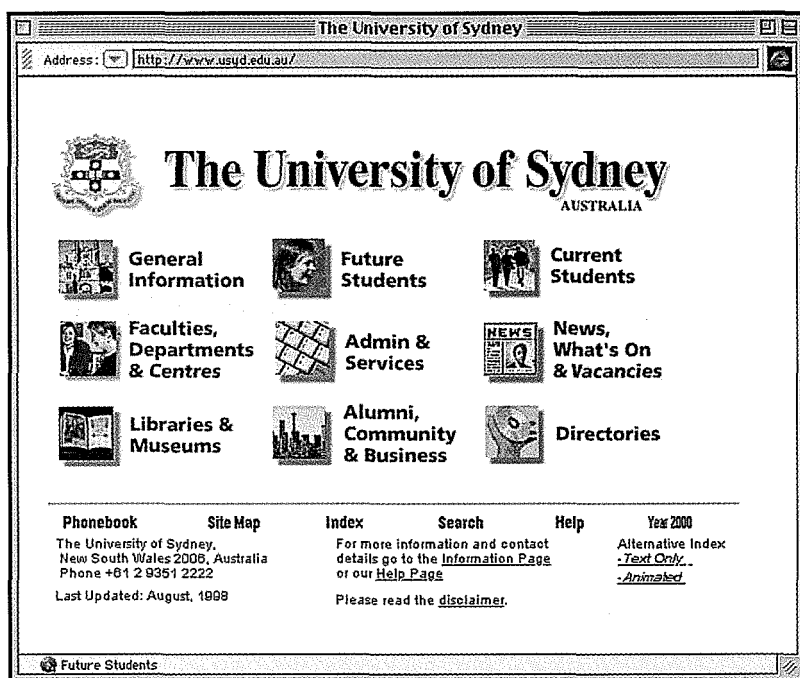




The University of Sydney

Board of Studies in Social Work Handbook 1999



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You can explore the University of Sydney on the web at <http://www.usyd.edu.au/>.

Communications should be addressed to:

The University of Sydney, NSW 2006.
Phone: (02) 9351 2222

Board of Studies in Social Work phone: (02) 9351 4038
Board of Studies in Social Work fax: (02) 9351 3783

Semester and vacation dates 1999

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

	Day	Date (1999)
First Semester lectures begin	Monday	1 March
Easter recess		
Last day of lectures	Thursday	1 April
Lectures resume	Monday	12 April
Study vacation: 1 week beginning	Monday	14 June
Examinations commence	Monday	21 June
First Semester ends	Saturday	3 July
Second Semester lectures begin	Monday	26 July
Mid-semester recess		
Last day of lectures	Friday	24 September
Lectures resume	Tuesday	5 October
Study vacation: 1 week beginning	Monday	8 November
Examinations commence	Monday	15 November
Second Semester ends	Saturday	4 December

Last dates for withdrawal or discontinuation 1999

	Day	Date (1999)
<i>Semester 1, 1999</i>		
Last day to Add a unit	Friday	12 March
Last day for Withdrawal (no HECS liability, no academic penalty)	Tuesday	30 March
Last day to Discontinue with Permission (HECS liability incurred; no academic penalty)	Friday	17 April
Last day to Discontinue (HECS liability incurred; result of 'Discontinued' recorded)	Friday	11 June
<i>Semester 2, 1999</i>		
Last day to Add a unit	Friday	6 August
Last day for Withdrawal (no HECS liability, no academic penalty)	Monday	30 August
Last day to Discontinue with Permission (HECS liability incurred; no academic penalty)	Friday	10 September
Last day to Discontinue (HECS liability incurred; result of 'Discontinued' recorded)	Friday	5 November

The University of Sydney Board of Studies in Social Work
Handbook 1999

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

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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. We will support many of you who will wish to study at Honours level, and I encourage you now to consider the many advantages that come from graduating with Honours. 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 Head of the Department of Social Work, Social Policy and Sociology (Associate Professor Janet George) 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 7 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.

A handwritten signature in black ink that reads "Phillip Jones." The signature is written in a cursive style and is underlined with a single horizontal line.

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

Guide to the Department

The Board of Studies

Chairperson

Associate Professor Phillip Jones

It is the task of the Board of Studies in Social Work to oversee the academic work of the department. The Board draws heavily on the knowledge and experience of distinguished practitioners from outside the University and senior academics from cognate fields within the University.

The composition of the Board of Studies in Social Work is governed by a resolution of the Senate which is contained in the University's Calendar 1998, Vol. 1: Statutes and Regulations.

Camperdown Campus

Phone: +61 2 9351 4038

Fax: +61 2 9351 3783

Email: robyn.longhurst@social.usyd.edu.au

<http://www.usyd.edu.au>

Head of department: Associate Professor Janet George

Undergraduate adviser: Associate Professor Jude Irwin

Department of Social Work, Social Policy and Sociology

The department's primary function is to offer 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 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.

Details of the admission procedures are in Chapter 2 of this handbook.

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.

List of Staff

Professor

Stuart John Rees, BA DipSocStud CertSocCasework *S'ton*
PhD *Aberd.* Appointed 1978

Professor of Sociology and Social Policy (Personal Chair)
Bettina Cass, AO, BA PhD *U.N.S.W.*, *FASSA*. Appointed 1990
(Currently Dean, Faculty of Arts)

Associate Professors

Janet E.G. George, BA *N.E.* MPhil *H.K.* PhD (*Head of*
Department)

Michael D. Horsburgh, MSW *U.N.S.W.* BA DipSocWk
Jude Irwin, BSW *U.N.S.W.* MA *Macq.*

Senior Lecturers

John Hart, MA *Brad.* DiplSocAdmin *Lond.* PhD
Mary Lane, BA MSW DipSocStud
Jan Larbalestier, BA PhD *Macq.*
M. Lindsey Napier, MA *Aberd.* DipSocStud *Edin.* DipMH
L.S.E. MSW

Alec Pemberton, BSocSt MA *Qld* PhD
Robert M. van Krieken, BA PhD *U.N.S.W.*

Lecturers

Lisa Bourke, Bsc *W.W.W.* Msc *U.S.U.* PhD *P.S.U.*
Sue Goodwin, BA *A.N.U.*
Karen Healy, BSW *Qld* PhD *Qld*
Denise Lynch, BSW *U.N.S.W.* MCrim
Zita I. Weber, BSocStud PhD
Marie Wilkinson, BSW *U.N.S.W.* GradDipEd *U.T.S.* MSW

Associate Lecturers

Christine Crowe, BA *U.N.S.W.*
Annette Falahey, BA *U.N.S.W.*

Agi O'Hara, BA

Secretary to the Board

Robyn Longhurst, BA

Assistant to Head of Department

Mary Yew

Office staff

Lisa Campano, BA
Sylvia Devlin
Charlie Reimer

Undergraduate degree requirements

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. Some of the units of study taught in the Faculty of Arts may be available in the evening. The units taught in the Department of Social Work, Social Policy and Sociology, are not available in the evening. 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 Senate contained in Chapter 3.

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.

Admission

There are three methods of admission to the BSW degree:

- HSC admission
- Undergraduate or graduate admission
- Special admission

HSC admission - BSW or BA/BSW degree program

This method is for people who:

- are completing the HSC or its equivalent; or
- have completed the HSC in the past, but have *not* completed any tertiary study.

Successful applicants enter the first year of the degree program.

Application and selection

- Applicants are selected on the basis of their Universities Admission Index (UAI).
- Applicants who are currently completing the HSC or its equivalent must telephone the UAC Infoline.
- Applicants who have completed the HSC in the past should lodge an 'Application for Enrolment' form with the Universities Admission Centre by the specified date in the year preceding that in which you are seeking entry. The UAC Guidebook containing the application form is available for sale in August from most newsagencies. Enquiries should be directed to the Universities Admission Centre, Locked Bag 500, Post Office Lidcombe, N.S.W. 2141. Telephone (02) 9330 7200.

Undergraduate or graduate admission - BSW degree program

This method is for people who:

- have an HSC (or equivalent); *and*

- are currently undertaking *a full-year* degree/diploma course at the University of Sydney or another tertiary institution;

or

- have completed at least one year or more of a degree/diploma program; *or*

- have been awarded an associate diploma.

Application and selection

To apply and be selected for enrolment in the BSW degree course, you must:

- have met the University's minimum eligibility requirements;
- have completed one year of university or equivalent tertiary studies;

The Department of Social Work, Social Policy and Sociology welcomes applications from graduates and from students who have social work related experience, who have shown academic merit in tertiary education.

If you seek credit for units of study which were not completed at the University of Sydney, you should also submit to the Secretary of the Board of Studies in Social Work at the time of making application through UAC, a copy of the certified statement of your academic record from the other tertiary institution and relevant handbook extracts describing the unit(s) of study for which you seek credit. These extracts should be photocopies from the handbook for the year in which you completed the unit(s) of study.

Credit may be granted, where appropriate, for up to the equivalent of 96 credit points (i.e. for admission to the second or third years) towards the BSW degree course (see the Senate resolutions contained in Chapter 3 of this handbook).

BA/BSW degree program

If you seek credit for units of study which are not completed at the University of Sydney, you should contact the Faculty of Arts for advice in respect to what credit you may be given.

Special Admission

Mature age applicants:

- are 21 years of age or over on 1 March of the year of entry or are from an educationally disadvantaged background; *and*
- must produce evidence which satisfies the University's Special Admissions Committee that they have the ability to undertake the Bachelor of Social Work course.

Most Special Admissions applicants have successfully completed postsecondary studies at a technical college or a 'Special Admission' university preparation course. If you think you may be eligible, contact the Special Admissions Adviser (phone (02) 9351 3615).

Applicants who succeed in gaining a place through Special Admissions usually commence in the first year of the degree program. In cases where a successful applicant has already completed work towards another degree course, however, this can be credited towards the Bachelor of Social Work course.

Broadway Scheme

Year 12 students who are currently sitting the N.S.W. HSC and who have experienced serious educational disadvantage should check their eligibility for consideration under this scheme with their school (or equivalent). For more information please contact the University Admissions Office, phone (02) 9351 3615.

Disabilities

If you have a medical or physical disability of a kind likely to impair your working program you should place this on record, accompanied where appropriate by medical evidence.

Allowance may be made to accommodate your needs in the lecture room and at examination time.

Further information

For full details of the Arts units of study see the *Faculty of Arts Undergraduate Handbook*. Enquiries about the BSW degree course or the combined BA/BSW degrees course may be made to the Secretary of the Board of Studies in Social Work (Ms Robyn Longhurst), who is located in the Department of Social Work, Social Policy and Sociology, R.C. Mills Building, A26 (telephone (02) 9351 4038). Prospective applicants are advised to obtain a copy of the booklet *Department of Social Work, Social Policy and Sociology at the University of Sydney*.

Regulations

Determination of results

A candidate's results in each unit of study are determined by a Board of Examiners appointed by the Board of Studies in Social Work.

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
XX	Fail	Below 50 and either not awarded further tests or has not passed them
AXX	Absent Fail	

Further tests

- No supplementary examinations are awarded by the Board of Studies in Social Work.
- In respect of units of study offered by another faculty or board of studies, the examination rules of that faculty or board of studies shall apply where not otherwise incorporated into the rules of the Board of Studies in Social Work.
- 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 Board of Examiners' meeting.
- 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 of the notification of students referred to in sections 5 and 6, 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 head 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 Head of Department where there is sufficient reason why it has not been presented by that date.

Discontinuation, exclusion and restriction upon re-enrolment

The resolutions about discontinuation and exclusion for the Bachelor of Social Work and Bachelor of Arts degree courses are reproduced below from the University's *Calendar 1998, Vol. I: Statutes and Regulations*.

Note that, in these resolutions, 'Faculty' includes, for these purposes, a 'College Board'.

Discontinuation of enrolment and re-enrolment after discontinuation - undergraduate

All faculties, colleges and boards of studies

- A candidate for a degree of bachelor who ceases attendance at classes must apply to the faculty, college board or board of studies concerned and will be presumed to have discontinued enrolment from the date of that application, unless evidence is produced:
 - that the discontinuation occurred at an earlier date; and
 - that there was good reason why the application could not be made at the earlier time.
- A candidate for a degree of bachelor who at any time during the first year of attendance discontinues enrolment in all units shall not be entitled to re-enrol for that degree unless the faculty, college board or board of studies concerned has granted prior permission to re-enrol or the person is reselected for admission to candidature for that degree.
- Subject to paragraphs (i) and (ii) of section 1, no candidate for a degree of bachelor may discontinue enrolment in a unit or year after the end of lectures in that unit or year.
- The dean, pro-dean or a sub-dean of a faculty, director or deputy director of a college or the chairperson of a board of studies, may act on behalf of that faculty, college board or board of studies in the administration of these resolutions unless the faculty, college board or board of studies concerned decides otherwise.

Withdrawal from full-year and first semester units

- A candidate for a degree of bachelor who discontinues enrolment in a full-year or first semester unit on or before 30 March in that year shall be recorded as having withdrawn from that unit.

Withdrawal from second semester units

- A candidate for a degree of bachelor who discontinues enrolment in a second semester unit on or before 30 August in that year shall be recorded as having withdrawn from that unit.

All faculties, colleges and boards of studies except the Faculty of Engineering

Discontinuation

- (1) A discontinuation of enrolment in a unit shall be recorded as 'Discontinued with Permission' when the discontinuation occurs after the relevant withdrawal period and
 - on or before the Friday of the first week of second semester for a full-year unit, or
 - up to the last day of the seventh week of teaching in a one semester unit.
- (2) A discontinuation of enrolment in a unit shall be recorded as 'Discontinued' when the discontinuation occurs
 - after the Friday of the first week of second semester for a full-year unit, or
 - after the last day of the seventh week of teaching in a one semester unit.
- (3) Notwithstanding paragraph (2) the dean, pro-dean or sub-dean of the faculty, director or deputy director of the college or chairperson of the board of studies concerned may determine that a discontinuation of enrolment should be recorded as 'Discontinued with Permission' on the grounds of serious ill-health or misadventure.

Faculties of Arts, Economics and Education and Boards of Studies in Music and Social Work

9. (1) A candidate for the degrees of Bachelor of Arts, Commerce, Economics, Economics (Social Sciences), Education, Music and Social Work, who discontinues enrolment in a unit at the request of the dean, pro-dean or a sub-dean of the faculty or the chairperson of the board of studies concerned shall be recorded as having withdrawn from that unit.

Restriction upon re-enrolment

Undergraduate award programs

1. The Senate authorises any faculty, college board or board of studies to require a student who comes within the provision of sections 8, 12 and 23 below to show good cause why he or she should be allowed to re-enrol or to repeat a year of candidature of a unit in that faculty, college or board of studies.
2. Subject to section 5, the faculty, college board or board of studies may exclude a student who fails to show good cause from-
 - (a) the degree course or year of candidature concerned, and/or
 - (b) the unit or units concerned both in that faculty, college or board of studies and in any other faculty, college or board of studies in which that unit or those units may be taken.
3. Subject to section 5 -
 - (a) Any student who has been excluded from a year of candidature or from a unit or units by a faculty, college board or board of studies in accordance with section 2 and who wishes to re-enrol in that year of candidature or that unit or those units, may apply for such re-enrolment after at least two academic years and that faculty, college board or board of studies may permit him or her to re-enrol in the year or the unit or units from which he or she was previously excluded.
 - (b) Any student who has been excluded from a unit or units by one faculty, college board or board of studies in accordance with section 2 and who wishes to enrol in that unit or units in another faculty, college board or another board of studies, may apply for such enrolment after at least two academic years and that other faculty, college board or board of studies may permit him or her to enrol in the unit or units from which he or she was previously excluded.
4. Except with the express approval of the faculty, college board or board of studies concerned, a student excluded from a year or unit who is readmitted shall not be given credit for any work completed in another faculty, college board or board of studies or another university during the period of exclusion.
5. Before exercising its powers under section 2 or 3 in relation to an individual unit, a faculty, college board or board of studies shall consult the head of the department or school responsible for the unit.
6. The Senate authorises the faculty, college board or board of studies as a whole or a faculty or college committee or board of studies committee representing the main teaching departments in each faculty, college or board of studies, to carry out all duties arising out of sections 1, 2, 3, 4 and 5.
7. (1) Subject to section 7(10), a student who, having been excluded in accordance with these resolutions, has been refused enrolment or re-enrolment in any year or unit of study by a faculty, college board or board of studies, or any faculty or board of studies committee, may appeal to the Senate Student Appeals Committee (Exclusions and Readmissions), which shall comprise the three ex-officio members, the chair and deputy chair of the Academic Board, two student fellows and up to four other Fellows of Senate.
 - (2) The Appeals Committee may meet as one or more subcommittees providing that each subcommittee shall include at least one member of each of the categories of

- (i) ex officio member;
- (ii) chair or deputy chair of the Academic Board;
- (iii) student fellow; and
- (iv) other fellows.

Three members shall constitute a quorum for a meeting of the Appeals Committee or a subcommittee.

- (3) The Appeals Committee and its subcommittees shall have power to hear and determine all such appeals and shall report its decision to the Senate annually.
- (4) The Appeals Committee or a subcommittee may uphold or disallow any appeal and, at its discretion, may determine the earliest date within a maximum of two years at which a student who has been excluded shall be permitted to apply to re-enrol.
- (5) No appeal shall be determined without granting the student the opportunity to appear in person before the Appeals Committee or subcommittee considering the appeal. A student so appearing may be accompanied by a friend or adviser.
- (6) The Appeals Committee or subcommittee may hear the dean of the faculty or the director of the college concerned but that dean or director may only be present at those stages at which the student is permitted to be present. Similarly, the dean or director is entitled to be present when the Committee or subcommittee hears the student.
- (7) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or subcommittee scheduled to consider that student's appeal, the Committee or subcommittee, at its discretion, may defer consideration of the appeal or may proceed to determine the appeal.
- (8) A student who has been excluded in accordance with these resolutions and has lodged a timely appeal against that exclusion may re-enrol pending determination of that appeal if it has not been determined by the commencement of classes in the next appropriate semester.

A. Students in all faculties, colleges and boards of studies

8. The Senate authorises any faculty, college board or board of studies to require a student to show good cause why he or she should be allowed to repeat in that faculty, college or board of studies (a) a year of candidature in which he or she has failed or discontinued more than once, or (b) any unit in which he or she has failed or discontinued more than once, whether that unit was failed or discontinued when he or she was enrolled for a degree supervised by that faculty, college board or board of studies, or by another faculty, college board or board of studies.
9. The Senate authorises the several faculties, colleges or boards of studies to require a student who, because of failure or discontinuation has been excluded from a faculty, college or unit of study, either in the University of Sydney or in another tertiary institution, but who has subsequently been admitted or readmitted to the University of Sydney, to show good cause why he or she should be allowed to repeat either (a) the first year of attendance in which after such admission or readmission he or she fails or discontinues, or (b) any unit in which in the first year after admission or readmission he or she fails or discontinues.

D. Faculty of Arts

12. (a) The Senate authorises the Faculty of Arts to require students to show good cause why they should be allowed to re-enrol in the Faculty of Arts if, in the opinion of the Faculty, they have not made satisfactory progress towards fulfilling the requirements for the degree.
 - (b) Satisfactory progress cannot be defined in all cases in advance but a student who does not complete at least 16 credit points in any year of enrolment shall normally be deemed not to have made satisfactory progress. Therefore, students must remain enrolled in at least 16 credit points each year, except when they need less than 16 credit points to qualify for the award of the degree.
 - (c) Notwithstanding (b), a student who qualifies for the award of the degree shall be deemed to have made satisfactory progress.

(d) For the purpose of these resolutions, where students 'Discontinue with Permission', 'Discontinue' or 'Fail' their total enrolment for an academic year, that year is to be regarded as a year of enrolment.

(e) In cases where the Faculty permits the re-enrolment of a student whose progress has been deemed unsatisfactory, the Faculty may require the completion of a specified number of units in a specified time. If the student does not comply with these conditions, the student may again be deemed not to have made satisfactory progress.

N. Board of Studies in Social Work

- 23.(1) The Senate authorises the Board of Studies in Social Work to require a student to show good cause why he or she should be allowed to re-enrol in the Bachelor of Social Work degree course if, in the opinion of the Board of Studies, he or she has not made satisfactory progress towards fulfilling the requirements for the degree.
- (2) Satisfactory progress cannot be defined in all cases in advance but a student who:
- has not passed at least three units during the first two years of enrolment (not necessarily consecutive calendar years), or
 - has failed or discontinued enrolment in more than one unit twice, shall be deemed not to have made satisfactory progress.
- (3) 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 in a specified time, and if the student does not comply with these conditions the student may again be called upon to show good cause why he or she should be allowed to re-enrol in the Bachelor of Social Work degree course.

- (d) Senior level units of study totalling 16 credit points prescribed for the award of Bachelor of Art and taken in accordance with the resolutions for that course.
- (3) In the third year - 48 credit points comprising-
- Preparation Seminar (6 credit points); and
 - IBL Unit 1 (6 credit points); and
 - IBL Unit 2 (6 credit points); and
 - Skills Workshop (6 credit points); and
 - Field Education I consisting 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).
- (4) In the fourth year - 48 credit points comprising -
- IBL Unit 3 (9 credit points); and
 - Field Education II 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
 - IBL Unit 4 (9 credit points); and
 - Integrative Studies (6 credit points).
6. A candidate shall proceed according to the following progression rules -
- Except with the permission of the Board of Studies in Social Work, a candidate shall not commence the third year without having obtained 96 credit points as prescribed in resolutions 5(1) and 5(2).
 - A candidate shall not attempt Field Education I without having obtained 120 credit points and having been approved as being ready to undertake field education.
 - A candidate shall not attempt the fourth year without having obtained 144 credit points.
 - A candidate shall not attempt Field Education II without having obtained 153 credit points.
 - A candidate shall not attempt IBL Unit 4 without having obtained 177 credit points.
 - A candidate shall not attempt Integrative Studies 402 without having obtained 186 credit points.

BSW and BA/BSW

Resolutions of the Senate Bachelor of Social Work

- The definitions for completing a unit of study including the associated fieldwork, the examination requirements and the requirements for those repeating a unit of study, are set out in chapter 10 of the by-laws.
- There are two methods of admission to candidature:
 - admission to the first year; and
 - admission to the second or subsequent years.
- Before admission to candidature for the course in accordance with section 2(b) an applicant must have-
 - qualified for admission; and
 - completed, except as provided in section 13 below, first year units of study totalling 48 credit points prescribed for the award of Bachelor of Arts and taken in accordance with the resolutions for that course.
- (1) The award shall be made in two grades, namely Pass and Honours.
 - (2)
 - There shall be two classes of Honours, namely, Class I and Class II.
 - Within Class II there shall be two divisions, namely, Division 1 and Division 2.
- Except where credit has been granted in accordance with these resolutions, a candidate for the course shall complete 192 credit points in the following manner:
 - In the first year - 48 credit points comprising -
 - Introduction to Sociology 1 and Introduction to Sociology 2; and
 - 36 Junior credit points from the table of units of study for the Bachelor of Arts course.
 - In the second year - 48 credit points comprising -
 - Senior level Sociology units of study totalling 16 credit points;
 - Senior level Psychology units of study totalling 16 credit points; or
 - Psychology for Social Work 201 and 202 (16 credit points); and

Field education

- 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.
- 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.
- The Board of Studies, acting on the advice of the Head 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.

Honours degree

- If a candidate graduates with First Class Honours and the Board of Studies is of the opinion that the candidate's work is of sufficient merit, that candidate shall receive a bronze medal.

Combined Arts/Social Work courses

- A candidate qualifies for the combined courses of Bachelor of Arts and Bachelor of Social Work by completing 240 credit points including:
 - at least 28 credit points of Sociology; and
 - either 28 credit points of Psychology or Psychology for Social Work; and
 - at least 64 further Senior credit points from the Table of Units of Study for the Bachelor of Arts course, including a major; and

(4) the third and fourth years of the Bachelor of Social Work course set out in resolutions 5(3) and 5(4).

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

Time limits

12. Except with the permission of the Board of Studies in Social Work, a candidate proceeding under these resolutions 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.

- In awarding honours at graduation, the Board of Studies will take into account the performance of students generally, including the length of time taken to complete the course and performance in field education.
- Procedures for the implementation of Senate resolution 7A

Suspension of candidature

- (1) Unless suspension of candidature has been approved by the Board of Studies in Social Work, a candidate is required to enrol each calendar year;
- (2) Except where the Board of Studies in Social Work determines otherwise in any particular case, a candidate who re-enrols after a suspension of candidature shall proceed under the resolutions in force at the time of re-enrolment.
- (3) Except in special circumstances, the Board of Studies shall not approve a suspension of candidature for more than one year;

Lapse of candidature

- (1) Unless the Board of Studies in Social Work determines otherwise in any particular case, candidature will lapse if a candidate has:
 - not completed the requirements of the course within the time limits prescribed by resolution 12; or
 - not re-enrolled for the course in accordance with resolution 13.
- (2) A candidate whose candidature has lapsed shall not re-enrol as a candidate for the course unless again selected for admission.

Credit for units of study completed external to candidature

- (1) A candidate who has completed work or a unit or units of study towards a degree or diploma course at this or another university or at an appropriate institution, may be granted credit towards the award for up to 96 credit points as prescribed by resolutions 5(1) and 5(2).
- (2) A candidate will not be granted credit for field education or work experience.
- (3) 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.

Resolutions of the Board of Studies in Social Work

Bachelor of Social Work

- Honours shall be awarded in the following manner:
 - For students completing their award program in 1998 and subsequent years, the credit points in the third and fourth years shall be weighted as follows:

(i) Third year	
Preparation Seminar	1
IBL Unit 1	1
IBL Unit 2	2
Skills Workshop 301	2
(ii) Fourth year	
IBL Unit 3	3
IBL Unit 4	4
Integration Studies 402	5
 - A weighted average mark shall be calculated. In 1999 and subsequent years, grades of honours will be awarded for the following weighted average marks:

Preamble

The Department of Social Work, Social Policy and Sociology has a duty to the social work profession and to prospective clients and employers to make reasonable efforts to ensure that its graduates are not only academically prepared, but are also emotionally and ethically prepared for the demands of professional practice. Therefore, students who exhibit signs of inappropriate behaviour that may be serious enough to jeopardise their educational program and/or cause serious questions of professional aptitude or who engage in unethical behaviour, including behaviour proscribed by the Australian Association of Social Workers' Code of Ethics, will be evaluated to determine if they should continue in their program of study, and, if so, what additional steps should be taken to ensure that they are prepared for professional practice.

The formal authority for this procedure is contained in Senate Resolution 7A which is as follows: "The Board of Studies, acting on the advice of the Head of Department of Social Work, Social Policy and Sociology, may, in special circumstances, authorise the Department not to place a candidate in a field education assignment or refuse permission for a candidate to undertake or continue field education".

Resolutions

- These procedures shall be implemented when a student:
 - 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;
 - 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 behaviour which, in the opinion of the reporting staff, cast doubt on the student's capacity to perform appropriately as a beginning practitioner in social work. Such a report may be in addition to a failure in the placement; or
 - is considered by University staff in a written report to be unsuitable to undertake field education.
- 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 Head of Department or by the Special Cases Subcommittee on Practice.
- The Head of Department or the sub-committee shall:
 - provide the student with the relevant written reports;
 - invite the student to present their cases; and
 - review the reports and related evidence in the light of any submission made by the student.
- The student may present a case orally or in writing, or both, and may be accompanied to any meeting with the Head of Department or sub-committee by a person of the student's choice. The Head of Department 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.
- The Head of Department or the sub-committee may:
 - allow the student to continue in field education;
 - 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;

- (iii) recommend to the Chair of the Board of Studies that the student not be placed or continued in field education until specified conditions have been met; or
 - (iv) recommend to the Chair of the Board of Studies that the student not be placed or continued in field education.
- (6) The Chair of the Board of Studies is authorised to exercise the powers of the Board and decide upon recommendations made under paragraphs 5(iii) and 5(iv).
 - (7) In the event of a further exclusion or adverse report, the Head of Department or the sub-committee may take note of the decisions taken in relation to the previous occasion.
 - (8) A decision under paragraph 5(iii) constitutes a failure in the field education placement concerned.
 - (9) A decision under paragraph 5(iv) constitutes exclusion from the BSW award program.
 - (10) Nothing in these procedures interferes with the appeal rights conferred on a student by Senate.
4. The chair of the Board of Studies, on the recommendation of the Head of 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.

Course structure and units of study

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 units of study (16 credit points); and
- (b) Psychology 201 and Psychology 202 (16 credit points); or
- (c) 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 (6 credit points); and
- (b) IBL Unit 1 (6 credit points); and
- (c) IBL Unit 2 (6 credit points); and
- (d) Skills Workshop (6 credit points); and
- (e) Field Education I 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 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 II (6 credit points).

Honours

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

Structure of the course for combined 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, 16 credit points of Senior level Sociology, and Psychology for Social Work 201 and 202 or Psychology 201 and 202.

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 units of study (16 credit points); and
- (b) Psychology 201 and Psychology 202 (16 credit points); or
- (c) 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 (6 credit points); and
- (b) IBL Unit 1 (6 credit points); and
- (c) IBL Unit 2 (6 credit points); and
- (d) Skills Workshop (6 credit points); and
- (e) Field Education I 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 II 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 (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.

First Year Program

Students are required to enrol in Introduction to Sociology 1, Introduction to Sociology 2 and 36 junior credit points from the Table of Units of Study for the Bachelor of Arts course.

Second Year Program

Students are required to enrol in:

- 16 credit points of Senior Sociology units as listed in the Table of Units of Study for the Bachelor of Arts course.
- 16 credit points comprising Psychology 201 and 202 (if qualified) or Psychology for Social Work 201 and 202.
- 16 Senior credit points from the Table of Units of Study for the Bachelor of Arts course.

SCWK 2001 Psychology for Social Work 201

8 credit points

Ms O'Hara

Prohibition/other: Psychology 201. **Offered:** March. **Classes:** (3 lectures + 1 tutorial)/week. **Assessment:** Two 1000 word tutorial diary/entries, one 3-hour exam.

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

- (i) Research in Psychology, providing a basic, general introduction to the scope and nature of research in Psychology;
- (ii) Counselling Psychology, critically examining the theoretical foundations of counselling processes;
- (iii) Developmental Psychology, indicating the main patterns of development; and
- (iv) Personality, identifying the major forces in personality theory.

Textbooks

Consult Department noticeboard.

SCWK 2002 Psychology for Social Work 202

8 credit points

Ms O'Hara

Prerequisite: SCWK 2001. **Prohibition/other:** Psychology 202. **Offered:** July. **Classes:** (3 lectures + 1 tutorial)/week. **Assessment:** Two 1000 word tutorial diary/entries, one 3-hour exam.

This unit of study focuses on social psychology, mental health and several contemporary issues of particular relevance to the practice of social work (e.g. 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 Department noticeboard.

Third Year Program

The core program consists of issue based learning units. These are based on principles of adult learning, of interdisciplinary integration and of enquiry and action. The units are supported by lectures and skills workshops. The program includes a preparation seminar of three weeks duration. Assessment, directed to meeting the learning objectives of the overall and separate components of the program, includes evaluation of both the process and outcomes of learning. Strategies are diverse and continuous. They reflect the forms demanded in professional work, e.g. submissions, assessment reports, briefing papers, oral reports, as well as standard testing of knowledge and skills by essay and exam.

SCWK 3003 Preparation Seminar

6 credit points

Offered: March. **Classes:** 3 full weeks (weeks 1, 7, 13).

This unit is designed to introduce students to social work and social policy and to prepare them for Field Education 302.

SCWK 3001 IBL Unit 1

6 credit points

Offered: March. **Classes:** 12 hours/week (seminars and lectures).

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 3002 IBL Unit 2

6 credit points

Offered: July. **Classes:** 12 hours/week (seminars and lectures).

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 3004 Skills Workshop

6 credit points

Offered: March. **Classes:** 3 hours/week (workshop).

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 3005 Field Education I

24 credit points

Offered: July. **Classes:** 2 hours/week classes.

This unit is a field education practicum of 60 days.

SCWK 4003 IBL Unit 3

9 credit points

Offered: March. **Classes:** 12 hours/week (seminars and lectures).

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 302 and includes preparation for Field Education 401.

SCWK 4001 Field Education II

24 credit points

Offered: March. **Classes:** 1 hour/week.

This unit is a field education practicum of 80 days.

SCWK 4004 IBL Unit 4

9 credit points

Offered: July. **Classes:** 12 hours/week (seminars and lectures).

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 302 and includes preparation for Field Education 401.

SCWK 4002 Integrative Studies

6 credit points

Offered: July. **Classes:** 12 hours/week (seminars and lectures).

This is the final learning unit 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.

Other information for Social Work students

Class timetables

Owing to the variety of locations and optional classes available, students are asked to consult the department for a timetable at the beginning of the year. First year students can collect a computer-produced individual timetable 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 head 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.

Correct enrolment

Correct enrolment is the responsibility of the candidate. If candidates have questions about their enrolment or about the degree requirements they should consult the Board of Studies Office.

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.

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 6. 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 7 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 usually before the meeting of the Board of Examiners;
- (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 Faculty cannot make the concession requested, even when strong evidence is presented.

Further tests

All requirements for the unit of study (essays, assignments, examinations and any further tests) must be completed and assessed before the meeting of the Board of Examiners. Supplementary examinations are not awarded to candidates for the degree of Bachelor of Social Work.

Where there is doubt about a candidate's performance, Departments and Schools may arrange further tests after the examination period but before the Board examiners' meeting.

Where a candidate has been prevented by sufficient and duly certified illness or misadventure from completing a unit of study, examiners (at their discretion) may award further tests or additional assignments either before or after the Faculty examiners' meeting. The date for such further tests, and the deadline for assignments, are at the discretion of the department concerned (normally no later than January for Semester 2 units of study). No further tests can be taken, and no late work submitted, in the following academic year in any circumstances.

Student appeals against results

A written request to the head of department or school should be made by the candidate. It is expected that appeals would be lodged within two months unless there is a good reason for delay. As examination scripts are destroyed three months after the examination, no appeal can be made after that. Such requests are considered by the head of department in consultation with relevant members of the department. A report and recommendation is then submitted to the Chair of the Board of Studies in Social Work for consideration and final decision.

The Board of Examiners

The results recommended by departments are considered by the Board of Studies Board of Examiners which meets at the end of each semester. It is the Board of Examiners which determines the final results. Students should be aware that informal advice of results by departments has still to be confirmed by the Board of Examiners which may, for example, alter marks to ensure conformity with Faculty and Academic Board regulations on the distribution of Credits, Distinctions and High Distinctions. Students can obtain advice about these regulations from their teachers or Departmental Offices. A student's final results are those on the formal result notice provided by the Registrar's Office.

Re-enrolment procedure

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 Board of Studies Office and must be lodged there by the end of October for the following year.

All currently enrolled candidates will receive re-enrolment advice in October. Failure to re-enrol may result in termination of candidature.

HECS (Higher Education Contribution Scheme)

HECS (the Higher Education Contribution scheme, which may either be paid in full with a discount or deferred) is determined on a semester basis from the 'weight' of the units of study the student is enrolled in. This means that workload determines HECS liability. An enrolment in 24 credit points in a semester is the standard full-time load and costs approximately .5 HECS.

Deferment for UAC applicants

Special provisions apply to persons who receive an offer of a place and wish to defer taking up the offer.

Persons who have not previously attended a recognised tertiary institution are normally able to defer commencement of their candidature for one year. Applications are handled by the Admissions Office of the University, must be made during the UAC enrolment and be accompanied by the 'offer of enrolment' card.

Withdrawal - First Year students

First Year students who withdraw totally must reapply for admission through UAC.

First Year students who discontinue totally (either with permission or not) will be asked to show cause why they would be permitted to re-enrol.

Complaints and grievances

Students who believe they have been unfairly treated are encouraged to speak to their teachers or to the head of the department in the first instance. Students may, of course, also wish to seek advice and support from the Counselling Service or from student welfare officers. If the problem cannot be resolved at the departmental level, students may write to the Chairman of the Board of Studies in Social Work. If the Chairman considers it necessary to interview the student on the basis of the student's letter, he will arrange to do this.

Field Education

Students begin their field education in the third year. 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.

Placement timetable 1998

First Placement (3rd year)

Duration: 60 days, commencing 19 July, ending on completion of 60 days

Placement days: A four-day week (Tuesday-Friday)

End of Placement: 29 October

Second Placement (4th year)

Duration: 80 days commencing 12 April, ending on completion of 80 days

Placement days: Full-time block

End of Placement: 30 July

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

1. Student members are elected to the Board of Studies in Social Work.
2. Each year four students are represented on the Departmental Board - one student is chosen to represent Sociology students, one to represent Social Work students, one to represent postgraduate students, and one indigenous student.
3. Each subject establishes a Course Consultative Committee to meet with academic staff.

Financial help

Information about financial assistance is available from the department. The booklet *Ways to Finance Your Studies* lists all

the University's loans and bursaries and is available from the Financial Assistance Office. The Financial Assistance Office is open Monday to Thursday from 9.30 am to 2.30 pm.

Assistance, Cadetships and Prizes

Tertiary allowance

BSW - A candidate for the four-year Bachelor of Social Work degree course is normally able to apply for AUSTUDY for the four years of the course.

BA/BSW - A candidate for the five-year combined course leading to the award of the BA/BSW is normally eligible to apply for AUSTUDY for the five years of the course.

For further information contact the State Office of the Commonwealth Department of Employment, Education and Training, Sydney Plaza Building, 59 Goulburn Street, Sydney; phone 9218 8800.

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 Head 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.

Support for research

Dr Helen Marchant 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.

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.

The Department of Social Work, Social Policy and Sociology is committed to consultations with students on all course issues which affect them and there are various mechanisms in the department which meet these needs. Social work students are represented on course consultative committees, the Board of Studies in Social Work, and departmental meetings. SUSWSA provides support and coordination for student representatives on these consultative bodies.

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, R.C. 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 A.C.T.) 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 N.S.W. 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 N.S.W. 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 Head of the Department.

AASW addresses

Federal office: PO Box 4956, Kingston, ACT 2604

Phone: +61 2 6273 0199

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

Phone: +61 2 9212 2696

Staff members and their interests

Lisa Bourke

Studied sociology in the United States, with an emphasis on rural, community and natural resource sociology. After returning to Australia and pursuing her interests in Northern Queensland, she now teaches a range of course including the first year introductory Sociology units, research methods, rural sociology and social problems.

Her research focuses on quality of life in rural Australia placing particular emphasis on socioeconomic change, natural resource dependence, youth issues and the role of community in maintaining and addressing these issues.

Current research addresses education, youth issues, poverty, and service provision in rural areas.

Bettina Cass

Currently Dean of the Faculty of Arts, Professor of Sociology and Social Policy. Previously Senior Research fellow at Social Welfare Policy 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. Commissioner (part-time) of the Australian Law Reform Commission, Deputy Chair of the Commission for the Future of Work, Australian Council of Social Service. Interests: social policy, particularly social security and tax policies; family policy; women's studies, studies of employment, unemployment and labour market programs; housing and urban development; comparative studies of welfare states.

Christine Crowe

Currently completing a PhD in sociology at U.N.S.W. Research topic focuses on the sociology of medical/scientific knowledge, particularly regarding reproductive and genetic engineering.

Academic interests: sociology of science and technology, feminist theory, health and illness, sociology of knowledge, sociology of the body.

Annette Falahey

Currently enrolled in a PhD in sociology at the U.N.S.W., research topic is Resident Action Groups (RAGs) as social movements. Previous teaching experience in the School of Sociology and Social Science and Policy and the Centre for General and Liberal Studies at the U.N.S.W. Previously taught social theory and cultural studies at the University of Technology, Sydney and Sociology Summer School program, University of Wollongong. Currently teaching sociology at Sydney University.

Academic interests: cultural and media studies, particularly music production and its impact; sociological theories concerning social movements.

Janet George

Member of the department since 1978, with background of teaching, research and practice in pharmacy, health promotion, sociology and social policy. Fellow of the Research Institute for Asia and the Pacific and board member of the regional and international organisations for social work education. She has spent several years in research and teaching in Hong Kong. Academic interests: social policy, especially related to the areas of health, women and ageing; comparative social policy; international social development and social work education; health service social work.

Sue Goodwin

Currently completing 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 Women's Health Centre.

Academic interests: 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.

John Hart

After working in a number of social work agencies in England, including probation, psychiatric and medical social work, local authorities, social services, he was student counsellor at the University of Edinburgh and then held a joint appointment involving practice and teaching at the University of Sheffield. Prior to arriving in Australia he was for seven years principal lecturer in social work, Sheffield Polytechnic. In 1994 and 1995 he was visiting Professor, Faculty of Social Administration, Thammasat University, Bangkok, Thailand. Academic interests: social work with individuals; social work and mental health; the production of research evidence in the late modern period; HIV/AIDS in Australia and Southeast Asia; the constitution of sexuality in Western and non-Western cultures.

Karen Healy

Awarded PhD from the University of Queensland in 1997. Her doctoral work examined the relevance of contemporary social philosophies to activist social work practice and she is currently completing a book on this topic. Dr Healy has worked in the fields of child, family and youth work, public health and education. She has experience of a broad range of practice methods including community work, group work, casework, action research, program development and policy advocacy.

Academic interests: social work practice theories, especially critical practice approaches; philosophy and social work; child and family welfare with marginalised populations, particularly young parents and parents in prison; social welfare in post-industrial societies.

Michael Horsburgh

A member of the department since 1972. Currently Australian Editorial Consultant for the *Journal of Social Policy and Administration*, a member of the Social Security Appeals Tribunal and Chairperson of the Social Justice Network of the National Council of Churches in Australia.

Academic interests: social policy generally, history of social welfare in Australia, religion and social welfare.

Jude Irwin

Has worked as a social worker in the Department of Immigration and Ethnic Affairs in Sydney and Wollongong. 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 been involved in community based organisations such as the Immigration Advice and Rights Centre and International Social Sciences. Currently co-director of the Australian Centre for Lesbian and Gay Research.

Academic interests: violence against women and children; anti-discriminatory social work practice; feminism and social work practice; welfare practice; field education.

Mary Lane

Background includes many years in frontline community work in outer western Sydney, and serves on National Women's Advisory Council and Family Law Council of Australia. Founder member of Centre for Peace and Conflict Studies at Sydney University. Research being done with the Social Development Group in the Department.

Academic interests: community work, peace, environment and women's movements; interrelationship of theory/practice and of field/coursework.

Jan Larbalestier

Research and publications focus on Indigenous/non-Indigenous relations and representation and the politics of difference.

Academic interests: colonial discourses, theories of representation and identity/difference, feminist theories, social inequality, law and social justice.

Denise Lynch

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.

Academic interests: child protection, groups and group work, law and criminality.

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 Sydney University, she worked at Sydney City Council, Prince of Wales Hospital and the Health Commission of New South Wales, as Social Work Adviser.

Her current research interests are health policy and health service social work; old age and 'community care'; practice theory and critical reflective practice.

Agi OHara

Employed by the Department of Social Work, Social Policy and Sociology to teach Psychology for Social Work to second and third year students; and by the Department of Psychology to teach psychology at the undergraduate and postgraduate levels. Has completed two counsellor training courses and is working part-time as a trainer and supervisor of group leaders, having recently completed writing a manual for an 8-week program Effective Group Leadership, which provides theory and practical application related to group processes and dynamics.

Academic interests: counselling and working with groups, student-staff liaison.

Alec Pemberton

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 N.S.W Institute of Psychiatry.

Academic interests: the 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); Christianity and social welfare, especially the application of the gospel parables embodying love and justice to modern social policy issues.

Stuart Rees

Previously a probation officer in England and in Canada and a community worker in the United States and Scotland. Has taught at universities in Britain, the USA, Canada and India. Currently Director of the Centre for Peace and Conflict Studies, a Fellow of the University Senate and a member of the NSW Committee for Aboriginal Reconciliation.

Personal interests include poetry and camping. Academic priorities: empowerment through attaining humanitarian (social work) goals as alternatives to managerialist practices and as alternatives to policies of economic rationalism; analysis of international citizenship as a platform for negotiations for peace with justice in any context and country; conflict resolution.

Robert Van Krieken

Sociologist; research topics have included psychoanalysis ideology, theories of social control and the history of child welfare. Currently examining the history of social discipline and the welfare state from the Middle Ages to the present day. Academic interests: 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.

Zita Weber

Previously a social worker in various health and welfare settings in Sydney.

Academic interests: health policies, migrants health, feminist studies, child welfare, family therapy, the social contexts of depression and the non-medical treatment of depression.

Marie Wilkinson

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 Sydney,

the University of New South Wales and in the Department of Technical and Further Education.

Academic interests: social policy and childhood, children and the state, children and the law, income support policies, residential services for children and adults; children and homicide.

General university information

See also the Glossary for administrative information relating to particular terms.

Admissions office

Student Centre
Ground Floor, F07 Carslaw
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 4117 or +61 2 9351 4118. Special Admissions (including Mature Age) +61 2 9351 3615
Fax: +61 2 9351 4869
Email: admissions@records.usyd.edu.au

The Admissions Office is responsible for overseeing the distribution of offers of enrolment and can advise prospective local undergraduate students regarding admission requirements. Applicants without Australian citizenship or permanent residency should contact the International Office. Postgraduate students should contact the appropriate faculty.

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 Dentistry and Sydney College of the Arts, have additional application procedures.

Assessment

For matters regarding assessment, refer to the relevant Department.

Co-op Bookshop

Sydney University Sports and Aquatic Centre
G09, Cnr Codrington St and Darlington Rd
Phone: +61 2 9351 3705 or +61 2 9351 2807
Fax: +61 2 9660 5256
Email: sydu@mail.coop-bookshop.com.au
<http://www.coop-bookshop.com.au>
Sells textbooks, reference books, general books and software. Special order services available.

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. 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

Examinations and Exclusions Office
Student Centre
Level One, F07 Carslaw
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 4005 or +61 2 9351 5054
Fax: +61 2 9351 7330
Email: exams.office@exams.usyd.edu.au
The Examinations and Exclusions Office looks after exam papers, timetables and exclusions.

Graduations

Ground Floor, Student Centre, F07 Carslaw
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 3199 or +61 2 9351 4009.
Protocol +61 2 9351 4612
Fax: +61 2 9351 5072
Email: k.fizzell@records.usyd.edu.au

(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 Calendar Volume 1) 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.

Normally a matter should be resolved by discussing it with the academic staff member concerned, or with a senior member of staff within the department. However, a situation could arise where you wish to have a decision reviewed or to draw attention to additional relevant information. In this case you should put your case in writing to the head of department and if you're still not satisfied with the result you should contact your Dean. Only after following these steps can you appeal to the Senate.

In the case of examination results the appeal may be made to the department.

A document outlining the current procedures for appeals against academic decisions is available at the Student Centre and on the University's web site at: <http://www.usyd.edu.au/su/planning/policy/index.htm>

Parking appeals should be addressed to the Manager, Campus Services.

You may wish to seek assistance or advice from the SRC regarding an appeal; if so, contact the Education/Research Officer, SRC, Level 1, Wentworth Building. Phone +61 2 9660 5222 Legal Aid.

H ECS & other fees

Student Centre
Ground Floor, F07 Carslaw
The University of Sydney
NSW 2006 Australia
HECS Enquiries
Phone: +61 2 9351 2086, +61 2 9351 5062, +61 2 9351 5499,
+61 2 9351 5659
Fax: +61 2 9351 5081
Fees Office
K07 Margaret Telfer
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 5222
Fax: +61 2 9351 5861

Library (Fisher)

F03 Fisher Library
 The University of Sydney
 NSW 2006 Australia
 Phone: +61 2 9351 2993 Enquiries/Information Desk
 +61 2 9351 3711 Library Hours
 +61 2 9351 7273 Borrowers' Cards
 +61 2 9351 6692 Holds Enquiries
 +61 2 9351 7277 Inter-library Loans
 +61 2 9351 2265 Loans, overdue enquiries
 Fax: +61 2 9351 2890 Administration
 +61 2 9351 7278 Renewals
 Email: loanenq@library.usyd.edu.au (loan enquiries)
reqill@library.usyd.edu.au (inter-library loans)
<http://www.library.usyd.edu.au>

Student Centre

Ground Floor
 F07 Carlaw Building
 The University of Sydney
 NSW 2006 Australia
 Phone: +61 2 9351 3023 General Enquiries
 +61 2 9351 4109 Academic Records
 +61 2 9351 3023 Discontinuation of Enrolment
 +61 2 9351 5057 Handbooks
 +61 2 9351 5060 Prizes
 Fax: +61 2 9351 5081; +61 2 9351 5350 Academic Records

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 and Freedom of Information

The NSW Freedom of Information (FOI) Act 1989 provides the public with a legally enforceable right of access to University documents, subject to particular exemptions. In addition, the Act enables individuals to ensure that information held about them is accurate, up-to-date and complete. The University has a number of policies permitting access by individuals to information about themselves without recourse to the Freedom of Information Act.

The University necessarily accumulates a great deal of information on individuals; within the University, access to this is restricted to staff who need the information to carry out their duties. As regards external requests for personal information, it is policy that the University will disclose information to a third party if the subject of the information has consented in writing to the disclosure, or if the University has a legal obligation to respond to a request, including a subpoena, and the request is in the appropriate written form. Enquiries should be directed to the:
 Freedom of Information Coordinator and Privacy Officer
 c/- Archives, A14 Main Quadrangle
 Phone: +61 2 9351 4263
 Fax: +61 2 9351 7304
 Email: trobinso@mail.usyd.edu.au
<http://www.usyd.edu.au/su/foi>

Student identification cards

For 1999 the University is incorporating a photograph into the student identification card. This will mean that all students will have to provide a colour, passport sized, head and shoulders photograph when they attend on campus sites to have their student ID card laminated. From 1 January 1999, University student ID cards will function as transport concession cards for eligible students. This will eliminate 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

Room 711, Level 7
 A35 Education Building
 The University of Sydney
 NSW 2006 Australia
<http://www.usyd.edu.au/su/stuserv/>

Accommodation Service

Phone: +61 2 9351 3312
 Fax: +61 2 9351 8262
 Email: larthur@mail.usyd.edu.au
<http://www.usyd.edu.au/su/accom>

Casual employment

Level 4
 A09 Holme Building
 The University of Sydney
 NSW 2006 Australia
 Phone: +61 2 9552 2589
 Fax: +61 2 9552 2589
 Email: mross@mail.usyd.edu.au
http://www.usyd.edu.au/su/cas_emp/

Counselling Service

Level 7
 A35 Education Building (Manning Road)
 The University of Sydney
 NSW 2006 Australia
 Phone: +61 2 9351 2228
 Fax: +61 2 9351 7055
 Email: lpoerio@mail.usyd.edu.au

Disability and Welfare Services

Phone: +61 2 9351 4554
 Fax: +61 2 9351 7055
 Email: cstuckin@mail.usyd.edu.au
<http://www.usyd.edu.au/su/disability/>

Financial Assistance

Phone: +61 2 9351 2416
 Fax: +61 2 9351 7055
 Email: psweet@mail.usyd.edu.au
http://www.usyd.edu.au/su/fin_assist

Refer to the University of Sydney Calendar 1996, Volume 2, for a listing of all undergraduate and postgraduate sources, conditions and benefits or financial support funded by the University.

Learning Assistance Centre

Level 7
 A35 Education Building (Manning Road)
 The University of Sydney
 NSW 2006 Australia
 Phone: +61 2 9351 3853
 Fax: +61 2 9351 4865
 Email: lewalker@mail.usyd.edu.au
<http://www.usyd.edu.au/su/lac/>

Holds free workshops to assist undergraduate and postgraduate students wanting to improve their academic writing and communication skills at university.

Other student assistance

Careers information
 Room 147, Ground Level
 K01 Mackie Building (Arundel St, Forest Lodge)
 The University of Sydney
 NSW 2006 Australia
 Phone: +61 2 9351 3481
 Fax: +61 2 9351 5134
 Email: info@careers.usyd.edu.au (general enquiries)
<http://www.usyd.edu.au/homepage/exterel/careers/index.htm>

General university information

The Courses & Careers Unit provides careers information, advice and help in finding course-related work both while you're studying and employment when you commence your career.

Centre for Continuing Education (bridging courses)

KOI Mackie
The University of Sydney
NSW 2006 Australia
Phone: +61 2 93512585
Fax: +61 2 9351 5022
Email: info@cce.usyd.edu.au
http://www.usyd.edu.au/homepage/exterel/cont_edu/cont_edu.htm

Health Service

Level 3, G01 Wentworth
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 3484 Wentworth, +61 2 9351 4095 Holme
Fax: +61 2 9351 4110 Wentworth, +61 2 9351 4338 Holme
Email: p.brown@unihealth.usyd.edu.au
Provides full general practitioner services and emergency medical care to the University community
Koori Centre and Yooroang Garang
Ground Floor, A22 Old Teachers' College
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 2046 General Enquiries

+61 2 9351 7001 Liaison Officer
+61 2 9351 7073 Student Counsellor

Fax: +61 2 9351 6923
Email: adminoff@koori.usyd.edu.au
<http://www.koori.usyd.edu.au/>

The Koori Centre runs the AEA training program, supports Aboriginal and Torres Strait Islander students on campus and during enrolment. There is also an educational unit which supports Aboriginal studies in the University.

Language Centre

Room 312, A19 Griffith Taylor and
Levels 1 and 2
A18 Christopher Brennan
The University of Sydney
NSW 2006 Australia
Phone: +61 2 93512371
Fax: +61 2 93514724
Email: Langcent.enquiries@language.usyd.edu.au
<http://www.arts.usyd.edu.au/Arts/departs/langcent/home.html>

Provides self-access course materials in over 100 languages; beginners and intermediate courses in Spanish language and Culture; beginners and advanced courses in Celtic languages and cultures.

Mathematics Learning Centre

Fourth floor, Room 455
F07 Carslaw
The University of Sydney
NSW 2006 Australia
Phone: +61 2 93514061
Fax: +61 2 9351 5797
Email: MLC@mail.usyd.edu.au
<http://www.usyd.edu.au/su/mlc/>

Scholarships

Research and Scholarships Office
Scholarships Administration Room N410.1,
A14 Main Quadrangle
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 3250 Enquiries, Scholarships
Fax: +61 2 9351 3256
Email: scholars@reschols.usyd.edu.au
<http://www.usyd.edu.au/su/reschols/scholarships>

International students

International Office

Level 2, K07 Margaret Telfer
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 4161, +61 2 9351 4079
Fax: +61 2 9351 4013
Email: info@io.usyd.edu.au
http://www.usyd.edu.au/homepage/exterel/intemat/int_student_centre.html

International Student Services Unit

Level 2, K07 Margaret Telfer Building
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 4749
Fax: +61 2 93514013
Email: info@issu.usyd.edu.au
<http://www.usyd.edu.au/su/issu/>
Provides an advisory and counselling service to international students at the University of Sydney.

Student organisations

Students' Representative Council

Level 1, Wentworth G01
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9660 5222 Editors, Honi Soit
+61 2 9660 4756 Secondhand Bookshop
+61 2 9660 5222 Legal Aid
Fax: +61 2 9660 4260
Email: postmaster@src.usyd.edu.au

University of Sydney Union

Box 500 Holme Building
A09 Holme
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9563 6000 Switchboard/Enquiries
+61 2 9563 6282 Academic Dress
+61 2 9563 6103 ACCESS Centre, Manning
+61 2 9563 6269 Campus Store, Holme
+61 2 9563 6016 Campus Store, Wentworth
+61 2 9563 6160 Clubs and Societies Office
+61 2 9563 6010 School Tutoring Co-ordinator
+61 2 9563 6032 Union Broadcasting Studio
+61 2 9563 6115 Welfare & Information Services Manager
Fax: +61 2 9563 6239
Email: email@usu.usyd.edu.au
<http://www.usu.usyd.edu.au/>

Provides welfare, social and recreational services to the University community.

Sydney University Sports Union

G09 Sports and Aquatic Centre
The University of Sydney
NSW 2006 Australia
Phone: +61 2 93514960
Fax: +61 2 93514962
Email: sports_union@susu.usyd.edu.au
Provides services, facilities and clubs for sport, recreation and fitness.

Women's Sports Association

Room 214, A30 Sports Centre
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9660 6355, +61 2 9351 2057
Fax: +61 2 9660 0921
Email: secretary@suwsa.usyd.edu.au
<http://www.usyd.edu.au/su/suwsa/welcome.html>
Provides for students, predominantly women, to participate in sport and recreation through the provision of facilities, courses and personnel.

Glossary

This glossary both defines terms in common use in the University and gives some useful administrative information.

Enrolment and general terms

Academic year

The period during which teaching takes place, from March to November. The academic year is divided into two semesters.

Advanced standing

(See also: Credit) Recognition of previous experience or studies, meaning that the candidate has satisfied the entry requirements for a unit. Advanced standing does not reduce the number of credit points required to complete the degree course.

Associate Diploma

The undergraduate award granted following successful completion of Associate Diploma course requirements. An Associate Diploma course usually requires less study than a Diploma course.

Assumed knowledge

The level of knowledge expected for entry to a Unit of Study. Unlike prerequisites, levels of assumed knowledge are not compulsory for entry to a Unit. Students who do not have the assumed knowledge may, however, be at a considerable disadvantage and may consider completing a bridging course prior to enrolment. Contact the Learning Assistance Centre, Mathematics Learning Centre, Language Centre or Centre for Continuing Education for further information.

Bachelor's degree

The highest undergraduate award offered at the University of Sydney (other undergraduate awards are Associate Diploma and Diploma). A Bachelor's degree course normally requires three or four years of full-time study (or the part-time equivalent).

Campus

The grounds on which the University is situated. There are eleven campuses of the University of Sydney: Burren Street (Australian Graduate School of Management), Camperdown and Darlington ('Main campus'), Camden (Agriculture and Veterinary Science), Conservatorium (Conservatorium of Music), Cumberland (Health Sciences and Nursing), Mallett Street (Nursing), Orange Agricultural College, Rozelle (Sydney College of the Arts), St James (Law) and Surry Hills (Dentistry).

Chancellor

(See also: Vice-Chancellor) The non-resident head of the University.

Combined degree course

A program consisting of two degree courses taken together, which usually requires less time than if the courses were taken separately.

Core

(See also: Elective/Option) A Unit of Study that is compulsory for the course or subject area.

Corequisite

A Unit of Study that must be taken with a given Unit. If a corequisite is not successfully completed, it becomes a prerequisite for further study in that subject area.

Course

A complete degree or diploma program.

Credit

(See also: Advanced standing) Recognition of previous studies or studies completed at another institution. If credit is granted then the number of credit points required for completion of the degree course is reduced.

Credit point

A measure of value indicating the contribution each Unit of Study provides towards meeting course completion requirements stated as total credit point value.

Dean

The head of a faculty.

Deferment of enrolment

People who have not previously attended a recognised tertiary institution are normally able to defer commencement of their candidature for one year. Applications are handled by the Admissions Office of the University. Application for deferment must be made during the UAC enrolment week at the 'Deferment' desk in MacLaurin Hall and be accompanied by the 'offer of enrolment' card.

Degree

The award conferred following successful completion of a degree course (for example Bachelor's degree or Master's degree).

Department/School

The academic unit responsible for teaching in a given subject area.

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 for graduates only.

Doctorate

(See also: PhD) The Doctorate and the PhD are the highest 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 of the University of Sydney.

Elective/Option

(See also: Core) A Unit of Study that may be taken towards, but is not compulsory for, a course or subject area.

Enrolment

The process whereby an applicant officially accepts the offer of a place in a particular course. If UAC application is successful, an 'offer of enrolment' card is mailed to the applicant, along with instructions for enrolment. In most cases, the applicant must attend the University on a particular enrolment day or, if unable to attend, must appoint somebody to enrol on his or her behalf. Units of Study (for March Semester or whole of First Year) must be nominated on enrolment day. Academic records and HECS liability calculations are based on the enrolment details, so students must ensure that the Faculty holds correct enrolment information (see also: Variation of enrolment).

Entry requirement

The level of knowledge and/or experience required for entry to a particular Unit of Study.

Faculty

The administrative unit responsible for overseeing satisfactory progress during a degree or diploma course.

Full-time

A study load usually defined in terms of HECS weighting of at least 0.375 each semester.

Intermediate

Faculty of Science: Second-year level.

Junior

First-year level.

Laboratory practical

See: Practical.

Lecture

(See also: Tutorial) A class given to a large group of students, during which the lecturer speaks or presents audiovisual material and students take notes.

Major

The subject area(s) in which a student specialises at Senior level. Students usually specialise in one (single major) or two (double major) subject areas. In some faculties, the major is recorded on the testamur.

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 undergraduate level.

Mature age

A category of Special Admission applicants who are 21 years or older on 1 March of the year in which they want to study and who do not have the high school qualifications normally required for entry into a course.

Minor

Subject areas in which a student studies, but does not specialise at Senior level.

Orientation period

'O Week' takes place during the week prior to lectures in March semester. 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

A study load usually defined in terms of HECS weighting of less than 0.375 each semester.

PhD

(See also: Doctorate) 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 of the University of Sydney.

Postgraduate

The term used to describe a course leading to an award such as Graduate Diploma, 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.

Practical

Similar to a tutorial, during which experiments or other relevant applied activities are carried out.

Prerequisite

A Unit of Study that must be taken prior to entry to a given Unit.

Prohibition

A Unit of Study that cannot be taken with a given Unit.

Recommended reading

Reading material that is suggested but not compulsory for a Unit of Study.

Registrar

The head of the administrative divisions of the University.

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 the Orientation period (O' Week). Note that unlike enrolment, registration is not a formal record of Units attempted by the student.

Resolutions of Senate

Regulations determined by the Senate of the University of Sydney that pertain to degree and diploma course requirements and other academic matters.

School

Similar to a large Department, otherwise a grouping of Departments.

Semester

A period of 14 weeks during which teaching takes place. There are two semesters each year for most faculties. Semesters are named by the month in which they start, typically 'March' and 'July'

Senior

Second-year level or higher.
Faculty of Science: third-year level.

Special Admission

Certain categories of applicants, such as mature-age applicants, students who have experienced educational disadvantage or Aboriginal or Torres Strait Islander applicants, may apply for admission to the University under one of several Special Admission schemes. Contact the Special Admissions office for further information.

Subject area

One or more Units of Study that comprise a particular field of study (eg Japanese or Chemistry).

Textbook

Reading material that the student is expected to own.

Tutorial

(See also: Lecture) A small class consisting of a tutor and up to about 25 students, during which concepts raised in lectures are discussed in detail and may be supplemented with readings, demonstrations and presentations.

UAI

The University Admissions Index (UAI) is the numerical expression of a student's performance in the NSW Higher School Certificate (HSC), which takes into account both assessment and examination results.

UAI cut-off

The UAI of the last student admitted to a course. Some courses have a minimum UAI as an entry requirement.

Undergraduate

The 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 stand-alone component of a degree or diploma course that is recordable on the academic transcript.

Universities Admissions Centre (UAC)

The organisation that processes applications for most NSW undergraduate university and TAFE courses.

Variatioji of enrolment

The process whereby students officially notify the Faculty of changes regarding the Units of Study they are attending. This must be done by a certain deadline in each semester, to avoid penalties such as 'discontinued' results on the academic transcript (see: Results) or unnecessary HECS charges.

Vice-Chancellor

(See also: Chancellor) The administrative head of the whole University, including academic and administrative divisions.

Costs

Bursary

A sum given to a student who has limited resources or is experiencing financial hardship, ranging from \$100 to \$1000.

Fees (full-fee undergraduate/postgraduate)

Tuition, examination or other fees payable to the University by an enrolled or enrolling student in connection with a course of study or attendance at the University and includes fees payable in respect of the granting of a degree, diploma, associate diploma or other award. It does not include annual

subscription to organisations such as the Union or SRC, or fees payable in respect of residential accommodation.

HECS

All Australian undergraduate students are currently required to contribute to the cost of tertiary education through the Higher Education Contribution Scheme (HECS), which is administered under the Higher Education Funding Act 1988. Under HECS students pay for part of the cost of their higher education and the Commonwealth pays the rest. The amount payable is determined by the units of study a student chooses to undertake in the case of coursework awards, or the attendance (full-time or part-time) in the case of research students.

Prize

Matriculation, undergraduate and postgraduate funding automatically awarded on academic results in courses, yearly examinations or on the recommendation of the Head of Department. There are also prizes for essay writing and composition by anonymous application. Prize values range from \$100 to \$6250.

Scholarship

Matriculation and undergraduate funding by application awarded on UAI results for students enrolling in the first year of a degree course. Postgraduate funding for full-time candidates enrolled in a research degree course with scholarship conditions and benefits varying according to specific awards. The intention is to encourage and support scholarship at the University in general or in targeted areas.

Assessment, Examination, Satisfactory Progress and Graduation

Academic transcript/record

The official record of results for each student (see: Results).

Appeal

The process whereby a student may raise objections regarding results, Faculty decisions or other academic matters.

Assessment

(See also: Examination) The appraisal of a student's ability throughout the semester, by various means such as essays, practical reports or presentations, which counts towards the final mark or grade.

Candidate

Someone studying for a degree or diploma. The term may also be used to describe someone sitting for an examination.

Examination

(See also: Assessment) The appraisal of a student's ability, usually at the end of semester. Most examinations take place on campus under strictly supervised conditions but some Units make use of take-home or open-book examinations.

Exclusion

A ruling by the Faculty, which declares the student ineligible for further enrolment for reasons such as lack of satisfactory progress. Students who wish to re-enrol must show good cause why they should be allowed to re-enrol (see: Show cause and Satisfactory progress).

Grievances

See Appeals.

Grade

A category into which a student's final mark falls (see: Results).

Graduand

A person who has fulfilled the requirements of a degree but is yet to graduate.

Graduate

(See also: Postgraduate) A person who has graduated. Also a term used to describe a course leading to an award such as Master's degree or PhD or a student enrolled in such as course.

Graduation

The ceremony during which degrees are conferred and diplomas awarded.

Honours degree

A Bachelor's degree for which extra work (course work and/or thesis) has been completed, usually requiring an extra year of study.

Mark

(See also: Grade) The numerical result of assessments and/or examinations for a Unit of Study, which may be converted to a grade.

Pass degree

A Bachelor's degree.

Re-enrolment

The process by which continuing students enrol in Units of Study.

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:

High Distinction

A mark of 85% and above

Distinction

A mark of 75-84%

Credit

A mark of 65-74%

Pass

A mark of 50-64%

Terminating Pass

Whereby the student is deemed to have completed Unit requirements, but is not permitted to re-enrol in order to attempt to achieve a higher grade.

Fail

A mark of less than 50%

Withdrawn

This is the same as if the candidate had not enrolled in the course concerned. Although the University has a record of the withdrawal, the course and result will not appear on the official academic transcript. There is no HECS liability either. In order to have a course recorded as 'withdrawn', notice must be given by the candidate to the Faculty office on or before the deadline. Refer to the section on degree regulations.

Discontinued with Permission

This does not count as an attempt at the particular course, but does appear on the candidate's academic record. A candidate may have enrolment recorded as 'discontinued with permission' where: (1) notice is given to the faculty office on or before the deadline or; (2) after the deadline, evidence is produced of serious illness or misadventure. Refer to the section on degree regulations for deadlines. Discontinuation with permission does not mean that the student's progress is considered to be satisfactory.

Discontinued

This counts as an unsuccessful attempt at the course concerned and appears on the candidate's academic record. Where notice is given after the deadline for 'discontinued with permission' but before the last day of lectures for the course, the result is 'Disc.'. Refer to the section on degree regulations for deadlines.

Absent Fail

If the candidate misses the deadline for 'discontinued' and does not sit the final exam, the result is 'absent fail'.

Satisfactory progress

A minimum standard of performance required for continuation of enrolment. Senate resolutions rule that if a student fails or discontinues a year of candidature or a Unit of Study more than once then he or she is ineligible for re-enrolment (see: Exclusion and Show cause). Note that some faculties may have alternative or additional requirements for satisfactory progress.

Show cause

The Faculty may require a student to show good cause why he or she may be allowed to continue in the degree or diploma

course, where requirements for satisfactory progress have not been met (see: Exclusion and Satisfactory progress).

Special consideration

The process whereby enrolled students who have experienced significant educational disadvantage may have their assessment deadlines or grades revised.

Study Vacation (Stuvac)

The week prior to the examination period in each semester, during which no classes are held.

Supplementary examination

An extra or alternative examination taken by a student who has experienced significant educational disadvantage during semester or the examination period. Note that some faculties do not offer supplementary examinations (see also: Special consideration).

Suspension of candidature

A complete break in the studies of an enrolled student, usually for a period of one year. Applications are handled by the Faculty office. (Those wishing to postpone commencement of a course need to apply for deferment, see: Deferment of enrolment).

Testamur

The document given to the graduand at graduation.

Thesis

A substantial piece of written work (sometimes called a dissertation) by a student, normally a candidate for an Honours degree or a higher award (such as Master's degree or PhD).

Weighted Average Mark (WAM)

A numerical expression of a student's performance throughout his or her degree program, usually assigning more 'weight' to Senior or Honours years. Note that the WAM calculation may differ for purposes such as eligibility for various scholarships and will vary from faculty to faculty.

Index

This index provides a convenient way to find units of study, course requirements, regulations and other information listed in the Board of Studies in Social Work handbook. All units are listed twice: by name and unit code. (Please note that names of units of study in this index are truncated after 52 characters.)

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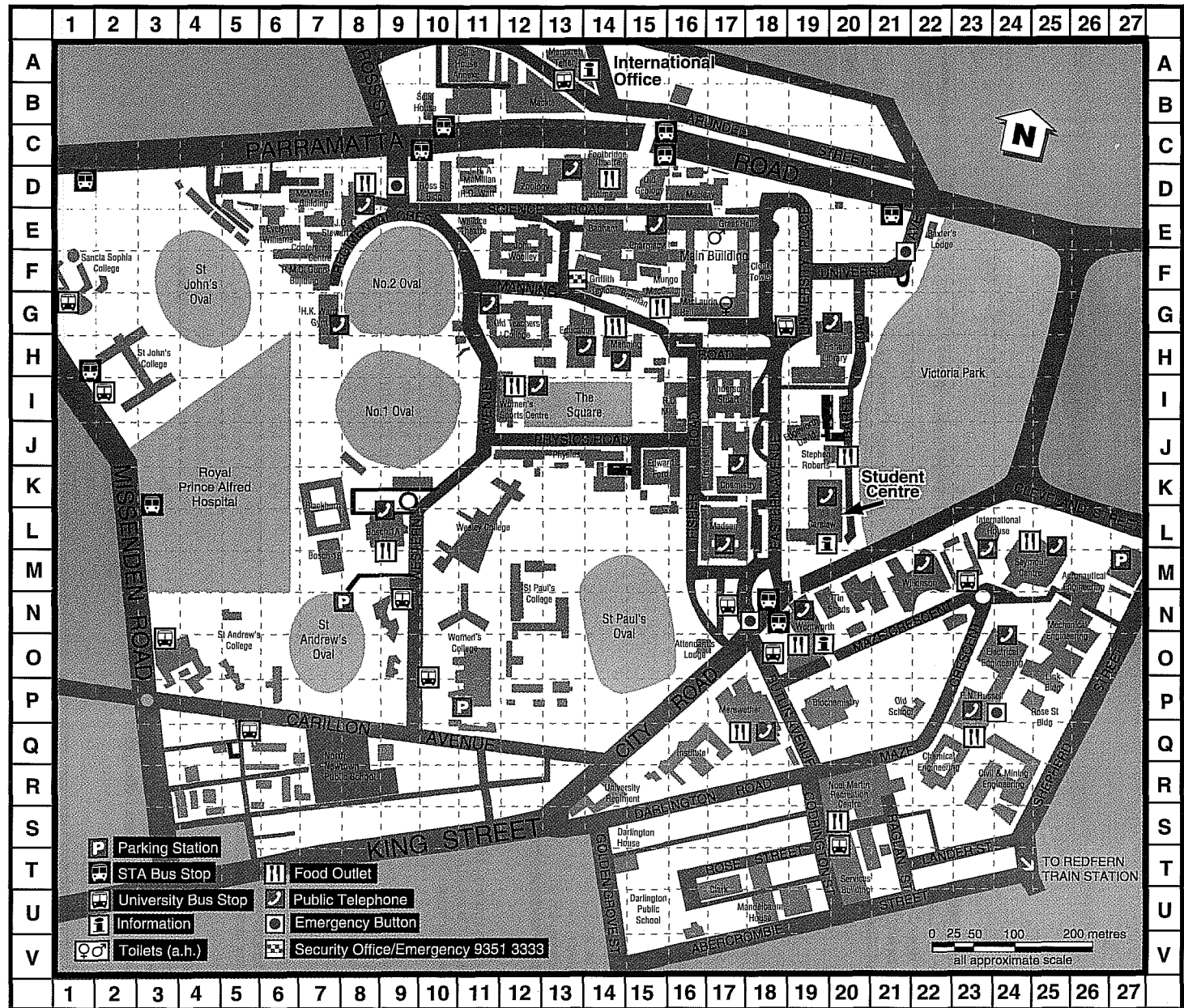
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