(c)-(h) added, remaining subclauses renumbered.	25 July 2016
23(5); 23(6)	New subclauses added, remaining subclauses renumbered.	25 July 2016
23(7)	Subclause (a) deleted and replaced.	25 July 2016
23(8)	New subclause (a)(viii) added.	25 July 2016
23(11)	Subclause (a)(i) deleted, remaining subclauses renumbered. New subclause (a)(iv) added.	25 July 2016
23(12)	New subclause added.	25 July 2016
23(13)	Subclause (a) deleted and replaced. New subclauses (b)(i) and (b)(ii) added and remaining subclauses renumbered.	25 July 2016
24	Subclauses (1) to (10) deleted and replaced.	25 July 2016
25(9)	Subclause deleted.	25 July 2016

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
26(2)	New subclause added.	25 July 2016
Schedule One	Amended to reflect changes to clause 23.	25 July 2016
Schedule Two	Deleted.	25 July 2016
24(2); 24(5); 24(6) 24(12)	Correction to sub-clause cross references in the Learning and Teaching Procedures 2016	26 July 2016
Schedule One	Correction of typographical error in Operational responsibilities for Head of Department	26 July 2016
23(5); 23(5)(b); 25(8)(d)(iv); 25(8)(e); 25(8)(g); Schedule One	References to Senior Executive Group (SEG) changed to University Executive (UE)	27 October 2016
23(1)	Amending references to <i>University of Sydney (Delegations of Authority – Academic Functions) Rule 2016</i> and <i>University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016</i>	10 October 2017
6; 23(12); 23(13); Schedule One	Amendments arising from organisational design change	10 October 2017
23(8)(iii); 23(11)(i)	Additional text	10 October 2017
23(12)	Deleted; consequential clauses renumbered	10 October 2017
23(11)(v) – (vii)	New clauses; previously in 23(12)	10 October 2017
24(8)(a); 24(9)	References to AHEGS deleted	10 October 2017
24A	New clause added	10 October 2017
6	New definition added	10 October 2017
26(3)	Additional clause relating to transitional provisions	10 October 2017
10(2)	Additional policy document added	10 October 2017
14(2); 23(7)(xi) note	Amended hyperlinks	10 October 2017

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
18(12)(b); 20A(3); 25(8)(b); 25(8)(f)	Minor typographical errors corrected	10 October 2017
24A	New clause added	10 October 2017
6	Revised definitions: “double degree course”; “specialisation” and “stream”	1 January 2018
6	New definitions added: “graduation statement” and “Research Pathway Masters degree”	1 January 2018
11A; 23(3)(c); 24(9)-(11)	New clauses added	1 January 2018
18(1); 18(4)(e); 18(4)(h);	New clauses added; subsequent clauses renumbered	1 January 2018
18(4)(f); 18(6)(b)	Clauses amended to include “Liberal Studies Bachelor degrees”	1 January 2018
23(2)(b)(i) note	Note amended to include all types of degrees	1 January 2018
23(2)(b)(ii)	Inserted “streams” between “core” and “programs”	1 January 2018
23(11)(i)	Replaced “section” with “clause”	1 January 2018
23(12)(b)(iii) – (xiv)	Replaced plural verbs with singular	1 January 2018
23(14)(a)(i)	Replaced “degree” with “award”	1 January 2018
24(8) note	New note	1 January 2018
26(6) note	Replace reference to <i>University Recordkeeping Policy</i> with <i>Recordkeeping Policy 2017</i>	1 January 2018
18(4)(g) note	Replace 3(e)(1) and 3(e)(ii) with (4)(f)(i) and 4(f)(ii)	9 May 2018
20A(1)(b)	Replace Privacy Policy 2013 with Privacy Policy 2017	7 June 2018
20A(1)(c)	Replace University Recordkeeping Policy with Recordkeeping Policy 2017	7 June 2018
24(1)(c) note	Replace University Recordkeeping Policy with Recordkeeping Policy 2017	7 June 2018
24A(6) note	Replace Privacy Policy 2013 with Privacy Policy 2017	7 June 2018

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
24(3)	Clarify requirements for provision of unit of study outlines and LMS website for 1000 and 5000 level units of study	27 November 2018
23(4)	New subclause added. Remove reference to Deputy Vice-Chancellor (Registrar) and replace with reference to Vice Principal (External Relations)	24 March 2019
23(5)	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with reference to Vice-Principal (Operations)	24 March 2019
24(9)	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with Deputy Vice-Chancellor (Education)	24 March 2019
24(9)(b)	Remove reference to Deputy Vice-Chancellor (Education) or nominee	24 March 2019
24(9)(c)	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with Deputy Vice-Chancellor (Education)	24 March 2019
24(9)(d)	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with Vice-Principal (Operations)	24 March 2019
24(10);(11)	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with Deputy Vice-Chancellor (Education)	24 March 2019
24(11)(b)	Remove reference to Deputy Vice-Chancellor (Education) or nominee	24 March 2019
24(11)(c)	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with reference to Deputy Vice-Chancellor (Education)	24 March 2019
24(11)(d)	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with reference to Vice-Principal (Operations)	24 March 2019
Sch 1	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with reference to Vice-Principal (External Relations)	24 March 2019
Sch 1	Add new role Vice-Principal (Operations)	24 March 2019
6	Addition of 'including a Sydney Professional Certificate' to award course definition	4 June 2019
6	Addition of 'Sydney Professional Certificates' to coursework award course	4 June 2019
6	Remove definition of mode of delivery	4 June 2019



<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
6	Addition of 'Sydney Professional Certificate' to postgraduate award course definition	4 June 2019
6	Definition of Sydney Professional Certificate added	4 June 2019
12	Administrative amendment to numbering of paragraph Equality of Opportunity	4 June 2019
15A	Administrative amendment to add 15A Curricula generally	4 June 2019
17	Add 'other than the Sydney Professional Certificate' to heading; new subclause (1) and Note, renumber subclauses	4 June 2019
17A	add new clause 17A	4 June 2019
23(2)(f)	Add subclause (f) and re-number all following subclauses	4 June 2019
23(7)(d)	Add subclauses (d) and (e)	4 June 2019
Schedule 1		