
ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00PM – 4:00PM, TUESDAY 11 JULY 2017

Chair: Professor Jane Hanrahan

Committee Officer: Dr Matthew Charet

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Quadrangle (A14)

sydney.edu.au/secretariat/academic-board-committees/standards-policy-committee

NOTICE OF MEETING

Meeting 5/2017 of the **Academic Standards and Policy Committee** will be held from **2:00pm – 4:00pm** on **Tuesday 11 July 2017** in the Senate Room, Quadrangle. The Agenda for the meeting is below.

Dr Matthew Charet

Executive Officer to Academic Board

AGENDA

	Presenter	Paper
1 WELCOME AND APOLOGIES		
Apologies have been received from Dr Vasiliki Betihavas, Associate Professor Alex Chaves and Professor Pip Pattison.		
2 PROCEDURAL MATTERS		
2.1 Minutes of Meeting 4/2017 on 30 May 2017	Chair	<i>attached</i>
2.2 Business Arising	Chair	<i>verbal</i>
3 STANDING ITEMS		
3.1 Report of the Chair	Chair	<i>verbal</i>
3.2 Report of Academic Board	Tony Masters	<i>attached</i>
4 ITEMS FOR ACTION		
4.1 Semester Dates 2019 and beyond	Tyrone Carlin	<i>attached</i>
4.2 Election Procedures 2017	Tony Masters / Kerrie Henderson	<i>attached</i>
4.3 <u>Dentistry</u> : Amendment of Resolutions of Faculty	Jinlong Gao	<i>attached</i>
5 ITEMS FOR NOTING		
6 OTHER BUSINESS		
6.1 Any Other Business		

Next meeting: 2:00pm – 4:00pm, **Tuesday 8 August 2017**
Senate Room, Quadrangle

Remaining meeting dates for 2017:

Tuesday 26 September

Tuesday 14 November

Academic Standards and Policy Committee - Terms of Reference

Purpose

The Academic Standards and Policy Committee assists and advises the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, scholarship and research in the University of Sydney.

Terms of Reference

1. To play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of all academic units.
2. To formulate and review policies, guidelines and procedures in relation to academic matters, particularly with respect to academic issues that have scope across the University, including equity and access initiatives.
3. To determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies.
4. To advise the Academic Board and Vice Chancellor on policies concerning the academic aspects of the conditions of appointment and employment of academic staff.
5. To play an active role in assuring the quality of teaching, scholarship and research in the University by ensuring the body of academic policies and degree resolutions are self-consistent, incorporate the best ideas and are aligned with the strategic goals of the University.
6. In pursuit of the above objectives,
 - 6.1. request reports from, or refer matters to academic units for consideration and action as required;
 - 6.2. consider and take action as required on reports or academic submissions from academic units;
 - 6.3. initiate and oversee, in collaboration with the University Executive, a formal and regular program of review of academic activities of all academic units.
7. To actively seek and evaluate opportunities to improve the University's pursuit of high standards in all academic activities.
8. To ensure proper communication channels are established with other committees of the Academic Board and University Executive to promote cross-referencing and discussion of matters pertaining to academic standards and policy.
9. To receive regular reports from, and provide advice to the Deputy Vice-Chancellors pursuant to maintaining the highest standards in teaching, scholarship and research.
10. To exercise all reasonable means to provide and receive advice from the University Executive and its relevant subcommittees.
11. To provide regular reports on its activities under its terms of reference to the Academic Board.
12. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Deputy Vice-Chancellors.



Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	2.1

Non-Confidential

Author	Dr Matthew Charet, Executive Officer to Academic Board
Reviewer/Approver	Professor Jane Hanrahan, Chair
Paper title	Minutes of the Previous Meeting
Purpose	To seek approval of the minutes of the previous meeting.

RECOMMENDATION

That the Academic Standards and Policy Committee resolve that the minutes of meeting 4/2017, held on 30 May 2017, be confirmed as a true record.

MINUTES

ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00pm – 4:00pm, Tuesday 30 May 2017

Senate Room, Quadrangle (A14)

Members Present: Professor Jane Hanrahan (Chair); Helen Agus (Science); Dr Vasiliki Betihavas (Nursing); Isabella Brook (President, SRC); Karen Cochrane (Nominee of the President, SUPRA); Dr Frances Di Lauro (Arts & Social Sciences); Associate Professor Geoff Frost (Business); Associate Professor Peter Gibbens (Engineering & IT); Professor Manuel Graeber (Medicine); Kerrie Henderson (Office of General Counsel); Associate Professor Glen Hill (Architecture, Design & Planning); Associate Professor Tony Masters (Chair of the Academic Board); Associate Professor Peter McCallum (for Professor Pip Pattison (Deputy Vice-Chancellor (Education))); Associate Professor Maurice Peat (Business); Associate Professor Jennifer Rowley (Conservatorium); Dr Debra Shirley (Health Sciences); Professor Anne Twomey (Law).

Attendees: Dr Matthew Charet (Secretary); Associate Professor Ross Coleman (Director, Graduate Research) (for Items 5.1 and 5.2).

Apologies: Associate Professor Tim Allender (Education & Social Work); Associate Professor Alex Chaves (Veterinary Science); Associate Professor Veysel Kayser (Pharmacy); Georgia Mantle (Student, Arts & Social Sciences); Professor Pip Pattison (Deputy Vice-Chancellor (Education)) (Associate Professor Peter McCallum attending instead); Amy Wenham (Student, Nursing).

4/2017

UNCONFIRMED MINUTES

1 WELCOME AND APOLOGIES

Apologies were noted as recorded above.

2 PROCEDURAL MATTERS

2.1 Minutes of the Previous Meeting

The minutes of the previous meeting were approved as a true record.

Resolution ASPC17/4-1

That the Academic Standards and Policy Committee resolve that the minutes of meeting 3/2017, held on 18 April 2017, be confirmed as a true record.



Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	2.1

Non-Confidential

2.2 Business Arising

There was no business arising.

3 STANDING ITEMS

3.1 Report of the Chair

The Chair advised that she had nothing to report.

Resolution ASPC17/4-2

That the Academic Standards and Policy Committee note the report of the Chair.

3.2 Report of Academic Board

In addition to the written report circulated with the agenda, Associate Professor Masters advised that at its 17 May meeting, Senate was provided with a verbal report on the proposed *University of Sydney (Academic Board) Rule 2017*, which is intended to replace the current *University of Sydney (Academic Governance) Rule 2003 (as amended)*. As the Academic Board was advised on 2 May, it is also proposed to separate election procedures from the Rule, and a set of draft Procedures is currently in development. This will allow more agile adoption of electronic election management without requiring the change to be approved by Senate.

Several recommendations were made in the Report of the Review of the Academic Board, as received earlier in the year, to free up Academic Board meeting time to discuss strategic matters, and several possible mechanisms to enable this were also advised to Senate. These include starring items presented as part of the reports of the Standing Committees only in advance of the meeting (rather than from the floor), and of possibly restructuring committees to include membership directly from the members of the Academic Board as well as retaining representation from faculties and PSUs as currently. Ms Henderson reminded members that any proposals that require the Academic Board to exercise its delegated authority will still need to be approved by the Academic Board and not by a committee. Committee structures are slated for review as the next substantial part of the implementation of the Review's recommendations, and members were advised that the Rule is intended to allow the Board to determine its own committee structures.

The Committee noted the written report circulated with the agenda.

Resolution ASPC17/4-3

That the Academic Standards and Policy Committee note the report of the Academic Board meeting held on 2 May 2017.

4 ITEMS FOR ACTION

4.1 University of Sydney (Academic Board) Rule 2017

The Committee was provided with the version of the Rule that was submitted to the University Executive as part of the consultation process, which incorporates amendments identified after discussion of an earlier draft at the 2 May meeting of the Academic Board.

Prior to the meeting, Professor Graeber had circulated comments on the amendment of clause 2.2(1), which sets out the Academic Board's role in determining standards and policy. He observed that in his opinion, the wording as presented "will emasculate the Academic Board". In discussion, this opinion was reported as emerging from a perception of organisational hierarchy which places the powers of the Academic Board below that of the University Executive, because the Academic Board is only able to determine policy in consultation with management and not under its own recognisance. Professor Graeber expressed a preference for retaining the original wording relating to the authority of the Academic Board as formulated in the *Academic Governance Rule*; Ms Cochrane confirmed SUPRA's support for retention of this wording as well.

Associate Professor Masters advised that the revised wording clearly reflects the basis of the Academic Board's authority, which derives from the Act, By-Law and Rules of Senate, and that the formulation in the current *Academic Governance Rule* is ambiguous and more restrictive than the proposed formulation. He also advised that Senate requires policy approval to be a consultative process regardless of who the 'owner' of the policy is, and that the Academic Board and University



Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	2.1

Non-Confidential

Executive are therefore required to mutually consult when relevant to the policy under development. Further, because the Academic Board is the controlling entity for policy in specific areas as detailed in the Rule, the Academic Board has the controlling decision in any relevant policy, and can act contrary to advice received from the University Executive if it identifies a need to do so; the University Executive therefore does not have a veto and cannot block relevant policies from coming to the Academic Board, but is a valued contributor to the policy development process. Associate Professor Masters also confirmed that 'consultation' does not mean 'agreement'. Ms Henderson further advised that as defined in the Rule, reference to the University Executive refers specifically to the committee of that name, and not to the members of the executive of the University. Associate Professor Peat expressed concern with endorsing the proposal to the Academic Board before agreement has been reached on the wording of clause 2.2(1) and Associate Professor Masters indicated his comfort with putting the matter to a vote at the Academic Board if required.

The Committee was advised that based on feedback received to date, clause 4.3 has been amended to enable the appointment of chairs of Standing Committees by the Chair of Academic Board rather than by the Academic Board itself. This will enable the appointment of chairs before the first committee meeting following the election of new members (which will otherwise not occur until the second meeting). The Chair of Academic Board is empowered to chair any meeting of a Standing Committee, and the term of office for the Deputy Chair will also be extended until a new appointment is made following the election of new members. Professor Twomey requested the update of the schedule to accurately reflect the names of University schools, and Ms Cochrane asked that clause 3.4(4)(a) be reworded to include a requirement that fifty per cent of student representatives be drawn from each of the undergraduate and postgraduate cohorts. Mrs Agus advised that this matter had been raised and discussed at the Composition Working Group (which had been attended by the SUPRA Co-Presidents) and it had been agreed that a fifty per cent representation requirement was problematic as not all faculties have an equally-sized student population (Medicine, for example, is heavily post-graduate in its course offerings). The proposed wording reflects this and allows for guaranteed representation from both cohorts. Clarification of the definition of 'student' was also suggested.

The committee endorsed this proposal for presentation to the Academic Board for approval.

Resolution ASPC17/4-4

That the Academic Standards and Policy Committee recommend that the Academic Board endorse the adoption of the University of Sydney (Academic Board) Rule 2017, as presented.

5 ITEMS FOR NOTING

5.1 Identifying, embedding and reporting graduate qualities for the Sydney PhD

Associate Professor Coleman spoke to this paper, which emerges from a long-term discussion regarding the purpose and student outcomes of PhD study at the University. He advised members that the majority of PhD graduates are no longer seeking careers in academia and so it is desirable to highlight to potential employers the benefits imparted by the PhD experience, as well as ensuring that HDR training is equipping graduates for careers outside academia. Consideration of this matter forms part of the Strategic Plan 2016-2020, with a focus on what distinguishes a Sydney education from that of our competitors. This paper represents the first phase of discussion by proposing a set of graduate qualities on which feedback is invited. Phase Two will entail the development of mechanisms to ensure delivery and measurement of achievement against these qualities, and is not the focus of the current paper.

In discussion, Ms Cochrane confirmed that SUPRA has solicited responses to the proposal and will communicate this feedback directly to Associate Professor Coleman. The challenge of moving from our current 'one-size-fits-all' approach to PhD training was highlighted, with observation that students enter the PhD with different prior experience, different expectations and different needs, which are also likely to change throughout candidature. Determining what students and employers want is also challenging. Associate Professor Coleman noted that we currently examine the thesis, and not the candidate, and that this may also need to change (thought the adoption of a compulsory viva, for example).

Professor Twomey recommended that whatever framework is developed, it should not be too



Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	2.1

Non-Confidential

onerous for the student as there may be negative consequences to requiring completion of compulsory activities as part of candidature. Associate Professor Coleman observed that it is also undesirable to adopt a 'tick-the-box' approach or divert from the research process and the intellectual rigour that this should bring. Responsiveness to discipline specifics is necessary, with acknowledgement of the different needs of performance-based disciplines particularly noted (although it was also observed that these disciplines are often ahead in this area because they already 'examine the candidate' rather than being solely based on the examination of a text-based thesis).

Associate Professor Coleman advised that a number of fora have been set up to explore nuances of the proposal with students and academic and professional staff. The importance of ensuring that qualities are not contradictory (for example, needing to balance deep expertise with inter-disciplinarity) was also emphasised. It was observed that most research supervisors are already imparting non-research-specific qualities with varied emphases and levels of effect, and that mechanisms to articulate and measure what we are already doing would be valuable. It was also observed that the process of thinking more deeply about these aspects of research training is valuable in itself. Associate Professor Frost asked when graduate qualities for postgraduate coursework courses will be available and was advised that this is on the radar, along with vertically integrated undergraduate/postgraduate programs, and that postgraduate coursework is also on the Federal Government's radar, along with discussion of making such courses Commonwealth Supported.

Members were requested to disseminate the paper to their colleagues and students inviting feedback, with any comments to be returned directly to Associate Professor Coleman. A 'what happens next' paper including a work slate is anticipated to be presented to the Academic Board later in the year.

The committee noted this proposal, which will be presented to the Academic Board with the endorsement of the Graduate Studies Committee.

Resolution ASPC17/4-5

That the Academic Standards and Policy Committee note the proposed draft graduate qualities for the University of Sydney PhD, as presented, for broader consultation with the University community; and note this preliminary report on the issues to be addressed and next steps to be taken in finalising, embedding and reporting on graduate qualities for the University of Sydney PhD.

5.2 Providing Extra Advice to Associate Deans (RE) with Respect to Theses containing Potential Issues of Academic Dishonesty

Associate Professor Coleman spoke to this paper and advised that it has emerged from an inconsistent approach to handling cases of suspected academic dishonesty arising during the thesis submission process. It is proposed that an academic be appointed to conduct a risk assessment for all cases across the University, which will be forwarded to the relevant Associate Dean prior to an academic decision being made. The merits of the case can then be assessed on a consistent basis institution-wide. Ms Henderson requested that the Office of General Counsel be consulted in the formulation of a risk assessment to ensure that process risk is minimalised. Ms Cochrane confirmed SUPRA's support of the proposal and asked for further opportunity for consultation with HDR students prior to full implementation.

The committee noted the paper as presented.

Resolution ASPC17/4-6

That the Academic Standards and Policy Committee note the changes in the process of considering theses with potential academic honesty issues.

6 OTHER BUSINESS

6.1 Any Other Business

There was no business arising.

There being no other business, the meeting concluded at 3:32pm.



Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	2.1

Non-Confidential

Next meeting: 2:00pm – 4:00pm, **Tuesday 11 July 2017**
Senate Room, Quadrangle

A full copy of the Academic Standards and Policy Committee papers is available at:
sydney.edu.au/secretariat/pdfs/academic-board-committees/academic-standards/2017/20170530-ASPC-Agenda-Pack.pdf.

DRAFT



Non-Confidential

Submission To	Admissions Committee
Date	11 July 2017
Item No	

Author	Matthew Charet, Executive Officer to Academic Board
Reviewer/Approver	Associate Professor Tony Masters, Chair of the Academic Board
Paper title	Report of the Academic Board meeting
Purpose	To advise the Admissions Committee of the outcomes of the Academic Board meeting held on 13 June 2017

RECOMMENDATION

That the Admissions Committee note the report of the Academic Board meeting held on 13 June 2017.

REPORT OF ACADEMIC BOARD MEETING

Items related to the Admissions Committee

The Academic Board noted the report of the meeting of the Admissions Committee held on 30 May 2017 and

- approved the proposal from the Sydney School of Architecture, Design & Planning to amend the Graduate Diploma in Urban Design and Master of Urban Design and approved the amendment of course resolutions arising from this proposal, with effect from 1 July 2017;
- approved the proposal from the Faculty of Engineering and Information Technologies to amend the Graduate Diploma in Health Technology Innovation and approved the amendment of course resolutions arising from the proposal, with effect from 1 January 2018;
- approved the proposal from Sydney Medical School to increase IELTS score requirements for the Master of Bioethics, Graduate Diploma in Bioethics and Graduate Certificate in Bioethics and approved the amendment of the Schedule of English Language Requirements – Postgraduate, as referenced in the Coursework Policy 2014, with effect from 1 January 2018;
- approved the amendment of the *Coursework Policy 2014*, with effect from 27 June 2017; and
- approved the adoption or rejection of UAC schedules for applicants with overseas qualifications, as presented, with immediate effect.

Items related to the Undergraduate Studies Committee

The Academic Board noted the report from meeting 2017/02 of the Undergraduate Studies Committee held on 23 May 2017 and:

- approved the proposal from the Faculty of Dentistry to amend the Course Resolutions for the Bachelor of Oral Health, with effect from 1 January 2018; and
- approved the proposal from the Sydney Law School to amend the degree table for the Bachelor of Laws, with effect from 1 January 2018.

Items related to the Graduate Studies Committee

The Academic Board noted the report from meeting of the Graduate Studies Committee held on 23 May 2017 and:

- approved the proposal from the University of Sydney Business School to amend the Executive Master of Business Administration, Master of Business Administration, Master of Business Administration in Leadership and Enterprise, Graduate Diploma in Business Administration and Graduate Certificate in Business Administration; agreed to recommend that Senate endorse the Academic Board's approval of the proposal and approve amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the University of Sydney Business School; and approved the amendment of course resolutions arising from this proposal, with effect from 1 January 2018;
- approved the proposal from the Sydney Conservatorium of Music to amend the Master of Music and approved the amendment of course resolutions arising from this proposal, with effect from 1 January 2018;



Submission To	Admissions Committee
Date	11 July 2017
Item No	

Non-Confidential

- approved the proposal from the Faculty of Health Sciences to amend the Master of Exercise Physiology and approved the amendment of course resolutions arising from this proposal, with effect from 1 January 2018;
- approved the proposal from the Faculty of Health Sciences to amend the Graduate Diploma in Rehabilitation Counselling and Master of Rehabilitation Counselling and approved the amendment of the table of units of study arising from this proposal, with effect from 1 January 2018;
- approved the proposal from the Faculty of Law to amend the Juris Doctor and approved the amendment of unit of study tables arising from this proposal, with effect from 1 January 2018;
- approved the proposal from the Sydney Law School to amend the Master of Laws, Master of Environmental Law, Master of Global Law, Master of International Law, Master of Law and International Development, Graduate Diploma in Law, Graduate Diploma in Environmental Law and Graduate Diploma in International Law and approved the amendment of units of study tables arising from the proposal, with effect from 1 January 2018;
- approve the proposal from the Sydney Medical School to amend the Master of Brain and Mind Sciences and embedded courses and approved the amendment of the unit of study tables arising from this proposal, with effect from 1 January 2018;
- approved the proposal from the Sydney Medical School to amend the Master of Medicine/Science in Medicine, and approved the amendment of the course resolutions and unit of study tables arising from this proposal, with effect from 1 January 2018; and
- endorse the proposed draft graduate qualities for the University of Sydney PhD as presented, for broader consultation with the University community, and note this preliminary report on the issues to be addressed and next steps to be taken in finalising, embedding and reporting on graduate qualities for the University of Sydney PhD.

Items related to the Academic Standards and Policy Committee

The Academic Board noted the report from the meeting of the Academic Standards and Policy Committee held on 30 May 2017; and

- agreed to recommend that Senate adopt the *University of Sydney (Academic Board) Rule 2017*, as presented, and rescind the *University of Sydney (Academic Governance) Rule 2003 (as amended)*, with effect from 19 July 2017.

Other matters

The Academic Board also:

- noted the verbal report from the Chair of the Academic Board on matters considered by Senate at its 17 May meeting and noted the Report of the Chair;
- noted a report from the 23 March and 20 April 2017 meetings of the Joint University Executive/Academic Board Culture Taskforce; and
- noted the report of the student members of the Academic Board;
- noted the verbal report from the Acting Vice-Chancellor and Principal on matters considered by Senate at its 17 May 2017 meeting and noted the General Report from the Vice-Chancellor and Principal;
- discussed the working paper, Theoretical foundations of a common approach to assessment, as prepared by the Educational Measurement and Assessment Hub for the Assessment Working Group, as part of a forum on assessment; and
- noted proposed amendments to the *University of Sydney (Governance of Faculties and University Schools) Rule 2016*.

The full agenda pack for the 13 June 2017 meeting of the Academic Board is available from: sydney.edu.au/secretariat/pdfs/academic-board-committees/AB/2017/20170613-AB-Agenda-Pack.pdf.



Non-Confidential

Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	4.1

Author	Professor Tyrone M Carlin, Deputy Vice-Chancellor (Registrar), Professor Pip Pattison, Deputy Vice-Chancellor (Education)
Reviewer/Approver	Prof. Tyrone Carlin, DVC Registrar, Prof. Pip Pattison, DVC (Education)
Paper title	Proposed Semester Dates for 2019 and Beyond – Opportunities and Risks
Purpose	This paper addresses the issue of a proposed semester date model for the University for 2019 and beyond. The proposed dates, if implemented, would result in a lengthening of the winter break from four to six weeks. This paper includes information about the practical benefits to the achievement of the University's international mobility strategy that would flow from this change, as well as some risks and challenges that would need to be addressed were the proposal to be implemented.

RECOMMENDATION

That the Academic Standards and Policy Committee recommend that the Academic Board approve the semester date model recommended in this paper, as set out in Appendix A, noting the commentary on both risks and benefits associated with the change.

EXECUTIVE SUMMARY

At the University of Sydney it is the Academic Board which currently holds the delegation to determine semester dates. As at the time of writing, the board has approved a set of semester dates for 2018, but not for any point beyond that. It will soon be imperative that the board addresses this issue and determines dates for 2019 and future years.

In mid-2016, consultations were initiated with a view to changing semester date arrangements at the University. University Executive gave in principle endorsement for a proposal to reduce the length of semesters at the University from 13 to 12 weeks and to extend the length of the winter recess, effective from 2019. In early 2017, this proposal was rejected by the academic board, primarily on the basis of concerns raised by student representatives with respect to the impact on the quality of education flowing from a reduction in semester length.

Subsequent to the academic board decision, two material changes in circumstances have occurred. First, UNSW has confirmed its adoption of a trimester model and published an academic calendar consistent with this approach for 2019 and 2020. For 2019, that institution's approved trimester dates are 18 February – 1 May, 3 June - 12 August and 16 September – 25 November.

Second, the Universities Admissions Centre (henceforth UAC) has adopted a revised set of offer round dates. The effect of this change is to shift the timing of a large volume of offers to school leavers from January to late December, with the consequence that it has been necessary to defer the University's annual closedown from close of business December 15 to close of business December 22, 2017, with reopening in January 2018 delayed by a week relative to existing practice. It is anticipated that this will become the established pattern for closedown and reopening at the University for the foreseeable future.

Taking account of the feedback from University Executive and the Academic Board in relation to earlier proposals with respect to semester date arrangements as well as the impact of the two material changes in circumstance noted above, a revised semester date proposal for 2019 and beyond has been developed.

The core objective that underpins this proposal remains consistent with the core objective that motivated earlier proposals on this topic. In simple terms, it is regarded as desirable that the winter recess be lengthened in order to increase the potential for expansion of international student mobility activity as well as a range of other educational and developmental opportunities including the growth of winter school and increased opportunities for internships, research projects and other experiential learning activities. Each of



Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	4.1

Non-Confidential

these are important in supporting the objectives of the new undergraduate curriculum and the University's commitment to enhancing educational outcomes and the quality of the student experience at the University.

The proposal recommended in this paper and set out in detail at Appendix A preserves the existing 13 week semester length model but achieves a two week increase in the length of the winter recess. This is accomplished by commencing semester 1 a week earlier and semester 2 a week later than under the existing arrangements.

A careful analysis of the impact of the adoption of this model on the availability and viability of northern hemisphere international summer programs with existing partner institutions has been undertaken and is set out in Appendix B of this paper. This analysis clearly demonstrates the strong growth in international mobility opportunities that would be enabled by the adoption of the proposed model. This uplift in opportunity in turn represents a critical element of the strategy to enable the University to accomplish its stated objective of achieving 50% international student mobility by 2020.

Risk and Risk Mitigation Analysis

Changes to semester date patterns have impact on essentially every part of the University and every member of the University community. Whilst it is anticipated that on balance the changes proposed in this paper will be beneficial to the institution and in particular to students and to the quality of the overall learning and student experience offered by the University, there are challenges and risks associated with making the proposed changes. A number of these key risks have been identified through a process of consultation that has included engagement with a wide range of stakeholders across the University community. Where possible, mitigating strategies have also been identified in respect of these risks.

Impact of Truncation of Summer Break

This proposal would result in a reduction of two weeks in the length of the summer recess. Concerns have been raised that this may result in fewer opportunities for academic and professional staff to enjoy a meaningful break from the University and avail themselves of their leave entitlements. Concerns have also been raised that a reduced summer recess would adversely impact on important research activity, particularly ARC and NHMRC grant writing.

These are acknowledged as important concerns. With respect to the opportunity for university staff to take adequate leave, it is arguable that an extended winter recess should provide further scope for leave given the experience of many staff at present that almost the entirety of the short existing winter recess is devoted to the finalization of marking and assessment from semester one and the preparation for semester two teaching.

With respect to grant writing and submission, a clear challenge is that the due date for a number of grants administered by the ARC currently fall in the last week of February, which in the proposed model would be a teaching week. Other grants, including a number administered by the NHMRC currently have due dates that fall within the first two weeks of the existing semester structure, so these too would continue to fall due within the formal teaching semester. Other GO8 universities whose first semesters commence in the final week of February (including ANU and Melbourne) have developed strategies to assist with this challenge, including changes to communications schedules from research offices to faculty members, changes to timings of expression of interest processes with respect to grants and variations in the timing and level of grant writing support services.

Impact on Semester One Exams Period

The revised semester dates schedule would see a public holiday fall within the semester one formal exam period. A range of potential mitigations for this problem exist, including earlier commencement or later conclusion of the exam period (by one or two days).



Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	4.1

Non-Confidential

Impact on Summer School

The revised proposed dates would result in a delay of one week in the conclusion of semester two examinations and a consequent delay of a week in results processing and finalization. This, coupled with the changed UAC schedule has the impact of substantially reducing the viability of December summer school offers. However, these are presently a comparatively minor element of the summer school program and there will exist adequate time across January and February to continue to offer a substantial suite of summer courses. It should also be possible to expand winter school offerings during the extended winter recess should faculties and university schools find it attractive to do so.

Impact on Student Placements

A number of faculties and schools operate substantial industry and clinical placement programs as a core element of their curriculum. In many instances, there is very little flexibility on the part of the University to vary the timing of these activities, because they are determined by external factors such as school term dates or the scheduling requirements of organisations within the health sector. As such, there is a risk that conflicts may arise between externally imposed timing requirements for core educational activities and the University's revised semester dates. At present, this problem is mitigated through the capacity of a faculty to seek from academic board an approved variation to semester dates for particular programs or cohorts. The capacity to seek such a dispensation will be retained, providing the flexibility necessary to actively and effectively manage this risk upon the adoption of a revised semester date model.

Impact on End of Semester Arrangements

The model for semester dates proposed in this paper will in semester two result in a delay of one week in the finalization of examinations and results processing and release relative to the existing semester date model. Concern has been raised that this leaves too little time prior to the annual closedown to complete a range of processes and in particular to manage student welfare issues in circumstances where alternative assessment or other adjustments may be necessary. In earlier proposed semester date models, a later conclusion to second semester would have resulted in a reduction of a week between the release of results and the annual closedown. However, because the University's annual closedown will also henceforth be a week later than at present, the same time interval between results release and closedown as exists presently will be preserved. The extended winter recess contemplated under the model proposed in this paper should also assist with the mitigation of challenges presently experienced throughout the University by reason of the very short existing window between semester one and two. The additional fortnight for the proposed winter recess will allow more time for results finalization, particularly for students requiring special consideration. This should assist with the management of progression and a range of other important processes.

Impact on Graduating Students

There are several cohorts of students at the University for whom the capacity to determine whether degree requirements have been fulfilled in as timely a manner as possible is especially critical. This is because in some professional areas, registration with bodies such as the Australian Health Practitioner Regulation Agency (APHRA) is a necessary precursor to the capacity to seek a wide range of employment opportunities and registration requires certainty in relation to the finalization of degree requirements. For these cohorts, the delay of a week (driven by the later conclusion of semester two) in the availability of final semester results may be disadvantageous. However, it is possible to mitigate this challenge by identifying the units of study being undertaken by these cohorts and scheduling semester two examinations for these units of study earlier in the final examination window. The implementation of the University's new examination scheduling system has provided a capacity to manage in this way that was absent in the University's previous examination scheduling system.

Impact on Internships / Summer Placements

For many students, the summer recess is an important opportunity to take on internships and other similar forms of work or work placement. The proposed semester dates set out in this paper may curtail the length of



Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	4.1

Non-Confidential

the summer recess available to some students for these purposes. However, it is anticipated that the extended winter recess should substantially expand the degree of opportunity for industry based learning and project opportunities and the University's work with regard to industry engagement and industry engaged learning should provide impetus to ensure that there is material growth in the availability of additional winter opportunities to offset the attenuation of any existing summer recess opportunities.

Impact on the Sydney Conservatorium of Music

The Sydney Conservatorium of Music faces particular challenges in transitioning to the semester date arrangements proposed in this paper. Under present arrangements, final recital based assessment for Conservatorium students takes place between week 14 and 16, inclusive, leaving the final week of November and the first two weeks of December available for auditions for prospective candidates wishing to commence studies in the following academic year. Due to space and staff constraints, it is not possible to run these activities in parallel. Further, it is necessary that auditions be complete as early as possible in order that offers can be made via UAC to the most promising candidates. The proposed semester dates would reduce the time available in December to undertake auditions, or in the alternate, delay auditions such that there may be a risk to timely offers to prospective candidates. These are material challenges. A possible mitigating strategy is the trial of earlier auditions, during September. This trial will be conducted during semester 2, 2017. It is hoped that this removes a substantial proportion of the required audition activity from December and allows candidates to be selected and offers made on a timely basis.

Impact on Campus Infrastructure Services / ICT

The summer recess represents an important opportunity for refurbishment and upgrades to teaching and other common spaces. A constrained summer recess therefore increases the risk that an appropriate window of time is not available for this work to be undertaken and completed prior to the commencement of the following semester. Two key mitigating factors should help the University to contain and appropriately mitigate this risk. First, the change in UAC arrangements means that info day is moved from January to December. Because this event requires that very large portions of the University's teaching and common spaces (particularly large spaces) be available for use, it has often been the case that refurbishment work to these spaces could only be conducted post info day, in effect from the second week of January onwards. This work could now commence prior to the University closedown in December, which should compensate for the loss of a week in which to conduct work in February, due to the proposed earlier commencement of semester recommended in this paper. It is also noteworthy that the extended winter recess may open opportunities for refurbishment and upgrade work during that time that is not feasible under current arrangements, allowing a more even spread of this work throughout the year.

Impact on University Residences and Colleges

The semester dates proposed in this document carry with them the potential to impact on the operations of University residences and those of the independent residential colleges affiliated with the University. The summer recess is an important period within residences and colleges for maintenance activities and variations to semester dates can have impacts on occupancy levels and the opportunity for other income including from conferences. Consultation with Student Accommodation Services and the Colleges (through the Colleges Consultative Committee) has been undertaken and mitigating factors identified, including the capacity to make appropriate adjustments to resident contracts.

Impact on Equity of Student Access to Opportunities

It is the University's stated strategic intention to very materially increase the proportion of students undertaking an international mobility experience. It is recognised, however, that for a substantial number of students, access to resources to support the cost of undertaking such an experience is a pressing issue. Therefore, in order to ensure equity of access, the University will from 2018 onwards provide a substantial pool of funds to support international mobility scholarships. This will be over and above existing funding allocated to scholarships and other student support and life activities at the University.



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Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	4.1

Appendix A – Proposed Semester Dates Model

	2018 Current	2019 Current Model	2019 Recommended Model
Summer School			
Summer School lectures begin	Wed 3 Jan	Mon 08 Jan New close down period	Mon 08 Jan
Summer School ends	Fri 2 Mar	Fri 01 March	Fri 22 Feb
First Semester			
Lectures begin	Mon 5 Mar	Mon 04 March	Mon 25 Feb
UA Common Vacation Week/non-teaching Easter period	Fri 30 Mar – Fri 6 Apr incl.	Fri 29 March – Fri 05 April	Fri 29 March – Fri 05 April
Study Vacation (stuvac)	Mon 11 June – Fri 15 June incl.	Mon 10 June – Fri 14 June incl.	Mon 03 June – Fri 07 June incl.
Examination period (2 weeks)	Mon 18 June – Sat 30 June incl.	Mon 17 June – Sat 29 June incl.	Mon 10 June – Sat 22 June incl.
Semester ends	Sat 30 June	Sat 29 June	Sat 22 June
Winter School			
Winter School lectures begin	Mon 3 July	Mon 01 July	Monday 24 June
Winter School ends	Fri 27 July	Fri 26 July	Fri 19 July
Second Semester			
Lectures begin	Mon 30 July	Mon 29 July	Mon 05 Aug
UA Common Vacation Week/non-teaching period	Mon 24 Sept – Fri 28 Sept incl.	Mon 23 Sept – Fri 27 Sept incl.	Mon 23 Sept – Fri 27 Sept incl.
Study Vacation (stuvac)	Mon 5 Nov – Fri 9 Nov incl.	Mon 04 Nov – Fri 08 Nov incl.	Mon 11 Nov – 15 Nov incl.
Examination period (2 weeks)	Mon 12 Nov – Sat 24 Nov incl.	Mon 11 Nov – Sat 23 Nov	Mon 18 Nov – Sat 30 Nov incl.
Semester ends	Sat 24 Nov	Sat 23 Nov	Sat 30 Nov



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Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	4.1

Appendix B – Additional Short Term Mobility Capacity

6 Week Winter Break
Proposed Semester Date Change

University name Disciplines available Student numbers (600 spots)									
June			July				August		
10-14	17-21	24-28	1-5	8-12	15-19	22-26	29-2	5-9	12-16
Semester 1		Proposed Winter Break for 2019						Semester 2	
Exam Wk1	Exam Wk2	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk1	Wk2
					UC Berkeley F·B·S·E 100				
					UCLA F·B·S·E 75				
					UC San Diego F·S·E 25				
					UC Irvine F·B·S·E 15				
					Yale F·S·E 50				
					U Penn F·B·S 45				
					University of Alberta F 10				
					King's College F·B·S 30				
					King's College F·B·S 30				
					University of Edinburgh F 20				
					University of East Anglia F·B 20				
					Cambridge F·S 30				
					Copenhagen Business School B 15				
					HEC Paris B 10				
					U of Geneva F 10				
					Vrije F·B·S 10				
					Fudan F·B 20				
					CUHK F·B·S 20				
					HKU F·B·S 15				
					HKU F·B·S 15				
					Waseda F·B 10				
					Korea University F·B·S 5				
					Korea University F·B·S 5				
					Yonsei University F·B·S 15				
STUVAC	Exam Wk1	Exam Wk2	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk2
Semester 1		Current 2019 Winter Break						Semester 2	
10-14	17-21	24-28	1-5	8-12	15-19	22-26	29-2	5-9	12-16
June			July				August		

Disciplines available at the host university
F=FASS B=Business S=Science E=Engineering



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Submission To	Academic Standards & Policy Committee
Date	11 July 2017
Item No	4.2

Author	Matthew Charet, Executive Officer to the Academic Board
Reviewer/Approver	David Pacey, Secretary to Senate
Paper title	Election Procedures 2017
Purpose	This paper presents the <i>Election Procedures 2017</i> to the committee for discussion.

RECOMMENDATION

That the Academic Standards & Policy Committee discuss the Election Procedures 2017 and note that they will come into effect from 8 August 2017.

EXECUTIVE SUMMARY

The *Election Procedures 2017* have been developed to enable the conduct of elections required under the University of Sydney (Governance of Faculties and University Schools) Rule 2016 and the proposed *University of Sydney (Academic Board) Rule 2017*. These Procedures replace the election procedures for membership of the Academic Board as detailed in the *University of Sydney (Academic Governance) Rule 2003 (as amended)*.

In summary, these Procedures:

- provide for common procedures for faculty board elections under GOFUS and elections for the Academic Board;
- provide for optional preferential voting, and is also designed to accommodate the various quota and allocated position requirements;
- Enables for the electronic conduct of elections; and
- Enables the provision of a separate procedures document to cover the standards of behaviour expected from candidates and supporters in relation to elections.



ELECTION PROCEDURES 2017

Issued by: Secretary to Senate
Dated:
Last amended:
Signature: **DRAFT – NOT FOR SIGNATURE**
Name: Mr David Pacey

1 Purpose and application

- (1) These procedures are to give effect to the electoral provisions of the [University of Sydney \(Governance of Faculties and University Schools\) Rule 2016](#) (“the GOFUS Rule”) and the [University of Sydney \(Academic Board\) Rule 2017](#) (“the Academic Board Rule”)[insert hyperlink].
- (2) These procedures apply to all elections held under the [GOFUS Rule](#) or the Academic Board Rule [insert hyperlink].

2 Commencement

These procedures commence on [date].

3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the [GOFUS Rule](#) or the Academic Board Rule, as appropriate. [insert hyperlink]

Note: See section 1.4 of the [GOFUS Rule](#) and section 1.4 of the Academic Board Rule [insert link].

- (2) in these procedures:

allocated position means any position defined as such in either of the [GOFUS Rule](#) or Academic Board Rule [link].

day means calendar day.

electoral roll means a list containing the names of the people entitled to stand for election and vote in an election.

enrolled student has the meaning given in the [University of Sydney By-Law 1999 \(NSW\)](#), which at the date of this document is:

a person (other than a person who is an academic staff member) who is enrolled as a student in an award course at the University.



quota requirement means a quota requirement under the Academic Board Rule. [\[link\]](#)

Rule or Rules means, as appropriate, either or both of the [GOFUS Rule](#) and the Academic Board Rule. [\[link\]](#)

4 Electoral rolls

- (1) Prior to issuing notice of an election, the Returning Officer must determine the electoral roll for the election.
- (2) Electoral rolls will be determined on the basis of:
 - (a) information contained in the University's Human Resources electronic record systems;
 - (b) information contained in the University's Student Administration electronic record systems; and
 - (c) information provided by the Provost's office under subsection 4(3).
- (3) The Provost's office must provide the Returning Officer with a list of schools within each faculty on or before 1 July each year.
 - (a) The Returning Officer will use the most recently provided such list, where necessary, to compile electoral rolls and to determine whether allocated positions and quota requirements have been met in elections.
- (4) The Returning Officer will make a copy of the relevant electoral roll available for inspection at the office of the Returning Officer for at least 14 days before the date on which voting commences in any election.
- (5) The Returning Officer will, in their absolute discretion, determine any queries or disputes about the eligibility of any person to be included on any electoral roll.
- (6) An electoral roll will not be invalid because it:
 - (a) contains any mistake or omission in the details of any eligible voter recorded in it;
 - (b) contains the name of any deceased person;
 - (c) contains the name of any person who is no longer entitled to vote in the relevant election;
 - (d) contains more than one entry for a single eligible voter; or
 - (e) does not contain the name of any person entitled to be entered on it.

5 Timing of election processes

- (1) The Returning Officer must issue notice of an election, and call for nominations from potential candidates, at least 28 days before voting commences.
- (2) Nominations must close at least 14 days before voting commences.
- (3) The Returning Officer must issue notice of a ballot to each eligible voter.
- (4) Voting must close no sooner than 14 days after voting commences.



6 Notice of election

- (1) The Returning Officer will publish notice of a forthcoming election:
 - (a) on the University's official notice board at sydney.edu.au/secretariat/noticeboard.shtml ;
 - (b) and any of:
 - (i) in University publications addressed to the relevant electorate, including but not limited to the *University News*, *Staff News* or *Student News*; or
 - (ii) by notice directly to each person eligible to vote.
- (2) The notice must contain the following information:
 - (a) that an election is to be held to fill the relevant positions;
 - (b) details of the positions to filled, including any allocation or quota requirements and terms of office;
 - (c) the number of vacancies to be filled;
 - (d) an invitation to eligible individuals to nominate as candidates;
 - (e) the manner in which nominations must be made;
 - (f) the date and time when nominations close;
 - (g) the dates on which voting will open and close;
 - (h) the method by which voting will be conducted; and
 - (i) a reference and link to the relevant Rule and these procedures.

7 Nominations

- (1) Any individual whose name appears on the relevant electoral roll may nominate as a candidate for election.
- (2) The Returning Officer will determine the manner and form in which nominations are to be made and submitted.
- (3) Valid nominations must be received by the date and time specified in the notice of the relevant election.
- (4) The Returning Officer will notify candidates of the acceptance or rejection of their nomination as soon as practicable after the nomination is received.
- (5) A candidate may withdraw their nomination at any time up until the closing time for receipt of nominations.

8 Ballots

- (1) If, upon closure of nominations, a candidate is to be elected unopposed under the provisions of the relevant Rule, the Returning Officer will:
 - (a) inform the candidate of their election; and
 - (b) publish a notice, in the same manner and places as the notice of election was published, announcing the successful candidate and confirming that a ballot will not be required.



- (2) In all other cases, the Returning Officer will conduct a ballot consistently with these procedures.
- (3) Ballots must be conducted:
 - (a) secretly; and
 - (b) using the optional preferential voting system.
- (4) As far as practicable, ballots will be conducted electronically using an electronic voting system, approved by the Returning Officer.
- (5) The Returning Officer may only approve an electronic voting system if they are satisfied that it will:
 - (a) provide a voter with instructions on how to vote;
 - (b) allow a voter to indicate their preferences in selecting candidates;
 - (c) allow a voter to correct any mistakes before finally submitting a vote;
 - (d) not allow a person to find out how a particular voter cast their vote;
 - (e) not allow a voter to vote more than once in any ballot; and
 - (f) not allow a voter to vote in an election in which they are not eligible to participate.
- (6) If it is not possible for a ballot to be conducted electronically, the ballot may be conducted by post or by polling booth.
 - (a) The Returning Officer will determine the most appropriate method.
- (7) The Returning Officer will notify eligible voters of a forthcoming ballot in the same manner as notice of the election was provided.
- (8) The notice of a ballot must specify:
 - (a) the positions for which the ballot will be conducted;
 - (b) how votes may be cast;
 - (c) the date and time by which votes may be cast; and
 - (d) any other information which the Returning Officer considers to be appropriate.
- (9) In any ballot, a voter must not:
 - (a) vote more than once;
 - (b) vote on behalf of, or in substitution for, any other voter; or
 - (c) allow another person to vote on their behalf or in substitution for them.
- (10) The Returning Officer may arrange for reasonable assistance to be provided to a voter if satisfied that the voter is unable to vote without it.

9 Scrutiny of process

- (1) If a manual count of votes is conducted, each candidate may nominate one scrutineer to be present when votes are counted. A scrutineer:
 - (a) must be a member of staff or an enrolled student of the University;
 - (b) must not be a candidate in the relevant election;



- (c) must not disclose, or aid in any way in the disclosure of, the manner in which any voter has voted; and
 - (d) must comply with any other conditions imposed by the Returning Officer for behaviour at the count.
- (2) If an electronic count of votes is conducted traditional scrutineering will not be possible.
- (a) If requested by a candidate, the Returning Officer will provide relevant information to confirm the integrity of the counting process.

10 Determining results

- (1) The Returning Officer will reject, and will not count, any informal vote.
- (2) The Returning Officer, in their absolute discretion, will determine whether or not a vote is informal.
- (3) In determining results in any election, the Returning Officer will first compile a reverse-ordered list of candidates, by distributing the votes and preferences of the voters in the manner prescribed in this subclause.
 - (a) The Returning Officer will initially rank the candidates on the basis of first preference votes.
 - (b) Having done so, the Returning Officer will add the candidate with the fewest first preference votes to the list, and allocate that candidate's votes to the remaining candidates in accordance with each voter's preferences.
 - (c) The Returning Officer will then rank the remaining candidates, and add the candidate with the fewest votes to the list.
 - (d) The Returning Officer will repeat the process, adding the candidate with the fewest votes to the list and reallocating their votes until all candidates are listed in reverse order of preference.
 - (e) If on any count two or more candidates have an equal number of votes, and one of them has to be listed, the Returning Officer will determine the one to be listed by drawing lots.
- (4) The Returning Officer will then use the ordered list to determine the results of the ballot, in the manner prescribed in this subclause.
 - (a) Results for positions will be determined in the following order:
 - (i) any allocated positions; then
 - (ii) any positions needed to meet any quota requirements; then
 - (iii) any remaining positions.
 - (b) The Returning Officer will, in their absolute discretion, determine the order in which allocated positions, or positions needed to meet quota requirements, are determined.
 - (c) In relation to each allocated position, the Returning Officer will declare the highest polling candidate who meets the applicable requirements to be elected.
 - (d) If, after determining all allocated positions, quota requirements remain unsatisfied, the Returning Officer will declare the next highest polling candidate who meets the applicable quota requirement to be elected, and will repeat this process until all quota requirements are met.



- (e) If there are any positions remaining to be filled, the Returning Officer will declare the next highest polling candidate to be elected, and will repeat this process until all positions have been filled.

11 Declaring results

- (1) The Returning Officer must declare the result of the election no later than seven days after the closure of voting.
- (2) The Returning Officer will:
 - (a) notify all candidates directly of the outcome of the election; and
 - (b) publish notice of the outcome in the same manner, and in the same places, as the notice of election was published.

NOTES

Election Procedures 2017

Date adopted:

Date commenced:

Administrator: Secretary to Senate

Review date:

Rescinded documents:

Related documents: University of Sydney Act 1989 (NSW)

University of Sydney By-Law 1999 (NSW)

University of Sydney (Delegations of Authority – Academic Functions) Rule 2016

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

Code of Conduct for Students

Code of Conduct – Staff and Affiliates

University Recordkeeping Policy

Recordkeeping Manual

Amendment history

Provision **Amendment**

Commencing





Non-Confidential

Submission To	Academic Standards and Policy Committee
Date	11 July 2017
Item No	4.3

Author	Alison Green, Policy Officer
Reviewer/Approver	Prof Elizabeth Martin, Associate Dean Learning and Teaching
Paper title	Amendments to the Faculty of Dentistry Resolutions
Purpose	To update the Faculty Resolutions for Dentistry

RECOMMENDATION

That the Academic Standards and Policy Committee recommend the amendments for approval by the Academic Board.

EXECUTIVE SUMMARY

These amendments, in the most part, reflect the withdrawal of the Bachelor of Dentistry degree, and updates to policy and procedure titles. However, there is also an addition to Part 1, relating to time limits, for which a proposal has been submitted to Academic Board, to amend the Coursework Rule, for the maximum time limit for the Doctor of Dental Medicine to be extended from 5 to 7 years; and to Part 4, where further information has been included to clarify how the Weighted Average Mark (WAM) is calculated in the faculty.

- Introduction, policy title updated.
- Part 1, clause 2(1) reference to the maximum time limit has been amended, as the time limits listed are those expected by the faculty.
- Part1, clause 2(2), reference to the Coursework Rule defining the maximum time limits has been amended.
- Part 1, clause 2(3), inclusion relating to the maximum time limits.
- Part 1, clause 2(4), inclusion reiterating the Coursework Policy.
- Part1, clause 3(1), deleted reference to the Doctor of Dental Medicine resolutions.
- Part 1, clause 3 (2&3), references and information pertaining to the Bachelor of Dentistry have been deleted.
- Part 1, clause 4, existing information has been deleted and replaced with the following:
- Credit for previous study may be granted for the Bachelor of Oral Health degree. Refer to the specific resolutions for the Bachelor of Oral Health.
- Part 3, clause 9, policy and procedure titles updated.
- Part 3, clause 10, local provision title updated.
- Part 4, clause 11, policy title updated.
- Part 4, clause 12, deleted.
- Part 4, clause 13, deleted.
- Part 4, (new) clause 12, information relating to the Weighted Average Mark has been amended.
- Part 4, clause 14, deleted.

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Resolutions of the Faculty of Dentistry for coursework awards

These resolutions apply to all undergraduate and postgraduate coursework award courses in the Faculty, unless specifically indicated otherwise. Students enrolled in postgraduate research awards should consult the resolutions for their course. These resolutions must be read in conjunction with applicable University By-laws, Rules and policies including (but not limited to) the University of Sydney (Coursework) Rule 2014 (the 'Coursework Rule'), the resolutions for the course of enrolment, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended) and the Academic Honesty in Coursework Policy 2015 [Board policies on Academic Dishonesty and Plagiarism](#).

Part 1: Course enrolment

1 Enrolment restrictions

Students are only permitted to enrol for the units of study specified for each semester of their program of study.

2 Time limits

(1) ~~Maximum~~ Time limits for all Faculty of Dentistry courses are listed in the table below.

Course Title	Full Time/Part Time	Time Limit
Bachelor of Oral Health	FT	4 years
Doctor of Dental Medicine	FT	5 years
Graduate Diploma in Clinical Dentistry (Conscious Sedation and Pain Control)	PT	4 semesters
Graduate Diploma in Clinical Dentistry (Oral Implants)	PT	4 semesters
Graduate Certificate in Clinical Dentistry (Oral Rehabilitation)	PT	3 semesters
Graduate Certificate in Clinical Dentistry (Advanced Restorative)	PT	3 semesters
Doctor of Clinical Dentistry	FT/PT	4 years/8 years
Master of Philosophy	FT/PT	4 years/8 years

(2) The Coursework Rule defines the maximum time limits, and how time limits are affected by periods of suspension or absence.

(3) The Dean may, in exceptional circumstances, extend the time limit for completing the requirements for a course to a maximum as defined by the Coursework Rule.

(4) Notwithstanding the maximum time limit, the Coursework Policy, clause 77(1)(b), specifies that students who are identified for a second time as not meeting progression requirements will be asked to show good cause why they should be permitted to re-enrol in the award course.

3 Suspension, discontinuation and lapse of candidature

(1) The Coursework Rule specifies the conditions for suspending or discontinuing candidature, and return to candidature after these events. The Rule also defines the circumstances when candidature is deemed to have lapsed. Students should pay careful attention to the significant dates in these processes and their effect on results and financial liability. ~~Refer also to the specific resolutions for the Doctor of Dental Medicine.~~

(2) ~~For the Bachelor of Oral Health and Bachelor of Dentistry degrees, the provisions of the Coursework Rule apply except that the maximum suspension permitted from this course will be 12 months.~~

(3) ~~For the Bachelor of Dentistry degree exceptions may be made for candidates who wish to interrupt their studies, for up to 2 years, to complete another degree, acceptable to the faculty, at this or another institution.~~

4 Credit for previous study

~~In this Faculty, there is no specially identified credit for previous study.~~ Credit for previous study may be granted for the Bachelor of Oral Health degree. Refer to the specific resolutions for the Bachelor of Oral Health.

Part 2: Unit of study enrolment

5 Cross institutional study

Cross institutional study is not permitted by the Faculty of Dentistry.

6 International exchange

International exchange is not permitted by the Faculty of Dentistry.



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Part 3: Studying and Assessment

7 Attendance

- (1) Students are required to be in attendance at the correct time and place of any formal or informal examinations. Non attendance on any grounds insufficient to claim special consideration will result in the forfeiture of marks associated with the assessment. Participation in a minimum number of assessment items may be a requirement of any unit of study.
- (2) Students are expected to attend a minimum of 90 percent of timetabled activities for each component of a unit of study. The Dean or academic staff member most concerned may determine that a student fails a unit of study due to inadequate attendance.

8 Late submission penalty

- (1) It is expected that unless an application for an extension or special consideration has been approved, students will make submissions for a unit of study on the due date specified, submissions may include assignments, application forms or log books. If the submission is made by the student within a period of approved extension, no academic penalty will be applied.
- (2) Late assignments that have not been granted extensions will attract a penalty of 5 percent of the maximum mark each day they are late, except week ends and public holidays.

9 Special consideration for illness, injury or misadventure

Special consideration is a process that affords equal opportunity to students who have experienced circumstances that adversely impact their ability to adequately complete an assessment task in a unit of study. ~~The Assessment Policy 2011 and associated procedures provide full details of the University policy.~~ The Coursework Policy 2014 and Assessment Procedures 2011 provide full details.

10 Re-assessment

In this Faculty, opportunities for re-assessment are offered to students on the grounds as stated in the Faculty of Dentistry - Assessment ~~and Progression Local~~ Provision 2017.

Part 4: Progression, Results and Graduation

11 Satisfactory progress

The Faculty will monitor students for satisfactory progress towards the completion of their award course in accordance with the ~~Student Academic Progression~~ Coursework Policy 2014. In addition to the common triggers used to identify students not meeting academic progression requirements (as defined by the progression requirements of the Coursework Rule), students must meet any other requirements specified in the course resolutions as being critical to progression through the course.

12 ~~Award of the bachelor's degree with honours~~

~~The award of Honours is only available to meritorious candidates of the Bachelor of Dentistry degree. Further details are outlined in the Bachelor of Dentistry Resolutions:~~

13 ~~University medal~~

~~The University medal is not awarded to Bachelor of Dentistry Honours candidates, because marks are not awarded to students throughout the duration of the degree.~~

12 Weighted Average Mark (WAM)

- (1) The University ~~has a formula for calculating a Weighted Average Mark and this is defined in the University Glossary~~ uses the following formula for calculating the WAM. WAMs are used by the University as one indicator of performance. For example, WAMs can be used in assessing admission to and award of honours, eligibility for prizes and scholarships, or assessing progression through a course.

$WAM = \frac{\text{Sum}(Wc \times Mc)}{\text{Sum}(Wc)}$

- (2) Where Wc is the unit of study credit points x the unit weighting and Mc is the mark achieved for the unit. Pass/fail units and credited units from other institutions are not counted.
- (3) The weight of a unit of study is assigned by the owning faculty. In the Faculty of Dentistry, all units carry a weighting value of one. For the Bachelor of Oral Health, all units starting with ORHL1 have a weighting of 1, ORHL2 have a weighting of 2 and ORHL3 have a weighting of 3. For the Doctor of Dental Medicine, all units starting with SDDM51 have a weighting of 1, SDDM52 (2), SDDM53 (3) and SDDM54 (4).

Part 5: Other

13 Special permission

These resolutions apply to all students enrolled in programs of study in the Faculty of Dentistry. However, in exceptional circumstances and at the Dean's discretion, some exemptions may be permitted.

14 ~~Transitional provisions~~

- (1) ~~These resolutions apply to students who commenced their candidature after 1 January, 2011 and students who commenced their candidature prior to 1 January, 2011, who elect to proceed under these resolutions:~~
- (2) ~~Students who commenced prior to 1 January, 2011, may complete the requirements in accordance with the resolutions in force at the time of their commencement, provided that requirements are completed by 1 January, 2016. The faculty may specify a later date for completion or specify alternative requirements for completion of candidatures that extend beyond this time:~~