Faculty of Architecture, Design & Planning

Staff Handbook
2007
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1. Welcome by the Dean

Welcome to the Faculty of Architecture, Design and Planning at the University of Sydney. Our faculty is committed to improving the quality of designed environments, both digital and physical, by providing high level education to our students. This education helps them to gain professional and intellectual insight into the vital and current debates in the future of environments in which we live, work and play.

Our faculty offers a leading range of undergraduate, coursework and research degrees in Australasia dealing with the designed and built environments. We have always had a strong presence in the field of architecture and architectural sciences, urban planning and urban design and, in recent years, established ourselves as the leading centre for the design of digital environments.

Currently we have close to 1300 full-time and part-time undergraduate, postgraduate coursework and research students studying and working with us. We welcome your decision to join us.

The faculty offers undergraduate qualifications in architecture through the accredited contiguous degrees of Bachelor of Design in Architecture / Bachelor of Architecture. For students who wish to specialise after undergraduate studies, our coursework masters degrees, graduate diplomas and graduate certificates are offered in a wide range of programs: architecture, audio design, building, building services, design computing, digital media, facilities management, heritage conservation, illumination design, sustainable design, urban design and urban and regional planning.

The faculty also offers the opportunity to pursue research degrees, both MPhil and PhD, in four disciplines -- architecture and allied arts, architectural science, design computing and cognition, and urban and regional policy and planning.

Students may elect to study in any of these fields, or to pursue interdisciplinary coursework or research studies in a combination of fields within the faculty or between the faculty and elsewhere in the university. We support these degrees with a wide range of resources, including extensively equipped laboratories and comprehensive workshop facilities. My colleagues in the faculty include world-renowned researchers and educators in each of these areas, ready to assist and mentor.

I look forward to welcoming you as you join our academic family.

Associate Professor Warren Julian
Acting Dean
2. Strategic Plan 2006 – 2010

Our aspiration

We aspire to be the leading Faculty in the Asia Pacific region that broadly addresses the creation of sustainable designed environments to enhance the collective human experience.

Our faculty will develop research and deliver programs which foster critical and creative thinking, preparing graduates to be ethical and effective change agents in a local, national and global context. This will be achieved through a community of research active staff and the provision of excellence in teaching, both in underlying theoretical concepts as well as application through design and supported through collaboration across disciplines within the University. We will benchmark our activities internationally to contribute to the University’s goal of 1:5:40.

1. Research and Innovation

**Strategic Goal: To place research at the centre of our scholarly activities**

- Identify core areas of research excellence including a focus on the Asia Pacific region, emphasising interdisciplinarity.
- Broad staff participation in research related to national research priorities leading to increased income from competitive grants, industry and international linkages and commercialisation.
- Improve communication of research activities within the Faculty to increase opportunities for collaboration across disciplines, developing distinctive capabilities that improve the research profile of the Faculty.

2. Learning and Teaching

**Strategic Goal: To develop and articulate research led teaching to engage students in knowledge discovery.**

- Align program curricula and units of study with research goals and strengths
- Support inter-disciplinary learning and the scholarship of teaching
- Provide a flexible learning environment, including e-learning
- Integrate culturally diverse approaches in research-led teaching

3. Effective Management

**Strategic Goal: To provide management support to the Faculty in a responsible and transparent manner**

- Focus infrastructure, management and financial support to achieving Faculty goals.
- Include general staff in management and decision making.
- Develop and implement a policy and strategy for succession planning
- Apply principles of sustainable environments to all aspects of our own context

4. Community, Professional and Industry Engagement

**Strategic Goal: To communicate and demonstrate our value to the communities in which we engage**

- Enhance relationships with indigenous students and communities.
- Contribute to the understanding and development of the designed environments in Sydney, the nation and the region.
- Engage with professional communities through teaching, research and participation, providing opportunities for life long learning.
- Help to define the professions and lead accreditation processes.
3. About the Faculty

Our Dean is the most senior member of staff in the Faculty and acts as the Faculty’s representative within the University. In several areas the Dean has delegated responsibility to Associate Deans. These are:

- Research – Dr Densil Cabrera
- Graduate Studies – Mr Bruce Forwood
- Undergraduate Studies – Dr Michael Rosenman
- Learning and Teaching – Ms Kristine Sodersten

Each of our academic programs has an academic coordinator who is responsible for the total view of the course delivered and for the general academic supervision of the students enrolled in that program. The coordinators are listed beside the program areas below.

Each unit of study is delivered by or under the supervision of a member of the permanent academic staff, and it is most likely to this person that you will be responsible. Supervisors and their contact details are listed on all casual academic contracts.

3.1 Disciplines

The Faculty of Architecture has four broad areas of academic research and teaching. The disciplines within the faculty and the Discipline Heads are:

- Architecture and Allied Arts (Professor Tom Heneghan)
- Architectural and Design Science (Dr David Gunaratnam)
- Design Computing and Cognition (Dr Michael Rosenman)
- Urban and Regional Planning and Policy (Mr Bruce Forwood)

3.2 Programs and Coordinators

The undergraduate or “bachelor” degrees offered by the Faculty fall into three broad descriptions:

- Bachelor of Design in Architecture (Professor Tom Heneghan)
- Bachelor of Architecture (Dr Peter Armstrong)
- Bachelor of Design Computing (Dr Andy Dong)

Postgraduate coursework degrees are offered as embedded programs progressing from the Graduate Certificate to Graduate Diploma and finally Master. The master degrees may be completed with one or two streams or with honours. The coursework programs are:

- Architectural Design (Professor Tom Heneghan)
- Architectural History, Theory and Criticism (in process of appointment)
- Audio Design (Dr Densil Cabrera)
- Building (Dr Simon Hayman)
- Building Services (Associate Professor Warren Julian)
- Design Computing (Dr Andrew Vande Moere)
- Digital Media (Dr Kirsty Beilharz)
- Facilities Management (Dr David Leifer)
- Heritage Conservation (Mr Trevor Howells)
- Sustainable Design (Mr Bruce Forwood)
- Illumination Design (Associate Professor Warren Julian)
- Urban Design (Mr Barrie Shelton)
- Urban & Regional Planning (Mr Martin Payne)

Research degrees

- Master of Philosophy
- Doctor of Philosophy
4. Faculty Support Services

4.1 Academic Support Centre
The Academic Support Centre is located at room 303, level three of the Wilkinson Building. The ASC will assist all academics with the provision of material support for the delivering of classes, as well as stationery supplies, access to photocopies, collection and distribution of assignments.

**ASC reception hours** - Monday to Friday, 9.00am-4.00pm (Fax: 9351 3031)

- Reception & General Enquiries
  Kim Pagett (k.pagett@arch.usyd.edu.au, tel: 9351 2771)
- Research Support
  Anne Christian (Chris_a@arch.usyd.edu.au, tel: 9351 6069)
- University policies, travel, financial information and assistance
  Megan Haig (megan@arch.usyd.edu.au, tel: 9351 2191)
  Suzanne Roberts (suzanne@arch.usyd.edu.au, tel: 9351 6056)

4.2 Student Administration Centre
The student centre is our “one stop shop” for students. Martin Hesse and his team are on hand to assist staff and students with the administrative requirements of administrative studies. The SAC is located at Room 212, level two of the Wilkinson Building, contact details below

- Ph: 9351 3248
- Fax: 9306 9532
- sac@arch.usyd.edu.au

**SAC Counter hours for student enquiries**
- Monday and Wednesday, 10:00am – 12:30pm and 1:30pm – 4:00pm
- Tuesday and Thursday, 10:00am – 2:00pm and 4:00pm – 6:00pm
- Friday, 10:00am-12:00 noon

Staff are asked to avoid coming to the SAC during the scheduled lunch break.

**What services we offer**
- Maintenance of student records and class lists
- Maintenance of special consideration requests
- Recording plagiarism cases
- Course problems and advice to students
- Building access for students
- Record results
- Make room bookings
- Administration of prizes and scholarships

**How we can help you**
- Help you find resources and information to help with regard to students, including class lists
- Help navigate the rules and bureaucracy of university student administration
- Help you with discipline, plagiarism and complaints
- Help with timetable information and room bookings

4.3 Audio Visual Centre
The Faculty has a comprehensive Audio Visual Centre which stores a vast array of images in slide and digital format for use in teaching. Facilities exist to scan and store images and some AV equipment is available for loan, such as digital cameras. The AV library also stores copies of Honours and Masters dissertations from students of the Faculty.

Located on level four, it is accessible by the fire stairs from level two next to the Tin Sheds Gallery, or level three near the first year studio. The Centre is open Monday to Friday 9.00am to 5.00pm. You can contact the AV Centre Manager, Mark Neill on (02) 9351 5913 or markn@arch.usyd.edu.au.
4.4 Marketing
The Faculty's Marketing centre located in room 450, on level four of the Wilkinson Building. Michaela James and her team promote the faculty to all domestic and international markets including potential students, schools, media, professions, alumni, the University community, general public and the corporate sector.

Our market research shows that web, followed by word of mouth are the two main sources by which people find out about our programs.

What services do we offer?
- Web templates - we’ll do it for you or give you a template to work from.
- We would love to see your profile on our website!

How do I get my profile on the web?
Contact: Michaela James
- 9351 7591
- 0402 000 691
- michaela@arch.usyd.edu.au

4.5 Information and Communication Technology Centre (ICT Centre)
The Faculty has its own ICT Centre managed by Jason Thorne who is supported by Computer Support Officers Julian Tam and Leslie George.

What services we offer
- Provision of high standard computing facilities
- Set up of home directories
- Provision of secure access to computing & printing facilities
- Trouble shooting of computer system problems

Our helpdesk page is http://www.arch.usyd.edu.au/helpdesk/
Email: helpdesk@arch.usyd.edu.au

Please visit the ICT web-site regularly, as regular updates are posted on the announcements page. There is also a Frequently Asked Questions page that can sort out most common problems. If you have problems that you can’t find the solution to online, please email the helpdesk or come to see us in person.

Computer problems that immediately disrupt teaching
When you are in the middle of teaching, the last thing you want or expect are the computers to crash or not work. In these instances, come directly to the ICT office. Report the problem, giving as much detail as possible to ensure a faster diagnosis and repair.

The ICT office is located in Room 210 on level 2, adjacent to the Hearth.

4.6 Library
The Denis Winston Architctural Library located on level four is a branch of the University Libraries and its collection specialises in books relating to the courses we teach. More information about the library, including services provided and opening hours can be found at http://www.library.usyd.edu.au/libraries/architecture.

Architecture Library Special Reserve
If you wish to order material especially for Special Reserve, please contact the library as soon as possible with the full details for the book or journal citation; name of the Unit of Study it is required for and the number of students enrolled. All lists, hard copy or electronic, must be accompanied by the form titled Request to have material placed in Special Reserve (available from the web as above). The following material can be placed on Reserve:

Electronic format/CORS
- Journal articles (provide citation)
- Book chapters (provide citation)
- Web sites (provide URL)
- Availability is subject to copyright restrictions.

Print/hard copies
- Books from our collection
- Journal articles not held by University of Sydney
- Private copies
6. Working in the Faculty

6.1 Contacting staff
Up to date contact details for permanent staff can be accessed off the Architecture webpage www.arch.usyd.edu.au

6.2 Attendants
Our attendants are here to provide assistance with the smooth running of the building. They provide assistance with ensuring that teaching areas are maintained and serviced, support the provision of audiovisual services including the loaning of data projectors, etc. If there are any personal items left behind by students following classes, please hand them into the Attendants who will ensure that they are logged as lost property. If you have any security concerns also please do not hesitate to contact them.
Tel: 9351 3019
E: attend@arch.usyd.edu.au

6.3 Access to Building
The Wilkinson Building is open from early in the morning to 9.00pm on teaching days. After these times access is available to authorised holders of a swipe card. Internally, access is controlled to via swipe card to certain areas. Many areas, such as the architecture studios on level three or the computer labs on level two, are set to free access during the day. Others, like the Bachelor of Architecture studios on level two, the Audio studios on level one or the Graduate Computer lab on level five are always set to swipe access.

If you find you need a swipe card or a key to any room, please email Phil Granger (phil@arch.usyd.edu.au) with your name, staff number, the rooms you require access to (room numbers are above each door) and a short reason. Please also add a contact number and your supervisor’s name.

6.4 Emergencies
Phone 13333 (phones are found in the corridor on levels 3 and 5)

- Do not tailgate (after hours)
- Do not leave your personal items on the desk
- Beware of strangers entering Studios or Labs

Please visit the website for procedures with regards to unattended baggage, where Security Management staff take the primary role in threat assessment and referral to Police (where necessary).

6.5 Travel Insurance
Some casual teachers will be asked to participate in student excursions and / or field trips. The University will only cover the approved business component of travel. For full details of the changes and inclusions for business travel please visit http://www.usyd.edu.au/risk>www.usyd.edu.au/risk.

Information about the University’s Travel Policy can be found online at http://www.finance.usyd.edu.au/travel To allow the University to better manage its duty of care, all University travel bookings must be made through one of three contracted travel management companies.

Please see staff in the Academic Support Centre for assistance with any travel arrangements.

6.6 Booking of spaces
Most room bookings will have been made for classes. However, if you require different facilities please consult with your Supervisor before contacting Natasha in the SAC via rooms@arch.usyd.edu.au.

If you would like to hold an exhibition of work in the Faculty Hearth, please contact Anita in the Tin Sheds gallery to see if there are any available spaces in the schedule.

6.7 How to use your phone
Please refer to: http://intranet.usyd.edu.au/telephone/phone.html
7. Casual Academics

7.1 Duties and responsibilities

1. Duty of Care and Ethics
   (a) Duties and Responsibilities
    Advise students to address all problems and complaints to the unit teacher.
    Provide contact details (phone/fax number and/or email) outside ‘face to face’ teaching times if required.
   (b) Ethical responsibilities
    Refer student complaints or problems to unit teacher/coordinator.
    Treat students with respect and comply with University policy on ethics, relationships with students, harassment etc.
    Be aware of safety requirements e.g. first aid officers, fire drill, emergency security number (ext 13333), location of public phones, university bus, after hours security, etc.

2. Duties and Responsibilities
   (a) Protocols
    To understand and follow protocols provided by unit teachers including information on time commitments, meeting dates, and the requirements set out in unit documentation.
   (b) Unit of study
    To understand and pursue the full documentation of the unit of study.
    To understand the objectives, assessment requirements, assessment criteria and submission or exam dates of the unit, unit element or project.
    To understand and pursue the teaching and learning approach to be followed, including integration and/or relationship with other units.
   (c) Program information
    To be familiar with the context of the unit of study being taught within the overall Program, through the handbook description, semester dates.
   (d) Support services
    To have access to support services (photocopier, phone, fax, etc.) information on parking, etc.
   (e) Time commitment, notification and responsibility
    To understand and adhere to the time commitment required.
    To notify the unit teacher or the Academic Support Centre (phone 9351 2771) in the case of illness or misadventure.
    To be punctual and professional, honouring the contract and responsibility to students, fellow teachers, and University.
   (f) Meetings Commencement
    At least one meeting (which will be called by the unit of study teacher/coordinator) before classes commence, and one before each new project.
    Details of program, etc. to be provided for discussion.
   (g) Weekly
    Short progress meetings as required by the unit of study teacher/coordinator before studio to discuss issues arising, teaching strategies, submission details, etc.
    Information should be largely provided before meeting for prior reading.
   (h) Contract
    Ensure a Contract of Employment has been signed.
   (i) Equity
    Apply Faculty Late Submission Policy, as directed by unit teacher.
    Be alert to plagiarism, and differentiate this from required group work or group research.
    Address requests for special consideration and extensions to unit teacher.
   (j) Evaluation
    Carry out appropriate evaluations of the unit, supply useful comments to the unit teacher/coordinator, carry out evaluations by the time specified, and as required.
   (k) Quality assurance
    Ensure regular contact with year coordinator.
7.2 Rates of pay

All information regarding rates of pay can be found on the University’s “working @ Sydney” homepage. The rates of pay reflect the salaries detailed in the University of Sydney (Academic and Teaching Staff) Enterprise Agreement 2006-2008.

7.3 Pay Claim Forms

Pay claims are processed fortnightly. Casual academics can submit claim forms every fortnight, or every week as they wish. All casual academics will have received some claim forms in their startup kits as well as an example of how to complete the forms. Claim forms can also be found by following the links on the University’s staff homepage.  http://intranet.usyd.edu.au/staff/index.html

Submit your claim form/s to the mail box marked “PTT Claims” in the Academic Support Centre by midday on the Wednesday before pay week. Pay weeks are fortnightly and are shown on the UPS 2007 Calendar (Appendix One) or check with the administrative staff. If your claim form is submitted late or is incomplete, we cannot guarantee your claim will be processed in time for the following pay week.

7.4 Semester Dates

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<th>Semester 1</th>
<th>Semester 1 Intensive</th>
<th>Semester 2</th>
<th>Semester 2 Intensive</th>
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<tr>
<td>Lectures Begin</td>
<td>Mon 5th March</td>
<td>See Timetable</td>
<td>Mon 23rd July</td>
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<tr>
<td>Last Day to add a unit</td>
<td>Fri 16th March</td>
<td>Start of Class</td>
<td>Fri 3rd August</td>
</tr>
<tr>
<td>CENSUS DATE</td>
<td>Sat 31st March</td>
<td>Sat 31st March</td>
<td>Fri 31st Aug</td>
</tr>
<tr>
<td>Mid Semester Recess</td>
<td>Fri 6th April - Fri 13th April</td>
<td>N/A</td>
<td>Mon 24th Sept - Fri 28th Sept</td>
</tr>
<tr>
<td>Last day DNF: Discontinue Not Fail</td>
<td>Fri 27th April</td>
<td>Sat 9th June</td>
<td>Fri 7th Sept</td>
</tr>
<tr>
<td>Last Day DF: Discontinue Fail</td>
<td>Fri 8th June</td>
<td>Sun 10th June</td>
<td>Fri 26th Oct</td>
</tr>
<tr>
<td>Last day of Lectures</td>
<td>Fri 8th June</td>
<td>See Timetable</td>
<td>Fri 26th Oct</td>
</tr>
<tr>
<td>Study Vacation</td>
<td>Mon 11th June - Fri 15th June</td>
<td>N/A</td>
<td>Mon 29th Oct - Fri 2nd Nov</td>
</tr>
<tr>
<td>Exam Period</td>
<td>Mon 18th June - Sat 30th June</td>
<td>N/A</td>
<td>Mon 5th Nov - Sat 17th Nov</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Sat 30th June</td>
<td>Sun 10th June</td>
<td>Sat 17th Nov</td>
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- Last day to add a unit – students can join a class, usually without permission, up to the second week of classes. After that date they may only join if the academic in charge of the unit approves it in writing.
- The CENSUS DATE is the last day a student may withdraw without financial or academic penalty.
- DNF: Students will not fail the unit but will be financially liable. You do not need to return a result for these students – they will simply disappear from your class lists and your class.
- DF: Students who drop a unit of study up to this date are financially liable and automatically have a fail grade recorded. You do not need to return a result for these students – they will simply disappear from your class lists and your class.
- Intensives – Students will be allowed to join intensives up to the day classes start for that intensive. After that, the academic in charge of the unit must give written permission.
8. Student Administration

The following is an excerpt from the University’s ‘Academic Board Resolutions: The Management and Evaluation of Teaching’ which can be found through http://db.auth.usyd.edu.au/policy/policy_index.stm -the central web site for all current University policies and guidelines.

(1) Departments are responsible for providing, prior to, or at, the commencement of a unit of study, information about it to all students and prospective students.
(2) The minimum standard required is:
   (a) a concise statement of the main aims of the unit expressed in terms of what students are expected to know by the end of it;
   (b) a list of unit objectives expressed in terms of how that knowledge will be assessed;
   (c) a concise statement of the links between these objectives and the University’s generic attributes for its graduates;
   (d) a brief description of the contribution of the unit to the different programs of study in which its students may be enrolled;
   (e) advice on the attendance and class requirements, the methods of assessment to be used and the weighting of that assessment;
   (f) basic factual information regarding names and contact details of teaching and administrative staff.

It is expected that each unit of study guide will also contain at the very least a pointer to the Faculty of Architecture web site to highlight our policies and procedures on:
   ▪ Plagiarism
   ▪ Special Consideration
   ▪ Late Submission Policy

Class Lists
Excel class list from either your supervisor or the Student Administration Centre. Student enrolments change constantly in the first weeks of semester. At a minimum you should check the list at the start of semester, after the census date, and before return of results, as students do join and leave the class over that period.

Contacting your students
The Intranet class list facility allows you to bulk email students, or to download email addresses for use in your own email program. Every enrolled student has an email address provided by the University and is expected to use it.

Students contacting you
Please make sure you lay out clear ground rules and methods for your students to contact you out of class times. This can be a set consultation time at a certain place, an email address, a phone number. Students will accept your ground rules, but will be frustrated if they have no means of contacting you.

Special Consideration
Students are entitled to claim Special Consideration for unforeseen events, such as illness, misadventure, failure of Faculty equipment and, for graduate students only, employment workload. The Faculty’s Special Consideration Policy is available on the Faculty web site at: http://www.arch.usyd.edu.au under ‘Current Students’

The University Special Consideration policy is part of the policy “Examination and Assessment of Coursework” – see ‘Return of results – policy’.

No claim for special consideration will be accepted unless it meets the criteria and is properly documented. All applications for special consideration are lodged at the Student Administration Centre after assessment by the academic in charge of the unit, and are countersigned by the appropriate Associate Dean.
Late Submission Policy
The Faculty’s late submission policy is on the Faculty web site at: http://www.arch.usyd.edu.au under ‘current students’. The Faculty’s late submission policy is:

It is expected that unless other arrangements have been made (e.g. through an application for Special Consideration), students will submit all assessment for a Unit of Study on the due date. If a student’s preparation of a piece of assessment is impaired by the failure of Faculty or University supplied equipment (for example, a plotter printer not working) that student should obtain written verification of the failure from a relevant staff member and apply for an extension on the next working day. An extension will only be granted for a maximum period equal to the length of attested impairment (i.e., if you were impaired for three days, you may be granted an extension of up to three days). If the assessment is completed or submitted within the period of extension, no academic penalty will be applied to that piece of assessment.

If an extension is either not sought, not granted or is granted but work is submitted after the extended due date, the late submission of assessment will result in an academic penalty.

Work submitted for assessment after the deadline but up to 3 days (72 hours) late can achieve a maximum of 65% of marks allocated for the assessment task (low Credit).

Work submitted after 3 days (72 hours+) but up to 1 week late (same deadline time and day one week later) can achieve a maximum of 50% of marks allocated for the assessment task (minimum Pass).

Work submitted more than 1 week late (after deadline time and day one week later) but less than 2 weeks late can achieve a maximum of 45% of marks allocated for the assessment task (Fail). Work submitted more than 2 weeks late (after deadline time and day two weeks later) will not be assessed (Absent Fail).

Plagiarism
The university’s ‘Student Plagiarism: coursework’ policy and procedure document is available on-line at: http://www.usyd.edu.au/senate/policies/Plagiarism.pdf

The plagiarism policy is available to students through the Faculty web site: http://www.arch.usyd.edu.au.

The University and Faculty take plagiarism extremely seriously. Make absolutely sure your students know what plagiarism is and where the policy document is. If you suspect an act of plagiarism and wish to take action, please contact your supervisor and the Student Administration Centre. The SAC will conduct the correspondence with the student and make sure that the incident is properly recorded.

Return of Results - Procedure
Please determine with your supervisor early in the semester procedures for the return of results. This will vary depending on whether you are a tutor taking a small part of a whole unit of study, or a small group of students from a large unit of study, or whether you are responsible for the unit as a whole.

Results are returned to the Student Administration Centre by these dates:
Semester 1 – Monday 9th July, 2006
Semester 2 – Friday 30th November 2006

Unit coordinators send in a excel spreadsheet to Jessica Pym in the Student Administration Centre (jessica@arch.usyd.edu.au) AND also submit a hardcopy, with their signature and name, to the same place.

For academic staff running a whole unit of study, always take a class list from the Faculty Intranet at the end of semester. This, and NOT the list you have been using as your roll of attendance during semester, is the list of students enrolled and needing a result. Don’t be shy about putting down the grade ‘AF’ (absent fail) for a student who appears on your list but has never been to class.

Note on the spreadsheet a reason for an INC result or a missing result.

Failure to meet the deadline for submission of results has a large flow-on effect to other administrative processes of the University. Don’t be late. Contact your supervisor if a large class means that you need help with marking.
Further examination
Faculty has resolved:

1) That further tests may be available in all units of study in which a student has failed…if in the examiner’s opinion, the student would achieve a "pass" level with some extra work. A candidate would not normally be given the opportunity to revise and resubmit work unless the original assessment resulted in a mark of between 45 and 49.

2) That the Dean and the examiner concerned should be empowered to grant provisional further tests in the case of a student who fails an examination in exceptional circumstances and where an appropriate application for Special Consideration has been submitted by the student.

3) When a student has been permitted to submit additional work other than on the grounds of Special Consideration, and the temporary grade of INC has been given, the maximum result that may be awarded is 50P or equivalent ('R').

4) Further examinations must be submitted or held within two weeks of the date of submission of results for the semester.

Return of Results - policy
The University policy, “Assessment and examination of coursework” is essential reading for any university examiner. It is available on the University policy index at: www.usyd.edu.au/policy

A brief extract from the policy concerns Common Result Grades.

3.1 Common Result Grades
The Academic Board has adopted a set of grades that will be common to all undergraduate and postgraduate courses which award merit grades for coursework, effective from Semester 1, 1999, as set out in the following Table.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Mark Range, if applicable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85-100</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75-84</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>65-74</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50-64</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Satisfied requirements</td>
<td>-</td>
<td>This is used in Pass/Fail only outcomes.</td>
</tr>
<tr>
<td>UCN</td>
<td>Unit of Study continuing</td>
<td>-</td>
<td>Used at the end of a semester for units of study which have been approved to extend into a following semester. This will automatically flag that no final result is required until the end of the last semester of the unit of study.</td>
</tr>
<tr>
<td>PCON</td>
<td>Pass (Concessional)</td>
<td>46-49</td>
<td>Concessional Pass is not a valid grade in the Faculty of Architecture.</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0-49</td>
<td>This grade may be used for students with marks from 46-49 in those faculties which do not use PCON</td>
</tr>
<tr>
<td>AF</td>
<td>Absent Fail</td>
<td>-</td>
<td>Includes non-submission of compulsory work (or non-attendance at compulsory labs, etc) as well as failure to attend an examination</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>-</td>
<td>Not recorded on external transcript. This is the result that obtains where a student applies to discontinue a Unit of Study by the HECS Census Date (i.e., within the first four weeks of enrolment).</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Minimum</td>
<td>Details</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------</td>
<td>---------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DNF</td>
<td>Discontinued - Not to count as failure</td>
<td>-</td>
<td>Recorded on external transcript. This result applies automatically where a student discontinues after the HECS Census Date but before the end of the seventh week of the Semester (or before half of the unit of study has run in the case of units of study which are not semester-length). A faculty may determine that the result of DNF is warranted after this date if the student has made out a special case based on illness or misadventure.</td>
</tr>
<tr>
<td>DF</td>
<td>Discontinued - Fail</td>
<td>-</td>
<td>Recorded on external transcript. This applies from the time DNF ceases to be automatically available up to the cessation of classes for the unit of study.</td>
</tr>
<tr>
<td>MINC</td>
<td>Incomplete with a mark of at least 50</td>
<td>50-100</td>
<td>This result may be used when examiners have grounds (such as illness or misadventure) for seeking further information or for considering additional work from the student before confirming the final mark and passing grade. Except in special cases approved by the Academic Board [1], this result will be converted to a normal passing mark and grade either: (a) by the dean following a review of examination results pursuant to Part 4 (3)(5) of these Resolutions; or (b) automatically to the indicated mark and grade by the third week of the immediately subsequent academic session.</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
<td>-</td>
<td>This result is used when examiners have grounds (such as illness or misadventure) for seeking further information or for considering additional work from the student before confirming the final result. Except in special cases approved by the Academic Board[1], this result will be converted to a normal permanent passing or failing grade either: (a) by the dean at the review of examination results pursuant to Part 4 (3)(5) of these Resolutions; or (b) automatically to an AF grade by the third week of the immediately subsequent academic session.</td>
</tr>
</tbody>
</table>

**Students and confidentiality**
The information about students provided by the SAC is confidential and personal. Never disclose the details of one person to another, even if it is a parent, sibling or the police. Take care with information about students stored on your computers. Never display results or information about students in a way that allows one student to identify another – e.g. display results by student number rather than by name. The University Freedom of Information Officer can be contacted at: 9351 4263 or foi@mail.usyd.edu.au
Student appeals against academic decisions
The policy document ‘Student Appeals Against Academic Decisions – Academic Board Resolutions’ details the procedures for academic appeals. It can be located on the Policy Online index at:
www.usyd.edu.au/policy

Any student may appeal against an academic decision made against him or her. The principles that underpin the appeals process are timeliness, confidentiality, no disadvantage, procedural fairness, support or representation, record keeping and access to information.

Procedurally, it is preferred that parties in disagreement should resolve their differences locally and informally, and perhaps with the mediation of your supervisor. A student may appoint a representative if they feel it necessary. If this is not possible to resolve things at this level then the Associate Dean, either Undergraduate or Graduate, is involved. The student should be advised to write to the Associate Dean care of the Student Administration Centre. The process can proceed up to the Dean and the Senate, although this is uncommon and highly undesirable.

If you find yourself the subject of an academic appeal, please involve your supervisor early and if necessary ask the Associate Dean or Student Administration Manager for advice.

Graduate Generic Attributes
The University policy ‘Generic Attributes of Graduates’ states in broad terms the attributes that all teaching of the University should seek to teach students. Available at Policy on-line:
www.usyd.edu.au/policy

Resources for dealing with students
As well as the Code of conduct (issued with your letter of employment) the University has a number of guidelines relating to student and staff behaviour. For further information please refer to the Staff and Student Equal Opportunity Unit website
http://www.usyd.edu.au/eeo/

You may also want to visit the Student Services website to see what information is available to students to assist them e.g. counseling, accommodation, health and welfare, etc
http://www.usyd.edu.au/stuserv/

To assist students with academic writing there is a fantastic website for students called “the WriteSite”.
http://writesite.elfearn.usyd.edu.au
9. What’s on campus

Recreation

The Arena Sports Centre
Offers gymnasium, fitness, sport and recreation, climbing wall

The HK Ward Gymnasium
Offers kickboxing, boxing, martial arts facilities, judo, sports hall, group fitness studio

The Noel Martin Sports and Aquatic Centre
Offers indoor heated pool, fitness centre, squash & tennis courts, recreation courses
Website www.susport.com

Food

Artos Espresso in The Hearth in the Wilkinson Building
See Theo and his staff for coffee, drinks, sandwiches, pasta, noodles

‘Ralph's café at the Vets’ at JD Stewart Building

‘Ralph's café’ at Women's Sports Centre

‘The Grandstand Café & Sports Bar’ next to Ovals 1 and 2

‘Courtyard Café’ (licensed) in Holme Building

‘Holme and Away’ in Holme Building

There are a number of food outlets in the University’s Wentworth and Manning Buildings. There are many other restaurants and cafes in close proximity to the Faculty including Toby’s Estate on City Road and A Little on the Side (Boundary St/Cnr Ivy Lane, Darlington)

Other Services

National Australia Bank & ATM Wentworth Building (phone 132265)

Post Office Science Road, Pharmacy and Bank Building (phone 9351 2269, fax 9351 2269)

Medical Centre
Experienced general practitioner services and emergency medical care are available to all members of the university community. Both walk-in and appointment services are available for routine examinations, pathology, women’s health, medical counselling, travel advice and vaccinations, sports injuries and specialist referrals.

Level 3, Wentworth Building, City Road Phone: (02) 9351 3484 Open 8.30am – 5:30pm, Mon – Fri
University Health Service, Holme Building (phone 9351 4095)

Pharmacy Wentworth Building (phone 9660 0327)

Optometrist Wentworth Building (phone 9552 3324, fax 9660 6486)

Dentist Wentworth Building (phone 9692 8900)

Hairdresser Wentworth Building (phone 9660 7888)

STA Travel Wentworth Building (phone 9660 6260)
10. University Support

10.1 Sydney Learning

The Staff Support and Development Unit at the University is called SydneyLearning and offers a range of programmes and services to support university staff in the workplace and to develop their skills and knowledge. Courses include general skills training such as management and presentation skills as well as a variety of computer skills courses. Faculty staff are encouraged to enrol in these courses to update their skills. See their website at http://www.usyd.edu.au/sydneylearning/ for further information.

10.2 Performance Management and Development

The Performance Management and Development (PM&D) Program was developed to provide the opportunity for evaluating and discussing individual staff members’ performance in their job with their respective supervisor. PM&D’s are undertaken for all permanent staff as well as casual staff looking to transfer to permanent employment. More information can be found at http://intranet.usyd.edu.au/pmd/

PM&D emphasises the importance of promoting and supporting a positive, productive and harmonious work environment where staff enjoy their work, are encouraged to develop and achieve their aspirations, and feel they are contributing to the goals of the unit and the University. This occurs through constructively reflecting on performance, recognising achievements, improving the way things are done, setting development goals and focusing resources on projects and initiatives that are important to achieving the unit’s and University's goals.

10.3 Publications Office

The University Publications Office website (www.usyd.edu.au/publications/) contains links to a wide range of University publications include UniNews, Faculty Handbooks, Student Prospectuses, The University Annual Report and Calendar.

10.4 Research Office

The University’s Research Office is the main source of information regarding available research grants, scholarship opportunities, application forms, guidelines, university research policy/information, ethics committee, and news about events such as conferences and workshops. It is also the main link for staff when applying for University or external research grants and scholarships. For further information see the website http://www.usyd.edu.au/research/

10.5 Parking

Casual parking is available via a Pay and Display system, machines dispense a printed ticket, which must be clearly displayed on the vehicle dashboard, in accordance with the instructions printed upon it. Any vehicle not displaying a current University parking permit, an approved temporary visitor's pass, or a valid Pay and Display ticket is liable for parking fines. Machines accept $2, $1, 50c, 20c and 10c coins, they do not accept notes.

Parking permits for permanent staff can be arranged through the Parking Office which located on the second floor of the Services Building (G12), Codrington Street, Darlington Campus

- Phone 9351 3336
- Fax 9351 4555
- Opening Hours - Monday to Friday: 8:30am – 4:00pm

Most permits are restricted to academic staff, specific administrative staff and postgraduate students. Permits for specific areas of campus are processed after being authorised by the appropriate manager. Some permits for out of hours use are available to all members of the University community.

For further information and application forms visit the following website: http://www.facilities.usyd.edu.au/services/traffic/permits.shtml