
UNDERGRADUATE STUDIES COMMITTEE
10:00AM-12:00PM TUESDAY 6 FEBRUARY 2018

Chair: Dr Melissa Hardie

Committee Officer: Alyssa White

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<http://sydney.edu.au/secretariat/academic-board-committees/undergraduate-studies-committee.shtml#>

NOTICE OF MEETING

Meeting 2018/1 of the **Undergraduate Studies Committee** will be held at **10 am on Tuesday 6 February** in the Senate Room, Quadrangle. The agenda for the meeting is attached.

Alyssa White
Committee Officer

AGENDA

	Presenter	Paper
1 WELCOME AND APOLOGIES	Chair	
2 PROCEDURAL MATTERS		
2.1 Minutes of Meeting 2017/8 (7 November 2017)	Chair	<i>attached</i>
2.2 Actions Arising	Members	<i>verbal update</i>
2.3 Revised Terms of Reference	Chair	<i>attached</i>
3 STANDING ITEMS		
3.1 Report of the Chair	Chair	<i>verbal update</i>
3.2 Report of the Academic Board meeting 28 November 2017	Jane Hanrahan	<i>attached</i>
4 ITEMS FOR APPROVAL		
<i>Major Course Proposals</i>		

No items for approval

Minor Course Proposals

No items for approval

5 STRATEGIC ITEMS

- 5.1 Education Portfolio: Proposed Revisions to Course Resolution Templates Peter McCallum *attached*

6 OTHER BUSINESS

- 6.1 Any Other Business Chair

Next meeting: Tuesday, 27 March 2018, 10.00am to 12.00pm.

Senate Room, Quadrangle

Undergraduate Studies Committee

Terms of Reference

Purpose

The Undergraduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning and scholarship at the University of Sydney and, in this context, advises the Academic Board about resolutions, policy and procedures relating to undergraduate study at the University and acts as the Academic Board's agent in determining undergraduate 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 undergraduate award courses, 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 undergraduate studies in the University, including the pattern of undergraduate courses in the University.
3. To make recommendations to the Academic Board in relation to proposals to introduce new undergraduate award courses and amendments to existing undergraduate award courses.
4. To make recommendations to the Academic Board regarding requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
5. To act for the Academic Board in determining procedures for the consideration, and deadline for submission of proposals for new and amended undergraduate award programs and courses in consultation with the Course Profiles Steering Committee.
6. To contribute to the development of the University's strategic objectives in relation to undergraduate study and to formulate, recommend to the Academic Board, and regularly review resolutions, policy and procedures supporting those strategic objectives.
7. To receive reports from, and provide advice to, the Deputy Vice Chancellor (Education) and, where appropriate the Deputy Vice Chancellor (International) on quality assurance and other matters relating to undergraduate study.
8. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to undergraduate studies.

9. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters concerning undergraduate students.
10. To determine the terms and conditions of undergraduate awards, scholarships and prizes established within the University.
11. To receive annual reports on the awarding of Honours and the University Medal from Faculties.
12. To provide regular reports on its activities under its terms of reference to the Academic Board.
13. To consider and report on any matter referred to it by the Academic Board, or its committees, the Senior Executive Group or the Vice Chancellor.



UNDERGRADUATE STUDIES COMMITTEE

10am-12pm Tuesday 7 November 2017

Senate Room, Quadrangle

Members Present: Associate Professor Wendy Davis (Chair); Isabella Brook (President of the SRC); Dr Stephen Carter (Pharmacy); Dr Wayne Cotton (Education and Social Work); Professor Alan Fekete (Engineering and Information Technologies); Anne Fernandez (Deputy Registrar Nominee); Associate Professor Jamie Glister (Law); Dr Mark Halaki (Health Sciences); Dr Melissa Hardie (Arts and Social Sciences); Dr Tina Hinton (Medicine); Dr Juliette Overland (Business); Dr Dagmar Reinhardt (Architecture, Design and Planning); Associate Professor Tony Masters (Chair of the Academic Board); Dr Gary Muscatello (Veterinary Science); Associate Professor Patrice Rey (Science).

Attendees: Dr Matthew Charet (Executive Officer to Academic Board); Edwina Grose (Student Administration Services); Irina Harris (School of Psychology); Clare Higgins (Health Sciences); Associate Professor Peter McCallum (DVC Education Portfolio); Professor Pauline Ross (Associate Dean Education, Science); Associate Professor Marjorie Valix (Engineering & IT) and Susan Parker (Committee Officer).

Apologies: Associate Professor Tina Bell (Agriculture, Food and Natural Resources); Associate Professor Adam Bridgeman (Director, Educational Innovation); Dr Lisa Conlon (Nursing and Midwifery); Dr Kimberly Mathieu Coulton (Dentistry); Disha Dhanda (Student Representative); Associate Professor Jamie Glister (Sydney Law School); Dr James Humberstone (Sydney Conservatorium of Music); Dr Eric Knight (Sydney Business School); Dr Andrew Lavery (Sydney College of the Arts) and Associate Professor Tim Wilkinson (Chair, Admissions Committee).

UNCONFIRMED MINUTES

1 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and noted apologies, as recorded above.

Resolution UGSC2017/6-1

The Undergraduate Studies Committee resolved to note that apologies have been received from the members above.

2 PROCEDURAL MATTERS

2.1 Minutes of Previous Meeting

Resolution UGSC2017/6-2

The Undergraduate Studies Committee resolved that the minutes of meeting 2017/5 held on 19 September 2017 be confirmed as a true record of that meeting, subject to the correction of the second paragraph of Item 4.11, as follows:

Dr Overland noted some corrections to the Bachelor of Pharmacy and Management necessitated by changes to Business units of study. The note attached to BUSS1040, which describes the unit as compulsory for the Bachelor of Commerce, should be deleted. Two units indicated as offered in semester 1 in the submission, WORK1004 and WORK2205, will now be offered in semester 2.

2.2 Actions Arising

Resolution UGSC2017/6-3

The Undergraduate Studies Committee resolved to note that there were no outstanding actions from the previous meeting.

3 STANDING ITEMS

3.1 Report of The Chair

Resolution UGS2017/6-4

The Undergraduate Studies Committee resolved to note the report of The Chair.

Note for the record

The Chair noted that this is the last meeting of the Undergraduate Studies Committee for 2017. She advised that Isabella Brook completes her term as the President of the Student Representative Council in December and thanked her for her contribution to the Committee. Associate Professor Davis also confirmed that this is her final meeting as Chair. On behalf of the Committee, the Chair of the Academic Board thanked Associate Professor Davis for her contribution and leadership.

3.2 Report of the Academic Board

Resolution UGS2017/6-5

The Undergraduate Studies Committee resolved to note the report of the Academic Board meeting held on 10 October 2017.

Note for the record

Associate Professor Masters advised that when Senate approved the new *University of Sydney (Academic Board) Rule 2017*, the document had been intentionally written to remove reference to the Committees of the Academic Board. This allows for a greater degree of flexibility and allows Academic Board to determine its own committee structure. He invited members to provide feedback on the proposed structure of the Academic Board – a draft of which was provided to the Academic Board at its last meeting – and that the comments will be passed on to the working party.

4 ITEMS FOR APPROVAL

Major Course Proposals

4.1 DVCE Portfolio: Curriculum Framework for a Research-Pathway Masters Degree and Vertically-Integrated Masters Degree

Resolution UGSC2017/6-6

The Undergraduate Studies Committee recommends that the Academic Board:

- (1) endorse the proposed curriculum framework for a research-pathway masters degree;*
- (2) note the name Master of Advanced Studies (discipline) for the research-pathway masters degree;*
- (3) endorse the proposed curriculum framework for vertically-integrated research-pathway and professional/specialist bachelor/master combined degrees; and*
- (4) endorse the proposed changes to the Coursework Policy to include the curriculum framework for a research-pathway masters degree and vertically integrated bachelor/masters degrees*

Note for the record

- The Australian Government's legislative reforms to postgraduate Commonwealth Supported Places (CSPs) have not been passed by the Senate.
- There is a possibility that a postgraduate CSP scholarship scheme may still be introduced.
- While details of the scheme remain unknown, the University will operate on the assumption that places in vertically-integrated masters (VIMs) can be applied for at the

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end of second year of study. In addition, the standalone research-pathway degree will be fast-tracked to 2019.

- If the CSP scholarship scheme does not go ahead for 2019, a delayed commencement date for the standalone research-pathway degree will be reconsidered for 2020.
- Associate Professor McCallum agreed to circulate a paper, which sets out the details of what would be required from faculties to nominate specialisations.
- Availability of one year appended honours will continue alongside research-pathway and VIM degrees for the immediate future, and Associate Professor McCallum advised that there is no intention of replacing appended honours, although faculties would be welcome to do so. Faculty resolutions will have to be amended to enable the dissolution of appended honours in any case, which would need to be approved by the Academic Board.
- In discussion of the Coursework Policy, it was agreed to make OLEs available to students, but to remove the requirement to complete OLEs.

4.2 Faculty of Arts and Social Sciences: Bachelor of Arts/Master of Teaching

Resolution UGSC2017/6-7

The Undergraduate Studies Committee recommends that the Academic Board:

- (1) *approve the proposal from the Faculty of Arts and Social Sciences to introduce the Bachelor of Arts / Master of Teaching (School and Community Education) combined degree;*
- (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 Arts and Social Sciences; and*
- (3) *approve the introduction of course resolutions arising from this proposal, with effect from 1 January 2019.*

Note for the record

It was agreed that Anne Fernandez, Edwina Grose and Dr Cotton would meet to resolve missing and incorrect details contained in the proposals for a Bachelor of Arts/Master of Teaching and the Bachelor of Arts/Bachelor of Education.

As soon as this work is complete, it was agreed that a meeting be convened with Anne Fernandez, Edwina Grose, Dr Cotton and Professor Fekete to:

- confirm the administrative content of the proposals is satisfactory;
- select which of the two proposals is to be recommended to Senate by the Academic Board; *and*
- seek endorsement from the DVC Education of the selected proposal.

It was noted that:

- selection of the proposal for consideration by the Academic Board is contingent on the Government's confirmation of - and details therein - of the availability of Commonwealth Supported Places.
- Academic Board papers are due to the Executive Officer no later than Tuesday 21 November 2017.

4.3 Faculty of Arts and Social Sciences: Bachelor of Arts/Bachelor of Education

Resolution UGSC2017/6-8

The Undergraduate Studies Committee recommends that the Academic Board:

- (1) *approve the proposal from the Faculty of Arts and Social Sciences to introduce the Bachelor of Arts/Bachelor of Education (School and Community Education) combined degree;*
- (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 Arts and Social Sciences; and*

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- (3) *approve the introduction of course resolutions arising from this proposal, with effect from 1 January 2019.*

Note for the record

This item was discussed as a part of Item 4.2 above.

4.4 Faculty of Science and Faculty of Health Sciences: Bachelor of Science (Exercise and Sport)

Resolution UGSC2017/6-9

The Undergraduate Studies Committee does not recommend that the Academic Board approve the proposal from the Faculty of Science and Faculty of Health Sciences.

Note for the record

It was agreed that a revised proposal, which resolves the exit pathway and the structure of the proposed additional major, be prepared for consideration by the Undergraduate Studies Committee in February 2018.

4.5 Faculty of Science: Bachelor of Science/Master of Mathematics

Resolution UGSC2017/6-10

The Undergraduate Studies Committee recommends that the Academic Board:

- (1) approve the proposal from the Faculty of Science to introduce the Bachelor of Science / Master of Mathematics;*
- (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 Science;*
- (3) approve the introduction of course resolutions and unit of study tables arising from this proposal, with effect from 1 January 2019.*

Note for the record

The approval of the proposal from the Faculty of Science is subject to clarification of changes to the Mathematical Sciences program (regarding DATA1002). Associate Professor Masters also recommended that the proposal remove discussion of the Mathematics and Statistics ERA ranking.

Minor Course Proposals

4.6 Conservatorium of Music: Bachelor of Music (Composition)

Resolution UGSC2017/6-11

The Undergraduate Studies Committee recommends that the Academic Board:

- (1) approve the proposal from the Sydney Conservatorium of Music to amend the Bachelor of Music; and*
- (2) approve the amendment of the course resolutions arising from the proposal, with effect from 1 January 2018.*

4.7 Faculty of Engineering & IT: Bachelor of Engineering Honours

Resolution UGSC2017/6-12

The Undergraduate Studies Committee does not support this proposal, but refers it back to the Faculty for further development.

Note for the record

It was agreed that Anne Fernandez would provide the Faculty with a list of the issues and amendments to be addressed and that a revised proposal be submitted for consideration by Undergraduate Studies Committee in February 2018. Further suggestions for consideration were also tabled by Associate Professor McCallum and these would be forwarded to the Faculty for inclusion in the revised proposal.

4.8 Faculty of Science: Bachelor of Psychology

Resolution UGSC2017/6-13

The Undergraduate Studies Committee recommends that the Academic Board:

- (1) approve the proposal from the Faculty of Science to amend the Bachelor of Psychology;*
- (2) approve the amendment of the course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2019.*

Note for the record

The Committee endorsed the proposal contingent on:

- further discussion between Dr Melissa Hardie from the Faculty of Arts & Social Sciences and Dr Irina Harris and Professor Pauline Ross from the Faculty of Science to resolve/agree upon the course structure *and*
- approval of the proposal by the Board of Interdisciplinary Studies.

It was noted that Academic Board papers are due to the Executive Officer no later than Tuesday 21 November 2017.

5 STRATEGIC ITEMS

5.1 Education Portfolio: Assessment: A University-Wide approach

Resolution UGS2017/6-14

The Undergraduate Studies Committee resolved to note the report of the Assessment Working Group and recommend that the Academic Board endorse the recommendations set out in the report.

Note for the record

Professor Fekete sought clarification on what support will be provided by the Education Portfolio to accommodate the increased assessment workload. Associate Professor McCallum advised that faculties have been directed to seek resource support through the Education Compacts. He confirmed that the intention of these proposed changes is to reduce the burden of assessment and that the introduction of the curriculum mapping process will also provide a system to support coordinators and faculties to better align their learning outcomes and assessments. Dr Carter commented that it would be beneficial to receive feedback once the model is implemented to effectively 'close the loop.'

5.2 Education Portfolio: Bachelor of Science (Exercise & Sport)

Resolution UGS2017/6-15

The Undergraduate Studies Committee resolved to note the review of the proposal for the Bachelor of Science (Exercise and Sport) and Bachelor of Science/Bachelor of Advanced Studies (Exercise and Sport).

6 OTHER BUSINESS

6.1 Education Portfolio: Review of minor course amendment proposals for Bachelor of Psychology and Bachelor of Engineering Honours.

Resolution UGS2017/6-16

That the Undergraduate Studies Committee resolved to note the review of minor course amendment proposals for Bachelor of Psychology and Bachelor of Engineering Honours.

There being no other business, the meeting closed at 12.30pm

Next meeting – 10am-12pm, 6 February 2018 Senate Room, Quadrangle



Submission To	Undergraduate Studies Committee
Date	6 February 2018
Item No	2.3

Non-Confidential

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

RECOMMENDATION

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

EXECUTIVE SUMMARY

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

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

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

ATTACHMENTS

Attachment 1: Draft Terms of Reference – Undergraduate Studies Committee

Undergraduate Studies Committee – Draft Terms of Reference

Purpose

The Undergraduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning and scholarship at the University of Sydney. ~~It and, in this context,~~ advises the Academic Board about resolutions, policy and procedures relating to undergraduate study at the University and acts ~~as the Academic Board's agent in~~ determining undergraduate matters, including the approval of new and amended courses, in accordance with the ~~Resolutions of the Senate: Delegations of Authority: Academic Functions: University of Sydney (Delegations of Authority – Academic Functions) Rule 2016.~~

Terms of reference

1. To monitor issues relating to quality in relation to undergraduate award courses, 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 undergraduate studies in the University, including the pattern of undergraduate ~~award courses in the University.~~
3. To make recommendations to the Academic Board ~~about in relation to~~ proposals to introduce new undergraduate award courses and amendments to existing undergraduate award courses.
4. To make recommendations to the Academic Board ~~regarding about~~ requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
5. To ~~act for the Academic Board in~~ determining procedures for the consideration, and deadline for submission of proposals for new and amended undergraduate award programs and courses in consultation with the University Executive Course Profiles Steering Committee.
6. To provide academic oversight in relation to domains 1.4.1; 1.4.2, 3.1.1, 3.1.2, 3.1.3; 3.1.4; 3.1.5; 5.1.2; 5.1.3, 5.4.2 and 6.3.2(c) of the *Higher Education Standards Framework (Threshold Standards) 2015*.
7. To ensure undergraduate education is compliant with appropriate ~~R~~rules, ~~p~~olicies and ~~P~~rocedures, including, but not limited to the:
 - ~~University of Sydney (Coursework) Rule 2014;~~ ~~the~~
 - ~~Coursework Policy 2014;~~ ~~the~~
 - ~~Assessment Procedures 2011;~~
 - ~~the Learning and Teaching Policy 2015;~~ ~~the~~
 - ~~Learning and Teaching Procedures 2016;~~
 - ~~the Academic Honesty in Coursework Policy 2015;~~ ~~the~~
 - ~~Academic Honesty Procedures 2016.~~
8. To contribute to the development of the University's strategic objectives in relation to undergraduate study and to formulate, recommend to the Academic Board, and regularly review resolutions, policy and procedures supporting those strategic objectives.
9. To receive reports from, and provide advice to, the Deputy Vice-Chancellor (Education) and, where appropriate the Deputy Vice-Chancellor (Global Engagement) on quality assurance and other matters relating to undergraduate study.
10. To obtain information or reports from any ~~f~~aculty, ~~University School, Board of Studies,~~ school or department, the Library or other academic unit on academic matters relating to undergraduate studies.

- ~~10~~11. To ensure proper communication channels are established with other committees of the Academic Board and the University Executive to promote cross-referencing and discussion of matters concerning undergraduate students.
- ~~11~~12. To determine the terms and conditions of undergraduate awards, scholarships and prizes established within the University.
- ~~12~~13. To receive annual reports on the awarding of Honours and the University Medal from Faculties, University Schools or Boards of Studies.
- ~~13~~14. To provide regular reports on its activities ~~under its terms of reference~~ to the Academic Board.
- ~~14~~15. To consider and report on any matter referred to it by the Academic Board, or its committees, the University Executive or the Vice-Chancellor.

Constitution

Ex Officio Members

the Chair of the Committee
the Chair of the Academic Board, or nominee
the Chair of the Admissions Subcommittee, if not already a member
the Director, Educational Innovation, or nominee
the Deputy Registrar, or nominee
the President of the Students' Representative Council, or nominee

Appointed members

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

- one academic staff member from each 2016-faculty and University School; and
- at least one undergraduate student member ~~nominated by members of the Board.~~
-

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

Deputy Chair

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

Co-opted Members

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

Assessors and Reviewers

The Committee may invite and appoint assessors and reviewers to assist it with its functions, including, as appropriate, ~~persons~~ from outside the University.

Observers

Staff or students of the University may attend meetings as observers, and ~~may be allowed~~, with the permission of the Chair of the ~~C~~committee, ~~to~~ address the meeting on issues being considered by ~~it, the~~ committee.

Frequency of Meetings

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

Voting Rights

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

Quorum

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

**Non-Confidential**

Submission To	Undergraduate Studies Committee
Date	6 February 2018
Item No	3.2

Author	Matthew Charet, Executive Officer to Academic Board
Reviewer/Approver	Associate Professor Tony Masters, Chair of the Academic Board
Paper title	Report of the Academic Board meeting
Purpose	To advise the Committee of the outcomes of the Academic Board meeting held on 28 November 2017

RECOMMENDATION

That the Undergraduate Studies Committee note the report of the Academic Board meeting held on 28 November 2017.

REPORT OF ACADEMIC BOARD MEETING

Items related to the Academic Standards and Policy Committee

The Academic Board noted the report from the meeting of the Academic Standards and Policy Committee held on 14 November 2017; and

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



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Items related to the Admissions Committee

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

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

Items related to the Graduate Studies Committee

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

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



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

- approved a proposal from the Faculty of Science to introduce the Master of Mathematics; recommend that Senate endorse the Academic Board's approval of the proposal and approve amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Faculty of Science; and approve the introduction of course resolutions and the amendment of unit of study tables arising from this proposal, with effect from 1 January 2019; and
- approved a proposal from the Faculty of Science to amend the Graduate Diploma in Psychology and approve the amendment of course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2019.

Items related to the Undergraduate Studies Committee

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

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

Other matters

The Academic Board also:

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

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

**Non-Confidential**

Submission To	Undergraduate Studies Committee
Date	6 February 2017
Item No	5.1

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

RECOMMENDATION

That the Undergraduate Studies Committee:

- *endorse the revised undergraduate course resolutions template, and recommend it to the Academic Board.*

EXECUTIVE SUMMARY

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

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

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

BACKGROUND

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

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

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

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



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ISSUES

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

The main suggestions for changes to the template are listed below.

Undergraduate resolutions:

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

CONSULTATION

The Education portfolio consulted the Chair of the Academic Board about the proposed changes to the templates, and the intention to introduce them as a replacement for all current course resolution templates.

ATTACHMENTS

Attachment 1 – Revisions to the undergraduate course resolutions template

APPENDIX 3A: UNDERGRADUATE COURSE RESOLUTIONS

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

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

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

These resolutions must be read in conjunction with applicable University By-laws, Rules and policies including (but not limited to) the University of Sydney (Coursework) Rule 2014~~40~~ (the 'Coursework Rule'), [the Coursework Policy 2014 \(the 'Coursework Policy'\)](#), [the Learning and Teaching Policy 2015](#), the Resolutions of the Faculty, the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended), [the Student Mobility Policy 2018](#) and the Academic Board policies [and procedures on Academic Honesty in Coursework](#). ~~Up to date~~**Current versions of all such documents/policies are available from the Policy Register:** <http://www.sydney.edu.au/policies-on-Academic-Dishonesty-and-Plagiarism>.

Course resolutions

1. Course codes

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

Code	Course and stream title

2. Attendance pattern

(1) ~~[Required content – select the applicable option from the dropdown list. If the course can be taken partly, fully, or only in distance mode, please indicate as below. Otherwise delete reference to distance mode]~~ The attendance pattern for this course is ~~[list]~~ full time ~~or~~ ~~or~~ part time according to candidate choice / full time only / part time only ~~[list ends]~~.

(2) ~~[Required content state whether the course is available full time, part time or both. If the course can be taken partly, fully, or only in distance mode, please indicate as below. Otherwise delete reference to distance mode]~~ Visa requirements commonly restrict international students to full time study only.

~~(4)~~(3) ~~[Required content or delete if not applicable]~~ Some/all units of study are available/only available in distance mode.

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

3. Degree type

~~[Select the applicable option from the drop-down list]~~

- [Single](#)
- [Combined](#)
- [Double](#)

4. Bachelor type

~~[Select the applicable options from the drop-down list]~~

- [Liberal Studies](#)
- [Specialist](#)
- [Professional](#)
- [Combined Bachelor \(please specify the degree types for the Bachelor degrees\)](#)
- [Vertically integrated Bachelor/Masters \(professional or specialist\)](#)
- [Vertically integrated Bachelor/Masters \(research track\)](#)
- [Double Liberal Studies/Professional Masters](#)

5. Streams

(1) ~~[Required-Optional content where there are streams – delete if no streams. If the Dalyell Stream is available, it should be mentioned here]~~

The ~~[Insert name of Diploma, Advanced Diploma, Bachelor, Combined Bachelor, Vertically integrated Bachelor/Master/Double degree] Bachelor, Bachelor/Bachelor of Advanced Studies/Advanced Diploma in / Diploma in/of XXX~~ is available in the following streams:
~~[insert names].~~

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

(4)(3) ~~[Required content if 5 (1) not deleted]~~ Candidates wishing to transfer between streams should contact the ~~faculty~~ Student Centre.

64. ~~Cross-f~~ Faculty management

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

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

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

75. Admission to candidature

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

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

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

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

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

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

86. Requirements for award

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

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

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

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

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

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

(4) [Optional content – delete as necessary] Bachelor of XX/Bachelor of Advanced Studies combined degree

To qualify for the award of the degree combined XX, a candidate must complete XXX credit points, comprising:

- (g) [Optional content – delete as necessary] XX credit points of core units of study as set out in Table A
- (h) [Optional content – delete as necessary] a stream (XX credit points) as listed in section 3 above;
- (i) [Optional content – delete as necessary] a program (XX credit points) or a major (XX credit points) as listed in section 7 below;
- (j) a major from Table A and a second major (48 credit points) as listed in Table S;
- (k) a minimum of 24 credit points at 4000-level from Table A for the XX degree or Table S, including a research, community, industry or entrepreneurship project of at least 12 credit points and up to 36 credit points; and
- (l) [Optional content – delete as necessary] a minimum of 12 credit points of units of study from the Open Learning Environment as listed in Table O; and
- (m) where appropriate, elective units of study from Table A of the XX degree or Table S.

(5) Requirements for streams

- (a) The requirements for the completion of each stream are as specified in Table A for the Bachelor of X and OR Bachelor of X/Bachelor of Advanced Studies or, in the case of the Dalyell stream, in Table S of the Shared Pool for Undergraduate Degrees.
- (b) Candidates wishing to transfer between streams should contact the faculty. Candidates who qualify for the Dalyell stream may complete that stream while also completing another stream

(a) And ensuring:

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

97. Program, Majors and Minors

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

(1) Requirements for programs, majors and minors

- (a) Programs, majors and minors are as defined in the Learning and Teaching Policy.
- (b) The requirements for completion of programs, majors and minors are as set out in Table A or Table S as appropriate.

(+)(2) Programs

- (a) Completion of a program/major is/ is not a requirement of the course.
- (b) A program requires the completion of XX credit points chosen from units of study listed in Table A.
- (c) The programs available in the [insert degree, combined or double degree name] are:
[List]

(3) Majors

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

~~(2)~~(4) Minors

- (a) Completion of a minor is/ is not a requirement of the course
- (b) A minor requires the completion of ~~XX~~36 credit points chosen from units of study listed for the minor in Table A/Table S. Requirements for completion of ~~majors and~~ minors are as set out in Table A or Table S as appropriate.

~~(a)~~(c) The minors available in the [insert degree, combined or double degree name] are:
[List]

108. Progression rules

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

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

~~(4)~~(2) *[Required content – Select the applicable option from the drop-down menu]* Progression within the [degree]

e.g. Candidates must pass all 1000-level year one units of study (~~Units of Study with a numeric value of 1xxx~~) before proceeding to 2000-level units year two (~~units with a numeric value of 2xxx~~). Failure in any single unit results in a failure of the year and requires the candidate to retake the entire year without credit or exemption for work previously completed.

Or

Candidates must pass UNITXXXX before proceeding to the core units in year three.

Or

Candidates must maintain a Distinction average in all core units in each year of study to continue in the Advanced combined degree. Candidates who do not maintain a distinction average will be transferred to the pass degree Bachelor of XXXX.]

(3) *[Optional content]* Progression within the Dalyell stream

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

119. Requirements for the hHonours degree or Bachelor of Advanced Studies with honours

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

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

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

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

[Integrated honours [Optional content]]

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

Bachelor of Advanced Studies [Optional content]

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

~~(4)~~(7) The grade of honours will be determined by an honours mark calculated from work in the embedded honours component as specified in these resolutions, the Resolutions of the Business School or in the resolutions of the relevant faculty.

[Appended honours [Optional content]]

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

~~(4)~~(2) To qualify for admission to the honours year a student should:

- (a) have qualified for, or been awarded, the pass degree or an equivalent degree from another university, including a major/s in the intended area/s of study;
- (b) have a WAM of at least 65; and
- (c) have the permission of the relevant Head of Department/ Discipline/ Program Coordinator.

~~(2)~~(3) To qualify for the award of the honours degree a candidate must complete 48 credit points of honours units of study from the Honours Table, as prescribed by the Head of Department/ Discipline/ Program Coordinator.

120. Award of the degree/ advanced diploma/ diploma

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

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

OR

(1) [Optional content] The Bachelor of XXX/Bachelor of Advanced Studies with Honours is awarded in the grades of either Pass or Honours. The honours degree is awarded in classes ranging from First Class to XXX Class according to the rules specified in the Resolutions of the Faculty of XXX. Highly meritorious candidates who receive first class honours may be awarded the University medal according to rules specified in the Resolutions of the Faculty of XXX.

OR

(1) [Optional content] Candidates for the award of the Honours degree who do not meet the requirements, and who have not already graduated, will be awarded the pass degree

OR

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

113. Cross-institutional study

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

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

142. International exchange

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

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

OR

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

153. Course transfer

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

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

OR

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

164. Credit for previous study

[Optional content—specify only if there are course specific rules. Variation from the Coursework [RulePolicy 2014](#), or a consistent Faculty policy, is discouraged. Adapt the model text as required]

~~(1)~~ Credit transfer is subject to the provisions of the Coursework [Policy, Rule and](#) the Resolutions of the Faculty of XXX, ~~or, in the case of a major or minor offered by another faculty, any relevant resolutions of that faculty.~~ All candidates for the Bachelor of XXX, notwithstanding any credit transfer, must complete ~~...~~[\(free text describe\)](#).

175. ~~Transitional provisions~~[Commencement date of these resolutions](#)

[Required content ~~when an existing course changes its requirements.~~]

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

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