

STUDENT PLACEMENT AND PROJECTS POLICY 2015

The Deputy Vice-Chancellor (Education) as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 10 December 2015

Last amended: 27 November 2018 (commencing 1 January 2019)

16 May 2023 (administrative amendments)

28 September 2023 (commencing 19 February 2024)

16 April 2024 (administrative amendments)

Signature: Professor Joanne Wright

Position: Deputy Vice-Chancellor (Education)

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PART 1 - PRELIMINARY

1 Name of policy

This is the Student Placement and Projects 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) provides for students to be properly supported while undertaking professional placements, internships, or projects; and
- (b) sets out the University's requirements for the development and management of such placement, internships, and project programs.

5 Application

- (1) Parts 1 and 2 apply to all placements, internships and projects undertaken as part of an award course.
- (2) Part 3 applies to placements and projects undertaken by students as a required part of a coursework award course.
- (3) Part 4 of this policy applies to internships undertaken by students during a higher degree by research award course.
- (4) This policy does not apply to other placements, internships or projects, but may be used as a guide to practice in relation to them.

PART 2 - DEFINITIONS

6 Definitions

academic supervisor	means the academic staff member responsible for the academic supervision of HDR students undertaking an internship Note: See clause 16(3).
coursework award course	has the meaning given in the University of Sydney (Coursework) Rule , which at the date of this policy is: a course approved by the Senate, on the recommendation of Academic Board, that leads to a degree, diploma or certificate and is undertaken predominantly by coursework. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses, graduate certificates, graduate diplomas and those master's degrees that comprise less than 66% research are coursework award courses.
delegate	means an officer, employee or committee of the University to whom Senate has made a delegation of authority. Note: See University of Sydney (Delegations of Authority) Rule .
faculty	means a faculty or University school or, where applicable, a board of studies.
HDR	means higher degree by research.
HDR award course	means higher degree by research award course which will usually be a Doctor of Philosophy or Master's by Research, subject to the University of Sydney (Higher Degree by Research) Rule
HDR internship coordinator	means a member of academic staff with responsibilities as set out in Part 4 of this policy.
HDR internship administration officer	means the professional staff member in the Office of the Deputy Vice-Chancellor (Research), or within a faculty or University school, with responsibility for administering HDR internships.
internship	means, for the purpose of this policy, supervised research training undertaken by an HDR student at a workplace controlled by an internship provider. Note: See clause 16(1)
Internship provider	means an individual or organisation with whom an HDR student is undertaking an internship under this policy.

placement	means assigning a student to undertake supervised learning at a workplace that is controlled by a placement provider, for the purpose of the student's practical education. A placement is a vocational placement as provided in the Fair Work Act 2009 (Cth) . Note: in the terms of a higher degree by research placement, these will generally form part of a research project.
placement co-ordinator	means a member of staff of a faculty with responsibilities as set out in this policy. The placement co-ordinator may be the unit of study coordinator.
placement provider	means an individual or organisation with whom a student is undertaking a placement under this policy.
placement supervisor	means the placement provider (if an individual) or an employee of the placement provider who is responsible for the work-based supervision of a student on placement. The University may also employ supervisors who visit the workplace. In this policy the placement supervisor refers to the person employed by the placement provider.
project	means a problem-based learning experience built around any of researching, proposing or implementing solutions to a real world case study, presented by a project partner. A project may be undertaken individually or by a group, and may or may not require work to be undertaken at sites other than the University.
project co-ordinator	means a member of staff of a faculty with responsibilities as set out in this policy. The project co-ordinator may be the unit of study coordinator.
project partner	means the person or organisation presenting a case study which forms the basis for a project. A project partner may be internal or external to the University.

PART 3 – COURSEWORK STUDENTS

7 Principles

- (1) Placements and projects are intended to provide students with authentic experiential learning.
- (2) In order to maximise their learning, students working on a placement should:
 - (a) be given a clear explanation of the professional and academic expectations and learning outcomes of the placement;
 - (b) have access to quality supervision;
 - (c) be given work related responsibilities relevant to the intended learning outcomes; and
 - (d) have structured opportunities for critical reflection.

- (3) In order to maximise their learning, students working on a project should:
- (a) be given a clear explanation of the professional and academic expectations and learning outcomes of the project;
 - (b) have access to quality preparation for the learning experience;
 - (c) have access to quality guidance and advice, including in the resolution of any actual or perceived barriers to progress; and
 - (d) have access to structured opportunities for critical reflection.
- (4) The requirements for assessment of a placement or a project must be set out in the unit of study outline.
- (a) The final assessment mark for each student on placement or undertaking a project must be determined by the relevant member of the faculty's academic staff, consistently with the requirements of the [Coursework Policy](#) and the [Assessment Procedures](#).
 - (b) As from 31 December 2018, each student involved in group work on placement or in a project must be assessed according to their individual achievement of the learning outcomes and graduate qualities.
 - (i) Assessment may include consideration of contributions to effective group functioning and communication in intercultural and interdisciplinary settings.
- Note:** See subclause 15(3). For each student placement or project there must be an identified placement or project co-ordinator.
- (5) The relevant unit of study co-ordinator or agreement sponsor must register a copy of the final version of each agreement to which this policy applies in the [University contract register](#), maintained by Archives and Records Management.
- Note:** See [Educational Services Agreements Policy](#)

8 Engagement with placement providers and project partners

- (1) Placement co-ordinators are responsible for informing placement providers of the objectives and learning outcomes, including the attendance requirements, of the placement.
- (2) Placement and project co-ordinators are responsible for establishing appropriate plans for managing any conflict of interests which may arise from any pre-existing relationships between the placement provider or project partner (or relevant member of the their staff) and any proposed student participant.
- Note:** The details of any such plan will depend on the particular circumstances of each case. If no appropriate plan can be developed, the student should be placed with another placement provider or project partner.

9 Placement and project agreements with external parties

- (1) Subject to subclause 9(4), students must not be assigned to a placement provider or to a project with an external project partner without an overarching written agreement between the University and the external party which sets out:
- (a) the responsibilities of each of the University and the external party;
 - (b) the insurance requirements for each of the University and the external party;

- (c) the level of supervision which will be provided to participating students ; and
- (d) the applicable intellectual property, confidentiality and privacy obligations.

Note: The intent of placement and project agreements is that the University should have a clear, documented agreement with each provider of student placements or projects. This does not mean a separate agreement for each student, or necessarily each cohort, but a document to which each party has formally agreed which sets out the terms of the relationship.

- (2) Placement and project co-ordinators are responsible for ensuring placement providers and project partners are aware of any reasonable adjustments agreed between the University and the placement provider or project partner to accommodate a student with a disability.

Note: The University will only be able to make or agree to any such adjustments if the student has disclosed the disability and consented to the release of necessary information to the placement provider or project partner. See clause 13 of this policy.

- (3) Before approving an agreement between the University and a placement provider or project partner, the relevant delegate must consider:
 - (a) the placement provider's or project partner's ability to meet the objectives of placements or projects;
 - (b) the learning environment and the proposed learning experience; and
 - (c) compliance with:
 - (i) the [Educational Services Agreements Policy](#); and
 - (ii) the [Higher Education Standards Framework](#).
- (4) Students undertaking an international self-sourced placement or project do not need an agreement between the University and the external partner if:
 - (a) the project partner or placement provider confirms in writing that they:
 - (i) will not enter into a formal student placement agreement with the University; and
 - (ii) will provide a quality and safe educational experience for the student that meets the University's standards;
 - (b) the relevant delegate is satisfied that:
 - (i) a site assessment has been conducted;
 - (ii) a risk assessment has been undertaken; and
 - (iii) the provider is an appropriate organisation to host a quality and safe learning experience for the student;
 - (c) the relevant delegate has received written confirmation from the external partner, confirming:
 - (i) the learning objectives;
 - (ii) student supervision expectations;
 - (iii) safety and conduct, including that the provider will immediately contact the University if the student is involved in a work, health or safety incident;
 - (iv) discipline;
 - (v) confidentiality and privacy;

- (vi) insurance;
- (vii) the provision of feedback;
- (viii) grounds for ending a placement;
- (ix) the expectation that no employment relationship will be created between the external partner and the student while they are on the placement;
- (x) intellectual property requirements;
- (d) the relevant delegate provides written approval to the student confirming the placement and explaining the student's responsibilities;
- (e) the Office of General Counsel have assessed the written documents in subclause 9(4).

10 Projects with internal parties

- (1) The terms of a project with an internal project partner must be recorded in writing and retained in a University file by the project co-ordinator.
Note: See the [Recordkeeping Policy](#) and [Recordkeeping Manual](#).
- (2) Students should not be assigned to a project with an internal partner until the following have been agreed between the project co-ordinator and the internal project partner, and recorded:
 - (a) the responsibilities of each of the project co-ordinator and the project partner;
 - (b) the level of supervision which will be provided to participating students; and
 - (c) the applicable intellectual property, confidentiality and privacy obligations.

11 Communication with students prior to placement or project

- (1) Placement and project co-ordinators must inform students of the following before the student commences a placement or project:
 - (a) the objectives of the placement or project, including:
 - (i) learning outcomes;
 - (ii) assessment requirements; and
 - (iii) attendance requirements;
 - (b) how to apply for special consideration or special arrangements in relation to the placement or project;
Note: See Coursework Policy 2021 and [Assessment Procedures](#).
 - (c) what other University policies or procedures apply to a particular placement or project;
Note: For example, the [Travel Policy](#) and [Travel Procedures](#) will apply to international placements.
 - (d) any obligations of confidentiality which will apply to them during or after the placement or project;

- (e) whom to contact in the faculty if the student should have any concerns while undertaking the placement or project, and how contact may be made; and
- (f) the circumstances under which a placement or project may be terminated by any of the placement supervisor, the project partner or the placement or project co-ordinator; and
- (g) the circumstances under which a student would be considered to have failed any assessment relating to the placement or project.

Note: Requirements to complete placements or projects are specified in the relevant course resolutions.

- (2) If a placement or project is terminated early for reasons beyond a student's control, the placement or project co-ordinator, or the unit of study co-ordinator, must:
 - (a) arrange for the student to be assessed on the basis of the completed component; and
 - (b) inform the student as soon as possible of any remaining requirements to be met in order to complete the placement or project requirement of their course.
 - (i) If a placement or project is terminated because the placement provider, project partner or facilities provided are determined to be unsuitable, the relevant co-ordinator must work with the student to provide options for the student to meet the placement or project requirements of their course without penalty.
- (3) Placement or project co-ordinators must request from students details of any pre-existing relationships between the placement provider or project partner (or relevant member of their staff) and any student proposed for placement or project with that provider.
- (4) Faculties should develop and register local provisions setting out any requirements for placements in addition to those specified in University policy and procedures.

Note: All University policies and procedures, and registered local provisions, are available from the [Policy Register](#).

12 Communication with students while undertaking placement or project

- (1) Placement or project co-ordinators must establish and maintain mechanisms for communication between the faculty and students on placement or undertaking a project, including in relation to:
 - (a) the quality of the experience;
 - (b) the student's progress; and
 - (c) potential or actual problems.
- (2) Communication mechanisms must be available to students at all times while on placement or while undertaking a project.

13 Work health and safety

- (1) Placement, project and unit of study co-ordinators must:
 - (a) take all reasonable steps to identify and record where students are undertaking placements or projects at any given time;
 - (b) for placements or projects where work is undertaken on non-University premises:
 - (i) inform placement providers or project partners of the requirement to provide a work health and safety induction to all participating students;
 - (ii) notify placement providers or project partners that the placement or project co-ordinator needs to be informed of any work health or safety concern;
 - (iii) inform students of relevant work health and safety issues before they commence the placement or project; and
 - (c) notify students of the contact details for relevant faculty staff who should be informed of any work health or safety concern during a placement or project.
- (2) Placement and project co-ordinators are responsible for recording reported work health and safety incidents occurring during placements or projects on the University's work health and safety reporting system, [Riskware](#).
- (3) Placement and project co-ordinators must request students to disclose health issues that have a work health and safety significance for placement before commencing a placement or project, so that student safety can be optimised.

Note: Such information must be handled consistently with the [Privacy Policy](#), [Privacy Procedures](#), [Recordkeeping Policy](#) and [Recordkeeping Manual](#).

14 Feedback after placements and projects

- (1) Placement, project and unit of study co-ordinators must establish and maintain robust mechanisms to obtain feedback from:
 - (a) students, particularly in relation to:
 - (i) the quality of the supervision;
 - (ii) their level of preparedness for the placement or project; and
 - (iii) the overall value of the placement or project as a learning experience; and
 - (b) placement providers and project partners, particularly in relation to:
 - (i) the educational design of the placement or project;
 - (ii) the preparedness of students on placement or project; and
 - (iii) the performance of students during the placement or project.

15 Transitional provisions

- (1) Faculties are required to achieve compliance with the requirements of this policy by 1 January 2017.
- (2) In particular, by 1 January 2017 each faculty must:

- (a) develop and register appropriate local provisions for implementation of this policy in the faculty's circumstances; and
 - (b) develop and be ready to implement standard template agreements for student placements.
- (3) Subclause 7(4)(b) commences on 31 December 2018.

PART 4 – HDR INTERSHIPS

16 Principles

- (1) Internships are intended to provide HDR students with an authentic research training experience.
 - (a) They do not form part of a research project but are a discrete and separate activity.
- (2) In order to maximise their research training, students working on an HDR internship should:
 - (a) be given a clear explanation of the professional and academic expectations, learning outcomes, and career development opportunities of the internship;
 - (b) have access to quality supervision from staff within the internship provider;
 - (c) be given work related responsibilities relevant to the intended learning outcomes; and
 - (d) have structured opportunities for critical reflection.
- (3) Students undertaking internships will be supervised during their internship by the HDR internship coordinator rather than their research supervisor.
- (4) Before applying to undertake an internship, an HDR student must:
 - (a) obtain their research supervisor's permission for time taken away from their research;
 - (b) discuss with their research supervisor the learning outcomes and career development opportunities presented by the internship.
- (5) Students are not required to undertake work on their research if the internship provider requires full time attendance, but the learning outcomes and career development opportunities of the internship must be added to the student's progress plan.

Note: See [Progress Planning and Review for Higher Degree by Research Students Policy](#) and [Progress Planning and Review for Higher Degree by Research Students Procedures](#)
- (6) The HDR internship coordinator, or the HDR internship administration officer, must register a final version of each agreement to which this policy applies in the [University contract register](#), maintained by Archives and Records Management.

Note: See [Educational Services Agreement Policy](#)

17 Engagement with internship providers

- (1) The HDR internship coordinator is responsible for informing internship providers of the objectives, learning outcomes, career development opportunities and attendance requirements of the internship.
- (2) The HDR internship coordinator is responsible for establishing appropriate plans for managing any conflict of interests which may arise from any pre-existing relationships with the internship provider (or relevant member of their staff) and any proposed student participant.

Note: The details of any such plan will depend on the particular circumstances of each case. If no appropriate plan can be developed, the student should be placed with another internship provider.

18 HDR internship agreements with external parties

- (1) Students must not be assigned to an internship provider without an overarching written agreement between the University and the external party which sets out:
 - (a) the responsibilities of each of the University and the external party;
 - (b) the insurance requirements for each of the University and the external party;
 - (c) the level of supervision which will be provided to participating students;
 - (d) the applicable intellectual property, confidentiality and privacy obligations;
 - (e) an acknowledgement that the work undertaken during the internship will not form part of the student's thesis; and

Note: See the [Intellectual Property Policy](#) which provides that students own the intellectual property in their own work unless there is a specific agreement to the contrary.

- (f) any processes for managing conflict of interest.

Note: The intent of student internship agreements is that the University should have a clear, documented agreement with each provider of internships for HDR students. This does not mean a separate agreement for each student but a document to which each party has formally agreed which sets out the terms of the relationship.

- (2) The HDR internship coordinator is responsible for ensuring that internship providers are aware of any reasonable adjustments agreed between the University and the internship provider to accommodate a student with a disability.

Note: The University will only be able to make or agree to any such adjustments if the student has disclosed the disability and consented to the release of necessary information to the internship provider. See clause 20 of this policy.

- (3) Before approving an agreement between the University and an internship provider, the relevant delegate must consider:
 - (a) the internship provider's ability to meet the objectives of such internships, as applicable;
 - (b) the appropriateness of the learning environment and the proposed research training experience; and
 - (c) compliance with:
 - (i) the [Educational Services Agreement Policy](#); and
 - (ii) the [Higher Education Standards Framework](#).

19 Communication with students prior to internships

- (1) The HDR internship coordinator must inform students of the following before the student commences an internship:
 - (a) the objectives of the internship, including:
 - (i) learning outcomes and career development opportunities; and
 - (ii) attendance requirements;
 - (b) what other policies or procedures apply to a particular internship;
 - (c) any obligations of confidentiality which will apply to them during or after the internship;
 - (d) whom to contact in the University if the student should have any concerns while undertaking the internship, and how contact may be made; and
 - (e) the circumstances under which an internship may be terminated by the internship supervisor or the HDR internship coordinator.
- (2) The HDR internship coordinator must request from students details of any pre-existing relationships between the internship providers (or relevant member of their staff) and any student proposed for internship with that institution.

Note: See [External Interests Policy](#) and [External Interests Guidelines](#)

20 Communication with students while undertaking internships

- (1) The HDR internship coordinator must establish and maintain mechanisms for communication between the University and students on internship, including in relation to:
 - (a) the quality of the experience;
 - (b) the student's progress; and
 - (c) potential or actual problems.
- (2) Communication mechanisms must be available to students at all times while on internship.

21 Work health and safety

- (1) The HDR internship coordinator must:
 - (a) take all reasonable steps to identify and record where students are undertaking internships at any given time;
 - (b) for internships where work is undertaken on non-University premises:
 - (i) inform internship providers of the requirement to provide a work health and safety induction to all participating students;
 - (ii) notify internship providers of any work health or safety concern;
 - (iii) inform students of relevant work health and safety issues before they commence the internship; and
 - (c) notify students of the contact details for relevant University staff who should be informed of any work health or safety concern during an internship.

- (2) The HDR internship coordinator is responsible for recording work health and safety incidents occurring during internships on the University's work health and safety reporting system, [Riskware](#).
- (3) The HDR internship coordinator must request students to disclose any health issues that may have a work health and safety significance for internships before commencing an internship, so that student safety can be optimised.

Note: Such information must be handled consistently with the [Privacy Policy](#), [Privacy Procedures](#), [Recordkeeping Policy](#) and [Recordkeeping Manual](#).

22 Feedback after internships

- (1) The HDR internship coordinator must establish and maintain robust mechanisms to obtain feedback from:
 - (a) students, particularly in relation to:
 - (i) the quality of supervision;
 - (ii) the level of preparedness for internship; and
 - (iii) the overall value of the internship as a research training experience.
 - (b) Internship providers, particularly in relation to:
 - (i) the educational design of the internship;
 - (ii) the preparedness of students for the internship; and
 - (iii) the performance of students during the internship.

23 Commencement of this part

- (1) This part of the policy commences on 1 January 2019.

NOTES

Student Placement and Projects Policy 2015

Date adopted:	10 December 2015
Date commenced:	1 January 2016
Date amended:	27 November 2018 (commencing 1 January 2019)
	16 May 2023 (administrative amendments)
	23 September 2023 (commencing 19 February 2024)
	16 April 2024 (administrative amendments)
Administrator:	Deputy Vice-Chancellor (Education)
Review date:	10 December 2020
Rescinded documents:	

Related documents:

Fair Work Act 2009 (Cth)

Health Records and Information Privacy Act 2002 (NSW)

Privacy and Personal Information Protection Act 1998 (NSW)

Work Health and Safety Act 2011 (NSW)

University of Sydney (Coursework) Rule

University of Sydney (Delegations of Authority) Rule

University of Sydney (Higher Degree by Research) Rule

Coursework Policy

Educational Services Agreements Policy

External Interests Policy

Intellectual Property Policy

Privacy Policy

Progress Planning and Review for Higher Degree by Research Students Policy

Progress Planning and Review for Higher Degree by Research Students Procedures

Higher Degree by Research Supervision Policy

Privacy Procedures

Travel Policy

Travel Procedure8

Recordkeeping Policy

Recordkeeping Manual

Assessment Procedures

Higher Degree by Research Internship Procedures

External Interests Guidelines

AMENDMENT HISTORY

Provision	Amendment	Commencing
14	Transitional provisions clause added	1 June 2016
6	Amendments relating to organisational design changes	8 June 2017
Related documents	Updated references to University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016	8 June 2017
1	Heading amended to reflect new policy name.	1 January 2018
4(a)	Reference to programs deleted, and projects added.	1 January 2018
4(b)	Additional text added.	1 January 2018
5(1)	Reference to projects added.	1 January 2018
5(2)	Reference to projects added.	1 January 2018
6	Definition of delegate added.	1 January 2018
6	Definition of faculty amended.	1 January 2018
6	Definition of project added	1 January 2018
6	Definition of project co-ordinator added.	1 January 2018
6	Definition of project partner added.	1 January 2018.
7	Heading amended: 'for placements' deleted.	1 January 2018
7(3)	Additional clause and subclauses added to reflect principles for students working on a project.	1 January 2018
7(4)(b)	New subclause added.	1 January 2018
7(4)(b)(i)	New subclause added.	1 January 2018
7(4) note	Reference to subclause 15(3) and projects added.	1 January 2018

Provision	Amendment	Commencing
7(5)	New subclause and reference to <i>Educational Services Agreements Policy 2017</i> added.	1 January 2018
8	Heading amended: 'and project partners' added	1 January 2018
8(1)	Additional text added to reflect responsibilities of placement co-ordinators.	1 January 2018
8(1)(a)	Subclause deleted	1 January 2018
8(2)	Amended to reflect placement and project coordinator responsibilities and to add references to project partners and proposed student participants.	1 January 2018
9	Heading amended: 'and project' and 'with external parties' added.	1 January 2018
9(1)	Amended to reflect external project partners, and 'placement provider' deleted and replaced with 'external party.'	1 January 2018
9(1)(a); 9(1)(b)	'placement provider' deleted and replaced with 'external party'.	1 January 2018
9(1)l	Amended to refer to participating students, and 'on placement' deleted.	1 January 2018
9(1)(d)	Reference to placement deleted.	1 January 2018
9(1) note	Note added.	1 January 2018
9(2) note	Reference to project partner and new clause number added.	1 January 2018
9(3); 14(b)	Reference to project partner added.	1 January 2018
9(3)(a)	Reference to project partner and text: 'or projects, as applicable' added.	1 January 2018
9(3)(c); 9(3)(c)(i); 9(3)(c)(ii)	New subclause added.	1 January 2018
10	New clause added	1 January 2018
11	Heading amended: 'or project' added.	1 January 2018

Provision	Amendment	Commencing
7(4); 7(4)(a); 11(1); 11(1)(a); 11(1)(b); 11(1)(c); 11(1)(e); 11(2)(b); 12(1); 12(2); 13(1)(a); 13(1)(b)(iii); 13(1)(c); 13(2); 13(3); 14(1)(b)(i); 14(1)(b)(ii)	Reference to projects added.	1 January 2018
11(1)(d)	New subclause added.	1 January 2018
9(2); 11(1)(f); 11(2)(b)(i); 11(3); 13(1)(b)(ii);	Reference to project and project partners added.	1 January 2018
11(1)(g)	Reference to projects and text: 'the circumstances under which' added.	1 January 2018
11(2); 13(1); 14(1)	Reference to project and unit of study co-ordinators added.	1 January 2018
12	Heading amended: 'undertaking' an 'or project' added.	1 January 2018
12(1)(c)	Word ('problems') added.	1 January 2018
13(1)(b)	Subclause added.	1 January 2018
13(1)(b)(i)	Reference to project partners and participating students added.	1 January 2018
14	Heading amended: 'and projects' added.	1 January 2018
14(1)(a)(ii)	New clause added.	1 January 2018
14(1)(a)(iii)	Text added: 'or project as a learning experience'	1 January 2018

Provision	Amendment	Commencing
14(1)(b)(iii)	Reference to placement and project added.	1 January 2018
15(3)	New subclause referencing 7(4)(b) commencement date.	1 January 2018
10(1) note	Update reference and link to Recordkeeping Policy 2017.	10 August 2018
11(c) note	Update references and links to Travel Policy 2018 and Travel Procedures 2018	10 August 2018
13(3) note	Update references and links to Privacy Policy 2017, Privacy Procedures 2018 and Recordkeeping Policy 2017	10 August 2018
Notes	Update references to Privacy Policy 2017, Travel Policy 2018, Recordkeeping Policy 2017, Travel Procedures 2018. Add Privacy Procedures 2018. Remove Privacy Management Plan	10 August 2018
Part 1 heading	New heading added: 'Part 1: Preliminary' – includes clauses 1 - 5	1 January 2019
Part 2 heading	New heading added: 'Part 2: Interpretation' – includes clause 6	1 January 2019
4(a); 4(b); 5(4)	Insertion of 'internships' between 'placements' and 'or projects'	1 January 2019
5(1); 5(3)	New clauses inserted to explain application of 'Part 1 and 'Part 2	1 January 2019
5(2)	Amended to include 'Part 3 at beginning of clause	1 January 2019
6	Inclusion of definitions for: academic supervisor, HDR, HDR award course, HDR internship coordinator, HDR internship administration officer, internship, internship provider. Note added to definition of placement.	1 January 2019
Part 3 heading	New heading added: 'Part 3: Coursework students' – includes clauses 7 – 15	1 January 2019
12(2)	Correction to minor typographical error	1 January 2019
Part 4 heading	New heading: 'Part 4: HDR Internships' added.	1 January 2019
Clauses 16 - 23	New clauses added which relate specifically to HDR internships	1 January 2019



Provision	Amendment	Commencing
Notes	Addition of <i>University of Sydney (Higher Degree by Research) Rule 2011, Essential Resources for Higher Degree by Research Students Policy 2016, External Interests Policy 2010, Intellectual Property Policy 2016, Progress Planning and Review for Higher Degree by Research Students Policy 2015, Progress Planning and Review for Higher Degree by Research Students Procedures 2015, Supervision of Higher Degree by Research Students Policy 2013, and Higher Degree by Research Internships Procedures 2018</i> to related documents.	1 January 2019
6 and related documents	replacing 'University of Sydney (Delegations of Authority – Academic Functions) Rule 2016' and 'University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016' with 'University of Sydney (Delegations of Authority) Rule 2020	16 May 2023
6	replacing 'Deputy Vice-Chancellor (Education)' with Deputy Vice-Chancellor (Research) in definition of HDR Internship administration officer	16 May 2023
7(4)(a); 11(1)(b); related documents	replaced 'Coursework Policy 2014' with 'Coursework Policy 2021)	16 May 2023
16(5) note; related documents	replaced 'Progress Planning and Review for Higher Degree by Research Students Procedures 2015' with 'Progress Planning and Review for Higher Degree by Research Students Procedures 2020'	16 May 2023
related documents	replaced 'Supervision of Higher Degree by Research Students Policy 2013' with 'Higher Degree by Research Supervision Policy 2020'	16 May 2023
related documents	deleted 'Essential Resources for Higher Degree by Research Students Policy 2016' – policy rescinded	16 May 2023
9(1)	Added, 'Subject to subclause 9(4),' at beginning of subclause.	19 Feb 2024
9(3)(a)	Deleted, 'as applicable' at end of subclause.	19 Feb 2024
9(3)(b)	Deleted, 'appropriateness of the' at beginning of subclause.	19 Feb 2024
9(4)	Added a new subclause (4) to create an exception to subclause 9(1).	19 Feb 2024
Throughout	Administrative amendments to remove the year in policy references.	16 April 2024