



The University of Sydney

Faculty of Nursing Handbook 2004

University dates

University semester and vacation dates 2004

Summer School

Lectures begin	Monday 5 January
Lectures end	Friday 20 February

Semester 1

Lectures begin	Monday 8 March
Lectures begin (Year 2)	Monday 1 March
AVCC Common Week/non-teaching Easter Period	Friday 9 April to Friday 16 April
Last day of lectures	Friday 11 June
Study vacation: 1 week beginning	Monday 14 June to Friday 18 June
Examination period	Monday 21 June to Saturday 3 July
Semester ends	Saturday 3 July
AVCC Common week/non-teaching period	Monday 5 July to Friday 9 July

Semester 2

Lectures begin	Monday 26 July
AVCC Common Week/non-teaching period	Monday 27 September to Friday 1 October
Last day of lectures	Friday 29 October
Study vacation	Monday 1 November to Friday 5 November
Examination period	Monday 8 November to Saturday 20 November
Semester ends	Saturday 20 November

Last dates for withdrawal or discontinuation 2004

Semester 1 units of study.

Last day to add a unit	Friday 19 March
Last day for withdrawal	Wednesday 31 March
Last day to discontinue without failure (DNF)	Friday 30 April
Last day to discontinue (Discontinued – Fail)	Friday 11 June

Semester 2 units of study.

Last day to add a unit	Friday 6 August
Last day for withdrawal	Tuesday 31 August
Last day to discontinue without failure (DNF)	Friday 17 September
Last day to discontinue (Discontinued – Fail)	Friday 29 October
Withdrawal from intensive units of study offered at any time.	
Last day to withdraw from an intensive unit with a duration of less than six weeks.	Close of business on the first teaching day.
Last day to withdraw from an intensive unit with a duration of six weeks or more but less than that of a standard semester.	Close of business on the fourteenth day after teaching has commenced.

University semester and vacation dates 2004–2006 are listed on the University Web site at www.usyd.edu.au/fstudent/undergrad/apply/scm/dates.shtml.

The University of Sydney

NSW 2006
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The University of Sydney Faculty of Nursing Handbook 2004.

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The information in this handbook is subject to approval and/or change by the appropriate faculty of the University. Students should always check the accuracy of the information with faculty staff.

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Dean's Message

Welcome to the Faculty of Nursing.

In 2004 the Faculty will be offering a wide range of courses for undergraduate and postgraduate students as well as research students. We will also be launching, in block mode, the Bachelor of Nursing and the Bachelor of Nursing (Indigenous Australian Health) from the University's regional campus at Orange. This initiative will provide greater opportunity for students located in rural locations to study nursing at The University of Sydney.

In 2004 the first people to graduate with a combined degree in nursing will complete their studies. This is a major milestone for undergraduate nursing at Sydney. We will also have students progressing to their second year of the new and exciting Bachelor of Nursing and Bachelor of Nursing (Indigenous Australian Health).

For graduate students, the Faculty is making a number of changes to make study more easily integrated into a busy working life. As well, we are engaged in a major review and consultation process with our pattern of coursework graduate offerings. Some of these changes will be introduced in 2004, while others will come on stream in 2005.

Research students continue to add an exciting dimension to the Faculty as we move to a progressively more intensive research program for nursing and midwifery.



Jocalyn Lawler, Dean.



1 History of the Faculty

Prior to 1983 the majority of nurse education within Australia was conducted by hospital-based, or hospital-affiliated, schools of nursing and was of an apprenticeship nature. This education was the responsibility of the Minister(s) for Health and, within each state, a statutory authority was established with specific powers and responsibilities for nurse education. In New South Wales this authority is the Nurses Registration Board of New South Wales which was, and still is, responsible for setting educational standards for nursing programs and maintaining a register of qualified nurses. Until 1983, at the individual hospital level, responsibility for nurse education was shared by the hospital administration including the then Matron (Director of Nursing).

Throughout the late 1960s until 1983 the nursing profession, both in New South Wales and across Australia, was subjected to investigation by a plethora of expert committees which examined numerous aspects of nursing, including educational preparation. The reports of these committees were widely circulated and discussed both inside and outside of the nursing profession. These reports provided an important stimulus for change to nursing and to the educational preparation of nurses.

There were, however, a number of other factors that helped to accelerate the rate of change. Important among these were the growing militancy of nurses to obtain improved wages and conditions and the problems created by attempting to improve nurse education within the existing framework. The changing role of the nurse as well as the developments taking place in nursing and nurse education internationally also contributed to this change. General social factors, including the role of women and the increased general education of the population, as well as increasing cohesiveness between the various nursing organisations across Australia were also important contributing factors.

On 7 November, 1983, the then State Minister for Health in New South Wales, Mr Laurie Brereton, announced that from January 1985, all basic nurse education would be conducted by the higher education sector. Then, on 24 August 1984, the Federal Government made an historic announcement when it gave its in-principle support for the full transfer of nurse education into the higher education sector. This education would then be the responsibility of the Federal Minister for Education. The full transfer of nurse education into this sector was to be completed by 1993.

The Faculty of Nursing

The transfer of basic nurse education into the higher education sector ultimately led to the formation of the Faculty of Nursing within The University of Sydney in 1991. This Faculty developed from two previous nursing groups within the college of advanced education sector – the School of Nursing, Cumberland College of Health Sciences, and the Institute of Nursing Studies, Sydney College of Advanced Education.

The University of Sydney

In 1992 a further milestone in the education of nurses was reached when the initial pre-registration course became a degree, the Bachelor of Nursing, across Australia.

In 1993 the decision was taken to integrate the two nursing groups within The University of Sydney (the Faculty of Nursing and the School of Nursing, Faculty of Health Sciences) into the one Faculty of Nursing from January 1994.

The Faculty of Nursing now offers a full range of courses at the undergraduate and graduate levels. Undergraduate courses include the Bachelor of Nursing (Pre-Registration), a conversion Bachelor of Nursing (for registered nurses), a Bachelor of Nursing (Honours), and starting in 2000, the Faculty introduced the first of a series of combined undergraduate degrees. This began with the Bachelor of Nursing/Bachelor of Arts offered in conjunction with the Faculty of Arts, followed in 2001 by the Bachelor of Nursing/Bachelor of Science offered in conjunction with the Faculty of Science. A range of graduate specialty clinical coursework awards in the major study areas of

midwifery, critical care, rural and remote, infection control and perioperative nursing. The research degrees available in the Faculty include the Master of Philosophy (Nursing) and a Doctor of Philosophy.

The Faculty of Nursing has close affiliations with the health care sector, in particular, Central Sydney Area Health Service, the Northern Sydney Area Health Service, the South Eastern Sydney Area Health Service, and Western Sydney Area Health Service. The Faculty continues to develop close links with the health care service sector for the continuing education and professional preparation of nurses, the clinical practice of nursing and research.

In 1997 a new research centre was established, The Nursing Research Centre for Adaptation in Health and Illness. This centre is another example of the collaboration between the health care sector, in this instance Central Sydney Area Health Service and the Faculty of Nursing and is designed to foster partnerships between the health care sector, the University and the community.

The Faculty made a further step in its continuing development and growing strength when it began to consolidate onto the Mallett Street campus in 2000. From 2000 no new students enrolled at the Cumberland campus. This process was completed at the end of 2001. This change has enabled the Faculty of Nursing to strengthen and develop further its range of courses and its research profile.

2 Guide to the Faculty

■ Contact details

Street address

88 Mallett Street
Camperdown NSW 2050

Postal address

Faculty of Nursing (M02)
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Web: www.usyd.edu.au/nursing
Toll free: 1800 628 518

Departments

Department of Clinical Nursing

Phone: (02) 9351 0627
Fax: (02) 9531 0654
Head of Department: Associate Professor Sandra West

Department of Family and Community Nursing

Phone: (02) 9351 0630
Fax: (02) 9351 0615
Head of Department: Dr Maureen Boughton

Research Centre for Adaptation in Health and Illness

Phone: (02) 9351 0674
Fax: (02) 9351 0700
Director: Dr Rhonda Hawley

Centres and units

Alumni and Professional Relations Office

Phone: (02) 9351 0677
Fax: (02) 9351 0679
Director: Ms Judith Romanini

Education and Development Support unit

Phone: (02) 9351 0755
Fax: (02) 9351 0773
Director: Mr Stuart Newman

Nursing History Research unit

Phone: (02) 9351 0696
Fax: (02) 9351 0508
Director: Emeritus Professor R Lynette Russell

Sydney Nursing Research Centre

Phone: (02) 9351 0547
Fax: (02) 9351 0506
Director: Professor Jocalyn Lawler

■ Composition of the Faculty

Constitution of the Faculty of Nursing

The Faculty of Nursing shall comprise the following persons:

- (a) the professors, readers, associate professors, senior lecturers, lecturers, associate lecturers and postgraduate fellows who are full-time or at least half time-members of the academic staff in the Departments of Clinical Nursing and Family and Community Nursing and, the Research Centre for Adaptation in Health and Illness;
- (b) the professors, readers, associate professors, senior lecturers, lecturers, associate lecturers and postgraduate fellows being members of the academic staff who are on continuing or fixed term appointments (of at least two years) in the departments and research centres included in sub-section (a);
- (c) the Dean, or a nominee of the Dean, of each of the Faculties of, Arts, Health Sciences, Medicine, Pharmacy and Science;
- (d) The Executive Officer who will act as Faculty Secretary;
- (e) the Librarian of the Mallett Street library;

- (f) full-time members of research staff of the departments and research centres included in sub-section (a) who hold appointments of research fellow and above;
 - (g) not more than five students – ie, three students enrolled in an undergraduate degree or diploma and one student enrolled in a postgraduate coursework degree or diploma offered by the Faculty, and one from among the postgraduate research students elected in the manner prescribed by resolutions of Senate;
 - (h) persons upon whom the title of adjunct professor, adjunct associate professor, clinical professor, clinical associate professor, clinical senior lecturer, clinical lecturer, clinical associate lecturer, and has been awarded in accordance with the resolutions of the Academic Board;
 - (i) four of the directors of nursing of health care agencies associated with the Faculty and up to five other members of the nursing profession, one of whom shall be a representative of the Nurses Registration Board, appointed by the Faculty on the nomination of the Dean;
 - (j) not more than five persons, who have teaching, research or other appropriate associations with the work of the Faculty, appointed by the Faculty on the nomination of the Dean;
2. A person appointed in accordance with sections 1(j) or 1(k) shall hold office for a period of two years unless otherwise specified at the time of appointment and shall be eligible for reappointment.

Committees of the Faculty

The committees of the Faculty of Nursing are responsible for the development and implementation of faculty policies. The Dean is a member of every committee of the faculty and may preside at meetings of those committees.

The following is a list of University committees:

- Faculty of Nursing
- Board of Studies (BOS)
- Research Degree Sub-Committee (a subcommittee of BOS)
- Undergraduate Students Liaison Sub-Committee (a subcommittee of BOS)
- Postgraduate Coursework Students Liaison Sub-Committee (a subcommittee of BOS)
- Academic Practice Committee (APC)
- Research Students Liaison Sub-Committee (a subcommittee of BOS)
- Research Committee
- Honorary Titles Assessment Committee
- Faculty Promotions Committee

The following is a list of the Faculty Committees:

- Indigenous Nursing Advisory Committee
- Clinical Performance Committee

The following is a list of the Committees of the Dean:

- Dean's Advisory Committee (DAC)
- Faculty Executive Committee (FEC)
- Academic and Faculty Office Committee (AFOC).

■ Staff

Faculty

Dean

Professor Jocalyn Lawler

Pro Dean

Professor Sue Armitage

Associate Deans

International: Ms Kay Plymat

Undergraduate: Ms Lynne Brown

Postgraduate: Ms Sue Forsyth

Librarian

Lesley Muir, MA PhD, ALAA

Executive Officer

Lynda Rose, BSc Monash GradDip CIT

Faculty Accountant

Sunil Bhandarkar, ACA

Computer Network Manager

Minh Ba Nguyen BInfoSystems UNSW

Clinical Education Administrative Officer

Maria Carlisle, RN, DipAppSc(Nursing) BN MN(Ed)

Personal Assistant to the Dean

Tim McCarron, BA(Hons) ANU

Administrative Officer (Academic and Policy)

(To be appointed)

Clinical Education Administrative Assistants

Karolina McLaren BA UNE

Jacqueline Thompson

Administrative Assistants

Sree Chandra, BA India, MA(Asian Studies) Murdoch

Nancy Cincotta

Frances Cosh

Nada Dunda, RN, BN Adelaide AssDipArt SIT

Trudy Edgeley

Ahmad Hakimi, DipEc Kubal AdvCertAcc TAFE

Sashi Kumar, BA USP

Tuan Duc Le

Virginia Munro, BA(Hons)

Susanne Norton

Gloria Paterson, BA DipArchivAdmin UNSW

Laboratory Staff

Barbara Leckie, EN

Rodney McAloon

Engela Panagiotopoulos, AssDipHlthSc(PathTech) TAFE

Nadi Selim, BScAgr Alex MScAgr Zagazig

Departments

An asterisk (*) denotes Head of Department.

Clinical Nursing*Professors*Sue Armitage, RN, BA(Hons) *N'cle(UK)* PhD Northumbria, FCN(NSW) FRCNA Appointed 1993

Doug Elliott, RN IntCare Cert, BAppSc(Nursing) Curtin

MAppSc(Nursing) PhD, MCN(NSW) Appointed 2000

Jocalyn Lawler, RN CertOpThNursing, BSocSc MEd NE PhD UNSW AssDipNursEd Armidale CAE, FCN(NSW)

Appointed 1992

Honorary Professors

Lindsay Gething, BA UNSW PhD Melb, MAPsS

Judy Lumby, RN IntCareCert, BA DNE UNE MPhEd UNSW

PhD Deakin, FCN(NSW) FRCNA

Associate Professor

Sandra H. West*, RN CM IntCareCert, BSc PhD Macq, MRCNA

Senior Lecturers

Jennifer Blundell, RN CertNeuroNursing, BappSc(Nursing)

GradDipEd WAIT PhD, FRCNA FCN

Judith Godden, BA UNE PhD Macq DipEd UNE

Ross D Hansen, BSc Qld MPubHlth PhD AssDipHlthSurv QIT

Rhonda Hawley, RN CM CTCert, BA MEd PhD DNE UNE,

FCN(NSW) FRCNA

Judith Romanini, RN IntCareCert, MHLthPubEd UNSW

DipTeach(Nursing) SCAE, FCN(NSW)

Lecturers

Maureen Ahern, RN, BA MHP UNSW, MCN(NSW) RCNA

Lynne Brown, RN, BHSc(Nursing) Charles Sturt MN(Honours)

UWS Nepean

Alastair Burn, RN, BA Macq MAppSc UTS, MCN(NSW)

Margot Byrnes, RN IntCareCert CorCareCert, BHlthSc

MA(Ed&Work) Macq DipAppSc(Nursing) RMIHE

Murray Fisher, RN IntCare Cert, BHlthSc(Nursing) UTS

MHPubEd UNSW DipAppSc(Nursing) CCES, MRCNA

Jennifer Green, RN IntCareCertClinNursStudies, BEd(Nursing)

MA(Ed) Macq ADNE DipTeach(Nursing) Armidale CAE

Susan Jones, RN CM PaedNursCert, BA MCN UNSW

Stuart Newman, RN, BEd(Nursing) UNE MHLth(Admin) UNSW

Deborah A Neyle, RN CM, BA UNE MScSoc UNSW

MEd(Adult Ed) UTS ADNE Armidale CAE, FRCNA

MCN(NSW)

Marilyn Orrock, RN CM, BA UNE MHLthAdmin UNSW

DipNurseEd

Alexander Wright, RN CM, BA UNE MAppSc(Res), MRCNA

Research Fellows

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Andrea Marshall, RN IntCareCert, BN, MN(Res),

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Jo Redenbach, BN BA MLitt(Psychology) UNE

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Annabel Matheson, RN, BN(Hons) DipHlthSci(Nursing)

Tracey Thornley, RN, NeuroNursCert, BN(Hons)

DipAppSci(Nursing) SCAE, MRCNA

Honorary Associates

Virginia Booth, RN, BA Macq

Josephine Chow, RN, BAppSc W'gong GradCert(AdultEd) UNE

Liz Cloughessy, RN Acc&EmergCert NSWCollNursing

Maureen Edgton, RN CertIntCare, MHLthScEd

Margaret Fry, RN IntCareCert, BAppSc MEd(Adult Ed) UTS

Susan Harvey, RN, CardiothorCert, GradDipAcCare(Nursing)

Margaret Murphy, RN, MHLthSc

Jane O'Connell, RN MN UTS

Ruth Rae, RN, BA MLitt UNE, PhD

Lea Sorensen, RN, BHlthSc UNE

Jill Squire, RN, BN UTS

Administrative Officer

Shane MacDonald BBioTech UNSW

Administrative Assistant

(to be appointed)

Family and Community Nursing*Professors*

M Colleen Stainton, RN, BN UBC MN DNSc UCSF,

FCN(NSW) (Clinical Chair of Women's Health).

Appointed 1996

Honorary Associate Professor

Les Higgins, BA MLitt UNE MED PhD

Senior Lecturers

Maureen Boughton*, RN CM M' CraftCert, BEd(Nursing) UNE

PhD DipNursEd ADCHN Cumb, FCN(NSW) FRNCA MACM

Kay Plymat, RN, BSN Minn MSN Yale, MCN(NSW) MRCNA

Lecturers

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DipTeach(Nursing) SCAE, FCN(NSW), MACMI

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SCAE

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MRCNA

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FCN(NSW)

Associate Lecturer

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GradDip(IndPrac)

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Yoong Choong, BHlthSc(Nursing) MN UWS DipTeach SCAE

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Sadie Dugdale, RN CM NeoIntCareCert, BN(Health) UWS

Margaret Evans, RN CM BHlthSc Charles Sturt MHP UWS

Joy Heads, RN CM DipAppSc(Nursing) DipTeach(Nursing)

SCAE GradCert(Bioethics) UTS

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Ann Kneivitt, RN, GradDipNursing *UNE*, CertPhysAss *Flinders CertRefl School of Refl SA* CertGriefManagement *Alfred James Ed Centre SA* CertChemPrac *NSW College of Nursing* CertPallStudies CertPainManagement *Univ Partnerships Armidale*

Helen Lunn, BA(Hons)

Catherine Maher, RN CM, BHlthSc *Charles Sturt* MMid *UWS* Margaret Anne Ross Martin, RN CM, BA *UTS* AssDipNurseEd *UNE*

Pamela Rawling, GradDipNurseMgt

Maree Reynolds, RN CM, BN MN GradDipNursingMgt *UTS*

Karen Swan, RN *N'cle UK RM Leeds UK* GradDipMid GradDipHlthMgt *UNE*

Clare Turner, RN, DipGenNursing DipMid DipPsychNursing, BA *South Africa*

Kathryn Weyman, RN, MN GradDipPallCareNursing *UTS*

OncNursingCert *NSW College of Nursing*

Valda Wiles, MHigherEd *UNSW*

Administrative Officer

Kass Finlay, BA *Cant BMus Vic* DipBStud *Massey*

Administrative Assistant

Kate Arnold

Centres and units

Alumni and Professional Relations Office

Director

Judith Romanini

Administrative Assistant

Nada Dunda

Education and Development Support unit

Director

Stuart Newman

Administrative Assistant

Virginia Munro

Nursing History Research unit

Director

Emeritus Professor R Lynette Russell AO

Administrative Assistant

Gloria Paterson

Research Centre for Adaptation in Health and Illness

Director

Dr Rhonda Hawley

Senior Research Officer

Judith Fethney, MA BA

Research Assistants

Louise Cahill, BA DipEd DipT&Cp

Praveen Gopalan,

Andrea Jonas, BVA Grad Dip

Amy Monk, BN (Hons)

Administrative Assistant

Sue Rance

Honorary Associates

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GradDipHlthSc(Nursing), PalliativeCare

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Oncological Course Palliative Care Course Community Nursing

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GerNursingCert BHlthSc(Nursing) *Mitchell*

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Kelvin Grove CAE Brisbane CertTeaching *Kelvin Grove*

Teacher College Brisbane

Katja Jukkola, MSc(NutrDiet) BSc(Nutr) *W'gong*

Fiona Kemp, DipCreative Arts *SthQld Scenic Art Sydney Theatre*

Co GradDipProf Studies *UNSW* GradDipSecEd, BA *UNSW*

HonsPsych Res Thesis Progr *UNSW* MPsych(Clinical) *UNSW*

Lisa Masterson, RN, BAppSc(Nursing) DipAppSc(Nursing)

Kristine Millar, RN, BSocSc *UNSW*

Felicity Anne Purdy, BAPsych(Hons)

Robyn Rosina, RN, PaedCert *RAHC*, MN *UTS* DipSexHlth

NSW FPA DipAdolescMntlHlth *NSW InstitPsych*

GradDipChildHlthNursing

Charlene Thornton, BN GradDipMid *UWS*

Sydney Nursing Research Centre

Director

Professor Jocalyn Lawler

■ Academic staff areas of interest

The following is a brief summary of the main research and teaching interests of the academic staff of the Faculty of Nursing. A fuller account of research undertaken within the Faculty is given in the University's Annual Research Report.

Dean and Professor

Jocalyn Lawler – Experience of and meaning making associated with illness and (di)stress; methodologies for researching nursing and nursing knowledge; the body and embodiment; taboo topics

Emeritus Professor

R Lynette Russell – History of nursing and nursing education; comparative aspects of nursing and nursing education

Professors

Sue Armitage – Nursing at the hospital/community interface; discharge planning; nursing interventions and patient outcomes; community health nursing

Doug Elliott – Critical care nursing practice; health status and quality of life measurement in cardiac and critical care cohorts; impact of technology on nursing practice; psychometrics; research utilization skills for clinical nurses; speciality critical care education

M Colleen Stainton – Women's health; early parent/child relationships; attachment; science practice links in nursing.

Department of Clinical Nursing

The Department of Clinical Nursing has established itself as a superior provider of clinical nursing programs. Research and teaching is conducted in all general areas and some specialty areas (such as clinical practice, critical care and perioperative) of nursing. The Department fosters and promotes strong research-clinical links between Faculty and clinicians in a number of specializations and locations.

Staff

Maureen Ahern – Professional issues; pain management; and nursing issues.

Jennifer Blundell – Neuroscience nursing, especially care of patients with cerebrovascular dysfunction or acquired brain injury; positioning of patients; professional and nursing discipline related issues

Lynne Brown – Gerontology; implication of nursing home placement for the carer; clinical education

Alastair Burn – Cardiopulmonary and paediatric nursing; academic issues; clinical reasoning and decision making

Margot Byrnes – Diabetes mellitus; clinical decision making; critical thinking; creative thinking

Murray Fisher – Masculinities, men's health and nursing; clinical competency assessment; readiness for self-directed learning; medication administration errors; quantitative methods and multivariate analysis

Judith Godden – History of nursing

Jennifer Green – Cardiovascular nursing; respiratory nursing; lymphoedema; problem-based learning; student assessment

Ross Hansen – Interactions between nutrition, metabolism and body composition in ageing and chronic disease; postmenopausal women's health; physiological monitoring of temperature and gut motility.

Rhonda Hawley – Clinical skills and performance evaluation; asthma education

Susan Jones – Paediatrics, especially neuroscience nursing and professional-family relations; qualitative research especially Grounded Theory and NUDIST

Andrea Marshall – Clinical nursing research; critical care nursing

Stuart Newman – Health services; men's health; health care management

Deborah Neyle – Scientific basis of nursing practice; quantitative methodologies in nursing research

Marilyn Orrock – Health Services Management, public health management and nursing administration

Jo Redenbach – Eating disorders; obesity and body image.

Judith Romanini – Issues in professional education; developing links between teaching, research, consultancy and entrepreneurial short courses

Sandra West – Circadian rhythm effects on shiftwork and aging; nursing physiology; biologically based exploration of clinical nursing practice

Alexander Wright – Infusion failure; phlebitis/extravasation; heparin stability; clinical nurses' perceptions of research; ethics in NICU; maternal and neonatal health; pharmacology; clinical trials; thermo regulation; physiological research; quantitative methods; 'selective' qualitative approaches – eg, phenomenology

Department of Family and Community Nursing

The Department of Family and Community Nursing conducts teaching and research in the area of health across the life-span, with a primary health focus. There is a strong emphasis on clinical education from a perspective of 'wellness' within the client community, with an associated proactive and preventative approach to health and disease. Specialist areas of study and research include nursing and the aged population, maternal and neonatal nursing, midwifery, nurse education, community nursing and rural and remote nursing.

The Faculty offers a wealth of experience from varied clinical and academic backgrounds. The Department is developing a collaborative role in research and education within the University, and is establishing strong links with community and associated health services.

Staff

Jane Allnutt – Midwifery matters including induction of labour and smoking in pregnancy; women's health issues; Indigenous mothers and babies health

Maureen Boughton – Midwifery practice and education; women's health; menopause (in particular premature menopause); phenomenological methodology; embodiment and experience

Jacklin Fisher – Mental health nursing; human rights and mental illness; nurse practitioners; political economy of health

Sue Forsyth – History of nursing; historical methodology; professionalisation of nursing; sociology of health and health care

William Goodin – Psychoactive substance use, especially early intervention; measurement of attitudes; clinical skills and nursing competencies

Wendy Gray – Health promotion; primary health care; the use of literature, art and film to understand human experience

Lillian Hayes – Primary health care; small area health research; community health nursing; socio-economic differentials in health

Kath Howey – Research, Indigenous research methodologies and Indigenous health education, Indigenous health, Indigenous curricula development and writing, cross-cultural awareness teaching and writing, media representation, Indigenous media, Indigenous studies, human rights, social justice

Heather McKenzie – Sociology of health, illness and suffering; sociology of emotions; sociology of risk; qualitative methods; social theory; the interface between institutions of health care and consumers; politics of nursing.

Rose McMaster – Women's health; mental health and consumer rights; nursing education; and international nursing perspectives

Kay Plymat – Health promotion; primary health care; community nursing; urinary incontinence

Lorraine Smith – Stress and motivation; health psychology; quantitative statistics

Anne Stanley – Self-efficacy, educational and nursing perspectives; melanoma oncology, human biology; paediatrics

Karolyn White – Ethics; politics; philosophy; feminism; critical thinking

Research Centre for Adaptation in Health and Illness

The Research Centre for Adaptation in Health and Illness was established in 1996 by the Faculty of Nursing with the Central Sydney Area Health Service as a foundation collaborating partner. The Centre involves partnerships between three sectors: university, health care and community. Its mission is to foster active research involvement and information exchange between these sectors.

The aim of the Centre is to provide research training and to conduct high-quality research of national and international importance which will inform policies and practice in regard to the health, community care and the quality of life of people with disabilities, people who live through chronic illness, their carers and families. Research projects conducted by the Community

Disability and Ageing Program (CDAP) have now been integrated into the Centre as the activities program is now one of the major focuses of the Centre.

■ Centres and units

Alumni and Professional Relations Office

The Alumni and Professional Relations Office aims to contribute to the professional development needs of local and international clients through a coherent range of high quality courses and activities and through the Faculty's Alumni Association. The office promotes links with the health care sector and the community, and encourages more students to study at the Faculty and develops collaborative relations with external local and international organisations.

Services offered by the Alumni and Professional Relations Office include:

- Professional Development Programs: specifically developed short courses to meet client needs; advanced nursing practice programs; orientation programs to specialty areas; clinical teaching courses; management workshops and computer skills laboratories.
- Education consultancy service: experienced consultants will assist you to assess the education needs in your facility, plan and conduct appropriate programs.
- Distance education programs: cardiac nursing; academic support programs for new graduates and nurses returning to the workforce; and other selected units of study.
- Student exchanges to selected international universities.

Education and Development Support unit

The Education and Development Support unit (EDSU) is an academic support unit. The EDSU is responsible for the editing and desktop publishing of material for units of study offered in the distance mode, flexible mode and on-campus (full-time) mode. The EDSU also processes other faculty publications such as the Faculty handbook and Referencing Guide. The EDSU is responsible for the receipt and dispatch of unit of study material and assignments for students studying in the distance mode. The principal focus of the EDSU is the quality of faculty publications and/or documents and the provision of support to academic staff.

Nursing Alumni Association

The Nursing Alumni Association is open to all graduates of nursing degrees and diplomas and staff (past and present) of The University of Sydney and the predecessor organisations of the Faculty – the School of Nursing at Cumberland College of Health Sciences (previously the New South Wales College of Paramedical Studies) and the Institute of Nursing Studies (previously the Division of Nursing) of the former Sydney College of Advanced Education.

One of the major activities of the Association is to provide a network through which graduates can keep up to date with what is happening in the Faculty and the University and with colleagues. The Alumni Association will also provide an opportunity for graduates to contribute to and participate in the work of the Faculty. Funds raised through the Association will be used to support the Association, provide scholarships for students, support research and to continue to develop the Faculty. The Alumni Association will liaise with other professional nursing bodies and foster interaction between members of the profession in public, private and community sectors locally, nationally and internationally.

Nursing History Research unit

This unit promotes and fosters research training and high quality research of national and international importance in the area of the history of nursing and the health care sector. It will also collect and protect valuable historical records that are crucial for this research.

Sydney Nursing Research Centre

The Sydney Nursing Research Centre was founded in 1988 to promote research into clinical nursing. The Centre is a joint project of the Faculty of Nursing and interested clinical agencies. The clinical agencies at present participating in the work of the Centre are the Sydney Home Nursing Service, the Developmental Disability Service of NSW, the Southern Metropolitan Mental Health Service and the following hospitals: Balmain, Garrawarra, Gladesville, Prince Henry, Prince of

Wales, Prince of Wales Children's, Rachel Forster, Royal Hospital for Women, Royal North Shore, Royal Prince Alfred, Royal South Sydney, Rozelle, St George, Sydney Eye and Sydney.

The Centre provides financial support for staff from any of the participating institutions to undertake research into clinical nursing. The research may be undertaken on either a part- or full-time basis. The Centre holds regular workshops for prospective researchers and promotes the formation of research teams comprising individuals from both the Faculty and one of the participating clinical agencies.

3 Helpful information

■ Who is responsible for what?

Associate Deans are responsible for academic governance on all course matters including admissions, enrolment and progression.

Year Advisors are responsible for providing support and general assistance to students about the appropriate processes available to address specific issues such as timetables, illnesses, special consideration, change of enrolment, etc...

The **Head of Department** is responsible for the management of the department and the units of study that the department offers.

Lecturers deliver lectures, lead tutorial groups and provide advice, at advertised times, about your class work and assessment.

A **Unit of Study Coordinator** is responsible for the overall running of a unit of study and usually participates in the group teaching of that unit of study. Applications for special consideration or extensions should be submitted to the relevant unit of study coordinator.

The **Clinical Education Administration Officer** is responsible for the overall coordination of the clinical placements.

Students are responsible for ensuring that they:

- are enrolled correctly
- undertake all the required learning activities in units of study
- are responsible for their own learning
- behave in a manner that shows respect for staff and fellow students
- do not impede the learning of any other student.

The **Sydney University Nursing Society (SUNS)** is your branch of The University of Sydney Student Union. Information is available from the Ground Floor Office.

■ English language requirements

Students are strongly advised that all courses are presented on the assumption that you possess a high level of competency in English. This is particularly the case in respect of clinical education units of study where students require language skills that will not be challenged in a critical situation. Nurses require a high level of verbal and written English language skills, particularly technical language, for safe practice. Good English language skills are also necessary to fulfill the University's generic skills and the New South Wales Nurses' Registration Board competency requirements.

The Faculty is sufficiently concerned about this area of skill development that if you are facing difficulties with English language, either in the classroom or in the clinical environment, academic staff will recommend that you attend University support programs. You will be expected to use this assistance, so that you can perform well and communicate effectively with peers, teachers and patients/clients.

■ Office hours

The Faculty Office, Level 5, Building C is open during the following hours:

General enquiry hours

Monday - Thursday: 10 am - 4 pm

Friday: 10 am - 12 noon

Clinical enquiry hours

Monday - Thursday: 10 am - 4 pm

Friday: 10 am - 12 noon

EDSU enquiry hours

Monday - Thursday: 10.30 am - 12.30 pm & 2 pm - 4 pm

Friday: 10.30 am - 12 noon

■ Frequently asked questions

The Faculty has answers to frequently asked questions on its Web site for prospective, enrolled and honours students at www.usyd.edu.au/nursing/courses/courses.html

■ Scholarships and prizes

University Scholarships – Undergraduate and Postgraduate

For information regarding both undergraduate and postgraduate scholarships offered by the University, please contact:

Scholarships unit

Room 147 Ground Floor

Mackie Building (K01)

The University of Sydney NSW 2006

Phone: (02) 9351 2717

Fax: (02) 9351 5134

Email: scholarships@careers.usyd.edu.au

Web: www.usyd.edu.au/study/scholarships.shtml

Faculty Scholarships and Prizes – Undergraduate and Postgraduate

For information regarding the Faculty's Undergraduate and Postgraduate Scholarships and Prizes, please visit the Faculty's Web site at www.usyd.edu.au/nursing/3-student/student-scholarships.html

■ Clinical nursing laboratory

Clinical Laboratory Behaviour

Students are to wait in the corridor until their facilitator arrives. Bags are to be left inside the main door of the laboratories. They are not to be taken into the work area. Valuables should not be left in student's bags.

Students **MUST NOT** eat, drink, smoke or use mobile phones in the laboratory.

Students are not permitted to take equipment for practice home without authorization from laboratory staff.

Students must leave the laboratory area clean and tidy, especially during independent practice times. Measures to enforce this will be implemented as required.

Children will not be allowed to attend classes in the laboratory area.

Occupational health and safety deem that students must observe the following dress requirements during laboratory practice:

- Wearing closed in shoes (no sandals)
- Sleeves above elbow
- No jewellery (except for plain rings)
- Hair tied back

Independent Practice

Students are encouraged to utilize the availability to practice in their free time. Lists of times when the laboratories are available for independent practice sessions will be posted outside the laboratories.

■ Student facilities

Student Liaison Sub-Committees

There are three Student Liaison Sub-Committees – for undergraduate students, postgraduate coursework students and research students, respectively. These Committees meet at least twice per semester to advise the Dean and Faculty, through the Board of Studies, on academic issues or any other matters referred to it by the Board of Studies or the Dean. Do consider being a representative for your year. Names of representatives are

posted on the Noticeboard, Ground Floor, 88 Mallett Street Campus. Keep in touch with your representatives and inform them of any problems. The Dean and Pro-Dean are kept informed of problems which are put before the Student Liaison Sub-Committees.

Computer laboratory

The computer laboratory is located in Room C.106, Level 1, Building C, Mallett Street. The laboratory computers are available to both undergraduate and postgraduate students. Students need to go to the Faculty Office to obtain their computer access card after enrolment to enable them to use the laboratory.

Computer lab hours during semester (subject to change)

Monday to Friday: 8 am–8 pm

Library

The Nursing Library, a branch of The University of Sydney Library, is located in Building F, Level 1, Mallett Street. It houses books, periodicals and audiovisual material to support the Faculty's courses at both undergraduate and postgraduate level.

Library hours during semester (subject to change)

Monday: 9 am–7 pm

Tuesday: 9 am–7 pm

Wednesday: 9 am–7 pm

Thursday: 9 am–7 pm

Friday: 9 am–5 pm

Vacation hours

Monday to Thursday: 9 am–6 pm

Friday: 9 am–5 pm

Long vacations: 9 am–5 pm

Information about the arrangements of materials in the library, borrowing procedures, and the closed reserve system for books in heavy demand is available from the library staff. See also the entry on the Library in The University of Sydney Diary, and the Library's Web site at www.library.usyd.edu.au.

Summer School

Most faculties at the University offer units of study from degree programs during January/February. As the University uses all of its HECS quota in first and second semester, these units are full fee-paying and entirely voluntary. However, Summer School units enable students to accelerate their degree progress, make up for a failed unit or fit in a unit which otherwise would not suit their timetables. New students may also gain a head start by completing requisite subjects before they commence their degrees. Units start on 2nd January and run for up to six weeks (followed by an examination week). Notice of the units available is usually circulated to students with their results notices and may be found at www.summer.usyd.edu.au.

■ Appeals

[Extract from The University of Sydney Calendar 2003, pp 165–169]

Resolutions of the Senate

Information about appeals against exclusion can be found in Section 18 of The University of Sydney (Coursework) Rule 2000 (as amended) in this Calendar and at the following Web address: db.usyd.edu.au/policy/policy-all.stm

Student appeals against academic decisions

Any student may appeal to the Senate against an academic decision. Normally such an appeal will not be heard unless the student has exhausted all other avenues. For undergraduates and for postgraduate students undertaking coursework award programs, this means appeal to the department and/or faculty/college board/board of studies concerned, and for postgraduate students undertaking research degrees, also to the Committee for Graduate Studies. Appeals solely against questions of academic judgement that have, in the view of the Chair of the Academic Board, been thoroughly investigated by the faculty/college board/board of studies in accordance with the procedures adopted by the Academic Board, will not be heard unless there are grounds for believing due academic process has not been observed. Appeals against exclusion from re-enrolment in undergraduate award programs and against termination of candidature for postgraduate awards are heard by the Student Appeals Committee (Exclusions and Readmissions), and appeals

against disciplinary action are heard by the Student Disciplinary Appeals Committee.

Note: It has been expedient throughout this document to refer to faculties and deans of faculties; it should be understood that the procedures are to be read as applying, mutatis mutandis, to colleges and the graduate school and the college principals and directors.

Hearing of appeals

The Senate has resolved as follows with respect to the hearing of appeals against academic decisions:

1. Appeals against academic decisions may be referred by the Senate to the Student Academic Appeals Committee, a standing committee of the Senate.
2. The membership of the Student Academic Appeals Committee shall be:
 - (i) the Chancellor, the Deputy Chancellor, and the Vice-Chancellor and Principal (ex officio);
 - (ii) the Chair of the Academic Board;
 - (iii) a deputy chair of the Academic Board, nominated by the Chair;
 - (iv) two student Fellows of the Senate; and
 - (v) two Fellows of the Senate who are not members of the academic staff.
3. The Student Academic Appeals Committee acts on behalf of the Senate in hearing an appeal and in determining its outcome.
4. On receipt of an appeal the Chancellor or the Chancellor's nominee shall appoint one person from each category of membership listed in section 2 above.
5. Four members of the sub-committee shall form a quorum.
6. A unanimous decision of the sub-committee shall be final and reported to the Senate for noting.
7. An appellant will be advised as soon as practicable of the decision and the reasons for it.
8. In the event that the sub-committee is unable to reach a unanimous decision, majority and/or minority reports together with supporting papers will be referred to the Senate for final decision. The Senate should give a written statement for its decision to the parties concerned.
9. The sub-committee shall observe the following procedures in hearing an appeal:
 - (a) The dean of the faculty or chairperson of the board of studies concerned shall be provided with a copy of the student's letter of appeal and be asked to provide, within ten working days, written comment from whatever source is appropriate on this matter, including the recommendations of the staff member, professor and head of department concerned, so far as is practicable.
 - (b) The appellant shall be given a copy of the response elicited from the dean or chairperson of the board of studies seven working days in advance of appearing before the sub-committee.
 - (c) The sub-committee will interview both the respondent and the appellant together and may call on other witnesses if it determines they are relevant, provided that the appellant has the opportunity to respond to later adverse material, if presented. The respondent shall be the dean or chairperson of the board of studies, except in a case where the dean or chairperson does not support the particular decision, in which case the Senate shall nominate the respondent.
 - (d) The appellant shall respond to requests for further information, normally within fifteen working days; otherwise the Vice-Chancellor may determine that the appeal has lapsed.
 - (e) The appellant will have the right to be accompanied at the interview(s) by a friend.

Resolutions of the Academic Board

Principles for student appeals against academic decisions

Preliminary

1. Any student may complain about an academic decision that affects him or her. This document describes the principles and procedures to be followed by students, academic units and decision-makers when a student complains about an academic decision:
 - (1) First, at a local level, to enable a student's concerns to be addressed in an informal way; and
 - (2) Secondly, by means of a formal, central procedure.

2. These procedures apply to all academic decisions made in relation to undergraduate and postgraduate course awards. A separate set of procedures applies with respect to postgraduate research awards.
3. In these procedures, an 'academic decision' means a decision of a member of the academic staff that affects the academic assessment or progress of a student.
4. Each stage below represents an opportunity to resolve the complaint. Members of academic staff are expected to attempt to resolve all students' complaints at a local, informal level, wherever possible.

Principles that underpin these procedures

5. The following principles apply with respect to any dispute about an academic decision, whether dealt with formally or informally:
 - (1) **Timelines.** All disputes should, wherever possible, be resolved as quickly as possible. A procedure that creates a number of opportunities to resolve a problem should not be treated as a series of hurdles which prolong the dispute. Unresolved disputes have a detrimental effect on the performance of both students and staff involved. Deadlines prescribed in these procedures should always be followed, unless there are exceptional circumstances. If the deadline is to be exceeded by staff, the student must always be informed of the length of, and the reason for, the delay. Time limits allowed to students are generally longer than those allowed to staff. As a general rule, it may be more appropriate to relax time limits for students within reason. Students may find pursuing a complaint or an appeal a difficult and stressful undertaking. They may need further time to marshal the confidence, support and evidence they need to pursue a complaint. Students should also be able to express their complaint in their own terms.
 - (2) **Confidentiality.** All student appeals must be treated confidentially at all stages of the process. Any information about a complaint must be strictly limited to those staff who need to know about it in order to deal with the complaint. For example, where a complaint is dealt with at departmental or faculty level, any sensitive personal information about the student should only be available to the head of the department, dean (or college principal) or the staff member assigned to the appeal. If information needs to be distributed at a broader level, then the student's written consent must first be obtained.
 - (3) **Without disadvantage.** The fact that a student has made a complaint under these procedures should not disadvantage the student in any way, especially by way of victimisation. That said, the fact that a student has had to complain often does, of itself, cause disadvantage, for example, delay in finalising the mark for a unit of study. However, students should be able to complain under these procedures and feel confident that they will not be disadvantaged in any other way.
 - (4) **Procedural fairness.** All staff involved in a complaint or an appeal have a duty to observe the principles of procedural fairness (sometimes called natural justice), which include the following.
 - (a) Staff and students involved in a complaint are entitled to raise all issues which are important to them, and to put their points of view in their own terms. In most cases, any formal complaint will be dealt with by means of written submissions. In some cases, however, it may be appropriate to deal with the matter by interviewing the relevant parties. This will be determined by the relevant decisionmaker.
 - (b) Staff and students are entitled to have matters dealt with in an unbiased manner, and lack of bias should always be apparent. It is impossible to list all types of potential bias. One example is where a staff member involved in conciliating a complaint has a close personal relationship with the student. The question for any decision-maker is whether he or she has a pre-conceived view that is so strong, and so related to the matter being decided by the staff member, that it is reasonable to suspect that he or she is unable to listen to the complaint in a fair manner, and to deal with that complaint on its merits alone. Any person concerned about bias is expected to raise it with the appropriate person promptly.

- (c) Parties are entitled to know the basis on which decisions about them have been made, and accordingly reasons should be given for a decision, in sufficient detail that it is reasonable to expect a student to be able to understand the decision.
- (5) **Support.** Any person involved in this process who is disadvantaged in any way in their ability to present their case should be allowed the support and advice they need to participate effectively. While a conciliatory approach is preferred and encouraged under these rules, it may be appropriate, in some circumstances that the student or staff member has another person speak on his or her behalf.
- (6) **Record-keeping.** In order to facilitate resolution of student complaints, it is important that staff establish and maintain proper records (through the Central Records filing system) once a complaint becomes formal. Staff are also advised to keep brief notes of any informal discussions with students. Copies of documentation given to students in relation to a unit of study should be kept, as well as a record of the date on which that information was supplied to students and the means by which it was disseminated. This may be important to the speedy resolution of a complaint.
- (7) **Access.** Students should normally have a right of free access to all documents concerning their appeal. This right does not apply to any documents for which the University claims legal professional privilege.

Procedures for student appeals against academic decisions for undergraduate and postgraduate coursework awards

6. *Informal resolution with teacher*

- (1) If a student is concerned about any academic decision, he or she should first discuss the issue informally with the relevant teacher or unit of study coordinator. This should be done within three months of the particular academic decision being made.
- (2) The teacher or unit of study coordinator should then deal with the issue promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.
 - (a) If the student's concerns are not resolved by this means, then the teacher should:
 - (i) Explain the next step and the procedure, which is set out in paragraph 7 below; and
 - (ii) Give to the student a copy of these principles and procedures.
 - (3) If the teacher or unit of study coordinator is the head of the department or school, then the student should approach the dean or college principal or director (see 8 below).

7. *Approach head of department or school*

Informal complaints

- (1) If the student's concerns cannot be resolved under paragraph 6, or because of a failure to follow procedures, the student may then approach the head of department or school. The student may, at this point, choose to approach the head of department on an informal basis, or else put his or her complaint in writing. The student should do either of these things within 15 working days of the outcome of discussions under paragraph 6.
- (2) If a student chooses to approach the head of department informally under paragraph 7(1), this does not later preclude the student from proceeding formally under this paragraph 7 by putting his or her complaint in writing to the head of department.
- (3) The head of department should deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

Formal complaints

- (4) The head of department must acknowledge receipt of a formal complaint in writing within 3 working days of receipt.
- (5) The head of department must try to resolve the complaint within 10 working days of receiving the complaint, and then advise the student in writing of his or her decision:
 - (a) setting out the reasons;
 - (b) advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and

- (c) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

8. Approach the dean or college principal or director or their nominee

Informal complaints

- (1) If the student's concerns cannot be resolved under paragraph 7, or because of a failure to follow procedures, the student may then approach the dean or college principal or director. The student may, at this point, choose to approach the dean or college principal or director on an informal basis, or else put his or her complaint in writing. The student should do either of these things within 15 working days of the outcome of discussions under paragraph 7. In some cases the dean, college principal or director may nominate another faculty officer, for example a pro-dean or associate dean to deal with the matter.
- (2) If the dean or college principal or director is the decision-maker under paragraphs 6 or 7, then the pro-vice-chancellor of the relevant academic college shall act as decision-maker under this paragraph 8.
- (3) If a student chooses to approach the dean or college principal informally under paragraph 8(1), this does not later preclude the student from proceeding formally under this paragraph 8 by putting his or her complaint in writing to the dean or college principal or director.
- (4) The dean or college principal or director should then deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

Formal complaints

- (5) The dean or college principal or director must acknowledge receipt of a formal complaint in writing within 3 working days of receipt.
- (6) The dean or college principal or director must try to resolve the complaint within 10 working days of receiving the complaint, and then advise the student in writing of his or her decision:
 - (i) setting out the reasons;
 - (ii) advising that if the student does not agree with the decision, then the student has a right of appeal under these procedures; and
 - (iii) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

9. Written appeal to the Senate

- (1) If the student is not satisfied that his or her concerns have been addressed satisfactorily under paragraph 8, then the student may make a written appeal to Senate.
- (2) Note that an appeal to Senate is covered by the Senate resolution 'Student Appeals against Academic Decisions' above in this University of Sydney Calendar. This resolution provides that an appeal to Senate will not normally be heard unless the student has exhausted all other avenues. In other words before the student makes an appeal to Senate he or she should have followed the procedures set out in this document by attempting to find a resolution with his or her teacher, head of department and dean or college principal or director.
- (3) Note that the Senate resolution provides for a hearing before the Senate Appeals Committee, but a complaint does not go straight to that Committee. It is first referred to the Chair of the Academic Board who attempts to resolve the matter. The procedures are outlined below. In some cases the Chair of the Academic Board may nominate the Alternative Chair or a deputy chair of the Academic Board to deal with the matter.
- (4) A written appeal to Senate should outline the matter clearly, concisely and fully, and include any relevant documentation or evidence. The written appeal should be submitted to the Registrar, Main Quadrangle, A14.
- (5) The Registrar will refer the appeal to the Student Centre. The Student Centre will check that the student exhausted all avenues. If the student has not exhausted all other avenues the Student Centre will advise the student what steps can be taken. If the student has exhausted all other avenues, the Student Centre will collect together the complaint, the student's file and documentation from the faculty and forward it to the Chair of the Academic Board normally within five working days.

- (6) The Chair of the Academic Board will seek to resolve the matter as informally and quickly as possible in accordance with the principles set out in this document. Normally within ten working days of receiving the file from the Student Centre, the Chair of Academic Board will communicate his or her decision on the complaint to the student.

- (7) Note that the Senate resolution provides that where the appeal is solely against a question of academic judgement, the Chair of the Academic Board will not refer the appeal to the Student Appeals Committee if:
 - (a) the complaint has been thoroughly investigated by the faculty; and
 - (b) these procedures, especially the principles of procedural fairness, have been followed.
- (8) If the matter has not been resolved by the Chair of the Academic Board, the Chair will refer it to the Senate Appeals Committee.
- (9) The procedure which the Senate Appeals Committee will follow is set out in the resolution of Senate, Student Appeals Against Academic Decisions, referred to in paragraph 9(2) above.

Procedures for student appeals against academic decisions for postgraduate research awards

Informal resolution

1. Students are expected to seek to resolve any problems or difficulties through, in order, the supervisor, departmental postgraduate coordinator, the head of department or school, chair of the faculty board of postgraduate studies or equivalent.

Approach the dean or college director or principal or chair of the board of studies

2. (1) A student who has not resolved a problem in respect of an academic decision made by the faculty, college or board of studies (hereafter referred to as 'the faculty') in respect of the award of a degree or other matter which affects the student's candidature may approach the relevant dean or college principal or director or chairperson of the board of studies.
 - (2) The student may, at this point, choose to approach the dean or college principal or director or chairperson of the board of studies (hereafter referred to as 'the dean') on an informal basis, or else put his or her complaint in writing. A student intending to approach the dean informally or formally must:
 - (a) give notice of this intent to the dean within one calendar month of the date of notification of the decision; and
 - (b) lodge the formal appeal with the dean within two calendar months from the date of the notification of the decision.

Informal complaints

- (3) In some cases the dean may nominate another faculty officer, for example a pro-dean or associate dean, to deal with the matter, except that the dean may not nominate any faculty officer to deal with the matter under this paragraph 2. who was the decision-maker in respect of the matter concerned.
- (4) If the dean was the decision-maker in respect of the matter concerned, then the pro-vice-chancellor of the relevant academic college shall act as decision-maker under this paragraph 2.
- (5) If a student chooses to approach the dean informally under paragraph 2(2), this does not later preclude the student from proceeding formally under paragraph 2(2) by putting his or her complaint in writing to the dean.
- (6) The dean should then deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision. Many complaints should be resolved at this stage.

Formal complaints

- (7) The dean must acknowledge receipt of a formal complaint in writing within three working days of receipt.
- (8) The dean must try to resolve the complaint within ten working days of receiving the complaint, and then advise the student in writing of his or her decision:
 - (i) setting out the reasons;
 - (ii) advising that, if the student does not agree with the decision, then the student has a right of appeal under these procedures; and

- (iii) giving to the student a copy of these principles and procedures, if the student does not already have a copy.

Approach the Chair of the Graduate Studies Committee

3. (1) A student who has not resolved a problem relating to an academic decision made by the faculty in respect of the award of a degree or which affects the student's candidature under paragraph 2. may approach the Chair of the Graduate Studies Committee.
- 2) The student may, at this point, choose to approach the Chair of the Graduate Studies Committee on an informal basis, or else put his or her complaint in writing. A student intending to approach the Chair of Graduate Studies informally or formally must:
 - (a) give notice of this intent to the Chair within one calendar month of the date of notification of the decision by the dean under paragraph 2; and
 - (b) lodge the formal appeal with the Chair within two calendar months from the date of the notification of the decision under paragraph 2.

Consideration of appeal by the Chair of the Graduate Studies Committee

4. (1) The Chair must acknowledge receipt of a formal complaint in writing within three working days of receipt.
- (2) The Chair must seek a report from the dean of the faculty and may consult with other persons as appropriate.
- (3) If, after considering that report, the Chair concludes:
 - (a) that the appeal is based solely on a question of academic judgement;
 - (b) that the proper academic procedures (including any procedures specifically established by the faculty or department) have been followed; and
 - (c) that the appeal raises no issue of general principle requiring consideration by the Graduate Studies Committee; the Chair should disallow the appeal.
- (4) If the Chair does not disallow the appeal he or she must:
 - (a) refer the matter back to the dean for action and report; or
 - (b) refer the matter to the Graduate Studies Committee.

Having received a report after referring the matter to the dean the Chair may refer the matter to the Graduate Studies Committee.

- (5) The Chair shall inform the student in writing of his or her decision. If the decision is to disallow the appeal, the student will be informed of any further avenues of appeal. If the decision is to allow the appeal to proceed, the student will be informed that the appeal has been referred to the Appeal committee of the Graduate Studies Committee.

Appeal Committee of the Graduate Studies Committee

5. There is to be an Appeal Committee of the Graduate Studies Committee consisting of:
 - (a) the Chair of the Graduate Studies Committee, or nominee, who shall be chairperson;
 - (b) the Dean of Graduate Studies;
 - (c) three academic staff members appointed by and from the Graduate Studies Committee (not involved in the candidature); and
 - (d) one postgraduate research student member of the Graduate Studies Committee appointed by the Chair of the Graduate Studies Committee. Any four members constitute a quorum.
6. If the appeal raises an issue of general principle, the Appeal Committee may consider that issue and may direct the Chair of Graduate Studies Committee or the dean of the faculty concerned to deal with the appeal in accordance with its decision on that issue.
7. The Appeal Committee may:
 - (a) refer the matter back to a faculty with a recommendation for action,
 - (b) dismiss the appeal, or
 - (c) if the faculty declines to accept the recommendation for action, amend or alter the decision (including amending the result on behalf of the Board of Postgraduate Studies or Board of Examiners).

Procedure

8. An Appeal Committee under these resolutions must allow the student to make written observations on the appeal and may, if it thinks the issue raised is sufficiently serious, allow the student to appear in person. The student may be accompanied by a friend.

9. An Appeal Committee must reach a determination under these resolutions within a reasonable period of time. The dean or Chair must keep a record of the process of the appeal.
10. The decision of an Appeal Committee under these resolutions shall be communicated in writing to the parties with a brief statement of the reasons for the decision. If the appeal is dismissed the appellant shall be advised of any further avenues of appeal and of sources of advice.

Appeal to Senate

11. The student may, at this point, choose to make a formal approach in writing to the Senate. A student intending to approach the Senate must:
 - (a) give formal notice in writing of this intent to the Student Centre within one calendar month of the date of notification of the Appeal Committee's decision; and
 - (b) lodge the formal written appeal with the Student Centre within two calendar months from the date of the notification of the Appeal Committee's decision.

4 Undergraduate courses and regulations

The Faculty of Nursing, University of Sydney, offers the following undergraduate courses:

- Bachelor of Nursing (Pre-Registration)
- Bachelor of Nursing (Indigenous Australian Health)
- Bachelor of Nursing/Bachelor of Arts (combined degree)
- Bachelor of Nursing/Bachelor of Science (combined degree)
- Bachelor of Nursing (Post-Registration)
- Bachelor of Nursing (Honours)
- Bachelor of Nursing (Block Release Mode) (Orange campus)
- Bachelor of Nursing (Indigenous Australian Health) (Orange campus)

The Faculty of Nursing in conjunction with the Faculty of Health Sciences, assisted by the Singapore Institute of Management offers the following undergraduate course:

- Bachelor of Health Science (Nursing).

■ Bachelor of Nursing (Pre-Registration)

Course code: GH011

Course overview

The Bachelor of Nursing (Pre-Registration) aims to produce a graduate who will function as a first level practitioner in a broad range of health care settings. It comprises three years full time (or six years part time) of academic and clinical education.

At the conclusion of the course students, subject to the requirements of the Nurses Act of NSW, will be eligible to apply for registration with the NSW Nurses' Registration Board.

Admission requirements

- An appropriate current Universities Admission Index (UAI). As a guide, in 2003 a UAI of 72.5 was required for entry.
- Interstate school leavers apply on the basis of final school examination results.
- Applicants with overseas qualifications will be assessed on the equivalence of their qualification to the Australian tertiary entry standards. Unless the final year of schooling was conducted in English, applicants will be required to sit an English proficiency test (see English Language Requirements).
- Mature-age and other applicants need to meet the criteria determined by the Faculty of Nursing for admission to undergraduate courses.
- A current licence to practise within Australia as an Enrolled Nurse.

Assumed knowledge

No particular subjects have to be completed at school for admission to the Bachelor of Nursing. However, once enrolled, the level of teaching assumes that students have successfully completed one of the following: 2-unit Biology, 2-unit Chemistry or 2-unit Personal Development Health and Physical Education. Students who do not have the assumed knowledge or its equivalent should contact the Associate Dean (Prospective Students) for further information prior to the commencement of the February semester.

Prospective students should note in particular Division 5, 29A of the Nurses Act 1991 No 9 which states:

(1) Despite any entitlement that a person may have to registration or enrolment, the board may refuse an application for registration or enrolment in either of the following cases:

- The Board is of the opinion that the applicant does not have sufficient physical or mental capacity to practise nursing.
- The applicant has been convicted of an offence (either in or outside New South Wales) and the Board is of the opinion that the circumstances of the offence render the applicant unfit in the public interest to practise nursing.

(2) If the Board is satisfied that an applicant for registration or enrolment suffers from an impairment which does not justify refusal of the application, the Board may impose such conditions on the applicant's registration or enrolment as the Board thinks appropriate.'

BN (Pre-Registration) course structure

Units of study	Credit points
Year 1 Semester 1	
Concepts in Biology OR Biology - Ecosystems to Genes OR Biology - Ecosystems to Genes (Advanced)	6
Health, Illness & Care: Social Context	6
Nursing Concepts: An Introduction	12
Year 1 Semester 2	
Human Biology OR Human Biology (Advanced)	6
Politics of Health Care and Nursing	6
Nursing Practices and Illness	12
Year 2 Semester 1	
Nursing & Biomedical Interventions	6
Subjectivity & Health Care	6
Acute Care Nursing	6
Family Health Nursing	6
Year 2 Semester 2	
Biological Basis of Nursing Observation	6
Indigenous Australia: History & Health	6
Chronicity & Palliation in Nursing	6
Mental Health Nursing	6
Year 3 Semester 1	
High Acuity Nursing	8
Complex Mental Health Issues	8
Electives – Non Clinical	4
Electives – Non Clinical	4
Year 3 Semester 2	
Community Health Nursing	8
Inquiry and Research in Nursing	8
Electives – Clinical	4
Electives – Clinical	4
Total credit points for program	144

■ Graduate Entry – Bachelor of Nursing (Pre-Registration)

For those students who have a previous undergraduate degree, the Faculty has available a graduate entry into the Bachelor of Nursing (Pre-Registration). Entry is dependent upon a number of factors and interested students should contact the Associate Dean (Undergraduate) to discuss this matter.

■ Bachelor of Nursing (Block mode) – Orange campus

Course code: GH011/GH035

Course overview

Commencing in 2004 the Faculty of Nursing will be offering the Bachelor of Nursing (Block mode) at The University of Sydney's Orange campus. Block mode allows students to remain as part of their communities and specifically targets those students who:

- are currently employed full-time;
- are from rural, regional and remote or isolated areas; or
- have family/kin obligations.

This mode of delivery provides opportunities for students to complete a university course whilst still living in their rural or remote communities. Block mode also demands that students work well independently and are able to pace themselves so that the inter-block period is utilised effectively.

Students will undertake clinical placements both at Orange and surrounding locations and within their local communities, depending upon the requirements of a particular unit of study.

Block mode consists of up to seven weeks of attendance each semester. Classes will be held mainly at Orange and commence early to mid February. Students may be expected to come to Sydney up to several times a year. The academic content of the course and the amount of clinical is the same as for those students undertaking the course on-campus in Sydney.

This course aims to produce a graduate who will function as a first level practitioner in a broad range of health care settings. At the conclusion of the course students, subject to the requirements of the Nurses Act of NSW, will be eligible to apply for registration with the NSW Nurses' Registration Board.

Admission requirements

- An appropriate current NSW Higher School Certificate, University Admissions Index (UAI). As a guide, in 2003 a UAI of 72.5 was required for entry. The Faculty will also participate in the University's rural entry scheme. For further information please contact Ms Frances Cosh, Prospective and International Student Advisor on (02) 9351 0548 or email fcosh@nursing.usyd.edu.au.
- Interstate school leavers apply on the basis of final school examination results.
- Applicants with overseas qualifications will be assessed on the equivalence of their qualifications to the Australian tertiary entry standards. Unless the final year of schooling was conducted in English, applicants will be required to sit an English proficiency test (see English language requirements).
- Mature-age and other applicants need to meet the criteria determined by the Faculty of Nursing for admission to undergraduate courses.
- A current licence to practise within Australia as an Enrolled Nurse.

All candidates will be required to undergo an interview prior to offer.

Assumed knowledge

No particular subjects have to be completed at school for admission to the Bachelor of Nursing. However, once enrolled, the level of teaching assumes that students have successfully completed one of the following: 2-unit Biology, 2-unit Chemistry or 2-unit Personal Development Health and Physical Education, during the final year of schooling. Students who do not have the assumed knowledge or its equivalent should contact the Associate Dean (Undergraduate) for further information prior to the commencement of the February semester.

Prospective students should note in particular Division 5, 29A of the Nurses Act 1991 No 9 which states:

- '(1) Despite any entitlement that a person may have to registration or enrolment, the board may refuse an application for registration or enrolment in either of the following cases:*
- *The Board is of the opinion that the applicant does not have sufficient physical or mental capacity to practise nursing.*
 - *The applicant has been convicted of an offence (either in or outside New South Wales) and the Board is of the opinion that the circumstances of the offence render the applicant unfit in the public interest to practise nursing.*
- (2) If the Board is satisfied that an applicant for registration or enrolment suffers from an impairment which does not justify refusal of the application, the Board may impose such conditions on the applicant's registration or enrolment as the Board thinks appropriate.'*

Accommodation

Generally, Year 1 students will be expected to live on the Orange campus during the first block in each semester. These first blocks run for two weeks and will include an orientation period in Semester 1. In subsequent blocks and all other years of the degrees students will need to find accommodation in the Orange area. The Faculty will be able to offer students assistance to find accommodation for the block periods.

Costs

Costs range from \$85 per week (in 2004) for accommodation on the Orange campus to \$130 per week (2004 prices) for serviced apartments in Orange. Other costs that will be incurred include Student Associate Fees and Orientation Fees (\$358 in 2004), which are compulsory, clinical uniform fees (\$200 in 2004) as well as textbooks and other costs associated with study.

Course structure

The structure of the Bachelor of Nursing (Block mode) is the same as for the Bachelor of Nursing. An example of block mode attendance is below:

BN (Block mode) – sample course structure

Year 1 Semester 1

Orientation period (Students stay at Orange campus)	Early Feb
Block 1 (Students stay at Orange campus)	2 weeks in Feb
Block 2	1 week in Apr
Block 3	1 week in Apr/May
Block 4	1 week in May
Block 5 (Includes clinical placements & exams)	2 weeks in June

Year 1 Semester 2

Block 1 (Students stay at Orange campus)	2 weeks in July
Block 2	1 week in Aug
Block 3	1 week in Sep
Block 4	1 week in Oct
Block 5 (Includes clinical placements & exams)	2 weeks in Nov

■ Bachelor of Nursing (Indigenous Australian Health)

Course code: GH012

Course overview

The Bachelor of Nursing (Indigenous Australian Health) aims to produce a graduate who will function as a first level practitioner with a strong awareness and understanding of Indigenous history, cultural values, community protocols and diversity of Indigenous people. It comprises four years full time of academic and clinical education.

At the conclusion of the course, students, subject to the requirements of the Nurses Act of NSW, will be eligible to apply for registration with the NSW Nurses Registration Board.

Admission requirements

Candidates applying to enter the Bachelor of Nursing (Indigenous Australian Health) are required to fulfil one or more of the following:

- (a) an appropriate current University Admissions Index (UAI); or
- (b) if applying as an interstate school leaver, final school examination results; or
- (c) if an applicant with overseas qualifications, the equivalence of their qualifications to the Australian tertiary entry standards. Unless the final year of schooling was conducted in English, applicants will be required to sit an English proficiency test (see English language requirements); or
- (d) if a mature-age or other applicant, meet the criteria determined by the Faculty of Nursing for admission to undergraduate courses;
- (e) a current licence to practise within Australia as an Enrolled Nurse;
- (f) Candidates who wish to undertake the Bachelor of Nursing (Indigenous Australian Health) Block Release Mode are required to apply directly to the Faculty or through the Cadical program.

Applications are welcome from both Indigenous and non-Indigenous applicants. However, the Bachelor of Nursing (Indigenous Australian Health) has been developed as a special measure to improve access and participation by Aboriginal and Torres Strait Islander people in the academic programs of The University of Sydney. Accordingly, in the case of limited places, preference will be given to Aboriginal and Torres Strait Islander applicants.

All candidates will be required to attend an interview prior to the Faculty making an offer of a place within the Bachelor of Nursing (Indigenous Australian Health).

Assumed knowledge

No particular subjects have to be completed at school for admission to the Bachelor of Nursing (Indigenous Australian Health). However, once enrolled, the level of teaching assumes that students have successfully completed one of the following at Year 12 level: 2-unit Biology, 2-unit Chemistry or 2-unit Personal Development Health and Physical Education. Students who do not have the assumed knowledge or its equivalent should contact the Associate Dean (Prospective Students) for further information prior to the commencement of the February semester.

Prospective students should note in particular Division 5, 29A of the Nurses Act 1991 No 9 which states:

- (1) Despite any entitlement that a person may have to registration or enrolment, the board may refuse an application for registration or enrolment in either of the following cases:*
- *The Board is of the opinion that the applicant does not have sufficient physical or mental capacity to practise nursing.*
 - *The applicant has been convicted of an offence (either in or outside New South Wales) and the Board is of the opinion that the circumstances of the offence render the applicant unfit in the public interest to practise nursing.*
- (2) If the Board is satisfied that an applicant for registration or enrolment suffers from an impairment which does not justify refusal of the application, the Board may impose such conditions on the applicant's registration or enrolment as the Board thinks appropriate.'*

BN (Indigenous Australian Health) course structure

Units of study	Credit points
Year 1 Semester 1	
Concepts in Biology OR Biology - Ecosystems to Genes OR Biology - Ecosystems to Genes (Advanced)	6
Health, Illness & Care: Social Context Nursing Concepts: An Introduction	6 12
Year 1 Semester 2	
Human Biology OR Human Biology (Advanced) Politics of Health Care and Nursing Nursing Practices and Illness	6 6 12
Year 2 Semester 1	
Nursing & Biomedical Interventions Subjectivity & Health Care Acute Care Nursing Family Health Nursing	6 6 6 6
Year 2 Semester 2	
Biological Basis of Nursing Observation Indigenous Australia: History & Health Chronicity & Palliation in Nursing Mental Health Nursing	6 6 6 6
Year 3 Semester 1	
High Acuity Nursing Indigenous Health Policies & Practices Indigenous Protocols & Nursing	8 8 8
Year 3 Semester 2	
Community Health Nursing Aboriginal Health Assessment Nursing & Indigenous Creative Expression	8 8 8
Year 4 Semester 1	
Indigenous People and the Law Complex Mental Health Issues Social Justice and Health Care	8 8 8
Year 4 Semester 2	
Indigenous Community Development Inquiry and Research In Nursing Nursing Indigenous Australian People Total credit points for program	8 8 8 192

■ Bachelor of Nursing (Indigenous Australian Health) (Block mode) – Orange campus

Course code: GH012/GH013

Course overview

Commencing in 2004 the Faculty of Nursing will be offering the Bachelor of Nursing (Indigenous Australian Health) (Block mode) at The University of Sydney's Orange campus. This is a four year degree comprising both academic and clinical education.

Block mode allows students to remain as part of their communities and specifically targets those students who:

- are currently employed full-time;
- are from rural, regional and remote or isolated areas; or
- have family/kin obligations.

This mode of delivery provides opportunities for students to complete a university course whilst still living in their rural or remote communities. Block mode also demands that students work well independently and are able to pace themselves so that the inter-block period is utilised effectively.

Students will undertake clinical placements both at Orange and surrounding locations and within their local communities, depending upon the requirements of a particular unit of study.

Block mode consists of up to seven weeks of attendance each semester. Each week will consist of six days of intensive study. Classes will be held mainly at Orange and commence early to mid February. Students may be expected to come to Sydney up to several times a year. The academic content of the course and the amount of clinical is the same as for those students undertaking the course on-campus in Sydney.

This course aims to produce a graduate who will function as a first level practitioner in a broad range of health care settings. At the conclusion of the course students, subject to the requirements of the Nurses Act of NSW, will be eligible to apply for registration with the NSW Nurses' Registration Board.

Admission requirements

- An appropriate current NSW Higher School Certificate, University Admissions Index (UAI). As a guide, in 2003 a UAI of 72.5 was required for entry. The Faculty will also participate in the University's rural entry scheme. For further information please contact Ms Frances Cosh, Prospective and International Student Advisor on (02) 9351 0548 or email fcosh@nursing.usyd.edu.au
- Interstate school leavers apply on the basis of final school examination results.
- Applicants with overseas qualifications will be assessed on the equivalence of their qualifications to the Australian tertiary entry standards. Unless the final year of schooling was conducted in English, applicants will be required to sit an English proficiency test (see English language requirements).
- Mature-age and other applicants need to meet the criteria determined by the Faculty of Nursing for admission to undergraduate courses.
- A current licence to practise within Australia as an Enrolled Nurse.

All candidates will be required to undergo an interview prior to offer.

Applications are welcome from both Indigenous and non-Indigenous applicants. However, the Bachelor of Nursing (Indigenous Australian Health) has been developed as a special measure to improve access and participation by Aboriginal and Torres Strait Islander people in the academic programs of The University of Sydney. Accordingly, in the case of limited places, preference will be given to Aboriginal and Torres Strait Islander applicants.

Assumed knowledge

No particular subjects have to be completed at school for admission to the Bachelor of Nursing. However, once enrolled, the level of teaching assumes that students have successfully completed one of the following: 2-unit Biology, 2-unit Chemistry or 2-unit Personal Development Health and Physical Education, during the final year of schooling. Students who do not have the assumed knowledge or its equivalent should contact the Associate Dean (Undergraduate) for further information prior to the commencement of the February semester.

Prospective students should note in particular Division 5, 29A of the Nurses Act 1991 No 9 which states:

- (1) Despite any entitlement that a person may have to registration or enrolment, the board may refuse an application for registration or enrolment in either of the following cases:*
- The Board is of the opinion that the applicant does not have sufficient physical or mental capacity to practise nursing.*
 - The applicant has been convicted of an offence (either in or outside New South Wales) and the Board is of the opinion that the circumstances of the offence render the applicant unfit in the public interest to practise nursing.*
- (2) If the Board is satisfied that an applicant for registration or enrolment suffers from an impairment which does not justify refusal of the application, the Board may impose such conditions on the applicant's registration or enrolment as the Board thinks appropriate.'*

Accommodation

Generally, Year 1 students will be expected to live on the Orange campus during the first block in each semester. These first blocks run for two weeks and will include an orientation period in Semester 1. In subsequent blocks and all other years of the degrees students will need to find accommodation in the Orange area. The Faculty will be able to offer students assistance to find accommodation for the block periods.

Costs

Costs range from \$85 per week (in 2004) for accommodation on the Orange campus to \$130 per week (2004 prices) for serviced apartments in Orange. Other costs that will be incurred include Student Associate Fees and Orientation Fees (\$358.00 in 2004), which are compulsory, clinical uniform fees (\$200 in 2004) as well as textbooks and other costs associated with study.

Course structure

The structure of the Bachelor of Nursing (Indigenous Australian Health) (Block mode) is the same as for the Bachelor of Nursing (Indigenous Australian Health) (page 15). An example of block mode attendance is below:

BN (Block mode) IAH – sample course structure

Year 1 Semester 1	
Orientation period (Students stay at Orange campus)	6 – 8 Feb
Block 1 (Students stay at Orange campus)	9 – 21 Feb
Block 2	22 – 27 Mar
Block 3	26 Apr – 1 May
Block 4	17 – 22 May
Block 5 (Includes clinical placements & exams)	14 – 24 June
Year 1 Semester 2	
Block 1 (Students stay at Orange campus)	12 – 24 July
Block 2	16 – 21 Aug
Block 3	13 – 18 Sep
Block 4	11 – 16 Oct
Block 5 (Includes clinical placements & exams)	1 – 16 Nov

■ Bachelor of Nursing/Bachelor of Arts (combined degree)

Course code: GH007

Course overview

This course of study is designed to meet the requirements for the award of the Bachelor of Nursing and to provide students with the opportunity to study simultaneously in the arts and humanities to complete the requirements for the Bachelor of Arts.

The nursing program of academic and clinical education is designed to prepare graduates for admission to the register of the NSW Nurses Registration Board and provides a broad foundation for professional nursing practice in a variety of health care settings. This degree is combined with a wide range of units of study and areas of major studies available through the Faculty of Arts.

The combined degree provides students with the opportunity to pursue academic and professional studies with greater breadth and depth in areas that are complimentary. Students who

complete the combined degree may qualify for admission to the Honours course in the Bachelor of Nursing and/or the Bachelor of Arts.

Admission requirements

- For information, please contact the Associate Dean (Prospective Students) and refer to the resolutions relating to undergraduate courses in this handbook.

BN/BA Years 1–5 sample enrolment

Units of study	Credit points		
	BN	BA	Total
Year 1 Semester 1			
Nursing Concepts: An Introduction	12		
Arts – units of study		12	
Year 1 Semester 2			
Human Biology OR Human Biology (Advanced)	6		
Politics of Health Care and Nursing	6		
Arts – units of study		12	
Year 2 Semester 1			
Nursing & Biomedical Interventions	6		
Subjectivity & Health Care	6		
Arts – units of study		12	
Year 2 Semester 2			
Nursing Practices and Illness	12		
Arts – units of study		12	
Year 3 Semester 1			
Family Health Nursing	6		
Arts – units of study		18	
Year 3 Semester 2			
Indigenous Australia: History & Health	6		
Biological Basis of Nursing Observation	6		
Arts – units of study		12	
Year 4 Semester 1			
Acute Care Nursing	6		
Arts – units of study		18	
Year 4 Semester 2			
Chronicity & Palliation in Nursing	6		
Mental Health Nursing	6		
Arts – units of study		12	
Year 5 Semester 1			
High Acuity Nursing	8		
Complex Mental Health Issues	8		
Electives – Non Clinical	4		
Electives – Non Clinical	4		
Year 5 Semester 2			
Community Health Nursing	8		
Inquiry and Research in Nursing	8		
Electives – Clinical	4		
Electives – Clinical	4		
Total for combined program	132	108	240

■ Bachelor of Nursing/Bachelor of Science (combined degree)

Course code: GH010

Course overview

This course of study is designed to meet the requirements for the award of Bachelor of Nursing and to provide students with the opportunity to study simultaneously in science to complete the requirements for a Bachelor of Science.

The nursing course of academic and clinical education is designed to prepare graduates for admission to the register of the NSW Nurses Registration Board and provides a broad foundation for professional nursing practice in a variety of health care settings. This degree is combined with a broad range of units of study and areas of major study available through the Faculty of Science.

The combined degree provides students with the opportunity to pursue academic and professional studies with greater breadth

and depth in areas that are complementary. Students who complete the combined degree may qualify for admission to the Honours course in the Bachelor of Nursing and/or the Bachelor of Science.

Admission requirements

- For information, please contact the Associate Dean (Prospective Students).

BN/BSc Years 1–5 sample enrolment

Units of study	Credit points		
	BN	BSc	Total
Year 1 Semester 1			
Nursing Concepts: An Introduction	12		
Science – units of study		12	
Year 1 Semester 2			
Human Biology OR Human Biology (Advanced)	6		
Politics of Health Care and Nursing	6		
Science – units of study		12	
Year 2 Semester 1			
Nursing & Biomedical Interventions	6		
Subjectivity & Health Care	6		
Science – units of study		12	
Year 2 Semester 2			
Nursing Practices and Illness	12		
Science – units of study		12	
Year 3 Semester 1			
Family Health Nursing	6		
Science – units of study		18	
Year 3 Semester 2			
Indigenous Australia: History & Health	6		
Biological Basis of Nursing Observation	6		
Science – units of study		12	
Year 4 Semester 1			
Acute Care Nursing	6		
Science – units of study		18	
Year 4 Semester 2			
Chronicity & Palliation in Nursing	6		
Mental Health Nursing	6		
Science – units of study		12	
Year 5 Semester 1			
High Acuity Nursing	8		
Complex Mental Health Issues	8		
Electives – Non Clinical	4		
Electives – Non Clinical	4		
Year 5 Semester 2			
Community Health Nursing	8		
Inquiry and Research in Nursing	8		
Electives – Clinical	4		
Electives – Clinical	4		
Total for combined program	132	108	240

■ Bachelor of Nursing (Post-Registration)

Course code: GH009

Course overview

This course of study is designed specifically for registered nurses. The course recognises the prior learning and experience of registered nurses. It is intended that the outcome of this course will provide graduates with a strong foundation in the discipline of nursing and be equipped to progress to the Bachelor of Nursing (Honours) or graduate coursework study.

Admission Requirements

- Students will be assessed individually in terms of the amount of credit/advanced standing for previous studies.
- For further information, please contact the Associate Dean (Post-Registration) and refer to the resolutions relating to undergraduate courses in this handbook.

NB: International students not seeking registration in NSW may enrol in the BN (Post-Reg).

Sample course structure: full-time certificate level

Unit of study	Credit points
Year 1 Semester 1	
Human Biology	6
Nursing Knowledge and Practice	6
Research in Nursing	6
Elective	6
Year 1 Semester 2	
Professional Practice and People	6
Nursing, Individuals and Societies	6
Elective	6
Elective	6
Total credit points for program	48

Sample course structure: part-time certificate level

Unit of study	Credit points
Year 1 Semester 1	
Human Biology	6
Nursing Knowledge and Practice	6
Year 1 Semester 2	
Elective	6
Elective	6
Year 2 Semester 1	
Research in Nursing	6
Elective	6
Year 2 Semester 2	
Professional Practice and People	6
Nursing, Individuals and Societies	6
Total credit points for program	48

Sample course structure: full-time diploma level

Unit of study	Credit points
Year 1 Semester 1	
Research in Nursing	6
Nursing Knowledge and Practice	6
Elective	6
Elective	6
Total credit points for program	24

Sample course structure: part-time diploma level

Unit of study	Credit points
Year 1 Semester 1	
Research in Nursing	6
Nursing Knowledge and Practice, or elective	6
Year 1 Semester 2	
Professional Practice and People, or elective	6
Nursing, Individuals and Societies, or elective	6
Total credit points for program	24

*Students must complete Research in Nursing, two electives and at least ONE unit of study chosen from:

- Nursing Knowledge and Practice;
- Nursing, Individuals and Societies; or
- Professional Practice and People.

Electives

- Aboriginal Health
- Community Health Nursing
- Health Assessment
- Medical/Surgical Nursing 1
- Nursing and the Aged
- Psychiatric and Mental Health Nursing
- OR any other unit of study approved by the Dean.

■ Bachelor of Nursing (Honours)

Course code: GH041

Course overview

In addition to meeting the requirements for the award of a Bachelor of Nursing, students can undertake a further year of study or equivalent for the Bachelor of Nursing (Honours) degree. A total of 192 credit points are required for the completion of this degree.

Graduates of universities other than The University of Sydney are also eligible to apply for the honours course. Selection into the honours course will be made by the Dean of the Faculty on the basis of the availability of places, the availability of appropriate supervisors and the academic performance of the applicant.

The course includes two units of study related to research methods and the preparation of a thesis. The thesis is designed to focus on research into an aspect of nursing practice. Students undertake this work independently, under the guidance of a supervisor.

From 2005, students may commence the Bachelor of Nursing (Honours) after the completion of Year 2 of the course, subject to the requirements of the Faculty as set out in the Resolutions.

Admission requirements

- Students who have qualified for the Bachelor of Nursing degree from the Pre-Registration, Post-Registration or combined degree courses and are considered by the Faculty and the Head of Department concerned to have the requisite knowledge and aptitude may be eligible to apply for the Honours course.
- Students who have graduated with a Bachelor of Nursing from universities other than The University of Sydney are also eligible to apply for the honours course.

BN (Honours) course structure

Unit of study	Credit points
1 year full time or 2 years part time	
Clinical Practice Development (Honours) 1	24
Clinical Practice Development (Honours) 2	24
Plus credit points for Years 1, 2 and 3	144
Total credit points for honours program	192

■ Bachelor of Health Science (Nursing)

Off-shore (Singapore based)

Course overview

This off-shore course is conducted in Singapore by The University of Sydney in conjunction with the Singapore Institute of Management. The course is implemented through the collaboration of the Faculty of Nursing with the Faculty of Health Sciences. Graduates of this course receive an award from The University of Sydney.

The course is offered in Singapore over two years part-time with teaching conducted in a modular format. Ongoing responsibility for the administration of the program lies with the Faculty of Health Sciences, assisted by the Singapore Institute of Management.

Admission requirements

- Students must have a Diploma in Nursing from Nanyang Polytechnic, Singapore; OR
- an approved Diploma in Nursing from an approved institution; OR
- a Certificate in Nursing from the Singapore School of Nursing, or its equivalent; AND
- a minimum of twelve months clinical nursing practice; AND
- must be employed as a registered nurse in an appropriate professional working environment that is acceptable to the University.

Administration of this course is conducted through the Faculty of Health Sciences, Cumberland Campus. Please contact the course coordinator on (02) 9351 9349 for further information.

Course structure: part-time, January start

Unit of study	Credit points
Year 1 Semester 1	
SING 4038 Health Care Ethics	3
SING 4039 Legal Perspectives and Health Care	3
SING 4048 Nursing Knowledge and Health Care in Singapore	6
SING 4040 Patient/Client Education	3
Year 1 Semester 2	
SING 4041 Managing Resource Demands in Health Services	3
SING 4042 Pathophysiology A	3
SING 4043 Pathophysiology B	3
Total for Year 1	24
Year 2 Semester 1	
SING 4044 Research Methods I	3
SING 4045 Research Methods II	3
SING 4049 Advanced Clinical Studies I	6
Year 2 Semester 2	
SING 4046 Sociology of Work and Organisations	3
SING 4047 Sociology of Patient/Practitioner Relations	3
SING 4050 Advanced Clinical Studies II	6
Total for Year 2	24

Course structure: part-time, July start

Unit of study	Credit points
Year 1 Semester 1	
SING 4062 Health Care Ethics	3
SING 4063 Legal Perspectives and Health Care	3
SING 4072 Nursing Knowledge and Health Care in Singapore	6
Year 1 Semester 2	
SING 4064 Patient/Client Education	3
SING 4065 Managing Resource Demands in Health Services	3
SING 4066 Pathophysiology A	3
SING 4067 Pathophysiology B	3
Total for Year 1	24
Year 2 Semester 1	
SING 4068 Research Methods I	3
SING 4069 Research Methods II	3
SING 4073 Advanced Clinical Studies I	6
Year 2 Semester 2	
SING 4070 Sociology of Work and Organisations	3
SING 4071 Sociology of Patient/Practitioner Relations	3
SING 4074 Advanced Clinical Studies II	6
Total for Year 2	24

■ Regulations

Bachelor of Nursing

Resolutions of the Senate

1. These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.

2. Requirements for the Pass degree (Pre-Registration)

To qualify for the award of the pass degree a student must:

- (1) Complete units of study giving credit for a minimum of 144 credit points by successfully undertaking all the units of study set out in Table 1 of the Faculty Resolutions in the prescribed order.
- (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

3. Requirements for the Pass degree (Post-Registration)

To qualify for the award of the pass degree, candidates must complete the requirements published in the Faculty Resolutions relating to the course.

4. Requirements for the Honours degree

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the course.

Resolutions of the Faculty

- These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing Resolutions.

Section 1

Bachelor of Nursing (Pre-Registration)

2. Admission

- An appropriate current University Admissions Index (UAI). As a guide, in 2002 a UAI of 72.5 was required for entry.
- Interstate school leavers apply on the basis of final school examination results.
- Applicants with overseas qualifications will be assessed on the equivalence of their qualifications to the Australian tertiary entry standards. Unless the final year of schooling was conducted in English, applicants will be required to sit an English proficiency test (see English language requirements).
- Mature-age and other applicants need to meet the criteria determined by the Faculty of Nursing for admission to undergraduate courses.
- A current licence to practise within Australia as an Enrolled Nurse.

3. Units of study

- The units of study for the degree are set out in Table 1.
- It is expected that students will have an assumed knowledge of either Biology, Chemistry or Personal Development, Health and Physical Education prior to the commencement of the course.

4. Requirements for the Pass degree

- To qualify for the award of the degree a candidate shall complete satisfactorily:
 - units of study having a total minimum value of 144 credit points as listed in Table 1 including the prescribed clinical experiences;
 - complete the requirements of the award within a maximum of six calendar years for all full-time students and eight calendar years for all part-time students;
 - attendance and performance at laboratory classes as prescribed by the Faculty; and
 - satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.
- A candidate who is deemed to be unsatisfactory at any time during a clinical field experience unit of study may have the clinical field experience terminated, will be failed in that unit of study, and will have to show good cause as to why they should be allowed to continue in the degree.
- A candidate shall not progress to Year 2 clinical units of study without have successfully completed Year 1 clinical units of study including a mandatory test for numeracy.
- A candidate shall not progress to the third year of the course without first having completed satisfactorily all first and second year units of study.

Bachelor of Nursing (Post-Registration)

5. Admission

- Applicants for admission as candidates for the Bachelor of Nursing (Post-Registration) shall:
 - be registered to practise nursing in New South Wales or another state/territory of Australia and:
 - hold a qualification at the level of certificate which leads to registration as a nurse; or
 - hold a qualification at the level of diploma which leads to registration as a nurse; or
 - be eligible to practise as a registered nurse in a country other than Australia and:
 - hold a qualification leading to registration as a nurse at the level of certificate (or Australian equivalent); or
 - hold a qualification leading to registration as a nurse at the level of diploma (or Australian equivalent).
- International candidates who hold qualifications not recognised by the Nurses Registration Board of NSW (or any other state in Australia) for registration as a nurse, are required to enrol in the Bachelor of Nursing (Pre-Registration).

6. Requirements for the Pass degree

- To qualify for the award of the degree:

- Candidates who are admitted under clause 5(1)(a)(i) or 5(1)(b)(i) shall qualify for the pass degree by completing satisfactorily units of study, to a minimum of 48 credit points, as prescribed in the table of units for the course.
- Candidates who are admitted under clause 5(1)(a)(ii) shall qualify for the pass degree by completing units of study, to a minimum of 24 credit points, as prescribed in the table of units for the course.
- An outstanding candidate in the Pass degree may be admitted to the degree with merit.

Combined degrees

Nursing/Arts Faculty Resolutions

7. Resolutions governing the award of the degree Bachelor of Nursing/Bachelor of Arts

- Candidature for the combined degree course is a minimum of 10 semesters of full time study.
- Candidature for the degree shall be by full-time study.
- Candidates qualify for the award of the two degrees of the combined course by completing 240 credit points including:
 - 132 credit points as listed in Table 2 for the Bachelor of Nursing component of the combined BN/BA; and
 - 108 credit points from the Table of units listed for the Bachelor of Arts of which at least 72 must be from Part A including a major.
- Candidates may not enrol in any unit of study that is substantially the same as one they have already passed.
- Candidates will be under the general supervision of the Faculty of Nursing. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.
- A separate testamur is awarded for both the Bachelor of Nursing and Bachelor of Arts.
- Candidates who complete the combined degree course may elect to complete the Bachelor of Nursing or the Bachelor of Arts degree in accordance with appropriate rules governing those degrees.
- Candidates who abandon the combined course may elect to complete the Bachelor of Nursing or the Bachelor of Arts degree in accordance with appropriate rules governing those degrees.
- The Deans of the Faculties of Nursing and Arts shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.

Nursing/Science Faculty Resolutions

8. Resolutions governing the award of the degree Bachelor of Nursing/Bachelor of Science

- The term Bachelor of Nursing in these joint resolutions means either the Bachelor of Nursing (Pre-registration) or Bachelor of Nursing (Honours).
- A student may proceed concurrently to the degrees of Bachelor of Nursing and Bachelor of Science, Bachelor of Science (Advanced) or Bachelor of Science (Advanced Mathematics).
- To qualify for the award of the pass degree a student shall complete over ten semesters units of study having a total value of at least 240 credit points including:
 - at least 96 credit points from Science subject areas of which there is:
 - at least 12 credit points from the Science subject areas of Mathematics and Statistics;
 - at least 24 credit points of Junior units of study from at least two Science subject areas other than Mathematics or Statistics;
 - a major in a Science subject area; and
 - no more than 60 credit points from Junior Science units of study;
 - at least 132 credit points of units of study as listed in Table 3, for the Bachelor of Nursing; and
 - at least 12 credit points of electives taken from either the Faculty of Nursing or the Faculty of Science.
- To qualify for the award of the pass degree in an Advanced stream of the Bachelor of Science degree a student shall complete the requirements for the Bachelor of Nursing/ Bachelor of Science in Section (3) above and in addition, except with the permission of the Dean:
 - include at least 16 credit points of Science Intermediate units of study at either the Advanced level or as TSP units;

- (b) include at least 24 credit points of Senior units of study at the Advanced level or as TSP units in a single Science subject area; and
 - (c) maintain in Intermediate and Senior units of study in Science subject areas an average mark of 65 or greater in each year of enrolment.
- (5) To qualify for the award of the pass degree in a Bachelor of Science (Advanced Mathematics) degree a student shall complete the requirements for the Bachelor of Nursing/ Bachelor of Science in Section (3) above and in addition, except with the permission of the Dean:
- (a) include at least 16 credit points of Intermediate units of study in the subject areas of Mathematics and Statistics at either the Advanced level or as TSP units;
 - (b) include at least 24 credit points of Senior units of study in the subject areas of Mathematics and Statistics at the Advanced level or as TSP units; and
 - (c) maintain in Intermediate and Senior units of study in Science subject areas an average mark of 65 or greater in each year of enrolment.
- (6) Students who are qualified to do so may undertake honours courses in either or both degrees or a joint honours course on completion of the combined degree.
- (7) Students may abandon the combined degree course and elect to complete either a Bachelor of Nursing or a Bachelor of Science in accordance with the resolutions governing those degrees.
- (8) Students will be under the general supervision of the Faculty of Nursing.
- (9) The Deans of the Faculties of Nursing and Science shall jointly exercise authority in any matter concerning the combined degree program not otherwise dealt with in these resolutions.

Bachelor of Nursing (Honours)

9. Admission

- (1) An applicant for admission to candidature for the honours course shall:
- (a) be a registered nurse and hold the pass degree of Bachelor of Nursing or equivalent and achieved a minimum Weighted Average Mean (WAM) set from time to time by the Faculty in units undertaken for the pass degree; or
 - (b) be a registered nurse and hold qualifications deemed by the Dean to be the equivalent; or
 - (c) have completed the first two years of the Bachelor of Nursing (Pre-Registration) degree with a minimum WAM set by time to time by the Faculty; and
 - (d) be considered by the Faculty and the head of department concerned to have the requisite knowledge and aptitude for an honours course.
- (2) The WAM is calculated by summing the products of the weighted marks achieved for each year and then dividing by the sum of the product of the weighted number of units of study attempted in each year. Units undertaken in each year are weighted according to their designations as first second or third year units in the following manner: 1 = first year; 2 = second year and 3 = third year. All attempts at units of study are included in the calculation, except where units of study are discontinued with permission.

10. Requirements for Honours

- (1) To qualify for the award of the degree of Bachelor of Nursing (Honours) a candidate shall:
- (a) if admitted under clauses 9 (1) (a) or 9 (1) (b), complete successfully a minimum of 48 credit points specified as Honours units of study; or
 - (b) if admitted under clauses 9 (1) (c) and 9 (1) (d), complete successfully a minimum of 96 credit points of which 48 credit points must be third year units of study and 48 credit points specified as Honours units of study.
- (2) A candidate admitted under clause 9 (1) (c) and (9) (1) (d) who withdraws from the course, provided they have completed the specified units of study required for the Pass degree, will be awarded a Bachelor of Nursing Pass degree which forms part of the eligibility for registration as a nurse with the NSW Nurses Registration Board.

11. Time limits

- (1) A candidate for the degree may proceed on either a full-time or part-time basis.

- (a) A full-time candidate if admitted under clauses 9 (1) (a) or 9 (1) (b) shall complete the requirements for the degree no later than at the end of the second semester of candidature; or
 - (b) A full-time candidate admitted under clauses 9 (1) (c) shall complete the requirements for the degree no later than at the end of the fourth semester of candidature.
 - (c) A part-time candidate admitted under clauses 9 (1) (a) or 9 (1) (b) shall complete the requirements for the degree over a period of four consecutive semesters; or
 - (d) A part-time candidate admitted under clauses 9 (1) (c) shall complete the requirements for the degree over a period of eight consecutive semesters.
- (2) A candidate who withdraws from the course shall not be permitted to re-enrol without permission of the Dean.

12. Award of the degree

- (1) There shall be three classes of Honours, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division 1 and Division 2.
- (2) The class of Honours shall be determined by the weighted marks achieved in the coursework and thesis components of 30% for the WAM for Years 1 to 3 inclusive and 70% for Year 4.
- (3) The Honours grade will be reported in percentages and the grades for the award shall be:

First Class	80 – 100
Second Class: Division 1	75 – 79
Second Class: Division 2	70 – 74
Third Class	65 – 69
Honours not awarded	< 65

Section 2

13. Re-enrolment after an absence

- (1) Students seeking permission to re-enrol after an absence are required to:
- (a) lodge an application by October 30 in the year prior to that in which re-enrolment is sought;
 - (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
 - (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).

14. Satisfactory progress

- (1) Candidates who fail:
- (a) up to one quarter of the units of study in which they are enrolled in any semester (this is one unit of study for a candidate enrolled in 4 units of study) may progress to a normal full time load in the subsequent year. In addition, they are permitted to enrol in the failed unit of study;
 - (b) one half of the units of study in which they are enrolled in any semester may only progress to a normal full time load in the subsequent year. This must include the units of study in which they failed previously; or
 - (c) more than half of the credit point load undertaken during a semester or a year, or who fail to meet the requirements of a practicum unit, or who discontinue enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (2) The Board of Undergraduate Studies shall have the power to resolve on satisfactory progress and progression in individual cases.

15. Assessment policy

- (1) Candidates may be assessed by written and oral examinations, exercises, essays or practical work or any combination of these, and the results of such tests may be taken into account by the Faculty in determining the final results for a unit of study.
- (2) In all units of study work of a standard higher than that required for an ordinary pass may be recognised by the award of High Distinction, Distinction or Credit.
- (3) Candidates who have been prevented by duly certified illness or misadventure from sitting for the whole or part of a unit of study assessment may be tested at such times and in such a way as the Faculty shall determine.

- (4) There will be no re-examination for honours. If the student does not reach the expected level of achievement for the award of at least Third Class Honours no award is made.
- (5) If a candidate qualifies for the award of Honours Class I and the Faculty is of the opinion that the candidate's work is of outstanding merit, that candidate shall receive a university medal.
- (6) The class of honours will be achieved by the weighted marks achieved in the coursework and thesis components of 30% and 70% respectively.

16. Transition Rules

- (1) Students who enrolled in but did not complete the first year of the Bachelor of Nursing before or in the calendar year 2002 will be enrolled in the revised degree from 2003, with the appropriate accrued credit points, unless they elect to complete the degree pattern in which they had enrolled originally.
- (2) From the year 2003, students returning after an absence of one calendar year or more will be enrolled in the revised degree pattern with credit equivalent to the total credit point value that has already been completed, provided that they have not completed more than 30% of the credit points for the degree.
- (3) Students who have not progressed satisfactorily will be required to complete appropriate units of study in the revised degree to the total of 144 credit points.
- (4) At the discretion or with the permission of the Dean, students who fail to complete the degree under the pre-2003 resolutions may complete equivalent units in the revised degree to satisfy the minimum credit point value and accreditation requirements for registration.
- (5) A student who has completed all requirements for the first two years of the pre-2003 degree resolutions and who qualifies for admission to the Bachelor of Nursing (Honours) under resolution 9 (1) (c) of the 2003 resolutions, may elect to transfer their candidature and complete requirements for the Honours degree under the newer resolutions.
- (6) The Dean may approve the transfer of candidature of any student who wishes to complete the degree under the 2003 resolutions, subject to the availability of units of study, clinical or any other factor that may limit the student's ability to complete the degree in a reasonable time.
- (7) A student who progresses satisfactorily under the pre-2003 resolutions will be able to complete their degree under those same resolutions.
- (8) Any student who wishes to have a transition issue considered that is not addressed in these resolutions may request that the Dean consider their individual case.
- (9) Any other transition matter that is not addressed in these resolutions may be referred to the Faculty's Board of Undergraduate Studies for consideration.

Table 1: Bachelor of Nursing/Bachelor of Nursing (Honours)

Unit of study	Credit points
Year 1 Semester 1	
BIOL 1001 Concepts in Biology OR	6
BIOL 1101 Biology - Ecosystems to Genes OR	
BIOL 1901 Biology - Ecosystems to Genes (Advanced)	
FCNU 1001 Health, Illness & Care Social Context	6
CLIN 1001 Nursing Concepts An Introduction	12
Year 1 Semester 2	
BIOL 1003 Human Biology OR	
BIOL 1903 Human Biology (Advanced)	6
FCNU 1003 Politics of Health Care and Nursing	6
CLIN 1002 Nursing Practices and Illness	12
Year 2 Semester 1	
CLIN 2001 Nursing & Biomedical Interventions	6
FCNU 2001 Subjectivity & Health Care	6
CLIN 2002 Acute Care Nursing	6
FCNU 2002 Family Health Nursing	6
Year 2 Semester 2	
CLIN 2003 Biological Basis of Nursing Observation	6
KOCR 2112 Indigenous Australia History & Health	6
FCNU 2003 Chronicity & Palliation in Nursing	6
FCNU 2004 Mental Health Nursing	6
Year 3 Semester 1	

CLIN 3001 High Acuity Nursing	8
FCNU 3001 Complex Mental Health Issues	8
Electives Non Clinical	4
Electives Non Clinical	4
Year 3 Semester 2	
FCNU 3002 Community Health Nursing	8
CLIN 3002 Inquiry and Research in Nursing	8
Electives Clinical	4
Electives Clinical	4
Year 4 (Honours)	
1 year full time or 2 years part time	
CLIN 4010 Clinical Practice Development (Honours) 1	24
CLIN 4011 Clinical Practice Development (Honours) 2	24

Table 2: Bachelor of Nursing/Bachelor of Arts

Unit of study	Credit points
Year 1 Semester 1	
CLIN 1001 Nursing Concepts An Introduction	12
Arts	12
Year 1 Semester 2	
BIOL 1003 Human Biology or	
BIOL 1903 Human Biology (Advanced)	6
FCNU 1003 Politics of Health Care and Nursing	6
Arts	12
Year 2 Semester 1	
CLIN 2001 Nursing & Biomedical Interventions	6
FCNU 2001 Subjectivity & Health Care	6
Arts	12
Year 2 Semester 2	
CLIN 1002 Nursing Practices and Illness	12
Arts	12
Year 3 Semester 1	
FCNU 2002 Family Health Nursing	6
Arts	18
Year 3 Semester 2	
KOOR 2112 Indigenous Australia History & Health	6
CLIN 2003 Biological Basis of Nursing Observation	6
Arts	12
Year 4 Semester 1	
CLIN 2002 Acute Care Nursing	6
Arts	18
Year 4 Semester 2	
FCNU 2003 Chronicity & Palliation in Nursing	6
FCNU 2004 Mental Health Nursing	6
Arts	12
Year 5 Semester 1	
CLIN 3001 High Acuity Nursing	8
FCNU 3001 Complex Mental Health Issues	8
Electives Non Clinical	4
Electives Non Clinical	4
Year 5 Semester 2	
FCNU 3002 Community Health Nursing	8
CLIN 3002 Inquiry and Research in Nursing	8
Electives Clinical	4
Electives Clinical	4
Table 3: Bachelor of Nursing/Bachelor of Science	
Unit of study	Credit points
Year 1 Semester 1	
CLIN 1001 Nursing Concepts: An Introduction	12
Science	12
Year 1 Semester 2	
BIOL 1003 Human Biology or	
BIOL 1903 Human Biology (Advanced)	6
FCNU 1003 Politics of Health Care and Nursing	6
Science	12

Year 2 Semester 1		
CLIN 2001	Nursing & Biomedical Interventions	6
FCNU 2001	Subjectivity & Health Care Science	6 12
Year 2 Semester 2		
CLIN 1002	Nursing Practices and Illness Science	12 12
Year 3 Semester 1		
FCNU 2002	Family Health Nursing Science	6 18
Year 3 Semester 2		
KOOR 2112	Indigenous Australia History & Health	6
CLIN 2003	Biological Basis of Nursing Observation Science	6 12
Year 4 Semester 1		
CLIN 2002	Acute Care Nursing Science	6 18
Year 4 Semester 2		
FCNU 2003	Chronicity & Palliation in Nursing	6
FCNU 2004	Mental Health Nursing Science	6 12
Year 5 Semester 1		
CLIN 3001	High Acuity Nursing	8
FCNU 3001	Complex Mental Health Issues Electives Non Clinical Electives Non Clinical	8 4 4
Year 5 Semester 2		
FCNU 3002	Community Health Nursing	8
CLIN 3002	Inquiry and Research in Nursing Electives Clinical Electives Clinical	8 4 4

Bachelor of Nursing (Indigenous Australian Health)

Resolutions of the Senate

- These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Faculty Resolutions.
- Requirements for the Pass degree**
To qualify for the award of the pass degree a student must:
 - complete units of study giving credit for a total of 192 credit points; and
 - satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.
- Requirements for the Honours degree**

To qualify for the award of the honours degree a student must complete the honours requirements published in the Faculty Resolutions relating to the course.

Resolutions of the Faculty

- These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, the relevant Resolutions of the Senate and general Faculty of Nursing Resolutions.

Section 1

2. Admission

- An appropriate current NSW Higher School Certificate, University Admissions Index (UAI).
- Interstate school leavers apply on the basis of final school examination results.
- Applicants with overseas qualifications will be assessed on the equivalence of their qualifications to the Australian tertiary entry standards. Unless the final year of schooling was conducted in English, applicants will be required to sit an English proficiency test (see English language requirements).
- Mature-age and other applicants need to meet the criteria determined by the Faculty of Nursing for admission to undergraduate courses.

- A current licence to practise within Australia as an Enrolled Nurse.
- Applications are welcome from both Indigenous non-Indigenous applicants. However, the Bachelor of Nursing (Indigenous Australian Health) has been developed as a special measure to improve access and participation by Aboriginal and Torres Strait Islander people in the academic programs of The University of Sydney. Accordingly, in the case of limited places, preference will be given to Aboriginal and Torres Strait Islander applicants.

3. Units of study

- The units of study for the degree are set out in Table 1.
- It is expected that candidates will have an assumed knowledge of either Biology, Chemistry or Personal Development, Health and Physical Education prior to the commencement of the course.

4. Requirements for the Pass degree

- To qualify for the award of the degree a candidate shall complete satisfactorily:
 - units of study having a total minimum value of 192 credit points as listed in Table 1 including the prescribed clinical experiences;
 - complete the requirements of the award within a maximum of eight calendar years for all full-time candidates and ten calendar years for all part-time candidates;
 - attendance and performance at laboratory classes as prescribed by the Faculty; and
 - satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.
- A candidate who is deemed to be unsatisfactory at any time during a clinical field experience unit of study may have the clinical field experience terminated, will be failed in that unit of study, and will have to show good cause as to why they should be allowed to continue in the degree.
- A candidate shall not progress to the third year of the course without first having completed satisfactorily all first and second year units of study.

5. Requirements for Honours degrees

- Honours will be awarded on the basis of merit over all units of study in degree.
- Candidates with a minimum Weighted Average Mean as determined from time to time by the Faculty will be awarded Honours upon completion of 192 credit points.
- The WAM is calculated by summing the products of the weighted marks achieved for each year and then dividing by the sum of the product of the weighted number of units of study attempted in each year. Units undertaken in each year are weighted according to their designations as first second or third year units in the following manner: 1 = first year; 2 = second year, 3 = third year and 4 = fourth year. All attempts at units of study are included in the calculation, except where units of study are discontinued with permission.

6. Award of degree

- There shall be three classes of Honours, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division 1 and Division 2.
- The class of Honours shall be determined by the weighted marks achieved in the coursework and thesis components of 30% and 70% respectively.
- The Honours grade will be reported in percentages and the grades for the award shall be:

First Class	80 – 100
Second Class: Division 1	75 – 79
Second Class: Division 2	70 – 74
Third Class	65 – 69
Honours not awarded	< 65

Section 2

7. Re-enrolment after an absence

- Candidates seeking permission to re-enrol after an absence are required to:
 - lodge an application by October 30 in the year prior to that in which re-enrolment is sought;
 - attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and

- (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).

8. Satisfactory progress

- (1) Candidates who fail:
- up to one quarter of the units of study in which they are enrolled in any semester (this is one unit of study for a candidate enrolled in 4 units of study) may progress to a normal full time load in the subsequent year. In addition, they are permitted to enrol in the failed unit of study; or
 - more than half of the credit point load undertaken during a semester or a year, or who fail to meet the requirements of a practicum unit, or who discontinue enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.
- (2) The Board of Undergraduate Studies shall have the power to resolve on satisfactory progress and progression in individual cases.

9. Assessment policy

- Candidates may be assessed by written and oral examinations, exercises, essays or practical work or any combination of these, and the results of such tests may be taken into account by the Faculty in determining the final results for a unit of study.
- In all units of study work of a standard higher than that required for an ordinary pass may be recognised by the award of High Distinction, Distinction or Credit.
- Candidates who have been prevented by duly certified illness or misadventure from sitting for the whole or part of a unit of study assessment may be tested at such times and in such a way as the Faculty shall determine.
- There will be no re-examination for honours. If the student does not reach the expected level of achievement for the award of at least Third Class Honours no award is made.
- If a candidate qualifies for the award of Honours Class I and the Faculty is of the opinion that the candidate's work is of outstanding merit, that candidate shall receive a university medal.

10. Transition Rules

- The Dean may approve the transfer of candidature of any student who wishes to transfer from the Bachelor of Nursing to this degree, subject to the availability of units of study, clinical or any other factor that may limit the student's ability to complete the degree in a reasonable time.
- Any other transition matter that is not addressed in these resolutions may be referred to the Faculty's Board of Studies for consideration.

Table 1: Bachelor of Nursing (Indigenous Australian Health)

Unit of study	Credit points
Year 1 Semester 1	
BIOL 1001 Concepts in Biology OR	6
BIOL 1101 Biology - Ecosystems to Genes OR	
BIOL 1901 Biology - Ecosystems to Genes (Advanced)	
FCNU 1001 Health, Illness & Care: Social Context	6
CLIN 1001 Nursing Concepts: An Introduction	12
Year 1 Semester 2	
BIOL 1003 Human Biology or	
BIOL 1903 Human Biology (Advanced)	6
FCNU 1003 Politics of Health Care and Nursing	6
CLIN 1002 Nursing Practices and Illness	12
Year 2 Semester 1	
CLIN 2001 Nursing & Biomedical Interventions	6
FCNU 2001 Subjectivity and Health Care	6
CLIN 2002 Acute Care Nursing	6
FCNU 2002 Family Health Nursing	6
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KOCR 2112 Indigenous Australia: History & Health (39)	6
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■ University of Sydney (Coursework) Rule 2000 (as amended)

Preliminary

Rules relating to Coursework Award Courses

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■ University of Sydney (Coursework) Rule 2000 (as amended)

Preliminary

1. Commencement and purpose of Rule

- This Rule is made by the Senate pursuant to section 37(1) of The University of Sydney Act 1989 for the purposes of The University of Sydney By-law 1999.
- This Rule comes into force on 1 January 2001.
- This Rule governs all coursework award courses in the University. It is to be read in conjunction with The University of Sydney (Amendment Act) Rule 1999 and the Resolutions of the Senate and the faculty resolutions relating to each award course in that faculty.

Rules relating to Coursework Award Courses

1. Definitions

In this Rule:

- award course* means a formally approved program of study which can lead to an academic award granted by the University.
- coursework* means an award course not designated as a research award course. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses are coursework award courses;
- credit* means advanced standing based on previous attainment in another award course at the University or at another institution. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit.
- Specific credit* means the recognition of previously completed studies as directly equivalent to units of study.
- Non-specific credit* means a 'block credit' for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study;
- credit points* mean a measure of value indicating the contribution each unit of study provides towards meeting award course completion requirements stated as a total credit point value;

dean means the dean of a faculty or the director or principal of an academic college or the chairperson of a board of studies;

degree means a degree at the level of bachelor or master for the purpose of this Rule;

embedded courses/programs means award courses in the graduate certificate / graduate diploma / master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards;

faculty means a faculty, college board, a board of studies or the Australian Graduate School of Management Limited as established in each case by its constitution and in these Rules refers to the faculty or faculties responsible for the award course concerned;

major means a defined program of study, generally comprising specified units of study from later stages of the award course;

minor means a defined program of study, generally comprising units of study from later stages of the award course and requiring a smaller number of credit points than a major;

postgraduate award course means an award course leading to the award of a graduate certificate, graduate diploma, degree of master or a doctorate. Normally, a postgraduate award course requires the prior completion of a relevant undergraduate degree or diploma.

research award course means an award course in which students undertake and report systematic, creative work in order to increase the stock of knowledge. The research award courses offered by the University are: higher doctorate, Doctor of Philosophy, doctorates by research and advanced coursework, and certain degrees of master designated as research degrees. The systematic, creative component of a research award course must comprise at least 66% of the overall award course requirements;

stream means a defined program of study within an award course, which requires the completion of a program of study specified by the award course rules for the particular stream, in addition to the core program specified by award course rules for the award course. *student* means a person enrolled as a candidate for a course;

testamur means a certificate of award provided to a graduate, usually at a graduation ceremony;

transcript or *academic transcript* means a printed statement setting out a student's academic record at the University;

unit of study means the smallest stand-alone component of a student's award course that is recordable on a student's transcript. Units of study have an integer credit point value, normally in the range 3-24;

undergraduate award course means an award course leading to the award of an associate diploma, diploma, advanced diploma or degree of bachelor.

2. Authorities and responsibilities

- (1) Authorities and responsibilities for the functions set out in this Rule are also defined in the document Academic Delegations of Authority. The latter document sets out the mechanisms by which a person who has delegated authority may appoint an agent to perform a particular function.
- (2) The procedures for consideration of, and deadlines for submission of, proposals for new and amended award courses will be determined by the Academic Board.

Division 1: Award course requirements, credit points and assessment

3. Award course requirements

- (1) To qualify for the award of a degree, diploma or certificate, a student must:
 - (a) complete the award course requirements specified by the Senate for the award of the degree, diploma or certificate concerned;
 - (b) complete any other award course requirements specified by the Academic Board on the recommendation of the faculty and published in the faculty resolutions relating to the award course;
 - (c) complete any other award course requirements specified by the faculty in accordance with its delegated authority and published in the faculty resolutions relating to the award course; and
 - (d) satisfy the requirements of all other relevant –by-laws, rules and resolutions of the University.

4. Units of study and credit points

- (1)(a) A unit of study comprises the forms of teaching and learning approved by a faculty. Where the unit of study is being provided specifically for an award course which is the responsibility of another faculty, that faculty must also provide approval.
 - (b) Any faculty considering the inclusion of a unit of study in the tables of units available for an award course for which it is responsible may review the forms of teaching and learning of that unit, may consult with the approving faculty about aspects of that unit and may specify additional conditions with respect to inclusion of that unit of study.
- (2) A student completes a unit of study if the student:
 - (a) participates in the learning experiences provided for the unit of study;
 - (b) meets the standards required by the University for academic honesty;
 - (c) meets all examination, assessment and attendance requirements for the unit of study; and
 - (d) passes the required assessments for the unit of study.
- (3) Each unit of study is assigned a specified number of credit points by the faculty responsible for the unit of study.
- (4) The total number of credit points required for completion of an award course will be as specified in the Senate resolutions relating to the award course.
- (5) The total number of credit points required for completion of award courses in an approved combined award course will be specified in the Senate or faculty resolutions relating to the award course.
- (6) A student may, under special circumstances, and in accordance with faculty resolutions, be permitted by the relevant dean to undertake a unit or units of study other than those specified in the faculty resolutions relating to the award course and have that unit or those units of study counted towards fulfilling the requirements of the award course in which the student is enrolled.

5. Unit of study assessment

- (1) A student who completes a unit of study will normally be awarded grades of high distinction, distinction, credit or pass, in accordance with policies established by the Academic Board. The grades high distinction, distinction and credit indicate work of a standard higher than that required for a pass.
- (2) A student who completes a unit of study for which only a pass/fail result is available will be recorded as having satisfied requirements.
- (3) In determining the results of a student in any unit of study, the whole of the student's work in the unit of study may be taken into account.
- (4) Examination and assessment in the University are conducted in accordance with the policies and directions of the Academic Board.

6. Attendance

- (1) A faculty has authority to specify the attendance requirements for courses or units of study in that faculty. A faculty must take into account any University policies concerning modes of attendance, equity and disabled access.
- (2) A faculty has authority to specify the circumstances under which a student who does not satisfy attendance requirements may be deemed not to have completed a unit of study or an award course.

Division 2: Enrolment

7. Enrolment restrictions

- (1) A student who has completed a unit of study towards the requirements of an award course may not re-enrol in that unit of study, except as permitted by faculty resolution or with the written permission of the dean. A student permitted to re-enrol may receive a higher or lower grade, but not additional credit points.
- (2) Except as provided in sub-section (1), a student may not enrol in any unit of study which overlaps substantially in content with a unit that has already been completed or for which credit or exemption has been granted towards the award course requirements.
- (3) A student may not enrol in units of study additional to award course requirements without first obtaining permission from the relevant dean.
- (4) Except as prescribed in faculty resolutions or with the permission of the relevant dean:

- (a) a student enrolled in an undergraduate course may not enrol in units of study with a total value of more than 32 credit points in any one semester, or 16 credit points in the summer session; and
- (b) a student enrolled in a postgraduate award course may not enrol in units of study with a total value of more than 24 credit points in any one semester, or 12 credit points in the summer session.

Division 3: Credit, cross-institutional study and their upper limits

8. Credit for previous studies

- (1) Students may be granted credit on the basis of previous studies.
- (2) Notwithstanding any credit granted on the basis of work completed or prior learning in another award course at The University of Sydney or in another institution, in order to qualify for an award a student must:
 - (a) for undergraduate award courses, complete a minimum of the equivalent of two full-time semesters of the award course at the University; and
 - (b) for postgraduate award courses, complete at least fifty percent of the requirements prescribed for the award course at the University.

These requirements may be varied where the work was completed as part of an embedded program at the University or as part of an award course approved by the University in an approved conjoint venture with another institution.
- (3) The credit granted on the basis of work completed at an institution other than a university normally should not exceed one third of the overall award course requirements.
- (4) A faculty has authority to establish embedded academic sequences in closely related graduate certificate, graduate diploma and master's degree award courses. In such embedded sequences, a student may be granted credit for all or some of the units of study completed in one award of the sequence towards any other award in the sequence, irrespective of whether or not the award has been conferred.
- (5) In an award course offered as part of an approved conjoint venture the provisions for the granting of credit are prescribed in the Resolutions of the Senate and the faculty resolutions relating to that award course.

9. Cross-institutional study

- (1) The relevant dean may permit a student to complete a unit or units of study at another university or institution and have that unit or those units of study credited to the student's award course.
- (2) The relevant dean has authority to determine any conditions applying to cross-institutional study.

Division 4: Progression

10. Repeating a unit of study

- (1) A student who repeats a unit of study shall, unless granted exemption by the relevant dean:
 - (a) participate in the learning experiences provided for the unit of study; and
 - (b) meet all examination, assessment and attendance requirements for the unit of study.
- (2) A student who presents for re-assessment in any unit of study is not eligible for any prize or scholarship awarded in connection with that unit of study without the permission of the relevant dean.

11. Time limits

A student must complete all the requirements for an award course within ten calendar years or any lesser period if specified by Resolution of the Senate or the faculty.

Division 5: Discontinuation of enrolment and suspension of candidature

12. Discontinuation of enrolment

- (1) A student who wishes to discontinue enrolment in an award course or a unit of study must apply to the relevant dean and will be presumed to have discontinued enrolment from the date of that application, unless evidence is produced showing:
 - (a) that the discontinuation occurred at an earlier date; and
 - (b) that there was good reason why the application could not be made at the earlier time.
- (2) A student who discontinues enrolment during the first year of enrolment in an award course may not re-enrol in that award course unless:

- (a) the relevant dean has granted prior permission to re-enrol; or
 - (b) the student is reselected for admission to candidature for that course.
- (3) No student may discontinue enrolment in an award course or unit of study after the end of classes in that award course or unit of study, unless he or she produces evidence that:
 - (a) the discontinuation occurred at an earlier date; and
 - (b) there was good reason why the application could not be made at the earlier time.
 - (4) A discontinuation of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that discontinuation occurs within the time-frames specified by the University and published by the faculty, or where the student meets other conditions as specified by the relevant faculty.

13. Suspension of candidature

- (1) A student must be enrolled in each semester in which he or she is actively completing the requirements for the award course. A student who wishes to suspend candidature must first obtain approval from the relevant dean.
- (2) The candidature of a student who has not re-enrolled and who has not obtained approval from the dean for suspension will be deemed to have lapsed.
- (3) A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the relevant faculty.
- (4) A student who enrolls after suspending candidature shall complete the requirements for the award course under such conditions as determined by the dean.

Division 6: Unsatisfactory progress and exclusion

14. Satisfactory progress

A faculty has authority to determine what constitutes satisfactory progress for all students enrolled in award courses in that faculty, in accordance with the policies and directions of the Academic Board.

15. Requirement to show good cause

- (1) For the purposes of this Rule, good cause means circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill health or misadventure. In all cases the onus is on the student to provide the University with satisfactory evidence to establish good cause. The University may take into account relevant aspects of a student's record in other courses or units of study within the University and relevant aspects of academic studies at other institutions provided that the student presents this information to the University.
- (2) The relevant dean may require a student who has not made satisfactory progress to show good cause why he or she should be allowed to re-enrol.
- (3) The dean will permit a student who has shown good cause to re-enrol.

16. Exclusion for failure to show good cause

The dean may, where good cause has not been established:

- (1) exclude the student from the relevant course; or
- (2) permit the student to re-enrol in the relevant award course subject to restrictions on units of study, which may include, but are not restricted to:
 - (a) completion of a unit or units of study within a specified time;
 - (b) exclusion from a unit or units of study, provided that the dean must first consult the head of the department responsible for the unit or units of study; and
 - (c) specification of the earliest date upon which a student may re-enrol in a unit or units of study.

17. Applying for re-admission after exclusion

- (1) A student who has been excluded from an award course or from a unit or units of study may apply to the relevant dean for readmission to the award course or re-enrolment in the unit or units of study concerned after at least 4 semesters, and that dean may readmit the student to the award course or permit the student to re-enrol in the unit or units of study concerned.
- (2) With the written approval of the relevant dean, a student who has been excluded may be given credit for any work completed elsewhere in the University or in another university during a period of exclusion.

18. Appeals against exclusion

- (1) In this Rule a reference to the Appeals Committee is a reference to the Senate Student Appeals Committee (Exclusions and Readmissions).
- (2)(a) (i) A student who has been excluded in accordance with this Rule may appeal to the Appeals Committee.
 - (ii) A student who has applied for readmission to an award course or re-enrolment in a unit of study after a period of exclusion, and who is refused readmission or re-enrolment may also apply to the Appeals Committee.
- (b) The Appeals Committee shall comprise:
 - (i) 3 ex officio members (the Chancellor, the Deputy Chancellor and the Vice-Chancellor and Principal);
 - (ii) the Chair and Deputy Chairs of the Academic Board;
 - (iii) 2 student Fellows; and
 - (iv) up to 4 other Fellows.
- (c) The Appeals Committee may meet as one or more sub-committees providing that each sub-committee shall include at least 1 member of each of the categories of:
 - (i) ex officio member;
 - (ii) Chair or Deputy Chair of the Academic Board;
 - (iii) student Fellow; and
 - (iv) other Fellows.
- (d) Three members shall constitute a quorum for a meeting of the Appeals Committee or a sub-committee.
- (e) The Appeals Committee and its sub-committees have authority to hear and determine all such appeals and must report its decision to the Senate annually.
- (f) The Appeals Committee or a sub-committee may uphold or disallow any appeal and, at its discretion, may determine the earliest date within a maximum of four semesters at which a student who has been excluded shall be permitted to apply to re-enrol.
- (g) No appeal shall be determined without granting the student the opportunity to appear in person before the Appeals Committee or sub-committee considering the appeal. A student so appearing may be accompanied by a friend or adviser.
- (h) The Appeals Committee or sub-committee may hear the relevant dean but that dean may only be present at those stages at which the student is permitted to be present. Similarly, the dean is entitled to be present when the Committee or sub-committee hears the student.
- (i) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or sub-committee scheduled to consider that student's appeal, the Appeals Committee or sub-committee, at its discretion, may defer consideration of the appeal or may proceed to determine the appeal.
- (j) A student who has been excluded in accordance with these resolutions and has lodged a timely appeal against that exclusion may re-enrol pending determination of that appeal if it has not been determined by the commencement of classes in the next appropriate semester.

Division 7: Exceptional circumstances**19. Variation of award course requirements in exceptional circumstances**

The relevant dean may vary any requirement for a particular student enrolled in an award course in that faculty where, in the opinion of the dean, exceptional circumstances exist.

Division 8: Award of degrees, diplomas and certificates**20. Classes of award**

- (1) Undergraduate diplomas may be awarded in five grades – pass, pass with merit, pass with distinction, pass with high distinction or honours.
- (2) Degrees of bachelor may be awarded in two grades – pass or honours.
- (3) Graduate diplomas and graduate certificates may be awarded in one grade only – pass.
- (4) Degrees of master by coursework may be awarded three grades – pass, pass with merit or honours.

21. Award of the degree of bachelor with honours

- (1) The award of honours is reserved to indicate special proficiency. The basis on which a student may qualify for the award of honours in a particular award course is specified in the faculty resolutions relating to the course.
- (2) Each faculty shall publish the grading systems and criteria for the award of honours in that faculty.

- (3) Classes which may be used for the award of honours are:
 - First Class
 - Second Class/Division 1
 - Second Class/Division 2
 - Third Class.
- (4) With respect to award courses which include an additional honours year:
 - (a) a student may not graduate with the pass degree while enrolled in the honours year;
 - (b) on the recommendation of the head of the department concerned, a dean may permit a student who has been awarded the pass degree at a recognised tertiary institution to enrol in the honours year in that faculty;
 - (c) faculties may prescribe the conditions under which a student may enrol part-time in the honours year;
 - (d) a student who fails or discontinues the honours year may not re-enrol in it, except with the approval of the dean.

22. University Medal

An honours bachelor's degree student with an outstanding academic record throughout the award course may be eligible for the award of a University medal, in accordance with Academic Board policy and the requirements of the faculty resolutions relating to the award course concerned.

23. Award of the degree of master with honours or merit

The award of honours or pass with merit is reserved to indicate special proficiency or particular pathways to completion. The basis on which a student may qualify for the award of honours or the award with merit in a particular degree is specified in the faculty resolutions relating to that degree.

24. Transcripts and testamurs

- (1) A student who has completed an award course or a unit of study at the University will receive an academic transcript upon application and payment of any charges required.
- (2) Testamurs may indicate streams or majors or both as specified in the relevant faculty resolutions.

Division 9: Transitional provisions**25. Application of this Rule during transition**

This Rule applies to all candidates for degrees, diplomas and certificates who commence candidature after 1 January 2001. Candidates who commenced candidature prior to this date may choose to proceed in accordance with the resolutions of the Senate in force at the time they enrolled, except that the faculty may determine specific conditions for any student who has re-enrolled in an award course after a period of suspension.

5 Undergraduate units of study

■ Bachelor of Nursing (Pre-Registration),

■ Bachelor of Nursing (Indigenous Australian Health),

■ Bachelor of Nursing (Block Release Mode) (Orange Campus) and

■ Bachelor of Nursing (Indigenous Australian Health) (Orange Campus)

Year 1

BIOL 1001 Concepts in Biology

6 credit points. **Session:** 1, Summer. **Classes:** 3 lec & 3 hrs prac/wk. **Assumed knowledge:** No previous knowledge required. Students who have not taken HSC biology are recommended to take the Biology Bridging Course. **Prohibition:** BIOL (1101 or 1901 or 1500). **Assessment:** One 2.5hr exam, assignments, classwork.

Concepts in Biology is an introduction to the major themes of modern biology. Starting with interactions between organisms in biological communities, we move on to the diversity of microorganisms. This is followed by introductory cell biology, which particularly emphasises how cells obtain and use energy, and leads into an introduction to molecular biology through the role of DNA in protein synthesis and development. The genetics of organisms is then discussed, leading to consideration of theories of evolution and the origins of the diversity of modern organisms. It is recommended that BIOL (1001 or 1101 or 1901) be taken before all Semester 2 Junior units of study in Biology.

Textbooks

Knox R B et al. Biology. McGraw-Hill, 2nd ed, 2001.

BIOL 1101 Biology – Ecosystems to Genes

6 credit points. **Session:** 1. **Classes:** 3 lec & 3 hrs. prac/wk. **Prerequisite:** HSC 2-unit Biology or equivalent. **Prohibition:** BIOL(1001 or 1901 or 1500). **Assessment:** One 2.5hr exam, assignments, classwork.

Biology – Ecosystems to Genes builds on a satisfactory prior knowledge of the HSC 2-unit biology course. A brief revision of the basic concepts of the high school course is given. Biology – Ecosystems to Genes builds on the main themes introduced in HSC biology to provide a background to the breadth of biology, including genetics of organisms, theories of evolution/origins of diversity of modern organisms, diversity of microorganisms, cell biology with emphasis on how cells obtain and use energy, modern molecular biology and interactions between organisms in biological communities. It is recommended that BIOL (1001 or 1101 or 1901) be taken before all other Junior units of study in Biology

Textbooks

Knox R B et al. Biology. McGraw-Hill, 2nd ed, 2001

BIOL 1901 Biology- Ecosystems to Genes (Advanced)

6 credit points. **Session:** 1. **Classes:** 3 lec & 3 hrs prac/wk. **Prerequisite:** UAI of at least 93 and HSC Biology result in the 90th percentile or better, or Distinction or better in a University level Biology unit, or by invitation. **Prohibition:** BIOL (1001 or 1101 or 1500). **Assessment:** One 2.5hr exam, assignments, classwork.

NB: Department permission required for enrolment.

This unit of study is a more demanding alternative component of Biology – Ecosystems to Genes.

FCNU 1001 Health, Illness and Care: Social Context

6 credit points. **Session:** 1, Summer. **Classes:** Lectures, tutorials and independent learning.

This unit critically analyses the concepts of health, illness and care. It investigates the ways in which historical forces have shaped (i) patterns of health and illness in Australia, (ii) ideas and beliefs about health and illness and (iii) the provision of care, particularly nursing care, from pre-1788 Indigenous societies through to the present day. The unit also examines the structure of contemporary Australian society, emphasising the relationship between social structures and the distribution of health and illness. In particular it examines the effects of social inequalities on the health of vulnerable, at-risk and marginalised groups. This unit also draws attention to the increasingly rapid rate of change within the health care arena, and the effects of this on the work environment and practices of nurses.

BIOL 1003 Human Biology

6 credit points. **Session:** 2, Summer. **Classes:** 2 lec, 1 session independent study & 3 prac/wk. **Assumed knowledge:** HSC 2-unit Biology. Students who have not undertaken an HSC biology course are strongly advised to complete a biology bridging course before lectures commence. **Prohibition:** BIOL (1903 or 1500) or EDUH 1016. **Assessment:** One 2.5hr exam, assignment, classwork.

This unit of study provides an introduction to human evolution and ecology, cell biology, physiology and anatomy, through both lectures and practical work. It begins with human evolution, human population dynamics and the impact of people on the environment. The unit of study includes human nutrition, distribution of essential requirements to and from the cells, control of body functions and defence mechanisms. After discussion of reproduction and development, it concludes with some modern studies and research in biotechnology and human genetics. It is recommended that BIOL (1001 or 1101 or 1901) be taken before this unit of study. Enrolment may be restricted by the availability of places. This unit of study, together with BIOL (1001 or 1101 or 1901), provides entry to Intermediate units of study in Biology, but the content of BIOL (1002 or 1902) is assumed knowledge for BIOL (2001 or 2002 or 2003 and 2004) and students entering from BIOL (1003 or 1903) will need to do some preparatory reading.

Textbooks

Seeley, RR et al. Essentials of Anatomy and Physiology. McGraw Hill, 4th ed, 2002

Benjamin C L. et al. Human Biology. McGraw Hill, 2000 (Chapters 19, 20, 21, 22)

BIOL 1903 Human Biology (Advanced)

6 credit points. **Session:** 2. **Classes:** 2 lec, 1 session independent study & 3 hrs prac/wk. **Prerequisite:** UAI of at least 93 and HSC Biology result in the 90th percentile or better, or Distinction or better in a University level Biology unit, or by invitation. **Prohibition:** May not be counted with BIOL (1003 or 1904 or 1905 or 1500) or EDUH 1016. **Assessment:** One 2.5hr exam, assignment, classwork.

NB: Department permission required for enrolment.

This unit of study is a more demanding alternative component of Human Biology.

Textbooks

Seeley, RR et al. Essentials of Anatomy and Physiology. McGraw Hill, 4th ed, 2002

Benjamin C L. et al. Human Biology. McGraw Hill, 2000 (Chapters 19, 20, 21, 22)

CLIN 1001 Nursing Concepts: An Introduction

12 credit points. **Session:** 1. **Classes:** Lectures, tutorials, clinical laboratory sessions, Research Roundtable, clinical visits, clinical placements.

Nurses are in the unique position of assisting people to live with and understand the experience of change as it occurs within their bodies during illness and recovery. This unit will use the perspective of embodiment to examine nursing and nurses' work exploring both the physical body and the lived body as experienced by the patient. The application of this perspective to the clinical context will frame the introduction of the skills and practices concerned with the care of the physical body and body

products. Regular clinical visits and a period of clinical placement in association with an experiential and reflective approach to learning will provide opportunities for students to gain insight into the provision and receipt of physical care and the development of skills and attitudes central to effective nurse-patient relationships. A number of major ethical theories will also be introduced to guide practise.

CLIN 1002 Nursing Practices and Illness

12 credit points. **Session:** 2. **Classes:** Lectures, tutorials, clinical laboratory sessions, clinical visits, clinical placements.

This unit of study builds on the knowledge and skills gained in Nursing Concepts: An Introduction and will further develop the principles of caring, communication and critical thinking within nursing practice. Nursing practices which are designed to assist those undergoing the experience of hospitalisation will be addressed, and will include skills associated with the maintenance of fluid status, skin integrity, and effective levels of pain relief and oxygenation. To facilitate these practices the concepts of asepsis, standard and additional precautions and issues related to infection control will also be addressed. This knowledge will be extended to incorporate the experience of both patients and nurses when the body fails to function as is normally expected. In addition this unit of study will incorporate an introduction to the accountabilities of nurses as these are incorporated in: Australian Legal System, Parliament, criminal and civil law, duty of care, issues of negligence, consent, confidentiality, report writing and the Nurses Registration Acts.

FCNU 1003 Politics of Health Care and Nursing

6 credit points. **Session:** 2, Summer. **Classes:** Lectures, tutorials and independent learning.

This unit of study critically analyses the Australian health care system, situating it within the context of other formal systems of health care, and examining the ways in which it is influenced by contemporary ideologies and economic/political factors. The relationship between health policy and the politics of health care, and power relationships within health care, are of central concern. The dominant model of care that underpins the contemporary health care system is critically examined, particularly in relation to competing and complementary models of care. One of the main themes of the unit is the influence of health politics, health policy and the organisation of health care in Australia on the professional development of nursing and nursing practice. Many of the themes in this unit are explored through a critical examination of contemporary issues in health care.

Year 2

CLIN 2002 Acute Care Nursing

6 credit points. **Session:** 1. **Classes:** lectures, tutorials and clinical laboratory sessions, clinical placements and formal assessment of clinical performance. **Prerequisite:** CLIN 1001 and CLIN 1002.

For many people, an acute disruption to health is their initial contact with the health care system. Within the health sector, the nurse provides physical care for these acutely ill people and also assists the person and family to understand their illness, interventions and the health care system. This role of the nurse as a care provider and also an interpreter of health needs requires the integration of theoretical and clinical components of nursing knowledge. This unit will continue to build on the theme of embodiment developed in earlier nursing practice units by exploring physical and psychological responses of an individual and others to an episode of acute illness. Those illnesses most often found in our community will be used in order to explore the experience of acute illness as it affects patients, families and communities

CLIN 2003 Biological Basis of Nursing Observation

6 credit points. **Session:** 2. **Classes:** Lectures, tutorials and laboratory sessions throughout the semester.

This unit allows students to develop an understanding of the scientific foundation of nursing observations by establishing links to the biological concepts underpinning approaches to observation and monitoring in nursing practice. Intelligent observation and monitoring of patients' progress is a fundamental characteristic of good nursing. In more recent decades, a greater reliance on technology has enhanced, complemented and increased the complexity of nurses' practices in observing and monitoring. Manipulation of equipment can become the focus of practice unless due regard is paid to the development of embodied clinical expertise. 'Technological

determinism' within clinical environments has tended to draw attention away from the importance of nursing skills in making observational judgements that affect patient progress. This unit addresses a need for the development of skills in the articulation of the knowledge underpinning observation and monitoring nursing practice for the benefit of the nurse, the patient and the generation of nursing knowledge.

FCNU 2003 Chronicity and Palliation in Nursing

6 credit points. **Session:** 2. **Classes:** Lectures, tutorials and clinical laboratory sessions, clinical placements and formal assessment of clinical performance. **Prerequisite:** CLIN 1001 and CLIN 1002.

This unit of study addresses nursing practices that are designed to meet the needs of individuals and families who are either living with long term health problems or disabilities, or terminal illness. An holistic approach to culturally appropriate nursing care and continuity of care is emphasised. The concepts of illness trajectory, health promotion, and primary, secondary and tertiary prevention and palliation are introduced. Complex symptom control, the use of complementary therapies, preparation for death, care after death and bereavement support will be covered in this unit. Communication skills that facilitate high levels of interaction with clients and families are emphasised. Ethical and legal issues around dying are addressed.

Clinical placements will focus on comprehensive patient assessments, identifying individual needs, planning appropriate nursing and other interventions, administration treatments for the management of symptoms and suffering and the use effective communication skills.

FCNU 2002 Family Health Nursing

6 credit points. **Session:** 1. **Classes:** Lectures, tutorials and clinical laboratory sessions, clinical placements and formal assessment of clinicap performance. **Prerequisite:** CLIN 1001 and CLIN 1002.

This unit of study focuses on the role of the family in promoting and safeguarding the health and well being of its members at all stages of human development. The unit will assist students to develop tolerance and understanding of the great diversity of family life in modern Australia. The unit will follow the development of the individual family member from conception and birth, through childhood, adolescence, adulthood and old age focussing on the health individual at each stage of development. The nurses' role in assisting families during life transitions to adapt to changes in family functioning and health status will be the central theme of the unit. The impact of illness or disability, particularly a when involving a developmental delay in a family member will be examined.

KOCR 2112 Indigenous Australia: History and Health

6 credit points. **Session:** 2.

This unit of study aims to introduce students to the reality of Indigenous history and the knowledge of Indigenous peoples. Students will critically analyse the impact of government policies and practices on the Indigenous lived experience. An examination on how a holistic way of life is viewed within an Australian context will be explored. Students will also explore broader health issues. It is envisaged that this unit of study will assist nursing students to improve their knowledge base in relation to issues of tolerance, diversity and self-reflection with a view to understanding how these issues may impact upon Nursing practices, particularly in regard to working with Indigenous peoples within Australia.

FCNU 2004 Mental Health Nursing

6 credit points. **Session:** 2. **Classes:** Lectures, tutorials and clinical laboratory sessions, clinical placements and formal assessment of clinical performance. **Prerequisite:** CLIN 1001 and CLIN 1002.

This unit of study introduces students to mental health nursing. It examines a variety of mental health disorders and explores mental health environments as therapeutic milieu. The role of psychopharmacology in psychiatry is explored, as are other modalities of treatment. Students will develop competency in micro counseling skills and develop nursing care for patients experiencing mental illness. This unit of study examines the Australian ethico-legal context of mental health nursing, and compares historical developments in nursing to emerging trends in contemporary mental health nursing. This unit of study explores the relationship between mental health and economic, socio-political, cultural and environmental factors. Students will analyze mental health issues experienced by Aboriginal communities in rural and urban settings. This unit of study will also critique research as it relates to development of mental health nursing.

CLIN 2001 Nursing and Biomedical Interventions

6 credit points. **Session:** 1. **Classes:** Lectures, tutorials and laboratory activities throughout the semester.

The unit will use a cell-tissue-body-environment approach to pathogenesis as a framework to facilitate the exploration of a variety of biomedical and pharmacological interventional processes and their relationship to nursing practices. This approach, which will build on previous knowledge of cellular and systemic organisation of the human body, fosters the development of conceptual schemas which will allow the generalisation of understanding of various biomedical interventions to groups of pathological processes with similar pathogenic derivations. The approach will enable students to begin the development of personal patterns of understanding and evaluation of interventions and their outcomes, which will underpin study within the clinical laboratory and future practice.

FCNU 2001 Subjectivity and Health Care

6 credit points. **Session:** 1. **Classes:** Lectures and tutorials.

This unit of study takes an ecological approach and focuses on the culturally and environmentally embedded individual. It emphasises both patient/client and nurse subjectivity, and the relationship between the two. Drawing on interdisciplinary theoretical knowledge, this unit examines how and why individuals experience and make sense of health, illness and care, and how nurses and their practice interact with patient/client subjectivity. This is done by examining interpersonal relationships in health care (particularly the nurse/patient relationship), and studying patient/client issues related to embodiment, emotionality, life-span responses to illness, perceptions of risk, stigmatisation and issues of identity. Individual patient/client rights and choices are also examined in this unit. This unit expands student awareness of the need for tolerance, compassion and a deep understanding of the problems and constraints faced by differently situated individuals in need of health care services.

■ Bachelor of Nursing (Pre-Registration) and Bachelor of Nursing (Block Release Mode) (Orange Campus)

Year 3 – Offered in 2005

FCNU 3002 Community Health Nursing

8 credit points. Semester: 2. **Classes:** Flexible including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. **Prerequisite:** All Year 1 and Year 2 units of study (additional prerequisites to be advised).

This unit of study examines community health nursing from a primary health care perspective. An emphasis is placed on health promotion and disease prevention across the health illness continuum for defined populations in community based settings. The nurses role in the provision of comprehensive care in the community is identified. Current health promotion theories and models will be explored and competencies in health promotion developed. Epidemiological concepts and methodologies integral to community health nursing are explored. Students are introduced to community assessment and the use of a 'community profile' as a tool to assess community needs. Particular attention is given to the health needs of subgroups within the Australian community including Aboriginal and Torres Strait Islanders, people living with disability, minority cultural groups and the homeless. Community clinical placements afford the opportunity to consolidate and integrate knowledge of community resources and community nursing practice.

FCNU 3001 Complex Mental Health Issues

8 credit points. Semester: 1. **Classes:** Flexible including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. **Prerequisite:** All Year 1 and Year 2 units of study (additional prerequisites to be advised).

This unit extends knowledge and skills introduced in the unit of study, Mental Health Nursing. As well as integrating the

principles of primary health care in developing nursing care for people experiencing identified psychopathologies in acute mental settings, this unit of study develops nursing care for individuals experiencing enduring, chronic mental illness. The students will assess the principles of occupational health and safety and apply the principles of de-escalation, and extend skills in micro-counselling. In addition to also analysing research related to development of mental health nursing, the students will identify research possibilities that have the potential to develop mental health nursing practice.

CLIN 3001 High Acuity Nursing

8 credit points. Semester: 1. **Classes:** Flexible including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. **Prerequisite:** All Year 1 and Year 2 units of study (additional prerequisites to be advised).

The unit will use a thematic approach based on the physiological disruption being faced by the individual and the effect on physical, psychological and social functioning by the individual. Physiological impact on multiple body systems is complicated by the rapid onset and uncertain outcomes of critical illness. This unit revisits the integration of digestive, distributive, eliminative and control mechanisms in the body previously developed and considers these within the breadth of the patient's experience in a high acuity area of a hospital. The pathophysiological derivation of disease, natural compensatory responses and specific biomedical interventions will be explored. The technological possibilities of high acuity environments will be explored, as will psychological responses to the high acuity environment. This unit will provide the opportunity for students to explore the management of patients who require advanced nursing care and interventions for their serious or critical illness.

CLIN 3002 Inquiry and Research in Nursing

8 credit points. Semester: 2. **Classes:** Flexible, including lectures, tutorials. **Prerequisite:** All Year 1 and Year 2 units of study (additional prerequisites to be advised).

This unit of study builds on the tenet throughout the course that research is integral to all aspects of nursing theory, education, application and practice. Students will be encouraged to broaden their understanding of research application to nursing and to examine various ways of knowing that encompass not only qualitative and quantitative methodology but also the esoteric. A critical analysis of various modes of inquiry will be used to investigate aspects of nursing practice and issues pertinent to nursing. A variety of perspectives, methodologies and methods that constitute modes of inquiry will be included. This unit will assist students to develop research knowledge in preparation for future research activities.

■ Bachelor of Nursing (Indigenous Australian Health) and Bachelor of Nursing (Indigenous Australian Health) (Orange Campus)

Year 3 – Offered in 2005

CLIN 3015 Aboriginal Health Assessment

8 credit points. Semester: 2. **Classes:** Flexible including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. **Prerequisites:** FCNU 3014, all Year 1 and Year 2 units of study.

This unit of study builds on prior studies of health assessment nursing practice with specific reference here to Aboriginal and Torres Strait Islander peoples, communities, families and individuals. The unit will address the epidemiological evidence with respect to the health-illness patterns of the Australian Indigenous peoples and how to assess individuals and groups who are at particular risk for some diseases and health conditions. The unit will involve clinical education for assessing individuals as well as developing the abilities to make assessment at the broader community level and to assess the risks and circumstances contributing to illness and health risk. This unit involves a period of clinical education.

FCNU 3002 Community Health Nursing

8 credit points. Semester: 2. Classes: Flexible including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisite: All Year 1 and Year 2 units of study (additional prerequisites to be advised).

This unit of study examines community health nursing from a primary health care perspective. An emphasis is placed on health promotion and disease prevention across the health illness continuum for defined populations in community based settings. The nurses role in the provision of comprehensive care in the community is identified. Current health promotion theories and models will be explored and competencies in health promotion developed. Epidemiological concepts and methodologies integral to community health nursing are explored. Students are introduced to community assessment and the use of a 'community profile' as a tool to assess community needs. Particular attention is given to the health needs of subgroups within the Australian community including Aboriginal and Torres Strait Islanders, people living with disability, minority cultural groups and the homeless. Community clinical placements afford the opportunity to consolidate and integrate knowledge of community resources and community nursing practice.

CLIN 3001 High Acuity Nursing

8 credit points. Semester: 1. Classes: Flexible including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisite: All Year 1 and Year 2 units of study (additional prerequisites to be advised).

The unit will use a thematic approach based on the physiological disruption being faced by the individual and the effect on physical, psychological and social functioning by the individual. Physiological impact on multiple body systems is complicated by the rapid onset and uncertain outcomes of critical illness. This unit revisits the integration of digestive, distributive, eliminative and control mechanisms in the body previously developed and considers these within the breadth of the patient's experience in a high acuity area of a hospital. The pathophysiological derivation of disease, natural compensatory responses and specific biomedical interventions will be explored. The technological possibilities of high acuity environments will be explored, as will psychological responses to the high acuity environment. This unit will provide the opportunity for students to explore the management of patients who require advanced nursing care and interventions for their serious or critical illness.

FCNU 3010 Indigenous Health Policies & Practices

8 credit points. Semester: 1. Classes: Lectures, tutorials. Prerequisite: All Year 1 and Year 2 units of study.

This unit of study will examine, critique and discuss how the status of Indigenous health is extremely poor in comparison to that of non-Indigenous Australia. To further develop students' understanding of this situation, students must explore, examine and understand the historical, social, economic, cultural, spiritual and political forces that have impacted, and continue to impact on, Aboriginal and Torres Strait Islander Australians. This unit of study will also address issues of agency, power and government control. Do policies come before practice or does practice and reality determine the policy? It is imperative that students understand the impact of these government health policies and practices on the Aboriginal and Torres Strait Islander lived experience.

CLIN 3014 Indigenous Protocols & Nursing

8 credit points. Semester: 1. Classes: Flexible including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisite: All Year 1 and Year 2 units of study.

This unit of study is concerned with the particular socio-cultural protocols that are appropriate when providing nursing and health care to Aboriginal and Torres Strait Islander peoples, individually and at the community level. As a clinical unit the material emphasises nursing practices and approaches that are appropriate with Aboriginal and Torres Strait Islander beliefs, lore's, protocols and other cultural practices in different context and health care situations. The unit will also discuss the main components of communicating across cultures, and how they vary from Aboriginal and Torres Strait Islander peoples and community to community. Issues of respect, language, body

language, elders, requests, disagreements and criticism, information seeking, politeness and business negotiations will be discussed from an Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander perspectives. The students will gain a better understanding and practical experience of delivering health care to Aboriginal and Torres Strait Islander peoples.

FCNU 3012 Nursing & Indigenous Creative Expression

8 credit points. Semester: 2. Classes: Lectures and tutorials. Prerequisites: FCNU 3010, FCNU 3014 and all Year 1 and Year 2 units of study.

This unit of study will discuss, critique and examine the diversity and use of creative expressions from a theoretical, political, Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander worldview. It will examine representations of Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander from a cultural and political positioning. Students will discuss, question, and critique the diversity of Aboriginal and Torres Strait Islander dance, theatre, media, art, literature, and drama. The major focus of the unit will examine the importance of Aboriginal and Torres Strait Islander creative expression and its production in terms of voice, content, reading, place and time. Students will explore the manner in which creative expression can be seen as a commodity, identity marker and tool of resistance. In particular Aboriginal and Torres Strait Islander creative expression is utilised successfully in the health arena through healing and rehabilitation programs.

Year 4 – Offered in 2006**FCNU 3001 Complex Mental Health Issues**

8 credit points. Semester: 1. Classes: Flexible including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisite: All Year 1 and Year 2 units of study (additional prerequisites to be advised).

This unit extends knowledge and skills introduced in the unit of study, Mental Health Nursing. As well as integrating the principles of primary health care in developing nursing care for people experiencing identified psychopathologies in acute mental settings, this unit of study develops nursing care for individuals experiencing enduring, chronic mental illness. The students will assess the principles of occupational health and safety and apply the principles of de-escalation, and extend skills in micro-counselling. In addition to also analysing research related to development of mental health nursing, the students will identify research possibilities that have the potential to develop mental health nursing practice.

AHCD 4055 Indigenous Community Development

8 credit points. Semester: 1. Classes: Flexible, including lectures, tutorials. Prerequisite: LAWS 3005, FCNU 3001, FCNU 4005 and all Year 1 and Year 2 units of study.

This unit of study aims to provide both participatory and inter-cultural based approaches to the role of nursing professionals in Indigenous Health Community Development. Specific and broad overviews of Indigenous health profiles and issues are examined, along with the application of theories and models of community development. This unit will incorporate social justice and social development approaches to the professions of 'caring'. The unit will prepare professional nurses, employed in hospital and communities, to work in broad and specific social environments. By actively participating in working with communities, nurses will be able to make valuable contributions towards improving the health outcomes and life quality for Indigenous Australians. Teaching methodologies will include face-to-face teaching, group work/activities, and professional practice placements in a range of organisations and community settings.

LAWS 3005 Indigenous People and the Law

8 credit points. Associate Professor Chris Cunneen. **Session:** 2. **Classes:** Two 2 hr seminar per week. **Assessment:** One take home exam (50%) and one 5000w essay (50%).

This unit of study analyses the the relationship between the indigenous people of Australia and the Anglo-Australian legal system. It considers the historical development of that relationship as well as its contemporary forms. The unit will consider a number of recent government inquiries, including the Australian Law Reform Commission's 'Report on the Recognition of Aboriginal Customary Laws', the Human Rights and Equal Opportunity Commission's 'Inquiry into Racist

Violence', the Royal Commission into Aboriginal Deaths in Custody, and the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families.

This unit will conclude by discussing the impact of the High Court decisions in Mabo and Wik, the introduction of native title legislation, and new political structures such as the Torres Strait Regional Authority and other regional agreements. A theme running through the program will be the importance of self-determination and the implication self-determination has for Australian law.

CLIN 3002 Inquiry and Research in Nursing

8 credit points. Semester: 2. Classes: Flexible, including lectures, tutorials. Prerequisite: All Year 1 and Year 2 units of study (additional prerequisites to be advised).

This unit of study builds on the tenet throughout the course that research is integral to all aspects of nursing theory, education, application and practice. Students will be encouraged to broaden their understanding of research application to nursing and to examine various ways of knowing that encompass not only qualitative and quantitative methodology but also the esoteric. A critical analysis of various modes of inquiry will be used to investigate aspects of nursing practice and issues pertinent to nursing. A variety of perspectives, methodologies and methods that constitute modes of inquiry will be included. This unit will assist students to develop research knowledge in preparation for future research activities.

CLIN 4005 Nursing Indigenous Australian People

8 credit points. Semester: 2. Classes: Flexible including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisite: FCNU 3014, CLIN 3015, LAWS 3005, FCNU 3001, FCNU 4005.

This senior unit of study will focus on the contemporary nursing practices and delivery of primary health care for Indigenous Australian peoples. Understanding of the nature of Indigenous illness health issues raised by Aboriginal people and how best to ensure appropriate nursing care is the primary focus of this unit. The relationship between Aboriginal communities and the health and well-being of individual community members will also be discussed. This unit involves a period of clinical education and assessment of clinical performance as well as the completion of a minor thesis.

FCNU 4005 Social Justice and Health Care

8 credit points. Semester: 1. Classes: Lectures and tutorials. Prerequisites: FCNU 3010, FCNU 3014, CLIN 3015, FCNU 3012 and all Year 1 and Year 2 units of study.

This unit of study will discuss and examine the future directions in health care and delivery for Aboriginal and Torres Strait Islander peoples. Students will discuss, debate and challenge the stance of contemporary Australian governments in relation to political and social agendas. Students will explore place and location of Aboriginal sovereignty, self-governance, and economic independence within Australian society. Indigenous community approaches and ownership of pertinent health and other issues including domestic violence, substance abuse, mental health, and education will be key aspects of the unit. International comparative discussions concerning various government political and social commitments to the 'notion' of Indigenous human rights and cultural sustainability will be addressed.

Electives – Offered in 2005

NB: Not all electives may be offered every year.

FCNU 3008 Advancing Practice in Mental Health Nursing

4 credit points. Semester: 2. Classes: Flexible, including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisites: All Year 1 and Year 2 units of study.

Advancing Practice in Mental Health Nursing is a dynamic and challenging unit of study which offers the student the opportunity to select a mental health setting as an area of interest which they wish to develop. This elective will be of importance to students considering nursing in the mental health arena, as their focus of interest will allow them to augment both non-psychiatric skills and knowledge, and consolidate specialist knowledge in mental health nursing. Areas of interest might

include forensic nursing, child and adolescent mental health, psycho-geriatric nursing, HIV/AIDS, drug and alcohol and mental health, nursing and the survivor of abuse and violence, Indigenous communities, the new migrant and non-English speaking communities, and mental health nursing, eating disorders, community psychiatric nursing care, and the acute psychiatric unit. Students will develop individual learning contracts which will identify learning outcomes and methods of assessments.

CLIN 3005 Care of a Person in Pain

4 credit points. Semester: 1. Classes: Flexible, including lectures, tutorials and seminar activities. Prerequisites: All Year One and Year Two units of study.

This unit will draw together information in relation to the care of a person in pain that has been developed in other units, particularly 'Chronicity and Palliation in Nursing', and develop these concepts into a coherent strategy for the care of a patient in pain. Appropriate care of a person in pain is a complex process involving physical, psychological, cultural and politico-economic dimensions. A thorough understanding of the dynamics of pain will allow nurses to deliver excellence in care to people in pain. This unit explores the multi-dimensional nature of pain, encouraging an integrated approach to patient care.

CLIN 3003 Current Issues in Nursing

4 credit points. Semester: 1. Classes: Flexible, including lectures, tutorials and seminar activities. Prerequisite: All Year One and Year Two units of study.

This unit of study will extend knowledge of professional nursing by focusing on particular issues that currently confront nurses. Drawing on nursing and sociological literature and current affairs, issues that gain coverage in the media, those that do not and the relationships that determine this will be the major focus. For example: several matters have recently reached the news media in Australia, including cases involving errors in blood administration; stealing and trading in drugs; indications that substance abuse is increasing amongst nurses, and coverage of the national nursing shortage. However, there are also issues that have not been reported in the media but may be no less important. Nurses are experiencing unprecedented violence in the workplace, their practice is constrained by staff shortages and by an ideology favouring economic rationalism. These impact on today's nurses, their practice and their professionalisation, and the health of the nation.

CLIN 3008 Emergency Nursing: An Introduction

4 credit points. Semester: 2. Classes: Flexible, including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisite: All Year 1 and Year 2 units of study.

This unit of study will build from the work of the high acuity nursing unit to specifically address issues unique to the needs of people who experience a medical emergency. The severity and acuity of these medical emergencies requires specific knowledge, attitudes and skills that will be developed in this unit. Cycles of assessment, intervention and re-assessment will be explored in relation to common medical emergencies. The responsibility of nursing care at the time of initial presentation to begin preparing the person for rehabilitation and discharge will be emphasised. The range of psychological responses to medical emergency and the involvement of family and others will be explored as will the personal and community costs of such emergencies. The legal and ethical constraints and frameworks in which emergency nursing practice is conducted will be explored. A period of clinical education within an appropriate emergency care setting will be included.

FCNU 3003 Ethical Issues in Nursing Practice

4 credit points. Semester: 1. Classes: Flexible, including lectures, tutorials and seminar activities. Prerequisite: All Year One and Year Two units of study.

This unit of study will build on students' understanding of ethics and ethical issues. Ethics is not only a component of nursing practice it is central to the focus on patient health and well being. Moreover the context in which nurses work and the ways in which health care and nursing practice is organized raise ethical issues to and for nursing. Nursing's attempt to articulate integrative care, which includes the patient's own understanding of illness, health and well being has ethical implications specifically for such practices as patient education,

communication, consent, and request. Power and expertise, including the power to intervene, to name and label patients has ethical implications and these will be critically examined.

FCNU 3005 Exploring Nursing History

4 credit points. Semester: 1. Classes: Flexible, including lectures, tutorials and seminar activities. Prerequisites: All Year 1 and Year 2 units of study.

In this unit students will be introduced to the ways in which exploring nursing's past provides an understanding of nursing's current practices and professional development. Students will critically analyse key debates and issues surrounding nurses and nursing in Australia and internationally from the late nineteenth century to the present. The ways in which debates, disputes and royal commissions to do with individual nurse reformers and nursing reform have shaped nursing, as have issues of gender, class and race, feminists and feminism, the definition and registration of trained nurses and midwives, the relationship between medicine and nursing, the production of nursing knowledge and practice, and debates surrounding training versus educating nurses will be explored. In the process of exploring nursing history, students will be introduced to the methods of historical research and historiography and the ways in which nursing histories have themselves shaped thinking about nursing and nursing.

FCNU 3006 Health Policy and Nursing

4 credit points. Semester: 1. Classes: Flexible, including lectures, tutorials and seminar activities. Prerequisites: All Year 1 and Year 2 units of study.

This unit of study critically examines the health policy process in Australia. It focuses on the political nature of all aspects of policy development, analysing current resource allocation formulas, the increasing privatisation of health care, the purchaser/provider split, the influence of economic rationalist policies on the delivery of services, and the impact of health reforms on communities, families, and individual consumers of health care. The process of evaluation of programs and interventions is examined, with a particular emphasis on those that have major implications for nursing practice – for example, hospital early-discharge programs. The relationship between health policy and issues of access, equity and social justice is a major theme of the unit, and students are encouraged to think critically about these issues and to recognise the opportunities for influence that the politicisation of the policy process offers.

FCNU 3007 International Health and Nursing

4 credit points. Semester: 1. Classes: Flexible, including lectures, tutorials and seminar activities. Prerequisites: All Year 1 and Year 2 units of study.

This elective unit of study explores key issues affecting health in different countries and regions of the world. Analysis of the social, economic, political and environmental determinants of health will be undertaken and compared to the situation in Australia. The unit will also examine the professional role of the nurse in various countries to understand how nursing contributes to improved health of the community. The unit will enable students to personally gain a greater understanding of different cultures and societies to prepare them to participate in an increasingly globalised world.

CLIN 3004 Masculinities and Men's Health Nursing

4 credit points. Semester: 1. Classes: Flexible, including lectures, tutorials and seminar activities. Prerequisite: All Year One and Year Two units of study.

This unit focuses on men, masculinities and gender politics. By examining men's bodies and bodily practices and social structures such as gender, class, race, religion and sexuality, patterns of men's health problems can be identified. Issues such as sport, work, violence, and sexual practices will be examined in light of multiple competing masculinities, power relations and men's bodies. The unit will draw on and extend the knowledge gained in previous units addressing the social context, politics and subjectivity of health care and illness. Contemporary films and literature will be used to examine male identity and the contradictory nature of the construction and contestation of masculinities and the implications it has for men's bodies, as agents and objects, and men's health and illness. This unit uses a gendered approach to link the biomedical with the social, in identifying Australian men's health and illness as a product of the diverse practices of masculinity.

CLIN 3009 Neurological and Spinal Nursing

4 credit points. Semester: 2. Classes: Flexible, including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisites: All Year 1 and Year 2 units of study.

This unit of study extends previous knowledge of the nursing care required for persons who suffer a neurological or spinal disorder or injury. The unit will address the impact that serious neurological or spinal illness or injury may have on people and their significant others. It will focus on the acute as well as longer term nursing care required for the individual sufferer. In so doing, the unit extends and deepens the students understanding of key physiological and psychological concepts relating to illness and injury in a predominantly adult population and builds upon the concepts discussed in earlier units of study relating to the nursing care of the acutely ill. It includes a period of clinical education in an area with a focus on the care of persons with a neurological or spinal illness or injury.

CLIN 3013 Nursing a Person with Traumatic Injury

4 credit points. Semester: 2. Classes: Flexible, including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisite: All Year 1 and Year 2 units of study.

This unit of study will build from the work of the high acuity nursing unit to specifically address issues unique to the needs of people who experience traumatic injuries. While less than ten percent of attendances at Emergency Departments in New South Wales result from traumatic injuries, these injuries create a major economic and social demand on the health system and other community support services. Cycles of assessment, intervention and re-assessment will be explored in relation to common traumatic presentations. The responsibility of nursing care at the time of initial presentation to begin preparing the person for rehabilitation and discharge will be emphasised. The range of psychological responses to traumatic injury and the involvement of family and others will be explored as will the personal and community costs of trauma. The legal and ethical constraints and frameworks in which trauma nursing practice is conducted will be explored. A period of clinical education within an appropriate emergency care setting will be included.

CLIN 3010 Nursing Children and Adolescents

4 credit points. Semester: 2. Classes: Flexible, including lectures, tutorials, clinical laboratory sessions, clinical placements and a format assesment of clinical performance. Prerequisites: All Year 1 and Year 2 units of study.

This unit of study will extend knowledge previously gained from the Family Health Nursing unit to include the nursing care required for illnesses necessitating the admission to hospital of a child or adolescent. The unit will address the impact that hospitalisation has on sick children/adolescents and their families. The following concepts will be considered: cultural and indigenous health practices, family and nurse relationships, patient and family vulnerability, the acute and chronic illness experience and the effect on the hospitalisation experience of the concurrent level of physical and psychosocial development. The assessment and nursing care of the young person admitted to hospital with a range of illnesses such as infectious, respiratory, cardiac, neurological, nutritional and/or metabolic, haematological or immunological, and traumatic injury will be addressed. Clinical placement in a specialised setting responsible for the management of children and adolescents who are ill or have been injured will also be undertaken.

FCNU 3009 Older Adults: Acute Care

8 credit points. Semester: 2. Classes: Flexible, including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisite: All Year 1 and Year 2 units of study.

Australia, as well as many other countries, is experiencing an explosion in the number of people entering old age and in particular old-old age. Increasingly, nurses are called upon to provide care for older adults in hospital, community and long-term facilities. To provide optimal and relevant care, nurses require knowledge of normal ageing changes as well as the different ways in which disease presents in older adults (both Indigenous and non-Indigenous) compared to younger adults. In addition, there are some diseases that are more common to older adults – eg, Alzheimer's disease and others, that have significant implications for them (eg, complications related to being bed- or

chairbound). This unit will exam myths, attitudes and perceptions about the elderly as well as developing students' understanding of acute health problems experienced by older adults in modern societies. It includes a period of clinical education in a specialised setting responsible for the management of older adults.

CLIN 3011 Perioperative Nursing

8 credit points. Semester: 2. Classes: Flexible, including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisite: All Year 1 and Year 2 units of study.

This unit of study will introduce students to the nursing practice activities required for the care of persons who are undergoing a surgical or other procedure requiring the administration of an anaesthetic agent. The unit will focus on the immediate pre-operative, intra-operative and recovery phases of a patient's experience and the supportive and technical expertise required of operating theatre nurses when caring for these patients. In so doing, the unit extends and deepens the students understanding of the key role nurses play in the peri-operative care of persons who are undergoing a surgical or other procedure requiring the administration of an anaesthetic agent and builds upon the concepts discussed in earlier units of study relating to the nursing care of the acutely ill. A period of clinical education in an operating theatre suite will be included.

CLIN 3012 Rural and Remote Nursing

8 credit points. Semester: 2. Classes: Flexible, including lectures, tutorials, clinical laboratory sessions, clinical placements and a formal assessment of clinical performance. Prerequisites: All Year 1 and Year 2 units of study.

This unit of study provides an introduction to the issues and problems of delivering good quality health services to populations in the rural and remote areas of Australia. In particular the unit will address the role of the nurse in the provision of health care and community developments in areas of low population density and diverse health care needs. The unit will extend knowledge previously gained from work within units addressing community health nursing and Indigenous health. A period of clinical education in a rural or remote nursing setting will be included.

CLIN 3007 Wound Care and Healing

4 credit points. Semester: 1. Classes: Flexible, including lectures, tutorials, and seminar activities. Prerequisites: All Year 1 and Year 2 units of study.

Wounds are defined as any break in the integrity of the skin and thus includes a range of conditions from the rapidly healing, although acutely painful minor cut to chronic wounds such as varicose ulcers and purposefully created stomas. This unit will draw together information in relation to the care of a person with a wound that has been developed in other units and develop these concepts into a coherent strategy for the care of a patient with a chronic wound or stoma.

Appropriate care of a person with a chronic wound or stoma is a complex process involving physical, psychological, cultural and politico-economic dimensions. A thorough understanding of the dynamics of wound care and healing will allow nurses to deliver excellence in care to people with chronic wounds or stomas.

■ Bachelor of Nursing (Post-Registration)

Distance education

CLIN 3022 Health Assessment

6 credit points. **Session:** 1.

NB: Offered by distance education only.

This unit of study is designed to assist registered nurses to develop an understanding of the principles of health assessment and to further develop skills in history taking and physical examination of clients. The unit of study uses a framework of 'Activities of Daily Living' as they apply to assessment or otherwise of an individual.

CLIN 3020 Human Biology

6 credit points. **Session:** 1.

NB: Offered by distance education only.

This unit of study is designed for registered nurses and therefore assumes a familiarity with basic concepts of anatomy and physiology. All major body systems are reviewed, stressing their integration via neuro-hormonal control in the following sequence: physiology of oxygenation, physiology of metabolism and physiology of elimination.

CLIN 3021 Nursing, Knowledge and Practice

6 credit points. **Session:** 2.

NB: Offered by distance education only.

This unit of study examines the historical background to, and current debates surrounding, the means by which nurses have established their knowledge and practice. In addition to examining the historical record in relation to nursing as a discrete area of knowledge and practice in health care, the unit of study will examine and critique current trends and discourses in nursing and how they impact on understandings of the nature of nursing knowledge and contemporary practice(s).

FCNU 3021 Nursing, Individuals and Society

6 credit points. **Session:** 1.

NB: Offered by distance education only.

This unit of study explores the relationship between nursing and health care practice, individuals and societies with particular reference to human lifestyles, culture, health care policy and economic and social (under)development. The unit of study draws particularly on anthropological, ethnographic, geographic, environmental and planetary issues as they impact on human health and ways in which nursing has responded.

FCNU 3022 Professional Practice and People

6 credit points. **Session:** 2.

NB: Offered by distance education only.

This unit of study is based on a theoretical model which acknowledges the person as central to the practice of nursing. Fundamental to the practice of caring in nursing is an understanding of humanism, existentialism and embodiment. Issues related to these theoretical concepts as well as spiritual and cultural influences are taken into account when examining how individuals make meaning of health and illness. Learning experiences allow for reflection upon these ideas and influences, and how they intertwine with and affect nursing and professional relationships. In this context notions of power, aggression, dignity and interpersonal closeness are explored.

FCNU 3020 Research in Nursing

6 credit points. **Session:** 2.

NB: Offered by distance education only.

This unit of study aims to foster the notion that nursing research is integral to all aspects of nursing theory, education, applications and practice. Students will explore a range of quantitative and qualitative research techniques. This unit will help prepare students for future research activities.

Flexible mode

NUPR 3015 Health Assessment

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit of study is designed to assist registered nurses to develop an understanding of the principles of health assessment and to further develop skills in history taking and physical examination of clients. The unit of study uses a framework of 'Activities of Daily Living' as they apply to assessment or otherwise of an individual.

LSNU 3005 Human Biology

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit of study is designed for registered nurses and therefore assumes a familiarity with basic concepts of anatomy and physiology. All major body systems are reviewed, stressing their integration via neuro-hormonal control in the following sequence: physiology of oxygenation, physiology of metabolism and physiology of elimination.

PRDU 1000 Clinical Nursing Experience in Australia

3 credit points. **Session:** 1, 2.

NB: Full fee paying unit of study

This unit of study will allow students to undertake a supernumerary clinical placement within a chosen area of

nursing practice. Students will attend on-campus seminars and workshops for 3 days followed by 4 weeks of clinical experience in hospitals, community health centres or other clinical facilities as required. After completing this unit, students will have enhanced their knowledge of clinical nursing, had an opportunity to apply theory to nursing practice in a selected setting, and experienced nursing in a different professional environment and culture utilising the English language.

FCHN 3006 Community Health Nursing

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit examines community health and community health nursing from a primary health care perspective. Topics covered include: community dynamics; determinants of wellness, health breakdown and illness; inequalities in health; nurses role in the provision of comprehensive care in the community; primary, secondary and tertiary prevention and palliation; the 'community profile' as a systematic study of a community; demography and epidemiology in nursing; and specialised areas of community health nursing practice.

CLNU 3015 Medical/Surgical Nursing 1

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

This unit of study is designed for registered nurses with little or no recent experience in medical-surgical nursing. The four concepts of oxygenation, alimention and elimination, consciousness and regulation, and protection will be addressed by examining basic problems, nursing principles and skills that may be required by the person experiencing dysfunction in these areas.

FCHN 3005 Nursing and the Aged

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

This unit of study deals with the following content areas: patterns of ageing; theories of ageing; societal myths and attitudes related to ageing; health assessment; multicultural and Aboriginal issues; chronological and/or functional changes of the individual, family and community; role of the nurse in temporary and permanent confusion; reminiscence; validation and reality therapies; sleep disturbance; incontinence and falls in the elderly; influence of government policies on the provision of health care services for the aged; and planning and implementation of nursing interventions for health problems associated with ageing.

CLNU 3013 Nursing, Knowledge and Practice

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

This unit of study examines the historical background to, and current debates surrounding, the means by which nurses have established their knowledge and practice. In addition to examining the historical record in relation to nursing as a discrete area of knowledge and practice in health care, the unit of study will examine and critique current trends and discourses in nursing and how they impact on understandings of the nature of nursing knowledge and contemporary practice(s).

FCHN 3003 Nursing, Individuals and Societies

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit of study explores the relationship between nursing and health care practice, individuals and societies with particular reference to human lifestyles, culture, health care policy and economic and social (under)development. The unit of study draws particularly on anthropological, ethnographic, geographic, environmental and planetary issues as they impact on human health and ways in which nursing has responded.

FCHN 3012 Professional Practice and People

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

This unit of study is based on a theoretical model which acknowledges the person as central to the practice of nursing. Fundamental to the practice of caring in nursing is an understanding of humanism, existentialism and embodiment. Issues related to these theoretical concepts as well as spiritual and cultural influences are taken into account when examining how individuals make meaning of health and illness. Learning experiences allow for reflection upon these ideas and influences, and how they intertwine with and affect nursing and professional

relationships. In this context notions of power, aggression, dignity and interpersonal closeness are explored.

BSSN 3012 Psychiatric and Mental Health Nursing

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit of study is intended to provide students with a basic introduction to understanding and working in an empathic and effective way with clients experiencing a variety of mental health problems. Although this unit of study recognises that extreme emotional distress is experienced by people in many avenues of life, particular emphasis will be given to those individuals who are likely to be encountered in community and/or inpatient settings. The unit of study will also look at ways to deal with the particular stress and anxiety generated by this work.

FCHN 3013 Research in Nursing

6 credit points. **Session:** 1, 2.

NB: Department permission required for enrolment in Session 1. Offered in the flexible mode.

This unit of study aims to foster the notion that nursing research is integral to all aspects of nursing theory, education, applications and practice. Students will explore a range of quantitative and qualitative research techniques. This unit will help prepare students for future research activities.

Weekly attendance

KOCR 3001 Aboriginal Health

6 credit points. Ms Blanchard and others. **Session:** 1. **Classes:** 3 hours/week. **Assessment:** Tutorial presentation, cultural icon exercise, exhibition.

This unit of study is run by lecturers from the Koori Centre and focuses on the historical and contemporary influences on Aboriginal and Torres Strait Islander health status. The unit of study will provide an understanding of history and policy, Indigenous cultures, health promotion and a general overview of Aboriginal health issues in contemporary society. Aboriginal people will provide contrasting perspectives on the development and delivery of Indigenous health problems which are within dominant culture institutions.

Textbooks

Handbook of readings to be purchased at the beginning of the unit of study.

■ Bachelor of Nursing (Honours)

CLIN 4010 Clinical Practice Development Honours 1

24 credit points. **Session:** 1.

NB: Offered part time only

This unit of study provides academic and clinical support for students enrolled in the Bachelor of Nursing (Honours). The unit focuses on the clinical practice of nursing as a locus for scholarly inquiry, research and critique. The unit examines responsibilities and practice issues of the clinical environment as these are experienced and conceptualised as a researchable field. The unit also involves a period of supported clinical practice for pre-registration students. Students who are enrolling in this unit as the fourth year of their pre-registration degree, will have a period of supervised clinical experience of 30 days (minimum), in a variety of health care settings. Students who are practising as registered nurses are not required to complete clinical performance requirements.

CLIN 4011 Clinical Practice Development Honours 2

24 credit points. **Session:** 2. **Prerequisite:** CLIN 4010.

NB: Offered part time only in 2004

This unit of study provides academic and clinical support for students enrolled in the Bachelor of Nursing (Honours). The unit focuses on scholarly inquiry in nursing and the political nature of knowledge generation and review. The unit examines the relationships among knowledge/power and practice – both social and clinical. The unit also involves a period of supported clinical practice for pre-registration students. Students who are enrolling in this unit as the fourth year of their pre-registration degree, will have a period of supervised clinical experience of 30 days (minimum), in a variety of health care settings.

■ Bachelor of Health Science (Singapore based)

SING 4049 Advanced Clinical Studies 1

6 credit points. Semester: 1

NB: Taught by the Faculty of Nursing in Singapore

This unit will examine aspects of nursing practice, with special emphasis on patient/client assessment and the planning of nursing care. The unit utilises a problem-based learning approach through the use of clinical case studies that focus on the nursing management of patients with varying degrees of management and social complexity. Students are expected to apply knowledge and skills encountered in previous units of study in the analysis of the case studies.

SING 4050 Advanced Clinical Studies 2

6 credit points. Semester: 2

NB: Taught by the Faculty of Nursing in Singapore

This unit will examine aspects of nursing practice, with special emphasis on the pharmacological aspects of patient/client management. The unit utilizes a problem-based learning approach through the use of clinical case studies that focus on the nursing management of patients with varying degrees of management and social complexity. Students may apply knowledge and skills encountered in previous units of study in the analysis of the case studies.

SING 4038 Health Care Ethics

3 credit points. Semester: 1

NB: Taught by the Faculty of Health Sciences in Singapore

In this module students will be introduced to some major ethical theories and consider ethical issues which are central to the delivery of good health care. Students will be expected to contribute to the case study discussions, and to reflect on the ethical nature of health care practice in general, and their own practice in particular.

SING 4063 Legal Perspectives and Health Care

3 credit points. Semester: 1

NB: Taught by the Faculty of Health Sciences in Singapore

The aim of this module is to provide an overview of basic principles of law relating to health care. It involves an examination of the structure and process of law and the legal system, together with a discussion of case law and legislation relevant to health care. It is becoming increasingly important for health professionals to know and understand the legal context within which they live and work, the rights of health consumers and the obligations of health care providers.

SING 4041 Managing Resource Demands in Health Services

3 credit points. Semester: 2

NB: Taught by the Faculty of Health Sciences in Singapore

This unit has been designed to provide students with an appreciation of their ability, as health professionals, to influence the costs of healthcare. Topics include health economics, accounting, budgeting, goal setting, time management and decision making. The implications of casemix and other funding systems for patients and health professionals will also be studied.

SING 4048 Nursing Knowledge and Health Care in Singapore

6 credit points. Semester: 1

NB: Taught by the Faculty of Nursing in Singapore

This unit will provide the student with an overview of the way in which society provides health care for its members. It will explore definitions of health and factors contributing to health and illness. The unit will examine the development and operation of the Singapore health care system, focusing particularly on the role of nursing. The unit will examine the development of nursing knowledge and the way research provides evidence for practice in health care and nursing.

SING 4042 Pathophysiology A

3 credit points. Semester: 2

NB: Taught by the Faculty of Health Sciences in Singapore

Pathophysiology A examines the pathophysiological processes underlying certain disease conditions. A body systems approach

is used, and the major systems covered in this module are the immune system, the cardiovascular system, the renal system and the pulmonary system. A case study approach is used to illustrate the features of disease, the signs and symptoms, risk factors and causative factors. The pathophysiological processes underlying the breakdown of the functional integrity of the system and anomalies that contribute to the disease condition are emphasised. Relevant clinical tests for the diagnosis and monitoring of disease and the treatment rationales are also presented. The relationship between clinical pathways and basic pathophysiological processes will be considered. Where appropriate, the normal structure and functions of the relevant body system are covered.

SING 4043 Pathophysiology B

3 credit points. Semester: 2

NB: Taught by the Faculty of Health Sciences in Singapore

Pathophysiology B complements Pathophysiology A by further examining the pathophysiological processes underlying disease conditions. In this module the major systems covered are the immune system, the endocrine system, the digestive system and the nervous system. Neoplasia is also a major concept covered within this module. Case studies are used to illustrate the features of disease, the signs and symptoms, risk factors and causative factors. The underlying pathophysiological processes are emphasised. Relevant clinical tests for the diagnosis and monitoring of disease and the treatment rationales are also presented. The relationship between clinical pathways and basic pathophysiological processes will be considered. Where appropriate, the normal structure and functions of the relevant body system are covered.

SING 4040 Patient/Client Education

3 credit points. Semester: 1

NB: Taught by the Faculty of Health Sciences in Singapore

The primary focus of this unit is to nurture the confidence and skills that will motivate health professionals to undertake teaching in their work environment. Thus the emphasis of the unit is on the teacher as planner and teacher as facilitator of learning. Embedded throughout are the three themes of thinking like a teacher, the learner as active participant and learning as change. Participants are prompted to explore some of the micro skills of teaching and in so doing also come to recognise teaching what is 'personally distinctive' about their own style of teaching.

SING 4044 Research Methods I

3 credit points. Semester: 1

NB: Taught by the Faculty of Health Sciences in Singapore

This subject introduces students to the concept of scientific research by defining the key approaches, methods and designs used in carrying out research, particularly within the health professions and health care settings. It incorporates an outline of the research process which will guide students through the completion of a simple descriptive study. Students will develop basic skills related to instrument design, data collection and data analysis. SPSS software will be used to facilitate achievement of the objectives.

SING 4045 Research Methods 2

3 credit points. Semester: 1

NB: Taught by the Faculty of Health Sciences in Singapore

The unit of study (rather than a course = Bachelor of Health Science) examines issues related to research design and how best to analyse and interpret data collected using a variety of experimental and non-experimental designs. Students are given the opportunity to apply the various skills in the conduct of a clinical-focussed group research project.

6 Graduate research courses and regulations

The Faculty of Nursing offers the following graduate research degrees in nursing.

- Doctor of Philosophy (PhD)
- Master of Philosophy (Nursing) [MPhil (Nurs)]
- Master of Nursing (Honours) [MN (Hons)]

Faculty Resolutions in addition to those listed in this chapter can be found in chapter 9 in Faculty Resolutions Governing Approved Courses.

■ Doctor of Philosophy

Course code: GB000

Course overview

The degree of Doctor of Philosophy is a research degree awarded for a thesis considered to be a substantially original contribution to knowledge within the discipline. Some coursework may be required as part of the degree but in no case is it a major component.

The course may be undertaken on either a full-time or part-time basis. In the case of full-time candidates, the minimum period of candidature is four semesters for candidates holding a master's degree by research or equivalent, or six semesters in the case of candidates holding a bachelor's degree with first or upper second class honours; the maximum period of candidature for students enrolling in 2003 will normally be eight semesters. For full time students enrolled prior to 2001, the maximum length of candidature will normally be ten semesters.

Part-time candidature may be approved for applicants who can demonstrate they are engaged in an occupation or other activity which leaves them substantially free to pursue their candidature for the course. Normally the minimum period for part-time candidature is six semesters; the maximum period of part-time candidature is normally sixteen semesters.

Candidates for this research degree work individually on advanced study and research under the direction of a supervisor who must be consulted regularly concerning the general planning of the thesis and the work in progress. Candidates are enrolled on a probationary basis for the first full time year, or three semesters for part-time candidates, during which time they are expected to complete a detailed research proposal and literature review. Participation in the Faculty's research student seminar program, including the annual presentation of a seminar is expected.

Admission requirements

- A bachelor's degree with first or second class honours or a master's degree from The University of Sydney; or
- Equivalent qualifications from another university or institution.

Intending applicants should write well in advance for advice from the Associate Dean (Postgraduate) concerning their proposed study and research. Applications are generally made directly to the Faculty and should be accompanied by an outline of the proposed research. Admission also depends upon the capability of the Faculty to provide adequate supervision in the applicant's stated area of research interest. For further information regarding supervision requirements, please consult chapter 2 of this handbook which contains detailed information concerning the research interests of academic staff.

■ Master of Philosophy (Nursing)

Course code: GC005

Course overview

The Master of Philosophy (Nursing) degree is a research degree awarded for a thesis focusing on research into aspects of nursing practice. Some coursework in research techniques will be required but in no case is this a major component of the degree.

The course may be undertaken on either a full-time or part-time basis. In the case of full-time candidature, the minimum period of candidature is four semesters and the maximum period of candidature is normally six semesters.

Part time candidature may be approved for applicants who can demonstrate they are engaged in an occupation or other activity which leaves them substantially free to pursue their candidature for the course. Normally the minimum period of part-time candidature is six semesters; the maximum period of part-time candidature is normally ten semesters.

Candidates work individually on a research project under the direction of a supervisor who must be consulted regularly concerning the work proposed and the general planning of the thesis. Candidates are enrolled on a probationary basis for the first full time year or equivalent during which time they are expected to complete the coursework component and to develop a detailed research proposal. Participation in the Faculty's research student seminar program including the annual presentation of a seminar is expected.

Admission requirements

- A bachelor's degree in nursing with first or second class honours from The University of Sydney; or
- Equivalent qualifications from another university or institution.
- Current registration with the NSW Nurses Registration Board (local students) or home country (international students); and
- Post-registration clinical experience as specified by the Faculty.

Intending applicants should write well in advance for advice from the Associate Dean (Postgraduate) or relevant Head of Department concerning their proposed study and research.

Admission also depends upon the capability of the Faculty to provide adequate supervision in the applicant's stated area of research interest. Please consult chapter 2 of this handbook which contains detailed information concerning the research interests of Faculty members. Applications are generally made directly to the Faculty and should be accompanied by an outline of the proposed research.

■ Master of Nursing (Honours)

Course code: GC080

Course overview

The Master of Nursing (Honours) is an additional option for students completing the Master of Nursing. It is envisaged that this option will be used by clinicians with an interest in research work to develop formal and detailed proposals for higher degree study or to conduct in-depth exploration of topics of professional relevance.

Admission requirements

- Students must have qualified for the award of an appropriate graduate course with a Weighted Average Mean (WAM) of 65 or above: or
- Hold qualifications deemed by the Dean to be the equivalents: and
- Current registration with the NSW Nurses Registration Board (local students) or home country (international students); and
- Post-registration clinical experience as specified by the Faculty.

Intending applicants should write well in advance for advice from the Associate Dean (Postgraduate) concerning their proposed study and research.

Admission also depends upon the capability of the Faculty to provide adequate supervision in the applicant's stated area of research interest. Please consult chapter 2 of this handbook that contains detailed information concerning the research interests of Faculty members. Applications are generally made directly to

the Faculty and should be accompanied by an outline of the proposed research.

■ Regulations

Doctor of Philosophy

Resolutions of the Senate

The Senate resolutions governing the award of this degree are available on the Web at www.usyd.edu.au/study/pg-studieshb/indexresearch.html.

Resolutions of the Faculty

The Faculty resolutions governing the award of this degree can be found in Part VI, Division VI, chapter 8 of this handbook.

Master of Philosophy

Resolutions of the Senate

This excerpt of the resolutions governing the award of this degree is from the University's Calendar 2002, Vol. I: Statutes and Regulations.

1. An applicant for admission as a candidate for the degree of Master of Philosophy (Nursing) shall, except as provided in chapter 10 of the by-laws:
 - (a) be a graduate of The University of Sydney;
 - (b) have, in the opinion of the Faculty, reached a first or second class Honours standard:
 - (i) in the final year of an Honours course for the degree of Bachelor of Nursing; or
 - (ii) in a course considered by the Faculty to be equivalent to a course referred to in subparagraph (i); or hold the degree of Bachelor of Nursing of the University without first or second class honours and have completed equivalent work or passed a preliminary examination or examinations as prescribed by the Faculty; or have, in some other manner, acquired a standard of knowledge considered by the Faculty to be equivalent to a first or second class Honours standard in a course referred to in subparagraph (i);
 - (c) be registered with the NSW Nurses Registration Board or for international applicants be registered in their own country;
 - (d) have such post-registration clinical experience as may be specified by the Faculty.
2. An applicant may be required to undertake preliminary or qualifying studies, and complete such preliminary examinations as the Faculty may prescribe, before admission to candidature.
3. (1) Admission to the degree may be limited by quota.
(2) In determining the quota the University will take into account:
 - (a) availability of resources including space, library, equipment and computing facilities; and
 - (b) availability of adequate and appropriate supervision.
- (3) In considering an application for admission to candidature the Faculty shall take account of the quota and will select in preference applicants who are most meritorious in terms of section 1 above.
4. A candidate may be admitted to proceed on either a full-time basis or a part-time basis.
5. A candidate for the degree shall proceed by research and thesis.
6. The degree shall be awarded in a Pass grade only.
7. Except with the permission of the Faculty and under such special conditions as it may prescribe:
 - (a) a full-time candidate shall complete all the requirements for the degree not earlier than the end of the fourth semester of candidature or later than the end of the sixth semester of candidature;
 - (b) a part-time candidate shall complete all the requirements for the degree not earlier than the end of the sixth semester of candidature or later than the end of the tenth semester of candidature;
 - (c) a qualifying student shall not be eligible to be enrolled as a research degree candidate until a period of at least one semester has elapsed from initial enrolment. A qualifying student shall complete the prescribed qualifying program within two years.

8. A candidate who, before admission to candidature, has completed advanced study in a university which includes work considered by the Faculty to be equivalent to courses prescribed for the degree may receive credit towards satisfying the requirements for the degree, provided no more than one-third of the requirements are so met.
9. A candidate shall complete:
 - (a) the courses prescribed by the Faculty; and
 - (b) a thesis of a maximum length of 60,000 words in the form prescribed by the Faculty.
10. On the recommendation of the head of department concerned the Faculty shall appoint a supervisor, being a member of the academic staff of the University, and may appoint an appropriately qualified associate supervisor for each candidate, in respect of the thesis component.
11. A candidate is required to complete an annual report on their work to the Faculty each year, and must maintain satisfactory progress.
12. The candidate shall give three months' notice in writing of their intention to submit the thesis to their supervisor who shall so advise the head of the department concerned.
13. On the recommendation of the Head of department concerned the Faculty shall appoint two examiners of the thesis, at least one of whom shall be external to the Faculty.
14. On receipt of the examiners' reports, the Head of department shall report the results of the examination together with a recommendation concerning the award of the degree to the Faculty which shall determine the result.
15. In special cases the Faculty may, on the recommendation of the Head of the department concerned, require the candidate to take a further examination in the area of the thesis.
16. The Faculty may permit an unsuccessful candidate to revise and resubmit the thesis for re-examination if, in the opinion of the head of the department concerned, the candidate's work is of sufficient merit and may prescribe special conditions to be fulfilled by the candidate.
17. The Faculty may call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Faculty, the candidate does not show good cause, terminate the candidature.

Resolutions of the Faculty

The Faculty resolutions governing the award of this degree can be found in Part VI, Division V of the General Faculty Resolutions governing approved courses, found in chapter 8 of this handbook.

Master of Nursing (Honours)

Resolutions of the Senate

1. Admission Requirements

- (1) 1 An applicant for admission to candidature for the degree of Master of Nursing (Honours) shall have qualified for the award of an appropriate graduate course with a Weighted Average Mean (WAM) of 65 or above or hold qualifications deemed by the Dean to be the equivalent.

2. Requirements for the Course

- (1) 1 To qualify for the award of the degree of Master of Nursing (Honours) a candidate must:
 - (a) complete successfully units of study totalling 24 credit points, and
 - (b) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

3. Time limits

- (1) 1 A candidate for the degree may proceed on either a full-time or part-time basis.
 - (a) A full-time candidate shall complete the requirements for the degree no later than at the end of the first semester of candidature.
 - (b) A part-time candidate shall complete the requirements for the degree no later than at the end of the second semester of candidature.

4. Award of the degree

- (1) 1 There shall be three classes of Honours awarded, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division I and Division 2.
- (2) 2 The class of Honours shall be determined by the weighted marks achieved.

- (3)3 The Honours grade will be reported in percentages and the grades for the award shall be:

Result	Percentage
First Class	80–100
Second Class Division 1	75–79
Second Class Division 2	70–74
Third Class	65–69
Honours not awarded	< 65

Resolutions of the Faculty

Additional Faculty resolutions governing the award of this degree can be found in Part VI, Division III, chapter 8 of this handbook.

1. Admission

- (1)1 Applicants for admission as candidates for the Master of Nursing (Honours) shall:
- (a) (i) have qualified for the award of the pass degree of this University with a Weighted Average Mean (WAM) of 65 or above; or
 - (ii) be graduates from other universities who hold qualifications equivalent to those specified in sub section (i); and
 - (b) be considered by the Dean and Head of Department concerned to have the requisite knowledge and aptitude to enrol in the Honours course; and
 - (c) (i) be registered or eligible to be registered to practise nursing by the Nurses Registration Board of New South Wales; or
 - (ii) be authorised to practise as a registered nurse in a country other than Australia as approved by the Faculty; and
 - (d) demonstrate a minimum of one year's post-registration relevant experience as a registered nurse.
- (2)2 Candidates who do not meet the above criteria, may be admitted by the Dean on the advice of the relevant Head of Department and/or Associate Dean (Postgraduate).

2. Requirements for the degree

- (1)1 To qualify for the award of the degree of Master of Nursing (Honours) a candidate must complete successfully an independent study of 24 credit points on a selected topic conducted with the supervision of a member of academic staff appointed by the Head of Department.

3. Award of degree

- (1)1 There shall be three classes of Honours awarded, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division I and Division 2.
- (2)2 The class of Honours shall be determined by the grade achieved in the independent study described in clause 2.1.
- (3)3 The Honours grade will be reported in percentages and the grades for the award shall be:

Result	Percentage
First Class	80–100
Second Class Division 1	75–79
Second Class Division 2	70–74
Third Class	65–69
Honours not awarded	< 65

4. Cross Institutional study

- (1)1 Credit in respect of this degree will not be granted on the basis of work completed at another university or institution as part of a program of cross-institutional study.

5. Restrictions on enrolment

- (1)1 In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2)2 The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.

6. Suspension of enrolment

- (1)1 A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

7. Re-enrolment after an absence

- (1)1 A student returning after an approved period of suspension may re-enrol in accordance with the current procedures for continuing students.

8. Satisfactory Progress

- (1)1 A student shall be deemed not to have made satisfactory progress, and shall be required to show good cause as to why they should be permitted to re-enrol in the course if they have:
- (a) failed more than half of the credit point load undertaken during a semester; or
 - (b) failed, or discontinued enrolment without permission, in one unit of study twice.

9. Credit Transfer Policy

- (1)1 Credit in respect of this degree will not be granted on the basis of work completed at another university or institution.

7 Graduate coursework courses and regulations

The Faculty of Nursing offers the following graduate coursework degrees and diplomas:

- Master of Nursing (MN) – HECS and fee paying students.
Major areas of study include:
 - Aged Care
 - Clinical Studies
 - Critical Care
 - Health Services – HECS and fee paying students
 - Mental Health
- Master of Midwifery (MMid)
- Graduate Diploma in Midwifery (GradDipMid)
- Graduate Diploma in Nursing (GradDipN) – HECS and fee paying students
- Graduate Certificate in Nursing (GradCertN) – HECS and fee paying students
 - Clinical Studies
 - Health Services
 - Mental Health

Continuing students should refer to the Faculty handbook of their first year of enrolment for information regarding their course.

Regulations

The Senate resolutions governing the award of these degrees are found in the University's Calendar 2002, Vol. I: Statutes and Regulations. The Faculty resolutions governing the award of these degrees are found in this chapter. Faculty Resolutions in addition to those listed in this chapter can be found in chapter 8 in the general Faculty Resolutions governing approved courses.

■ Master of Nursing

Course code: GC030

This course has been designed to provide an opportunity to study in a recognised clinical specialty. Within the framework of the degree units of study may be selected relevant to practice and professional development needs.

Duration

1 year full time, 2 years part time. International students may only study full time.

Course structure

To be awarded the degree of Master of Nursing, you will need to complete:

- Three (3) core units of study
- Three (3) units of study from your chosen major area of study; and
- Two (2) elective units of study selected from the broad range of units on offer within this degree.

Core units of study

The three core units of study are:

- Contemporary Nursing Issues
- History of Ideas in Nursing
- Inquiry in Nursing

The three core units aim to develop your skills in critical analysis, the informed use of research, a deep appreciation of contemporary issues and the history of ideas in nursing. These units will also provide a forum for discussion and development of detailed knowledge of the current debates and trends in nursing.

Major areas of study

A major area of your degree will be comprised of three units of study that together will form a coherent study of an area of specialisation. Recognition of your completion of a major area of study will be given in the naming of your degree on your testamur. Major areas of study available in 2003 will include: Aged Care, Clinical Studies, Critical Care, Mental Health and

Health Services. The requirements for each of these are as follows.

Aged Care

The Master of Nursing (Aged Care) degree is designed to provide an opportunity to undertake postgraduate studies with a focus on preparing registered nurses to work in the aged care sector. Within the framework of the degree students will be able to select units of study that are relevant to practice and professional development needs relevant to aged care. Units of study on offer for the specialty Aged Care may be found in the following table:

Unit of study	Credit points
<i>Students must undertake the three (3) following units of study:</i>	
Growing Older in Modern Societies	6
Older Adults with Acute Health Problems	6
Older Adults with Chronic Illness	6

Clinical Studies

Within this major area of study students may select units of study related to their area of clinical interest. Units of study addressing a wide range of clinical issues and areas of specialty practice will be offered.

Students who have undertaken Post-Registration courses from the Sydney Hospital or the Sydney Eye Hospital's Post-Registration courses will be granted up to 12 credit points towards the Master of Nursing (Clinical Studies). Units eligible for credit include Ophthalmology, Infection Control, Alcohol and Other Drugs, Sexual Health and Venereology and HIV Infection and Disease.

Units of study on offer for the specialty Clinical Studies may be found in the following table:

Unit of study	Credit points
<i>Students must undertake three (3) of the following units of study:</i>	
Complex Mental Health Issues and Modernity	6
Emergency Nursing	6
Epidemiology in Nursing	6
Illness Experience and Embodiment	6
Intensive Care: Core Concepts	6
Intensive Care: Integrated Concepts	6
Interpersonal Relations in Clinical Environments	6
Issues in Aboriginal Health and Well-Being	6
Mental Health Assessment and Interventions	6
Nursing Neuroscience Patients	6
Relationship Dynamics in Mental Health	6
Trauma and Resuscitation Nursing	6

Critical Care

Study in this major area prepares beginning critical care nurses for specialty practice. Units of study on offer for the specialty Critical Care may be found in the following table:

Unit of study	Credit points
<i>Students must undertake the three (3) following units of study:</i>	
Critical Care Clinical Experience A	nil
Critical Care Clinical Experience B	nil
Critical Care Nursing	6
<i>Plus one (1) of the following paired groups of units of study:</i>	
Emergency Nursing; AND	6
Trauma and Resuscitation Nursing	6
Intensive Care: Core Concepts; AND	6
Intensive Care: Integrated Concepts	6

During the course students will normally be employed in an approved critical care unit.

- Participating hospitals include:
- Concord General Repatriation Hospital
 - Liverpool Hospital
 - Nepean Hospital
 - Prince of Wales and Prince Henry Hospital
 - Royal North Shore Hospital

- Royal Prince Alfred Hospital
- St George Private Hospital
- St Vincent's Public and Private Hospital
- Westmead Hospital

Health Services

Study in this major area will provide an opportunity to study in the field of health services delivery, including management, staffing and staff development and performance, clinical education and changes in clinical services. Units of study on offer for the specialty Health Services may be found in the following table:

Unit of study	Credit points
<i>Students must undertake the three (3) following units of study:</i>	
Financing Nursing and Health Services	6
Human Resources Management in Nursing	6
Nursing Services Management in Health	6

Mental Health

The addition of Mental Health as a major area within the existing Master of Nursing degree will provide an avenue for further academic progression for students currently enrolled in the Graduate Certificate in Nursing (Mental Health). It will also provide an option for students to commence their study in a Master of Nursing (Mental Health) rather than the Graduate Certificate level. The Graduate Certificate in Nursing (Mental Health) will articulate with the Master of Nursing as an embedded degree. Units of study on offer for the specialty Mental Health may be found in the following table:

Unit of study	Credit points
<i>Students must undertake three (3) of the following units of study:</i>	
Complex Mental Health Issues and Modernity	6
Interpersonal Relations in Clinical Environments	6
Mental Health Assessment and Interventions	6
Relationship Dynamics in Mental Health	6

Electives

A further two units of study will be selected from the range of electives available within the course. Students will be able to continue working within their major area of study by selecting electives developed in association with that major area or may prefer to broaden their knowledge base by widening their selection to include units associated with other major areas of study on offer within the course.

Unit of study	Credit points
<i>Elective units of study on offer in 2004:</i>	
Complex Mental Health Issues and Modernity	6
Critical Care Nursing	6
Emergency Nursing	6
Epidemiology in Nursing	6
Health Care Ethics	6
Illness Experience and Embodiment	6
Intensive Care: Core Concepts	6
Intensive Care: Integrated Concepts	6
Interpersonal Relations in Clinical Environments	6
Issues in Aboriginal Health and Well-Being	6
Mental Health Assessment and Interventions	6
Nursing Research 4	6
Reading Topic (Clinical Nursing)	6
Reading Topic (Family and Community Nursing)	6
Relationship Dynamics in Mental Health	6
The Well Woman	6
Trauma and Resuscitation Nursing	6

PLUS any units of study offered by The University of Sydney or another institution approved by the Dean for this purpose.

■ Graduate Certificate in Nursing

Course code: GG000

This course has been designed to provide students with an opportunity to commence their postgraduate studies by designing a course which relates to particular areas of clinical interest. Within the framework of this award students can select units of study relevant to their area of clinical practice or take the opportunity to extend their areas of clinical interest. Units of study completed within this award will be granted full credit

should students make the decision to continue their studies and enrol in the Master of Nursing degree.

Duration

One semester full time, one year part time. International students may only study full time.

Graduate Certificate in Nursing (Clinical Studies)

To be awarded the Graduate Certificate in Nursing (Clinical Studies), you will need to complete a total of four (4) units of study. These include:

- One (1) core unit of study
- Two (2) units of study from the Clinical Studies major area of study (Refer to the Master of Nursing list of units of study for Clinical Studies); and
- One (1) elective unit of study selected from the broad range of units on offer within this award (refer to Master of Nursing list of units of study).

Unit of study	Credit points
<i>Students must undertake at least one (1) of the following core units:</i>	
Contemporary Nursing Issues	6
History of Ideas in Nursing	6
Inquiry in Nursing	6

The core units aim to develop your skills in critical analysis, information technology and the informed use of research, these units will also provide a forum for discussion and development of detailed knowledge of the current debates and trends in nursing.

Graduate Certificate in Nursing (Health Services)

To be awarded the Graduate Certificate in Nursing (Health Services) you will need to complete:

- Three (3) units of study from your major area of study; and
- One (1) elective unit of study selected from the broad range of units on offer within this award (refer to Master of Nursing list of units of study).

Unit of study	Credit points
<i>Students must undertake the three (3) following units of study:</i>	
Financing Nursing and Health Services	6
Human Resources Management in Nursing	6
Nursing Services Management in Health	6

Graduate Certificate in Nursing (Mental Health)

To be awarded the Graduate Certificate in Nursing (Mental Health), you will need to complete:

- Three (3) units of study from your major area of study; and
- One (1) elective unit of study selected from the broad range of units on offer within this award (refer to Master of Nursing list of units of study).

Unit of study	Credit points
<i>Students must undertake three (3) of the following units of study:</i>	
Complex Mental Health Issues and Modernity	6
Interpersonal Relations in Clinical Environments	6
Mental Health Assessment and Interventions	6
Relationship Dynamics in Mental Health	6

■ Master of Midwifery

Course code: GC031

The Master of Midwifery (MMid) is an embedded degree and will require completion of a further two (2) units of study equaling 12 credit points (chosen from the table of units available) if the applicant holds a Graduate Diploma of Midwifery from The University of Sydney. The total credit point value for the award Master of Midwifery will be 48 (Graduate Diploma in Midwifery = 36 + 12 credit points for the MMid.).

Applicants who hold the equivalent of the Graduate Diploma in Midwifery from another tertiary institution will be required to complete four (4) units of study chosen from the table of units available. This equals 24 credit points (maximum advanced standing into the Master of Midwifery at The University of Sydney is 24 credit points therefore the total for the degree is 48).

Admission requirements

An applicant for admission to candidature for the degree of Master of Midwifery shall:

- (a) hold a Graduate Diploma in Midwifery from The University of Sydney; or hold qualifications deemed by the Dean to be the equivalent; and
- (b) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty; and
- (c) be registered as a midwife with the Nurses Registration Board of NSW.

Duration

One semester part time for applicants who hold a Graduate Diploma of Midwifery from The University of Sydney.

Two semesters part time for applicants who hold a Graduate Diploma in Midwifery from another tertiary institution.

Course structure

Unit of study	Credit points
<i>Students who qualify under Master of Midwifery Faculty Resolution 2.1 (a) must undertake two (2) of the following units of study:</i>	
Contemporary Issues in Midwifery	6
History of Ideas in Midwifery	6
Inquiry in Midwifery	6
Midwifery Reading Topic	6
Any elective on offer	
<i>Students who qualify under Master of Midwifery Faculty Resolution 2.1 (b) must undertake four (4) of the following units of study:</i>	
Contemporary Issues in Midwifery	6
History of Ideas in Midwifery	6
Inquiry in Midwifery	6
Midwifery Reading Topic	6
Any elective on offer	

■ Graduate Diploma in Midwifery

Course code: GF010

This course provides specialty education for registered nurses in midwifery. Graduates of the course will be eligible to obtain an authorisation to practise Midwifery issued by the Nurses Registration Board of New South Wales.

The course is 1.5 years part time (3 semesters), with students employed full time in an approved midwifery unit in particular hospitals during the second and third semesters of the course. The hospitals involved in 2002 will be: King George V Memorial Hospital for Mothers and Babies; The Royal Hospital for Women; Auburn Hospital; Bankstown Hospital; Liverpool Hospital; Westmead Hospital; Royal North Shore; Ryde; Hornsby; Manly and Mona Vale.

During the clinical component of the course students will be employees of one of these hospitals and selection into the course is contingent upon meeting the hospitals' appointment criteria as well as the University's selection criteria for graduate study in this course.

Admission requirements

An applicant for admission to candidature for the Graduate Diploma in Midwifery shall:

- (a) hold the degree of Bachelor of Nursing from The University of Sydney or hold qualifications deemed by the Dean to be the equivalent;
- (b) be able to demonstrate to the Faculty that she or he has guaranteed employment in an approved midwifery institution for the second and third semesters of the course, that is, for a minimum of 47 weeks;
- (c) be registered with the Nurses Registration Board of NSW; and
- (d) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty.

Duration

1.5 years part time (3 semesters).

Course structure

Unit of study	Credit points
<i>Students must undertake the eight (8) following units of study:</i>	
Year 1 Semester 1	
Childbearing in Context	6
Foundations of Midwifery	6
Year 1 Semester 2	
Inquiry in Midwifery	6
Midwifery in Complex Situations A	6
Midwifery Experience A	0
Year 2 Semester 1	
Childbearing in Contemporary Society	6
Midwifery Experience B	0
Midwifery in Complex Situations B	6

■ Regulations**Master of Nursing****Resolutions of the Senate**

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 and the relevant Faculty Resolutions.

1. Admission requirements

An applicant for admission to candidature for the degree of Master of Nursing shall:

- (a) hold the degree of Bachelor of Nursing, of The University of Sydney, or hold qualifications deemed by the Dean to be the equivalent; and
- (b) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty.

2. Requirements for the Course

To qualify for the award of the degree of Master of Nursing, a candidate must:

- (a) complete successfully units of study totalling 48 credit points; and
- (b) complete successfully such clinical and/or field experience requirements as designated by the Faculty; and
- (c) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

3. Time limits

A candidate for the degree may proceed on either a full-time or part-time basis.

- (a) A full-time candidate shall complete the requirements for the degree no later than at the end of the sixth semester of candidature.
- (b) A part-time candidate shall complete the requirements for the degree no later than at the end of the tenth semester of candidature.
- (c) All candidates must complete the requirements for the degree within five calendar years of first enrolment.

4. Award of the degree

- (1) The degree shall be awarded in one grade only, namely the Pass degree
- (2) An outstanding candidate in the Pass degree may be admitted to the degree with merit.
- (3) Specialisation
The degree may be taken in the following major areas of study, which will be specified on the testamur:
- (a) Aged Care
- (b) Clinical Studies
- (c) Critical Care
- (d) Health Services
- (e) Mental Health
- (f) Nursing Humanities and Healing
- (g) Rural and Remote
- (h) Urban Health.

Resolutions of the Faculty

These resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 and the Resolutions of the Senate relating to the Course

1. Admission

- (1) Applicants for admission as candidates for the Master of Nursing shall:

- (a) (i) be graduates of The University of Sydney holding the degree of Bachelor of Nursing or any other equivalent award of The University of Sydney; or
 - (ii) be candidates who have completed requirements for the Graduate Diploma in Nursing or equivalent; or
 - (iii) be candidates who have completed requirements for the Graduate Certificate in Nursing or equivalent; or
 - (iv) be graduates of this or other universities or other appropriate institutions who hold qualifications equivalent to those specified in subsection (i), (ii) or (iii); and
 - (b) (i) be registered or eligible to be registered to practise nursing by the Nurses Registration Board of New South Wales; or
 - (ii) be authorised to practise as a registered nurse in a country other than Australia as approved by the Faculty; and
 - (c) demonstrate a minimum of one year's post-registration relevant experience as a registered nurse.
- (2) Candidates who do not meet the above criteria, may be admitted by the Dean on the advice of the relevant Head of Department and/or Associate Dean.

2. Requirements for the degree

- (1) To qualify for the award of the degree of Master of Nursing, a candidate shall complete successfully:
- (a) units of study having a total value of 48 credit points including:
 - (i) 18 credit points of compulsory study;
 - (ii) 18 credit points in a major area of study as prescribed from time to time in the table of units;
 - (iii) 12 credit points selected from available units of study; and
 - (b) such clinical and field experiences as the Faculty may prescribe.
- (2) To qualify for the award of the degree leading to accreditation as a nurse practitioner, students shall complete satisfactorily such compulsory units of study as the Faculty may prescribe, in addition to completing the requirements of 2.1 (a)(i) and (ii) and (b) above at a level prescribed by the Faculty.

3. Units of study

Table of units for the Master of Nursing, Graduate Diploma in Nursing and Graduate Certificate in Nursing are as shown in individual course outlines.

4. Combined courses and specially designated streams

The degree may be taken in the following major areas of study, which will be specified on the testamur:

- (a) Aged Care
- (b) Clinical Studies
- (c) Critical Care
- (d) Health Services
- (e) Mental Health
- (f) Nursing Humanities and Healing
- (g) Rural and Remote
- (h) Urban Health.

5. Award of degree

- (1) All students who qualify for the award of a Pass degree with a Weighted Average Mean (WAM) of 75 or above will be awarded their degree with merit.
- (2) A bronze medal may be awarded to the one student in a graduating cohort who secures the most distinguished record of achievement throughout the course and also shows outstanding merit by achieving a grade of Distinction in all units of study undertaken during the course.

6. Transition (from Master of Nursing resolutions prior to 2001)

On completion of 48 credit points (8 units of study) in the existing Master of Nursing course students will be offered the option of (transferring to the Master of Nursing (2001 Resolutions) and completing a further 12 credit points (2 units of study, at least one of which will be a compulsory unit) of the new course.

Completion of these units of study will replace the 24 credit points previously gained from enrolment in either Clinical Project A and B or Dissertation as prescribed in the pre-2001 Master of Nursing. This offer will remain in place until 31 December 2003.

7. Details of units of study

Please see relevant pages in handbook.

8. Cross Institutional study

Credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 24 credit points.

9. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.

The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

10. Suspension of enrolment

A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

11. Re-enrolment after an absence

A student returning after an approved period of suspension may re-enrol in accordance with the current procedures for continuing students.

12. Satisfactory progress

- (1) A student shall be deemed not to have made satisfactory progress, and shall be required to show good cause as to why they should be permitted to re-enrol in the course, if they have:
 - (a) failed more than half of the credit point load undertaken during a semester; or
 - (b) failed, or discontinued enrolment without permission, in one unit of study twice.
- (2) A student who is deemed to be unsatisfactory at any time during clinical experience may have their clinical experience terminated and shall be required to show good cause as to why they should be permitted to re-enrol in the course.

13. Credit Transfer Policy

- (1) Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 24 credit points.
- (2) Credit granted on the basis of work completed in the Graduate Certificate in Nursing of this University which articulates with this degree may not exceed 24 credit points.
- (3) Credit granted on the basis of work completed in the Graduate Diploma in Nursing of this University which articulates with this degree may not exceed 36 credit points.
- (4) Credit granted on the basis of work completed at an institution other than a university may not exceed 18 credit points.
- (5) Credit will not be granted for any units of study which were completed more than nine years before admission or re-admission to candidature.

Graduate Diploma in Nursing

Resolutions of the Senate

These Resolutions must be read in conjunction with The University of Sydney (Postgraduate Coursework Courses) Rule and the relevant Faculty Resolutions.

1. Admission Requirements

An applicant for admission to candidature for the Graduate Diploma in Nursing shall:

- (a) hold the degree of Bachelor of Nursing of The University of Sydney or hold qualifications deemed by the Dean to be the equivalent; and
- (b) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty.

2. Requirements for the Graduate Diploma

To qualify for the award of the Graduate Diploma in Nursing, a candidate must:

- (a) complete successfully units of study totalling 36 credit points; and
- (b) complete successfully such clinical and/or field experience requirements as designated by the Faculty; and
- (c) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

3. Time limits

A candidate for the graduate diploma may proceed on either a full-time or part-time basis.

- (a) A full-time candidate shall complete the requirements for the graduate diploma no later than at the end of the fourth semester of candidature.
- (b) A part-time candidate shall complete the requirements for the graduate diploma no later than at the end of the sixth semester of candidature.
- (c) All candidates must complete the requirements for the graduate diploma within four calendar years of first enrolment.

4. Award of the Graduate Diploma

- (1) The graduate diploma shall be awarded in one grade only, namely pass.
- (2) Specialisation
The graduate diploma may be taken in the following major areas of study which will be specified on the testamur:
 - (a) Aged Care
 - (b) Clinical Studies
 - (c) Health Services
 - (d) Mental Health
 - (e) Nursing Humanities and Healing
 - (f) Rural and Remote
 - (g) Urban Health

Resolutions of the Faculty

These resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 and the Resolutions of the Senate relating to the course.

1. Admission

- (1) Applicants for admission as candidates for the Graduate Diploma in Nursing shall:
 - (a) (i) be graduates of The University of Sydney holding the degree of Bachelor of Nursing or any other equivalent award of The University of Sydney; or
 - (ii) be candidates who have completed requirements for the Graduate Certificate in Nursing or equivalent; or
 - (iii) be graduates of this or other universities or institutions who hold qualifications equivalent to those specified in subsection (i) and (ii); and
 - (b) (i) be registered or eligible to be registered to practise nursing by the NSW Nurses Registration Board; or
 - (ii) be authorised to practise as a registered nurse in a country other than Australia as approved by the Faculty; and
 - (c) demonstrate a minimum of one year's post-registration relevant experience as a registered nurse.
- (2) Candidates who do not meet the above criteria, may be admitted by the Dean on the advice of the relevant Head of Department and/or Associate Dean.

2. Requirements for the degree

To qualify for the award of the Graduate Diploma in Nursing, a candidate shall complete successfully:

- (a) units of study having a total value of 36 credit points including:
 - (i) 12 credit points of compulsory study;
 - (ii) 18 credit points in a major area of study as prescribed from time to time in the table of units;
 - (iii) 6 credit points selected from available units of study; and
- (b) complete successfully such clinical experience requirements as the Faculty may prescribe.

3. Units of study

As for the Master of Nursing.

4. Combined courses and specially designated streams

The graduate diploma may be taken in the following areas of study, which will be specified on the testamur:

- (a) Aged Care
- (b) Clinical Studies
- (c) Health Services
- (d) Mental Health
- (e) Nursing Humanities and Healing
- (f) Rural and Remote
- (g) Urban Health.

5. Details of units of study

As for the Master of Nursing (see relevant pages in handbook).

6. Cross Institutional study

Credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 18 credit points.

7. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
- (3) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

8. Suspension of enrolment

A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

9. Re-enrolment after an absence

A student returning after an approved period of suspension may re-enrol in accordance with the current procedures for continuing students.

10. Satisfactory progress

- (1) A student shall be deemed not to have made satisfactory progress, and shall be required to show good cause as to why they should be permitted to re-enrol in the course if they have:
 - (a) failed more than half of the credit point load undertaken during a semester; or
 - (b) failed, or discontinued enrolment without permission, in one unit of study twice.
- (2) A student who is deemed to be unsatisfactory at any time during clinical experience may have their clinical experience terminated and shall be required to show good cause as to why they should be permitted to re-enrol in the course.

11. Credit Transfer Policy

- (1) Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 18 credit points.
- (2) Credit granted on the basis of work completed in the Graduate Certificate in Nursing of this University which articulates with this degree may not exceed 24 credit points.
- (3) Credit granted on the basis of work completed at an institution other than a university may not exceed 12 credit points.
- (4) Credit will not be granted for any units of study which were completed more than nine years before admission or re-admission to candidature.

Graduate Certificate in Nursing

Resolutions of the Senate

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 and the relevant Faculty Resolutions.

1. Admission requirements

An applicant for admission to candidature for the Graduate Certificate in Nursing shall:

- (a) be a graduate of The University of Sydney or hold qualifications deemed by the Dean to be the equivalent or furnish evidence which satisfies the Dean that he or she is qualified to undertake and complete successfully the prescribed units of study; and
- (b) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty.

2. Requirements for the Graduate Certificate

- (1) To qualify for the award of the Graduate Certificate in Nursing, a candidate must:
 - (a) complete successfully units of study totalling 24 credit points; and
 - (b) complete successfully such clinical and/or field experience requirements as designated by the Faculty; and
 - (c) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.
- (2) A candidate who holds a graduate qualification in Nursing may be permitted by the Dean to undertake study leading to the award of a Graduate Certificate in Nursing by completing a minimum of 12 credit points.

3. Time limits

A candidate for the graduate certificate may proceed on either a full-time or part-time basis.

- (a) a full-time candidate shall complete the requirements for the graduate certificate no later than at the end of the third semester of candidature.
- (b) a part-time candidate shall complete the requirements for the graduate certificate no later than at the end of the sixth semester of candidature.
- (c) all candidates must complete the requirements for the graduate certificate within three calendar years of first enrolment.

4. Award of the Graduate Certificate

- (1) The graduate certificate shall be awarded in one grade only, namely pass.
- (2) Specialisation
The Graduate Certificate may be taken in the following major areas of study, which will be specified on the testamur:
 - (a) Clinical Studies
 - (b) Health Services
 - (c) Mental Health
 Students wishing to undertake a graduate certificate in another specialisation may only do so:
 - (a) at the discretion of the Dean; and
 - (b) providing they have a substantial and relevant background with appropriate prior qualifications.

Resolutions of the Faculty

(These resolutions must be read in conjunction with The University of Sydney Postgraduate Coursework Courses Rule and the Resolutions of the Senate relating to the Course).

1. Admission

- (1) Applicants for admission as candidates for the Graduate Certificate in Nursing shall:
 - (a) be graduates of The University of Sydney holding the degree of Bachelor of Nursing or any other equivalent award of The University of Sydney; or
 - (b) be graduates of this or other universities or institutions who hold qualifications equivalent to those specified in subsection (a).
- (2) Applicants for admission as candidates for the Graduate Certificate in Nursing shall:
 - (a) be registered or eligible to be registered to practise nursing by the Nurses Registration Board of New South Wales, or
 - (b) be authorised to practise as a registered nurse in a country other than Australia as approved by the Faculty; and
 - (c) demonstrate a minimum of one year's post-registration relevant clinical experience as a registered nurse. This is NOT applicable for the Mental Health major area of study.
- (3) Candidates who do not meet the above criteria, may be admitted by the Dean on the advice of the relevant Head of Department and/or Associate Dean

2. Requirements for the degree

- (1) To qualify for the award of the Graduate Certificate in Nursing (Clinical Studies), a candidate shall complete successfully:
 - (a) units of study having a total value of 24 credit points including at least:
 - (i) 6 credit points of compulsory study;
 - (ii) 12 credit points in a major area of study as prescribed from time to time in the table of units;
 - (iii) 6 credit points selected from available units of study; and
 - (b) complete successfully such clinical experience requirements as determined by the Faculty.
- (2) To qualify for the award of the Graduate Certificate in Nursing (Health Services) OR the Graduate Certificate in Nursing (Mental Health) a candidate shall complete successfully:
 - (a) units of study having a total value of 24 credit points including at least:
 - (i) 18 credit points in a major area of study as prescribed from time to time in the table of units
 - (ii) 6 credit points selected from available units of study; and
 - (b) complete successfully such clinical experience requirements as determined by the Faculty.

3. Units of study

Tables of units. Please see relevant pages in the handbook.

4. Details of units of study

Please see relevant pages in the handbook.

5. Cross Institutional study

Credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 12 credit points.

6. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
- (3) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

7. Discontinuation of enrolment

As stated in University of Sydney (Coursework) Rule 2000.

8. Suspension of enrolment – faculty procedures for readmission

A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

9. Re-enrolment after an absence

A student returning after an approved period of suspension may re-enrol in accordance with the current procedures for continuing students.

10. Satisfactory Progress – pursuant to Senate Rules

- (1) A student shall be deemed not to have made satisfactory progress, and shall be required to show good cause as to why they should be permitted to re-enrol in the course if they have:
 - (a) failed more than half of the credit point load undertaken during a semester; or
 - (b) failed, or discontinued enrolment without permission, in one unit of study twice.
- (2) A student who is deemed to be unsatisfactory at any time during clinical experience may have their clinical experience terminated and shall be required to show good cause as to why they should be permitted to re-enrol in the course.

11. Assessment Policy

As stated in University of Sydney (Coursework) Rule 2000.

12. Credit Transfer Policy – in accordance with Senate Rules

- (1) Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 12 credit points.
- (2) Credit granted on the basis of work completed at an institution other than a university may not exceed 8 credit points.
- (3) Credit will not be granted for any units of study which were completed more than nine years before admission or re-admission to candidature.

Master of Midwifery

Resolutions of the Senate

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 and the Resolutions of the Faculty of Nursing.

1. Admission requirements

- (1) An applicant for admission to candidature for the degree of Master of Midwifery shall:
 - (a) hold a Graduate Diploma in Midwifery from The University of Sydney; or hold qualifications deemed by the Dean to be the equivalent; and
 - (b) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty; and
 - (c) be registered as a midwife with the Nurses Registration Board of NSW.

2. Requirements for the course

- (1) To qualify for the award of the degree of Master of Midwifery, a candidate who holds a Graduate Diploma in Midwifery from the embedded degree at The University of Sydney must:
 - (a) complete successfully units of study totaling 12 credit points; and
 - (b) satisfy the requirements of all other relevant By-Laws, rules and Resolutions of the University
- (2) A candidate who holds a Graduate Diploma in Midwifery from another tertiary institution must:
 - (a) complete successfully units of study totaling 24 credit points; and

- (b) satisfy the requirements of all other relevant By-Laws, rules and Resolutions of the University.

3. Time limits

- (1) A candidate who holds a Graduate Diploma in Midwifery from The University of Sydney embedded degree may proceed only on a part-time basis and shall complete the requirements for the degree no later than at the end of the second semester of candidature
- (2) A candidate who holds a Graduate Diploma in Midwifery from another tertiary institution may proceed on either a part-time or full-time basis and shall complete the requirements for the degree no later than at the end of the fourth semester of candidature

4. Award of the degree

- (1) The degree shall be awarded in one grade only, namely the Pass degree.
- (2) An outstanding candidate in the Pass degree may be admitted to the degree with merit.

Resolutions of the Faculty

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 and the Resolutions of the Faculty of Nursing.

1. Admission

Candidates who do not meet the admission criteria set out in the Resolutions of the Senate for the Master of Midwifery may be admitted by the Dean on the advice of the relevant Head of Department and/or Associate Dean.

2. Requirements for the degree

- (1) A candidate for the degree shall proceed by coursework. To qualify for the award of the degree of Master of Midwifery:
- (a) a candidate who holds a Graduate Diploma in Midwifery from the embedded degree at The University of Sydney shall complete successfully two (2) units of study (selected from the five (5) in the table of units of study) having a total value of 12 credit points; or
- (b) a candidate who holds a Graduate Diploma in Midwifery from another tertiary institution shall complete successfully four (4) units of study (selected from the five (5) in the table of units of study) having a total value of 24 credit points.

3. Units of study

As described in the course outline.

4. Award of the degree

All students who qualify for the award of a Pass degree with a Weighted Average Mean (WAM) of 80 or above will be awarded the degree with merit.

5. Transition

- (1) On completion of 48 credit points (8 units of study) in the existing Graduate Diploma in Midwifery course, students will be offered the option of admission to the Master of Midwifery with 36 credit points of advanced standing and under the (2002 Resolutions) a further 12 credit points (2 units of study). Upon completion of these units of study the student will have satisfied the requirements of the Master of Nursing degree award.
- (2) Completion of these units of study will replace the 24 credit points previously gained from enrolment in Clinical Project/ Dissertation as prescribed in the pre-2002 Master of Midwifery. This offer will remain in place until 31 December 2003.

6. Details of units of study

Attached as Appendix: unit of study descriptions.

7. Cross-institutional study

No credit will be granted in the Master of Midwifery. Advanced standing for a Graduate Diploma in Midwifery completed at another university may not exceed 24 credit points.

8. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.

9. Suspension of enrolment

A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-

admission in accordance with the current procedures for new applicants to the degree.

10. Re-enrolment after an absence

A student returning after an approved period of suspension may re-enrol in accordance with the current procedures for continuing students.

11. Satisfactory Progress

A student shall be deemed not to have made satisfactory progress, and shall be required to show good cause as to why they should be permitted to re-enrol in the course, if they have:

- (a) failed more than half of the credit point load undertaken during a semester; or
- (b) failed, or discontinued enrolment without permission, in one unit of study twice.

12. Credit Transfer Policy

Credit will not be granted for any units of study within the Master of Midwifery degree.

Graduate Diploma in Midwifery

Resolutions of the Senate

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 and the Resolutions of the Faculty of Nursing.

1. Admission requirements

An applicant for admission to candidature for the Graduate Diploma in Midwifery shall:

- (a) hold the degree of Bachelor of Nursing from The University of Sydney or hold qualifications deemed by the Dean to be the equivalent;
- (b) be able to demonstrate to the Faculty that she or he has guaranteed employment in an approved midwifery institution for the second and third semesters of the course, that is, for a minimum of 47 weeks;
- (c) be registered with the Nurses Registration Board of NSW; and
- (d) have completed any additional requirements at a standard acceptable to the Faculty as set out in the Resolutions of the Faculty.

2. Requirements for the Graduate Diploma

To qualify for the award of the Graduate Diploma in Midwifery, a candidate must:

- (a) complete successfully units of study totalling 36 credit points; and
- (b) complete successfully such clinical and/or field experience requirements as designated by the Faculty; and
- (c) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

3. Time limits

A candidate for the graduate diploma may proceed only on a part-time basis and must:

- (a) complete the requirements for the degree no earlier than at the end of the third semester of candidature;
- (b) complete the requirements for the degree no later than at the end of the sixth semester of candidature, except with the permission of the faculty where circumstances are deemed to be exceptional.

4. Award of the Graduate Diploma

- (1) The degree shall be awarded in one grade only, namely the Pass degree.
- (2) All students who qualify for the award of a Pass degree with a Weighted Average Mean (WAM) of 75 or above will be awarded the degree with merit.

Resolutions of the Faculty

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 and the Resolutions of the Faculty of Nursing.

1. Admission

(1) Applicants for admission as candidates for the Graduate Diploma in Midwifery shall:

- (a) hold the degree of Bachelor of Nursing from The University of Sydney or an equivalent qualification
- (b) be registered or eligible to be registered to practise nursing by the Nurses Registration Board of NSW
- (2) Candidates who do not meet the above criteria, may be admitted by the Dean on the advice of the relevant Head of Department and/or Associate Dean.

2. Requirements for the degree

To qualify for the award of the Graduate Diploma in Midwifery, a candidate shall complete successfully:

- (a) units of study having a total value of 36 credit points; and
- (b) complete successfully such clinical experience requirements as the Faculty may prescribe.

3. Units of study

As described in the course outline.

4. Details of units of study

As set out in the handbook.

5. Cross Institutional study

Credit granted on the basis of work completed at another university or institution as part of a program of cross-institutional study may not exceed 18 credit points.

6. Restrictions on enrolment

- (1) In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
- (2) The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
- (3) The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

7. Suspension of enrolment

A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

8. Re-enrolment after an absence

A student returning after an approved period of suspension may re-enrol in accordance with the current procedures for continuing students.

9. Satisfactory Progress

- (1) A student shall be deemed not to have made satisfactory progress, and shall be required to show good cause as to why they should be permitted to re-enrol in the course if they have:
 - (a) failed more than half of the credit point load undertaken during a semester; or
 - (b) failed, or discontinued enrolment without permission, in one unit of study twice.
- (2) A student who is deemed to be unsatisfactory at any time during clinical experience may have their clinical experience terminated and shall be required to show good cause as to why they should be permitted to re-enrol in the course.

10. Credit Transfer Policy

- (1) Credit granted on the basis of work completed or prior learning in another course at this University or at another university may not exceed 18 credit points.
- (2) Credit will not be granted for any units of study which were completed more than nine years before admission or re-admission to candidature.

■ University of Sydney (Coursework) Rule 2000

The University of Sydney (Coursework) Rule 2000 containing the rules relating to the coursework degrees of the University can be found at the end of chapter 4 of this handbook.

8 Graduate units of study

Distance education

PRDU 5001 Clinical Practice Development 1

6 credit points. **Session:** 1.

NB: Full fee paying unit of study offered by distance education

This unit will provide academic support to new graduate nurses. It will address clinical issues including patient assessment, managing a case load and monitoring clinical progress. The unit is intended primarily for nurses who have graduated within the last three years and are practising in settings without appropriate structured support. It may also be of interest to registered nurses wishing to return to the workforce, after a period of no greater than ten years absence, and seeking to update their knowledge and skills.

PRDU 5002 Clinical Practice Development 2

6 credit points. **Session:** 2.

NB: Full fee paying unit of study offered by distance education

This unit will provide academic support to new graduate nurses and builds on the unit Clinical Practice Development 1. It will address professional and contextual issues including understanding the organisation and the community, establishing and maintaining mechanisms to support self education and continuing professional development. The unit is intended primarily for nurses who have graduated within the last three years and are practising in settings without appropriate structured support. It may also be of interest to registered nurses wishing to return to the workforce, after a period of no greater than ten years absence, and seeking to update their knowledge and skills.

FCNU 5057 Complex Mental Health Issues & Modernity

6 credit points. **Session:** 2.

NB: Offered by distance education only.

More people are manifesting what have broadly been called 'disorders of the self' and their individual distress, in part, reflects the (dis)ease generated by complex social, economic and cultural factors. Particular attention will be focused on substance abuse across society, dual diagnosis, mental health care and the problems of juveniles and adults in corrective settings, personality disorders, the changing nature and function of sexuality, and perceptions of the body.

FCNU 5052 Contemporary Nursing Issues

6 credit points. **Session:** 1.

NB: Offered by distance education only.

This unit of study encourages critical reflection on the context within which nursing operates, from a local, national and international perspective. Students will evaluate and analyse the influence on their nursing life of social, political, educational change, scientific and technological advances and legal, professional and ethical guidelines. The unit will have a dynamic focus so that issues affecting nursing in the present are assessed critically.

FCNU 5053 Epidemiology in Nursing

6 credit points. **Session:** 1.

NB: Offered by distance education only.

This unit of study focuses on the principles and methods of epidemiology from a nursing perspective. This focus includes the health/illness of population groups, for example the health of indigenous populations. Concepts of epidemiology including the natural history of disease, levels of prevention and causality are explored. Common epidemiological methods are examined and the relevance of epidemiological research findings to nursing practice is considered. The student's ability to critically appraise the literature will be enhanced by studying this unit. Information from this unit may form a part of a professional portfolio for students.

CLIN 5035 Financing Nursing and Health Services

6 credit points. **Session:** 2.

NB: Offered by distance education only.

This unit of study explores the resource issues impacting on the provision of nursing and health services. This unit requires a critical examination of the resource management tradition in nursing services and the impact of economic rationalism and managerialism on health politics and thinking and subsequently on nursing resource management. Issues such as the pressure for increased effectiveness and efficiency; increasing demand for health care services; growing consumer awareness and expectations and an increasing focus on quality improvement, better practice and clinical governance will be analysed and evaluated.

CLIN 5042 History of Ideas in Nursing

6 credit points. **Session:** 1.

NB: Offered by distance education only.

The origins of nursing as an occupation and practice discipline will be explored with particular reference to the political, industrial, and scholarly debates and assumptions surrounding the nature of knowledge and knowledge making in nursing and health care. Trends and influences that have shaped, and continue to shape nursing knowledge and practice patterns will be explored and possible futures discussed. Of particular interest will be the impact of postmodernism, the increasing use of technology in health care and new forms of information gathering and usage.

CLIN 5034 Human Resources Management in Nursing

6 credit points. **Session:** 1.

NB: Offered by distance education only.

In this unit students will analyse the evolution of organisational theory and environment (climate and culture) in the context of structuring and managing workplace relations. This unit is designed to integrate broader management principles and resourcing issues to create the opportunity to critically examine the impact of contemporary industrial relations and human resource management frameworks on workplace relations and employee experiences. The concept of strategic human resources management, human resources planning, training and development and leadership will be analysed. Comparisons between human resource processes and workplace relations in health care and other industries will be made.

CLIN 5041 Inquiry in Nursing

6 credit points. **Session:** 2.

NB: Offered by distance education only.

Nursing knowledge is generated through a process of inquiry into the practice of the discipline and by examining personal experience, research texts and journal articles. Critical analysis of these various modes of inquiry will be used to investigate nursing practice and/or matters of interest to nurses. Areas of nursing that require further inquiry to provide an evidence base for practice will be identified and explored. Opportunities will be provided to experience the inquiry process with reference to clinically related situations.

FCNU 5050 Mental Health Assessment & Interventions

6 credit points. **Session:** 1.

NB: Offered by distance education only.

This unit of study is designed to provide students with an opportunity to analyse the socio-political context of mental health nursing and to develop skills in mental health assessment and acute intervention for people with mental health problems.

FCNU 5039 Midwifery Reading Topic

6 credit points. **Session:** 1, 2.

NB: Offered by distance education.

The reading topic provides students with the opportunity to examine the literature on a defined midwifery topic of their choice. The Head of Department will appoint an appropriate

academic mentor for the midwifery topic. The student is expected to pursue their investigation as an independent scholar under the guidance of the mentor and to prepare a scholarly paper as a result of their investigation of the literature.

CLIN 5043 Nursing Neuroscience Patients

6 credit points. **Session:** 1.

NB: Offered by distance education only

This unit of study addresses nursing of people with central nervous system dysfunction. Patients with alterations of varying complexity in consciousness, cognition, communication, motor and sensory function will be the central focus of discussion. Psychosocial dimensions of care and the role of the nurse as a therapeutic agent within this context will be explored. Nursing of people with brain injury, vascular and neuroendocrine disturbances, neoplastic, electrophysiological, neuromuscular, developmental and degenerative disorders are examples of the areas that will be discussed from a research-based perspective. Advanced specialty knowledge is not an essential requirement to enrol in this unit of study.

CLIN 5033 Nursing Services Management in Health

6 credit points. **Session:** 1.

NB: Offered by distance education only.

This unit is a critical analysis of the context and theoretical underpinnings of health services and models of delivery. Students will analyse and evaluate the influence of policy issues, contemporary models of health care and care delivery, socio-political changes, and scientific and technological advances on the delivery and management of nursing services.

CLIN 5021 Reading Topic

6 credit points. **Session:** 1, 2.

NB: Offered by distance education.

The reading topic provides students with the opportunity to examine the literature on a defined topic of their choice. Enrolment in this unit requires the permission of the Head of Department, who will appoint an appropriate supervisor, in consultation with the student. The student is expected to pursue their investigation as an independent scholar under the guidance of their supervisor and to prepare a scholarly paper as a result of their investigation of the literature.

FCNU 5021 Reading Topic

6 credit points. **Session:** 1, 2.

NB: Offered by distance education.

The reading topic provides students with the opportunity to examine the literature on a defined topic of their choice. Enrolment in this unit requires the permission of the Head of Department, who will appoint an appropriate supervisor, in consultation with the student. The student is expected to pursue their investigation as an independent scholar under the guidance of their supervisor and to prepare a scholarly paper as a result of their investigation of the literature.

FCNU 5056 Relationship Dynamics in Mental Health

6 credit points. **Session:** 2.

NB: Offered by distance education only.

This unit will assist students to develop an understanding of the basic principles of psychodynamics that allow an individual to enter relationships in a therapeutic and effective manner. This unit of study will provide students with an opportunity to examine family interventions and psychosocial approaches to people with chronic mental health problems.

■ Flexible mode

FCNU 5030 Childbearing in Context

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

The principles of primary health care continues to be integrated throughout this unit to enable students to understand and apply the principles of health, assessment and education to the care of the woman and the family during the childbearing period. Issues affecting childbearing will be explored from socio-political, cultural, environmental, psychological and spiritual perspectives.

FCNU 5001 Contemporary Nursing Issues

6 credit points. **Session:** 1.

NB: NB: Core unit – offered in the flexible mode.

This unit of study encourages critical reflection on the context within which nursing operates, from a local, national and international perspective. Students will evaluate and analyse the

influence on their nursing life of social, political, educational change, scientific and technological advances and legal, professional and ethical guidelines. The unit will have a dynamic focus so that issues affecting nursing in the present are assessed critically.

CLIN 5010 Critical Care Clinical Experience A

No credit points. **Session:** 1, 2.

NB: Offered in the flexible mode.

This unit of study will provide a planned clinical experience in consultation with the relevant health care institution(s) and will focus on the specific area of critical care practice being explored by the student. The unit requires satisfactory completion of a clinical evaluation and related clinical performance derived from the competency standards of the Australian College of Critical Care Nurses. The specific competencies required will be negotiated on an individual basis. Learning and assessment will be undertaken in the relevant critical care areas.

CLIN 5011 Critical Care Clinical Experience B

No credit points. **Session:** 1, 2.

NB: Offered in the flexible mode.

This unit of study will continue to provide a planned clinical experience in consultation with the relevant health care institution(s) and will focus on the specific area of critical care practice being explored by the student. The unit requires satisfactory completion of a clinical evaluation and related clinical competencies derived from the competency standards of the Australian College of Critical Care Nurses. Identification of the specific competencies which remain to be assessed will be conducted on an individual basis. Learning and assessment will be undertaken in the relevant critical care areas.

CLIN 5003 Critical Care Nursing

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit provides the opportunity for the student to examine the theoretical and professional aspects of critical care practice. The unit focuses on the nursing assessment of patients who are critically ill and examines principles of the associated technologies. It also introduces students to the non-physical, non-technical impact of critical illness on patients and families, and professional issues related to this area as a field of specialty practice.

CLIN 5007 Emergency Nursing

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

This unit of study is concerned with nursing of people who experience a complex medical, surgical, toxic, drug-related, domestic or mental health emergency. The unit will concern people of all ages, people who are especially at risk and those who may be affected either directly or indirectly by their involvement in such an emergency. It will focus explicitly on the nursing practices associated with the field of emergency health care. The unit will examine current practices and their efficacy and will explore the origins and means by which this area of nursing may be researched.

FCNU 5012 Epidemiology in Nursing

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit of study focuses on the principles and methods of epidemiology from a nursing perspective. This focus includes the health/illness of population groups, for example the health of indigenous populations. Concepts of epidemiology including the natural history of disease, levels of prevention and causality are explored. Common epidemiological methods are examined and the relevance of epidemiological research findings to nursing practice is considered. The student's ability to critically appraise the literature will be enhanced by studying this unit. Information from this unit may form a part of a professional portfolio for students.

FCNU 5029 Foundations of Midwifery

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit of study adopts a primary health care focus as it applies to childbearing. The unit is designed to assist students in gaining an understanding of the scientific knowledge associated with midwifery practice. Issues for the childbearing family and midwifery care are explored from historical and ideological

perspectives. An introduction to therapeutic communications forms a part of the content.

FCNU 5040 Growing Older in Modern Societies

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit will provide students with an opportunity to examine a variety of gerontic issues associated with an ageing population and the impact of this phenomena on society and in particular the health system. Students will explore the vulnerability of older adults in relation to common problems arising from altered physiology and the dangers of iatrogenesis. In addition, psychological and sociological aspects of ageing will be identified and analysed as well as demography, morbidity and mortality trends, and socio-political issues.

FCNU 5018 Health Care Ethics

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

The unit of study is designed to extend the student's understanding of complex ethical issues evident in the delivery of health care and to provide an opportunity to examine the ethical context of nursing practice. Further, the unit of study aims to locate these ethical issues in the social and institutional context in which they occur, contexts which are themselves giving rise to the issues to be addressed.

FCNU 5037 History of Ideas in Midwifery

6 credit points. **Session:** 1b.

NB: Offered in the flexible mode.

The origins of the midwife will be explored with particular reference to the political, industrial, scholarly debates and assumptions surrounding the nature of knowledge and knowledge making in midwifery and health care. Trends and influences that have shaped, and continue to shape midwifery knowledge and practice will be explored and possible futures discussed. Of particular interest will be the impact of postmodernism, the increasing use of technologies in midwifery and new forms of information gathering and usage.

CLIN 5002 History of Ideas in Nursing

6 credit points. **Session:** 1b.

NB: Core unit – offered in the flexible mode.

The origins of nursing as an occupation and practice discipline will be explored with particular reference to the political, industrial, scholarly debates and assumptions surrounding the nature of knowledge and knowledge making in nursing and health care. Trends and influences that have shaped, and continue to shape nursing knowledge and practice patterns will be explored and possible futures discussed. Of particular interest will be the impact of postmodernism, the increasing use of technology in health care and new forms of information gathering and usage.

CLIN 5013 Illness, Experience and Embodiment

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit of study is concerned with ways in which experiences of illness, (di)stress and recovery can be understood from the subjective perspective(s) of the patient/client and the people who are closely associated with them. The major emphasis is on the meaning world of others and its influence on responses to illness and (di)stress. While this unit of study is not a methodology unit of study per se, it provides theoretical, methodological and clinical background for conducting interpersonally-oriented research projects in clinical practice.

FCNU 5035 Inquiry in Midwifery

6 credit points. **Session:** 1, 2.

NB: Department permission required for enrolment in Session 1. Offered in the flexible mode.

Midwifery knowledge is generated through a process of inquiry into the practice of the discipline and by examining personal experience, research texts and journals. Critical analysis of these various modes of inquiry will be used to investigate midwifery practice and/or matters of interest to midwives. Areas of midwifery that require further inquiry to provide a sound evidence base practice will be identified and explored. Opportunities will be provided to experience the inquiry process with reference to clinically related situations.

CLIN 5001 Inquiry in Nursing

6 credit points. **Session:** 1, 2.

NB: Department permission required for enrolment in Session 1. Core unit – offered in the flexible mode.

Nursing knowledge is generated through a process of inquiry into the practice of the discipline and by examining personal experience, research texts and journal articles. Critical analysis of these various modes of inquiry will be used to investigate nursing practice and/or matters of interest to nurses. Areas of nursing that require further inquiry to provide an evidence base for practice will be identified and explored. Opportunities will be provided to experience the inquiry process with reference to clinically related situations.

CLIN 5006 Intensive Care: Core Concepts

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

This unit focuses on nursing people with conditions that commonly require intensive care and will address the following aspects of such care in detail: complex airway management, ventilatory, circulatory, and neurological support. Concepts such as hypoxia, ischaemia, and oedema will be considered in relation to specific clinical states. The communicative and experiential dimensions of such health care crises will also be considered. The unit will also focus explicitly on nursing practices, origins and means by which this area of nursing may be researched and further developed.

CLIN 5008 Intensive Care: Integrated Concepts

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

This unit focuses on the nursing people experiencing complex single organ and multi-organ dysfunction and requiring advanced intensive care including metabolic and endocrine support. The unit also addresses the care relationship between nurses, patients and families. The unit will also focus explicitly on the nursing practices and the origins and means by which this area of nursing may be researched and further developed.

FCNU 5013 Interpersonal Relations in Clinical Env

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit of study focuses on professional and interpersonal relationships among professionals, patients, relatives and others. Particular attention is paid to relationships in areas of high stress, potential conflict, potential burnout, harassment and emotionality. Potential and actual effects on staff wellbeing and patient care are explored. Issues that are addressed include conflict and conflict resolution, stress and stressful relationships, managing stress and emotionality, harassment, burnout and discrimination.

FCNU 5034 Midwifery in Complex Situations A

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

This unit of study builds on knowledge and skills gained in Foundations of Midwifery and Childbearing in Context. It is designed to prepare students to provide appropriate midwifery care, at a beginning practitioner level, for the woman and her family throughout childbearing in complex midwifery situations.

FCNU 5032 Midwifery in Complex Situations B

6 credit points. **Session:** 1. **Corequisite:** FCNU 5033 Midwifery Experience B.

NB: Offered in the flexible mode.

This unit is studied concurrently with Childbearing in Contemporary Society. It is designed to prepare students to continue to provide appropriate midwifery care, at a beginning practitioner level, for the woman and her family throughout childbearing in complex midwifery situations.

FCNU 5036 Midwifery Experience A

No credit points. **Session:** 2. **Corequisite:** FCNU 5034 Midwifery in Complex Situations A.

NB: Offered in the flexible mode.

The aim of Midwifery Experience A is to provide students with experiences delivering appropriate care to women and their families throughout childbearing; the opportunity to commence the midwifery clinical experience required by the Nurses Registration Board of New South Wales; and opportunities to integrate the theoretical studies with midwifery clinical experience.

FCNU 5033 Midwifery Experience B

No credit points. **Session:** 1. **Corequisite:** FCNU 5032 Midwifery in Complex Situations.

NB: Offered in the flexible mode.

The aim of Midwifery Experience B is to provide students with experiences delivering appropriate care to women and their families throughout childbearing; the opportunity to continue the midwifery clinical experience required by the Nurses Registration Board of New South Wales; and opportunities to integrate the theoretical studies with midwifery clinical experience.

FCNU 5042 Older Adults with Acute Health Problems

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

Many older adults experience acute illnesses. This unit will explore the common illnesses that occur in old age and how these effect the older person physically, emotionally, psychologically and socially. The wide range of health care provision for older adults in acute care, community and residential settings will be examined, analysed and their appropriateness evaluated. Students will also be expected to develop physical and mental status examination skills and demonstrate their application when assessing older adults with acute health problems.

FCNU 5043 Older Adults-Coping with Chronic Illness

6 credit points. **Session:** 1.

NB: Offered in the flexible mode.

This unit of study is designed to provide students with the opportunity to identify and examine continuing health problems of older adults and their management in hospital, home and long-term health care settings. Continuing health problems are those which have not responded to acute care measures. In addition, this unit will explore older adult's palliative and hospice needs. Self-management strategies and support services for older adults and their families will be explored and evaluated.

CLIN 5009 Trauma and Resuscitation Nursing

6 credit points. **Session:** 2.

NB: Offered in the flexible mode.

This unit of study is concerned with nursing of people who experience a severe and complex trauma, multisystem failure and other conditions requiring resuscitation. The unit will address situations concerning people of all ages. The unit will focus explicitly on the nursing practices associated with the field of trauma nursing and resuscitation and will examine current practices and their efficacy. The origins and means by which this area of nursing may be researched are debated.

■ Weekly attendance

KOCR 5002 Issues in Aboriginal Health & Well-Being

6 credit points. **Session:** 1. **Assessment:** seminar presentations, unit of study journal, major report from participation in Talking Circles.

This unit of study focuses on the factors which impact upon Aboriginal health status. Indigenous history, culture, and cultural difference will be explored. The unit of study examines the construction of Aboriginal identity, legislative and institutional structures affecting Indigenous Australians, and working cross-culturally. The development of culturally appropriate workplace policies and practices will be addressed in the unit of study.

9 Faculty resolutions

■ Faculty Resolutions Governing Approved Courses

These resolutions should be read in conjunction with the latest University of Sydney Calendar Statutes and Regulations, relevant By-laws, Rules, Resolutions of the Senate and Academic Board contained therein and with Faculty Resolutions relating to the degrees, diplomas and certificates of the Faculty.

Definitions

Board of Studies means the Board of Studies within the Faculty of Nursing, unless otherwise specified.

Course means a program of units of study that leads to the award of a degree, diploma or certificate within the Faculty of Nursing, unless otherwise specified;

Dean means the Dean of the Faculty of Nursing or their nominee

Department means a department within the Faculty of Nursing, unless otherwise specified;

Faculty means the Faculty of Nursing, University of Sydney, unless otherwise specified;

Student means a person enrolled as a candidate for a course;

Unit of study means a stand-alone component of a course

Associate Dean means an Associate Dean of the Faculty of Nursing

Preamble

1. Registration

The NSW Nurses Registration Board recognises the successful completion of degrees and diplomas from the Faculty of Nursing.

There are however some circumstances under the Nurses Act 1991 No 9, where registration may be denied, despite the applicant having been awarded the appropriate degree or diploma. The following extract from the Nurses Act 1991 No 9, identifies those grounds:

Extract – Nurses Act 1991, Part 4: Registration and Enrolment, Division 5 – *Supplementary*

Special grounds for refusing or imposing conditions on registration/enrolment

29A (1)

- (1) Despite any entitlement that a person may have to registration or enrolment, the Board may refuse an application for registration or enrolment in either of the following cases:
The Board is of the opinion that the applicant does not have sufficient physical or mental capacity to practise nursing.
The applicant has been convicted of an offence (either in or outside New South Wales) and the Board is of the opinion that the circumstances of the offence render the applicant unfit in the public interest to practise nursing.
- (2) If the Board is satisfied that an applicant for registration or enrolment suffers from an impairment which does not justify refusal of the application, the Board may impose such conditions on the applicant's registration or enrolment as the Board thinks appropriate.
- (3) An accredited nurse who has had conditions imposed on his or her registration or enrolment under this section (including on a review under this section) may apply to the Board for a review of these conditions.
- (4) The Board may decline to review the conditions if the application is made within twelve months after the conditions were last reviewed under this section. No appeal lies under section 32 in respect of such a decision by the Board to decline to review conditions.
- (5) On a review of the conditions, the Board may alter or remove conditions or impose new conditions, as it thinks appropriate.

2. Privacy

The University is subject to the NSW Privacy and Personal Information Act 1998. It is unlawful to disclose personal information except in accordance with the Act. Personal information is defined very widely under the Act, and includes such matters as whether or not someone is enrolled as a student.

Information about students can only be released in circumstances where the disclosure is required by an Act of Parliament (eg, the Social Security Act) and a proper notice is issued by the government department seeking the information. Court orders (subpoenas etc) received by the University must be directed to the office of the University Solicitor in A14. Similarly, all requests for personal information by police services must be directed to the University Solicitor.

Personal information about students may be disclosed to third parties if the student concerned has agreed in writing to the disclosure.

Parents do not have any automatic right of access to information regarding their children. Where a parent is seeking to contact their daughter or son contact details cannot be revealed, however it may be appropriate to offer to relay a message.

The fact that someone is a graduate of the University is in the public domain. However, great care should be exercised in replying to requests regarding graduate status. Such requests should only be accepted, and replied to, in writing. Only the date of conferral and degree awarded may be disclosed. Copies of the correspondence should be retained on the appropriate file maintained by Records Management Services in A14.

Further information regarding privacy matters may be found in the University's Privacy Management Plan. The plan may be seen at www.usyd.edu.au/arms/privacy/.

■ Part I: Admission, Enrolment, Attendance and Progression

1. Admission

- (1) Students should refer to the resolutions relating to specific degrees, diplomas and certificates of the Faculty for any particular admission requirements.

2. Attendance

2. 1 Attendance at units of study other than clinical placements
 - (1) The Dean may call upon any student in the Faculty who has been absent without leave from more than 10% of classes in any one semester in a particular unit of study to show cause why that student should not be deemed to have failed to complete that unit of study.
 - (2) The Dean shall decide whether the cause shown is sufficient.
 - (3) A student who fails to show sufficient cause for absence shall be deemed not to have completed that unit of study.
2. 2 Tutorial attendance
 - (1) Satisfactory performance must be achieved in tutorials within a unit of study prior to students being permitted to sit for examination in that unit of study. Within the first two weeks of semester students will be provided with unit of study outlines that clearly state the requirements for satisfactory performance.
2. 3 Attendance at residential Schools
 - (1) Students enrolled in the distance education mode with residential schools must either attend the residential schools or seek approval for exemption on the basis of special circumstances.
 - (2) Students who are absent from residential schools without approval or good cause will be awarded a fail grade.
2. 4 Attendance and part-time study
 - (1) All research candidates, who reside outside the Sydney Metropolitan area, prior to the commencement of their candidature, submit to the Research Degree Sub-Committee for approval a plan of their on-campus attendance.

3. Advisement

3. 1 If the matter relates to a single unit of study:
 - (1) Students should discuss the matter with the member of academic staff concerned and then if necessary the appropriate unit of study and/or course coordinator.
 - (2) If the issue is not resolved, students should discuss the matter with the appropriate head of department.
 - (3) If the issue has not been dealt with to the student's satisfaction by (1) and (2) above a meeting should be sought with the appropriate Associate Dean who will provide guidance for further action which may include discussion at the Staff –Student Liaison Committee.
3. 2 If the matter relates to more than one unit of study in the same department:
 - (1) Students should discuss the matter with the appropriate head of department.
 - (2) If the issue has not been dealt with to the student's satisfaction the appropriate Associate Dean should be contacted who will provide guidance for further action which may include discussion at the Staff-Student Liaison Committee.
3. 3 If the matter relates to a number of units of study in more than one department or to the overall course or concerns the Faculty Office or the Library:
 - (1) Students should discuss the issue with the appropriate Associate Dean who will provide guidance for further action which may include discussion at the Staff –Student Liaison Committee.

4. Advanced standing, unit of study credit, exemption and waivers

4. 1 Advanced standing and unit of study credit
 - (1) Advanced standing provides for admission to a course at The University of Sydney based on previous attainment in another course at a recognised tertiary institution. Advanced standing is granted in the form of credit points, which count towards the requirements for the course.
 - (2) Credit may be granted for a unit of study on the basis of successful completion of another unit of study that is deemed to be comparable by the Faculty.
 - (3) Advanced standing and unit of study credit granted on the basis of previous study towards the requirements of the course can only be allocated once. Credit applications are processed at Faculty level.
 - (4) In general a student cannot be granted credit for work done in an award that establishes eligibility for admission to the award in which credit or exemption is sought, however, exemption may be appropriate in some cases.
 - (5) In the Bachelor of Nursing, credit points granted for enrolled nurses and registered nurses are determined on a case by case basis and will be advised prior to enrolment.
 - (6) Applications are processed at Faculty level and must be lodged with the Faculty Office.
 - (7) Advanced standing and unit of study credit cannot be granted retrospectively.
4. 2 Exemption
 - (1) Exemption applies to any decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment.
 - (2) The decision to allow an exemption rests with the head of department and will only be granted in exceptional circumstances.
 - (3) Any unit of study in which exemption is granted receives a result. Once all the components of the units of study are completed the full credit point value is included in the academic record of the student.
 - (4) Exemptions cannot be granted retrospectively.
4. 3 Waivers
 - (1) Waivers apply to the procedure whereby a student is enrolled in a unit of study without having either completed a prerequisite unit of study or enrolled contemporaneously in a corequisite unit of study.
 - (2) The decision to allow a waiver will be made by the head of department.
 - (3) No credit points will be given to units of study that are waived.
 - (4) Waivers will not be given retrospectively.
4. 4 Time frames for advanced standing, unit of study credit, exemptions and waivers

- (1) Applications must be lodged with the Faculty Office no later than the second Friday after the commencement of the unit of study. Late enrolling students will have a deadline of two weeks after the date of enrolment. Students awaiting the outcome of a 'show cause' will have two weeks from the date they are advised of the final outcome of a 'show cause'. In the last two categories applications must be submitted to allow processing by 30 March for the Semester 1 and 30 August for the Semester 2.
4. 5 Transferring students
 - (1) Students transferring to the Bachelor of Nursing (Pre-Registration) after successful completion within the past two (2) years of one full year of the Bachelor of Nursing from another university may be granted advanced standing for the complete first year of the Bachelor of Nursing at The University of Sydney.
 - (2) Students who have successfully completed more than one full year but less than 2 full years at another university may be granted additional credit for units of study on a unit of study by unit of study basis. The total proportion of credits granted will not exceed the proportion of total course units completed at the initial university.
 - (3) Each application will be considered on its merits and in the context of any prevailing constraints related to undergraduate load, but preference will be given to applicants with no unit of study failures and a Credit average. Exceptions may be made: For example, students who have moved their place of residence from outside Sydney, or who can demonstrate other extenuating circumstances.
4. 6 Appeals against a decision on an advanced standing exemption, waiver, or credit application
 - (1) A student whose application is refused for advanced standing, exemption, unit of study credit or waiver, may appeal against the decision. A student who wishes to appeal the decision is required, within 7 days of the notification of the decision, to apply to the Head of the Department concerned for a review of the decision.
 - (2) Students must submit appeals in time for applications to be processed by the HECS census date of the unit(s) of study that is, two weeks after the commencement of the unit(s) of study.
4. 7 Progression from Year 2 to Year 3
Students who have an outstanding record or who have significant credit/advanced standing may be permitted by the Board to enroll in Year 3 units of study while also enrolled in a normal Year 2 pattern.

5. Enrolment

5. 1 Confirmation of enrolment
 - (1) Students are responsible for ensuring that the information on their course, academic year and units of study are correct at the beginning of the semester and amending them should a change occur in any of the details during the semester. Students should be aware that this information has potential financial implications within the Higher Education Contribution Scheme (HECS).
 - (2) Students will be sent a 'confirmation of enrolment' notice shortly after completion of enrolment. This should be checked carefully. Should the notice be incorrect in any detail it is the student's responsibility to contact the Faculty Office immediately to have the record amended. A new confirmation notice will then be prepared. Students will also receive, approximately two months after the beginning of each semester, a statement showing their HECS assessment for that semester.
 - (3) To:
 - (a) change enrolment in a unit of study;
 - (b) discontinue a unit of study; or
 - (c) discontinue enrolment totally;
 students should apply to the Faculty Office for the appropriate form or download it from the Faculty's Web site and then forward to the Faculty Office for approval and processing. Unless an enrolment change is approved formally at the Faculty level it will not be accepted by the Registrar and in some cases will incur a financial liability under HECS.
 - (4) Any changes to units enrolled in Semesters 1 or 2 or full year units of study must be made no later than 12 days after the commencement of the unit of study.
5. 2 Discontinuation of enrolment

- (1) Fee-paying students undertaking units of study in the distance mode and who discontinue their enrolment will be refunded 60% of the total fees paid providing the application to withdraw is received prior to dispatch of the unit material. Once unit material has been dispatched there will be no refunds.

6. Criminal record checks

- (1) The NSW Health Department requires all staff, volunteers and students undertaking any kind of work in a NSW owned facility to undergo a criminal records check prior to employment or placement in the NSW Health System.

(2) Responsibilities

(i) Responsibilities of the Faculty

The Faculty is responsible for ensuring that the student has a criminal record clearance prior to any attendance at a clinical placement.

(ii) Responsibilities of the student

The student is responsible for completing a Criminal Record Check form, having it signed by a Justice of the Peace and forwarding it to the appropriate office for processing. It is the student's responsibility to carry their criminal clearance at all times whilst on a clinical placement.

It is the responsibility of all students to inform the NSW Health Department of any criminal offences of which they are convicted subsequent to the initial criminal record check.

Students who fail to return the form to the NSW Health Department by the nominated date may be denied a clinical placement. Failing to obtain a criminal record clearance may result in a failure in any unit of study where clinical is a component.

7. Child Protection

- (1) The NSW Health Department requires candidates for the Bachelor of Nursing to complete a declaration confirming a candidate's compliance with the regulations relating to the Child Protection Act.

8. International Students

8. 1 Entry to Bachelor of Nursing (Pre-Registration)

- (1) Applicants with overseas qualifications will be assessed on the equivalence of their qualification to the Australian tertiary entry standards. Unless the final year of schooling was conducted in English, applicants will be required to achieve a prescribed minimum standard in an English proficiency test in accordance with University policy.
- (2) The Faculty of Nursing requires a minimum standard of English proficiency equal to an IELTS score of 7.0 overall with a minimum of 7.0 in each band (or equivalent language qualification accepted by the University).
- (3) International students authorised to practise as registered nurses in their home country, but who are not registered by the Nurses Registration Board of NSW, may be offered places in the Bachelor of Nursing (Pre-Registration) and may be eligible for advanced standing based on relevant qualifications and nursing experience.

8. 2 Entry to Bachelor of Nursing (Post-Registration)

- (1) International students must be registered to practise nursing in a country other than Australia and must hold a qualification at certificate or diploma (or Australian equivalent) which leads to registration as a nurse in their country.
- (2) International students who wish to establish eligibility to register as a nurse in NSW shall be advised to seek enrolment in the Bachelor of Nursing (Pre-Registration).

9. Suspension of candidature and discontinuation of enrolment

- (1) Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
- (2) Examples of hardship may be illness or financial difficulties, Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.
- (3) The granting of a suspension of candidature is at the discretion of the Dean.
- (4) Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.

- (5) In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

10. Re-enrolment after an absence

- (1) There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:

- (a) lodge an application by October 30 in the year prior to that in which re-enrolment is sought;
- (b) attach a current academic transcript (progress status is contingent upon an absence of not more than two years from the course); and
- (c) ensure that outstanding debts with the University and/or show cause requirements are attended to before submission of the application (applications cannot be considered until financial obligations and show cause requirements are completed).

- (2) Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

11. Satisfactory progress

- (1) The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.
- (2) that a Concessional Pass (PCON) may be considered for no more than one unit of study in the final year of enrolment and will not apply to any nursing practice unit or to any previously failed unit.
- (3) Candidates who fail:
- (a) up to 12 credit points of the units of study in which they are enrolled in any year may progress to a normal full-time load in the subsequent year. In addition, they are permitted to enroll in the failed unit of study;
- (b) 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
- (c) more than 24 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a practicum unit, or who discontinue fail enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.

12. Vaccinations

- (1) Students are required to be immunised adequately against poliomyelitis, diphtheria, tetanus, tuberculosis, hepatitis A, hepatitis B, measles, and rubella.
- (2) Students are reminded that as health professionals it is their responsibility to maintain their health.
- (3) In the Faculty of Nursing HIV or Hepatitis B infection status of students is not relevant to their capacity to graduate. However, because infection with HIV or HBV may limit students' professional opportunities after graduation, students should be aware that people with HIV or HBV are currently prohibited from performing 'exposure-prone procedure' in NSW health establishments.
- Further information on the University's policy on students with HIV or Hepatitis B may be found at http://www.usyd.edu.au/su/planning/policy/admin/138_hiv.html.

■ Part II: Assessment, Examinations, Appeals and Penalties

1. Appeals

1. 1 Appeals against academic decisions
- (1) Student appeals are dealt with in the first instance by the Board of Studies and the appropriate University By-laws, Rules and Resolutions of the Senate and Academic Board.

2. Assignments

2. 1 Submission of assignments
- (1) All assignments must be placed in the designated area advised by the relevant department. Students are advised to retain a photocopy of their assignments.
- (2) Marked assignments can be collected from the relevant departmental administrative staff. Advice on collection dates and times will be provided to students at the

beginning of each semester. Assignments must be collected within one month of the advised collection date, after which they will be destroyed.

2. 2 Responsibilities relating to assignments

(1) Students are responsible for:

- (a) submitting assignments by the due date; and
- (b) prior to submission, photocopying, or keeping a disc copy of all assignments.

2. 3 Penalties for late submission

- (1) The Faculty of Nursing applies penalties to assignments submitted after the due date. The penalty will be deducted from the mark the assignment would have received had it not been late.
- (2) Penalties are calculated as a percentage of the total mark available for the assignment as follows:

(a) Up to 1 week late:	15%
(b) More than 1 week but less than 2 weeks:	50%
(c) More than two weeks:	100%

2. 4 Extensions

- (1) In the event of a student requiring an extension for a piece of work in a particular unit of study, the student should make their request directly to the unit of study coordinator.
- (2) The unit of study coordinator, at his or her discretion, may grant the student an extension of up to but no more than one week beyond the due date of the work in question.

2. 5 Plagiarism

- (1) Failure to acknowledge the words or ideas of another author (or fellow student) is intellectual theft. If you quote or paraphrase the words of another, you must indicate that this is what you are doing and that it is not your original words and/or thought. If you do not acknowledge the source of your words and/or ideas, it is called plagiarism.
- (2) Plagiarism may result in the student being charged with 'misconduct' and dealt with by the Registrar of the University under chapter 8 of The University of Sydney By-law. One of the penalties for such misconduct is permanent expulsion from the University.
- (3) Students may wish to work together to research the information for an assignment and to use insights gained from each other. This is acceptable only if the other student's or students' contribution is acknowledged and only if the final submission is the individual's own work or if the lecturer has asked for, or agreed to accept, undifferentiated group work.

3. *Special Consideration*

- (1) This resolution applies to assessment and examination for individual units of study, with the exception of the assessment of clinical performance undertaken within an off-campus clinical setting. There will be no special consideration related to clinical performance undertaken within a clinical setting off-campus.

3. 1 Request for special consideration

- (1) The Faculty must be notified of a request for special consideration:
 - (a) in the case of written assessments, prior to the due date of that piece of assessment; and/or,
 - (b) in the case of a written or clinical examination, prior to the day of the examination.
- (2) This notification may be in writing, including email, or by phone to the Faculty Office.
- (3) Should the need for special consideration become apparent on the day of an examination, students should notify the invigilator, if at the examination or, in any other circumstance, the Faculty Office.
- (4) In cases where a student is not able, because of their circumstances, to request the special consideration in person, another person may lodge the application on their behalf. In this circumstance, the Faculty will require appropriate documentation to establish that this person is acting as an agent of the student.

3. 2 Documentation

- (1) All original documentation relevant to the request for special consideration must be forwarded to the Faculty within seven working days of notification as specified in 3.1.
- (2) Information on the required documentation may be obtained from the Faculty's Web site, the Faculty Office and the Faculty Handbook.

- (3) On submission of their documentation students will be provided with a receipt.

- (4) Students are advised to retain a copy of all submitted documentation.

- (5) It is the responsibility of the student to ensure that the supporting documentation meets University criteria.

- (6) Students will not be asked for additional documentation nor will they be permitted to submit additional documentation at a later date.

- (7) Applications for special consideration that are rejected on the basis of insufficient or inadequate documentation will not be eligible for appeal.

3. 3 Approval

- (1) The head of department will determine the outcome of requests for special consideration, and if approved will determine the form that this consideration will take.

- (2) Notification of approval or rejection will be forwarded to students via their University email address within seven (7) working days of their documentation being received by Faculty Office.

- (3) Students who have their application for special consideration approved will:

- (a) be offered additional or alternative assessment;
- (b) this additional or alternative assessment will replace any previous attempt; and
- (c) the original piece of assessment or examination will not be marked.

- (4) Students registered with the Disabilities Office and who have a request for special consideration approved will have their original piece of assessment marked and if:

- (a) successful in passing that piece of assessment, will not be required to undertake additional assessment but will be allocated the mark from the original paper; or
- (b) unsuccessful in passing that piece of assessment or examination will be offered additional assessment.

4. *Provision of medical certificates*

- (1) Students are required to supply medical certificates whenever they are unfit to undertake work related to their candidature, including the following circumstances:

- (a) cases of special consideration where illness is involved;
- (b) where a clinical laboratory session and/or a clinical placement day(s) has been missed due to illness;
- (c) teaching sessions; and
- (d) extensions for assignments.

- (2) Depending upon the circumstance the certificate is to be handed to the following person(s):

- (a) special consideration – to the Faculty Office along with any other relevant documentation;
- (b) where a clinical laboratory session or clinical placement day(s) has been missed – to the unit of study coordinator who will forward the certificate to their head of department;
- (c) teaching sessions and extensions for assignments – to the unit of study coordinator.

- (3) Certificates are required to follow the Australian Medical Association guidelines as set out in the AMA Position Statement Certifying Illness 1998 and include the following details:

- (a) name and address of the medical practitioner issuing the certificate;
- (b) name of the student;
- (c) date on which the certificate was issued;
- (d) date(s) on which the student is or was unfit to attend the classes or clinical placement; and
- (e) any supplementary information of assistance to the student in obtaining the appropriate leave especially where there is a discrepancy in the period for which the certificate is issued and the date of the certificate.

- (4) The Faculty reserves the right to reject any certificate that does not meet the requirements set out above. Students will be notified within five working days should their certificate be rejected.

- (5) The date shown on the certificate must show the date of the day on which the certificate was written.

- (6) Responsibilities of the student are to:

- (a) consult their medical practitioner in a timely manner when requesting a medical certificate;
- (b) ensure the requirements of the Faculty have been met; and
- (c) ensure the certificate reaches the appropriate person.

- (7) Responsibilities of the Faculty are:

- (a) to ensure the student is informed in the event their certificate is rejected;
- (b) to permit the student to keep details of the student's medical condition confidential; and
- (c) where further clarification is required, to seek written permission from the student to obtain further details from their medical practitioner, whilst at the same time acknowledging the student's right to keep the details of their medical condition confidential.

5. **Marking, double marking, and remarking**

5. 1 Marking

- (1) It is the policy of the Faculty of Nursing that student work undertaken for assessment purposes will be marked fairly, independently and on the merits of the submitted/performed work.
- (2) Where written assignment work forms part of the assessment for a unit of study marks will be awarded with respect to how well a student has met the expectations set down for that work including, but not exclusively confined to:
 - (a) presentation and layout;
 - (b) compliance with academic conventions of acknowledging the work of others;
 - (c) academic merit;
 - (d) composition;
 - (e) expression in written English and readability;
 - (f) strength of argument;
 - (g) weight of relevant evidence;
 - (h) structure and coherence of the work;
 - (i) imagination, creativity and original thought; and
 - (j) the merits of the submitted work with respect to particular issues in a given topic.
- (3) Where work undertaken as part of a designated group forms part of the assessment for a unit of study specific criteria by which the marks awarded to individuals will be determined within each unit of study.
- (4) Where clinical performance assessed within the clinical nursing laboratories forms part of the assessment for a unit of study specific criteria for the award of marks to individuals will be determined within each unit of study.

5. 2 Double marking

- (1) Double marking is defined as the practice by which (usually two) members of staff review a piece of assessment prior to awarding a formal mark to the work.
- (2) It is the policy of this Faculty that there will be no double marking of written assignment work or examinations.
- (3) Established measures for determining the validity and consistency among markers on the same unit of study within the same academic year will be used – eg, inter-rater reliability or any other proven method, as determined by the department or Faculty.

5. 3 Remarking

- (1) Remarking is defined as an independent assessment of a piece of written work that has already been assessed.
- (2) The head of department, or delegate of the head, shall determine whether to allow a remark for a particular piece of written work.
- (3) Request for a remark will only be considered if the request is:
 - (a) made by writing a letter addressed to the head of the appropriate department stating the grounds for the request;
 - (b) received within five (5) working days of the original result for the particular piece of written work being made available to the student;
 - (c) accompanied by a clean copy of the work, together with the original piece of work as it was marked; and
 - (d) received either:
 - (i) personally to the Faculty Office; or
 - (ii) where a student resides outside the Sydney metropolitan area or is unable to attend the Faculty Office in person the documentation is mailed and marked to the attention of the head of department, c/ – the Faculty Office;
- (4) Students who make a request by mail will be required to provide a signed declaration available from the Faculty Web site acknowledging their understanding of the Faculty's policy and procedures with respect to remarking.
- (5) In considering an application for a remark, the Head of Department will consider the student's case with respect to:

- (a) the stated grounds for the request; and
 - (b) any procedural issues that may be relevant.
- (6) The outcome of the remark will be final.
 - (7) There will be no remarking of clinical performance as assessed within the clinical nursing laboratories or clinical settings.
 - (8) Remarking will not apply in circumstances where a student has applied for special consideration. An approved application for special consideration will take priority over an application for remarking.

6. **Award of degree**

6. 1 Bachelor degree

- (1) Students from the Bachelor of Nursing (Pre-Registration) who achieve a distinction average (or better) on the basis of all units of study undertaken in the course will be awarded the degree with Merit.

6. 2 Dean's list of meritorious students

- (1) The Faculty has an annual Dean's List of Meritorious Students to recognise academic excellence by students enrolled in the Bachelor of Nursing (including combined degree courses) and make their achievements known to both the wider University community and the public in general.
- (2) The List is produced on the basis of each calendar year and will include the ten most meritorious students in the Faculty of Nursing.
- (3) To be included in the annual Dean's List a student must have completed in any one calendar year after their first year of enrolment, at least 48 credit points.
- (4) The sole criterion in determining the award of a place in the list shall be the marks achieved in first and second semester. Late or subsequently altered results will not be considered in any circumstances.
- (5) Candidates for combined degrees are eligible, even if also eligible for inclusion in the Dean's List in another faculty.
- (6) Cross-institutional and other non-award students, diploma and postgraduate students are not eligible for inclusion in the Dean's List.
- (7) All students included in the annual Dean's List will receive a Faculty certificate.
- (8) Student's on the Dean's List will have this recorded in their transcript.

7. **Examinations**

7. 1 Aegrotat results

- (1) In accordance with the Resolutions of the Senate, a head of department may recommend to the relevant Board of Studies that a candidate, in an undergraduate or postgraduate program, be awarded an aegrotat result (including a posthumous degree or diploma) in cases where:
 - (a) because of serious illness or misadventure, supported by appropriate evidence, the candidate has been unable to sit for the examination or complete the assessment schedule;
 - (b) it is extremely unlikely for the same reasons that the candidate would be able to attempt a further assessment; and
 - (c) the head of department is satisfied beyond doubt on the basis of the work performed throughout the year, that, had the candidate been able to sit for the examination or complete the assessment, he or she would have achieved at least the result recommended.

7. 2 Examination feedback

- (1) Students may view their examination scripts in the presence of an appropriate lecturer up to 4 months following the posting of results. Feedback will be given at this time. Students wishing to view their examination script should make an appointment with the appropriate unit of study coordinator.

7. 3 International students

7. 3.1 Examination/assessment

- (1) International students must undertake examination/assessment in the same specified period as other students.

7. 4 Missed examinations

- (1) Students who miss examinations because of illness or extenuating circumstances should refer to the resolutions relating to special consideration in this document.

7. 5 Notification of examination results

7. 5.1 Mid-year examination results

- (1) Mid-year examination results are posted on Mallett Street noticeboards during the first class week of the July semester.
7. 5.2 End-of-year results
- (1) End of year results are posted on Mallett Street noticeboards prior to closure of the University for the Christmas break. Final results are also sent to students' home addresses via the mail service at this time. Students should ensure that the Faculty Office is notified of any change of address.
7. 6 Re-marking examination scripts
- (1) The Faculty, in accordance with Senate Resolutions, has resolved that no provision be made for students to have their examination papers re-marked.
7. 7 Retention of academic records
- (1) Raw scores (for individual components and the aggregate of course assessment) and final grades for each course will be held on hard copy at departmental level for a period of six (6) years.
- (2) Examination papers will be held at a Faculty level and shredded after a period of 12 months from the date of the last examination in the examination period in question.
7. 8 Retrospective exemption
- (1) Claims for retrospective exemptions from units of study will not be permitted.
7. 9 Room and seating allocation
- (1) All students require a room and seat number for examinations. These should be checked well in advance of the examination period.
- (2) Seat numbers and exam rooms will be displayed on the noticeboards in the Main Quadrangle, Main Campus one to two weeks prior to the examination. This information will also be available from the Faculty Office, Mallett Street a day or two later.
- (3) Seat numbers will also be displayed outside the examination room prior to the exam. Any student who feels they should be sitting the exam but whose name is not displayed, should see the Supervisor-in-Charge of the room.
7. 9.1 Problems with seat numbers
- (1) Students should report any problems with seat numbers to the Student Centre, Main Campus, Carslaw Building as soon as possible. These must be reported before the examination.
- (2) Special examination arrangements can be made for students with illness or disability. Students with a disability should first apply to the Disabilities Services Office who will forward all relevant documentation to the Head of Department for consideration. Students who experience illness should follow the guidelines set out in the resolutions relating to special consideration in this document.
7. 10 Rules to be observed by candidates for examination
- (1) Candidates are required to follow all instructions given by examination supervisors.
- (2) No papers, books, manuscripts or notes of any kind are to be taken into an examination room (unless expressly permitted in advance by the examiner). No papers may be taken out of the examination room.
- (3) No mobile phones, or other means of electronic communication, may be taken into the examination room.
- (4) Students may take in bottles of ink, pens, pencils and drawing instruments, slide rules, small sweets etc., but not fruit, biscuits or food generally. Small handbags (which may be left underneath desks whilst working) may be taken in, but all other bags must be left outside the examination room. All students are warned against leaving money or valuables outside examination rooms. No responsibility for the loss of students' personal property can be accepted by the University. Anything taken into an examination room must be made available for inspection by the examination supervisors or other University staff.
- (5) Battery operated, non-programmable calculators may be used unless specifically prohibited by an examiner. If students are in any doubt about the use of electronic calculators, they should contact the examiner well before the date of the examination.
- (6) No candidate may be admitted to the examination room after the expiration of one hour from the commencement of writing, except under very exceptional circumstances, and then only by the express permission of the Examinations Section. Permission cannot be given if a candidate who may have seen a paper has already left an examination.
- (7) No candidate may leave an examination room (even if entered in error) except under escort, until one hour has elapsed from the time of writing commenced. Students who attend an examination at the wrong time and have entered the examination room, will be required to stay in that room for one hour from the time writing has commenced. No candidate may leave during the last ten minutes of any examination.
- (8) Ten minutes reading time is allowed for most papers. During this time students may only complete the attendance form and fill in the covers of their answer books. No other writing is permitted.
- (9) 'Confidential' Papers: Most papers of this type (usually multiple choice papers) are not to be copied, nor removed from the examination room by students or supervisors. The following rules will be observed:
- (a) Any student wishing to leave the examination room early must attract the attention of the supervisor and wait until the supervisor has collected the paper.
- (b) When 'cease writing' is called, students must remain in their seats until all books have been collected.
- (10) Students are not permitted to loiter in the vicinity of examination rooms; during or at the conclusion of an examination. Nor are they permitted to talk or make noise near such rooms.
- (11) The attention of all candidates is drawn to the instructions printed on the cover of each examination book.
7. 11 Supplementary examinations and further tests for the Bachelor of Nursing
- (1) No supplementary examinations or further tests will be conducted in the Bachelor of Nursing course by the Faculty of Nursing, except where there are extenuating circumstances in particular cases. Students should refer to the resolutions in this document relating to special consideration.
7. 12 Timetables
- (1) Examination timetables are available from the Faculty Office approximately two to three weeks prior to the examination period. Initially the timetable is published in draft form. Students are responsible to ensure that they check the final form of the timetable. Note that errors in reading timetables are not a valid excuse for missing examinations.
7. 12.1 Timetable problems
- (1) Students who find they have two or more examinations scheduled in the same timeslot should apply for a change of timetable at Main Campus Student Services as soon as the draft timetable is published.
7. 13 Translation dictionaries
- (1) Translation dictionaries may be used in examinations by ESL (English as a second language) students who are sitting for examinations in years 1 and 2 of all undergraduate courses in the Faculty of Nursing including those enrolled in the Bachelor of Nursing (Post-registration). Year 3 and 4 ESL students are not permitted to use translation dictionaries.
- (2) Procedures for applying to use a translation dictionary are set by the Examinations Office and students should seek further information from the Student Centre (Camperdown Campus).
- 8. Exclusion**
8. 1 Restriction upon re-enrolment
- (1) There are certain circumstances in which students could be asked to show good cause why they should be permitted to repeat any previously attempted unit of study.
- (2) Liability for exclusion from re-enrolment is determined by academic attainment during the immediate past one or two academic years (depending upon the faculty or board of studies concerned). Students who are in any doubt about their liability for exclusion following academic failure or discontinuation of degrees should ask advice of the Exclusions office in Student Services (Main Campus).
- (3) Students should refer to the Faculty resolutions relating to show cause in this document.
- (4) Students whose attendance at and/or performance in clinical practicum sessions causes doubt in relation to their safety to practise may be asked to show cause why they should be permitted to re-enrol in the course.

9. Exemption

9. 1 Partial Exemptions

Upon re-enrolment in a failed unit of study, students will be required to complete the whole unit of study.

■ Part III: Clinical – Undergraduate

1. Application

(1) These resolutions apply to pre-registration students and international students who hold a qualification in another country and who are completing requirements to register in NSW.

2. Definitions

2. 1 Nursing Assessment by Simulation (NABS) (1996 Resolutions only)

NABS are examinations conducted on the practical clinical skills and are part of the assessment of the clinical component of a unit of study. A student who fails to achieve a passing grade in NABS will be deemed to have failed the unit of study.

2. 2 On-campus clinical assessments (2002 Resolutions)

On-campus clinical assessments are conducted as a component of particular units of study. A student who fails to achieve a passing grade in on-campus clinical assessments will be deemed to have failed the unit of study.

2. 3 Clinical failure

A student is deemed to have a clinical failure if they fail to satisfy requirements for the clinical component of a unit of study either on the basis of attendance and/or performance.

3. Attendance

3. 1 Clinical nursing laboratories sessions (on and off-campus)

(1) Clinical nursing laboratory sessions form an essential part of the clinical component of the Bachelor of Nursing curriculum approved by the NSW Nurses Registration Board. Students are required to attend and participate in each of the clinical sessions and are required to register their attendance at the commencement and completion of each session.

(2) Students who are absent for part or all of a clinical sessions are required to notify the unit of study coordinator within the week of the missed session to arrange suitable make-up. Attendance time is at the discretion of the laboratory facilitator.

(3) In the case of prolonged illness or misadventure, subject to the meeting the requirements of the resolutions relating to special consideration in this document, students may book independent practice sessions on return from their absence. These sessions must take place prior to the student's clinical placement and should be arranged with the unit coordinator.

(4) Failure to attend all clinical sessions or to make appropriate arrangements with the unit of study coordinator when absent will result in the student not being allowed to attend clinical placements in health service agencies and an Absent Fail grade being awarded.

(5) A maximum of two make-up clinical will be permitted each semester.

3. 2 Clinical placements

(1) Clinical settings may include community settings, people's homes, hospitals and nursing homes. Attendance at all clinical placements is compulsory. Unsubstantiated absences from clinical placements will result in a Fail grade. The student will then be required to repeat the unit of study.

(2) The opportunity for students to indicate a preference for particular clinical placement sites will be available. Preferences should be lodged with the Clinical Education Administration Office on the appropriate form by the date indicated at the commencement of the semester. Staff will endeavour to meet the requests of students who nominate preferences, however places at a specific site cannot be guaranteed. Students may obtain forms from the Clinical Education Administration Office for the purpose of nominating preferences for a clinical placement.

(3) For clinical placements or where no preference is recorded the Faculty, having given due attention to students' listed home address, will endeavour to place students within a reasonable distance of this address but cannot guarantee any particular placement.

(4) If a student is unable to attend a clinical placement for any reason they must:

(a) contact their ward/placement and notify their clinical supervisor;

(b) contact the Faculty Office with the reason for non-attendance; and

(c) follow the guidelines set out in the resolutions relating to special consideration in this document.

(5) Any student who is called for jury duty at the time of a clinical placement should contact the Faculty Office as a matter of urgency.

(6) Hospitals and health care agencies may not accept students for clinical placement who are more than 33 weeks pregnant. Students in this situation are required to contact the Faculty Undergraduate Clinical Coordinator or Clinical Officers.

3. 2.1 Changing scheduled clinical placement

(1) Students are required to be available for clinical placements throughout the specified clinical period as designated by the semester and vacation dates published by the Faculty annually.

(2) In normal circumstances variation of scheduled clinical experience will not be possible

(3) In extenuating circumstances requests for specific dates for clinical placements may be made in writing to the Faculty Office by week 3 of the relevant semester (except in the event of unforeseen circumstances such as illness where students are advised to contact the appropriate Associate Dean for assistance). The reason for the request must be clearly stated, and applications submitted with supporting documentation.

(4) In extenuating circumstances variation to placement sites may be considered up to 1 week after the advisement of the site on the noticeboard in the clinical laboratory area.

3. 3 Infectious diseases

(1) All students are required to be aware of the NSW Health Department's definition of exposure-prone procedures and note that clinical practice may pose risks of infection. The Clinical Education Office is able to provide students with details of these requirements.

(2) The Faculty of Nursing expects that all nursing students will be aware of their own infectious diseases status and, if necessary, undergo appropriate immunisations. Students for whom immunisation is inadvisable on medical grounds should seek advice about alternative preventive measures in the event of exposure.

(3) In addition to the personal risks to students there are small risks to susceptible patients from actively infected students. Students who consider themselves at risk should seek advice individually and check their status as often as advised.

(4) Students need to be aware that the NSW Health Department has the right to refuse placements to students who are not fully immunised.

3. 4 Length of clinical day

(1) The clinical day can occur between the hours of 7 am and 11 pm, Monday to Friday, depending on the experience being undertaken, the clinical setting, and the commencement time of the morning and afternoon shifts. Greater variation in the clinical day may occur during Year 3.

(2) The length of the clinical day will also vary. Details will be provided to the students as necessary. Many clinical sites have a clear expectation that students on placement will attend for the length of a full shift – ie, eight hours.

(3) The number of days of attendance during the clinical week for each placement will vary between placements. Details will be provided by the Faculty Office but students are forewarned that attendance 4 or 5 days per week is usually required.

3. 5 Length of clinical placement

(1) The following periods of clinical placement off campus will be undertaken during a Bachelor of Nursing course:

First year	3 weeks equivalent
Second year	8 weeks equivalent
Third year	14 weeks equivalent

(2) Part-time students will undertake clinical placements during the same periods as full-time students.

- (3) Students are strongly advised not to organise paid employment or any other extraneous activities until they are aware of their actual clinical experience hours. Students who fail to do so may not be able to have their requests to vary placement granted.
3. 6 Supplementary Clinical policy
- (1) The Faculty aims to manage clinical placements in an efficient and academically fair manner. Clinical placements will be organised for particular weeks during the calendar year, some of which may be outside the semester periods. Students are advised to ensure they are substantially free from other commitments at those times.
- (2) Only students who have a genuine illness or misadventure during their original clinical placement are eligible for supplementary clinical.
- (3) Students who are absent from their assigned clinical placements, and who meet the requirements for special consideration as set out in this document, are required to complete an Application for a Supplementary Clinical form and forward to the Faculty Office within seven days of the completion of the affected clinical placement.
- (4) Applications will not be considered unless they include the following supporting documentation:
- (a) for Illness, the information supplied on the medical certificate should be sufficient to satisfy the Board of Studies that the condition is of a serious enough nature to merit consideration for a supplementary clinical and should include the likely effect on the student's performance during the clinical placement together with the estimated period of time over which the condition may result in prohibiting the student from completing a clinical placement.
- (b) for Misadventure, the reason for the absence must be beyond the control of the student and outside of normal circumstances expected of student life. Normal circumstances relate to matters that an average student could be expected to encounter in daily life such as:
- (i) difficulty applying oneself to university studies;
- (ii) demands of employment including the consequence of promotion, employment transfer or change;
- (iii) being temporarily absent from the usual place of residence;
- (iv) difficulties in personal relationships;
- (v) the need for financial support; and
- (vi) social activities.
- (5) Completion of an Application for a Supplementary Clinical does not guarantee:
- (a) a place in a supplementary clinical; or
- (b) a place during the next appropriate clinical placement period.
- (6) Generally there will be a limited number of places available to students requiring supplementary clinical in any given semester.
- (7) Applications for supplementary clinical will be considered on merit.
- (8) Applications will be reviewed by the Head of Department and students will be notified of the decision.
- (9) Students who are not granted a supplementary clinical by the Head of Department will be deemed to have failed the relevant unit of study. These students will be required to re-enrol in the unit of study.
3. 7 Transport to clinical placements
- (1) It is the student's responsibility to arrive at the designated clinical experience placement on time.
- 4. Performance**
4. 1 Assessment of clinical performance
- (1) To achieve a passing grade for their clinical placements students are required to:
- (a) meet all attendance requirements; and
- (b) pass both the core and required components of a unit of study.
- (2) Specific assessment requirements will be communicated to students by the department responsible for a unit of study which includes a clinical placement.
- (3) A student who does not meet the requirements of a clinical placement unit of study will be deemed to have failed that unit; such failures are defined as 'clinical failures'.
- (4) A student who is deemed to be unsatisfactory or unsafe at any time during a clinical placement unit of study may have the clinical placement terminated and may be failed in that unit of study.
- (5) A student who fails to meet the requirements of a clinical practicum unit of study shall be deemed not to have made satisfactory progress, and shall be required to show good cause why she or he should be permitted to re-enrol in the unit of study.
- (6) Students who fail two clinical placements will not be permitted to proceed further with their course unless they can show good cause as to why they should be permitted to continue.
4. 2 Dress at clinical placements
- (1) Unless stated otherwise all students are required to wear uniforms during clinical placement.
- (2) Students are required to dress appropriately when participating in clinical education placement in health agencies. University staff have the discretion to ask a student to dress in an appropriate manner before proceeding on clinical placement.
4. 2.1 Females' standard of dress
- (1) White short sleeved dress with collar, blue stitching on sleeves and collar, university logo to be attached to the right side of uniform opposite the breast pocket; black lace-up flat shoes; navy blue cardigan and/or vest; flesh or light coloured stockings; student identification card (to be worn on left side of uniform).
- (2) As an alternative, students may wear a white short sleeved shirt with collar, blue stitching on sleeves and collar, university logo to be attached to the right side of uniform opposite the breast pocket; navy slacks or culottes; black lace-up flat shoes; navy blue cardigan and/or vest; flesh or light coloured stockings.
4. 2.2 Males' standard of dress
- (1) White open necked jacket with collar, blue stitching on sleeves and collar, university logo to be attached to the right side of uniform opposite the breast pocket; navy trousers; black lace-up shoes; navy blue cardigan and/or vest; dark socks.
4. 2.3 Identification
- (1) Student identification card is to be worn on left side of uniform.
4. 3 Clinical experience requirements students re-enrolling after an interruption to their studies
- (1) Second and third year students returning from exclusion or leave will be required to undertake Clinical Practical placements during the academic year in which they recommence their studies. Such students are required to achieve a satisfactory grading and undertake on and off campus clinical experience as deemed appropriate by the Board on advice from the relevant Head of Department.
- (2) Any student currently enrolled who has not completed clinical experience within a period of two years prior to eligibility for registration will be required to undertake a clinical unit of study before completion of the course.
4. 4 Credit for clinical placements
- (1) First year Bachelor of Nursing students who are enrolled nurses are required to enrol in all first year units of study. They may be granted exemption from one week's off-campus held at the end of Semester 1.
4. 5 Exclusion from clinical placements
- (1) A meeting of the Clinical Performance Committee shall be convened in circumstances where a student, while undertaking a field experience or clinical nursing placement, is:
- (a) excluded by either University or agency staff from a clinical agency; and/or
- (b) the subject of an adverse report in writing related to specific incident(s) which, in the opinion of the reporting registered nurse, are sufficiently serious to cast doubt on the student's potential to perform safely as a beginning practitioner in clinical nursing.
- Part IV: Clinical – Postgraduate**
- 1. Attendance**
- (1) In order to successfully complete a postgraduate degree, diploma or certificate students undertaking specific majors or units of study may be required to undertake periods of clinical practice during which their performance and

attendance are assessed. These requirements are set out in the resolutions for the Master of Nursing, Graduate Diploma of Nursing, Graduate Diploma in Midwifery and the Graduate Certificate of Nursing as well as within individual units of study.

2. Assessment of clinical performance

- (1) To achieve a passing grade for their clinical placements students are required to:
 - (a) meet all attendance requirements; and
 - (b) be assessed as "satisfactory".
- (2) Specific assessment requirements will be communicated to students by the department responsible for a unit of study, which includes a clinical component.
- (3) A student who does not meet the requirements of the clinical component of a unit of study or course will be deemed to have failed that unit or course; such failures are defined as 'clinical failures'.
- (4) A student who is assessed or deemed to be unsatisfactory or unsafe clinically may be asked to show cause why they should be permitted to re-enrol in the course.
- (5) A student who fails to meet the requirements of the clinical component of a unit of study or course shall be deemed not to have made satisfactory progress, and shall be required to show good cause why she or he should be permitted to re-enrol in the unit of study.
- (6) Students who have two clinical failures will not be permitted to proceed further with their course unless they can show good cause as to why they should be permitted to continue.

3. Exclusion

- (1) A student who while undertaking a field experience in clinical nursing, or undertaking clinical practice pertaining to a unit of study or course in which they are enrolled is:
 - (a) excluded by staff of either the University or from a clinical agency; and/or
 - (b) the subject of an adverse report in writing in relation to specific incident(s) which, in the opinion of the reporting staff, are sufficiently serious to cast doubt on the student's clinical performance will be required to show cause before the Clinical Performance Committee.

■ Part V: Graduate Studies - Coursework

The resolutions relating to graduate studies must be read in conjunction with other Faculty Resolutions.

1. Candidature – suspension/extension

1. 1 Suspension of candidature in postgraduate coursework courses
 - (1) Students will normally only be eligible to apply for suspension of their candidature in coursework postgraduate courses following the successful completion of a minimum of two (2) units of study (equivalent to one (1) semester enrolment in the part-time mode).
 - (2) Students will be able to suspend candidature for a maximum of two semesters.
 - (3) During a course of study a student may only be permitted to suspend candidature once.

2. Satisfactory progress

- (1) Candidates who fail:
 - (a) up to one quarter of the units of study in which they are enrolled in any semester may progress to a normal full-time load in the subsequent year. In addition, they are permitted to enroll in the failed unit of study;
 - (b) one half of the units of study in which they are enrolled in any semester may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
 - (c) more than half of the credit point load undertaken during a semester or a year, or who fail to meet the requirements of a practicum unit, or who discontinue enrolment in one unit of study twice shall be deemed not to have made satisfactory progress. They shall be required to show good cause as to why they should be permitted to re-enrol in the course.

3. Award with merit

The following resolutions apply only to students enrolled in degree codes in operation prior to 2001.

3. 1 Graduate Diploma
 - (1) All students who achieve a distinction average or better on the basis of all units of study will be awarded their diploma with merit.
3. 2 Master of Nursing
 - (1) All students who:
 - (i) achieve a distinction average or better on the basis of all units of study undertaken in the course; and
 - (ii) are awarded a Distinction or High Distinction in the Treatise or Clinical Project B;
 will be awarded their degree with merit.

4. Award of the Bronze Medal

The following resolutions apply only to students enrolled in degree codes in operation prior to 2001.

4. 1 Master of Nursing
 - (1) A bronze medal may be awarded to the one student who not only 'secures the most distinguished record of achievement throughout the course', but also 'shows outstanding merit'. To be considered for the award of a Bronze Medal, a student must:
 - (i) achieve High Distinctions in all units of study undertaken during the course (where two or more students in one subject area fall within this category, the total of their actual marks will be taken into account); and
 - (ii) attract examiners' comments on their treatise denoting an exceptional piece of work overall; and
 - (iii) in the opinion of the Board of Postgraduate Studies, merit the award.

■ Part VI: Research Degrees

The resolutions relating to graduate studies must be read in conjunction with all other Faculty Resolutions.

Division I: General Information

1. Candidature – suspension/extension

1. 1 Extension of research candidature
 - (1) A recommendation from the appropriate Departmental Review Committee should where reasonably possible accompany all applications to the Board of Studies for extension of research candidatures.
 - (2) If a three month notice of submission of thesis has not been received in the Faculty Office by May 30 or November 30 as appropriate, for the final semester of a student's candidature, the head of department will be advised and a Departmental Review undertaken to provide a recommendation to the Board of Studies in time for a student to receive timely advice on their next semester's enrolment.

2. Theses

2. 1 Definition of Terms
 - (1) The term, thesis, applies to the independent work of a student enrolled in a designated research degree. A degree is designated as a research degree if it contains a research component of 66%. In the case of the Faculty of Nursing, this includes the following awards:
 - (a) Bachelor of Nursing (Honours)
 - (b) Master of Nursing (Honours)
 - (c) Master of Philosophy
 - (d) Doctor of Philosophy

Division II: Bachelor of Nursing (Honours)

1. Admission

- (1) Students who have qualified for the Bachelor of Nursing and who are registered to practise nursing and are considered by the Faculty and the head of department concerned to have the requisite knowledge and aptitude may be eligible to apply for the Honours course.
- (2) Students who have completed the first two years of the Bachelor of Nursing as a pre-registration degree and are considered by the Faculty and the head of department concerned to have achieved at a sufficiently meritorious

level in their academic and off-campus clinical work may be admitted to the Bachelor of Nursing (Honours) course as a pre-registration pattern of study.

- (3) Students who have graduated with a Bachelor of Nursing from universities other than The University of Sydney may also be eligible to apply for the Honours course.

2. Supervision

- (1) Students admitted under clause 1 (1) and (3) will complete all required coursework and a thesis with the guidance of a supervisor appointed by the head of department.
- (2) Students admitted under clause 1 (2) will complete:
- all required coursework and a thesis with the guidance of a supervisor (or supervisor) appointed by the head of department; and
 - all required clinical requirements as specified from time to time by the Faculty.

3. Bachelor of Nursing (Honours) Thesis

- (1) While a student is required to demonstrate originality when writing a thesis, it does not follow that the thesis must be a research report in the sense that the student has collected and analysed original data. A thesis is required to embody original work or new knowledge (facts), insights or understandings in the sense that the student argues for a particular position, methodical approach, and/or analysis and/or interpretation and is able to defend it. The thesis is original in the sense that it makes a distinct contribution to knowledge or to ways of investigating a particular topic. The student is also expected to demonstrate competence in conducting research.
- (2) One of the central characteristics of an honours degree is that it requires the student to complete a substantial piece of work in a limited time frame. This requirement should be reflected in the topic and the scale of the project. As general principles:
- the size of the project and the topic to be investigated should be matched by the time and resources available to complete the award in the specified time;
 - any ethical issues must be addressed before the final selection of the topic is made.
- (3) Possible options for an honours thesis include but are not restricted to, the following:
- a report of research in which data have been collected, analysed and interpreted, including replication studies;
 - a literature review and critique, with particular emphasis on the identification of lines of inquiry that can be followed;
 - a discourse (and textual) analysis;
 - a philosophical essay;
 - an exposition of an ethical issue or area;
 - a clinical or nursing practice project, that is, the identification, description and analysis of a particular clinical issue or nursing practice, the means by which it can be investigated and any particular methodological, theoretical, clinical and conceptual issues that need to be addressed;
 - an historical project;
 - an audit of case records;
 - a needs analysis; or
 - an epidemiological inquiry
- (4) Suggested parameters for projects which involve the collection of data for an honours thesis are as follows:
- research designs should be uncomplicated;
 - instrumentation should already be established;
 - replication studies are permissible;
 - descriptive hypothesis-generation studies are permissible;
 - evidence must be produced in the early stages of the student's enrolment that ready access to respondents or to the relevant field(s) can be obtained;
 - the sample size of the project should not be too ambitious and the sample should be readily accessible;
 - the design characteristics of the study should be simple and straightforward; and
 - descriptive and/or inferential statistics may be used.
- (5) The length for the honours thesis is 10,000 to 15,000 (maximum) words.
- (6) The thesis must be submitted in a form consistent with the Faculty style guide.

Division III: Master of Nursing (Honours)

1. Admission

- (1) Students who have qualified for the Master of Nursing and are considered by the Faculty and the head of department concerned to have the requisite knowledge and aptitude may be eligible to apply for the Master of Nursing (Honours) course.
- (2) Students who have graduated with a Master of Nursing or another appropriate degree from universities other than The University of Sydney may also be eligible to apply for the Honours course.

2. Supervision

Students will complete a thesis under the guidance of a supervisor appointed by the head of department. Supervision will normally involve, on average, a one hour per week meeting.

3. Master of Nursing (Honours) Thesis

- (1) While a student is required to demonstrate originality when writing a thesis, it does not follow that the thesis must be a research report in the sense that the student has collected and analysed original data. A thesis is required to embody original work or new knowledge (facts), insights or understandings in the sense that the student argues for a particular position, methodical approach, and/or analysis and/or interpretation and is able to defend it. The thesis is original in the sense that it makes a distinct contribution to knowledge or to ways of investigating a particular topic. The student is also expected to demonstrate competence in conducting research.
- (2) One of the central characteristics of an honours degree is that it requires the student to complete a substantial piece of advanced work in a limited time frame. This requirement should be reflected in the topic and the scale of the project. As general principles:
- the size of the project and the topic to be investigated should be matched by the time and resources available to complete the award in the specified time;
 - any ethical issues must be addressed before the final selection of the topic is made.
- (3) Possible options for an honours thesis include but are not restricted to, the following:
- a report of research in which data have been collected, analysed and interpreted, including replication studies;
 - a literature review and critique, with particular emphasis on the identification of lines of inquiry that can be followed;
 - a discourse (and textual) analysis;
 - a philosophical essay;
 - an exposition of an ethical issue or area;
 - a clinical or nursing practice project, that is, the identification, description and analysis of a particular clinical issue or nursing practice, the means by which it can be investigated and any particular methodological, theoretical and conceptual issues that need to be addressed;
 - an historical project;
 - an audit of case records;
 - a needs analysis;
 - an epidemiological inquiry; or
 - a highly developed proposal for a research project.
- (4) Suggested parameters for projects which involve the collection of data for an honours thesis are as follows:
- designs should be simple;
 - instrumentation should be established;
 - descriptive hypothesis-generation studies are permissible;
 - evidence must be produced in the early stages of the student's
 - enrolment that ready access to respondents or to the relevant field(s) can be obtained;
 - the sample size of the project should not be too ambitious and the sample should be readily accessible;
 - the design characteristics of the study should be achievable in the time available.
- (5) The length for the honours thesis is 15,000 to 20,000 (maximum) words.
- (6) The thesis must be submitted in a form consistent with the Faculty style guide.

Division IV: Final Year Honours

In degrees where honours grades are reported in percentages, the grades for the award of honours shall be:

Code	Description	Mark Range	Comments
H1M	Honours Class I and Medal	90-100	The student's performance is of first class Honours standard and justifies consideration of the award of the University medal.
H1	Honours Class I	80-89	The student's performance is of first class Honours standard but not of a standard that justifies consideration of the award of the University medal.
H21	Honours Class II (Division I)	75-79	The student's performance is of second class Honours (Division I) standard.
H22	Honours Class II (Division 2)	70-74	The student's performance is of second class Honours (Division 2) standard.
H3	Honours Class III	65-69	The student's performance is of third class Honours standard.
P	Pass	< 64	The student's performance is not such as to justify the award of Honours.

Division V: Master of Philosophy (Nursing)

1. Length of thesis

- (1) The length of the Master of Philosophy thesis is determined by the topic area and the type of research conducted. Although the Faculty of Nursing does not stipulate a word limit the maximum for a Master of Philosophy thesis is 60,000 words.

2. Submission of thesis

- (1) Three months prior to submission of the thesis students are required to inform the Faculty on the appropriate form that the thesis is approaching completion. At that time it is also necessary to supply three copies of a 300 word summary of the thesis for distribution to potential examiners.
- (2) Three copies of the thesis must be presented for examination. These copies may be soft bound as stated in 1998 Thesis Guide (SUPRA). The recommendation for submission from your supervisor must be presented along with the thesis (a sample form is included in Appendix II).
- (3) On successful completion of the examination process a minimum of two hard bound copies of the completed thesis printed on acid free paper will be required, by their head of department for lodging in the University and Faculty libraries. These requirements are further explained in the 1998 Thesis Guide (SUPRA).

3. Examination of thesis

3. 1 Appointment of Examiners

- (1) Once the thesis has been lodged and the supervisor's certificate received, the Chair of the Board of Studies (acting on behalf of the Faculty – see section 3.30), having considered the certificate, shall approve the appointment of examiners on recommendation from the head of department concerned, unless the faculty board considers that examiners should not be appointed.

3. 2 Examiners not appointed

- (1) If the Board of Studies, after consideration of the supervisor's certificate, has resolved not to proceed to the appointment of examiners, it shall refer the matter back, with the reasons for the decision, to the head of department for further consideration in consultation with the supervisor.

3. 3 Delays in appointment

- (1) The head of department and the Board of Studies shall take all possible steps to ensure that examiners are appointed within four weeks of the submission of the thesis.
- (2) The head of department should normally have taken the steps outlined below in sections 3.4 to 3.6, noting the provisions of section 3.8, before the thesis is submitted.

3. 4 Consultation and recommendation

- (1) The head of department shall, if reasonably possible, before making his or her recommendation for the appointment of examiners, consult the supervisor and, if it is considered by the supervisor to be necessary, any appointed associate supervisor.

- (2) The head of department shall recommend the appointment of two examiners of the thesis of whom one shall be external to the University – ie, not being a member of the staff of the University, or hold a clinical academic title.

- (3) The head of department may also recommend the appointment of one or more qualified additional persons who may be called on to act in place of one or more of the two first appointed examiners.

3. 5 Qualifications of examiners

- (1) Examiners recommended should be known to be familiar with the supervision and examination of research theses and should normally still be active in research and/or scholarship.
- (2) An examiner appointed to act as an assessor under section 3.18(f) should possess very high standing in the subject in question.
- (3) Subject to any policy to the contrary by the Board of Studies, a supervisor of a candidate may be appointed as an examiner for that candidate, except that a supervisor shall not normally be so appointed if he or she is also the head of the department or academic unit concerned. It is however, Faculty of Nursing policy that a supervisor would not normally be appointed as an examiner.
- (4) A head of department, in making a recommendation, shall take all reasonable steps to ensure that the examiners proposed are free from bias either for or against the candidate or the supervisor.

3. 6 Involvement of candidate

- (1) The head of department or the supervisor or the candidate may initiate a general discussion with the candidate by the supervisor and/or the head of department of a wide range of possible examiners.
- (2) A candidate may advise the Head of Department or the Dean or the Chair of the Board of Studies of the names of any persons the candidate does not wish to see appointed as examiners, giving the reasons in writing.

3. 7 Faculty to appoint examiners

- (1) The Board of Studies, on receipt of a recommendation for the appointment of examiners from a head of department, and having considered any advice from the candidate, may appoint the examiners as recommended or appoint different examiners after consultation with the head of department.

3. 8 Disclosure of names

- (1) Except as may be necessary when an oral examination is required, the names of the examiners appointed shall not be disclosed to the candidate until a determination has been made about the award of the degree.

3. 9 Invitation to examiners

- (1) After the appointment of examiners by the Board of Studies, the Dean shall write to the external examiner inviting him or her to act, specifying the conditions applicable to the examination process and enclosing the resolutions for the degree, an information statement and the examiner's report form.
- (2) On receipt of an acceptance of the invitation to act, or on advice from the head of department concerned that the examiner is willing to act under those conditions, the Dean shall dispatch a copy of the thesis.
- (3) The Dean shall similarly write to the internal examiner advising him or her of their appointment and the conditions, which apply and enclosing the resolutions for the degree and the examiner's report form, together with a copy of the thesis.

3. 10 Delegations of authority

- (1) A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making and forwarding to the Dean, a written statement of delegation of those powers.

3. 11 Examiners' reports

- (1) An examiner is required to complete the examination of the thesis and submit a report on the prescribed form within two months of receipt of the thesis.
- (2) The examiner shall be advised by the Dean of the name of the other examiner who has agreed to act and may consult the co-examiner directly at any stage of the examining process, but shall submit an independent report and shall not have any right of access to the other examiner's reports.

- (3) The report shall include the recommendation that:
- (a) the candidate be awarded the degree without further examination; or
 - (b) the candidate be awarded the degree subject to correcting typographical errors before the degree is conferred. (Typographical errors include spelling, grammar, punctuation, capitalisation and reference dates); or
 - (c) the candidate be awarded the degree subject to conditions listed in the examiner's report being addressed to the satisfaction of the Faculty (which may include a recommendation that, if reasonably possible, the candidate should be required to take an additional oral or other examination); or
 - (d) the candidate be not awarded the degree, but be permitted to resubmit the thesis in a revised form for re-examination, following a further period of study, the examiner having formed the opinion that the errors or deficiencies substantially affect the argument or the thesis; or
 - (e) the candidate be not awarded the degree.
- (4) The report shall also record whether in the opinion of the examiner:
- (a) the thesis is a substantially original contribution to the knowledge of the subject concerned;
 - (b) the thesis affords evidence of originality by the discovery of new facts;
 - (c) the thesis affords evidence of originality by the exercising of independent critical ability;
 - (d) the thesis is satisfactory as regards literary presentation; and
 - (e) a substantial amount of material in the thesis is suitable for publication.
- (5) The examiner shall state the grounds on which his or her recommendation is based, indicating the strengths and weaknesses of the thesis and the particular contributions made by the candidate and may list emendations that it is considered should be made and shall indicate the extent of any consultation with the other examiner.
3. 12 Release of examiners' names
- (1) As part of the report form, the examiner shall be asked to indicate whether he or she is willing to have his or her name and/or his or her report in full or in part released to the candidate, either at the conclusion of the examination, or in the circumstances outlined in sections 3.22(2) to 3.22(4).
3. 13 Receipt of reports
- (1) The Dean shall acknowledge receipt of reports as received and arrange for payment of the examiner's fee to external examiners.
- (2) The Dean shall contact any examiner, who has not submitted his or her report within ten weeks of dispatch of the thesis, requesting advice as to when it will be submitted and reminding the examiner of the conditions of the examination.
3. 14 Replacement examiner if report not received
- (1) The Dean shall further contact any examiner who has not submitted the report by the end of the fourteenth week after dispatch of the thesis, advising that it will be necessary to proceed to the appointment of a replacement examiner if the report is not received within a further two weeks and shall proceed to do so if the report is not received within that time.
- (2) Notwithstanding the fact that replacement examiners may previously have been appointed, the Dean shall seek advice from the head of department as to who should act as a replacement examiner in the event of an examiner being replaced under the circumstances referred to in section 3.14(1) and, if necessary, the Board of Studies shall appoint a further qualified examiner on the recommendation of the head of department who shall, if necessary, have carried out the same consultative procedures as applied to the initial appointment of examiners.
- (3) Should the process of appointing a replacement examiner under the circumstances referred to in section 3.14(1) have proceeded to the point where a copy of the thesis has been dispatched to the replacement examiner, any report subsequently received from the examiner who has been replaced shall not be considered in determining the result of the candidature.
- (4) Notwithstanding the provisions of sections 3.14(1) to 3.14(3) the Board of Studies or its Chair may, in such circumstances as it shall determine are exceptional allow some specific variation to those requirements.
3. 15 Consideration of examiners' reports: Head of Department reports
- (1) When both examiners' reports have been received:
- (a) if both examiners' reports have recommended that:
 - (i) the degree be awarded without qualification; or
 - (ii) the degree be awarded subject to the correction of typographical errors; or
 - (iii) the degree be awarded subject to emendations; the reports shall be forwarded by the Faculty Office to the Chair of the Board of Graduate Studies or the Chair's nominee for consideration; or
 - (b) if any other recommendations have been made, or if there is disagreement between the examiners, the Faculty Office shall forward the reports to the head of department for a recommendation and to the supervisor.
- (2) Neither head of department nor supervisor shall have a right of access to the examiners' reports before they have both been received, except where the Dean of the Faculty considers that special circumstances exist.
- (3) The head of department, if:
- (a) there is disagreement between the examiners; or
 - (b) emendations have been recommended by an examiner; shall, before making a recommendation, if reasonably possible, consult the candidate's supervisor(s), the student, and (where appropriate) the candidate's annual progress reports.
- (4) When making her/his recommendation, the head of department shall indicate the nature and extent of consultation that has been carried out and shall forward a copy of any written report she/he has received from the supervisor(s).
3. 16 Head of Department's recommendation.
- (1) Having considered the reports of the examiners and carried out any required consultation, the head of department may make one of the following recommendations:
- (a) that the degree be awarded without further conditions; or
 - (b) that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
 - (c) that the degree be awarded subject to emendations being made in all copies of the thesis to be retained in the University; or
 - (d) that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner; or
 - (e) that an additional examiner be appointed; or
 - (f) that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners; or
 - (g) that the reports of the examiners, together with the comments from the supervisor be referred to both the examiners for their comment; or
 - (h) that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
 - (i) that the degree not be awarded.
3. 17 Consideration of examiners' reports and Head of Department's recommendation
- (1) The head of department, having made a recommendation in accordance with any of 3.16(a) to 3.16(i) above, shall forward the recommendation to the Faculty Office for the consideration of the Chair of the Board of Studies, who may convene a meeting of members of the Board of Studies.
- (2) In the event of a recommendation in accordance with 3.16(d) to 3.16(i) above, the Chair of the Board of Studies shall refer the matter to the Board of Studies for its consideration.
3. 18 Board of Studies' action
- (1) The Board of Studies, after consideration of the examiners' reports and the recommendation of the head of department may decide:
- (a) that the degree be awarded without further examination; or

- (b) that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
- (c) that the degree be awarded subject to emendations specified by the head of department being made in all copies of the thesis to remain available in the University; or
- (d) that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner, this not being a substitute for requiring the candidate to make emendations to the thesis or to revise and resubmit the thesis; or
- (e) that an additional examiner be appointed; or
- (f) that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners; or
- (g) that the reports of the examiners, together with comments from the supervisor, shall be referred to both the examiners for their comment; or
- (h) that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
- (i) that the degree be not awarded.
- (2) Where the Board of Studies has approved the award of the degree without further conditions, the Dean shall advise the candidate that the degree has been awarded subject to the lodgement of two permanently bound copies of the thesis printed on acid-free or permanent paper, with the University and Faculty Librarians, and shall advise the examiners, head of department and supervisor.
- (3) Where the Board of Studies has approved the award of the degree subject to the correction of typographical errors, the Dean shall advise the candidate that the degree has been awarded subject to the lodgement of two permanently bound copies of the thesis printed on acid free or permanent paper in which the typographical corrections have been made to the satisfaction of the head of department, with the University and Faculty Librarians, and shall advise the examiners, head of department and supervisor.
- (4) Where the Board of Studies resolves that the degree be awarded subject to emendations specified by the head of department being made in all copies of the thesis to remain available in the University, the Dean shall advise the candidate of the decision and of the nature of the emendations required and the latest date by which the emendations shall be made, being, unless otherwise determined by the Board of Studies, within a further three months, and shall provide such detail in relation to the examiners' reports as the head of department recommends.
3. 19 Oral examinations
- (1) Where the Board of Studies has resolved under section 3.18(d) that the candidate be required to take an additional oral or other examination, or answer specific questions put by an examiner, unless the Board of Studies has determined otherwise, the Board of Studies shall be responsible for the oversight of these further examining processes and, having sought a further recommendation from the head of department, may then resolve in accordance with section 3.18(1).
- (2) Those present at an oral examination may include one or more of:
- (a) the examiners;
- (b) persons, other than the examiners, nominated by the Board of Studies;
- (c) shall include the supervisor if he or she wishes; and
- (d) may include, with the approval of the Dean, a member of the University nominated by the candidate.
- (3) A candidate shall be given reasonable notice of any oral examination and of the nature of the examination and the names of the persons who will be present and may advise the dean of the faculty of reservations he or she may have about the presence of any particular person, giving reasons in writing.
3. 20 Additional examiner
- (1) Where the Board of Studies resolves under section 3.18(e) that an additional examiner be appointed, the provisions of sections 3.1 to 3.16 shall apply as appropriate and the Dean shall write to the examiner as provided in section 3.9(1) or 3.9(3) and shall advise the previously appointed examiners of the name of the additional examiner.
- (2) The Board of Studies, having received a further recommendation from the head of department, together with an additional examiner's report, may then resolve as provided in section 3.16(1).
- (3) Where the Board of Studies resolves under section 3.18(f) that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, the provisions of sections 3.1 to 3.16 of these resolutions shall apply as appropriate and the Dean shall write to the examiner as provided in section 3.9(1) or 3.9(3), inviting the examiner to act as an assessor of the examiners' reports, as well as an examiner of the thesis and shall provide copies of the unidentified examiners' reports and shall also advise the previously appointed examiners of the name of the additional examiner who is also to act as assessor.
- (4) The Board of Studies, having received a further recommendation from the head of department, together with an additional examiner-as-assessor's report, may then resolve as provided in section 3.18(1), except that, where the Board does not substantially resolve in the terms recommended by the assessor, it shall inform the Dean of its decision together with the reasons for that decision prior to any further action being taken.
3. 21 Referral of reports to examiners
- (1) Where the Board of Studies resolves under section 3.16(1)(g) that the reports of the examiners, together with comments from the supervisor, shall be referred to both the examiners for their comment, the Dean shall seek comments from the supervisor and then send copies of the examiners' reports and the supervisor's comments to each of the examiners, advising them that it is in order for them to confer and seeking a further report from each examiner within a period of four weeks.
- (2) The Dean shall forward the responses received, following the circulation of reports, to the head of department for such consultation as is required under sections 3.15 and 3.16, and to make a recommendation. The Board of Studies on receipt of that recommendation may then resolve as provided in section 3.18(1).
3. 22 Consultation with candidate
- (1) Where the Board of Studies forms the intention either to resolve under section 3.18(h) that the degree not be awarded but that the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, or to resolve under section 3.18(i) that the degree not be awarded, that resolution shall be deferred to allow a process of consultation with the candidate.
- (2) The Dean shall advise the candidate in writing of the Board's intention; shall provide de-identified copies of such of the examiners' reports as the examiners have indicated may be released and shall advise the candidate that he or she may within a period of four weeks give notice of intention to provide comment on the foreshadowed decision, such comments to be submitted in writing by no later than a total of eight weeks from the date of the Dean's advice.
- (3) The Board of Studies shall further consider the examiners' reports and the head of department's recommendation, together with any comments provided by the candidate and any further comments provided by the head of department or supervisor and may then resolve as provided in section 3.18(1). At its discretion, the Board may refer any or all of the comments received to the examiners or to an examiner appointed as an assessor.
- (4) The Dean may extend either of the time limits set out in section 3.22(2).
3. 23 Revise and resubmit
- (1) Where the Board of Studies, following the consultation process referred to in sections 3.22, resolves under section 3.18(h) that the degree not be awarded but the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, the Dean shall advise the candidate of the decision, of any provisions relating to appeals, the particular conditions applying and the general requirements in respect of revision and resubmission and shall provide such detail in relation to the examiners'

- reports as the head of department recommends and shall also advise the examiners, head of department and supervisor of the terms of the decision.
3. 24 Degree not awarded
- (1) Where the Board of Studies, following the consultation process referred to in sections 3.22, resolves under section 3.18(i) that the degree not be awarded, this decision shall be reported to the Dean who may note the decision or refer it back to the Board for further consideration. The Dean shall advise the candidate of the decision, of any provisions relating to appeals, shall provide such detail in relation to the examiners' reports as the head of department recommends and shall also advise the examiners, head of department and supervisor of the decision.
3. 25 Emendations and lodging of corrected thesis
- (1) A candidate, on receipt of advice from the Dean that the degree has been awarded subject to emendations being made, shall make these emendations in consultation with his or her supervisor or head of department on all the copies of the thesis which are to be available within the University, including the copies printed on permanent or acid-free paper which are to be lodged with the University and Faculty Librarians; shall comply with the requirements with respect to permanently binding a copy of the thesis; shall request the head of department to certify that the corrections have been made and shall submit the thesis copies to the Dean by no later than the latest date advised for completing such action.
- (2) The Dean, on receipt of the two corrected, permanently bound copies of the thesis and a statement from the head of department that the corrections have been made to his or her satisfaction, shall cause all corrected copies submitted to be stamped to indicate that the thesis is in the form which has been accepted for the degree; shall advise the Chair of the Board of Studies that the corrections have been made and that the Board can therefore approve the award of the degree; shall write to the candidate advising that all the requirements for the award of the degree have been met; shall lodge the permanently printed copies with the University and Faculty Librarians and shall so advise the examiners, head of department and supervisor.
- (3) If a candidate does not carry out the required emendations within the time limit set, or the head of department, after consultation with the supervisor, does not consider that the emendations made are satisfactory, the head of the department shall refer the matter to the Board of Studies, which may grant additional time or set different conditions or may initiate proceedings under the provisions for the termination of candidature.
3. 26 Participation of Supervisor and Head of Department
- (1) The supervisor and head of department may be present at any discussion by the Board of Studies of a recommendation by the head of department in respect to examiners' reports on the thesis of a candidate.
3. 27 Delegation of authority
- (1) A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making and forwarding to the Dean, a written statement of delegation of those powers.
- (2) The Board of Studies may delegate to its Chair, or in the absence of the Chair to the Chair's nominee from the Board its powers to award the degree under sections 3.18(a), (b) or (c).
3. 28 Revision and re-examination
- (1) If the Board of Studies has resolved that a candidate not be awarded the degree but be permitted to revise and resubmit the thesis for re-examination, it shall prescribe a maximum period of further candidature and may prescribe particular conditions to be met.
- (2) A candidate permitted to revise and resubmit shall re-enrol while remaining a candidate for the degree and shall proceed according to the provisions of these resolutions.
3. 29 Revise and resubmit – examination
- (1) A head of department shall recommend examiners for a revised and resubmitted thesis after the consultation processes provided for in section 3.1 to 3.10, but the Board of Studies shall normally reappoint the original examiners of the thesis, provided that they are available, unless one or more of those examiners has required modifications of the thesis that the Board consider to be unnecessary or undesirable or, in the opinion of the Board, there are academic reasons for not re-appointing any or all of the original examiners.
- (2) Subject to section 5.05 all the provisions of sections 3.1 to 3.27 relating to the examination process apply to the examination of a revised and resubmitted thesis.
- (3) Except where the Board of Studies permits otherwise, the recommendation that a candidate be not awarded the degree but be permitted to resubmit the thesis in a revised form for re-examination shall not be available to examiners of a thesis that has itself been submitted for re-examination.
3. 30 Faculty Board of Studies delegations
- (1) Where in these resolutions reference is made to a faculty board or action to be taken by a faculty board, that reference pertains to the Board of Studies or equivalent and any Dean, Chair, Associate Dean or other officer of the faculty board acting with the authority of the faculty board.
- 4. Departmental review and probationary review for Master of Philosophy students**
- (1) All Master of Philosophy students admitted to the degree are to be subjected to departmental review after their second year of candidature, whether enrolled full-time or part-time.
- (2) Those students admitted to the degree on a probationary basis are also required to be subjected to a review at the end of the specified probationary period.
- (3) The satisfactory completion of this probationary period requires:
- successful completion of any specified coursework;
 - presentation of a seminar on their project;
 - a supportive letter from the student's supervisor related to the student's ability to complete a project of appropriate scope and nature; and
 - a supportive recommendation from the Head of Department on the basis of the supervisor's advice, the student's performance and progress towards completion.
- (4) The Board also resolved that the requirements of this probationary review must be communicated in writing to the candidate in their offer of admission letter.
- Division VI: Doctor of Philosophy**
- 1. Length of thesis**
- (1) The length of a PhD thesis is determined by the topic area and the type of research conducted. The Faculty of Nursing does not stipulate a word limit but is in agreement with University guidelines which state that the maximum number of words is 100,000.
- 2. Submission of the thesis for examination**
- (1) Three months prior to submission of the thesis students must inform the Faculty on the appropriate form that the thesis is approaching completion. At that time the student should also supply four copies of a 300 word summary of the thesis for distribution to potential examiners.
- (2) Four copies of a PhD thesis must be presented for examination. These copies may be soft bound. The recommendation from the student's supervisor that the thesis is ready for submission must be presented along with the thesis.
- (3) On successful completion of the examination process a minimum of two hard bound copies of the completed thesis printed on acid free paper will be required for lodging in the University and Faculty Libraries.
- 3. Part-time applicants**
- (1) Part-time applicants for a PhD candidature are required to make a statement to the effect that they will be in a position to devote a minimum of 20 hours per week to their candidature and attend the University for purposes of their PhD studies at least one full day per week.
- (2) Where applicable, the statement must include a declaration from their employer confirming that the student will be released from work commitments for one full day per week to pursue their studies, with the understanding that the student will be required to allocate at least a further twelve hours of their own time to the PhD candidature.

4. Probationary period

- (1) The initial full time year or equivalent period of candidature for all commencing research students is viewed as a probationary period. Part-time students will have a probationary period of not more than the initial three semesters. Consequently, candidature is not confirmed until this period has been completed and a supportable assessment of the student's progress is available.
- (2) In order for the Faculty to be confident of a student's ability to successfully complete a research candidature within the existing time frame the student must, by the end of the probationary period, demonstrate they are able to achieve the following to a level commensurate with the degree they are undertaking:
 - (a) evidence of developing intellectual autonomy within the context of their particular research project;
 - (b) the ability to conduct a confident discussion on the direction, structure and content of the research they are planning to undertake;
 - (c) a thorough engagement with the literature relating to both the topic area and methodological issues associated with their research project; and
 - (d) a realistic view of the potential outcomes, feasibility and scope for their research project in context of the timeframe as related to the degree that they are undertaking.
- (3) To allow the Departmental Review Committees the opportunity to make reasonable judgements on the student's ability to conduct the doctoral project successfully candidates are required to complete the following by the end of the probationary period:
 - (a) submit a literature review as guided by, and to the satisfaction of the student's supervisor. The topic and length of this piece of work is to be negotiated with the supervisor in association with the relevant HoD/ Departmental Postgraduate Coordinator;
 - (b) submit a Thesis Proposal and draft Table of Contents for the thesis to the Departmental Postgraduate Coordinator for the information of the Departmental Review Committee prior to interview;
 - (c) present a seminar which focuses on the methodological aspects of their proposed project to the Departmental Review Committee and interested faculty prior to interview;
 - (d) attend a Departmental Review Committee interview which will be conducted in line with current university policy in this area; and
 - (e) complete satisfactorily any units of study prescribed in association with candidature.
- (4) Supervisors are also required to provide to the student and members of the Departmental Review Committee a written report on the student's progress during the probationary period.

5. Workshop:

- (1) A workshop of 3 days in length will be conducted for all new research students and scheduled for late March each year. Attendance at the workshop will be compulsory for students commencing their candidature in 2000 and beyond.

Part VII: Alumni and Professional Relations Office

- (1) The resolutions relating to the Alumni and Professional Relations Office must be read in conjunction with all other Faculty Resolutions.
- (2) The Alumni and Professional Relations Office conducts professional short courses on and off campus; units of study by distance and flexible learning modes, and international student exchanges. Professional short courses are offered in research, clinical specialties, education, management, computer skills and professional issues.
- (3) Students may undertake units in the Alumni and Professional Relations Office as formally enrolled students or as professional development participants. All units are fee paying.
- (4) Students who are formally enrolled must abide by all resolutions of the Faculty and University.

1. Continuing professional education courses**1. 1 Admission**

- (1) Participants register by completing a registration form and paying the prescribed fee plus GST. A letter confirming registration and receipt of payment is sent to participants once course fees have been received.
- (2) If the employer is paying short course fees, participants are requested to send a completed registration form and a copy of the authorised approval for funding. A letter confirming registration is sent to participants where employer is paying and documentation of this arrangement has been received.

1. 2 Assessment

- (1) Professional short courses are not assessed.
- (2) Participants are given a Certificate of Attendance by the Faculty and the Alumni and Professional Relations Office at the completion of the course.

2. Academic study in approved units of study**2. 1 Admission**

- (1) Students may enrol in a unit of study in 2 ways:
 - (a) as a professional course participant; or
 - (b) as a student formally enrolled in the Faculty.
2. 1.1 Students enrolled in units of study as a continuing professional education course participant
 - (1) Students who enrol in units of study as a professional course participant do not formally enrol through the Faculty, do not undertake assessment and may not apply for credit of the unit of study towards a formal award.
 - (2) Students are awarded a Certificate of Course Completion from the Faculty and the Alumni and Professional Relations Office.
2. 1.2 Students who undertake a unit of study through the Alumni and Professional Relations Office and are formally enrolled in the Faculty.
 - (1) Students are enrolled as non-award students for single units of study or may be formally enrolled in a course – eg, Master of Nursing.
 - (2) A non-award student who is subsequently admitted to an award course of the Faculty may, on application, be granted credit for those units of study successfully completed as a non-award student
 - (3) Successful completion of a unit of study will not guarantee admission to an award course.
 - (4) Non-award students are required to pay subject tuition fees and general service fees appropriate to the unit(s) or module(s) studied.

2. 2 Assessment

- (1) Assignments may be submitted by mail/fax only. Students should refer to the resolutions in this document relating to assignments and to the relevant unit of study outline.
- (2) Due dates will be provided for each assignment. Students should also refer to the relevant unit of study outline for any additional instructions.
- (3) Assignments received after the due date specified will only be accepted and no penalty applied where the student provides documentary evidence that the assignment was posted by an appropriate date to ensure reaching the Faculty by the due date. Where this information is not provided students will be penalised in accordance with resolutions relating to assignments in this document.

3. Attendance at residential schools

- (1) Students enrolled in the distance education mode with residential schools must either attend the residential schools or seek approval for exemption on the basis of special circumstances.
- (2) Students who are absent from residential schools without approval or good cause will be awarded a fail grade.

4. Discontinuation of enrolment

- (1) Students undertaking units of study in the distance mode and who discontinue their enrolment will be refunded 60% of the total fees paid providing the application to withdraw is received prior to dispatch of the unit material. Once unit material has been dispatched there will be no refunds.

5. Exclusion

- (1) A student who is under exclusion from any award course in the Faculty may not formally enrol in any unit while under exclusion. However, a student who is under exclusion from any award course in the Faculty may register in a unit of the Alumni and Professional Relations Office as a professional course participant.

6. *Withdrawal*

- (1) In the event of a participant needing to withdraw, full fee (less 20% administration charge) is refunded provided written advice is received at least ten (10) days prior to the commencement of the course. Refunds are not available after this date.

General University information

See also the Glossary for administrative information relating to particular terms.

Accommodation Service

The Accommodation Service assists students to find off-campus accommodation by maintaining an extensive database of suitable accommodation close to the Camperdown/Darlington campus or within easy access via public transport.

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 3312
Fax: (02) 9351 8262
Email: accomm@stuserv.usyd.edu.au
Web: www.usyd.edu.au/accomm

Admissions Office

The Admissions Office is responsible for overseeing the distribution of offers of undergraduate admission and can advise prospective local undergraduate students regarding admission requirements. Postgraduate students should contact the appropriate faculty. If you are an Australian citizen or a permanent resident but have qualifications from a non-Australian institution, phone (02) 9351 4118 for more information. For enquiries regarding special admissions (including mature-age entry), phone (02) 9351 3615. Applicants without Australian citizenship or permanent residency should contact the International Office.

Student Centre
Ground Floor, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 4117 or (02) 9351 4118
Fax: (02) 9351 4869
Email: admissions@records.usyd.edu.au

Applying for a course

Local applicants for undergraduate courses and programs of study

Citizens and permanent residents of Australia and citizens of New Zealand are considered local applicants for the purpose of admission and enrolment. If you are in this group and you wish to apply for admission into an undergraduate course, you would generally apply through the Universities Admissions Centre (UAC) by the last working day of September of the year before enrolment. Go to www.uac.edu.au for more information.

Note that some faculties, such as Pharmacy, the Sydney Conservatorium of Music and Sydney College of the Arts, have additional application procedures.

Local applicants for postgraduate courses and programs of study

Citizens and permanent residents of Australia and citizens of New Zealand are considered local applicants for the purpose of admission and enrolment. Application is direct to the faculty (not to the department, Student Centre or the Admissions Office) which offers the course in which you are interested. Application forms for postgraduate coursework, postgraduate research and the Master's qualifying or preliminary program, or for non-award postgraduate study can be found at www.usyd.edu.au/su/studentcentre/applications/applications.html.

Please note that not all faculties use these application forms for admission into their courses. Some faculties prefer to use their own specially tailored application forms rather than the standard ones. Please contact the relevant faculty.

International applicants for all course types (undergraduate and postgraduate)

All applicants other than Australian citizens, Australian permanent residents and citizens of New Zealand are considered to be international applicants. In the vast majority of cases applicants apply for admission through the University's International Office. All of the information international applicants need, as well as downloadable application forms, is available from the Web site of the International Office, www.usyd.edu.au/io.

Assessment

For matters regarding assessment, refer to the relevant department or school.

Careers Information

Provides careers information and advice, and help in finding course-related employment both while you're studying and when you commence your career.

Careers Centre
Ground Floor, Mackie Building, K01
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 3481
Fax: (02) 9351 5134
Email: info@careers.usyd.edu.au
Web: www.careers.usyd.edu.au

Casual Employment Service

The Casual Employment Service helps currently enrolled students find casual and part-time work during their studies and University vacations.

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 8714
Fax: (02) 9351 8717
Email: ces@stuserv.usyd.edu.au
Web: www.usyd.edu.au/cas-emp

Centre for Continuing Education

The Centre for Continuing Education offers a wide range of short courses for special interest, university preparation and professional development. Subject areas include IT, business, languages, history and culture, overseas study tours, creative arts and social sciences. Courses are open to everyone.

The Centre will be relocating at the end of 2003. Please refer to the Centre's Web site for up-to-date information on location/contact details, or phone the existing general enquiry number (02) 9351 2907 for redirection.

Mackie Building, K01
The University of Sydney
NSW 2006 Australia Ph: (02) 9351 2907
Fax: (02) 9351 5022
Email: info@cce.usyd.edu.au
Web: www.cce.usyd.edu.au

Centre for English Teaching

CET offers a range of English language courses including Academic English, General English, Business English and IELTS preparation. The University is now also an IELTS testing centre. The English programs help international students to reach the required English levels for entry to degrees at the University. At the end of their language training, students have the opportunity to take the CET university direct entry test (e-test).

Level 2, Building F, 88 Mallett St
University of Sydney (MO2)
NSW 2006 Australia

GENERAL UNIVERSITY INFORMATION

Phone: (02) 9351 0706
Fax: (02) 9351 0710
Email: info@cet.usyd.edu.au
Web: www.usyd.edu.au/cet

Child care

Contact the Child Care Information Officer for information about children's services for students and staff of the University who are parents.

Child Care Information Officer
Level 7, Education Building, A35
Phone: (02) 9351 5667
Fax: (02) 9351 7055
Email: childc@stuserv.usyd.edu.au
Web: www.usyd.edu.au/childcare

The Co-op Bookshop

In addition to providing the required course textbooks, the Co-op Bookshop stocks a wide range of supplementary material, including recommended readings, course notes, study aids and reference books.

We also house an extensive range of general books including fiction, non-fiction, academic and professional titles.

A one-off membership fee of \$25 entitles discounts on most books.

Software for students and academics is available at up to 70% off the usual RRP.

The Co-op is situated in the Sydney University Sports and Aquatic Centre, just off City Road.

Phone: (02) 9351 3705 or (02) 9351 2807
Fax: (02) 9660 5256
Email: sydu@coop-bookshop.com.au
Web: www.coop-bookshop.com.au

Counselling Service

The Counselling Service aims to help students fulfil their academic, individual and social goals through professional counselling which is free and confidential. Counselling presents an opportunity to: gain greater self awareness; learn to cope more efficiently with the problem at hand; discuss any work related, social or personal issues that cause concern; explore options with professionally trained staff. In addition, workshops are offered each semester on topics such as stress management, relaxation, exam anxiety, communication skills and others.

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 2228
Fax: (02) 9351 7055
Email: counsell@mail.usyd.edu.au
Web: www.usyd.edu.au/counsel

Disability Services

Disability Services is the principal point of contact and advice on assistance available for students with disabilities. The Service works closely with academic and administrative staff to ensure that students receive reasonable accommodations in all areas of their study. Assistance available includes the provision of note taking, interpreters, and advocacy with academic staff to negotiate assessment and course requirement modifications where appropriate.

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 7040
Fax: (02) 9351 3320 TTY: (02) 9351 3412
Email: disserv@stuserv.usyd.edu.au
Web: www.usyd.edu.au/disability

Enrolment and pre-enrolment

Students entering first year

Details of the enrolment procedures will be sent with the UAC Offer of Enrolment. Enrolment takes place at a specific time and date, depending on your surname and the Faculty in which you are enrolling, but is usually within the last week of January. You must attend the University in person or else nominate, in writing, somebody to act on your behalf. On the enrolment day, you pay

the compulsory fees for joining the Student Union, the Students' Representative Council and sporting bodies and nominate your preferred 'up front' or deferred payment for your Higher Contribution Scheme (HECS) liability. You also choose your first-year units of study, so it's important to consult the Handbook before enrolling.

All other students

A pre-enrolment package is sent to all enrolled students in late September, and contains instructions on the procedure for pre-enrolment.

Examinations

The Examinations and Exclusions Office looks after the majority of exam papers, timetables and exclusions. Some faculties, such as the Sydney Conservatorium of Music, make all examination arrangements for the units of study that they offer.

Examinations and Exclusions Office
Student Centre Level 1, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 4005 or (02) 9351 4006
Fax: (02) 9351 7330
Email: exams.office@exams.usyd.edu.au

Fees

The Fees Office provides information on how to pay fees, where to pay fees and if payments have been received. The Fees Office also has information on obtaining a refund for fee payments.

Fees Office
Margaret Telfer Building, K07
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 5222
Fax: (02) 9351 4202

Financial Assistance Office

The University has a number of loan funds and bursaries to assist students who experience financial difficulties. Assistance is not intended to provide the principal means of support, but to help in emergencies and to supplement other income.

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 2416
Fax: (02) 9351 7055
Email: fao@stuserv.usyd.edu.au
Web: www.usyd.edu.au/fin-assist

Freedom of information

The University of Sydney falls within the jurisdiction of the NSW Freedom of Information Act, 1989. The Act:

- requires information concerning documents held by the University to be made available to the public;
- enables a member of the public to obtain access to documents held by the University;
- enables a member of the public to ensure that records held by the University concerning his or her personal affairs are not incomplete, incorrect, out of date or misleading.
(Note that a 'member of the public' includes staff and students of the University)

It is a requirement of the Act that applications be processed and a determination made within a specified time period, generally 21 days. Determinations are made by the University's Registrar.

While application may be made to access University documents, some may not be released in accordance with particular exemptions provided by the Act. There are review and appeal mechanisms which apply when access has been refused.

The University is required to report to the public on its FOI activities on a regular basis. The two reports produced are the Statement of Affairs and the Summary of Affairs. The Statement of Affairs contains information about the University, its structure, function and the kinds of documents held. The Summary of Affairs identifies the University's policy documents and provides information on how to make an application for access to University documents.

Further information and copies of the current reports may be found at www.usyd.edu.au/arms/foi.

Graduations Office

The Graduations Office is responsible for organising graduation ceremonies and informing students of their graduation arrangements.

Student Centre
Carlaw Building, F07
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 3199, (02) 9351 4009, Protocol (02) 9351 4612
Fax: (02) 9351 5072

(Grievances) appeals

Many decisions about academic and non-academic matters are made each year and you may consider that a particular decision affecting your candidature for a degree or other activities at the University may not have taken into account all the relevant matters.

In some cases the by-laws or resolutions of the Senate (see University Calendar) specifically provide for a right of appeal against particular decisions; for example, there is provision for appeal against academic decisions, disciplinary decisions and exclusion after failure.

A document outlining the current procedures for appeals against academic decisions is available at the Student Centre, at the SRC, and on the University's Web site at www.usyd.edu.au/su/planning/policy/.

If you wish to seek assistance or advice regarding an appeal, contact:

Students' Representative Council
Level 1, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia
Phone: (02) 9660 5222

HECS and PELS

Student Centre
Ground Floor, Carlaw Building, F07
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 5659, (02) 9351 5062, (02) 9351 2086
Fax: (02) 9351 5081

Information Technology Services (ITS)

Information Technology Services oversees the University's computing infrastructure. Students can contact ITS either through the ITS Helpdesk (www.helpdesk.usyd.edu.au) on (02) 9351 6000, located in the University Computer Centre (Building H08), or through the University Access Labs (www.usyd.edu.au/su/is/labs/). The access labs on main campus are located in:

- Fisher Library (Level 2)
- Carlaw (Room 201)
- Education (Room 232)
- The Link Building (Room 222)
- Pharmacy (Room 510)

Other labs are available at the Law, Orange, Westmead and Cumberland campuses.

The labs allow students free access to computers, including office and desktop publishing software and storage, at-cost Internet access, printing facilities and the opportunity to host their own Web site.

Each student is supplied with an account, called a 'Unikey' or 'extro' account, which allows access to a number of services including:

- Free Email: (www-mail.usyd.edu.au);
- Access to the Internet both from home and from the access labs (www.helpdesk.usyd.edu.au/services.html);
- Online course material (www.groucho.ucc.usyd.edu.au:9000/webct/public/home.pl);
- Student facilities via the intranet (www.intranet.usyd.edu.au), including exam results and seating, student timetables and bulletin boards; and
- Free courses in Microsoft Word and Excel, Photoshop, Internet use and html.

International Student Centre

The International Student Centre consists of the International Office (IO), the International Student Services unit (ISSU) and the Study Abroad and Exchange Office. The International Office

provides assistance with application, admission and enrolment procedures and administers scholarships for international students. The ISSU provides a wide range of international student support services including orientation and assistance with finding accommodation for new arrivals and psychological counselling and welfare advice for international students and their families. The Study Abroad and Exchange unit assists both domestic and international students who wish to enrol for Study Abroad or Exchange programs.

International Student Centre

Services Building, G12
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 4079
Fax: (02) 9351 4013
Email: info@io.usyd.edu.au
Web: www.usyd.edu.au/io

International Student Services unit

Phone: (02) 9351 4749
Fax: (02) 9351 6818
Email: info@issu.usyd.edu.au
Web: www.usyd.edu.au/issu

Study Abroad and Exchange unit

Study Abroad

Phone: (02) 9351 3699
Fax: (02) 9351 2795
Email: studyabroad@io.usyd.edu.au
Web: www.usyd.edu.au/io/studyabroad

Exchange

Phone: (02) 9351 3699
Fax: (02) 9351 2795
Email: exchange@io.usyd.edu.au
Web: www.usyd.edu.au/io/exchange

Koori Centre and Yooroang Garang

The Koori Centre provides programs, services and facilities to encourage and support the involvement of Aboriginal and Torres Strait Islander people in all aspects of tertiary education at The University of Sydney. The Centre provides tutorial assistance, access to computers, an Indigenous Research library, study rooms, an orientation program at the beginning of the year and assistance in study and learning skills. In particular the Koori Centre aims to increase the successful participation of Aboriginal and Torres Strait Islander people in undergraduate and postgraduate degrees, develop the teaching of Aboriginal Studies, conduct research in the field of Aboriginal Education, and establish working ties with schools and communities.

Close collaboration is also maintained with Yooroang Garang, School of Indigenous Health Studies in the Faculty of Health Sciences on the University's Cumberland campus. Yooroang Garang provides advice, assistance and academic support for Indigenous Health Sciences students, as well as preparatory undergraduate and postgraduate courses in Aboriginal Health and Community.

Koori Centre

Ground Floor, Old Teachers College, A22
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 2046 (General Enquiries)
Toll Free: 1800 622 742
Community Liaison Officer (02) 9351 7003
Fax: (02) 9351 6923
Email: koori@koori.usyd.edu.au
Web: www.koori.usyd.edu.au

Yooroang Garang

T Block, Level 4
Cumberland Campus, C42
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 9393
Toll Free: 1800 000 418
Fax: (02) 9351 9400
Email: yginfo@fhs.usyd.edu.au
Web: www.yg.fhs.usyd.edu.au

Language Centre

The Language Centre provides multimedia teaching rooms for Faculty of Arts courses. Technical support for teaching staff is available on site. Student self-access facilities for curriculum materials, access to multilingual satellite television broadcasts and a broadcast copying service are also provided by the centre. The centre maintains a resource collection of multimedia language materials in 140+ languages and has three language laboratories, four audiovisual classrooms, two access computer labs and one student audiovisual study room.

Level 2, Christopher Brennan Building, A18
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 2371
Fax: (02) 9351 3626
Email: language.enquiries@language.usyd.edu.au
Web: www.arts.usyd.edu.au/Arts/departs/langcent

Learning Centre

The Learning Centre helps students to develop the generic learning and communication skills which are necessary for university study and beyond. The Centre is committed to helping students achieve their academic potential throughout their undergraduate and postgraduate studies. The Centre's program includes a wide range of workshops on study skills, academic reading and writing, oral communication skills and postgraduate writing and research skills. Other services include an Individual Learning Program, a special program for international students, faculty-based workshops, computer-based learning resources, publications of learning resources and library facilities.

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 3853
Fax: (02) 9351 4865
Email: lc@stuserv.usyd.edu.au
Web: www.usyd.edu.au/lc

Library

Students are welcome to use any of the 19 libraries in the University. The student card is also the library borrower's card. Further details of the libraries, including services provided, locations and opening hours are available on the Library's Web page, www.library.usyd.edu.au, as well as in the printed Library Guide, available at any library. Consult the Library staff for assistance.

The libraries listed below are located on the Camperdown/Darlington campus unless otherwise specified.

Architecture Library

Wilkinson Building, G04
Phone: (02) 9351 2775
Fax: (02) 9351 4782
Email: architecture@library.usyd.edu.au

Badham Library

Badham Building, A16
Phone: (02) 9351 2728
Fax: (02) 9351 3852
Email: badham@library.usyd.edu.au

Biochemistry Library

Expected to close in December 2003 and collection transferred to other libraries in the University.

Burkitt-Ford Library

Sir Edward Ford Building, A27
Phone: (02) 9351 4364
Fax: (02) 9351 7125
Email: burkittford@library.usyd.edu.au

Camden Library

University Farms, Werombi Rd, Camden, C15
Phone: (02) 9351 1627
Fax: (02) 4655 6719
Email: camden@library.usyd.edu.au

Dentistry Library

United Dental Hospital, 2 Chalmers St, Surry Hills, C12
Phone: (02) 9351 8331
Fax: 9212 5149
Email: dentistry@library.usyd.edu.au

Engineering Library

PN Russell Building, J02
Phone: (02) 9351 2138
Fax: (02) 9351 7466
Email: engineering@library.usyd.edu.au

Fisher Library

Eastern Ave, F03
Phone: (02) 9351 2993
Fax: (02) 9351 4328
Email: fishinf@library.usyd.edu.au

Health Sciences Library

East St, Lidcombe, C42
Phone: (02) 9351 9423
Fax: (02) 9351 9421
Email: library@fhs.usyd.edu.au

Law Library

Law School, 173–175 Phillip St, Sydney, C13
Phone: (02) 9351 0216
Fax: (02) 9351 0301
Email: library@law.usyd.edu.au

Madsen Library

Madsen Building, F09
Phone: (02) 9351 6456
Fax: (02) 9351 6459
Email: madsen@library.usyd.edu.au

Mathematics Library

Carslaw Building, F07
Phone: (02) 9351 2974
Fax: (02) 9351 5766
Email: mathematics@library.usyd.edu.au

Medical Library

Bosch Building, D05
Phone: (02) 9351 2413
Fax: (02) 9351 2427
Email: medical@library.usyd.edu.au

Music Library

Seymour Centre, J09
Phone: (02) 9351 3534
Fax: (02) 9351 7343
Email: music@library.usyd.edu.au

Nursing Library

88 Mallett St, Camperdown, M02
Phone: (02) 9351 0541
Fax: (02) 9351 0634
Email: nursing@library.usyd.edu.au

Orange Library

Leeds Parade, Orange
Phone: (02) 6360 5593
Fax: (02) 6360 5637
Email: lib@orange.usyd.edu.au

Physics Library

New Wing, Physics Building, A29
Phone: (02) 9351 2550
Fax: (02) 9351 7767
Email: physics@library.usyd.edu.au

Schaeffer Fine Arts Library

Mills Building, A26
Phone: (02) 9351 2148
Fax: (02) 9351 7624
Email: john.spencer@arthist.usyd.edu.au

Sydney College of the Arts Library

Balmain Rd, Rozelle, N01
Phone: (02) 9351 1036
Fax: (02) 9351 1043
Email: scalib@sca.usyd.edu.au

Sydney Conservatorium of Music Library

Macquarie St (opposite Bridge St), Sydney, C41
Phone: (02) 9351 1316
Fax: (02) 9351 1372
Email: library@conmusic.usyd.edu.au

Mathematics Learning Centre

The Mathematics Learning Centre assists students to develop the mathematical knowledge, skills and confidence that are needed for studying their first level mathematics or statistics units at university. The Centre runs bridging courses in mathematics at the beginning of the academic year (fees apply). The Centre also provides on-going support during the year through individual assistance and small group tutorials to eligible students.

Level 4, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 4061
Fax: (02) 9351 5797
Email: mlc@stuserv.usyd.edu.au
Web: www.usyd.edu.au/mlc

Part-time, full-time

Undergraduate students

Undergraduate students are normally considered as full-time if they have a HECS weighting of at least 0.375 each semester. Anything under this amount is considered a part-time study load. Note that some faculties have minimum study load requirements for satisfactory progress.

Postgraduate students (coursework)

Whether a postgraduate coursework student is part-time or full-time is determined solely by credit-point load for all coursework programs. A student is classed as enrolled full-time in a semester if he/she is enrolled in units of study which total at least 18 credit points. Anything under this amount is considered a part-time study load. Please note that classes for some coursework programs are held in the evenings (generally 6–9 pm).

Postgraduate students (research)

Full-time candidates for research degrees do not keep to the normal semester schedule, instead they work continuously throughout the year except for a period of four weeks' recreation leave. There is no strict definition of what constitutes full-time candidature but, generally speaking, if you have employment or other commitments that would prevent you from devoting at least the equivalent of a 35-hour working week to your candidature (including attendance at the University for lectures, seminars, practical work and consultation with your supervisor as may be required) you should enrol as a part-time candidate. If in doubt you should consult your faculty or supervisor.

International students

International students who are resident in Australia are normally required under the terms of their entry visa to undertake full-time candidature only.

Privacy

The University is subject to the NSW Privacy and Personal Information Protection Act 1998 and the NSW Health Records and Information Privacy Act 2002. Central to the both Acts are the sets of Information Protection Principles (IPPs) and Health Privacy Principles which regulate the collection, management, use and disclosure of personal and health information. In compliance with the Privacy and Personal Information Protection Act the University developed a Privacy Management Plan which includes the University Privacy Policy. The Privacy Management Plan sets out the IPPs and how they apply to functions and activities carried out by the University. Both the Plan and the new University Privacy Policy were endorsed by the Vice-Chancellor on 28 June 2000.

Further information and a copy of the Plan may be found at www.usyd.edu.au/arms/privacy.

Any questions regarding the Freedom of Information Act, the Privacy and Personal Information Protection Act, the Health Records and Information Privacy Act or the Privacy Management Plan should be directed to:

Tim Robinson: (02) 9351 4263; or Anne Picot: (02) 9351 7262
Email: foi@mail.usyd.edu.au

Scholarships for undergraduates

Scholarships unit, Room 147
Ground Floor, Mackie Building, KO1
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 2717

Fax: (02) 9351 5134
Email: scholarships@careers.usyd.edu.au
Web: www.usyd.edu.au/scholarships

Student Centre

Ground Floor, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia
Phone: (02) 9351 3023 General Enquiries
(02) 9351 4109 Academic Records
(02) 9351 3023 Discontinuation of Enrolment
(02) 9351 5057 Handbooks
(02) 9351 5060 Prizes
Fax: (02) 9351 5081, (02) 9351 5350 Academic Records
Web: www.usyd.edu.au/su/studentcentre

Student identity cards

The student identity card functions as a library borrowing card, a transport concession card (when suitably endorsed) and a general identity card for a range of purposes within the University. The card must be carried at all times on the grounds of the University and must be shown on demand. Students are required to provide a passport-sized colour photograph incorporating head and shoulders only for lamination to this card. Free lamination is provided at a range of sites throughout the University during the January/February enrolment/pre-enrolment period. Cards that are not laminated, or do not include a photograph, will not be accepted. New identity cards are required for each year of a student enrolment.

The Student Intranet

The University is continually increasing the amount of information and services for students it provides through the Web. The new Student Intranet (intranet.usyd.edu.au/student/) gathers information and services together in one place and organises them by the use of tabs.

Categories such as 'MyStudy' provide links to courses and units of study information, student administration matters (eg, exam results, Web Enrolment Variations, etc.) and links to online learning courses – and of course the study-related services available to all students provided by the Library. Communication services – such as access to free student Email, the online phone directory and face-to-face services provided by the Student Centre, International Office and ITS Help Desk – is another category.

The Services category provides access to student services such as Child Care, Counselling, I.T. Help and guidance in the use of the online Student Administration services. While Student Life focuses on campus life – accommodation, employment, sporting facilities, political life and where to eat and drink.

News and Events and Campuses provide links to what is happening right across the large and diverse learning community that is The University of Sydney.

MyUni is the personalised section of the intranet. All staff and students are provided with access to MyUni through a login name and password. MyUni enables them to receive delivery of personal information such as exam results, enrolment variations and seat numbers. MyUni is a portal from which students and staff can complete tasks that were previously only able to be done in person, offline.

Student Services

Student Services exists to help you achieve your educational goals by providing personal, welfare, and academic support services to facilitate your success at University. Many factors can impact on your well being while studying at University and Student Services can assist you in managing and handling these more effectively. Refer to Accommodation Service, Casual Employment Service, Child Care, Counselling Service, Disability Services, Financial Assistance Office, Learning Centre and Mathematics Learning Centre. The Web site is at www.usyd.edu.au/stuserv.

The Sydney Summer School

Most faculties at the University offer units of study from undergraduate degree programs during January/February. There are also some units of study available from postgraduate coursework programs from some faculties. As the University uses its entire HECS quota in first and second semester, these

units are full fee-paying for both local and international students and enrolment is entirely voluntary. However, Summer School units enable students to accelerate their degree progress, make up for a failed unit or fit in a unit which otherwise would not suit their timetables. New students may also gain a head start by completing requisite subjects before they commence their degrees. Units start on 5 January and run for up to six weeks (followed by an examination week). Notice of the units available is contained in the various faculty handbooks, on the summer school Web site (www.summer.usyd.edu.au) and is usually circulated to students with their results notices. A small Winter School is also run from the Summer School office. This has mainly postgraduate offerings with a few undergraduate units of study. Information can be found on the summer school Web site.

Timetabling unit

The timetabling unit in the Student Centre is responsible for producing students' class and tutorial timetables. Students can obtain their Semester 1 timetables from the Wednesday of Orientation Week via the Web.

The Sydney Conservatorium of Music operates in accordance with a local calendar of dates and produces a complete timetable for all teaching that it delivers. The timetable is available on enrolment at the Conservatorium.

University Health Service

The University Health Service provides full general practitioner services and emergency medical care to all members of the University community. Medical centres on the Camperdown and Darlington Campuses offer general practitioners, physiotherapy and some specialist services.

Email: director@unihealth.usyd.edu.au

Web: www.unihealth.usyd.edu.au

University Health Service (Wentworth)

Level 3, Wentworth Building, G01

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 3484

Fax: (02) 9351 4110

University Health Service (Holme)

Science Rd Entry, Holme Building, A09

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 4095

Fax: (02) 9351 4338

■ Student organisations

Students' Representative Council

The Students' Representative Council is the organisation which represents undergraduates both within the University and in the wider community. All students enrolling in an undergraduate course automatically become members of the SRC.

Level 1, Wentworth Building, G01

The University of Sydney

NSW 2006 Australia

Phone: (02) 9660 5222 Editors, Honi Soit/Legal Aid

(02) 9660 4756 Second-hand Bookshop

(02) 9351 0691 Mallett St

(02) 9351 1291 Pitt St – Conservatorium

Fax: (02) 9660 4260

Email: postmaster@src.usyd.edu.au

Web: www.src.usyd.edu.au

Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is an organisation that provides services to and represents the interests of postgraduate students.

All postgraduate students at The University of Sydney are members of SUPRA.

Raglan Street Building, G10

University of Sydney

NSW 2006 Australia

Phone: (02) 9351 3715

Freecall: 1800 249 950

Fax: (02) 9351 6400

Email: supra@mail.usyd.edu.au

Web: www.usyd.edu.au/supra/

Sydney University Sport

Sydney University Sport provides services, facilities and clubs for sport, recreation and fitness.

Noel Martin Sports and Aquatic Centre, G09

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 4960

Fax: (02) 9351 4962

Email: admin@susport.usyd.edu.au

University of Sydney Union

University of Sydney Union

Foyer, Holme Building, A09

Science Rd, The University of Sydney

NSW 2006 Australia

Phone: 1800 013 201 (Switchboard)

Fax: (02) 9563 6216

Email: info@usu.usyd.edu.au

Web: www.usydunion.com

Abbreviations and Glossary

■ Abbreviations

Listed below are the more commonly used acronyms that appear in University documents and publications.

A

AARNet	Australian Academic Research Network
AAT	Administrative Appeals Tribunal
AAUT	Australian Awards for University Teaching
ABC	Activity Based Costing
ABS	Australian Bureau of Statistics
ABSTUDY	Aboriginal Study Assistance Scheme
ACER	Australian Council for Educational Research
AGSM	Australian Graduate School of Management
ANZAAS	Australian and New Zealand Association for the Advancement of Science
APA	Australian Postgraduate Awards
APAC	Australian Partnership for Advanced Computing
APAI	Australian Postgraduate Awards (Industry)
APA-IT	Australian Postgraduate Awards in Information Technology
APDI	Australian Postdoctoral Fellowships Industry
APEC	Asia-Pacific Economic Co-operation
APF	Australian Postdoctoral Fellowship
AQF	Australian Qualifications Framework
ARC	Australian Research Council
ARCA	Australian Research Council Act
ASDOT	Assessment Fee Subsidy for Disadvantaged Overseas Students
ATN	Australian Technology Network
ATO	Australian Taxation Office
ATP	Australian Technology Park
ATPL	Australian Technology Park Limited
AUQA	Australian Universities Quality Agency
AusAID	Australian Agency for International Development
AUTC	Australian Universities Teaching Committee
AVCC	Australian Vice-Chancellors Committee

B

BAA	Backing Australia's Ability
BAC	Budget Advisory Committee
BITLab	Business Intelligence Lab
BLO	Business Liaison Office
BOTPLS	Bridging for Overseas Trained Professionals Loans Scheme

C

CAF	Cost Adjustment Factor
CAUT	Committee for Advancement of University Teaching
CDP	Capital Development Program
CDP-IT	Capital Development Program - Information Technology
CEP	Country Education Profile
CEQ	Course Experience Questionnaire
CFO	Chief Financial Officer
CHASS	College of Humanities and Social Sciences
CHS	College of Health Sciences
CIO	Chief Information Officer
CPI	Consumer Price Index
CPSU	Community and Public Sector Union
CRC	Cooperative Research Centre
CREO	Centre for Regional Education, Orange
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CRRRI	Centre for Rural and Regional Innovation
CSIRO	Commonwealth Scientific and Industrial Research Organisation

CST	College of Sciences and Technology
CUSTD	Committee for University Teaching and Staff Development
D	
DAC	Data Audit Committee
DEST	Commonwealth Department of Education, Science and Training
DET	NSW Department of Education and Training
D-IRD	Discovery-Indigenous Researchers Development Program
DISR	Department of Industry, Science and Resources
DoFA	Department of Finance and Administration
DVC	Deputy Vice-Chancellor
E	
EB	Enterprise Bargaining
EFTSU	Equivalent Full Time Student Unit
EIP	Evaluations and Investigations Program
ELICOS	English Language Intensive Course of Study
EMU	Electron Microscope Unit
ESOS Act	Education Services for Overseas Student Act
F	
FlexSIS	Flexible Student Information System
FMO	Facilities Management Office
FOS	Field of Study
FTE	Full Time Equivalent (Staff)
G	
GATS	General Agreement on Trade in Services
GCCA	Graduate Careers Council of Australia
GDS	Graduate Destination Survey
GPOF	General Purpose Operating Funds
GSA	Graduate Skills Assessment
GST	Goods and Services Tax
GWSLN	Greater Western Sydney Learning Network
H	
HDR	Higher Degree Research
HECS	Higher Education Contribution Scheme
HEEP	Higher Education Equity Program
HEFA	Higher Education Funding Act 1988
HEIP	Higher Education Innovation Programme (DEST)
HEO	Higher Education Officer
HERDC	Higher Education Research Data Collection
I	
IAS	Institute of Advanced Studies
ICT	Information and Communication Technology
IGS	Institutional Grants Scheme (DEST)
IO	International Office
IP	Intellectual Property
IPRS	International Postgraduate Research Scholarships
IREX	International Researcher Exchange Scheme
ISFP	Indigenous Support Funding Program
ISIG	Innovation Summit Implementation Group
ISSU	International Student Services Unit
IT	Information Technology
ITC	Information Technology Committee
ITL	Institute for Teaching and Learning
ITS	Information Technology Services
J	
JASON	Joint Academic Scholarships On-line Network
L	
LBOTE	Language Background Other Than English
M	
MBA	Master of Business Administration
MISG	Management Information Steering Group
MNRF	Major National Research Facilities Scheme
MOU	Memorandum of Understanding
MPG	Major Projects Group

MRB	Medical Rural Bonded Scholarship Scheme
N	
NBCOTP	National Bridging Courses for Overseas Trained Program
NCG	National Competitive Grant
NESB	Non-English-Speaking Background
NHMRC	National Health and Medical Research Council
NOIE	National Office for the Information Economy
NOOSR	National Office for Overseas Skill Recognition
NRSL	Non-Recent School Leaver
NSW VCC	New South Wales Vice-Chancellors' Conference
NTEU	National Tertiary Education Industry Union
O	
OECD	Organisation for Economic Co-operation and Development
OLA	Open Learning Australia
OLDPS	Open Learning Deferred Payment Scheme
OPRS	Overseas Postgraduate Research Scholarships
P	
PAYE	Pay As You Earn
PAYG	Pay As You Go
PELS	Postgraduate Education Loans Scheme
PSO	Planning Support Office
PVC	Pro-Vice-Chancellor
Q	
QA	Quality Assurance
QACG	Quality Advisory and Coordination Group
R	
R&D	Research and Development
R&R	Restructuring and Rationalisation Program
RC	Responsibility Centre
REG	Research and Earmarked Grants
REP	Research Education Program
RFM	Relative Funding Model
RIBG	Research Infrastructure Block Grant (DEST)
RIEF	Research Infrastructure Equipment and Facilities Scheme
RISF	Restructuring Initiatives Support Fund
RMO	Risk Management Office
ROA	Record of Achievement
RQ	Research Quantum
RQU	Recognition Quality Unit (Higher Education Division – DEST)
RRTMR	Research and Research Training Management Reports
RSL	Recent School Leaver
RTS	Research Training Scheme (DEST)
S	
SCA	Sydney College of the Arts
SCEQ	Sydney Course Experience Questionnaire
SCM	Sydney Conservatorium of Music
SCR	Science Capability Review
SDF	Strategic Development Fund
SDVC	Senior Deputy Vice-Chancellor
SEG	Senior Executive Group
SES	Socioeconomic Status
SI	Scholarship Index
SNA	Safety Net Adjustment
SPIRT	Strategic Partnerships with Industry – Research and Training Scheme
SRC	Students' Representative Council
SSR	Student/Staff Ratio
SUPRA	Sydney University Postgraduate Students' Representative Association
SUSport	Sydney University Sport
SUSU	Sydney University Sports Union (now SUS)
SUWSA	Sydney University Women's Sports Association (now SUS)
T	
TAFE	Technical and Further Education
TFN	Tax File Number
TMUI	Treasury Measure of Underlying Inflation

TPI	Teaching Performance Indicator
U	
UAC	Universities Admissions Centre
UMAP	University Mobility in Asia and the Pacific
UNESCO	United Nations Educational, Scientific and Cultural Organization
UPA	University Postgraduate Awards
V	
VCAC	Vice-Chancellor's Advisory Committee
VET	Vocational Education and Training
W	
WIT	Western Institute of TAFE
WRP	Workplace Reform Program
WTO	World Trade Organization

■ Glossary

This glossary describes terminology in use at the University of Sydney.

AAM (Annual Average Mark)

This mark is calculated using the unit of study credit point value for each Semester and for the year. This mark may also be calculated cumulatively for every currently enrolled student, based on all unit of study completions to the end of the last completed semester, as a cumulative measure of progression.

The formula for this calculation is:

$$AAM = \frac{\sum(\text{marks} \times \text{creditPointValue})}{\sum(\text{creditPointValue})}$$

The 'marks' used in this formula are the actual marks obtained by the student in each unit of study, as recorded on the student's record, including any marks of less than 50, and in the case of a failing grade with no mark, the mark defaults to 0. Pass/Fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations, however the marks from all attempts at a unit of study are included. (Effective from 1 January 2004.)

Academic Board

The senior academic body within the University. In conjunction with Faculties, the Academic Board has responsibility for approving, or recommending to Senate for approval, new or amended courses and units of study and policy relating to the admission of students. (For further information, see the University Calendar.)

Academic cycle

The program of teaching sessions offered over a year. Currently the cycle runs from the enrolment period for Semester 1 through to the completion of the processing of results at the end of Semester 2. (See also Stage.)

Academic dishonesty

A student is suspected of presenting another person's ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive the examiner. Academic dishonesty also covers recycling, fabrication of data, engaging another person to complete an assessment or cheating in exams.

Academic record

The complete academic history of a student at the University. It includes, among other things, personal details, all units of study and courses taken, assessment results (marks and grades), awards and prizes obtained, infringements of progression rules, approvals for variation in course requirements and course leave, thesis and supervision details.

Access to a student's academic record is restricted to authorised University staff. A student's academic record is not released to a third party without the written authorisation of the student. (See also Academic transcript.)

Academic transcript

A printed statement setting out a student's academic record at the University. There are two forms of academic transcript: external and internal. (See also External transcript, Internal transcript.)

Academic year

For the purposes of FlexSIS, an academic year indicates the current calendar year in which the student is currently enrolled.

An academic year indicates a calendar year. (See also *Academic cycle*, *Stage*.)

Addresses

All enrolled students need to have a current postal address recorded on FlexSIS to which all official University correspondence is sent. (See also Business address, Permanent home address, Semester address, Temporary address.)

Admission

Governed by the University's admission policy, this is the process for identifying applicants eligible to receive an initial offer of enrolment in a course at the University. Admission to most courses is based on performance in the HSC with applicants ranked on the basis of their UAI. Other criteria such as a portfolio, interview, audition, or results in standard tests may also be taken into account for certain courses.

Admission basis

The main criterion used by a faculty in assessing an application for admission to a course. The criteria used include, among other things, previous secondary, TAFE or tertiary studies, work experience, special admission and the Universities Admission Index (UAI).

Admission (deferment)

An applicant who receives an offer of admission to a course may apply to defer enrolment in that course for one semester or one academic cycle.

Admission mode

A classification based on how a student was admitted to a course, for example 'UAC' or 'direct'.

Admission period

The period during which applications for admission to courses are considered. The main admission period takes place before Semester 1, but there may also be an admission period for mid-year applicants before the beginning of Semester 2, and other admission periods.

Admission reply

A code used by FlexSIS to indicate whether an applicant who has received an offer has accepted the offer or not.

Admission result

A code used by FlexSIS to indicate the result of a direct application to study at the University (eg, offer, unsuccessful, withdrawn).

Admission year

The year the student began the course.

Advanced diplomas

See *Award course*.

Advanced standing

See *Credit*.

Advisor

A member of academic staff appointed in an advisory role for some postgraduate coursework students. (See also Associate supervisor, Instrumental supervisor (teacher), Research supervisor, Supervision.)

AGSM (Australian Graduate School of Management)

From 1999 The University of Sydney entered into a joint venture with the University of New South Wales leading to the formation of a new Australian Graduate School of Management (AGSM). The new joint venture AGSM is derived from the Graduate

School of Business at The University of Sydney and the existing AGSM at the University of New South Wales.

Students enrolled at the new joint venture AGSM are students of both The University of Sydney and the University of New South Wales. The agreement for reporting enrolments, load and staff at the joint venture requires that The University of Sydney report all student enrolments and staff numbers, but that only one third of both the Student load (EFTSU) and full-time equivalent staff (FTE) be attributed to The University of Sydney.

Annual Progress Report

A form issued by Faculties which is used to monitor a research student's progress each year. The form provides for comments by the student, the supervisor, the head of the department and the dean (or nominee). The completed form is attached to the student's official file.

FlexSIS records that the form has been sent out and that it has been satisfactorily completed.

APA

Australian Postgraduate Awards. (See also Scholarships, UPA.)

Appeals

Students may lodge appeals against academic or disciplinary decisions. FlexSIS will record an academic appeal (eg, against exclusion) while it is under consideration and will record the outcome of the appeal. Disciplinary (that is, non-academic) appeals are not recorded on FlexSIS.

ARTS

Automated Results Transfer System. This system was developed on behalf of ACTAC (Australasian Conference of Tertiary Admissions Centres) to allow the electronic academic record of a student to be accessible, via an admission centre, between tertiary institutions.

Assessment

The process of measuring the performance of students in units of study and courses. The assessment of performance in a unit of study may include examinations, essays, laboratory projects, or assignments. (See also *Result processing*, *Result processing schedule*.)

Associate supervisor

A person who is appointed in addition to the supervisor of a research student who can provide the day-to-day contact with the candidate or provide particular expertise or additional experience in supervision. (See also Advisor, Instrumental supervisor (teacher), Research supervisor, Supervision.)

Assumed knowledge

For some units of study, a student is assumed to have passed a relevant subject at the HSC and this is called assumed knowledge. While students are generally advised against taking a unit of study for which they do not have the assumed knowledge, they are not prevented from enrolling in the unit of study. (See also Prerequisite.)

Attendance

Attendance is classified as full-time, part-time or external. The type of attendance in which a student is classified depends on the student's mode of attendance and the student load.

The mode of attendance is a classification of whether a student is internal, external or multi-modal in accordance with the definition provided by DEST.

Internal mode of attendance

When all units of study for which the student is enrolled are undertaken through attendance at the University on a regular basis. It also refers to the case when the student is undertaking a higher degree course for which regular attendance is not required, but attends the University on an agreed schedule for purposes of supervision and/or instruction.

External mode of attendance

When all units of study for which the student is enrolled involve special arrangements whereby lesson materials, assignments, etc, are delivered to the student, and any associated attendance at the University is of an incidental, irregular, special or voluntary nature.

Multi-modal mode of attendance

When at least one unit of study is undertaken on an internal mode of attendance and at least one unit of study is undertaken on an external mode of attendance.

Students with an external mode of attendance are classified as being external for the type of attendance.

Students with either an internal or multi-modal mode of attendance are classified as being full-time or part-time

depending on the load associated with the courses in which they are enrolled. According to the definition provided by DEST, a student whose enrolment in all courses generates 0.373 EFTSU or higher for a semester is classified as full-time, otherwise the student is classified as part-time.

Attendance mode

A DEST classification defining the manner in which a student is undertaking a course – ie, internal, external, mixed or offshore.

Attendance pattern/type

Refers to whether the student is studying part-time or full-time. For coursework students this is a function of course load – ie, the proportion being undertaken by the student of the normal full-time load specified for the course in which the student is enrolled. To be considered full-time, a coursework student must undertake at least 0.75 of the normal full-time load over the academic cycle or at least 0.375 if only enrolling in half of an academic year. It is important to note however that, for some purposes, to be considered full-time a student may need to be enrolled in at least 0.375 in each half year. Research students, with the approval of their faculty, nominate whether they wish to study part-time or full-time. The attendance status is then recorded on FlexSIS as part of the application or enrolment process. (See also Coursework, Student load.)

Attendance status

Full or part time.

AusAID

Australian Agency for International Development.

AUSTUDY

Replaced by Youth Allowance. (See *Youth Allowance*.)

Award course

A formally approved program of study that can lead to an academic award granted by the University. An award course requires the completion of a program of study specified by course rules. (See also Course Rules.) Award courses are approved by Senate, on the recommendation of the Academic Board. Students normally apply to transfer between award courses through the UAC. The award course name will appear on testamurs. The University broadly classifies courses as undergraduate, postgraduate coursework or postgraduate research. The award courses offered by the University are:

- Higher doctorates
- Doctor of philosophy (PhD)
- Doctorates by research and advanced coursework
- Master's degree by research
- Master's degree by coursework
- Graduate diploma
- Graduate certificate
- Bachelor's degree
- Advanced diplomas
- Diplomas
- Certificates

(See also *Bachelor's degree*, *Course rules*, *Diploma*, *Doctorate*, *Major*, *Master's degree*, *Minor*, *PhD*, *Stream*.)

Bachelor's degree

The highest undergraduate award offered at the University. A bachelor's degree course normally requires three or four years of full-time study or the part-time equivalent. Bachelor degree refers to Bachelor (Graduate Entry), Bachelor (Honours) end on, and Bachelor which comprises Bachelor (Pass) and Bachelor (Honours) concurrent. (See also Award course.)

Barrier

An instruction placed on a student's FlexSIS record that prevents the student from re-enrolling or graduating. (See also *Deadlines* (*fees*), *Suppression of results*.)

Board of studies

An academic body which supervises a course or courses and which is similar to a faculty except that it is headed by a chair rather than a dean and does not supervise PhD candidates.

Bursaries

See *Scholarships*.

Business address

FlexSIS can record a student's business address and contact details. (See also *Addresses*, *Permanent home address*, *Semester address*, *Temporary address*.)

Cadigal Program

A program, named in recognition of the Aboriginal people of the land on which the University is located, designed to increase the

successful participation of Aboriginal and Torres Strait Islanders in degree courses in all faculties at The University of Sydney.

Applicants seeking admission under the Program are assessed under a broad set of criteria embracing relevant educational background, work and life experience and motivation. An essential aspect of the Program is the provision of academic support.

All applicants are assessed prior to enrolment and on the basis of those assessments may be recommended for alternative study options, including enrolment in a reduced course load in the first year of their degree and concurrent enrolment in an Academic Skills course run by the Koori Centre.

An intensive Orientation Program is conducted immediately prior to the commencement of the academic year and students may request additional tutoring in particular subject areas.

CAF (Cost Adjustment Factor)

The amount by which the Commonwealth increases payments to institutions each year towards increases in salary and non-salary costs.

Campus

The grounds on which the University is situated. There are eleven campuses of The University of Sydney: Burren Street (Institute for International Health, Institute of Transport Studies), Camperdown and Darlington (formerly known as Main Campus), Camden (Agriculture and Veterinary Science), Conservatorium (Sydney Conservatorium of Music), Cumberland (Health Sciences), Mallett Street (Nursing), Orange (Faculty of Rural Management and Centre for Regional Education), Rozelle (Sydney College of the Arts), St James (Law) and Surry Hills (Dentistry).

Cancellation

For non-payment of fees.

Census date

See *HECS census date*.

Centre for Continuing Education

The Centre for Continuing Education develops and conducts courses, conferences and study tours for the general public and professional groups. The Centre offers some 1,000 courses for approximately 20,000 students each year. Most of these courses are held over one of the four main sessions that are conducted each year, though the Centre is offering an increasing number of ad-hoc courses in response to increased competition and changing demands. The Centre operates on a cost recovery/income generation basis. (See also Continuing professional education.)

Centrelink

Centrelink is the agency responsible for providing information and assistance on a range of Commonwealth Government programs including Youth Allowance. (See also *Youth Allowance*.)

Ceremony

See *Graduation ceremony*.

Chancellor

The non-executive head of the University. An honorary position, the Chancellor chairs meetings of the University's governing body, the Senate, and presides over graduation ceremonies amongst other duties.

Class list

A listing of all currently enrolled students in a particular unit of study. (See also *unit of study*.)

College of Health Sciences

Consists of the Faculties of Dentistry; Health Sciences; Medicine; Nursing; and Pharmacy.

College of Humanities and Social Sciences

Consists of the Faculties of Arts; Economics and Business; Education; Law; the Sydney College of the Arts; and the Sydney Conservatorium of Music.

College of Sciences and Technology

Consists of the Faculties of Agriculture, Food and Natural Resources; Architecture; Engineering; Rural Management; Science; and Veterinary Science.

Combined course

A course which leads to two awards. For example the Arts/Law course leads to the separate awards of Bachelor of Arts and Bachelor of Laws.

Combined degree

See *Combined course*.

Commencing and continuing enrolments

Enrolments are classified as commencing or continuing in accordance with the definition provided by DEST. In general, an enrolment is classified as commencing if a student has enrolled in a particular degree or diploma for the first time between 1 September of the year prior to the current year and 31 August of the current year. There are a number of exceptions to this general rule, of which the most important are:

- (a) an enrolment in the LLB is not classified as commencing if the student was previously enrolled in a combined law degree; and,
- (b) an enrolment in an Honours degree (Bachelor or Master) is not classified as commencing if the student was previously enrolled in the corresponding Pass degree.

Commencing student

A student enrolling for the first time in an award course at The University of Sydney. The DEST glossary provides a more detailed definition.

Comp subs

See *Compulsory subscriptions*.

Compulsory subscription rates

There are two rates for some annual subscriptions: full-time and part-time. (See also *Compulsory subscriptions*.)

Compulsory subscription waiver provision

Certain students over a certain age or with disabilities or medical conditions may be exempted from the subscription to the sports body.

Students with a conscientious objection to the payment of subscriptions to unions of any kind may apply to the Registrar for exemption. The Registrar may permit such a student to make the payment to the Jean Foley Bursary Fund instead. (See also *Compulsory subscriptions*.)

Compulsory subscriptions

Each enrolled student is liable to pay annual (or semester) subscriptions, as determined by the Senate, to the student organisations at the University. These organisations are different on different campuses. There are different organisations for undergraduate and postgraduate students.

At the Camperdown/Darlington Campus, compulsory subscriptions depend on the level of study.

Undergraduate

The University of Sydney Union, Students' Representative Council (SRC) and Sydney University Sport.

Postgraduate

The University of Sydney Union and the Sydney University Postgraduate Representative Association (SUPRA).

Student organisations at other campuses include: the Conservatorium Student Association, the Cumberland Student Guild, the Orange Agricultural College Student Association and the Student Association of Sydney College of the Arts. (See also *Compulsory subscription rates*, *Compulsory subscription waiver provision*, *Joining fee*, *Life membership*.)

Confirmation of Enrolment form

This form is issued to each student after enrolment showing the course and the units of study in which the student is enrolled, together with the credit point value of the units of study and the HECS weights. Until all fees are paid, it is issued provisionally.

A new confirmation of enrolment form is produced every time a student's enrolment is varied.

For postgraduate research students the form also lists candidature details and supervisor information.

Where students have an appointed advisor, the advisor information is also shown.

Conjoint ventures

Two or more institutions co-operate to provide a unit or course of study to postgraduate coursework students. Arrangements exist between individual departments at The University of Sydney and individual departments at UNSW and UTS whereby students enrolled for a degree at one institution complete one or more units of study at the other institution to count towards the award program at their 'home' institution.

Continuing professional education

A process which provides a number of programs of continuing education courses for professionals as they move through their career. These programs are presently administered by the Centre for Continuing Education and a number of departments and foundations across the University. This process supports the whole of life learning concept and requires/promotes the

maintenance of a long term relationship between the student and the University. It is envisaged that the importance of this mode of education will increase in the future. (See also Centre for Continuing Education.)

Convocation

The body comprising all graduates of the University.

Core unit of study

A unit of study that is compulsory for the course or subject area. (See also *unit of study*.)

Corequisite

A unit of study which must be taken in the same semester or year as a given unit of study (unless it has already been completed). These are determined by the faculty or board of studies concerned, published in the faculty handbook and shown in FlexSIS. (See also *Prerequisite*, *Waiver*.)

Cotutelle scheme

Agreement between The University of Sydney and a French university for joint supervision and examination of a PhD student as part of an ongoing co-operative research collaboration. If successful, the student receives a doctorate from both universities with each testamur acknowledging the circumstances under which the award was made.

Course

An award course or non-award course undertaken at The University of Sydney. (See also *Award course*, *Non-award course*.)

Course alias

Each course in FlexSIS is identified by a unique five-digit alphanumeric code.

Course code

See *Course alias*.

Course enrolment status

A student's enrolment status in a course is either 'enrolled' or 'not enrolled'. A course enrolment status of 'not enrolled' is linked to a not enrolled reason.

Course leave

Students (undergraduate and postgraduate) are permitted to apply for a period away from their course without losing their place. Course leave is formally approved by the supervising faculty for a minimum of one semester and recorded on FlexSIS (leave for periods of less than one semester are recorded internally by the faculty). Students on leave are regarded as having an active candidature, but they are not entitled to a student card. At undergraduate level leave is not counted towards the total length of the course. Students who are absent from study without approved leave may be discontinued and may be required to reapply formally for admission. The term 'suspension of candidature' was previously used to describe research students on course leave.

Course (Research)

A classification of courses in which students undertake supervised research leading to the production of a thesis or other piece of written or creative work over a prescribed period of time. The research component of a research course must comprise 66% or more of the overall course requirements.

Course rules

Rules which govern the allowable enrolment of a student in a course; – eg, a candidate may not enrol in units of study having a total value of more than 32 credit points per semester. Course rules also govern the requirements for the award of the course; – eg, a candidate must have completed a minimum of 144 credit points. Course rules may be expressed in terms of types of units of study taken, length of study, and credit points accumulated. (See also *Award course*.)

Course suspension

See *Course leave*.

Course transfer

A transfer which occurs where a student changes from one course in the University to another course in the University without the requirement for an application and selection (eg, from a PhD to a master's program in the same faculty).

Course type

A DEST code.

Coursework

A classification used to describe those courses that consist of units of study rather than research work. All undergraduate

courses are coursework programs. Postgraduate courses can be either research courses or coursework courses. (See also *Course (research)*.)

Credit

The recognition of previous studies successfully completed at this or another university or tertiary institution (recognised by The University of Sydney) as contributing to the requirements for the award of the course in which the applicant requesting such recognition has been admitted.

Where the University agrees to recognise successfully completed previous studies, their contribution to the requirements for the award of the course in which the applicant has been admitted will be expressed as specific or non-specific credit.

Credit awarded to a credit applicant – whether specific or non-specific – will be recorded with a mark and grade of 50 pass, unless in individual cases the credit is assessed by the faculty as having a mark and grade greater than 50 pass. This equivalent mark and grade will be used for the purposes of calculating a student's weighted average mark and for the purposes of satisfying prerequisite rules where a level of passing grade is specified. (See also *Precedents*, *Specific credit*, *Non-specific credit*, *Waiver*, *Weighted average mark (WAM)*.)

Credit points

A measure of value indicating the contribution each unit of study provides towards meeting course completion requirements stated as a total credit point value. Each unit of study will have a credit point value assigned to it, normally in the range 3 to 24. Resolutions of Senate set the number and level of credit points required for graduation.

Cross-institutional enrolment

An enrolment in units of study at one university to count towards an award course at another university. Cross-institutional enrolments incur a HECS liability or tuition fee charge at the institution at which the unit of study is being undertaken. Students pay compulsory subscriptions to one university only (usually their home university – ie, the university which will award their degree). (See also *Non-award course*, *Enrolment non-award*.)

DAC (Data Audit Committee)

A sub-committee of the VCAC Enrolment Working Party, chaired by the Registrar, with membership including the deans, the Student Centre, FlexSIS and the Planning Support Office. Its role is to oversee the integrity and accuracy of the course and unit of study data as strategic University data. It has a role in advising the Academic Board on suggested policy changes with relation to course and unit of study data.

Deadlines (enrolment variations)

See *Enrolment variation*.

Deadlines (fees)

The University has deadlines for the payment of fees (eg, HECS, compulsory subscriptions, course fees). Students who do not pay fees by these deadlines may have their enrolment cancelled or they may have a barrier placed on the release of their record. (See also *Barrier*.)

Dean

The head of a faculty or the principal or director of a college (such as the Sydney Conservatorium of Music or the Sydney College of Arts).

Dean's certificate

A statement from the dean certifying that all requirements, including fieldwork and practical work, have been met and that the student is eligible to graduate. Not all faculties use dean's certificates. In faculties that do, qualified students have 'Dean's Certificate' noted on their academic record.

Deferment

See *Admission (deferment)*, *Leave*.

Degree

(See also *Award course*, *Bachelor's degree*.)

Delivery mode

Indicates the mode of delivery of the instruction for a unit of study – eg, normal (ie, by attending classes at a campus of the University), distance (ie, remotely by correspondence or other distance means – eg, Web delivery). The delivery mode must be recorded for each unit as distinct from the attendance mode of the student – ie, an internal student may take one or more units by

distance mode and an external student may attend campus for one or more units.

Department or school

The Senate Resolutions define a department or school as consisting of such of the members of the teaching staff and the research staff of the University and such other persons or classes of persons as are appointed to it or assigned to it by the Senate or the Vice-Chancellor on the recommendation of the faculty or college board concerned.

For the purposes of FlexSIS, a department is the academic unit which is responsible for teaching and examining a unit of study. It may be called a school, a department, a centre or a unit within the University.

Increasingly, as departments merge into larger schools, the term department is also used to describe the constituent parts of a school. Alternatively, the term Discipline is used. DEST uses the term Academic Organisational unit (AOU) and for reporting purposes each AOU is assigned a Field of Education classification.

DEST

The Department of Education, Science and Training (DEST) is the Commonwealth Government department responsible for higher education. The University is required to provide DEST with information about its students several times a year and, annually, information about staff, finance, research and space allocation. Among other things, the Government uses this information in its funding deliberations.

Differential HECS

See *Higher Education Contribution Scheme (HECS)*.

Diploma

The award granted following successful completion of diploma course requirements. A diploma course usually requires less study than a degree course. Graduate diploma courses are only available to students who already hold an undergraduate degree. (See also *Award course*.)

Direct admissions

For some courses, applications may be made directly to the University. Applications are received by faculties or the International Office, registered on FlexSIS and considered by the relevant department or faculty body. Decisions are recorded on FlexSIS and FlexSIS produces letters to applicants advising them of the outcome. (See also Admission, UAC admissions.)

Disability information

Students may inform the University of any temporary or permanent disability, other than a financial disability, which affects their life as a student. Disability information is recorded in FlexSIS but it is only visible to particular authorised users because of its sensitive nature.

Disciplinary action

Undertaken as the result of academic or other misconduct – eg, plagiarism, cheating, security infringement, criminal activity.

Discipline codes

A four-letter code for each area of study available at the University (eg, CHEM Chemistry, ECON Economics).

Discipline group

A DEST code used to classify units of study in terms of the subject matter being taught or being researched.

Discontinuation (course)

See *Enrolment variation*.

Discontinuation (unit of study)

See *Enrolment variation*.

Dissertation

A written exposition of a topic and may include original argument substantiated by reference to acknowledged authorities. It is a required unit of study for some postgraduate award courses in the faculties of Architecture and Law.

Distance and flexible learning

A mode of learning which affords the opportunity to provide higher education to a much wider market – including students from anywhere in the world – at times, locations and modes that suit them. (See *Award course, Doctorate, PhD*.)

Doctorate

A high-level postgraduate award available at The University of Sydney. A doctorate course normally involves research and coursework; the candidate submits a thesis that is an original contribution to the field of study. Entry to a doctorate course

often requires completion of a master's degree course. Note that the doctorate course is not available in all departments at the University. (See also *Award course, PhD*.)

Double degree

Completing a second degree while enrolment is suspended from the first degree – eg, students enrolled in the Bachelor of Engineering may transfer to the Bachelor of Science, complete the requirements for the BSc and then resume the Bachelor of Engineering.

Downgrade

Where a student is enrolled in a PhD and where the research they are undertaking is not at an appropriate level for a PhD and the institution recommends that the student downgrade their degree to a Master's by Research course, or where the student, for personal or academic reasons, seeks to revert to a Master's by Research course. There would be no interval between the candidature for the PhD and Master's degree unless the interval was covered by a period of suspension.

With a downgrade, the research undertaken by the student while enrolled for the PhD would either be continued in the Master's by Research degree or modified to meet the requirements of the Master's program.

Earliest date

See *Research candidature*.

EFTSU

The equivalent full-time student unit (EFTSU) is a measure of student load expressed as a proportion of the workload for a standard annual program for a student undertaking a full year of study in a particular award course. A student undertaking the standard annual program of study (normally 48 credit points) generates one EFTSU.

EFTYR

See *EFTSU*.

Embedded courses/programs

Award courses in the graduate certificate/graduate diploma/master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards – eg, the Graduate Certificate in Information Technology, Graduate Diploma in Information Technology and Master of Information Technology sequence.

Enrolment

A student enrolls in a course by registering with the supervising faculty in the units of study to be taken in the coming year, semester or session. The student pays whatever fees are owing to the University by the deadline for that semester. New students currently pay on the day they enrol which is normally in early February. Students already in a course at the University re-enrol each year or semester; for most students pre-enrolment is required. (See also *Pre-enrolment*.)

Enrolment non-award

An enrolment in a unit or units of study which does not count towards a formal award of the University. Non-award enrolments are recorded in various categories used for reporting and administrative purposes. (See also *Cross-institutional Enrolment, Non-award Course*.)

Enrolment status

A variable for students both with relation to course and unit of study. (See *Course enrolment status* and *unit of study enrolment status*.)

Enrolment variation

Students may vary their enrolment at the beginning of each semester. Each faculty determines its deadlines for variations, but HECS liability depends on the HECS census date. (See also *HECS*.)

Examination

See *Examination paper code, Examination period, Supplementary exams*.

Examination paper code

A code that identifies each individual examination paper. Used to help organise examinations.

Examination period

The time set each semester for the conduct of formal examinations.

Examiner (coursework)

The person assessing either the written/oral examination, coursework assignments, presentations, etc of a student or group of students.

Exchange student

Either a student of The University of Sydney who is participating in a formally agreed program involving study at an overseas university or an overseas student who is studying here on the same basis. The International Office provides administrative support for some exchanges.

Exclusion

A faculty may ask a student whose academic progress is considered to be unsatisfactory to 'show cause' why the student should be allowed to re-enrol. If the faculty deems the student's explanation unsatisfactory, or if the student does not provide an explanation, the student may be excluded either from a unit of study or from a course. An excluded student may apply to the faculty for permission to re-enrol. Normally at least two years must have elapsed before such an application would be considered.

University policy relating to exclusion is set out in the University Calendar. (See also *Senate appeals*.)

Exemption

A decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment. (See also *Credit, Waiver*.)

Expulsion

The ultimate penalty of disciplinary action is to expel the student from the University. The effect of expulsion is:

- the student is not allowed to be admitted or to re-enrol in any course at the University;
- the student does not receive their results;
- the student is not allowed to graduate; and
- the student does not receive a transcript or testamur.

Extended semesters

Distance learning students may be allowed more time to complete a module/program if circumstances are beyond the student's control – eg, drought, flood or illness affect the student's ability to complete the module/program in the specified time.

External

See *Attendance mode*.

External transcript

A certified statement of a student's academic record printed on official University security paper. It includes the student's name, any credit granted, all courses the student was enrolled in and the final course result and all units of study attempted within each course together with the result (but not any unit of study which has the status of withdrawn). It also includes any scholarships or prizes the student has received. Two copies are provided to each student on graduation (one with marks and grades for each unit of study and one with grades only). External transcripts are also produced at the request of the student. The student can elect either to have marks appear on the transcript or not. (See also *Academic transcript, Internal transcript*.)

Faculty

A formal part of the University's academic governance structure, consisting mainly of academic staff members and headed by a dean, which is responsible for all matters concerning the award courses that it supervises. Usually, a faculty office administers the faculty and student or staff inquiries related to its courses. The University Calendar sets out the constitution of each of the University's faculties. (See also Board of studies, Supervising faculty.)

Fail

A mark of less than 50% which is not a concessional pass. This grade may be used for students with marks of 46–49 in those faculties which do not use PCON. (See also *Results*.)

Fee-paying students

Students who pay tuition fees to the University and are not liable for HECS.

Fee rate

Local fees are charged in bands, a band being a group of subject areas. The bands are recommended by faculties and approved by the Senior Deputy Vice-Chancellor.

Flexible learning

See *Distance and Flexible Learning*.

Flexible Start Date

Full fee-paying distance students are not restricted to the same enrolment time frames as campus-based or HECS students.

FlexSIS

The computer-based Flexible Student Information System at The University of Sydney. Electronically FlexSIS holds details of courses and units of study being offered by the University and the complete academic records of all students enrolled at the University. FlexSIS also holds the complete academic records of many (but not all) past students of the University. For past students whose complete records are not held on FlexSIS, there will be a reference on FlexSIS to card or microfiche records where details are kept.

FTE (Full-time equivalent)

This is a measurement of staff resources and relates to the amount of time a staff member devotes to his/her current duties (ie, the job in which a staff member is working at the reference date of 31 March).

A staff member can have either a full-time, fractional full-time or casual work contract. A full-time work contract has an FTE of 1.0. A fractional full-time work contract has a value less than 1.0 (eg, 0.5).

Casual FTE values are calculated in the following manner:

$$\text{Lecturing} = \frac{\text{ContactHours}}{243}$$

$$\text{Tutoring/Demonstrating} = \frac{\text{ContactHours}}{675}$$

$$\text{Marking(singleActivity)\Research\Other} = \frac{\text{ContactHours}}{1820}$$

The denominator values of the above equations represent the hours worked by one full-time staff member in each of the occupation groups – ie, Lecturing, Tutoring/Demonstrating, etc., as imputed by DEST.

Full-time student

See *Attendance status, EFTSU*.

Funding Category

Funding Category comprises the following:

- (1) Funded from Operating Grant*,
- (2) Fee-paying local postgraduates,
- (3) Fee-paying local undergraduates,
- (4) Fee-paying international students,
- (5) Non-fee exchange international students,
- (6) Non-award (local fee-paying),
- (7) Research outside time limits,
- (8) Funded by employer.

*Refers to HECS liable students, local students enrolled under the Research Training Scheme, and local disadvantaged students enrolled in an enabling course or holding a Commonwealth-funded merit-based undergraduate HECS-exemption scholarship.

GPOF (General Purpose Operating Funds)

GPOF (General Purpose Operating Funds) includes:

General income – eg, Commonwealth and State base operating grants, fee income and miscellaneous income;

Other (Non-DEST) activities include commercial and other internal business activities not receiving a base operating grant allocation;

Specific Operating allocations includes PVC Research allocations (major equipment, etc.); and

Research infrastructure allocations.

Grade

A result outcome for a unit of study normally linked with a mark range. For example, in most faculties a mark in the range 85–100 attracts the grade 'high distinction' ('HD'). (See also *Mark*.)

Graduand

A student who has completed all the requirements for an award course but has not yet graduated. (See also Graduation, Potential graduand.)

Graduate

A person who holds an award from a recognised tertiary institution. (See also *Graduand, Graduation*.)

Graduate Certificate

See *Award course*.

Graduate Diploma

See *Award course*.

Graduate Register

A list of all graduates of the University. (See also *Graduation*.)

Graduation

The formal conferring of awards either at a ceremony or in absentia. (See also *In absentia*, *Potential graduand*.)

Graduation Ceremony

A ceremony where the Chancellor confers awards upon graduands. The Registrar publishes the annual schedule of graduation ceremonies.

Head of Department

The head of the academic unit which has responsibility for the relevant unit of study, or equivalent program leader.

HECS (Higher Education Contribution Scheme)

All students, except international students, local fee-paying students and holders of certain scholarships are obliged to contribute towards the cost of their education under the Higher Education Contribution Scheme. HECS liability depends on the load being taken. Current students, except possibly those who began their studies prior to 1997, have a HECS rate charged for each unit of study in their degree program which depends on the 'discipline group' it is in, and the 'band' to which the Government has assigned it. These are all determined annually by the Commonwealth Government.

HECS census date

The date at which a student's enrolment, load and HECS liability are finalised before this information is reported to DEST. The following dates apply:

- Semester 1: 31 March
- Semester 2: 31 August.

Higher Doctorates

See *Award course*.

Higher Education Officer (HEO)

General staff are employed under a ten level Higher Education Officer award structure. The structure, introduced at The University of Sydney in October 1993, applies to general staff in all Australian universities.

Honorary degrees

A degree *honoris causa* (translated from the Latin as 'for the purpose of honouring') is an honorary award which is conferred on a person whom the University wishes to honour.

A degree *ad eundem gradum* (translated as 'at the same level') is awarded to a member of the academic staff who is not a graduate of the University in recognition of outstanding service to the University. The award of an honorary degree is noted on the person's academic record.

Honours

Some degrees may be completed 'with Honours'. This may involve either the completion of a separate Honours year or additional work in the later years of the course or meritorious achievement over all years of the course. Honours are awarded in a class (Class I, Class II, Class III) and sometimes there are two divisions within Class II.

HSC

The NSW Higher School Certificate (HSC), which is normally completed at the end of year 12 of secondary school. The UAI (Universities Admission Index) is a rank out of 100 that is computed from a student's performance in the HSC.

In absentia

Latin for 'in the absence of'. Awards are conferred in absentia when graduands do not, or cannot, attend the graduation ceremony scheduled for them. Those who have graduated in absentia may later request that they be presented to the Chancellor at a graduation ceremony. (See also *Graduation*.)

Instrumental supervisor (teacher)

All students at the Sydney Conservatorium of Music and BMus students on the Camperdown Campus have an instrumental teacher appointed. (See also *Advisor*, *Associate supervisor*, *Research supervisor*, *Supervision*.)

Internal

See *Attendance mode*.

Internal transcript

A record of a student's academic record for the University's own internal use. It includes the student's name, student identifier (SID), address, all courses in which the student was enrolled and

the final course result, and all units of study attempted within each course together with the unit of study result. (See also *Academic transcript*, *External transcript*.)

International student

An international student is required to hold a visa to study in Australia and may be liable for international tuition fees. Any student who is not an Australian or New Zealand citizen or a permanent resident of Australia is an international student. New Zealand citizens are not classified as international students but have a special category under HECS that does not permit them to defer their HECS liability. (See also *Local student*, *Student type*.)

Joining fee

Students enrolling for the first time pay, in addition, a joining fee for The University of Sydney Union or equivalent student organisation. (See also *Compulsory subscription*.)

Leave

See *Course leave*.

Legitimate co-operation

Any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students.

Liability status code

A code used by DEST to identify the liability status of a student (eg, 10 – HECS liable deferred, 11 – HECS liable upfront with discount, 13 – PELS, 19 – Local UG full fee paying, 20 – Local PG full fee paying, 22 – International fee paying, etc.)

Life membership

Under some circumstances (eg, after five full-time years of enrolments and contributions) students may be granted life membership of various organisations. This means they are exempt from paying yearly fees. (See also *Compulsory subscriptions*.)

Load

The sum of the weights of all the units of study in which a student is enrolled. Each unit of study (subject) in which a student may enrol is assigned a weight. This is determined by the proportion of a full year's work represented by the unit of study in the degree or diploma for which the student is a candidate. These weights can be aggregated in a number of different ways (by student, degree/course, department, faculty) to give student load. Student load is measured in terms of Equivalent Full-Time Student units (EFTSU).

A full-time research student is counted as 1.0 EFTSU while a part-time research student is counted as 0.5 EFTSU. (See also *EFTSU*, *HECS*.)

Local student

Either an Australian or New Zealand citizen or Australian permanent resident. New Zealand citizens are required to pay their HECS upfront. (See also *Fee type*, *HECS*, *International student*.)

Major

A defined program of study, generally comprising specified units of study from later stages of the award course. Students select and transfer between majors by virtue of their selection of units of study. One or more majors may be prescribed in order to satisfy course requirements. Majors may be included on testamurs. (See also *Award course*, *Minor*, *Stream*.)

Major Timetable Clash

Used by FlexSIS to denote occasions when a student attempts to enrol in units of study which have so much overlap in the teaching times that it has been decided that students must not enrol in the units simultaneously.

Mark

An integer (rounded if necessary) between 0 and 100 inclusive indicating a student's performance in a unit of study. (See also *Grade*.)

Master's degree

A postgraduate award. Master's degree courses may be offered by coursework, research only or a combination of coursework and research. Entry to the course often requires completion of an Honours year at an undergraduate level. (See also *Award course*.)

Method of candidature

A course is either a research course or a coursework course and so the methods of candidature are 'research' and 'coursework'. (See also *Course*, *Course (research)*, *Coursework*.)

Minor

A defined program of study, generally comprising units of study from later stages of the award course, and requiring a smaller number of credit points than a major. Students select and transfer between minors (and majors) by virtue of their selection of units of study.

One or more minors may be prescribed in order to satisfy course requirements. Minors may be included on testamurs. (See also *Award course, Major, Stream.*)

Minor Timetable Clash

Used by FlexSIS to denote occasions when a student attempts to enrol in units of study which have some identical times of teaching.

Misconduct

- (a) Conduct on the part of a student which is prejudicial to the good order and government of the University or impairs the reasonable freedom of other persons to pursue their studies or research in the University or to participate in the life of the University; and
- (b) Refusal by a student to give satisfactory particulars of the student's identity in response to a direction to do so by a prescribed officer and any other form of wilful disobedience to a reasonable direction of a prescribed officer.

Mixed Mode

See *Attendance mode.*

Mode

See *Attendance mode* and *Delivery mode.*

Model income

Income allocated to Colleges through the University's funding model.

Mutually exclusive units of study

See *Prohibited combinations of units of study.*

MyUni

A personalised space for staff and students on The University of Sydney's intranet, called USYDnet. MyUni is used to deliver information and services directly through a central location, while also allowing users to customise certain information. Students are able to access such services as exam seat numbers, results, timetables and FlexSIS pre-enrolment and enrolment variations on MyUni. (See also *USYDnet.*)

Non-award course

A course undertaken by students who are not seeking an award from the University. These may be students enrolled in an award course at another institution or students not seeking an award from any institution. Non-award courses are assigned a course code in the same way as award courses. A separate course code is assigned for each faculty, level (undergraduate or postgraduate) and method (research or coursework) which offers a non-award course. Various categories of non-award enrolment are recorded on FlexSIS for reporting and administrative purposes. (See also *Course, Cross-institutional enrolment, Enrolment non-award.*)

Non-award enrolment

See *Enrolment non-award.*

Non-specific credit

Non-specific credit is awarded when previous studies are deemed to have satisfied defined components of a course other than named units of study. These components include but are not limited to:

- entire years in courses that progress through the successful completion of a set of prescribed units of study per year
- a set number of credit points within a particular discipline or level (ie, first, second or third year)
- one or more semesters for research courses. (See also *Credit, Specific credit.*)

Non-standard session

A teaching session other than the standard February and August sessions – eg, Summer School, in which units of study are delivered and assessed in an intensive mode during January of each year, is an example of a non-standard session. (See also *Semester, Session.*)

Not enrolled reason

These reasons include: potential enrolment, did not re-enrol, not continuing, cancelled, on leave (suspended), transferred, under examination, completed.

OPRS

Overseas Postgraduate Research Scholarship.

Orientation Week

Orientation or 'O Week', takes place during the week prior to lectures in Semester 1. During O Week, students can join various clubs, societies and organisations, register for courses with departments and take part in activities provided by The University of Sydney Union.

Part-time student

See *Attendance status, EFTSU.*

PeopleSoft HRMS

The University's Human Resources (HR) IT system.

PELS (Postgraduate Education Loans Scheme)

An interest-free loans facility for eligible students who are enrolled in fee-paying, postgraduate non-research courses. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS).

Permanent home address

The address for all official University correspondence both inside and outside of semester time (eg, during semester breaks), unless overridden by semester address. (See also *Addresses, Business address, Semester address, Temporary address.*)

PhD

The Doctor of Philosophy (PhD) and other doctorate awards are the highest awards available at the University. A PhD course is normally purely research-based; the candidate submits a thesis that is an original contribution to the field of study. Entry to a PhD course often requires completion of a master's degree course. Note that the PhD course is available in most departments in The University of Sydney. In University Statistics publications, entries headed PhD include other Doctorates by advanced coursework and research, such as the S.J.D. and Ed.D. (See also *Award course, Doctorate.*)

Plagiarism

Presenting another person's ideas, findings or work as one's own by copying or reproducing them without the acknowledgement of the source.

Postgraduate

A term used to describe a course leading to an award such as graduate diploma, a master's degree or PhD which usually requires prior completion of a relevant undergraduate degree (or diploma) course. A 'postgraduate' is a student enrolled in such a course.

Potential graduand

A student who has been identified as being eligible to graduate on the satisfactory completion of their current studies. (See also *Graduand, Graduation.*)

Pre-enrolment

Pre-enrolment takes place in October for the following year. Students indicate their choice of unit of study enrolment for the following year. After results are approved, registered students are regarded as enrolled in those units of study they chose and for which they are qualified. Their status is 'enrolled' and remains so provided they pay any money owing or comply with other requirements by the due date. Re-enrolling students who do not successfully register in their units of study for the next regular session are required to attend the University on set dates during the January/February enrolment period. Pre-enrolment is also known as provisional re-enrolment. (See also *Enrolment.*)

Prerequisite

A unit of study that is required to be completed before another unit of study can be attempted. Prerequisites can be mandatory (compulsory) or advisory. (See also *Assumed knowledge, Corequisite, Waiver, Qualifier.*)

Prizes

Awarded by the University, a faculty or a department for outstanding academic achievement.

Probationary candidature

A student who is enrolled in a postgraduate course on probation for a period of time up to one year. The head of department is required to consider the candidate's progress during the period of probation and make a recommendation for normal candidature or otherwise to the faculty.

Progression

See *Course progression.*

Prohibited Combinations of units of study

When two or more units of study contain a sufficient overlap of content, enrolment in any one such unit prohibits enrolment in

any other identified unit. A unit related in this way to any other unit is linked in tables of units of study via use of the symbol N to identify related prohibited units.

Provisional re-enrolment

See *Pre-enrolment*.

Qualification

An academic attainment recognised by the University.

Qualifier

A mandatory (compulsory) prerequisite unit of study which must have a grade of Pass or better. (See also Assumed knowledge, Corequisite, Prerequisite, Waiver.)

Recycling

The submission for assessment of one's own work, or of work which substantially the same, which has previously been counted towards the satisfactory completion of another unit of study, and credited towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

Registrar

The Registrar is responsible to the Vice-Chancellor for the keeping of official records and associated policy and procedures within the University. (See the University Calendar for details.)

Registration

In addition to enrolling with the faculty in units of study, students must register with the department responsible for teaching each unit. This is normally done during Orientation Week. Note that unlike enrolment, registration is not a formal record of units attempted by the student.

Research candidature

Master's by research, PhD and other doctorates such as Doctor of Juridical Studies (SJD), but not Higher Doctorates – eg, DSc.

Research course

See Course (*research*).

Research/coursework higher degrees

A student's candidature in a higher degree is deemed to be by Research if 66% or more of the workload over the length of the degree is by research. Otherwise the candidature is deemed to be by Coursework.

A supervisor is appointed to each student undertaking a research postgraduate degree. The person will be a full-time member of the academic staff or a person external to the University appointed in recognition of their association with the clinical teaching or the research work of the University. A research supervisor is commonly referred to as a supervisor. (See also Advisor, Associate supervisor, Instrumental supervisor (teacher), Supervision.)

Resolutions of Senate

Regulations determined by the Senate of The University of Sydney that pertain to degree and diploma course requirements and other academic or administrative matters.

Result processing

Refers to the processing of assessment results for units of study. Departments tabulate results for all assessment activities of a unit of study and assign preliminary results for each unit of study. Preliminary results are considered by the relevant Board of Examiners, which approves final results. Students are notified of results by result notices that list final marks and grades for all units of study. (See also *Assessment, Examination period*.)

Result processing schedule

The result processing schedule will be determined for each academic cycle. It is expected that all departments and faculties will comply with this schedule. (See also *Assessment, Examination period, Result processing*.)

Results

The official statement of the student's performance in each unit of study attempted as recorded on the academic transcript, usually expressed as a grade:

HD	High distinction	a mark of 85–100
D	Distinction	a mark of 75–84
CR	Credit	a mark of 65–74
P	Pass	a mark of 50–64
R	Satisfied requirements	This is used in pass/fail only outcomes.
UCN	Unit of study continuing	Used at the end of semester for units of study that 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.
PCON	Pass (concessional)	a mark of 46–49. Use of this grade is restricted to those courses that allow for a concessional pass of some kind to be awarded. A student may re-enrol in a unit of study for which the result was PCON.–†no more than one sixth of the total credit points for a course can †.
F	Fail	A mark of 0-49. This grade may be used for students with marks of 46–49 in those faculties which do not use PCON.
AF	Absent fail	Includes non-submission of compulsory work (or non-attendance at compulsory labs, etc) as well as failure to attend an examination.
W	Withdrawn	Not recorded on an 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).
DNF	† not to count as failure	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.
DF	† fail	Recorded on transcript. This applies from the time DNF ceases to be automatically available up to the cessation of classes for the unit of study.
MINC	Incomplete with a mark of at least 50	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, this result will be converted to a normal passing mark and grade either: (a) by the dean at the review of examination results conducted pursuant to section 2 (4) of the Academic Board policy 'Examinations and Assessment Procedures'; or automatically to the indicated mark and grade by the third week of the immediately subsequent academic session. Deans are authorised to approve the extension of a MINC grade for individual students having a valid reason for their incomplete status.

INC	Incomplete	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, this result will be converted to a normal permanent passing or failing grade either: (a) by the dean at the review of examination results conducted pursuant to section 2 (4) of the Academic Board policy 'Examinations and Assessment Procedures'; or automatically to an AF grade by the third week of the immediately subsequent academic session. Deans are authorised to approve the extension of a MINC grade for individual students having a valid reason for their incomplete status.
UCN	Incomplete	A MINC or INC grade is converted, on the advice of the dean, to UCN when all or many students in a unit of study have not completed the requirements of the unit. The students may be engaged in practicum or clinical placements, or in programs extending beyond the end of semester (e.g. Honours).

RTS (Research Training Scheme)

The RTS provides Commonwealth-funded higher degree by research (HDR) students with an 'entitlement' to a HECS exemption for the duration of an accredited HDR course, up to a maximum period of four years' full-time equivalent study for a Doctorate by research and two years' full-time equivalent study for a Masters by research.

Scholarships

Financial or other forms of support made available by sponsors to assist Australian and international students to pursue their studies at the University. When a student's means are a criterion, scholarships are sometimes called bursaries. (See also *Prizes*.)

School

See *Department*.

Semester

A half-yearly teaching session whose dates are determined by the Academic Board. Normally all undergraduate sessions will conform to the semesters approved by the Academic Board. Any offering of an undergraduate unit not conforming to the semester dates (non-standard teaching period) must be given special permission by the Academic Board. (See also *Session*, *Non-standard teaching period*.)

Semester address

The address to which all official University correspondence is sent during semester time, if it is different to the permanent address. Unless overridden by a temporary address all official University correspondence during semester (including Session 4 for students enrolled in Summer School) will be sent to this address. (See also *Addresses*, *Business address*, *Permanent home address*, *Temporary address*.)

Senate

The governing body of the University. (See the University Calendar for more details of its charter and powers.)

Senate appeals

Senate appeals are held for those students who, after being excluded by a faculty from a course, appeal to the Senate for readmission. While any student may appeal to the Senate against an academic decision, such an appeal will normally be heard only after the student has exhausted all other avenues – ie, the department, faculty, board of study and, in the case of postgraduates, the Committee for Graduate Studies. (See also *Exclusion*.)

Session

Any period of time during which a unit of study is taught. A session differs from a semester in that it need not be a six-month teaching period, but it cannot be longer than six months. Each session maps to either Semester 1 or 2 for DEST reporting purposes. Session offerings are approved by the relevant dean, taking into account all the necessary resources, including teaching space and staffing. The Academic Board must approve variation to the normal session pattern. (See also *Semester*, *Non-standard teaching period*.)

Session address

See *Semester address*.

SID (Student Identifier)

A 9-digit number which uniquely identifies a student at the University.

Space allocation

Departmental space has been measured in accordance with space inventory classifications adopted by DEST. Departmental space includes academic staff studies, non-academic staff offices, special purpose teaching rooms such as laboratories, studios, computer terminal rooms, seminar rooms under 35m², common rooms, workshops, departmental storage spaces, departmental libraries, research space including laboratories and office

accommodation, postgraduate rooms and a variety of special purpose departmental rooms. Where space is shared by a number of departments it is apportioned according to use. Departmental spaces do not include general teaching spaces over 35m².

Special consideration

Candidates who have medical or other serious problems, which may affect performance in any assessment, may request that they be given special consideration in relation to the determination of their results.

They can obtain an official form from the Student Centre. The Student Centre stamps the form and the medical or other documentation. The student gives a copy of the material to the Student Centre staff and takes copies to the relevant departments. The student retains the originals. The dates for which special consideration is sought are recorded on FlexSIS and printed on the examination register.

Special permission

See *Waiver*.

Specific credit

Awarded when previous studies are entirely equivalent to one or more named units of study offered by The University of Sydney that contribute to the course in which the applicant has been admitted. (See also *Credit*, *Non-specific credit*.)

Sponsorship

Financial support of a student by a company or government body. Sponsors are frequently invoiced directly.

SRS

The student record system responsible, prior to FlexSIS, for the processing of student records. The functions of SRS are gradually being incorporated into FlexSIS. (See also *FlexSIS*.)

Stage (equivalent to year/s of enrolment)

For the purposes of administration, a course may be divided into stages to be studied consecutively. Part-time students progress through a course more slowly and would often enrol in the same stage more than once.

Stream

A defined program of study within an award course, which requires the completion of a program of study specified by the course rules for the particular stream, in addition to the core program specified by the course rules for the award course. Students enrolled in award courses that involve streams will have the stream recorded in their enrolment record. Students normally enter streams at the time of admission, although some award courses require students to enrol in streams after the completion of level 1000 units of study. Where permitted to do so by faculty resolution, students may transfer from one stream to another, within an award course, provided they meet criteria approved by the Academic Board on the advice of the faculty concerned. A stream will appear with the award course name on testamurs – eg, Bachelor of Engineering in Civil Engineering (Construction Management). (See also *Award course*, *Major*, *Minor*.)

Student ID Card

All students who enrol are issued with an identification card. The card includes the student name, SID, the course code, a library borrower's bar code and a passport-style photo. The card identifies the student as eligible to attend classes and must be displayed at formal examinations. It must be presented to secure student concessions and to borrow books from all sections of the University Library.

Student Load

See *Load*.

Student/Staff Ratios (SSR)

These are calculated on a departmental/faculty basis by dividing the student load attributable to a particular department/faculty by

the full-time equivalent academic staff employed to teach in or on behalf of that department/faculty.

Student type

Student type can be Local, International – Fee Paying, International – Study Abroad, International – Incoming Exchange, International – Sponsored Award.

Study Abroad Program

A scheme administered by the International Office which allows international students who are not part of an exchange program to take units of study at The University of Sydney, but not towards an award program. In most cases the units of study taken here are credited towards an award at their home institution. The program covers a broad spectrum of courses in Liberal Arts, Agriculture, Architecture, Economics, Education, Engineering, Health Sciences, Law, Music, Nursing and Science. (See also *Exchange student*.)

Subject Area

A unit of study may be associated with one or more subject areas. The subject area can be used to define prerequisite and course rules – eg, the unit of study ‘History of Momoyama and Edo Art’ may count towards the requirements for the subject areas ‘Art History and Theory’ and ‘Asian Studies’.

Summer School

See *Sydney Summer School*.

Supervising Faculty

The faculty which has the responsibility for managing the academic administration of a particular course – ie, the interpretation and administration of course rules, approving students’ enrolments and variations to enrolments. Normally the supervising faculty is the faculty offering the course. However, in the case of combined courses, one of the two faculties involved will usually be designated the supervising faculty at any given time. Further, in the case where one course is jointly offered by two or more faculties (eg, the Liberal Studies course), a joint committee may make academic decisions about candidature and the student may be assigned a supervising faculty for administration.

The International Office has a supporting role in the administration of the candidatures of international students and alerts the supervising faculty to any special conditions applying to these candidatures (eg, that enrolment must be full-time). (See also *Board of studies*.)

Supervision

Refers to a one-to-one relationship between a student and a nominated member of the academic staff or a person specifically appointed to the position. (See also *Advisor*, *Associate supervisor*, *Instrumental supervisor (teacher)*, *Research supervisor*.)

Suppression of results

Results for a particular student can be suppressed by the University for the following reasons:

- the student has an outstanding debt to the University
- the student is facing disciplinary action.

Suspension

See *Course leave*.

Sydney Summer School

A program of accelerated, intensive study running for approximately 6 weeks during January and February each year. Both undergraduate and postgraduate units are offered. Summer School provides an opportunity for students at Sydney and other universities to catch up on needed units of study, to accelerate completion of a course or to undertake a unit that is outside their award course. All units are full fee-paying and enrolled students are also liable for compulsory subscriptions. Some fee-waiver scholarships are available.

Teaching department

See *Department*.

Temporary address

Students may advise the University of a temporary address. Correspondence will be sent to this address between the dates specified by the student. (See also *Addresses*, *Business address*, *Permanent home address*, *Semester address*.)

Testamur

A certificate of award provided to a graduate usually at a graduation ceremony.

Thesis

A major work that is the product of an extended period of supervised independent research. † means the earliest date at which a research student can submit the thesis. ‡ means the latest date at which a research student can submit the thesis.

Timetable

Timetable refers to the schedule of lectures, tutorials, laboratories and other academic activities that a student must attend.

Transcript

See *Academic transcript*.

Transfer

See *Course transfer*.

Tuition fees

Tuition fees may be charged to students in designated tuition fee-paying courses. Students who pay fees are not liable for HECS.

UAC

The Universities Admissions Centre (UAC) receives and processes applications for admission to undergraduate courses at recognised universities in NSW and the ACT. Most commencing undergraduate students at the University apply through UAC.

UAC admissions

Most local undergraduates (including local undergraduate fee payers) apply through the Universities Admission Centre (UAC).

The University Admissions Office coordinates the processing of UAC applicants with faculties and departments and decisions are recorded on the UAC system.

Applicants are notified by UAC and an electronic file of applicants who have been made offers of admission to courses at the University is loaded onto FlexSIS. (See also *Admission*, *Direct admissions*.)

UAI (Universities Admission Index)

A number between 0.00 and 100.00 with increments of 0.05. It provides a measure of overall academic achievement in the HSC that assists universities in ranking applicants for university selection. The UAI is based on the aggregate of scaled marks in ten units of the HSC.

Undergraduate

A term used to describe a course leading to a diploma or bachelor’s degree. An ‘undergraduate’ is a student enrolled in such a course.

Unit of study

The smallest stand-alone component of a student’s course that is recordable on a student’s transcript. Units of study have an integer credit point value, normally in the range 3–24. Each approved unit of study is identified by a unique sequence of eight characters, consisting of a four character alphabetical code which usually identifies the department or subject area, and a four character numeric code which identifies the particular unit of study. Units of study can be grouped by subject and level. (See also *Core unit of study*, *Course*, *Major*.)

Unit of study enrolment status

The enrolment status indicates whether the student is still actively attending the unit of study (ie, currently enrolled) or is no longer enrolled (withdrawn, discontinued or cancelled).

Unit of study group

A grouping of units of study within a course. The units of study which make up the groups are defined within FlexSIS.

Unit of study level

Units of study are divided into Junior, Intermediate, Senior, Honours, Year 5, and Year 6. Most majors consist of 32 Senior credit points in a subject area (either 3000 level units of study or a mix of 2000 and 3000 level units of study).

University

Unless otherwise indicated, University in this document refers to The University of Sydney.

University Medal

A faculty may recommend the award of a University Medal to students qualified for the award of an undergraduate Honours degree or some master’s degrees whose academic performance is judged to be outstanding.

UPA

University Postgraduate Award.

Upgrade

Where a student is enrolled in a Master’s by research course and where the research they are undertaking is at such a standard that

either the University recommends that the student upgrade their degree to a PhD or the student seeks to upgrade to a PhD and this is supported by the University. There would be no interval between the candidature for the Master's degree and the PhD unless the interval was covered by a period of suspension.

With an upgrade, the research undertaken by the student while enrolled for the Master's by research degree would either be continued in the PhD or modified to meet the requirements for a PhD program.

USYDnet

The University of Sydney's intranet system. In addition to the customised MyUni service, it provides access to other services such as directories (maps, staff and student, organisations), a calendar of events (to which staff and students can submit entries), and a software download area. (See also MyUni.)

Variation of enrolment

See *Enrolment variation*.

Vice-Chancellor and Principal

The chief executive officer of the University, responsible for its leadership and management. The Vice-Chancellor and Principal is head of both academic and administrative divisions.

Waiver

In a prescribed course, a faculty may waive the prerequisite or corequisite requirement for a unit of study or the course rules for a particular student. Unlike credit, waivers do not involve a reduction in the number of credit points required for a course. (See also *Credit, Exemption*.)

WAM (Weighted Average Mark)

This mark uses the unit of study credit point value in conjunction with an agreed 'weight'. The formula for this calculation is:

$$WAM = \frac{\sum(\text{marks} \times \text{creditPointValue} \times \text{levelWeight})}{\sum(\text{creditPointValue} \times \text{levelWeight})}$$

The 'marks' used in this formula are the actual marks obtained by the student in each unit of study, as recorded on the student's record, including any marks of less than 50, and in the case of a failing grade with no mark, the mark defaults to 0. Pass/Fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations, however the marks from all attempts at a unit of study are included.

Faculty resolutions may also include specific formulae for the purpose of calculating progression between years, or for calculating entrance into an honours year. If such a formula is not specified in the faculty resolutions, the formula outlined above is used. (Effective from 1 January 2004.)

YAM (Yearly Average Mark)

This term has been renamed AAM (Annual Average Mark). See AAM in this Glossary.

YFE (Year of First Enrolment)

The year in which a student first enrolls at the University.

Youth Allowance

Youth Allowance is payable to a full-time student or trainee aged 16–24 years of age; and enrolled at an approved institution such as a school, college, TAFE or university, and undertaking at least 15 hours a week face-to-face contact. Youth Allowance replaces AUSTUDY.

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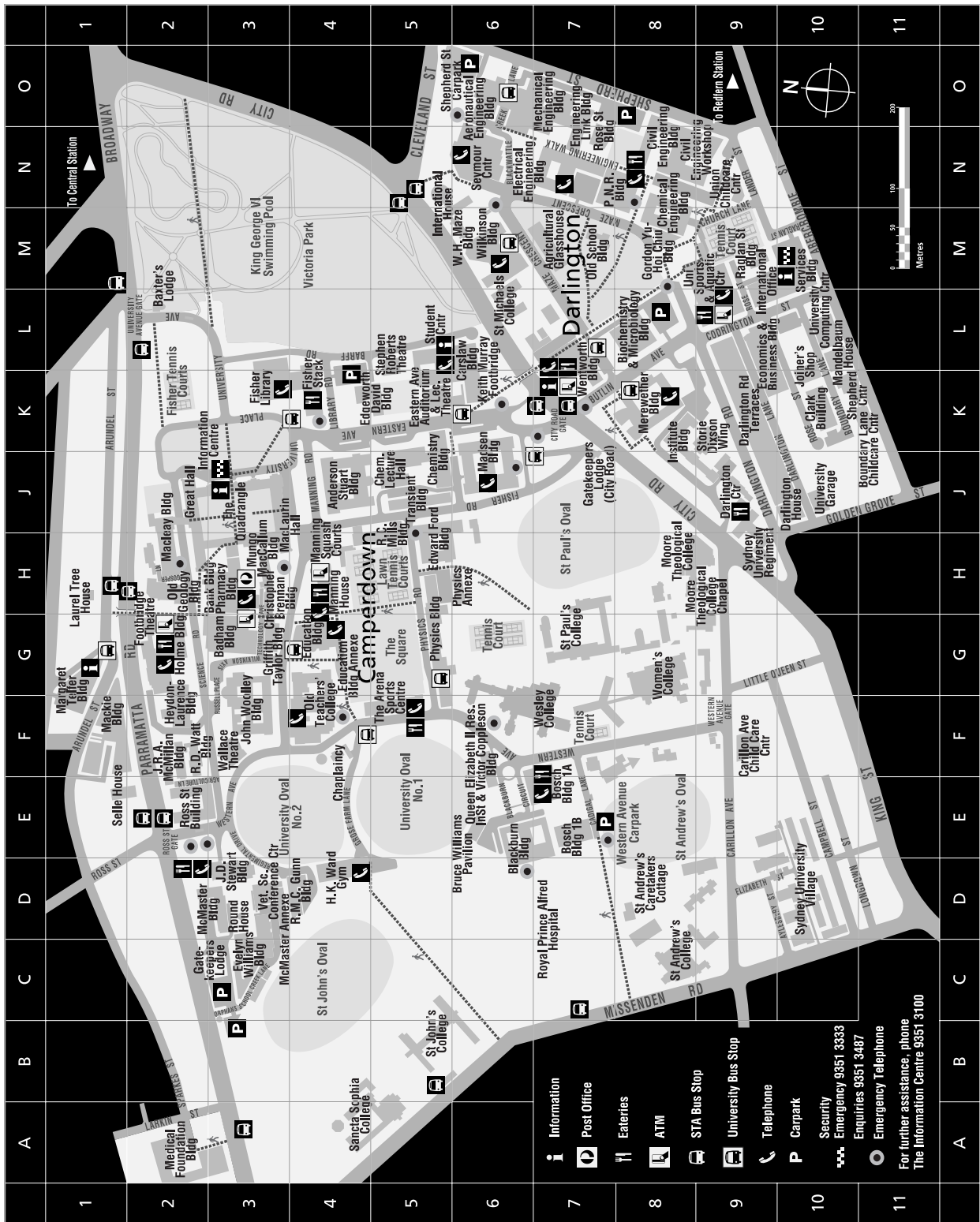
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Main campus map



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- O6 Aeronautical Engineering Building
- J4 Anderson Stuart Building
- G3 Badham Building
- H3 Bank Building
- L2 Baxter's Lodge
- E8 Biochemistry and Microbiology Building
- L6 Blackburn Building
- E7 Bosch Building 1A
- E7 Bosch Building 1B
- E6 Bruce Williams Pavilion
- L6 Carslaw Building
- F4 Chaplaincy
- M8 Chemical Engineering Building
- J5 Chemistry Building
- H3 Christopher Brennan Building
- N8 Civil Engineering Building
- N9 Civil Engineering Workshop
- K10 Clark Building
- J9 Darlington Centre
- J10 Darlington House
- K9 Darlington Road Terraces
- K5 Eastern Avenue Auditorium and Lecture Theatre Complex
- L9 Economics and Business Building
- K4 Edgeworth David Building
- G4 Education Building
- G4 Education Building Annexe
- H5 Edward Ford Building
- N7 Electrical Engineering Building
- N7 Engineering Link Building
- C3 Evelyn Williams Building
- K3 Fisher Library
- K4 Fisher Library Stack
- C3 Gatekeeper's Lodge
- J7 Gatekeeper's Lodge (City Road)
- M8 Gordon Yu-Hoi Chui Building
- J2 Great Hall
- G3 Griffith Taylor Building
- D4 H.K. Ward Gymnasium
- F2 Heydon-Laurence Building
- G2 Holme Building
- K8 Institute Building
- N5 International House
- F2 J.R.A. McMillan Building
- D3 J.D. Stewart Building
- F3 John Woolley Building
- F1 Mackie Building
- H3 MacLaurin Hall
- H2 Macleay Building
- G1 Margaret Telfer Building
- J6 Madsen Building
- H4 Manning House
- H4 Manning Squash Courts
- D3 McMaster Annexe

- D3 McMaster Building
- O6 Mechanical Engineering Building
- A2 Medical Foundation Building
- K8 Merewether Building
- H3 Mungo MacCallum Building
- H2 Old Geology Building
- M7 Old School Building
- F4 Old Teachers' College
- H3 Pharmacy Building
- H6 Physics Annexe
- G5 Physics Building
- N8 P.N.R. Building
- E6 Queen Elizabeth II Research Institute
- H5 R.C. Mills Building
- F2 R.D. Watt Building
- D4 R.M.C. Gunn Building
- M9 Raglan Street Building
- N7 Rose Street Building
- E2 Ross Street Building
- G2 Science Road Cottage
- E1 Selle House
- M10 Services Building
- N6 Seymour Centre
- K10 Shepherd Centre
- O6 Shepherd Street Carpark
- L5 Stephen Roberts Theatre
- K9 Stone Dixon Wing
- F5 The Arena Sports Centre
- J3 The Quadrangle
- J5 Transient Building
- L10 University Computing Centre
- J10 University Garage
- M9 University Sports and Aquatic Centre
- D3 Veterinary Science Conference Centre
- E6 Victor Coppleson Building
- F3 Wallace Theatre
- K7 Wentworth Building
- E7 Western Avenue Carpark
- M6 W.H. Maze Building
- M6 Wilkinson Building

Academic Colleges (offices)

- H5 Health Sciences
- F4 Humanities and Social Sciences
- N8 Sciences and Technology

Childcare Centres

- K11 Boundary Lane
- F9 Carrillon Avenue
- H1 Laurel Tree House
- N9 Union

Colleges and Residential Accommodation

- J10 Darlington House
- K9 Darlington Road Terraces
- N5 International House
- L10 Mandelbaum House

- A4 Sancta Sophia College
- C8 St Andrew's College
- B5 St John's College
- L6 St Michael's College
- G7 St Paul's College
- E1 Selle House
- D10 Sydney University Village
- F7 Wesley College
- G8 Women's College

Computer Access Centres (ITS)

- G3 Brennan
- G4 Education
- K3 Fisher
- N7 Link
- L6 McGrath (Carslaw)
- H3 Pharmacy

Cultural Venues

- G2 Footbridge Theatre
- H2 Macleay Museum
- J3 Nicholson Museum
- N6 Seymour Centre
- K7 Sir Hermann Black Gallery
- M6 Tin Sheds Gallery
- J2 War Memorial Art Gallery

Facilities (offices)

- F2 Agriculture
- M6 Architecture
- H3 Arts
- K8 Economics and Business
- G4 Education
- N7 Engineering
- H5 Medicine
- H3 Pharmacy
- L6 Science
- D3 Veterinary Science

Libraries

- M6 Architecture
- G3 Badham
- H5 Burkitt-Ford
- K3 Curriculum Resources
- N8 Engineering
- K3 Fisher
- J6 Madsen
- L6 Mathematics
- E7 Medical
- N6 Music
- H6 Physics
- H5 Schaeffer Fine Arts

Retail

- H3 Australia Post Office
- H3 Bank Building
- J9 Darlington Centre
- G2 Holme Building
- H4 Manning House

- F5 The Arena Sports Centre
- M9 University Copy Centre
- K7 University Health Service
- M9 University Sports and Aquatic Centre
- M9 University Co-op Bookshop
- D3 Veterinary Hospital and Clinic
- K7 Wentworth Building

Security

- M10 Emergency Services
- M10 Lost Property
- J3 Information Centre
- M10 Traffic and Parking

Sports and Recreational Venues

- K2 Fisher Tennis Courts
- D4 HK Ward Gymnasium
- H5 Lawn Tennis Courts
- H4 Manning Squash Courts
- F5 The Arena Sports Centre
- G5 The Square
- E5 University Oval No1
- E3 University Oval No2
- M9 University Sports and Aquatic Centre

Unions and Associations (offices)

- K7 Students' Representative Council (SRC)
- M9 Sydney University Postgraduate Representative Association (SUPRA)
- M9 Sydney University Sport
- G2 University of Sydney Union

University Administration and Services

- F3 Business Liaison Office
- F1 Careers Centre
- G1 Cashier
- F1 Centre for Continuing Education
- H3 Chancellor
- L10 Computing Centre
- H3 Development, Alumni Relations and Events
- M10 Development Services
- H2 Executive Offices
- J3 Information Centre
- L10 Information Technology Services
- L9 International Office
- G1 Personnel
- M10 Printing Services (UPS)
- H2 Publications Office
- H3 Research Office
- M10 Room Bookings and Venue Management
- F1 Scholarships Unit
- L5 Student Centre
- G1 Student Housing
- G4 Student Services Unit
- K8 Summer School
- C3 Veterinary Hospital and Clinic
- H2 Vice-Chancellor

Mallett Street campus map

