



The University of Sydney

# Board of Studies in Social Work Handbook 2002

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**University semester and vacation dates 2002**

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<i>Summer School</i>	
Lectures begin	Wednesday 2 January
Summer School ends	Friday 1 March
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<i>Semester 1</i>	
Lectures begin	Monday 4 March
Easter recess:	
Last day of lectures	Thursday 28 March
Lectures resume	Monday 8 April
Study vacation: 1 week beginning	Monday 17 June
Examinations commence	Monday 24 June
Semester 1 ends	Saturday 6 July
<hr/>	
<i>Semester 2</i>	
Lectures begin	Monday 29 July
Mid-semester recess:	
Last day of lectures	Friday 27 September
Lectures resume	Tuesday 8 October
Study vacation: 1 week beginning	Monday 11 November
Examinations commence	Monday 18 November
Semester 2 ends	Saturday 7 December

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**Last dates for withdrawal or discontinuation 2002**

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<i>Semester 1 units of study</i>	
Last day to add a unit	Friday 15 March
Last day for withdrawal	Friday 29 March
Last day to discontinue without failure (DNF)	Friday 26 April
Last day to discontinue (Discontinued - Fail)	Friday 14 June
<hr/>	
<i>Semester 2 units of study</i>	
Last day to add a unit	Friday 9 August
Last day for withdrawal	Friday 30 August
Last day to discontinue without failure (DNF)	Friday 13 September
Last day to discontinue (Discontinued - Fail)	Friday 8 November
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<i>Full Year units of study</i>	
Last day for withdrawal	Friday 29 March
Last day to discontinue with permission (DNF)	Friday 2 August
Last day to discontinue (Discontinued - Fail)	Friday 8 November

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Academic year information (Academic Board policy and dates 1998-2002) is available at:  
[www.usyd.edu.au/su/planning/policy/acad/3\\_0aca.html](http://www.usyd.edu.au/su/planning/policy/acad/3_0aca.html).

The University of Sydney, NSW 2006

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The University of Sydney

Board of Studies in Social Work Handbook 2002

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# Welcome

As you take up (or resume) your studies in Social Work, I extend my congratulations on your choice of degree. The breadth and complexity of issues facing Australian and global societies demand increasing numbers of persons able to bring a strong intellectual, policy and professional outlook to social change. The Social Work profession has been quick to adjust to the many changes taking place around it. At the forefront of leadership in the profession has been The University of Sydney, which remains committed to the academic excellence and professional strength of its degree programs.

The Department of Social Work, Social Policy and Sociology - as with the University itself- was the first of its kind in Australia. Many features of Social Work across and beyond Australia began here, and innovation and flexibility continue to be special characteristics of the Sydney degree and experience. It is your Department, with enviable strengths and resources available to all its students. Do take advantage of them.

We have committed ourselves to the on-going strengthening of the Social Work profession, chiefly through the quality of our graduates. We believe that our graduates, in turn, are committed to attaining the highest professional and ethical standards in their work, are committed to a constructive approach to social policy needs, and are committed to being lifelong learners. Further, I remind you of the rich array of postgraduate courses available at Sydney - and it is not too early to envisage yourself now as a postgraduate student!

The undergraduate Social Work course allows a wide choice of subjects in the first two years of study. These form a highly flexible basis for the more specific professional subjects undertaken in the final two years. The Faculty of Arts Undergraduate Handbook provides details of available course units, and you should consult it as well as this handbook in planning the overall shape of your degree. Decisions about your first two years of study influence the kind of professional Social Work expertise you develop. Because these choices are important ones, you should discuss them and your career interests with those best able to help you. For example, the Chair of the Department of Social Work, Social Policy and Sociology (Associate Professor Jude Irwin) and the Secretary of the Board of Studies in Social Work (Ms Robyn Longhurst) are available to provide advice.

The more formal avenues for consultation between students and University staff are outlined in chapter 6 of this handbook. I know, however, that all members of the Department will be pleased to meet with you more informally to discuss issues of interest and concern to you. A great additional resource is the Sydney University Social Work Students' Association and I hope you will actively participate in its work.

I wish you every success in your studies, and hope that much enjoyment and satisfaction accompanies them.



Associate Professor Phillip Jones  
Chair, Board of Studies in Social Work

# 1 Guide to the Board of Studies

## ■ The Board of Studies

### *Chairperson*

Associate Professor Phillip Jones

It is the task of the Board of Studies in Social Work to oversee the Bachelor of Social Work and related postgraduate degrees. The Board was originally set up to draw on expertise from across different faculties in the university, thus recognising the importance of the interdisciplinary dimensions of social work education. Membership includes senior academic staff from departments and schools of other disciplines at The University of Sydney (such as education, health sciences and medicine). The Chair of the Board is elected from university members of the Board. The current Chair is Associate Professor Phillip Jones, Pro Dean, School of Policy and Practice, Faculty of Education. Membership of the Board also includes all fulltime members of academic staff of the department of Social Work, Social Policy and Sociology, three elected student representatives and up to eight practitioner members. Social work practitioner members are appointed for a two year period and can be re-appointed. The membership of practitioners on the Board of Studies is a form of accountability to the social work profession.

### Camperdown campus

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Web: [www.usyd.edu.au](http://www.usyd.edu.au)

Chair of department: Associate Professor Jude Irwin

Undergraduate adviser: Ms Lindsey Napier

The Department of Social Work, Social Policy and Sociology is one of five departments located in the School of Society, Culture and Performance within the Faculty of Arts. The department offers a professional education to men and women who wish to become social workers. The qualification offered is a requirement for employment in this field. The course involves the study of social policy, social administration, community studies and the social sciences generally. The department is also responsible for teaching sociology and social policy units of study in the Faculty of Arts.

## ■ Social work

In contemporary Australia, social work is a crucial activity. For example, some of the worst consequences of events such as an economic recession can be alleviated by Federal, State and local initiatives in social policy over which social workers exercise influence, in particular in projects often described as 'community development'. In addition, there are many areas of national life where politically initiated reforms, whether in the administration of justice or the provision of child care or in attempts to increase employment opportunities for disabled people, have to be carried out by staff who have some expertise in managing the human and other resources of organisations and who know how to make effective use of other professionals and volunteers. The promotion and administration of changes in key areas of health and welfare are also tasks for social workers.

A more traditional job of social workers is to provide those statutory services that aim at meeting basic human needs, whether for income maintenance, shelter, personal support, information, guidance and counselling, and to carry out those statutory functions, such as supervision and control which may involve involuntary clients. These services for individuals and families involve casework but they also require social workers to know about agencies' resources and to be effective in planning, organisation and administration.

The importance of social work in providing services for individuals lies in the location of social workers between powerful institutions on the one hand and the predicament and powerlessness of ordinary people on the other. This requires that social workers and social policy planners have extensive

knowledge of the social, political and economic contexts of welfare practice.

### The fields

Social work can be roughly classified into fields indicating the groups of social agencies that serve each area, as follows:

*Physical health:* general hospitals, government departments of health, rehabilitation centres, special agencies for the physically handicapped;

*Mental health:* psychiatric hospitals, child guidance clinics, community health centres;

*Corrections:* probation and parole services;

*Public welfare:* the major government departments charged with the individual's economic and social security;

*Family and child welfare:* various government and voluntary services that care for the needs of the families and children both in and out of their own homes; and

*Community work:* the process of enabling local people, including participants in specific projects, to develop their own resources and initiatives in improving services and to increase their power over various forms of decision making.

This is only a selection covering the chief areas of social work services.

### Professional education

While social work has come to be regarded as a profession only during the last sixty years, appropriate training at the tertiary level is now widely accepted and demanded. This demand has accompanied developments in the biological, psychological and social sciences and the increasing complexity of industrial society. The emergence of 'social work' has, in fact, been universally associated with the growth of industrial society.

In Australia in the last fifty years developments in the field of social work have been rapid. These have included the provision of undergraduate social work education in university departments of social work, among which Sydney's is the oldest. Courses given take a variety of forms but in no case can a recognised undergraduate qualification be obtained in less than four years, dating from the beginning of this period.

### Employment and training

In carrying out these activities, whether in community development, in social policy initiatives including research or in the direct provision of services, social workers are employed by a range of government and non-government organisations. In New South Wales, their major employers are hospitals and the Department of Health, Centrelink, the Department of Community Services and the Department of Corrective Services, the last being responsible for probation and parole supervision. In the non-government or voluntary sector there are employment opportunities in women's and youth refuges, and in residential child care, with housing associations and a variety of self-help organisations concerned to develop services for particular minority and other disadvantaged groups.

In some of those organisations there are career ladders, in others the duration of the social worker's job is limited to the completion of particular projects. In all of these posts the direction of social work depends partly on the values and beliefs of the practitioners and on their skills in making effective alliances with people who share their objectives. In all of these activities the competence of social workers depends on their knowledge of policies and agencies' resources, their skills in research and administration and on their ability to communicate effectively, orally and in various forms of writing from letters to memoranda, and from social enquiry reports to the completion of research-type papers. The demanding standards expected of social workers and the complex nature of their activities underline the need and importance of professional training.

A professional qualification in social work opens up opportunities for experience outside Australia. In the first place, Australians find interesting employment in most English-

speaking countries, and secondly, provided they hold a degree, they may proceed to a higher qualification or take shorter specialised courses offered by schools of social work, particularly in the United States and Britain.

## ■ Staff

Staff as known at October 2001

### Department of Social Work, Social Policy and Sociology

The Department is part of the School of Society, Culture and Performance.

*Professor of Sociology and Social Policy (Personal Chair)*  
Bettina Cass, AO, BA PhD UNSW, EASSA Appointed 1990

*Associate Professors*

Jude Irwin, BSW UNSWMA Macq (Chair of Department)

Robert M van Krieken, BA PhD UNSW

*Senior Lecturers*

Joanne Finkelstein, BA Hons LaT MEd Mon PhD UIU-C

Karen Healy, BSW QldPhD Qld

M Lindsey Napier, MA Aberd DipSocStud Edin DipMH LSE MSW

Alec Pemberton, BA Hons BSocSt MA QldPhD

Marie Wilkinson, BSW UNSW GradDipEd UTS MSW PhD

*Lecturers*

Fran Collyer, BA Flinders BA Hons ANU PhD Flinders

Sue Goodwin, BA ANU, PhD

Denise Lynch, BSW UNSW MCrim

Zita I Weber, BSocStud PhD

*Associate Lecturers*

Christine Crowe, BA UNSW

Annette Falahey, BA UNSW

Agi O'Hara, BA

*Professional Officer*

Deborah Hart, BA BSocStud MSW

*Secretary to the Board*

Robyn Longhurst, BA

*Office staff*

John Dalton BA Macq

Cherie Kennaugh BSW

*Emeritus Professor*

Stuart J Rees, BA DipSocStud CertSocCasework S'ton PhD  
Aberd

*Honorary Associates*

Janet EG George, BA NE MPhil HK PhD

John Hart MA Brad, DioS Admin Lond PhD

Michael D Horsburgh, MSW UNSW BA DipSocWk

Jan Larbalestier, BA PhD Macq

## 2 Introduction to undergraduate courses

There are two undergraduate programs offered:

- Bachelor of Social Work (BSW)
- Bachelor of Arts/Bachelor of Social Work (BA/BSW)

The BSW is studied over four years, and the combined BA/BSW is a five-year program. In both programs you complete units of study within the Faculty of Arts and, depending where your interests lie, you can choose from a wide range of units including sociology, history, economics, psychology, government, and languages. This provides a strong base for subsequent studies in social work and social policy.

Entry to both courses is at first year or, for qualified applicants, at second or third year level.

It is possible to undertake the first two years of the social work degree program by studying less than the full component of units of study in each year. There are time limits to the completion of the course as a full-time program.

There are formal requirements governing the order in which the various units of study may be attempted. Students who wish to complete the program in more than the minimum time must ensure that their course plans meet all these requirements. These requirements are set out in the Resolutions of the Board of Studies in Social Work contained in chapter 4.

Length of candidature: in both the BSW and the BA/BSW combined program the maximum length of candidature is twice the minimum period required at point of entry.

### ■ Structure of the BSW course

The course involves four years full-time study. A full-time candidate would normally proceed as outlined below:

#### First Year

48 credit points comprising:

- (a) Introduction to Sociology 1 and Introduction to Sociology 2 (12 credit points);
- (b) 36 credit points from the Table of units of study for the Bachelor of Arts course taken in accordance with the resolutions for that course.

Credit may be given for units of study taken at other institutions.

#### Second Year

48 credit points comprising:

- (a) Senior level Sociology unit of study (8 credit points) (if qualified); or Sociology for Social Work (8 credit points); and
- (b) Social Inquiry Research Methods (8 credit points); and
- (c) Intermediate level Psychology units of study (16 credit points); or Psychology for Social Work 201 and Psychology for Social Work 202 (16 credit points); and
- (d) 16 credit points from the Table of units of study for the Bachelor of Arts course taken in accordance with the resolutions for that course.

Credit may be given for units of study taken at other institutions.

#### Third Year

48 credit points comprising:

- (a) Preparation Seminar 301 (6 credit points); and
- (b) IBL unit 1 (6 credit points); and
- (c) IBL unit 2 (6 credit points); and
- (d) Skills Workshop 301 (6 credit points); and
- (e) Field Education 1 which includes field education of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points).

#### Fourth Year

48 credit points comprising:

- (a) IBL unit 3 (9 credit points); and
- (b) Field Education 2A and 2B which includes field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and

(c) IBL unit 4 (9 credit points); and

(d) Integrative Studies 402 (6 credit points).

#### Honours

Honours are awarded on the basis of achievement in the third and fourth years.

### ■ Structure of the combined course for the BA/BSW degrees

Candidates first complete the requirements for the award of the BA course in accordance with the resolutions for that course. Within their BA program they include Introduction to Sociology 1, Introduction to Sociology 2, 8 credit points of Senior level Sociology, Social Inquiry Research Methods, and Psychology for Social Work 201 and 202 or 16 Intermediate level credit points of Psychology.

Having completed the BA, they then proceed to the third and fourth years of the BSW course.

A possible plan of units of study for the combined course is as follows:

#### First Year

48 units comprising:

- (a) Introduction to Sociology 1 and Introduction to Sociology 2 (12 credit points); and
- (b) 36 junior credit points from the Table of units of study for the Bachelor of Arts course taken in accordance with the resolutions for that course. They may include Psychology 101 and 102.

#### Second Year

48 credit points comprising:

- (a) Senior level Sociology unit of study (8 credit points); and
- (b) Social Inquiry Research Methods (8 credit points); and
- (c) Intermediate level Psychology units of study (16 credit points); or Psychology for Social Work 201 and Psychology for Social Work 202 (16 credit points); and
- (d) 16 credit points from the Table of units of study for the Bachelor of Arts course taken in accordance with the resolutions for that course.

#### Third Year

48 credit points prescribed for the Bachelor of Arts course and taken in accordance with the resolutions for that course.

#### Fourth Year

48 credit points comprising:

- (a) Preparation Seminar 301 (6 credit points); and
- (b) IBL unit 1 (6 credit points); and
- (c) IBL unit 2 (6 credit points); and
- (d) Skills Workshop 301 (6 credit points); and
- (e) Field Education 1 which includes field education of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points).

#### Fifth Year

48 credit points comprising:

- (a) IBL unit 3 (9 credit points); and
- (b) Field Education 2A and 2B which include field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and
- (c) IBL unit 4 (9 credit points); and
- (d) Integrative Studies 402 (6 credit points).

**Honours**

It is possible to complete an honours BA course and/or an honours BSW course within the combined course program. For the BA honours course an additional honours year is completed after the third year of the combined course program, before enrolling in the fourth year (which is the equivalent of the third year in the BSW degree course). Students proceeding full-time would normally complete an honours BA course and a BSW course (pass or honours) in six years of enrolment. For information about the honours BA course, the Faculty of Arts Handbook should be consulted.

## 3 Undergraduate units of study

### SCWK 2001 Psychology for Social Work 201

8 credit points. Ms O'Hara. **Semester: 1. Classes:** (3 lectures + 1 tutorial)/week. **Prerequisite:** 18 junior credit points. **Prohibition: PSYC 2111-2114. Assessment:** One 1500 word tutorial process diary, one 3-hour exam.

*NB: This unit is only available to students enrolled in the BSW and combined BA/BSW degrees.*

This unit of study focuses on theories of psychology which have most relevance to the practice of social work. Areas covered will be:

- (i) Counselling Psychology, critically examining the theoretical foundations of counselling processes;
- (ii) Developmental Psychology, indicating the main patterns of development; and
- (iii) Personality, identifying the major forces in personality theory.

*Textbooks*

Consult Departmental noticeboard.

### SCWK 2002 Psychology for Social Work 202

8 credit points. Ms O'Hara. **Semester: 2. Classes:** (3 lectures + 1 tutorial)/week. **Prerequisite:** 18 credit points of junior units. **Prohibition: PSYC 2111-2114. Assessment:** One 1500 word tutorial process diary, one 3-hour exam.

*NB: This unit is only available to students enrolled in the BSW and combined BA/BSW degrees.*

This unit of study focuses on social psychology, mental health and several contemporary issues of particular relevance to the practice of social work (eg, domestic violence, child abuse, HIV/AIDS, suicide, grief, addiction). Psychological theories and strategies are introduced to assist in an understanding of the complex factors involved.

*Textbooks*

Consult Departmental noticeboard.

### SCWK 2003 Sociology for Social Work

8 credit points. Semester: 1. **Classes:** two 1-hour lectures and one 1-hour tutorial/week. **Prerequisite:** 48 Junior credit points. **Assessment:** One essay, one exam and other work as assigned by coordinator. This unit is designed to introduce students to the study of sociology by critically analysing contemporary Australian society. A range of sociological concepts will be presented which challenge the way in which society is organised and understood. Students will be encouraged to analyse existing social phenomena based on sociological concepts and perspectives including social structure, commodification, rationalization, power and class.

### SCLG 2521 Social Inquiry: Research Methods

8 credit points. **Semester: 2. Classes:** three hours/week consisting of one lecture plus one tutorial. **Prerequisite:** SCLG 1001 and SCLG 1002 or SCWK 2003. **Prohibition:** Students may not enrol in SCLG 2521 if they have previously completed SCLG 2002 Social Inquiry: Research Methods in Sociology. **Assessment:** One research project (in two stages) plus participation in tutorials.

This unit introduces students to some of the methodological issues in contemporary sociology and their impact on the range and types of research methods that sociologists commonly use. Emphasis is placed on developing a critical ability to read sociological research with an eye to their methodological adequacy as well as an appreciation of their theoretical contribution. Examples will be drawn from a range of sociological research monographs, both classical and contemporary, to show the ways in which theory and method have been used to produce sociological knowledge. The major types of research technique employed by sociologists will be described along with problems of interpretation that arise from their use in particular studies.

This unit is mandatory for Sociology major students.

### SCWK 3003 Preparation Seminar 301

6 credit points. **Semester: 1. Classes:** 3 full weeks (weeks 1,7,13). **Corequisite:** SCWK 3001.

This unit is designed to introduce students to social work and social policy and to prepare them for Field Education I.

### SCWK 3001 Issue Based Learning unit 1

6 credit points. Semester: 1. **Classes:** 12 hours/week (seminars and lectures). **Prerequisite:** 96 credit points to include -8 Senior level credit points of Sociology or SCWK 2003; SCLG 2521 or SCLG 2002 and 4 Senior Sociology credit points; SCWK 2001 or 8 intermediate Psychology credit points; SCWK 2002 or 8 intermediate Psychology credit points. This is the first of a sequence of four content-based units. Each unit is of five weeks duration in which learning is sequenced to achieve greater depth, range and independence. The specific units offered will vary from time to time, including Ageing; Caring and Citizenship; Families, Children and Young People; Illness, Inequality and Intervention; Interpersonal Violence; Social Development and Urban Futures.

### SCWK 3004 Skills Workshop 301

6 credit points. **Semester: 1. Classes:** 3 hours/week (workshop). **Corequisite:** SCWK 3001, SCWK 3002, SCWK 3003.

This unit of study aims to develop the capability of students to practise generic skills in practice and policy such as assessment, advocacy, negotiation, evaluation. These skills form an essential support for the learning in IBL units.

### SCWK 3002 Issue Based Learning unit 2

6 credit points. **Semester: 1. Classes:** 12 hours/week (seminars and lectures). **Corequisite:** SCWK 3001.

This is the second of a sequence of four content-based units. Each unit is of five weeks duration in which learning is sequenced to achieve greater depth, range and independence. The specific units offered will vary from time to time, including Ageing; Caring and Citizenship; Families, Children and Young People; Illness, Inequality and Intervention; Interpersonal Violence; Social Development and Urban Futures.

### SCWK 3005 Field Education 1

24 credit points. **Semester: 2. Classes:** 2 hours/fortnight on Mondays. **Prerequisite:** SCWK 3002.

This unit is a field education practicum of 60 days.

### SCWK 4003 Issue Based Learning unit 3

9 credit points. **Semester: 1. Classes:** 12 hours/week (seminars and lectures). **Prerequisite:** SCWK 3005.

This unit is the third of a sequence of four context-based units. It is of five weeks duration and is intended to develop further students' capabilities in the transfer of knowledge and independent work. It builds on the knowledge and skills gained in Field Education I and includes preparation for Field Education II.

### SCWK 4005 Field Education 2A

15 credit points. **Semester: 1. Classes:** 2 hours/fortnight on Wednesday. **Corequisite:** SCWK 4003.

This unit is the first part of a field education practicum of 80 days.

### SCWK 4006 Field Education 2B

9 credit points. **Semester: 2. Classes:** 2 hours/fortnight on Wednesday. **Prerequisite:** SCWK 4005.

This is the second part of a field education practicum of 80 days.

### SCWK 4004 Issue Based Learning unit 4

9 credit points. Semester: 2. **Classes:** 12 hours/week (seminars and lectures). **Corequisite:** SCWK 4002, SCWK 4006.

This unit is the fourth of a sequence of four context-based units. It is of five weeks duration and is intended to develop further students' capabilities in the transfer of knowledge and independent work. It builds on the knowledge and includes skills gained in Field Education II.

### SCWK 4002 Integrative Studies 402

6 credit points. Semester: 2. **Classes:** 12 hours/week (seminars and lectures). **Corequisite:** SCWK 4004, SCWK 4006.

This is the final unit of study of the Bachelor of Social Work program. It is of four weeks duration. Its aim is to consolidate the knowledge and skills gained over the four years of the program.



# 4 Regulations

## ■ Resolutions of the Senate

### Constitution of the Board of Studies in Social Work

(under review)

1. The Board of Studies in Social Work shall comprise the following persons:
  - (a) the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers, being full-time permanent and full-time temporary members of the teaching staff in the Department of Social Work, Social Policy and Sociology;-
  - (b) the Dean of the Faculty of Arts or the Dean's nominee;
  - (c) the Heads of and the professors in the Departments of Anthropology, Behavioural Sciences in Medicine, Community Medicine, Educational Psychology, Measurement and Technology, Government and Public Administration, Paediatrics and Child Health, Public Health, Psychiatry, Psychology and the Schools of Social and Policy Studies in Education and Teaching and Curriculum Studies;
  - (d) not more than three students elected in the manner prescribed by resolution of the Senate;
  - (e) not more than five part-time members of the teaching staff in the Department of Social Work, Social Policy and Sociology appointed by the persons referred to in subsections (a) to (d); and
  - (f) not more than eight persons appointed by the persons referred to in subsections (a) to (d), of whom at least five persons shall be associated with the professional teaching of the Department.
2. The members appointed in accordance with sections 1(e) or (f) shall hold office for a period of two years commencing on 1 January following their appointment and shall be eligible for reappointment.

#### Quorum

3. At any meeting of the Board of Studies, eight members shall form a quorum.

#### Functions of the Board of Studies

4. The Board of Studies shall supervise the award of the degrees in Social Work and, in particular, the Board:
  - (a) shall supervise the teaching and examining in such subjects as may be provided by the Department of Social Work, Social Policy and Sociology and prescribed by resolution of the Senate;
  - (b) shall be responsible for the conduct of examinations in those subjects with the assistance of such examiners as the Academic Board may, on the recommendation of the Board of Studies or of the Chairperson of the Board of Studies, from time to time appoint;
  - (c) shall take cognisance of and encourage scholarship and research in those subjects;
  - (d) may consider and report to the Academic Board on all matters relating to the degrees;
  - (e) shall consider and report upon all matters referred to it by the Senate, the Academic Board or the Vice-Chancellor; and
  - (f) shall elect one of its members as Chairperson.

#### Election of Chairperson and Acting Chairperson

5. The Board shall, at its first meeting in every second year, elect as Chairperson a member of the full-time permanent teaching staff of the University who is an associate professor or a professor, but not a member of the Department of Social Work and Social Policy, who shall hold office for a period of two years from the date of election and who, if not otherwise a member of the Board, shall be a member during such period of office.
6. The Board of Studies may elect from amongst the heads of departments and professors referred to in section 1 a person to be Acting Chairperson who shall in the event of the absence or

inability of the Chairperson to act through illness or any other cause, be deemed to be, and have the powers and duties of the Chairperson.

7. If the office of Chairperson becomes vacant by death, resignation or otherwise before the expiration of the full term, a successor shall be elected at a duly convened meeting of the Board to be held as soon as conveniently may be, and the Chairperson so elected shall hold office during the remainder of the term.

#### Degrees, diplomas and certificates in Social Work

1. The degrees in Social Work shall be:
  - (a) Bachelor of Social Work (BSW)
  - (b) Master of Social Work (MSW)
  - (c) Master of Social Work (International) (MSW(International))
  - (d) Master of Philosophy in Social Work (MPhilSW)
  - (e) Doctor of Social Work (DSW).
  - (f) Doctor of Letters in Social Work (DLittSW)
2. The diploma in Social Work shall be:  
Graduate Diploma in Social Work (GradDipSW).
3. The certificates in Social Work shall be:
  - (a) Graduate Certificate in Social Work: Professional Practice Supervision (GradCertSW: PPS)
  - (b) Graduate Certificate in Social Work: Dying, Death and Palliative Care (GradCertSW: DDPC).

#### Bachelor of Social Work

1. These Resolutions of the Senate relate to the degree of Bachelor of Social Work and the combined degree course Bachelor of Arts/Bachelor of Social Work. 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 Board of Studies Resolutions.

#### Requirements for the pass degree

2. To qualify for the award of the pass degree candidates must:
  - (1) complete successfully units of study giving credit for a total of 192 credit points; and
  - (2) satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

#### Requirements for the Honours degree

3. To qualify for the award of the honours degree candidates must complete the honours requirements published in the Board resolutions relating to the course.

#### Requirements for the combined degrees

4. To qualify for the award of the two degrees in the combined degree course Bachelor of Arts/Bachelor of Social Work, students must complete the requirements published in the Board and the Faculty of Arts resolutions relating to the course.

#### Master of Social Work

#### Master of Social Work (International)

#### Master of Philosophy in Social Work

#### A. Master of Social Work and Master of Social Work (International)

##### Admission

1. An applicant for admission to candidature for the degree of Master of Social Work or Master of Social Work (International) shall:
  - (1) hold a four-year Bachelor of Social Work degree or equivalent, recognised by the Australian Association of Social Workers; and
  - (2) have been in full-time employment in Social Work for a minimum of one year.

2. (1) A candidate may be accepted by the Chairperson of the Board of Studies on a probationary basis for a period not exceeding twelve months and, on completion of this probationary period, the Chairperson shall review the candidate's work and shall either confirm or terminate the candidature.

(2) The candidature of a candidate accepted in accordance with subsection (1) shall be deemed to have commenced from the date of such acceptance.

#### **Degree requirements**

3. A candidate shall attend such units of study and pass such examinations in each unit of study as the Board of Studies, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, shall prescribe.

### **B. Master of Philosophy in Social Work**

#### **Admission**

4. An applicant for admission to candidature for the degree of Master of Philosophy in Social Work shall:

- (1) (a) hold a four-year Bachelor of Social Work degree or equivalent with first or second class Honours, or
- (b) being a Bachelor of Social Work without first class or second class Honours, either produce evidence to the satisfaction of the Chairperson of having completed equivalent work or complete, to the satisfaction of the Chairperson of the Board of Studies, a period of probationary candidature, or
- (c) be a Master of Social Work with merit; and
- (2) have been in full-time employment in Social Work for a minimum of one year.

#### **Degree requirements**

5. (1) A candidate shall:
  - (a) carry out supervised research on a topic approved by the Chairperson of the Board of Studies on the recommendations of the Chair of the Department of Social Work, Social Policy and Sociology;
  - (b) write a thesis embodying the results of this research; and
  - (c) lodge with the Secretary of the Board of Studies three copies of the thesis, typewritten and bound in accordance with the resolutions of the Board of Studies.
- (2) The Chairperson of the Board of Studies shall appoint, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, a full-time member of the University academic staff to act as the supervisor of the candidate.
- (3) In any thesis lodged by the candidate, the candidate shall state generally in a preface and specifically in notes the source from which the information in the thesis was taken, the extent to which the candidate has made use of the work of others and the proportion of the thesis which is claimed as original.
- (4) A thesis lodged by a candidate shall be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.
- (5) The Chairperson, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, shall appoint at least two examiners of the thesis, of whom at least one shall be external to the University.
- (6) The examiners shall report to the Chairperson who shall determine the result of the examination.
- (7) In special cases the Chairperson, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, may require the candidate to take an examination in the area of the thesis.

### **C. General provisions relating to all degrees of Master**

6. (1) A full-time candidate for the degree of Master shall present for examination for the award not earlier than the end of the first year of candidature and not later than the end of the third year of candidature, except with the permission of the Chairperson of the Board of Studies on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology.
- (2) A part-time candidate for the degree of Master shall present for examination for the award not earlier than the end of the second year of candidature and not later than the end of the sixth year of candidature, except with the permission of the Chairperson, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology.

(3) Time spent by a candidate in advanced study in the University of Sydney, or in another university, or in another equivalent institution, before admission to candidature, may be deemed by the Chairperson to be time spent after such admission, provided that it represents no more than half of the total candidature.

#### **Unsatisfactory progress**

1. The Chairperson of the Board of Studies may:
  - (1) on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, call upon any candidate for the degree of Master to show cause why the candidature should not be terminated by reason of unsatisfactory progress towards completion of the course; and
  - (2) where, in the opinion of the Chairperson, the candidate does not show good cause, terminate the candidature.

#### **Grade of award**

8. (1) The award of Master of Social Work, Master of Social Work (International) and Master of Philosophy in Social Work shall be made in one grade only.
- (2) An outstanding candidate may receive the award with merit.
- (3) If the Chairperson of the Board of Studies is of the opinion that the candidate's work is of sufficient merit, that candidate shall receive a bronze medal.

#### **Consultation**

9. Where the Chair of the Department of Social Work, Social Policy and Sociology is required to make a recommendation under sections 5, 6 and 7 above, the Chair shall do so only after consultation with the supervisor, if there is one of the candidate concerned.

#### **Doctor of Social Work**

1. (1) An applicant for admission to candidature shall:
  - (a) lodge an application with the Board of Studies;
  - (b) submit with the application an outline of the proposed course of advanced study and research, including the area of the proposed thesis, proposals for the practicum and proposals for related coursework units of study; and
  - (c) have been in full-time employment in Social Work for a minimum of four years.
- (2) An applicant for admission to part-time candidature shall submit with the application a written undertaking that the applicant will:
  - (a) have sufficient time available to complete the requirements for the degree in accordance with section 10(2) and within the maximum period prescribed in section 10(3) of these resolutions; and
  - (b) be able to attend at the University at such times and on such occasions for purposes of consultation and participation in departmental activities, as may be required by the Chairperson of the Board of Studies on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology.

#### **Admission to candidature by the Chairperson of the Board of Studies**

2. The Chairperson of the Board of Studies may admit an applicant to candidature for the degree if:
  - (1) the candidature's application complies with section 1, and
  - (2) (except as provided in section 3 of these resolutions) the applicant holds or has fulfilled the requirements for:
    - (a) the degree of Bachelor of Social Work of the University of Sydney with First Class Honours or Second Class Honours, Division 1, or
    - (b) the degree of Master of Social Work with Merit or the degree or Master of Philosophy in Social Work of the University of Sydney.

#### **Admission to candidature by the Academic Board**

3. On the recommendation of the Chairperson of the Board of Studies, the Academic Board may admit to candidature for the degree an applicant whose application complies with section 1, and who:
  - (a) is either-
    - (i) a social work graduate of another university or tertiary education institution: or
    - (ii) a person accepted by the Chairperson and by the Academic Board as having standing equivalent to that required of a social work graduate of the University who is qualified for admission to candidature for the degree; and

(b) is recommended by the Chairperson as being suitably prepared in the particular field of study in which the applicant proposes to be a candidate.

#### **Studies during the candidature**

4. (1) Except with the permission of the Chairperson of the Board of Studies, a candidate will pursue an approved course of advanced study, professional practice and research, comprising:

- (a) eight graduate semester units of study at the doctoral degree level including:
- (i) a unit of study examining aspects of current social work professional theory and practice,
  - (ii) a unit of study dealing with research methods appropriate to examining social work practice,
  - (iii) a unit of study dealing with social policy,
  - (iv) an additional unit of study in one of the areas contained in paragraphs (i), (ii) and (iii) and
  - (v) two units of study related to the areas of the proposed practice development research and the thesis; and

(b) a thesis of approximately 50000 words (or equivalent) in length investigating a specific aspect or specific aspects of social work professional practice related to the practice development research and approved by the Chairperson of the Board of Studies.

(2) The Chairperson may grant credit for a maximum of 3 postgraduate course units for units of study undertaken elsewhere at this University or at another university which are considered to be equivalent to units of study to be undertaken in accordance with section 4(1)(a), provided that:

- (a) no unit of study for which credit is granted has been a basis for the award of any other award;
- (b) each unit of study is passed at a level, or with such additional assessment or other requirements, as may be determined by the Chairperson in each case; and
- (c) each unit of study was completed within the four years immediately preceding the commencement of candidature for the degree of Doctor of Social Work.

(3) The Chairperson may approve a variation in a candidate's units of study and research.

#### **Credit for previous studies**

5. (1) Coursework degrees

The Chairperson may grant a candidate credit for:

- (a) up to 3 postgraduate coursework units of study, and 2 postgraduate research units of study in respect of units of study completed for the degree of Master of Social Work in this University; or
- (b) up to 2 postgraduate coursework units of study in respect of units of study completed elsewhere in this University or at another university, provided that:
  - (i) no unit of study for which credit is granted has been a basis for the award of any other award;
  - (ii) the units of study were passed at a level or with such additional assessment or other requirements as may be determined by the Chairperson in each case;
  - (iii) the units of study were completed within six years immediately preceding the commencement of candidature for the degree of Doctor of Social Work; and
  - (iv) each unit of study falls within the scope of the approved course of study and research under section 4.

(2) Research degrees

The Chairperson may grant credit for the whole or any part of a period of candidature undertaken for the degree of Master of Philosophy in Social Work or the degree of Doctor of Philosophy in the Faculty of Arts provided that the candidate has abandoned candidature for the degree for which credit is sought and the period of candidature for which credit is sought:

- (a) involved a course of advanced study and research related to the candidate's proposed course of advanced study and research for the degree of Doctor of Social Work; and
- (b) was taken within six years immediately preceding the commencement of candidature for the degree of Doctor of Social Work.

#### **The thesis**

6. (1) The candidate shall present a thesis of approximately 50000 words (or equivalent) in length, which shall be substantial and original contribution to the subject concerned.

The candidate shall state the sources from which the information is derived, the extent to which the work of others has been made use of, and the portion of the work the candidate claims as original.

(2) The topic of the thesis shall be approved by the Chairperson of the Board of Studies.

(3) The Chairperson on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology shall appoint a supervisor who shall be a member of the academic staff of the department. In appropriate cases the Chairperson may appoint an associate supervisor.

(4) A candidate may not present as the thesis any work which has been presented for a degree at this or another university, but the candidate will not be precluded from incorporating such work in the thesis, provided that, in presenting the thesis, the candidate indicates the part of the work which has been so incorporated.

(5) A candidate shall submit to the Secretary of the Board of Studies four copies of the thesis in a form prescribed by the Board of Studies.

(6) The thesis shall be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.

(7) When the degree has been awarded, a copy of the thesis incorporating any required emendations and revisions shall be lodged in the University Library.

#### **Appointment of examiners**

7. (1) On receiving the thesis and having considered the certificate of the supervisor, the Chairperson of the Board of Studies shall consult with the Chair of the Department of Social Work, Social Policy and Sociology and, if he or she thinks fit, appoint examiners. The supervisor may not be an examiner.

(2) If the Chairperson, after consultation with the Chair of the Department of Social Work, Social Policy and Sociology, resolves to appoint examiners she or he shall appoint three examiners, at least one of whom shall be external to the University.

(3) The Chairperson shall report the names of the examiners appointed to the Academic Board, which may appoint one or more additional examiners.

(4) In any case where the Chairperson, having received the thesis and having considered the report of the supervisor, resolves not to appoint examiners, he or she shall report the circumstances for this decision to the Academic Board.

#### **Degree result**

8. Upon the completion of the coursework at the level prescribed by the Board of Studies, after consideration of the report of the supervisor of the practicum and after consideration of the reports of the examiners on the thesis, the Chairperson of the Board of Studies shall submit the reports, together with a recommendation concerning the award of the degree, to the Academic Board which shall determine the result of the candidature.

#### **Time limits**

9. (1) Subject to subsection (2) a candidate may proceed either on a full-time or part-time basis.

(2) Except in special circumstances and with the approval of the Chairperson of the Board of Studies a candidate shall complete a minimum of thirty weeks of full-time candidature taken over such a period of time and in such a manner as may be approved by the Chairperson.

(3) Except in special circumstances and with the approval of the Chairperson a candidate shall complete all the requirements for the degree not earlier than the end of the third and not later than the end of the sixth year of candidature, excluding any period of approved suspended candidature.

(4) A candidate shall prepare annually, before enrolment, a statement of the work done by the candidate towards completion of the requirements for the degree and submit it to the appointed supervisor in accordance with Academic Board policy.

(5) The supervisor shall also prepare a report on the work done by the candidate, which shall be shown to the candidate for comment, and the candidate shall sign the report as having sighted the contents.

(6) Both reports shall then be forwarded to the Chairperson.

(7) Where, in the opinion of the Chairperson, a candidate has not made satisfactory progress towards completing the requirements for the degree the Chairperson may call upon the candidate to show cause why the candidature should not be terminated for the lack of satisfactory progress.

### **Graduate Diploma in Social Work**

#### ***Eligibility for admission***

1. Admission to candidature for the Graduate Diploma in Social Work is restricted, except as provided in chapter 10 of the By-laws', to:
  - (1) in the case of nationals or permanent Australian residents, applicants with a four-year Bachelor of Social Work award or equivalent, recognised by the Australian Association of Social Workers, and who have been in full-time employment in Social Work for a minimum of one year;
  - (2) in the case of overseas students, applicants not intending to practise in Australia and with the recognised equivalent of a four-year Bachelor of Social Work award.

#### ***Availability***

2. (1) Admission to the Graduate Diploma in Social Work 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 Board of Studies in Social Work shall take account of the quota and will select in preference candidates who are most meritorious in terms of section 1 above.

#### ***Method of progression***

3. A candidate for the Graduate Diploma in Social Work shall proceed primarily by coursework.

#### ***Time limits***

4. A candidate may proceed on a full-time or a part-time basis.
5. (1) A full-time candidate shall complete the requirements for the Graduate Diploma in Social Work not earlier than the end of the second semester of candidature and, unless otherwise determined on behalf of the Board of Studies in Social Work by the Chairperson of the Board of Studies in Social Work, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, not later than the end of the fourth semester of candidature.
  - (2) A part-time candidate shall complete the requirements for the Graduate Diploma in Social Work not earlier than the end of the fourth semester of candidature and, unless otherwise determined on behalf of the Board of Studies in Social Work by the Chairperson of the Board of Studies in Social Work, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, not later than the end of the sixth semester of candidature.

#### ***Credit***

6. A candidate who before admission to candidature has spent time in advanced study at the University of Sydney or at another University or institution, and has completed work considered by the Chairperson of the Board of Studies in Social Work on behalf of the Board of Studies in Social Work, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, to be equivalent to work prescribed for the Graduate Diploma, may receive credit towards satisfying the requirements for the Graduate Diploma, provided that no more than half the requirements are so met, except as provided for in section 7 below.
7. A candidate who has been enrolled at the University of Sydney as a candidate for the Master of Social Work may receive credit towards satisfying up to all of the requirements for the Graduate Diploma in Social Work provided that the candidate ceases to be a candidate for that Master of Social Work degree.

#### ***Requirements for the Graduate Diploma in Social Work***

8. A candidate for the Graduate Diploma in Social Work shall complete six units of study proscribed on behalf of the Board of Studies by the Chairperson of the Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology.

1. Chapter 10 of the By-Laws has been repealed, and Part 9, Section 47, of the University of Sydney (Amendment Act) Rule 1999 refers.

### ***Examination***

9. A candidate may be tested by written and oral examinations, assignments, exercises and practical work or any combination of these.
10. On completion of the requirements for the Graduate Diploma in Social Work the results of the examination of coursework shall be reported to the Board of Studies in Social Work which shall determine the result of the candidature.
  1. The Graduate Diploma in Social Work shall be awarded in one grade only, provided that an outstanding candidate may be awarded the Graduate Diploma in Social Work with merit.

#### ***Progress***

12. The Chairperson of the Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, may on behalf of the Board of Studies call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the Graduate Diploma in Social Work and where, in the opinion of the Chairperson of the Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, the candidate does not show good cause, terminate the candidature.

### ***Transfer of candidature to the Master of Social Work***

13. The Chairperson of the Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, may on behalf of the Board of Studies permit candidates in the Graduate Diploma in Social Work who achieve a result of Credit or above in completed units of study to transfer candidature to the Master of Social Work.

### **Graduate Certificate in Social Work: Professional Practice Supervision**

#### ***Eligibility for admission***

1. Admission to candidature for the Graduate Certificate in Social Work: Professional Practice Supervision is restricted, except as provided in Chapter 10 of the By-laws\*, to applicants with a four-year Bachelor of Social Work degree or equivalent, recognised by the Australian Association of Social Workers, and who have been in full-time employment in Social Work for a minimum of one year.

#### ***Availability***

2. (1) Admission to the Graduate Certificate in Social Work: Professional Practice Supervision 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 Board of Studies in Social Work shall take account of the quota and will select in preference candidates who are most meritorious in terms of section 1 above.

#### ***Method of progression***

3. A candidate for the Graduate Certificate in Social Work: Professional Practice Supervision shall proceed by coursework.

#### ***Time limits***

4. A candidate may proceed on a full-time or a part-time basis.
5. (1) A full-time candidate shall complete the requirements for the Graduate Certificate in Social Work: Professional Practice Supervision not earlier than the end of the first semester of candidature and, unless otherwise determined on behalf of the Board of Studies in Social Work by the Chairperson of the Board of Studies in Social Work, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, not later than the end of the second semester of candidature.
  - (2) A part-time candidate shall complete the requirements for the Graduate Certificate in Social Work: Professional Practice Supervision not earlier than the end of the second semester of candidature and, unless otherwise determined on behalf of the Board of Studies in Social Work by the Chairperson of the Board of Studies in Social Work, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, not later than the end of the fourth semester of candidature.

*Credit*

6. Except as provided for in section 7 below, no credit towards the Graduate Certificate in Social Work: Professional Practice Supervision shall be given for work completed prior to admission for the Graduate Certificate in Social Work: Professional Practice Supervision.
7. A candidate who has been enrolled at the University of Sydney as a candidate for the Master of Social Work or the Graduate Diploma in Social Work may receive credit towards satisfying up to all of the requirements for the Graduate Certificate in Social Work: Professional Practice Supervision provided that the candidate ceases to be a candidate for that Master of Social Work or Graduate Diploma in Social Work degree.

*Requirements for the Graduate Certificate in Social Work: Professional Practice Supervision*

8. A candidate for the Graduate Certificate in Social Work: Professional Practice Supervision shall complete the following four units:
- Theories of Professional Practice Supervision;
  - Practice Development; and
  - Two units of study prescribed on behalf of the Board of Studies by the Chairperson of the Board of Studies, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology.

*Examination*

9. A candidate may be tested by written and oral examination, assignments, exercises and practical work or any combination of these.
10. On completion of the requirements for the Graduate Certificate in Social Work: Professional Practice Supervision the results of the examination of coursework shall be reported to the Board of Studies in Social Work which shall determine the result of the candidature.
11. The Graduate Certificate in Social Work: Professional Practice Supervision shall be awarded in one grade only, provided that an outstanding candidate may be awarded the Graduate Certificate in Social Work: Professional Practice Supervision with Merit.

*Progress*

12. The Chairperson of the Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, may on behalf of the Board of Studies call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the Graduate Certificate in Social Work: Professional Practice Supervision and where, in the opinion of the Chairperson of the Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, the candidate does not show good cause, terminate the candidature.

*Transfer of candidature to the Graduate Diploma in Social Work*

13. The Chairperson of the Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, may on behalf of the Board of Studies permit candidates in the Graduate Certificate in Social Work: Professional Practice Supervision who have achieved a result of Credit or above in their completed certificate units to transfer candidature to the Graduate Diploma in Social Work.

**Graduate Certificate in Social Work: Dying, Death and Palliative Care***Eligibility for admission*

1. An applicant for admission to candidature for the Graduate Certificate in Social Work: Dying, Death and Palliative Care shall:
- hold a four-year Bachelor of Social Work degree or equivalent, recognised by the Australian Association of Social Workers; and
  - have been in full-time employment in Social Work for a minimum of one year.

*Availability*

2. (1) Admission to the Graduate Certificate may be limited by quota.  
(2) In determining the quota the University will take into account:

- availability of resources including space, library, equipment and computing facilities; and
  - availability of adequate and appropriate supervision.
- (3) In considering an application for admission to candidature, the Chairperson of the Board of Studies in Social Work shall take account of the quota and will select in preference candidates who are most meritorious in terms of section 1 above.

*Method of progression*

3. A candidate for the Graduate Certificate shall proceed by coursework.

*Time Limits*

4. (1) A candidate shall proceed on a part-time basis.  
(2) A candidate shall complete the requirements for the Graduate Certificate not earlier than the end of the second semester of candidature and, unless otherwise determined by the Chairperson of the Board of Studies, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, not later than the end of the fourth semester of candidature.

*Credit*

5. No credit towards the Graduate Certificate shall be given for work completed prior to admission to candidature.

**Requirements for the Graduate Certificate in Social Work: Dying, Death and Palliative Care**

6. A candidate for the Graduate Certificate shall complete the following four units:
- Death, Dying and Mourning;
  - Palliative Care: Policies and Practices;
  - Social Work Practice: Theory Development;
  - Dying: Ethics, Policy and Politics.

*Examination*

1. A candidate may be tested by written and oral examinations, assignments, exercises and practical work or any combination of these, as prescribed by the Board of Studies.
8. The candidate's results in each unit of study will be reported to the Chairperson of the Board of Studies who shall determine the result of the candidature.

*Progress*

9. The Chairperson of the Board of Studies, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, may call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the Graduate Certificate and where, in the opinion of the Chairperson, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, the candidate does not show good cause, terminate the candidature.

**Resolutions of the Board of Studies in Social Work****Bachelor of Social Work**

These Resolutions must be read in conjunction with the University of Sydney (Undergraduate Courses) Rule 1999 and the Glossary appended to these Board Resolutions.

**Section 1***Units of study*

1. The Board of Studies in Social Work offers units of study as set out in the *table of undergraduate units of study*.

*Requirements for the pass degree*

2. To qualify for the award of the degree a student shall complete units of study having a total value of at least 192 credit points, including:
- In the first year - 48 credit points - comprising -
    - Introduction to Sociology 1 and Introduction to Sociology 2; and
    - 36 credit points from the table of units of study for the Bachelor of Arts course.
  - In the second year - 48 credit points comprising -
    - 8 credit point Senior level Sociology unit of study; and
    - Social Inquiry: Research Methods in Sociology (8 credit points); and

- (c) Psychology for Social Work 201 and 202 (16 credit points); or
  - (d) Intermediate level Psychology units of study totalling 16 credit points; and
  - (e) Senior level units of study totalling 16 credit points prescribed for the award of Bachelor of Arts and taken in accordance with the resolutions for that course.
- (3) In the third year - 48 credit points comprising -
- (a) Preparation Seminar 301 (6 credit points); and
  - (b) Issue Based Learning Unit 1 (6 credit points); and
  - (c) Issue Based Learning Unit 2 (6 credit points); and
  - (d) Skills Workshop 301 (6 credit points); and
  - (e) Field Education 1 consisting of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and
- (4) In the fourth year - 48 credit points comprising -
- (a) Issue Based Learning Unit 3 (9 credit points); and
  - (b) Field Education 2A and 2B consisting of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and
  - (c) Issue Based Learning Unit 4 (9 credit points); and
  - (d) Integrative Studies 402 (6 credit points).
3. Units of study completed at the University of Sydney Summer School which correspond to units of study in the Table of Undergraduate Units of Study may be credited towards the course requirements.
4. A candidate shall proceed according to the following progression rules:
- (a) Except with the permission of the Board, a candidate shall not commence the third year without having obtained 96 credit points as outlined in the table of undergraduate units of study;
  - (b) A candidate shall not attempt Field Education 1 without having obtained 120 credit points and having been approved as being ready to undertake field education;
  - (c) A candidate shall not attempt the fourth year without having obtained 144 credit points;
  - (d) A candidate shall not attempt Field Education 2A and 2B without having obtained 153 credit points;
  - (e) A candidate shall not attempt IBL Unit 4 without having obtained 177 credit points;
  - (f) a candidate shall not attempt Integrative Studies 402 without having obtained 186 credit points.

#### **Combined Arts/Social Work course**

5. A candidate qualifies for the combined courses of Bachelor of Arts and Bachelor of Social Work by completing 240 credit points including:
- (a) at least 28 credit points in Sociology (including Social Inquiry: Research Methods in Sociology); and
  - (b) either 28 credit points of Psychology or Psychology for Social Work 201 and 202; and
  - (c) at least 64 further Senior credit points from the Table of units of study for the Bachelor of Arts course, including a major; and
  - (d) the third and fourth years of the Bachelor of Social Work course as set out in the table of undergraduate units of study.
6. The Dean of the Faculty of Arts and the Chairperson of the Board shall jointly exercise authority in any matter concerning the combined degrees not otherwise dealt with in these resolutions.

#### **Honours course**

7. Honours shall be awarded in the following manner:
- (a) The credit points in the third and fourth years shall be weighted as follows:
    - (i) Third year
      - IBL Unit 1: 2
      - IBL Unit 2: 2
      - Skills Workshop 301: 2
    - (ii) Fourth year
      - IBL Unit 3: 3
      - IBL Unit 4: 4
      - Integrative Studies 402: 4

(b) a weighted average mark shall be calculated and grades of honours will be awarded for the following weighted average marks:

Marks	Class of Honours
80-100	1
75-79	2/1
70-74	2/2

8. In awarding honours at graduation, the Board will take into account the performance of students generally, including the length of time taken to complete the course and performance in field education;
9. If a candidate graduates with First Class Honours and the Board is of the opinion that the candidate's work is of sufficient merit, that candidate shall receive a bronze medal.

#### **Section 2**

##### **Field education**

10. The Department of Social Work, Social Policy and Sociology shall be responsible for the selection of field education placements, the approval of students to undertake field education and, in consultation with practitioners who act as field education supervisors, for the evaluation of the candidate's performance in the field;
11. The Department of Social Work, Social Policy and Sociology may withdraw a candidate who has commenced a field education placement if changes to examination results or other evidence alter the candidate's status with respect to the prerequisites for that placement;
12. The Board, acting on the advice of the Chair of the Department of Social Work, Social Policy and Sociology, may, in special circumstances, authorise the Department not to place a candidate in a field education placement or to refuse permission for a candidate to undertake or continue field education;
13. These procedures shall be implemented when a student:
- (a) while undertaking a field education placement, is excluded by either the University or agency staff from that placement, which exclusion is, as soon as possible thereafter, the subject of written report;
  - (b) while undertaking a field education placement, is the subject of an adverse report in writing from either University or agency staff. This report refers not to unsatisfactory progress resulting in a failure in the placement, but rather to specific incidents or behaviours which, in the opinion of the reporting staff, cast doubt on the student's capacity to perform appropriately as a beginning professional practitioner in social work. Such a report may refer to overall progress in professional development, including academic, emotional and ethical matters. Such a report may be in addition to a failure in the placement; or
  - (c) is considered by University staff in a written report to be unsuitable to undertake field education.
14. The student who is subject to the exclusion or reports set out in paragraph 1 may elect to have the matter dealt with by the Chair of the Department of Social Work, Social Policy and Sociology or by the Special Cases Sub-committee on Practice;
15. The Chair of Department of Social Work, Social Policy and Sociology or the sub-committee shall:
- (a) provide the student with the relevant written reports;
  - (b) invite the student to present his or her case; and
  - (c) review the reports and related evidence in the light of any submission made by the student.
16. The student may present a case orally or in writing, or both, and may be accompanied to any meeting with the Chair of the Department of Social Work, Social Policy and Sociology or sub-committee by a person of the student's choice. The Chair of the Department of Social Work, Social Policy and Sociology or the sub-committee shall arrange for the presence of a person to keep a record of the meeting. The record of the meeting and the decision taken shall be communicated to the student in writing;
17. The Chair of the Department of Social Work, Social Policy and Sociology or the sub-committee may:
- (a) allow the student to continue in field education;

- (b) warn the student that the continuation of the behaviour could result in exclusion from further field education placements and allow the student to continue in field education;
  - (c) recommend to the Chairperson of the Board that the student not be placed or continued in field education unless specified conditions have been met;
  - (d) recommend to the Chairperson of the Board that the student not be placed or continued in field education.
18. The Chairperson of the Board of Studies is authorised to exercise the powers of the Board and decide upon recommendations made under paragraphs 5(17)(c) and 5(17)(d);
  19. In the event of a further exclusion or adverse report, the Chair of the Department of Social Work, Social Policy and Sociology or the sub-committee may taken note of the decisions taken in relation to the previous occasion;
  20. A decision under paragraph 5(17)(c) constitutes a failure in the field education placement concerned;
  21. A decision under paragraph 5(17)(d) constitutes exclusion from the course;
  22. Nothing in these procedures interferes with the appeal rights conferred on a student by Senate;

#### *Enrolment in more/less than minimum load*

23. A student may not enrol without first obtaining permission from the Chairperson of the Board in additional units of study once the degree requirements of 192 credit points have been satisfied.

#### *Repeating a unit of study*

24. Where a student enrolls in a unit of study which is the same as, or has a substantial amount in common with, a unit of study previously attempted but not completed at the *grade of Pass or better*, the Chair of Department concerned may exempt the student from certain requirements of the unit of study if satisfied that the relevant competence has been demonstrated.

#### *Cross-institutional enrolment*

25. Provided that permission has been obtained in advance, the Chairperson of the Board may permit a student to complete a unit of study at another institution and have that unit credited to his/her course requirements provided that either
  - (a) the unit of study content is material not taught in any corresponding unit of study in the University, or
  - (b) the student is unable for good reason to attend a corresponding unit of study at the University.

#### *Restrictions on enrolment*

26. Units of study which overlap substantially in content are noted in the table of undergraduate units of study. Such units of study are mutually exclusive and no more than one of the overlapping units of study may be counted towards meeting the course requirements.

#### *Satisfactory Progress*

21. If a student fails or discontinues enrolment in one unit of study twice, the student may be asked to show good cause why he or she should be allowed to re-enrol in that unit of study.

#### *Re-enrolment after an absence*

28. In cases where the Board of Studies permits the re-enrolment of a student whose progress has been deemed unsatisfactory, the Board of Studies may require the completion of specified units of study in a specified time, and if the student does not comply with these conditions the student may be called upon to show good cause why he or she should be allowed to re-enrol in the course.
29. A student whose candidature has lapsed shall not re-enrol as a candidate for the degree unless selected for admission through UAC.

#### *Discontinuation of enrolment*

30. A discontinuation of enrolment after the date specified by the University may be recorded as a Discontinuation with Permission where the discontinuation is a result of the student's failure in a third or fourth year unit of study and where the student cannot proceed to the next unit.

#### *Time limits*

31. Except with the permission of the Board of Studies, a candidate shall complete the requirements for the course or courses concerned in not more than twice the minimum time for completion at the time of commencement.

#### *Assessment policy*

32. Students may be tested by written and oral examinations, exercises, essays or practical work or any combination of these as the Board may determine.
33. Chairs of Department may arrange for further testing in cases of special consideration, in accordance with Academic Board policy governing illness and misadventure.
34. The Chair of the Board of Studies, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, may determine the final mark of a candidate in a unit of study before the meeting of the Board of Examiners.

#### *Credit transfer policy*

35. Credit will not be granted for units of study completed more than nine years prior to application, except with permission of the Chairperson of the Board;
36. Credit may be granted as specific credit if the unit of study is considered to be directly equivalent to a unit of study in the table of undergraduate units of study or as non-specific credit;
37. The total amount of credit granted for units of study from another degree course or for a course where a diploma has been conferred may not be greater than 96 credit points;
38. A student will not be granted credit for field education or work experience;
39. A citizen or permanent resident of Australia who holds a social work qualification obtained in a country other than Australia and which has been assessed by the National Office of Overseas Skills Recognition or the Australian Association of Social Workers as being equivalent to three years of full-time tertiary degree level social work study in Australia, may be admitted to the fourth year;

#### **Glossary**

##### *Specific*

*Completion of a unit of study* means that the assessment requirements have been satisfied and a grade of Pass or R (Satisfied Requirements) has been achieved.

*Junior unit of study* is a first-year stage unit. Its prerequisites or assumed knowledge are non-tertiary qualifications and corequisites are other Junior units of study.

*Intermediate unit of study* is a second-year stage unit which is specific to the Faculty of Science.

*Senior unit of study* is a second or third-year stage unit. Its prerequisites or assumed knowledge are Junior or Senior units of study and corequisites are other Senior units of study.

*Chairperson* means the Chairperson of the Board of Studies in Social Work.

*Board* means the Board of Studies in Social Work.

*Degree* means the Bachelor of Social Work.

*Requirements* means coursework requirements for the award of the degree of Bachelor of Social Work.

*Student* means a person enrolled as a candidate for the degree of Bachelor of Social Work

##### *Generic*

*Unit of study* is a stand-alone component of a course and comprises such lectures, tutorial instruction, essay, exercises and practical work as the Board may prescribe.

*Qualifying unit of study* means a unit which must be completed at the grade of Pass or better before a student may enrol in any unit of study for which that unit of study has been prescribed as a qualifying unit unless waived with the permission of the Dean.

*Prerequisite* means a unit of study which must be completed at the grade of Pass or better before a student may enrol in any unit of study for which that unit of study has been prescribed as a prerequisite unless waived with the permission of the Chair of department concerned.

*Assumed knowledge* is curricular material which is assumed to be known by each student when enrolling in a unit of study.

*Corequisite* means a unit of study in which, unless previously completed, a student must enrol concurrently with any unit of study for which that unit of study has been prescribed as a corequisite unless waived with the permission of the Head of Department concerned.

*Advanced standing* means credit is granted in the form of credit points towards the requirements of a course of the basis of previous attainment in another course at a recognised tertiary institution.

*Credit* may be granted as specific credit in recognition of previously completed studies which are directly equivalent to a unit of study at this University or non-specific credit in the

form of block credit for a specified number of credit points at a particular level and, where appropriate, in a particular subject area.

*Exemption* means that a student may be exempted from completing parts of the prescribed work (lectures, seminars, tutorials and practical work) for a unit of study on the basis of previous study. Exemption may be granted for the whole of a unit of study but no advanced standing will be granted.

*Cross-listing* is the availability of units of study in one subject area for counting towards requirements in other subject areas.

*University* means the University of Sydney.

*Department* means department, school, or unit.

*Course* means a structured academic programs of study leading to the award of a degree.

*Program of study* means a recommended or prescribed sequence that forms a course or part of a course, and may consist of compulsory or optional units of study as well as other forms of study.

*Combined degrees* means concurrent enrolment in two degree courses which compresses the duration of the two degree programs.

*Double degrees* means completing a second degree while enrolment is suspended from the first degree.

*UAC* means Universities Admission Centre.

*Supervision* by a Board of Studies covers all areas of policy and procedure affecting students such as degree rules, enrolment procedures and the Chairperson to whom reference is to be made at any given time.

## Master of Social Work and Master of Philosophy in Social Work

### Master of Social Work

- (1) A candidate shall complete eight units of study approved by the Board of Studies, including such core units as may be determined by the Board of Studies.

### Master of Social Work (International)

- (1) A candidate shall complete eight units of study approved by the Chairperson of the Board of Studies, including such core units as may be determined by the Chairperson.

### Master of Philosophy in Social Work

- (1) A candidate shall complete:
  - (a) such core units of study as may be required by the Board of Studies; and
  - (b) a 30,000 word thesis in accordance with the resolutions of the senate.
- (2) (a) The Chairperson of the Board of Studies, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, may on behalf of the Board of Studies permit a candidate for the degree of Master of Philosophy in Social Work who has completed two or more semesters of candidature to transfer to candidature for the degree of Master of Social Work.
  - (b) A recommendation made under subresolution (a) shall include a recommendation about the amount of credit, if any, that shall be given for work already completed. Such credit may not exceed three units of study.
 The Chairperson of the Board of Studies in Social Work, on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology, may on behalf of the Board of Studies exempt a candidate for the degree of Master of Philosophy in Social Work from completing the core units of study prescribed in accordance with resolution 2(a) on account of equivalent units of study previously completed.

# 5 Postgraduate information

The higher degrees administered by the Board of Studies in Social work are:

- Doctor of Social Work
- Master of Philosophy in Social work
- Master of Social Work
- Master of Social Work (International)
- Graduate Diploma in Social Work
- Graduate Certificate in Social Work: Professional Practice Supervision
- Graduate Certificate in Social Work: Dying, Death and Palliative Care.

## ■ Support for research

### *Dr Helen Marchant-Pritchard Memorial Scholarship*

The scholarship was established in 1988 following donations received from the family, friends and colleagues of Dr Helen Marchant, a distinguished teacher and researcher in the Department of Social Work, Social Policy and Sociology.

The scholarship is to support research in some areas to which Dr Marchant was particularly devoted, such as: social work and social change, gender and social welfare, women, work and technology, immigration, social welfare and social work.

Applications for the scholarship must include statements about the purpose for which support is sought; an outline of the research as a whole; detailed budget, including details of current or proposed sources of funding; and the intended outcome of the research.

### *Katharine Ogilvie Memorial Award*

The award was established in 1988 following donations received from a group of retired social workers to honour pioneer social worker Katharine Ogilvie, and to support postgraduate research in social work.

The award is open to enrolled postgraduate research students within the Department of Social Work, Social Policy and Sociology, who are eligible for membership of the Australian Association of Social Workers.

The committee making the award takes into account the academic merit of each applicant and the appropriateness and quality of the research project.

The level of an award is determined by the committee, taking into account the availability of the funds and the level of financial support necessary for conclusion of the project.

## ■ Units of study available in 2002

Note: SCWK 6902 and SCWK 6943 are core units of study for the Master of Social Work.

### Semester 1

#### SCWK 6902 **Social Research**

6 credit points. **Semester:** 1.

This unit will introduce students to a range of research methods and will focus on survey design and at least one qualitative method. Many other research issues will be addressed through the semester. It is intended that, by the conclusion of the unit, students will have a basic understanding of how to design a research project.

#### SCWK 6909 **Comparative Social Policy**

6 credit points. **Semester:** 1.

This unit will provide theoretical and historical contexts for comparative studies of ageing. Social, political and economic factors will be related to cultural differences in regard to social policy and welfare analyses, and attention will be given to the implications of these issues for social planning.

#### SCWK 6918 **Debates in Human Services Management**

6 credit points. **Semester:** 1.

This unit analyses contemporary issues in the organisation and delivery of social services. Issues such as direction, accountability and authority are examined, as are the possible clashes of efficiency and equity. Consideration will be given to issues of leadership, financial and human resource management in human services.

#### SCWK 6943 **Social Work Practice: Theory Development**

6 credit points. **Semester:** 1.

Students will have the opportunity to examine current practices and practice theories in light of competing ideas espoused and employed in social work. Practices will be examined in the light of constraints and opportunities in the workplace and of the diverse personal, cultural and social understandings which people hold about life threatening illness, dying, death and mourning in contemporary Australia.

#### SCWK 6944 **Death, Dying and Mourning**

6 credit points. **Semester:** 1.

The purpose of this unit of study is to introduce students to the various, often competing, discourses both constituting and challenging notions of self around death, dying and mourning. An important focus is sociological approaches to these issues as they reflect broader cultural understandings of such issues as community relations and continuity, sex and sexuality, disease, stigma and social control.

#### SCWK 5902 **Indigenous and First Nations Children**

6 credit points. **Semester:** 1.

This unit will consider the comparative aspects of the development of social policy and legislation to address the needs, rights and interests of indigenous children in Australia and Canada. Students will be asked to consider the commonalities and differences in the governance of indigenous children and to begin a critical evaluation of those services and programs which developed in both national sites.

## Semester 2

#### SCLG 5901 **Empirical Sociological Methods**

6 credit points. **Semester:** 2.

This unit addresses the political, ethical and practical problems that may arise during the process of conducting research, the social context of research, and assists students to develop research proposals which logically link theory, method, data and analysis. In the seminars students will critically examine the work of other researchers to clarify the strengths and weaknesses of their approaches. For assessment, students will select a topic of their own choosing and develop a theoretically informed research proposal. This unit assumes a knowledge of social research methods.

#### SCWK 6901 **Power, Citizenship and Civil Society**

6 credit points. **Semester:** 2.

An examination of various theories and their implications for social welfare. Issues to be considered include the role of the state in welfare; ideology and social work theory; political contexts of social welfare practice and theory, and the relationship between public issues and private troubles.

#### SCWK 6922 **Gender and Social Policy**

6 credit points. **Semester:** 2.

This unit will examine social policy developments in Australia and comparable industrial countries as they effect women and gender relations. Discussion of the relationships between gender and social policy will draw on a range of theoretical perspectives, including feminist theories, labour market theory and industrial relations theory as well as family policy analysis.

**SCWK 6927 Theories of Prof Practice Supervision**6 credit points. **Semester:** 2.

Permission required for enrolment.

This unit of study will examine and critique different approaches to professional supervision in the human services. It will identify the key features of a working environment that can enhance or inhibit supervision. In doing this it will explore ethical issues, conflicts of interest, power differentials and outcomes for the client. It will also identify the strategies and skills required in the application of both staff and student supervision.

**SCWK 6942 Dying: Ethics, Policy and Politics**6 credit points. **Semester:** 2.

The point of this unit of study is to discuss the key ethical issues surrounding dying, death and mourning - not simply as abstract philosophical questions - but as they are worked out in actual real-life policy and resource decisions, dilemmas and programs.

**SCWK 6945 Palliative Care: Policies and Practices**6 credit points. **Semester:** 2.

This unit of study will emphasise study of the social dimensions of health and social policy with respect to health gained across different cultures. It will also examine questions of distribution and equity in health and social care planning and provision.

**SCWK 5901 Family Violence: Australia and Canada**6 credit points. **Semester:** 2.

This unit will consider the comparative aspects of the development of social policy and legislation to address the needs, rights and interests of indigenous children in Australia and Canada. Students will be asked to consider the commonalities and differences in the governance of indigenous children and to begin a critical evaluation of those services and programs which developed in both national sites.

**SCWK 6947 Medical Humanities**6 credit points. **Semester:** 2.

This is a cross-disciplinary subject examining the impact of modern medicine on society. It presents critical debates over the functions and role of medical knowledge as they influence contemporary social and cultural issues. The unit also examines representations of medicine in the public domain with regard to popular entertainment (TV, cinema), literature and policy.

**Both semesters****SCWK 6917 Practice Development**6 credit points. **Semester:** 1, 2.

This unit will take an interdisciplinary approach to professional practice issues. It aims for the development of knowledge for reflexive practice in contemporary sites of social work endeavours.

**SCWK 6908 Authorised Independent Study and Report**6 credit points. **Semester:** 1,2.

The student seeking to complete this unit must:

- (a) identify an area for study
- (b) contact a member of staff in order that
- (c) the member of staff approves the topic and is willing to act as marker for a 5000-7000 word essay produced by the student.

No one may embark on this option without such prior agreement.

## 6 Other information for Social Work students

### ■ Enrolment, re-enrolment and variation of enrolment

#### Enrolment

Correct enrolment is the individual responsibility of each candidate.

The Board of Studies assumes that students have an understanding of the rules and regulations outlined in this Handbook as they relate to the various undergraduate and postgraduate degree programs.

While the Departmental Office will assist you to understand and interpret these rules and regulations, it is in your interests to put your requests in writing to the Board, in order to obtain a written reply for your own records and to ensure that a copy is placed on your student file for future reference. Verbal advice, while given in good faith, may be given on an incomplete understanding of your situation as you have presented it, or may be misinterpreted or misunderstood.

A candidate cannot count any unit of study or part-unit in which the candidate is not enrolled, even if a department has calculated and provided an informal result.

Persons who wish to re-enrol after an approved period of suspension of candidature need to complete an application to re-enrol after an absence. Application forms are available from the Departmental Office and must be lodged there by the end of October for the following year.

#### Re-enrolment

All currently enrolled candidates will receive re-enrolment advice in October. Failure to re-enrol or have a suspension of candidature approved results in termination of candidature.

#### Variation of enrolment

Students should carefully check the statements of enrolment posted to the semester address registered with the University.

All variations of enrolment must be made through the Board of Studies Office by the due date. Advising the lecturer or the department is not sufficient. Students have sometimes found themselves with an unwelcome result of Absent Fail or with an unnecessary HECS liability because they either did not check their enrolment carefully or forgot to advise the University of a new semester address. Students are advised to check with the Board of Studies Office without delay if they believe their formal enrolment may not be correct.

Students wishing to withdraw from a unit of study in which they have enrolled and enrol in a new unit of study must do so at the Board of Studies Office by:

- the end of the second week of first semester (for first semester units of study)
- the end of the second week of second semester (for second semester units of study).

#### Class timetables

First and second year undergraduate students can collect a computer-produced individual timetable from the Student Centre during the Orientation period.

#### Attendance at classes

In order to pass a unit of study candidates must attend the classes for that unit of study. Candidates who are unable to attend all classes should consult the chair of department teaching the unit of study as non-attendance could lead to failure.

Candidates who will be totally absent from all classes for more than one week should seek leave of absence from classes by writing to the Board of Studies Office.

### ■ Examination and assessment

Units of study are assessed in a variety of ways including:

- seen, unseen and take-home examinations
- essays, assignments and projects
- oral tests
- visual tests
- practical work.

The assessment criteria for each unit of study offered by the Department of Social Work, Social Policy and Sociology are indicated in abbreviated form as part of the unit's description in chapter 3. More detailed information on other units of study is available from the relevant department.

The Faculty of Arts and the Department of Social Work, Social Policy and Sociology have policies on matters such as late submission of work, assessment and feedback and plagiarism. Students should ensure that they are aware of these policies. Faculty policies are displayed on noticeboards and are available in the Faculty Office.

#### Examinations

There is a formal examination period at the end of each semester following a one-week 'study vacation'.

Draft examination timetables are issued well in advance. Candidates should make an effort to check the draft timetable as soon as it is released and immediately report any clashes to the Examinations Office. Draft examination timetables usually become final after seven days.

Information as to the time of particular exams is never available before the draft timetable is released.

Candidates are expected to be available throughout the examination periods. The Board will not approve leave of absence for these times. (It may be possible to make special arrangements with individual departments and schools on an informal basis; but only if such arrangements are acceptable to the examiners and do not involve the university in additional expense.) Candidates should not make overseas travel arrangements before the final dates of their examination are known.

#### Examination rules

The general rules which apply in examinations are reproduced with each timetable.

One of these rules is that, unless specifically authorised in advance by the examiner, no paper or written or printed material of any kind can be taken into or out of an examination room.

Candidates whose native language is not English may apply to the Student Centre for permission to take an English dictionary into certain examinations.

#### Special consideration

Candidates who have or have had medical or other serious problems which could impair their performance in examinations should lodge a request for special consideration at the Student Centre.

Where special consideration is being claimed on medical grounds, an original medical certificate must be attached which shows:

- (a) the date(s) on which treatment was sought
- (b) the nature of the illness or disability and the period concerned, and
- (c) the doctor's professional opinion as to the effect of the illness or disability on examination performance.

Where special consideration is sought on non-medical grounds the application must include a full statement of the circumstances and any supporting evidence should be attached. Examiners may respond to a request for special consideration in one or more ways:

- (1) When the candidate is on the 'borderline' between grades the examiners may elect to give the higher grade
- (2) The candidate may be given a further test

- (3) An extension for missing or unsatisfactory assignments may be approved, or new assignments arranged
- (4) If in the judgement of the examiners the candidate is not capable of achieving a pass even with extensions of time and/or further tests, no action will be taken. The approval of such special arrangements is entirely at the discretion of the examiners. It should be noted that no extensions or further tests can be given, in any circumstances, after the beginning of the following academic year. If the requirements for a unit of study have not been completed by then, the candidate has failed it. (In some cases, a department or school may be willing to grant exemptions for work completed if the student re-enrols in the unit of study in a later year, but the candidate must re-enrol in the whole unit of study).

Requests for special consideration are sympathetically treated, but candidates must appreciate that in some cases the Board of Studies cannot make the concession requested, even when strong evidence is presented.

### Determination of results

Grades of results will be awarded in relation to percentage marks having regard to the following general scale:

Grade	Description	Percentage mark
HD	High Distinction	85 and over
D	Distinction	75 to 84
Cr	Credit	65 to 74
P	Pass	50 to 64
R	Satisfied Requirements	Field Education and Preparation Seminar Requirements
F	Fail	Below 50 and either not awarded further tests or has not passed them
AF	Absent Fail	Includes non-submission of compulsory work (or non-attendance at compulsory classes, etc) or failure to attend an examination.

### Further tests

- Further tests may be awarded in a unit of study where the examiner requires additional evidence to reach a final assessment of a candidate who has failed a unit of study and whose mark is between 45 and 49%. Where possible and practicable, all further tests will be administered before the advertised date for release of results.
- Examiners may give further tests to candidates whose marks have been affected by attested illness or misadventure.
- Further tests may take the form of oral or written examination, essay or other assignment.
- Individual students granted a further test should wherever possible be given at least three days' prior notice. A candidate who is absent from a further test without sufficient reason may be deemed to have failed the test.
- In respect to the notification of students referred to in resolutions 3 and 4, students will be deemed to have been notified as a result of the posting of information by the due date on the departmental noticeboards.
- It is the responsibility of the student to provide evidence of illness or misadventure to the appropriate chair of department in advance of, or as soon as possible and practicable after, the date of the final examination in a unit of study. Where such evidence is not presented in time for the student to be offered a further test on the advertised date, it will only be considered by the chairs of departments where there is sufficient reason why it has not been presented by that date.
- Any necessary revision to the results shall be submitted to the chairs of departments as soon as possible, and not later than the commencement of the next semester.
- All results must be determined by the beginning of the academic year and no candidate shall be given further tests or extension of written work beyond the commencement of the academic year in any circumstances (including illness or misadventure). In cases of serious illness or misadventure, departments may consider an aegrotat result.

## ■ Field education

Students begin their field education in the third year of the undergraduate degree. Responsibility for their supervision rests with qualified field teachers in social welfare agencies who, as well as supervising students, have practice responsibilities. Some students are placed in agencies having a major commitment to social welfare education. Field teachers in these agencies devote much of their time to student supervision.

There are two placements. The first is in the third year, the next being in the fourth year. Details of timing are given in the field education placement timetable below. Further information is in the *Field Education Handbook* available from the department.

### Social work practice/field education objectives

- To develop an understanding of the social, economic and political context of social work, and a critical analysis of the place of social work in society.
- To familiarise students with the claims of competing theories about the personal and social condition and the arising tensions which are inherent in all social work intervention.
- To promote competence to act in managing this tension through the acquisition of social work skills and methods, including research.
- To develop by the end of the course a coherent practice which enables student practitioners to help individuals and to promote social change.
- To emphasise an adult education philosophy which develops a partnership in learning between student, field education teachers located in agencies, and staff of the Department of Social Work, Social Policy and Sociology.

### Consultation within the department

- Student members are elected to the Board of Studies in Social Work.
- Each subject establishes a Course Consultative Committee to meet with academic staff.

## ■ 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 contained in the various faculty Handbooks and is usually circulated to students with their results notices.

## ■ Prizes

### The Social Work Pioneers Prize

Established November 1991, the prize amalgamates the following: 'The Frances Mary Gillespie Prize' established in 1964; 'The Laura Bogue Luffman Memorial Prize' established in 1955 and the 'The Board of Social Study and Training Scholarship' established in 1941.

The prize is awarded annually on the recommendation of the Chair of the Department of Social Work, Social Policy and Sociology to the most proficient student in the third year, providing that the student's performance is of sufficient merit. The recommendation for an award shall take into account the student's level of performance in the third year including Field Education I. Value \$300.

### Scholarships and prizes for Arts courses

In addition, you should refer to the scholarships and prizes awarded in respect of those courses offered in the Faculty of Arts. For details see the *Faculty of Arts Undergraduate Handbook* or contact the Scholarships Office.

## ■ Associations

### Sydney University Social Work Students' Association (SUSWSA)

All students enrolled in social work automatically become members of the Students' Association. The Association meets at regular intervals throughout the year in the Dungeon (student/staff common room in the Mills Building). SUSWSA liaises with staff of the Department of Social Work, Social Policy and Sociology, both formally and informally, on all issues which concern students. These issues include curriculum changes and course content, structural issues to do with the course, and welfare rights issues. SUSWSA is concerned about welfare issues in the community and guest speakers are invited periodically to talk on a variety of topics to interested students. SUSWSA provides funding for students who wish to attend conferences and information on other funding and welfare services available on campus.

The Students' Association also provides social functions such as parties, public meetings and end-of-year functions. In essence, SUSWSA is a social, informative and support mechanism with which all social work students should feel free to associate.

SUSWSA encourages all social work students to take part in its activities. To contact the Association, leave a note in the SUSWSA box - the General Office (Room 119A) of the Department of Social Work, Social Policy and Sociology, RC Mills Building.

### Australian Association of Social Workers

The Australian Association of Social Workers is the social workers' professional organisation in Australia. Membership is determined on the basis of qualifications received from the universities and other tertiary institutions in Australia that offer social work courses. Associate membership is offered to students of social work.

The AASW is now a registered company (in the ACT) called 'AASW Ltd.' The Federal Council is the governing body of the AASW and meets biennially at the National Conference. It consists of the federal office bearers plus branch delegates. Delegates are elected for every 100 branch members, provided each branch has a minimum of two delegates.

The Association publishes a quarterly journal, *Australian Social Work*, which all members receive. It holds the National Conference of Social Work every two years in a different state capital city, the proceedings of which are published. Professional indemnity insurance covers all members. The Federal Office also provides a code of ethics. It reviews state, national and international standards of social work education, training and practice. It provides opportunities for national and international networking.

There are national standing committees which address issues affecting social work practice such as registration, social policy and international relations.

The NSW Branch is administered by a Committee of Management elected annually at the AGM. There is close liaison with the unions, Public Service Association and Public Officers Association which concern social workers in state, commonwealth and voluntary agencies. It publishes a bi-monthly newsletter, and conducts seminars, one-day conferences and workshops both in the metropolitan and country areas.

The NSW Branch of the Australian Association of Social Workers has at its disposal the Elvira M. Lyons Students' Loan Fund. Applications for assistance should be made to the Chair of the Department.  
*AASW addresses*

Federal office: PO Box 4956, Kingston, ACT 2604

Phone: (02) 6273 0199

NSW Branch: Room 5,66 Albion Street, Surry Hills, 2010.

Phone: (02) 9212 2696

## ■ Staff members and their interests

### Professor Bettina Cass

Dean, Faculty of Arts

AO BA PhD *UNSWFASSA*

[bettina.cass@faculty.arts.usyd.edu.au](mailto:bettina.cass@faculty.arts.usyd.edu.au)

Social policy, particularly social security and tax policies; family policy; studies of employment, unemployment and labour market programs; housing and urban development; comparative

studies of welfare systems and intersections with working life and family life.

Professor of Sociology and Social Policy. Previously Senior Research fellow at Social Policy Research Centre at University of New South Wales. 1986-1988 Director of the Social Security Review established by the Commonwealth Government and in 1994 Chair of the National Council for the International Year of the Family. Has been previously Commissioner (part-time) of the Australian Law Reform Commission, Deputy Chair of the Commission for the Future of Work, Australian Council of Social Service.

### Dr Fran Collyer

Lecturer, Sociology

BA *Flinders* BA(Hons) *ANU* PhD *Flinders*

[fran.collyer@social.usyd.edu.au](mailto:fran.collyer@social.usyd.edu.au)

Sociology of health and illness; science, technology and innovation; the health care system and its financing; social and public policy.

Fran Collyer has research interests in the sociology of the state, the economy, health and illness, science and technology, and the environment. Recent publications concern privatisation and the contracting-out of government services, particularly the privatisation of the hospital system in Australia.

Recent consultancy services include an evaluation of medical services for at-risk young people in the ACT, the National HIV/AIDS Strategy, a social impact statement for a flood control project in Eastern Java, and a patient satisfaction survey for a Sydney based medical practice.

### Ms Christine Crowe

Lecturer, Sociology

BA *UNSW*

[christine.crowe@social.usyd.edu.au](mailto:christine.crowe@social.usyd.edu.au)

Sociology of science and technology, feminist theory, health and illness, bioethics, sociology of knowledge.

Previously taught in the School of Sociology and the School of Health Services Management at the University of New South Wales. Currently completing a PhD in Sociology at UNSW. Research topic focuses on the constitution of self in relation to the development of knowledge of reproductive and genetic engineering.

### Ms Annette Falahey

Lecturer, Sociology

BA(Hons) *UNSW*

[annette.falahey@social.usyd.edu.au](mailto:annette.falahey@social.usyd.edu.au)

Cultural and media studies, particularly music production and its impact; sociological theories concerning social movements.

Currently enrolled in a PhD in sociology at the UNSW, research topic is Resident Action Groups (RAGs) as social movements and which focuses on collective oppositions to alcohol consumption as well as trading practices in New South Wales hotels. Previous teaching experience in the School of Sociology and Social Science and Policy and the Centre for General and Liberal Studies at the U.NSW Previously taught social theory and cultural studies at the University of Technology, Sydney and Sociology Summer School program, University of WoUongong. Currently teaching sociology at Sydney University.

### Dr Joanne Finkelstein

Senior Lecturer, Sociology

BA Hons *LaT* MEd *Mon* PhD *UIUC*

[joanne.finkelstein@social.usyd.edu.au](mailto:joanne.finkelstein@social.usyd.edu.au)

Relationships between popular culture and consumption patterns, public conduct and the history of manners.

Research interests include popular culture and consumer trends such as dining out, fashions and fads, the connections between material possessions, subjectivity and desires. Before joining The University of Sydney, taught at several universities in America and then Monash and Melbourne Universities in Australia.

### Dr Susan Goodwin

Lecturer, Sociology

BAAM/PhD

[susan.goodwin@social.usyd.edu.au](mailto:susan.goodwin@social.usyd.edu.au)

Social policy, particularly in the areas of women's policy, health policy and income support; sociology of welfare states; theories

of citizenship, democracy and political participation; feminist theory.

Completed a PhD on women and policy-making. Taught social policy at the University of Queensland in 1994-95. Has worked as a researcher on a range of social policy projects and as a policy officer in women's policy units. Previously worked at Macquarie Legal Centre and at Blacktown Womens Health Centre.

#### Ms Deborah Hart

Professional Officer, Social Work  
BA BSocStud MSW  
[deborah.hart@social.usyd.edu.au](mailto:deborah.hart@social.usyd.edu.au)

Scholarship in social work field education.

The position of Professional Officer Field Education was created in 2000 to assist the BSW Coordinator to plan, develop and manage the social work field education program and to develop, maintain and nurture relationships with our community of social work field educators. She contributes to the undergraduate BSW program by assisting students to determine their learning goals and to recognise learning opportunities in field education placements. Currently conducting research into student and field educator perceptions of the field education process in order to evaluate the effectiveness of the program at the University of Sydney.

#### Dr Karen Healy

Lecturer, Social Work  
BSocWk(Hons) PhD *Old*  
[karen.healy@social.usyd.edu.au](mailto:karen.healy@social.usyd.edu.au)

Current projects include practice research with parents in prison and a study of entrepreneurial activity amongst welfare professionals in the non-profit sector.

Research interests include: social work theory and practice; practice research methods; policy and practice interface; child and family welfare. Her forthcoming book on social work, social change and postmodernism is to be published internationally by Sage. Dr. Healy has published on many aspects of social work, especially in relation to service user participation.

#### Associate Professor Jude Irwin

Chair of Department, A/P Social Work  
BSW *UNSWMA Macq*  
[jude.irwin@social.usyd.edu.au](mailto:jude.irwin@social.usyd.edu.au)

Violence against women and children; anti-racist welfare practice; feminism and social work practice; heterosexism in social welfare practice; social work and welfare education; field education.

Prior to moving into academia was employed as a social worker in the Department of Immigration and Ethnic Affairs in Sydney and Wollongong. Has also worked at Leichhardt Council as a community worker and Barnardo's Australia involved in group work with women who have experienced domestic violence. Since moving into academia has maintained contact with social work practice by remaining involved in community based organisations such as the Immigration Advice and Rights Centre and International Social Services. Past co-director of the Australian Centre for Lesbian and Gay Research.

Currently a member of the NSW Council on Violence Against Women and the Child Death Review Team.

#### Ms Denise Lynch

Lecturer, Social Work  
BSW *UNSWMCrim*  
[denise.lynnch@social.usyd.edu.au](mailto:denise.lynnch@social.usyd.edu.au)

Child protection, groups and group work, law and criminality.

Educated at UNSW, with a Masters in Criminology (Syd). Background includes working in child protection in front line work, middle and senior management. Research has been undertaken in domestic violence and child protection. Has been involved with evaluating and training in many welfare agencies.

#### Ms Lindsey Napier

Senior Lecturer, Social Work  
MAAfcerc/DipSocStud *Edin* DipMH LSE MSW  
[lindsey.napier@social.usyd.edu.au](mailto:lindsey.napier@social.usyd.edu.au)

Dying, death and palliative care; critical reflective practice; social work education; health policy and health service social work; ageing and old age.

Lindsey Napier practised in Islington Family Service unit and in the psychiatric unit of St. Bartholomews Hospital, London before moving to Australia. Prior to joining the Department at The University of Sydney, she worked at Sydney City Council, Prince of Wales Hospital and the Health Commission of New South Wales, as Social Work Adviser.

Lindsey Napier commenced social work in London, working first in non-government child and family welfare and then in mental health. In Sydney, she worked predominantly in health services, in the public hospital system and then as social work advisor in the then NSW Health Commission. She has worked at The University of Sydney since 1982, first in the counselling service, then in the now Department of Social Work, Social Policy & Sociology. Her research and teaching interests are critical reflective practice; dying, death and palliative care; social work education; health service social work; ageing.

#### Ms Agi O'Hara

Lecturer, Psychology for Social Work  
BA(Hons)  
[agi.ohara@social.usyd.edu.au](mailto:agi.ohara@social.usyd.edu.au)

Professional ethics, groupwork, counselling, suicide prevention, domestic violence.

Agi O'Hara is a registered psychologist, who coordinates and teaches in the Psychology for Social Work units of study and also teaches in the Skills Workshops for third year students in the Department of Social Work, Social Policy & Sociology. She lectures in the areas of counselling, suicide, domestic violence, child abuse and grief. She teaches the counselling module in the Reproductive Health Sciences & Human Genetics component of the Master of Medicine/Master of Science degree. She previously taught in undergraduate and postgraduate courses in the Department of Psychology at The University of Sydney.

She is currently completing a PhD in psychology, researching the impact of individual therapist differences in training, knowledge and beliefs on the recovery of client's childhood memories of abuse. Since 1989, she has conducted numerous groupwork training, group facilitation and team building courses and/workshops for a variety of organisations, such as Amnesty International (Sydney); Doctors Reform Society; Australian College of Applied Psychology, Northside Clinic and the NSW Department of Land and Water Conservation.

#### Dr Alec Pemberton

Senior Lecturer, Sociology  
BA(Hons) BSocSt MA *OldPhD*  
[alec.pemberton@social.usyd.edu.au](mailto:alec.pemberton@social.usyd.edu.au)

Sociology of the professions (especially the welfare or helping professions), and mental illness; the empirical study of modern social problems (poverty, unemployment, crime, homelessness, chronic mental illness); serial killers; Christianity and social welfare, especially the application of the gospel parables embodying love and justice to modern social policy issues; Christian foundations of the concept of 'mutual obligation'.

Previously taught, studied and researched at the Queensland Institute of Technology, the University of Queensland, Trinity College, Oxford, Duke University (U.S.A.), and the NSW Institute of Psychiatry.

#### Associate Professor Robert van Krieken

Associate Professor, Sociology  
BA(Hons, 1st Class) PhD *UNSW*  
[robertvk@social.usyd.edu.au](mailto:robertvk@social.usyd.edu.au)

Translating from Dutch and German, sociological theory, sociology of the family and the welfare state, critical theory, psychoanalysis, historical and comparative sociology, organisational theory, sociology of cyberspace.

Studied sociology at the University of NSW, has taught Social Theory and Sociology at The University of Sydney since 1979. Associate Professor of Sociology, currently working on two books, one on the sociological, political and legal implications of history of the stolen generations, and the other on Australian law, power and society. Translates from German and Dutch into English.

#### Dr Fran Waugh

Lecturer, Social Work  
BSW (UNSW) PhD  
[frances.waugh@social.usyd.edu.au](mailto:frances.waugh@social.usyd.edu.au)

The inter-relationship of legislation, policy and practice; child emotional abuse; child protection and domestic violence; interagency collaboration; social policy and children; interviewing children, children and the legal process and social research

Fran Waugh has worked in community health, family support and in child protection in both health and welfare settings. Her PhD research focused on the work practices of statutory child protection workers in New South Wales in responding to emotional abuse notifications. Her further research has included outcome measures in child protection, screening for domestic violence and safety planning: child protection and domestic violence.

#### Dr Zita Weber

Lecturer, Social Work  
BSocStud(Hons) PhD  
[zita.weber@social.usyd.edu.au](mailto:zita.weber@social.usyd.edu.au)

Health policies, migrants' health, the social contexts of depression, grief and loss

Prior to joining this department, Zita Weber's practice included social work in mental health, workers' compensation and rehabilitation areas and community health. She was a member of the inaugural 'ChildAbuse' team in 1980 at the Royal Alexandra Hospital for Children. This was a 24-hour on-call team of 3 social workers and 4 paediatricians. Zita was the Burns unit social worker at the Royal Alexandra Hospital for children in addition to being on the Child Abuse team.

After joining the Department of Social Work, Social Policy and Sociology, Zita became a consultant to and sessional social work practitioner to the General Practice unit of the Department of Community Medicine. She held this position from mid-1986 to mid-1988. From 1996-2000 Zita was a consultant trainer for the Department of Community Services Cooperate Training Branch.

In addition, Zita consulted with the Department of Obstetrics and Gynaecology on their Masters program in Reproductive Health between 1996 and 2000.

#### Ms Marie Wilkinson

Senior Lecturer, Social Work  
B SW UNSW GradDip Ad Ed UTS MSW PhD  
[marie.wilkinson@social.usyd.edu.au](mailto:marie.wilkinson@social.usyd.edu.au)

Social policy and childhood; children and the state; children and the law; income support policies; residential services for children and adults; children and homicide.

Has many years experience as a social worker in the health and child welfare fields, and has previously taught in social work and social welfare courses at the University of New South Wales and in the Department of Technical and Further Education.

# 7 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 in various areas but primarily close to University 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  
TTY: (02) 9351 3412  
Email: [accomm@stuserv.usyd.edu.au](mailto:accomm@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/su/accomm](http://www.usyd.edu.au/su/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](mailto:admissions@records.usyd.edu.au)

## Applying for a course

Prospective (intending) students must lodge an application form with the Universities Admissions Centre (UAC) by the last working day of September of the year before enrolment. Note that some faculties, such as Pharmacy, the Sydney Conservatorium of Music and Sydney College of the Arts, have additional application procedures.

## 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](mailto:info@careers.usyd.edu.au)  
Web: [www.careers.usyd.edu.au](http://www.careers.usyd.edu.au)

## Casual Employment Service

The Casual Employment Service helps students find casual and part-time work during their studies and in 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](mailto:ces@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/su/cas\\_emp](http://www.usyd.edu.au/su/cas_emp)

## Centre for Continuing Education

Bridging courses, study skills courses, essay writing courses, accounting extension courses, university preparation courses, access to university courses, non-award short courses.

Mackie Building, KO1  
The University of Sydney  
NSW 2006 Australia  
Phone: (02) 9351 2907  
Fax: (02) 9351 5022  
Email: [info@cce.usyd.edu.au](mailto:info@cce.usyd.edu.au)  
Web: [www.usyd.edu.au/cce](http://www.usyd.edu.au/cce)

## Centre for English Teaching

The Centre for English Teaching (CET) offers a range of English language courses including Academic English, General & Business English and IELTS preparation. CET programs help international students to reach the required English language levels for entry to degrees at the University. Students have the opportunity to take the CET university direct entry test at the completion of their language programs.

Level 2, Building F, 88 Mallett St  
University of Sydney (M02)  
NSW 2006 Australia  
Phone: (02) 9351 0706  
Fax: (02) 9351 0710  
Email: [info@cet.usyd.edu.au](mailto:info@cet.usyd.edu.au)  
Web: [www.usyd.edu.au/cet](http://www.usyd.edu.au/cet)

## Child care

Contact the Child Care Coordinator for information about Children's Services for students and staff of the University who are parents.

Child Care Coordinator  
Level 7, Education Building, A35  
Phone: (02) 9351 5667  
Fax: (02) 9351 7055  
TTY: (02) 9351 3412  
Email: [childc@stuserv.usyd.edu.au](mailto:childc@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/su/childcare](http://www.usyd.edu.au/su/childcare)

## Co-op Bookshop

Sells textbooks, reference books, general books and software. Special order services available. The Co-op Bookshop is located at:

Sydney University Sports and Aquatic Centre, G09  
Cnr Codrington St and Darlington Rd  
Phone: (02) 9351 3705 or (02) 9351 2807  
Fax: (02) 9660 5256  
Email: [sydu@mail.coop-bookshop.com.au](mailto:sydu@mail.coop-bookshop.com.au)  
Web: [www.coop-bookshop.com.au](http://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](mailto:counsell@mail.usyd.edu.au)  
 Web: [www.usyd.edu.au/su/counsell](http://www.usyd.edu.au/su/counsell)

### 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 notetaking, 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 4554  
 Fax: (02) 9351 7055  
 Email: [disserv@stuserv.usyd.edu.au](mailto:disserv@stuserv.usyd.edu.au)  
 Web: [www.usyd.edu.au/su/disability](http://www.usyd.edu.au/su/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](mailto:exams.office@exams.usyd.edu.au)

### Fees

For information on how to pay, where to pay, and if payments have been received.

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  
 TTY: (02)9351 3412  
 Email: [fao@stuserv.usyd.edu.au](mailto:fao@stuserv.usyd.edu.au)  
 Web: [www.usyd.edu.au/su/fin\\_assist](http://www.usyd.edu.au/su/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, to enable a member of the public to obtain access to documents held by the University and to enable a member of the public to ensure that records held by the University concerning his or her personal affairs are not incomplete, incorrect or out of date. By definition, a 'member of the public' includes staff or students of the University.

Application may be made for access to access University documents, however the Act provides some exemptions to particular documents. The Act contains review and appeal mechanisms which are required to be explained to applicants where applicable. The University is required to report to the public on its FOI activities on a regular basis. The two reports provided are the Statement of Affairs and the Summary of Affairs. The Statement of Affairs contains information about the University, its structure and function and the kinds of documents held. The Summary of Affairs identifies each of the University's policy documents and provides a contact list for those wishing to access these documents. Further information, and copies of the current reports may be found at [www.usyd.edu.au/arms/foi/](http://www.usyd.edu.au/arms/foi/).

It is a requirement of the Act that applications be processed and a determination be made generally within 21 days. Determinations are made by the University's Registrar.

### Graduations Office

The Graduations Office is responsible for organising graduation ceremonies and informing students of their graduation arrangements.

Student Centre  
 Ground Floor, Carslaw Building, F07  
 The University of Sydney  
 NSW 2006 Australia  
 Phone: (02) 9351 3199, (02) 93514009, 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/](http://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

Student Centre  
 Ground Floor, Carslaw Building, F07  
 The University of Sydney  
 NSW 2006 Australia  
 Phone: (02) 9351 5659, (02) 9351 5062, (02) 9351 2086  
 Fax: (02) 9351 5081

### 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 arranging arrival accommodation and offering advice and professional counselling. The Study Abroad and Exchange Unit assists both

## GENERAL UNIVERSITY INFORMATION

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](mailto:info@io.usyd.edu.au)

Web: [www.usyd.edu.au/io](http://www.usyd.edu.au/io)

### *International Student Services Unit*

Phone: (02) 9351 4749

Fax: (02) 9351 6818

Email: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)

Web: [www.usyd.edu.au/issu](http://www.usyd.edu.au/issu)

### *Study Abroad and Exchange Unit*

#### *Study Abroad*

Phone: (02) 9351 5841

Fax: (02) 9351 2795

Email: [studyabroad@io.usyd.edu.au](mailto:studyabroad@io.usyd.edu.au)

Web: [www.usyd.edu.au/io/studyabroad](http://www.usyd.edu.au/io/studyabroad)

#### *Exchange*

Phone: (02) 9351 5843

Fax: (02) 9351 2795

Email: [exchange@io.usyd.edu.au](mailto:exchange@io.usyd.edu.au)

Web: [www.usyd.edu.au/io/exchange](http://www.usyd.edu.au/io/exchange)

### **Intranet**

USYDnet is The University of Sydney's intranet. It provides easy access to staff and student directories, maps, software and useful resources for both staff and students. As well as delivering information, the intranet provides interactive services such as the calendar of events, where staff and students can enter events and publish them University-wide.

MyUni is the personalised section of USYDnet. All staff and students are provided with access to MyUni through a login name and password. This enables them to customise the information they see and also receive delivery of personal information such as exam results and seat numbers. MyUni is a portal from which students and staff can complete tasks that were previously only possible offline. Web enrolment variation is one of the first of many facilities that are helping to move the every day tasks of all members of the university online.

### **Koori Centre and Yooroang Garang**

The Koori Centre provides tutorial assistance: access to computers, Indigenous counsellor, Aboriginal Studies library study rooms, Orientation program at the beginning of the year, and assistance in study and learning skills. Education Unit: courses in Education for ATSI students. Indigenous Studies Unit: aims to increase the awareness of Indigenous Australian issues through courses across the University.

Ground Floor, Old Teachers' College, A22

The University of Sydney

NSW 2006 Australia

Phone: (02) 9351 2046 general enquiries,

(02) 9351 7003 Liaison Officer

Fax: (02) 9351 6923

Email: [koori@koori.usyd.edu.au](mailto:koori@koori.usyd.edu.au)

Web: [www.koori.usyd.edu.au](http://www.koori.usyd.edu.au)

### **Language Centre**

Provides self-access course materials in over 140 languages. Beginners and intermediate courses in Modern Spanish, Modern Russian, Modern Welsh, Modern Irish, Modern Portuguese languages and cultures; Diploma Course in Modern Language Teaching.

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](mailto:language.enquiries@language.usyd.edu.au)

Web: [www.arts.usyd.edu.au/Arts/departs/langcent/home.html](http://www.arts.usyd.edu.au/Arts/departs/langcent/home.html)

### **Learning Centre**

The Learning Centre assists students to develop the generic skills which are necessary for learning and communicating knowledge and ideas at university. The Centre is committed to helping

students to 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 the Centre provides are an Individual Learning Program (ILP), a special program for international students, Faculty-based workshops, 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](mailto:lc@stuserv.usyd.edu.au)

Web: [www.usyd.edu.au/su/lc](http://www.usyd.edu.au/su/lc)

### **Library**

Students are welcome to use any of the 22 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 homepage [www.library.usyd.edu.au](http://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](mailto:architecture@library.usyd.edu.au)

#### *Badham Library*

Badham Building, A16

Phone: (02) 9351 2728

Fax: (02) 9351 3852

Email: [badham@library.usyd.edu.au](mailto:badham@library.usyd.edu.au)

#### *Biochemistry Library*

Biochemistry Building, G08

Phone: (02) 9351 2231

Fax: (02) 9351 7699

Email: [biochemistry@library.usyd.edu.au](mailto:biochemistry@library.usyd.edu.au)

#### *Burkitt-Ford Library*

Sir Edward Ford Building, A27

Phone: (02) 9351 4364

Fax: (02) 9351 7125

Email: [burkittford@library.usyd.edu.au](mailto:burkittford@library.usyd.edu.au)

#### *Camden Library*

University Farms, Camden, C15

Phone: (02) 9351 1627

Fax: (02) 4655 6719

Email: [camden@library.usyd.edu.au](mailto:camden@library.usyd.edu.au)

#### *Chemistry Library*

Chemistry Building, F11

Phone: (02) 9351 3009

Fax: (02) 9351 3329

Email: [chemistry@library.usyd.edu.au](mailto:chemistry@library.usyd.edu.au)

#### *Curriculum Resources Library*

Old Teachers CoUege, A22

Phone: (02) 9351 6254

Fax: (02) 9351 7766

Email: [curriculum@library.usyd.edu.au](mailto:curriculum@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](mailto: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](mailto:engineering@library.usyd.edu.au)

#### *Fisher Library*

Eastern Ave, F03

Phone: (02) 9351 2993

Fax: (02) 9351 2890

Email: [fishinf@library.usyd.edu.au](mailto:fishinf@library.usyd.edu.au)

*Geosciences Library*  
Madsen Building, F09  
Phone: (02) 9351 6456  
Fax: (02)93516459  
Email: [geosciences@library.usyd.edu.au](mailto:geosciences@library.usyd.edu.au)

*Health Sciences Library*  
East St, Lidcombe, C42  
Phone: (02) 9351 9423  
Fax: (02) 9351 9421  
Email: [h.knight@cchs.usyd.edu.au](mailto:h.knight@cchs.usyd.edu.au)

*Law Library*  
Law School, 173-175 PhiUip St, Sydney, C13  
Phone: (02) 9351 0216  
Fax: (02) 9351 0301  
Email: [library@law.usyd.edu.au](mailto:library@law.usyd.edu.au)

*Mathematics Library*  
Carslaw Building, F07  
Phone: (02) 9351 2974  
Fax: (02) 9351 5766  
Email: [mathematics@library.usyd.edu.au](mailto:mathematics@library.usyd.edu.au)

*Medical Library*  
Bosch Building, D05  
Phone: (02) 9351 2413  
Fax: (02) 9351 2427  
Email: [medical@library.usyd.edu.au](mailto:medical@library.usyd.edu.au)

*Music Library*  
Seymour Centre, J09  
Phone: (02) 9351 3534  
Fax: (02) 9351 7343  
Email: [music@library.usyd.edu.au](mailto: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](mailto:nursing@library.usyd.edu.au)

*Orange Library*  
Leeds Parade, Orange  
Phone: (02) 6360 5594  
Fax: (02) 6360 5637  
Email: [lib@orange.usyd.edu.au](mailto: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](mailto:physics@library.usyd.edu.au)

*Shaeffer Fine Arts Library*  
Mills Building, A26  
Phone: (02) 9351 2148  
Fax: (02) 9351 7624  
Email: [john.spencer@arthist.usyd.edu.au](mailto: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](mailto:scalib@sca.usyd.edu.au)

*Sydney Conservatorium of Music Library*  
Macquarie St (opposite Bridge St), Sydney, C41  
Phone: (02) 9351 1316  
Email: [library@conmusic.usyd.edu.au](mailto:library@conmusic.usyd.edu.au)

**Mathematics Learning Centre**  
The Mathematics Learning Centre runs bridging courses in mathematics at the beginning of the academic year (fees apply). It also provides on-going support during the year through individual assistance and small group tutorials.

Level 4, Carslaw Building, F07  
The University of Sydney  
NSW 2006 Australia  
Phone: (02) 9351 4061  
Fax: (02) 9351 5797  
TTY: (02) 9351 3412

Email: [mlc@stuserv.usyd.edu.au](mailto:mlc@stuserv.usyd.edu.au)  
Web: [www.usyd.edu.au/su/mlc](http://www.usyd.edu.au/su/mlc)

#### Part-time, full-time

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.

#### Privacy

The University is subject to the NSW Privacy and Personal Information Protection Act 1998 (the Act). Central to the Act is Part 2 which contains twelve Information Protection Principles (IPPs) which regulate the collection, management, use and disclosure of personal information.

In response to Section 33 of the Act the University has developed a Privacy Management Plan which includes a new University Privacy Policy incorporating the requirements of the IPPS. Both the Plan and the new University Privacy Policy were endorsed by the Vice-Chancellor on 28 June 2000. The Privacy Management Plan sets out the IPPs and how they apply to functions and activities carried out by the University.

Further information and a copy of the Plan may be found at [www.usyd.edu.au/arms/privacy/](http://www.usyd.edu.au/arms/privacy/). Any questions regarding the Freedom of Information Act, the Privacy and Personal Information Protection Act or the Privacy Management Plan should be directed to:

Tim Robinson: (02) 9351 4263 or  
Judith Russell: (02) 9351 2684  
Email: [foi@mail.usyd.edu.au](mailto:foi@mail.usyd.edu.au)

#### 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

#### Student identity cards

In 1999 the University incorporated a photograph into the student identity card. This means that all students have to provide a colour, passport-sized, head and shoulders photograph when they attend on campus sites to have their student ID card laminated. University student ID cards also function as transport concession cards for eligible students, thus eliminating the need for a separate concession card. The endorsement for concession travel will take the form of a hologram sticker attached to the front of the student ID card.

#### 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, Disability Service, Financial Assistance Office, Learning Centre, Mathematics Learning Centre. The web site is at [www.usyd.edu.au/su/stuserv](http://www.usyd.edu.au/su/stuserv).

#### The Sydney 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 2 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 and is usually circulated to students with their results notices.

#### 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.

### **Undergraduate Scholarships**

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](mailto:scholarships@careers.usyd.edu.au)  
Web: [www.usyd.edu.au/study/](http://www.usyd.edu.au/study/)

### **University Health Service**

Provides full general practitioner services and emergency medical care to the University community.

Email: [director@unihealth.usyd.edu.au](mailto:director@unihealth.usyd.edu.au)  
Web: [www.unihealth.usyd.edu.au](http://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**

Level 1, Wentworth Building, G01  
The University of Sydney  
NSW 2006 Australia  
Phone: (02) 9660 5222 Editors, Homi Soit/Legal Aid  
(02) 9660 4756 Second-hand Bookshop  
(02) 9351 0691 Mallett St  
(02) 9230 3777 Pitt St - Conservatorium  
Fax: (02) 9660 4260  
Email: [postmaster@src.usyd.edu.au](mailto:postmaster@src.usyd.edu.au)

### **Sydney University Sports Union**

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: [sports\\_union@susu.usyd.edu.au](mailto:sports_union@susu.usyd.edu.au)

### **University of Sydney Union**

Main provider of catering facilities, retail services, welfare programs, and social and cultural events for the University community on the Camperdown and Darlington campuses, and at many of the University's affiliated campuses.

University of Sydney Union  
Box 500, Holme Building, A09  
The University of Sydney  
NSW 2006 Australia  
Phone: (02) 9563 6000 Switchboard/Enquiries  
Fax: (02) 9563 6239  
Email: [email@usu.usyd.edu.au](mailto:email@usu.usyd.edu.au)  
Web: [www.usu.usyd.edu.au](http://www.usu.usyd.edu.au)

### **Women's Sports Association**

Provides for students, predominantly women, to participate in sport and recreation through the provision of facilities, courses and personnel.

The Arena Sports Centre, A30  
The University of Sydney  
NSW 2006 Australia  
Phone: (02) 9351 8111  
Fax: (02) 9660 0921  
Email: [secretary@suwsa.usyd.edu.au](mailto:secretary@suwsa.usyd.edu.au)  
Web: [www.suwsa.usyd.edu.au](http://www.suwsa.usyd.edu.au)

# Glossary

This glossary describes terminology in use at The University of Sydney.

## **Academic Board**

The Academic Board is 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 academic cycle is 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 record**

The academic record is 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**

An academic transcript is 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**

An academic year is a normal full-time program taken in a course in a year. Some courses consist of stages, which may readily be equated with academic year. Others use the aggregation of credit points to do this (eg, 48 credit points = an academic 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**

Admission is governed by the University's admission policy and 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**

Admission mode is 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*.)

## **Annual Progress Report**

The Annual Progress Report is 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 they are 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 *Board of examiners*, *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 mode**

A DETYA 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.*)

**AusAID**

Australian Agency for International Development.

**AUSCHECK**

AUSCHECK is the software provided by Centrelink to validate data prior to reporting to Centrelink.

**AUSTUDY**

Replaced by Youth Allowance. (See also *Youth Allowance.*)

**Award course**

An award course is 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 of Sydney. A bachelor's degree course normally requires three or four years of full-time study or the part-time equivalent. (See also *Award course.*)

**Barrier**

A barrier is an instruction placed on a student's FlexSIS record that prevents the student from re-enrolling or graduating. (See also *Deadline (fees), Suppression of results.*)

**Board of examiners**

A Board of examiners was a body appointed by a faculty or board of studies which met to approve the results of all students undertaking courses supervised by that faculty or board of studies. Boards of examiners were dis-established following revision of the University's examination procedures in 2000. (See also *Assessment, Result processing, Result processing schedule.*)

**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**

The Cadigal Program is a University wide access and support scheme for Aboriginal and Torres Strait Islanders.

**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 (Conservatorium of Music), Cumberland (Health Sciences), Mallett Street (Nursing), Orange (Faculty of Rural Management), RozeUe (Sydney College of the Arts), St James (Law) and Surry Hills (Dentistry).

**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 approximately 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.*)

**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 student**

A student enrolling in an award course at the University of Sydney for the first time. The DETYA 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 (formerly known as Main Campus), compulsory subscriptions depend on the level of study.

Undergraduate: the University of Sydney Union, Students' Representative Council (SRC) and the University of Sydney Sports Union or the Sydney University Women's Sports Association.

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**

A Confirmation of Enrolment form is issued to students after enrolment showing the course and the units of study they are enrolled in, 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.

#### **Continuing professional education**

The continuing professional education process 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**

Convocation is 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 corequisite is 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.*)

#### **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 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 should be 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**

Course rules 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 course transfer 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**

Course type is a DETYA code.

#### **Coursework**

Coursework is 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 recognised (by the University of Sydney) university or tertiary institution 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).*)

#### **Creditpoints**

Credit points are 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**

Cross-institutional enrolment is 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)**

DAC is 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 variations*.

#### **Deadlines (fees)**

The University has deadlines for the payment of fees (eg, HECS, compulsory subscriptions, course fees, etc). 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 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**

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.

**DETYA**

The Department of Education Training and Youth Affairs is the Commonwealth Government department responsible for higher education. The University is required to provide DETYA with information about its students three times a year. The Government in its funding deliberations uses this information.

**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.

**Discipline codes**

Discipline codes are four-letter codes for each area of study available at the university (eg, CHEM Chemistry, ECON Economics).

**Discipline group**

A DETYA 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 dissertation is 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**

Distance and flexible learning 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.

**Doctor of philosophy (PhD)**

See *Award course, Doctorate, PhD.*

**Doctorate**

The doctorate and the PhD are high-level postgraduate awards 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 of Sydney. (See also *Award course, PhD.*)

**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**

The effective full-time enrolment year (EFTYR) is a calculation of how long, in terms of equivalence to full-time years of enrolment, a student has been enrolled in a course. If a student has always been full-time, the calculation is straightforward (eg, the fifth year of enrolment is EFTYR 5). If the student has had a mixture of part-time and full-time enrolment, this can be equated with an EFTYR. (See also *Stage.*)

**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**

Non-award enrolment is 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 student's enrolment status is either 'enrolled' or 'not enrolled'. An enrolment status is linked to an enrolment status reason or category.

**Enrolment status reason/category**

Not enrolled status reasons/categories include: withdrawn, totally discontinued, cancelled, on leave (suspended), transferred, lapsed, terminated, qualified and conferred.

**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.*)

**Enrolment year**

See *EFTYR, Stage.*

**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 examination period is the time set each semester for the conduct of formal examinations.

**Exchange student**

An exchange student is 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**

The 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*.)

#### **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**

An external transcript is 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 faculty, consisting mainly of academic staff members and headed by a dean, is a formal part of the University's academic governance structure, responsible for all matters concerning the award courses that it supervises (see the 2001 University Calendar, pp. 140-141). Usually, a faculty office administers the faculty and student or staff inquiries related to its courses. The Calendar sets out the constitution of each of the University's 17 faculties. (See also *Board of studies*, *Supervising faculty*.)

#### **Fail**

A mark of less than 50% which is not a concessional pass. (See also *Results*.)

#### **Fee-paying students**

Fee-paying students are 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 DV-C (Planning and Resources).

#### **Fee type**

Fee type can be 'international' or 'local'.

#### **Flexible learning**

See *Distance* and *Flexible learning*.

#### **Flexible start date**

Full fee-paying distance students should not be restricted to the same enrolment time frames as campus-based or HECS students.

#### **FlexSIS**

FlexSIS is 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.

#### **Full-time student**

See *Attendance status*, *EFTSU*.

#### **Grade**

A grade is 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 Graduand is a student who has completed all the requirements for an award course but has not yet graduated. (See also *Graduation*, *Potential graduand*.)

#### **Graduate**

A graduate is 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**

The graduate register is a list of all graduates of the University. (See also *Graduation*.)

#### **Graduation**

Graduation is the formal conferring of awards either at a ceremony or in absentia. (See also *In absentia*, *Potential graduand*.)

#### **Graduation ceremony**

A graduation ceremony is a ceremony where the Chancellor confers awards upon graduands. The Registrar publishes annually the schedule of graduation ceremonies.

#### **HECS**

See *Higher Education Contribution Scheme (HECS)*.

#### **HECS census date**

The date at which a student's enrolment, load and HECS liability are finalised before reporting to DETYA. The following dates apply:

Semester 1: 31 March

Semester 2: 31 August.

#### **HECS code**

A code used by DETYA to identify the HECS status of a student (eg, 10 deferred, 11 upfront).

#### **Higher doctorates**

See *Award course*.

#### **Higher Education Contribution Scheme (HECS)**

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). 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 Government.

#### **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 HSC is the NSW Higher School Certificate, 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**

*In absentia* is Latin for 'in the absence of'. Awards are conferred in absentia when a graduand does 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 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**

An Internal transcript is a record of a student's academic record for the University's own internal use. It includes the student's

name, 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*.

#### **Life membership**

Under some circumstances (eg, after five full-time years of enrolments and contributions) students may be granted life membership of various organisations, which means they are exempt from paying yearly fees. (See also *Compulsory subscription*.)

#### **Load**

Load for an individual student is the sum of the weights of all the units of study in which the student is enrolled. (See also *EFTSU*, *HECS*.)

#### **Local student**

A local student is 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 major is 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*.)

#### **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 together.

#### **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 minor is 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.

#### **Mixed mode**

See *Attendance mode*.

#### **Mode**

See *Attendance mode* and *Delivery mode*.

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#### **Mutually exclusive units of study**

See *Prohibited combinations of units of study*.

#### **MyUni**

MyUni is 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**

Non-award courses are courses 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*.)

#### **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*.

#### **Permanent home address**

The permanent home address is 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 of Sydney. 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. (See also *Award course*, *Doctorate*.)

#### **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**

Potential graduands are students who have been identified as being eligible to graduate on the satisfactory completion of their current studies. (See also *Graduand*, *Graduation*.)

#### **Precedents**

Where a credit applicant has credit approved in terms of the granting of specific or non-specific credit on the basis of study previously taken, a precedent is established at system level. Any other credit applicant subsequently seeking credit on the basis of the same pattern of previous study will be eligible to have the item of credit to be immediately approved on the basis of the previously approved precedent. (See also *Credit*.)

**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 prerequisite is a unit of study that is required to be completed before another unit of study can be attempted. (See also *Assumed knowledge*, *Corequisite*, *Waiver*.)

**Prizes**

Prizes are awarded by the University, a faculty or a department for outstanding academic achievement. Full details can be found in the University Calendar.

**Probationary candidature**

A probationary candidate is 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*.

**Prohibition (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**

A qualification is an academic attainment recognised by the University.

**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 course**

See *Course (research)*.

**Research supervisor**

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. Each faculty will determine and state in its course regulations what proportion, if any, may count - eg, 'no more than one sixth of the total credit points for a course can be made up from PCON results'.
F	Fail	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 (ie, within the first four weeks of enrolment).
DNF	Discontinued - 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	Discontinued - 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: <ul style="list-style-type: none"> <li>• 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</li> <li>• automatically to the indicated mark and grade by the third week of the immediately subsequent academic session.</li> </ul> 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: <ul style="list-style-type: none"> <li>• 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</li> <li>• automatically to an AF grade by the third week of the immediately subsequent academic session.</li> </ul> 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 (eg, Honours).

### **Scholarships**

Scholarships are 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*.

### **SCR**

System change request.

### **Semester**

A semester is a 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 must be given special permission by the Academic Board.

### **Semester address**

The semester address is 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 Senate of the University is the governing body of the University. (See the University Calendar.)

### **Senate appeals**

Senate appeals are held for those students who, after being excluded by the 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**

A session is a teaching period that defines the offering of a unit of study. A session cannot be longer than six months. 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.

### **Session address**

See *Semester address*.

### **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**

Specific credit is 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**

Sponsorship is the financial support of a student by a company or government body. Sponsors are frequently invoiced directly.

### **SRS**

SRS is 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**

For the purposes of administration, a course may be divided into stages to be studied consecutively. The stages may be related to sessions or they may relate to an academic cycle. Part-time students progress through a course more slowly and would often enrol in the same stage more than once.

### **Status**

Status is a variable for students both with relation to course and unit of study. With relation to course, students can have the status of enrolled or not enrolled. 'Not enrolled' reasons can be: totally discontinued, withdrawn, suspended, cancelled, awarded, etc. With relation to unit of study, students can have the status of CURENR or WITHDN, discontinued, etc.

### **Stream**

A stream is 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, and a library borrower's bar code. 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 identifier (SID)**

A 9-digit number which uniquely identifies a student at the University.

#### **Student load**

See *Load*.

#### **Study Abroad Program**

A scheme administered by the International Education 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. (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 supervising faculty is 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**

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*.)

#### **Supplementary examinations**

Supplementary exams may be offered by faculties to students who fail to achieve a passing grade or who were absent from assessment due to illness or misadventure.

#### **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**

Sydney Summer School is 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 testamur is a certificate of award provided to a graduate usually at a graduation ceremony.

#### **Thesis**

A thesis is a major work that is the product of an extended period of supervised independent research. 'Earliest date' means the earliest date at which a research student can submit the thesis. 'Latest date' 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)**

The Universities Admission Index (UAI) is 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**

A unit of study is 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 or discontinued).

#### **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 outstanding.

## GLOSSARY

### *UPA*

University Postgraduate Award.

### *USYDnet*

USYDnet is 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*

The chief executive officer of the University, responsible for its leadership and management. The Vice-Chancellor 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*.)

### *Weighted average mark (WAM)*

The Weighted Average Mark (WAM) is the average mark in the unit of study completed, weighted according to credit point value and level. The formulae used to calculate the WAMs are course-specific: there are many different WAMs in the University.

### *Year of first enrolment (YFE)*

The year in which a student first enrolls at the University.

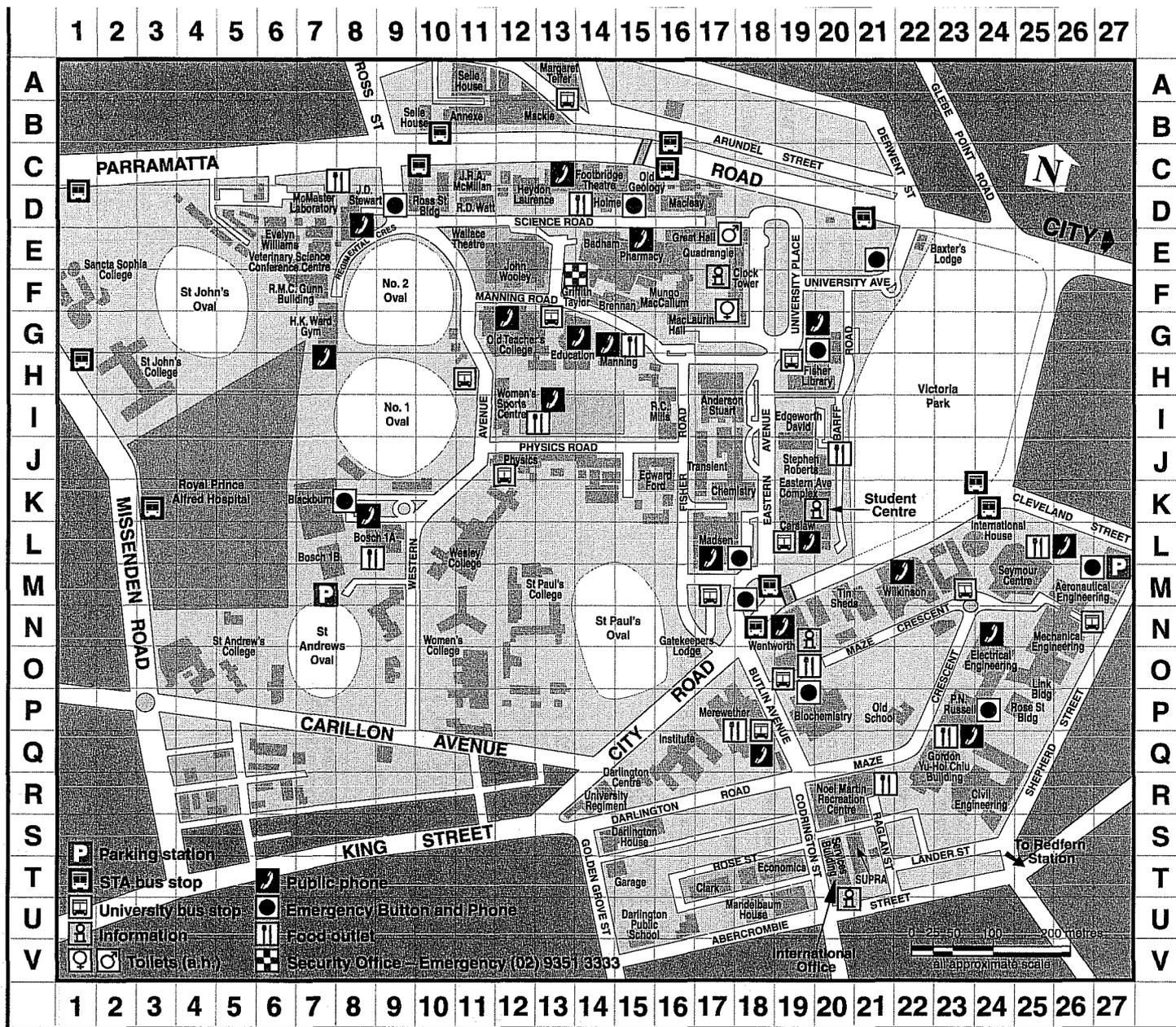
### *Youth Allowance*

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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