NOTICE OF MEETING

Meeting 7/2017 of the Graduate Studies Committee will be held at 2:00 pm on Tuesday 19 September 2017 in the Senate Room, Quadrangle. The Agenda for the meeting is below.

Matthew Charet
Executive Officer to Academic Board

AGENDA

<table>
<thead>
<tr>
<th>Presenter</th>
<th>Paper</th>
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<td>Chair</td>
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1 WELCOME AND APOLOGIES

The committee is asked to welcome Nicole Seebacher as the Nominee of the President, SUPRA; and Dr Matthew Beck, representing the Business School.

2 PROCEDURAL MATTERS

2.1 Minutes of Previous Meeting

2.2 Actions Arising

3 STANDING ITEMS

3.1 Report of the Chair

3.2 Report of the Academic Board

3.3 Reports of HDR Examinations Sub-Committee

3.4 Report of HDR Scholarships Sub-Committee

4 ITEMS FOR APPROVAL

4.1 Course Review Template

4.2 Business: Master of Commerce

4.3 Dentistry: Doctor of Clinical Dentistry (Oral Medicine)

4.4 Dentistry: Doctor of Dental Medicine

4.5 Engineering & IT: Master of Information Technology and the Master of Information Technology Management

Respect is a core value of the Academic Board
4.6 **Law**: Postgraduate Electives  
David Hamer  
attached

4.7 **Medicine**: Doctor of Medicine  
Deborah O'Mara  
attached

4.8 **Nursing**: Postgraduate Electives  
Janice Gullick  
attached

4.9 **Pharmacy**: Graduate Certificate in Pharmacy Practice  
Jo-Anne Brien  
attached

4.10 **Science**: Bachelor of Science/Doctor of Dental Medicine  
Tim Newsome  
attached

4.11 **Science**: Bachelor of Science/Doctor of Medicine  
Tim Newsome  
attached

4.12 **Science**: Master of Clinical Psychology/Doctor of Philosophy  
Tim Newsome  
attached

4.13 **Science**: Senate Resolutions  
Tim Newsome  
attached

**Higher Degree by Research**

4.14 Finalising the PhD Graduate Qualities  
Ross Coleman  
attached

4.15 Amendments to the *University of Sydney (Higher Degree by Research) Rule 2011* (as amended)  
Ross Coleman  
attached

4.16 Amendments to the *Progress Planning and Review of Higher Degree by Research Students Policy and Procedures 2015*  
Ross Coleman  
attached

4.17 Amendments to the *Supervision of Higher Degree by Research Students Policy 2013*  
Ross Coleman  
attached

4.18 Amendments to the *Thesis and Examination of Higher Degrees by Research Policy 2015*  
Ross Coleman  
attached

4.19 **Law**: HDR Minor Course Amendment Proposals  
David Hamer  
attached

**Minor Course Proposal**

4.20 **Conservatorium**: Doctor of Musical Arts  
Kathleen Nelson  
attached

5 **ITEMS FOR NOTING**

5.1 **Education Strategy**: Establishment of the HDR Internships Working Party  
Ross Coleman  
attached

6 **OTHER BUSINESS**

Next meeting: 2:00pm – 4:00pm, **Tuesday 7 November 2017**  
Senate Room, Quadrangle

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**Graduate Studies Committee – Terms of Reference**

**Purpose**
The Graduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning, research training and scholarship at the University of Sydney and, in this context, advises the Academic Board about Resolutions, policy and procedures relating to postgraduate study at the University and acts as the Academic Board’s agent in determining postgraduate matters, including the approval of new and amended courses, in accordance with the Resolutions of the Senate: Delegations of Authority: Academic Functions.

**Terms of Reference**

1. To monitor issues relating to quality in relation to postgraduate award courses and research training, and to make recommendations to the Academic Board as detailed below.

2. To advise the Academic Board on Resolutions, policy and procedures relating to all postgraduate studies in the University, including the assessment and examinations of postgraduate research candidates.

3. To make recommendations to the Academic Board regarding:
3.1. proposals to introduce new postgraduate award courses and amendments to existing postgraduate award courses; and
3.2. requirements to be satisfied by candidates for the award of a degree, diploma or certificate.

4. To act for the Academic Board in:
4.1. admitting candidates, on the advice of the faculty or board of studies concerned, for higher doctorates who are not graduates of the University of Sydney; and
4.2. determining, on the recommendation of the faculty or board of studies concerned, whether or not a Higher Doctorate be awarded.

5. To contribute to the development of the University’s strategic objectives in relation to postgraduate study and research training, and to develop, recommend to the Academic Board, and regularly review Resolutions, policy and procedures supporting those strategic objectives.

6. To receive reports from, and provide advice to, the Deputy Vice-Chancellor (Education), and, where appropriate the Deputy Vice-Chancellor (Research) and the Deputy-Vice Chancellor (International) on quality assurance and other matters relating to postgraduate study and research training at the University.

7. To determine matters relating to the award of the degree of Doctor of Philosophy;
8. To establish effective supervisory policy and procedures for postgraduate research students;
9. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to postgraduate studies.
10. 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 concerning postgraduate students.
11. To determine the terms and conditions of awards, postgraduate scholarships and prizes established within the University.
12. To act for the Academic Board in:
   12.1. recognising institutions, programs and courses for the purposes of admission postgraduate coursework and research;
   12.2. approving special admission schemes for postgraduate courses; and
   12.3. confirming academic selection criteria for international students set by Deans.
13. To provide regular reports on its activities under its terms of reference to the Academic Board.
14. To consider and report on any matter referred to it by the Academic Board, or its committees, the University Executive or the Vice-Chancellor.
RECOMMENDATION

That the Graduate Studies Committee resolve that the minutes of meeting 6/2017, held on 1 August 2017, be confirmed as a true record.

MINUTES

GRADUATE STUDIES COMMITTEE

2:00pm – 4:00pm, Tuesday 1 August 2017
Senate Room, Quadrangle (A14)

Members Present: Professor Kirsten McKenzie (Chair); Dr Roslyn Bathgate (Veterinary Science); Associate Professor Rachel Codd (Medicine); Associate Professor Ross Coleman (Director, Graduate Research); Anne Fernandez (Nominee of the Deputy Registrar); Associate Professor Geoff Frost (Business); Dr Janice Gullick (Nursing); Associate Professor Patrick Kelly (Medicine); Associate Professor Michael Kertesz (Agriculture); Tong Li (Postgraduate Research Student); Dean Lovett (Postgraduate Coursework Student) (from 3:20pm); Associate Professor Lynette MacKenzie (Health Sciences); Associate Professor Tony Masters (Chair of the Academic Board); Associate Professor Shae McCrystal (Chair, HDR Scholarships Sub-Committee); Associate Professor Kathleen Nelson (Chair, HDR Examinations Sub-Committee); Dr Tim Newsome (Science); Associate Professor Gaby Ramia (Arts & Social Sciences); Nicole Seebacher (nominee of the President, SUPRA); Associate Professor Lee Stickells (Architecture, Design & Planning); Associate Professor Marjorie Valix (Engineering & IT); Dr Munira Xaymardan (Dentistry).

Attendees: Dr George Carayannopoulos (Head, HDR Administration Centre); Dr Matthew Charet (Secretary); Professor Michael Frommer (Medicine, for Item 4.1); Edwina Grose (Head, Academic Model and Student Progression); Veronica Le Nevez (Senior Policy and Project Officer, Education Portfolio); Associate Professor Peter McCallum (Director, Educational Strategy); Associate Professor Uwe Roehm (Engineering & IT, for Item 4.15).

Apologies: Professor Jo-Anne Brien (Pharmacy); Professor David Hamer (Law); Associate Professor Susan Park (Arts & Social Sciences); Associate Professor Aek Phakiti (Education & Social Work); Justin Trendall (Sydney College of the Arts).

UNCONFIRMED MINUTES

1 WELCOME AND APOLOGIES

The Committee noted apologies as recorded above.

2 PROCEDURAL MATTERS

2.1 Minutes of Previous Meeting

Members confirmed the minutes of the previous meeting, held on 4 July 2017, as an accurate record.
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Resolution GSC17/6-1
That the Graduate Studies Committee resolve that the minutes of meeting 5/2017, held on 4 July 2017, be confirmed as a true record.

2.2 Actions Arising

There were no actions arising.

3 STANDING ITEMS

3.1 Report of the Chair

Professor McKenzie resumed the Chair after her leave in Semester 1 and extended thanks to Associate Professor Kertesz for ably acting in the role during her absence. The Chair also thanked Dr Eddy for supporting the committee while the Committee Officer was on leave.

Resolution GSC17/6-2
That the Graduate Studies Committee note the report of the Chair.

3.2 Report of the Academic Board

In addition to the written report, Associate Professor Masters informed members that at the meeting, the Board discussed and resolved to recommend the inclusion of ex officio members of Academic Board in the electorate for the election of the Chair, as captured in the proposed University of Sydney (Academic Board) Rule 2017. Ordinarily, such a motion would have been advised to the Academic Board’s committees before approval, but in this instance timing precluded such consultation as the proposal needs to be considered by Senate at its next meeting.

Resolution GSC17/6-3
That the Graduate Studies Committee note the report of the Academic Board meeting held on 25 July 2017.

3.3 Report of HDR Examinations Sub-Committee

Associate Professor Nelson advised that she had nothing to add further to the circulated report, which the committee duly noted.

Resolution GSC17/6-4
That the Graduate Studies Committee note the report of the HDR Examinations Sub-Committee meeting of 27 June 2017.

3.4 Report of HDR Scholarships Sub-Committee

Associate Professor McCrystal provided a verbal update and advised members that the Sub-Committee had met three times since the last Graduate Studies Committee meeting. The May meeting was primarily focussed on discussion of mechanisms for determining the R value for allocation of scholarships (a revised version of which is on the agenda as Item 4.14), as well as consideration of exceptional applicants and of travelling scholarships. The June meeting focussed on the assessment of domestic and international applications, and resolved to award 31 domestic and 26 international scholarships. The July meeting also determined scholarship awards, and awarded 35 domestic and 11 international awards, as well as awards under the Vice-Chancellor’s Research Scheme, award top-ups and grants in aid. Members were informed that 2018 awards will be commencing shortly, and that the next meeting is intended to award any outstanding 2017 funds. Associate Professor McCrystal advised that at the commencement of allocation for 2017, it was agreed to set aside three awards for Aboriginal and Torres Strait Islander applicants, and that these have all been awarded.

In discussion, the proportion of accelerated awards made via the new allocation process was raised, and members were advised that this would be monitored over the remainder of the year.
4 ITEMS FOR APPROVAL

Major Course Proposals

4.1 Medicine: Graduate Certificate in Child Health
Professor Frommer informed members that this proposal arises from a revision of a non-award Diploma of Child Health that was established some years ago as a University-badged program delivered by staff in the Sydney Children’s Hospital Network (SCHN), many of whom are also staff or affiliates of the University. To ensure that this program complies with TEQSA's requirements, it has been revised and transformed into the Graduate Diploma in Child Health, as proposed. The program has an annual enrolment in the hundreds, primarily attracting non-specialists with an interest in paediatrics.

Noting that discussion between the Provost, DVC (Education) and SCHN is ongoing regarding the setting of fees, the proposal was endorsed for presentation to the Academic Board.

Resolution GSC17/6-5
That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Sydney Medical School to introduce the Graduate Certificate in Child Health;
(2) 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;
(3) approve the implementation of the course resolutions arising from the proposal; and
(4) approve the implementation of the table of Units of Study arising from the proposal, with effect from 1 January 2018.

Minor Course Proposals

4.2 Arts: Master of Development Studies
Associate Professor Ramia advised that this proposal reflects the enablement of an optional specialisation within the degree by shortening the capstone unit of study. In discussion, it was questioned whether this would limit opportunities for graduates to pursue HDR study following award, and members were advised that students opting for a specialisation are unlikely to be interested in pursuing HDR study. Those who do wish to do so have the option of not undertaking a specialisation.

The proposal was endorsed as presented.

Resolution GSC17/6-6
That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Arts and Social Sciences to amend the Master of Development Studies;
(2) approve the amendment of the course resolutions arising from the proposal; and
(3) approve the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2018.

4.3 Arts: Master of Political Economy
Associate Professor Ramia spoke to this proposal, which establishes a new specialisation in the program.

The proposal was endorsed as presented.

Resolution GSC17/6-7
That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Arts and Social Sciences to amend the Master of Political Economy;
(2) approve the amendment of the course resolutions arising from the proposal; and
(3) approve the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2018.
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4.4 **Arts: Postgraduate Specialisations**

Associate Professor Ramia spoke to this proposal, which establishes new specialisations in a number of programs.

The proposal was endorsed as presented.

**Resolution GSC17/6-8**

That the Graduate Studies Committee recommend that the Academic Board:

(1) approve the proposal from the Faculty of Arts and Social Sciences to amend the Master of Human Rights, Master of International Relations, Master of International Studies, Master of Public Policy, Master of Political Economy, Master of Development Studies and Master of United States Studies;

(2) approve the amendment of the course resolutions arising from the proposal; and

(3) approve the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2018.

4.5 **Dentistry: Doctor of Dental Medicine**

Dr Xaymardan advised that this proposal calls for the extension of the maximum time permitted to complete the Doctor of Dental Medicine to seven years, to align with offerings in Medicine and to enable an opportunity for students to re-attempt failed assessment. Associate Professor Masters advised that to enable this, a change must also be made to the *University of Sydney (Coursework) Rule 2014*, the latter of which can only be amended by Senate, and so the Academic Board can only provide a partial endorsement of the proposal and make an appropriate recommendation to Senate to amend the Rule. The Secretary undertook to liaise with the faculty to facilitate the drafting of a revised proposal to include this recommendation.

Subject to the provision of a revised proposal to include a recommendation to Senate to amend the *Coursework Rule*, this proposal was endorsed for presentation to the Academic Board.

**Resolution GSC17/6-9**

That the Graduate Studies Committee recommend that the Academic Board:

(1) approve the proposal from the Faculty of Dentistry to amend the Doctor of Dental Medicine;

(2) recommend that Senate approve the amendment of the University of Sydney (Coursework) Rule 2014; and

(3) approve the amendment of the faculty resolutions arising from the proposal, with effect from 1 January 2018.

4.6 **HDRESC: CoI Process for HDR Examinations**

Associate Professor Coleman informed members that this proposal has arisen from feedback provided by the academic community following an earlier revision of the *Thesis and Examination of Higher Degrees by Research Policy and Procedures* requiring potential examiners to complete a Conflict of Interest declaration prior to appointment. Concern has been expressed that this causes potential examiners to question the trust of their colleagues, and that this is arguably an administrative process rather than an academic one. It is therefore proposed to revert to the previous practice of supervisors attesting to the absence of conflict in recommending appointments, with the HDR Administration Centre to conduct spot checks to ensure compliance.

In discussion, it was observed that it is difficult for a supervisor to definitively know of any conflict, and that asking supervisors to confirm the absence of conflict is a relatively simple process but one that is difficult to monitor. The opinion was also expressed that confirming directly with potential examiners is useful, but that the process should be an administrative rather than an academic one. Dr Carayannopoulos advised that adherence to the current policy is irregular, and that institutions in the Go8 and others put the onus on the supervisor to declare any conflicts rather than on the examiner. It was observed that unless we are asking the examiners directly, the supervisor can only be asked to attest that they are “not aware” of any conflict, not that there is no conflict, as there may be conflicts of which they are unaware.

The desirability of having a central examinations management tool was highlighted as an ideal means of addressing this. In the absence of such a tool, it was agreed that the requirement to declare a conflict would be added to the Guidelines for Examiners or to the examiner appointment letter, with suggested wording to the effect of, “on receiving this thesis, you are agreeing that there
is no actual or perceived conflict of interest”; a declaration can then be made by the examiner if needed. The committee supported this recommendation and agreed to recommend the amended proposal to the Academic Board.

**Resolution GSC17/6-10**

That the Graduate Studies Committee recommend that the Academic Board:

(1) approve the proposed amendments to the Thesis and Examination of Higher Degrees by Research Procedures; and

(2) approve the proposed workflow for appointment of examiners and adopt the modified appointment of examiners form to reflect the new process.

**4.7 HDREC: Thesis Examination Guideline amendment**

Associate Professor Coleman advised that this proposal has arisen due to lack of clarity regarding the recommendations available to examiners following an earlier revision of the Examiner’s Report Form and the Guidelines. This confusion has led to a significant increase in contested examinations and in ‘revise and resubmit’ recommendations. It is therefore proposed to clarify the wording of the recommendations to distinguish the making of corrections of any type from the need to revise and resubmit. It was further suggested that the wording be changed to “non-award and revise and resubmit” to clarify that the degree is not to be awarded without further examination.

The proposal, as amended, was endorsed for presentation to the Academic Board.

**Resolution GSC17/6-11**

That the Graduate Studies Committee recommend that the Academic Board:

(1) approve the proposed amendments to the Thesis and Examination of Higher Degrees by Research Guidelines for Examiners 2017; and

(2) approve the proposed amendments to the Higher Degrees by Research Examiner’s Report on Thesis.

**4.8 Medicine: Doctor of Medicine**

This proposal was withdrawn by the Faculty.

**4.9 Medicine: Elective Units for various courses, for noting**

Associate Professor Kelly advised that this is an amended version of the proposal submitted to the previous meeting, as requested at that meeting, and is presented for noting.

The committee noted the amended proposal.

**Resolution GSC17/6-12**

That the Graduate Studies Committee recommend that the Academic Board:

(1) note the proposal from Sydney Medical School to amend the Master of Medicine/Science in Medicine (Clinical Epidemiology) (Metabolic Health), Master of International Public Health, Master of Health Policy, Master of Public Health, Master of Public Health (Professional Practice) and Master of Surgery and related embedded programs; and

(2) note the changes to the Unit of Study Tables arising from this proposal, with effect from 1 January 2018.

**4.10 Medicine: Infection and Immunity embedded Course sequence**

In discussion of this proposal, a number of amendments were suggested to clarify admission and other requirements. It was agreed that a revised version of the resolutions would be circulated for the information of the committee before the proposal was presented to the Academic Board.

Subject to the making of the identified amendments, this proposal was endorsed for presentation to the Academic Board.

**Resolution GSC17/6-13**

That the Graduate Studies Committee recommend that Academic Board:

(1) approve the proposal from the Sydney Medical School to amend the Master of Medicine / Master of Science in Medicine (Infection and Immunity);

(2) approve the amendment of the course resolutions arising from the proposal; and

(3) approve the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2018.
4.11 **Science: Doctor of Veterinary Medicine**

Dr Bathgate advised that this proposal enables re-assessment through an amendment to the progression framework for the degree.

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

**Resolution GSC17/6-14**

*That the Graduate Studies Committee recommend that the Academic Board:*

1. approve the proposal from the Faculty of Science to amend the Doctor of Veterinary Medicine;
2. approve the amendment of the course resolutions arising from the proposal, with effect from 1 January 2018.

4.12 **Science: Master of Clinical Psychology and Master of Clinical Psychology/Doctor of Philosophy**

Dr Newsome advised that this proposal has two parts, the first of which is the re-instatement of progression requirements, which had been deleted following an earlier revision of the program. The committee endorsed the presentation of changes to the progression requirements to the Academic Board.

The proposal also seeks to clarify course transfer arrangements, noting that although the academic admission criteria for the stand-alone and combined degrees are identical, students entering the combined degree have less stringent interview requirements. The discipline is keen to prevent students from entering the double degree then transferring to the single degree, to which they may not have been eligible for admission if it had been applied for originally.

In discussion, it was suggested that rather than having separate admission criteria for both degrees, transfer from the double degree to the stand-alone Master of Clinical Psychology might be based on alternative measures of academic suitability (such as the completion of 48 credit points of the combined program to a set minimum standard). This component of the proposal was not endorsed but referred back to the faculty for further development.

**Resolution GSC17/6-15**

*That the Graduate Studies Committee recommend that the Academic Board:*

1. approve the proposal from the Faculty of Science to amend the Master of Clinical Psychology and Master of Clinical Psychology/Doctor of Philosophy, as amended; and
2. approve the amendment of the course resolutions arising from the proposal, with effect from 1 January 2018.

4.13 **Science: Master of Nutrition and Dietetics**

Dr Newsome advised that this proposal clarifies the background knowledge required for entry to the program, to meet accreditation requirements.

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

**Resolution GSC17/6-16**

*That the Graduate Studies Committee recommend that the Academic Board:*

1. approve the proposal from the Faculty of Science to amend the Master of Nutrition and Dietetics; and
2. approve the amendment of the course resolutions arising from the proposal, with effect from 1 January 2018.

**Higher Degree by Research**

4.14 **Education Strategy: Refined R Implementation**

Associate Professor Coleman advised that this proposal is necessitated by the desire expressed in the Strategic Plan 2016-2020 to award scholarships to HDR candidates in areas determined to be of strategic importance. One component of this – the more speedy consideration of awards to outstanding applicants – has been successfully enacted, and mechanisms for the determination of which areas are of strategic importance have been in development since the idea was approved in principle by the Academic Board in November 2016. Implementation of the model presented at that time has been challenging because the model lacked clear and implementable delineation of the
identified areas of strategic importance, and the model has subsequently been revisited. The outcome is presented for consideration by the committee.

The proposal has two core elements: the identification of areas of research undertaken by Multi-Disciplinary Research Initiatives (MDRIs) as identified in the Strategic Plan and as revised periodically by the Pro Vice-Chancellor (Strategic Collaborations and Partnerships); and research undertaken in disciplines with an ERA 5 status, connoting recognised excellence rather than aspiration (as might be associated with ERA 4). The Office of the Provost maintains a list of staff members of MDRIs, and this is currently being refined to include affiliates and auxiliaries. Inclusion of a supervisor in either category will make eligible any potential student for consideration for a strategic award.

In discussion, it was observed that it will be essential for the list of staff associated with an MDRI to be updated regularly in response to changes. Members were advised that the proposed allocation model would also be reviewed in the next 2-3 years to ensure that the desired outcome is being achieved.

The proposal was endorsed for presentation to the Academic Board.

Resolution GSC17/6-17
That the Graduate Studies Committee recommend that the Academic Board approve the proposal from the DVC Education Portfolio to amend the procedure for the implementation of R to the award of HDR scholarships.

New Course Proposal
4.15 Engineering and IT: Graduate Certificate and Graduate Diploma in Computing

Associate Professor Roehm spoke to this proposal, which has been revised since it was discussed at the previous meeting. He advised that the proposal seeks to address a gap in the provision of training for non-IT professionals by enabling the teaching of foundational subject matter in a dedicated sequence within a shortened Graduate Diploma in Computing. Completion of the first 24 credit points of the Diploma could be recognised with the award of a Graduate Certificate to enable early transfer to the Master of IT or Master of IT Management. This pathway would enable the full requirements of the accredited Master of IT to be delivered in two years rather than requiring an additional six months, as currently. Acknowledging that this is a complex mechanism to provide non-IT students with a professional IT qualification in the briefest possible time, the committee was advised that the Master of IT program will be comprehensively reviewed when it is next accredited around 2019.

This proposal was endorsed for presentation to the Academic Board, with a date of commencement of 1 January 2018 supported on the proviso that the necessary administrative activities required to offer the courses can be completed by then.

Resolution GSC17/6-18
That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Engineering and Information Technologies to introduce the Graduate Certificate in Computing and amend the Graduate Diploma in Computing;
(2) 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 Engineering and Information Technologies;
(3) approve the implementation or amendment of course resolutions arising from the proposal; and
(4) approve the implementation or amendment of the tables of units of study arising from the proposal,
with effect from 1 January 2018.

5 ITEMS FOR NOTING
5.1 Education Strategy: Higher Education Standards Framework and University Policy

Associate Professor Masters informed members that changes to several policies are required to ensure that the University is compliant with the Higher Education Standards Framework and that these papers address changes to or the implementation of policies that address third party agreements and the qualifications of those teaching University courses. Members were advised to
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provide any feedback directly to Associate Professor McCallum.

Resolution GSC17/6-19
That the Graduate Studies Committee:
(1) note the proposed creation of a Collaborative Education and Research Training Agreements Policy 2017 (provisional name);
(2) note amendments to the Learning and Teaching Policy 2015; and
(3) amendments to the Student Placement Policy (new name Student Placement and Projects Policy).

6 OTHER BUSINESS

6.1 Any Other Business

Associate Professor Masters informed members that any further course proposals submitted this year for implementation in 2018 must take into consideration any administrative deadlines that must be met to enable changes. The Academic Board is therefore unable to guarantee that any approved proposal can be implemented for Semester 1 2018.

There being no other business, the meeting closed at 4:18pm.

Next meeting: 2:00pm – 4:00pm, Tuesday 19 September 2017
Senate Room, Quadrangle

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<table>
<thead>
<tr>
<th>Author</th>
<th>Dr Matthew Charet, Executive Officer to Academic Board</th>
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<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>Professor Kirsten McKenzie, Chair of the Graduate Studies Committee</td>
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<tr>
<td>Paper title</td>
<td>Report of the Chair of the Graduate Studies Committee</td>
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<tr>
<td>Purpose</td>
<td>To advise the Graduate Studies Committee of actions taken by the Chair of the Committee</td>
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RECOMMENDATION

That the Graduate Studies Committee note the report of the Chair.

EARLY SUBMISSION

Members are asked to note that the Chair of the Academic Board has approved the early submission of a thesis for examination for one PhD candidate in the Faculty of Science.

RECOGNITION OF PRIOR LEARNING

Members are asked to note that the Chair has approved the recognition of prior learning for one PhD candidate in the Faculty of Arts and Social Sciences; for one PhD candidate in the Faculty of Engineering and Information Technologies; for one PhD candidate in the Faculty of Nursing; and for one PhD candidate in the Sydney Conservatorium of Music.

THESIS EMBARGO

Members are asked to note that the Chair has approved one embargo request for a period of 12 months for a PhD candidate in the Faculty of Science and another for a period of 18 months for a PhD candidate in the Faculty of Medicine.
RECOMMENDATION

That the Graduate Studies Committee note the report of the Academic Board meeting held on 29 August 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 8 August 2017; and

- did not approve the proposed amendment of the Assessment Procedures 2011 but referred the proposal to the Academic Standards and Policy Committee for further discussion;
- recommended to the Vice-Chancellor the rescission of the Guidelines for Inter-Institutional Agreements 1997;
- noted the Election Candidates’ Conduct Procedures 2017; and
- noted the 2016 Consolidated Summary of the Student Experience and Graduate Outcomes report.

Items related to the Admissions Committee
The Academic Board noted that the Admissions Committee had not met since the previous meeting of the Academic Board.

Items related to the Graduate Studies Committee
The Academic Board noted the report from meeting of the Graduate Studies Committee held on 1 August 2017 and:

- approved the proposal from the Faculty of Engineering and Information Technologies to introduce the Graduate Certificate in Computing and amend the Graduate Diploma in Computing; recommended 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 Engineering and Information Technologies, approved the implementation or amendment of course resolutions arising from the proposal; and approved the implementation or amendment of the tables of units of study arising from the proposal, with effect from 1 January 2018;
- approved the proposal from the Faculty of Arts and Social Sciences to amend the Master of Development Studies and approved the amendment of the course resolutions and table of units of study arising from the proposal, with effect from 1 January 2018;
- approved the proposal from the Faculty of Arts and Social Sciences to amend the Master of Political Economy and approved the amendment of the course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2018;
- approved the proposal from the Faculty of Arts and Social Sciences to amend the Master of Human Rights, Master of International Relations, Master of International Security, Master of International Studies, Master of Public Policy, Master of Political Economy, Master of Development Studies and Master of United States Studies and approved the amendment of course resolutions and unit of study tables arising from the proposal; with effect from 1 January 2018;
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- approved the proposal from the Faculty of Dentistry to amend the Doctor of Dental Medicine; recommended that Senate approve the amendment of the University of Sydney (Coursework) Rule 2014; and approve the amendment of the faculty resolutions arising from the proposal, with effect from 1 January 2018;
- approved the proposed amendments to the Thesis and Examination of Higher Degrees by Research Procedures 2015 and approved the proposed workflow for appointment of examiners and adopt the modified appointment of examiners form to reflect the new process;
- approved the proposed amendments to the Thesis and Examination of Higher Degrees by Research Guidelines for Examiners 2015 and approved the proposed amendments to the Higher Degrees by Research Examiner’s Report on Thesis form;
- approved the proposal from the Sydney Medical School to amend the Master of Medicine / Master of Science in Medicine (Infection and Immunity) and approved the amendment of the course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2018;
- approved the proposal from the Faculty of Science to amend the Doctor of Veterinary Medicine and approved the amendment of the course resolutions arising from the proposal, with effect from 1 January 2018;
- approved the proposal from the Faculty of Science to amend the Master of Clinical Psychology and Master of Clinical Psychology / Doctor of Philosophy and approved the amendment of the course resolutions arising from the proposal, with effect from 1 January 2018;
- approved the proposal from the Faculty of Science to amend the Master of Nutrition and Dietetics and approved the amendment of the course resolutions arising from the proposal, with effect from 1 January 2018;
- approved the proposal from the DVC Education Portfolio to amend the procedure for the implementation of R to the award of HDR scholarships; and
- noted the proposal from Sydney Medical School to amend the Master of Medicine/Science in Medicine (Clinical Epidemiology) (Metabolic Health), Master of International Public Health, Master of Health Policy, Master of Public Health, Master of Public Health (Professional Practice) and Master of Surgery and related embedded programs and noted the changes to unit of study tables arising from this proposal, with effect from 1 January 2018.

Items related to the Undergraduate Studies Committee

The Academic Board noted the report from meeting 2017/02 of the Undergraduate Studies Committee held on 1 August 2017 and:
- approved the proposal from the Deputy Vice Chancellor Education Portfolio to make a minor amendment to the progression and entry requirements for the Dalyell Stream in course resolutions and unit of study tables;
- approved the proposal from the Faculty of Science to amend the Bachelor of Liberal Arts and Sciences and approved the amendment of the table of units of study arising from the proposal, with effect from 1 January 2018;
- approved the proposal from the Faculty of Science to amend the Bachelor of Science / Master of Nutrition and Dietetics and approved the amendment of the table of units of study arising from the proposal, with effect from 1 January 2018; and
- approved the proposal from the Faculty of Science to amend the Bachelor of Science and approve the amendment of the table of units of study arising from the proposal (Neuroscience Major Table 1), with effect from 1 January 2018.

Other matters

The Academic Board also:
- reaffirmed its approval and endorsement of the Charter of Academic Freedom and its commitment to the University’s values of courage and creativity, respect and integrity, inclusion and diversity and openness and engagement, and referred the Charter to the Culture Taskforce for discussion;
- noted the set of Graduate Qualities and consider potential changes to the PhD student experience;
- approved changes to the membership of the Board and its committees;
- noted the timeline for Academic Board elections for terms of office commencing 1 January 2018;
- noted the 2018 meeting schedule;
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- noted the verbal report from the Chair of the Academic Board on matters considered by Senate at its 23 August 2017 meeting;
- noted the report of the student members of the Academic Board;
- noted the verbal report from the Vice-Chancellor and Principal on matters considered by Senate at its 23 August 2017 meeting, including a presentation on the University’s presence in Western Sydney; and
- approved the 2018 Academic Calendar for Sydney Nursing School.

The full agenda pack for the 29 August 2017 meeting of the Academic Board is available from:
RECOMMENDATION

That the Graduate Studies Committee note the actions reported.

EXECUTIVE SUMMARY

Report of the HDR Examinations Sub-Committee meeting held on Tuesday, 25 July 2017, when there were present: the Chair of the HDR Examinations Sub-Committee (Associate Professor K Nelson) presiding, Professors F Lovicu and P Wilson, Associate Professors Tim Allender and J Atai. Ms F Miranda in attendance.

Proceedings of the Sub-Committee

1 Doctor of Philosophy

(1) Cases referred to the Sub-Committee

The Sub-Committee considered the examiners’ reports and faculty recommendations with respect to 4 candidates. The Sub-Committee resolved:

- in two cases, that the degree be awarded subject to the making of corrections to the satisfaction of the Chair of Examination;
- in two cases that the degree not be awarded but that the candidate be permitted to revised and resubmit;

(2) Action taken by the Chair

The Sub-Committee noted that the Chair had considered the examiners’ reports, the recommendations of the heads of department/school and the faculty board of postgraduate studies concerned and reports by the candidates’ supervisors, with respect to 11 candidates. The Chair determined:

- in six cases, that the degree be awarded subject to the making of emendations to the satisfaction of the Head of School or equivalent;
- in three cases, that the degree not be awarded but that the candidate be permitted to revised and resubmit;
- in two cases, that the intention for revise and resubmit be formed and the candidate be consulted

(3) Appointment of Examiners

The Sub-Committee noted that the Chair had endorsed the appointment of examiners for 62 candidates.

2 Policy Update Request

Thesis Examination Policy and Procedures Discussion

The document on the secure website has collated concerns raised by HDRESC members, HDRAC managers and portfolio staff, and other feedback from across the University about some of the changes made to the Thesis Examination Policy and Procedures documents at the beginning of 2017.
Resolution 49/17
The HDR Examinations Sub-Committee agreed with the proposal concerning the Convenor, but agreed that the remaining proposals needed more time for consideration and have deferred these until the August meeting. Before that meeting more work will be done to propose wording to the policy documents.
RECOMMENDATION

That the Graduate Studies Committee note the actions reported.

EXECUTIVE SUMMARY

Report of the HDR Examinations Sub-Committee meeting held on Tuesday, 29 August 2017, when there were present: the Chair of the HDR Examinations Sub-Committee (Associate Professor K Nelson) presiding, Professors G Clarke, F Lovicu, P Wilson and I Krass, Associate Professor Tim Allender and J Atai. Ms F Miranda was in attendance.

Proceedings of the Sub-Committee

1 Doctor of Philosophy

(1) Cases referred to the Sub-Committee

The Sub-Committee considered the examiners’ reports and faculty recommendations with respect to 4 candidates. The Sub-Committee resolved:

- in two cases, that the degree not be awarded but that the candidate be permitted to revised and resubmit;
- in one case, to form the intent that the degree not be awarded but that the candidate be permitted to revised and resubmit;
- in one case, to invite further comment from the Associate Dean (Research Training) of the relevant faculty.

(2) Action taken by the Chair

The Sub-Committee noted that the Chair had considered the examiners’ reports, the recommendations of the heads of department/school and the faculty board of postgraduate studies concerned and reports by the candidates’ supervisors, with respect to 7 candidates. The Chair determined:

- in five cases, that the degree be awarded subject to the making of emendations to the satisfaction of the Head of School or equivalent;
- in one cases that the degree not be awarded but that the candidate be permitted to revised and resubmit;
- in one case, to form the intent that the degree not be awarded but that the candidate be permitted to revised and resubmit;

(3) Appointment of Examiners

The Sub-Committee noted that the Chair had endorsed the appointment of examiners for 87 candidates.

2 Cotutelles

The Sub-Committee noted that the Chair endorsed the award of the degree to one candidate who completed their examination at the partner institution.
RECOMMENDATION

That the Graduate Studies Committee note the following report from the Higher Degree by Research Scholarships Sub-Committee (HDRSSC) on its meeting held on 25 August 2017.

HDRSSC HALF-MEETING (EXCEPTIONAL APPLICANTS) 25 AUGUST 2017

Proceedings of the Sub-Committee

The Sub-Committee:

- determined the award of RTPS and RTPS International (formerly IPRS) to exceptional applicants;
- determined the number of offers to be made in each category;
- discussed the Research Training Program rules in relation to the removal from the information pack of the restriction for those who have previously received a Commonwealth funded scholarship for a period of six months or above;
- discussed the 2018 meeting schedule.
- 10 x 2017 Domestic RTP, 2 x 2018 Domestic RTP, and 1 x 2018 International RTP scholarships were awarded.
To propose the development of a University-wide course review process to improve quality assurance and ensure compliance with the Higher Education Standards Framework, and to circulate the initial draft of a proposed Course Review Template for consultation/feedback.

RECOMMENDATIONS
That recipients of this paper:

1) Endorse the proposal to establish a University-wide course review process.

2) Discuss and provide feedback on the proposed process and draft Course Review Template.

EXECUTIVE SUMMARY

A seven-year cycle of comprehensive course reviews is a core standard of the new Higher Education Standards Framework (5.3.1-5.3.3) (“the Standards”) and is also a requirement of the University's Learning and Teaching Policy 2015 (“the Policy”). The Standards and the Policy both require that the review process is overseen by the Academic Board, and respectively establish a number of requirements for the content of reviews and composition of review panels.

Both the University’s TEQSA Working Group and the University’s external adviser on the TEQSA project, ex-TEQSA Commissioner Michael Wells, have identified Standard 5.3 as a current compliance gap for the University. To date, the University has not had a regular schedule for course reviews, and does not provide faculties with templates or guidelines for the conduct and content of reviews. Recent consultation with faculties has indicated a desire for more guidance from the Academic Board and/or central coordination and support for the course review process.

Three related pieces of work are currently being undertaken to improve the University’s compliance with Standard 5.3:

1) The Academic Board and the University Quality Manager are working with faculties to establish a formal course review schedule detailing completed and planned reviews for the period 2011-2023 (2017 -/+ 7 years). Approximately 240 courses or course “families” have been identified as in scope for review.

2) The University Quality Manager has developed an initial proposal for an enhanced and formalised course review process, in which faculties will be prompted to conduct course reviews and will be provided with relevant data in advance of scheduled reviews.

3) The University Quality Manager has developed a draft Course Review Template to establish consistent parameters for the conduct and reporting of course reviews.

The purpose of this document is to seek input and feedback on the initial proposal for an enhanced course review process and the draft Course Review Template prior to the development of a formal proposal to the Academic Board and University Executive.

BACKGROUND / CONTEXT

TEQSA requirements and registration process

- As of 1 January 2017, the University is required to be compliant with the new Higher Education Standards Framework. TEQSA can require that the University provide evidence of compliance with any standard at any time.
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- The University of Sydney’s current registration under the TEQSA Act expires on 31 August 2018, and the University must submit an application for re-registration no later than 180 days (6 months approx.) before that date (end of February 2018 approx.).
- The University has appointed a University Quality Manager who reports to the Provost and is responsible for coordinating the University’s application to TEQSA.
- A University-level TEQSA working group comprising the DVC(E), the Chair of the Academic Board, the University Quality Manager, Higher Education Policy and Projects and a group of representatives of portfolios, PSUs and faculties has meet monthly since 2016 and has prepared a draft TEQSA Compliance Framework.
- This group has conducted an analysis of compliance gaps, and has identified Standard 5.3 as a critical gap.

Higher Education Standards Framework - Standard 5.3

Standard 5.3 is a core standard, meaning that the University must provide TEQSA with evidence of compliance with this standard as part of its application for reregistration in 2018. It is a new standard in this version of the Framework, and establishes the seven-year timeline for reviews. Sections of Standard 5.3 with which the University is not currently compliant are:

- 5.3.1 All accredited courses of study are subject to periodic (at least every seven years) comprehensive reviews that are overseen by peak academic governance processes and include external referencing or other benchmarking activities.
- 5.3.2 A comprehensive review includes the design and content of each course of study, the expected learning outcomes, the methods for assessment of those outcomes, the extent of students’ achievement of learning outcomes, and also takes account of emerging developments in the field of education, modes of delivery, the changing needs of students and identified risks to the quality of the course of study.

The complete text of Standard 5.3 is provided for reference as Attachment 1.

Current practice

Section 11.6 of the Learning and Teaching Policy 2015 requires that: “Faculties, or their relevant standing committees, must ensure that award courses receive a comprehensive review including external referencing or other benchmarking at least every seven years and must forward a report of the review to the Academic Board.”

Faculties currently self-monitor compliance with this aspect of the Policy. The Academic Board has recently undertaken a process to develop a course review schedule, but does not currently specify review guidelines, provide a standard review template or prompt faculties to complete reviews. Advice from the Secretariat has indicated that the Board is provided with the outcome of course reviews on an ad-hoc basis, usually as part of a formal course amendment proposal. Board minutes do not provide any indication that the Board or its committees have considered any course reviews not associated with a course amendment proposal over the past 12 months.

Course reviews are also within the remit of the University Executive’s Curriculum and Course Planning Committee (CCPC), the terms of reference for which include provision for CCPC to “Review degree programs and make recommendations to SEG [UE] for appropriate reform and improvement”. The CCPC does not currently maintain a schedule for the review of individual courses.

ISSUES

Compliance with Standard 5.3 will require that the University adopts a systematic and consistent approach to the scheduling, conduct and reporting of course reviews. The establishment of a course review process is also an opportunity for the University to implement quality assurance processes which exceed the minimum compliance requirements of the Standards, and provide an effective mechanism for the monitoring and improvement of courses across a broad range of educational and sustainability considerations.

Scale and resourcing

The first version of the Academic Board’s course review schedule identified approximately 240 courses or embedded course “families” that will be subject to the course review process, although this number is expected to gradually decline as the new undergraduate curriculum takes effect. For now, this would equate to approximately 35 individual course reviews each year over a seven year cycle. This has clear implications.
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for workload, particularly for the Academic Board and faculties and potentially Institutional Analytics and Planning and CCPC. The course review process will therefore need to be designed to efficiently support meaningful review and oversight of courses at this volume, and to minimise the administrative impost of the review process on academic units, governance bodies and the portfolios.

Ways in which the administrative impost of the course review process can be minimised include:

- Conducting reviews of portfolios of courses (e.g. Business School postgraduate coursework; non-accredited Nursing courses) rather than individual courses in order to minimise the number of review panels required and identify and consider common issues across programs.
- Aligning course reviews with external and professional accreditation reviews where applicable. While TEQSA does not regard professional accreditation reviews (generally focused on inputs rather than student outcomes) as sufficient for compliance with Standard 5.3, faculties could add any additional student-focused criteria to accreditation processes rather than conducting multiple reviews.
- Using existing reports and forms throughout the process where possible, for example by using professional accreditation reports in course review submissions, and alignment between or acceptance of course review documents as justification for course amendment proposals.
- The development of a standard course information pack/report (“Know Your Course”), available to faculties either on a regular schedule or as required so that course review panels can direct their attention to analysis rather than data gathering.

Feedback from interested parties is sought on two related issues:

Proposed course review process

The draft course review process detailed in Attachment 2 proposes that the newly formed University Quality team support the course review process by maintaining course review schedules and action logs, coordinating the provision of data and input from portfolios to faculties and serving as a central point of contact for the review process. Faculties will retain responsibility for establishing review panels and conducting course reviews. The Academic Board will retain responsibility for oversight of the process overall, review of the content of individual course reviews, monitoring implementation of review recommendations, and for establishing and maintaining an appropriate channel for the reporting of course review outcomes to the Senate, possibly via the Senate Education and Research Committee. CCPC could be incorporated in the review or reporting process on either a routine or an as-required basis.

The role of the University Quality team in this process would be limited to supporting the administrative aspects of the course review process, analogous to the role played by the Provost’s office in preparing the schedule, templates and data for the joint Academic Board-UE Reviews of Faculties. It is anticipated that the resource implications for the University Quality Office could be met from within the existing staff budget for this office.

Proposed course review template

An initial draft course review template is provided for feedback as Attachment 3. This draft draws on the current Course Management Template in order to reduce duplication if faculties need to submit course review and course amendment requests simultaneously. It also draws on a previous Academic Board course review template circa 2004, responds to the requirements of the HESF and addresses issues commonly included in previous course reviews submitted to the Board. The draft template does not currently include detailed financial or market analysis, which is beyond the requirements of the HESF and the remit of the Academic Board, but could be incorporated in future versions of the draft template for CCPC purposes.

The attached template has been designed to support establishment of a course review process to meet the requirements of the HESF as an immediate priority in 2017. In the longer term, there are significant opportunities for process improvements such as streamlining and/or integrating course proposal, course amendment and course review templates; the use of online forms, data verification and workflow processes; and greater collaboration between faculties, portfolios and PSUs at various stages of the review process.

ATTACHMENTS

Attachment 1: Higher Education Standards Framework - Standard 5.3 Review, Monitoring and Improvement (pg 4)
Attachment 2: Proposed course review process (pg. 5)
Attachment 3: Draft Course Review Template (pg. 7)
Attachment 1: Higher Education Standards Framework - Standard 5.3 Review, Monitoring and Improvement

<table>
<thead>
<tr>
<th>5.3</th>
<th>Monitoring, Review and Improvement</th>
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<tr>
<td>5.3.1</td>
<td>All accredited courses of study are subject to periodic (at least every seven years) comprehensive reviews that are overseen by peak academic governance processes and include external referencing or other benchmarking activities.</td>
</tr>
<tr>
<td>5.3.2</td>
<td>A comprehensive review includes the design and content of each course of study, the expected learning outcomes, the methods for assessment of those outcomes, the extent of students' achievement of learning outcomes, and also takes account of emerging developments in the field of education, modes of delivery, the changing needs of students and identified risks to the quality of the course of study.</td>
</tr>
<tr>
<td>5.3.3</td>
<td>Comprehensive reviews of courses of study are informed and supported by regular interim monitoring of the quality of teaching and supervision of research students, student progress and the overall delivery of units within each course of study.</td>
</tr>
</tbody>
</table>
| 5.3.4 | Review and improvement activities include regular external referencing of the success of student cohorts against comparable courses of study, including:  
   a. analyses of progression rates, attrition rates, completion times and rates and, where applicable, comparing different locations of delivery, and  
   b. the assessment methods and grading of students' achievement of learning outcomes for selected units of study within courses of study. |
| 5.3.5 | All students have opportunities to provide feedback on their educational experiences and student feedback informs institutional monitoring, review and improvement activities. |
| 5.3.6 | All teachers and supervisors have opportunities to review feedback on their teaching and research supervision and are supported in enhancing these activities. |
| 5.3.7 | The results of regular monitoring, comprehensive reviews and external referencing and student feedback are used to mitigate future risks to the quality of the education provided and to guide and evaluate improvements, including the use of data on student progress and success to inform admission criteria and approaches to course design, teaching, supervision, learning and academic support. |
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Attachment 2: Proposed course review process

1. Scheduling and preparation
   • Establish and maintain review schedule (UQM²)
   • Confirm scheduled reviews with faculties 6 months in advance (UQM)
   • Ensure that faculties receive/have access to the course information pack² (UQM)
   • Provide faculties with any other relevant information or input from portfolios (UQM)

2. Course review
   • Appoint course review panel (faculty)
   • Conduct course review (faculty)
   • Complete course review template and submit to relevant AB subcommittee [and CCPC?] (faculty)

3. AB/CCPC review
   • Note and discuss course review³ (AB [CPCC?])
   • Request additional information from faculty if required (AB [CPCC?])
   • Advise UQM when review is finalised so review schedule and action logs can be updated.

4. Report to Senate and ongoing monitoring
   • Include summary of course reviews and key issues in reports to Senate [Education and Research Committee?] (AB)
   • Annual report on implementation of recommendations to relevant AB committee (faculty)

Notes:
1. AB = Academic Board, UQM = University Quality Manager, IAP = Institutional Analytics and Planning, Ed = Education Portfolio, CCPC = Course and Curriculum Planning Committee, faculty = faculty or University School
2. Providing faculties/University schools with a standard suite of relevant data upfront would:
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a) minimise the need for and workload implications of ad-hoc requests for data to IAP, the Education portfolio and other parts of the University,
b) ensure that data are consistent and comparable across faculties,
c) provide faculties with access to essential data and data they might not otherwise consider and
d) allow faculties to direct resources for the review towards analysis and planning rather than background research and information gathering.

The UQM will work with IAP and the Education portfolio to develop a standard data pack which can be efficiently generated for multiple reviews. Subject to availability at course level, this could include data such as student demand, load, demographics, retention, mobility, success, progression and completion rates, Go8 benchmarking including the QVS, surveys such as the USS, CEQ and other QILT surveys, educational integrity stats, graduate quality outcomes (when finalised) and key strategy metrics.

3. An evaluation template including background information or guidance notes on specific standards or parts of the course review template could be prepared to support discussion at AB.
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Attachment 3: Draft course review template

Course Review Template

It is a requirement of the Learning and Teaching Policy 2015 that faculties ensure that award courses receive a comprehensive review including external referencing or other benchmarking at least every seven years and forward a report of the review to the Academic Board. In accordance with the Higher Education Standards Framework, this review must include the design and content of each course of study, the expected learning outcomes, the methods for assessment of those outcomes, the extent of students’ achievement of learning outcomes, and also take account of emerging developments in the field of education, modes of delivery, the changing needs of students and identified risks to the quality of the course of study. These comprehensive reviews must be informed and supported by regular interim monitoring of the quality of teaching and supervision of research students, student progress and the overall delivery of units within each course of study.

Course review panels should be comprised of at least six members including:

- A Chair who is an academic member of staff of the faculty/University school responsible for the award course;
- At least two representatives from the academic disciplines responsible for teaching in the award course;
- At least two academic staff members from two different faculties/University schools other than the faculty/University school responsible for the award course (for undergraduate courses)/one academic staff member from a different faculty/University school (postgraduate courses);
- At least one student enrolled in, or recently graduated from the award course; and
- Relevant stakeholders from professions or industry, as determined by the committee responsible for oversight of the award course.

All academic members of the course review panel should be selected on the basis of recognised educational excellence.

Where a course has been reviewed or accredited by an external professional body, the faculty may choose to complete some sections of this template by referring to the relevant sections or pages of the accreditation report, which should be attached to the completed template.

Faculties/University schools will be provided with a course data pack [to be developed] including key statistics, benchmarking data and information from the portfolios at least 3 months in advance of scheduled reviews as per the Course Review Schedule [currently under development – to be posted on intranet/AB pages when complete].

Completed course review templates should be submitted to the Undergraduate Studies Committee or Graduate Studies Committee of the Academic Board. The annual calendar of relevant committee meetings is located online at: http://sydney.edu.au/secretariat/academic-board-committees/academic-board/index.shtml

Faculties/University schools are required to report to USC or GSC on the implementation of the recommendations of the review on an annual basis until all recommended actions have been taken.

Enquiries about this template may be submitted to [contact TBC].
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PART 1: COURSE DETAILS

(PART 1 IS AN EXTRACT FROM THE CURRENT COURSE MANAGEMENT TEMPLATE)

<table>
<thead>
<tr>
<th>Item No</th>
<th>1.1</th>
<th>Course name:</th>
<th>e.g., Master of Social Studies (International)</th>
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<tr>
<td>1.2</td>
<td>Course abbreviation:</td>
<td>e.g., MSocStud</td>
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<tr>
<td>1.3</td>
<td>Combined degree?</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>1.4</td>
<td>Combined type: (if applicable)</td>
<td>☐ Combined means a single program with a single set of course Resolutions leading to the award of two degrees unless otherwise specified in the Resolutions ☐ Double means a program where students are permitted by participating faculties (and/or by specific Resolutions within a single award) to transfer between courses in order to complete two awards ☐ Combined Level means a single program with a single set of course Resolutions leading to the award of two degrees at two different levels unless otherwise specified in the Resolutions</td>
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<tr>
<td>1.5</td>
<td>Honours offered?</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>1.6</td>
<td>Honours type: (if applicable)</td>
<td>☐ Appended Students satisfy requirements for the award of a Bachelor (Pass) degree and on this basis qualify for admission to an additional Honours year ☐ Integrated Students undertake Honours components in Year 2, Year 3 etc. of the Bachelor course</td>
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<tr>
<td>1.7</td>
<td>Course group:</td>
<td>☐ Undergraduate ☐ Postgraduate coursework ☐ Postgraduate research</td>
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<tr>
<td>1.8</td>
<td>Course AQF Level</td>
<td>☐ Level 5: Diploma ☐ Level 6: Advanced diploma/Associate degree ☐ Level 7: Bachelor degree ☐ Level 8: Bachelor Honours degree, Graduate Certificate, Graduate Diploma ☐ Level 9: Masters degree (research, coursework and extended) ☐ Level 10: Doctoral degree</td>
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<td>1.9</td>
<td>Short course description: for the UAC Guide, Good Universities Guide</td>
<td>Limit 40 words</td>
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<tr>
<td>1.10</td>
<td>Full course description: for Sydney Courses</td>
<td>Limit 200 words</td>
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<tr>
<td>1.11</td>
<td>Expected normal length of candidature:</td>
<td>Full-time Min: Max: Part-time Min: Max:</td>
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<td>1.12</td>
<td>Minimum credit points for completion:</td>
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<tr>
<td>1.13</td>
<td>Location/campus for student attendance:</td>
<td>☐ Camperdown and Darlington ☐ Camden ☐ Cumberland ☐ Rozelle ☐ Conservatorium ☐ Mallett Street ☐ Fully online ☐ Offshore (please specify): ☐ Other (please specify): ☐ Hospital (Clinic) (please specify):</td>
<td></td>
</tr>
<tr>
<td>1.14</td>
<td>Mode of delivery: Face-to-face teaching</td>
<td>☐ Yes ☐ No ___% Will international students be able to study in ‘face-to-face’ mode for at least 75% of the time each semester? ☐ Yes ☐ No ___% Distance education</td>
<td>☐ Yes ☐ No ___% Offshore delivery ☐ Yes ☐ No ___%</td>
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<td>1.15</td>
<td>Timetabling:</td>
<td>☐ Standard ☐ Non-standard (e.g. Summer or Winter School)</td>
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<td>1.16</td>
<td>Does the course involve clinical or industrial placement/experience?</td>
<td>☐ Yes ☐ No If yes, please provide details, including a list of the Units of Study, and advise whether or not appropriate clinical/internship partnerships are in place</td>
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<td>1.17</td>
<td>Does the course involve internships or overseas study?</td>
<td>☐ Yes ☐ No If yes, please provide details, including a list of the Units of Study and location (city/region)</td>
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<tr>
<td>1.18</td>
<td>Is this a course which provides entry to a profession i.e. needs professional accreditation? Please provide name of agency or agencies and current accreditation status for each</td>
<td>☐ Yes ☐ No</td>
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PART 2: REVIEW DETAILS

2.1 REVIEW COMMITTEE MEMBERSHIP

<table>
<thead>
<tr>
<th>Name</th>
<th>Position title and organisation (if applicable)</th>
<th>Student or recent graduate (Y/N)</th>
<th>External to University (Y/N)</th>
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2.2 SUMMARY OF CONSULTATION

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<tr>
<th>Date</th>
<th>Consultees</th>
<th>Method of consultation</th>
<th>Evidence of consultation*</th>
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PART 3: COURSE CONTEXT

3.1 STRATEGIC AND ACADEMIC RATIONALE

Explain the purpose and value of the course and describe its alignment with University and Faculty strategy. Comment on any specific issues raised by the portfolios in the course data pack (if applicable).

3.2 ACADEMIC OBJECTIVES AND LEARNING OUTCOMES

Describe the overall academic aims of the course and specify the learning outcomes that graduates will demonstrate and achieve by the conclusion of the course. Relate these outcomes to the University’s Graduate Qualities and the outcomes specified at the appropriate course level in the Australian Qualifications Framework.

3.3 MARKET ANALYSIS

Describe the general level of demand, competition, pricing etc for the course in the market, emphasising changes since course establishment/previous review (whichever is more recent).

3.4 DOMESTIC AND INTERNATIONAL COMPETITORS

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name of course offered by competitor</th>
<th>Domestic</th>
<th>International</th>
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</table>
Non-Confidential

3.5 COURSE HISTORY
Describe any major changes to the course since the previous review. Include details of any change that has altered the mapping of AQF learning outcomes and/or our graduate qualities against the course.

3.6 DEVELOPMENTS IN FIELD OF EDUCATION
Describe recent or emerging developments in the field of education e.g. changing content, student demographics, course delivery methods or emerging issues in the field.

PART 4. STUDENT COHORT
Data related to questions 4.1 and 4.2 are provided in the Course Review Pack.

4.1 STUDENT PROFILE
Indicate the optimal size and composition of the student cohort for this course. Has the cohort been achieved, and if not, how is this being addressed?

4.2 STUDENT DEMAND
Describe any significant trends or changes in student demand for the course or specific majors (if applicable) within the course since the last review. Indicate if student demand is sufficient to sustain the desired enrolment profile for the course.

4.3 ADMISSIONS
Specify the major admissions methods/pathways for this course. Evaluate the effectiveness of admissions criteria, pathways and processes.

Comment [tn2]: There should be a provision here, not only to demonstrate the changes which have altered the mapping, but a requirement to show that the changes (since the last review of approval of the award) still enable mapping of the award course against the AQF.
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PART 5. LEARNING AND TEACHING

5.1 COURSE STRUCTURE
Briefly describe the overall structure of the course. Specify any core, barrier or capstone units, and list available majors. Evaluate the overall structure of the course. Consider questions such as: is the course structure current and relevant? Does the content in the core and the majors reflect recent developments in the field of education? Do the core and majors (if available) provide a coherent sequence of learning aligned to learning outcomes and supporting the achievement and evaluation of graduate qualities?

5.2 PEDAGOGICAL APPROACH
Describe the pedagogical approach adopted within core units and across the award course as a whole (lectures and tutorials, laboratory-based learning, one-to-one instruction, experience-based learning in professional placement, etc). Do the chosen modes of delivery facilitate student learning; for example, what is the purpose of the use of lectures/tutorials/online units/laboratory work/studio or performance experience in terms of achieving the stated learning outcomes? Provide details of any mandatory placements or fieldwork.

5.3 ASSESSMENT PROCEDURES
Specify the assessment regime in each core, barrier and capstone unit of study i.e. the proportion of coursework to practical components and examinations. Indicate whether external assessors are used and describe the benchmarking or reporting role of such assessors.

<table>
<thead>
<tr>
<th>Unit of Study</th>
<th>Assessment (%)</th>
<th>Use of external assessors/examiners (Yes/No) (if yes, please provide details)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.4 ASSURANCE OF LEARNING
Evaluate if the assessment regime in 5.3 ensures that the learning outcomes and graduate qualities have been achieved. This section should address the issue of how assessments provide an assurance of learning in terms of the learning outcomes of the course described at 3.2 above.

5.5 QUALITY ASSURANCE
What quality assurance processes are used in the assessment of students’ work, and measuring the extent of students achieving learning outcomes? Have any subject areas within the course been evaluated through the Group of Eight's Quality Verification System, a similar external benchmarking process or a professional body and with what outcome?
5.6 ACCESSIBILITY AND SUPPORT
Describe and evaluate the teaching strategies and delivery modes used in this course to ensure the needs of students with different learning styles and/or from culturally diverse backgrounds and/or with disability are addressed.

5.7 TEACHING QUALITY
Describe how teaching quality is monitored, including how feedback from Unit of Study surveys and any other formal and/or informal feedback on teaching has been used to improve teaching quality in this course.

5.8 BENCHMARKING
Evaluate the content and quality of the course in relation to similar courses at other universities. Describe any examples of good practice that could be adopted from other universities. (Some benchmarking data is provided in the course review pack; course review committees may also consider other sources of information such as course outlines from similar courses or feedback from advisory panels, graduate employers, industry groups or peers at other institutions).

PART 6. STUDENT OUTCOMES
Data related to questions in Part 6 are provided in the Course Review Pack.

6.1 STUDENT RETENTION
Is the retention rate both a) similar to that of comparable courses and b) satisfactory in terms of course and University objectives? Describe any plans or current initiatives designed to improve retention rates (if applicable).

6.2 STUDENT SUCCESS, PROGRESSION AND COMPLETION
Are progression, success and completion rates both a) similar to that of comparable courses and b) satisfactory in terms of course and University objectives? Are there any specific areas of concern regarding student success or progression? Describe any plans or current initiatives designed to improve student success and progression rates within the course (if applicable).
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6.3 ACHIEVEMENT OF LEARNING OUTCOMES
Describe the outcomes of the assurance of learning processes described at 3.2. Indicate to what extent students are achieving course learning outcomes. Evaluate if the assessment regime provides valid and reliable data about student achievement of learning outcomes.

6.4 STUDENT MOBILITY
Is the level of study mobility within the course satisfactory? Does the course structure provide opportunities for students to undertake international mobility experience/s?

6.5 STUDENT FEEDBACK
Indicate how students are involved in course governance and the mechanisms available for students to provide feedback on their educational experience in this course. Describe any changes made in response to student feedback.

6.6 GRADUATE DESTINATIONS
What are the graduate destinations of students who have completed this course? What action to ensure successful graduate outcomes is planned or underway?

6.7 GRADUATE SURVEYS
Does the course perform substantially better or worse on any specific aspects of the Course Experience Questionnaire and the Graduate Outcomes Survey than comparable programs? Describe any plans or current initiatives designed to improve graduate outcomes overall or in relation to specific elements of the CEQ or GOS.

PART 7: RESOURCES

7.1 RESOURCE SUFFICIENCY
Are adequate resources for the delivery of the program currently available in each of the following areas:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Available? Y/N (if no, specify any plans to address unmet resource need)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching and support staff</td>
<td></td>
</tr>
<tr>
<td>Teaching spaces</td>
<td></td>
</tr>
<tr>
<td>Professional placement locations</td>
<td></td>
</tr>
<tr>
<td>IT requirements</td>
<td></td>
</tr>
</tbody>
</table>
PART 8: OUTCOMES OF REVIEW

8.1 SUMMARY
Summarise the overall findings/conclusions and recommendations of the course review committee.

8.2 SWOT ANALYSIS
Identify the major strengths of the course and any opportunities for improvement.

8.3 RECOMMENDATIONS
List of the recommendations of the review panel in order of priority, where 1 is the

8.4 IMPLEMENTATION PLAN
Provide an action plan specifying how each recommendation will be implemented, who is responsible, the due date and how it will be reviewed. The faculty/University school should report to USC/GSC on the progress of implantation of recommendations on an annual basis, with the first update due 12 months after the submission of this initial review report.

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Responsibility</th>
<th>Date</th>
<th>KPI/measure of success</th>
</tr>
</thead>
</table>

8.5 REVIEW SCHEDULE
Courses must be reviewed at least every seven years, but may be reviewed more frequently.

| Date of next review (month/year) | Full or Partial Review? (for partial review, please detail) | Purpose of review (internal/external/accreditation/other) |
Non-Confidential

<table>
<thead>
<tr>
<th>Author</th>
<th>Kate Munro (Manager, Curriculum Planning &amp; Development)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>Associate Professor Rae Cooper (Acting Associate Dean, Programs)</td>
</tr>
<tr>
<td>Paper title</td>
<td>Minor course amendment proposal: Commerce programs</td>
</tr>
<tr>
<td>Purpose</td>
<td>The Business School seeks the approval of the Graduate Studies Committee for minor amendments to the Commerce award courses.</td>
</tr>
</tbody>
</table>

RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the University of Sydney Business School to amend the Master of Commerce, Graduate Diploma in Commerce and Graduate Certificate in Commerce; and
(2) approve the amendment of course resolutions and unit of study tables arising from the proposal; with effect from 1 January, 2018.

EXECUTIVE SUMMARY

After consultation with relevant stakeholders within the Business School, it is recommended that the proposal to introduce the new core unit, BUSS5050 Professional Development and Practice (approved by Academic Board for implementation in 2018) be rescinded, pending a review of the postgraduate Commerce programs in 2018.

The AQF outcomes are not in any way affected by the proposed changes.
Faculty: Business School

Contact person: Kate Munro (#65019)

1. **Name of award course**
   - Master of Commerce
   - Graduate Diploma in Commerce
   - Graduate Certificate in Commerce

2. **Purpose of proposal**
   To amend the course resolutions and table of units of study for the Commerce programs as follows, with effect from 2018:
   1. Remove the new core unit, BUSS5050 Professional Development and Practice, proposed for introduction in 2018 but now rescinded, pending review of the program; and
   2. Reverse the proposed reduction in the number of foundational units of study required (as a result of the above).

3. **Details of amendment**
Master of Commerce
Graduate Diploma in Commerce
Graduate Certificate in Commerce

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 Resolutions of the Faculty, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended) and the Academic Board policies on Academic Dishonesty and Plagiarism. Up to date versions of all such documents are available from the Policy Register: http://www.sydney.edu.au/policies.

Course resolutions

1 Course codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACOMMER-03</td>
<td>Master of Commerce</td>
</tr>
<tr>
<td>GNCOMMER-02</td>
<td>Graduate Diploma in Commerce</td>
</tr>
<tr>
<td>GCCOMMER-01</td>
<td>Graduate Certificate in Commerce</td>
</tr>
</tbody>
</table>

2 Attendance pattern
The attendance pattern for this course is full time or part time according to candidate choice.

3 Master's type
The master's degree in these resolutions is a professional master's course, as defined by the Coursework Policy.

4 Embedded courses in this sequence
(1) The embedded courses in this sequence are:
(a) the Master of Commerce
(b) the Graduate Diploma in Commerce
(c) the Graduate Certificate in Commerce
(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. Only the longest award completed will be conferred.

5 Admission to candidature
(1) Available places will be offered to qualified applicants ranked on merit in accordance with the following criteria:
(a) Master of Commerce
   (i) an Australian Qualifications Framework Level 7 or higher qualification with a minimum credit average (or equivalent) at an institution approved by the Business School or
   (ii) an Australian Qualifications Framework Level 7 or higher qualification (or equivalent) and performance in an admissions test approved by the Business School to a standard considered satisfactory by the Business School; and
   (iii) satisfaction of the English language requirements; and
   (iv) any other minimum standards specified by the Business School.
(b) Graduate Diploma in Commerce
   (i) an Australian Qualifications Framework Level 7 or higher qualification (or equivalent) at an institution approved by the Business School and graded at a standard acceptable to the Business School;
   (ii) satisfaction of the English language requirements; and
   (iii) any other minimum standards specified by the Business School.
(c) Graduate Certificate in Commerce
   (i) an Australian Qualifications Framework Level 7 or higher qualification (or equivalent) at an institution approved by the Business School and graded at a standard acceptable to the Business School; or
   (ii) equivalent professional work experience of no less than three years in a relevant field, as defined by the Business School;
   (iii) satisfaction of the English language requirements; and
   (iv) any other minimum standards specified by the Business School.
(2) In exceptional circumstances the Business School may admit applicants without these qualifications who, in the opinion of the Business School, have qualifications and evidence of experience and achievement sufficient to successfully undertake the award.

6 Requirements for award
(1) The units of study that may be taken for the course are set out in the Table of postgraduate units of study: Commerce.
(2) To qualify for the award of the Master of Commerce a candidate must complete 96 credit points, comprising:
   (a) 18 credit points in core units of study; and
   (b) a minimum of 12 credit points in foundational units of study; and
   (c) at least one specialisation selected from the Commerce areas of specialisation; and
   (d) additional specialisation/s, dissertation; and/or any additional elective units of study from the Table of postgraduate units of study: Commerce required to make 96 credit points in total.
(3) To qualify for the award of the Graduate Diploma in Commerce a candidate must complete 48 credit points, comprising:
   (a) 6 credit points in core units of study; and
(b) a minimum of 12 and a maximum of 18 credit points in foundational units of study; and
(c) elective units of study from the Table of postgraduate units of study: Commerce required to make 48 credit points in total.

To qualify for the award of the Graduate Certificate in Commerce a candidate must complete 24 credit points, comprising:
(a) a minimum of 12 and a maximum of 18 credit points in foundational units of study; and/or
(b) any additional elective units of study from the Table of postgraduate units of study: Commerce required to make 24 credit points in total.

7 Recognition of prior learning

(1) Waivers may be granted or the volume of learning may be reduced in recognition of prior learning.
(2) Candidates for the Master of Commerce may be eligible for a reduction in the volume of learning of up to 48 credit points, subject to the following:
(a) The maximum permissible reduction in the volume of learning is 24 credit points for an Australian Qualifications Framework Level 7 qualification in a cognate discipline, as defined by the Business School.
(b) The maximum permissible reduction in the volume of learning is 24 credit points for an Australian Qualifications Framework Level 8 or higher qualification in a non-cognate discipline.
(c) The maximum permissible reduction in the volume of learning is 48 credit points for an Australian Qualifications Framework Level 8 or higher qualification in a cognate discipline, as defined by the Business School or within a university-delivered program of executive education deemed by the Business School to be of equivalent standard.
(d) The maximum permissible reduction in the volume of learning is 24 credit points for relevant professional work experience deemed by the Business School to have conferred a volume of learning equivalent to that of a graduate certificate in a cognate discipline.
(3) Candidates for the Graduate Diploma in Commerce 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 Commerce 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.

8 Specialisations

(1) Completion of a specialisation is a requirement of the master's degree. A specialisation requires the completion of at least one six credit point foundational unit of study and 24 credit points of advanced units of study chosen from those listed in the table for that specialisation. Advanced units of study counted towards one specialisation may not count toward any other specialisation completed. The specialisations available are:
(a) Accounting
(b) Aviation and Maritime Management and Logistics
(c) Banking
(d) Big Data in Business
(e) Business Analytics
(f) Business Economics
(g) Business Information Systems
(h) Business Law
(i) Business Sustainability
(j) Finance
(k) Infrastructure and Transport Management
(l) International Business
(m) Logistics and Supply Chain Management
(n) Marketing
(o) People, Management and Organisations
(p) Project Management
(q) Quantitative Finance
(r) Strategy, Innovation and Entrepreneurship

9 Award of the master's degree, graduate diploma and graduate certificate

(1) The master's degree, graduate diploma and graduate certificate will be awarded in the pass grade.
(2) The testamur for the Master of Commerce will specify the following:
(a) the specialisation(s) completed; and
(b) where a dissertation has been completed, 'Master of Commerce with dissertation'.

10 Course transfer

(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 Business School, and provided the requirements of the shorter award have been met.
(2) A candidate for the graduate certificate or graduate diploma may elect to upgrade to the master's degree with full recognition of prior learning upon completion of a minimum of 24 credit points and graded at a standard acceptable to the Business School.

11 Transitional provisions

(1) These resolutions apply to students who commenced their candidature after 1 January, 2018.
(2) Candidates who commenced prior to 1 January, 2018 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, 2023. The Business School may specify a later date for completion or specify alternative requirements for completion of candidatures that extend beyond this time.
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TABLE OF POSTGRADUATE UNITS OF STUDY: COMMERCE

Core units of study

<table>
<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the Master of Commerce and Graduate Diploma in Commerce, students complete 12 credit points in core units of study: BUSS5020 and BUSS5050 BUSS6000.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSS5020 Business Insights</td>
<td>6</td>
<td></td>
<td>Semester 1 Semester 2</td>
</tr>
<tr>
<td>BUSS5050 Professional Development and Practice</td>
<td>6</td>
<td></td>
<td>Semester 1 Semester 2</td>
</tr>
<tr>
<td>BUSS6000 Succeeding in Business</td>
<td>6</td>
<td>P Students must complete this unit in their final semester of study (full-time students will have completed a minimum of 72 credit points and part-time students will have completed a minimum of 84 credit points)</td>
<td>Intensive February Intensive July Semester 1 Semester 2</td>
</tr>
</tbody>
</table>

For the Graduate Diploma in Commerce, students are only required to complete BUSS5020. BUSS5020 is and BUSS5050 are completed in a student's first semester of study.

BUSS6000 is completed by Master's students in their final semester of study as the capstone for their degree.

Foundational units of study

<table>
<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) For the Master of Commerce, students complete between 12 and 36 6 and 30 credit points in foundational units of study.</td>
<td></td>
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</tr>
<tr>
<td>(2) For the Graduate Diploma and Graduate Certificate in Commerce, students complete between 12 6-and 18 credit points in foundational units of study.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ACCT5001 Accounting Principles</td>
<td>6</td>
<td></td>
<td>Semester 1 Semester 2</td>
</tr>
<tr>
<td>CLAW5001 Legal Environment of Business</td>
<td>6</td>
<td></td>
<td>Semester 1 Semester 2</td>
</tr>
<tr>
<td>ECON5040 Microeconomics for Business</td>
<td>6</td>
<td>N ECON5001</td>
<td>Semester 1 Semester 2</td>
</tr>
</tbody>
</table>
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| Course Code | Course Title                                    | Credits | Intensive January |  
|-------------|-------------------------------------------------|---------|-------------------|-------
| FINC5001    | Capital Markets and Corporate Finance           | 6       | Semester 1         | Semester 2
| IBUS5002    | Strategy, Innovation and Entrepreneurship       | 6       | N IBUS5001        | Semester 1 Semester 2
| IBUS5003    | Global Business                                 | 6       | N IBUS5001        | Semester 1 Semester 2
| INFS5001    | Project Management                              | 6       | N INFS6014        | Semester 1 Semester 2
| INFS5002    | Digital Business Foundations                    | 6       | N INFS6001        | Semester 1 Semester 2
| ITLS5000    | Foundations of Supply Chain Management          | 6       | N TPTM6155 or TPTM5001 | Semester 1 Semester 2
| ITLS5100    | Transport and Infrastructure Foundations        | 6       | N TPTM6241        | Semester 1 Semester 2
| MKTG5001    | Marketing Principles                            | 6       |                   | Semester 1 Semester 2
| QBUS5001    | Quantitative Methods for Business               | 6       | A Basic calculus; basic concepts of probability & statistics N QBUS5002, ECMT5001 | Semester 1 Semester 2
| WORK5003    | Management and Organisations                    | 6       |                   | Semester 1 Semester 2

4. **Transitional arrangements**  
   Continuing students will complete under existing resolutions.

5. **Other relevant information**  
The Academic Model team have been advised of this proposal.
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<table>
<thead>
<tr>
<th>Author</th>
<th>Associate Professor Ky-Anh Nguyen, Postgraduate Course Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>Professor Chris Peck, Dean</td>
</tr>
<tr>
<td>Paper title</td>
<td>Changes to units of study in the Doctor of Clinical Dentistry (Oral Medicine)</td>
</tr>
<tr>
<td>Purpose</td>
<td>To consolidate related units of study into year-long units and address recommendations of the Australian Dental Council.</td>
</tr>
</tbody>
</table>

RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Dentistry to amend the Doctor of Clinical Dentistry; and
(2) approve the amendment of course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2018.

EXECUTIVE SUMMARY

Following the recommendations of the Graduate Studies Committee meeting held on the 4th July 2017, this proposal has been amended to:
1. include unit of study (UoS) credit point values to align with a 3,6,9,12 model; and
2. remove reference to ‘exit awards’ in the course resolutions.

The intention of the initial proposal remains the same:

- To consolidate related clinical UoS into year-long UoS and adjust assessment weightings as appropriate. Specialist clinical training requires a period of time greater than a semester to demonstrate competency and attempting to divide much of the related-clinical learning material into semesters is artificial and detrimental to student learning.
- Consolidating into year-long clinical UoS is also important to minimise disruption to student clinical training whereby, should they fail the subject at the end of the year, they will immediately repeat the UoS at the beginning of the following year. In the current situation, dividing clinical training into semesters means that failure of a first semester subject will result in a 6-month wait until the following year before clinical training can be repeated.
- To address concerns of the Accreditation Committee of the Australian Dental Council (ADC), requesting less emphasis on Oral Pathology and more content for Oral Medicine. This required readjustment of credit points allocated to each UoS to represent greater time mandated by ADC to cover Oral Medicine topics.
- To make editorial changes to clarify assessment processes, assessment blueprints and to incorporate the new entry-level competencies for dental specialists as released by the Australian Dental Council.
Minor Course Amendment Proposal

Faculty: Dentistry

Contact person: Alison Green

1. **Name of award course**
   Doctor of Clinical Dentistry (Oral Medicine)

2. **Purpose of proposal**
   - To consolidate related clinical units of study (UoS) into year-long UoS and adjust assessment weightings as appropriate. Specialist clinical training requires a period of time greater than a semester to demonstrate competency and attempting to divide much of the related-clinical learning material into semesters is artificial and detrimental to student learning.
   - Consolidating into year-long clinical UoS is also important to minimise disruption to student clinical training whereby, should they fail the subject at the end of the year, they will immediately repeat the UoS at the beginning of the following year. In the current situation, dividing clinical training into semesters means that failure of a first semester subject will result in a 6-month wait until the following year before clinical training can be repeated.
   - To address concerns of the Accreditation Committee of the Australian Dental Council (ADC), requesting less emphasis on Oral Pathology and more content for Oral Medicine. This required readjustment of credit points allocated to each UoS to represent greater time mandated by ADC to cover Oral Medicine topics.
   - To make editorial changes to clarify assessment processes, assessment blueprints and to incorporate the new entry-level competencies for dental specialists as released by the Australian Dental Council.

3. **Details of amendment**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT5200 Applied Oral Biology (6cp)</td>
<td>DENT5203 Oral Medicine 1 (6cp)</td>
<td></td>
</tr>
<tr>
<td>DENT5201 Oral Med &amp; Oral Path 1 (6 cp)</td>
<td>DENT5204 Oral Pathology 1 (6cp)</td>
<td></td>
</tr>
<tr>
<td>DENT5202 Int &amp; Gen Med 1A (6cp)</td>
<td>DENT5205 Int &amp; Gen Med 1B (6cp)</td>
<td></td>
</tr>
<tr>
<td>DENT6000 Research Methods (6cp)</td>
<td>DENT6010 Dental Research Studies (6cp)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT5206 Oral Medicine 2A (6cp)</td>
<td>DENT5209 Oral Medicine 2B (6cp)</td>
<td></td>
</tr>
<tr>
<td>DENT5207 Oral Pathology 2A (6cp)</td>
<td>DENT5210 Oral Pathology 2B (6cp)</td>
<td></td>
</tr>
<tr>
<td>DENT5208 Int &amp;Gen Med 2A (6cp)</td>
<td>DENT5211 Int &amp; Gen Med 2B (6cp)</td>
<td></td>
</tr>
<tr>
<td>DENT6011 Dental Research Studies 2A (6cp)</td>
<td>DENT6012 Dental Research Studies 2B (6cp)</td>
<td></td>
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</tbody>
</table>

<table>
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<tr>
<th>Year 3</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT5212 Oral Medicine 3A (6cp)</td>
<td>DENT5215 Oral Medicine 3B (6cp)</td>
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</tr>
<tr>
<td>DENT5213 Oral Pathology 3A (6cp)</td>
<td>DENT5216 Oral Pathology 3B (6cp)</td>
<td></td>
</tr>
<tr>
<td>DENT5214 Int &amp; Gen Med 3A (6cp)</td>
<td>DENT5217 Int &amp; Gen Med 3B (6cp)</td>
<td></td>
</tr>
<tr>
<td>DENT6013 Dental Research Studies 3A (6cp)</td>
<td>DENT6014 Dental Research Studies 3B (6cp)</td>
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<tr>
<td>Year</td>
<td>Semester 1</td>
<td>Semester 2</td>
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<td>----------------------------------------------------------------------------</td>
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<tr>
<td></td>
<td>Oral Medicine 1A (6cp)</td>
<td>DENT5203 Oral Medicine 1B (12cp)</td>
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<tr>
<td></td>
<td>DENT5200 Applied Oral Biology (6cp)</td>
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<tr>
<td></td>
<td>Oral Pathology 1A (3cp)</td>
<td>DENT5204 Oral Pathology 1B (3cp)</td>
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<tr>
<td></td>
<td>Int &amp; Gen Med 1A (3cp)</td>
<td>DENT5205 Int &amp; Gen Med 1B (3cp)</td>
</tr>
<tr>
<td></td>
<td>DENT6000 Research Methods (6cp)</td>
<td>DENT6010 Dental Research Studies (6cp)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>Oral Pathology 2A (3cp)</td>
<td>Oral Pathology 2B (3cp)</td>
</tr>
<tr>
<td></td>
<td>Oral Medicine 2A (12cp)</td>
<td>Oral Medicine 2B (12cp)</td>
</tr>
<tr>
<td></td>
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<td>Int &amp; Gen Med 2B (3cp)</td>
</tr>
<tr>
<td></td>
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<td>DENT6012 Dental Research Studies 2B (6cp)</td>
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<td>Year 3</td>
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<td>Oral Pathology 3B (3cp)</td>
</tr>
<tr>
<td></td>
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<td>Oral Medicine 3B (12cp)</td>
</tr>
<tr>
<td></td>
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<td>Int &amp; Gen Med 3B (3cp)</td>
</tr>
<tr>
<td></td>
<td>DENT6013 Dental Research Studies 3A (6cp)</td>
<td>DENT6014 Dental research Studies 3B (6cp)</td>
</tr>
</tbody>
</table>

Shaded sections indicate new units of study or units of study with changes in credit point allocations.

4. **Transitional arrangements**
   
   None

5. **Other relevant information**
   
   The resolutions for the Doctor of Clinical Dentistry, Graduate Diploma in Clinical Dentistry and the Graduate Certificate in Clinical Dentistry are attached.

6. **Signature of Dean**

   ![Signature]

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**Minor Course Amendment Proposal**

**Version 03.09.2012**
Doctor of Clinical Dentistry

Graduate Diploma in Clinical Dentistry

Graduate Certificate in Clinical Dentistry

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

Course Resolutions

1 Course Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Course and stream title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCCLDOMP-01</td>
<td>Doctor of Clinical Dentistry (Oral Medicine)</td>
</tr>
<tr>
<td>TCCLDORD-01</td>
<td>Doctor of Clinical Dentistry (Orthodontics)</td>
</tr>
<tr>
<td>TCCLDPAD-01</td>
<td>Doctor of Clinical Dentistry (Paediatric Dentistry)</td>
</tr>
<tr>
<td>TCCLDPER-01</td>
<td>Doctor of Clinical Dentistry (Periodontics)</td>
</tr>
<tr>
<td>TCCLDPRO-01</td>
<td>Doctor of Clinical Dentistry (Prosthodontics)</td>
</tr>
<tr>
<td>TCCLDSCD-01</td>
<td>Doctor of Clinical Dentistry (Special Needs Dentistry)</td>
</tr>
<tr>
<td>RPPHCDNT-01</td>
<td>Doctor of Clinical Dentistry (Oral Surgery)</td>
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<tr>
<td>GNCLDCHH-01</td>
<td>Graduate Diploma in Clinical Dentistry (Child Health)</td>
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<tr>
<td>GNCLDCSP-01</td>
<td>Graduate Diploma in Clinical Dentistry (Conscious Sedation and Pain Control)</td>
</tr>
<tr>
<td>GNCLDHOD-01</td>
<td>Graduate Diploma in Clinical Dentistry (Hospital Dentistry)</td>
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<tr>
<td>GNCLDOBI-01</td>
<td>Graduate Diploma in Clinical Dentistry (Oral Biology)</td>
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<td>GNCLDORR-01</td>
<td>Graduate Diploma in Clinical Dentistry (Oral Rehabilitation)</td>
</tr>
<tr>
<td>GNCLDARE-01</td>
<td>Graduate Diploma in Clinical Dentistry (Advanced Restorative)</td>
</tr>
<tr>
<td>GNCLDTOM-01</td>
<td>Graduate Diploma in Clinical Dentistry (Tooth Mechanics)</td>
</tr>
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<td>Graduate Diploma in Clinical Dentistry (Surgical Dentistry)</td>
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<td>Graduate Certificate in Clinical Dentistry (Child Health)</td>
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<td>GCCLDOBI-01</td>
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<td>Graduate Certificate in Clinical Dentistry (Tooth Mechanics)</td>
</tr>
<tr>
<td>GCCLDSUD-01</td>
<td>Graduate Certificate in Clinical Dentistry (Surgical Dentistry)</td>
</tr>
</tbody>
</table>

2 Attendance pattern

(1) The attendance pattern for these courses is normally full time unless determined otherwise by the Faculty.

3 Streams and embedded courses in this sequence

(1) The Clinical Dentistry program is a postgraduate coursework award course available in an embedded sequence, at the level of doctor, graduate diploma or graduate certificate, and must be completed in a designated stream. Candidates who wish to transfer between streams should contact the Student Administration Office.

(2) A candidate for the Doctor of Clinical Dentistry may elect to discontinue study and graduate with a shorter award from the embedded sequence, provided the requirements of the shorter award have been met. Only the highest award completed will be conferred.

(3) The following table shows the course levels and the streams awarded at each level of the embedded sequence.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Diploma</th>
<th>Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Health (exit point only)</td>
<td>Child Health (exit point only)</td>
<td>Paediatric Dentistry</td>
</tr>
<tr>
<td>Hospital Dentistry (exit point only)</td>
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<td>Oral Medicine</td>
</tr>
<tr>
<td>Hospital Dentistry (exit point only)</td>
<td>Hospital Dentistry (exit point only)</td>
<td>Special Needs Dentistry</td>
</tr>
<tr>
<td>Oral Biology (exit point only)</td>
<td>Oral Biology (exit point only)</td>
<td>Periodontics</td>
</tr>
</tbody>
</table>
4 Admission to candidature

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

(2) Direct Admission to the Graduate Certificate (Advanced Restorative) requires:

(a) a Doctor of Dental Medicine, Bachelor of Dentistry or Bachelor of Dental Surgery from the University of Sydney or equivalent institution; or
an equivalent qualification that is registrable with the Dental Board of Australian Dental Board and with a curriculum acceptable to the faculty;

(b) a pass in any written or practical entry examination and/or performance in an interview to a standard considered satisfactory by the faculty; and

(c) local applicants to be registered with the Australian Dental Board of Australia for practice; or
international applicants students to have limited registration for postgraduate training or supervised practice with the Dental Board of Australia to be registered with the Australian Dental Board for practice immediately upon admission.

(3) Direct Admission to the Graduate Diploma (Advanced Restorative, Surgical Dentistry, Conscious Sedation and Pain Control, and Oral Implants) and Doctor of Clinical Dentistry requires:

(a) completion of the shorter embedded course in the relevant stream; or
a Doctor of Dental Medicine, Bachelor of Dentistry or Bachelor of Dental Surgery from the University of Sydney or equivalent institution; or
an equivalent qualification that is registrable with the Dental Board of Australian Dental Board and with a curriculum acceptable to the faculty;

(b) at least two years’ general dental practice experience, unless exempted by the faculty;

(c) completion of the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent with respect to Paediatric Dentistry, Periodontology and Oral Surgery;

(d) a pass in any written or practical entry examination and/or performance in an interview to a standard considered satisfactory by the faculty; and

(e) local applicants to be registered with the Australian Dental Board of Australia for practice; or
international applicants students to have limited registration for postgraduate training or supervised practice with the Dental Board of Australia to be registered with the Australian Dental Board for practice immediately upon admission.

(4) Applicants for the Graduate Diploma of Clinical Dentistry Conscious Sedation and Pain Control stream are required to submit three referees’ reports and a letter of intent outlining reasons for applying for this diploma course.

(5) Applicants for the Graduate Diploma of Clinical Dentistry Oral Implants or Oral Rehabilitation streams are required to have experience in dento-alveolar surgery.

(6) Applicants for the Doctor of Clinical Dentistry Orthodontics stream are required to complete a bridging course as prescribed by the faculty on the recommendation of the head of the relevant discipline.

(7) Students must attend clinical simulation and clinical placements to meet the requirements of the program.

(8) Admission to the Graduate Certificate (Child Health, Hospital Dentistry, Oral Biology, Tooth Mechanics and Surgical Dentistry) and the Graduate Diploma (Child Health, Hospital Dentistry, Oral Biology, Tooth Mechanics) is only permitted by transferring from the Doctor of Clinical Dentistry.

5 Deferral

(1) Applications for deferral of enrolment following an offer of a place in the Doctor of Clinical Dentistry will only be considered under exceptional circumstances, and require the approval of the Postgraduate Course Co-ordinator.

6 Requirements for award

(1) The units of study that may be taken for the courses are set out in the table of units for Graduate Coursework Degrees.

(2) To qualify for the award of the Graduate Certificate in Clinical Dentistry a candidate must complete the prescribed 24 credit points of units of study listed for the relevant stream.

(3) To qualify for the award of the Graduate Diploma in Clinical Dentistry a candidate must complete the prescribed 48 credit points of units of study listed for the relevant stream.

(4) To qualify for the award of the Doctor of Clinical Dentistry a candidate must complete the prescribed 144 credit points of units of study listed for the relevant stream and the Research requirements must be completed within one year of completion of the final semester of coursework. The Research requirements shall be:

(a) topic of the research topic and supervisor shall be approved by the faculty research committee of the faculty;

(b) candidates shall present at research seminars as required;

(c) candidates must obtain a pass mark in the Research Methods unit of study;

(d) candidates must submit an electronic copy of the thesis to the Research Committee comprising a literature review and a paper. The thesis shall:

(i) must be an original contribution to the subject concerned;

(ii) must afford evidence of originality by the exercising of independent critical ability;

(iii) the paper component should be presented in the format of a scientific research manuscript;

(e) the candidate must give a satisfactory literary presentation;

(f) the candidate shall provide evidence to identify satisfactorily the sections of work for which the candidate is responsible, such as a signed, written statement from all authors attesting to the contribution of the candidate;

(g) the candidate shall submit a final copy of the literature review and body of work to the Research Committee.
(h) A the candidate may not present, as the paper, a work which has been presented for a degree in this or another university, but will not be precluded from incorporating such work in the paper provided that in presenting the paper the candidate indicates the part of the work which has been so incorporated.

(5) Examination of a thesis for the degree of Doctor of Clinical Dentistry shall will follow closely the examination process as stipulated in the University's Thesis and Examination of Higher Degrees by Research Policy except for the following variations:
   (a) the head of a discipline shall recommend the appointment of two examiners of the thesis;
   (b) at least one examiner shall be external to the Faculty, not being a member of staff or a clinical academic title holder of the faculty.

7 Progression Requirements

All Years

(1) These progression requirements should be read in conjunction with the relevant Unit of Study Outlines, Faculty Local Provisions and Faculty Resolutions.

(2) Satisfactory performance in a unit of study requires a mark of 50%, unless otherwise stated in the relevant unit of study outline.

(3) Progress at the end of each year or semester requires satisfactory performance in each of the following:
   (a) all components within each unit of study;
   (b) clinical and academic professionalism;
   (c) continuous sessional assessment;
   (d) clinical experience; and
   (e) attendance.

(4) Any student who fails a reassessment will be considered to have failed the relevant year or semester and will be required to repeat it subject to the maximum time limit for the award course.

(5) Any student who fails to meet the requirements of:
   (a) continuous sessional clinical or pre-clinical assessment; or
   (b) clinical and academic professionalism assessment; or
   (c) attendance;
   (d) adequate depth and breadth of clinical experience; or
   (e) all component in each unit of study
will be considered to have failed the year and will be required to repeat. No remediation or reassessment will be offered.

(6) In any semester, a student who fails to meet the assessment criteria or obtain an overall pass mark of 50%, in two or more units of study will be required to repeat the semester or year, or may be offered the option of an exit award from the embedded sequence.

(7) Subject to complying with the maximum time limit for the award course, a Any student who successfully completes a reassessment, and has not yet reached the maximum period for meeting course requirements will be permitted to progress.

(8) If repeating a year or a semester would cause a student to exceed the maximum time limit for the award course, the student will not be permitted to re-enrol in the course.

(9) When repeating a year or semester, no exemptions from normal course requirements will be permitted.

(10) Research requirements must be completed within one year of completion of the final semester.

8 Cross institutional study

Cross institutional study is not available in this course.

9 International exchange

International exchange is not allowed in this course.

10 Recognition of prior learning

Candidates may be granted a reduction in volume of learning for previous studies, except that study must have been completed no more than five years before admission to candidature for this course.

(2) Candidates admitted offered direct admission to the Doctor of Clinical Dentistry may be eligible for a reduction in the volume of learning of up to 48 credit points for an AQF level 8 or higher qualification or overseas equivalent in a cognate discipline, as defined by the Faculty of Dentistry.

(3) In determining whether or not to grant a reduction in the volume of learning and/or credit the Faculty will consider the following factors:
   (a) the clinical experience of the candidate, which must be at least five years to be eligible for a reduction in the volume of learning;
   (b) the equivalence of units taken in prior study with units in this course; and
   (c) the completion of a research project as part of prior study which may include the publication of a paper arising from such a project.

(4) The maximum reduction in the volume of learning for prior study granted to a candidate will not exceed 50% of the requirements of the course.

11 Transitional provisions

(1) These resolutions apply to persons who commenced their candidature after 1 January, 2017 and persons who commenced their candidature prior to 1 January, 2017 and who elect to proceed under these resolutions.

(2) Candidates who commenced prior to 1 January, 2017 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, 2022, or later date as the faculty may in special circumstances approve.
Non-Confidential

Author
Alison Green, Policy Officer

Reviewer/Approver
Professor Chris Peck, Dean

Paper title
Amendments to the Doctor of Dental Medicine Resolutions

Purpose
To make amendments to the progression requirements of the Doctor of Dental Medicine Resolutions

RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Dentistry to amend the Doctor of Dental Medicine; and
(2) approve the amendment of course resolutions arising from the proposal, with effect from 1 January 2018.

EXECUTIVE SUMMARY

The Faculty of Dentistry has recently been working with the Office of General Counsel (OGC) to improve the clarity of its documentation for assessment and progression processes. This has included amendments to local provisions, resolutions and progression notification letters.

The Doctor of Dental Medicine resolutions were approved by the Academic Board on the 25th July 2017, in relation to amendments made to part 5, Deferral. However, in addition to these further amendments have now been made on the advice of the OGC to part 7, Progression Requirements. Other administrative amendments have been made to part 4, admission to candidature.

The amendments made do not impact on the existing processes, but describe the processes more clearly.

ATTACHMENTS

Attachment 1 – Doctor of Dental Medicine Resolutions
Minor Course Amendment Proposal

Faculty: Dentistry

Contact person: Alison Green

1. Name of award course
   Doctor of Dental Medicine

2. Purpose of proposal
   To amend the Resolutions of the Doctor of Dental Medicine to:
   
   - align Part 7, Progression Requirements, with recently updated progression notification letters;
   - remove reference to the Associate Dean in part 4, Admission to Candidature;
   - remove references to remediation.

   These amendments are for implementation from the 1st January 2018.

3. Details of amendment
   Introductory preamble
   ...and the Academic Board policies on Academic Dishonesty and Plagiarism Academic Honesty in Coursework Policy 2015.

   4(2)(c) a demonstrated sustained academic performance to a standard considered satisfactory by the Dean of Associate-Dean of the Faculty of Dentistry. In assessing sustained academic performance the Dean or Associate-Dean may at his or her discretion, consider performance in the bachelor's degree(s)...

   4(2)(d) performance in the Graduate medical School Admission Test (GAMSAT) or an equivalent admissions test approved by the Dean or Associate-Dean to a standard considered satisfactory by the Dean or Associate-Dean.

   4(2)(e) performance in an interview to a standard considered satisfactory by the Dean or Associate-Dean;

   4(7) in accordance with subclause 49(2), of the University of Sydney (Amendment Act) Rule 1999 (as amended) clause 14 of the Coursework Policy, the selection of criteria and selection process for international applicants may differ from those for locals in that...

   7(3) Progression at the end of each year or semester requires satisfactory performance in each of the following:
   (a) All components within each unit of study
   (b) Clinical and academic professionalism
   (c) Continuous sessional assessment
   (d) Clinical experience (Year 2-4)
   (e) Attendance

   7(5)(e) all components in each unit of study
   7(6) Will be considered to have failed the year and will be required to repeat. No remediation or reassessment will be offered.

   7(7) In any semester, a student who fails to meet the assessment criteria or obtain an overall pass mark of 50 percent in two or more units of study will be required to repeat the semester or year, or may be offered the option of an exit award.

   7(10) Students who fail two or more units of study (i.e. fails to meet the unit of study criteria or fails to obtain and overall pass mark of 50 percent for the unit of study) will be considered to have failed the year and will be required to repeat the year. No reassessment will be offered.

   7(12) Students who fail all practical assessments at the first attempt will be considered to have failed the year and will be required to repeat it. No remediation or reassessment will be offered.

   7(13) Students who fail all components of Integrated Life Sciences (Medical Sciences, Oral Biosciences and Head and Neck Anatomy) will be considered to have failed the year and will be required to repeat it. No remediation or reassessment will be offered.
7 (14) Students who fail two or more units of study (i.e. fails to meet the unit of study criteria or fails to obtains an overall mark of 50 percent for the unit of study) will be considered to have failed the year and be required to repeat. No reassessment will be offered.

7 (18) A student who fails three or more units of study will be required to repeat the year. No reassessment will be offered.

4. **Transitional arrangements**
   The amendments to the resolutions will be implemented from the 1st January 2018.

5. **Other relevant information**

6. **Signature of Dean**

   [Signature]

---

*Minor Course Amendment Proposal*  
*Version 03.09.2012*
Doctor of Dental Medicine

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

Course Resolutions

1 Course Codes

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<thead>
<tr>
<th>Code</th>
<th>Course and stream title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MADNTLMD-01</td>
<td>Doctor of Dental Medicine</td>
</tr>
</tbody>
</table>

2 Attendance pattern

The attendance pattern for these courses is full time only.

3 Qualification level

The master's degree referred to in these resolutions is a professional master's course, as defined by the Coursework Policy.

4 Admission to candidature

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

(2) Admission to the Doctor of Dental Medicine requires:

(a) completion of a bachelor degree comprising at least three full-time equivalent years of study from either:

(i) a bachelor degree (pass) accredited at Level 7 under the Australian Qualifications Framework or a bachelor degree (with honours) accredited at Level 8 under the Australian Qualifications Framework from an Australian university or self accrediting higher education institution; or

(ii) a bachelor degree from an overseas university listed in the National Office of Overseas Skills Recognition Guide, provided that the degree is equivalent to an Australian bachelor degree (pass or with honours); and

(b) completion of a human biology or cellular biology subject at University level, of a minimum of one semester's duration; and

(c) a demonstrated sustained academic performance to a standard considered satisfactory by the Dean or Associate Dean of the Faculty of Dentistry. In assessing sustained academic performance the Dean or Associate Dean may, at his or her discretion, consider performance in the bachelor's degree(s) and/or performance in any graduate diploma, master or doctoral degree (or equivalent); and

(d) performance in the Graduate Medical School Admission Test (GAMSAT) or an equivalent admissions test approved by the Dean or Associate Dean to a standard considered satisfactory by the Dean or Associate Dean; and

(e) performance in an interview to a standard considered satisfactory by the Dean or Associate Dean; and

(f) The minimum English requirement at IELTS (academic module) 7.0 overall and a minimum result of 7.0 in each band.

(3) If the bachelor's degree was completed more than 10 years before 1 January of the year for which the applicant is seeking enrolment, the applicant must, in addition, have completed within this 10 year period, or complete prior to 1 January of the year in which the applicant intends to commence the Doctor of Dental Medicine, a postgraduate degree or postgraduate diploma (or equivalent), which will be either:

(a) a postgraduate degree or postgraduate diploma accredited at Level 8, 9 or 10 under the Australian Qualifications Framework from an Australian university or self-accrediting higher education institution; or

(b) an overseas university listed in the National Office of Overseas Skills Recognition Guide, provided that the postgraduate degree or postgraduate diploma is equivalent to an Australian postgraduate degree or postgraduate diploma accredited at Level 8, 9 or 10 under the Australian Qualifications Framework.

(4) An applicant will not be admitted to candidature for the Doctor of Dental Medicine unless he or she has completed a bachelor degree prior to 1 January of the year in which the applicant intends to commence the Doctor of Dental Medicine.

(5) The official results listed on an applicant’s transcript, and his or her admission test results, will be taken as the awarding and testing authorities’ assessment of the academic standards reached by the applicant, taking due account of illness and misadventure according to the authorities’ policies.

(6) A person who has commenced the Doctor of Dental Medicine in a fee-paying place at the University will not be eligible for admission or transfer to a Commonwealth supported place in the Doctor of Dental Medicine.

(7) In accordance with subclause 49(2), of the University of Sydney (Amendment Act) Rule 1999 (as amended), clause 14 of the Coursework Policy, the selection criteria and selection process for international applicants may differ from those for locals in that:

(a) the Faculty may use a different definition, calibrated to reflect the same standards as for other applicants, of sustained academic performance in the bachelor degree (and/or the postgraduate degree or postgraduate diploma);
Doctor of Dental Medicine

(b) the Faculty may approve one or more different admissions tests, calibrated to reflect the same standards as for other applicants, for international applicants;
(c) the Faculty may approve a different interview process for international applicants;
(d) international applicants may be ranked separately to local applicants;
(e) the Faculty may set a quota for the number of places in the Doctor of Dental Medicine available to international students.

(8) In recognition of the educational disadvantage associated with rural origin, the Faculty may establish a special admission scheme, subject to the approval of the Academic Board, for applicants who comply with the published definition of being of rural origin. This scheme may:
(a) use a definition of sustained academic performance in the bachelor degree (and/or the postgraduate degree or postgraduate diploma) that differs from, but is calibrated to the same standards as, that applied to other local applicants;
(b) use a definition of satisfactory performance in an admissions test approved by the Faculty of Dentistry that differs from, but is calibrated to the same standards as, that applied to other local applicants;
(c) use a definition of satisfactory performance in an interview approved by the Faculty of Dentistry that differs from, but is calibrated to the same standards as, that applied to other local applicants;
(d) establish a quota for admitting applicants under the scheme;
(e) rank applicants under the scheme separately from other applicants, or give bonus points to applicants under the scheme, in order to facilitate their ranking against other applicants.

(9) In recognition of the educational disadvantage suffered by Indigenous people, the Faculty may establish a special admission scheme, subject to the approval of the Academic Board, for Indigenous applicants. This scheme may:
(a) use a definition of sustained academic performance in the bachelor degree (and/or the postgraduate degree or postgraduate diploma) that differs from, but is calibrated to the same standards as, that applied to other local applicants;
(b) use a definition of satisfactory performance in an admissions test approved by the Faculty of Dentistry that differs from, but is calibrated to the same standards as, that applied to other local applicants;
(c) use a definition of satisfactory performance in an interview approved by the Faculty of Dentistry that differs from, but is calibrated to the same standards as, that applied to other local applicants;
(d) establish a quota for admitting applicants under the scheme;
(e) rank applicants under the scheme separately from other applicants, or give bonus points to applicants under the scheme, in order to facilitate their ranking against other applicants.

(10) A committee consisting of the Dean and Associate Dean (Learning and Teaching) may confirm or withdraw an offer which has been made to an applicant but which is not in accordance with the admission criteria.

5 Deferment

Deferment Deferral

Applications for the deferral of enrolment following an offer of a place in the Doctor of Dental Medicine will only be considered under exceptional circumstances, and require the approval of the Associate Dean.

Deferral of enrolment may be granted under the following circumstances:

(1) a candidate who has been deferred, for exceptional circumstances, to the same standards as, that applied to other local applicants;
(2) the Faculty may approve one or more different admissions tests, calibrated to the same standards as, that applied to other local applicants;
(3) the Faculty may approve one or more different admissions tests, calibrated to the same standards as, that applied to other local applicants;
(4) the Faculty may approve one or more different admissions tests, calibrated to the same standards as, that applied to other local applicants;
(5) the Faculty may approve one or more different admissions tests, calibrated to the same standards as, that applied to other local applicants;
(6) the Faculty may approve one or more different admissions tests, calibrated to the same standards as, that applied to other local applicants;

Otherwise, deferral of an offer will only be considered under exceptional circumstances which could not have been foreseen at the time of application.

6 Requirements for Award

(1) To qualify for the award of the pass degree, a candidate must successfully complete a fixed curriculum of 192 credit points in the order prescribed in the Table of Units of Study: Dental Medicine as described in the Faculty Handbook.
(2) Students must attend clinical simulation and clinical placements to meet the requirements of the program.

7 Progression Requirements

All Years

(1) These progression requirements should be read in conjunction with the relevant Unit of Study Outlines, Faculty Local Provisions and Faculty Resolutions.
(2) Satisfactory performance requires a mark of 50 percent, unless otherwise stated in the relevant unit of study outline.
(3) Subject to these resolutions, remediation and reassessment will be offered in accordance with the Faculty of Dentistry - Assessment Provisions 2017.
(a) All components within each unit of study
(b) Clinical and academic professionalism
(c) Continuous sessional assessment
(d) Clinical experience (Years 2-4)
(e) Attendance
(4) Where a student fails a component of a unit of study, which results in the student being considered to have failed the whole unit of study, a grade of Fail (FA) and a mark of 45 percent will be awarded for that unit of study.
(5) Any student who fails to meet the unit of study criteria or fails to obtain an overall mark of 50 percent for the unit of study will not be permitted to progress or graduate.
(6) Any student who fails to meet the requirements of:
(a) continuous sessional clinical or pre-clinical assessment; or
(b) clinical and academic professionalism assessment; or
(c) attendance; or
(d) adequate depth and breadth of clinical experience; or
(e) all components in each unit of study
will be considered to have failed the year and will be required to repeat. No remediation or reassessment will be offered.
(7) In any semester, a student who fails to meet the assessment criteria or obtain an overall pass mark of 40 percent, in two or more units of study will be required to repeat the semester or year, or may be offered the option of an external award.
(8) Subject to complying with the maximum time limit for the award course, any student who successfully completes a reassessment, and has not yet reached the maximum period for meeting course requirements, will be permitted to progress.
(9) If repeating a year or a semester would cause a student to exceed the maximum time limit for the award course, the student will not be allowed to progress further in the course. Students who have reached the maximum period for meeting course requirements, as prescribed in the University of Sydney (Coursework) Rule 2014, will not be permitted to re-enrol in the course.
(9) When repeating a year or semester, no exemptions from normal course requirements will be permitted.

Year 1

(10) Students who fail two or more units of study (i.e. fails to meet the unit of study criteria or fails to obtain an overall mark of 50 percent for the unit of study) will be considered to have failed the year and will be required to repeat the year, subject to the maximum time limits for completion. No reassessment will be offered.

(11) Students may not progress to Year 2 unless they have passed each of the following practical assessments:
- Endodontics
- Periodontics
- Radiology; and
- Tooth Conservation.

(12) Students who fail all practical assessments at the first attempt will be considered to have failed the year and will be required to repeat it. No remediation or reassessment will be offered.

(13) Students who fail all components of Integrated Life Sciences (Medical Sciences, Oral Biosciences and Head and Neck Anatomy) will be considered to have failed the year and will be required to repeat it. No remediation or reassessment will be offered.

Year 2

(14) Students who fail two or more units of study (i.e. fails to meet the unit of study criteria or fails to obtain an overall mark of 50 percent for the unit of study) will be considered to have failed the year and required to repeat it, subject to the maximum time limits for completion. No reassessment will be offered.

(15) Students may not progress to Semester 2 unless they have passed the Tooth Conservation and the Local Anaesthesia / Exodontia practical assessment in Semester 1.

(16) Students may not progress to Year 3 unless they have passed each of the following practical assessments:
- Endodontics (Semesters 1 and 2 aggregate marks); and
- Periodontics.

(17) Any student who fails all of the practical assessments at the first attempt will be considered to have failed the year. No remediation or reassessment will be offered.

Year 3 and 4

(18) A student who fails three or more units of study will be required to repeat the year. No reassessment will be offered, subject to the maximum time limit for completion.

(19) A student who fails the requirements of clinical work or continuous assessment will not be permitted to progress or graduate.

Credit for previous study

Credit for previous study will not be granted in this course. However, for medical graduates from Australian and New Zealand medical schools who have graduated in the last 10 years, some aspects of the Integrated Life Sciences theme will be waived. Further details are available in the Faculty of Dentistry Admissions Policy, available in the relevant Faculty Handbook.
Non-Confidential

<table>
<thead>
<tr>
<th>Author</th>
<th>Dr Uwe Roehm, School of Information Technologies</th>
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<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>Dr Uwe Roehm, School of Information Technologies</td>
</tr>
<tr>
<td>Paper title</td>
<td>Course Resolution amendment for the Master of Information Technology and the Master of Information Technology Management</td>
</tr>
<tr>
<td>Purpose</td>
<td>The purpose of this document is to amend the resolutions of the Master of Information Technology and the Master of Information Technology Management to enable the admission and credit pathway from the Graduate Diploma in Computing.</td>
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</tbody>
</table>

RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Engineering and Information Technologies to amend the Master of Information Technology and the Master of Information Technology Management; and
(2) approve the amendment of course resolutions arising from the proposal, with effect from 1 January 2018.

EXECUTIVE SUMMARY

The Graduate Diploma in Computing provides a pathway for non-IT graduates into the professional level Masters degrees, the Master of IT and the Master of IT Management. Previously a course proposal was submitted to create a new Graduate Certificate in Computing to be embedded within the Graduate Diploma in Computing, and to change the Graduate Diploma in Computing from 60 credit points to 48 credit points. This was done to ensure that international students who follow this pathway to the MIT or MITM have 96 credit points (2 years) of awarded study.

Further advice indicates that the Graduate Certificate in Computing will not meet this need. It is proposed that the pathway for non-IT graduates to the MIT or MITM will be to complete the 48 credit point GDC then undertake the MIT or MITM with 24 credit points of credit, for a total of 96 credit points over 2 years.

In order to effect the proposed change, the Course Resolutions of the MIT and MITM will be amended to allow 24 credit points of credit to be granted from the GDC.

ATTACHMENTS

Attachment 1: MIT amended resolutions
Attachment 2: MITM amended resolutions
Minor Course Amendment Proposal

Faculty: Engineering and Information Technologies

Contact person: Uwe Roehm (x65305), Christine Lacey (x40678)

1. Name of award course
   Master of Information Technology
   Master of Information Technology Management

2. Purpose of proposal
   The Graduate Diploma in Computing provides a pathway for non-IT graduates into the professional level Masters degrees, the Master of IT and the Master of IT Management. Previously a course proposal was submitted to create a new Graduate Certificate in Computing to be embedded within the Graduate Diploma in Computing, and to change the Graduate Diploma in Computing from 60 credit points to 48 credit points. This was done to ensure that international students who follow this pathway to the MIT or MITM have 96 credit points (2 years) of awarded study.

   Further advice indicates that the Graduate Certificate in Computing will not meet this need. It is proposed that the pathway for non-IT graduates to the MIT or MITM will be to complete the 48 credit point GDC then undertake the MIT or MITM with 24 credit points of credit, for a total of 96 credit points over 2 years.

3. Details of amendment
   The amendment to the length of the Graduate Diploma in Computing has already been approved by Academic Board (29 August).

   In order to effect the proposed change, the Course Resolutions of the MIT and MITM will be amended to allow 24 credit points of credit to be granted from the GDC.

   Appendix 1: MIT Course Resolutions
   Appendix 2: MITM Course Resolutions

4. Transitional arrangements
   The changes will apply from 1 January 2018.

5. Other relevant information
   Consultation has been undertaken with Compliance & Student Affairs and Global Student Recruitment & Mobility.

6. Signature of Dean

   [Signature]
   19/1/17
Course Resolutions

1 Course codes

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>GCINFTEC</td>
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<td>Graduate Diploma in Information Technology</td>
</tr>
<tr>
<td>MAINFTEC</td>
<td>Master of Information Technology</td>
</tr>
</tbody>
</table>

2 Attendance pattern
The attendance pattern for the courses is full time or part time according to candidate choice.

3 Master's type
The master's degree in these resolutions is a professional master's course, as defined by the Coursework Rule.

4 Embedded courses in this sequence
(1) The embedded courses in this sequence are:
   (a) the Graduate Certificate in Information Technology
   (b) the Graduate Diploma in Information Technology
   (c) the Master of Information Technology
(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. Only the longest award completed will be conferred.

5 Admission to candidature
(1) Available places will be offered to qualified applicants based on merit, according to the following admissions criteria.
(2) Admission to the Graduate Certificate in Information Technology requires:
   (a) a bachelor's degree or higher award in Information Technology from the University of Sydney, or qualifications deemed by the School of IT to be equivalent in any aspect of Information Technology; or
   (b) a Bachelor's degree or higher award in Engineering from the University of Sydney with a major sequence of study in Computer Engineering, Software Engineering or Telecommunications Engineering, or qualifications deemed by the School of IT to be equivalent.
(3) Admission to the Graduate Diploma in Information Technology requires:
   (a) a Bachelor's degree or higher award in Information Technology from the University of Sydney with at least a credit average, or qualifications deemed by the School of Information Technology to be equivalent in any aspect of Information Technology; or
   (b) a Bachelor's degree or higher award in Engineering from the University of Sydney with at least a credit average and a major sequence of study in Computer Engineering, Software Engineering or Telecommunications Engineering, or qualifications deemed by the School of Information Technology to be equivalent; or
   (c) completion of the embedded Graduate Certificate with at least a credit average; or
   (d) completion of the Graduate Certificate in Computing from the University of Sydney with at least a credit average.
(4) Admission to the Master of Information Technology requires:
   (a) a Bachelor’s degree or higher award in Information Technology from the University of Sydney with at least a credit average, or qualifications deemed by the School of IT to be equivalent in any aspect of Information Technology; or
   (b) a Bachelor's degree or higher award in Engineering from the University of Sydney with at least a credit average and a major sequence of study in Computer Engineering, Software Engineering, or Telecommunications Engineering, or qualifications deemed by the School of Information Technology to be equivalent; or
   (c) completion of the requirements of the embedded Graduate Diploma or Graduate Certificate in this discipline with at least a credit average.
(5) If a candidate does not have a credit average within the qualifications listed above, they may be admitted to the Graduate Certificate subject to the discretion of the Dean or nominee.
(6) In exceptional circumstances the Dean or nominee may admit applicants without these qualifications who, in the opinion of the School of IT, have qualifications and evidence of experience and achievement sufficient to successfully undertake the award.

6 Requirements for award
(1) The units of study that may be taken for these awards are set out in the table of units of study: Master of Information Technology.
(2) From the table of units of study and with the approval of the Academic Director:
(a) Master of Information Technology: a maximum of 12 credit points may be selected from units outside the School of IT (i.e. outside of COMP, INFO and ISYS coded units);
(b) Graduate Certificate or Graduate Diploma in Information Technology: a maximum of 6 credit points may be selected from units outside the School of IT (i.e. outside of COMP, INFO and ISYS coded units).
(3) To qualify for the Graduate Certificate in Information Technology a candidate must complete 24 credit points of the Foundational or Specialist units of study, including:
(a) a minimum of the 12 credit points of the Specialist units of study from the table of units of study excluding Project units; and
(b) a maximum of 12 credit points of the Foundation units of study.
(4) To qualify for the Graduate Diploma in Information Technology a candidate must complete 48 credit points, including:
(a) a minimum of 6 credit points of the Core units of study (including INFOS990); and
(b) a minimum of 12 credit points of the Specialist units of study from the table of units of study excluding Project units.
(c) a minimum of 12 credit points of the Foundation units of study.
(5) To qualify for the Master of Information Technology a candidate must complete 72 credit points of units of study as specified in the degree table, including:
(a) for the Professional Pathway:
(i) 18 credit points of the Core units of study; and
(ii) a minimum of 18 credit points of the Specialist units of study; and
(iii) a minimum of 12 credit points of the Professional Pathway Project units of study; and
(iv) a maximum of 12 credit points of the Foundation units of study; and
(v) no credit points from the Research Pathway units of study.
(b) for the Research Pathway:
(i) a minimum of 18 credit points of the Core units of study; and
(ii) a minimum of 12 credit points of the Specialist units of study; and
(iii) a minimum of 24 credit points of the Research Pathway units of study; and
(iv) a maximum of 12 credit points of the Foundation units of study; and
(v) no credit points from the Professional Pathway Project units of study.
(c) if a reduction in the volume of learning is given then the candidate is able to apply for an exemption from some course requirements, if evidence can be provided of prior learning (subject to assessment by the Academic Director). The candidate will then be required to complete the required volume of learning based on the remaining course requirements.
7 Majors
(1) Completion of a major is an optional requirement of the Master of Information Technology. A major requires the completion of all core units of study as prescribed by the Faculty and at least 18 credit points chosen from the Specialist units of study listed in the table for the defined major. The majors available are:
(a) Digital Media Technology
(b) Data Management and Analytics
(c) Biomedical and Health Informatics
(d) Networks and Distributed Systems
(e) Software Engineering
(f) IT Security
(2) Students who choose the research pathway will be required to choose a project undertaken in an area related to the major. Students in this category will only require 12 credit points from the Specialist units of study table for the defined major.
(3) Students who choose not to complete a major as defined by the table of units of study: Master of Information Technology will be eligible for award of a non-major.
8 Progression Rules
(1) A candidate for the Master of Information Technology must complete 24 credit points from Core, Specialist, or Foundation units of study before taking any Information Technology Project units. Admission to project units of study is subject to availability of supervision and to the approval of the Dean or nominee.
(2) With permission from the Dean or nominee, a candidate for the Master of Information Technology who completed 24 credit points from Core, Specialist or Foundation units of study with at least Distinction average marks may take Research Path units.
9 Suspension of candidature
A student may seek written permission from the Dean to suspend candidature in the course. Suspension may be granted for a maximum of one year.
10 Cross-institutional study
Cross-institutional study is not available in these courses except where the University of Sydney has a formal cooperation agreement with another university.
11 Course transfer
A candidate for the master 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.
12 Credit for previous study (for non-conferred qualifications only)
(1) The following coursework rules (for non-conferred qualifications) replace the Faculty Coursework Rules for "Credit for Previous Study" within the Resolutions of the Faculty (of Engineering and Information Technologies) for the Master of Information Technology.
(a) where postgraduate study has been undertaken at the University of Sydney in one of the embedded courses of the Master of Information Technology or Master of Information Technology Management, and no award has been conferred, credit may be transferred in full (subject to credit limits in the table of units of study: Master of Information Technology), provided the study has been undertaken within the previous three years and subject to approval of the Academic Director. In addition, a credit transfer for the purposes of a course upgrade will require either:
(i) completion of a minimum of 24 credit points of the currently enrolled course with at least a credit average, subject to the approval of the Academic Director, with the following conditions:
(ii) a candidate for the Graduate Diploma in Computing may transfer to the Master of Information Technology upon completion of a minimum of 24 credit points with a credit average, subject to the approval of the Academic Director, with the following conditions:
(iii) credit may not be transferred from the first 24 credit points of units of study of the Graduate Diploma in Computing.
(iv) credit for the first 24 credit points of units of study in the Graduate Diploma in Computing may be transferred in full (subject to credit limits in the table of units of study: Master of Information Technology).
(v) The study has been undertaken within the previous three years.
(a) No award has been conferred.
(b) where study not covered in (a) or (b) above has been undertaken at postgraduate level and no award has been conferred, credit of 50% of the prescribed credit points may be transferred to the Graduate Diploma in Information Technology or the Master of Information Technology, provided:
   (i) the study has been undertaken at the University of Sydney or an external institution recognized by the University of Sydney within the previous three years; and
   (ii) the units of study have been completed at credit level or above; and
   (iii) the units are equivalent to Core or Specialist units of study offered under the degree being taken, subject to approval of the Academic Director.
(c) Credit will not be granted for recognised prior learning older than 10 years at the time of first enrolment.

13 Recognition for Prior Learning (for conferred qualifications only)
   (1) The following Coursework Rules (for conferred qualifications) replace the Faculty Course work Rules for "Credit for previous study" within the Resolutions of the Faculty (of Engineering and Information Technologies) for the Master of Information Technology:
      (a) where study has been undertaken and an award has been conferred, candidates who are offered direct admission to the Master of Information Technology may be eligible for a reduction in the volume of learning of up to 36 credit points, provided that study for the conferred award has been undertaken at an external institution recognized by the University of Sydney within the previous three years. Any reduction in the volume of learning is subject to the following guidelines and requires the approval of the Academic Director.
         (i) the maximum permissible reduction in the volume of learning is 24 credit points for a Bachelor's degree with Honours (at Level 8 of the Australian Qualification Framework) in the discipline of Information Technology, as defined by the School of IT.
         (ii) the maximum permissible reduction in the volume of learning is 24 credit points for a Bachelor's degree with Honours (at Level 8 of the Australian Qualification Framework) in the discipline of Engineering, as defined by the School of IT, with a major sequence of study in Computer Engineering, Software Engineering, or Telecommunications Engineering.
         (iv) the maximum permissible reduction in the volume of learning is 24 credit points for a Graduate Diploma (at Level 8 of the Australian Qualification Framework) in the discipline of Information Technology, as defined by the School of IT.
         (v) the maximum permissible reduction in the volume of learning is 12 credit points for a four-year Bachelor of Information Technology (pass) (course code: BPINFTEC2000) or a Bachelor of Advanced Computing (pass) only at the University of Sydney (at Level 7 of the Australian Qualifications Framework).
         (v) there is no reduction in the volume of learning available for a Graduate Certificate.

14 Suspension of Candidature
   A student may seek written permission from the Dean to suspend candidature in the course. Suspension may be granted for a maximum of one year.

15 Satisfactory Progress
   Progression is subject to the Coursework Rule. A candidate who has failed to meet these progression rules for the Master of Information Technology will be transferred to either the Graduate Diploma or Graduate Certificate in Information Technology, depending on the credit points successfully completed.

16 Time limit
   (1) A candidate for the Graduate Certificate in Information Technology shall complete the requirements for the award in a minimum enrolment of one semester and a maximum enrolment of four semesters.
   (2) A candidate for the Graduate Diploma in Information Technology shall complete the requirements for the award in a minimum enrolment of two semesters and a maximum enrolment of eight semesters.
   (3) A candidate for the Master of Information Technology shall complete the requirements for the award in a minimum of two semesters and a maximum of twelve semesters.

17 Transitional provisions
   (1) These resolutions apply to students who commenced their candidature after 1 January, 2017 and students who commenced their candidature prior to 1 January, 2017 who elect to proceed under these resolutions.
   (2) Candidates who commenced prior to 1 January, 2017 may complete the requirements in accordance with the resolutions in force at the time of their commencement.
Graduate Certificate in Information Technology Management

Graduate Diploma in Information Technology Management

Master of Information Technology Management

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 Resolutions of the Faculty, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended) and the Academic Board policies on Academic Dishonesty and Plagiarism. Up to date versions of all such documents are available from the Policy Register: http://www.sydney.edu.au/policies.

Course resolutions

1 Course codes

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</tr>
<tr>
<td>MAINFTMG</td>
<td>Master of Information Technology Management</td>
</tr>
</tbody>
</table>

2 Attendance pattern

The attendance pattern for this course is full time or part time according to candidate choice.

3 Master's type

The master's degree in these resolutions is a professional master's course, as defined by the Coursework Rule.

4 Embedded courses in this sequence

(1) The embedded courses in this sequence are:

(a) the Graduate Certificate in Information Technology Management

(b) the Graduate Diploma in Information Technology Management

(c) the Master of Information Technology Management

(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. Only the longest award completed will be conferred.

5 Admission to candidature

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

(2) Admission to the Graduate Certificate in Information Technology Management requires:

(a) a bachelor's degree or higher award in Information Technology or Information Systems from the University of Sydney, or qualifications deemed by the School of Information Technology to be equivalent in any aspect of Information Technology; or

(b) a bachelor's degree or higher award in Engineering from the University of Sydney with a major sequence of study in Computing Engineering, Software Engineering, or Telecommunications Engineering, or qualifications deemed by the School of Information Technology to be equivalent; or

(c) a bachelor's degree or higher award in any discipline from the University of Sydney with at least a credit average, or qualifications deemed by the School of Information Technology to be equivalent; or

(d) completion of the requirements of the embedded Graduate Certificate in this discipline with at least a credit average.

(3) Admission to the Graduate Diploma in Information Technology Management requires:

(a) a bachelor's degree or higher award in Information Technology or Information Systems from the University of Sydney with at least a credit average, or qualifications deemed by the School of Information Technology to be equivalent in any aspect of Information Technology; or

(b) a bachelor's degree or higher award in Engineering from the University of Sydney with at least a credit average and a major sequence of study in Computing Engineering, Software Engineering, or Telecommunications Engineering, or qualifications deemed by the School of Information Technology to be equivalent; or

(c) a bachelor's degree or higher award in any discipline from the University of Sydney with at least a credit average and a minimum of two years' professional experience in the Information Technology industry, or qualifications deemed by the School of Information Technology to be equivalent; or

(d) completion of the requirements of the embedded Graduate Certificate in this discipline with at least a credit average; or

(e) completion of the Graduate Certificate in Computing from the University of Sydney with at least a credit average.

(4) Admission to the Master of Information Technology Management requires:

(a) a bachelor's degree or higher award in Information Technology or Information Systems from the University of Sydney with at least a credit average, or qualifications deemed by the School of Information Technology to be equivalent in any aspect of Information Technology; or

(b) a bachelor's degree or higher award in Engineering from the University of Sydney with at least a credit average and a major sequence of study in Computer Engineering, Software Engineering or Telecommunications Engineering, or qualifications deemed by the School of Information Technology to be equivalent; or

(c) a bachelor degree or higher award in any discipline from the University of Sydney with at least a credit average and a minimum of two years' professional experience in the Information Technology industry, or qualifications deemed by the School of Information Technology to be equivalent; or
(d) completion of the requirements of the embedded Graduate Diploma or Graduate Certificate in this discipline with at least a credit average; or
(e) completion of the Graduate Diploma in Computing from the University of Sydney with at least a credit average.

(5) If a candidate does not have the equivalent qualification with a credit average, they may be admitted to the Graduate Certificate subject to the discretion of the Dean or nominee.

(6) In exceptional circumstances the Dean or nominee may admit applicants without these qualifications who, in the opinion of the School of Information Technology, have qualifications and evidence of experience and achievement sufficient to successfully undertake the award.

6 Requirements for award

(1) The units of study that may be taken for the courses are set out in the table of units of study: Master of Information Technology Management.

(2) From the table of units of study and with the approval of the Academic Director:
   (a) Master of Information Technology Management: a maximum of 12 credit points may be selected from units outside the School of Information Technology (i.e. outside of COMP, INFO and ISYS coded units);
   (b) Graduate Certificate or Graduate Diploma in Information Technology Management: a maximum of 6 credit points may be selected from units of study outside the School of Information Technology (i.e. outside of COMP, INFO and ISYS coded units).

(3) To qualify for the award of the Graduate Certificate in Information Technology Management a candidate must complete 24 credit points including:
   (a) a minimum of 6 credit points of the Core units of study (including INFO5990); and
   (b) a minimum of 6 credit points of the Specialist units of study from the table of units of study excluding Project units; and
   (c) a maximum of 12 credit points of the Foundation units of study.

(4) To qualify for the award of the Graduate Diploma in Information Technology Management a candidate must complete 48 credit points including:
   (a) a minimum of 6 credit points of the Core units of study (including INFO5990); and
   (b) a minimum of 12 credit points of the Specialist units of study from the table of units of study excluding Project units; and
   (c) a maximum of 12 credit points of the Foundation units of study.

(5) To qualify for the award of the Master of Information Technology Management a candidate must complete 72 credit points of units of study as specified in the degree table including:
   (a) for the Professional Pathway:
      (I) 18 credit points of the Core units of study; and
      (II) a minimum of 18 credit points of the Specialist units of study; and
      (III) a minimum of 12 credit points of the Professional Pathway Project units of study; and
   (b) for the Research Pathway:
      (I) a minimum of 18 credit points of the Core units of study; and
      (II) a minimum of 12 credit points of the Specialist units of study; and
      (III) a minimum of 24 credit points of the Research Pathway units of study; and
      (IV) a maximum of 12 credit points of the Foundation units of study; and
      (V) no credit points from the Professional Pathway Project units of study.
   (c) If a reduction in the volume of learning is given then the candidate is able to apply for an exemption on some course requirements, if evidence can be provided of prior learning (subject to assessment by the Academic Director). The candidate will then be required to complete the required volume of learning based on the remaining course requirements.

7 Progression rules

(1) A candidate for the Master of Information Technology Management must complete 24 credit points from Core, Specialist, or Foundation units of study before taking any Information Technology Project units. Admission to project units of study is subject to availability of supervision and to the approval of the Dean or nominee.

(2) With permission from the Dean or nominee, a candidate for the Master of Information Technology Management who completed 24 credit points from Core, Specialist or Foundation units of study with at least Distinction average marks may take Research Path units.

8 Suspension of Candidature

A student may seek written permission from the Dean to suspend candidature in the course. Suspension may be granted for a maximum of one year.

9 Cross-institutional study

Cross-institutional study is not available in these courses except where the University of Sydney has a formal cooperation agreement with another university.

10 Course transfer

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.

11 Credit for previous study (for non-conferred qualifications only)

(1) The following Coursework Rules (for non-conferred qualifications) replace the Faculty Coursework Rules for "Credit for previous study"; within the "Resolutions of the Faculty (of Engineering and Information Technologies)" for the Master of Information Technology Management:

(a) Where postgraduate study has been undertaken at the University of Sydney in one of the embedded courses of the Master of Information Technology Management or Master of Information Technology and no award has been conferred, credit may be transferred in full (subject to credit limits in the table of units of study: Master of Information Technology Management), provided the study has been undertaken within the previous three years and subject to approval of the Academic Director. In addition, a credit transfer for the purposes of a course upgrade will require either:
   (i) fulfillment of the admission requirements for the “Admission to Candidature” for the Master of Information Technology Management including at least a credit average from the prior qualification used for admission;
   (ii) completion of a minimum of 24 credit points of the currently enrolled course with at least a credit average;

(b) A candidate for the Graduate Diploma in Computing may transfer to the Master of Information Technology Management upon completion of a minimum of 24 credit points with a credit average, subject to the approval of the Academic Director, with the following conditions:
   (i) credit may not be transferred from the first 24 credit points of study of the Graduate Diploma in Computing;
   (ii) credit after the first 24 credit points in the Graduate Diploma in Computing may be transferred in full (subject to the credit limits in the table of units of study: Master of Information Technology Management);
(III) the study has been undertaken within the previous three years;

(IV) no award has been conferred.

(b) Where study not covered by (a) or (b) above has been undertaken at postgraduate level and no award has been conferred, credit to a maximum of 50% of the prescribed credit points may be transferred to the Graduate Diploma in Information Technology Management or the Master of Information Technology Management, if:

(I) the study has been undertaken at the University of Sydney, or at an external institution recognized by the University of Sydney, within the previous three years; and

(II) the units of study have been completed at credit level or above; and

(III) the units are equivalent to Core or Specialist units of study offered under the degree being taken, subject to approval of the Academic Director.

(c) Credit will not be granted for recognized prior learning older than 10 years at the time of first enrolment.

12 Recognition for Prior Learning (for conferred qualifications only)

(1) The following Coursework Rules (for conferred qualifications) replace the Faculty Coursework Rules for "Credit for previous study" within the “Resolutions of the Faculty (of Engineering and Information Technologies)” for the Master of Information Technology Management:

(a) where study has been undertaken and an award has been conferred, candidates who are offered direct admission to the Master of Information Technology Management may be eligible for a reduction in the volume of learning of up to 36 credit points provided that study for the conferred award has been undertaken at an external institution recognized by the University of Sydney within the previous three years. Any reduction in the volume of learning is subject to the following guidelines and requires the approval of the Academic Director:

(I) the maximum permissible reduction in the volume of learning is 36 credit points for a master's degree (at Level 9 of the Australian Qualifications Framework) in the discipline of Information Technology, as defined by the School of Information Technology.

(II) the maximum permissible reduction in the volume of learning is 24 credit points for a bachelor's degree with Honours (at Level 8 of the Australian Qualifications Framework) in the discipline of Information Technology, as defined by the School of Information Technology, with a major sequence of study in Computer Engineering, Software Engineering or Telecommunications Engineering.

(III) the maximum permissible reduction in the volume of learning is 24 credit points for a bachelor's degree with Honours (at Level 8 of the Australian Qualifications Framework) in the discipline of Engineering, as defined by the School of Information Technology, depending on the credit points successfully completed.

(IV) the maximum permissible reduction in the volume of learning is 42 24 credit points for a Graduate Diploma (at Level 8 of the Australian Qualifications Framework) in the discipline of Information Technology, as defined by the School of Information Technology.

(V) the maximum permissible reduction in the volume of learning is 12 credit points for a four-year Bachelor of Information Technology (pass) (Course Code: BPINFTEC2000) or a Bachelor of Advanced Computing (pass) only at the University of Sydney (at Level 7 of the Australian Qualifications Framework).

(VI) there is no reduction in the volume of learning available for a Graduate Certificate.

13 Suspension of candidature

A student may seek written permission from the Dean to suspend candidature in the course. Suspension may be granted for a maximum of one year.

14 Satisfactory progress

Progression is subject to the Coursework Rule. A candidate who has failed to meet these progression rules for the Master of Information Technology Management will be transferred to either the Graduate Diploma or the Graduate Certificate in Information Technology Management, depending on the credit points successfully completed.

15 Time limit

(1) A candidate for the Graduate Certificate in Information Technology Management shall complete the requirements for the award in a minimum enrolment of one semester and a maximum enrolment of four semesters.

(2) A candidate for the Graduate Diploma in Information Technology Management shall complete the requirements for the award in a minimum enrolment of two semesters and a maximum enrolment of eight semesters.

(3) A candidate for the Master of Information Technology Management shall complete the requirements for the award in a minimum of two semesters and a maximum of twelve semesters.

16 Transitional provisions

(1) These resolutions apply to students who commenced their candidature after 1 January 2016 and students who commenced their candidature prior to 1 January, 2016 who elect to proceed under these resolutions.

(2) Candidates who commenced prior to 1 January 2016 may complete the requirements in accordance with the resolutions in force at the time of their commencement.
RECOMMENDATION

That the Graduate Studies Committee recommends that Academic Board:
(1) approve the proposal from the Sydney Law School to amend the Master of Environmental Law, Graduate Diploma in Environmental Law, Master of Health Law and Graduate Diploma in Health Law; and
(2) approve the amendment of Elective Units of Study Tables arising from the proposal; with effect from 1 January 2018.

EXECUTIVE SUMMARY

To amend the elective units of study tables of the courses listed. The proposed amendments are to ensure that the units offered within these courses are directly relevant.
Minor Course Amendment Proposal

Faculty: The University of Sydney Law School

Contact person: Prof Rosemary Lyster/Dr Kate Owens/Sue Ng

1. Name of award course

MAENV LAW-02 Master of Environmental Law (MEL)
GNENV LAW-01 Graduate Diploma in Environmental Law (GradDipEnvLaw)

2. Purpose of proposal

To amend the MEL and GradDipEnvLaw elective units of study table to ensure that the units offered are directly relevant to the degree.

3. Details of amendment

Delete the following units from the elective units of study table with effect from 1 Jan 2018:

Master of Environmental Law and Graduate Diploma in Environmental Law
- LAWS6011 Administrative Law
- LAWS6130 Dispute Resolution in Australia

4. Transitional arrangements

N/A

5. Other relevant information

6. Signature of Dean

[Signature]
Professor Joellen Riley

7/8/17
Minor Course Amendment Proposal

Faculty: The University of Sydney Law School
Contact person: Prof Roger Magnusson (Administration: Sue Ng)

1. Name of award course
   MAHEALAW-01 Master of Health Law
   GNHEALAW-01 Graduate Diploma in Health Law

2. Purpose of proposal
   To amend the elective units of study tables of the Master of Health Law and Graduate Diploma in Health Law with effect from 1 January 2018.

3. Details of amendment
   The purpose of the amendment is to ensure that the elective units of study offered within the Master of Health Law and Graduate Diploma in Health contain a substantial and specific focus on health law and governance.
   Remove the following unit from the elective units of study table of the Master of Health Law and Graduate Diploma in Health Law with effect from 1 January 2018:
   
   LAWS6821 Mediation – Skills and Theory

4. Transitional arrangements
   NA

5. Other relevant information

6. Signature of Dean

   Professor Joellen Riley

   Date

   7/8/17
Non-Confidential

Author
Associate Professor Deborah O’Mara, Academic Lead Assessment, Sydney Medical Program, Faculty of Medicine

Reviewer/Approver
Professor Inam Haq, Associate Dean Learning and Teaching, Faculty of Medicine

Paper title
Revised Course Resolutions (Progression Rules) for MD and MBBS for Academic Year 2018

Purpose
This paper contains details on the revised course Resolutions- specifically the progression requirements for the MD and MBBS to start in academic year 2018.

RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from Sydney Medical School to amend the Doctor of Medicine; and
(2) approve the amendment of course resolutions arising from the proposal with effect from 1 January 2018.

EXECUTIVE SUMMARY

The revisions to the Resolutions are focused on ensuring language and terminology are consistent with University nomenclature with regards to the following:

- Faculty of Medicine
- Course Director(s)
- In-semester assessment
- Final and integrated assessments

There has been no change to the Doctor of Medicine Admissions Resolutions that have previously been approved.

The Admission Resolutions for the MBBS have been rescinded as no new entrants to this degree will be accepted.

There is clarification of the Resolutions regarding Attendance Pattern (Clause 2 (3)).

The terminology in Clauses 5-7 has been made consistent

The terminology in clause 8 has been made consistent as above, and clarified to remove ambiguities.
Doctor of Medicine

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 Resolutions of the Faculty, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended), the Academic Honesty in Coursework Policy 2015 and the Academic Honesty Procedures 2016. Up to date versions of all such documents are available from the Policy Register: http://www.sydney.edu.au/policies.

Course resolutions

1 Course codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Course and stream title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAMEDICI-03</td>
<td>Doctor of Medicine</td>
</tr>
</tbody>
</table>

2 Attendance pattern

(1) The attendance pattern in Stage 1 and Stage 2 of the Doctor of Medicine (MD) is full-time only.

(2) The subject to subclause (3) the attendance pattern in Stage 3 of the Doctor of Medicine is normally full-time only. However, with the permission of the Co-Directors of the Sydney Medical Program, in exceptional circumstances it may be taken part-time.

(3) In exceptional circumstances, and with the permission of the Director(s) of the Sydney Medical Program, students may defer a Stage 3 unit of study.

3 Admission to candidature

(1) Subject to subclause 3(14) below, available places will be offered to qualified applicants based on merit, according to the following admission criteria.

(2) Admission to the Doctor of Medicine requires:

(a) completion of a bachelor degree comprising at least three full-time equivalent years of study which will be either:
   (i) a bachelor degree (pass) accredited at Level 7 under the Australian Qualifications Framework or a bachelor degree (with honours) accredited at Level 8 under the Australian Qualifications Framework, from an Australian university or self-accrediting higher education institution; or
   (ii) a bachelor degree from an overseas university listed in the National Office of Overseas Skills Recognition Guide, provided that the degree is equivalent to an Australian bachelor degree (pass or with honours); and
   (b) a demonstrated sustained academic performance to a standard considered satisfactory by the Dean or Deputy Dean of the University of Sydney Medical School Faculty of Medicine. In assessing sustained academic performance the Dean or Deputy Dean may, at his or her discretion, consider performance in the Bachelor's degree(s) and/or performance in any graduate diploma, master or doctoral degree (or equivalent); and
   (c) performance in an admissions test approved by the Dean or Deputy Dean to a standard considered satisfactory by the Dean or Deputy Dean; and
   (d) performance in an interview to a standard considered satisfactory by the Dean or Deputy Dean.

(3) If the bachelor degree was completed more than 10 years before 1 January of the year for which the applicant is seeking enrolment, the applicant must, in addition:

(a) have completed within this 10 year period, or complete prior to 1 January of the year in which the applicant intends to commence the Doctor of Medicine, a postgraduate degree or postgraduate diploma (or equivalent), which will be either:
   (i) a postgraduate degree or postgraduate diploma accredited at Level 8, 9, or 10 under the Australian Qualifications Framework, from an Australian university or self-accrediting higher education institution; or
   (ii) a postgraduate degree or postgraduate diploma at an overseas university listed in the National Office of Overseas Skills Recognition Guide, provided that the postgraduate degree or postgraduate diploma is equivalent to an Australian postgraduate degree or diploma accredited at Level 8, 9, or 10; or
   (b) have demonstrated to the satisfaction of the Dean sustained research productivity in a relevant discipline within this 10 year period.

(4) An applicant will not be admitted to candidature for the Doctor of Medicine unless he or she has completed a bachelor degree prior to 1 January of the year in which the applicant intends to commence the Doctor of Medicine.

(5) The official results listed on an applicant's transcript, and his or her admission test results, will be taken as the awarding and testing authorities' assessment of the academic standards reached by the applicant, taking due account of disability, illness and misadventure according to the authorities' policies.

(6) A person who has commenced the Doctor of Medicine in a fee-paying or bonded place at the University will not be eligible for admission or transfer to a Commonwealth supported or non-bonded place in the Doctor of Medicine. For this purpose, students are considered to have commenced the course at the time of their first enrolment.

(7) The Dean may, in exceptional circumstances, admit to the Doctor of Medicine an applicant who has commenced studies in postgraduate medicine at another University, provided that the applicant:

(a) has not previously applied unsuccessfully for admission to the Bachelor of Medicine and Bachelor of Surgery or the Doctor of Medicine at the University of Sydney;
(b) would have met the requirements for admission to the Doctor of Medicine that were in place at the time the applicant was admitted to his or her previous course in medicine; and
(c) will complete at least 50 per cent of the Doctor of Medicine at the University of Sydney.

(8) Prior to admitting an applicant to the Doctor of Medicine in accordance with subclause 3(7), the Dean will consider:

(a) the circumstances leading to the applicant's request for admission;
(b) whether the curriculum undertaken by the applicant in his or her previous course in medicine is comparable to the Doctor of Medicine;
Doctor of Medicine

(2) In addition to the units of study encompassed in the (d) Personal and Professional Development (PPD)
(c) Population Medicine (PopMed); and
(b) Patient and Doctor (Pt-Dr)
(a) Basic and Clinical Sciences (BCS)

2

(i) Neurosciences,
(b) Stage 2
(v) Cardiovascular Sciences
(iv) Haematology

(ii) Musculoskeletal Sciences
(i) Orientation and Foundation Studies

(a) Stage 1 comprises Year 1
(b) Stage 2 comprises Year 2; and
(c) Stage 3 comprises Years 3 and 4.

Stages 1 and 2

(4) Stages 1 and 2 both start at the beginning of February and finish late in November.

(5) Students attend their allocated Clinical Schools for at least one day each week and classes on the University’s main Camperdown campus for the rest of the week.

(6) In both Stage 1 and Stage 2, the course is delivered as a series of 10 sequential blocks:
(a) the first block in Stage 1 is designed to provide orientation and a foundation for the subsequent blocks.
(b) eight of the blocks focus on a particular organ system from both basic science and clinical perspectives, with an emphasis on the scientific foundations of clinical reasoning and clinical practice.
(c) the last block in Stage 2 covers cancer and palliative care.

(7) Content relating to each of the four Themes is delivered across and within each block. The blocks are as follows:
(a) Stage 1
(i) Orientation and Foundation Studies
(ii) Musculoskeletal Sciences
(iii) Respiratory Sciences
(iv) Haematology
(v) Cardiovascular Sciences
(b) Stage 2
(i) Neurosciences, and Vision and Behaviour
(ii) Endocrine, Nutrition, Sexual Health and HIV
(iii) Renal and Urology
(iv) Gastroenterology, Nutrition, and Drug and Alcohol
(v) Oncology and Palliative Care
(c) The Haematology Block in Stage 1 and the Oncology and Palliative Care Block in Stage 2 are delivered mainly at the Clinical Schools. During these blocks, students attend their allocated Clinical Schools for four days, visiting the Camperdown campus to attend teaching sessions for one day each week, thus equating to full-time attendance during these blocks.

8 Units of study
(a) The units of study that may be taken for the course are set out in the Table of Units of Study: Doctor of Medicine
(b) The units of study in Stages 1 and 2 correspond to the four Themes.
(c) Stage 1, Semester 2 contains a unit of study in Research Methods, delivered during the Musculoskeletal, Respiratory and Cardiovascular Blocks.

(d) Students are allocated to and begin work on their MD Projects in Semester 2, Year 1, and finish them by the end of Year 3.

(e) The MD Project equates to approximately 320 hours of full-time work over the two year period.

(f) A unit of study in Year 2, semester 2 is devoted to the MD Project.

Stage 3

Stage 3 consists mainly of clinical immersion, supported by lectures and structured tutorials.

Students are based full-time in their allocated Clinical Schools.

Year 3 begins in January and ends in December.

Year 4 begins in March and ends in October-November, depending on individual students’ progression.

Between December of Year 3 and March of Year 4, students undertake a compulsory eight-week Elective Term.

The Stage 3 curriculum comprises eight by eight week clinical blocks, four themes, the Elective term, Pre-Internship term (PRINT) and MD Project work.

Students must complete all of these components successfully to graduate.

Students undertake the eight clinical blocks in four different sequences known as streams. This ensures that students are evenly distributed across the available clinical teaching facilities.

Students express preferences for one of the four streams and are allocated during Year 2, in anticipation of the commencement of Stage 3.

Content relating to each of the four Themes is delivered across and within each Core and Specialty Block.

The eight clinical blocks are as follows:

(a) Core Blocks:

(i) Medicine 3 (Year 3)

(ii) Surgery (Year 3 or Year 4)

(iii) Medicine 4 (Year 4)

(iv) Critical Care (Year 3 or Year 4)

(b) Specialty Blocks:

(i) Community Medicine (CM) (Year 3)

(ii) Perinatal and Women’s Health (PWH) (Year 3 or Year 4)

(iii) Psychiatry and Addiction Medicine (PAAM) (Year 3 or Year 4)

(iv) Child and Adolescent Health (CAH) (Year 3 or Year 4)

The Elective Term consists of either a four-week placement, or two or four-week placements, at approved sites within or outside Australia.

Most elective term placements are clinical but students may undertake a research placement if they are not simultaneously enrolled in a concurrent research higher degree.

PRINT is completed after students have completed all Core and Specialty Blocks, and Elective Term requirements and the MD Project.

Three sequential PRINT terms are offered, each of four weeks duration; students must successfully complete one of these to graduate.

The MD Project must be completed and submitted by the end of Year 3, with the MD Project Final Report examined in Semester 1, Year 4.

Students in Stage 3 enrol each semester in units of study corresponding to the Core and Specialty Blocks that they will undertake during that semester.

Students in Year 3 enrol in:

(a) five clinical blocks (two Core and three Speciality)

(b) four Themes

(c) two MD Project units of study, one in each of semester 1 and semester 2.

Students in Year 4 enrol in:

(a) three clinical blocks (two Core and one Speciality);

(b) Elective Term;

(c) PRINT;

(d) four Themes; and

(e) the MD Project.

Assessment

The Doctor of Medicine is an integrated program and assessment occurs throughout each year, not exclusively in the designated University of Sydney Examinations periods.

Assessment is designed to test:

(a) knowledge and understanding of content delivered across all four Themes

(b) clinical skills; and

(c) professional skill; and

(d) knowledge of research methods and research.

Details of assessment requirements in each Stage, including the structure, content and overall contribution to Unit of Study results for each examination, are available for enrolled students on the Sydney Medical Program-MD Learning Management System (Compass).

Stage 1

(i) Three Single Best Answer (SBA) examinations, Two in-semester Examinations and one final Examination;

(ii) Two practical/skills-based Examinations in Anatomy and one in Pathology;

(iii) Clinical Placement assessments;

(iv) One Objective Structured Clinical Examination (OSCE);

(v) Completion of requirements for Research Methods and the first MD Project Milestone/unit of study;

(vi) Other required assessments approved by the MD Program Committee.

Stage 2

(i) Two SBA-based, One in-semester Examination and one Final Examinations

(ii) Two practical/skills-based Examinations in Anatomy and one in Pathology;

A Population Medicine short written answer examination;

(iv) A Population Medicine short written answer examination Clinical Placement assessments;

(v) One OSCE Completion of requirements for Research Methods and the MD Project unit of study;

(vii) Completion of requirements for the second, third and fourth MD Project Milestones, Other required assessments approved by the MD Program Committee.

Stage 3
Doctor of Medicine

(i) An SBA examination in September of each of Year 3 and Year 4 (A final integrated Stage 3 Barrier Examination for Year 3 and Year 4 that includes summative assessments for core and specialty blocks;
(ii) Prerequisite Long Case examinations in the Core Medicine 3 and Medicine 4 Blocks; assessments in the Core Medicine 3 and Medicine 4 Blocks;
(iii) Clinical Placement assessments in the Core Medicine 3, Medicine 4, Surgery and Critical Care blocks;
(iv) Specialty Block in term work/semester placement assessments;
(v) Specialty Block in term work/semester assessments and skill-based assessments and assignments (where applicable) for each Specialty Block undertaken;
(vi) Assessment of an Elective Term placement report;
(vii) A summative Long Case (wvo) clinical Examination in August of Year 4;
(viii) PRINT placement assessment;
(ix) Completion of requirements for the MD Project units of study;
(x) Completion of requirements for the fifth and sixth MD Project Milestones;
(xi) Exemption from a MD Project Final Report; and
(xii) Other required assessments approved by the MD Program Committee.

7 Requirements for Award

(1) All units of study in the Doctor of Medicine Program are prescribed and must be taken in the Stage of enrolment to which they correspond. They are set out in the Table of Units of Study: Doctor of Medicine
(2) To qualify for the award of the Doctor of Medicine degree, a candidate must successfully complete 192 credit points across the four years, made up of:
(a) 48 credit points in Stage 1
(b) 48 credit points in Stage 2; and
(c) 96 credit points in Stage 3.

8 Progression rules

All Stages

(1) Candidates for the Doctor of Medicine degree must enrol in all the prescribed units of study in each Stage and Year of the Doctor of Medicine Program.
(2) Candidates must pass all Themes and all prescribed units of study in order to progress to the next Stage.
(3) Candidates who do not meet the attendance requirements of each Stage, as detailed in the Sydney Medical School - Sydney Medical Program Attendance Provisions 2016 Faculty local provisions (http://sydney.edu.au/policies/showdoc.aspx?recnum=PODOC2015/399&RendNum=0), will need approval by the Co-Director of the Sydney Medical Program and/or the relevant Examination Committee to be permitted to continue their candidature and/or to take the examinations.
(4) In accordance with the Sydney Medical School - SMP Statement of Expectations Provisions 2013 and Faculty local provisions, the Sydney Medical School - SMP Professionalism Provisions 2016 (http://sydney.edu.au/policies/showdoc.aspx?recnum=PODOC2013/336&RendNum=0 and http://sydney.edu.au/policies/showdoc.aspx?recnum=PODOC2013/335&RendNum=0), candidates for the degree who demonstrate significant serious or repeated unprofessional behaviour may be required to show cause as to why their enrolment should be continued. Failure to show cause will result in exclusion from the course.
(5) Candidates who fail one of the Stage or Year SBA examinations or fail the Core or Specialty Block examinations by the responsible Examination Committee, taking into account the candidate’s performance level compared to the set passing standard, the candidate’s attendance record, performance in other examinations, assessments, past academic history and adherence to the professionalism standards detailed in the Statement of Expectations, Faculty local provisions.
(6) Candidates who fail the supplementary SBA examination for a theme or the MD Project units of study will repeat the applicable Stage or Year in its entirety, unless, in accordance with Part 15 of the University of Sydney Coursework Policy 2014, they are required to show cause as to why their enrolment should be continued. Failure to show cause will result in exclusion from the course.
(7) Subject to Clause 10 (Time limits) of the Course Resolutions, candidates may only repeat one of Stage 1, Stage 2, Stage 3 (Year 3) or Stage 3 (Year 4) once.
(8) Candidates who are required to repeat a Stage or Year must repeat the entire Stage or Year, including all Themes and all prescribed units of study. No credit is given for any unit of study or Theme in the repeat Stage or Year.
(9) The only exceptions to Clause 8(8) are in relation to the units of study for the Elective Term and the MD Project. If the candidates have met the requirements for these Units of Study as set out in the corresponding unit of study outline, they will be exempt from repeating them. The responsible unit of study Co-ordinator will determine whether the candidate has met the requirements. Candidates must complete both Semester 1 and Semester 2 in the same calendar year in order to progress to the next Stage. This Clause may be waived in exceptional circumstances, as determined by the Co-Director(s) of the Sydney Medical Program.
(10) Candidates who withdraw in Semester 2 of Stage 1 or Stage 2 will be required to repeat all of the applicable year subject to Subclause 8(9) and Clause 8(10).
(11) Candidates who achieve a mark of two or more standard errors of measurement (SEM) below the pass mark in the SBA examination in semester assessments during Stage 1 or Stage 2 will not be permitted to continue their candidature in that Stage in that academic year. They will be permitted to withdraw and to return the following academic year to repeat the Stage in its entirety.
(12) Clause 8(12(1)) does not apply to the SBA examination in semester assessment at the end of Foundation Block in Stage 1 unless the candidate has failed to meet the attendance requirements and/or has demonstrated unprofessional behaviour as defined in Clause 8(4).
(13) A supplementary assessment for the Stage 1 or 2 BCS Theme will not be granted to candidates who achieve a mark of two or more SEM below the pass mark.
(14) Candidates who sat a supplementary assessment in Stage 1 will not be eligible for a supplementary assessment in the same theme in Stage 2.
(15) Candidates must pass the both Core Blocks in each Year of Stage 3 in order to be permitted to take the September SBA integrated Stage 3 Barrier Examination.
(16) Candidates in Stage 3 may only fail more than one of a Core or Specialty Block or the MD Research Project unit of study and will not be permitted to continue the year.
(17) Candidates who fail a Core Block will repeat that Core Block in its entirety in the same academic year. The Specialty Block that has been displaced by the repeat Core Block will be completed in the final academic term of Year 4.
(18) Candidates who fail one Specialty Block in Stage 3 may repeat it in the final academic term of Year 4 only if they have not failed any other block, unit of study, Theme, Long Case Examination or SBA examination in the integrated Stage 3 Barrier Examination on the first attempt.
19 September 2017

Graduate Studies Committee

Doctor of Medicine

(19) Subject to subclause (20), candidates who fail a single Specialty Block or the September SBA, Integrated Stage 3 Barrier Examination or the Long Case Examination may be granted a supplementary examination assessment. Eligibility for a supplementary examination assessment will be determined by the Examination Committee, taking into account the candidate’s performance level compared to the set passing standard, the candidate’s attendance record, performance in other examination assessments, past academic history and adherence to the professionalism standards detailed in the Statement of Expectations. Faculty local provisions.

(20) A supplementary assessment for the integrated Stage 3 Barrier Examination or a Specialty Block in-term assessment will not be granted to candidates who achieve a mark of two or more SEM below the pass mark.

(21) Candidates who are eligible for the integrated Stage 3 Supplementary Examination will be provided with remediation prior to the supplementary examination and will not be permitted to continue to their last scheduled clinical Block in Year 3 or Year 4.

(22) Candidates who fail the integrated Stage 3 Supplementary SBA Examination or the Supplementary Long Case Examination will repeat the applicable Stage or Year in its entirety, unless, in accordance with Part 15 of the University of Sydney Coursework Policy 2014, they are required to show cause as to why their enrolment should be continued. Failure to show cause will result in exclusion from the course.

(23) Candidates who fail two or more of:
(a) a Core Block;
(b) a Specialty Block;
(c) the September SBA, Integrated Stage 3 Barrier Examination; or the supplementary SBA Examination;
(d) a Theme;
(e) the Long Case Examination; or the supplementary Long Case Examination;
(f) the Elective term; or
(g) the MD Research Project unit of study;
will repeat the applicable Year unless, in accordance with Part 15 of the University of Sydney Coursework Policy 2014, they are required to show cause as to why their enrolment should be continued. Failure to show cause will result in exclusion from the course.

(24) Candidates who fail the Year 4 MD Project unit of study will be required to undertake remediation prior to the end of Year 4, a repeat eight-week MD Project.

(25) Candidates who fail the repeat MD Project remediation block will repeat the Year 4 in its entirety, unless, in accordance with Part 15 of the University of Sydney Coursework Policy 2014, they are required to show good cause as to why their enrolment should be continued. Failure to show cause will result in exclusion from the course.

Stage 3 Year 3

(26) Candidates must pass the Year 3 Core Blocks, and the integrated Stage 3 Year 3 September SBA Barrier Examination, or the SBA Examination, in order to be eligible to take the Elective Term unit of study.

(27) A candidate is eligible for repeating Year 3 if the candidate is required to successfully complete 40 weeks of clinical placement (four Core and three Specialty Blocks, in total, each of eight weeks' duration) and the MD Project units of study.

Stage 3 Year 4

(28) Only candidates who have passed all eight Core and Specialty Blocks, the Elective term, all satisfied all of the academic requirements of Stage 3 Year 3 and Year 4 SBA examinations, Themes, Units of Study and the MD Research project will be permitted to enrol in the PRINT term.

(29) Students who fail their PRINT term will repeat it in the next available PRINT term, which may be in the following academic year if a candidate has failed the last of the available PRINT terms in that academic year.

(30) A candidate who is repeating Year 4 shall complete required to successfully complete 482 weeks of clinical placement (four Core and Specialty Blocks, in total, each of eight weeks' duration), and a four-week PRINT term, an eight-week MD Project and a four-week PRINT term.

9 Medicine weighted average mark (MWAM)

(1) The MWAM is calculated using the following formula:

\[
\text{MWAM} = \frac{\sum (Wc \times Mc)}{\sum (Wc)}
\]

where \(Wc\) is the unit of study credit points \(x\) the unit weighting and \(Mc\) is the mark achieved for the unit. The mark used for units with a grade AF is zero. Only Stage 3 units are used for the purpose of the calculation.

(2) All Stage 3 units are weighted 1.

10 Time Limits

(1) Subject to sub-clause 10(2), a candidate for the Doctor of Medicine must complete the requirements for the degree within five calendar years.

(2) The Dean may, in exceptional circumstances, extend the time limit for completing the requirements for the Doctor of Medicine to a maximum of 10 years.

11 Credit for previous study

Advanced standing and credit for previous study is not available in this degree, except where approved by the Dean for the purposes of subclause 3(7).
Non-Confidential

<table>
<thead>
<tr>
<th>Author</th>
<th>Christie Adamson, Manager (Education Support)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>Dr Janice Gullick, Director of Postgraduate Advanced Studies</td>
</tr>
<tr>
<td>Paper title</td>
<td>Introduction of a new elective unit of study in the specified postgraduate award courses</td>
</tr>
<tr>
<td>Purpose</td>
<td>The purpose of this proposal is to seek approval from the Graduate Studies committee to introduce a new elective unit of study in the specified postgraduate award courses.</td>
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</table>

**RECOMMENDATION**

That the Graduate Studies Committee recommend that the Academic Board:

1. Approve the proposal from Sydney Nursing School to amend the Master of Advanced Nursing Practice, Master of Cancer & Haematology Nursing, Master of Emergency Nursing, Master of Intensive Care Nursing, Master of Mental Health Nursing, Master of Primary Health Care Nursing and embedded Graduate Diplomas; and
2. Approve the amendment of unit of study tables arising from the proposal, with effect from 1 January 2018.

**EXECUTIVE SUMMARY**

It is proposed that a new unit of study named NURSXXXX Interprofessional Open Dialogue be available from 2018 as an elective in the specified postgraduate award courses at Sydney Nursing School:

- GNADUPR Graduate Diploma in Advanced Nursing Practice
- GNCAHANU Graduate Diploma in Cancer and Haematology
- GNINCNUR Graduate Diploma in Intensive Care Nursing
- GNMEHNNUR Graduate Diploma in Mental Health Nursing
- GNPRHECA Graduate Diploma in Primary Health Care Nursing
- MAADNUPR Master of Advanced Nursing Practice
- MACAHANU Master of Cancer & Haematology Nursing
- MAEMENUR Master of Emergency Nursing
- MAINCNU Master of Intensive Care Nursing
- MAMENHNUR Master of Mental Health Nursing
- MAPREHECA Master of Primary Health Care Nursing

This unit of study will also be available to other postgraduate students from other disciplines. A sample unit of study table is included in the proposal highlighting where this unit of study would be offered. For students from faculties other than nursing, completion of a clinical undergraduate qualification is a prerequisite (eg psychology, social work)

**CONSULTATION**

The minor course amendment was approved by the Faculty’s Curriculum Subcommittee on 3 August 2017. It was then approved by the Faculty Board on 7 August 2017.

**IMPLEMENTATION**

The new unit of study will be included in the 2018 handbook and offered in both Semester 1 and Semester 2.
Non-Confidential

ATTACHMENTS

Attachment 1: NUSR5xxx course proposal with amended unit of study table
Minor Course Amendment Proposal

Faculty: Faculty of Nursing & Midwifery

Contact person: Dr Janice Gullick, Director, Postgraduate Studies

1. Name of award course
   - GNADNUPR  Graduate Diploma in Advanced Nursing Practice
   - GNCAHANU  Graduate Diploma in Cancer & Haematology Nursing
   - GNEMENUR  Graduate Diploma in Emergency Nursing
   - GNINCNUR  Graduate Diploma in Intensive Care Nursing
   - GNMEHNUR  Graduate Diploma in Mental Health Nursing
   - GNPRHECA  Graduate Diploma in Primary Health Care Nursing
   - MAADNUPR  Master of Advanced Nursing Practice
   - MACAHANU  Master of Cancer & Haematology Nursing
   - MAEMENUR  Master of Emergency Nursing
   - MAHCNUR  Master of Intensive Care Nursing
   - MAMENHNU  Master of Mental Health Nursing
   - MAPRHECA  Master of Primary Health Care Nursing

2. Purpose of proposal
   The purpose of this proposal is to seek approval of the Graduate Studies Committee for the adoption of a new elective postgraduate Unit of Study to be available from 2018.

3. Details of amendment
   It is proposed that a new Unit of Study named NURS XXXX Interprofessional Open Dialogue be available from 2018 as an elective in the above-listed courses. A sample Unit of Study Table is attached. The text in red indicates where this unit of study would fit in the study patterns for the above award courses. This Unit of Study will also be available as a non-awards subject to other postgraduate students from other clinical disciplines (e.g., psychology, social work).

4. Transitional arrangements
   It is proposed that this Unit of Study will be on offer to all new students as an elective from 2018. Continuing students who have not yet completed their elective requirements may choose this Unit of Study.

5. Other relevant information
   For students from faculties other than nursing, completion of a clinical undergraduate qualification is a prerequisite (e.g., psychology, social work)

6. Signature of Dean
MENTAL HEALTH NURSING

Unit of study table

<table>
<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge</th>
<th>P: Prerequisites</th>
<th>C: Corequisites</th>
<th>N: Prohibition</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Mental Health Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students in the Master of Mental Health Nursing are required to complete 60 credit points. This includes 36 credit points of core units of study, an additional 12 credit points of elective units of study, and one capstone core unit of study, as follows:

**Core units**

<table>
<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS5012 Assessment and Clinical Judgement</td>
<td>6</td>
<td>Semester 1</td>
</tr>
<tr>
<td>NURS5063 Managing Mental Health and Illness</td>
<td>6</td>
<td>Semester 1</td>
</tr>
<tr>
<td>NURS5069 Research in Nursing and Health Care</td>
<td>6</td>
<td>Semester 1</td>
</tr>
<tr>
<td>NURS5075 Expanding Practice in Mental Health</td>
<td>6</td>
<td>Semester 1</td>
</tr>
<tr>
<td>NURS5064 Mental Health and Illness in Context</td>
<td>6</td>
<td>Semester 2</td>
</tr>
<tr>
<td>NURS5065 Interpersonal Mental Health Nursing</td>
<td>6</td>
<td>Semester 2</td>
</tr>
</tbody>
</table>
## Elective units

Students must choose two of the following options. However, students who intend to undertake NURS5080 (Research) are advised to complete a research elective in place of one of the options below and also to consult with the Course Coordinator for advice regarding subject choice. Please request your research elective through Special Permission.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS5062</td>
<td>Clinical Practice and Nursing Work</td>
<td>6</td>
<td>Semester 2</td>
</tr>
<tr>
<td>NURS5070</td>
<td>Creating a Culture of Safety and Quality</td>
<td>6</td>
<td>Semester 2</td>
</tr>
<tr>
<td>NURS5071</td>
<td>Contemporary Health Leadership</td>
<td>6</td>
<td>Semester 2</td>
</tr>
<tr>
<td>NURS5091</td>
<td>Simulation-Based Learning in Health</td>
<td>6</td>
<td>Semester 2</td>
</tr>
<tr>
<td>NURS5100</td>
<td>Interprofessional Engagement With Families</td>
<td>6</td>
<td>Semester 1, Semester 2</td>
</tr>
</tbody>
</table>

### NOTE:
Due to course structure, for students enrolled in the Master of Mental Health Nursing Program, NURS5100 and NURSXXXX may only be taken as a Semester 2 elective, unless academic advice and permission is sought from the Director, Postgraduate Studies.

## Capstone core units

Students must choose one of the following options. However, students who intend to undertake NURS5080 (Research) are advised to complete a research elective in place of one of the above options and also to consult with the Course Coordinator for advice regarding subject choice. Please request your research elective through Special Permission.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS5078</td>
<td>Capstone (Workplace)</td>
<td>12</td>
<td>Semester 1, Semester 2</td>
</tr>
<tr>
<td></td>
<td>Note: Department permission required for enrolment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS5080</td>
<td>Capstone (Research)</td>
<td>12</td>
<td>Semester 1, Semester 2</td>
</tr>
<tr>
<td></td>
<td>Note: Department permission required for enrolment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NOTE:
Capstones may be offered in semester 2 if there are enough candidates.
NURSXXXX: Interprofessional Open Dialogue

Unit Outline

Unit Structure

Credit Points: 6
Level: Postgraduate, Post-registration
Semester: 1
Mode of Delivery: Block mode/Blended learning
Classes: Intensive study days (4 study days) and online learning

Pre-requisites (if applicable): Completion of a clinical undergraduate qualification if an applicant is outside of the Faculty of Nursing & Midwifery.

Unit summary

The Australian social and health care workforce needs to adapt to rapidly changing emphases on health care service provision, in particular working with a stronger focus on early intervention, families, and community. The innovative Open Dialogue approach orients service provision around a series of network meetings that involve the individual in crisis or psychological distress, family members, and others in the individual’s support network, including professional helpers. The Open Dialogue approach is based on the following seven principles of treatment:

1) Immediate help; 2) A social network perspective; 3) Flexibility and mobility; 4) Responsibility; 5) Psychological continuity; 6) Tolerance of uncertainty; and 7) Dialogism.

This unit of study introduces these principles by focusing on how health care services can be organised, and healthcare practices adapted, to facilitate Open Dialogue network meetings, and how network meetings are organised to empower service users and families to genuinely participate in transparent decision-making processes. The course will be taught using a blended learning approach of both on-line discussions to familiarise students with key readings and ideas, and four study intensives that will provide opportunity for experiential learning. At all points in the course, students are encouraged to reflect on the relevance of course content to their own practice context.

Unit aim

The aim of this unit is to extend the students’ ability to collaboratively plan, organise, hold, and critically evaluate Open Dialogue network meetings with persons in crisis and their family and social network, to effectively participate in the work of multidisciplinary teams, and to facilitate safe and integrated health care transitions. The emphasis on interprofessional learning is hoped to enable
students to develop an understanding of their own professional context, and to develop critical thinking. This unit of study provides students with a platform for pursuing further learning in Open Dialogue approaches.

Learning outcomes

On successful completion of this unit of study, students will be able to contribute to the enhancement of their discipline though the acquisition of skills, attitudes and ideas relating to the engagement of families, in particular my means of an Open Dialogue approach. Through written work, contribution to online discussions, participation in study days, and personal reflection students will be able to demonstrate:

1. An early development of the ability to collaboratively plan, organise, moderate, and evaluate Open Dialogue networks meetings;
2. The ability to critically analyse and discuss the evidence-base and the ‘person-centeredness’ of Open Dialogue and compare Open Dialogue to similar resource oriented approaches;
3. A critical understanding of the significance of ‘seamless’ health care transitions and integrated care models; and
4. An early development of the ability to openly reflect in front of the family and network during network meetings, which tolerating uncertainty and pursuing a dialogical position.
Non-Confidential

<table>
<thead>
<tr>
<th>Author</th>
<th>Associate Professor Lorraine Smith, Associate Dean Learning and Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>Professor Iqbal Ramzan, Dean of Pharmacy</td>
</tr>
<tr>
<td>Paper title</td>
<td>Minor Course Amendment – Graduate Certificate in Pharmacy Practice</td>
</tr>
<tr>
<td>Purpose</td>
<td>To amend the Course Resolutions and Units of Study tables increase the number of elective units and valid elective unit combinations of the Graduate Certificate and Pharmacy Practice.</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

That the Graduate Studies Committee recommend that the Academic Board:

(1) approve the proposal from the Faculty of Pharmacy to amend the Graduate Certificate in Pharmacy Practice; and

(2) approve the amendment of course resolutions and unit of study tables arising from the proposal, with effect from 1 January, 2018.

**EXECUTIVE SUMMARY**

To amend the Units of Study tables for the Graduate Certificate in Pharmacy Practice to include PHAR7811, a newly created unit for 2018.

To amend the Course Resolutions for the Graduate Certificate in Pharmacy Practice to allow students in the registered pharmacist pathway to select from a broader range of elective units with more valid combinations of study.

The AQF learning outcomes are unchanged.
Minor Course Amendment Proposal

Faculty: Faculty of Pharmacy

Contact person: Associate Professor Lorraine Smith, Associate Dean, Learning and Teaching

1. Name of award course
   Graduate Certificate in Pharmacy Practice

2. Purpose of proposal
   (1) Amend unit of study table for Graduate Certificate of Pharmacy Practice to include PHAR7811 which is a new unit for 2018
   (2) The Faculty proposes to amend the Course Resolutions for the Graduate Certificate in Pharmacy Practice to allow students in the registered pharmacist pathway more valid combinations of elective units of study to select from.
   (3) Amend the Faculty Resolutions as per advice from OGC (an outcome from the Academic Board meeting held in July 2017).

3. Details of amendment
   (1) Amend Graduate Certificate in Pharmacy Practice Units of Study Table to add PHAR7811 as a new elective unit as attached.
   (2) Current course rules currently limit students in the registered pharmacist pathway to complete PHAR7110 plus three other elective units. Permitting these students to fulfil course requirements by completing any four elective units will provide for more combinations of valid study to select from. The Faculty progression rules will be amended as per the attached Faculty Course Resolutions.
   (3) Amend nomenclature from ‘Coursework Rule’ to ‘Coursework Policy’ and remove redundant clauses in the Faculty Resolutions and Faculty Course Resolutions.

4. Transitional arrangements
   These changes will apply to postgraduate students from 2018

5. Other relevant information
   The OGC has recommended changes to the Faculty Resolutions and the Faculty Course Resolutions to remove redundant clauses and amend nomenclature. These changes have also been sent to UGSC.

6. Signature of Dean
   
   [Signature]

   Professor Iqbal Ramzan
Graduate Certificate in Pharmacy Practice
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 Resolutions of the Faculty, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended), the Academic Honesty in Coursework Policy 2015 and the Academic Honesty Procedures 2016. Up to date versions of all such documents are available from the Policy Register: http://sydney.edu.au/policies.

Course Resolutions
1 Course codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCPHAPRA</td>
<td>Graduate Certificate in Pharmacy Practice</td>
</tr>
</tbody>
</table>

2 Attendance pattern
The attendance pattern for this course is part time.

3 Admission to candidature
(1) Available places will be offered to qualified applicants based on merit, according to the following admissions criteria.
(2) Admission to candidature requires a bachelor’s degree or higher award in Pharmacy from the University of Sydney, or qualifications deemed by the Faculty to be equivalent.
(3) Applicants must apply for, obtain, and maintain provisional (intern) pharmacist registration with the Pharmacy Board of Australia prior to commencing the Intern Training Program component of the course.
(4) Applicants with general (non–intern) pharmacist registration with the Pharmacy Board of Australia are also eligible to enrol in the course (excluding the Intern Training Program component).

4 Requirements for award
(1) The units of study that may be taken for the course are set out in the Units of Study table for the Graduate Certificate in Pharmacy Practice.
(2) To qualify for the award of the Graduate Certificate in Pharmacy Practice a candidate must complete 24 credit points, including core units and electives as specified below:
   (a) Applicants who hold current pharmacist practitioner registration upon admission must complete PHAR7110 plus three elective units, which must not include PHAR7111 or PHAR7121 (Intern Training Program).
   (b) Applicants who are eligible to undertake the Intern Training Program upon admission must complete PHAR7111 and PHAR7121 plus two elective units, which must not include PHAR7110.
(3) Upon completion of PHAR7111 and PHAR7121 (the Intern Training Program) candidates are issued an ITP Certificate of Completion to enable their application for pharmacist practitioner registration with the Pharmacy Board of Australia.
# Graduate Certificate in Pharmacy Practice

## Units of study table

<table>
<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge</th>
<th>P: Prerequisites</th>
<th>C: Corequisites</th>
<th>N: Prohibition</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Intern Training Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAR7111 Pharmacy Intern Training A</td>
<td>6</td>
<td>Current provisional pharmacist registration is a requirement of the unit, together with employment in a workplace approved by the Pharmacy Board of Australia.</td>
<td></td>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>PHAR7121 Pharmacy Intern Training B</td>
<td>6</td>
<td>Current provisional pharmacist registration is a requirement of the unit, together with employment in a workplace approved by the Pharmacy Board of Australia.</td>
<td></td>
<td></td>
<td></td>
<td>Semester 2</td>
</tr>
<tr>
<td>Elective Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAR7110 Fundamentals of Contemporary Practice</td>
<td>6</td>
<td>N PHAR7111 or PHAR7121</td>
<td></td>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>PHAR7112 Medications Management</td>
<td>6</td>
<td>PHAR7112: Medications Management is accredited for Stage One (preparatory) Training with the Australian Association of Consultant Pharmacy. On satisfactory completion of this unit of study, students will be able to proceed to Stage 2 Accreditation Assessment Process for the delivery of medication management reviews to community-based individuals and residents of aged care facilities. See <a href="https://www.aacp.com.au">https://www.aacp.com.au</a> for details.</td>
<td></td>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>PHAR7123 Diabetes Mellitus</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>PHAR7811 Evidence-based Complimentary Medicines 1</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Semester 1/Semester 2</td>
</tr>
<tr>
<td>PHAR7122 Mental Health</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Semester 2</td>
</tr>
<tr>
<td>PHAR7113 Cardiovascular and Renal</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Semester 2</td>
</tr>
</tbody>
</table>
RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Science to amend the Bachelor of Science/Doctor of Dental Medicine; and
(2) approve the amendment of course resolutions arising from the proposal, with effect from 1 January 2018.

EXECUTIVE SUMMARY

The proposal is to amend the course resolutions for the Bachelor of Science/Doctor of Dental Medicine to reflect and combine the changes submitted to Academic Board in November 2016 and July 2017. This final version collates all the amendments and produces a final version to be issued in the 2018 Science Handbook.

IMPLEMENTATION

The amended resolutions will be implemented in the 2018 Science Undergraduate Handbook.

ATTACHMENTS

(1) Minor amendment proposal for the Course Resolutions
(2) Amended Resolutions for the Bachelor of Science/Doctor of Dental Medicine
Minor Course Amendment Proposal

Faculty: Science, Dentistry

Contact person: Helen Agus, Yvonne Cheng

1. **Name of award course**
   Bachelor of Science and Doctor of Dental Medicine (2018-on)

2. **Purpose of proposal**
   - To update the admission requirements to ensure that current admission practices are codified within the course resolutions. This follows extensive consultation across the two faculties as well as advice from OGC regarding appropriate wording of the amendment. The proposal has been approved by the Double Degree Dentistry Program (DDDP) Committee for recommendation to the UGSC.

   - To implement more supportive degree progression requirements (65 WAM instead of 75 WAM) by removing the Dalyell stream as a compulsory requirement of the Bachelor of Science component of the double degree. Students will have the option of undertaking “no stream”. This will enhance consistency with the Double Degree Medicine Program and provide a suitable pathway for students entering through special admission schemes (e.g. Cadigal).

   - To correct typographic errors and inconsistent wording in the course resolutions (especially in the sections on requirements for award and transitional arrangements).

3. **Details of amendment**

   3 Streams
   - (1) The Bachelor of Science in this double degree is available only in the following stream:
     - (a) Dalyell
   - (2) Completion of the Dalyell-stream is a requirement a stream is not a requirement of the Bachelor of Science/Doctor of Dental Medicine. The requirements for the completion of the Dalyell stream is in Table S of the Shared Pool for Undergraduate Degrees.

5 Admission to candidature

   - (1) Admission to this course is on the basis of a secondary school leaving qualification such as the NSW Higher School Certificate (including national and international equivalents) leading to the award of an Australian Tertiary Admission Ranking (ATAR) or equivalent. English language requirements must be met where these are not demonstrated by sufficient qualifications taught in English. Special admission pathways are open for Aboriginal and Torres Strait Islander applicants. Applicants are ranked by merit and offers for available places are issued according to the ranking. Details of admission policies are found in the Coursework Rule.

   - (2) In addition, admission to this course requires the applicant to participate in a semi-structured interview an assessment process, including a written assessment and a panel discussion session. The results of this interview assessment will form part of the ranking of applicants.

   - (3) Applicants are only eligible for admission to the first available course intake following receipt of their final results. Applicants are ineligible for admission to the course in subsequent years.

   - (4) Admission to the Dalyell stream requires achievement of a minimum tertiary admission rank (ATAR) set by the Board of Interdisciplinary Studies or equivalent standard.

6 Requirements for award

   - (1) The units of study that may be taken for the course are set out in:
     - (a) Table A for the Bachelor of Science; and
     - (b) Table S from the Shared Pool for Undergraduate Degrees; and
     - (c) Table O from the Shared Pool for Undergraduate Degrees; and
     - (d) The Table of units for the Doctor of Dental Medicine from the Faculty of Dentistry.
(2) In these resolutions, Table A, Table S, Table O mean Table A, Table S and Table O as specified here.

(3) To qualify for the award of both degrees, a candidate must successfully complete 336 credit points, comprising:

(a) 144 credit points to qualify for the award of the Bachelor of Science as specified in the resolutions for the Bachelor of Science, including:

(i) Degree Core: 12 credit points of mathematics degree core units of study as set out in Table A (students may count the units from their major(s) or minor(s) to fulfill this requirement) and 12 credit points of 1000-level science elective units of study (excluding units listed as Mathematics mathematics degree core) as set out in Table A (students may count the units from their major(s) or minor(s) to fulfill this requirement); and

(ii) A major (48 credit points) or program listed and defined in Section 7 below and specified listed in Table A; and

(iii) A minor (36 credit points) or second major (48 credit points) as defined in Section 7 below and listed in Table A or Table S; and

(iv) 12 credit points of units of study in the Open Learning Environment as listed in Table O; and

(v) 6 credit points of foundation knowledge units of study for Dentistry dentistry selected from BIOL1XX3, or BIOL1XX6, or BIOL1XX7, and a 0 one zero credit point unit of study (SDDD1011); and

(vi) Where where appropriate, elective units from Table A and Table S; and

(vii) If enrolled in the Dalvell stream, complete the requirements for the Dalyell stream as specified in Table S.

(b) 192 credit points to qualify for the award of the Doctor of Dental Medicine as required specified by in the resolutions for the Doctor of Dental Medicine.

8 Progression rules

(1) **Progression within the Bachelor of Science**

(a) Candidates must complete all the requirements for the degree of Bachelor of Science, including the designated foundational knowledge units of study for dentistry offered by the Faculty of Science specified in 6-(2)-(a) 6 (3) (8) (v), within three years (or four years if candidates take an embedded honours component through the Bachelor of Advanced Studies), excluding any authorised periods of suspension, in order to progress to the Doctor of Dental Medicine degree.

(b) Candidates must achieve a Weighted Average Mark (WAM) of at least 65.0 in each year of study in the Bachelor of Science to continue in the double degree, this being the minimum achievement required for admission to candidature for the Doctor of Dental Medicine.

(c) Failure to maintain the minimum progression requirements will result in candidates being transferred from the double degree program to a Bachelor of Science degree with full credit for all units of study successfully completed.

(2) **Progression within the Dalvell Stream**

(a) With the permission of the Dalvell coordinator, candidates in the Dalvell Stream may attempt units of study at higher levels than the usual sequence.

(b) Candidates must achieve a Weighted Average Mark WAM at a level determined by the Board of Interdisciplinary Studies in each year of study to continue in the Dalvell Stream. Candidates who do not maintain a Weighted Average Mark WAM at the level determined by the Board of Interdisciplinary Studies may continue in any other stream into which they were admitted, major, program or minor the Bachelor of Science component of the double degree, but will not remain in the Dalvell Stream.

(e) Failure to maintain the required progression and minimum result requirements will result in candidates being transferred from the double degree to a Bachelor of Science degree with full credit for all units of study successfully completed.

(3) **Progression within the Doctor of Dental Medicine**

(a) Progression within the Doctor of Dental Medicine is as specified in the Resolutions resolutions for the Doctor of Dental Medicine.

4. **Transitional arrangements**

15 **Transitional arrangements**

(1) These resolutions apply to students candidates who commenced their candidature after 1 January, 2018 and candidates who commenced their candidature prior to 1 January, 2018 who elect to proceed under these resolutions.
(2) Students Candidate who commenced their candidature prior to 1 January, 2018 who elect to transfer and proceed under these resolutions, or who commenced after 1 January 2018 and are seeking credit for prior study, should note that the University does not undertake to offer 4000 level honours units of study in the Bachelor of Advanced Studies degree prior to 2020 and nor 2000 or 3000 level units of study prior to 2019 and that it may not be possible to complete requirements for the Bachelor of Advanced Studies before the end of Semester 2, of that year 2020 or the single degree Bachelor of Science component of the double degree before the end of Semester 2, 2019.

(3) Candidates who commenced their candidature prior to 1 January, 2018 may complete the requirements in accordance with the resolutions in force at the time of their commencement.

5. Other relevant information
n/a

6. Signature of Dean's delegate

Mrs Helen Agus
Associate Dean (Student Affairs)
Faculty of Science
Bachelor of Science/Doctor of Dental Medicine

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 Resolutions of the Faculty of Science and the Faculty of Dentistry, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended) and the Academic Board policies on Academic Dishonesty and Plagiarism. Up to date versions of all such documents are available from the Policy Register: sydney.edu.au/policies.

Course resolutions

1. Course codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPCOMMED-01</td>
<td>Bachelor of Science/Doctor of Dental Medicine</td>
</tr>
</tbody>
</table>

2. Attendance pattern

   The attendance pattern for this course is full time only.

3. Streams

   (1) The Bachelor of Science in this double degree is available only in the following streams:

   (a) Dalyell.

   (2) Completion of the Dalyell stream is a requirement; a stream is not a requirement of the Bachelor of Science/Doctor of Dental Medicine. The requirements for the completion of the stream are as specified in Table A for the Bachelor of Science or, in the case of the Dalyell stream, in Table S of the Shared Pool for Undergraduate Degrees.

   (3) Candidates who qualify for the Dalyell stream may complete that stream while also completing the Named Scientist stream.

4. Cross faculty management

   Candidates in this double degree program will be under the general supervision of the Faculty of Science until the end of the semester in which they complete the requirements for the Bachelor of Science. They will then be under the supervision of the Faculty of Dentistry.

   (2) The Faculty of Science and the Faculty of Dentistry shall jointly exercise authority in any matter concerned with the double degree program not otherwise dealt with in these resolutions.

5. Admission to candidature

   (1) Admission to this course is on the basis of a secondary school leaving qualification such as the NSW Higher School Certificate (including national and international equivalents) leading to the award of an Australian Tertiary Admission Ranking (ATAR) or equivalent. English language requirements must be met where these are not demonstrated by sufficient qualifications taught in English. Special admission pathways are open for Aboriginal and Torres Strait Islander people. Applicants are ranked by merit and offers for available places are issued according to the ranking. Details of admission policies are found in the Coursework Rule.

   (2) In addition, admission to this course requires the applicant to participate in a semi-structured interview an assessment process, including a written assessment and a panel discussion session. The results of this interview/assessment will form part of the ranking of applicants.

   (3) Applicants are only eligible for admission to the first available course intake following receipt of their final results. Applicants are ineligible for admission to the course in subsequent years.

   (4) Admission to the Dalyell stream requires achievement of a minimum tertiary admission rank (ATAR) set by the Board of Interdisciplinary Studies, or equivalent standard.

6. Requirements for award

   (1) The units of study that may be taken for the course are set out in:

   (a) Table A for the Bachelor of Science; and

   (b) Table S from the Shared Pool for Undergraduate Degrees; and

   (c) Table O from the Shared Pool for Undergraduate Degrees; and

   (d) The Table of units for the Doctor of Dental Medicine from the Faculty of Dentistry.

   (2) In these resolutions, except where otherwise specified, Table A, Table S and Table O mean Table A, Table S and Table O as specified here.

   (3) To qualify for the award of both degrees a candidate must successfully complete 336 credit points, comprising:

   (a) 144 credit points to qualify for the award of the Bachelor of Science as specified in the resolutions for the Bachelor of Science, including:

   (i) Degree core: 12 credit points of mathematics degree core units of study as set out in Table A (students may count the units from their major(s) or minor(s) to fulfil this requirement); and 12 credit points of 1000-level science elective units of study (excluding units listed as mathematics degree core) as set out in Table A (students may count the units from their major(s) or minor(s) to fulfil this requirement)

   (ii) A major (48 credit points) or program listed and defined in Section 7 below and specified in Table A; and

   (iii) A major (36 credit points) or second major (48 credit points) as defined in Section 7 below and listed in Table A or Table S; and

   (iv) 12 credit points of units of study in the Open Learning Environment as listed in Table O; and

   (v) 6 credit points of foundational knowledge units of study for Dentistry selected from BIOL1XX3, BIOL1XX6, or BIOL1XX7, and a one zero credit point unit of study (SDDP1011); and

   (vi) If enrolled in the Dalyell stream, complete the requirements for the Dalyell stream as specified in Table A or Table S.

   (b) 192 credit points to qualify for the award of the Doctor of Dental Medicine as required specified in the resolutions for the Doctor of Dental Medicine.

7. Programs, majors and minors

   (1) Completion of a major from Table A for the Bachelor of Science is a requirement for this double degree.
(2) Completion of a minor or second major from Table A or Table S is a requirement for this double degree.
(3) Candidates have the option of completing a program with an embedded major from Table A of up to 72 credit points.
(4) The programs and majors available as first majors in the Bachelor of Science are as specified in the resolutions for the Bachelor of Science, Bachelor of Science/Bachelor of Advanced Studies and in Table A.
(5) The minors and majors available as second majors in the Bachelor of Science are as specified in Table A and Table S.

8. Progression rules

(1) Progression within the Bachelor of Science
(a) Candidates must complete all requirements for the degree of Bachelor of Science, including the designated foundational knowledge units of study for dentistry offered by the Faculty of Science specified in Section 6 (3) (a) (v), within three years (or four years if candidates take an embedded honours component through the Bachelor of Advanced Studies), excluding any authorised periods of suspension.
(b) Candidates must achieve a Weighted Average Mark of at least 65.0 in each year of study for each 48 credit point block in the Bachelor of Science to continue in the double degree, this being the minimum achievement required for admission to candidature for the Doctor of Dental Medicine.
(c) Failure to maintain the minimum progression requirements will result in candidates being transferred from the double degree program to a Bachelor of Science degree with full credit for all units of study successfully completed.

(2) Progression within the Dalyell Stream
(a) With the permission of the Dalyell coordinator, candidates in the Dalyell Stream may attempt units of study at higher levels than the usual sequence.
(b) Candidates must achieve a Weighted Average Mark WAM at a level determined by the Board of Interdisciplinary Studies in each year of study to continue in the Dalyell Stream. Candidates who do not maintain a Weighted Average Mark WAM at the level determined by the Board of Interdisciplinary Studies may continue in any other stream into which they were admitted, major, program or minor the Bachelor of Science component of the double degree but will not remain in the Dalyell Stream.
(c) Failure to maintain the required progression and minimum result requirements will result in candidates being transferred from the double degree to a Bachelor of Science degree with full credit for all units of study successfully completed.

(3) Progression within the Doctor of Dental Medicine
(a) Progression within the Doctor of Dental Medicine is as specified in the Resolutions for the Doctor of Dental Medicine.

9. Requirements for award with Honours

(1) Honours in the Bachelor of Science is available to meritorious candidates who have completed requirements for the Bachelor of Science degree, by suspending candidature, with the permission of the Faculty of Science and Faculty of Dentistry, in the double degree for one year, enrolling in the Bachelor of Advanced Studies and taking an embedded honours component in an additional year of full time study.
(2) The grade of honours in the Bachelor of Advanced Studies will be determined by an honours mark calculated from work in the embedded honours component as specified in Table A and the Resolutions of the Faculty of Science.

10. Award of the degrees

(1) The Bachelor of Science is awarded at Pass level. Honours in science is taken by enrolling in the Bachelor of Advanced Studies and completing an embedded honours component.
(2) Candidates who attempt the Bachelor of Science with an embedded honours component in the Bachelor of Advanced Studies who do not meet the requirements for honours but who meet the requirement for the pass degree, may be awarded the relevant degree or degrees at pass level for which they fulfil requirements.
(3) Candidates who attempt the Bachelor of Science with an embedded honours component in the Bachelor of Advanced Studies who do not meet the requirements for honours but who meet the requirement for the pass degree, may be awarded the relevant degree or combined degree at pass level for which they fulfill requirements.
(4) The Doctor of Dental Medicine is awarded as a Pass grade.

11. Cross-institutional study

Cross institutional study is not available in this double degree course.

12. International exchange

The Faculty of Science encourages candidates in this course to participate in international exchange programs as set out in the Resolutions of the Faculty of Science provided that the progression requirements and timelines in Section 8 of these resolutions can be met.

13. Course Transfer

(1) A candidate may abandon the double degree program and elect to complete the Bachelor of Science in accordance with the resolutions governing that degree. Completion of the Doctor of Dental Medicine in the future will require a new application for admission to that course and completion in accordance with the resolutions governing that degree.
(2) With the permission of the Faculty of Science and the Faculty of Dentistry, suitably qualified candidates may, after completing requirements for the Bachelor of Science, defer progression to the Doctor of Dental Medicine and undertake an embedded honours component in the Bachelor of Advanced Studies and then, upon completion of the Bachelor of Advanced Studies, continue to the Doctor of Dental Medicine.
(3) A candidate who has suspended enrolment in the double degree program to enrol in the Bachelor of Advanced Studies to complete requirements of honours or a stream may, with the permission of the Faculty of Science and the Faculty of Dentistry, abandon the Bachelor of Advanced Studies and enrol in the Doctor of Dental Medicine.

14. Credit for previous study

It is not possible for candidates enrolled in the Bachelor of Science/Doctor of Dental Medicine to obtain credit for previous studies.

15. Transitional provisions

(1) These resolutions apply to students who commenced their candidature after 1 January, 2018 who are not seeking credit for prior study and candidates who commenced their candidature prior to 1 January, 2018 who elect to proceed under these resolutions.
(2) Students who commenced their candidature prior to 1 January, 2018 who elect to transfer and proceed under these resolutions, or who commenced after 1 January, 2018 and are seeking credit for prior study, should note that the University does not undertake to offer 4000 level honours units of study in the Bachelor of Advanced Studies degree prior to 2020, nor 2000 or 3000 level units of study prior to 2019 and that it may not be possible to complete requirements for the Bachelor of Advanced Studies before the end of Semester 2, of that year 2020 or the single degree Bachelor of Science component of the double degree before the end of Semester 2, 2019.
(3) Candidates who commenced their candidature prior to 1 January, 2018 may complete the requirements in accordance with the resolutions in force at the time of their commencement.
RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Science to amend the Bachelor of Science/Doctor of Medicine;
and
(2) approve the amendment of course resolutions arising from the proposal, with effect from 1 January 2018.

EXECUTIVE SUMMARY

The proposal is to amend the course resolutions for the Bachelor of Science/Doctor of Medicine to reflect and combine the changes submitted to Academic Board in November 2016 and July 2017. These resolutions collate all the amendments and produce a final version to be issued in the 2018 Science Handbook. Other amendments include correction of an error where the section “Requirements for Award” relates to a replaced unit.

IMPLEMENTATION

The amended resolutions will be implemented in the 2018 Science Undergraduate Handbook.

ATTACHMENTS

(1) Minor amendment proposal to the Course Resolutions
(2) Amended Resolutions for the Bachelor of Science/Doctor of Medicine
Minor Course Amendment Proposal

Faculty: Science, Medicine

Contact person: Helen Agus, Yvonne Cheng

1. Name of award course
Bachelor of Science and Doctor of Medicine (2018-on)

2. Purpose of proposal

- To update the admission requirements to ensure that current admission practices are codified within the course resolutions. This follows extensive consultation across the two faculties as well as advice from OGC regarding appropriate wording of the amendment. The proposal has been approved by the Double Degree Medicine Program (DDMP) Committee for recommendation to the UGSC.

- To correct typographic errors and inconsistent wording in the course resolutions (especially in the sections on requirements for award and transitional arrangements).

3. Details of amendment

5 Admission to candidature

(1) Admission to this course is on the basis of a secondary school leaving qualification such as the NSW Higher School Certificate (including national and international equivalents) leading to the award of an Australian Tertiary Admission Ranking (ATAR) or equivalent. English language requirements must be met where these are not demonstrated by sufficient qualifications taught in English. Special admission pathways are open for Aboriginal and Torres Strait Islander applicants. Applicants are ranked by merit and offers for available places are issued according to the ranking. Details of admission policies are found in the Coursework Rule.

(2) In addition, admission to this course requires the applicant to participate in a semi-structured interview, an assessment process, including a written assessment and a panel discussion session. The results of this interview assessment will form part of the ranking of applicants.

(3) Applicants are only eligible for admission to the first available course intake following receipt of their final results. Applicants are ineligible for admission to the course in subsequent years.

(4) Admission to the Dalyell stream requires achievement of a minimum tertiary admission rank (ATAR) set by the Board of Interdisciplinary Studies or equivalent standard.

6 Requirements for award

(1) The units of study that may be taken for the course are set out in:
   (a) Table A for the Bachelor of Science; and
   (b) Table S from the Shared Pool for Undergraduate Degrees; and
   (c) Table O from the Shared Pool for Undergraduate Degrees; and
   (d) The Table of units for the Doctor of Medicine from the Faculty of Medicine.

(2) In these resolutions, Table A, Table S, Table O mean Table A, Table S and Table O as specified here.

(3) To qualify for the award of both degrees, a candidate must successfully complete 336 credit points, comprising:
   (a) 144 credit points to qualify for the award of the Bachelor of Science as specified in the resolutions for the Bachelor of Science, including:
      (i) Degree Core: 12 credit points of mathematics degree core units of study as set out in Table A (students may count the units from their major(s) or minor(s) to fulfil this requirement); and 12 credit points of 1000-level science elective units of study (excluding units listed as Mathematics mathematics degree core) as set out in Table A (students may count the units from their major(s) or minor(s) to fulfil this requirement); and
      (ii) A major (48 credit points) or program listed and defined in Section 7 below and specified listed in Table A, and
      (iii) A minor (36 credit points) or second major (48 credit points) as defined in Section 7 below and listed in Table A or Table S; and
(iv) 12 credit points of units of study in the Open Learning Environment as listed in Table O; and
(v) 18 credit points of foundation knowledge units of study for medicine offered by the Faculty of Science, comprising BIOL1007 BIOL1XX7, PHYS2007 PHYS12X07 or MEDS2001, ANAT2011 or MEDS2005 and one zero credit point unit—SMPT3007 (SMTP3007); and
(vi) Where where appropriate, elective units from Table A and Table S; and
(vii) If if enrolled in a stream, complete the requirements for the stream as specified in Table A or Table S.

(b) 192 credit points to qualify for the award of the Doctor of Medicine as required specified by in the resolutions for the Doctor of Medicine.

8 Progression rules
(1) Progression within the Bachelor of Science
(a) Candidates must complete all the requirements for the degree of Bachelor of Science, including the designated foundational knowledge units of study for medicine offered by the Faculty of Science specified in 6 (2) (a) 6 (3) (a) (v), within three years (or four years if candidates take an embedded honours component through the Bachelor of Advanced Studies), excluding any authorised periods of suspension, in order to progress to the Doctor of Medicine degree.
(b) Candidates must achieve a Weighted Average Mark (WAM) of at least 65.0 in each year of study for each 48-credit point block in the Bachelor of Science to continue in the double degree, this being the minimum achievement required for admission to candidature for the Doctor of Medicine.
(c) Failure to maintain the required progression and minimum result requirements minimum progression requirements will result in candidates being transferred from the double degree program to a Bachelor of Science degree with full credit for all units of study successfully completed.

(2) Progression within the Dalyell Stream
(a) With the permission of the Dalyell coordinator, candidates in the Dalyell Stream may attempt units of study at higher levels than the usual sequence.
(b) Candidates must achieve a Weighted Average Mark WAM at a level determined by the Board of Interdisciplinary Studies in each year of study to continue in the Dalyell Stream. Candidates who do not maintain a Weighted Average Mark WAM at the level determined by the Board of Interdisciplinary Studies may continue in any other stream into which they were admitted, major, program or minor the Bachelor of Science component of the double degree, but will not remain in the Dalyell Stream.

(3) Progression within the Medical Science Stream
(a) Candidates Students in this stream will be required to meet the progression requirements for the stream as specified in the resolutions of the Bachelor of Science.

(4) Progression within the Doctor of Medicine
(a) Progression within the Doctor of Medicine is as specified in the Resolutions resolutions for the Doctor of Medicine.

4. Transitional arrangements
15 Transitional arrangements
(1) These resolutions apply to students candidates who commenced their candidature after 1 January, 2018 and candidates who commenced their candidature prior to 1 January, 2018 who elect to proceed under these resolutions.
(2) Students Candidates who commenced their candidature prior to 1 January, 2018 who elect to transfer and proceed under these resolutions, or who commenced after 1 January, 2018 and are seeking credit for prior study, should note that the University does not undertake to offer 4000 level honours units of study in the Bachelor of Advanced Studies degree prior to 2020 and nor 2000 or 3000 level units of study prior to 2019 and that it may not be possible to complete requirements for the Bachelor of Advanced Studies before the end of Semester 2 of that year 2020 or the single degree Bachelor of Science component of the double degree before the end of Semester 2, 2019.
(3) Candidates who commenced their candidature prior to 1 January, 2018 may complete the requirements in accordance with the resolutions in force at the time of their commencement.
5. **Other relevant information**
   To ensure consistency, the Sydney Medical School and the Faculty of Science will work with the Faculty of Arts and Social Sciences to amend the course resolutions for the Bachelor of Arts and Doctor of Medicine (2018-on) in an identical manner.

6. **Signature of Dean’s delegate**

 Mrs Helen Agus  
 Associate Dean (Student Affairs)  
 Faculty of Science
Bachelor of Science/Doctor of Medicine

These resolutions must be read in conjunction with the 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 of Science, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended) and the Academic Board policies and procedures on Academic Honesty in Coursework. Up to date versions of all such documents are available from the Policy Register: http://www.sydney.edu.au/policies

Course resolutions

1. Course codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPCOMMED-01</td>
<td>Bachelor of Science/Doctor of Medicine</td>
</tr>
</tbody>
</table>

2. Attendance pattern

The attendance pattern for this course is full time only.

3. Streams

(1) The Bachelor of Science in this double degree is available in the following streams:
(a) Medical Science
(b) Dalyell.
(2) Completion of a stream is not a requirement of the Bachelor of Science. The requirements for the completion of each stream are as specified in Table A for the Bachelor of Science or, in the case of the Dalyell stream, in Table S of the Shared Pool for Undergraduate Degrees.
(3) Candidates wishing to transfer between streams should contact the Student Centre.
(4) Candidates who qualify for the Dalyell stream may complete that stream while also completing another stream.

4. Cross faculty management

Candidates in this double degree program will be under the general supervision of the Faculty of Science until the end of the semester in which they complete the requirements for the Bachelor of Science. They will then be under the supervision of the University of Sydney Medical School.

(2) The Faculty of Science and the University of Sydney Medical School shall jointly exercise authority in any matter concerned with the double degree program not otherwise dealt with in these resolutions.

5. Admission to candidature

(1) Admission to this course is on the basis of a secondary school leaving qualification such as the NSW Higher School Certificate (including national and international equivalents) leading to the award of an Australian Tertiary Admission Ranking (ATAR) or equivalent. English language requirements must be met where these are not demonstrated by sufficient qualifications taught in English. Special admission pathways are open for Aboriginal and Torres Strait Islander people. Applicants are ranked by merit and offers for available places are issued according to the ranking. Details of admission policies are found in the Coursework Rule.

(2) In addition, admission to this course requires the applicant to participate in an assessment process, including a written assessment and a panel discussion session. The results of this assessment will form part of the ranking of applicants.

(3) Applicants are only eligible for admission to the first available course intake following receipt of their final results. Applicants are ineligible for admission to the course in subsequent years.

(4) Admission to the Dalyell stream requires achievement of a minimum tertiary admission rank (ATAR) set by the Board of Interdisciplinary Studies or equivalent standard.

6. Requirements for award

(1) The units of study that may be taken for the course are set out in:
(a) Table A for the Bachelor of Science; and
(b) Table S from the Shared Pool for Undergraduate Degrees; and
(c) Table O from the Shared Pool for Undergraduate Degrees; and
(d) The Table of units for the Doctor of Medicine from the Faculty of Medicine.
(2) In these resolutions, Table A, Table S, Table O mean Table A, Table S and Table O as specified here.
(3) To qualify for the award of both degrees a candidate must successfully complete 336 credit points, comprising:
(a) 144 credit points to qualify for the award of the Bachelor of Science as specified in the resolutions for the Bachelor of Science, including:
(i) 12 credit points of mathematics degree core units of study as set out in Table A (students may count the units from their major(s) or minor(s) to fulfil this requirement); and
(ii) A major (48 credit points) or program listed and defined in Section 7 below and specified listed in Table A; and
(iii) A minor (36 credit points) or second major (48 credit points) as defined in Section 7 below and listed in Table A or Table S; and
(iv) 12 credit points of units of study in the Open Learning Environment as listed in Table O; and
(v) 18 credit points of foundational knowledge units of study for medicine offered by the Faculty of Science comprising PHYS2002 PHYS12X07 or MEDS2001, ANAT2011 or MEDS2005 and one zero credit point unit - SMPT3007 or SMPT3007; and
(vi) Where appropriate, elective units from Table A and Table S; and
(vii) If enrolled in a stream, complete the requirements for the stream as specified in Table A or Table S.
(b) 192 credit points to qualify for the award of the Doctor of Medicine as required specified in the resolutions for the Doctor of Medicine.
7. Programs, majors and minors
(1) Completion of a major from Table A is a requirement for this double degree.
(2) Completion of a minor or second major from Table A or Table S is a requirement for this double degree.
(3) Candidates have the option of completing a program with an embedded major from Table A provided that the total credit point value of the program and the degree core does not exceed 78 credit points.
(4) The programs and majors available as first majors in the Bachelor of Science are as specified in the resolutions for the Bachelor of Science, Bachelor of Science/Bachelor of Advanced Studies and in Table A.
(5) The minors and majors available as second majors in the Bachelor of Science are as specified in Table A and Table S.

8. Progression rules
(1) Progression within the Bachelor of Science
(a) Candidates must complete all requirements for the degree of Bachelor of Science, including the designated foundational knowledge units of study for medicine offered by the Faculty of Science specified in 6 (2) (a) (v), within three years (or four years if candidates take an embedded honours component through the Bachelor of Advanced Studies), excluding any authorised periods of suspension, in order to progress to the Doctor of Medicine degree.
(b) Candidates must achieve a Weighted Average Mark (WAM) of at least 65.0 in each year of study for each 48 credit point block in the Bachelor of Science to continue in the double degree, this being the minimum achievement required for admission to candidature for the Doctor of Medicine.
(c) Failure to maintain the required progression and minimum result requirements will result in candidates being transferred from the double degree program to a Bachelor of Science degree with full credit for all units of study successfully completed.
(2) Progression within the Dalyell Stream
(a) With the permission of the Faculty of Science and the University of Sydney Medical School, suitably qualified candidates may, after
(3) Candidates who commenced their candidature prior to 1 January, 2018 who elect to abandon the double degree program and elect to complete the Bachelor of Science in accordance with the resolutions for the Bachelor of Science, Bachelor of Science/Bachelor of Advanced Studies and in Table A.

9. Requirements for the award with Honours
(1) Honours in the Bachelor of Science is available to meritorious candidates who have completed requirements for the Bachelor of Science degree, by suspending candidature, with the permission of the Faculty of Science and the University of Sydney Medical School, in the double degree for one year, enrolling in the Bachelor of Advanced Studies and taking an embedded honours component in an additional year of full time study.
(2) The grade of honours in the Bachelor of Advanced Studies will be determined by an honours mark calculated from work in the embedded honours component as specified in Table A and the Resolutions of the Faculty of Science.

10. Award of the degrees
(1) The Bachelor of Science is awarded at Pass level. Honours in science is taken by enrolling in the Bachelor of Advanced Studies and taking an embedded honours component in an additional year of full time study.
(2) Candidates who attempt the Bachelor of Science with an embedded honours component in the Bachelor of Advanced Studies who do not meet the requirements for honours but who meet the requirement for the pass degree, may be awarded the relevant degree or degrees at pass level for which they fulfil requirements.
(3) The Doctor of Medicine is awarded as a Pass grade.

11. Cross-institutional study
Cross institutional study is not available in this double degree course.

12. International exchange
The Faculty of Science encourages candidates in this course to participate in international exchange programs while undertaking the Bachelor of Science as specified in the Resolutions of the Faculty of Science provided that the progression requirements and timelines in Section 8 of these resolutions can be met.

13. Course transfer
(1) A candidate may abandon the double degree program and elect to complete the Bachelor of Science in accordance with the resolutions governing the degree. Completion of the Doctor of Medicine in the future will require a new application for admission to that course and completion in accordance with the resolutions governing that degree.
(2) With the permission of the Faculty of Science and the University of Sydney Medical School, suitably qualified candidates may, after completing requirements for the Bachelor of Science, defer progression to the Doctor of Medicine and undertake an embedded honours component in the Bachelor of Advanced Studies, and, upon completion of the Bachelor of Advanced Studies, continue to the Doctor of Dental Medicine.
(3) A candidate who has suspended enrolment in the double degree to enrol in the Bachelor of Advanced Studies to complete requirements of honours or a stream may, with the permission of the Faculty of Science and the Faculty of Medicine, abandon the Bachelor of Advanced Studies and enrol in the Doctor of Medicine.

14. Credit for previous study
It is not possible for candidates enrolled in the Bachelor of Science/ Doctor of Medicine to obtain credit for previous studies.

15. Transitional provisions
(1) These resolutions apply to students candidates who commenced their candidature after 1 January, 2018 and candidates who commenced their candidature prior to 1 January, 2018 who elect to proceed under these resolutions.
(2) Students Candidates who commenced their candidature prior to 1 January, 2018 who elect to transfer and proceed under these resolutions or who commenced after 1 January 2018 and are seeking credit for prior study should note that the University does not undertake to offer 4000 level honours units of study in the Bachelor of Advanced Studies degree prior to 2020 and nor 2000 or 3000 level units of study prior to 2019 and that it may not be possible to complete requirements for the Bachelor of Advanced Studies before the end of Semester 2, of that year 2020 or the single degree Bachelor of Science component of the double degree before the end of Semester 2 2019.
(3) Candidates who commenced their candidature prior to 1 January 2018 may complete the requirements in accordance with the resolutions in force at the time of their commencement.
Non-Confidential

Author | Ms Veronica Boulton, Faculty of Science
Reviewer/Approver | Professor Trevor Hambley, Dean of Science
Paper title | Master of Clinical Psychology/Doctor of Philosophy (MCP/PhD) Change to Degree Table Proposal
Purpose | To advise the Graduate Studies Committee and the Academic Board of changes required to the above mentioned degree table.

RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Faculty of Science to amend the Master of Clinical Psychology/Doctor of Philosophy; and
(2) approve the amendment of tables of units of study arising from the proposal, with effect from 1 January 2018.

EXECUTIVE SUMMARY

This change involves changing the sequence of placement and research project units.

For MCP/PhD students only:
PSYC6080 External Placement 1 moved to Year 2 Semester 2 [ 2015 was Year 3 Semester 1 ]
PSYC6081 External Placement 2 moved to Year 3 Semester 1 [ 2015 was Year 3 Semester 2 ]
PSYC6076 Research Project 1 moved to Year 3 Semester 1 [ 2015 was Year 2 Semester 2 ]
PSYC6077 Research Project 2 moved to Year 3 Semester 2 [ 2015 was Year 3 Semester 1 ]

IMPLEMENTATION

The updated degree table will appear in the 2018 Faculty of Science Postgraduate Handbook.

ATTACHMENTS

1. MCP/PhD Change to a Degree Table form
2. MCP/PhD Degree Table mark up
Faculty of Science  
Postgraduate Studies Committee

Change to a Degree Table

Please return this form to science.committees@sydney.edu.au two weeks prior to the PGSC meeting where you wish it to be discussed.

<table>
<thead>
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<th>Proposer’s Contact Details</th>
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<td>Name</td>
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<table>
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<th>Additional Units of Study</th>
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<tr>
<td>Removal of Units of Study</td>
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<tr>
<td>Other changes</td>
</tr>
<tr>
<td>This change will affect the following Tables</td>
</tr>
<tr>
<td>This change will affect the following specialisations, majors or stream</td>
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</table>

**Type of Change proposed**

For MCP/PhD students only:
PSYC6080 External Placement 1 moved to Year 2 Semester 2 [2015 was Year 3 Semester 1]
PSYC6081 External Placement 2 moved to Year 3 Semester 1 [2015 was Year 3 Semester 2]
PSYC6076 Research Project 1 moved to Year 3 Semester 1 [2015 was Year 2 Semester 2]
PSYC6077 Research Project 2 moved to Year 3 Semester 2 [2015 was Year 3 Semester 1]

This change involves the changing the sequence of placement units with research project units.

MCP/PhD students commence their first clinical placement in Semester 2 of first year, immediately followed by their second clinical placement in Semester 1 of second year. By moving forward their first external placement to Semester 2 of second year MCP/PhD students may focus on the completion of all clinical placements continuously, improving and facilitating clinical skills development. This is in contrast to the previous table organisation where MCP/PhD students had a 6-month break between placements. This break is problematic for continuity in clinical skills development at this early stage of training.

By moving research project units of study into the third year of MCP/PhD enrolment, students may focus more solidly on their research. The assessments for the research project units of study are a systematic review and a literature review, which are marked by the auxiliary supervisors and research supervisors. Both assessments contribute to and form a part of the students thesis for the double degree, therefore does not contribute additional load. Also, the MCP/PhD as a double degree addresses any issue that may arise with the problem of using work previously submitted for another degree. The sequence and assessments are different for MCP students who complete the degree in two years, whereas, MCP/PhD students complete the double degree in 4.5 years. In consultation with the Unit Coordinator MCP/PhD students may choose to submit their systematic review or literature review earlier if needed.

Assessments:
Research Project 1: Research Report (MCP), Systematic Review (MCP/PhD)
Research Project 2: Research Thesis (MCP), Literature Review (MCP/PhD)
How will the student pathway be affected?

Students are advised to enrol in units of study as proposed plan. The transition year will involve MCP2/PhD students enrolled in different units to MCP3/PhD. This is communicated to students via email and in the course handbook. Enrolments in units of study are tracked by the School PG Administrator and Unit Coordinators.

Is this proposal likely to affect any professional accreditations?

Professional accreditation requirements will not be affected. Students continue to complete all required units of study, it is just the sequence of research and placement units in the second half of the program that have been changed. There is a possibility with this change that MCP/PhD students may be eligible for registration earlier if they have made significant progress on their research.

Attachments
Revised Unit of Study Table (with tracked changes)
Unit of Study Outlines

Consultation
Attach letters from any other parties who may reasonably have an interest in changes to this specialisation, stream or major, including those identified at the Notification of Intent stage.

<table>
<thead>
<tr>
<th>Name of person(s) consulted</th>
<th>Position and affiliation</th>
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<tbody>
<tr>
<td>Caroline Hunt ..................</td>
<td>Head, Clinical Psychology Unit .......</td>
</tr>
<tr>
<td>Maree Abbott ...................</td>
<td>Director of Clinical Training ..............</td>
</tr>
<tr>
<td>Helinda Ingram ..................</td>
<td>PG Admin Officer ......................</td>
</tr>
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</table>

Authorisation

Head of Faculty/School/Unit/Department
I have checked that this proposal is complete, that all necessary consultation has occurred and confirm that it has my support.

Name ..........Caroline Hunt ...................... Tel: ......x44340 ........

Signature .......... Caroline Hunt .............. Date: ........07/02/17 ........
# MASTER OF CLINICAL PSYCHOLOGY AND DOCTOR OF PHILOSOPHY

## Units of study table

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<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge</th>
<th>C: Corequisites</th>
<th>P: Prerequisites</th>
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<td><strong>Session</strong></td>
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MCP/PhD Degree Table mark up 20170731
in the Master of Clinical Psychology degree at the University of Sydney.

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<th>Course Code</th>
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Degree Association: MCP

Enrolment is restricted to students enrolled in the Master of Clinical Psychology degree at the University of Sydney.

Semester 2

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Enrolment is restricted to students enrolled in the Master of Clinical Psychology degree at the University of Sydney.

Third Year

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MCP/PhD Degree Table mark up 20170731
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Non-Confidential

<table>
<thead>
<tr>
<th>Author</th>
<th>Ms Veronica Boulton, Faculty of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>Professor Trevor Hambley, Dean of Science</td>
</tr>
<tr>
<td>Paper title</td>
<td>Faculty of Science 2018 Senate Resolutions</td>
</tr>
<tr>
<td>Purpose</td>
<td>To advise the Graduate Studies Committee and the Academic Board of amendments required to the Resolutions of the Senate</td>
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RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board approve the proposal from the Faculty of Science to amend the Resolutions of the Senate for degrees, diplomas and certificates of the Faculty of Science, with effect from 1 January 2018.

EXECUTIVE SUMMARY

The proposal is to amend the Resolutions of the Senate to reflect the postgraduate Veterinary Science programs that will not be having intake from 2018. Other updates include removal of reference to streams that will not be available, including the “Named Scientist” and the “Alumni Name”.

The Resolutions have been amended as follows:

- Inclusion of the note “no new intake from 2018” after the relevant degree names with no intake in 2018 including:
  - Master of Veterinary Studies
  - Master of Veterinary Public Health Management
  - Master of Wildlife Health and Population Management
  - Master of Animal Science
- Removal of reference to “Named Scientist” and “Alumni Name” streams listed under Science degrees

IMPLEMENTATION

The Resolutions have been updated in order to reflect clearly the courses which will not be having intake in 2018. The amended resolutions will be implemented in the 2018 Science Undergraduate and Postgraduate Handbooks.

ATTACHMENTS

1. Minor amendment proposal for the Resolutions of the Senate
2. Amended Resolutions of the Senate
Minor Course Amendment Proposal

Please complete the proposal electronically with the "instruction information" provided. Instruction information is indicated in italics, enclosed in a shaded box.

Please return this form to science.committees@sydney.edu.au nine calendar days prior to the PGSC meeting where you wish it to be discussed. For assistance please contact the Science Curriculum Project Team at science.curriculum@sydney.edu.au

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Proposer’s Contact Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Veronica Boulton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>+61 412 331 847</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:veronica.boulton@sydney.edu.au">veronica.boulton@sydney.edu.au</a></td>
</tr>
<tr>
<td>Affiliation</td>
<td>Head, Education Faculty of Science</td>
</tr>
</tbody>
</table>

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1. Name of award course
   Resolutions of the Faculty of Science, Resolutions of the Senate

2. Purpose of proposal
   Amendments to the Faculty of Science 2018 Faculty Resolutions to further refine the conditions specified in previous Faculty Resolutions of the Faculties of Agriculture and Environment and Faculty of Veterinary Science. The Resolution of the Senate reflect postgraduate Veterinary Science program that will have no new intakes in 2018.

3. Details of amendment

   Specifically, amendments are proposed to the following sections of the Resolutions:
   Admissions, Re-enrolment after an absence, Course Transfer, Credit for Previous Study, International Study, Attendance, Re-assessment, Weighted Average Mark and Talented Student Program.

   Admissions: Reflects the change in availability from 2018 of the Flexible Entry Scheme and the Rural Entry Scheme and incorporates the 2018 availability of courses
   Re-enrolment after an absence: Replace 'Faculty' with 'Student Centre' as the contact point to reflect the centralisation of faculty services
   Course Transfer: Change to the order of the 5(1) with 5(5).
   Credit for Previous Study: updates to the table to reflect refinement of resolutions
   International Study: Removal of 8(4)
   Attendance: refinements
   Re-assessment: removal of the repeated content from degree resolutions
   Weighted Average Mark clarification of 2(a)
   Talented Student Program: refinement of 16(1).

   Senate resolution to reflect the postgraduate programs with no new intake in 2018:
   - Master of Veterinary Studies
   - Master of Veterinary Public Health Management
   - Master of Wildlife Health and Population Management
   - Master of Animal Science

4. Transitional arrangements
   These apply to all students in the Faculty of Science

5. Other relevant information
   Clarification of 5(2). The courses shown in Schedule 1 and 2 includes only courses that are open to new students in 2018. Stream transfers are not listed.
6. Signature of Dean (to be obtained after Faculty Board)

\[ \text{Signature} \]

\[ 5 - 9 - 17 \]
Resolutions of the Senate

Degrees, diplomas and certificates of the Faculty of Science

1 Degrees, diplomas and certificates of the Faculty of Science

1.1 With the exception of the Doctor of Science, the Doctor of Philosophy, the Doctor of Agricultural Economics, the Doctor of Science in Agriculture, and the Doctor of Veterinary Science, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Science. The Doctor of Science, the Doctor of Philosophy, the Doctor of Agricultural Economics, the Doctor of Science in Agriculture, and the Doctor of Veterinary Science, are provided and conferred according to the rules specified by the Senate and the Academic Board.

1.2 This list is amended with effect from 1 January, 2017. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
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<td>DSc</td>
<td>Published Work</td>
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<tr>
<td>RHAGRECO-01</td>
<td>Doctor of Agricultural Economics</td>
<td>DAgrEc</td>
<td>Published Work</td>
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<tr>
<td>RHSCAGRI-01</td>
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<td>DScAgr</td>
<td>Published Work</td>
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<tr>
<td>RHVETSCI-01</td>
<td>Doctor of Veterinary Science</td>
<td>DVSc</td>
<td>Published Work</td>
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<tr>
<td>RPPHDSCI-01</td>
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<td>PhD</td>
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<td>MAENSCLA-02</td>
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### Faculty of Science

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<td>BPLJARSC-01</td>
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<tr>
<td>BPSCIENC-02</td>
<td>Bachelor of Science*</td>
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<td>BPENVSYS-01</td>
<td>Bachelor of Environmental Systems (no new intake from 2017)*</td>
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<tr>
<td>BURESCN-01</td>
<td>Bachelor of Resource Economics (no new intake from 2015)*</td>
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| BUCAGRI-01 | Bachelor of Science in Agriculture* (no new intake from 2018)                      | BScaAgn                                          | 192           |
| BUAANVBI-01| Bachelor of Animal and Veterinary Bioscience* (no new intake from 2018)             | BArvetBioSc                                      | 192           |
| BUCVETE-01 | Bachelor of Science (Veterinary)* (no new intake from 2018)                         | BSca(Vet)                                        | 48            |
| BPVETBIO-01| Bachelor of Veterinary Biology (exit only)                                          | B VetBio                                         | 144           |

*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

### 3 Combined degrees

<table>
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<th>Code</th>
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<td>BPEISISCI-02</td>
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<td>BE/BSc</td>
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<tbody>
<tr>
<td>BPITCMSC-01</td>
<td>Bachelor of Information Technology* and Bachelor of Medical Science* (no new intake from 2018)</td>
<td>Bit/BMedSc</td>
</tr>
<tr>
<td>BPITCSKI-01</td>
<td>Bachelor of Information Technology* and Bachelor of Science* (no new intake from 2018)</td>
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<tr>
<td>BPSCHART-02</td>
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<td>Bachelor of Science* and Bachelor of Laws*</td>
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*new intake from 2015*

^new intake from 2018*
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<thead>
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<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
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<tbody>
<tr>
<td>BUSCINUR-02</td>
<td>Bachelor of Science* and Master of Nursing</td>
<td>BSc/MN</td>
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<tr>
<td></td>
<td>*may be awarded with honours following a further year of study.</td>
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<td>*may be awarded with honours in an integrated program.</td>
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<td>Bachelor of Science and Bachelor of Advanced Computing</td>
<td>BSc/BAdvComp</td>
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</tbody>
</table>

*may be awarded with honours following a further year of study.  
*may be awarded with honours in an integrated program.  

### 4 Double degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
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<tbody>
<tr>
<td>MACLPPHD-01</td>
<td>Master of Clinical Psychology and Doctor of Philosophy</td>
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<td>96/Research</td>
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<tr>
<td>BPMSCMED-01</td>
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<td>BMedSc/MD</td>
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<td>BPSCADMD-01</td>
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<td>BSc/DMD</td>
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<td>Dalyell</td>
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<td></td>
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<tr>
<td></td>
<td>*may be awarded with honours in an integrated program.</td>
<td></td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>BPSCINUD-01</td>
<td>Bachelor of Science* and Master of Nutrition and Dietetics</td>
<td>BSc/MND</td>
<td>240</td>
</tr>
<tr>
<td></td>
<td>Dalyell</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*may be awarded with honours following a further year of study.  
*may be awarded with honours in an integrated program.
### Graduate diplomas

<table>
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<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
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<td>BPS CAMED-01</td>
<td>Bachelor of Science (Advanced)* and Doctor of Medicine (no new intake from 2018)</td>
<td>BSc(Adv)/MD</td>
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<tr>
<td></td>
<td>Bachelor of Science and Doctor of Medicine</td>
<td>BSc/MD</td>
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<td></td>
<td>Dalyell</td>
<td><strong>Named Scientist</strong></td>
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<tr>
<td></td>
<td>Medical Science</td>
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*may be awarded with honours following a further year of study.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNPSYCOA-01</td>
<td>Graduate Diploma in Coaching Psychology</td>
<td>GradDip(CoachPsyc)</td>
<td>36</td>
</tr>
<tr>
<td>GNMSCMG-02</td>
<td>Graduate Diploma in Marine Science and Management</td>
<td>GradDipMarSciMgt</td>
<td>48</td>
</tr>
<tr>
<td>GNENVSCI-02</td>
<td>Graduate Diploma in Environmental Science</td>
<td>GradDipEnviSci</td>
<td>48</td>
</tr>
<tr>
<td>GNMEDPHY-01</td>
<td>Graduate Diploma in Medical Physics</td>
<td>GradDipMedPhys</td>
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<tr>
<td>GNPSYCHO-02</td>
<td>Graduate Diploma in Psychology</td>
<td>GradDipPsych</td>
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<tr>
<td>GNSCIENC-01</td>
<td>Graduate Diploma in Science</td>
<td>GradDipSc</td>
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<td>GNSUSTAI-01</td>
<td>Graduate Diploma in Sustainability</td>
<td>GradDipSust</td>
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</tr>
<tr>
<td>GNAGRENV-01</td>
<td>Graduate Diploma in Agriculture and Environment</td>
<td>GradDipAgrEnv</td>
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<tr>
<td>GNANMSCI-01</td>
<td>Graduate Diploma in Animal Science (no new intake from 2018)</td>
<td>GradDipAnimSc</td>
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<tr>
<td></td>
<td>Animal Genetics (no new intake from 2018)</td>
<td>GradDipAnimSc(Animal Genetics)</td>
<td>48</td>
</tr>
<tr>
<td>GNVEPHE-01</td>
<td>Graduate Diploma in Veterinary Public Health (no new intakes from 2017)</td>
<td>GradDipVPH</td>
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<tr>
<td>GNVEPHMA-01</td>
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<td>GradDipVetStud</td>
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<td></td>
<td>Small Animal Clinical Studies</td>
<td>GradDipVetStud(Small Animal Clinical Studies)</td>
<td>36</td>
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<tr>
<td>GNWIHEPM-02</td>
<td>Graduate Diploma of Wildlife Health and Population Management (no new intake from 2018)</td>
<td>GradDipMWHPMgt</td>
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### Graduate certificates

<table>
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<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCPSYCOA-01</td>
<td>Graduate Certificate in Coaching Psychology</td>
<td>GradCert(CoachPsyc)</td>
<td>24</td>
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<tr>
<td>GCMASCMG-01</td>
<td>Graduate Certificate in Marine Science and Management</td>
<td>GradCertMarSciMgt</td>
<td>24</td>
</tr>
<tr>
<td>GCEVNSCI-01</td>
<td>Graduate Certificate in Environmental Science</td>
<td>GradCertEnviSci</td>
<td>24</td>
</tr>
<tr>
<td>GCSCHIPS-01</td>
<td>Graduate Certificate in Science (History and Philosophy of Science)</td>
<td>GradCertSc(HPS)</td>
<td>24</td>
</tr>
<tr>
<td>GCSUSTAI-01</td>
<td>Graduate Certificate in Sustainability</td>
<td>GradCertSust</td>
<td>24</td>
</tr>
<tr>
<td>GCAGRENV-01</td>
<td>Graduate Certificate in Agriculture and Environment</td>
<td>GradCertAgrEnv</td>
<td>24</td>
</tr>
<tr>
<td>GCANMSCI-01</td>
<td>Graduate Certificate in Animal Science (no new intake from 2018)</td>
<td>GradCertAnimSc</td>
<td>24</td>
</tr>
<tr>
<td>GCASCABM-01</td>
<td>Animal Breeding Management (available by distance online only) (no new intake from 2018)</td>
<td>GradCertAnimSc(ABMgt)</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Animal Genetics (no new intake from 2018)</td>
<td>GradCertAnimSc(Animal Genetics)</td>
<td>24</td>
</tr>
<tr>
<td>Code</td>
<td>Course title &amp; stream</td>
<td>Abbreviation</td>
<td>Credit points</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------</td>
<td>-----------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>GCVETPHE-01</td>
<td>Graduate Certificate in Veterinary Public Health (no new intakes from 2017)</td>
<td>GradCertVPH</td>
<td>24</td>
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<td>GCVEPHMA-01</td>
<td>Graduate Certificate in Veterinary Public Health Management (no new intake from 2018)</td>
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<td>GCVETSTD-01</td>
<td>Graduate Certificate in Veterinary Studies (no new intake from 2018)</td>
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<td>Small Animal Clinical Studies</td>
<td>GradCertVetStud(Small Animal Clinical Studies)</td>
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<tr>
<td>GCWIHEPM-02</td>
<td>Graduate Certificate in Wildlife Health and Population Management (no new intake from 2018)</td>
<td>GradCertWHPMgt</td>
<td>24</td>
</tr>
</tbody>
</table>
RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board endorse the proposed set of PhD Graduate Qualities.

BACKGROUND

As part of the process of developing its 2016-2020 Strategic Plan, the University agreed six Graduate Qualities for undergraduate degrees. These qualities are developed in every student through engaging with the curriculum in discipline-specific ways across all Faculties. Their purpose is to better equip graduates to engage productively in life after graduation.

The PhD graduate qualities are designed to bridge the gap between the University’s undergraduate graduate qualities, and the qualities that early career researchers need. Work arising from the UK Roberts Review in 2002 led to the development of the Vitae Researcher Development Framework, which identified a comprehensive set of qualities that researchers need across four domains: knowledge and intellectual abilities; personal effectiveness; research governance and organisation; and engagement, influence and impact.

Development of the graduate qualities also reflects the findings and recommendations of the 2016 ACOLA Review of Australia’s Research Training System. The ACOLA Review found that approximately 30% of HDR candidates do not complete; that availability of early-career research positions in academia is outstripped by demand, and candidates tend to be overly optimistic about their chances of securing a permanent academic position. To address this issue, the ACOLA Review recommended that greater emphasis be put on developing broader, transferable skills through a development framework tailored to individual students to demonstrate to potential employers the skills and capabilities developed during HDR candidature.

A draft set of graduate qualities was provided to the Graduate Studies Committee of the Academic Board on 23 May 2017 for discussion and wider consultation. The draft PhD graduate qualities were also provided to this Committee and the University Executive – Research Committee in June. Five staff consultation fora were held in July 2017 at Camperdown (2), Westmead, Camden and Northern Clinical School. An update following broader University consultation was provided to the Committee in July.

The proposed set of PhD graduate qualities are shown in the table below. Underlined text represents additions made following consultation.

---

1 Vitae 2010 Careers Research and Advisory Centre (CRAC) Limited. Researcher Development Framework
2 Australian Council of Learned Academies (ACOLA) 2016. Review of Australia’s Research Training System
Non-Confidential

<table>
<thead>
<tr>
<th>Proposed PhD qualities</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deep expertise</td>
<td>To possess expert, world standard knowledge in an area of specialisation, a mastery of relevant research methods and the capability to contribute to scholarship and knowledge discovery</td>
</tr>
<tr>
<td>Broader skills:</td>
<td></td>
</tr>
<tr>
<td>- Critical thinking and problem solving</td>
<td>To display high level capabilities in critical thinking and problem solving and a commitment to lifelong learning and discovery</td>
</tr>
<tr>
<td>- Communication (oral and written)</td>
<td>To have excellent oral and written communication skills relevant to specialist and general audiences</td>
</tr>
<tr>
<td>- Information/digital literacy</td>
<td>To evaluate and utilise contemporary digital tools, resources and technologies</td>
</tr>
<tr>
<td>- Inventiveness</td>
<td>To be innovative and creative in response to novel problems, and to be willing to take risks</td>
</tr>
<tr>
<td>- Engagement</td>
<td>To display high level capabilities in disseminating research, and build understanding of own research in a broader context by participating in engagement with end-users of research</td>
</tr>
<tr>
<td>- Project planning and delivery</td>
<td>To plan, manage and deliver research projects effectively</td>
</tr>
<tr>
<td>Cultural competence</td>
<td>To display high levels of cultural competence and embody best practice with regard to cultural competence in research</td>
</tr>
<tr>
<td>Interdisciplinary effectiveness</td>
<td>To work effectively in interdisciplinary settings to develop broader perspective, innovative vision and the capacity to work effectively within national and international research and innovation systems</td>
</tr>
<tr>
<td>Professional, ethical, personal identity</td>
<td>To exercise integrity, confidence and resilience</td>
</tr>
<tr>
<td>Influence</td>
<td>To be professionally and socially responsible and make a positive contribution to society;</td>
</tr>
<tr>
<td></td>
<td>Recognise and promote the implications of own research in a broader societal context</td>
</tr>
</tbody>
</table>

**ISSUES**

During consultation we received feedback that the graduate qualities were not explicit enough about some of the skills that are required as a good researcher in a 21st century economy. Project management, entrepreneurship, and business skills were specifically mentioned. The ‘broader skills’ part of the graduate qualities has been expanded to include engagement and project planning and delivery. This is intended to reflect that all PhD projects should develop the candidate’s ability to engage with a wider audience and understand the value of their research more broadly, and that all PhD projects require a degree of project planning and management in order to be successfully completed. Building capability in these broader skills aligns well with the Vitae framework, which includes engagement, impact and research management.

An additional statement on influence was also added to recognise that for PhD graduates the ability to demonstrate influence and research impact is of high importance in developing a research career.
IMPLEMENTATION

Following endorsement of the set of PhD graduate qualities by the Academic Board, work will turn to implementation. This will include articulating ways to embed the graduate qualities within the PhD program, developing assessment tools within the existing HDR progression framework, and proposing a funding solution for any additional training and support required. It is anticipated that HDR policies will also need to be updated in 2018 to reflect the graduate qualities. A future paper will set out in detail the proposed scope, process and timeline for implementation.

COMMUNICATION

The final set of PhD graduate qualities will be communicated to staff via Staff News. An email will also be sent directly to Associate Deans, Research Education and PhD Coordinators to ensure that all faculty staff are aware of the graduate qualities. Information will also be provided on the proposed process and timeline for implementation.
Non-Confidential

<table>
<thead>
<tr>
<th>Author</th>
<th>Hugh O'Dwyer, Policy and Project Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>A/Prof Ross Coleman, Director, Graduate Research</td>
</tr>
<tr>
<td>Paper title</td>
<td>Amendments to the University of Sydney (Higher Degree by Research) Rule 2011 (as amended)</td>
</tr>
<tr>
<td>Purpose</td>
<td>To seek the Graduate Studies Committee's recommendation that the Academic Board endorse the amendments to the University of Sydney (Higher Degree by Research) Rule 2011.</td>
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</tbody>
</table>

RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) endorse the amendments to the University of Sydney (Higher Degree by Research) Rule 2011 (as amended); and
(2) recommend that Senate adopt the amended Rule, as presented, with effect from 15 November 2017.

EXECUTIVE SUMMARY

There are consequential amendments to the University of Sydney (Higher Degree by Research) Rule 2011 (as amended) (Attachment 1) arising from the University of Sydney (Delegations of Authority – Academic Functions) Rule 2016, organisational design changes and other amendments.

BACKGROUND / CONTEXT

The currently registered version of the University of Sydney (Higher Degree by Research) Rule 2011 (as amended) does not align with the delegations in the University of Sydney (Delegations of Authority – Academic Functions) Rule 2016. The proposed amendments in Attachment 1 will ensure that roles and responsibilities in the policy align with the relevant delegations.

ATTACHMENTS

Attachment 1 - University of Sydney (Higher Degree by Research) Rule 2011 (as amended)
UNIVERSITY OF SYDNEY (HIGHER DEGREE BY RESEARCH) RULE 2011

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37 (1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.

Adopted on: 21 March 2011
Amended on:
5 November 2012
3 December 2012
6 May 2013
2 June 2014
11 February 2015 (administrative amendments only)
14 December 2015
[insert date]

Amendment effective from:
9 November 2012
7 December 2012
10 May 2013
6 June 2014
11 February 2015
1 January 2016
[insert date]

CONTENTS

Part 1 Preliminary .......................................................... 3
  1.1 Name of Rule .......................................................... 3
  1.2 Commencement ...................................................... 3
  1.3 Statement of intent ................................................. 3
  1.4 Interpretation ........................................................ 4
  1.5 Authorities and responsibilities ................................. 6
  1.6 University may change courses and units of study .......... 7
  1.7 Overall requirements .............................................. 7
  1.8 No right to admission .............................................. 7

Part 2 Master’s by Research ........................................... 7
  2.1 Course resolutions ............................................... 7
  2.2 Application of this Part .......................................... 7
  2.3 Eligibility for admission to candidature ....................... 8
  2.4 Application for admission to candidature .................... 8
  2.5 Probationary admission to candidature ....................... 8
  2.6 Credit for previous studies ...................................... 9
  2.7 Limit on credit for previous studies ......................... 10
  2.8 Control of candidature .......................................... 10
  2.9 Other studies during candidature ............................. 10
  2.10 Supervision ........................................................ 10
  2.11 Location of candidature ........................................ 11
  2.12 Progress ............................................................. 11
  2.13 Students may be required to show good cause .......... 12
  2.14 Discontinuation of candidature ............................. 13
2.15 Suspension of candidature ................................................................. 14
2.16 Lapse of candidature ........................................................................ 14
2.17 Return to candidature ....................................................................... 14
2.18 Leave of absence .............................................................................. 14
2.19 Earliest date for submission of thesis for examination ....................... 14
2.20 Latest date for submission of thesis for examination ......................... 15
2.21 Content of thesis .............................................................................. 15
2.22 Form of thesis for examination .......................................................... 16
2.23 Examination procedures ................................................................... 16
2.24 Aegrotat and posthumous awards ..................................................... 16

Part 3 Doctorates by Research other than the Doctor of Philosophy .......... 16
3.1 Course resolutions ............................................................................. 16
3.2 Application and meaning of this Part .................................................... 17
3.3 Eligibility for admission to candidature .............................................. 17
3.4 Application for admission to candidature ............................................ 17
3.5 Probationary admission to candidature ............................................... 17
3.6 Credit for previous studies ................................................................. 18
3.7 Limit on credit for previous studies .................................................... 19
3.8 Control of candidature ...................................................................... 19
3.9 Other studies during candidature ....................................................... 19
3.10 Supervision ...................................................................................... 20
3.11 Location of candidature .................................................................... 20
3.12 Progress ............................................................................................ 20
3.13 Students may be required to show good cause .................................. 21
3.14 Discontinuation of candidature .......................................................... 22
3.15 Suspension of candidature ................................................................ 23
3.16 Lapse of candidature ....................................................................... 23
3.17 Return to candidature ...................................................................... 23
3.18 Leave of absence ............................................................................. 23
3.19 Earliest date for submission of thesis for examination ....................... 24
3.20 Latest date for submission of thesis for examination ......................... 24
3.21 Content of thesis .............................................................................. 25
3.22 Form of thesis for examination .......................................................... 25
3.23 Examination procedures ................................................................... 25
3.24 Aegrotat and posthumous awards ..................................................... 26

Part 4 Doctor of Philosophy ..................................................................... 26
4.1 Application of this part ...................................................................... 26
4.2 Eligibility for admission to candidature .............................................. 26
4.3 Application for admission to candidature ............................................ 27
4.4 Probationary admission to candidature ............................................... 27
4.5 Credit for previous studies ................................................................. 27
4.6 Limit on credit for previous studies .................................................... 28
4.7 Control of candidature ...................................................................... 29
4.8 Other studies during candidature ....................................................... 29
4.9 Supervision ...................................................................................... 29
4.10 Location of candidature .................................................................... 29
4.11 Progress ............................................................................................ 30
4.12 Students may be required to show good cause .................................. 31
4.13 Discontinuation of candidature .......................................................... 32
4.14 Suspension of candidature ................................................................ 32
4.15 Lapse of candidature ....................................................................... 32
4.16 Return to candidature ...................................................................... 33
4.17 Leave of absence ............................................................................. 33
4.18 Earliest date for submission of thesis for examination ....................... 33
4.19 Latest date for submission of thesis for examination ......................... 33
4.20 Content of thesis .............................................................................. 34
PART 1 PRELIMINARY

1.1 Name of Rule

This is the University of Sydney (Higher Degree by Research) Rule 2011.

1.2 Commencement

This Rule commences on 25 March 2011.

1.3 Statement of intent

This Rule deals with all higher degrees by research offered at the University. These are:
(a) Master’s degrees by research;
(b) Doctorates by research; and
(c) Higher Doctorates by research.

Note: This Rule should be read in conjunction with, but not subject to, any course resolutions applying to the degree.

1.4 Interpretation

(1) In this Rule:

applicant means an applicant for admission as a candidate for a higher degree by research.

Associate Dean means the Associate Dean of a Faculty with authority for matters relating to higher degrees by research within the Faculty or the Deputy Chairperson of a Board of Studies or a person appointed by the Dean to have authority for matters relating to higher degrees by research within the Faculty.

Board of Studies means an academic body with the same authority in relation to the supervision of an award course or courses as a Faculty, except that it is headed by a Chair rather than a Dean.

candidate means a candidate for a higher degree by research

cotutelle agreement means an agreement between the University and another university or institution that:

(a) permits joint candidature in the Doctor of Philosophy; and
(b) allows a candidate to receive a doctorate from the University and from the other university or institution, each testamur acknowledging the circumstances under which the award was made.

course resolutions means resolutions made by the Academic Board in accordance with clauses 2.1 and 3.1

Note: The Doctor of Philosophy is offered by the University, not by individual faculties. Accordingly, there is no power for faculties or the Academic Board to make course resolutions for the Doctor of Philosophy.

Dean means the Dean of a Faculty, the Head of School and Dean (University school) of a University school or the Chair of a Board of Studies.

delegate means an officer, employee or committee of the University, or any other person or entity to whom or to which, Senate has made a delegation of power.
Doctorate by research means a degree with the word “doctor” in the title comprising a minimum of two-thirds research that is approved by the Academic Board.

**Note:** The Academic Board will not approve a Doctorate by research unless it complies with the Australian Qualifications Framework.

Faculty means the relevant Faculty, College Board University school or Board of Studies.

full-time candidature means a candidature in which the student works on the requirements for the degree for a minimum of 35 – 40 hours per week for 48 weeks per year or as stipulated by the Faculty.

good cause means circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure.

Head of Department means the head of the relevant department.

**Note:** Functions performed by the Head of Department may be performed by the Head of School, Dean or Associate Dean, in accordance with paragraph 1.4(4) of this Rule, particularly in faculties that are not organized into departments or disciplines.

higher doctorate has the meaning given to it by clause 5.1 of this Rule.

Master’s by research means a degree with the word “Master” in the title comprising a minimum of two-thirds research that is approved by the Academic Board.

**Note:** The Academic Board will not approve a Master’s by research unless it complies with the Australian Qualifications Framework.

part-time candidature means a candidature in which the student works on the requirements for the degree for a proportion of the period specified for a full-time candidature over a proportionately longer time.

Postgraduate Coordinator means the member of academic staff within a department with authority for matters relating to higher degrees by research, with overall responsibility for the planning and coordination of postgraduate research studies within a faculty, school or University school.

Progress Policy means the Progress Planning and Review for Higher Degree by Research Students Policy 2015.

progress plan means a progress plan developed in accordance with the Progress Policy.

research period means an enrolment period set by the University and published on its website.

**Note:** Research periods are published on the University’s website at: http://sydney.edu.au/study/study-dates.html

Review Panel means a panel established in accordance with the Progress Policy.
Department means the academic unit, however so called, responsible for a student’s higher degree by research candidature. It may be called a department, discipline or school within the University. Departmental/School delegations may be exercised by faculties.

Semester means a duration of time equal to any two research periods.

Student means a person who is currently admitted to candidature in an award course of the University.

Supervisor means, in relation to a higher degree by research student, a person appointed to discharge the responsibilities set out in the Supervision of Higher Degree by Research Students Policy 2013. For the purpose of this Rule, the generic term supervisor(s) will be used to include research supervisors, co-ordinating supervisors, or auxiliary supervisors.

Thesis means the whole of the assessable work submitted by a student for examination as required by the Thesis & Examination of Higher Degrees by Research Policy 2015.

(2) Unless the contrary appears, a provision in this Rule that specifies matters that are to be or may be considered in relation to a determination or other decision does not imply that they are the only matters to be considered.

(3) A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate’s delegated functions to another person or group of persons.

(4) Delegates more senior in the lines of accountability to a delegate named in this Rule, may exercise a delegation conferred on that named delegate.

Example: A Dean may exercise a delegation conferred on an Associate Dean. An Associate Dean may exercise a delegation conferred on a Head of Department Postgraduate Coordinator.

(5) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.

(6) A note, marginal note, footnote or endnote is not a provision of this Rule.

(7) A reference to a policy or procedures includes a reference to that policy or those procedures as amended from time to time, and to any replacement policy or procedures which may be adopted in substitution for them.

(8) A reference to a committee includes a reference to any restructured or replacement committee to which the functions or responsibilities of the original committee are reassigned.

1.5 Authorities and responsibilities

(1) Authorities and responsibilities for the functions set out in this Rule are also defined in the document Academic Delegations of Authority University of Sydney (Delegations of Authority – Academic Functions) Rule 2016.

(2) The procedures for consideration of, and deadlines for submission of, proposals for new and amended award courses will be determined by the Academic Board.
1.6 University may change courses and units of study

(1) Despite any policy, or the course resolutions and any other provision of the agreement between a student and the University, the University:

(a) is not obliged to offer a particular course or unit of study in any academic year; and

(b) is not liable to a student for not offering a particular course or unit of study in a particular academic year.

1.7 Overall requirements

(1) The University will not admit a person to a course unless the person:

(a) is eligible for admission to the course;

(b) applies for admission in accordance with this Rule and the course resolutions;

(c) accepts an offer made by the University for admission to the course;

(d) completes, to the satisfaction of the University, all requirements for enrolment in the course; and

(e) meets the University's English language requirements.

1.8 No right to admission

Nothing in this Rule confers a right on a person to be admitted to candidature for a higher degree by research or imposes a duty on the University to admit, or offer to admit, a person to candidature for a higher degree by research.

PART 2 MASTER'S BY RESEARCH

2.1 Course resolutions

(1) The Academic Board may, on the recommendation of the Faculty, prescribe for a Master's degree by research, standards relating to:

(a) admission requirements;

(b) course requirements

(c) candidature; and

(d) examination.

2.2 Application of this Part

(1) This Part applies to:

(a) the Master of Philosophy; and
(b) other Master’s degrees with a research component of at least two thirds of the total student load for the degree.

2.3 Eligibility for admission to candidature

(1) Subject to sub-clause (2) and (3) and to admission requirements specified in the course resolutions, to be eligible for admission by an Dean or Associate Dean to candidature for a Master’s degree, an applicant must:

(a) hold or have completed all the academic requirements for:
   (i) a Master’s degree by coursework or research; or
   (ii) a Bachelor’s degree; or
   (iii) a qualification equivalent to a Bachelor’s degree; and

(b) meet other criteria for admission as specified in the course resolutions.

(2) A Dean or An Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Graduate Studies Committee are equivalent to those prescribed in sub-clause (1).

(3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

2.4 Application for admission to candidature

(1) An applicant for admission to candidature for a Master’s degree must submit to the relevant Faculty:

(a) if required by the course resolutions, a proposed course of advanced study and research, approved by the Head of the department Associate Dean of the school in which the work is to be undertaken;

(b) satisfactory evidence of the applicant’s eligibility for admission; and

(c) a statement certifying the applicant’s understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian Director, University Libraries and made available for use.

2.5 Probationary admission to candidature

(1) Where provision is made for probationary admission in the course resolutions, the Dean or Associate Dean may admit a student to candidature for a Master’s degree on a probationary basis for a period not exceeding four research periods.

(2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department Postgraduate Coordinator will review the student’s work and recommend to the Associate Dean that:

(a) the student’s candidature be confirmed; or

(b) the student be required to show good cause why he or she should be permitted to continue the candidature.
(3) After considering a recommendation made by the Postgraduate Coordinator a Head of Department in accordance with sub-clause (2), the Associate Dean may:

(a) confirm the student’s candidature; or

(b) require the student to show good cause why he or she should be permitted to continue the candidature.

Note: See clause 2.13 for details of the ‘show cause’ process.

(4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student’s probationary admission to candidature.

2.6 Credit for previous studies

(1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed at least two research periods as a candidate for a higher degree by research in any Faculty of the University may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.

(2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that the student’s higher degree candidature was:

(a) a course of full-time or part-time advanced study and research;

(b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty, University school or Board of Studies;

(c) directly related to the student’s proposed course of advanced study for the Master’s degree; and

(d) the student has discontinued his or her candidature in the higher degree.

(3) Subject to sub-clause (4), and to the course resolutions, a student who, at the date of admission to candidature, has completed at least six months as a candidate for a higher degree at another university or institution may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.

(4) The Dean or Associate Dean may grant credit in accordance with sub-clause (3), provided that:

(a) at the time of admission to the higher degree by research at the other university or institution, the student held academic qualifications equivalent to those set out in clause 2.3;

(b) the higher degree candidature was:

(i) a course of full-time or part-time advanced study and research;

(ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and

(iii) directly related to the student’s proposed course of advanced study for the Master’s degree; and

(c) the student has discontinued his or her candidature in the higher degree at the other university or institution.

(5) Where the course resolutions specify the completion of coursework as part of the requirements of the award, and subject to the course resolutions and the
2.7 Limit on credit for previous studies

The amount of credit for previous studies that may be granted to a student in accordance with clause 2.6 is limited by the following requirements:

(a) the combined duration of the student's previous higher degree candidature and the Master's candidature must meet the requirements set out in clauses 2.19 and 2.20 of this Rule;

(b) any period of discontinued, suspended or lapsed candidature (as set out in clauses 2.14 to 2.16 of this Rule) must comply with this Rule and with standards set by the Academic Board; and

(c) no student who has been granted credit may present a thesis for examination less than:

(i) six months, for a full-time student; or

(ii) twelve months, for a part-time student;

following admission to candidature at the University.

2.8 Control of candidature

(1) All candidates for a Master’s degree are required to undertake their candidature wholly under the control of the University.

(2) The Dean or Associate Dean may require a student to provide a statement from his or her employer acknowledging that the candidature is under the exclusive control of the University.

2.9 Other studies during candidature

(1) A student must satisfactorily complete any training required by the course resolutions, the Head of Department, Associate Dean, Deputy Vice-Chancellor (Education) or Supervisor, including units of study, lectures, seminars, workshops, online modules, non-award courses, or practical work.

   **Note:** In accordance with this Rule, a Master’s degree must comprise a minimum of two-thirds research.

(2) Failure to complete training documented in the student’s progress plan satisfactorily may be considered as evidence of unsatisfactory progress.

(3) A Faculty may decline to examine a thesis if the student has not satisfactorily completed training documented in the progress plan.

2.10 Supervision

The Head of Department, Postgraduate Coordinator will appoint suitably qualified supervisors for each student undertaking a Master’s degree by research, in accordance with policy for supervision determined by the Academic Board.
2.11 Location of candidature

(1) Subject to the annual approval of the supervisors and Head of Department Postgraduate Coordinator, students will pursue their candidature:
   (a) within the University, including its research stations and teaching hospitals;
   (b) on fieldwork, including in the field or in libraries, museums or other repositories;
   (c) within industrial laboratories or research institutions or other institutions considered by the Head of Department Postgraduate Coordinator to provide adequate facilities for that candidature; or
   (d) within a professional working environment.

(2) Throughout the course of his or her candidature, a student will attend the University for such:
   (a) face-to-face consultation with his or her supervisors;
   (b) Departmental School and Faculty or College Board University school seminars; and
   (c) coursework or other studies required under 2.9 of this Rule; as specified annually by the Head of Department Postgraduate Coordinator.

(3) Subject to sub-clause (4), a student who pursues his or her candidature outside Australia must complete a minimum of two research periods of candidature within the University prior to submitting his or her thesis for examination.

(4) For the purposes of sub-clause (3), the two research periods of candidature to be completed within the University may be completed:
   (a) at any time during the candidature; and
   (b) continuously or in several non-consecutive periods.

2.12 Progress

(1) At intervals no longer than one year, Heads of Departments Postgraduate Coordinators must require students to:
   (a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and
   (b) participate in a progress review interview.

(2) Satisfactory progress will be assessed by a Review Panel in accordance with the Progress Policy.

(3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department Postgraduate Coordinator may determine that the student:
   (a) has demonstrated satisfactory or marginal progress, and specify the conditions of candidature to apply the following year; or
   (b) has demonstrated unsatisfactory progress, and:
(i) allow the student to continue to be enrolled with conditions, including a supplementary progress review in accordance with the Progress Policy; or

(ii) recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.

(4) When determining the conditions of candidature to apply the following year, the Head of Department Postgraduate Coordinator must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.

(5) After considering a recommendation made by the Head of Department Postgraduate Coordinator in accordance with sub-paragraph (3)(b)(ii), the Associate Dean may:

(a) allow the student’s candidature to continue and specify the conditions of candidature to apply the following year; or

(b) require the student to show good cause why he or she should be permitted to continue the candidature.

2.13 Students may be required to show good cause

(1) An Associate Dean may require a student to show good cause:

(a) following a progress review, in accordance with paragraph 2.5(3)(b) or 2.12(5)(b);

(b) if the student has not submitted his or her thesis for examination by the latest date to do so as required by clause 2.20; or

(c) at any other time, on the recommendation of the Head of Department or Postgraduate Co-ordinator.

(2) A student who is required to show good cause will be sent a notice that:

(a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;

(b) states why the student is being asked to show good cause;

(c) sets out the actions that may be taken in respect of the candidature; and

(d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.

(3) The Associate Dean must give the student a reasonable opportunity to make written submissions about the matter.

(4) If, after considering any submissions made by the student, progress reports, any reports by the supervisors or Head of Department Postgraduate Coordinator, and any other relevant information, the Associate Dean forms the opinion that the student has shown good cause, the Associate Dean will permit the student to continue the candidature.

(5) If, after considering the information referred to in sub-clause (4), the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:

(a) terminate the student’s candidature; or
(b) impose conditions or restrictions on the continuation of the student's candidature.

Note: For review of these decisions see University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

(6) In addition to the decision made under 2.13(4) or 2.13(5), the Associate Dean might also offer the student the option to transfer to another course within the Faculty for which the student is eligible. The Associate Dean may impose conditions or restrictions on that offer transfer of course.

(7) A person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 2.13(5)(a) will not be permitted to re-enrol in that candidature.

(8) Where a person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 2.13(5)(a), that person may be excluded by the Associate Dean from applying for admission to a higher degree by research within the Faculty for the longer period of:

(a) at least two academic years; or

(b) if the person is applying for a Research Training Scheme Program place, the period of time until the person is entitled to the maximum period allowed for the course under the Research Training Scheme Program.

Note: As at the date of this rule, detailed information about entitlement for Research Training Scheme Program can be found in Research Training Scheme Program: Conditions of Grant, which can be found at https://www.education.gov.au/research-training-program https://www.education.gov.au/research-training-scheme

2.14 Discontinuation of candidature

(1) Subject to this clause and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:

(a) the discontinuation occurred at an earlier date; and

(b) there was good reason why the application could not be made at an earlier time.

(4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:

(a) the Associate Dean granted prior permission to re-enrol; or

(b) the student applies for and gains a new admission to the course.

(5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with paragraphs (3)(a) and (b).
2.15 Suspension of candidature

(1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
   (a) for a maximum period of one year; or
   (b) with the approval of the Dean or Associate Dean, for a longer period.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.

2.16 Lapse of candidature

(1) If a student does not enrol by the last census date for enrolment in each research period, and the student has not discontinued or sought approval to suspend enrolment, the student’s candidature lapses.

(2) If a student’s candidature in a course lapses, then, despite any contrary provision in this Rule, the student must apply for and gain a new admission to the course in order to re-enrol.

2.17 Return to candidature

(1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension the course requirements as in force at the time of the student’s return to candidature apply.

(2) The Dean or Associate Dean may, in writing, modify the application of the course resolutions with respect to a particular student’s return to candidature.

(3) A student whose candidature has been discontinued or lapsed must apply for and gain a new admission to the course in order to re-enrol. The course requirements in place at the time of the new admission apply.

2.18 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department Postgraduate Coordinator, take leave of absence from the course for a period less than one research period.

2.19 Earliest date for submission of thesis for examination

Subject to clause 2.7 and this clause 2.19:

(a) a student may not submit a thesis for examination until he or she has completed at least four research periods of enrolled candidature; and

(b) for the purposes of paragraph (a), a student’s candidature will be considered to include any periods of credit granted under clause 2.6.
the student must be enrolled at the time that the thesis is submitted for examination.

2.20 Latest date for submission of thesis for examination

(1) Subject to clause 2.7 and this clause 2.20, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination:

(a) after no more than eight research periods of enrolled candidature; and

(b) for the purposes of paragraph (a), a student's candidature will be considered by the University to include any periods of credit granted under clause 2.6.

(2) Subject to this clause, a student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination after no more than 16 research periods of enrolled candidature.

(3) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time research period will be counted as the equivalent of one half of a full-time research period, and the student must submit his or her thesis for examination after no more than the equivalent of eight full-time research periods of enrolled candidature.

(4) The Dean or Associate Dean may approve an extension of candidature with a latest date for submission of thesis for examination beyond the maximum period specified in this clause.

(5) The student must be enrolled at the time that the thesis is submitted for examination.

2.21 Content of thesis

(1) At the end of his or her course of advanced study and research, the student must submit a thesis for examination in the form required by Academic Board policy or procedures and any applicable course resolutions.

(2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.

(3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.

(4) A student who undertook his or her candidature in a language department school in the Faculty of Arts and Social Sciences may:

(a) submit a thesis written in English or in the target language determined by the department school; or

(b) where a department school has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department school, submit a thesis in another language approved by the department school.

(5) Applications to submit a thesis in a language other than English or the target language of a department school must be:
(a) made by an applicant in writing; and
(b) considered and determined by the Head of Department, Associate Dean and Dean (taking into account arrangements for supervision and examination);

prior to the commencement of candidature.

2.22 Form of thesis for examination

(1) A candidate must submit his or her thesis for examination in the form required by the Academic Board.

(2) The thesis must be accompanied by a certificate from the coordinating supervisor stating whether, in the supervisors’ opinion, the form of presentation of the thesis is satisfactory.

(3) The thesis must also be accompanied by an abstract in a form prescribed by resolution of the Academic Board.

(4) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for use.

2.23 Examination procedures

The examination of candidates for the degree of Master’s by research will be conducted in accordance with the course resolutions and with standards and guidelines determined by the Academic Board.

2.24 Aegrotat and posthumous awards

Aegrotat and posthumous awards may be made in circumstances involving serious illness or death.

PART 3 DOCTORATES BY RESEARCH OTHER THAN THE DOCTOR OF PHILOSOPHY

3.1 Course resolutions

(1) The Academic Board may, on the recommendation of the Faculty, prescribe for a Doctorate by research other than the Doctor of Philosophy, standards relating to:

   (a) admission requirements;
   (b) degree requirements;
   (c) candidature; and
   (d) examination.
3.2 Application and meaning of this Part

This Part applies to Doctorates by research other than the Doctor of Philosophy and Higher Doctorates.

3.3 Eligibility for admission to candidature

(1) Subject to sub-clause (2) and (3) and to admission requirements specified in the course resolutions, to be eligible for admission by a Dean or an Associate Dean to candidature for a Doctorate by research other than a Doctor of Philosophy, an applicant must:

(a) hold or have completed all the academic requirements for:

(i) a Master’s degree by research or higher qualification; or

(ii) a Master’s degree by coursework including a research component equivalent to 25% of one year’s full-time enrolment; or

(iii) a Bachelor’s degree with first or second class honours; or

(iv) a Bachelor’s degree and either relevant professional experience or a portfolio of works as determined by the Faculty; and

(b) meet other criteria for admission as specified in the course resolutions.

(2) A Dean or an Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Graduate Studies Committee are equivalent to those prescribed in sub-clause (1).

(3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

3.4 Application for admission to candidature

(1) An applicant for admission to candidature for a Doctorate by research other than the Doctor of Philosophy must submit to the relevant Faculty:

(a) if required by the course resolutions, a proposed course of advanced study and research, approved by the Head of the department, Associate Dean, in consultation with the Postgraduate Coordinator of the school in which the work is to be undertaken;

(b) satisfactory evidence of the applicant’s eligibility for admission; and.

(c) a statement certifying the applicant’s understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for use.

3.5 Probationary admission to candidature

(1) Where provision is made for probationary admission in the course resolutions, the Dean or Associate Dean may admit a student to candidature for a Doctorate other than a PhD on a probationary basis for a period not exceeding four research periods.
(2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department/relevant Head of School or Postgraduate Coordinator will review the student’s work and recommend to the Associate Dean that:

(a) the student’s candidature be confirmed; or
(b) the student be required to show good cause why he or she should be permitted to continue the candidature.

(3) After considering a recommendation made by a Head of Department/relevant Head of School or Postgraduate Coordinator in accordance with sub-clause (2), the Associate Dean may:

(a) confirm the student’s candidature; or
(b) require the student to show good cause why he or she should be permitted to continue the candidature.

Note: See clause 3.13 for details of the ‘show cause’ process.

(4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student’s probationary admission to candidature.

3.6 Credit for previous studies

(1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed at least two research periods as a candidate for a higher degree by research in any Faculty of the University may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.

(2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that the student’s previous higher degree candidature was:

(a) a course of full-time or part-time advanced study and research;
(b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty, University school or Board of Studies;
(c) directly related to the student’s proposed course of advanced study for the Doctoral degree; and
(d) the student has discontinued his or her candidature in the previous higher degree.

(3) Subject to sub-clause (4), a student who, at the date of admission to candidature, has completed at least six months as a candidate for a higher degree by research at another university or institution may be permitted by the Dean or Associate Dean to receive credit for all or any part of the previous higher degree candidature.

(4) The Dean or Associate Dean may grant credit in accordance with sub-clause (3), provided that:

(a) at the time of admission to the higher degree at the other university or institution, the student held academic qualifications equivalent to those set out in clause 3.3;
(b) the previous higher degree by research candidature was:
   (i) a course of full-time or part-time advanced study and research;
(ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and

(iii) directly related to the student’s proposed course of advanced study for the Doctoral degree by research; and

(c) the student has discontinued his or her candidature in the previous higher degree by research at the other university or institution.

(5) Where the course resolutions specify the completion of coursework as part of the requirements of the award, and subject to the course resolutions and the Coursework Policy 2014, the Dean or Associate Dean may grant a student credit for previously completed coursework.

3.7 Limit on credit for previous studies

(1) The amount of credit for previous studies that may be granted to a student in accordance with clause 3.6 is limited by the following requirements:

(a) the combined duration of the student’s previous higher degree by research candidature and the Doctoral candidature must meet the requirements set out in clauses 3.19 and 3.20 of this Rule;

(b) any period of discontinued, suspended or lapsed candidature (as set out in 3.14 to 3.16 of this Rule) must comply with standards set by the Academic Board and this Rule; and

(c) no student who has been granted credit may present a thesis for examination less than:

(i) six months, for a full-time student; or

(ii) twelve months, for a part-time student;

following admission to candidature at the University.

3.8 Control of candidature

(1) All candidates for a Doctoral degree by research are required to undertake their candidature wholly under the control of the University.

(2) The Dean or Associate Dean may require a student who is employed by an institution to provide a statement by the relevant employer acknowledging that the candidature is under the exclusive control of the University.

3.9 Other studies during candidature

(1) A student must satisfactorily complete any training required by the course resolutions, the Head of Department Associate Dean, Deputy Vice-Chancellor (Education) or Supervisor, including units of study, lectures, seminars, workshops, online modules, non-award courses, or practical work.

Note: In accordance with this Rule, a Doctorate must comprise a minimum of two-thirds research.

(2) Failure to complete training documented in the student’s progress plan satisfactorily may be considered as evidence of unsatisfactory progress.
(3) A Faculty may decline to examine a thesis if the student has not satisfactorily completed training documented in the progress plan.

### 3.10 Supervision

The relevant Head of Department Postgraduate Coordinator will appoint suitably qualified supervisors for each student undertaking a Doctoral degree by research in accordance with policy for supervision determined by the Academic Board.

**Note:** See also [Supervision of Higher Degree by Research Students Policy 2013](#).

### 3.11 Location of candidature

1. Subject to the annual approval of the supervisors and the Head of Department Postgraduate Coordinator, students will pursue their candidature:
   
   - within the University, including its research stations and teaching hospitals;
   - on fieldwork, including in the field or in libraries, museums or other repositories;
   - within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or
   - within a professional working environment.

2. Throughout the course of his or her candidature, a student will attend the University for such:
   
   - face-to-face consultation with his or her supervisors;
   - Departmental School and Faculty or College Board University school seminars; and
   - coursework or other studies required under clause 3.9 of this Rule; as specified annually by the Head of Department Postgraduate Coordinator.

3. Subject to sub-clause (4) and (5), a student who pursues his or her candidature outside Australia must complete a minimum of four research periods of candidature within the University prior to submitting his or her thesis for examination.

4. For the purposes of sub-clause (3), the four research periods of candidature to be completed within the University may be completed:
   
   - at any time during the candidature; and
   - continuously or in several non-consecutive periods.

5. A student granted credit under 3.6 must complete a minimum of two research periods of candidature within the University prior to submitting his or her thesis for examination.

### 3.12 Progress

1. At intervals no greater than one year, Heads of Departments Postgraduate Coordinators must require students to:
(a) provide evidence of satisfactory progress in their candidature (including any
required progress and review forms); and
(b) participate in a progress review interview.

(2) Satisfactory progress will be assessed by a Review Panel in accordance with the
Progress Policy.

(3) On the basis of any evidence provided by the student and any information obtained
during the interview, the Head of Department Postgraduate Coordinator may
determine that the student:

(a) has demonstrated satisfactory or marginal progress, and specify the
conditions of candidature to apply the following year; or
(b) has demonstrated unsatisfactory progress, and:
   (i) allow the student to continue to be enrolled with conditions, including
       a supplementary progress review in accordance with the Progress
       Policy; or
   (ii) recommend to the Associate Dean that the student be asked to show
good cause why he or she should be permitted to continue the
candidature.

(4) When determining the conditions of candidature to apply the following year, the
Head of Department Postgraduate Coordinator must indicate whether he or she is
satisfied that the proposed supervision arrangements are satisfactory.

(5) After considering a recommendation made by the Head of
Department Postgraduate Coordinator in accordance with sub-paragraph (3)(b)(ii),
the Associate Dean may:

(a) allow the student’s candidature to continue and specify the conditions of
candidature to apply the following year; or
(b) require the student to show good cause why he or she should be permitted
to continue the candidature.

3.13 Students may be required to show good cause

(1) An Associate Dean may require a student to show good cause:

(a) following a progress review, in accordance with paragraph 3.5(3)(b) or
   3.12(5)(b);
(b) if the student has not submitted his or her thesis for examination by the
   latest date to do so, as required by clause 3.20; or
(c) at any other time, on the recommendation of the Head of Department or
   Postgraduate Coordinator.

(2) A student who is required to show good cause will be sent a notice that:

(a) requires the student to show good cause why he or she should be permitted
to continue the candidature, on or before a specified date;
(b) states why the student is being asked to show good cause;
(c) sets out the actions that may be taken in respect of the candidature; and
(d) advises the student of his or her right to seek independent advice and
   assistance in preparing his or her response.
(3) The Associate Dean must give the student a reasonable opportunity to make written submissions about the matter.

(4) If, after considering any submissions made by the student, progress reports, any reports by the supervisors or Head of Department the Postgraduate Coordinator, and any other relevant information, the Associate Dean forms the opinion that the student has shown good cause, the Associate Dean will permit the student to continue the candidature.

(5) If, after considering the information referred to in sub-clause (4), the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:

(a) terminate the student's candidature; or

(b) impose conditions or restrictions on the continuation of the student's candidature.

Note. For review of these decisions see University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

(6) In addition to the decision made under 3.13(4) or 3.13(5), the Associate Dean might also offer the student the option to transfer to another course within the Faculty for which the student is eligible. The Associate Dean may impose conditions or restrictions on that offer transfer of course.

(7) A person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 3.13(5)(a) will not be permitted to re-enrol in that candidature.

(8) Where a person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 3.13(5)(a), that person may be excluded by the Associate Dean from applying for admission to a higher degree by research within the Faculty for the longer period of:

(a) at least two academic years; or

(b) if the person is applying for a Research Training Scheme Program place, the period of time until the person is entitled to the maximum period allowed for the course under the Research Training Scheme Program.

Note: As at the date of this rule, detailed information about entitlement for Research Training Scheme Program can be found in Research Training Scheme Program: Conditions of Grant, which can be found at https://www.education.gov.au/research-training-program https://www.education.gov.au/research-training-scheme

3.14 Discontinuation of candidature

(1) Subject to this clause and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:

(a) the discontinuation occurred at an earlier date; and

(b) there was good reason why the application could not be made at an earlier time.
(4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
   (a) the Associate Dean granted prior permission to re-enrol; or
   (b) the student applies for and gains a new admission to the course.
(5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clauses (3)(a) and (b).

3.15 Suspension of candidature

(1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
   (a) for a maximum period of one year; or
   (b) with the approval of the Dean or Associate Dean, for a longer period.
(2) The notice must be in a form approved or accepted by the Faculty.
(3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.

3.16 Lapse of candidature

(1) If a student does not enrol by the last census date for enrolment in each research period, and the student has not discontinued or sought approval to suspend enrolment, the student's candidature lapses.
(2) If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the student must apply for and gain a new admission to the course in order to re-enrol.

3.17 Return to candidature

(1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension, the course requirements as in force at the time of the student's return to candidature apply.
(2) The Dean or Associate Dean may, in writing, modify the application of the course resolutions with respect to a particular student's return to candidature.
(3) A student whose candidature has been discontinued or lapsed must apply for and gain a new admission to the course in order to re-enrol. The course requirements in place at the time of the new admission apply.

3.18 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department, Postgraduate Coordinator, take leave of absence from the course for a period less than one research period.
3.19 Earliest date for submission of thesis for examination

(1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 3.6 of this Rule.

(2) Subject to clauses 3.6 and 3.7 and this clause 3.19 a student may not submit a thesis for examination until he or she has completed at least 12 research periods of enrolled candidature.

(3) The Associate Dean may permit a student to submit a thesis for examination up to two research periods earlier than the period prescribed in sub-clause (2), provided that the Associate Dean is satisfied that the student has made exceptional progress in his or her candidature.

(4) The Chair of the Academic Board may permit a student to submit a thesis earlier than the periods prescribed in sub-clauses (1)-(2), provided that the Chair of the Academic Board is satisfied that the student has made exceptional progress in his or her candidature.

(5) Prior to exercising his or her discretion under sub-clause (4), the Chair of the Academic Board may obtain advice from the Chair of the Graduate Studies Committee of the Academic Board, Dean or Associate Dean.

(6) The student must be enrolled at the time that the thesis is submitted for examination.

3.20 Latest date for submission of thesis for examination

(1) Subject to clause 3.6 and this clause 3.20, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination:

(a) after no more than 16 research periods of enrolled candidature; and

(b) for the purposes of paragraph (a), a student's candidature will be considered by the University to include any periods of credit granted under clause 3.6.

(2) Subject to this clause, a student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination after no more than 32 research periods of enrolled candidature.

(3) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time research period will be counted as the equivalent of one half of a full-time research period, and the student must submit his or her thesis for examination after no more than the equivalent of 16 full-time research periods of enrolled candidature.

(4) The Dean or Associate Dean may approve an extension of candidature with a new latest date for submission of thesis for examination beyond the maximum period specified in this clause.

(5) The student must be enrolled at the time that the thesis is submitted for examination.
3.21 Content of thesis

(1) At the end of his or her course of advanced study and research, the student must submit a thesis for examination in the form required by Academic Board policy or procedures and any applicable course resolutions.

(2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.

(3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.

(4) A student who undertook his or her candidature in a language department school in the Faculty of Arts and Social Sciences may:

(a) submit a thesis written in English or in the target language determined by the department school; or

(b) where a department school has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department school, submit a thesis in another language approved by the department school.

(5) Subject to the course resolutions, applications to submit a thesis in a language other than English or the target language of a department school must be:

(a) made by an applicant in writing; and

(b) considered and determined by the Head of Department, Associate Dean and the Dean (taking into account arrangements for supervision and examination); prior to the commencement of candidature.

3.22 Form of thesis for examination

(1) A candidate must submit his or her thesis for examination in the form required by the Academic Board.

(2) The thesis must be accompanied by a certificate from the co-ordinating supervisor stating whether, in the supervisors’ opinion, the form of presentation of the thesis is satisfactory.

(3) The thesis must also be accompanied by an abstract in a form required by the Academic Board.

(4) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for use.

3.23 Examination procedures

(1) The examination of candidates for a Doctorate by research will be conducted in accordance with the course resolutions and with standards and guidelines determined by the Academic Board.
(2) Where the course resolutions do not specify examination procedures, the examination of candidates for a Doctorate by research will be conducted in accordance with procedures prescribed by the Academic Board for the Doctor of Philosophy.

3.24 Aegrotat and posthumous awards

Aegrotat and posthumous awards may be made in circumstances involving serious illness or death.

PART 4 DOCTOR OF PHILOSOPHY

4.1 Application of this part

This Part applies to the degree of Doctor of Philosophy.

4.2 Eligibility for admission to candidature

(1) Subject to sub-clauses (2) and (3), to be eligible for admission by the Dean or Associate Dean to candidature for the Doctor of Philosophy, an applicant must:

(a) hold or have completed all the academic requirements for:

(i) a Master’s degree by research or higher level degree; or

(ii) a Master’s degree by coursework including a research component equivalent to 25% of one year’s full-time enrolment; or

(iii) a Bachelor's degree with first or second class honours; and

(b) meet additional criteria for admission to the degree as specified by the Faculty.

(2) A Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds or has completed all the requirements for a Bachelor’s degree, and:

(a) has obtained a high distinction or distinction in the highest course available in the subject or subjects relevant to the proposed course of advanced study and research; or

(b) has completed a period of relevant full-time or part-time advanced study and research towards a Master’s degree by research at the University, at such a standard as demonstrates to the satisfaction of the Dean or Associate Dean that the applicant is suitably prepared in the field of study to undertake the Doctor of Philosophy. Students admitted on this basis will be granted credit for their candidature in the Master’s degree, consistently with clause 4.5.

(3) The Chair of the Graduate Studies Committee of Academic Board may admit to candidature an applicant who does not meet the requirements of sub-clause (1) or (2), provided that the applicant holds qualifications that, in the opinion of the Chair of the Graduate Studies Committee on the recommendation of the Associate Dean, are equivalent to those prescribed in sub-clauses (1) or (2).
The Chair of the Graduate Studies Committee of Academic Board may impose on a student admitted to candidature pursuant to sub-clause (3) such conditions as the Chair considers appropriate.

4.3 Application for admission to candidature

(1) An applicant for admission to candidature for the degree of Doctor of Philosophy must submit to the relevant Faculty:

(a) a proposed course of advanced study and research, approved by the Head of the department, Associate Dean, in consultation with the Postgraduate Coordinator of the school in which the work is to be undertaken; and

(b) satisfactory evidence of the applicant’s eligibility for admission; and

(c) a statement certifying the applicant’s understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for use.

4.4 Probationary admission to candidature

(1) The Dean or Associate Dean may admit a student to candidature for the degree of Doctor of Philosophy on a probationary basis for a period not exceeding four research periods.

(2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department, Postgraduate Coordinator will review the student’s work and recommend to the Associate Dean that:

(a) the student’s candidature be confirmed; or

(b) the student be required to show good cause why he or she should be permitted to continue the candidature.

(3) After considering a recommendation made by a Head of Department, Postgraduate Coordinator in accordance with sub-clause (2), the Associate Dean may:

(a) confirm the student’s candidature; or

(b) require the student to show good cause why he or she should be permitted to continue the candidature.

Note: See clause 4.12 for details of the ‘show cause’ process.

(4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student’s probationary admission to candidature.

4.5 Credit for previous studies

(1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed at least two research periods as a candidate for a higher degree by research in any Faculty of the University may be permitted by the relevant Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.
(2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that the student’s higher degree candidature was:
   (a) a course of full-time or part-time advanced study and research;
   (b) pursued by the student under the supervision of a supervisor appointed by
       the relevant Faculty, University school or Board of Studies;
   (c) directly related to the student’s proposed course of advanced study for the
       degree of Doctor of Philosophy; and
   (d) the student has discontinued his or her candidature in the previous higher
       degree.

(3) Subject to sub-clause (4), a student who, at the date of admission to candidature,
    has completed at least six months as a candidate for a higher degree at another
    university or institution may be permitted by the Chair of the Graduate Studies
    Committee of the Academic Board/Associate Dean to receive credit for all or any
    part of the higher degree candidature.

(4) The Chair of the Graduate Studies Committee of the Academic Board/Associate
    Dean may grant credit in accordance with sub-clause (3), provided that:
    (a) at the time of admission to the higher degree by research at the other
        university or institution, the student held academic qualifications equivalent
        to those set out in clause 4.2;
    (b) the higher degree candidature was:
        (i) a course of full-time or part-time advanced study and research;
        (ii) pursued by the student under the supervision of a supervisor
            appointed by the other university or institution; and
        (iii) directly related to the student’s proposed course of advanced study for
            the degree of Doctor of Philosophy; and
    (c) the student has discontinued his or her candidature in the higher degree at
        the other university or institution.

4.6 Limit on credit for previous studies

(1) The amount of credit for previous studies that may be granted to a student in
    accordance with clause 4.5 is limited by the following requirements:
    (a) the combined duration of the student’s previous higher degree candidature
        and the Doctor of Philosophy candidature must meet the requirements set
        out in clauses 4.18 and 4.19 of this Rule;
    (b) any period of discontinued, suspended or lapsed candidature (as set out in
        4.13 to 4.15 of this Rule) must comply with standards set by the Academic
        Board and this Rule; and
    (c) no student who has been granted credit may present a thesis for
        examination less than:
        (i) six months, for a full-time student; or
        (ii) twelve months, for a part-time student;
        following admission to candidature at the University.
4.7 Control of candidature

(1) All candidates for the degree of Doctor of Philosophy are required to undertake their candidature wholly under the control of the University.

(2) The Dean or Associate Dean may require a student to provide a statement from his or her employer acknowledging that the candidature is under the exclusive control of the University.

4.8 Other studies during candidature

(1) A student must satisfactorily complete any training required by the course resolutions, the Head of Department, Associate Dean, Deputy Vice-Chancellor (Education) or Supervisor, including units of study, lectures, seminars, workshops, online modules, non-award courses, or practical work.

**Note:** In accordance with this Rule, a Doctorate must comprise a minimum of two-thirds research.

(2) Failure to complete training documented in the student's progress plan satisfactorily may be considered as evidence of unsatisfactory progress.

(3) A Faculty may decline to examine a thesis if the student has not satisfactorily completed training documented in the progress plan.

4.9 Supervision

The Head of Department Postgraduate Coordinator will appoint suitably qualified supervisors for each candidate for the Doctor of Philosophy in accordance with policy for supervision determined by the Academic Board.

**Note:** See also *Supervision of Higher Degree by Research Students Policy 2013*

4.10 Location of candidature

(1) Subject to the annual approval of the supervisors and Head of Department Postgraduate Coordinator, students will pursue their candidature:

(a) within the University, including its research stations and teaching hospitals;

(b) on fieldwork, including in the field or in libraries, museums or other repositories;
   
   (i) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or
   
   (ii) within a professional working environment.

(2) Throughout the course of his or her candidature, a student will attend the University for such:

(a) consultation with his or her supervisors; and

(b) Departmental School and Faculty or College Board University school seminars; and

(c) coursework or other studies required under clause 4.08 of this Rule;
as specified annually by the Head of Department/Postgraduate Coordinator.

(3) Subject to sub-clauses (4) (5) and (6), a student who pursues his or her candidature outside Australia must complete a minimum of four research periods of candidature within the University prior to submitting his or her thesis for examination.

(4) A student whose minimum length of candidature is eight research periods (rather than the usual 12 research periods), and who pursues his or her candidature outside Australia, must complete a minimum of two research periods of candidature within the University prior to submitting his or her thesis for examination.

(5) For the purposes of sub-clauses (3) and (4), the period required to be completed within the University may be completed:
(a) at any time during the candidature; and
(b) continuously or in several non-consecutive periods.

(6) A student granted credit under 4.5 must complete a minimum of two research periods of candidature within the University prior to submitting his or her thesis for examination.

4.11 Progress

(1) At intervals no greater than one year, Heads of Departments/Postgraduate Coordinators must require students to:
(a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and
(b) participate in a progress review interview.

(2) Satisfactory progress will be assessed by a Review Panel in accordance with the Progress Policy.

(3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department/Postgraduate Coordinator may determine that the student:
(a) has demonstrated satisfactory or marginal progress, and specify the conditions of candidature to apply the following year; or
(b) has demonstrated unsatisfactory progress, and:
(i) allow the student to continue to be enrolled with conditions, including a supplementary progress review in accordance with the Progress Policy; or
(ii) recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.

(4) When determining the conditions of candidature to apply the following year, the Head of Department/Postgraduate Coordinator must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.

(5) After considering a recommendation made by the Head of Department Postgraduate Coordinator in accordance with sub-paragraph (3)(b)(ii), the Associate Dean may:
(a) allow the student’s candidature to continue and specify the conditions of candidature to apply the following year; or

(b) require the student to show good cause why he or she should be permitted to continue the candidature.

4.12 Students may be required to show good cause

(1) An Associate Dean may require a student to show good cause:

(a) following a progress review, in accordance with paragraph 4.4(3)(b) or 4.11(5)(b);

(b) if the student has not submitted his or her thesis for examination by the latest date to do so, as required by clause 4.19; or

(c) at any other time, on the recommendation of the Head of Department or Postgraduate Co-ordinator.

(2) A student who is required to show good cause will be sent a notice that:

(a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;

(b) states why the student is being asked to show good cause;

(c) sets out the actions that may be taken in respect of the candidature; and

(d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.

(3) The Associate Dean must give the student a reasonable opportunity to make written submissions about the matter.

(4) If, after considering any submissions made by the student, progress reports, any reports by the supervisors or Head of DepartmentPostgraduate Coordinator, and any other relevant information, the Associate Dean forms the opinion that the student has shown good cause, the Associate Dean will permit the student to continue the candidature.

(5) If, after considering the information referred to in sub-clause (4), the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:

(a) terminate the student’s candidature; or

(b) impose conditions or restrictions on the continuation of the student’s candidature.

Note. For review of these decisions see University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

(6) In addition to the decision made under 4.12(4) or 4.12(5), the Associate Dean might also offer the student the option to transfer to another course within the Faculty for which the student is eligible. The Associate Dean may impose conditions or restrictions on that offer transfer of course.

(7) A person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 4.12(5)(a) will not be permitted to re-enrol in that candidature.

(8) Where a person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 4.12(5)(a), that person may
be excluded by the Associate Dean from applying for admission to a higher degree within the Faculty for the longer period of:

(a) at least two academic years; or

(b) if the person is applying for a Research Training Scheme Program place, the period of time until the person is entitled to the maximum period allowed for the course under the Research Training Scheme Program.

Note: As at the date of this rule, detailed information about entitlement for Research Training Scheme Program can be found in Research Training Scheme Program: Conditions of Grant, which can be found at https://www.education.gov.au/research-training-program https://www.education.gov.au/research-training-scheme

4.13 Discontinuation of candidature

(1) A student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:

(a) the discontinuation occurred at an earlier date; and

(b) there was good reason why the application could not be made at an earlier time.

(4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:

(a) the Associate Dean granted prior permission to re-enrol; or

(b) the student applies for and gains a new admission to the course.

(5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clause (3)(a) and (b).

4.14 Suspension of candidature

(1) A student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:

(a) for a maximum period of one year; or

(b) with the approval of the Dean or Associate Dean, for a longer period.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course.

4.15 Lapse of candidature

(1) If a student does not enrol by the last census date for enrolment in each research period, and the student has not discontinued or sought approval to suspend enrolment, the student's candidature lapses.
(2) If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the student must apply for and gain a new admission to the course in order to re-enrol.

4.16 Return to candidature

(1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension in candidature, the requirements as in force at the time of the student's return to candidature apply.

(2) A student whose candidature has been discontinued or lapsed must apply for and gain a new admission to the course in order to re-enrol. The course requirements in place at the time of the new admission apply.

4.17 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of DepartmentPostgraduate Coordinator, take leave of absence from the course for a period of less than one research period.

4.18 Earliest date for submission of thesis for examination

(1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 4.6 of this Rule.

(2) Subject to clause 4.6 and this clause 4.18 a student may not submit a thesis for examination until he or she has completed at least 12 research periods of enrolled candidature.

(3) The Dean or Associate Dean may permit a student to submit a thesis for examination up to two research periods earlier than the period prescribed in sub-clause (2), provided that, in the opinion of the Dean or Associate Dean, evidence has been produced that the student has made exceptional progress in his or her candidature.

(4) The Chair of the Academic Board may permit a student to submit a thesis earlier than the periods prescribed in sub-clauses (2)-(3), provided that, in the opinion of the Chair of the Academic Board, evidence has been produced that the student has made exceptional progress in his or her candidature.

(5) Prior to exercising his or her discretion under sub-clause (4), the Chair of the Academic Board may obtain advice from the Chair of the Graduate Studies Committee of the Academic Board, Dean or Associate Dean.

(6) The student must be enrolled at the time that the thesis is submitted for examination.

4.19 Latest date for submission of thesis for examination

(1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 4.5 of this Rule.

(2) Subject to this clause 4.19, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination after no more than 16 research periods of enrolled candidature.
(3) A student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination after no more than 32 research periods of enrolled candidature.

(4) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time research period will be counted as the equivalent of one half of a full-time research period, and the student must submit his or her thesis for examination after no more than the full-time equivalent of 16 research periods of enrolled candidature.

(5) The Dean or Associate Dean may approve an extension of candidature with a new latest date for submission of thesis for examination beyond the maximum period specified in this clause.

(6) The student must be enrolled at the time that the thesis is submitted for examination.

### 4.20 Content of thesis

(1) At the end of his or her course of advanced study and research, the student must submit a thesis for examination in the form required by Academic Board policy or procedures.

(2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.

(3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where:

   (a) his or her candidature has been governed by an approved cotutelle agreement; or

   (b) the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.

(4) A student whose candidature is governed by an approved cotutelle agreement may submit a thesis written in English or in another language.

(5) A student who undertook his or her candidature in a language department school in the Faculty of Arts and Social Sciences may:

   (a) submit a thesis written in English or in the target language determined by the department school; or

   (b) where a department school has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department school, submit a thesis in another language approved by the department school.

(6) Applications to submit a thesis in a language other than English or the target language of a department school must be:

   (a) made by an applicant in writing; and

   (b) considered and determined by the Head of Department and the Dean/Associate Dean (taking into account arrangements for supervision and examination);

   prior to the commencement of candidature.
4.21 Form of thesis for examination

(1) A candidate must submit his or her thesis for examination in the form required by the Academic Board.

(2) The thesis must be accompanied by a certificate from the coordinating supervisor stating whether, in the supervisors’ opinion, the form of presentation of the thesis is satisfactory.

(3) The thesis must also be accompanied by an abstract in the form required by the Academic Board.

(4) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for immediate public use.

4.22 Examination procedures

The procedures for examination of candidates for the degree of Doctor of Philosophy will be prescribed by the Academic Board.

4.23 Aegrotat and posthumous awards

Aegrotat and posthumous awards may be made in circumstances involving serious illness or death.

PART 5 HIGHER DOCTORATES

5.1 Meaning of this Part

(1) In this Part:
   (a) assessment committee means the committee appointed by the Dean in accordance with clause 5.5.
   (b) higher doctorate means any of the following:
      (i) Doctor of Agricultural Economics;
      (ii) Doctor of Dental Science;
      (iii) Doctor of Engineering;
      (iv) Doctor of Laws;
      (v) Doctor of Letters;
      (vi) Doctor of Letters in Education;
      (vii) Doctor of Letters in Social Work;
      (viii) Doctor of Medicine; Medical Science;
      (ix) Doctor of Music;
      (x) Doctor of Science;
(xi) Doctor of Science in Agriculture;
(xii) Doctor of Science in Architecture;
(xiii) Doctor of Science in Economics;
(xiv) Doctor of Veterinary Science.

(c) published work meets the higher doctorate standard if it is generally recognised by scholars in the relevant field of study as a distinguished contribution to knowledge or creative achievement.

5.2 Award of Higher Doctorates

(1) The Academic Board may, on the recommendation of the relevant Faculty Dean, award a higher doctorate for published work that, in the opinion of the examiners:
   (a) constitutes a distinguished contribution to knowledge or creative achievement; and
   (b) is recognised by scholars in the relevant field as constituting a distinguished contribution to knowledge or creative achievement in that field.

(2) Without limiting sub-clause (1), a published work may be regarded as a distinguished contribution to knowledge if:
   (a) it represents a significant advance in knowledge in the relevant field;
   (b) it has caused, or become a major part of, a significant debate among scholars in the relevant field (including in books and journals); or
   (c) it has caused significant changes in the direction of research or in the practice of recognised scholars in the relevant field.

5.3 Eligibility for admission to candidature

(1) Subject to this clause 5.3, to be eligible for admission to candidature for a higher doctorate, an applicant must:
   (a) hold a degree from the University that was conferred five or more years prior to the application date;
   (b) hold a degree from another university or institution that was conferred five or more years prior to the application date; or
   (c) have qualifications that were conferred five or more years prior to the application date and standing that are determined by the Faculty and by the Graduate Studies Committee of the Academic Board to be equivalent to holding a degree from the University; and
   (d) for the Doctor of Dental Science, hold or have completed all the academic requirements for the award of the Bachelor of Dental Surgery;
   (e) for the Doctor of Medicine, hold or have completed all the academic requirements for the Bachelor of Medicine;
   (f) for the Doctor of Music hold or have completed all the academic requirements for:
      (i) the Bachelor of Music; or
(ii) the Bachelor of Arts including a three year sequence of courses in Music;

(g) for the Doctor of Veterinary Science hold or have completed all the academic requirements for the Bachelor of Veterinary Science.

(2) To be eligible for admission to candidature, an applicant who does not meet the requirements of paragraph (1)(a) must:

(a) have been a full-time member of the academic staff of the University for at least three years (or pro-rata part-time); or

(b) be recognised by the Academic Board, on the recommendation of the Dean, to have been involved in the teaching and research of the University to an equivalent level.

(3) To be eligible for admission to candidature, an applicant for a degree referred to in paragraphs 1(d)-(g) who does not meet the requirements of those paragraphs must be recognised by the Faculty Dean and the Chair of the Graduate Studies Committee of Academic Board to have equivalent academic standing.

5.4 Application for admission to candidature

(1) An application for admission to a higher doctorate must:

(a) state the name of the higher doctorate to which the application relates;

(b) specify the applicant’s academic qualifications; and

(c) describe the applicant’s association with the University.

(2) The application must be accompanied by:

(a) a list of the published works that the candidate proposes to submit for examination;

(b) a description of the themes of the published works; and

(c) where there are a large number of publications whose dates range over a period of time and cover a range of subjects, a statement of how these publications are related to one another and to the theme.

5.5 Preliminary assessment of application for admission

(1) The Dean will appoint a committee to consider and determine, in respect of each application for admission, whether:

(a) the applicant is eligible for admission to candidature;

(b) the published work is in a field appropriate to the nominated degree;

(c) the Faculty is competent to examine the published work at the required level; and

(d) whether the applicant should be admitted to candidature.

(2) The committee may not determine that the applicant should be admitted to candidature unless the requirements of each of paragraphs (1)(a)-(c) are met.

(3) If the committee determines that the applicant should be admitted to candidature, the committee will recommend to the Dean that he or she recommends to the Academic Board:
(a) that the applicant be admitted to candidature; and
(b) the appointment of at least three named examiners, of whom at least two will be external examiners.

(4) The assessment committee will comprise:
(a) the Dean;
(b) the Head of Department Postgraduate Coordinator most closely associated with the relevant field of work;
(c) the academic staff member most closely associated with the relevant field of work; and
(d) other persons appointed by the Dean.

5.6 Admission to candidature

The Academic Board may, on the recommendation of the Dean, admit to candidature for a higher doctorate an applicant who meets the requirements for admission in this Part.

5.7 Enrolment

A successful applicant must enrol as a candidate for the higher doctorate in the first enrolment period following receipt of his or her offer of admission.

5.8 Submission of work for examination

(1) The candidate must submit to the Dean five copies of the published work.
(2) The work submitted must include:
   (a) a description of the theme of the published work;
   (b) a record of original research undertaken by the candidate;
   (c) a statement by the candidate of:
      (i) the sources from which the information in the work was derived;
      (ii) the extent to which the work draws on the work of others; and
      (iii) the portion of the work that the candidate claims as original;
(3) if the work submitted contains research that was carried out conjointly, a statement by the candidate of the extent to which the candidate was responsible for the initiation, conduct or direction of the research; and
(4) if the principal publications, as distinct from any supporting papers, incorporate work previously submitted for a degree or diploma at the University or at any other university or institution, a statement by the candidate of those parts of the publications that have previously been submitted.
(5) A candidate for the Doctor of Letters must submit work that includes at least one substantial work.
(6) A candidate for the Doctor of Music may submit one or more major musical works of the candidate's own composition
5.9 Appointment of examiners

(1) The Academic Board will, on the recommendation of the Dean, appoint at least three examiners, of whom at least two will be external examiners.

(2) The Academic Board may appoint examiners in addition to those recommended by the Dean.

5.10 Examination

(1) Each examiner for a candidature must:

(a) examine the published work; and

(b) make a separate report on whether, in the examiner’s opinion, the work meets the requirements for higher doctorates set out in clause 5.2.

(2) The assessment committee will consider the examiners reports, having regard to the requirements of clause 5.2, and recommend to the Dean that:

(a) that the higher doctorate be awarded; or

(b) that the higher doctorate not be awarded.

(3) After considering the recommendation of the assessment committee, the Dean:

(a) will provide to the Academic Board:

(i) the names and qualifications of the examiners; and

(ii) the substance of the examiners’ reports; and

(b) will recommend to the Academic Board that:

(i) the higher doctorate be awarded;

(ii) the higher doctorate not be awarded; or

(iii) the Academic Board appoint a further examiner or examiners.

(4) The Academic Board will determine the result of the examination.

5.11 Lodging the published work

If the Academic Board decides to award a higher doctorate to the candidate, the Faculty must lodge with the University Librarian one electronic or bound copy of the published work in the form required by the Academic Board.

PART 6 HIGHER DEGREE BY RESEARCH THESES

6.1 Meaning of this Part

(1) In this Part:

(a) restricted appendix means a section of a thesis to which public access has been restricted in accordance with clause 6.3.
(b) thesis refers to the complete final thesis, including any corrections or emendations to the satisfaction of the Head of Department Postgraduate Coordinator.

6.2 Lodgement

(1) Subject to this Part, a candidate for a higher degree by research will not be permitted to undertake a program of advanced study and research that is likely to result in the lodgement of a thesis that cannot be made available for public use.

(2) Subject to this Part, all successful candidates for a higher degree must lodge a copy of their final thesis with the University Librarian.

(3) Subject to clause 6.3, 6.5 and 6.6, a thesis lodged with the University Librarian will be made available for use consistently with this Rule and Academic Board policy and procedures.

Note 1: Applicants are required to certify their awareness of this requirement prior to admission to candidature. See paragraphs 2.4(1)(c), 3.4(1)(c) and 4.3(1)(c).

Note 2: Candidates are required to certify their awareness of this requirement at the time their thesis is submitted for examination. See sub-clauses 2.22(4), 3.22(4) and 4.21(4).

(4) Immediately following lodgement, the University Librarian will arrange for a statement of the author’s rights under copyright law to be affixed or appended to the thesis.

6.3 Use of confidential material

(1) If, at any time between application for admission to candidature and the lodgement of the thesis, it appears to the candidate’s supervisors or Head of Department Postgraduate Coordinator that:

(a) successful completion of the candidature will require the use of confidential material; and

(b) the candidate would not be at liberty to fully disclose this confidential material in the thesis;

the matter will be reported as soon as possible to the Faculty Graduate Studies Committee.

(2) The Faculty Graduate Studies Committee may, if it considers it appropriate to do so, recommend to the Chair of the Graduate Studies Committee of the Academic Board that the candidate be granted:

(a) permission to include in an appendix to the thesis any material that is essential to the thesis but which, for a limited period, may not be available for public inspection;

(b) permission to restrict access to the whole thesis for a limited period, with a redacted version of the thesis available for public inspection; or

(c) exemption, in respect of the appendix, from the requirement to give the undertaking prescribed by sub-clauses 2.22(4), 3.22(4) and 4.21(4).

(3) If, after considering the recommendation of the Faculty Graduate Studies Committee, the Chair of the Graduate Studies Committee of the Academic Board
decides to give the permission and exemption referred to in sub-clause (2), the University Librarian will restrict public access to the appendix for a period specified by the Chair of the Graduate Studies Committee of the Academic Board.

(4) Other than in exceptional circumstances, any period of restriction to a restricted appendix will not exceed five years.

6.4 Access to confidential material in a restricted appendix

(1) The University Librarian may grant access by a scholar to a restricted appendix, provided that the scholar:
   (a) demonstrates genuine concern with the material in the appendix; and
   (b) has the written consent of either:
       (i) the author of the thesis; or
       (ii) the Head of DepartmentPostgraduate Coordinator.

(2) The Head of DepartmentPostgraduate Coordinator may not consent to access by a scholar to a restricted appendix unless:
   (a) all reasonable steps have been taken to contact the author; and
   (b) the author cannot be contacted.

6.5 Restricted access to protect intellectual property

(1) Where:
   (a) the subject of an applicant or candidate’s higher degree thesis is work conducted collaboratively with industry; and
   (b) there is a reasonable basis for concern that intellectual property contained in the thesis will be improperly exploited by others;

the Dean may recommend to the Chair of the Graduate Studies Committee of the Academic Board that access to the thesis be restricted for a limited period of time.

(2) After considering the Dean’s recommendation, the Chair of the Graduate Studies Committee may determine that access to the thesis should be restricted for a limited period of time.

(3) Other than in exceptional circumstances, any period of restricted access to the thesis will not exceed 18 months from the date of the award of the degree.

6.6 Restricted access to protect the interests of the author

(1) If, at any time between application for admission to candidature and the lodgement of the thesis, it appears to the candidate that there is a reasonable basis for believing that his or her interests would be at risk if the thesis were made immediately available to the public, the candidate may apply in writing to the Associate Dean for access to the thesis to be restricted for a limited period of time.

(2) The candidate’s application to the Associate Dean should:
   (a) clearly set out the reasons for the application;
(b) clearly state the length of the requested restriction on access; and
(c) include supporting evidence, as appropriate.

(3) If, after considering the candidate’s application, the Associate Dean is satisfied that restricting access to the thesis is necessary to protect the candidate’s interests, the Associate Dean may:

(a) restrict access to the thesis for a period not exceeding six months from the date of the award of the degree; or
(b) recommend to the Chair of the Graduate Studies Committee of the Academic Board that:
   (i) a longer period of restriction; or
   (ii) an extension of an earlier period of restriction;
    be approved.

(4) The Chair of the Graduate Studies Committee may determine to restrict access to the thesis for a limited period of time.

(5) Other than in exceptional circumstances, any period of restricted access to the thesis will not exceed 18 months from the date of the award of the degree.

6.7 Right of examiners to access

(1) Notwithstanding any other clause in this Rule, the thesis and any restricted appendix will be available to the examiners of the thesis, including:

(a) any Faculty committee or board of postgraduate studies; and
(b) any committee of the Academic Board;
for the purposes of examination or re-examination.

PART 7 ENGLISH LANGUAGE REQUIREMENTS

7.1 All applicants whose first language is not English

(1) All applicants whose first language is not English must meet the University’s English language requirements to be eligible for admission to a higher degree by research course.

(2) Subject to this Part, any applicant for admission to a higher degree by research course whose first language is not English, must have:

(a) in the five years prior to their application, successfully completed tertiary studies in which the language of the institution, instruction, examination and assessment was English; or
(b) in the two years prior to their application, successfully completed an appropriate course at the University’s Centre for English Teaching, with results at a standard required for the award course that the applicant is applying for; or
(c) in the two years prior to their application, achieved:
(i) an IELTS overall band score of 6.5 with a minimum of 6.0 in each band; or
(ii) a paper based TOEFL score of 577 plus a Test of Written English (TWE) score of 4.5; or
(iii) an internet based TOEFL (IBT) score of 90 plus a minimum score of 23 for Writing and 22 for Reading, Speaking and Listening; or
(iv) a Pearson Test of English (Academic) (PTE) score of 61; or
(v) a Cambridge English: Advanced (CAE) score of 58.

(3) An applicant for admission to a higher degree by research course in a Faculty that has, with the approval of the Academic Board, set English language requirements above the minimum requirements set out in paragraph (2) must meet the Faculty’s requirements.

7.2 Exemption from English language requirements in certain circumstances

(1) The Dean may, in writing, grant an exemption from the English language requirements for admission to a higher degree by research course if:

   (a) the applicant has an IELTS score and:
      (i) the overall or average band score is no more than 0.5 below the overall or average band score otherwise required by this Rule; and
      (ii) any individual band score is no more than 1.0 below the individual band score otherwise required by this Rule; or
   
   (b) the applicant has a score on another test permitted by this Rule and the applicant's score was no more than a corresponding amount below the score otherwise required by this Rule; and
   
   (c) the Dean is satisfied that the applicant has enough competence in written and spoken English to complete the course successfully.

(2) The Chair of the Graduate Studies Committee of the Academic Board may, in exceptional circumstances, modify the limits prescribed in subparagraph (1)(a) or (b), as they apply in a particular case.

(3) In considering whether an applicant has enough competence in written and spoken English to complete the course successfully, the Dean:

   (a) must take into account any advice of the Head of Department Postgraduate Coordinator; and

   (b) may consider any other relevant matter, including:

      (i) the applicant’s ability to communicate in an academic environment;
      (ii) whether the applicant has been known to the Faculty for at least two years;
      (iii) whether the candidature is to be governed by an approved cotutelle agreement;
      (iv) any appropriate work experience that the applicant has had in an English language environment; and
      (v) any oral discussions between Faculty members and the applicant.
The Dean must record in writing on the student file any grant of exemption from English language requirements, including:

(a) the proof of proficiency in English provided by the applicant; and

(b) the reasons, in accordance with this Policy, that the Dean approved the waiver.

PART 8  UNDERTAKING COURSEWORK UNITS OF STUDY

8.1 Enrolment in and assessment of coursework units of study

A higher degree by research student who is enrolled in a coursework unit of study will be subject to the provisions of Part 12 and Part 14 of the Coursework Policy 2014, including in respect of enrolment and assessment.

PART 9  SPECIAL CONSIDERATION

9.1 Coursework units of study

(1) A higher degree by research student who is enrolled in a coursework unit of study will be subject to the provisions of the Coursework Policy 2014 in respect of special consideration due to illness or misadventure.

9.2 Progress and examination

(1) Special consideration is not available for illness or misadventure in:

(a) the assessment of a student’s progress in a progress review; or

(b) the examination process.

(2) A student required to show cause may request special consideration for illness, misadventure or exceptional circumstances outside of their control.

9.3 Variation of candidature

(1) A student may request special consideration due to illness, misadventure or circumstances outside of their control when seeking to vary candidature, including in respect of requests for:

(a) suspension;

(b) a change from full-time to part-time enrolment (or vice-versa);

(c) extension of the latest date to submit for examination.
PART 10  MISCELLANEOUS

10.1 Rules, resolutions and policies that cease to have effect

(1) The following rules, resolutions and policies, as amended and in force immediately before the commencement of this Rule, cease to have effect to the extent set out in the table below:

(a) University of Sydney (Doctor of Philosophy (PhD)) Rule 2004
(b) University of Sydney (Amendment Act) Rule 2000:
   (i) Part 9: Division 10 and Division 11
   (ii) Part 10: Division 3 and Division 5

NOTES

University of Sydney (Higher Degree by Research) Rule 2011
Date adopted: 21 March 2011
Date commenced: 25 March 2011
Related documents:
   Coursework Policy 2014
   Essential Resource for Postgraduate Students Policy 20122016
   Progress Planning and Review for Higher Degrees by Research Students Policy 2015
   Supervision of Higher Degree by Research Students Policy 2013
   Thesis and Examination of Higher Degree by Research Policy 2015
   Progress Planning and Review for Higher Degree by Research Students Procedures 2015
   Thesis and Examination of Higher Degree by Research Procedures 2015

AMENDMENT HISTORY

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
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<tbody>
<tr>
<td></td>
<td>Commencing</td>
</tr>
<tr>
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<td>9 November 2012</td>
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<td>Addition of concept of research period and consequential amendments</td>
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<td>Addition of requirement for other training during candidature and consequential amendments</td>
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<td>Amendments to requirements for submission of theses</td>
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<td>PART 6</td>
<td>Amendments to provisions for restricted access to theses</td>
</tr>
<tr>
<td>PART 7</td>
<td>Addition of English language requirements</td>
</tr>
<tr>
<td>PART 8</td>
<td>Addition of references to coursework units</td>
</tr>
<tr>
<td>PART 9</td>
<td>Addition of special consideration provisions</td>
</tr>
<tr>
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<td>Addition of miscellaneous section</td>
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<td>Amendments relating to revised organisation design January 2017 – inclusion of University schools; replacement of department with school; removal of College Board</td>
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RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve 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
(2) adopt the amended Policy and Procedures, with effect from 23 October 2017.

EXECUTIVE SUMMARY

There are consequential amendments to the Progress Planning and Review of Higher Degree by Research Students Policy 2015 (Attachment 1) and the Progress Planning and Review of Higher Degree by Research Students Procedures 2015 (Attachment 2) arising from the University of Sydney (Delegations of Authority – Academic Functions) Rule 2016 and organisational design changes that the Graduate Studies Committee is asked to endorse.

BACKGROUND / CONTEXT

The currently registered versions 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 do not align with the delegations in the University of Sydney (Delegations of Authority – Academic Functions) Rule 2016. The proposed amendments in Attachment 1 and Attachment 2 will ensure that roles and responsibilities in the policy and procedures align with the relevant delegations.

ATTACHMENTS

Attachment 1 – Draft amendments to Progress Planning and Review of Higher Degree by Research Students Policy 2015

Attachment 2 – Draft amendments to Progress Planning and Review of Higher Degree by Research Students Procedures 2015
PROGRESS PLANNING AND REVIEW FOR HIGHER DEGREE BY RESEARCH STUDENTS POLICY 2015

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

Dated: 2 December 2015

Last amended: 1 May 2017, commencing 23 May 2017

Signature:

Position: Chair, Academic Board

CONTENTS

Part 1 Preliminary .......................................................................................................... 2
  1 Name of policy ........................................................................................................... 2
  2 Commencement ......................................................................................................... 2
  3 Policy is binding ....................................................................................................... 2
  4 Statement of Intent .................................................................................................. 2
  5 Application ................................................................................................................ 2
  6 Definitions ................................................................................................................ 3

Part 2 Progress planning .............................................................................................. 4
  7 Progress plans .......................................................................................................... 4
  8 Creating progress plans .......................................................................................... 5
  9 Maintaining and varying progress plans .................................................................. 5

Part 3 Progress review .................................................................................................. 6
  10 Progress reviews .................................................................................................... 6
  11 Review Panel .......................................................................................................... 6
  12 Progress review meetings ....................................................................................... 7
  13 Progress review outcomes ..................................................................................... 7
  14 ‘Meets or exceeds objectives’ ................................................................................ 8
  15 ‘Marginal progress’ ............................................................................................... 9
  16 ‘Unsatisfactory progress’ ..................................................................................... 9
  17 Supplementary progress reviews .......................................................................... 10

Part 4 Milestones and activities .................................................................................... 11
  18 Milestones and activities ...................................................................................... 11
  19 Rescissions and replacements .............................................................................. 11
  20 Transitional provisions ......................................................................................... 11

Schedule 1: University milestones and activities ....................................................... 12

Notes ............................................................................................................................. 14

Amendment history ..................................................................................................... 14
PART 1 PRELIMINARY

1 Name of policy

This is the Progress Planning and Review for Higher Degree by Research Students Policy 2015.

2 Commencement

This policy commences on 1 January 2016.

3 Policy is binding

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

4 Statement of intent

(1) The University aspires for all higher degree by research students to have a quality research training experience and to produce research of the highest calibre. This includes the development of skills and knowledge necessary to be a successful researcher in the chosen discipline and the timely completion and successful examination of their research projects and theses.

(2) The University will partner with students to plan their progression throughout their candidature and set clear expectations of satisfactory progress. The University will provide appropriate institutional support and resources, regular reviewing, including a written submission and meeting, and support students to maintain research integrity and quality.

(3) This policy details the elements of the higher degree by research progress planning and review process. It should be read in conjunction with the University of Sydney (Higher Degree by Research) Rule 2011 (‘the Rule’), the Delegations of Authority – Academic Functions, University of Sydney (Delegations of Authority – Academic Functions) Rule 2016 and the Progress Planning and Review for Higher Degree by Research Students Procedures 2015 (‘the Procedures’).

(4) This policy supports the conduct of research training in a safe manner which is conducive to student wellbeing.

5 Application

(1) Except to the extent that a contrary intention is expressed, this policy applies to higher degree by research students, staff and affiliates.

   Note: See clause 20 for transitional provisions.

(2) It is a condition of each student’s admission to candidature that the student complies with his or her obligations under this policy.
6 Definitions

(1) In this policy:

- **activity** means a specific requirement in a student’s candidature that contributes to the completion of a milestone.

- **Associate Dean** means the Associate Dean responsible for overseeing higher degrees by research in the relevant faculty.

- **Dean** means the Dean of the relevant faculty, or Head of School and Dean of the relevant University school.

- **Coordinating supervisor** means the supervisor in a supervisory team who has designated academic delegations and responsibility for administrative requirements.

- **degree** means the relevant higher degree by research.

- **department** means the academic unit responsible for a student’s higher degree by research candidature. It may be called a department, discipline or school within the University.

- **disability support academic plan** means the statement of support and adjustments for educational needs provided for students registered with the Disability Support service of the University.

- **faculty** means a faculty or University school, and refers to the student’s faculty or University school of enrolment.

- **head of department** means the head of the relevant department.

  **Note:** Functions performed by the head of department may be performed by the Head of School, Dean or Associate Dean, in accordance with section 1.4(4) of the Rule, particularly in faculties that are not organised into departments or disciplines.

- **higher degree by research** means a doctorate by research or masters by research, as defined in the Rule.

- **milestone** means a significant event in a student’s candidature that is useful in monitoring and guiding the student’s progress to successful completion. Milestones may comprise a number of activities.

- **postgraduate coordinator** means the postgraduate coordinator for the relevant department, academic staff member with overall responsibility for the planning and coordination of postgraduate research studies within a faculty, school or University School.

- **progress** means the student’s progress against the requirements specified in subclause 13(1).

- **progress plan** means a progress plan developed in accordance with Part 2.

- **progress review** means a progress review conducted in accordance with Part 3.
research period means a research period set by the University and published on its website.

Note: Research periods are published at: http://sydney.edu.au/study/study-dates.html

Review Panel means a panel established to conduct a progress review in accordance with clause 11.

Rule means the University of Sydney (Higher Degree by Research) Rule 2011.

school means the academic unit responsible for a student’s higher degree by research candidature. It may be called a discipline within the University.

student means a person who is currently admitted to candidature in a higher degree by research award course of the University.

supervisor means a person appointed to discharge the responsibilities set out in the Supervision of Higher Degree by Research Students Policy 2013, including research supervisors, coordinating supervisors and auxiliary supervisors.

supplementary progress review means a progress review conducted in accordance with clause 17.

PART 2 PROGRESS PLANNING

7 Progress plans

(1) Students and supervisors must begin progress planning at an early stage in each student’s higher degree by research candidature.

(2) All students must have a progress plan within three months from the date of commencement of candidature, or within six months for part-time students.

(3) The purpose of a progress plan is to align and manage student, University and faculty expectations about what is required to achieve the award of the degree.

(4) A student’s progress plan must include all activities and milestones required to achieve the award of the degree, including:

(a) formulation and approval of research proposal;
(b) formulation and approval of research projects;
(c) thesis development and examination;
(d) research training activities;
(e) coursework requirements;
(f) compliance and risk management activities.

Note: See Part 4 for information on activities and milestones.
8 Creating progress plans

(1) Students are responsible for creating their progress plan, based on current University templates, with the participation and support of their coordinating supervisor.

(2) Progress plans must be:
   (a) endorsed by the student’s coordinating supervisor; and
   (b) approved by the head of department or postgraduate coordinator; and
   (c) for students with disabilities, compliant with the needs identified on the Disability Services Academic Plan.

Note: Progress plan templates are available on the University’s website at: myuni.sydney.edu.au.

9 Maintaining and varying progress plans

(1) Students are responsible for maintaining their progress plan, and for identifying any variations required, with the participation and support of their coordinating supervisor.

(2) Students must review their progress plan, in consultation with their coordinating supervisor, at least twice per year, with at least one review being conducted as part of the student’s preparation for a progress review.

(3) A variation to a progress plan may be required for many reasons, including:
   (a) where a student:
       (i) changes attendance mode;
       (ii) requests a leave of absence or suspends candidature;
       (iii) transfers to another course or program;
       (iv) achieves a milestone;
       (v) fails to achieve or is delayed in achieving a milestone;
       (vi) submits a request for an extension of candidature;
       (vii) has encountered unanticipated barriers to progress; or
   (b) where it becomes clear that the student’s research project needs improvement or is not viable, or

(4) Changes in a student’s health or disability state require different project approaches and support.

(5) Variations to progress plans may be material or non-material.

(6) Material variations are variations that:
   (a) extend the date for achievement of a University, faculty or department milestone by more than three months from the original date;
   (b) require a change to the thesis submission date to:
       (i) a new research period; or
       (ii) a date that is beyond the latest date for submission, as defined in sections 2.20, 3.20 and 4.19 of the Rule;
(c) substantially change the nature of the research.

Note: Sections 2.20, 3.20 and 4.19 of the Rule authorise a Dean or an Associate Dean to permit a student to submit his or her thesis after a period of time greater than the maximum periods specified in that clause.

(7) Material variations to progress plans must be:
   (a) endorsed by the student’s coordinating supervisor; and
   (b) approved by the head of department or postgraduate coordinator.

(8) Students should discuss non-material variations to progress plans with their coordinating supervisor.

PART 3 PROGRESS REVIEW

10 Progress reviews

(1) Progress reviews (including supplementary progress reviews) must be conducted in accordance with this policy and the procedures.

(2) The purpose of a progress review is to:
   (a) assess whether the student has adequate support and resources to complete his or her research project and thesis in accordance with the progress plan;
   (b) assess whether the current supervisory arrangements are satisfactory;
   (c) assess the feasibility of the progress plan; and
   (d) assess and rate the student’s progress.

(3) A copy of the student’s progress plan will be provided to all parties involved in the progress review.

(4) A progress review must be conducted for each student as required by the head of department or postgraduate coordinator and at least once per year.

(5) Students re-enrolling for a period of more than six months as a result of a requirement to revise and resubmit in a previous thesis examination, must participate in a progress review between three and six months from the date of re-enrolment.

(6) Progress reviews should be supported by continuous evaluation of progress and regular meetings between students and supervisors.

11 Review Panel

(1) The head of department or postgraduate coordinator must appoint two or more academic staff members to form a review panel for each student’s review, and nominate one of the panel members to act as chair.

(2) Each Review Panel member must have one or more of:
   (a) relevant disciplinary expertise;
   (b) experience in supervising and managing higher degree by research candidatures; or
   (c) other relevant specialist knowledge.
In appointing members of a Review Panel, the head of department or postgraduate coordinator:

(a) may appoint from outside the department or faculty;
(b) must not appoint any of a student’s supervisors; and
(c) must consider and manage any actual, potential or perceived conflicts of interests.

Note 6: For information on evaluating and managing conflicts of interest, see the External Interests Policy 2010.

12 Progress review meetings

(1) Students must participate in a progress review meeting as required by the head of department or postgraduate coordinator and at least once per year.

(2) Students may be accompanied at the progress review meeting by a support person, such as a colleague, friend, family member or student representative.

(3) Progress review meetings will be conducted by the Review Panel.

(4) The Review Panel:
   (a) may invite any or all of the student’s supervisors to attend part of the progress review meeting;
   (b) must discuss the progress plan, and any required variations to the progress plan, with the student and (when in attendance) his or her supervisors; and
   (d) must provide the student with an opportunity to speak to the Review Panel without any of the student’s supervisors present.

13 Progress review outcomes

(1) The student’s progress will be measured against:

(a) University, faculty, department school and student milestones and activities that are within the student’s control;
(b) action items identified in the student’s previous progress reviews; and
(c) compliance with student responsibilities set out in relevant University policies and procedures.

(2) Students must meet the requirements specified in subclause 13(1) to the required standard or quality.

(3) The progress review ratings are:
   (a) meets or exceeds objectives;
   (b) marginal progress;
   (c) unsatisfactory progress.

(4) The Review Panel must prepare a written report for the head of department or postgraduate coordinator:
   (a) giving its assessment of the feasibility of the progress plan;
   (b) setting out any required variations to the progress plan;
(c) identifying any actions to be taken as a result of the progress review, and who will be responsible for them;
(d) recommending whether a supplementary progress review is required;
(e) indicating, where relevant, whether the student’s scholarship is at risk, and the time frame for any potential termination of scholarship; and
(f) recommending a progress review rating based upon its assessment of the student’s progress.

(5) The Review Panel may prepare a report and recommend a progress review rating in the student’s absence, if:
(a) the student fails to attend the progress review meeting without notice or good cause; or
(b) the student is unable to attend and the Review Panel forms the reasonable view that the progress review meeting can properly be conducted in the student’s absence.

(6) The student will have an opportunity to respond to the Review Panel’s report.

(7) The head of department or postgraduate coordinator must:
(a) determine a progress review rating, taking into account:
   (i) the recommendation of the Review Panel;
   (ii) the student’s response; and
   (iii) any exceptional circumstances related to the candidature and beyond the reasonable control of the student;
(b) specify any actions to be taken as a result of the progress review, including who will be responsible for them and timeframes for their completion;
(c) state whether the proposed supervision arrangements are satisfactory;
(d) determine whether a supplementary progress review is required; and
(e) monitor the implementation of any action items for the department/school, faculty or University identified by the Review Panel. Such items should be completed within three months of the date of the progress review.

14 ‘Meets or exceeds objectives’

(1) A rating of ‘meets or exceeds objectives’ means that the student’s progress since the last progress review, or since commencement of candidature, has been satisfactory or exceeded expectations.

(2) To achieve a rating of ‘meets or exceeds expectations’ the student must:
   (a) have satisfactorily met all requirements (as specified in subclause 13(1)) since the last progress review;
   (b) for a first progress review, have submitted a major piece of writing for similarity checking; and
   (a) be expected to submit the thesis for examination on time, or in a timely fashion, allowing for any previous delays.
15 ‘Marginal progress’

(1) A rating of ‘marginal progress’ indicates that:
   (a) the student has not satisfactorily met all requirements (as specified in subclause 13(1)) since the last progress review;
   (b) there is some risk that the student’s thesis will not be submitted for examination on time, or in a timely fashion, allowing for any previous delays; or
   (c) there has been a finding of inappropriate academic practice, academic dishonesty, research misconduct or a breach of the Research Code of Conduct or Research Data Management Policy.


(2) If a student receives a rating of ‘marginal progress’, the head of department or postgraduate coordinator:
   (a) must specify a set of required actions and due dates; and
   (b) must set a date for a supplementary progress review; and
   (c) may:
      (i) refer the Review Panel’s report to the postgraduate coordinator or Associate Dean; and
      (ii) take such other action as they consider appropriate, consistent with the Rule and this policy.

(3) A rating of ‘marginal progress’ will be considered satisfactory for the purposes of a student’s scholarship, where the terms and conditions of the scholarship are under the University’s control.

(4) A rating of ‘marginal progress’ cannot be used as a trigger for the requirement for a student to show good cause why he or she should be permitted to continue the candidature.

(5) If a student is required to meet a required set of actions and due dates, the coordinating supervisor is responsible for overseeing their completion.

16 ‘Unsatisfactory progress’

(1) A rating of ‘unsatisfactory progress’ indicates that:
   (a) the student has not satisfactorily met all requirements (as specified in subclause 13(1)) since the last progress review; or
   (b) there is a significant risk that the thesis:
      (i) will not be submitted for examination on time, or in a timely fashion, allowing for any previous delays; or
      (ii) will not be completed at all; or
   (c) there has been a finding of inappropriate academic practice, academic dishonesty, research misconduct or a breach of the Research Code of Conduct or Research Data Management Policy.

(2) If a student receives a rating of ‘unsatisfactory progress’, the head of department or postgraduate coordinator:

(a) must, except where the student is asked to show good cause:
   (i) specify a set of required actions and due dates;
   (ii) set a date for a supplementary progress review;
   (iii) refer the Review Panel’s report to the postgraduate coordinator or Associate Dean; and
   (iv) take such other action as they consider appropriate, consistent with the Rule and this policy.

(b) may:
   (i) where relevant, recommend to the University that the student’s research scholarship be terminated;
   (ii) recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.

(3) In determining what action to take in accordance with subclause (2), the head of department or postgraduate coordinator will take into account:

(a) any injury, illness or misadventure experienced by the student that has had an impact on progress since the last progress review;
(b) any difficulties caused by, or fault on the part of, the University; and
(c) any exceptional circumstances related to the candidature and beyond the reasonable control of the student.

(4) If a student receives a rating of ‘unsatisfactory progress’ at two consecutive progress reviews, the head of department or postgraduate coordinator must recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.

(5) If a student must meet a required set of actions and due dates, the coordinating supervisor is responsible for overseeing their completion.

17 Supplementary progress reviews

(1) If the head of department or postgraduate coordinator requires a student to undertake a supplementary progress review, that supplementary progress review:

(a) should take place in one of the scheduled review cycles;
(b) must take place no sooner than two months and no later than six months from the date of the previous review; and
(c) must be conducted in accordance with this policy.

(2) Subject to sub-clause (3), if a student receives a rating of ‘marginal progress’ at a supplementary progress review, clause 15 of this policy will apply.

(3) If after two consecutive supplementary progress reviews the student fails to achieve a rating of ‘meets or exceeds expectations’, the student must receive a
rating of ‘unsatisfactory progress’ for the second supplementary progress review, and clause 16 of this policy will apply.

PART 4  MILESTONES AND ACTIVITIES

18 Milestones and activities

(1) There are three types of milestones and activities:
   (a) University;
   (b) faculty and department school;
   (c) student.

(2) University milestones and activities are:
   (a) set out in Schedule 1 of this policy;
   (b) mandatory (including the items listed in bullet-points); and
   (c) common for all candidates.

(3) Faculty and department school milestones and activities:
   (a) are additional to University milestones and activities;
   (b) are mandatory specialist requirements specific to the faculty or department school;
   (c) are common for all candidates in the faculty or department;
   (d) may include department school specific activities required to achieve University milestones; and
   (e) must be approved by the UE Research Education Committee.

(4) Student milestones and activities are:
   (a) specific to the student’s candidature;
   (b) set in consultation with the student, and endorsed by the coordinating supervisor.

(5) Progress plans must include at least one faculty or department school milestone between the University milestones ‘Confirmation’ and ‘Intent to Submit’.

19 Rescissions and replacements

This document replaces the Progress Review of Higher Degree by Research Students Guidelines, which commenced on 21 August 2014, which is rescinded as from the date of commencement of this document.

20 Transitional provisions

Rescinded
### SCHEDULE 1: UNIVERSITY MILESTONES AND ACTIVITIES

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Time frame</th>
<th>Research Project &amp; Thesis</th>
<th>Research Training</th>
<th>Compliance</th>
<th>Outcome Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary appraisal</td>
<td>6 months</td>
<td>• Review research idea.</td>
<td>• Complete training needs analysis.</td>
<td>• Complete Responsible Research Practice module.</td>
<td>• Have all relevant action items been identified and included in the progress plan?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Draft research plan.</td>
<td>• Schedule relevant training activities.</td>
<td>• Complete induction(s).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Draft data management plan.</td>
<td>• Review communication skills (especially writing).</td>
<td>• Identify any need for ethics approval.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Identify subsequent actions in progress plan.</td>
<td>• Conduct intellectual property review, and consider need for IP agreements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Conduct autonomous sanctions check.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Consider potential for restricted information.</td>
<td></td>
</tr>
<tr>
<td>WHS (Activity, within Preliminary Proposal Milestone)</td>
<td>2 months</td>
<td></td>
<td></td>
<td></td>
<td>• WHS training completed.</td>
</tr>
<tr>
<td>Confirmation</td>
<td>12 months</td>
<td>• Finalise research proposal/plan.</td>
<td>• Ensure student has adequate written English to write thesis, or that measures are</td>
<td>• Confirm ethics plan and commence ethics application process (where relevant).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Finalise data management plan.</td>
<td>in place to assist the student to meet this requirement within a specified timeframe.</td>
<td>• Ensure autonomous sanctions check completed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Conduct resources review, including information technology, hardware, software, space,</td>
<td>• Submit a substantial piece of written work (e.g. proposal or literature review) for</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>funding, supervision.</td>
<td>similarity checking, and discuss outcome with supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milestone</td>
<td>Time frame</td>
<td>Research Project &amp; Thesis</td>
<td>Research Training</td>
<td>Compliance</td>
<td>Outcome Checklist</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| Finalise Research Proposal (Activity, within Confirmation Milestone) | 12 months | • Agree a final research proposal | | | • Is the research proposal feasible?  
• Is the research proposal agreed by all parties? |
| Intent to submit | 3 months from projected submission | • Check thesis draft.  
• Student to provide input on potential examiners. | • Ensure all training activities from training needs analysis are complete. | • Check compliance with ethics approvals, data management plan, IP agreements.  
• Consider whether the thesis contains restricted information. | • Will the thesis be ready for examination?  
• If no, does the progress plan need to be updated and an extension sought? |
| Submit for examination | Submission date | • Coordinating supervisor confirms thesis is in a form suitable for examination.  
• Faculty decides to proceed with examination. | | • Consider whether confidentiality agreements are required for examiners. | • Is the thesis examinable?  
• If yes, have examiners been appointed? |
| Examination | Complete within 4 months of submission | • Determine outcome of examination. | | | • Does the thesis satisfy the requirements for award?  
• If yes, are there any conditions that must be satisfied?  
• If no, can the student revise and resubmit? |
| Award | Within 4 months of award notification | • Complete requirements for award, including emendations.  
• Lodge final version of thesis. | • Comply with data management plan.  
• Comply with any ethics approval and protocol. | | • Can the degree be conferred? |
| Confer degree | | | | | |
NOTES
Progress Planning and Review for Higher Degree by Research Students Policy 2016

Date adopted: 2 December 2015
Date registered: 11 December 2015
Date commenced: 1 January 2016
Date amended: 17 August 2016, commencing 19 September 2016
27 October 2016 (administrative amendment only)
1 May 2017, commencing 23 May 2017

Administrator: Director, Graduate Research
Review date: 1 January 2021

Rescinded documents:
Progress Review of Higher Degree by Research Students Guidelines

Related documents:
University of Sydney (Higher Degree by Research) Rule 2011
Essential Resources for Postgraduate Research Students Policy 2016
Research Data Management Policy 2014
Research Data Management Procedures 2015
Supervision of Higher Degree by Research Students Policy 2013
Thesis and Examination of Higher Degree by Research Policy 2015
Thesis and Examination of Higher Degree by Research Procedures 2015
Academic Honesty Procedures 2016

AMENDMENT HISTORY

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
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</thead>
<tbody>
<tr>
<td>15(1)(c), 16(1)(c)</td>
<td>Subclause and note added</td>
<td>19 September 2016</td>
</tr>
<tr>
<td>Provision</td>
<td>Amendment</td>
<td>Commencing</td>
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<tr>
<td>-----------</td>
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<tr>
<td>15(2)(c)(ii), 16(2)(a)(iv)</td>
<td>Minor amendment</td>
<td>19 September 2016</td>
</tr>
<tr>
<td>Notes</td>
<td>Change to Administrator of document</td>
<td>19 September 2016</td>
</tr>
<tr>
<td>9(5)(b)(2) and related Note</td>
<td>Addition of other relevant clause references (administrative amendment)</td>
<td>19 September 2016</td>
</tr>
<tr>
<td>18(3)(e)</td>
<td>References to Senior Executive Group Research Training Committee changed to University Executive Research Education Committee</td>
<td>27 October 2016</td>
</tr>
<tr>
<td>Various</td>
<td>Hyperlinks to policy documents added</td>
<td>27 October 2016</td>
</tr>
<tr>
<td>4(3)</td>
<td>New clause referencing health, safety and wellbeing</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>5(3)</td>
<td>Definitions updated (administrative amendments)</td>
<td>23 May 2017</td>
</tr>
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<td>7(2)</td>
<td>Note deleted</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>8(2)</td>
<td>Insertion of new clause at (c) referencing disability action plan</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>9(4)</td>
<td>Wording changed to reference disability and health</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>9(6)</td>
<td>Terminology change (administrative amendment)</td>
<td>23 May 2017</td>
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<tr>
<td>14(2)</td>
<td>New clause added at (b) specifying similarity checking of an item of student written work</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>20</td>
<td>Rescinded</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>Schedule 1</td>
<td>Insertion of new requirement for confirmation by 12 months of candidature</td>
<td>23 May 2017</td>
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</table>

Amendments to align with *University of Sydney (Delegations of Authority – Academic Functions) Rule 2016*
<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
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</thead>
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<tr>
<td>16(3); 16(4); 17(1)</td>
<td>Amendments to align with organisational design changes</td>
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<tr>
<td>6; 9(5)(a); 13(10)(a); 13(7)(e); 18(1); 18(3); 18(3)(b)-(d); 13(5)</td>
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</tr>
</tbody>
</table>
1 Purpose and application

(1) These procedures are to give effect to the Progress Planning and Review for Higher Degree by Research Students Policy ("the policy").

(2) Except to the extent that a contrary intention is expressed, these procedures apply to higher degree by research students, staff and affiliates.

2 Commencement

These procedures commence on 1 January 2016.

3 Interpretation

(1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

4 Progress plan management

(1) All students must submit:

(a) their approved progress plan:

(i) within six months from the date of commencement of their candidature;

(ii) within one month from the date of re-enrolment, where re-enrolling as a result of a requirement to revise and resubmit in a previous thesis examination; and

(b) any material variations to their approved progress plan, within one month from the date of the variation.

(2) Progress plans must be stored on the student file.
5 Progress reviews

(1) Prior to each progress review, students must:
   (a) ensure that their progress plan is up to date;
   (b) complete all scheduled compliance activities, including work health and
   safety and research integrity requirements;

   (c) comply with the requirement for a research data management plan; and

   Note: See Research Data Management Policy 2014, Research Data Management Procedures 2015,
   and any faculty local provisions relating to research data management.
   (d) provide a written submission in a form determined by the University ("the
   progress review form").

(2) Students must provide their progress review form no less than 10 working days
prior to the progress review meeting.

(3) Coordinating supervisors must comment on the progress review form no less than
five working days prior to the progress review meeting.

(4) In their progress review form, students should:
   (a) describe their progress, with reference to milestones and any action items,
   since their last progress review;
   (b) describe milestones for the period up to the next progress review or
   completion of candidature;
   (c) assess the effectiveness of their supervisory arrangements;
   (d) identify whether they require any additional training or development;
   (e) outline any challenges to progress, including any technical, academic,
   infrastructure or resourcing difficulties; and
   (f) detail any issues that have adversely impacted on progress.

(5) During the progress review, Review Panel members, students and supervisors will
consider:
   (a) the student’s current and, where relevant, previous progress review forms;
   (b) where relevant, the written record of the outcome of the student’s last
   progress review; and
   (c) any other relevant information provided by the student.

6 Progress review meetings

(1) Where possible, progress review meetings will be conducted in person.

(2) Where a student is unable to attend a meeting in person, the Review Panel will
make reasonable arrangements to facilitate the student’s participation, including:
   (a) video conferencing or telephone;
   (b) rescheduling the meeting to a date within 10 working days of the original
   date for the meeting, or within such reasonable extended time as the Chair
   of the Review Panel approves, in his or her absolute discretion.
(3) The Review Panel will prepare its written report to the head of department or postgraduate coordinator within:
   (a) five working days from the date of the meeting; or
   (b) where the student is unable to attend the meeting, five working days from the original date for the meeting; or
   (c) such extended time as the head of department or postgraduate coordinator approves.

Note: The Review Panel may prepare a report and recommend a progress review rating in the student’s absence, in certain circumstances. See clause 13(5) of the policy.

(4) Progress review interview discussions should be constructive, and aimed at identifying pathways to successful completion of candidature.

(5) The Chair of the Review Panel may suspend a progress review meeting where he or she forms the view that:
   (a) an issue or concern raised during the meeting should be referred to another University process; and
   (b) it would be inappropriate to rate the student’s progress until the issue or concern has been addressed.

Note: Students are encouraged to take the initiative in raising problems or difficulties and seeking solutions to them as soon as possible. Problems may be raised during the progress review process or at any other time. See paragraph 15(6)(a) of the Supervision of Higher Degree by Research Students Policy 2013.

7 Progress review outcomes

(1) Students will have ten working days from receipt of the Review Panel’s report to:
   (a) respond to the report;
   (b) raise any issues concerning the conduct of the progress review meeting.

(2) Taking into account the Review Panel’s report and any response from the student, the head of department or postgraduate coordinator will prepare a written record of the outcome of a progress review:
   (a) stating the progress review rating;
   (b) specifying any actions to be taken as a result of the progress review, including who will be responsible for them and timeframes for their completion;
   (c) stating whether the proposed supervision arrangements are satisfactory and, where appropriate, advising the student on any recommended changes;
   (d) stating whether a supplementary review is required and, if so, the date of the supplementary progress review; and
   (e) listing any action items for the department/school, faculty, University school or University, to be completed within three months of the date of the progress review.

(3) The final progress review report must be:
   (a) made available to the student and the supervisors; and
   (b) stored on the student file.
Note: See University Recordkeeping Policy and Recordkeeping Manual.

8 Suspension of candidature

(1) Students may, but are not required to, maintain and vary their progress plan during periods of suspension.

(2) Students returning from a suspension of candidature are required to review their progress plan within one month of return.
NOTES

Progress Planning and Review for Higher Degree by Research Students Procedures 2015

Date adopted: 2 December 2015
Date registered:
Date commenced: 1 January 2016
Date amended:
Administrator: Deputy Vice-Chancellor (Education)
Review date: 1 January 2021

Related documents:

University of Sydney (Higher Degree by Research) Rule 2011
Progress Planning and Review for Higher Degree by Research Students Policy 2015
Essential Resources for Postgraduate Research Students Policy 2012-2016
Supervision of Higher Degree by Research Students Policy 2013
Thesis and Examination of Higher Degree by Research Policy 2015
Thesis and Examination of Higher Degree by Research Procedures 2015

AMENDMENT HISTORY

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
</tr>
</thead>
<tbody>
<tr>
<td>6(3); 6(3)(c); 7(2)</td>
<td>Consequential amendments arising from University of Sydney (Delegations of Authority – Academic Functions) Rule 2016</td>
<td></td>
</tr>
<tr>
<td>7(2)(e)</td>
<td>Consequential amendments arising from organisational design changes</td>
<td></td>
</tr>
<tr>
<td>Related documents</td>
<td>Amend date of Essential Resources for Postgraduate Research Students Policy from 2012 to 2016</td>
<td></td>
</tr>
</tbody>
</table>
Non-Confidential

<table>
<thead>
<tr>
<th>Author</th>
<th>Hugh O'Dwyer, Policy and Project Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>A/Prof Ross Coleman, Director, Graduate Research</td>
</tr>
<tr>
<td>Paper title</td>
<td>Amendments to the <em>Supervision of Higher Degree by Research Students Policy 2013</em></td>
</tr>
<tr>
<td>Purpose</td>
<td>To seek the Graduate Studies Committee’s recommendation that the Academic Board endorse the amendments to the Supervision of Higher Degree by Research Students Policy 2013.</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

That the Graduate Studies Committee recommend that the Academic Board:

1. approve the amendment of the *Supervision of Higher Degree by Research Students Policy 2013*, as presented; and
2. adopt the amended Policy, with effect from 23 October 2017.

**EXECUTIVE SUMMARY**

There are consequential amendments to the *Supervision of Higher Degree by Research Students Policy 2013* ([Attachment 1](#)) arising from the *University of Sydney (Delegations of Authority – Academic Functions) Rule 2016* and organisational design changes that the Graduate Studies Committee is asked to endorse.

**BACKGROUND / CONTEXT**

The currently registered iteration of the *Supervision of Higher Degree by Research Students Policy 2013* does not align with the delegations in the *University of Sydney (Delegations of Authority – Academic Functions) Rule 2016*. The proposed amendments in [Attachment 1](#) will ensure that roles and responsibilities in the policy align with the relevant delegations.

**ATTACHMENTS**

[Attachment 1](#) – Draft amendments to Supervision of Higher Degree by Research Students Policy 2013
SUPERVISION OF HIGHER DEGREE BY RESEARCH STUDENTS POLICY 2013

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

Dated: 22 February 2013

Last amended: 5 June 2017 (administrative amendment only)

Signature: Chair, Academic Board

CONTENTS

1 Name of policy ....................................................................................................................... 1
2 Commencement .................................................................................................................... 1
3 Policy is binding .................................................................................................................. 1
4 Statement of intent .............................................................................................................. 2
5 Application .......................................................................................................................... 2
6 Definitions and interpretation ............................................................................................. 2
7 Principles of supervision ...................................................................................................... 5
8 Supervisors .......................................................................................................................... 6
9 Supervisory teams ............................................................................................................... 7
10 Supervisor development ...................................................................................................... 8
11 Supervisor eligibility .......................................................................................................... 8
12 The Supervisor Register .................................................................................................... 9
13 Supervisor workload .......................................................................................................... 10
14 Responsibilities of supervisors ........................................................................................ 11
15 Responsibilities of students .............................................................................................. 17
16 Responsibilities of departments ........................................................................................ 20
17 Responsibilities of faculties .............................................................................................. 21
18 Responsibilities of the University ..................................................................................... 22
19 Rescissions ......................................................................................................................... 22

1 Name of policy

This is the Supervision of Higher Degree by Research Students Policy 2013.

2 Commencement

This policy commences on 22 February 2013.

3 Policy is binding

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

This policy:

(a) ensures that higher degree by research students are supported to produce research of the highest national and international quality;
(b) enables students involved in a higher degree by research to be part of an intellectually stimulating academic environment and receive effective supervision during their studies;
(c) provides for a positive and proactive approach to research supervision; and
(d) requires provision of foundational guidance, support, recognition, development and leadership opportunities for supervisors; and
(e) supports the conduct of research training in a safe manner which is conducive to student wellbeing.

5 Application

This policy applies to:

(a) staff, students and affiliates; and
(b) any formal research supervision program provided to students in either of the following degrees:
   (i) Doctorate by research; or
   (ii) Master’s by research.

6 Definitions and interpretation

(1) In this policy:

academic dishonesty means seeking to obtain or obtaining academic advantage (including in the assessment or publication of work) by dishonest or unfair means or knowingly assisting another to do so.

Note: See also Academic Honesty in Coursework Policy 2015

affiliate has the meaning provided in the Code of Conduct – Staff and Affiliates, which at the date of this policy is:
clinical title holders; adjunct, conjoint and honorary appointees; consultants and contractors to the University; holders of offices in University entities, members of Boards of University Foundations, members of University Committees; and any other persons appointed or engaged by the University to perform duties or functions on its behalf.

AQF means the Australian Qualifications Framework (http://www.aqf.edu.au/)

associate dean means the associate dean with authority for overseeing higher degrees by research in the relevant faculty.
auxiliary supervisor has the meaning provided in clause 8 of this policy.

candidature means the period commencing when a person accepts the University's offer of admission to an award course, in accordance with University and government requirements as amended from time to time, and ending when the degree is conferred or the candidature otherwise ceases.

co-ordinating supervisor means the research supervisor in a supervisory team who has designated academic delegations and responsibility for administrative requirements.

co-supervision means the situation where two or more research supervisors are appointed to supervise a student.

dean means the dean of the relevant faculty or the Head of School and Dean of the relevant University school.

delegate means a person authorised by the Senate to act on behalf of the University in specified situations, as provided in the University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016 or the University of Sydney (Delegations of Authority – Academic Functions) Rule 2016.

department means the academic unit responsible for a student's higher degree by research candidature. It may be called department, discipline or school within the University.

doctorate by research has the meaning provided in the University of Sydney (Higher Degree by Research) Rule 2011 (as amended) which at the date of this policy is:

a degree with the word ‘Doctor’ in the title comprising a minimum of two-thirds research that is approved by the Academic Board.

Note: The Academic Board will not approve a Doctorate by research unless it complies with the Australian Qualifications Framework at AQF level 10.

Educational Innovation means the Educational Innovation unit within the Deputy Vice-Chancellor (Education) portfolio.

ESOS National Code means the standards governing the protection of overseas students and the delivery of courses to such students, established under the Education Services for Overseas Students (ESOS) Act 2000 (Cth).

faculty means a faculty or University school, and refers to the student’s faculty or University school of enrolment.

Graduate Studies Committee means the Graduate Studies Committee of the Academic Board.
head of department or head of school means the head of the relevant department.

Note: Functions performed by the head of department may be performed by the head of school, dean or associate dean, in accordance with paragraph 1.02(5) of the University of Sydney (Higher Degree by Research) Rule 2011, particularly in faculties that are not organized into departments or disciplines.

HDR Administrative Centre means the Higher Degree by Research Administrative Centre within the Deputy Vice-Chancellor (Registrar) portfolio.

international student advisers means staff within the International Student Office who provide support to international students on issues related to student visa, scholarship and general academic progression.

master’s by research has the meaning provided in the University of Sydney (Higher Degree by Research Rule) 2011 (as amended) which at the date of this policy is:

a degree with the word ‘Master’ in the title comprising a minimum of two thirds research that is approved by the Academic Board.

Note: The Academic Board will not approve a Master’s by research unless it complies with the Australian Qualifications Framework at AQF Level 9.

plagiarism means presenting another person’s work as one’s own work by presenting, copying or reproducing it without appropriate acknowledgement of the source. Plagiarism is a form of academic dishonesty.

Note: See also Academic Honesty in Coursework Policy 2015

postgraduate coordinator means the postgraduate coordinator for the relevant department, academic staff member with overall responsibility for the planning and coordination of postgraduate research students within a faculty, University school or school.

probationary period has the meaning as described in clauses 2.05, 3.05, and 4.04 of the University of Sydney (Higher Degree by Research) Rule 2011.

progress review means a progress review conducted in accordance with Part 3 of the Progress Planning and Review for Higher Degree by Research Students Policy 2015.

research supervisor has the meaning provided in clause 8 of this policy.

school means the academic unit responsible for a student’s higher degree by research candidature.

student means a person who is currently admitted to candidature in an award course at the University.
supervisor means, in relation to a higher degree by research student, a person appointed to discharge the responsibilities set out in clause 14 of this policy. For the purpose of this policy, the generic term supervisor(s) will be used to include research supervisors, co-ordinating supervisors, and auxiliary supervisors.

Supervisor Register means the University-wide register of individuals approved as supervisors for higher degree by research students, established under clause 13 of this policy.

supervisory team means a group team of supervisors appointed to supervise a student in accordance with the provisions of clause 13 of this policy.

7 Principles of supervision

(1) Roles and responsibilities

(a) Higher degree by research students are ultimately responsible for their own work.

(b) Supervisors are responsible for offering tailored guidance and constructive feedback.

(c) Supervisors and students must discuss their respective roles, and the expectations and requirements of the degree. They must reach a common understanding of:

(i) key project aims;

(ii) key milestones;

(iii) proposed timetable; and

(iv) methods of working together,

and must revisit these regularly to ensure that the project stays on track.

(2) Quality of relationships

(a) Supervisors and students must establish and maintain clear communication, which means actively clarifying any misunderstandings or divergent expectations as they arise.

(b) Giving and receiving critical feedback, and learning how to use it effectively, are integral aspects of the research process. Supervisors and students should undertake these activities with a spirit of goodwill and a common focus on producing quality learning as well as quality work.

(c) Supervisors should be responsive to students’ changing needs at different stages of the degree.

(3) Diversity

(a) Supervisors and students must treat each other fairly and reasonably and should respect the social and intellectual diversity of the University community.

(b) Supervisors and students must not engage in, or tolerate, harassment and discrimination.

Note See also: Code of Conduct – Staff and Affiliates:
Code of Conduct for Students
Bullying, Harassment and Discrimination Prevention Policy 2015.

(c) Supervisors and students must recognise that every supervisory relationship is unique and will reflect the particular needs, preferences and work styles of those involved.

(d) Supervisors and students must recognise that intellectual and practical input from other supervisors is necessary and desirable, and is to be encouraged.

(e) Supervisors and students must exercise professional discretion in their relationship, maintaining confidentiality where appropriate.

(4) Life-long learning

(a) Students are encouraged to take part in opportunities at the University to develop skills and knowledge that complement their research.

(b) The University recognises its responsibility to foster research communities that welcome and engage research students as active participants.

Note: See also Learning and Teaching Policy 2015

8 Supervisors

(1) All supervisors must be current staff or affiliates of the University and will be categorised as either:

(a) research supervisors; or

(b) auxiliary supervisors.

(2) Supervisors may come from the same faculty or department as the one in which the student is enrolled or from different faculties or departments as appropriate to the research project.

(3) Supervisors are appointed to a particular candidature by the relevant head of departmentpostgraduate coordinator.

(4) Research supervisors:

(a) have the primary responsibility for the conduct of the candidature in accordance with guidelines determined by the Academic Board;

(b) are responsible for monitoring the provision of appropriate support, resources, information and guidance to the student; and

(c) are responsible for reporting the progress of the candidature to the relevant head of department and the relevant dean or associate dean.

(5) Auxiliary supervisors are appointed to assist in the supervision of the candidature.

(6) The practice of auxiliary supervision is flexible to allow for a variety of models as may be appropriate for individual candidatures. Appropriate models include:

(a) a person with considerable experience as a research supervisor serving as an advisor or mentor to a research supervisor who is new to that role;

(b) a person with the appropriate knowledge required for part of the student’s candidature;

(c) a person whose links with industry enable a student to have access to specialised equipment and facilities; or
9 Supervisory teams

(1) All higher degree by research students will be supervised by a supervisory team consisting of at least two supervisors, of whom at least one will be a research supervisor.

(2) The relevant head of department/postgraduate coordinator must determine appropriate supervisory arrangements for each student based on skills, experience, workload, projected availability of staff and other requirements appropriate to the candidate, degree and research project.

(3) The head of department/postgraduate coordinator may review and change supervisory arrangements as required throughout the course of the candidature.

(4) Supervisory teams must include at least one member of the academic staff with the requisite skills, knowledge and experience for supervision of the particular student.

(5) Each individual member of a supervisory team must:
   (a) be eligible to supervise higher degree by research students;
   (b) be familiar with the University’s policies, procedures and resources, and applicable faculty requirements.

(6) Together the team must:
   (a) have content expertise in the area of the student’s research;
   (b) be structured in such a way that no individual supervisor is a research supervisor for more than 5 full time candidates except as permitted according to Clause 13 of this policy; and
   (c) be able to provide continuous supervision for the likely duration of the student’s candidature, allowing for changes in any individual supervisor’s availability.

(7) One research supervisor in the team must be nominated as the co-ordinating supervisor.
   (a) The co-ordinating supervisor is responsible for:
      (i) meeting administrative requirements; and
      (ii) reporting the aggregated views of team members to the head of department/postgraduate coordinator or dean or associate dean.
   (b) An auxiliary supervisor may not act as co-ordinating supervisor except when appointed in the temporary absence of a research supervisor as set out in clause 14(10)(c) of this policy.

(8) Supervision of higher degree by research students must follow one of the models specified below.

(9) Default model of supervision
   (a) For an individual student the relevant head of department or postgraduate coordinator will appoint:
      (i) one research supervisor; and
      (ii) one auxiliary supervisor.
   (b) The research supervisor will be the co-ordinating supervisor.
Co-supervision model

(a) The relevant head of department or postgraduate coordinator will appoint two research supervisors to supervise an individual student, each of whom will have equal responsibility for the candidature.

(b) The relevant head of department or postgraduate coordinator will designate one research supervisor to be the co-ordinating supervisor. Where a student is being supervised by supervisors from different faculties, the coordinating supervisor will normally be from the faculty in which the student is enrolled.

(c) The academic workload for each supervisor will be determined by the dean or associate dean of the supervisors’ faculties.

Supervisory panel model

(a) The relevant head of department or postgraduate coordinator may decide that any individual candidature requires the appointment of a supervisory panel of more than two supervisors.

(b) Such panels will consist of a mix of research and auxiliary supervisors, according to the requirements of individual candidatures.

(c) The relevant head of department or postgraduate coordinator will nominate one research supervisor as co-ordinating supervisor. Where a student is being supervised by supervisors from different faculties, this will normally be a research supervisor from the faculty in which the student is enrolled.

(d) The academic workload for each supervisor will be determined by the dean or associate dean of the supervisors’ faculties.

10 Supervisor development

(1) All academic staff with supervisory responsibilities must undertake development activities relating to the supervision of higher degree by research students. This may involve taking part in formal and informal opportunities for exchanging expertise on research supervision, research learning and research processes - whether at a department, faculty, division or University-wide level.

(2) Academic staff new to supervision should undertake University staff development programs for research supervision.

(3) If a potential supervisor has already undertaken an equivalent course or has substantial suitable experience in supervising students to completion, the relevant dean or associate dean may exempt them from taking the Educational Innovation course. However, it is strongly recommended that such staff participate in the Educational Innovation development course or other workshops to ensure familiarity with current supervisory practices and expectations.

11 Supervisor eligibility

(1) Subject to clause 10(2) above, to be eligible to be approved as a supervisor, a person will:

(a) be a member of the academic staff at Level B or above; or

(b) have a current affiliation with the University approved by the relevant faculty or departmentschool; and
(c) have participated in ongoing and appropriate development activities including but not limited to:
   (i) the Foundations of Research Supervision course run by Educational Innovation; or
   (ii) other relevant workshops and programs; or
   (iii) demonstrated experience at supervising at another university; and

(d) be research active; and

Note: Standards for research activity are set by each faculty and are available through Career Path.

See also: Performance Planning and Development Policy 2012; Academic Planning and Development Guidelines

(e) be qualified to undertake research supervision appropriate to the discipline by:
   (i) holding a qualification at AQF Level 10; or
   (ii) having equivalent professional or research experience.

Note: This may include a higher doctorate other than a PhD; a research Masters plus experience in research and research training supervision; or a significant publishing record in peer-reviewed journals. See TEQSA Higher Education Standards panel on technical amendments to Provider Course Accreditation Standards.

12 The Supervisor Register

(1) The HDR Administrative Centre will maintain a register of all individuals approved as supervisors for higher degree by research students.

(2) The register will distinguish between those people who are approved to act as:
   (a) research or auxiliary supervisors; and
   (b) auxiliary supervisors only.

(3) Academic staff at Level B or above who have completed the Foundations of Research Supervision course run by Educational Innovation will automatically be approved and registered as a research supervisor.

(4) Affiliates and academic staff below Level B who have completed the Foundations of Research Supervision course run by Educational Innovation will automatically be approved and registered as an auxiliary supervisor.

(5) Academic staff and affiliates who have not completed the Foundations of Research Supervision course run by Educational Innovation require approval for registration from the dean or associate dean of the relevant faculty.

(6) Routine deregistration
   (a) A person will be routinely removed from the Supervisor Register when that person:
      (i) is no longer actively affiliated with the University;
      (ii) no longer meets the supervision criteria as specified in clause 11 of this policy; or
(iii) has not supervised an enrolled student for a period of three continuous years.

(7) **Performance related deregistration**

(a) The relevant dean or associate dean must request removal of an approved supervisor from the Supervisor Register when that person is identified in their academic performance and development review as failing to perform their duties to a satisfactory standard.

Note: See *Performance Planning and Development Policy 2012* and *Academic Planning and Development Guidelines*.

(b) The relevant dean or associate dean must notify any person who is deregistered on this basis, in writing.

(c) The relevant dean, associate dean or academic advisor may recommend suitable development activities for such people.

(8) **Misconduct related deregistration**

(a) When a person is found to have committed research misconduct or other professional misconduct, the Provost, in consultation with the relevant delegate (or their designated nominee) responsible for managing the misconduct proceedings and the dean of the relevant faculty, may request removal of the person from the Supervisor Register.

(b) The Provost must notify any person who is deregistered on this basis, in writing.


(9) **Appeals against deregistration**

(a) A person may appeal against routine deregistration to the HDR Administrative Centre.

(b) A person may appeal against performance related deregistration to the relevant dean or associate dean.

(10) **Reactivating registration**

(a) The relevant dean or associate dean may request the re-registration of supervisors who have been previously deregistered.

(11) **Reporting**

(a) The HDR Administrative Centre will report annually to the Graduate Studies Committee of the Academic Board on issues relating to the Supervisor Register.

(b) Reports must include a summary of actions taken and any recommendations relating to operation of the Supervisor Register.

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**13 Supervisor workload**

(1) A research supervisor will not normally supervise more than 5 full-time equivalent postgraduate research students at one time, or pro rata for a supervisor employed on a fractional basis.

(2) A research supervisor may only exceed the normal load with approval from the relevant associate dean, which may only be provided after consideration of a
recommendation, including reasons, from the relevant head of department or postgraduate coordinator.

(3) The relevant associate dean must report all such approvals to the HDR Administrative Centre as soon as possible after they are given.

(4) The associate dean may assign a student to an auxiliary supervisor if the associate dean is satisfied that the auxiliary supervisor can provide the necessary skills and expertise, without compromising their existing students’ candidatures. Academic workload should also be taken into consideration.

Note: See the Enterprise Agreement 2013–2017, Section G.

14 Responsibilities of supervisors

(1) Unless otherwise specified, the responsibilities described in this clause apply equally to each supervisor of a student.

(2) Where the supervisory team contains more than one research supervisor, each research supervisor must fulfil all of the responsibilities of research supervisors described in this clause.

(3) Supervisors must maintain a professional relationship with their students, other supervisors and other University staff.

(4) The supervisor’s primary role is to provide academic support and guidance throughout a candidature with the objective of enabling the student to achieve a high standard of research activity and output.

(5) In agreeing to registration on the Supervisor Register, the supervisor accepts the responsibilities set out in this clause.

(6) Selection of student and or project

(a) The research supervisor will consider a prospective student’s relevant research background, interests and abilities to complete a proposed research project, and decide whether the proposed topic is manageable. If the supervisor is not confident at the application stage that the research proposal is likely to be manageable and consistent with the aims of the doctoral degree, they must raise their concerns with the head of department postgraduate coordinator.

(b) The supervisor will ensure that they have the ability, capacity and related research interest in the project to carry out the supervision. If a supervisor has any doubts about their capacity to supervise a student for any reason, they must raise their concerns with the head of department postgraduate coordinator.

(7) Conflicts of interests

(a) Where the supervisor becomes aware of an actual, potential or perceived conflict of interests in relation to a particular project or student, the supervisor must immediately declare the conflict of interests in accordance with the External Interests Policy 2010.

(b) The head of department postgraduate coordinator may vary the supervisory arrangements as a result of a conflict of interests declaration.

(8) At the commencement of the candidature

(a) The research supervisor will:
(i) notify the student about orientation and induction events run by the University, faculty or department/school;

(ii) ensure that the student participates in induction programs and workshops as directed by the faculty or department/school;

(iii) ensure that the student participates in programs and workshops in accordance with University, faculty or departmental school work health and safety requirements.

(b) The research supervisor must be aware of the attributes qualities that the University expects its graduates to have and, in consultation with the student, prepare a plan for future skill acquisition as the student proceeds through their degree program.

Note: See Learning and Teaching Policy 2015

(c) The research supervisor is responsible for identifying, with the student, the most appropriate data-gathering and analysing techniques.

(d) All supervisors must familiarise themselves with the Essential Resources for Higher Degree by Research Students Policy 2016, and use it to inform their discussions with the student and the department/school about the resources that may be available to support each particular candidature.

(e) The research supervisor is responsible for ensuring that the facilities which are identified as necessary for the project to succeed are available.

(f) If the research supervisor is not confident that the required facilities are or will be available they must raise this with the head of department, postgraduate coordinator or faculty.

(g) The research supervisor may be expected to help their student develop a research budget, and advise them on how to acquire information about relevant research funding schemes.

(9) During the candidature: supervisory teams and relationships

(a) The composition of a supervisory team will depend on faculty arrangements, the interdisciplinary nature of the research project, or other criteria as determined by the faculty, project, and as appropriate to the project, the candidate and the degree.

Note: See clause 9 of this policy for models for supervisory teams.

(b) The head of department/postgraduate coordinator must approve all supervisory arrangements.

(c) Members of a supervisory team should clarify the responsibilities of each person in the team, and coordinate advice and guidance appropriately. The research supervisor, or where there is more than one research supervisor, the co-ordinating supervisor, is responsible for advising the student of these arrangements.

(d) All supervisors must:

(i) build and maintain supervisory relationships with their students;

(ii) clarify with their students what is expected of each other within this relationship;

(iii) establish agreed methods of working with their students; and

(iv) fulfil their side of any agreement.
(e) The research supervisor should be available to meet with their student at least once per fortnight during the probationary period.

(f) After the completion of the probationary period, the research supervisor and their student are jointly responsible for negotiating ongoing and appropriate contact arrangements. This may include face to face or electronic forms of communication.

(g) Supervisory arrangements should be adapted according to the nature of the candidature (full-time or part-time) and make due allowance for approved absences by the student.

(h) If it is not possible for the supervisor and student to meet regularly, then the head of department/postgraduate coordinator should be consulted by either the student or the supervisor regarding appropriate alternative arrangements.

(i) The auxiliary supervisor should negotiate ongoing and appropriate contact arrangements with their student.

(j) Where a change in research direction occurs, appropriate supervisory arrangements should be negotiated by the student, supervisor, and head of department/postgraduate coordinator as required. Changes in supervision as a result of these negotiations must be approved by the head of department/postgraduate coordinator.

(10) **During the candidature: administrative requirements**

(a) The research supervisor must identify applicable degree and other administrative requirements and advise the student as necessary, although the student is responsible for ensuring that these requirements are met. This includes but is not limited to planned leave or time away, re-enrolment, and progress reviews.

(b) Where there are two supervisors with equal responsibility for the candidature, the co-ordinating supervisor is responsible for ensuring that all administrative requirements are met. This includes but is not limited to: re-enrolment advice, progress review reporting, and leave arrangements.

(11) **During the candidature: absence of supervisor**

(a) Supervision must be provided for the duration of a candidature. It is not acceptable for a student to have their candidature disrupted by supervisor absence.

(b) The research supervisor who is intending an absence of one month or more must ensure that the head of department/postgraduate coordinator is informed so that appropriate alternative supervisory arrangements should be put in place.

(c) Alternate supervisory arrangements may comprise remote supervision (e.g. email, phone, video link), or increased direct supervision from another member of the supervisory team (e.g. the auxiliary supervisor).

(d) If the supervisor appointed to cover a research supervisor’s absence has not previously been involved in the supervision of the student, it is the responsibility of the current research supervisor to inform the acting supervisor about the progress of the candidature.

(e) Where an absence is foreseeable, the supervisor must notify the head of department/postgraduate coordinator, the student and any other supervisor at least one month before the intended departure date so that appropriate supervisory arrangements can be put in place.
(f) If the supervisor is leaving the University, the head of department postgraduate coordinator must notify the student as soon as is practical. In that event:

(i) the departing supervisor must discuss ongoing supervisory arrangements with the student and the head of department postgraduate coordinator; and

(ii) the head of department postgraduate coordinator may vary the supervision arrangements, including appointing a new research supervisor, as required.

(12) During the candidature: managing progress

(a) The research supervisor should ensure that the student works within a planned framework which marks out the milestones expected to be completed at various stages.

(b) Planning and time management should begin at an early stage and the research supervisor must encourage the student to make productive use of their time.

(c) Where the supervisory team consists of a research supervisor and an external auxiliary supervisor, the research supervisor must ensure that the direction of the work is entirely under the control of the University and the student.

(d) The research supervisor is responsible for reaching agreement with the student about:

(i) indicators of progress being made; and

(ii) submission of appropriate written work, interim reports or research results.

(e) The supervisor must return written work to the student, with constructive feedback, in a timely fashion. Unless other time frames are agreed between the supervisor and the student:

(i) written work up to the equivalent in length to a chapter must be returned within one month; and

(ii) written work up to the equivalent in length to two chapters must be returned within two months.

(f) The research supervisor must provide feedback on progress to the student and make progress reports to the faculty and any scholarship authority.

(g) The research supervisor must monitor progress within the context of the overall research plan, ensuring that sufficient time is left for writing up the thesis and, if necessary, that the scope of the project is reduced to meet the time available.

(h) The research supervisor must inform the student about inadequate progress or standards of work that are below that generally expected, identify problems and suggest ways of addressing them.

(i) The research supervisor should work with the student to ensure that, by the end of the probationary period, the student’s research topic and aims are clearly defined.

(j) At the end of the probationary period, the research supervisor must determine whether the student is able to identify, access, organise and communicate knowledge in both written and oral English to a standard
generally acceptable to the discipline. If necessary, the supervisor will direct the student to relevant courses available at the University.

Note: See Learning and Teaching Policy 2015

(k) The research supervisor must advise the student in writing when progress is unsatisfactory and identify improvements which are necessary for continuation of the candidature.

Note: See University of Sydney (Higher Degree by Research) Rule 2011 for further requirements relating to progress and progress reviews.

(13) During the candidature: duty of care

(a) The research supervisor must be aware of, and inform the student about, the range of support services which exist to help them while they are studying at the University, including University Health Services, Counselling and Psychological Services, other student support services, and SUPRA.

Note: see Student Support services website for a list of available services http://sydney.edu.au/current_students/student_services/index.shtml

Note: Students can seek professional advice through the University Health Service (http://sydney.edu.au/health-service/services/index.php) and the Counselling and Psychological services (http://sydney.edu.au/current_students/counselling/).

(b) Supervisors must recognise and respond to varying student circumstances such as illness or personal issues which may arise and be able to establish processes to manage these issues.

(c) The research supervisor must encourage a student with health concerns to seek professional assistance and must be prepared to discuss the various candidature options available, such as sick leave, approved leave of absence or a move to part time study.

(d) The research supervisor must ensure that the head of department/postgraduate coordinator and the dean are informed in writing if concerns regarding the candidature arise.

(e) The research supervisor must be aware of the particular challenges that may be faced by an international student and be sensitive to the social, academic and intellectual transition issues that an international student moving to Australia for the first time may experience.

(f) The supervisor should be aware of the services available to an international student, particularly in relation to the provisions of the ESOS National Code, and refer the student to appropriate sources of information as required.

Note: Information relevant to the support of international students is available from the International Office, international student advisors and SUPRA.

(14) The research community

(a) The research supervisor must arrange for the student to participate in the work of the department/school, including attendance and presentation at departmental school seminars.

(b) The supervisor must encourage the student to extend their contacts within the academic community e.g. in the department/school, faculty, University and external to the University. This may include academic staff, postgraduate fellows, and other higher degree by research students.
(c) The supervisor must encourage the student to take the opportunity to discuss their research with other staff and students in the relevant subject area and to communicate their research findings to others in the wider academic community.

(15) Thesis content, writing and submission

(a) The research supervisor must give appropriate and timely advice on the requirements regarding content, style, presentation and production of theses.

(b) As far as possible, the research supervisor should ensure that the work submitted is the student's own and that data are valid.

(c) When required by the course resolutions of the degree, the research supervisor will:
   (i) consider the suitability and availability of potential examiners; and
   (ii) make recommendations to the head of department postgraduate coordinator regarding potential examiners in good time before the thesis is submitted.

(d) The research coordinating supervisor is responsible for certifying that a thesis is in a form suitable for examination at the time of submission.

(16) Compliance requirements

(a) The research supervisor must ensure that students are aware of, and abide by, all applicable laws, University policies and procedures, including those applicable to research integrity.  
   
   Note: All current University policies and procedures are available from the Policy Register.

(b) The research supervisor must advise the student of the requirement to obtain ethics approval for studies on animal and human subjects (including the use of questionnaires) prior to undertaking research to which such requirements may apply.

(c) As chief investigators on student ethics applications, the research supervisor is responsible for submission of the application, including review of content and accuracy.
   
   Note: Ethics approval cannot be provided retrospectively.

(d) The research supervisor must advise the student about academic honesty, and in particular the avoidance of plagiarism.

(e) The research supervisor must ensure that the student is aware of their rights with respect to intellectual property and encourage, where appropriate, the exploitation of such intellectual property through the University. The student may be encouraged to seek independent advice regarding their intellectual property.
   
   Note: See Intellectual Property Policy 2016

(f) The research supervisor must reach agreement with the student concerning authorship of publications and acknowledgement of contributions during and after the candidature. It is recommended that, wherever necessary, the agreement be re-evaluated just prior to publication in case of any significant shifts to workload allocations and intellectual input since the agreement was initially made.
Note: See Research Code of Conduct 2013.

(g) There should be open and mutual recognition of the student’s and the supervisor’s contributions on all published works arising from the project.

(h) A research supervisor must ensure that student is aware of all applicable requirements for retention of data, and requirements for members of staff to complete a statement of authorship for each paper submitted for publication.

(i) The supervisor must ensure that safe working practices are developed and maintained at all times. This includes:
   (i) ensuring that the student is aware of the University's work and health safety requirements; and
   (ii) recommending that the student participates in appropriate work health and safety training.

Note: See Work Health and Safety Policy 2012.

(j) Supervisors must be aware of, and abide by, their obligations under the Autonomous Sanctions Act 2011 (Cth).

Note: As at the date of this policy, Commonwealth legislation is available at http://www.comlaw.gov.au/Home

(k) The research supervisor is responsible for ensuring that the student is aware that a copy of their thesis will be lodged with the University Librarian, and should guide the writing of the thesis to ensure that they fulfil the necessary requirements.

Note: See University of Sydney (Higher Degree by Research Rule) 2011.

15 Responsibilities of students

(1) It is the responsibility of students to maintain a professional relationship at all times with supervisors and other University staff.

(2) At the commencement of the candidature
   (a) Students must play an informed part in the process of the selection and appointment of supervisors.

Note: See University of Sydney (Higher Degree by Research) Rule 2011

(b) Students must ensure that they are correctly enrolled according to faculty and University requirements prior to commencing their degree program and throughout their candidature.

(c) Students must comply with the requirements of any scholarship, external funding, sponsorship or other monetary provisions.

(d) Students should take part in University or faculty or department-school orientation programs, and must take part in induction programs and workshops if directed by the supervisor, faculty or department-school. This may include attendance at workshops on safety and health procedures.

Note: See also Essential Resources for Higher Degree by Research Students Policy 2016

(e) Students should familiarise themselves with the qualities and skills the University expects its graduates to have and must, with the assistance of
their supervisors, prepare a plan for future skill acquisition as they proceed through their degree program. This will include undertaking a research training needs analysis at the beginning of, and during, their candidature, to identify specific areas in which development is required.

**Note:** See *Learning and Teaching Policy 2015*

(f) Students must undertake any coursework or other activities required by the University.

(g) Students must familiarise themselves with the *Essential Resources for Higher Degree by Research Students Policy 2016*, to inform their discussions with their supervisors, department/school, faculty and the University about the resources that may be available to support their candidature.

(h) Students may be expected to develop a research budget in consultation with their supervisors, and to seek information about relevant research funding schemes.

(3) **During the candidature**

(a) Students are responsible for meeting the administrative requirements of their candidature. This includes but is not limited to planned leave, time away and re-enrolment.

(b) Students must ensure that all administrative requirements of the faculty and the University, such as re-enrolment and progress reviews are met.

(c) Students must notify and negotiate any planned leave, time away or change in enrolment status with their supervisors, and follow appropriate faculty or University approval processes.

(d) Students should make every effort to build and maintain satisfactory supervisory relationships. This includes:

   (i) establishing with their supervisors agreed methods of working;

   (ii) fulfilling their side of any agreement; and

   (iii) meeting regularly with their supervisors. In the probationary period of their candidature this should be at least fortnightly. As the candidature progresses different contact arrangements may be negotiated as appropriate.

(e) Students must devote sufficient time to their research. Full time candidature requires at least the same time commitment as would full time professional employment in Australia.

(f) Students should plan and execute the project within the time limits defined, taking into account the nature of the program (full time or part-time) and the milestones agreed with supervisors.

(g) Students are expected to attend as agreed for consultation and provide evidence of progress made.

(4) **The research community**

(a) Students should be aware of opportunities for meeting other researchers in the field and attend internal and external seminars, meetings and conferences.

(b) Students should participate in the opportunities offered by the department/school to be part of that intellectual community. This includes taking part in
activities of the faculty or department school such as presentation of research at University seminars and conferences.

(5) Compliance requirements

(a) Students must be aware of, and abide by, all applicable laws, University policies and procedures including those applicable to research integrity.

Note: All current University policies and procedures are available from the Policy Register.

(b) Students must familiarise themselves with the resolutions governing the degree course in which they are enrolled.

(c) Students must consult their supervisors about applications for ethics approval where their project involves the study of animal or human subjects (including the use of questionnaires).

(d) Ethics approval must be applied for prior to the commencement of the project and cannot be provided retrospectively.

(e) Students must ensure that they avoid all forms of academic dishonesty, including plagiarism.

(f) Students must familiarise themselves with the requirements of the Research Code of Conduct 2013.

(i) If students are concerned about possible research misconduct, they should seek advice from their supervisors.

(ii) If a student does not feel comfortable doing this, or if the supervisor is involved in the issue of concern, the student should approach the postgraduate co-ordinator or associate dean for the faculty.

(g) Students should read the Intellectual Property Policy 2016 and explore with their supervisor and the University the possible exploitation of any invention or other intellectual property arising from their research.

(h) Students must at all times adopt safe working practices relevant to the field of research and comply with the University’s work health and requirements.

(i) Students must attend any workshops on safety and health procedures required by the faculty or department school in which the student is undertaking research.

Note: See Work Health and Safety Policy 2012

(6) Grievances

(a) Students are encouraged to take the initiative in raising problems or difficulties and seeking solutions to them as soon as possible. Problems may be raised during the progress review process or at any other time.

(b) Students are encouraged to inform supervisors or postgraduate co-ordinators about difficulties being experienced as soon as possible.

(c) In the first instance, locally negotiated solutions should be sought before recourse to formal processes.

(d) Students must be aware of, and implement as required, the University’s grievance resolution policies and procedures, including:

(i) Research Code of Conduct 2013;

(ii) Bullying, Harassment and Discrimination Prevention Policy 2015;

(iii) Reporting Wrongdoing Policy 2012;
(iv) **Resolution of Complaints Policy 2015.**

(e) Students are encouraged to familiarise themselves with the mechanisms available for helping with supervisor-student difficulties and to take advantage of them if necessary.

(f) Students may seek independent advice or representation, including from the Sydney University Postgraduate Representative Association (SUPRA).

16 Responsibilities of departments

(1) **Departmental School** responsibilities for higher degree by research students will be discharged by the head of department/postgraduate coordinators.

(2) Departments are responsible for:

(a) determining appropriate supervisory arrangements for each student based on skills, experience, workload, projected availability and other requirements appropriate to the candidate, degree and research project;

(b) varying supervisory arrangements as required;

(c) requiring, when necessary, all supervisors to participate in University supervision development courses and workshops;

(d) explaining their respective roles to all members of a supervisory team;

(e) making recommendations to the associate dean for approval of proposed increases in the supervisory workload of research supervisors;

(i) A normal supervisory workload is the equivalent of supervising five full time higher degree by research students.

(ii) The associate dean is responsible for approving all such arrangements.

(f) determining appropriate alternative supervision arrangements if a research supervisor is absent for one month or more, and is unable to adequately supervise their students remotely;

(g) notifying all affected students as soon as practical if a supervisor is leaving the University and discussing ongoing supervisory arrangements with both the student and the departing supervisor;

(h) clearly defining the duties and responsibilities of postgraduate co-ordinators providing adequate resources to assist in the performance of those duties and properly recognising the workload these duties entail;

(i) determining coursework or alternative development activities required by individual students, after consultation with the relevant research supervisors and consideration of the applicable research training needs analysis;

(j) ensuring that review procedures, including progress reviews, are carried out in accordance with University policies and procedures;

(k) ensuring that necessary approvals for conditions of candidatures are obtained from the faculty, and that scholarship reporting requirements are met;

(l) determining, in consultation with the research supervisors, the facilities likely to be required for any particular candidature, and ascertaining their availability;
(m) advising applicants and students about the availability of facilities, including access to physical space and other resources, and the financial support that is likely to be available to them;
(n) reporting to the dean or associate dean if the required facilities are not available;
(o) encouraging interaction and the development of beneficial intellectual relationships amongst students and staff and encouraging students to participate in appropriate departmental or faculty activities;
(p) providing students with the names of individuals to whom they can turn to for advice;
(q) the proper and expeditious conduct of the examination process, including the timely selection of appropriate examiners in accordance with University policies and procedures; and
(r) informing students and supervisors of the University’s policies and procedures with respect to ethics, intellectual property, academic dishonesty and plagiarism, research integrity, and grievance procedures.

17 Responsibilities of faculties

(1) Faculty responsibilities for higher degree by research students will be discharged by the relevant dean or associate dean.

(2) Faculties are responsible for:
(a) ensuring that applicants for admission to candidature meet the minimum requirements for admission to the relevant degree and the proposed course of study;
(b) ensuring that all supervisors in their faculty are included in the Supervisor Register;
(c) establishing and explaining appropriate review mechanisms, including the progress reviews, within departments;
(d) explaining students’ rights and obligations;
(e) providing necessary resources in accordance with the Essential Resources for Higher Degree by Research Students Policy 2016, and discussing the availability of necessary resources, appropriate to the candidature, with students and their supervisors as required;
(f) monitoring students during their candidature through reports from departments, and intervening where necessary;
(g) providing students with the names of individuals to whom they can turn to for advice;
(h) ensuring that examiners recommended are appropriately qualified and that the examination process maintains the standards required for the degree concerned; and
(i) lodging of an awarded thesis to the University Library. This is to ensure that the Library receives the properly awarded thesis and an assurance that all compliance requirements under the University of Sydney (Higher Degree by Research Rule) 2011 have been met.
18 Responsibilities of the University

(1) The University will ensure that higher degree by research students are provided with an acceptable level of access to physical space and other facilities, including library facilities, and that departments and schools are required to advise applicants about the facilities that are available.

(2) The University is responsible for maintaining the Supervisor Register and providing:

(a) support services in areas such as learning assistance;
(b) development activities for supervisors of postgraduate students;
(c) effective reporting and review mechanisms throughout the candidature;
(d) procedures which allow students to seek assistance in the resolving difficulties; and
(e) appropriate appeal mechanisms.

19 Rescissions

This policy replaces the Code of Practice for Supervision of Postgraduate Research Students, the Postgraduate Research Higher Degree Training Supervision at the University of Sydney Policy, and the Probationary candidature and English expression policy, all of which are rescinded as from the effective date of this policy.

NOTES

Supervision of Higher Degree by Research Students Policy 2012

Date adopted: 22 February 2013
Date commenced: 22 February 2013
Date amended: 2 December 2015, commencing 1 January 2016
17 August 2016 (administrative amendments)
30 August 2016 (administrative amendments)
1 May 2017, commencing 23 May 2017
5 June 2017 (administrative amendments)

Administrator: Director, Graduate Research
Review date: 20 February 2018
Related documents:

- Autonomous Sanctions Act 2011 (Cth)
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- University of Sydney (Higher Degree by Research) Rule 2011
- Intellectual Property Policy 2016
Learning and Teaching Policy 2015
Academic Planning and Development Guidelines
Code of Conduct for Students
Research Code of Conduct 2013
Code of Conduct - Staff and Affiliates
Essential Resources for Higher Degree by Research Students Policy 2016
Work Health and Safety Policy 2016
Performance Planning and Development Policy 2012
Enterprise Agreement 2013-2017
Progress Planning and Review for Higher Degree by Research Students Policy 2015

AMENDMENT HISTORY

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various clauses</td>
<td>Amendments throughout the policy to align it with the new Progress Planning and Review for HDR Students Policy, recognise the change in administrative processes from the Graduate Studies Office to the HDR Administration Centre, and to reflect agreed amendments to the processes associated with the Supervisor Register.</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>Various</td>
<td>Updated references and hyperlinks to other documents</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>Various</td>
<td>Updated references and hyperlinks to other documents</td>
<td>17 August 2016</td>
</tr>
<tr>
<td>Various</td>
<td>Updated references to ITL and hyperlinks to other documents</td>
<td>30 August 2016</td>
</tr>
<tr>
<td>4</td>
<td>Statement of intent updated to reflect health, safety and well being</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>6(1)</td>
<td>Definitions updated to reflect organisational design</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>12(5)</td>
<td>Changed responsibility for approving entry onto supervisor register</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>Notes</td>
<td>Change of Administrator</td>
<td>23 May 2017</td>
</tr>
<tr>
<td>6</td>
<td>Updated references to University of Sydney (Delegations of Authority – Academic Functions) Rule 2016 and University of Sydney (Delegations of</td>
<td>5 June 2017</td>
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</tbody>
</table>
Authority – Administrative Functions) Rule 2016

11(1) Administrative amendment: insertion of reference to clause 10(2) 5 June 2017

Consequential amendments arising from University of Sydney (Delegations of Authority – Academic Functions) Rule 2016 [insert date]

6; 10(1); 11(1); 13(2); 14(8); 14(14); 15(2); 15(4); 16(1); 16(2); 16(5); 17(1)

Consequential amendments arising from organisational design change

6; 10(1); 11(1); 13(2); 14(8); 14(14); 15(2); 15(4); 16(1); 16(2); 16(5); 17(1)

Amended to refer to graduate qualities

14(16)(f); Amending clause to align terminology with previous clauses

14(110); Correct typographical error

14(16)(c); Correct date of Work Health and Safety Policy 2016
Non-Confidential

<table>
<thead>
<tr>
<th>Author</th>
<th>Hugh O'Dwyer, Policy and Project Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer/Approver</td>
<td>A/Prof Ross Coleman, Director, Graduate Research</td>
</tr>
<tr>
<td>Paper title</td>
<td>Amendments to the Thesis and Examination of Higher Degrees by Research Policy 2015</td>
</tr>
<tr>
<td>Purpose</td>
<td>To seek the Graduate Studies Committee's recommendation that the Academic Board endorse the amendments to the Thesis and Examination of Higher Degrees by Research Policy 2015.</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

That the Graduate Studies Committee recommend that the Academic Board:

(1) approve the amendment of the Thesis and Examination of Higher Degrees by Research Policy 2015, as presented; and

(2) adopt the amended Policy, with effect from 23 October 2017.

**EXECUTIVE SUMMARY**

There are consequential amendments to the *Thesis and Examination of Higher Degrees by Research Policy 2015* (Attachment 1) arising from the *University of Sydney (Delegations of Authority – Academic Functions) Rule 2016* and organisational design changes that the Graduate Studies Committee is asked to endorse.

**BACKGROUND / CONTEXT**

The currently registered iteration of the *Thesis and Examination of Higher Degrees by Research Policy 2015* does not align with the delegations in the *University of Sydney (Delegations of Authority – Academic Functions) Rule 2016*. The proposed amendments in Attachment 1 will ensure that roles and responsibilities in the policy align with the relevant delegations.

**ATTACHMENTS**

Attachment 1 – Draft amendments to the Thesis and Examination of Higher Degrees by Research Policy 2015
THESIS AND EXAMINATION OF HIGHER DEGREES BY RESEARCH POLICY 2015

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

Dated: 12 November 2014
Last amended: 28 October 2015, commencing 1 January 2016
12 April 2016 (administrative amendment)
17 August 2016, commencing 19 September 2016
2 November 2016, commencing 16 November 2016
31 March 2017 (administrative amendment)
11 May 2017 (administrative amendment)

Signature: [insert date]
Position: Chair, Academic Board

CONTENTS

1 Name of policy ................................................................. 1
2 Commencement ............................................................... 2
3 Policy is binding ............................................................. 2
4 Statement of intent .......................................................... 2
5 Application ........................................................................ 2
6 Definitions and interpretation .............................................. 2
7 Roles of thesis and examination ........................................ 5
8 The thesis .......................................................................... 5
9 The examination generally ................................................ 7
10 Oral examinations .......................................................... 7
11 Examination of cotutelle and joint award degrees ................. 8
12 Thesis with publications .................................................. 8
13 Form of thesis for examination ......................................... 9
14 Notice of intention to submit ............................................ 11
15 Qualifications of examiners ............................................. 12
15A Appointment of chair of examination ............................. 13
16 Approving examiners ...................................................... 13
17 Commissioning of examiners .......................................... 14
18 Approving and commissioning of additional examiners ........ 14
19 Appointing examiner-as-assessor ..................................... 15
20 Replacing examiners ...................................................... 15
21 Examiners reports ........................................................ 15
22 Communication during examination process ..................... 16
23 Outcome of the examination .......................................... 17
23A Appeals of examination decisions ................................. 18
24 Rescissions and replacements ......................................... 18

1 Name of policy

This is the Thesis and Examination of Higher Degrees by Research Policy 2015.
2 Commencement
This policy commences on 1 January 2015.

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

4 Statement of intent
This policy:
(a) describes the nature of the thesis for a higher degree by research; and
(b) prescribes the requirements for the examination of a higher degree by research.

5 Application
(1) This policy applies to the thesis for, and examination of, all higher degrees by research, including:
(a) masters degrees by research;
(b) the Doctor of Philosophy; and
(c) doctorates by research other than the Doctor of Philosophy.
(2) This policy does not apply to higher doctorates as defined in section 5 of the University of Sydney (Higher Degree by Research) Rule 2011.

6 Definitions and interpretation
(1) In this policy:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQF</td>
<td>means the Australian Qualifications Framework (see <a href="http://www.aqf.edu.au/">http://www.aqf.edu.au/</a>)</td>
</tr>
<tr>
<td>administrative unit</td>
<td>means the central University administrative unit responsible for the processes of candidature management</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>means the Associate Dean of a faculty with authority for matters relating to higher degrees by research within the faculty, or the Deputy Chairperson of a Board of Studies, or a person appointed by the Dean to have authority for matters relating to higher degrees by research within the faculty.</td>
</tr>
<tr>
<td>chair of examination</td>
<td>means the person appointed by the associate dean to co-ordinate the examination, as defined in clause 15A of this policy.</td>
</tr>
<tr>
<td>cotutelle agreement</td>
<td>means an agreement between the University and another university or institution that permits joint candidature in the Doctor of Philosophy consistently with the Cotutelle Scheme Policy.</td>
</tr>
</tbody>
</table>
course resolutions means resolutions made by the Academic Board in accordance with sections 2.1 and 3.1 of the University of Sydney (Higher Degree by Research) Rule 2011.

Dean means the Dean of a faculty, the Head of School and Dean (University school) of a University school or the chairperson of a board of studies.

doctorate by research includes the PhD and all faculty doctorates and has the meaning provided in the University of Sydney (Higher Degree by Research) Rule 2011 (as amended) which at the date of this policy is:

a degree with the word ‘Doctor’ in the title comprising a minimum of two-thirds research that is approved by the Academic Board.

Note: The Academic Board will not approve a Doctorate by research unless it complies with the Australian Qualifications Framework at AQF level 10.

examination means the examination of a thesis as the basis for the award of a higher degree by research.

examiner means a person appointed to examine a higher degree by research thesis. An examiner may be an internal or an external examiner.

external examiner means a suitably qualified person who is neither an employee or an honorary title holder (as defined by the Honorary Titles Policy 2013) of the University. Persons who have previously been employed by the University, and who have not been involved in the candidature, may be approved as external examiners.

faculty means the faculty or University School in which the student is enrolled.

faculty committee means the committee that is responsible for the examination of a higher degree by research student for the faculty in which the student is enrolled. This may be a faculty, divisional University school or other relevant committee or board.

HDR Examinations Sub-Committee means the HDR Examinations Sub-Committee of the Graduate Studies Committee of the Academic Board.

Note: The terms of reference of these committees are available from the Graduate Studies Committee website.

internal examiner means a suitably qualified person who is an employee or honorary title holder (as defined by the Honorary Titles Policy 2013) of the University.

joint award means an agreement between the University and another university or institution pursuant to an agreement that permits such awards.

Note: See also Cotutelle Scheme Policy
masters degree by research has the meaning provided in the University of Sydney (Higher Degree by Research) Rule 2011 which at the date of this policy is:

a degree with the word ‘Master’ in the title comprising a minimum of two thirds research that is approved by the Academic Board.

Note: The Academic Board will not approve a masters degree by research unless it complies with the Australian Qualifications Framework at AQF Level 9.

outcome means the outcome of an examination for a higher degree by research as defined in clause 23 of this policy.

plagiarism has the meaning provided in the Academic Honesty in Coursework Policy 2015 which at the date of this policy is

presenting another person’s work as one’s own work by presenting, copying or reproducing it without appropriate acknowledgement of the source. Plagiarism is a form of academic dishonesty.

postgraduate co-ordinator means the member of academic staff within a school with responsibility for matters relating to higher degrees by research.

relevant committee means the committee deciding the outcome of the examination, as defined in clause 23(1) of this policy.

school means the academic unit or disciplinary grouping (however named) within a faculty primarily responsible for the teaching and examining of higher degree by research students. If a faculty does not have an internal school structure, a reference to a school is a reference to the faculty.

student has the meaning provided in the University of Sydney By-law 1999 (as amended) which at the date of this policy is:

a person who is currently admitted to candidature in an award course at the University.

submission check means a review of a higher degree by research thesis undertaken at the point of submission by the central University administrative unit responsible for the processes of candidature management, as specified in subclause 13(1).

Note: See also Thesis and Examination of Higher Degree by Research Procedures 2015 and Academic Honesty Procedures 2016.

supervisor has the meaning provided for co-ordinating supervisor in the Supervision of Higher Degree by Research Students Policy 2013 which at the date of this policy is:

the research supervisor in a supervisory team who has designated academic delegations and responsibility for administrative requirements.

thesis means the whole of the assessable work submitted for examination. This may include previously published material, creative or artistic components, software, codes, models, and appendices.
Subject to the requirements of the applicable faculty constitution, an action to be undertaken by a faculty pursuant to this policy may be undertaken by a staff member, academic or professional, to whom the Dean has allocated responsibility for the relevant activity.

7 Roles of thesis and examination

(1) The thesis is the complete body of assessable work submitted by a student for examination for a higher degree by research.

(2) The examination of the thesis is the basis for the award of a higher degree by research (subject to the completion of coursework where required by degree resolutions).

Note: Some masters degrees by research and doctorates may include coursework requirements.

(3) The examination determines whether a higher degree by research is awarded or not awarded.

(4) Subject to Section 6 of the University of Sydney (Higher Degree by Research Rule) 2011, a candidate for a higher degree by research will not be permitted to undertake a program of advanced study and research that is likely to result in the lodgement in the University Library of a thesis that cannot be made available for public use.

8 The thesis

(1) The thesis must:

(a) be the student’s own work;

(b) embody the results of the work undertaken by the student during candidature;

(c) form a substantially original contribution to the area of knowledge concerned;

(d) afford evidence of originality by the:
   (i) discovery of new knowledge; and
   (ii) exercise of independent critical ability;

(e) form a cohesive and unified whole;

(f) include a substantial amount of material that may be suitable for publication;

(g) satisfactorily demonstrate that the student is able to identify, access, organise and communicate new and established knowledge;

(h) be written to a standard generally acceptable to the discipline; and

(i) be written in English except where permitted under the University of Sydney (Higher Degree by Research Rule) 2011.

(2) The thesis must document, generally in the preface, or in the notes, or elsewhere as appropriate:

(a) the animal and human ethics approval obtained;

(b) the sources from which the information in the thesis is derived;

(c) the nature of collaborations, or assistance, with the work described in the thesis, including:
(i) any assistance provided during the research phase; and
(ii) any editorial assistance in the writing of the thesis.

Note: In relation to editorial assistance see clause 3 of the Thesis and Examination of Higher Degrees by Research Procedures 2015.

(3) The thesis must contain a written component generally in the form of one or more critical hypotheses that investigate the subject of the thesis in the relevant body of knowledge.

(4) The thesis may contain:
   (a) artistic or creative works, software, computer code, or models which must be documented or recorded in a way sufficient for the purpose of assessment;
   (b) material that has been published during candidature with the student as either sole or joint author, provided that the supervisor or corresponding author submits evidence identifying the student’s contribution to the published material;
   (c) appendices.

(5) The role of an appendix is to provide a place for the inclusion of supplementary material that is related to the research but not directly relevant to the argument of the thesis.
   (a) Material in appendices is assessable except where written entirely by authors other than the candidate.
   (b) Appendices may include:
      (i) data sets; or
      (ii) software code; or
      (iii) examples of surveys or instruments used to gather research data; or
      (iv) handbooks and manuals; or
      (v) publications arising from the research but not directly relevant to the arguments included in the thesis; or
      (vi) documentary recordings of exhibitions or installations mounted during the candidature but not part of the thesis; or
      (vii) archival and primary texts; or
      (viii) other material as deemed necessary by the student and supervisor.

(6) The required length of the thesis depends on the degree for which it is submitted.
   (a) For doctoral degrees:
      (i) the total upper limit is 80,000 words which may be exceeded by no more than 20,000 words with the written permission of the Dean, Associate Dean, or the Chair of the faculty committee;
      (ii) subject to clause 8(6)(a)(i), a shorter required length may be specified by course resolutions, or in the case of the PhD, by local provisions;
      (iii) this word limit does not include appendices.
   (b) For masters degrees by research:
      (i) The total upper limit is 50,000 words which may be exceeded by no more than 10,000 words with the written permission of the Dean, Associate Dean, or the Chair of the faculty committee.
(ii) Subject to Clause 8(6)(b)(i), a shorter required length may be specified in course resolutions.

(iii) The word limit does not include appendices.

9 The examination generally

(1) The examination is an assessment of the total thesis presented.

(2) The examination process proceeds on the basis that:
   (a) the thesis consists of advanced research which makes an original contribution to knowledge; and
   (b) the awarded thesis will be lodged in the University library in electronic format.

Note: See also *University of Sydney (Higher Degree by Research) Rule 2011* and *Thesis and Examination of Higher Degrees by Research Procedures*.

(3) The outcome of the examination is an academic decision by the relevant committee based on a body of evidence which includes:
   (a) mandatory items:
      (i) the thesis;
      (ii) examiners’ reports specified in clause 21 of this policy;
      (iii) a recommendation from the relevant chair of examination, which is based on the examiners’ reports; and
      (iv) where applicable, any reports of investigations under the *Academic Honesty Procedures 2016* or its related policies;

Note: See *Academic Honesty in Coursework Policy 2015* and *Research Code of Conduct 2013*.

and

(b) as deemed necessary by the relevant committee:
   (i) reports from supervisor(s), postgraduate co-ordinator, head of school and the Associate Dean;
   (ii) comments from the student; or
   (iii) any other information deemed necessary.

Note: See also clauses 5 – 14 of the *Thesis and Examination of Higher Degrees by Research Procedures 2015*.

10 Oral examinations

(1) Oral examinations may be:
   (a) recommended by the chair of examination; or
   (b) requested by a student, except in relation to a resubmitted thesis.

Note: See also clauses 15 – 16 of the *Thesis and Examination of Higher Degrees by Research Procedures 2015*.

(2) Oral examinations will only be undertaken if approved by the chair of examination.

(3) Oral examinations may be conducted:
(a) as an integral part of the whole examination process; or  
(b) as an in-person consultation with the student at the conclusion of the 
standard examination.

(4) The purpose of an oral examination is to:
(a) reduce the potential length of the examination process;  
(b) fit the convention of the discipline; 
(c) test the student’s understanding of the knowledge described within the 
thesis;  
(d) clarify points of principle or detail within the thesis; or  
(e) assess the contribution made by the student to the content and presentation 
of the thesis.

(5) Oral examinations may only examine material that would be examined under a 
thesis-only examination i.e. the complete thesis as specified in clause 8 of this 
policy.

11 Examination of cotutelle and joint award degrees

(1) For joint degrees, including cotutelle degrees, the examination processes to be 
used must be specified in the individual student agreement at the beginning of the 
candidature.

(2) The examination of such degrees must be conducted:
(a) by the University, in accordance with this policy; or  
(b) by the partner institution, consistently with the terms of the applicable 
individual student agreement.

(3) If the examination is to be conducted by the partner institution:
(a) the proposed examination process must be approved before the agreement 
is executed, by one of:
   (i) the Chair of the Graduate Studies Committee of the Academic Board; 
or 
   (ii) the HDR Examinations Sub-Committee of the Graduate Studies 
Committee of the Academic Board; and
(b) the relevant individual student agreement should require consistency with 
the following clauses of this policy:
   (i) the qualifications of examiners (clause 15) 
   (ii) the examiners’ reports (clause 21); and 
   (iii) the outcome of the award (clause 23).

Note: See also Cotutelle Scheme Policy and clause 18 of the Thesis and 
Examination of Higher Degrees by Research Procedures 2015.

12 Thesis with publications

(1) The University will accept for examination a thesis which contains previously 
published material provided that:
(a) the thesis makes an original and substantial contribution to the field of knowledge;
(b) the thesis forms a consistent, coherent and unified whole;
(c) the previously published material relates to research undertaken during the candidature and was published during the candidature; and
(d) in addition to the published material, the student provides, at the minimum:
   (i) an introduction which argues for the aim(s) of the thesis and contextualises the research problems it purports to address; and
   (ii) a conclusion which draws together the findings of the studies in the context of the stated aims of the thesis.

(2) The student may also provide other separate chapters to supplement the published papers such as a literature review, background information, or description of the methodology used.

(3) Acceptable publications (including material already published, accepted for publication, or submitted for publication) include:
   (a) papers in refereed journals;
   (b) book chapters;
   (c) conference papers;
   (d) a documentary record of an exhibition or installation mounted during candidature which is not part of the creative or artistic component of a thesis.

(4) A blog is not an acceptable publication.

(5) A collection of disparate publications, no matter what their quality, must not be approved for the award of a higher degree by research if they do not meet the criteria for the award.

(6) A thesis containing published material must be examined using the same criteria, and by the same process, as one which does not.

13 Form of thesis for examination

(1) The student must submit their thesis for examination as an electronic document.
   (a) A thesis in paper format may be accepted in addition to the electronic document, with the prior approval of the head of the administrative unit.
   (b) If an examiner expresses a preference for examining a paper copy of the thesis, then this must be supplied by the administrative unit.
   (c) The administrative unit must conduct the submission check, including applying similarity detecting software and making other appropriate checks to all theses submitted for examination.

(2) The following information must appear on the title page:
   (a) the full title of the thesis;
   (b) the student’s name;
   (c) the words "A thesis submitted in fulfilment [or "partial fulfilment", if determined by the degree resolutions] of the requirements for the degree of [degree name, e.g. Doctor of Philosophy"];
   (d) the faculty in which the student is enrolled;
(e) the name of the University of Sydney.

(3) If a thesis includes an artistic or creative component such as an exhibition, performance, model, software or data, a documentary record of this component of sufficient quality for assessment must be included as part of the submitted thesis.

(4) The thesis must be accompanied by an abstract in the format prescribed by the Academic Board. Some faculties may require the abstract in advance of submission of the thesis for examination.


(5) Students must submit a statement with the thesis certifying their understanding that, if their candidature is successful, their thesis will be lodged with the Director of University Libraries and made available for immediate use.

Note: See also University of Sydney (Higher Degree by Research) Rule 2011 for requirements for lodging theses.

(6) The thesis must be accompanied by a statement from the supervisor stating whether, in the supervisor’s opinion, the thesis:

(a) is sufficiently well presented to be examined; and
(b) does not exceed the prescribed word limit or any extended word limit for which prior approval has been granted.

(7) If a thesis is submitted for examination without the supervisor’s statement, the faculty committee will decide whether it will be accepted for examination.

(8) The faculty committee may decline to examine a thesis if:

(a) the supervisor does not certify that it is ready for examination;
(b) it exceeds the prescribed word limits without prior approval to do so;
(c) suitable examiners, as determined by the faculty committee, cannot be found;
(d) the student requests withdrawal from the examination and the faculty committee determines there is good reason to do so;
(e) the student has not successfully completed required research training activities, including any required units of study;
(f) there is a finding of inappropriate academic practice, research misconduct or a breach of the Research Code of Conduct 2013.

Note: See Academic Honesty in Coursework Policy 2015; Research Code of Conduct 2013 and Academic Honesty Procedures 2016.

(g) it is not compliant with ethics approvals; or
(h) it breaches any of:

(i) the Research Data Management Policy 2014;
(ii) the Research Data Management Procedures 2015;
(iii) the Code of Conduct for Students;
(iv) the Academic Honesty in Coursework Policy 2015; or
(v) any applicable faculty local provisions relating to research data management.
(9) When a faculty committee declines to examine a thesis, they must:

(a) report the circumstances and reasons for the decision to the HDR Examinations Sub-Committee;

(b) document in writing:
   (i) the reasons for declining to examine the thesis;
   (ii) any changes necessary to make the thesis acceptable for examination; and
   (iii) any other actions required to be completed prior to examination.

(c) recommend to the Associate Dean that the student be either:
   (i) permitted to re-enrol in order to complete the necessary actions and changes and resubmit the thesis; or
   (ii) asked to show good cause why they should be permitted to re-enrol.

(d) The Associate Dean will decide whether the student will be permitted to re-enrol or required to show good cause.

(e) When the Associate Dean has made a decision in accordance with 9(d) to permit the student to re-enrol, the student will be informed of writing of:
   (i) the reasons for declining to examine the thesis;
   (ii) any changes necessary to make the thesis acceptable for examination;
   (iii) any other actions required to be completed prior to examination;
   (iv) the date by which the student must re-enrol or apply for suspension of candidature.

(f) When the Associate Dean has made a decision in accordance with 9(d) to require the student to show cause, the student will be informed of writing of:
   (i) the reasons for declining to examine the thesis; and
   (ii) the show cause notice in accordance with the requirements of the University of Sydney (Higher Degree by Research) Rule 2011.

Note: The show good cause process is specified in the University of Sydney (Higher Degree by Research) Rule 2011 clauses 2.13, 3.13 and 4.12.

14 Notice of intention to submit

(1) The student must provide written notice of their intention to submit a thesis for examination prior to the final submission date.

Note: See the University of Sydney (Higher Degree by Research) Rule 2011

(2) Notice should be given at least three months prior to the intended submission date to allow sufficient time for:

(a) The appointment of the chair of examination;
(b) the appointment of examiners; and
(c) the organisation of other examination requirements such as oral examinations, exhibitions or performances.

(3) The notice of intention to submit must include certification by the student that they have complied with:
(a) any ethics approvals given; and
(b) their research data management plan and report to their supervisor.

Note: See also Research Data Management Policy 2014, Research Data Management Procedures 2015 and any relevant faculty local provisions.

(4) The supervisor, head of school, or postgraduate coordinator should discuss with the student:
(a) the possibility of an oral examination; and
(b) the selection of a chair of examination and possible examiners, noting that students:
   (i) may advise the supervisor, in writing, of the names of individuals that they consider appropriate to be appointed as examiners; and
   (ii) may advise the supervisor, in writing, of the names of individuals that they would prefer not to be appointed as examiners; and
   (iii) are not permitted to communicate with examiners regarding the examination during the examination.

15 Qualifications of examiners

(1) Nominated examiners must be approved by the chair of examinations on the advice of the supervisor, then:
(a) for doctoral degrees, by the HDR Examinations Sub-Committee;
(b) for masters degrees by research, by the faculty committee.

(2) Examiners should be active in research or scholarship. A research active examiner is understood to be someone who pursues research on an ongoing basis, as a major focus of their academic activity.

(3) Examiners should have the following qualifications appropriate to the discipline, and as determined by the faculty committee or HDR Examinations Sub-Committee:
(a) a qualification equivalent to the level being examined; or
(b) equivalent professional or research experience.

(4) Examiners should have experience of, or be familiar with, the supervision and examination of research theses for the University or other local and international educational institutions, as determined by the faculty committee or HDR Examinations Sub-Committee.

(5) The University should take all reasonable steps to ensure that examiners are:
(a) free from bias for or against the student or the supervisor; and
(b) free from actual, potential or perceived conflicts of interests.

(6) A person must not be an examiner if they:
(a) have been involved in the student’s research;
(b) are a co-author on any part of the work;
(c) have a past or current close personal relationship with the student or supervisor;
(d) have had substantial contact with the student or supervisor in any other circumstances which might jeopardise the independence, or the perceived independence, of the examination;
(e) have been a research student of the supervisor within the last ten years; or
(f) have supervised the student at any time.

Note: See also *External Interests Policy 2010*

(7) Subject to this clause 15, a person from another institution, who has held the role of supervisor for other higher degree by research students at the University of Sydney, may be appointed as an external examiner.

(8) Former research students of the supervisor must not be appointed as examiners for at least ten years after graduation, except with the specific approval of the HDR Examinations Sub-Committee and in exceptional circumstances.

### 15A Appointment of chair of examination

(1) The associate dean must appoint a chair of examination to co-ordinate the examination.

(2) The chair of examination will:

   (a) usually be the Associate Dean (Research Education) but could also be an experienced Head of School or Postgraduate Co-ordinator, or another academic in the school with substantial experience in HDR examinations;

   (b) not be a current or previous research or auxiliary supervisor of the student for the candidature;

### 16 Approving examiners

(1) The chair of examination must make recommendations regarding the appointment of examiners, as follows:

   (a) for a doctorate by research, a minimum of three examiners; and

   (b) for a masters degrees by research, a minimum of two examiners.

(2) The chair of examination should inform the faculty committee or HDR Examinations Sub-Committee of any preferences regarding examiners received from the student.

(3) Each group of examiners approved to examine a thesis should include:

   (a) no more than one from any given university or institution; and

   (b) at least one examiner affiliated with a university or degree granting institution; and

   (c) no more than one internal examiner.

(4) The chair of examination may recommend one or more additional individuals who are qualified to examine to be held in reserve and commissioned, consistently with clause 17 of this policy, as required.

(5) Once the faculty committee or HDR Examinations Sub-Committee has received recommendations from the chair of examination regarding the examiners it may consult with the supervisor, associate dean, head of school or postgraduate co-ordinator as required.

(6) The faculty committee or HDR Examinations Sub-Committee may:

   (a) approve any of the examiners as recommended; or
(b) approve different examiners after consultation with the chair of examination, supervisor, associate dean, head of school or postgraduate co-ordinator.

(7) The supervisor should ensure that examiners are nominated at least four weeks before the submission of the thesis.

(8) If the student does not submit the thesis for examination within three months following the approval of examiners, the administrative unit must:

(a) request a revised submission date from the student and the supervisor; and

(b) write to each examiner:

(i) to inform them of the delay; and

(ii) ask if they are still willing to conduct the examination of the thesis at a future date.

17 Commissioning of examiners

(1) Once approved, examiners must be commissioned by the administrative unit in the manner provided in the Thesis and Examination of Higher Degrees by Research Procedures 2015.

Note: See Clause 6 of those procedures.

(2) At least the minimum number of approved examiners for the degree must be commissioned.

(3) Approved examiners who are not initially commissioned may be used at a later stage as replacement or additional examiners.

(4) At the time of commissioning, the administrative unit must ensure that examiners are informed that:

(a) the contents of the thesis, including any intellectual property rights contained in the thesis, remain strictly confidential;

(b) the thesis can only be used for the purposes of performing the examination;

(c) their names may be released to the student during or after the examination; and

(d) their reports may be released to the student during or after the examination.

Note: Students have the right to access information about themselves, including their examinations. See the Privacy Policy 2013 and the Privacy Management Plan.

18 Approving and commissioning of additional examiners

(1) Additional approved examiners may be commissioned to examine a thesis if:

(a) an original examiner is unable to examine subsequent to appointment; or

(b) an original examiner does not complete their examination within the required time frame

Note: see clause 20 below or

(c) as required by the faculty committee or the HDR Examinations Sub-Committee.

(2) An internal examiner may only replace an original internal examiner.
19 Appointing examiner-as-assessor

(1) Where the relevant committee is unable to form an intention regarding the award, the relevant committee may appoint an examiner-as-assessor to examine the thesis and act as an assessor of the original examiners’ reports.

(2) Previous approval as an examiner is not sufficient to act as examiner-as-assessor.

(3) Examiners appointed as assessors must:
   (a) be an external appointment;
   (b) have the qualifications required in Clause 15 of the policy;
   (c) possess very high standing in the subject of the thesis; and
   (d) be approved by the HDR Examinations Sub-Committee.

20 Replacing examiners

(1) Replacement examiners must be appointed when:
   (a) a report has not been received from an original examiner within ten weeks of the twelve weeks of the receipt of the thesis; or
   (b) an examiner is unable to examine subsequent to appointment.

(2) The faculty committee must:
   (a) inform the original examiner that their services are no longer required; and
   (b) commission a previously approved examiner; or
   (c) approve a new examiner in accordance with clause 16 of this policy.

(3) Once commissioned, the new examiner must examine the thesis consistently with clause 9 of this policy.

(4) If the original examiner returns a report after the replacement examiner has been sent a copy of the thesis, the original examiner’s report will not form part of the body of evidence used to determine the award of the degree.

21 Examiners reports

(1) Within six weeks of the receipt of the thesis, each examiner must:
   (a) complete the examination; and
   (b) submit a report to the administrative unit.

(2) Each examiner must submit an independent report, which will remain confidential until:
   (a) all reports have been received; or
   (b) the Dean or Associate Dean considers that special circumstances exist which warrant its earlier release.

(3) Examiner’s reports must be in English, except where the language of the thesis is in a language other than English.
Note: See the *University of Sydney (Higher Degree by Research Rule) 2011*.

(a) If the thesis is in a language other than English, the preferred language of the examiner’s report is English, but the examiner’s report may be provided in the same language as the thesis.

(b) An examiner who provides a report in a language other than English must also submit a summary of their report in English. This summary must be sufficient for:
   (i) the relevant committee to review the examination as necessary; and
   (ii) reviewers to understand the key aspects of the report.

(4) Examiners’ reports must

(a) state whether, in the opinion of the examiner, the thesis fulfils the criteria in clause 8 of this policy; and

(b) include any other material required by the *Thesis and Examination of Higher Degrees by Research Procedures 2015*.

## 22 Communication during examination process

(1) Between examiners

(a) The names of examiners must not be disclosed to other examiners until a determination has been made about the awarding of the degree, except if required:
   (i) by the use of an oral examination; or
   (ii) during the examination of a creative or artistic component of a thesis.

(b) Examiners must not correspond or communicate with other examiners regarding the examination or the thesis, except in discussion:
   (i) at an oral examination; or
   (ii) at the examination of a creative or artistic component of a thesis.

(2) Between examiners and students

(a) The names of examiners may be disclosed to students, on request, after the thesis has been submitted for examination.

(b) Students, or persons acting on their behalf, must not communicate with the examiners regarding their thesis or examination during the examination process (i.e. from submission to award of degree).

(c) If a student, or a person acting on their behalf, communicates with an examiner during the examination process:
   (i) the examination must be discontinued; and
   (ii) a new examination process must commence with newly commissioned examiners.

*Note*: Breaches of the *Code of Conduct for Students* may result in disciplinary action.

(3) Between the University and examiners

(a) University staff, including academic and professional staff, may contact examiners:
   (i) to arrange for an oral examination or the examination of a creative or artistic component of a thesis; or
(ii) to ascertain if progress of the report is delayed.

(b) If University staff, including academic and professional staff, communicate with an examiner they should not make any comment which could be seen as influencing, or having the potential to influence, the examination outcome.

(c) The administrative unit will inform the examiners of the outcome of the examination at the conclusion of the examination.

(4) Between the University and the student

(a) Students may be provided with status updates on the examination process, at the stages specified in the *Thesis and Examination of Higher Degrees by Research Procedures 2015*.

Note: See clause 15 of those procedures.

(b) The faculty should provide the student with the names of the examiners at the conclusion of the examination process.

(c) The administrative unit must also contact any student who is required to:

(i) comment on the examination; or

(ii) fulfil conditions related to the outcome of the examination.

23 Outcome of the examination

(1) The outcome of the examination will be decided:

(a) for masters degrees, as determined by faculty resolutions.

(b) by the faculty committee for examinations, except cotutelle examinations, where the examiners and the chair of examinations all recommend that the degree be awarded.

(c) by the HDR Examinations Sub-Committee for all other examinations, including all cotutelle examinations.

(2) The outcome of the examination must be one of the following:

(a) Award without qualification: the degree can be awarded without any further action by the student.

(b) Award with corrections: the degree can be awarded once all required corrections to the thesis have been addressed by the student to the satisfaction of the chair of examination.

(c) Non-award - revision and re-examination: the degree is not awarded; and the option is provided for the student to revise and resubmit the thesis for a new examination subject to the following:

(i) the revision and re-examination process must be conducted consistently with the *Thesis and Examination of Higher Degrees by Research Procedures 2015*, and

Note: See clause 14 of those procedures.

(ii) no further opportunity to revise and resubmit the whole thesis may be permitted.

(d) Non-award - option to award another degree: the thesis is not considered satisfactory for the award of the degree for which it was submitted, but another degree for which the student is eligible may be awarded instead.
(e) Non-award: the thesis is unsatisfactory for the award of the degree for which it was submitted and for any other another degree for which the student is eligible, and does not demonstrate sufficient potential to achieve this standard through resubmission.

(3) The administrative unit will notify the student and supervisor when the decision has been made.

(4) When the decision to award the degree has been made, the faculty may certify that the student is eligible to graduate subject to the student:

(a) fulfilling any conditions of award to the satisfaction of the chair of examination; and

(b) lodging a final copy of the final thesis with the University for the Library.

23A Appeals of examination decisions

Examination decisions are academic decisions, and are subject to appeal in accordance with the University of Sydney (Student Appeals Against Academic Decisions) Rule 2006 (as amended).

Note: Such appeals are described in Clauses 3.2, 4.2 and Part 5 of University of Sydney (Student Appeals Against Academic Decisions) Rule 2006 (as amended).

24 Rescissions and replacements

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

(1) Postgraduate: Degree of Doctor of Philosophy

(2) Higher degree theses policy

(3) Oral examinations of PhD Theses at the University of Sydney

(4) PhD: Appointment of Additional Examiner as Assessor

(5) PhD: Submission of Doctor of Philosophy Theses containing published work

(6) Proof reading and editing of theses and dissertations

(7) Submission of treatise containing published work
NOTES
Thesis and Examination of Higher Degrees by Research Policy 2015

Date adopted: 12 November 2014
Date amended: 28 October 2015, commencing 1 January 2016
12 April 2016
17 August 2016, commencing 19 September 2016
2 November 2016, commencing 16 November 2016
31 March 2017 (administrative amendment only)
11 May 2017 (administrative amendment only)

Administrator: Director, Graduate Research
Review date: 1 January 2020.

Related documents:

University of Sydney (Higher Degree by Research) Rule 2011
Academic Honesty in Coursework Policy 2015
Academic Honesty Procedures 2016
Cotutelle Scheme Policy
External Interests Policy 2010
Honorary Titles Policy 2013
Privacy Policy 2013
Supervision of Higher Degree by Research Students Policy 2013
Privacy Management Plan 2013
Thesis and Examination of Higher Degrees by Research Procedures 2015.
AMENDMENT HISTORY

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Added definition of administrative unit</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>7.2</td>
<td>Note amended</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>8.3, 9.3,</td>
<td>Minor amendments</td>
<td>1 January 2016</td>
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<tr>
<td>10.5, 13.5,</td>
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<td>13.6.a,</td>
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<td>13.6.b,</td>
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<td>7.a, 7.b,</td>
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<td>7.c, 8,</td>
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<tr>
<td>8.b.ii,</td>
<td></td>
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<tr>
<td>8.b.iii,</td>
<td></td>
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<tr>
<td>15.5.a,</td>
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<td>15.6.d,</td>
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<td>15.6.e,</td>
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<tr>
<td>23.2.b,</td>
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<tr>
<td>23.2.c</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.1</td>
<td>Changes to submission requirements</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>13.7.e,</td>
<td>Additional clauses</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>13.7.f</td>
<td></td>
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<tr>
<td>15.8</td>
<td>Clause replaced</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>24.2</td>
<td>Added Higher Degree Theses Policy which was rescinded 19 February 2015 and was inadvertently left off the original document</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>Notes</td>
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<td>Amended hyperlink in AQF, added definitions for chair of examination, HDR Examinations Sub-Committee, relevant committee, school. Removed definitions for head of department, PhD Award Sub-Committee. References to these also updated throughout the document</td>
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6. **Consequential amendments arising from organisational design changes**

13(9)(c)-(f); 21(2) **Consequential amendments arising from the University of Sydney (Delegations of Authority – Academic Functions) 2016**
RECOMMENDATION

That the Graduate Studies Committee recommends that Academic Board:
(1) approve the 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
(2) approve the amendment of course resolutions arising from the proposal; with effect from 1 January 2018.

EXECUTIVE SUMMARY

The proposed amendments aim to fix minor errors and update course resolutions in line with the latest University rules and policies relating to HDR, and the School’s new organisational structure.
Minor Course Amendment Proposal

Faculty: The University of Sydney Law School

Contact person: Assoc Prof Shae McCrystal (Administration: Sue Ng)

1. Name of award course

**Higher Degrees by Research (HDR)**
- RPJURSTD-01 Doctor of Juridical Studies
- RMLAWLAW Master of Laws (Research)
- RMCRIMIN-01 Master of Criminology (Research)

2. Purpose of proposal

To propose the following minor amendments to the Graduate Studies Committee for implementation from 1 January 2018:

1. To make minor changes to Part 10 Probation, Clause (2)(a) of Sydney Law School's HDR course resolutions to better reflect current practice.
2. To update and make corrections to Sydney Law School's HDR course resolutions to accurately reflect University HDR and related rules and policies and the School's new organisational structure.
3. To clarify Part 2 Admission Requirements of the Doctor of Juridical Studies to clearly communicate to applicants the School's minimum eligibility for admission to candidature.

3. Details of amendment

**Higher Degrees by Research (HDR)**
- RPJURSTD-01 Doctor of Juridical Studies
- RMLAWLAW Master of Laws (Research)
- RMCRIMIN-01 Master of Criminology (Research)

1. **10 Probation**
   (1) A candidate is normally accepted for candidature on a probationary basis for a period not exceeding one year according to the provisions of the HDR Rule.
   (2) In the probationary period, other than in exceptional circumstances, to the satisfaction of the Faculty-Postgraduate-Research-Committee School Postgraduate Research Education Committee, each candidate must:
     (a) complete a specified research methods unit of study; meet any conditions set by the School Postgraduate Research Education Committee; and
     (b) develop and present a refined research proposal to the satisfaction of the Supervisor and Associate Dean; and
     (c) demonstrate adequate English language competency for the completion of the degree.

2. Please refer to the attached proposed course resolution amendments.

3. **RPJURSTD-01 Doctor of Juridical Studies**

Part 2 Eligibility for admission to candidature
(1) To be eligible to be admitted to candidature by the Dean or Associate Dean, an applicant must hold or have completed the requirements for:
   (a) the degree of Bachelor of Laws with first or second class honours from the University of Sydney; or
   (b) the degree of Master of Laws by coursework with a minimum distinction average from the University of Sydney, including a research component equivalent to 25% of one year's full time enrolment completed at a level of attainment deemed appropriate by the Faculty Postgraduate Research Committee.
(2) The Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Postgraduate Research Committee School Postgraduate Research Education Committee, are equivalent to those prescribed in sub-clause (1).
(3) The Dean or Associate Dean may impose on a student admitted pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

4. **Transitional arrangements**

N/A
5. Other relevant information

None

6. Signature of Dean

[Signature]

Professor Joellen Riley

7/8/17

Date
Doctor of Juridical Studies

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 Resolutions of the Faculty University of Sydney Law School, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended) and the Academic Board policies on Academic Dishonesty and Plagiarism, the University of Sydney (Higher Degree by Research) Rule 2011 (the HDR Rule), the Research Code of Conduct 2013 and the Research Data Management Policy 2014. Up to date The latest versions of all such documents are available from the Policy Register: http://www.sydney.edu.au/policies.

Course resolutions

Part 1: Preliminary

1 Course codes

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<tbody>
<tr>
<td>RPJURSTD-01</td>
<td>Doctor of Juridical Studies</td>
</tr>
</tbody>
</table>

Part 2: Admission requirements

2 Eligibility for admission to candidature

(1) To be eligible to be admitted to candidature by the Dean or Associate Dean, an applicant must hold or have completed the requirements for:
   (a) the degree of Bachelor of Laws with first or second class honours from the University of Sydney; or
   (b) the degree of Master of Laws by coursework with a minimum distinction average from the University of Sydney, including a research component equivalent to 25 percent of one year full time enrolment, completed at a level of attainment deemed appropriate by the Faculty Postgraduate Research Committee.

(2) The Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Postgraduate Research Committee, are equivalent to those prescribed in sub-clause (1).

(3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

3 Application for admission to candidature

(1) An applicant for admission to candidature must submit to the Faculty School:
   (a) satisfactory evidence of the applicant's eligibility for admission;
   (b) a proposed course of research and advanced study, approved by the Head of the Department Associate Dean in which the work is to be undertaken;
   (c) a statement certifying the applicant's understanding that, subject to the HDR Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use; and
   (d) evidence of minimum English language requirements, where not demonstrated by academic qualifications.

(2) In addition, an applicant for admission to part-time candidature must submit a statement that he or she will have sufficient time available to complete the requirements of the degree in accordance with these resolutions.

4 Credit transfer

(1) The HDR Rule specifies the conditions for the granting of credit for previous studies, including the effect on completion times, except that for coursework:
   (a) Up to 18 credit points of units of study completed for the degree of Master of Laws from the University of Sydney or up to 12 credit points completed in another Faculty of this University or at another university may be credited subject to the Resolutions of the University of Sydney Law School; and
   (b) the coursework should have been completed no more than six years prior to first enrolment in this degree.

Part 3: Candidature

5 Appointment of supervisor

The Head of Department Associate Dean will appoint a research supervisor and associate auxiliary supervisor for each candidate in accordance with the HDR Rule and the Supervision of Higher Degree by Research Students Policy 2013. Academic Board policies for postgraduate research higher degree supervision.

6 Control of candidature

The HDR Rule specifies the conditions for the control of candidature by the University.

7 Location of candidature and attendance

The HDR Rule specifies the conditions for the location of candidature and attendance by candidates at the University.
Part 4: Requirements

8 Degree requirements

(1) To satisfy the requirements of the degree candidates must:

(a) complete any specified probationary requirements;
(b) complete the units of study LAWS6077 Legal Research 1, LAWS7001 Legal Research 2, and LAWS7002 Legal Research 3;
(c) conduct research on the approved topic; and
(d) write a thesis embodying the results of the research.

9 The thesis

(1) A candidate shall produce a thesis that meets the requirements specified in the HDR Rule.
(2) The thesis will have an upper limit of 75,000 words including footnotes that may only be exceeded by no more than 15,000 words with the permission of the Associate Dean. The word limit does not include appendices.

Part 5: Enrolment and progression

10 Probation

(1) A candidate is normally accepted for candidature on a probationary basis for a period not exceeding one year according to the provisions of the HDR Rule.
(2) In the probationary period, other than in exceptional circumstances, to the satisfaction of the School Postgraduate Research Committee, each candidate must:

(a) complete a specified research methods unit of study; meet any conditions set by the School Postgraduate Research Education Committee; and
(b) develop and present a refined research proposal to the satisfaction of the Supervisor and Associate Dean; and
(c) demonstrate adequate English language competency for the completion of the degree.

11 Time limits, earliest and latest submission dates

The HDR Rule specifies the allowable completion times and submission dates available for full- and part-time candidates in this course.

12 Mode of attendance

The attendance pattern for this course is full-time or part-time according to candidate choice. Visa requirements commonly restrict international students to full-time study only.

13 Discontinuation of candidature

A candidate may discontinue enrolment in a unit of study or the degree subject to the conditions specified by the HDR Rule.

14 Suspension of candidature

A candidate may suspend enrolment from the degree subject to the conditions specified by the HDR Rule.

15 Leave of absence

A candidate may take leave of absence from the degree subject to the conditions specified by the HDR Rule.

16 Progress

A candidate is required to maintain satisfactory progress towards the timely completion of the degree. Progress will be reviewed annually according to the provisions of the HDR Rule and the Progress Planning and Review for Higher Degree by Research Students Policy 2015.

Part 6: Examination

17 Examination of the thesis

(1) Examination of the thesis will be conducted in general accordance with the standards prescribed by Academic Board for the Doctor of Philosophy. The requirements are set out in the Thesis and Examination of Higher Degree by Research Policy 2015, except that:

(a) three copies of the thesis shall be submitted by the candidate, together with three copies of the thesis summary of about 300 words in length; and
(b) two examiners will be appointed by the Faculty, at least one of whom shall be external to the University.

18 Award of the degree

The degree is awarded at the Pass level only.

Part 7: Other

19 Transitional provisions

(1) These course resolutions apply to students who commenced their candidature after 1 January, 2012 and students who commenced their candidature prior to 1 January, 2012 who elect to proceed under these resolutions.
(2) Candidates who commenced prior to 1 January, 2012 may complete the requirements in accordance with the resolutions in force at the time of their commencement, provided that requirements are completed within the time limits specified in those resolutions. The Faculty School may specify a later date for completion or specify alternative requirements for completion of candidatures that extend beyond this time.
Master of Laws (Research)

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 Resolutions of the Faculty of Law, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended), the Academic Board policies on Academic Dishonesty and Plagiarism, the University of Sydney (Higher Degree by Research) Rule 2011 (the HDR Rule), the Research Code of Conduct 2013 and the Research Data Management Policy 2014. The latest versions of all such documents are available from the Policy Register: http://www.sydney.edu.au/policies.

Course resolutions

Part 1: Preliminary

1 Course codes

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Part 2: Admission requirements

2 Eligibility for admission to candidature

(1) To be eligible to be admitted to candidature by the Dean or Associate Dean, an applicant must hold or have completed the requirements for the degree of Bachelor of Laws with first or second class honours from the University of Sydney.

(2) The Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Postgraduate Research Committee, are equivalent to those prescribed in sub-clause (1).

(3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean considers appropriate.

3 Application for admission to candidature

(1) An applicant for admission to candidature must submit to the Faculty:
   a satisfactory evidence of the applicant’s eligibility for admission;
   a proposed course of research and advanced study, approved by the Head of the Department in which the work is to be undertaken by the Associate Dean;
   a statement certifying the applicant’s understanding that, subject to the HDR Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use; and
   evidence of minimum English language requirements, where not demonstrated by academic qualifications.

(2) In addition, an applicant for admission to part-time candidature must submit a statement that he or she will have sufficient time available to complete the requirements of the degree in accordance with these resolutions.

4 Credit transfer

The HDR Rule specifies the conditions for the granting of credit for previous studies, including the effect on completion times.

Part 3: Candidature

5 Appointment of supervisor

The Head of Department and Associate Dean will appoint a research supervisor and an auxiliary supervisor for each candidate in accordance with the HDR Rule and the Supervision of Higher Degree by Research Students Policy 2013.

6 Control of candidature

The HDR Rule specifies the conditions for the control of candidature by the University.

7 Location of candidature and attendance

The HDR Rule specifies the conditions for the location of candidature and attendance by candidates at the University.

Part 4: Requirements

8 Degree requirements

(1) To satisfy the requirements of the degree candidates must:
   a complete any specified probationary requirements;
   complete the unit of study LAWS6077 Legal Research 1;
   conduct research on the approved topic; and
   write a thesis embodying the results of the research.

9 The thesis

(1) A candidate shall produce a thesis that meets the requirements specified in the HDR Rule.
The thesis will have an upper limit of 50,000 words including footnotes that may only be exceeded by no more than 10,000 words with the permission of the Faculty Postgraduate Research Committee - Associate Dean. The word limit does not include appendices.

Part 5: Enrolment and progression

Probation

(1) A candidate is normally accepted for candidature on a probationary basis for a period not exceeding one year according to the provisions of the HDR Rule.

(2) In the probationary period, other than in exceptional circumstances, to the satisfaction of the Faculty Postgraduate Research Committee, each candidate must:

(a) complete a specified research methods unit of study; meet any conditions set by the School Postgraduate Research Education Committee; and

(b) develop and present a refined research proposal to the satisfaction of the Supervisor and Associate Dean; and

(c) demonstrate adequate English language competency for the completion of the degree.

Time limits, earliest and latest submission dates

The HDR Rule specifies the allowable completion times and submission dates available for full- and part-time candidates in this course.

Mode of attendance

The attendance pattern for this course is full-time or part-time according to candidate choice. Visa requirements commonly restrict international students to full-time study only.

Discontinuation of candidature

A candidate may discontinue enrolment in a unit of study or the degree subject to the conditions specified by the HDR Rule.

Suspension of candidature

A candidate may suspend enrolment from the degree subject to the conditions specified by the HDR Rule.

Leave of absence

A candidate may take leave of absence from the degree subject to the conditions specified by the HDR Rule.

Progress

A candidate is required to maintain satisfactory progress towards the timely completion of the degree. Progress will be reviewed annually according to the provisions of the HDR Rule and the Progress Planning and Review of Higher Degree by Research Students Policy 2015.

Part 6: Examination

Examination of the thesis

(1) Examination of the thesis will be conducted in general accordance with standards prescribed by Academic Board for the Doctor of Philosophy, except that which are set out in the Thesis and Examination of Higher Degree by Research Policy 2015.

(a) three copies of the thesis shall be submitted by the candidate, together with three copies of the thesis summary of about 300 words in length;

(b) two examiners will be appointed by the School, at least one of whom shall be external to the University; and

(c) the Faculty Postgraduate Research Committee will act in place of the PhD Award Sub-Committee.

Award of the degree

The degree is awarded at the Pass level only.

Part 7: Other

Transitional provisions

(1) These course resolutions apply to students who commenced their candidature after 1 January, 2012 and students who commenced their candidature prior to 1 January, 2012 who elect to proceed under these resolutions.

(2) Candidates who commenced prior to 1 January, 2012 may complete the requirements in accordance with the resolutions in force at the time of their commencement, provided that requirements are completed within the time limits specified in those resolutions. The Faculty School may specify a later date for completion or specify alternative requirements for completion of candidatures that extend beyond this time.
Master of Criminology (Research)

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 Resolutions of the Faculty of Law, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended), and the Academic Board policies on Academic Dishonesty and Plagiarism; the University of Sydney (Higher Degree by Research) Rule 2011 (the HDR Rule), the Research Code of Conduct 2013 and the Research Data Management Policy 2014. The latest versions of all such documents are available from the Policy Register: http://www.sydney.edu.au/policies.

Course resolutions

Part 1: Preliminary

1 Course codes

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Part 2: Admission requirements

2 Eligibility for admission to candidature

(1) To be eligible to be admitted to candidature by the Dean or Associate Dean, an applicant must hold or have completed the requirements for a bachelor's degree with first or second class honours from the University of Sydney.

(2) The Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Postgraduate Research Committee School Postgraduate Research Education Committee, are equivalent to those prescribed in sub-clause (1).

(3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

3 Application for admission to candidature

(1) An applicant for admission to candidature must submit to the Faculty of Law:

(a) satisfactory evidence of the applicant's eligibility for admission;

(b) a proposed course of research and advanced study, approved by the Associate Dean Head of the Department in which the work is to be undertaken;

(c) a statement certifying the applicant's understanding that, subject to the HDR Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use; and

(d) evidence of minimum English language requirements, where not demonstrated by academic qualifications.

(2) In addition, an applicant for admission to part-time candidature must submit a statement that he or she will have sufficient time available to complete the requirements of the degree in accordance with these resolutions.

4 Credit transfer

The HDR Rule specifies the conditions for the granting of credit for previous studies, including the effect on completion times.

Part 3: Candidature

5 Appointment of supervisor

The Head of Department or Associate Dean will appoint a research supervisor and an assistant or auxiliary supervisor for each candidate in accordance with the HDR Rule and Academic Board policies for postgraduate research higher degree supervision the Supervision of Higher Degree by Research Students Policy 2013.

6 Control of candidature

The HDR Rule specifies the conditions for the control of candidature by the University.

7 Location of candidature and attendance

The HDR Rule specifies the conditions for the location of candidature and attendance by candidates at the University.

Part 4: Requirements

8 Degree requirements

(1) To satisfy the requirements of the degree candidates must:

(a) complete any specified probationary requirements;

(b) complete the unit of study LAWS6077 Legal Research 1;

(c) conduct research on the approved topic; and

(d) write a thesis embodying the results of the research.

9 The thesis

(1) A candidate shall produce a thesis that meets the requirements specified in the HDR Rule.
Part 5: Enrolment and progression

Probation

A candidate is normally accepted for candidature on a probationary basis for a period not exceeding one year according to the provisions of the HDR Rule. In the probationary period, other than in exceptional circumstances, to the satisfaction of the Faculty Postgraduate Research Committee, each candidate must:

(a) complete a specified research methods unit of study; meet any conditions set by the School Postgraduate Research Education Committee; and
(b) develop and present a refined research proposal to the satisfaction of the Supervisor and Associate Dean; and
demonstrate adequate English language competency for the completion of the degree.

Time limits, earliest and latest submission dates

The HDR Rule specifies the allowable completion times and submission dates available for full- and part-time candidates in this course.

Mode of attendance

The attendance pattern for this course is full-time or part-time according to candidate choice. Visa requirements commonly restrict international students to full-time study only.

Discontinuation of candidature

A candidate may discontinue enrolment in a unit of study or the degree subject to the conditions specified by the HDR Rule.

Suspension of candidature

A candidate may suspend enrolment from the degree subject to the conditions specified by the HDR Rule.

Leave of absence

A candidate may take leave of absence from the degree subject to the conditions specified by the HDR Rule.

Progress

A candidate is required to maintain satisfactory progress towards the timely completion of the degree. Progress will be reviewed annually according to the provisions of the HDR Rule and the Progress Planning and Review of Higher Degree by Research Students Policy 2015.

Part 6: Examination

Examination of the thesis

Examination of the thesis will be conducted in general accordance with standards prescribed by Academic Board for the Doctor of Philosophy, which are set out in the Thesis and Examination of Higher Degree by Research Policy 2015, except that:

(a) three copies of the thesis shall be submitted by the candidate, together with three copies of the thesis summary of about 300 words in length;
(b) two examiners will be appointed by the School, at least one of whom shall be external to the University; and
c) the Faculty Postgraduate Research Committee will act in place of the HDR Examinations Sub-Committee.

Award of the degree

The degree is awarded at the Pass level only.

Part 7: Other

Transitional provisions

These course resolutions apply to students who commenced their candidature after 1 January, 2018 and students who commenced their candidature prior to 1 January, 2018 who elect to proceed under these resolutions.

Candidates who commenced prior to 1 January, 2018 may complete the requirements in accordance with the resolutions in force at the time of their commencement, provided that requirements are completed within the time limits specified in those resolutions. The Faculty School may specify a later date for completion or specify alternative requirements for completion of candidatures that extend beyond this time.
Non-Confidential

<table>
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<tr>
<th>Author</th>
<th>Kathleen Nelson, Associate Dean (Research Education), Sydney Conservatorium of Music</th>
</tr>
</thead>
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<tr>
<td>Reviewer/Approver</td>
<td>Professor Anna Reid, Dean, Sydney Conservatorium of Music</td>
</tr>
<tr>
<td>Paper title</td>
<td>Minor course amendment proposal: Doctor of Musical Arts</td>
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<tr>
<td>Purpose</td>
<td>To amend the Course Resolutions for the Doctor of Musical Arts to remove the requirement for a minimum mark to be achieved in units of study.</td>
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RECOMMENDATION

That the Graduate Studies Committee recommend that the Academic Board:
(1) approve the proposal from the Sydney Conservatorium of Music to amend the Doctor of Musical Arts; and
(2) approve the amendment of course resolutions arising from this proposal, as presented, with immediate effect.

EXECUTIVE SUMMARY

The Conservatorium requests approval for an update to the Course Resolutions to the Doctor of Musical Arts degree. This update is to remove the requirement for a minimum weighted average mark to be achieved in the units of study normally taken during the first year of full-time study for the degree.
Minor Course Amendment Proposal

Faculty: Sydney Conservatorium of Music

Contact person: Assoc. Prof. Kathleen Nelson

1. Name of award course

   Doctor of Musical Arts

2. Purpose of proposal

   To amend the Course Resolutions for the Doctor of Musical Arts to remove the requirement for a minimum mark to be achieved in units of study.

Explanation:

   The Resolutions for the Doctor of Musical Arts currently includes the requirement to complete 36 credit points of units of study normally taken during the first year of full time study (or equivalent part time study). The resolutions were originally designed to require an average weighted mark of 75% for these units of study; however, rethinking of the approach to marking and feedback for some of the units of study over the last few years means that the average mark requirement is no longer able to function as originally intended. The Progress Review system has proved more relevant for assessing progression, and the average mark requirement has not been utilised in recent years.

3. Details of amendment

   The proposed only change affects Part 10: Probation in the Doctor of Musical Arts Resolutions as shown below.

10 Probation

   (1) A candidate is normally accepted for candidature on a probationary basis for a period not exceeding one year according to the provisions of the HDR Rule.

   In the probationary period each candidate must:

   (a) If proceeding on a full-time basis -

      (i) complete 36 credit points of units of study as prescribed, with a weighted average mark of at least 75;

      (ii) attend an annual review interview during which the candidate will present and defend a refined research plan for the following two years; and

      (iii) demonstrate adequate English language competency for the completion of the degree.

   (b) If proceeding on a part-time basis -

      (i) complete credit points of units of study as prescribed, with a weighted average mark of at least 75;

      (ii) develop and present a refined research proposal to the satisfaction of the supervisor and Associate Dean; and

      (iii) demonstrate adequate English language competency for the completion of the degree.

4. Transitional arrangements

   This change is planned to take effect immediately.

5. Other relevant information

   n.a.

6. Signature of Dean
Doctor of Musical Arts

Doctor of Musical Arts

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 Resolutions of the Faculty, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended) and the Academic Board policies on Academic Dishonesty and Plagiarism.

Up to date versions of all such documents are available from the Policy Register: sydney.edu.au/policies.

Course resolutions

Part 1: Preliminary

1 Course codes

<table>
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<tr>
<th>Code</th>
<th>Course and stream title</th>
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<tr>
<td>RPMUSART-01</td>
<td>Doctor of Musical Arts</td>
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Part 2: Admission requirements

2 Eligibility for admission to candidature

(1) To be eligible to be admitted to candidature by the Dean or Associate Dean, an applicant must:
(a) hold or have completed the requirements for -
(I) the degree of Bachelor of Music (Performance) from the University of Sydney, with first class honours or second class honours, first division; or equivalent qualification; or
(II) a bachelor's degree from the University of Sydney, with first class honours or second class honours, first division, in a related area of study; or equivalent qualification; or
(III) a master's degree from the University of Sydney, completed by research in a related area, with a weighted average mark of at least 75 for the performance research components, including a Distinction grade for the final, written research component; or equivalent qualification; or
(IV) a master's degree from the University of Sydney, completed by coursework in a related area, with a weighted average mark of at least 80; or equivalent qualification; and
(b) perform successfully at an audition/interview in the principal study, receiving a minimum audition/interview mark of 80%.
(2) The Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Research Committee, are equivalent to those prescribed in sub-clause (1).

3 Application for admission to candidature

(1) An applicant for admission to candidature must submit to the Faculty:
(a) satisfactory evidence of the applicant's eligibility for admission;
(b) a proposed course of research and advanced study, approved by the Associate Dean in which the work is to be undertaken; and
(c) a statement certifying the applicant's understanding that, subject to the HDR Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use.

4 Credit transfer

The HDR Rule specifies the conditions for the granting of credit for previous studies, including the effect on completion times.

Part 3: Candidature

5 Appointment of supervisor

(1) The Associate Dean will appoint suitably qualified supervisors for each candidate in accordance with the HDR Rule and Academic Board policies for postgraduate research higher degree supervision.
(2) The Associate Dean will also appoint a performance/creative works advisor, who may be the supervisor or the auxiliary supervisor or who may be in addition to the supervisor or auxiliary supervisor.

6 Control of candidature

The HDR Rule specifies the conditions for the control of candidature by the University.

7 Location of candidature and attendance

The HDR Rule specifies the conditions for the location of candidature and attendance by candidates at the University.

Part 4: Requirements

8 Degree requirements

(1) To satisfy the requirements of the degree candidates must:
(a) complete any specified probationary requirements;
(b) complete 36 credit points of units of study, as set out in the Faculty Handbook;
(c) present performances/creative works and research seminars;
(d) complete a program of supervised research leading to a thesis comprising substantial performance/portfolio of creative work and a dissertation of 25,000 to 30,000 words. The thesis shall be an original contribution to the field concerned.

9 The thesis
A candidate shall produce a thesis that meets the requirements specified in the HDR Rule.

Part 5: Enrolment and progression

10 Probation
(1) A candidate is normally accepted for candidature on a probationary basis for a period not exceeding one year according to the provisions of the HDR Rule.
In the probationary period each candidate must:
(a) If proceeding on a full-time basis -
   (I) complete 36 credit points of units of study as prescribed, with a weighted average mark of at least 75;
   (II) attend an annual review interview during which the candidate will present and defend a refined research plan for the following two years; and
   (III) demonstrate adequate English language competency for the completion of the degree.
(b) If proceeding on a part-time basis -
   (I) complete credit points of units of study as prescribed, with a weighted average mark of at least 75;
   (II) develop and present a refined research proposal to the satisfaction of the supervisor and Associate Dean; and
   (III) demonstrate adequate English language competency for the completion of the degree.

11 Time limits, earliest and latest submission dates
The HDR Rule specifies the allowable completion times and submission dates available for full- and part-time candidates in this course.

12 Mode of attendance
The attendance pattern for this course is full-time or part-time according to candidate choice. Visa requirements commonly restrict international students to full-time study only.

13 Discontinuation of candidature
A candidate may discontinue enrolment in a unit of study or the degree subject to the conditions specified by the HDR Rule.

14 Suspension of candidature
A candidate may suspend enrolment from the degree subject to the conditions specified by the HDR Rule.

15 Leave of absence
A candidate may take leave of absence from the degree subject to the conditions specified by the HDR Rule.

16 Progress
A candidate is required to maintain satisfactory progress towards the timely completion of the degree. Progress will be reviewed annually according to the provisions of the HDR Rule.

Part 6: Examination

17 Examination of the thesis including the final public performance/creative work
(1) The thesis
Examination of the thesis will be conducted in general accordance with standards prescribed by Academic Board for the Doctor of Philosophy.

(2) The final public performance/creative work
(a) Candidates who will present a final public performance must notify the Conservatorium in writing of their intention to present their final public performance at least three months prior to the date of the performance.
(b) The examiners appointed to examine the thesis will examine and report on both the written dissertation and the performance/creative work.
(c) Where possible and relevant, the examiners will also attend the performance, but will not participate in any internal assessment of readiness for examination.

18 Award of the degree
The degree is awarded at the pass level only.

Part 7: Other

19 Transitional provisions
(1) These course resolutions apply to students who commenced their candidature after 1 January, 2017 and students who commenced their candidature prior to 1 January, 2017 who elect to proceed under these resolutions.
(2) Candidates who commenced prior to 1 January, 2017 may complete the requirements in accordance with the resolutions in force at the time of their commencement, provided that requirements are completed within the time limits specified in those resolutions. The Faculty may specify a later date for completion or specify alternative requirements for completion of candidatures that extend beyond this time.
RECOMMENDATION

That the Graduate Studies Committee note the establishment of the HDR Internships Working Party.

EXECUTIVE SUMMARY

In response to a request from the University Executive (UE) Research Education Committee, the Higher Degree by Research (HDR) Internships Working Party was established to provide advice on developing a University-wide mechanism to support HDR students to undertake internships and provide data for University reporting to the Department of Education and Training.

BACKGROUND / CONTEXT

An outcome of the 12 July 2017 meeting of the UE Research Education Committee was the recommendation that a working party be established under the Committee to investigate and develop a University-wide mechanism to support HDR students to undertake internships. A paper was provided to the Committee that identified the importance of promoting this mechanism to students, and highlighted the Commonwealth Government’s funding shift toward incentivising research links with industry.

The first meeting of the HDR Internships Working Party was held on 9 August 2017. The Working Party membership consists of:

- Ross Coleman (Director Graduate Research, DVC-Ed) (Chair)
- Ruth Phillips (Associate Dean Postgraduate Research, FASS)
- Martin Mackey (Associate Dean Research Education, FHS)
- Maria Ishkova (nominee, PVC Research – Enterprise & Engagement)
- George Carayannopoulos (Head, Higher Degree Research Administration Centre)
- Samuel Muller (Senior Lecturer, School of Mathematics and Statistics)
- Hugh O’Dwyer (DVC-E) (Secretariat)

The Working Party’s terms of reference are:
1. To provide advice to the University Executive and the Graduate Studies Committee on developing a University-wide mechanism to encourage and support HDR students undertake internships.
2. To provide advice to the University Executive and the Graduate Studies Committee about establishing a formal process for recording and collating information about the number of internships that are undertaken by HDR students, what skills are developed, and how the internship experience relates to the graduate qualities.
3. To provide advice to the University Executive and the Graduate Studies Committee about how this data collection mechanism will be used for University reporting to the Department of Education and Training.
4. To develop a statement of internship standards and university responsibilities.
5. To recommend that the University Executive and the Graduate Studies Committee consider the development and implementation of a support mechanism to encourage HDR students to undertake internships with industry.
Non-Confidential
6. To recommend to the University Executive and the Graduate Studies Committee what changes to internship recording across all Faculties and Schools may need to be considered.

The Working Party will provide a paper with advice and recommendations within its terms of reference to the Graduate Studies Committee at the 7 November 2017 meeting.