School of Public Health research students undertaking coursework as part of a research degree

**Purpose:**
This document outlines the procedures and conditions attached to School of Public Health (SPH) research degree students’ entitlement for undertaking coursework units of study as part of their research degree at no additional cost.

The School of Public Health recognises that research degree students can benefit from undertaking coursework units of study that provide them with foundation knowledge in public health research methods. School of Public Health research students are entitled to enroll in a limited number of coursework units at no additional cost to assist their candidature as a research student.

**Conditions:**

The following outlines the conditions attached to this entitlement for SPH research degree students.

1. Research students **must be enrolled in the School of Public Health** to be eligible.

2. A limit of twelve (12) credit points’ worth of coursework units is permitted, per student, per the full term of their candidature.

3. Any student wishing to undertake coursework units for academic credit in excess of the limit (12 units) can only do so under **exceptional** circumstances and must also obtain permission from the Head of School, after providing strong justification for requesting enrolment into more units.

4. Research students enrolled in a full-time research degree are not permitted to enrol in more than 12 credit points of coursework units in any one semester.

5. Research candidates enrolling in approved coursework units as part of their research degree will not incur an additional fee for these units.

6. Research students undertaking coursework units are required to formally enrol into each unit, and must attend unit lectures and tutorials and complete all assessment tasks (including assignments and/or examinations).

7. Research students’ final marks and grades from undertaking coursework units, including Fail and Absent Fail, will be recorded on their official university transcript.
**Procedures:**

1. SPH research candidates wishing to undertake units of study in SPH coursework programs are required to submit a Special Permissions Request via the Sydney Student Portal. [My Unit > Course Details]

2. The request will be sent to the School’s Executive Support Officer (Research) who will check the student’s eligibility and ensure each request meets any pre-requisite and/or co-requisite conditions.

3. The request will then go to the School’s Post-graduate Research Coordinator for final approval.

4. When a student’s coursework request has them exceeding 12 credit points of coursework undertaken during their research candidature, the request will go to the Head of School for consideration.

5. After all relevant approvals have been obtained, the Higher Degree by Research Administration Centre (HDRAC) will formally enrol the student into their chosen unit/s.

**Associated procedures and/or forms:**

“Research Students Undertaking Coursework” form to be used for this process.

**Proposed by:**

Professor Simon Chapman for the SPH Research Committee

**Amendments:**

Jo Lander, Director, Teaching and Learning

Amendments: School Research Committee

**Approved by:**

Professor Glenn Salkeld, Head of School

**Approved on:**

4 March 2009

**Review date:**

December 2017

**Review approved:**

20 December 2017, Associate Professor Joel Negin, Head of School