THE UNIVERSITY OF SYDNEY

ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00PM – 4:00PM, TUESDAY 13 FEBRUARY 2018

Chair: Professor Jane Hanrahan

Committee Officer: Dr Matthew Charet	**T** 9114 1356
University Secretariat | Office of the Vice-Chancellor	**E** matthew.charet@sydney.edu.au
Quadrangle (A14) sydney.edu.au/secretariat/academic-board-committees/standards-policy-committee	

NOTICE OF MEETING

Meeting 1/2018 of the **Academic Standards and Policy Committee** will be held from **2:00pm – 4:00pm** on **Tuesday 13 February 2018** 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 Professor Pip Pattison and Associate Professor Maurice Peat.		
2	**PROCEDURAL MATTERS**		
	2.1 Minutes of Previous Meeting	Chair	*attached*
	2.2 Business Arising	Chair	*verbal*
	2.3 Revised Terms of Reference	Chair	*attached*
3	**STANDING ITEMS**		
	3.1 Report of the Chair	Chair	*verbal*
	3.2 Report of Academic Board	Tony Masters	*attached*
4	**ITEMS FOR ACTION**		
	4.1 **Education Portfolio:** Proposed Revisions to Course Resolution Templates	Peter McCallum	*attached*
5	**ITEMS FOR NOTING**		
	5.1 **Education Portfolio:** Implementation of Anonymous Marking	Peter McCallum	*attached*
6	**OTHER BUSINESS**		
	6.1 Any Other Business		

Next meeting: 2:00pm – 4:00pm, **Tuesday 11 April 2018**
                              Venue to be advised

Respect is a core value of the Academic Board

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.

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Non-Confidential

Submission To	Academic Standards & Policy Committee
Date	13 February 2018
Item No	2.1

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 8/2018, held on 14 November 2017, be confirmed as a true record.

MINUTES

ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00pm – 4:00pm, Tuesday 14 November 2017

Senate Room, Quadrangle (A14)

Members Present: Professor Jane Hanrahan (Chair); Helen Agus (Science); Associate Professor Tim Allender (Education & Social Work); Andrew Barnes (Conservatorium); Dr Vasiliki Betihavas (Nursing); Isabella Brook (President, SRC); Associate Professor Vincent Gomes (Engineering & IT); Professor Manuel Graeber (Medicine); Kerrie Henderson (Office of General Counsel); Associate Professor Glen Hill (Architecture, Design & Planning); Associate Professor Veysel Kayser (Pharmacy); Associate Professor Tony Masters (Chair of the Academic Board); Associate Professor Peter McCallum (Director, Educational Strategy) (for Professor Pip Pattison); Associate Professor Maurice Peat (Business); Professor Anne Twomey (Law); Professor Sandra van der Laan (Business).

Attendees: Professor Tyrone Carlin (Deputy Vice-Chancellor (Registrar)) (for Item 5.1); Dr Matthew Charet (Secretary); Alison Eaton (Policy Register Administrator); Tristan Enright (Manager, Educational Integrity) (for Item 4.2); Pearl Rozenberg (Sub-Dean, Business) (for Item 4.6); Kate Small (University Quality Manager).

Apologies: Associate Professor Alex Chaves (Veterinary Science); Dr Frances Di Lauro (Arts & Social Sciences); Professor Pip Pattison (Deputy Vice-Chancellor (Education)) (Associate Professor McCallum attending instead); Samay Sabharwal (Nominee, SUPRA).

8/2017

UNCONFIRMED MINUTES

1 WELCOME AND APOLOGIES

The Chair welcomed members to the final meeting for 2017 and apologies were noted as recorded above.

2 PROCEDURAL MATTERS

2.1 Minutes of the Previous Meeting

The minutes of the previous meeting held on 26 September 2017 were approved as a true record of the meeting.

Resolution ASPC17/8-1
That the Academic Standards and Policy Committee resolve that the minutes of meeting 7/2017,

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held on 26 September 2017, be confirmed as a true record.

2.2 Business Arising

The Chair advised that the issues raised by Professor Graeber under Item 6.1 Any Other Business were referred by the Chair of Academic Board to the Provost and Deputy Vice-Chancellor (Registrar) for consideration.

3 STANDING ITEMS

3.1 Report of the Chair

The Chair advised that she had nothing to report.

Resolution ASPC17/8-2
That the Academic Standards and Policy Committee note the report of the Chair.

3.2 Report of Academic Board

Further to the written report circulated with the agenda, Associate Professor Masters highlighted that a proposed new committee structure for the Academic Board was presented at the meeting. Subject to feedback, it is anticipated that this structure will be presented for approval to the 28 November meeting of the Academic Board, along with draft Terms of Reference for the committees. Members were invited to comment on the draft committee structure as presented in the agenda pack for the 10 October meeting of the Academic Board.

Resolution ASPC17/8-3
That the Academic Standards and Policy Committee note the report of the Academic Board meeting held on 10 October 2017.

4 ITEMS FOR ACTION

4.1 Phase 5 AB-UE Faculty Reviews

Further to the written report circulated with the agenda, Ms Small informed members that for the last twenty years, faculties have been regularly reviewed by the Academic Board and Provost on a 4-5 year cycle. With Phase 4 of these reviews nearing completion, the review process itself has been reconsidered by a working group (led by the Provost and Chair of Academic Board) to accommodate changes to the organisational structure of the University and allow for a more focussed review process. The paper outlines a series of thematic reviews which will examine performance across and between faculty in the area under review, as well as how faculties interact with Professional Service Units. A number of suggested themes are presented, with Student Wellbeing and Safety the topic chosen for 2018 to build on the activities of the International Student Experience and the Student Wellbeing Taskforces. Both the Academic Board and University Executive will continue to assess the outcomes of each review.

In discussion, the desirability of asking all faculties the same questions at the same time was highlighted, and it was observed that TEQSA is more interested in how we meet the standards of the Higher Education Standards Framework (HESF) than in policies. The importance of definition and alignment with review activities already underway or recently undertaken was emphasised (for example, the HDR Research Training Needs Analysis). The inclusion of professional accreditation was also discussed, with members informed that this is more likely to be included as part of the new award course review process.

The committee agreed to endorse this proposal for presentation to the Academic Board.

Resolution ASPC17/8-4
That the Academic Standards and Policy Committee recommend that the Academic Board:
(1) endorse the proposed model of thematic reviews for the next five-year phase of joint Academic Board – University Executive reviews of faculties and University schools;
(2) endorse the theme of "Student Wellbeing and Safety" for review in 2018; and
(3) note the themes proposed for future years (to be finalised annually to ensure alignment with contemporary priorities).

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4.2 Assessment: A University-wide Approach

Associate Professor McCallum spoke to this paper and thanked Associate Professor Judy Anderson (Co-Chair of the Assessment Working Group), Ms Agus and other members, as well as Dr Leah Schwartz and Tristan Enright from the Education Portfolio, for their contributions to the Working Group. The Working Group had been established by the Deputy Vice-Chancellor (Education) and the Chair of Academic Board to realise the ambitions of the Strategic Plan 2016-2020, calling for a new vision of assessment. This vision is to include more effective feedback loops and relate assessment more closely to the HESF.

The paper includes five recommendations: alignment of assessment to meet learning outcomes; mapping of assessment over the full curriculum; coordination of assessment across degrees, streams and majors as well as at unit of study level; assessment against and possible measurement of attainment against graduate qualities; and better use of project-based assessment (especially to measure intangible qualities such as influence and collaboration).

In discussion, Ms Henderson suggested that there may be an increased need for barrier units of study to enable incremental monitoring of attainment of graduate qualities. Associate Professor McCallum advised that graduate qualities are not intended to be pass / fail, but will be attested to via a statement on graduation. The project is also initially intended for undergraduate courses, with different qualities needed for HDR and postgraduate coursework study. Avoidance of redundant assessment is desirable, as is enabling agility of assessment, both to be achieved with the aid of an anticipated curriculum mapping tool. Members were assured that in recognition of the volume of work required to realise this strategy, resources would be made available to assist.

The proposal (including its recommendations) was endorsed for presentation to the Academic Board.

Resolution ASPC17/8-5
That the Academic Standards and Policy Committee:
(1) note the report of the Assessment Working Group; and
(2) recommend that the Academic Board endorse the recommendations set out in the report.

4.3 Curriculum and HESF Policy Changes

Associate Professor McCallum informed members that this proposal contains several components, including: the addition of a definition of 'major' to the *Learning and Teaching Procedures 2016*; clarification of testamur hierarchy and nomenclature; and governance of units of study not offered by faculties. The rescission of the Senate policy on *Equal Opportunity in Education* is also recommended, as this has now been enshrined in the *Learning and Teaching Policy 2015*.

In discussion, a number of drafting corrections and clarifications were requested, and faculties were asked to ensure that Program Directors are appointed for all activities outlined in the *University of Sydney (Delegations of Authority – Academic Functions) Rule 2016*, and if necessary, change the titles of staff with responsibility for these delegations.

Subject to minor amendment, the proposals were endorsed for presentation to the Academic Board.

Resolution ASPC17/8-6
That the Academic Standards and Policy Committee recommend that the Academic Board:
(1) approve changes to the Learning and Teaching Policy *arising from curriculum implementation and an audit against the Higher Education Standards Framework;*
(2) recommend that the Deputy Vice-Chancellor (Education) approve changes to the Learning and Teaching Procedures *arising from curriculum implementation and an audit against the Higher Education Standards Framework; and*
(3) recommend that Senate rescind the policy Equal Opportunity in Education*, noting that this policy has now been incorporated into the* Learning and Teaching Policy 2015*,*
with effect from 1 January 2018.

4.4 *Continuing and Extra-Curricular Education Policy 2017*

Associate Professor McCallum advised that provision of continuing education is a key component of the University's engagement strategy. In 2017, internal and external audits of the Centre for

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Continuing Education and its courses were undertaken and the recommendations of these audits have been incorporated into the policy. Members were informed that the Non-Award Sub-Committee of the Board of Interdisciplinary Studies (BIS) has responsibility for approval of non-award courses and that it reports to the BIS, which is chaired by the Provost and includes the DVC (Education) in its membership.

In discussion, it was agreed that Ms Henderson receive an electronic copy of the policy for final review, and that any editorial changes she suggests be incorporated into the policy before it proceeds to the Academic Board for approval. The proposal was otherwise endorsed for presentation to the Academic Board.

Resolution ASPC17/8-7
That the Academic Standards and Policy Committee recommend that the Academic Board endorse the Continuing and Extra-curricular Education Policy 2017 *and recommend that the Deputy Vice-Chancellor (Education) adopt the policy, with effect from 1 January 2018;*

4.5 Curriculum Framework and *Coursework Policy 2014* Changes for a Research-Pathway Masters degree and Vertically-Integrated Masters degrees

This proposal establishes the policy framework to enable the creation of both a stand-alone research-pathway Masters degree (the Master of Advanced Studies) as well as vertically-integrated Masters degrees by recommending the amendment of the *Coursework Policy 2014*. The Master of Advanced Studies is intended to provide a coursework pathway into HDR research. It is hoped that the Federal Government's funding position for postgraduate CSPs will be resolved positively by 2019, the proposed date for commencement of the stand-alone Master of Advanced Studies; if not, the proposal will be revised for delivery in 2020.

In discussion, the need for further editorial amendments to the policy was highlighted and agreed to before presentation to the Academic Board. The possible allowance of credit from the Master of Advanced Studies to meet the coursework requirements of HDR study was also suggested.

Subject to the incorporation of any editorial changes recommended by the Policy Management Unit, the proposal was endorsed for presentation to the Academic Board.

Resolution ASPC17/8-8
That the Academic Standards and Policy Committee recommend that the Academic Board:
(1) approve the proposed curriculum framework for a research-pathway Masters degree;
(2) note the name Master of Advanced Studies ([discipline]) for the research-pathway Masters degree;
(3) approve the proposed curriculum framework for vertically-integrated research-pathway and professional/specialist Bachelor/Master combined degrees; and
(4) approve changes to the Coursework Policy 2014 incorporating the curriculum framework for a research pathway Masters degree and vertically integrated degrees.

4.6 *University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended)*

Ms Rozenberg informed members that the Rule requires amendment to reflect changes to the *University of Sydney (Delegations of Authority – Academic Functions) Rule 2016*.

The proposal was endorsed for presentation to the Academic Board.

Resolution ASPC17/8-9
That the Academic Standards and Policy Committee recommend that the Academic Board:
(1) endorse the amendment of the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended)*, as presented; and*
(2) recommend that Senate approve the amendment of the Rule*,*
with effect from 1 January 2018.

4.7 Arts & Social Sciences: Faculty Resolutions

Ms Henderson requested an amendment to clause 5(2), to refer to "the Dean or ~~their delegate~~Associate Dean". Subject to this amendment, the proposal was endorsed for presentation to the Academic Board.

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Resolution ASPC17/8-10
That the Academic Standards and Policy Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Arts and Social Sciences to amend its Faculty Resolutions; and
(2) approve the amendment of Faculty Resolutions arising from the proposal,
with effect from 1 January 2018.

4.8 Dentistry: Faculty Resolutions

This proposal was endorsed for presentation to the Academic Board as presented.

Resolution ASPC17/8-11
That the Academic Standards and Policy Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Dentistry to amend its Faculty Resolutions; and
(2) approve the amendment of Faculty Resolutions arising from the proposal,
with effect from 1 January 2018.

5 ITEMS FOR NOTING

5.1 Student Misconduct Report 2015-2016

The Deputy Vice-Chancellor (Registrar) spoke to the written report circulated with the agenda, advising that it has been updated since its initial presentation to the previous meeting. Ms Rex, former Director of Student Affairs, was thanked *in absentia* for updating the report as requested at that meeting. The report reinforces the gravity with which the University treats a range of unacceptable behaviours, and Professor Carlin informed members that the student associations have done a good job in making clear to students that misconduct is taken seriously and provide good advice to students under investigation.

Associate Professor Masters informed members that this is Professor Carlin's final attendance before the committee, and extended thanks to Professor Carlin for his contributions to the committee while in office. He observed that Professor Carlin has always had "the best interests of the University at heart". Professor Carlin's contribution was recognised by acclamation.

Resolution ASPC17/8-12
That the Academic Standards and Policy Committee recommend that the Academic Board note the Student Misconduct Report 2015 – 2016, as presented.

5.2 2016 Quality Verification System Review

Associate Professor McCallum observed that these reports call for better articulation of learning outcomes. Faculties are to be invited to respond to the reports advising of what changes they might make to units of study arising from the feedback provided.

Resolution ASPC17/8-13
That the Academic Standards and Policy Committee note the feedback provided about the University of Sydney units of study that were reviewed during the 2016 Group of Eight (Go8) Quality Verification System (QVS) review.

Action 4/2017: Discuss communication strategy to solicit responses to review report and encourage provision of feedback. Responsible: Peter McCallum, Chair of Academic Board, Executive Officer. Timing: As soon as possible.

5.3 Arts & Social Sciences: Phase 4 Faculty Review Report and Response – CONFIDENTIAL

This report and response were noted as presented.

Resolution ASPC17/8-14
That the Academic Standards & Policy Committee recommend that the Academic Board note the report of the Phase 4 Review of the Faculty of Arts and Social Sciences and the Faculty's response, as presented.

6 OTHER BUSINESS

6.1 Any Other Business

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The Chair thanked members for their engagement with the work of the committee through the year, and the Chair of Academic Board thanked the Chair for managing large agendas and providing clear outcomes on the matters brought before the committee.

Next meeting: 2:00pm – 4:00pm, **Tuesday 13 February 2018**
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/2017/20171114-ASPC-Agenda-Pack.pdf

Submission To	Academic Standards & Policy Committee
Date	13 February 2018
Item No	2.3

Non-Confidential

Author	Matthew Charet, Executive Officer to Academic Board
Reviewer/Approver	Associate Professor Tony Masters, Chair of Academic Board
Paper title	Revised Terms of Reference
Purpose	To seek the Committee's endorsement of revised Terms of Reference

RECOMMENDATION

That the Academic Standards & Policy Studies Committee recommend that the Academic Board approve the revised Terms of Reference, as presented, with effect from 6 March 2018.

EXECUTIVE SUMMARY

At its meeting of 28 November 2017, the Academic Board approved a draft set of Terms of Reference to accompany a restructure of the Standing Committees of the Academic Board. The background of the proposal, including an explanation of the purpose of the restructure of the committees, revision of the Terms of Reference and constituency for each committee, and the consultation process through which the current draft was formulated, can be found in the agenda papers for the 28 November 2018 meeting of the Academic Board (as Item 4.2).

It was agreed at that meeting that the Terms of Reference would be presented to each committee for endorsement at the first cycle of committee meetings in 2018. The draft Terms of Reference for the Academic Standards & Policy Committee are attached, with additional feedback received from the University Policy Manager following the November meeting included as marked. This draft is presented to the Committee for its consideration and endorsement.

The committee is asked to resolve on this proposal as recommended above, for presentation of the Terms of Reference to the 6 March 2018 meeting of the Academic Board.

ATTACHMENTS

Attachment 1: Draft Terms of Reference – Academic Standards & Policy Committee

Academic Standards and Policy Committee – draft 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 formulate, ~~and~~ review and, as appropriate, recommend policies, guidelines and procedures relating ~~in relation~~ to academic matters, particularly with respect to academic issues that have scope across the University, including equity and access initiatives.
2. To ~~determine~~ recommend to the Academic Board policy concerning the programs of study or examinations in any Faculty, ~~college~~ University School or Board of Studies.
3. To advise the Academic Board and Vice-Chancellor on policies concerning the academic aspects of the conditions of appointment and employment of academic staff.
4. To provide academic oversight of admissions, credit and recognition of prior learning in relation to domains 2.4.2, 2.4.3, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.2.4, 6.3.1 (a), (b), (d), 6.3.2 (a), (d), (e), of the *Higher Education Standards Framework (Threshold Standards) 2015*.
5. To provide academic oversight of research training in relation to domains 4.2.1 (a) – (e), and 6.3.1 (a), (b), (d), 6.3.2 (a), (d), (e), of the *Higher Education Standards Framework (Threshold Standards) 2015*.
6. 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~~internally-consistent, incorporate the best ideas and are aligned with the strategic goals of the University.
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 the University Executive to promote cross-referencing and discussion of matters ~~pertaining~~ relating to academic standards and policy.
9. To receive regular reports from, and provide advice to, the Deputy Vice-Chancellors relevant to ~~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.

Constitution

Ex Officio Members

the Chair of the Committee
the Chair of the Academic Board, or nominee
the Deputy Vice-Chancellor (Education), or nominee
the Director, Educational Innovation, or nominee
the President of the Students' Representative Council, or nominee

the President of the Sydney University Postgraduate Representative Association, or nominee

Appointed members

The Academic Board shall, on nomination by members of the Academic Board, appoint:

- ~~The Academic Board shall appoint~~ one member from each Faculty and University School; and
- at least one undergraduate student member. ~~nominated by members of the Board.~~

The Academic Board shall, on the recommendation of the Chair of the Academic Board, appoint as its representatives three elected staff members of the ~~Academic~~ Board ~~on the recommendation of the Chair of the Academic Board~~. On the recommendation of any two of these members, an item before the Committee will be referred to the Academic Board as a starred item for consideration.

Deputy Chair

The Committee may ~~-~~, on the nomination of its Chair, appoint one member~~, on the nomination of the Chair of the Committee,~~ to act as Deputy Chair.

Co-opted members

On the recommendation of the Committee, the Academic Board may co-opt additional members. Co-opted members may be selected from the University community or be external to the University of Sydney and may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of cooption and such members shall have all rights and privileges of other members.

Obser~~v~~vers

Students and staff of the University may attend meetings as observers, and may ~~are allowed~~, with the permission of the Chair of the committee, ~~to~~ address the meeting on issues being considered by it. ~~the committee.~~

Frequency of Meetings

The Committee shall meet at least five (5) times a year.

Voting ~~Rights~~

Voting is ~~rights at meetings of the Committee are~~ restricted to ex-officio members, appointed members and co-opted members.

Quorum

A quorum for a meeting of the Committee shall be seven ~~(7)~~ members.

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Submission To	Academic Standards & Policy Committee
Date	13 February 2018
Item No	3.2

Non-Confidential

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 Committee of the outcomes of the Academic Board meeting held on 28 November 2017

RECOMMENDATION

That the Academic Standards & Policy Committee note the report of the Academic Board meeting held on 28 November 2017.

REPORT OF ACADEMIC BOARD MEETING

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 14 November 2017; and

- endorses amendments to the *University of Sydney (Higher Degree by Research) Rule 2011 (as amended)* and recommend that Senate adopt the amended Rule, as presented, with effect from 1 January 2018;
- approved the amendment of the *Progress Planning and Review of Higher Degree by Research Students Policy 2015* and the *Progress Planning and Review of Higher Degree by Research Students Procedures 2015*, as presented, and adopted the amended policy and procedures, with effect from 1 January 2018;
- approved the amendment of the *Supervision of Higher Degree by Research Students Policy 2013*, as presented, and adopted the amended policy, with effect from 1 January 2018;
- approved the amendment of the *Thesis and Examination of Higher Degrees by Research Policy 2015*, as presented, and adopted the amended Policy, with effect from 1 January 2018;
- endorsed the proposed model of thematic reviews for the next five-year phase of joint Academic Board – University Executive reviews of faculties and University schools; endorsed the theme of "Student Wellbeing and Safety" for review in 2018; and noted the themes proposed for future years (to be finalised annually to ensure alignment with contemporary priorities);
- approved changes to the *Learning and Teaching Policy 2015* arising from curriculum implementation and an audit against the Higher Education Standards Framework; recommended that the Deputy Vice-Chancellor (Education) approve changes to the *Learning and Teaching Procedures 2016* arising from curriculum implementation and an audit against the Higher Education Standards Framework; and recommended that Senate rescind the policy *Equal Opportunity in Education*, noting that this policy has now been incorporated into the *Learning and Teaching Policy 2015*, with effect from 1 January 2018;
- endorsed the *Continuing and Extra-curricular Education Policy 2017* and recommended that the Deputy Vice-Chancellor (Education) adopt the policy, with effect from 1 January 2018;
- endorsed the amendment of the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended)*, as presented, and recommended that Senate approve the amendment of the Rule, with effect from 1 January 2018;
- approved a proposal from the Faculty of Arts and Social Sciences to amend its Faculty Resolutions and approved the amendment of Faculty Resolutions arising from the proposal, with effect from 1 January 2018;
- approved a proposal from the Faculty of Dentistry to amend its Faculty Resolutions and approved the amendment of Faculty Resolutions arising from the proposal, with effect from 1 January 2018;
- noted the Student Misconduct Report 2015 – 2016, as presented; and
- noted the report of the Phase 4 Review of the Faculty of Arts and Social Sciences and the Faculty's response.

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Date	13 February 2018
Item No	3.2

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Items related to the Admissions Committee

The Academic Board noted the report from the meeting of the Admissions Committee held by circulation on 14 November 2017; and

- approved a proposal from the Admissions Office that the Irish Leaving Certificate undertaken from 2017 onwards be assessed for admission to the University of Sydney using the revised schedule S9266, which includes new grades and tariff as allocated by the Irish Central Applications Office, with immediate effect.

Items related to the Graduate Studies Committee

The Academic Board noted the report from meeting of the Graduate Studies Committee held on 7 November 2017 and:

- approved a proposal from the Faculty of Arts and Social Sciences to introduce the Master of Education Leadership in Aboriginal Education; 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 Faculty of Arts and Social Sciences; and approve the introduction of course resolutions arising from this proposal, with effect from 1 January 2019;
- approved a proposal from the Faculty of Arts and Social Sciences to amend the Master of Human Rights and related award courses, as amended, and approve the amendment of unit of study tables arising from the proposal, with effect from 1 January 2018;
- formally noted the previous approval of a proposal from the Faculty of Dentistry to amend the Doctor of Clinical Dentistry (Special Care Dentistry); 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 Faculty of Dentistry; and formally approve the amendment of course resolutions and unit of study tables arising from this proposal, with effect from 1 January 2018;
- approved the proposed curriculum framework for a research-pathway Masters degree; note the name Master of Advanced Studies ([discipline]) for the research-pathway Masters degree; approve the proposed curriculum framework for vertically-integrated research-pathway and professional/specialist Bachelor/Master combined degrees; and approve changes to the *Coursework Policy 2014* incorporating the curriculum framework for a research-pathway Masters degree and vertically integrated degrees, with effect from 1 January 2018;
- approved a proposal from the Faculty of Engineering and Information Technologies to amend the Master of Information Technology / Master of Information Technology Management and approve the amendment of course resolutions and unit of study tables arising from this proposal, with immediate effect;
- approved a proposal from the Sydney Law School to amend the Doctor of Juridical Studies, Master of Criminology by Research and Master of Laws by Research degrees and approve the amendment of course resolutions arising from the proposal, with effect from 1 January 2018 (endorsed as amended at the 19 September 2017 meeting of the Graduate Studies Committee);
- approved a proposal from the Sydney Medical School to amend the Master of International Public Health and the Graduate Diploma in International Public Health (including renaming these award courses); 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 Sydney Medical School; and approve the introduction of course resolutions and units of study arising from this proposal, with effect from 1 January 2019;
- approved a proposal from the Sydney Medical School to introduce a stream in General Practice and Primary Health Care in the Master of Medicine / Master of Science in Medicine and associated award courses; 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 Faculty of Medicine; and approve the amendment of course resolutions and the introduction of new units of study arising from this proposal, with effect from 1 January 2019;
- approved a proposal from the Sydney Medical School to amend the Master of Public Health and the Graduate Diploma in Public Health; 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 Faculty of Medicine; and approve the amendment of course resolutions and units of study arising from this proposal, with effect from 1 January 2019;
- approved a proposal from the Faculty of Science to introduce the Bachelor of Science / Master of Mathematics; 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

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Date	13 February 2018
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the Faculty of Science; and approve the introduction of course resolutions and the amendment of unit of study tables arising from this proposal, with effect from 1 January 2019;

- approved a proposal from the Faculty of Science to introduce the Master of Mathematics; 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 Faculty of Science; and approve the introduction of course resolutions and the amendment of unit of study tables arising from this proposal, with effect from 1 January 2019; and
- approved a proposal from the Faculty of Science to amend the Graduate Diploma in Psychology and approve the amendment of course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2019.

Items related to the Undergraduate Studies Committee
The Academic Board noted the report from the meeting of the Undergraduate Studies Committee held on 7 November 2017 and:

- approved a proposal from the Sydney Conservatorium of Music to amend the Bachelor of Music and approve the amendment of the course resolutions arising from the proposal, with effect from 1 January 2018;
- approved a proposal from the Faculty of Science to amend the Bachelor of Psychology and approve the amendment of the course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2019;
- approved a proposal from the Faculty of Science to amend the pre-2018 curriculum Bachelor of Science, Bachelor of Science (Advanced), Bachelor of Science (Advanced Mathematics) Bachelor of Science/Bachelor of Arts, Bachelor of Liberal Arts and Science, Bachelor of Psychology, Bachelor of Science / Bachelor of Laws, Bachelor of Science / Master of Nutrition and Dietetics, Bachelor of Science (Advanced) / Doctor of Dental Medicine and Bachelor of Science (Advanced) / Doctor of Medicine and approve the amendments to course resolutions and tables of units of study arising from the proposal, with effect from 1 January 2018; and
- approved a proposal from the Faculty of Science to amend the Bachelor of Medical Science, Bachelor of Medical Science (Honours) and Bachelor of Medical Science / Doctor of Medicine award courses and approve the amendment of course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2018.

Other matters
The Academic Board also:

- observed the presentation of the 2017 Wentworth Medal;
- approved the 2018 membership of the Academic Board;
- granted authority to the Chair and Deputy Chair to act on behalf of the Board in respect to any urgent matters that arise between this meeting and the next meeting on 6 March 2018;
- received a report from the Pro-Vice-Chancellor (Research – Engagement and Enterprise) on recognising engagement in promotions at the University of Sydney;
- received a report from the Co-Chairs of the Assessment Working Party on developing a University-wide approach to assessment, and accepted the recommendations set out in the report;
- noted the Report of the Chair and the verbal report from the Vice-Chancellor and Principal;
- adopted a committee architecture for 2018/9 committees; noted draft Terms of Reference for these committees, and asked the committees to present finalised Terms of Reference to the first meeting of the Academic Board in 2018;
- received an update on the University's TEQSA re-registration;
- received a report from the student members of the Board; and
- approved the 2018 Academic Calendars for the Faculty of Arts and Social Sciences, Faculty of Dentistry, Sydney Medical School and Sydney Nursing School.

The full agenda pack for the 28 November 2017 meeting of the Academic Board is available from: sydney.edu.au/secretariat/pdfs/academic-board-committees/AB/2017/20171128-AB-Agenda-Pack.pdf

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Submission To	Academic Standards & Policy Committee
Date	13 February 2018
Item No	4.1

Author	Georgie Wheadon, Senior Policy and Projects Officer, Education Strategy
Reviewer/Approver	Peter McCallum, Director, Education Strategy
Paper title	PROPOSED REVISIONS TO COURSE RESOLUTION TEMPLATES
Purpose	To propose revisions to the undergraduate and postgraduate course resolutions templates

RECOMMENDATION

That the Academic Standards and Policy Committee recommend that the Academic Board adopt the revised undergraduate and postgraduate course resolutions templates, as presented, with immediate effect.

EXECUTIVE SUMMARY

As part of the curriculum mapping and management projects, the Education portfolio has revised the current templates for course resolutions. Suggestions to improve the templates are included in **Attachment 1 (**undergraduate courses**) and Attachment 2** (postgraduate courses)**.**

Once the structure of the templates has been agreed, the intention is to incorporate the revised templates into Sydney Curriculum, the online system being used for the curriculum mapping project. Faculties will be asked to populate the new templates and phase out use of the current templates. An implementation schedule for this work will be advised later by the Education portfolio.

The Education portfolio will work with the vendor of Sydney Curriculum (Akari) on any modifications that are needed to embed the templates in the online system. This may necessitate changes to the format of template, with any additional issues returned to UE Education for discussion and endorsement.

BACKGROUND

'Award course resolutions' (course resolutions) are defined in the Coursework Policy 2014, as the 'resolutions setting out the requirements for the award approved by the Academic Board and tabled at a meeting of the Senate'. They are also described in cl 2.3 of the Coursework Rule 2014.

Course resolutions must specify admission, degree requirements and related matters in a way that is clear and states unambiguously what is necessary to gain admission and complete the degree, particularly including any element specific to the degree not covered in University policy. In general, course resolutions should not re-state rules at a higher level of resolutions, such as faculty or Senate resolutions. They should list additions or enhancements to those rules only, where required or permitted.

Course resolutions templates are included in the course proposal and course review template. Faculties have been using the templates and customising them to some degree, but there is a growing need for course information to be available in a consistent format. There is also a need for the templates to reflect the requirements of the new undergraduate curriculum including the categorisation of types of undergraduate degree (liberal studies, specialist, professional and vertically integrated research-track), and the elements in Table S (the shared pool of majors and minors, the Dalyell stream) and Table O (the Open Learning Environment).

Following the finalisation of course resolution templates, faculty and Senate resolution templates will also be revised with changes to be brought forward for consideration of the Committee.

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ISSUES

New sections, edits and suggested instructions to faculties added in tracked changes **(Attachments 1 and 2).** The instructions have been written with intention that faculties should fill in as little 'free text' as possible, and to complete only the sections relevant to their degree. Where possible, the faculty will be asked to select the relevant response for a section from a drop-down menu of choices, including the option 'X is not available in this degree'. The main suggestions for changes to the template are listed below.

Undergraduate resolutions:
- added 'Student Mobility Policy 2018' (policy name to be confirmed) (preamble)
- updated references to coursework and learning and teaching policies (preamble)
- added degree type (section 3);
- added Bachelor type (section 4);
- renumbered sections (section 5 – 17);
- refined Faculty Management section to apply to all degrees (section 6);
- added mathematics prerequisite clause as optional content to admission requirements (section 7);
- added (as optional content) award requirements for degree core, programs, streams, majors, minors, Open Learning Environment units and combined Bachelor of Advanced Studies (sections 8 and 9);
- added (as optional content) progression rules for program, major, minor and Dalyell stream (section 10);
- added (as optional content) Bachelor of Advanced Studies with Honours to options for the award of the degree (section 11);
- revised honours requirements to include honours in the combined Bachelor of Advanced Studies, as appropriate (section 11);
- added requirement to specify the formula used to calculate the honours mark, and/or where it is recorded (section 11);
- revised wording to emphasise credit-transfer arrangements must be consistent with the Coursework Policy 2014 (section 16);
- renamed 'Transitional Arrangements' with 'Commencement of these resolutions' (section 17); and
- nominated the Student Centre as the appropriate contact for people wishing to transfer streams or enquire about exchanges (section 5 and section 14).

Postgraduate resolutions:
- added 'Student Mobility Policy 2018' (policy name to be confirmed) (preamble);
- revised definition of Master's -Research Pathway Master's as a class award option (section 7);
- added new section on recognition of prior learning (section 10);
- renumbered sections (sections 11- 16);
- deleted section on credit for previous study (formerly section 14);
- added new section on award of the master's degree, graduate diploma and graduate certificate (section 14); and
- renamed 'Transitional Arrangement' with 'Commencement of these resolutions' (section 16).

CONSULTATION

The Education portfolio consulted the Acting Chair of the Academic Board about the proposed changes to the templates, and the intention to introduce them as a replacement for all current course resolution templates. This proposal was also considered by the Undergraduate Studies Committee on 6 February 2018 and updates made based on their feedback.

ATTACHMENTS

Attachment 1 – Revisions to the undergraduate course resolutions template
Attachment 2 – Revisions to the postgraduate course resolutions template

APPENDIX 3A: UNDERGRADUATE COURSE RESOLUTIONS

The objective of the course resolutions is to describe admission, ~~its~~ requirements and related matters in a way that is clear and states unambiguously what is necessary to gain admission and complete the degree, particularly including any element specific to the degree not covered in University policy. The course resolutions are the 'source of truth' for award requirements. They should be informative and definitive to a prospective student, a current student and a staff member. Course resolutions should not be specified if the content is adequately covered at a higher level i.e. in a University policy or Faculty resolution. In general, course resolutions should not re-state rules at a higher level – they should list additions or enhancements to those rules only, where required or permitted.

The style of course resolutions should be in plain and clear English, but relatively formal. Think of the reader as being a prospective student. This should not prevent you from being thorough or definitive. The actual audiences are prospective and current students and staff of the University.

Bachelor of XXX
Bachelor of XXX/Bachelor of Advanced Studies
Bachelor of XXX/Master of XXX ~~(Honours)~~
Advanced Diploma in XXX
Diploma in XXX

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 201~~4~~0 (the 'Coursework Rule'), the Coursework Policy 2014 (the 'Coursework Policy'), the Learning and Teaching Policy 2015, the Resolutions of the Faculty, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended), the Student Mobility Policy 2018 and the Academic Board policies and procedures on Academic Honesty in Coursework. ~~Up to date~~Current versions of all ~~such documents~~policies are available from the Policy Register: http://www.sydney.edu.au/policies.
~~on Academic Dishonesty and Plagiarism.~~

Course resolutions

1. Course codes
[Required content – ~~List~~ enter the applicable codes and course names]~~the applicable option the codes and course names covered by these resolutions.]~~

Code	*Course ~~and stream~~ title*

2. Attendance pattern
(1) *[Required content – s~~elect~~ the applicable option from the dropdown list. If the course can be taken partly, fully, or only in distance mode, please indicate as below. Otherwise delete reference to distance mode]* The attendance pattern for this course is [list]full time or ~~or~~ part time according to candidate choice / full time only / part time only[list ends].
(2) *[Required content~~state whether the course is available full time, part time or both. If the course can be taken partly, fully, or only in distance mode, please indicate as below. Otherwise delete reference to distance mode~~]* Visa requirements commonly restrict international students to full time study only.
~~(1)~~(3) *[Required content or delete if not applicable]* Some/all units of study are available/only available in distance mode.

[Visas normally restrict international students studying within Australia to taking a maximum of 25% of a course via distance mode]

3. Degree type
[Select the applicable option from the drop-down list]
Single
Combined
Double

4. Bachelor type
[Select the applicable options from the drop-down list]
Liberal Studies
Specialist
Professional
Combined Bachelor (please specify the degree types for the Bachelor degrees)
Vertically integrated Bachelor/Masters (professional or specialist)
Vertically integrated Bachelor/Masters (research track)
Double Liberal Studies/Professional Masters

5. Streams

(1) *[Required Optional content where there are streams – delete if no streams. If the Dalyell Stream is available, it should be mentioned here]*
The [iInsert name of Diploma, Advanced Diploma, Bachelor, Combined Bachelor, Vertically integrated Bachelor/Master/Double degree]Bachelor, Bachelor/Bachelor of Advanced Studies/Advanced Diploma in / Diploma in/of XXX is available in the following streams: [insert names].

(2) [*Required content if 5 (1) not deleted*] Completion of a stream is/ is not a requirement of the course.

(1)(3) [*Required content if 5 (1) not deleted*] Candidates wishing to transfer between streams should contact the facultyStudent Centre.

64. Cross-fFaculty management

(1) *[Required content]* This degree is managed by XXX.

(2) *[Optional content – delete or adjust if not relevant]* Candidates in this a combined or combined double degree program will be under the general supervision of the Faculty of XXX until the end of the semester in which they complete the requirements for the Bachelor of XXX. They will then be under the supervision of the Faculty of YYY.

(3) *[Optional content – delete if not relevant]* For combined and double degrees, tThe Deans of the Faculty of XXX and the Faculty of YYY shall jointly exercise authority in any matter concerned with the combined or double degree course not otherwise dealt with in these resolutions.

75. Admission to candidature

[Required content - admission to candidature for bachelor's degrees and most diplomas and advanced diplomas is covered by the Coursework Rule 2014. In most cases the generic text below will suffice. You may wish to highlight some of the special features or schemes that apply to your course but should avoid detail that is likely to duplicate (or potentially contradict) the content of the Coursework Rule 2014. Make sure the Coursework Rule 2014 accurately reflect your admission rules, including the information in the course specific schedules such as tests, interviews, auditions etc.

If these rules are for a diploma or advanced diploma where admission to candidature is not via the UAC and admission is on some basis other than that specified in the Coursework Rule 2014, specify the admission criteria here.

Admission to candidature for honours degrees is dealt with under the heading 'Requirements for the Honours degree'.]

(1) *[Required content]* Admission to this course is on the basis of a secondary school leaving qualification such as the NSW Higher School Certificate (including interstatenational and international equivalents), tertiary study or an approved preparation program. English language requirements must be met where these are not demonstrated by sufficient qualifications taught in English. Special admission pathways are open for mature aged applicants who do not possess a school leaving qualification, educationally disadvantaged applicants and for Aboriginal and Torres Strait Islander peopleapplicants. Applicants are ranked by merit according to the category of admission and offers for available places are issued according to the ranking. Details of admission policies are found in the Coursework Rule and Coursework Policy.

(2) *[Optional content – delete or modify as necessary]* In addition, admission to this course requires the applicant to sit a STAT test / participate in an interview/ attend an audition. The results of this process will form part of the ranking or applicants.

(3) *[Optional content – delete or modify as necessary]* Students who have undertaken a year 12 qualification in Australia need to achieve a Band 4 in the HSC Mathematics (not Mathematics General) or similar result in equivalent interstate year 12, IB or GCE A Level subjects or other year 12 qualifications as determined by the Admissions Committee, to be eligible for admission to XXXX.

8~~6~~. Requirements for award

[Specify requirements in terms of total credit points and subsets of credit points. ~~For the purposes of the Sydney Student re-writing exercise, the requirements will be expressed in the terms of the 2010 Faculty resolutions, except where these are incomplete or otherwise indeterminate. In these cases, the requirements will be determined in cooperation with the relevant Faculty and re-written.~~

Conditions should be specific rather than general. The requirements need to state the total credit points needed as well as any features within that total. Specify the structure of the degree, i.e. how many majors/minors/programs ~~streams~~ the candidate must complete and whether the degree has a ~~mandatorydegree~~mandatory degree core (maximum 24 credit points for Liberal Studies Degrees)~~, the number of credit points for a major/ stream, the maximum number of junior/senior credit points etc~~. Avoid expressing requirements in terms of numbers of units of study, i.e. '12 credit points' rather than 'two units of study'.

Units of study should be listed separately in a table, and it is good practice to embed the course rules into the table in a way that guides a candidate through the requirements. ~~, however, T~~a ~~t~~ables of units of study should be labelled according to the degree or degrees to which they apply (e.g. Table A for the Bachelor of XXXX) and referred to consistently by that label. Detailed requirements for curriculum components (degree core, streams, programs, majors and minors) should be listed in the relevant Tables under suitable ordered headings to facilitate navigation. The table of units is part of the resolutions and does NOT replace the expression of the requirements in the resolutions. The Shared Pool for Undergraduate degrees should be referred to as Table S. The Open Learning Environment should be referred to as Table O.

Requirements for streams should be specified in 8 (4). Requirements for programs, majors and minors should be specified in the relevant Tables (Table A for the degree, Table S)

Choose the appropriate options from the pulldown menus.~~]~~]

(1) *[Required content]* The units of study that may be taken for the ~~course/s~~ XX are set out in:
    (a) *[Required content]* Table ~~X~~A for the degree XX and *[Optional content – delete as necessary]* combined degrees (e.g. Bachelor of XX/Bachelor of Advanced Studies):
    (b) *[Optional content – delete as necessary]* Table S of the shared pool of undergraduate degrees;
    (c) *[Optional content – delete as necessary]* Table O for the Open Learning Environment;
(2) *[Required content]* In these resolutions, except where otherwise specified, 'Table A', 'Table S' and 'Table O' mean Table A for the degree XX and combined degrees, and Table S and Table O as specified here.
(3) *[Required content]* XX degree
    To qualify for the award of the ~~pass degree/ advanced diploma/diploma~~degree XX, a candidate must complete XXX credit points, comprising:
    (a) *[Optional content – delete as necessary]* degree core units of study as set out in Table A (XX credit points)
    (b) *[Optional content – delete as necessary]* ~~A~~ a program (XX credit points)
    (c) *[Optional content – delete as necessary]* a major (48 credit points~~),~~) as listed in section 7 below;
    (d) *[Optional content – delete as necessary]* a ~~second major~~minor (36~~XX~~ credit points) or second major as listed in Table S;
    ~~(b)~~(e) *[Optional content – delete as necessary]* a minimum of 12 credit points of units of study from the Open Learning Environment as listed in Table O; and~~a stream (XX credit points) selected from the available list of majors/streams or~~
    (f) *[Optional content – delete as necessary]* where appropriate, ~~A major and~~ elective units of study ~~selected from any of the majors,~~from Table A of the XX degree, Table S or Table O.

(4) *[Optional content – delete as necessary] Bachelor of XX/Bachelor of Advanced Studies combined degree*
To qualify for the award of the degree combined XX, a candidate must complete XXX credit points, comprising:
(g) *[Optional content – delete as necessary]* XX credit points of core units of study as set out in Table A
(h) *[Optional content – delete as necessary]* a stream (XX credit points) as listed in section 3 above;
(i) *[Optional content – delete as necessary]* a program (XX credit points) or a major (XX credit points) as listed in section 7 below;
(j) a major from Table A and a second major (48 credit points) as listed in Table S;
(k) a minimum of 24 credit points at 4000-level from Table A for the XX degree or Table S, including a research, community, industry or entrepreneurship project of at least 12 credit points and up to 36 credit points; and
(l) *[Optional content – delete as necessary]* a minimum of 12 credit points of units of study from the Open Learning Environment as listed in Table O; and
(m) where appropriate, elective units of study from Table A of the XX degree or Table S.
(5) Requirements for streams
(a) The requirements for the completion of each stream are as specified in Table A for the Bachelor of X and OR Bachelor of X/Bachelor of Advanced Studies or, in the case of the Dalyell stream, in Table S of the Shared Pool for Undergraduate Degrees.
(b) Candidates wishing to transfer between streams should contact the faculty. Candidates who qualify for the Dalyell stream may complete that stream while also completing another stream

(a) And ensuring:
o   no more than XX credit points in junior (ZZZZ level) units of study
o   at least XX credit points in units of study from the Faculty of YYY (no more than ZZ credit points in units from any other faculty)

97. Program, Majors and Minors
[Required content where there are majors – delete if no majors. List the majors of the course. State whether a major is a requirement or not. Define the minimum requirements for a major and the maximum number of majors one candidate can complete. Modify the model text as appropriateOptional content – choose the appropriate content from the pulldown menus where there is a program, major and/or minor.]

(1) Requirements for programs, majors and minors
(a) Programs, majors and minors are as defined in the Learning and Teaching Policy.
(b) The requirements for completion of programs, majors and minors are as set out in Table A or Table S as appropriate.
(1)(2) Programs
(a) Completion of a programmajor is/ is not a requirement of the course.
(b) A program requires the completion of XX credit points chosen from units of study listed in Table A.
(c) The programs available in the [insert degree, combined or double degree name] are:
[List]
(3) Majors
(a) Completion of a major is/ is not a requirement of the course.
(b) Candidates have the option of completing up to two majors. A major requires the completion of XX senior credit points chosen from units of study listed in the [table for that major]. Requirements for completion of majors are as set out in Table A or Table S as appropriate.
(c) Units of study counted towards one major may not count toward any other major completed. The majors available in the [insert degree, combined or double degree name] are:
[List]

~~(2)~~(4)   Minors
  (a) Completion of a minor is/ is not a requirement of the course
  (b) A minor requires the completion of ~~XX~~36 credit points chosen from units of study listed for the minor in Table A/Table S. Requirements for completion of ~~majors and~~ minors are as set out in Table A or Table S as appropriate.
  ~~(a)~~(c)   The minors available in the [insert degree, combined or double degree name] are:
  [List]

10~~8~~. Progression rules
[Required content.~~ Delete if not applicable.~~ Specify rules about progression from one stage of the degree or diploma to another, if any. It is worth stating __significant__ progression points even if these are evident in the unit of study pre-requisite rules. Specify any consequences __of failure to meet progression rules__, such as transfer to a non-advanced stream, or repeat of a year. Note that the process of exclusion from a course is subject to the procedures of the __Coursework Policy 2014~~progression policy~~__ and exclusion should not be a direct consequence of the rules stated here.]

(1) *[Required content]* Progression within a program, major or minor
Enrolment and progression within a major, minor or program is governed by the progression rules specified for that component in the relevant Table.

~~(1)~~(2)   *[Required content – Select the applicable option from the drop-down menu]* Progression within the [degree]
e.g. Candidates must pass all 1000-level ~~year one~~ units of study ~~(Units of Study with a numeric value of 1xxx)~~ before proceeding to 2000-level units~~year two (units with a numeric value of 2xxx)~~. Failure in any single unit results in a failure of the year and requires the candidate to retake the entire year without credit or exemption for work previously completed.
Or
Candidates must pass UNITXXXX before proceeding to the core units in year three.
Or
Candidates must maintain a Distinction average in all core units in each year of study to continue in the ~~Advanced~~ combined degree. Candidates who do not maintain a distinction average will be transferred to the ~~pass degree~~Bachelor of XXXX.]

(3) *[Optional content]* Progression within the Dalyell stream
  (a) With the permission of the Dalyell coordinator, candidates in the Dalyell stream may attempt units at higher levels than the usual sequence through a program, major or minor.
  (b) Candidates must achieve a Weighted Average Mark at a level determined by the Board of Interdisciplinary Studies in each year of study to continue in the Dalyell stream.
  (c) Candidates who do not maintain a Weighted Average Mark at a level determined by the Board of Interdisciplinary Studies will continue in the Bachelor of ~~Commerce~~XXXX but will not remain in the Dalyell stream.

11~~9~~. Requirements for the h~~H~~onours degree or Bachelor of Advanced Studies with honours
[Required content where __integrated Honours, appended__ h~~H~~onours __or Bachelor of Advanced Studies with ~~integrate~~embedded honours__ ~~is~~are available__. Choose the applicable option from the dropdown menu and then ~~Specify~~ specify__ requirements for admission to candidature and total credit points or specific units of study required__. Where there is a limit on the number of honours places available this must be stated along with the criteria for selection.__ ~~For the purposes of the Sydney Student re-writing exercise, the requirements will be expressed in the terms of the 2010 Faculty resolutions, except where these are incomplete or otherwise indeterminate. In these cases, the requirements will be determined in cooperation with the relevant Faculty and re-written.~~

Conditions should be specific rather than general. ~~If useful, refer to units of study listed separately in a table~~Honours units of study should be listed in the relevant Tables for the degree. ~~It may be useful to embed the honours rules into the table~~ in a way that guides a candidate through the requirements~~.~~, ~~H~~however, a table does NOT replace the expression of ~~the~~ requirements for honours in the resolutions.

There are ~~two~~ three typical patterns of honours: integrated honours, ~~integrated~~embedded honours within the combined Bachelor of Advanced Studies, and appended honours. You may find the model clauses below useful starting points. Remember that the Faculty resolutions may contain rules about the way the grade of honours is determined and the classes of honours awardable.

For additional information and suggestions see the Faculty Resolutions template.]

Integrated honours [Optional content]
(1) Honours, involving a research project, is available to meritorious students who complete an alternative set of units of study in the final/XXX year of their ~~program~~course.
(2) Admission to ~~the~~ integrated honours ~~program~~ is by permission of the program coordinator after the completion of ~~third~~ xxx year. Admission requires a WAM of at least 65 in units of study completed to that point.
(3) To qualify for the award of the honours degree a candidate must complete the requirements for the pass degree but include the alternative XX credit point honours pathway described in the table of units for the degree. Completion of the degree is required in the minimum standard ~~full time~~full-time duration.
(1) The grade of honours will be determined by the honour mark which is calculated according to the following formula...(complete) *[indicate the honours mark formula is specified].*

Embedded honours within the combined Bachelor of Advanced Studies [Optional content]
(1) An embedded honours component, involving a research project, is available to meritorious students in the Bachelor of XXX/Bachelor of Advanced Studies who complete an alternative set of units of study in the Bachelor of Advanced Studies.
(2) Candidates undertaking an honours component within the Faculty of XX must complete the requirements for the honours component full-time over two consecutive semesters. If the Faculty of XX is satisfied that a student is unable to attempt the honours component on a full-time basis and if the Associate Dean so recommends, permission may be granted to undertake honours part-time over four consecutive semesters.
(3) For candidates undertaking an honours component with the Faculty of XX, admission, requirements and award of honours are according to these resolutions and the Resolutions of the Faculty of XX.
(4) For candidates undertaking an honours component in another faculty, admission, requirements and award of honours are according to these resolutions and the relevant resolutions of the faculty in which the honours component is undertaken.
(5) Admission to the embedded honours component is by permission of the relevant honours program coordinator after the completion of the following:
    (a) 144 credit points including a major or program, a minor, degree core, and 12 credit points from the Open Learning Environment;
    (b) a Weighted Average Mark of at least 65 in units of study completed to that point;
    (c) a major or study of equivalent depth in the area of the proposed Honours component; and
    (d) any requirements for honours set by the relevant department, school or faculty as set out in the relevant resolutions.
(6) To qualify for the award of the Bachelor of XXXX/Bachelor of Advanced Studies with honours a candidate must complete the requirements for the pass degree and 36–48 credit points of honours units at 4000-level or above, including an honours research project of 12–36 credit points, and 12–36 credit points of honours coursework, as required by the relevant department and published in the faculty handbook. Honours subject areas and units of study

for honours within the Business School are listed in Table A for the relevant faculty or Table S of the Shared Pool for Undergraduate Degrees.

(7) The grade of honours will be determined by an honours mark calculated from work in the embedded honours component as specified in *[indicate where the Honours mark formula is specified for each discipline in which honours is available in Table A and Table S].*

Appended honours *[Optional content]*

(2) Honours, involving a research project, is available to meritorious students who complete an additional year of full-time study, after the completion of the pass degree. Part-time study is permitted if the Head of Department/ Discipline/ Program Coordinator is satisfied the candidate cannot undertake full-time study.

(1)(3)   To qualify for admission to the honours year a student should:

    (a) have qualified for, or been awarded, the pass degree or an equivalent degree from another university, including a major/s in the intended area/s of study;

    (b) have a WAM of at least 65; and

    (c) have the permission of the relevant Head of Department/ Discipline/ Program Coordinator.

(4) To qualify for the award of the honours degree, a candidate must complete 48 credit points of honours units of study from the Honours Table, as prescribed by the Head of Department/ Discipline/ Program Coordinator.

(5) The grade of honours will be determined by the honour mark which is calculated according to the following formula... /Table A/ as indicated in the resolutions of the faculty in which the honours component is undertaken *[indicate the formula or where the honours mark formula is specified].*

12<s>0</s>. Award of the degree/ advanced diploma/ diploma

[Optional content if required – define the classes of award available in this diploma/ degree and the level of achievement that defines them. Diplomas and advanced diplomas may be awarded in either Pass or Pass with Merit. Bachelor's degrees may be awarded in either or both Pass and Honours. Modify the model text as required for the particular course. It is not a requirement of Academic Board that any grade other than Pass be awarded.]

(1) *[Optional content]* The Diploma/ Advanced Diploma in XXX is awarded in the grades of either Pass with Merit (with a WAM of at least 75) or Pass (with a WAM below 75).

OR

(1) *[Optional content]* The Bachelor of XXX or Bachelor of XXX/Bachelor of Advanced Studies with Honours is awarded in the grades of either Pass or Honours. The honours degree is awarded in classes ranging from First Class to XXX Class according to the rules specified in the Resolutions of the Faculty of XXX.

(2) *[For appended or embedded Honours]* Honours in the Bachelor or Bachelor of XXX/Bachelor of Advanced Studies is awarded in classes ranging from First Class to Third Class according to the Honours mark as set out in the following table and rules specified in the Resolutions of the Faculty of XXXX or relevant resolutions for the faculty in which the embedded honours component is undertaken.

	A student who achieves an honours mark in the range …	will be awarded honours …
1	80 ≤ honours mark ≤ 100	First Class
2	75 ≤ honours mark < 80	Second Class / Division 1
3	70 ≤ honours mark < 75	Second Class / Division 2
4	65 ≤ honours mark < 70	Third Class

[Amend table according to classes of Honours offered]
[For integrated Honours, amend table if Honours mark ranges differ]

(3) *[Required for degrees with honours]* Candidates for the award of the Bachelor or Bachelor of XX/Bachelor of Advanced Studies with honours who do not meet the requirements for the

honours degree, but who otherwise meet requirements for the Bachelor of XX, or the Bachelor of XX/Bachelor of Advanced Studies will be awarded the bachelor degree(s) for which they qualify.

OR

(3)*[Optional content]* Candidates for the award of the Honours degree who do not meet the requirements, but who have otherwise satisfied the course requirements, will be awarded the pass degree.

(4)*[Optional content]* Highly meritorious candidates who receive first class honours may be awarded the University medal according to rules specified ~~t~~in the Resolutions of the Faculty of XXXX.

~~OR~~

~~Candidates for the award of the Honours degree who do not meet the requirements, and who have not already graduated, will be awarded the pass degree *[OR for integrated honours]* Candidates for the award of the Honours degree who do not meet the requirements, but who have otherwise satisfied the course requirements, will be awarded the pass degree.~~

~~11~~13. Cross-institutional study

[Required conten~~t for courses where cross-institutional study is NOT an option. Otherwise, delete.~~t]

(1) Cross-institutional study is~~/is~~ not available in this course.

1~~4~~2. International exchange

[Required content for courses where the exchange policy is different from the Faculty rule. Otherwise, delete. If international exchange is a requirement of the course, make that statement under 'Requirements for award.']

(1) International exchange is not allowed in this course.

OR

(1) The faculty encourages candidates in this course to participate in international exchange programs. For more information on international exchanges refer to the ~~International Office~~Student Centre.

1~~5~~3. Course transfer

[Required content for combined degrees and embedded courses. Specify whether candidature can be transferred to either one of the single degrees in the event that the candidate does not wish to finish the combined program. Transfer between streams is dealt with under the heading 'Streams'. Forced transfer arising out of a progression problem is dealt with under the heading 'Progression Rules'.]

(1) A candidate may abandon the combined program and elect to complete either the Bachelor of XXX or the Bachelor of YYY in accordance with the resolutions governing that degree.

OR

(1) A candidate may abandon the combined course program and elect to complete the Bachelor of XXX in accordance with the resolutions governing that degree. Completion of the Bachelor of YYY in the future will require a new application for admission to candidature for that course and completion in accordance with the resolutions governing that degree.

1~~6~~4. Credit for previous study

[~~S~~Optional content ~~– s~~pecify only if there are course specific rules. ~~Variation~~ This section should be consistent with ~~from~~ the Coursework ~~Rule~~Policy 2014~~, or a consistent Faculty policy, is discouraged~~. Adapt the model text as required]

(1) Credit transfer is subject to the provisions of the Coursework Policy, ~~Rule and~~ the Resolutions of the Faculty of XXX.~~, or, in the case of a major or minor offered by another faculty, any relevant~~

resolutions of that faculty. All candidates for the Bachelor of XXX, notwithstanding any credit transfer, must complete ....(free text describe).

1~~7~~~~5~~. ~~Transitional provisions~~Commencement date of these resolutions/Transitional provisions
[Required content ~~when an existing course changes its requirements~~.]

~~(1)~~ These resolutions apply to students who commenced their candidature after 1 January, 20XX and students who commenced their candidature prior to 1 January, 20XX who elect to proceed under these resolutions.

~~(2)~~(1)   ~~Candidates~~ Students who commenced their candidature prior to 1 January, 20XX may complete the requirements in accordance with the resolutions in force at the time of their commencement, provided that the requirements are completed by 1 January, 20XX. The Faculty may specify a later date for completion or specify alternative requirements for completion of candidatures that extend beyond this time.

APPENDIX 3B: **POSTGRADUATE COURSE RESOLUTIONS**

The objective of the course resolutions is to describe admission, ~~its~~ requirements and related matters in a way that is clear and states unambiguously what is necessary to gain admission and complete the degree, particularly including any element specific to the degree not covered in University policy~~the intention of the course and specify its requirements as clearly as possible with minimum content~~. The course resolutions are the 'source of truth' for award requirements. They should be informative and definitive to a prospective student, a current student and a staff member. Course resolutions should not be specified if the content is adequately covered at a higher level i.e. in a University policy or Faculty resolution. In general, course resolutions should not re-state rules at a higher level – they should list additions or enhancements to those rules only, where required or permitted.

The style of course resolutions should be in plain and clear English, but relatively formal. Think of the reader as being a prospective student. This should not prevent you from being thorough or definitive. The actual audiences are prospective and current students and staff of the University.

Graduate Certificate in XXX
Graduate Diploma in XXX
Master of XXX
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 Coursework Policy 2014 (the 'Coursework Policy'), the Learning and Teaching Policy 2015, the Resolutions of the Faculty, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended), the Student Mobility Policy 2018 and the Academic Board policies and procedures on Academic Honesty in Coursework. Up to date Current versions of all such documentspolicies are available from the Policy Register: http://www.sydney.edu.au/policies.
Course Resolutions

1. Course codes
[List the codes and course names covered by these resolutions.]

Code	Course title

2. Attendance pattern
[Required content – state whether the course is available as full time, part time or both. . If the course can be taken partly, fully, or only in distance mode, please indicate as below. Otherwise delete reference to distance mode]
The attendance pattern for this course is full time or part time according to candidate choice / full time only / part time only. [Some/all units of study are available/only available in distance mode. Visa restriction normally restrict International students studying within Australia to taking a maximum of 25% of courses via distance mode]

3. Master's type
[Required content for coursework master's degrees.]
~~The master's degree in these resolutions is [a professional/ an advanced learning/research pathway/extended] master's course, as defined by the Coursework Rule 2014 and the Coursework Policy 2014.~~

~~Or~~

This master's degree is [a professional/ an advanced learning/research pathway/extended] master's course, as defined by the Coursework Rule 2014 and the Coursework Policy 2014.

4. Embedded courses in this sequence
[Required content for embedded courses.]

(1) The embedded courses in this sequence are:
* the Graduate Certificate in XXX
* the Graduate Diploma in XXX
* the Master of XXX

(2) Providing candidates satisfy the admission requirements for each stage, a candidate may progress to the award of any of the courses in this sequence and receive full credit for work completed in the prior award. Only the highest award completed will be conferred.

5. Streams
[Required content where there are streams – delete if no streams. List the streams of the course. State whether a stream is a requirement or not, and the procedures for transferring between streams.]

(1) The Graduate Certificate in/ Graduate Diploma in/ Master of XXX is available in the following streams: [free text]

[List]

(2) Completion of a stream is/ is not a requirement of the course.
(3) Candidates wishing to transfer between streams should contact the Faculty student office.

6. Cross-faculty management

[Required content for combined degrees delivered by two or more faculties. Delete for non combined courses or combined courses delivered by only one faculty. Specify the faculty responsible for administration of candidature for this course. Modify the standard clause as appropriate.]

(1) Candidates in this combined degree program will be under the general supervision of the Faculty of XXX until the end of the semester in which they complete the requirements for the Master of XXX. They will then be under the supervision of the Faculty of YYY.
(2) The Deans of the Faculty of XXX and the Faculty of YYY shall jointly exercise authority in any matter concerned with the combined course not otherwise dealt with in these resolutions.

7. Admission to candidature

Postgraduate requirements for admission to candidature should be specified in detail and should be compliant with the minimum entry standards for postgraduate courses specified in the Coursework Rule. Conditions should be specific rather than general and include names of degrees or disciplines of study required for admission as well as other criteria (if any) e.g. minimum WAM requirements, interviews, auditions or entrance tests. Include the generic statement about available places – modify only if places are allocated on some other basis.]

(1) Available places will be offered to qualified applicants based on merit, according to the following admissions criteria.

Or

(1) Available places will be offered to qualified applicants in the order in which complete applications are received, according to the following admissions criteria.

Admission to candidature requires...
   * [cut and paste the relevant section from the table below.]

Select the appropriate class of award and paste above	
Graduate Certificate	A bachelor's degree or higher award in [SPECIFY DISCIPLINE], from the University of Sydney, or qualifications deemed by the faculty to be equivalent. In exceptional circumstances the Dean may admit applicants without these qualifications who, in the opinion of the faculty, have qualifications and evidence of experience and achievement sufficient to successfully undertake the award.
Graduate Diploma	A bachelor's degree or higher award in [SPECIFY DISCIPLINE], from the University of Sydney, or a qualification deemed by the faculty to be equivalent. Completion of the requirements of the embedded graduate certificate in this discipline or qualifications deemed by the faculty to be equivalent.. In exceptional circumstances the Dean may admit applicants without these qualifications who, in the opinion of the faculty, have qualifications and evidence of experience and achievement sufficient to successfully undertake the award.
Master's-Advanced Learning	A master's degree in [SPECIFY DISCIPLINE]; or A pass bachelor's degree with a credit average, or an honours bachelor's degree from the University of Sydney, in [SPECIFY DISCIPLINE], or

	qualifications deemed by the faculty to be equivalent; or Completion of the requirements of the embedded graduate diploma or graduate certificate in this discipline, or qualifications deemed by the faculty to be equivalent.
Master's-Professional Master's	A master's degree in [SPECIFY DISCIPLINE]; or A bachelor's degree in [SPECIFY DISCIPLINE] from the University of Sydney, or qualifications deemed by the faculty to be equivalent; or Completion of the requirements of the embedded graduate diploma or graduate certificate in this discipline, or qualifications deemed by the faculty to be equivalent; and [other professional requirements – specify if required]. In exceptional circumstances the Dean may admit applicants without these qualifications who, in the opinion of the faculty, have qualifications and evidence of experience and achievement sufficient to successfully undertake the award.
Master's - Research pathway Master's	A ~~master's~~ bachelor's degree with a major in [SPECIFY SPECIALISATION] or with study of comparable depth.

8. Requirements for award

[Required content- specify the requirements in terms of total credit points and subsets of credit points. Conditions should be specific rather than general. The requirements need to state the total credit points needed as well as any features within that total. Specify the structure of the degree i.e. how many ~~majors/~~ major/streams the candidate must complete, the number of credit points for a major/ stream etc. Avoid expressing requirements in terms of numbers of units of study, i.e. '12 credit points' rather than 'two units of study'.

Units of study should be listed separately in a named table, which should also contain detailed requirements for any streams, majors or specialisations. ~~and i~~It is good practice to embed the course rules into the table in a way that guides a candidate through the requirements, however, a table does NOT replace the expression of the requirements in the resolutions.]

The units of study that may be taken for the course/s are set out in Table X.

To qualify for the award of the XXXX a candidate must complete XX credit points, including:

Select the appropriate class of award and paste above	

Graduate Certificate	Candidates must complete XX credit points **[minimum 24, maximum 36]** including:
	   o Core units of study.
	Additional requirements may include:
	   o Elective units of study offered by the Faculty of enrolment or another Faculty.

Graduate Diploma	Candidates must complete XX credit points **[minimum 36, maximum 48]** including:
	   o Core units of study.
	Additional requirements may include:
	   o Elective units of study offered by the Faculty of enrolment or another Faculty.

Master's - Advanced Learning including:
Master of Arts
Master of Science
Other Advanced Learning
	Candidates must complete XX credit points **[minimum 48, maximum 96]** including:
	   o Core advanced units of study; and
	   o A capstone experience.
	Additional requirements may include:
	   o Elective advanced units of study including:
	     - Optional 12 credit points of research;

	- Optional elective units of study offered by the Faculty of enrolment or another Faculty. - Optional elective units involving a professional / industry project; - Optional international exchange.

Master's - Professional	Candidates must complete XX credit points **[minimum 48, maximum 96]** including:
	   o Core units of study.
	Additional requirements may include:
	   o A capstone experience where appropriate;
	   o Elective advanced units of study including:
	      - Optional 12 credit points of research;
	      - Optional elective units of study offered by the Faculty of enrolment or another Faculty.
	      - Optional elective units involving a professional / industry project ;
	      - Optional international exchange.

9. Specialisations

[Required content where there are specialisations – delete if no specialisations. List the specialisations of the course. State whether a specialisation is a requirement or not. Define the minimum requirements for a specialisation and the maximum number of specialisations one candidate can complete. Modify the model text as appropriate.]

Completion of a specialisation is/ is not a requirement of the course. Candidates have the option of completing up to two specialisations. A specialisation requires the completion of XX credit points chosen from units of study listed in the table for that specialisation as specified in Table xxxx. Units of study counted towards one specialisation may not count toward any other specialisation completed. The specialisations available are:
[List]

10. Recognition of prior learning
[Optional content. Insert any specific details for credit or reduction in the volume of learning in this degree that are not covered in the Coursework Policy 2014].

(1) Waivers may be granted or the volume of learning may be reduced in recognition of prior learning in accordance with the Coursework Policy 2014 (Note: a waiver on its own waives a requirement but does not reduce the volume of learning for the degree as a whole).
(2) Candidates for the Master of xxxx may be eligible for a reduction in the volume of learning of up to 48 credit points, subject to the following:
    a. A reduction in the volume of learning to a maximum of 24 credit points for a bachelor degree in a cognate discipline as determined by Faculty of XXXX:
    b. A reduction in the volume of learning to a maximum of 24 credit points for an honour bachelor degree, Graduate Certificate or Graduate Diploma;
    c. The maximum reduction in the volume of learning on the basis of prior learning is 48 credit points.
(3) Candidates for the Graduate Diploma in xxxx may be eligible for a reduction in the volume of learning of up to 24 credit points for relevant postgraduate studies where no award has been or will be made.
(4) Candidates for the Graduate Certificate in xxxx may be eligible for a reduction in the volume of learning of up to 12 credit points for relevant postgraduate studies where no award has been or will be made.
(5) Notwithstanding any reduction in the volume of learning granted on the basis of work completed or prior learning, in order to qualify for an award a student must complete at least 50 per cent of the requirements prescribed for the award course at the University of Sydney.

11~~0~~. Progression rules
[Required content: Delete if not applicable. Specify rules about progression from one stage of the degree, diploma or certificate to another, if any. It is worth stating significant progression points even if these are evident in the unit of study pre-requisite rules. Specify any consequences, such as transfer to a shorter course, or repeat of a year. Note that the process of exclusion from a course is subject to the procedures of the progression policy and exclusion should not be a direct consequence of the rules stated here.
e.g. Candidates must pass all stage one units of study before proceeding to stage two. Failure in any single unit results in a failure of the stage and requires the candidate to retake the entire stage without credit or exemption for work previously completed.
Or
Candidates must pass UNITXXXX before proceeding to the core units in year two.
Or
Candidates who fail any clinical placement unit will be identified as not meeting academic progression requirements and become subject to the Progression provisions of the Coursework Rule. Candidates who subsequently fail the clinical placement for a second time will be excluded from the course if they cannot show cause. Any further failures will result in automatic exclusion from the course.]

12~~1~~. Cross-institutional study
[Required content for courses where cross-institutional study is NOT an option, or where course specific restrictions apply. Otherwise, delete.]
Cross-institutional study is not available in this course.

13~~2~~. International exchange
[Required content for courses where the exchange policy is different from the Faculty rule. Otherwise, delete. If international exchange is a requirement of the course, make that statement under 'Requirements for award.']
International exchange is not allowed in this course.

Or

The Faculty encourages candidates in this course to participate in international exchange programs. For more information on international exchanges refer to the International Office.

14. Award of the master's degree, graduate diploma and graduate certificate
[required content: specify that the degree will be awarded at pass level and whether the major or specialisation will appear on the testamur. The permissible class for the award of degrees, diplomas and certificates are specified in the Coursework Rule 2014]

    (1) The master's degree will be awarded in the pass grade
    (2) The testamur for the Master of xxxx will specify:
           a.   The specialisation(s) completed

15~~3~~. Course transfer
[Required content for combined degrees and embedded courses. Specify whether candidature can be transferred to either one of the single degrees in the event that the candidate does not wish to finish the combined program. Specify transfer rules from longer embedded courses to shorter embedded courses. Transfer between streams is dealt with under the heading 'Streams'. Forced transfer arising out of a progression problem is dealt with under the heading 'Progression Rules'.]
(1) A candidate may abandon the combined program and elect to complete either the Master of XXX or the Master of YYY in accordance with the resolutions governing that degree.

Or

(1)   A candidate may abandon the combined program and elect to complete the Master of XXX in accordance with the resolutions governing that degree. Completion of the Master of YYY in the future will require a new application for admission to candidature for that course and completion in accordance with the resolutions governing that degree.

Or

(1) A candidate for the master's degree or graduate diploma may elect to discontinue study and graduate with a shorter award from this embedded sequence, with the approval of the Dean, and provided the requirements of the shorter award have been met.

14. Credit for previous study
[Optional content – specify only if there are course specific rules. Variation from the Coursework Rule, or a consistent Faculty policy, is discouraged. Adapt the model text as required]
Credit transfer is subject to the provisions of the Coursework Rule and the Resolutions of the Faculty of XXX. All candidates for the Master of XXX, not withstanding any credit transfer, must complete...

165. Commencement of these resolutionsTransitional provisions
[Required content when an existing course changes its requirements.]
(1)   These resolutions apply to students who commenced their candidature after 1 January, 20XX and students who commenced their candidature prior to 1 January, 20XX who elect to proceed under these resolutions.
(2)   Candidates who commenced prior to 1 January, 20XX 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.

THE UNIVERSITY OF SYDNEY

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Submission To	Academic Standards & Policy Committee
Date	13 February 2018
Item No	5.1

Author	Rachel Symons, Senior Policy and Projects Officer, Office of DVC (Education)
Reviewer/Approver	Associate Professor Peter McCallum, Director, Education Strategy and Acting Registrar
Paper title	IMPLEMENTATION OF ANONYMOUS MARKING
Purpose	To inform the Committee that anonymous marking in written assessments and formal examinations will commence at the beginning of Semester 1 2018. To remind faculties that they are required to ensure that anonymous marking is ready to commence with the first written assessments of Semester 1.

RECOMMENDATION

That the Academic Standards & Policy Committee note that anonymous marking of written assessments and formal examinations will commence at the beginning of Semester 1 2018.

EXECUTIVE SUMMARY

In 2016, following a discussion paper by the SRC, consultation with student groups and faculties, the Academic Board approved changes to the *Assessment Procedures 2011* to introduce anonymous marking. The change was the introduction of Clause 5(7) of the *Assessment Procedures 2011* which states:

> *In examinations, test or other assessments consisting of written elements, students should be identified on scripts, essay books or answers sheets by Student Identification Number only. Names should not be used.*

In February 2017 the Academic Board noted that, to allow for the adaptation of a number of local practices and University systems to be adapted, the Registrar had determined that anonymous marking would commence at the beginning of Semester 1, 2018.

This paper informs the University Executive Education Committee of the steps that are being taken to ensure that anonymous marking is ready to commence with the first written assessments in Semester 1, and that University systems have been adapted accordingly. It also clarifies how anonymous marking is used in the assessment and feedback process.

Finally, the paper will outline the communications process which will be undertaken by the Education Portfolio to ensure compliance with clause 5(7) of the *Assessment Procedures 2011* across the University.

BACKGROUND / CONTEXT

In order to address student concerns about the absence of an explicit policy on anonymous marking, the Academic Board approved the amendment of the *Assessment Procedures 2011* to facilitate the use of anonymous marking in 'examinations, tests and other assessments consisting of written elements' at its meeting of 2 November 2016, to take effect from 2017. Given the implementation of this approach required a number of local practices and University systems to be adapted, the procedures provided, in clause 2(2), for the Registrar to determine the date by which anonymous marking was to commence. At its meeting on 28 February 2017, the Academic Standards and Policy Committee (ASPC) of the Academic Board noted that the Registrar had determined that the practice of anonymous marking would commence at the beginning of Semester 1 2018. Faculties were asked to seek to implement anonymous marking approaches sooner wherever possible, with full compliance being required by Semester 1, 2018. The Examinations Office were also asked to synchronise implementation of anonymous marking with other major systemic changes to the management of formal examinations in 2017. At the same time, the Educational Innovation Team in the

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Education Portfolio were asked to investigate and develop further changes to the current enterprise learning systems and tools e.g. Turnitin, Canvas.

ISSUES

Anonymous marking is the allocation of a mark based on piece of work presented by a student as either a written assessment item or during a formal examination in which the student is identified by Student Identification Number (SID) not by name. It is recognised that academic staff need to be reassured that anonymity is only at the time of marking and that this process will not interfere with their ability to provide feedback to students.

The Educational Innovation Team have identified issues in implementation of anonymous marking in the Canvas LMS. A verbal report will be made at the meeting and guidelines for anonymous marking in Canvas will be created and publicised.

The Deputy Registrar reports that the Examinations Office are currently working on the changes required to implement anonymous marking for formal exams held in the formal exam period (in weeks 15 and 16 of the semester).

CONSULTATION

This paper was developed through consultation with the Deputy Registrar and the Director, Education Strategy.

COMMUNICATION

Communication to ensure that faculties have local processes in place to implement anonymous marking, and are informed about the relevant policy requirement includes:

- This paper to University Executive, Education Committee
- Emails to all Associate Deans, Education
- An item in the staff news which will include the background and policy implications