



The
University
of Sydney

'09

Nursing and Midwifery

handbook 2009



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Acknowledgements



The Arms of the University

Sidere mens eadem mutato

*Though the constellation may change
the spirit remains the same*

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Official course information

Faculty handbooks and their respective online updates along with the *University of Sydney Calendar* form the official legal source of information relating to study at the University of Sydney. Please refer to the following websites:

www.usyd.edu.au/handbooks
www.usyd.edu.au/calendar

Amendments

All authorised amendments to this handbook can be found at www.usyd.edu.au/handbooks/handbooks_admin/updates2009

Disability access

Accessible versions of this document in Microsoft Word are available at www.usyd.edu.au/handbooks/handbooks_disability/index

Resolutions

The Coursework Clause

Resolutions must be read in conjunction with the *University of Sydney (Coursework) Rule 2000 (as amended)*, which sets out the requirements for all undergraduate courses, and the relevant Resolutions of the Senate.

The Research Clause

All postgraduate research courses must be read in conjunction with the relevant rules and Resolutions of the Senate and Academic Board, including but not limited to:

1. The *University of Sydney (Amendment Act) Rule 1999 (as amended)*.
2. The *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*.
3. The Resolutions of the Academic Board relating to the Examination Procedure for the Degree of Doctor of Philosophy.
4. The relevant Faculty Resolutions.

Disclaimers

1. The material in this handbook may contain references to persons who are deceased.
2. The information in this handbook was as accurate as possible at the time of printing. The University reserves the right to make changes to the information in this handbook, including prerequisites for units of study, as appropriate. Students should check with faculties for current, detailed information regarding units of study.

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The price of this handbook can be found on the back cover and is in Australian dollars. The price includes GST.

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Important dates

University semester and vacation dates for 2009

Summer/Winter School lectures	Dates
Summer School – December program	Begins: Monday 8 December
Summer School – main program	Begins: Monday 5 January
Summer School – late January program	Begins: Monday 19 January
Winter School – main program	Monday 29 June to Saturday 25 July
Semester One	Dates
International student orientation (Semester 1) – STABEX	Monday 16 February and Tuesday 17 February
International student orientation (Semester 1) – full degree	Wednesday 18 February and Thursday 19 February
Lectures begin	Monday 2 March
AVCC Common Week/non-teaching Easter period	Friday 10 April to Friday 17 April
International application deadline (Semester 2) *	Thursday 30 April *
Last day of lectures	Friday 5 June
Study vacation	Monday 8 June to Friday 12 June
Examination period	Monday 15 June to Saturday 27 June
Semester ends	Saturday 27 June
AVCC Common Week/non-teaching period	Monday 6 July to Friday 10 July
Semester Two	Dates
International student orientation (Semester Two) – STABEX	Monday 20 July and Tuesday 21 July
International student orientation (Semester Two) – full degree	Wednesday 22 July and Thursday 23 July
Lectures begin	Monday 27 July
AVCC Common Week/non-teaching period	Monday 28 September to Friday 2 October
Last day of lectures	Friday 30 October
International application deadline (for Semester 1, 2010) *	Saturday 31 October *
Study vacation	Monday 2 November to Friday 6 November
Examination period	Monday 9 November to Saturday 21 November
Semester ends	Saturday 21 November

* Except for the faculties of Dentistry, Medicine and the Master of Pharmacy course. See www.acer.edu.au for details.

Last dates for withdrawal or discontinuation for 2009

Semester 1 – units of study	Dates
Last day to add a unit	Friday 13 March
Last day for withdrawal	Tuesday 31 March
Last day to discontinue without failure (DNF)	Friday 24 April
Last to discontinue (Discontinued – Fail)	Friday 5 June
Semester 2 – units of study	Dates
Last day to add a unit	Friday 7 August
Last day for withdrawal	Monday 31 August
Last day to discontinue without a failure (DNF)	Friday 11 September
Last day to discontinue (Discontinued – Fail)	Friday 30 October
Last day to withdraw from a non-standard unit of study	Census date of the unit, which cannot be earlier than 20 per cent of the way through the period of time during which the unit is undertaken.
Public holidays	Dates
Australia Day	Monday 26 January
Good Friday	Friday 10 April
Easter Monday	Monday 13 April
Anzac Day	Monday 27 April
Queen's Birthday	Monday 8 June
Labour Day	Monday 5 October



2009 Faculty of Nursing and Midwifery Academic Calendar (post-registration and postgraduate)

		Sem Wks	Postgrad coursework	BN (Post-reg)	Research Students	SIM 1st Year	SIM 2nd Year	Assunta 2nd Year	
January	5								
	12								
	19								
	26								
February	2					Prep			
	9	-3				Teaching			
	16	-2		Workshops					
	23	-1						Teaching	
March	2	1	Teaching	Teaching			Teaching		
	9	2							
	16	3							
	23	4					Teaching		
	30	5							Teaching
April	6	6					Teaching		
	13	AVCC Week							
	20	7	Teaching	Teaching		Teaching			
	27	8							
May	4	9	Teaching	Teaching					
	11	10							
	18	11							
	25	12							
June	1	13							
	8	14	Stuvac						
	15		Exams	Exams		Exams	Exams	Exams	
	22				Seminars				
	29								
July	6					Teaching			
	13	-2							
	20	-1						Teaching	
	27	1	Teaching	Teaching					
August	3	2						Teaching	
	10	3							
	17	4							
	24	5						Teaching	
	31	6							
September	7	7				Teaching			
	14	8							
	21	9							
	28	AVCC Week							
October	5	10	Teaching	Teaching					
	12	11							
	19	12							
	26	13							
November	2	Stuvac			Workshops				
	9		Exams	Exams		Exams	Exams	Exams	
	16								
	23								
	30								
December	7								
	14								
	21								
	28								

How to use this handbook

What is a handbook?

The handbook is an official publication and an essential guide for every student who studies at the University of Sydney. It is an important source of enrolment information. It can also help you with more than just planning your course of study.

As a student at the University of Sydney you need to be aware of course structures and content, who your lecturers are, as well as examination procedures.

You should also become familiar with University policies and faculty rules and regulations. The handbook will supply a lot of this information.

It will also point you to places and people around the University who can help with enquiries about library loans, child care, fees, casual employment, places to eat and stay, support groups and much more.

What new students need to know

- terminology used for courses and programs of study
- semester dates and examination periods
- important contact details
- how to plan your study program
- rules and policies on assessment, satisfactory progression, honours, and so on
- what University services are available and where to find them
- how to get around campus.

At the beginning of many of these chapters there will be explanations to help you proceed further.

Where to find information

Course terminology

University terminology, such as 'credit point', 'unit of study', and 'WAM', can be found in the **Abbreviations** and **Glossary** chapters, at the back of this handbook.

Dates

The start and finish dates of semester can be found in the front section of the handbook. Summer and Winter School dates are in the General University section at the back of the handbook.

Contents and index

The comprehensive **Contents** section at the front of the handbook explains the details you'll find within each chapter.

You'll find information like:

- how and where to contact faculty staff
- how to select your units of study and programs
- a list of degrees
- detailed information on all units of study, classified by unit identifiers (a four-alpha, four-digit code and a title)
- electives and streams
- scholarships and prizes
- information specific to faculties.

The **Index** lists units of study only. It allows you to check every reference which refers to your unit of study within the handbook. It is divided into two parts, and lists units of study alphabetically (by course name) and again by course code (alphanumeric).

Colour-coded sections

- Ivory – for undergraduate courses
- Blue – for postgraduate courses

Faculty rules and regulations

Faculty resolutions are the rules and regulations pertaining to a specific faculty. They can generally be found in their own chapter, or next to the relevant units of study.

These should be read along with the University's own *Coursework Rule 2000 (as amended)* which can be found in the **Essential information for students** chapter near the end of this book. Together they outline the agreement between student and faculty, and student and University.

General University information

This is information about the University in general, rather than information specific to the faculty. This information is at the back of the book and includes, among other things:

- University terminology and abbreviations
- campus maps to help you find your way around
- Summer and Winter School information
- international student information
- student services.

Course planner

You might like to plot the course of your degree as you read about your units of study. Use the planner at the back of this handbook.

Timetables

For information about personal timetables, centrally timetabled units of study, and venue bookings, see:

www.usyd.edu.au/studentcentre/timetabling.shtml

For the session calendar, see:

<http://web.timetable.usyd.edu.au/calendar.jsp>

Students with a disability

For accessible (word, pdf and html) versions of this document, see: www.usyd.edu.au/handbooks/handbooks_disability

You can find information on Disability Services in the General University information section of the handbook. The service can provide information regarding assistance with enrolment and course requirement modifications where appropriate.

For details on registering with the service and online resources, see the Disability Services website: www.usyd.edu.au/disability

Handbook updates

The information in this handbook is current at the time of publication. Further information on University policies, such as plagiarism and special consideration, can be found on the University's website, along with official handbook amendments.

www.usyd.edu.au/handbooks/handbooks_admin/updates2009

Feedback regarding this handbook is welcome.

info@publications.usyd.edu.au



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1. Welcome from the Dean



As Dean, and on behalf of the whole faculty, I warmly welcome you to the Faculty of Nursing and Midwifery at the University of Sydney, whether as a prospective student, current student, alumnus of the faculty, professional colleague or as someone interested in who we are and what we do.

This faculty has played a very important role in the history of Nursing and Midwifery education in Australia with its

antecedent institutions being pioneers in the development of nursing and midwifery within the higher education sector.

We continue this spirit of innovation and development today with our new graduate entry Master of Nursing program and combined degree programs where you can combine an Arts, Science, Health Science or Exercise and Sports Science degree with your Master of Nursing and in four years exit with your chosen undergraduate degree, a Master's of Nursing and your eligibility to apply for registration as a nurse in NSW.

The faculty offers a full suite of programs from entry to practice, through postgraduate specialty courses at the level of graduate certificate, graduate diploma or master's degree, and on to the highest level of academic achievement, the doctorate.

The Faculty of Nursing and Midwifery is committed to becoming one of the University of Sydney's research intensive faculties and we are currently growing our research capacity and our research student training capacity. The faculty is a great place for research students with a really collegial, stimulating and supportive environment.

I strongly encourage you to browse this handbook, as well as the Faculty of Nursing and Midwifery's website (www.nursing.usyd.edu.au) to discover what course will suit you. Don't hesitate to make contact with us for more information.

I trust you will enjoy your association with the Faculty of Nursing and Midwifery at the University of Sydney and that you take advantage of the wide variety of opportunities we have to offer you as a student, a colleague nurse, midwife, or a friend of the faculty.

Professor Jill White

Dean of Nursing and Midwifery



Introduction to this handbook

This handbook provides you with information about the degrees offered by the Faculty of Nursing and Midwifery.

It contains separate chapters that deal with pre-registration (courses that lead to registration as a nurse), post-registration (courses that are designed for registered nurses to upgrade their qualifications from certificate and/or diploma to bachelor's degree level), postgraduate coursework studies for registered nurses, health services management and research degrees.

In all of the above cases you will be able to find the units of study you need to complete a degree and in many instances, the order in which you need to study the units.

There is also a specific chapter which deals with the rules and regulations that govern each of the degrees and under which decisions about your study may be made. These include faculty and Senate resolutions.

For ease of use this handbook is colour-coded and separated into three sections; the undergraduate chapters are ivory, the postgraduate chapters are blue, and degree resolutions and faculty policies are white.

To learn more about the course you have enrolled in or wish to enrol in, you should go to the chapter which best describes your circumstances. You are also strongly encouraged to read Chapter 4: Guide for Students, which contains important information that will help you throughout your study.

In addition to the above information the handbook may be used to learn more about the staff of the faculty and their research interests, general information about clinical requirements, both off-campus and in the laboratories, specific faculty dates, which may vary from those published by the University, and other information about faculty operations.

Semester dates 2009

Refer to the important dates section in this handbook for the Faculty of Nursing and Midwifery 2009 academic calendar, or visit the faculty website at www.nursing.usyd.edu.au.

2. History of the Faculty of Nursing and Midwifery

Nursing education

Prior to 1983 the majority of nurse education within Australia was conducted by hospital-based, or hospital-affiliated, schools of nursing and was of an apprenticeship nature. This education was the responsibility of the Minister(s) for Health and, within each state, a statutory authority was established with specific powers and responsibilities for nurse education.

In New South Wales this authority is the Nurses Registration Board of New South Wales which was, and still is, responsible for setting educational standards for nursing programs and maintaining a register of qualified nurses. Until 1983, at the individual hospital level, responsibility for nurse education was shared by the hospital administration including the then Matron (Director of Nursing).

Throughout the late 1960s until 1983 the nursing profession, both in New South Wales and across Australia, was subjected to investigation by a plethora of expert committees which examined numerous aspects of nursing, including educational preparation.

The reports of these committees were widely circulated and discussed both inside and outside of the nursing profession. These reports provided an important stimulus for change to nursing and to the educational preparation of nurses.

There were, however, a number of other factors that helped to accelerate the rate of change. Important among these were the growing militancy of nurses to obtain improved wages and conditions and the problems created by attempting to improve nurse education within the existing framework.

The changing role of the nurse as well as the developments taking place in nursing and nurse education internationally also contributed to this change. General social factors, including the role of women and the increased general education of the population, as well as increasing cohesiveness between the various nursing organisations across Australia were also important contributing factors.

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

This education would then be the responsibility of the Federal Minister for Education. The full transfer of nurse education into this sector was to be completed by 1993.

The Faculty of Nursing

The transfer of basic nurse education into the higher education sector ultimately led to the formation of the Faculty of Nursing within the University of Sydney in 1991.

This faculty developed from two previous nursing groups within the college of advanced education sector; the School of Nursing, Cumberland College of Health Sciences, and the Institute of Nursing Studies, Sydney College of Advanced Education.

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

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

From 1994 to 2004 the Faculty of Nursing offered a full range of courses at the undergraduate and graduate levels. Undergraduate courses included the Bachelor of Nursing (Pre-Registration), a conversion Bachelor of Nursing (for registered nurses), a Bachelor of Nursing (Honours), and starting in 2000, the faculty introduced the first of a series of combined undergraduate degrees.

A range of graduate specialty clinical coursework awards and research degrees including the Master of Philosophy (Nursing) and a Doctor of Philosophy were offered by the faculty.

The faculty made a further step in its continuing development and growing strength when it began to consolidate onto the Mallett Street campus in 2000. From 2000 no new students enrolled at the Cumberland campus.

This process was completed at the end of 2001. This change enabled the Faculty of Nursing to strengthen and develop further its range of courses and its research profile.

The Faculty of Nursing and Midwifery

During 2004 a number of major decisions were made about the future profile of the Faculty. Among these was a change of name to the Faculty of Nursing and Midwifery, the disestablishment of departments and the phasing out of undergraduate courses to become, over time, a specialised postgraduate, post-registration and graduate entry faculty with a greater focus on research.

The faculty introduced a new range of pre-registration degrees including the Master of Nursing, a two year graduate entry program, a number of combined degrees and a revamped postgraduate coursework program.

The Faculty of Nursing has close affiliations with the health care sector, in particular, Central Sydney Area Health Service, the Northern Sydney Area Health Service, the South Eastern Sydney Area Health Service, and Western Sydney Area Health Service.

The faculty continues to develop close links with the health care service sector for the continuing education and professional preparation of nurses, the clinical practice of nursing and research.



3. Guide to the faculty

Faculty contact details

Street address:

88 Mallett Street
Camperdown NSW 2050

Postal address:

Faculty of Nursing and Midwifery
Building M02
University of Sydney
NSW 2006 Australia

Telephone:

General enquiries: +61 2 9351 0693
Toll free (within Australia): 1800 628 518

Email: fon@nursing.usyd.edu.au

Website: www.nursing.usyd.edu.au

Centres and units

Nursing History Research Unit

Director: Emeritus Professor R Lynette Russell
Phone: +61 2 9351 0696
Fax: +61 2 9351 0508

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

Centre for Midwifery and Nursing Research

Royal Prince Alfred Hospital Women & Babies and Faculty of Nursing & Midwifery
Contact: Dr Sandie Bredemyer
Phone: +61 2 9351 0824

This collaborative centre was established in 2005 to foster research, education and support clinical practice in the areas of women and neonatal health.

Bringing together nurses and midwives from clinical, academic and community settings, the centre aims to improve the care for women and babies, and support the development of the profession.

Faculty Resolutions and tables of units of study appear in the relevant faculty handbook: <http://www.usyd.edu.au/handbooks>

Constitution of the Faculty of Nursing and Midwifery

1. The Faculty of Nursing and Midwifery shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, lecturers, associate lecturers, research fellows, postdoctoral and postgraduate fellows who are full-time or at least half-time members of the academic staff and who are on continuing or fixed term appointments (of at least two years);
 - 1.2 the Dean, or a nominee of the Dean, of each of the Faculties of Arts, Health Sciences, Medicine, Pharmacy and Science;
 - 1.3 the Faculty Manager who shall act as Faculty Secretary;
 - 1.4 the Librarian of the Mallett Street library;
 - 1.5 five students, one each from the following categories; Master of Nursing (Graduate Entry); combined degrees; Bachelor of Nursing (Post-Registration); postgraduate coursework degrees; and postgraduate research elected in the manner prescribed by resolutions of Senate;
 - 1.6 up to five members of the nursing profession who have appropriate associations with the work of the Faculty, appointed by the Faculty on the nomination of the Dean;
 - 1.7 up to four persons, being members of the general staff employed by the Faculty of Nursing and Midwifery having a close and appropriate association with the Faculty's work of teaching and research, to be appointed by the Dean.
2. A person appointed in accordance with sections 1.6 or 1.7 shall hold office for a period of two years unless otherwise specified at the time of appointment and shall be eligible for reappointment.



Faculty staff

Except where stated, qualifications are from the University of Sydney.

Dean

Professor Jill White RN RM BEd SCAE MEd PhD *Adelaide*
AssocDipNEd *Cumb*

Executive Assistant to the Dean

Clare Iglesias

Associate Dean

Research

Kate White RN MN ACU PhD CertOnc CertPall, FRCNA FCN (NSW)

Note: Holders of the following positions to be confirmed for 2009

Associate Dean (Learning and Teaching)

Directors

Director of Postgraduate Advanced Studies
Director of Pre-Registration Programs MN and Undergraduate
Director(s) of International Programs
Director of Research Development
Director of Research Student Matters

Coordinators

Coordinator - Cancer Nursing
Coordinator- Mental Health
Coordinator - Emergency/ICU
Coordinator - Health Services Management
Coordinator - Primary Health Care
Coordinator - Clinical Practice

Quality Advisor

Advisors

Master of Nursing Year 1 & 2 Advisor
Combined degree Advisor (Arts/Science)
Combined degree Advisor (Health Science & Ex. Sp. Sc.)
Bachelor of Nursing Pre-Registration
Indigenous Health Advisor

Professors

Mary Chiarella RN RM LLB (Hons) PhD (UNSW) Dip N.Ed (Dist), FCN
FRCNA

Jocalyn Lawler RN CertOpThNursing AssDipNursEd *Armidale CAE*
BSocSc MEd(Hons) *UNE* PhD *UNSW*, FCN(NSW) FRCNA

Trudy Rudge RN(NZ) RMHN(NSW) BA(Hons) *Adelaide* PhD *La Trobe*

Jill White RN RM BEd SCAE MEd PhD *Adelaide* AssocDipNEd *Cumb*

Kate White RN MN ACU PhD CertOnc CertPall, FRCNA FCN(NSW)

Associate Professors

Maureen Boughton RN RM BEd(Nursing) *UNE* PhD M'CraftCert
DipNursEd ADCHN, FRCNA MACM

Kim Foster RN BN *NEMA Deakin* PhD *Griff* DipAppSc, RPN FACMHN
MRCNA

Sandra H West RN RM BSc PhD *Macq* IntCareCert, FRCNA

Senior Lecturers

Kate Curtis RN PhD Grad Dip Crit Care Ms Nurs(Hons)

Murray Fisher RN BHlthSc(Nursing) *UTS* MHPEd *UNSW* IntCare Cert
DipAppSc(Nursing) CCES PhD, MRCNA

John Grootjans RN PhD MSc(Social Ecology) GradDip(Adult Education
Nursing) BAppSc(Advanced Nursing)

Lillian J Hayes RN BA MPH PhD DipEd(Sec) DipEd(Nursing) *SCAE*

Heather McKenzie RN BA(Hons) PhD *UNSW*

Andrea Marshall RN BN MN(Res) PhD IC Cert Grad Cert Ed Studies
(Higher Ed), MRCNA

Jo Patching BN BA (Psych) MLitt (Psych) *UNE* PhD

Sue Ronaldson RN DipNEd BSc(Hons) PhD, FCNA

Lecturers

Maureen Ahern RN BA MHP *UNSW*, RCNA

Vicki Bradford RN MIndig Hlth Studies *W'gong* GradDiplndHlth Studies

Lynne Brown RN BHSc(Nursing) *CSturt* MN(Honours) *UWS*

Hilary Gatward RN RM BN MN NeolntCareCert, MRCM

Jennifer Green RN ClinNursStudies ADNE *Armidale CAE*
BEd(Nursing) MA(Ed) *Macq* PhD IntCareCert DipTeach(Nursing)
Armidale CAE

Lynda Holden RN CM BA/LLB *UNSW* GradDip Midwifery [[i]]UWS
Certificate in General Nursing *Qld*

Susan Jones RN RM PaedNursCert PhD BA, MCN *UNSW*

Fung Kuen (Tebbin) Koo RN BHS(Nurs) *UWS* MPH *W'gong*
MEd(Health Ed) PhD

Elizabeth Leonard RN BHlthSc(Nursing) *Newcastle(NSW)*
MN(Critical Care) MNP *Newcastle (NSW)*

Michelle Maw RN IntCareCert CertNeuroNursing BN(HlthSc)
GradDipEd *UNE* MEd, MRCNA

Jem Masters RN RSCN UK CertMHlth MMgt GradDipNMgt *UTS*

Stuart Newman RN IntCare Cert BEd(Nursing) *UNE* MHlth(Admin)
UNSW

Marilyn Orrock RN RM DipNurseEd MHA *UNSW* BA *UNEDNE ACAE*,
FRCNA AFCHSE

Moir Stephens RN MSc BSc (Hons) Cert Onc Cert HIV DPSN PG
Cert Ed

Alexander Wright RN RM BA *UNE* MAppSc(Res), MRCNA

Education and Quality Advisor

Melinda Lewis MHlthScEd BAppSc(MRA) *Cumb*

CI Early Career Development Fellow

Cannas Kwok BHlthSc(Nurs) *UWS* MPH *W'gong* MEd(HlthEd) PhD

Honorary Appointments

Emeritus Professor

R Lynnette Russell AO, RN CM BA PhD *Newcastle(NSW)* DNE
NSWCN, FCN(NSW) FRCNA MACE

Honorary Professor

Noeline Kyle BA (Hons) PhD *Newcastle(NSW)*

Honorary Clinical Associate Professors

Sandra Bredemeyer OAM, RN RN PhD, FCN

Michelle Cleary PhD MHSc BHSc, RMHN RW

Janice Gullick RN BFA MArt PhD, CFCN

Mary Ryan RN RM PhD BN(Hons) Onc Cert

Honorary Associate Professor

Les Higgins BA MLitt *UNE* MEd PhD

Honorary Senior Lecturers

Cheryl Hyde MN BEd(Nurs) DipTeach(Nursing) Nephrology Transplant
Cert. Gen Obst Nurs Cert.

Honorary Clinical Senior Lecturers

Michele Carey RN CM MN Post Grad Dip Palliative Care Onc Cert

Keith Cox NP General NursingCert OncCert

Kate Griew RN RM MHSc(HIV Studies)

Jennifer King RN BA(Hons)

Margaret Murphy RN MastHealthEd Grad Dip Health RMHN ICU Cert

Kathryn Nattress RN BSc MSc(MedSci)

Shelley Reid RN RM BAppSc BA Postgrad Dip

KathleenRyan RN Cert Coronary Care Bed (Nursing) Med(Adult Ed),
FAAQHC AFACHSE

Maureen Ryan RN BA (Psychology, Anthropology, Education), MPH

Timothy Wand RM RN MN DipAppScience Grad Dip Mental Health

Honorary Clinical Lecturers

Gaye Hudson RN RM, AECAne Mellon RN BN

Peta McVey Grad Cert MN Grad Dip Oncol

Anne Mellon RN BN

Toby Raeburn BN

Tang Wai Tang

Honorary Associates

Jennifer Blundell RN BAppSc PhD DipEd

Shea Caplice RN RM FamilyPlanningNursePracCert GradDip(IndPrac)

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

Margaret Evans RN RM BHlthSc *CSturt* MHP *UWS*

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

Margaret Martin RN RM BA *UTS* AssDipNurseEd *UNE*

Ruth Rae RN BA MLitt *UNE* PhD DipCD

Kathryn Weyman RN MN GradDipPallCareNursing *UTS*
OncNursingCert *NSW College of Nursing*

Honorary Research Fellow

Michelle Travers RN MA PhD

Our faculty is always adding to our expertise in Nursing and Midwifery.
Please refer to our website (www.nursing.usyd.edu.au) for the most
up-to-date listings of our honorary appointments.

Professional staff**Faculty Manager**

Kylie Mayes AssDipBus BBus *USQ*

Faculty Accountant

Sunil Bhandarkar ACA *India*, CPA

Nursing Student Services**Manager**

Sarah Brown BA/LLB *Macq* DipBus *Frontline Management*, JP

Assistant Manager

Kate Lee BA *Korea* MEd(TESOL), NAATI

Administrative Assistants

Penny Andreou

Lynn Chen BA MA(TESOL) *UNSW*

Susanne Norton

Clinical Staff**Clinical Education Manager**

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

Clinical Education Administrative Assistant

Natalie Lindeman

Clinical Laboratory Manager

Elvia Macchione BMedSci (Hons) PhD

Clinical Laboratory Assistants

Annette Hill RN ICU Cert BBus, JP

Margaret Lena RN

Carol Shineberg RN

Academic and Learning support**Administrative Officer**

Debbie Guilloud JP

Administrative Assistant (Indigenous Students and Academic)

Neil Holden

Publications and WebCT

Simon Brown

Professional Development and International Relations Office

Nada Dunda BN *SAust* AssDipArt *SIT*

Research support**Senior Research Co-ordinator/Project Manager**

Natalie D'Abrew BA(Psych) (Hons) *ECU*

Research Support Officer

David R Hopkinson BA (Hons) *Lond*

Indigenous Research Project Officer

Kim Burke BA *Newcastle (NSW)* CertIndigenousLeadership *AILA*
Canberra

Biostatistician

Judith Fethney MA

Library Services**Coordinator Library Services/Faculty Liaison Librarian**

Jacquelyn Haas BA *ANU* GradDipLIM *Canberra*, AALIA

Faculty Liaison Librarian

Isabelle Raisin BA(LIS) *CSturt*

Senior Library Technician

Patricia Eagan

Electronic Reserve

Erin Whitney

Inter-Library Loans

Troy Mutton AssocDipArts(LibPrac)

Library Assistants

Padmaja Belapurkar

Sirin Iub-Ubolkeao

Audrey Furney

Research interests of academic staff

The following is a brief summary of the main research and teaching interests of the academic staff of the Faculty of Nursing and Midwifery.

Dean and Professor

Jill White: Professional regulation (registration and accreditation), health services management, new models of care including models of primary health care, nursing and midwifery practice.

Emeritus Professor

R Lynette Russell: History of nursing and nursing education; comparative aspects of nursing and nursing education.

Professors

Mary Chiarella: Regulatory and professional conduct issues in nursing and midwifery; legal and ethical issues in end of life care; legal, ethical and policy issues in relation to scope of nursing practice and innovative models of health care delivery.

Trudy Rudge: Sociology of health and illness, critical policy analysis, ethical issues in nursing practice, technology and nursing practice, embodiment.

Kate White: Psychosocial research related to cancer and palliative care, rural health, sexuality, breast cancer and quality of life of cancer patients and their families.

Associate professors

Maureen Boughton: Women's health and midwifery; menopause, in particular premature menopause (PM) experience and fertility issues (specifically PM following cancer treatments); midlife nurses and shiftwork (menopause impact); qualitative methodologies, particularly phenomenological methodologies, grounded theory, ethnography, case study; embodiment and experience; research projects which endeavour to enhance the learning experience of students.

Sandra West: Shiftwork tolerance - women's experiences of shiftwork & implications for an aging workforce; The (re)organisation of nursing work; biologically based exploration of clinical nursing practice, Nursing management of sleep in aged and acute-care settings. Development of research cultures within clinical environments.

Academic staff

Maureen Ahern: Professional issues; pain management; nursing issues.

Vicki Bradford: Health service provision for Aboriginal people, Aboriginal workforce including career pathways for Aboriginal and Torres Strait Islander people, cultural respect.

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

Kate Curtis: Emergency and trauma nursing, models of trauma care, trauma systems, financial aspects of trauma care delivery, patient outcomes.

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

Hilary Gatward: Midwifery care; women's health issues; and pet therapy.

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

John Grootjans: Indigenous health education underpinned by equity and human rights; sustainability and nursing; ecological aged care.

Lillian Hayes: Community nursing; cancer and palliative care; socio-economic differentials in health; severe marginalisation and nursing.

Lynda Holden: Law: social justice and cultural safety in nursing practices; legal and professional issues for nurses in community health facilities; legal rights over one's body in end of life decisions. Education: equity in educational opportunity. Mental Health: the impact of modernisation of society on our mental health; the impact of negativity through visual and auditory medians on the mental health of society.

Susan Jones: Paediatrics, especially neuroscience nursing and professional-family relations; qualitative research especially Grounded Theory and the NUDIST computer analysis program.

Fung Kuen (Tebbin) Koo: Health, cultural and social issues of older Chinese migrants.

Cannas Kwok: Breast cancer experience and survivorship; cancer screening behaviours in the Chinese Australian community.

Melinda Lewis: Curriculum development and curriculum evaluation; enhancing creativity in the teaching and learning experience; medical humanities; eLearning.

Heather McKenzie: Sociology of health, illness and suffering; sociology of emotions; community nursing; cancer care; qualitative research methodology; social theory; the interface between institutions of health care and consumers; politics of nursing.

Andrea Marshall: Research interests include: enteral feeding, information use, critical care nursing education, recovery following critical illness, sedation, decision making.

Jem Masters: Paediatric mental health, emergency mental health, first line medical management at mass gatherings, aggression management and health service management.

Michelle Maw: Critical care nursing; clinical supervision and nurse education.

Stuart Newman: Health services management; men's health and illness experiences; nursing and nursing knowledge; the management of nurses and nursing work in contemporary health care organisations; health care reform and the impact on nurses and nursing.

Marilyn Orrock: Health services management, public health management and nursing administration.

Jo Patching: Eating disorders; obesity and body image; body products; life history research.

Sue Ronaldson: Geriatric nursing; aged care; spiritual health; care of confused older adults; physiology of ageing; palliative care in residential aged care settings.

Moir Stephens: Experience of illness, haematology & cancer nursing and illness experience, haematology nursing practice, virtual learning communities.

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

4. Guide for students

Section 1 - Information about the faculty

Key contacts

Nursing Student Services

Nursing Student Services is often the first point of contact for students for a range of reasons including general enquiries, course application and enrolment, unit variation, assignment submission, graduation and making a variety of applications throughout the course of your enrolment. The Nursing Student Services team is available for in-person, telephone and email enquiries.

Contact details

Nursing Student Services
Ground floor of Building C
Mallett Street Campus

General enquiries: +61 2 9351 0693
Toll free: 1800 628 518
Email: fon@nursing.usyd.edu.au
Website: www.nursing.usyd.edu.au

Business hours:

Monday to Friday, 9am-5pm

Counter hours:

Monday to Thursday: 10am to 4pm
Friday: 10am to 1pm

Office hours are extended during the first two weeks of each semester.

Nursing Library

The Nursing Library is part of the University of Sydney Library network and is located at the Mallett Street campus. It provides access to books, periodicals, audiovisual materials, databases and course readings to support the faculty's courses.

Contact details

Nursing Library
Second floor of Building A
Mallett Street Campus

General enquiries: +61 2 9351 0541
Email: nursing@library.usyd.edu.au
Website: www.library.usyd.edu.au/libraries/nursing

Semester business hours:

Monday to Thursday: 9am-7pm
Friday: 9am-5pm

Note: business hours vary during semester vacation

More information about the Nursing Library's services can be found further on in this chapter.

Nursing Clinical Laboratory

Opening hours: independent practice

Students are encouraged to book the labs for independent practice time. Lists of times when labs are available for independent practice are posted on the noticeboard outside the lifts.

The Nursing Clinical Laboratory is on the second floor of Building C. More information on the laboratory can be found later in this chapter.

Key responsibilities – staff and students

The Dean Professor Jill White

The Dean of the Faculty of Nursing and Midwifery is responsible for the management of the faculty and for providing academic leadership and overseeing the faculty's courses. The Dean is the major link between the faculty and other parts of the university, other universities and the nursing profession.

Associate Dean Research Professor Kate White

The Associate Dean (Research) is responsible for initiating, supporting and expanding research and innovation initiatives in the faculty. From their strategic leadership role, the Associate Dean (Research) develops research performance and capacity and they have oversight of the faculty's higher degree research students.

Position holders for the following positions for 2009 are to be confirmed.

The Associate Dean (Learning and Teaching)

The Associate Dean (Learning and Teaching) is focused on creating an environment that promotes both courses of study and teaching and learning opportunities aligned with university and faculty plans and strategic priorities, fostering excellence and innovation in teaching and learning and achieving successful outcomes for the faculty and university. The Associate Deans report directly to the Dean.

Quality Advisor

The position holder will work collaboratively with the Associate Deans and Directors/Coordinators to facilitate ongoing review of units taught by the faculty and a whole-of-course approach to the integration of blended learning. The Quality Advisor reports directly to the Associate Dean (Learning and Teaching).

Indigenous Health Advisor

The Indigenous Health Advisor provides advice on strategies around education and policy relating to Indigenous health matters and provides support to indigenous students. The Indigenous Health Advisor reports directly to the Dean.

Directors

Directors collaborate with the Associate Deans to develop, implement and review strategies relating to curriculum and student experience.

Director Pre-Registration Programs

The Course Director Pre-Registration Programs implements, oversees and manages the faculty and University's policies and procedures for the Master of Nursing (pre-registration) and Bachelor of Nursing (pre-registration) programs from course enquiries, enrolment, student progression to graduation.

Director Postgraduate Advanced Studies

The Director Postgraduate Advanced Studies implements, oversees and manages the faculty and University's policies and procedures for the faculty's postgraduate programs from course enquiries, enrolment, student progression to graduation.

Directors of International Programs

The Directors International Programs have primary responsibility for internationalising the faculty's existing programs and exploring further opportunities. The Director of Singapore and Malaysia also oversees matters relating to student and course management for the Bachelor



of Nursing (Post Registration) on and off campus. These directors report directly to the Associate Dean (Learning and Teaching).

Director of Research Development

The Director of Research Development is proactive in increasing research capacity and performance across the faculty. This position will identify and facilitate links between university and local, national and international research bodies seeking to enhance the research profile.

Director Research Students

The Director Research Students implements, oversees and manages the faculty and University's policies and procedures for the Faculty's research programs from course enquiries, enrolment, student progression to graduation.

Coordinators Postgraduate Advanced Studies

The faculty has a number of coordinators that will be actively involved in student recruitment, student enrolment and progression, course development and linking with relevant industry and professional bodies. These coordinators will manage student's candidature through the implementation of faculty and University policies and procedures, including Academic Honesty, special consideration, assessment extension, and Students at Risk.

The faculty has a coordinator for each of the following key areas:

- Cancer Nursing
- Mental Health
- Emergency Nursing and Intensive Care
- Health Services Management
- Primary Health Care

Advisors MN and Combined

The faculty has a number of advisors that provide direct support and guidance to students on enrolment and progression matters. The advisors report directly to the Director Pre-Registration Programs, and the faculty has an advisor for each of the following key areas:

- Year 1 and 2 of the Master of Nursing
- Combined Degrees for Arts and Science
- Combined Degrees for Health Science and Applied Science (Exercise and Sports Science)
- Bachelor of Nursing (Pre-Registration) 2009 only
- Clinical Practice Coordinator

Unit of study coordinators

A unit of study coordinator is responsible for the overall running of a unit of study and usually participates in the group teaching of that unit.

Lecturers

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

Nursing Student Services

The Nursing Student Services team provide a high level of service to students on a range of matters including general enquiries, progression, graduation and completion.

Clinical Education

The Clinical Education team is responsible for the coordination and communication of clinical placements.

Clinical Laboratories

The Clinical Laboratory team is responsible for setting up of practical classes and accessing practice rooms.

Students

Students are responsible for ensuring that they:

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

The Mallett Street campus

This campus has two main buildings: Building A and Building C.

Building C is the central building (where the main entrance to the faculty is located). The following is a brief description of each floor.

- Ground floor - Nursing Student Services, Precinct Officer's desk and lecture theatre BG.01
- Level 1 - Nursing History Research Unit, tutorial rooms and student common area
- Level 2 - Clinical laboratories and the Nursing Library
- Level 3 - Lecture theatre (C3.01) and tutorial rooms
- Level 4 - Staff offices
- Level 5 - Faculty management and administration

Building A mostly contains staff offices and can be reached by taking the lift in Building C to the required floor, then continue to turn hard right. This will take you to a ramp that links both buildings. Staff offices are located on levels 3, 4 and 5.

Locating a room

Each lecture theatre, tutorial room and office has a designated number. If you are looking for room C3.01 for example, it is located in Building C, level 3 and room number 1.

The Nursing Library

The University of Sydney Library is a network of many libraries across several campuses. Information about library services, as well as access to electronic services are available from the library website: www.library.usyd.edu.au/about.

The library provides high quality information services and resources to support students and staff in all academic and research programs and service units of the University. For example, you can:

- search the catalogue to access e-journals and e-books 24 hours a day, seven days a week
- access most databases and e-journals off-campus, when and where you need them
- email a Faculty Liaison Librarian via the 'Ask a Librarian' service - your questions will be answered within 48 hours
- use the e-reserve service to access high demand journal articles and chapters of books online
- as a postgraduate student or staff member, use the document delivery service to get journal articles and books not held in the collection.

Off-campus library access

To use the library from an off-campus location, you need access to the internet. Many of the journals held by the University of Sydney Library are now held in electronic form, and you can access these from your own computer using the online catalogue: <http://opac.library.usyd.edu.au>.

When on clinical placement in a hospital you can access all electronic resources available via the library website with your Unikey login.

Postgraduate students: your Faculty Liaison Librarian can visit you at the hospital to assist with literature searching or bibliographic management.

Literacy and information classes

You can learn more about how to use databases and find electronic journals by attending one of the classes given by the Nursing Library. Information skills classes are held regularly at the Nursing Library and upcoming class information can be found in the Nursing Library subject guide: www.library.usyd.edu.au/subjects/nursing.

Individual research consultations are available by appointment. Off-shore students will learn how to access this information during orientation sessions.

Transport and parking

The Faculty of Nursing and Midwifery is easily accessible by public transport and is located a short distance from Sydney's CBD and Central Station where buses regularly depart. The following buses travel along Parramatta Road to the Mallett Street intersection: 435, 436, 438, 440, 483, 413.

If travelling by train, the closest station is Newtown. From King Street the quickest route is to turn left into Church Street, then left onto Salisbury Road, and then take the first right into Mallett Street.

If travelling by car note that parking inspectors frequent the area. You are therefore advised to use public transport where possible.

UniSafe - personal safety tips

Safety on campus is paramount. University Security provides personal safety information to students at the following Unisafe website: www.facilities.usyd.edu.au/security/unisafe.shtml. You will find tips on personal safety, taking public transport, security shuttles and where to go for help.

First aid

In a situation requiring first aid, the nearest first aid officer should be contacted. There is a first aid kit in every building on the Mallett Street campus, usually located in kitchens or clinical laboratories. Each kit is clearly marked with alternate kit locations and the nearest First Aid Officer. A list of current first aid officers and their contact details can be found on each floor near the elevators.

The nearest public hospital accident and emergency department is at the Royal Prince Alfred Hospital on Missenden Road.

University of Sydney services

Services for students include the Accommodation Service, Careers Centre, Casual Employment Service, Counselling Service, Disability Services and the Learning Centre. See 'General University information' in this handbook for more details.

Section 2 - your student experience

Graduate attributes

The University of Sydney has a policy that sets out the generic attributes of graduates of the University. Generic attributes go beyond the disciplinary expertise (competencies) or technical knowledge that has traditionally formed the core of many university courses and describe the qualities that equip graduates for their role in society and the workplace.

The University has identified three overarching graduate attributes, which reflect the research-intensive nature of the University, its scholarly values in relation to research-led teaching, and the place of its graduates in a global society. These attributes are:

1. Scholarship: an attitude or stance towards knowledge
2. Global citizenship: an attitude or stance towards the world
3. Lifelong learning: an attitude or stance towards themselves.

Each of these overarching attributes can be understood as a combination of five overlapping clusters of skills and abilities developed in disciplinary contexts.

In line with the Academic Board's policy delineating the generic attributes of graduates of the University of Sydney, the Faculty of Nursing and Midwifery has a set of contextualised graduate attributes, developed in consultation with internal and external stakeholders. Each unit of study outline includes material that underlies the significance of the faculty's graduate attributes. These attributes will assist graduates of the faculty in their working and professional life and are outlined below.

Research and Inquiry

Graduates of the Faculty of Nursing and Midwifery will be able to create new knowledge and understanding through the process of research and inquiry. They will:

- value research and its contribution to the development of nursing and improved standards of care
- critically evaluate existing nursing knowledge and recognise the limitations of that knowledge
- have an informed respect for the principles, values and boundaries of their own nursing knowledge
- use the most current nursing research as a guide to decision-making in all nursing practice settings, and
- exercise critical thinking to foster new understanding.

Information Literacy

Graduates of the Faculty of Nursing and Midwifery will be able to use information effectively in a range of contexts and they will:

- recognise the need for, and have the ability to undertake life-long learning
- understand the extent of information needed for professional nursing practice
- understand the legal, economic, social, cultural, professional and contextual issues for nursing
- use contemporary media, technology, library and relevant databases to access and manage information, and
- have the capacity to evaluate information and the reliability of its sources.

Personal and Intellectual Autonomy

Graduates of the Faculty of Nursing and Midwifery will be able to work independently and in a sustainable way that is informed by openness, curiosity and a desire to meet new challenges. They will have:

- the ability to restore as much health as desired or possible following an illness, trauma or other health crisis
- the ability to support and work therapeutically with patients and families who have acute, chronic, terminal or untreatable illnesses
- an awareness that the roles of the registered nurse includes accountability, acceptance of trust from others, and acceptance of the responsibility that is embedded in the nursing role, and
- a commitment to continuing professional development and evaluation of personal values.

Ethical, Social and Professional Understanding

Graduates of the Faculty of Nursing and Midwifery will hold personal values and beliefs consistent with their role as responsible members of local, national, international and professional communities. They will:

- have an awareness and understanding of the impact of socio-cultural factors on the health of individuals
- understand the relationship between ethics and good patient care as clinical decisions directly affect the dignity, welfare and well-being of patients
- be able to ethically justify their decisions, interventions and actions
- be able to respond to the ethical implications of practice in appropriate and meaningful ways
- protect the rights of individuals and groups in relation to health care, and
- demonstrate commitment to sensitive, compassionate, human and professional behaviour.

Communication

Graduates of the Faculty of Nursing and Midwifery will recognise and value communication as a tool for negotiating and creating new understanding, interacting with others, and furthering their own learning. They will:

- have the ability to communicate nursing knowledge effectively to patients, families, colleagues and other health care professionals
- be an empathic listener to the worries of patients, their families and friends and can respond effectively
- manage effectively the nursing care of individuals and groups by appropriate organisation and/or delegation, and
- collaborate and cooperate with other members of the health care team.

Section 3 - important things you need to know about your enrolment

Attendance and participation requirements

Each unit of study has attendance requirements which students are required to meet. Students who are absent without good cause may not be eligible to achieve a minimum grade of Pass.

The Faculty of Nursing and Midwifery resolutions (found in the Handbook outline under 'Attendance requirements'), states that if a student is absent without leave for more than 10% of classes in a particular unit of study in any one semester, the Dean may call upon them to show cause as to why they should not be deemed to have failed that unit of study.

Illness or misadventure

The faculty recognises that illness or misadventure can prevent students from meeting attendance requirements. Students have a responsibility to communicate (by telephone or email) with the Unit of Study Coordinator promptly if they anticipate or experience any difficulty meeting these requirements.

Illness or misadventure must be documented. This documentation must be made available to the unit of study coordinator as soon as possible after the absence. Examples of documentation might include:

- Medical certificate
- Police notification of incident
- NRMA service call
- Death notice of family member.

Changing your contact details

On-shore students

To ensure you don't miss vital pieces of information, please ensure your contact details are up to date at all times.

Changes in contact details can be made via the MyUni student portal: <http://myuni.usyd.edu.au>.

Off-shore students - Singapore

In addition to changing your contact details through MyUni as outlined for on-shore students, Singapore students are required to lodge a change of contact details form at SIM.

Off-shore students - Malaysia

In addition to changing your contact details through MyUni as outlined for on-shore students, Malaysia students are required to lodge a change of contact details form with the program administrator, level 2, Tun Tan Cheng Lock College of Nursing.

Contacting staff

In order to get a prompt response to those important questions, you are encouraged to provide the following essential details when communicating with faculty staff by email or when leaving a voicemail message:

- your full name
- student number
- the reason for your call
- the name of the unit of study or course in which you are enrolled (if applicable)
- the best time to return your call, or a selection of times, and
- the best number/s to reach you on.

Contacting academic staff

Contact details for academic staff and office locations are printed in unit of study outlines and are also available on the University of Sydney website at www.usyd.edu.au, by selecting 'find a staff member'.

Academic staff usually have designated times for student consultation. Please contact the relevant staff member to make an appointment or view the consultation times on office doors.

Email communication

To ensure you are kept informed of important details throughout your enrolment the University provides each student with an official email address upon enrolment. This address will be the main avenue of communication throughout your enrolment and therefore you are strongly encouraged to check it on a regular basis so you can receive important information.

Some tips for email communication:

- So that we can easily identify you, please ensure you use your university email account for all email correspondence.
- We want to ensure you receive all information that is important to you. If using an auto-forward to a personal account, please check that it is functioning properly. Where a bounce back is received it is often not possible to identify the owner of the personal email account.

Course rules

All students should be aware of the faculty's resolutions and policies which are located in the Faculty of Nursing and Midwifery handbook. An online version can be found at: www.usyd.edu.au/handbooks.

Graduation

All students are automatically assessed at the conclusion of each semester to determine their eligibility for graduation.

Following this process all eligible students will receive a graduation letter from the faculty indicating the date of the next Graduation Ceremony. Approximately two to three weeks prior to the ceremony, graduands should expect to receive further correspondence from the University Graduations Unit, giving important details relating to tickets, academic gown hire and the like.

Further information, including the current Graduation schedule, is available from: www.usyd.edu.au/studentcentre/grads.

Organising your timetable

Pre-registration students

In the week before semester commences, all pre-registration students will be able to access the university web-based timetable system. You will need your MyUni login and password for access. For access questions, contact the ICT help desk on 9351 6000.

Post-registration and BN (Hons) students

Post-registration students can access their timetable through the Faculty of Nursing and Midwifery website prior to the commencement of the semester.

Off-shore students

Off-shore students will receive their study block timetable at enrolment.

Results and academic record

Results notices

Students will receive results notices at the conclusion of each semester. To get additional or replacement copies of these notices, contact the Student Centre (main campus).

Academic transcripts

Students will receive two complimentary copies of their academic transcript upon graduation. However, should you wish to obtain a copy of your academic transcript prior to graduation or in the future, contact the Student Centre (main campus), or download a request form from their website: www.usyd.edu.au/studentcentre/records.

Scholarships and prizes

Faculty scholarships

Faculty scholarships are in the main, based on merit. All students are eligible for consideration, and their academic results will be accessed to determine the successful scholarship recipients. Further details are available from the faculty website and students will receive information during the year.

In 2008 the Faculty of Nursing and Midwifery awarded over \$30,000 in scholarships to students and we continue to explore opportunities for joint scholarships with industry partners and the University of Sydney.

University scholarships

In addition to these faculty scholarships, Graduate Entry students are also able to apply for a university scholarship: the Walter & Eliza Hall Scholarships in Nursing or Social Work.

Further details, including criteria, are available through the Scholarships and Prizes Office. Please refer to the University website (www.usyd.edu.au/scholarships) for further details, or call +61 2 9351 2717 (undergraduate), or +61 2 9351 3250 (postgraduate) for more information.

The University of Sydney also offers a large number of scholarships to undergraduate and postgraduate students, to Indigenous Australians and international students. For the most up to date information on these, please contact the Scholarships and Prizes Office using the details provided above.

External scholarships

A wide variety of scholarships, funded both independently and by the Australian Government, can be found at the Royal College of Nursing, Australia (RCNA). These include:

- Mental Health Postgraduate Scholarship Scheme
- The Puggy Hunter Memorial Scholarship Scheme
- Rural and Remote Undergraduate Scheme
- Continuing Professional Educational Financial Assistance
- Continuing Professional Educational Scheme for Rural and Remote Nurses
- Postgraduate Community Aged Care Nursing Scholarship Scheme
- Aged Care Nursing Scholarship Scheme

For more details, visit the RCNA website at www.rcna.org.au/site.

Another source of information on scholarships can be found at www.myfuture.edu.au. This is a joint initiative of Australian, state and territory governments providing career information and an exploration service.

The Universities Admissions Centre (UAC) also offers a number of equity scholarships. See www.uac.edu.au for details.

The Constitution Education Fund Australia (CEFA) is proud to present the prestigious Undergraduate Governor-General's Essay Competition, awarding up to \$33,000 in cash prizes. The competition is open to students of any faculty who are enrolled in undergraduate studies at an Australian University for all or part of 2008.

See www.cefa.org.au/content/category/5/17/44 for 2009 information.

Varying your enrolment

A 'variation of enrolment' form can be downloaded from the faculty website or collected from Nursing Student Services. Students are advised to check relevant census deadlines before requesting a unit of study variation in order to avoid financial and academic penalty. Further information regarding deadlines can be found at the Timetable Unit website at <http://web.timetable.usyd.edu.au/calendar.jsp>.

Pre-registration students

Pre-registration students are required to seek academic advice and obtain a signature prior to submitting a variation of enrolment form, to ensure that prerequisite and progression rules have been met.

Completed forms can be submitted to Nursing Student Services between counter hours or deposited in the Nursing Student Services deposit box (this box is cleared on a daily basis).

Post-registration students

Post-registration students are encouraged to seek academic advice prior to submitting a variation request.

Students may complete a variation of enrolment form or send a variation of enrolment request via email to Ms Susanne Norton at: s.norton@usyd.edu.au. If sending your request via email please use your university email account and provide your full name, student identification number and unit of study details.

Completed 'Variation of enrolment' forms can be submitted to Nursing Student Services between counter hours or deposited in the Nursing Student Services deposit box (this box is cleared on a daily basis).

Off-shore students

Off-shore students are encouraged to seek academic advice prior to submitting a variation request. Advice may be sought from the Sub-Dean (International) Mr Stuart Newman via email at: s.newman@usyd.edu.au.

Singapore

Students studying in Singapore are required to complete a variation of enrolment form and lodge it at the Singapore Institute of Management.

Malaysia

Students studying in Malaysia are required to complete a variation of enrolment form and lodge it with the program administrator, level 2, Tun Tan Cheng Lock College of Nursing.

Bachelor of Nursing (Honours) students

Bachelor of Nursing (Honours) students are required to seek advice from the Honours Coordinator prior to submitting a variation request.

Research students

Research students are required to seek advice from the Sub-Dean (Research) prior to submitting a variation request.

Section 4 – clinical information for pre-registration students

On-campus clinical laboratories

The clinical labs are located on the 2nd floor in Building C. The labs are used for all on-campus clinical and are staffed by a manager and lab assistants.

Students are encouraged to use the labs for independent practice in their free time. Lists of times when labs are available for independent practice are posted on the noticeboard outside the lifts.

Student behaviour in the clinical labs

The following rules apply to all students when using the clinical labs:

1. Students are required to wait in the corridor until their facilitator arrives or lab staff permit access.
2. Bags are not to be taken into the work area but must be left inside the main door of the lab. Valuables should not be left in students' bags.
3. Strictly no eating, drinking or smoking.
4. Mobile telephones must be turned off at all times. Failure to comply with this requirement will result in the student's removal from the lab session.
5. Students are required to leave the lab area clean and tidy during class time, clinical performance appraisal and independent practice time. Failure to do so may result in exclusion from these sessions.
6. Lab equipment must be used sensibly and respectfully. Cost conscious attitudes are expected. Equipment is to be recycled as directed by the lab staff.
7. Students are not permitted to take equipment home to practice without authorisation from lab staff.
8. Occupational Health and Safety legislation prohibits children from attending classes or practice sessions in the lab area.

As well, Occupational Health and Safety legislation requires students to observe the following dress requirements during lab practice:

- closed shoes must be worn (no sandals)
- sleeves must be above the elbows
- jewellery is not to be worn except for plain rings and small sleepers or stud earrings, and
- hair must be tied back.

Off-campus clinical placements

The pre-registration nursing degrees are designed to introduce students to the profession of nursing through both clinical and theoretical components and the curriculum is approved by the Nurses and Midwives Board of NSW.

A significant component of all pre-registration degrees involves participation in off-campus clinical placements. At the completion of the degree, students will have completed approximately 1080 hours of off-campus clinical placements in the following units of study:

- NURS5003 Observation in Nursing Practice
- NURS5004 Applied Nursing Practice
- NURS5007 Mental Health Nursing Practice I
- NURS5008 Acute Care Nursing Practice I
- NURS6002 Maternity, Child and Adolescent Nursing I
- NURS6003 Nursing Care for Chronic Conditions
- NURS6005 Acute Care Nursing Practice II
- NURS6006 Mental Health Nursing Practice II
- NURS6007 Community Nursing
- Two-week elective placement.

English language requirements

Students are strongly advised that all courses are presented on the assumption that they possess a high level of competency in English. This is particularly the case in respect of clinical education units of study, where students require language skills that will not be challenged in a critical situation.

Nurses require a high level of verbal and written English language skills, particularly technical language, for safe practice.

Good English language skills are also necessary to fulfill the University's generic skills and the Nurses and Midwives Board of New South Wales competency requirements.

If you are facing difficulties with English language, either in the classroom or in the clinical environment, academic staff will recommend that you attend University support programs. These programs will assist you to perform well and communicate effectively with peers, teachers and patients or clients.

Clinical placement sites

Clinical placement sites are pre-booked and chosen for the many and varied experiences they offer students, taking into consideration each clinical unit's learning objectives.

Clinical placement sites include, but are not limited to: private and public hospitals, mental health services, community health centres, aged care facilities and schools.

Further details are available from the unit of study eLearning site.

The majority of clinical placements occur in health care facilities monitored or operated by NSW Health within the Sydney metropolitan area. Due to the complex demands of the clinical environment and registered nursing staffing levels, places at specific sites and specialty areas cannot be guaranteed. However, students may elect to undertake some clinical placements in rural New South Wales or interstate. Students will need to lodge an application to undertake a rural placement.

NSW Health offers rural placement grants to assist nursing students with travel and accommodation costs associated with rural placements.

Guidelines and the application form are available online at: www.health.nsw.gov.au/resources/nursing/scholarships/2008_rpg_s2_pdf.asp

Clinical placement dates are determined according to the semester and vacation dates published by the Faculty of Nursing and Midwifery annually. Please refer to the Important Dates section in this handbook for details. Students are required to be available for clinical placements throughout the specified clinical period. Specific unit of study clinical placement dates are also available through eLearning sites.

In normal circumstances variation of scheduled clinical experiences is not possible. In extenuating circumstances requests for specific dates can be made in writing by the end of week three in each semester. The reason for the request must be clearly stated and applications submitted with supporting documentation (such as a medical certificate or court summons).

Applications will not be considered without appropriate supporting documentation.

Variation of clinical placement forms are available online at: www.nursing.usyd.edu.au/cs/clinical_placements/forms.shtml.

NSW health requirements

NSW Health Policy Directive 2005_109 requires students to:

- undergo a criminal record check
- present their NSW Health Criminal Clearance Authority to each clinical site on the first day of placement.

NSW Health Policy Directive 2007_006 requires students to comply with an Occupational Assessment, Screening and Vaccination against specific infectious diseases.

Therefore, students are urged to read the following information related to this policy when completing this form:

For information about the NSW Health Occupational Screening and Vaccination Against Infectious Diseases policy and key policy requirements, including acceptable evidence to demonstrate protection against specified infectious diseases, see the following website: <http://www.health.nsw.gov.au/publichealth/immunisation/ohs>.

To view the policy 'Document Number 2007_006 Occupational Screening and Vaccination Against Infectious Diseases' see the website: www.health.nsw.gov.au/policies/pd/2007/PD2007_006.html.

Before your first clinical placement

Prior to the commencement of your first clinical placement, you will need:

- a current University of Sydney student identification card
- a University of Sydney Nursing uniform, available from the online store at: www.nursing.usyd.edu.au
- black, flat, non-slip and fully enclosed leather shoes
- to complete a Child Protection (Prohibited Employment Act 1998) Declaration form, and
- to present a NSW Health Department Criminal Clearance Authority and Adult Vaccination Record card at your allocated site on the first day of clinical placement as proof of compliance policy directive numbers 2005_109 and 2007_006.

First year Master of Nursing (Graduate Entry) students will usually commence clinical placements at the end of Semester 1, 2009 examination period. In order to meet this deadline, students will usually be sent these forms with enrolment information prior to the commencement of the semester.

Attendance on clinical and supplementary placements

100 per cent attendance is required for all clinical placements. Any absent hours or days must have supporting documentation. An application for supplementary clinical placement should be made within seven (7) days of the relevant absence.

Application forms for supplementary clinical placement are available at: www.nursing.usyd.edu.au/cs/clinical_placements/forms.shtml.

Applications without appropriate supporting documentation will not be allocated.

Supplementary clinical practicum is designed for students who usually have a genuine illness or misadventure during their original clinical

placement. The supplementary period occurs outside of the semester in January to February.

Students who fail to attend their allocated clinical placement and who have not been granted a supplementary placement will be deemed to have failed the relevant unit of study.

Clinical assessment

A student's overall clinical performance is assessed during each off-campus clinical placement and forms part of the assessment criteria for each unit of study in which there is a clinical placement.

Clinical placement experiences provide students with opportunities to work with registered nurses in a variety of clinical settings under the guidance of a University of Sydney facilitator.

A clinical facilitator is an experienced registered nurse employed by the Faculty of Nursing and Midwifery to supervise nursing students in the clinical setting. Their role is to assist students to meet the clinical learning objectives of each unit of study and to assess student's clinical performance off-campus.

Students should refer to the relevant unit of study outline, clinical record book and eLearning for further details on the clinical learning objectives and assessment requirements.

To achieve a passing grade for clinical placement students are required to:

1. meet all attendance requirements, and
2. achieve the minimum grade of pass for both the core and required clinical assessment components of the clinical unit of study.

A student who does not meet the requirements of a clinical placement will be deemed to have failed that unit of study. Such failures are defined as clinical failures and students should refer to faculty resolutions (chapter 17) for more details.

More information on clinical placements

Further information is available:

- at www.nursing.usyd.edu.au
- in Clinical Record books, unit of study outlines and eLearning sites
- in the 'University of Sydney Occupational Health Safety and Injury Management Clinical Fieldwork - health and safety guidelines': www.usyd.edu.au/ohs/policies/ohs/fieldwork/ClinicalFieldwork.shtml.

Section 5 - unit of study information

General information about units of study

Units of study provide the core structure of coursework degrees. The majority of units of study offered by the Faculty of Nursing and Midwifery are worth six credit points.

All units of study are similarly structured and have some core features of which you need to be aware. Below is an overview of these features. You will receive a unit of study outline with specific details for each unit of study in which you are enrolled.

1. Introduction

The unit of study introduction provides the background to your learning and an overview of the issues and topics to be considered in the unit.

2. Learning outcomes and graduate attributes

The learning outcomes for the unit of study indicate what you are expected to achieve by undertaking the unit. You should refer to these before undertaking, and upon completion of, the unit to ensure you have met the learning requirements.

3. Learning resources

Each unit of study contains a detailed explanation of the learning resources for the unit. These will vary from unit to unit and include textbooks, journal articles, websites, etc.

The learning resources for each unit of study are the basis of your learning in that unit and are included to provide comparison, various perspectives or encourage debate. The learning resources are drawn from a range of sources because study and research in nursing involves a wide range of disciplines.

4. eLearning

eLearning at the University of Sydney is a system designed to carry electronic information to support students' learning in their various units of study. There are many ways the eLearning tool can be used and different units may use different elements of the software.

5. Student assessment

Each unit of study contains detailed explanation of the student assessment for the unit. Student assessment and related issues are discussed in greater detail later in this guide.

6. Study schedule

The study schedule for each unit of study is an important component. It explains the plan of the unit for the semester, what you are required to do at various times, when assessment items are due, and outlines some lecture and tutorial topics.

7. Review questions / activities / quizzes

Units of study may contain a range of review questions, activities and quizzes. These are designed to:

- encourage you to apply your reading to your nursing practice;
- act as self assessment so you can gauge your understanding of the material that is being presented, and
- provide you with the opportunity to reflect on the unit content and consider how it relates to your nursing practice and the more specific issues you are facing.

Not all the review questions, activities and quizzes are assessable. However, they are all designed to contribute to your learning of the unit material. You are advised to complete all the review questions, activities and quizzes and document them in a learning journal that can be used as a study tool in preparation for exams.

eLearning

The University of Sydney currently uses WebCT/Blackboard as its eLearning delivery platform. You can access this by clicking on the 'login to USYD eLearning' link on the Current Student Homepage.

Where to get help

- If you are having computer troubles or difficulties with your login name and password, contact the Computer Access Labs on campus or ICT help desk at <http://itassist.usyd.edu.au> or by calling (02) 9351 6000.
- If you are in an eLearning session and are having problems the 'Help' button at the top of each page will give you quick, simple answers to most straight-forward problems.
- For further assistance with eLearning you can contact the eLearning Helpdesk by clicking on the 'Sydney eLearning Student Support Page' link in the footer of each site.
- If you have queries about the subject matter within the units of study you should contact the unit of study coordinator.

Getting to the eLearning Login Page

The quickest way to get to the eLearning Login page is by pointing your browser to the following URL: <https://learn-on-line.ce.usyd.edu.au> (if you use the same computer regularly, you may wish to bookmark this link so you can get to your login page easily).

You can also get to the eLearning login page via the University of Sydney's homepage.

To access eLearning this way:

1. Go to the University's homepage (www.usyd.edu.au).
2. Click on 'Current Students' to get to the MyUni page (<http://myuni.usyd.edu.au>).
3. Follow the link titled 'Login to USYD eLearning (formerly WebCT)'.

Unikey Login

Upon selecting the option to '*Login to USYD eLearning*' with Unikey/Extro login name, you will be directed to the standard university authentication page.

Simply enter your Unikey details – login name and password – in the space provided and click '*Log in*'. If the details you enter match the university database, you will be forwarded to your eLearning environment, and in particular, a page called '*My eLearning Sites*'.

If the details you enter don't match those in the university database, an error message will appear in red: saying either that '*You have entered an invalid login name*', or that '*You have entered the wrong password*'. If this happens, check that you do not have Caps Lock on, and try again.

If you are getting an error message unlike those described above, you should check out our comprehensive help pages at www.usyd.edu.au/webct/student/trouble/login_trouble.shtml.

Your UniKey login name and password is printed on your initial confirmation of enrolment.

Discussion boards / chat rooms

The most useful communication tools in this environment are the discussion board and the chat rooms.

The discussion board can be used to post, read and search for messages related to studying the concepts in a particular unit. You may find messages from the coordinator at various times throughout the semester and a collection of questions, answers and comments from other students in the unit may be available, as the semester progresses.

Chat rooms, on the other hand, run on synchronous discussion and many of you will be familiar with how these work.

To get the most out of the discussion boards and chat rooms it is worth remembering three principles.

1. Think about what other people have posted or said.
2. Ask if things are unclear.
3. Contribute any ideas or information you have found to be useful.

When using web-based communication tools it is worth remembering there are people on the other end. As there are no accompanying physical expressions or vocal cues to enhance communication it is important to make extra effort to ensure your messages are clear and easily understood.

Racist, sexist, and depersonalising language that is not acceptable in the classroom or written work is equally unacceptable in the online environment.

For further information on eLearning please see the website: www.usyd.edu.au/webct/student/guides.

Playing audio files on eLearning

The sound files used on the Faculty of Nursing and Midwifery eLearning sites are generally MP4, MP3 or WAV files. Although various media players may work depending on your computer set-up, we suggest you try using QuickTime if your current media player is not successful.

QuickTime can be downloaded free from Apple's website: www.apple.com/quicktime/win.html.

Assignment submission

When submitting assignments, be aware of the following:

- Students are responsible for ensuring their assignments are submitted in the correct manner.
- Assignments submitted incorrectly, and therefore not submitted by the due date, will be subject to a late penalty.
- Students are responsible for keeping a copy of each assignment.
- Assignments that fail to reach the University, and for which the student does not have a copy will receive a fail grade.
- All assignments, whether submitted by hand or electronically are required to have an assignment coversheet attached. Assignments without a coversheet will not be processed.
- By emailing your assignment and attaching the assignment coversheet you are acknowledging your obligations regarding plagiarism as per the Plagiarism Declaration on the assignment coversheet.

Unit of study outlines will contain details regarding assignment submission for each assignment item. Submission of assignments will be by one of the following methods:

By hand

Assignments with a cover sheet attached are to be deposited by hand in the Nursing Student Services assignment deposit boxes located on the ground floor, Building C, 88 Mallett Street, Camperdown.

eLearning

Some units of study will require assignments along with the relevant cover sheet to be submitted via the assignment drop box in the eLearning site.

Email

Some units of study that are run in the distance mode will permit students to submit their assignment via email. In these cases assignments are to be emailed by the due date along with the relevant coversheet to: assignments.nursing@usyd.edu.au.

When emailing assignments, the following naming convention must be used for files: Unikey # / Unit code / Assignment #.

For example, if Jane Citizen is submitting her first essay for NURS6005: Acute Care Nursing Practice 1, her assignment file should be saved as: `jcit1234NURS6005essay1`.

All assignments submitted via email must be submitted via your university email account.

Off-shore students - Singapore

Except where otherwise indicated, students are required to submit their assignments through the Singapore Institute of Management (SIM). SIM will forward assignments to the relevant lecturer. Please note:

- Do not post assignments directly to the lecturer.
- Faxed or emailed assignments will not be accepted.

Off-shore students - Malaysia

Except where otherwise indicated, students are required to submit their assignments to the on-site program administrator at Assunta Hospital. The program administrator will forward assignments to the relevant lecturer.

Assignments are to be deposited in the assignment collection box located on level 2 of the Tun Tan Cheng Lock College of Nursing. Please note:

- Do not post assignments directly to the lecturer.
- Faxed or emailed assignments will not be accepted.

Assignment coversheets

Assignment coversheets are only available on the web. They are barcoded with your personal details and numbered according to each assignment you need to submit for your unit/s of study. It is compulsory to attach the correct assignment coversheet to each assignment.

Accessing your coversheet

To access your coversheet go to the following link: <http://dingo.ucc.usyd.edu.au:8080/eXcelerate/Students/Login.aspx>.

You will need to login for the first time to allow the system to create an account for you. Instructions on how to login for the first time can be found on the student login screen as follows:

1. Click on 'options', then 'first time login?'
2. Enter your student identification number (SID) in both the SID and password fields and click 'login'.
3. You will be prompted to change your password.
4. Now that you are logged on, you will be able to see the units of study you are enrolled in. To print an assignment cover sheet, simply click on 'print' in the row of the relevant assignment.

Tracking your assignment

You are able to track your assignment by logging into eXcelerate and viewing the columns showing the current status of your assignments as follows:

- The column titled '*printed*' indicates that you have accessed and printed your assignment coversheet.
- The column titled '*received*' indicates that your assignment has been collected and received by Nursing Student Services.
- The column titled '*T.Lect.*' indicates that your assignment has been forwarded to your lecturer for marking.
- The column titled '*F.Lect.*' indicates that your assignment has been marked and is awaiting collection at Nursing Student Services.
- The column titled '*Collected*' indicates that you have collected your assignment.

Password problems

If you forget your password or get locked out of the system please email Nursing Student Services at fon@nursing.usyd.edu.au. You will need to provide your full-name, course name and student identification number. Your password will be reset within 24 hours of receiving your email.

Assignment extensions

All students are expected to work on their assignments throughout the semester and assignments must be submitted by the due date, unless written approval for late submission has been obtained.

Approval for late submission will only be granted where the student can show good cause such as evidence of serious ongoing illness, or extreme and unpredictable circumstances. Only one extension of time will be permitted for each assignment item.

Extensions of one day

Requests for an extension of one day must be submitted via your university email account, on or before the due date. Students are required to provide an email briefly outlining the reason why a one day extension is required.

Where to send requests:

Pre-registration students

preregext.nursing@usyd.edu.au

Post-registration students

pgext.nursing@usyd.edu.au

Off-shore students in Singapore

Email Nada Dunda at: n.dunda@usyd.edu.au

Off-shore students in Malaysia

Email Nada Dunda at: n.dunda@usyd.edu.au

Extensions of one week

The one week extension request form is available from the faculty website and should be completed and submitted with supporting documentation on or before the due date as follows:

In person to Nursing Student Services

Submit to the assignment extension deposit box at Nursing Student Services on the ground floor, Building C, 88 Mallett Street, Camperdown.

By mail - to the faculty

The Associate Dean (Learning and Teaching)
C/- Administrative Officer (Learning and Teaching)
Faculty of Nursing and Midwifery (M02)
The University of Sydney
NSW 2006 Australia

Off-shore students in Singapore or Malaysia (by post)

The Associate Dean (Learning and Teaching)
C/- Nada Dunda
Faculty of Nursing and Midwifery (M02)
The University of Sydney
NSW 2006 Australia

Applications for one week extensions will be assessed by the Associate Dean (Learning and Teaching).

Supporting documentation

This may include any of the following:

- A medical certificate stating the duration of incapacity for study.
- A report from the university counselling service, stating the impact of the situation on your ability to complete the assessment.
- A report from a social worker/physiotherapist or other allied health professional, stating the extent to which the situation has impacted on your ability to complete the assessment.

This application form and documentation will be kept in an administrative file for the period of the student's enrolment.

Special Consideration

Students who require an extension greater than one week past the due date must apply for Special Consideration. Application forms are available on the faculty website and should be completed and submitted with supporting documentation as follows:

In person to Nursing Student Services

Submit to Nursing Student Services during counter hours on the ground floor, Building C, 88 Mallett Street, Camperdown. Counter hours are Monday to Thursday 10am-4pm, and Friday 10am-1pm. You will be provided with a receipt for your application.

Applications for Special Consideration will be assessed by the Associate Dean (Learning and Teaching).

Supporting documentation

Students are required to submit a completed Professional Practitioner's Certificate as outlined on the Special Consideration form.

Submission where an extension of time has been granted

Students who have been granted an extension of time should deliver their assignment with evidence of approval for late submission by 5pm on the new due date according to the instructions provided in the relevant unit outline.

If submitting this assignment in person it should be deposited in the 'Late Assignment' deposit box at Nursing Student Services on the ground floor, Building C, 88 Mallett Street, Camperdown.

Off-shore students - Singapore

Deliver your assignment in hard copy to the Singapore Institute of Management (SIM)

Off-shore students - Malaysia

Deliver your assignment in hard copy to the Tun Tan Cheng Lock College of Nursing.

Penalties for late submission

Where an assignment is submitted late without an approved extension, a late penalty will apply. Penalties are calculated as a percentage of the total mark awarded to the student for the assignment as follows:

Timeframe	Percentage deducted
Up to one week late	15%
More than one week but less than two weeks	50%
More than two weeks late	100%

Assignment grading

The merit of your work – as academic work – is what is assessed and what earns you marks. Simply complying with the structural and referencing formats and presenting your work will not gain you marks.

Marks are awarded for how carefully you have read about the topic set, how much thought you have put into your assignment, how well you have considered counter-arguments, reflected on your own experiences in relation to what has been written, how well you have looked at ideas in a balanced and thoughtful way, and how carefully you have thought about the ideas.

What sets academic writing apart from other forms of writing are these two things: how well you have thought about what an author meant (that is, what ideas are explicit and implicit or assumed or left unquestioned) and what evidence has been relied upon to support those views.

Specific grading criteria

Pass

Written work contains evidence of a broad and reasonably accurate command of the subject matter and some sense of its broader significance; offers synthesis and some evaluation of material; demonstrates an effort to go beyond the essential reading; contains clear focus on the principle issues; some evidence of ability to integrate theory with clinical practice; articulate and properly documented.

Credit

As for pass plus - evidence of comprehensive reading with synthesis and critical analysis of material; demonstrates an ability to consistently integrate theory with clinical practice; clear and well organised with effective expression and good writing style.

Distinction

As for credit plus – evidence of extensive reading and initiative in research; sound grasp of subject matter and appreciation of key issues and context; critical evaluation of clinical practice; well written and documented.

High Distinction

As for distinction plus – initiative in research and reading; complex understanding and original analysis of theory as it applies to the clinical setting makes an attempt to analyse relevant research and apply its underlying assumptions to the discussion; outstanding use of language, writing skills, vocabulary and grammar.

Should this information be insufficient, or you feel you wish to seek further clarification in this area please contact the unit coordinator as soon as possible. Leaving such issues until they become unmanageable may result in you having difficulties completing the unit of study. Students are encouraged to discuss any concerns and seek assistance as soon as they become apparent.

Percentage achieved	Grade awarded
50 - 64%	Pass (P)
65 - 74%	Credit (C)
75 - 84%	Distinction (D)
85 -100%	High Distinction (HD)
Less than 50%	Fail (F)
Non-submission of an assessment item, which means an overall fail grade for the unit	Absent Fail (AF)

Return of assignments

On-shore students

It is faculty policy that students studying on-shore can expect assignments to be returned within four weeks of the date of submission.

Pre-registration students

Pre-registration students may collect their assignments from Nursing Student Services, ground floor, Building C, 88 Mallett Street, Camperdown, during counter hours.

Nursing Student Services is open from Monday to Thursday 10am-4pm and Fridays 10am-1pm.

Post-registration students

Students are required to indicate on the assignment coversheet whether they wish to have their assignment returned by post, or to collect the assignment in person from Nursing Student Services during counter hours.

Nursing Student Services is open from 10am-4pm Monday to Thursday and 10am-1pm on Fridays. Assignments will only be posted when an address is provided on the assignment cover sheet.

Assignments will be held for collection at Nursing Student Services for one semester only after which they will be destroyed.

Off-shore students

It is faculty policy that students studying off-shore can expect assignments to be returned within six weeks of the date of submission.

Singapore

Assignments will be marked and returned to the Singapore Institute of Management for distribution to students.

Malaysia

Assignments will be marked and returned to the program administrator at Assunta Hospital for distribution to students.

Section 6 - academic honesty and referencing

Academic honesty

The University of Sydney's Academic Board has endorsed a policy on academic honesty, which governs all students and all units of study forming coursework awards in the University. Research awards, including Honours, the Master of Philosophy and Doctor of Philosophy have a separate policy but the principles remain the same.

Academic honesty is a core value of academic life; a condition of submission of academic work is that it is solely your own. In the case of group assessment items, the work must be solely the work of the respective group.

Academic work not correctly and appropriately referenced constitutes academic dishonesty. The University has strict guidelines and penalties for academic dishonesty. If you are in doubt about these policies, you should ask your lecturer or examine them on the University's website at: www.usyd.edu.au/secretariat/students/plagiarism_index.shtml.

The University is committed to the basic academic right that students receive due credit for work submitted for assessment.

It is unfair for students to submit work for assessment that dishonestly represents the work of others as their own. Such activity represents a form of fraud, better known as plagiarism, which can be broadly defined as presenting another person's ideas, findings, or work as one's own by copying or reproducing the work without due acknowledgement of the source.

It is the most common form of academic dishonesty associated with assessment in coursework units of study. Most commonly a student presents written work including ideas and concepts, sentences, paragraphs or longer extracts from published material (in any form, including text or pictures) without acknowledgement of its source.

Plagiarism also applies when a student reproduces the work of another student without acknowledgement.

Individual assessable work

A student's assignment will be referred to the Associate Dean (Learning & Teaching) when it contains unacknowledged work copied from published work, other students or the internet; or where there is evidence that the student engaged another person to write the work for assessment or paid another person to conduct the research for the assessment.

The Associate Dean (Learning and Teaching) will determine an appropriate penalty that may include failure of the unit of study.

Group assessable work

Work submitted for assessment that arises out of group efforts assumes that each member of the group has participated equally in the preparation and presentation of the work.

In submitting group work for assessment, all members of the group are bound by the policies and principles for academic honesty, including participating appropriately in the activities inherent in preparing assignments. It is important that students understand that not making equal contribution to a group assignment is a form of dishonesty.

Editorial assistance

Students are reminded that there is a limit to the boundaries when using the assistance of an editor. An editor's role is to assist with the presentation and proofreading of your work; it is not their role to rewrite the work for you.

Referencing guide

It is a requirement that all academic work be correctly and appropriately referenced. In principle, the Faculty of Nursing and Midwifery requires that coursework students use the Harvard (author-date) method of referencing as outlined below. Assignments not correctly and appropriately referenced will receive a fail grade.

This guide will assist students to acknowledge appropriately the work of others. The guide is intended for all pre-registration and post-registration students in the preparation of their academic assignments. Research students may, from time to time, use other forms of referencing in reporting their research. These students, in consultation with their supervisor, may need to use different styles of referencing depending on the nature of their project.

Written language conventions

Students are required to observe the conventions of written British English rather than American English. For example, 'organise' instead of 'organize', and 'behaviour' instead of 'behavior'.

The exception is the use of scientific nomenclature or internationally recognised conventions for some written language. For example, the word foetal is now spelt 'fetal'.

Quotations must be reproduced exactly as written.

If you are unsure about language conventions, including the correct use of grammar and punctuation, please refer to:

McLaren S (1997) *Easy Writer: A Student's Guide to Writing Essays and Reports*, Glebe (copies are available in the library).

Use of inappropriate, sexist or racist language

Students should avoid making unsubstantiated personal opinions of individuals or groups, or writing in a way that conveys derogatory, uncomplimentary, biased, inequitable or prejudiced language.

The use of colloquialisms, slang or other informal expressions should also be avoided. Submitting written work that displays these characteristics is not acceptable academic practice.

It is a policy of the University of Sydney Senate that the use of personal or irrelevant references to race or sex is offensive. Sexist and racist language should not be used in your assignments. Students who use sexist, racist or depersonalising language will, in the first instance, be counselled about its use. Should the use of such language continue, subsequent assessment items will receive a fail grade.

Sexist language includes gendered language that is ambiguous, demeaning, patronising or stereotyping. Some examples are:

- the use of 'man' and 'he' as generic words referring to females as well as males (try, for example, 'person' or 'they')
- the use of sex specifications for example, woman doctor or male nurse, when such specifications are irrelevant to the text
- inappropriate use of non-parallel words for example, girls and men (try, for example women and men) or man and wife (try, for example husband and wife)
- word order where the male always comes first. For example, men and women, husband and wife, rather than varying the gender order or having a logical basis for that order.

For further information on sexist and racist language, refer to the 2002 *Style Manual for Authors, Editors and Printers*, John Wiley & Sons, Milton. This book is in the Nursing Library, call no. 808.042 101L.

Acknowledging ideas and concepts in your essay

In scholarly writing, the ideas or words of other authors are always acknowledged. The rationale for doing this is that such words or ideas are someone's intellectual property.

In addition your reader (or marker) may wish to read the author's work and will need to be able to locate it. For these reasons, the correct and complete acknowledgement of other's works is an essential part of scholarly writing.

The only time you do not reference your source is when it would be clearly too difficult to name any one source, as in facts well known to the general public. For example, no acknowledgement is needed for statements such as:

Florence Nightingale (1820-1910) is acknowledged as one of the founders of modern nursing.

There is a need to reference statements such as:

During her time in the Crimea, Florence Nightingale advocated a ratio of two or three female nurses per one hundred severely wounded men (Dingwall, Rafferty & Webster 1988:45).

Oxygen transport is facilitated by the formation of a heme-oxygen complex with particular stereochemical properties (Tortora & Grabowski 2000:799-800).

Such statements and ideas are to be referenced even when you are not directly quoting the author.

There is no one universally correct style of acknowledging concepts and ideas. As you have seen in your reading, different institutions and publications adopt different systems. What is universally agreed upon is that, once a particular style is adopted, it is used consistently and methodically throughout a work. The use of a consistent writing style assists the reader to access the information quickly.

The basic rule is simple: when you refer in your essay to ideas or information (especially material you have quoted or paraphrased) which you have obtained from another source, you must acknowledge the contribution that the other source has made to your work. Complying with the faculty-endorsed referencing style is required for academic work.

References in the body of your essay

This faculty requires that you use in-text referencing for acknowledging the ideas, works and words of others. This means that the family name of the author and the year the work was published is included in the text of your essay.

If you are citing specific ideas, passages or direct quotations you must also include page numbers. If however, you are referring to a whole piece of work, do not include page numbers in your in-text referencing.

There are two ways in which the work of other authors may be acknowledged in the text of your essay.

1. Acknowledgement may occur at the end of the sentence in which the author's work has been used, for example:

The leading medical cause of Aboriginal mortality is due to circulatory system disease. Other important causes of death include diseases of the respiratory system and injury or poisoning (Anderson 1999:60; Thomson 1995:171; Saggars & Gray 1999:100).

Only the author's family name is used. Initials are added only when they are required to distinguish between authors of the same family name or where reference is to personal communication.

Personal communication refers to information that has come directly from a person rather than from a published source. This communication can be verbal or written, including email.

Where the reference contains the names of three or more authors, all the family names are given when first mentioned; subsequent mention consists of the author's family name followed by et al. The full term is et alia but abbreviated to et al. for ease of use.

An ampersand (&) is used to separate the family names of two authors, a space to separate the author and date and a colon to indicate page numbers. For example, (Small & Large 2001:52). A semi-colon is used to separate different references. For example, (Black & White 2001:54, Smith & Jones 1999:65-69). The full stop goes after the brackets containing the reference to indicate that the reference refers to what has gone before.

2. The family name of the author may be incorporated into your sentence, for example:

Anderson (1999:60), Thomson (1995:171) and Saggars and Gray (1999:100) all state that the leading cause of Aboriginal mortality is due to circulatory system disease, and that other important causes of death include diseases of the respiratory system and injury or poisoning.

An ampersand (&) is not used to separate co-authors in the body of the essay.

Always give the page numbers of your references. You have a responsibility to your readers to provide sufficient information about the source of the reference so that they can be followed up, if desired. The information you are citing is usually taken from a small number of pages in the source document. You only cite these page numbers not those of the entire work.

Citing secondary sources

Sometimes you wish to refer to work which you have not read in the original but have read or read about in another source. It is better to read the original work rather than to rely on another's interpretation. However, if you are referring to work you have accessed through a secondary source then you should cite that source in one of two ways, depending on how it has been used.

1. To reference work that you have read about in a secondary source:

Early epidemiological studies by Alfredsson, Karasek & Theorell indicate that work stress can contribute to heart disease (Jones & Bright 2001:70).

In your reference list accompanying your submitted work, you include the full reference for Jones and Bright (2001:70), because it is the source of your information.

Therefore, you do not provide a reference in your reference list for Alfredsson, Karasek and Theorell.

2. To reference a quote that you have taken from a secondary source:

It has been noted that "the supernatural causes of illness far outweigh the natural causes in the belief systems of the world's peoples" (Murdoch 1980:26, cited in George & Davis 1998:3).

In your reference list, you include only the full reference for George and Davis (1983). Guidelines for the layout of your reference list are provided in this section of the Student Guide.

Quotations

Ideally you will use your own words to describe the ideas of others. However, when the original wording is so apt that you cannot put it in your own words or paraphrase it adequately, you can use the exact wording of the original. An example of where a direct quote is acceptable is when you are providing a definition of a concept.

Generally, use only short quotations for specific purposes and avoid lengthy quotations or extensive use of quotations be they from one or many sources.

If you do include a quotation from your reading you must give the page number along with the author and date. There are many ways of referencing a short quotation but the following are examples of two of the most commonly used ways:

Indeed, one researcher commented that 'technological innovations have saved or extended the lives of many patients' (Lumby 2001:44).

OR

Lumby (2001:44) has commented that 'technological innovations have saved and extended the lives of many patients'.

Quotations of more than 30 words should be set out as a separate, single-spaced, indented paragraph without quotation marks, as in the following example:

Knapman (1999:123) details the projected ageing of the Australian population, stating that:

Australia's population aged 65 years and over is now projected to rise from 2.2 million in 1995 to between 6.0 and 6.4 million in 2051 ... and account for between 22.5% and 24.3% of Australia's population in 2051. Those 85 years and over will make up ... approximately 20% or about 1.3 million people in 2051.

All quotations use the exact words and spelling of the original. Three dots (...) indicate that a portion of the quotation has been omitted.

If there are manifest errors in the quotation, for example, spelling or grammatical errors, you can note that these are errors in the original (rather than your errors) by inserting [sic] or making an editorial comment in square brackets. An example is:

One of Mary Skinner's grateful patients wrote her a letter which included the following proposal: 'me old Ma...want looking after [sic]. Are you willin [to marry me]? I had a good education like you as' (Skinner 1972:65).

Books

Books should be referenced in the following ways:

Author's family name initials (year of publication) *Title of Book*, Publisher, City of Publication

A space separates the family name, initials, date and title; a comma and space separate the title, publisher and city of publication. For example:

Lumby J (2001) *Who Cares? The Changing Health Care System*, Allen & Unwin, Crows Nest

McKenzie H, Boughton M, Hayes L & Forsyth S (2008) Explaining the Complexities and value of Nursing Practice and Knowledge, in Morley I and Crouch M (eds.) *Knowledge as Value Illumination through Critical Prisms*, Rodopi, New Jersey

Corporate authors

Boston Women's Health Collective (1983) *Our Bodies, Ourselves*, Simon & Schuster, New York

Learning Centre (2000) *Skills for Essay Writing Analytical Writing*, The University of Sydney, Sydney

No known authors or editors

Supervisors (1972) WGBH Educational Foundation, Boston

Government publications

The Health Targets and Implementation (Health for All) Committee (1988) *Health for All Australians*, Australian Government Publishing Service, Canberra

Workforce Planning Unit (1999) *Profile of the Registered & Enrolled Nurse Workforce*, NSW, 1998, Statewide Services Development Branch, NSW Health Department, North Sydney

Newspaper articles / reports

Known author

Noonan G (2001) Marketing could heal ailing nursing profession, *The Sydney Morning Herald*, 31 December:5

Unknown author

Sunday Telegraph, 24 June 1984:2 (Nursing's just the job for MP Bob)
Sun-Herald, 6 January 2001:49 (Men know better, generally)

Pamphlets

Sexual Assault Committee Women's Co-ordination Unit (1987) *Women & Rape. A Woman's Handbook on Sexual Assault*, New South Wales Women's Advsory Council, Sydney

Papers included in the published proceedings of a conference

McKenzie H (2001) Inwardness: an enduring "self" concept, *Proceedings of TASA 2001 Conference*, The Australian Sociological Association, Sydney

Unpublished conference papers

Newman SA & Lawler J (2006) Nurses' perspectives of the political fallout from health care reform: The New South Wales experience, Paper presented at the *1st International Conference on Interdisciplinary Social Sciences*, the University of the Aegean, Island of Rhodes, Greece, 18 - 22 July

West S & Boughton M (2007) Experiencing the life: mid-life women and shift work, *18th International Symposium on Shiftwork & Working Time*, Scientific Committee on Night & Shiftwork of the International Commission on Occupational Health & the Working Time Society, Amsterdam, The Netherlands, 27-31 August

Parliamentary Acts and Bills

Mental Health bill (1989) (New South Wales)

Inter-State Commission Act (1975) (Commonwealth)

Personal communications

Citizen Joan (2007) personal communication, 16 November

Smith Bill (2008) Interview by author, 23 September. The tape of the interview is held by the author

Reports or bulletins in an irregularly appearing series

Australian Institute of Health and Welfare (1993) Australian health expenditure to 1991-92, *Health Expenditure Bulletin No.8*, Australian Government Publishing Service, Canberra

Theses

Cameron C (2003) Including Fathers in Childbirth: A Grounded Theory Inquiry of the Midwife's Perspective, unpublished Doctor of Philosophy thesis, The University of Sydney

Journals

Journals should be listed in the following way:

Author's family name initials (year of publication) Title of article, *Title of Journal*, volume number (issue number or other identifier): page numbers (first-last)

A space separates the family name, initials, date and title of the article; a comma and space separate the title of the article, the journal name, and volume. The issue is placed in brackets without a space; this is followed by a colon and the page numbers, again without a space. The page numbers in the reference list are all pages of the article not just the pages used in the body of the essay.

Italics are used to indicate that a work is published. If you are working by hand or using a typewriter or a printer without an italics font, underline the published work.

Boughton M & Halliday L (2008) A challenge to the menopause stereotype: young women's reflections of 'being diagnosed' as menopausal, *Journal of Health and Social Care in the Community*, 16(6):565-572

Electronic journals in full text databases and journal collections

When you reference information from an electronic source, you need to make it clear to the reader how you obtained the information. As well as the details needed for print material (author, year, title, journal, volume, page), you need to include information on the format and the source of the document you have used. Since the web is constantly

being changed, you must also include the date you accessed the information, so your reader knows the version of the information used.

Electronic journals should be referenced in your reference list in the following ways.

Author's family name initials (year of publication) Title of article, *Title of Journal*, [Online], volume number (issue number or other identifier) Available: Supplier name/Name of database and journal collection [access date]

Please note the following:

- Only give page numbers for electronic journals in PDF format.
- When printed from the internet in, for example, HTML, the page numbers of electronic journals will not match their hard copy (published) format.
- When referencing the journal in the body of your work, you cite the page numbers as they appear on the HTML version.

The following examples show you how to reference journal articles in some of the more common electronic journal collections and full text databases accessible through the University of Sydney Library.

CINAHL (Ovid)

Traynor M & Rafferty AM (1999) Nursing and the research assessment exercise: past, present and future, *Journal of Advanced Nursing*, [Online], 30(1) Available: OVID/CINAHL [22 January 2002]

Science Direct (Elsevier), Academic Press (Ideal) and Ingenta (Blackwell)

These journals are in PDF format. A PDF file is a scanned copy of the published hard copy. It is viewed using Adobe Acrobat software. The page numbers on the copy printed from the internet will be the same as the page numbers in the version published in print form; you include the page number in your reference.

Howkins E J & Ewens A (1999) How students experience professional socialisation, *International Journal of Nursing Studies*, [Online], 36(1):41-49, Available: Elsevier/Science Direct [19 February 2002]

Fitzwater EL (2002) Testing an intervention to reduce assaults on nursing assistants in nursing homes: a pilot study, *Geriatric Nursing*, [Online], 23(1):18-23, Available: Ideal/Academic Press [17 April 2002]

ProQuest (PreQuest Company)

McKoy Y & Smith MH (2001) Legal considerations of workplace violence in healthcare environments: implications for nurses, *Nursing Forum*, [Online], 36(1):41-49, Available: ProQuest Company/ProQuest [17 April 2002]

Journals published exclusively online

These journals have no print equivalent. They are published only in electronic format, and are available via the internet. All you need to access these journals is their URL.

Nevidjon B & Erickson J (2001) The nursing shortage: solutions for the short and long term, *Online Journal of Issues in Nursing*, [Online] 6(1), Available: http://www.nursingworld.org/ojin/topic14/tpc14_4.htm [18 January 2002]

World Wide Web

It is essential to give the title of the web page and as much other information as you can find about the source of the web page. Take this information from the web page. If this is not clear, take it from the very top of the screen, in your browser's title bar.

It is often difficult to determine the author of the information on the web pages. If you can find the author's name on the page, include it in your reference.

The date of publication of the web page is the date it was last updated. If this date is not available or not clear, use the copyright date.

The URL is the most important information to include in a reference for a web site. You will find this in the location window of your web browser. Give the URL exactly as it appears. If it is long, start the URL on a new line, so it will fit on one line without a break. If the URL is so long that it will not fit on the one line, break it after a slash or before a full stop. Do not add a hyphen to the break.

As for online journal articles, page numbers are only required if the paper you are referencing is in PDF format.

Web pages with an author

Where the author of a web page is known, reference the page in the following way:

Author's family name initials (year of last update or copyright year) Title of Web Page, [Online], Available: URL [access date].

Welch N (February 2000 - last update) *Toward An Understanding of the Determinants of Rural Health*, [Online], Available: <http://www.ruralhealth.org.au/welch.htm> [9 January 2002]

Web pages with no author

Where the author of a web page is not known, reference the page in the following way:

Title of Web Page, [Online], (year of last update or copyright year), Available: URL [access date]

ANCI [[i]]National Competency Standards for the Registered Nurse and the Enrolled Nurse, [Online], (20/6/2000 - last update), Available: <http://www.anci.org.au/competencystandards.htm> [28 January 2002]

Referencing more than one work published by authors in the same year

When an author or authors have published more than one article in the same year, they are identified by the addition of a, b, c etc. to the year of publication. For example:

Royal Australian Nursing Federation (1985a) *Nursing Standards for Patient Care*, RANF, South Melbourne

Royal Australian Nursing Federation (1985b) *Costing Nursing Care. Budget Planning, Management and Justification*, RANF, South Melbourne

Where possible, it is important to identify the publications in the order in which they were published. For example, if an article was published in January 1990 it is identified by '1990a', while an article published in March 1990 by the same authors is identified by '1990b' and so on.

This is particularly important where there is a series of articles or when the authors are reporting on particular developments or when they have changed their position on a particular issue.

Your Completed Reference List

Your completed list of references at the end of your assignment will look something like the following:

ANCI [[i]]National Competency Standards for the Registered Nurse and the Enrolled Nurse, (Online), (20/6/2000 - last update), Available: www.anci.org.au/competencystandards.htm (28 January 2002)

Boston Women's Health Collective (1983) *Our Bodies, Ourselves*, Simone & Schuster, New York

Boughton MA (2002) Premature Menopause: multiple disruptions between the woman's biological body experience and her lived body, *Journal of Advanced Nursing*, 37(5):423-430

Cameron C (2003) Including Fathers in Childbirth: A Grounded Theory Inquiry of the Midwife's Perspective, unpublished Doctor of Philosophy thesis, The University of Sydney

Citizen Joan (2007) personal communication, 16 November

Doswell G, Lawler J & Young J (2000) Unpacking the 'black box' of a nurse-led stroke support service, *Clinical Rehabilitation*, 14(2):160-71

Fitzwater EL (2002) Testing an intervention to reduce assaults on nursing assistants in nursing homes: a pilot study, *Geriatric Nursing*, [Online], 23(1):18-23, Available: Ideal/Academic Press [17 April 2002]

Gray G & Pratt R (eds.) (1995) *Issues in Australian Nursing 4*, Churchill Livingstone, Melbourne

Herdman E (1998) Knowledge without power: the professionalisation of nursing, in Keleher H & McInerney F (eds.) *Nursing Matters, Critical Sociological Perspectives*, Churchill Livingstone, Marrickville

Inter-State Commission Act (1975) (Commonwealth)

Lawler J, West S, Boughton M & Bown L (2007) Graduate entry nursing: The Sydney cohort study after one year and early data on the second intake Royal College of Nursing, Australia Annual Conference Sydney, Australia 11-14 July

McKenzie H (2001) Inwardness: an enduring "self" concept, *Proceedings of the TASA 2001 Conference*, The Australian Sociological Association, Sydney

McKoy Y & Smith MH (2001) Legal considerations of workplace violence in healthcare environments: implications for nurses, *Nursing Forum*, [Online], 36(1):41-49, Available: ProQuest [17 April 2002]

Nevidjon B & Erickson J (2001) The nursing shortage: solutions for the short and long term, *Online Journal of Issues in Nursing*, [Online] 6(1), Available: http://www.nursingworld.org/ojin/topic14/tpc14_4.htm [18 January 2002]

Newman S (1997) Masculinities, Men's Bodies and Nursing in Lawler J (ed.) *The Body in Nursing*, Churchill Livingstone, Melbourne

Royal Australian Nursing Federation (1985a) *Nursing Standards for Patient Care*, RANF, South Melbourne

Royal Australian Nursing Federation (1985a) *Nursing Standards for Patient Care*, RANF, South Melbourne

Sexual Assault Committee Women's Co-ordination Unit (1987) *Women & Rape. A Woman's Handbook on Sexual Assault*, New South Wales Women's Advisory Council, Sydney

Smith Bill (2001) Interview by author, 23 September. The tape of the interview is held by the author

Sunday Telegraph, 24 June 1984:2 (Nursing's just the job for MP Bob)

The Health Targets and Implementation (Health for All) Committee (1988) *Health for All Australians*, Australian Government Publishing Service, Canberra

Welch N (February 2000 - last update) *Toward An Understanding of the Determinants of Rural Health*, [Online], Available: <http://www.ruralhealth.org.au/welch.htm> [9 January 2002]

Workforce Planning Unit (1999) *Profile of the Registered & Enrolled Nurse Workforce*, NSW, 2998, Statewide Services Development Branch, NSW

Assistance with academic writing skills

For help with academic writing skills, please contact the University of Sydney Learning Centre which offers a variety of courses for students. Information regarding classes and resources available can be found on the Learning Centre website at: www.usyd.edu.au/stuserv/learning_centre/course.shtml.

5. Guide to degrees

Pre-registration degrees

The Faculty of Nursing and Midwifery offers a number of different pathways to becoming a registered nurse. For those who already have a degree, the faculty offers a graduate-entry Master of Nursing. For students without a first degree, there is a range of four-year combined degrees:

- Bachelor of Arts/Master of Nursing
- Bachelor of Applied Science (Exercise and Sport Science)/Master of Nursing
- Bachelor of Health Sciences/Master of Nursing
- Bachelor of Science/Master of Nursing

Please be aware that at the conclusion of these courses, students may be eligible to apply for registration with the Nurses and Midwives Board, NSW. However, it is important to note that this is subject to the requirements of the Nurses of NSW. Prospective students should note, in particular, Division 5, 29A of the *Nurses Act 1991 No 9* which states:

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

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

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

Post-registration degrees

The faculty offers a Bachelor of Nursing (post-registration) course designed specifically for registered nurses whose qualification is either a certificate or diploma. The course recognises the prior learning and experience of registered nurses and therefore it does not lead to registration as a nurse.

It is intended that the outcome of this course will provide graduates with a strong foundation in the discipline of nursing and equip them to progress to either the Bachelor of Nursing (Honours) or postgraduate study.

Postgraduate coursework degrees

The faculty offers a range of postgraduate coursework degrees at the graduate certificate, graduate diploma and master levels. Students study from a range of units on offer, with courses having a variety of compulsory units and in some cases electives from which to choose.

Graduate certificates

- Cancer Nursing
- Emergency Nursing
- Intensive Care Nursing
- Health Services Management

Graduate diplomas

- Cancer Nursing
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing
- Health Services Management

Master's degrees

- Cancer Nursing
- Clinical Nursing
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing
- Health Services Management

Research degrees

The Faculty of Nursing and Midwifery has a strong commitment to teaching and research in many aspects of nursing and midwifery and their practice. The faculty provides first-class student resources including an on-site nursing library and computer facilities as well as access to all the resources of the University. The faculty is committed to excellence in postgraduate research education.

Detailed information on preparing a research proposal may be found online, at www.nursing.usyd.edu.au or by contacting the faculty directly.

Research degrees offered

- Bachelor of Nursing (Honours)
- Master of Nursing (Honours)
- Master of Philosophy (Nursing)
- Doctor of Philosophy



6. Pre-registration course information

Master of Nursing GC057

The Master of Nursing, studied alone or as a combined degree, is accredited by the Nurses and Midwives Board, NSW and addresses all of the essential criteria for registration as a beginning practitioner in most areas that graduates may wish to practise.

In addition, the Master of Nursing course material is presented at a level appropriate to a master's qualification and it is envisaged that graduates will obtain the knowledge and skills, along with their personal motivation and general ability, to progress in their clinical, management or educational careers at a speedy rate.

Course overview

The Master of Nursing is a two-year graduate entry, pre-registration program for students with previous tertiary qualifications. It is designed to introduce students to the profession of nursing through clinical and theoretical components.

The units of study and the order in which you will take them is predetermined and is described in detail in the following chapter. There are no electives associated with this degree.

This course is also available to Aboriginal Health Workers with a Diploma or Advanced Diploma in Aboriginal and Torres Strait Islander Health.

Students who have studied units at the postgraduate level that are similar in nature to those offered in the Master of Nursing are welcome to apply for credit. You should contact the relevant Academic Advisor for further information.

Career opportunities

Graduates can select from a wide and growing range of practice areas in the public and private health care systems including acute care hospitals, children's hospitals, trauma and emergency care, mental health nursing, aged care, community nursing, palliative care, home care nursing, drug and alcohol centres, operating rooms and other surgical settings, and rural and remote nursing. Nurses also work in the pharmaceutical industry, clinical research trials and other health-related fields.

Graduates of this course may be eligible to register with the Nurses and Midwives Board, NSW. *The Nurses Act of NSW* specifies certain conditions that applicants for registration as a nurse are required to meet. For further information please contact the Board.

Admission

Students with a previous undergraduate degree or a Diploma/Advanced Diploma in Aboriginal and Torres Strait Islander Health should apply directly to the faculty. International students should apply through the International Office.

This degree assumes that students have studied a unit of Human Biology at tertiary level. If you haven't done this, you will be required to commit to undertake this unit before you enrol in the course. Enrolment in the master's degree is subject to successfully completing this unit.

Workload

The Master of Nursing consists of 96 credit points and 16 units of study, there are eight units of study in each academic year. Each unit is made up of six credit points. In terms of workload, most six credit point units of study consist of attendance and lectures, tutorials and/or lab sessions on a regular basis. There are also pre-reading and assessment items equating to approximately 10 hours per week.

The course is offered only in the on-campus mode. In a small number of units the attendance pattern varies to become a more intensive study pattern over seven weeks.

In Semester 1 of the first year, students undertake study in clinical nursing subjects together with subjects that explore the social context of nursing in particular, and the global and Australian health system more generally. During Semester 2 the focus is on more specific clinical areas such as mental health and acute care nursing as well as biological processes associated with nursing.

The second and final years of the course further consider the political aspects of the health care system and more detailed nursing practice in the areas of child and maternity health, case management, community nursing, mental health and acute/high dependency nursing.

Clinical placements

Approximately half of the units in the Master of Nursing involve a clinical placement and all of these clinical units have external clinical placement experiences. The following Master of Nursing units are clinical units of study:

- NURS5003 Observation in Nursing Practice
- NURS5004 Applied Nursing Practice
- NURS5007 Mental Health Nursing Practice I
- NURS5008 Acute Care Nursing Practice I
- NURS6001 Maternity, Child and Adolescent Nursing I
- NURS6003 Nursing Care for Chronic Conditions
- NURS6005 Acute Care Nursing Practice II
- NURS6006 Mental Health Nursing Practice II
- NURS6007 Community Nursing
- Two week elective placement

Clinical placements are generally conducted at the end of the teaching semester outside normal semester times and involve five days per week, eight hours per day. Commencing Master of Nursing (Graduate Entry) students will usually commence clinical placements at the end of the Semester 1 examination period.

In total, students will undertake approximately 11 weeks of clinical placements during first year and 19 weeks during second year. For those studying a combined degree the clinical placements in year one are spread over two years. You should be prepared to travel some distance to undertake and complete all of your clinical placements.

The Master of Nursing (Graduate Entry) course and the Nurses and Midwives Board, NSW requires pre-registered nursing students to undertake (approximately 1080 hours) of clinical placements in health care facilities monitored or operated by the NSW Department of Health.

The NSW Department of Health has an 'Occupational Screening And Vaccination Against Infectious Diseases' policy (PD2007_006) that applies to students on clinical placements and in addition requires students to complete a criminal record check and child protection declaration.



All students are required to wear a uniform when on a clinical placement. The requirements can be obtained from the Faculty of Nursing and Midwifery website at: www.nursing.usyd.edu.au, by clicking on the online store from the homepage.

English language requirements

Students are strongly advised that all courses are presented on the assumption that you possess a high level of competency in English. This is particularly the case in respect of clinical education units of study where students require language skills that will not be challenged in a critical situation.

Nurses require a high level of verbal and written English language skills, particularly technical language, for safe practice. Good English language skills are also necessary to fulfill the University's generic skills and the New South Wales Nurses' Registration Board competency requirements.

If you are facing difficulties with English language, either in the classroom or in the clinical environment, academic staff will recommend that you attend University support programs. You will be expected to use this assistance, so that you can perform well and communicate effectively with peers, teachers and patients or clients.

Combined degrees

Combined degree students study both a bachelor's degree in Arts, Science, Exercise and Sports Science or Health Sciences in conjunction with the Master of Nursing. The following section will provide information on the unique skills and experience gained from each combined degree pattern.

Campus locations

Combined degree	Undergraduate location	Master of Nursing location
Bachelor of Applied Science (Exercise and Sport Science)/Master of Nursing	Cumberland	Mallett St
Bachelor of Arts/Master of Nursing	Camperdown	Mallett St
Bachelor of Health Science/Master of Nursing	Cumberland/Camperdown	Mallett St
Bachelor of Science/Master of Nursing	Camperdown	Mallett St

Bachelor of Applied Science (Exercise and Sport Science)/Master of Nursing GH018

The Bachelor of Applied Science (Exercise and Sport Science) provides excellent theoretical knowledge in exercise science. This includes the interactions between exercise, disease and injury, the effects of medications, and the scientific basis of the therapeutic application of exercise.

Combined with the Master of Nursing, this degree provides additional knowledge in behavioural medicine, training and experience in clinical skills and develops the empathy essential for effective health promotion.

The combined study of exercise and sport science with a professional qualification in nursing means that graduates have broader range of skills and knowledge. Employment examples include the sport, fitness and health industries, occupational health and safety, public health, rehabilitation, research and technology, education and medical insurance.

Bachelor of Arts/Master of Nursing GH014

This degree allows students to gain a broader knowledge of the humanities in an area of interest, for example psychology, languages or sociology, that will enhance their career and employment opportunities.

Students following this pathway will have a broader range of skills and knowledge. They will have the opportunity to work in positions in health and medical industries, in clinical and non-clinical settings such as media and communications, in research, government and public institutions, community organisations and the private sector.

Bachelor of Health Science/Master of Nursing GH016

The Bachelor of Health Sciences/Master of Nursing is designed for students who wish to obtain a broader knowledge of the health sciences. Study in the health sciences includes topics such as toxicology, epidemiology, microbiology, behavioural health science, management and project design. Combined with the Master of Nursing, this degree enhances career and employment opportunities.

The combined study of general health sciences and nursing allows graduates to consider positions working in scientific, research and management positions in health-related organisations in the public and private sector health and medical industries, in clinical and non-clinical settings such as forensic science, journalism, environmental science, media and communications and community organisations.

Bachelor of Science/Master of Nursing GH015

The Bachelor of Science/Master of Nursing provides for students who wish to develop a deeper understanding of an area of interest in the sciences and relate it to health care. This might include pharmacology, psychology, physiology or biomedical science. This study will enhance the career and employment choices of students.

In addition to a more traditional nursing career, the combination of science and nursing allows students to consider positions in the new areas of biotechnology and treatments that shape health care. Careers in research and product development, pharmaceutical use and misuse are also available.

Course overview

The combined degrees consist of a total of 192 credit points, 96 in the bachelor's degree and 96 credit points in the Master of Nursing. In most cases units of study are worth six credit points, however there are some units in Exercise and Sports Science and Health Sciences that are worth three credit points.

In the first year, study is exclusively in the bachelor's degree. Years 2 and 3 are a combination of undergraduate and postgraduate studies and Year 4 is entirely postgraduate. All students must complete their bachelor's degree before continuing to the fourth and final year of their combined degree.

Generally students are not permitted to continue their enrolment in the combined degree if they do not have a credit average at the end of Year 1. If you are not successful in attaining a credit average in Year 1 then you may complete the undergraduate degree before commencing study in the Master of Nursing. This pathway would require an additional year of study.

Details of the units and the order in which they must be studied for Health Sciences and Exercise and Sport Science and the Master of Nursing are shown in the following chapter of this handbook. The pattern of study for the combined degree with Exercise and Sport

Science is prescribed with some elective options available for the combined degree with Health Science.

For units of study in Arts and Science and for further information about faculty requirements for all combined degrees you should refer to the handbooks for those faculties. Choice of units for combined degrees in Arts or Science will depend upon the major you wish to study.

You should discuss your options and their availability with the relevant Academic Advisor from the Faculty of Nursing and Midwifery. Some units may not be available due to clashes in the timetable in the Master of Nursing.

Admission

Admission is open to all students who meet the University requirements for enrolment in the following undergraduate degrees:

- Bachelor of Applied Science (Exercise and Sport Science)
- Bachelor of Arts
- Bachelor of Health Science
- Bachelor of Science

If you wish to study this degree you should apply through the University Admissions Centre (UAC). There is an application deadline and you should check with UAC for the exact date.

International students who have not completed Year 12 in Australia should apply through the International Office.

Students who have undertaken previous undergraduate study are welcome to apply for credit. You should contact the relevant Academic Advisor from the Faculty of Nursing and Midwifery for further information.

Workload

Study in this course is taken over four years full time (pro rata part time). You are required to complete 96 credit points in the bachelor's degree and 96 credit points in the Master of Nursing to graduate.

The total number of units studied will vary depending upon the course you choose. In terms of workload most six credit point units of study consist of attendance and lectures, tutorials and/or lab sessions on a regular basis. There are also pre-reading and assessment items equating to approximately 10 hours per week.

Study patterns for all combined degrees including relevant unit of study rules are outlined in the following chapter of this handbook.

This course consists of lectures, tutorials and laboratory work. All clinical units associated with the Master of Nursing have clinical placement experiences that are generally conducted outside the normal semester times. Please refer to the Master of Nursing clinical placement information for more details.

7. Pre-registration units of study

Unit of study tables

<i>Unit of study</i>	<i>Credit points</i>	<i>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</i>	<i>Session</i>
Master of Nursing (Graduate Entry) GC057			
Year 1, Semester 1			
NURS5001 Nursing Concepts: Bodies and Boundaries	6		Semester 1
NURS5002 Social Contexts of Health	6		Semester 1 Semester 2
NURS5003 Observation in Nursing Practice	6		Semester 1a
NURS5004 Applied Nursing Practice	6		Semester 1b
Year 1, Semester 2			
NURS5005 Biomedical Therapies and Nursing	6		Semester 2
NURS5006 Illness Experience and Nursing Care	6		Semester 2
NURS5007 Mental Health Nursing Practice I	6	C NURS5008	Semester 2
NURS5008 Acute Care and Nursing Practice I	6	P NURS5004 C NURS5007	Semester 2
Year 2, Semester 1			
NURS6001 Nursing Observations and Bio Parameters	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6002 Maternity, Child & Adolescent Nursing I	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6003 Nursing Care for Chronic Conditions	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6004 Nursing and the Politics of Health Care	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
Year 2, Semester 2			
NURS6005 Acute Care and Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 and NURS6001	Semester 2
NURS6006 Mental Health Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6007 Community Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6008 Inquiry and Research in Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2



7. Pre-registration units of study

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
Bachelor of Arts/Master of Nursing GH014			
Year 1, Semesters 1 and 2			
48 credit points of Arts units (refer to the Arts handbook for requirements) including BIOL1003 Human Biology (details below)			
BIOL1003 Human Biology	6	A HSC 2-unit Biology. Students who have not taken HSC biology are strongly advised to take the Biology Bridging Course in February. N BIOL1903, EDUH1016. <i>It is recommended that BIOL (1001 or 1911) be taken concurrently with this unit of study.</i>	Semester 1 Summer Main
Year 2, Semester 1			
12 credit points of Arts units (refer to the Arts handbook for requirements)			
NURS5003 Observation in Nursing Practice	6		Semester 1a
NURS5004 Applied Nursing Practice	6		Semester 1b
Year 2, Semester 2			
12 credit points of Arts units (refer to the Arts handbook for requirements)			
NURS5005 Biomedical Therapies and Nursing	6		Semester 2
NURS5006 Illness Experience and Nursing Care	6		Semester 2
Year 3, Semester 1			
12 credit points of Arts units (refer to the Arts handbook for requirements)			
NURS5001 Nursing Concepts: Bodies and Boundaries	6		Semester 1
NURS5002 Social Contexts of Health	6		Semester 1 Semester 2
Year 3, Semester 2			
12 credit points of Arts units (refer to the Arts handbook for requirements)			
NURS5007 Mental Health Nursing Practice I	6	C NURS5008	Semester 2
NURS5008 Acute Care and Nursing Practice I	6	P NURS5004 C NURS5007	Semester 2
Year 4, Semester 1			
NURS6001 Nursing Observations and Bio Parameters	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6002 Maternity, Child & Adolescent Nursing I	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6003 Nursing Care for Chronic Conditions	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6004 Nursing and the Politics of Health Care	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
Year 4, Semester 2			
NURS6005 Acute Care and Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 and NURS6001	Semester 2
NURS6006 Mental Health Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6007 Community Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6008 Inquiry and Research in Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
Bachelor of Applied Science (Exercise and Sport Science)/Master of Nursing GH018			
Year 1, Semester 1 (first offered in 2009)			
BACH1161 Introductory Behavioural Health Sciences	6		Semester 1 Semester 2
BIOS1167 Human Cell Biology	6	A Basic Chemistry	Semester 1
BIOS1168 Functional Musculoskeletal Anatomy A	6		Semester 1 Semester 2
EXSS1018 Biomechanics of Human Movement	6	A HSC mathematics	Semester 1
Year 1, Semester 2			
BIOS1169 Functional Musculoskeletal Anatomy B	6	P BIOS1168 Functional Musculoskeletal Anatomy A or BIOS1159 N BIOS1160	Semester 1 Semester 2
BIOS1170 Body Systems: Structure and Function	6	A BIOS1167 Human Cell Biology or equivalent N BIOS1127 Body Systems I, BIOS1133 Body Systems: Structure & Function I, BIOS2098 Body Systems: Structure & Function II, BIOS2099 Body Systems II and Pharmacology	Semester 1 Semester 2
EXSS1032 Fundamentals of Exercise Science	6		Semester 2
EXSS2025 Motor Control and Learning	6		Semester 2
Year 2, Semester 1			
BIOS2098 Body Systems: Structure & Function II	3	A BIOS1130 Molecules and Energy or CHEM1101 Chemistry IA or CHEM1001 Fundamentals of Chemistry 1A	Semester 1
EXSS2016 Motor Control	3	P BIOS1137 Introductory Neuroscience	Semester 1
EXSS2027 Exercise Physiology for Clinicians	6	A EXSS1032 Fundamentals of Exercise Science, BIOS1133 Body Systems: Structure & Function 1	Semester 1
NURS5003 Observation in Nursing Practice	6		Semester 1a
NURS5004 Applied Nursing Practice	6		Semester 1b
Year 2, Semester 2			
EXSS2026 Growth, Development and Ageing	6		Semester 2
NURS5002 Social Contexts of Health	6		Semester 1 Semester 2
NURS5005 Biomedical Therapies and Nursing	6		Semester 2
NURS5006 Illness Experience and Nursing Care	6		Semester 2
Year 3, Semester 1			
EXSS3023 Exercise Testing and Prescription	6	A EXSS2022 Exercise Physiology Training Adaptations or EXSS2027 Exercise Physiology for Physicians	Semester 1
EXSS3024 Exercise, Health and Disease	6	A Either EXSS2027 Exercise Physiology for Clinicians or both EXSS2019 Exercise Physiology - Acute Responses and EXSS2022 Exercise Physiology Training Adaptations	Semester 1
EXSS3042 Nutrition for Health, Exercise & Sport	6	P EXSS2027 Exercise Physiology for Clinicians	Semester 1
NURS5001 Nursing Concepts: Bodies and Boundaries	6		Semester 1
Year 3, Semester 2			
EXSS3027 Exercise and Rehabilitation	6	A EXSS2019 Exercise Physiology - Acute Responses, EXSS2022 Exercise Physiology Training, EXSS2027 Exercise Physiology for Clinicians P EXSS3024 Exercise, Health and Disease	Semester 2
EXSS3038 Ergonomics	6	A BIOS1159 Functional Anatomy A - Exercise, BIOS1160 Functional Anatomy B - Exercise, EXSS1018 Biomechanics of Human Movement	Semester 2
NURS5007 Mental Health Nursing Practice I	6	C NURS5008	Semester 2
NURS5008 Acute Care and Nursing Practice I	6	P NURS5004 C NURS5007	Semester 2
Year 4, Semester 1			
NURS6001 Nursing Observations and Bio Parameters	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1

7. Pre-registration units of study

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
NURS6002 Maternity, Child & Adolescent Nursing I	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6003 Nursing Care for Chronic Conditions	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6004 Nursing and the Politics of Health Care	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
Year 4, Semester 2			
NURS6005 Acute Care and Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6006 Mental Health Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6007 Community Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6008 Inquiry and Research in Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
Bachelor of Health Sciences/Master of Nursing GH016			
Year 1, Semester 1			
BIOL1003 Human Biology	6	A HSC 2-unit Biology. Students who have not taken HSC biology are strongly advised to take the Biology Bridging Course in February. N BIOL1903, EDUH1016. <i>It is recommended that BIOL (1001 or 1911) be taken concurrently with this unit of study.</i>	Semester 1 Summer Main
HSBH1006 Foundations of Health Science	6		Semester 1
HSBH1007 Health Science and Research	6		Semester 1
PSYC1001 Psychology 1001	6		Semester 1 Summer Main
Year 1, Semester 2			
HSBH1008 Health Determinants and Interventions	6		Semester 2
HSBH1009 Health Care Resources and Systems	6		Semester 2
12 credit points of electives (see list of electives in Bachelor of Health Sciences Chapter of the Faculty of Health Sciences Handbook).			
Year 2, Semester 1			
BIOS2111 Introductory Toxicology	6	A Any Junior Biology unit of study	Semester 1
HIMT1051 Introduction to Management Principles	6		Semester 1
NURS5003 Observation in Nursing Practice	6		Semester 1a
NURS5004 Applied Nursing Practice	6		Semester 1b
Year 2, Semester 2			
NURS5005 Biomedical Therapies and Nursing	6		Semester 2
NURS5006 Illness Experience and Nursing Care	6		Semester 2
12 credit points of electives (see list of electives in Bachelor of Health Sciences Chapter of the Faculty of Health Sciences Handbook).			
Year 3, Semester 1			
BIOS3063 Project Design and Management	6	<i>Note: Department permission required for enrolment in the following sessions: Semester 1</i>	Semester 1 Semester 2
BIOS3066 Current Issues in Healthcare	6		Semester 1
NURS5001 Nursing Concepts: Bodies and Boundaries	6		Semester 1
NURS5002 Social Contexts of Health	6		Semester 1 Semester 2

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
Year 3, Semester 2			
BACH1143 Designing Health Research	3		Semester 1 Semester 2
BACH1145 Quantitative Health and Social Research	3	A Basic mathematics	Semester 1 Semester 2
BIOS3068 Environmental Toxicology	6	P BIOS2111 Introductory Toxicology <i>Note: Department permission required for enrolment in the following sessions: Semester 1</i>	Semester 1 Semester 2
NURS5007 Mental Health Nursing Practice I	6	C NURS5008	Semester 2
NURS5008 Acute Care and Nursing Practice I	6	P NURS5004 C NURS5007	Semester 2
Year 4, Semester 1			
NURS6001 Nursing Observations and Bio Parameters	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6002 Maternity, Child & Adolescent Nursing I	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6003 Nursing Care for Chronic Conditions	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6004 Nursing and the Politics of Health Care	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
Year 4, Semester 2			
NURS6005 Acute Care and Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 and NURS6001	Semester 2
NURS6006 Mental Health Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6007 Community Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6008 Inquiry and Research in Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2

7. Pre-registration units of study

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
Bachelor of Science/Master of Nursing GH015			
Year 1, Semesters 1 and 2			
48 credit points of Science units - (refer to the Science handbook for requirements) including BIOL1003 Human Biology (details below)			
BIOL1003 Human Biology	6	A HSC 2-unit Biology. Students who have not taken HSC biology are strongly advised to take the Biology Bridging Course in February. N BIOL1903, EDUH1016. <i>It is recommended that BIOL (1001 or 1911) be taken concurrently with this unit of study.</i>	Semester 1 Summer Main
Year 2, Semester 1			
12 credit points of Science units - refer to the Science handbook for requirements			
NURS5003 Observation in Nursing Practice	6		Semester 1a
NURS5004 Applied Nursing Practice	6		Semester 1b
Year 2, Semester 2			
12 credit points of Science units - refer to the Science handbook for requirements			
NURS5005 Biomedical Therapies and Nursing	6		Semester 2
NURS5006 Illness Experience and Nursing Care	6		Semester 2
Year 3, Semester 1			
12 credit points of Science units - refer to the Science handbook for requirements			
NURS5001 Nursing Concepts: Bodies and Boundaries	6		Semester 1
NURS5002 Social Contexts of Health	6		Semester 1 Semester 2
Year 3, Semester 2			
12 credit points of Science units - refer to the Science handbook for requirements			
NURS5007 Mental Health Nursing Practice I	6	C NURS5008	Semester 2
NURS5008 Acute Care and Nursing Practice I	6	P NURS5004 C NURS5007	Semester 2
Year 4, Semester 1			
NURS6001 Nursing Observations and Bio Parameters	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6002 Maternity, Child & Adolescent Nursing I	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6003 Nursing Care for Chronic Conditions	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
NURS6004 Nursing and the Politics of Health Care	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 1
Year 4, Semester 2			
NURS6005 Acute Care and Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 and NURS6001	Semester 2
NURS6006 Mental Health Nursing Practice II	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6007 Community Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2
NURS6008 Inquiry and Research in Nursing	6	P NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008	Semester 2

Unit of study descriptions

NURS5001

Nursing Concepts: Bodies and Boundaries

Credit points: 6 **Session:** Semester 1 **Classes:** lectures, tutorials
Assessment: assignments, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

In this unit of study the concept of embodiment will be used to examine nursing and nurses' practice, exploring both the physical body and the lived body as experienced and interpreted by the patient and the nurse. This unit is closely related to two other units of study: Observation, Assessment & Nursing and Applied Nursing Practice. The unit explores the relevant literatures on: how different cultures have evolved social practices to govern the body and its products and functions; and why the study of these is central to successfully and safely providing nursing care for patients. Students will also study the legislative and regulatory frameworks relating to nurses' professional and legal boundaries and the origins and purposes of these governing frameworks. The ultimate purpose of the unit is the mindful application of the insights gained here to understanding the clinical context of nurses' care of the physical body and the patient's experiences of nursing care.

Textbooks

Howson A (2004) *The Body in Society: An Introduction*, Polity, Cambridge
 Lawler J (2006) *Behind the Screens: Nursing, Somology and the Problem of the Body*, Sydney University Press, Sydney

NURS5002

Social Contexts of Health

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** lectures
Assessment: assignments, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

All ideas, beliefs and understandings about health and illness are intrinsically connected to particular social and historical contexts. This unit of study explores a range of such ideas and beliefs from different societies and different historical eras. A major component of this unit will be Indigenous health and history, including Indigenous ideas and beliefs about health and illness. The unit also explores established theories about health and illness from western and non-western perspectives. Drawing on these theories the unit critically analyses the relationship between social factors (for example ethnicity, gender, socioeconomic status, employment) and patterns of health and illness in contemporary Australia. A focus on contemporary Indigenous Australian health is an important aspect of this unit of study. Current issues related to health and illness in Australia and its region are also explored in this unit.

NURS5003

Observation in Nursing Practice

Credit points: 6 **Session:** Semester 1a **Classes:** lectures, labs **Assessment:** research round table, essay, exam, clinical experience diary, clinical performance, clinical performance assessment **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study provides an opportunity to observe and assess approaches to health care, such as the biomedical model, the role of preventative and community-based care and complementary and alternative treatments. Observation of specific issues surrounding Indigenous approaches to health care and the increasing aged and chronically ill populations will be explored. The unit focuses on the roles and relationships among nurses, patients and other health professionals in practice settings. Regular clinical visits, with an experiential and reflective approach to learning, provides opportunities for students to gain insight into the provision and receipt of nursing care across a broad spectrum of nurses' working environments. Students will learn how to observe for symptom clusters associated with common illnesses and the processes of clinical nursing assessment will be introduced during the clinical visits.

Textbooks

Anderson D (ed.) (2006) *Mosby's Medical, Nursing and Allied Health Dictionary*, Elsevier, Australia
 Crisp J & Taylor C (2005) *Potter and Perry's Fundamentals of Nursing*, Elsevier, Australia
 Perry A & Potter P (2004) *Clinical Nursing Skills and Techniques*, Elsevier, Australia

NURS5004

Applied Nursing Practice

Credit points: 6 **Session:** Semester 1b **Classes:** lectures, labs **Assessment:** research round table, essay, exam, clinical experience diary, clinical performance, clinical performance assessment **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study builds on the unit, Observation in Nursing Practice, and will further develop the principles of caring, communication and critical thinking within nursing practice. Practices concerning patient hygiene and comfort, specific observations of the body, infection control (including asepsis and standard and additional precautions, and environmental safety) will be studied. Nursing practices, which are designed to assist those experiencing hospitalisation, will be addressed, including: maintenance of fluid status, skin integrity, mobility, the effective levels of pain relief and oxygenation. This knowledge will be extended to incorporate the experience of both patients and nurses when the body fails to function as expected, particularly where surgery is required. There will be regular clinical visits and a period of clinical placement to further develop the knowledge and skills gained in the unit, Observation in Nursing Practice

Textbooks

Anderson D (ed.) (2002) *Mosby's Medical, Nursing and Allied Health Dictionary*, St. Louis, Mosby
 Crisp J & Taylor C (2005) *Potter and Perry's Fundamentals of Nursing*, St. Louis, Mosby
 Perry A & Potter P (2004) *Clinical Nursing Skills and Techniques*, St. Louis, Mosby
 Staunton P & Chiarella M (2003) *Nursing & the Law*, Churchill Livingstone, Sydney

NURS5005

Biomedical Therapies and Nursing

Credit points: 6 **Session:** Semester 2 **Classes:** lectures **Assessment:** surgical case study, group work summary, 3 x WebCT quizzes, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study builds on knowledge of the cellular and systemic organisation of the human body. A cell-tissue-body environment approach to pathogenesis will be used as a framework to facilitate the exploration of biomedical and pharmacological interventions and their relationship to nursing practices. This approach allows the student to develop an understanding of the applications of various biomedical therapies to disease processes with similar pathogenic derivations. The development of such conceptual schemas provides an understanding and approaches to the evaluation of medical interventions and their outcomes.

Textbooks

Bryant B, Knights K & Salerno E (2007) *Pharmacology for Health Professionals* (2nd edn), Mosby, Sydney
 Huether S & McCance K (2008) *Understanding Pathophysiology* (4th edn.), Mosby, St Louis

NURS5006

Illness Experience and Nursing Care

Credit points: 6 **Session:** Semester 2 **Classes:** seminars, tutorials
Assessment: illness experience project, analysis of interviews and essay, WebCT research roundtable quiz, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

The ways in which individual people subjectively experience illness and care, particularly nursing care, is the focus of this unit of study. The unit examines theories of human consciousness, emotionality, and embodiment. It addresses the use of qualitative research methodologies, and the findings of key studies, for exploring illness experiences. Many different illness experiences are examined, and attention is drawn to such factors as emotions arising in illness, issues

of embodiment, and social attitudes to illness (for instance, stigmatisation of some illnesses). The nurse-patient relationship is critically examined, particularly in relation to emotions arising in this context, nurses' attitudes towards a range of illnesses, and contemporary models of care. Students are involved in a research project that requires them to draw on theories about qualitative research methodologies.

NURS5007

Mental Health Nursing Practice I

Credit points: 6 **Session:** Semester 2 **Classes:** seminars, labs, clinical placement **Corequisites:** NURS5008 **Assessment:** essay, CPA, exam, off-campus clinical performance **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study begins with the concepts of mental health and illness by adopting the approach that mental health exists on a continuum. It examines a variety of mental health disorders and explores mental health care settings as therapeutic milieu utilising a multi-disciplinary model. Further, this unit of study explores the scope of mental health nursing practice. A particular focus is the systematic analysis and discussion of the therapeutic relationship and the dynamic components of interpersonal processes and the therapeutic use of self. Students will develop capabilities in establishing therapeutic relationships, micro counselling skills, assessment, and intervention skills for working with individuals and families experiencing mental illness. A variety of treatment modalities are explored, as is the scope of mental health nursing practice across diverse age, gender and cultural backgrounds. This unit of study examines the Australian ethio-legal context of mental health nursing, and compares historical developments in nursing to emerging trends in contemporary mental health nursing, and compares historical developments in nursing to emerging trends in contemporary mental health nursing. This unit prepares the students for an extended mental health clinical placement, in either hospital, community or specialist units. This clinical placement provides opportunities to apply therapeutic interactive nursing capabilities in the mental health care setting as well as developing and consolidating overall nursing skills.

Textbooks

Elder R, Evans K & Nizette D (eds.) (2005) *Psychiatric and Mental Health Nursing*, Elsevier, Marrickville, Australia

NURS5008

Acute Care and Nursing Practice I

Credit points: 6 **Session:** Semester 2 **Classes:** lectures, labs, tutorials **Prerequisites:** NURS5004 **Corequisites:** NURS5007 **Assessment:** seminar group presentation, reflective essay, exam, clinical performance assessment, off campus clinical performance **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study will examine the integration of theoretical and clinical components of nursing knowledge to enable the provision of physical care to acutely ill people. Building on the theme of embodiment, the responses of an individual and others to an acute disruption in health will be explored. Using those illnesses commonly found in our community, the experiences of acute illness and how these illnesses impact individuals, families and communities will also be examined. The content of the unit is devoted to the area of medical/surgical nursing and focuses on the themes of disruption to health, the impact of illness, the processes of nursing care and the experience of illness on the individual and their family

Textbooks

Brown D & Edwards H (eds.) (2008) *Lewis's Medical Surgical Nursing Assessment and Management of Clinical Problems*, Mosby, Sydney
Perry A & P Potter (2006) *Clinical Nursing Skills and Techniques*, St. Louis, Mosby

NURS6001

Nursing Observations and Bio Parameters

Credit points: 6 **Session:** Semester 1 **Classes:** lectures, tutorials **Prerequisites:** NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 **Assessment:** mini-poster, essay, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

Intelligent observation and monitoring of patients' progress characterises that aspect of nursing that has often been referred to as the 'art of nursing'. Technology enhances, complements, and increases the complexity of nurses' practices in observing and monitoring and can itself become the focus of practice without the development of embodied clinical expertise. This unit of study allows the students to develop an understanding of the scientific basis of nursing observations by establishing links to the physiological concepts that support the methodology used in observation and monitoring of people across the life span in nursing practice; and it also provides a basis for understanding how more sophisticated clinical capabilities, such as pattern recognition, develop with experience and mindful attention to clinical matters. The development of these clinical capabilities is assisted through examining the wider nursing spectrum of knowledge underpinning observation and monitoring in order to facilitate patient care, the development of effective nursing practices, and the generation of nursing knowledge.

Textbooks

Bryant B & Knights K (2007) *Pharmacology for Health Professionals*, Mosby, Sydney
Huether S & McCance K (2004) *Understanding Pathophysiology*, Mosby, St. Louis
Brown D & Edwards H (2005) *Lewis's Medical-Surgical Nursing: Assessment & Management of Clinical Problems*, Elsevier Mosby, Sydney

NURS6002

Maternity, Child & Adolescent Nursing I

Credit points: 6 **Session:** Semester 1 **Classes:** lectures, tutorials, labs, clinical placements **Prerequisites:** NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 **Assessment:** research roundtable exercise, family and infant/child assessment report, group summary of article/topic, exam, off-campus clinical **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

The family will provide the central organising frame through which conception, normal pregnancy, childbirth, early parenting, childhood and adolescence will be examined within this unit of study. Utilising a developmental life stage approach, issues and current nursing/midwifery research and practice related to preconception, pregnancy, childbirth, care of the newborn through to adolescence will be discussed and analysed. The great diversity of family structures and life in modern Australia will be addressed to enable students to understand the role of the nurse in assisting families during life transitions such as becoming parents. Normal childhood and adolescent developmental stages will be addressed in order to provide a frame of reference for recognising deviations and the potential for disruption to the health and wellbeing of the individual and their family. Disruptions to health that may require hospitalisation, and the subsequent impact on the individual (newborn, child and/or adolescent) and their family will be examined within the unit of study. The unit of study will take account of, and address the particular aspects related to the provision of care for Indigenous people and those from different cultures.

Textbooks

London ML, Ladewig PW, Ball JW & Bindler RC (2007) *Maternal and Child Nursing Care (2nd edn.)*, Pearson Education: New Jersey

NURS6003

Nursing Care for Chronic Conditions

Credit points: 6 **Session:** Semester 1 **Classes:** lectures, labs, clinical placements **Prerequisites:** NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 **Assessment:** essay, exam, medication calculation test, clinical performance assessment, off campus clinical performance **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study addresses nursing practices designed to meet the needs of individuals and families who are either living with long-term health conditions or terminal illness. An emphasis is placed on an holistic approach to nursing care in a variety of health care settings. Continuity of care between hospital and community settings is emphasized, using a case management model of care. Upon completion of this unit, students will have acquired an understanding of the nature of chronic illness and the demands these illnesses place on individuals, their families and communities. Students will be able

to: (i) identify and describe the most common chronic health conditions experienced by the Australian population, and (ii) assess, plan and implement nursing care for these patients and evaluate the effectiveness of their care. For patients and their families experiencing the terminal phase of an illness, students will be able to provide appropriate symptom management and psychosocial care to ensure a peaceful death. In the case of Indigenous health, students will study the importance of community involvement in care delivery for affected individuals. The unit will involve a period of supervised clinical experience in practice settings where students may experience caring for chronic conditions using a case management approach.

Textbooks

Brown D & Edwards H (eds.) (2005) *Lewis's Medical-Surgical Nursing: Assessment and Management of Clinical Problems*, Elsevier/Mosby, Sydney

Perry A & Potter P (2006) *Clinical Nursing Skills and Techniques*, Elsevier/Mosby, St. Louis

Taylor A (2001) *Palliative Nursing Care: A Community Perspective* (2nd edn.), Palliative Care Council of South Australia, Eastwood, South Australia

NURS6004

Nursing and the Politics of Health Care

Credit points: 6 **Session:** Semester 1 **Classes:** lectures, tutorials
Prerequisites: NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 **Assessment:** 3 x webcit quizzes, tutorial group presentation & summary, essay, exam
Campus: Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

The organisation and delivery of health care, including nursing care, is always a political matter. In this unit of study students explore the politics of health care in Australia, with particular emphasis on prevailing discourses about health, illness and the provision of care. The Australian health care system is compared with other formal systems of care, particularly in relation to health policy, resource allocation and issues of access and equity. This includes critical analysis of the ways in which health care is organised in Australia for Indigenous communities. In addition, the recent political history of health care in Australia is explored. The unit also critically analyses contemporary nursing models of care, and the ways in which these are affected by political forces. Finally, current political issues and debates (including those concerning nursing) in Australia and internationally are studied, with detailed analysis of the ways in which these are affecting health policy and the delivery of care.

NURS6005

Acute Care and Nursing Practice II

Credit points: 6 **Session:** Semester 2 **Classes:** lectures, labs, tutorials
Prerequisites: NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 and NURS6001
Assessment: assignments, exam, clinical assessment **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study addresses nursing practices and interventions that are designed to meet the needs of seriously or critically ill patients being nursed in high acuity settings of acute hospitals. It builds on the knowledge, capabilities and experiences gained in Acute Care and Nursing Practice I. The unit specifically focuses on high acuity environments, technological possibilities within such environments and their effects on the patient. The unit will examine acute life threatening health care problems, such as, interruption to: circulation; neurological function; respiratory function, and; elimination. Physiological compensatory mechanisms, nursing assessment and specific biomedical and nursing interventions are investigated.

Textbooks

Brown D & Edwards H (2005) *Lewis's Medical-Surgical Nursing. Assessment and Management of Clinical Problems*. Mosby, Sydney

Perry A & Potter P (2004) *Clinical Nursing Skills and Techniques*, St Louis, Mosby

NURS6006

Mental Health Nursing Practice II

Credit points: 6 **Session:** Semester 2 **Classes:** lectures, labs, tutorials
Prerequisites: NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 **Assessment:**

assignments, exam, clinical assessment **Campus:** Camperdown/Darlington
Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit extends knowledge and capabilities developed in Mental Health Nursing Practice I. The principles of primary health care will be integrated in the development of nursing care for people experiencing identified psychopathologies for individuals experiencing enduring chronic mental illness across diverse age, gender and cultural backgrounds. Students will gain knowledge of the characteristics and dynamics of individuals living on a day-by-day basis with long-term mental health problems and develop beginning practitioner capabilities to deliver the current best practice that enables and empowers consumers to achieve their right to quality of life. The principles of least to most restrictive mental health nursing environments (as per the National Standards of Mental Health Care) will be examined. Issues of more complexity within mental health will be addressed. The effect of dynamic influences such as substance use, and homelessness on the mental health and lifestyle of the individual and family and/or significant others will be considered. Post-traumatic stress in relation to victims of violence, trauma and incarceration will be explored. Students in this unit of study will identify and critique published research as it informs their developing practice and relates to the development of mental health nursing. They will also appraise research development opportunities in mental health by identifying research possibilities for mental health nursing and society.

Textbooks

Elder R, Evans K & Nizette D (eds.) (2007) *Psychiatric and Mental Health Nursing*, Elsevier, Australia, Marrickville

NURS6007

Community Nursing

Credit points: 6 **Session:** Semester 2 **Classes:** lectures, labs, tutorials
Prerequisites: NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 **Assessment:** assignment, exam, tutorial presentation, clinical assessment **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

Increasingly complex and chronic health conditions are being managed in the community. This unit of study examines the major concepts and principles of community health nursing including self care, continuity of care, primary health care, health promotion/illness prevention, community assessment, family assessment, and home care. Approaches to the provision nursing care for people of all ages with acute, chronic or life threatening illness in settings where they live will be critiqued. Particular attention is given to the home visit process; its therapeutic nature, communication skills and safety issues. Epidemiological concepts and methodologies integral to community health nursing are explored. Students undertake a community assessment using a 'community profile' approach. This approach will be extended to explore and plan for the health needs of vulnerable groups within the Australian community including Aboriginal and Torres Strait Islanders, people living with disability, minority cultural groups and the homeless. Community clinical placements afford students the opportunity to consolidate and integrate theoretical knowledge and community nursing practice.

NURS6008

Inquiry and Research in Nursing

Credit points: 6 **Session:** Semester 2 **Classes:** lectures **Prerequisites:** NURS5001 and NURS5002 and NURS5003 and NURS5004 and NURS5005 and NURS5006 and NURS5007 and NURS5008 **Assessment:** research proposal, on-line quizzes, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study builds on the research roundtable that is studied in previous units. Two key areas are emphasised in this unit: (i) students' ability to communicate research in nursing practice; and (ii) understanding research approaches that have proved successful for improving nursing practice(s) and patient care. In this unit, students will be required to develop a repertoire appropriate to working in a research-informed manner, identifying areas where research could enhance practice, being skilled in accessing and assessing research relevant to particular clinical issues, and integrating research into their professional practice. Where appropriate, students will participate

actively in research projects and all students will learn to present research papers.

Textbooks

Gerrish K & Lacey A (2006) *The Research Process in Nursing* Blackwell, Carlton

BIOL1003

Human Biology

Credit points: 6 **Session:** Semester 1, Summer Main **Classes:** Two 1 hour lectures per week (3 lectures in weeks 1 and 11). One 3 hour practical class and 6-9 hours HBOnline work every two weeks covering online practical activities, prework and homework. **Prohibitions:** BIOL1903, EDUH1016. **Assumed knowledge:** HSC 2-unit Biology. Students who have not taken HSC biology are strongly advised to take the Biology Bridging Course in February. **Assessment:** One 2.5 hour exam, assignment, poster and quizzes. **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day
Note: It is recommended that BIOL (1001 or 1911) be taken concurrently with this unit of study.

This Unit of Study has three main components: lectures, practicals and HBOnline activities. The unit of study provides an introduction to human evolution and ecology, cell biology, physiology and anatomy, through lectures and practical work. The unit of study includes human nutrition, distribution of essential requirements to and from cells, control of body functions and defence mechanisms. After discussion of reproduction and development, it concludes with modern studies and research prospects in biotechnology and human genetics.

This unit of study, together with BIOL (1001 or 1911 or 1002 or 1902), or MBLG (1001 or 1901), provides entry to Intermediate units of study in Biology, but the contents of BIOL (1002 or 1902) is assumed knowledge for BIOL (2011 or 2012) and PLNT 2003, and students entering these units with BIOL (1003 or 1903) will need to do some preparatory reading.

Textbooks

Seeley, RR et al. 2005. *Essentials of Anatomy and Physiology*. 5th ed., McGraw Hill.

Mader, Sylvia. *Human Biology* 8th edition. McGraw Hill, (Chapters 19, 24, 26)

BIOS1167

Human Cell Biology

Credit points: 6 **Session:** Semester 1 **Classes:** 4hrs lectures/week **Assumed knowledge:** Basic Chemistry **Assessment:** Worksheets, mid semester exam (20%), end semester exam (80%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study introduces students to the biological and biochemical processes that are fundamental to life. The material covered in this unit forms the basis of subsequent biomedical and professional units of study. Knowledge gained in this unit will help students to understand principles of health and disease and the scientific basis for many of the professional practices they will undertake in their careers. The following topics are studied: structure and function of cells, homeostasis, basic chemical processes of life, biochemistry of human function, energy and function (including metabolic processes and diseases), genetic code in health and disease (including cell division, basic genetics, protein synthesis and genetic diseases). The relevance of these fundamental principles to practices of health care is examined.

Textbooks

Timberlake K, *An Introduction to General, Organic and Biological Chemistry* (9th ed), Pearson Education

Stephens TD and Tate P, *Anatomy and Physiology* (7th ed), McGraw Hill, Boston (2006)

BIOS1168

Functional Musculoskeletal Anatomy A

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** 3hr lectures, 2hr tutorial/week **Assessment:** Mid semester exam (25%), end semester practical exam (25%), end semester exam (50%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study introduces the basic concepts in musculoskeletal anatomy prior to a more detailed study of the gross anatomical structure of the upperlimb as it relates to functional activities. Students will also study the histological structure of musculoskeletal tissues and surface anatomy of the upper limb. Material will be presented in

lectures, practical sessions and online. Students will also be expected to undertake some independent learning activities. This unit includes laboratory classes in which human cadavers are studied; attendance at such classes is strongly encouraged.

Textbooks

Palastanga N, Field D and Soames R, *Anatomy and Human Movement Structure and Function* (5th ed), Butterworth Heinemann Elsevier (2006)

Abrahams PH, Boon JM and Spratt JD, *McMinn's Clinical Atlas of Human Anatomy*, Mosby Elsevier (2008)

BIOS1169

Functional Musculoskeletal Anatomy B

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** 3hr lectures, 2hr tutorial/week **Prerequisites:** BIOS1168 **Functional Musculoskeletal Anatomy A or BIOS1159** **Prohibitions:** BIOS1160 **Assessment:** Mid semester exam (25%), end semester practical exam (25%), end semester exam (50%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study examines the detailed gross anatomical structure and surface anatomy of the lower limb, trunk and head and neck. Included are the anatomical analyses of functional activities which involve the lower limb, back and neck. Students will also look at the anatomical basis of chewing, swallowing and communication. Material will be presented in lectures, practical sessions and online. Students will also be expected to undertake some independent learning activities. This unit includes laboratory classes in which human cadavers are studied; attendance at such classes is strongly encouraged.

Textbooks

Palastanga N, Field D and Soames R, *Anatomy and Human Movement Structure and Function* (5th ed), Butterworth Heinemann Elsevier (2006)

Abrahams PH, Boon JM and Spratt JD, *McMinn's Clinical Atlas of Human Anatomy*, Mosby Elsevier (2008)

BIOS1170

Body Systems: Structure and Function

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** Three 1hr lectures, one 2hr practical/week **Prohibitions:** BIOS1127 **Body Systems I, BIOS1133 Body Systems: Structure & Function I, BIOS2098 Body Systems: Structure & Function II, BIOS2099 Body Systems II and Pharmacology** **Assumed knowledge:** BIOS1167 **Human Cell Biology or equivalent** **Assessment:** Two formative assessments, mid semester exam (30%), end semester exam (70%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit will present the gross anatomy, functional histology, physiology and pathophysiology of the cardiovascular, respiratory and renal systems. Specific diseases of these systems that are commonly encountered in health care practice will be described. The unit will also cover the characteristics of the body's fluids and the concept of acid-base balance within the body. This unit includes laboratory classes at which human cadaveric material is studied; attendance at such classes is strongly encouraged.

Textbooks

Martini, *Fundamentals of Anatomy and Physiology*

BIOS2098

Body Systems: Structure & Function II

Credit points: 3 **Session:** Semester 1 **Classes:** Three 1hr lectures/week, weeks 1-10 **Assumed knowledge:** BIOS1130 **Molecules and Energy or CHEM1101 Chemistry IA or CHEM1001 Fundamentals of Chemistry 1A** **Assessment:** 30min MCQ exam (20%), 2hr MCQ/SAQ exam (80%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit will present the gross anatomy, functional histology and physiology of the renal, digestive, reproductive and endocrine systems, with particular reference to adaptations occurring during exercise and the impact of exercise on system function where appropriate. In addition, immunology and immunological disorders will be covered.

BIOS2111

Introductory Toxicology

Credit points: 6 **Session:** Semester 1 **Classes:** 3hrs/week **Assumed knowledge:** Any Junior Biology unit of study **Assessment:** Assignment, end semester exam **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study will introduce students to the classification and process of absorption and metabolism and effects of toxic environmental and industrial substances in the body. Topics will include a study of chemical principles related to toxicology, various toxic metals, gases, solvents, pesticides, carcinogens, air pollution, venoms and radiation. The student will be introduced to the principles of hazard identification and risk assessment. An underpinning of basic chemical principles will be included.

BIOS3063

Project Design and Management

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** 1hr lecture, 2hrs tutorial/week **Assessment:** 1500 word group report (70%), 1000 word individual report (30%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

Note: Department permission required for enrolment in the following sessions: Semester 1.

This unit of study examines the principles and factors involved in the design and management of services, programs, and projects. Students will develop skills in planning, developing, implementing and evaluating projects as well as be given an introduction to financial management.

BIOS3066

Current Issues in Healthcare

Credit points: 6 **Session:** Semester 1 **Classes:** 3hrs/week **Assessment:** Online assessment (20%), group work activities (40%), end semester exam (40%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit introduces students to selected developments that are impacting, or are likely to impact, on the practice and management of the health care in Australia. Because health care is driven by a multitude of forces, the scope of the developments studied is broad. Topics to be covered will be drawn from the basic sciences applicable to health care, and health management. Examples of the topics under consideration include quality management in the manufacture of alternative health products, medical indemnity, the relationship between vaccination and disease, and psychoneuroimmunology. Because issues current in health care will change from year to year, student should consult with the unit of study coordinator to ascertain what will be covered in the unit in a particular year. Material will be presented in lectures, with use of self-directed learning and individual or group projects. The unit integrates units of study completed earlier in the program, thus enabling students to apply their knowledge while developing the skills needed to analyse, understand and anticipate future directions in health care.

BIOS3068

Environmental Toxicology

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** Three 1hr lectures/week **Prerequisites:** BIOS2111 Introductory Toxicology **Assessment:** 2hr end semester exam (45%), case study reports (55%) **Practical field work:** Two 2hr practicals/semester **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

Note: Department permission required for enrolment in the following sessions: Semester 1.

The unit examines the chemical principles related to toxicology and the effects of toxic agents on various body systems as well as developmental and reproductive toxicology, genetic toxicology and carcinogenesis as well as potential sources of injury in the environment, with particular emphasis on the workplace. Job analyses will be used to evaluate environmental exposures. The mode of delivery will include lectures and practical sessions. In addition, the unit will be supported by case studies of toxic exposures in the workplace, learning materials (on-line worksheets) and assessment tasks that develop relevant generic skills (written communication).

Textbooks

Casarett and Duoll, Essentials of Toxicology (2003)

EXSS1018

Biomechanics of Human Movement

Credit points: 6 **Session:** Semester 1 **Classes:** 2hrs lectures, 2hrs tutorial/practicals **Assumed knowledge:** HSC mathematics **Assessment:**

Mid and end semester exams, laboratory report **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit aims to develop an appreciation of how mechanical principles can be applied to understand the underlying causes of human movement. Topics include: kinematics, vectors, Newton's laws of motion, work, energy, power, and momentum; for both translational and rotational motion; and the influence of fluids on motion. Emphasis is placed on developing mathematical skills and analytical problem solving techniques. The laboratory classes complement the lectures; providing opportunities to validate mechanical principles in a quantitative manner.

EXSS1032

Fundamentals of Exercise Science

Credit points: 6 **Session:** Semester 2 **Classes:** 3hrs lectures, 2 hrs practical/week **Assessment:** Assignment (20%), mid semester exam (25%), end semester exam (55%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit encompasses the fundamental principles and practices of exercise science. The student will gain an understanding of the application of these principles to the assessment and development of physical fitness. The unit examines energy expenditure, the energetics of exercise, the measurement of human work performance and exercise responses in the laboratory, the assessment of aerobic and muscular fitness and the fundamentals of programming of cardiorespiratory and resistance training exercise programs for healthy, low-risk individuals. The instructions and techniques of resistance training will also be delivered.

EXSS2016

Motor Control

Credit points: 3 **Session:** Semester 1 **Classes:** 2hrs lectures, 2hrs tutorials/week **Prerequisites:** BIOS1137 Introductory Neuroscience **Assessment:** Mid semester exam, end semester exam **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit aims to provide students with an in-depth understanding of the control and acquisition of motor behaviours from the perspective of neuroscience. It will examine the nature and cause of movement and the maintenance of posture and balance. Models will be developed which emphasise the control of movement as an interaction between the nervous system, skeletal muscle and the environment. This unit considers the mechanics of movement and clinical disorders to extend the application of the motor system model.

EXSS3023

Exercise Testing and Prescription

Credit points: 6 **Session:** Semester 1 **Classes:** 3hrs lectures, 2hrs practicals **Assumed knowledge:** EXSS2022 Exercise Physiology Training Adaptations or EXSS2027 Exercise Physiology for Physicians **Assessment:** Mid semester exam, assignment, end semester exam **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit is designed to provide a comprehensive and critical examination of exercise testing and programming in low-risk populations. The scientific evidence for exercise dosages for aerobic exercise and resistance training required for health and fitness outcomes will be critically reviewed. Other aspects of exercise programming such as flexibility, warm up and instructional technique will also be covered in this unit. Through the use of lectures and case studies, students will learn how to integrate both the physiological components and logistical aspects of exercise performance, to devise individualised exercise test batteries and prescriptions. Although not a co-requisite, students will benefit from undertaking EXSS3024 Exercise, Health and Disease in parallel with Exercise Testing and Prescription.

EXSS3024

Exercise, Health and Disease

Credit points: 6 **Session:** Semester 1 **Classes:** 3hrs lectures, 2hrs practicals **Assumed knowledge:** Either EXSS2027 Exercise Physiology for Clinicians or both EXSS2019 Exercise Physiology- Acute Responses and EXSS2022 Exercise Physiology Training Adaptations **Assessment:** Case study exam, end semester

7. Pre-registration units of study

exam, prac exam **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

The aim of this unit is to investigate the application of exercise science to the promotion and maintenance of health via the prevention of chronic disease and the management of people suffering from chronic disease. Students will explore a range of topics including pathophysiology, risk assessment, clinical exercise testing, the role of exercise and client monitoring. Emphasis will be placed on the scientific evidence underpinning the use of exercise and effective doses in those chronic diseases which are responsive to an exercise intervention. The chronic disease conditions covered include metabolic syndrome, diabetes and cardiovascular disease.

EXSS2025

Motor Control and Learning

Credit points: 6 **Session:** Semester 2 **Classes:** 2hrs lectures, 2hrs tutorials/week **Assessment:** Tutorial presentation (15%), self scored mid semester exam (MCQ, SAQ) (0%), group training project report (35%), end semester exam (MCQ, SAQ) (50%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study provides students with a broad overview of motor control and learning with the aim of stimulating them to think about the mechanisms of normal human movement. Both a behavioural and a neurophysiological approach are taken to the acquisition and execution of skilled motor actions. The behavioural approach is directed at the structures and processes underlying movement without considering their physical basis, while the neurophysiological approach is directed at the neuromuscular machinery and the functional neural connections that govern movement. The unit consists of 3 modules. The first module examines the information processing and energetic capacities of the learner that underpin motor performance; that is, characteristics of the perceptual-motor system such as memory, attention, reaction time, speed-accuracy trade-off, force control, economy of energy, coordination, automaticity, lateralisation, arousal and stress, talent and expertise. The second module examines features of the learning environment that can be manipulated to promote motor learning such as goals, motivation, instruction, practice conditions and feedback. The third module examines applications to teaching motor skills, coaching and rehabilitation and includes a group project in which a motor skill is trained, thereby enabling students to apply the principles of motor control and learning that they have learned.

EXSS2026

Growth, Development and Ageing

Credit points: 6 **Session:** Semester 2 **Classes:** 3hrs lectures, 1hr tutorial/week **Assessment:** Mid semester exam (25%), assignment (20%), end semester exam (55%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study aims to provide the student with an appreciation of growth, development and ageing of the human across the lifespan. Physiologic changes, motor skill development and physical performance will be examined and related to morphology and stages of childhood and adolescent growth. The relationships between growth, development, gender and physical activity will be explored. The biological changes and consequences of ageing on physiologic and psychological health, disease and exercise capacity will be investigated. The student will also be able to gain an understanding of exercise prescription for pregnant women, children, adolescents and older adults.

EXSS2027

Exercise Physiology for Clinicians

Credit points: 6 **Session:** Semester 1 **Classes:** 3hrs lectures, 2 hrs practical/week **Assumed knowledge:** EXSS1032 Fundamentals of Exercise Science, BIOS1133 Body Systems: Structure & Function 1 **Assessment:** Mid semester exam (20%), end semester exam (80%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit has a major focus on the acute cardiorespiratory and haemodynamic response to exercise in both healthy and diseased populations. The measures of maximal oxygen consumption and

anaerobic threshold as determinants of cardiorespiratory performance in endurance events are discussed. In relation to these measures, the concept of acid-base balance is introduced. Physiological adaptations associated with endurance, high resistance and interval/sprint training will be explored. Students will learn the mechanisms behind muscle damage and fatigue. The approach will be integrative, with particular attention given to the regulation of the changes in the cardiorespiratory, and metabolic systems during exercise.

EXSS3027

Exercise and Rehabilitation

Credit points: 6 **Session:** Semester 2 **Classes:** 3hrs lectures, 2hrs practicals **Prerequisites:** EXSS3024 Exercise, Health and Disease **Assumed knowledge:** EXSS2019 Exercise Physiology - Acute Responses, EXSS2022 Exercise Physiology Training, EXSS2027 Exercise Physiology for Clinicians **Assessment:** Prac exam, case study exam, end semester exam **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit examines the pathophysiological basis of exercise limitations and the use of exercise in the management of a range of musculoskeletal and respiratory conditions such as osteoarthritis, asthma and chronic obstructive pulmonary disease. Throughout the unit, discussion of the effects of disease on the exercise response is used to enhance understanding of normal exercise physiology and biomechanical function. Similar attention is paid to the contributions of disuse and deconditioning to exacerbation of exercise impairment imposed by disease or injury. Completion of 140 hours of workplace experience is a requirement for successful completion of Exercise and Rehabilitation, and this can be accrued during the undergraduate program.

EXSS3038

Ergonomics

Credit points: 6 **Session:** Semester 2 **Classes:** 2hrs lectures, 2hrs practical/week **Assumed knowledge:** BIOS1159 Functional Anatomy A - Exercise, BIOS1160 Functional Anatomy B - Exercise, EXSS1018 Biomechanics of Human Movement **Assessment:** Mid semester exam (30%), assignment (30%), end semester exam (40%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

Ergonomics is concerned with optimising health, safety and performance in human activities. This unit will broaden the student's knowledge of human tolerance to physical tasks by considering tasks performed across a spectrum of settings, including occupational, sport, and activities of daily living. Specifically through the application of anatomy, biomechanics, and exercise and environmental physiology an understanding of the principles of matching environmental and task related parameters to human characteristics will be developed. This knowledge has application to OH&S, sport safety and the development of accessible environments for functionally impaired.

Textbooks

Bridger RS, Introduction to Ergonomics (2nd ed), Taylor & Francis, London (2003)

EXSS3042

Nutrition for Health, Exercise & Sport

Credit points: 6 **Session:** Semester 1 **Classes:** Three 1hr lectures/week for 4 weeks, two 1hr lectures for 9 weeks, one 1hr tutorial for 9 weeks **Prerequisites:** EXSS2027 Exercise Physiology for Clinicians **Assessment:** Poster presentations (10%), case-based small group work assignments (20%), practical anthropometry examination (20%), end semester exam (50%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit provides students with background knowledge in nutrition as applied to public health and exercise performance. Emphasis is given to the major, nutrition related public health issues faced by western countries including the impact of diet on obesity, diabetes mellitus, cardiovascular disease and cancer. Students will learn to appreciate how manipulation of diet is used in the management of the abovementioned lifestyle diseases. In addition, students will learn about the way diet can optimise exercise performance through provision of adequate energy and ideal distribution of macronutrients. Use of dietary supplements and nutritional ergogenic aids and the

benefit of sports nutrition strategies such as 'carbohydrate loading' will also be a focus. This unit of study has a strong practical emphasis.

HSBH1006

Foundations of Health Science

Credit points: 6 **Session:** Semester 1 **Classes:** Two 1hr lectures, 1hr tutorial/week and WebCT online learning support **Assessment:** Library skills test (10%), case study (20%), literature review (30%), final 2hr exam (40%) **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This is an introductory unit for students entering the health sciences. This unit aims to expose students to a range of definitions of health, and key concepts in health and health systems. Students will develop a range of core skills and competencies needed in the study and practice of health sciences and a basis for work practice in the health system or for postgraduate study. Topics include: What is health?; How is health status classified?; Biomedical, psychological and sociological aspects of health and health care; What 'should' a health care system do?; How do we measure health status in an individual, a community and a nation? An integrated sciences model of health care is explored which covers the five domains of biological, behavioural, cognitive, socio-cultural and environmental.

HSBH1007

Health Science and Research

Credit points: 6 **Session:** Semester 1 **Classes:** Two 1hr lectures, 1hr tutorial/week and WebCT online learning support **Assessment:** 2000 word written report (40%), 90min MCQ/SAQ exam (60%) **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit introduces students to key research paradigms in health, and to the major approaches to designing and evaluating basic and applied research in health. Students are exposed to the types of research which inform our understanding of normal and abnormal functions of the human body and of treatment and preventative health care. Students will be engaged in the generation of new knowledge through evidenced based practice and evidence based innovation. Current issues in health science research will be identified, with emphasis on the role of technology in health and e-health.

HSBH1008

Health Determinants and Interventions

Credit points: 6 **Session:** Semester 2 **Classes:** Two 1hr lectures, 1hr tutorial/week and WebCT online learning support **Assessment:** Project (20%), seminar presentation (20%), 1000 word essay (20%), 2hr exam (40%) **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit has two components. Health Determinants will introduce students to the key factors determining health status in the Australian context. It will explore biomedical and genetic factors, acquired health behaviours, and social, cultural and environmental determinants of health status. Health and wellbeing will be explored through life expectancy, functioning, disability, illness, disease and injury. Initiatives to promote preventable hospitalisation and increased health and wellbeing across population groups will be examined. Health Interventions outlines the distinction between primary and secondary prevention and examines the evidence base for a range of intervention strategies including public health, preventative and restorative health care. Traditional interventions to promote outcomes through prevention, health promotion, treatment, care, rehabilitation and counselling will be explored alongside complementary and alternative medical (CAM). Healthy ageing and age-related illness will be highlighted.

HSBH1009

Health Care Resources and Systems

Credit points: 6 **Session:** Semester 2 **Classes:** Two 1hr lectures, 1hr tutorial/week and WebCT online learning support **Assessment:** Teamwork project (30%), assignment (30%), 2hr MCQ/SAQ exam (40%) **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit explores the organisation and structure of health care delivery systems. National and international frameworks regarding the provision of services to minority and culturally diverse groups, health care policy

frameworks, and health care service structure and models of health care funding will be examined. Specifically, students will view the globalisation of health through human, material, financial, research, evaluation, monitoring, surveillance and technology. Issues of communication, advocacy and service delivery in teams will be examined. Safety and quality in health care systems will be highlighted.

Textbooks

Taylor S, Foster M and Fleming J, Health Care Practice in Australia: Policy, Context and Innovations, Oxford UP, South Melbourne (2008)

HIMT1051

Introduction to Management Principles

Credit points: 6 **Session:** Semester 1 **Classes:** 3hrs lectures, 1hr tutorial/week **Assessment:** Assignments, exams **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit introduces students to the principles of management and develops their skills in management in health care settings. Topics include an introduction to management and what managers do; building effective teams; organising work; the influence of organisational culture; change management; planning; leadership and managerial ethics. Students will also develop an understanding of the structure and functions of organisations. A key objective of this unit is to enable the students to develop practical management skills to enable them to perform effectively as managers.

PSYC1001

Psychology 1001

Credit points: 6 **Session:** Semester 1, Summer Main **Classes:** Three 1 hour lectures and one 1 hour tutorial per week, plus 1 hour per week of additional web-based (self-paced) material related to the tutorial. **Assessment:** One 2.5hr exam, one 1000w essay, multiple tutorial tests, experimental participation. **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

Psychology 1001 is a general introduction to the main topics and methods of psychology, and is the basis for advanced work as well as being of use to those not proceeding with the subject. Psychology 1001 covers the following areas: language; science and statistics in psychology; behavioural neuroscience; applied psychology; social psychology; personality theory.

This unit is also offered in the Sydney Summer School. Consult the web site:

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

for more information.

Textbooks

Psychology 1001 manual, Weiten, W. Psychology. Themes and variations. 7th Ed. Belmont, CA: Thomson Wadsworth. 2007

BACH1143

Designing Health Research

Credit points: 3 **Session:** Semester 1, Semester 2 **Classes:** 1hr lecture/week and fortnightly tutorials **Assessment:** 1500 word group report due Wks 12-13 (40%), 1.5hr MCQ/SA exam in Wks 15-16 (60%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit introduces students to research methodology and design that is fundamental to the health professions. The unit of study presents an overview of the research process, as well as detailed information about ethics, sampling, measurement and both quantitative and qualitative approaches to research. Students will become familiar with main concepts and logic underlying all research designs, with specific terminology used in epidemiological studies and with the notion of evidence-based practice. Students will also develop skill in understanding, interpreting and evaluating research reports, doing literature search and review, selecting appropriate research methods to answer research questions and in presenting research findings using a standard format for quantitative studies.

BACH1145

Quantitative Health and Social Research

Credit points: 3 **Session:** Semester 1, Semester 2 **Classes:** 1hr lecture, 1hr tutorial/week **Assumed knowledge:** Basic mathematics **Assessment:** 1000

7. Pre-registration units of study

word assignment (40%), 1.5hr MCQ exam (60%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit introduces prospective health science practitioners and researchers to methods for exploring, analysing, understanding and interpreting quantitative data. It aims to provide an understanding of the main ideas of statistics and useful skills for working with data as well as to introduce students to common data analysis tools. Methods for collecting, exploring and presenting data are discussed from the perspective of the practitioner. Graphical methods and descriptive statistics are emphasised throughout the unit and precede all analysis techniques. The normal and sampling distributions are introduced. The early emphasis in this unit will be placed on explaining; patterns in data, outliers and variability. Random sampling in the context of randomised comparative experiments precedes an introduction to statistical inference for comparisons and relationships. Methods for parametric and non-parametric inference are introduced for one, two and multiple samples. The unit also introduces students to techniques of epidemiological data analysis. Students will use data analysis software packages that are in common use in employment settings. The nexus between qualitative and quantitative methodologies is explored, throughout the unit, in the context of inference and scientific method.

BACH1161

Introductory Behavioural Health Sciences

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** 4hrs/week **Assessment:** Class exercise (17.5%), mid semester 1000 word essay (25%), end semester exam (57.5%) **Campus:** Cumberland **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit provides an introduction to areas of psychology and sociology relevant to health and wellbeing. The unit provides the sociological tools (covering both theory and method) that are required to achieve social literacy in the domains of health and wellbeing as well as an introduction to the principles and applications of psychology as they pertain to these areas. The unit aims to develop a sociological imagination, a quality of mind that will be used to prompt students to question commonsense assumptions regarding health and wellbeing, including in specific areas such as exercise and sport. Students will also gain familiarity with the major paradigms and methodological approaches of contemporary psychology and will develop a facility in evaluating the application of psychological theory to specific health issues in their major area of study, such as addiction, stress, nutrition and diet and exercise adherence. Specifically, the sociology component of the unit will examine the origins, nature, and prospects of 'modern' societies; the nature of sociological explanation (the 'sociological imagination'); the social patterns, social processes, and social relationships that underpin inequalities in Australian society, especially as they relate to health and wellbeing; the characteristics, and limitations, of the classical biomedical model; the diagnostic and prescriptive distinctions between biomedicine, individualist health promotion, and social medicine; the wider political and economic context of healthcare, and of community sport and recreational activities. The psychology component of the unit will examine links between mind and body; the principles of learning and behaviour change; the psychological and biological responses to stress and pain; pain management; the psychology of groups, clubs, and other organisations; and selected additional topics as appropriate (for example, communication, exercise and fitness, health promotion, psychological changes across the lifespan).

8. Post-registration course information

Bachelor of Nursing (Post-Registration) GH009

The Bachelor of Nursing (Post-Registration) is a course designed for registered nurses who hold either a certificate or a diploma in nursing and who wish to upgrade their qualifications.

The Bachelor of Nursing (Post-Registration) reflects the changing nature of health care needs and nursing work and is designed to take account of the increasing and inevitable sophistication of nursing's clinical repertoire, education and research. The course recognises the prior learning experiences of registered nurses and provides graduates with a framework with which they can enhance their professional practice.

In particular, as patient acuity/hospital activity increases and community care modalities become increasingly essential to health care systems, the course assists registered nurses to cope with the increasing pressure on them to increase their skill and knowledge bases.

The course also incorporates preparation for graduates to work more comfortably in an information-based environment and to meet the challenge of providing greater clinical and professional leadership as the nursing workforce skillmix changes as nursing continues into the 21st century.

The learning modalities employed in this program require students, as a practising professional - with the guidance and support of the academic staff – to take more responsibility for their own learning. They will be expected to become more independent in seeking information and to develop a stronger research mindset in how they approach their working life and their capacity to improve patient care. The course also equips more talented and research-minded students to progress to graduate with Honours.

Local students

Local students who hold a qualification at diploma level are required to complete four units of study or 24 credit points to qualify for the award. Students who hold a certificate in nursing are required to complete eight units or 48 credit points to qualify for the award. Students may choose to study either full-time or part-time.

Local students apply directly to the Faculty for admission to this course. International students apply through the International Office.

International students

International students holding either a diploma or certificate are required to complete eight units of study (48 credit points) to qualify for the award. International students studying on-campus are required to study full-time.

Admission requirements

- Applicants must be registered as a nurse in Australia or another country, and
- hold a qualification at the certificate or diploma level in nursing, and
- have a minimum of 12 months experience and be currently working as a registered nurse, and
- meet English language requirements as specified in the course resolution section of this handbook.

Units of study overview

Units available in Semester 1 of the course focus on nursing knowledge and practice, examining the historical background and current debates in nursing. Students will also study the advanced clinical abilities required for nursing assessment and explore the issues of clinical and patient education.

Units available in Semester 2 focus on international concepts of health care and clinical governance and professional leadership. Students also undertake study in the area of research in nursing and its importance to nursing practice and undertake a minor thesis or practice project. All units are worth six credit points and students are required to submit assignments and sit examinations. There are no clinical requirements for this degree.

Study patterns and unit of study information are located in the following chapter. Local students holding a diploma qualification may select 4 units of study out of the 8 on offer. Local students holding a certificate qualification and international students must complete 8 units of study as prescribed.

Bachelor of Nursing (Post-Registration) GH009

Off-shore course: Singapore

This off-shore course is conducted in Singapore by the University of Sydney in conjunction with the Singapore Institute of Management. Graduates of this course receive their award from the University of Sydney. The course is offered over two years part-time and is taught in the block mode with online support.

The face-to-face component each semester is delivered in a two-week teaching block at the beginning of the semester and some units have additional face-to-face hours mid-semester. There is one intake per year commencing in January/February.

Admission requirements

Students must have a minimum of 12 months clinical nursing practice, and must be employed as a registered nurse.

They must meet the English language requirements of the faculty.

As well, they must have one of the following qualifications:

- a Diploma in Nursing from Nanyang Polytechnic or Ngee Ann Polytechnic Singapore, or
- an approved Diploma in Nursing from an approved institution, or
- a Certificate in Nursing from the Singapore School of Nursing, or its equivalent.

Course structure

The course structure for international off-shore students studying in Singapore is outlined in the following chapter of this handbook.



Bachelor of Nursing (Post-Registration) GH009

Off-shore course: Malaysia

This off-shore course is conducted in Kuala Lumpur, Malaysia by the University of Sydney in conjunction with the Tun Tan Cheng Lock College of Nursing. Graduates of this course receive their award from the University of Sydney.

The course is offered over two years part-time and is taught in the block mode with online support. The face-to-face component each semester is delivered in a one-week teaching block at the beginning of the semester and some units have additional face-to-face hours mid-semester.

Admission requirements

Students must have a minimum of 12 months clinical nursing practice, and must be employed as a registered nurse.

They must meet the English language requirements of the faculty.

As well, they must have one of the following qualifications:

- a Diploma in Nursing from the Tun Tan lock Cheng College of Nursing, or
- an approved Diploma in Nursing from an approved institution, or
- a Certificate in Nursing or its equivalent from an approved institution.

Course structure

The course structure for international off-shore students studying in Malaysia is outlined in the following chapter of this handbook.

9. Post-registration units of study

Units of study table

<i>Unit of study</i>	<i>Credit points</i>	<i>P: Prerequisites C: Corequisites</i>	<i>Session</i>
Bachelor of Nursing (Post-Registration) GH009			
On-shore (Full-time)			
This study pattern is for local and international (on-shore) students studying full-time.			
Year 1, Semester 1			
CLIN3021 Nursing, Knowledge and Practice	6		Semester 1
NURS3001 Advanced Clinical Nursing Assessment	6		Semester 1
NURS3003 Clinical and Patient Education	6		Semester 1
NURS3006 Current Issues in Nursing	6		Semester 1
Year 1, Semester 2			
FCHN3013 Research in Nursing	6		Semester 2
NURS3002 Health Illness & Care: Int'l Perspective	6		Semester 2
NURS3004 Minor Thesis/Practice Project	6	P 24 unspecified credit points	Semester 2
NURS3005 Nursing Management & Clinical Governance	6		Semester 2
On-shore (Part-time)			
This study pattern is for local (on-shore) students studying part-time.			
Year 1, Semester 1			
CLIN3021 Nursing, Knowledge and Practice	6		Semester 1
NURS3001 Advanced Clinical Nursing Assessment	6		Semester 1
Year 1, Semester 2			
FCHN3013 Research in Nursing	6		Semester 2
NURS3002 Health Illness & Care: Int'l Perspective	6		Semester 2
Year 2, Semester 1			
NURS3003 Clinical and Patient Education	6		Semester 1
NURS3006 Current Issues in Nursing	6		Semester 1
Year 2, Semester 2			
NURS3004 Minor Thesis/Practice Project	6	P 24 unspecified credit points	Semester 2
NURS3005 Nursing Management & Clinical Governance	6		Semester 2



9. Post-registration units of study

Unit of study	Credit points	P: Prerequisites C: Corequisites	Session
Singapore Off-Shore			
This study pattern is for international (off-shore) students studying in Singapore.			
Year 1, Semester 1			
SNGP3001 Advanced Clinical Nursing Assessment	6		Semester 1
SNGP3009 Nursing, Knowledge and Practice	6		Semester 1
Year 1, Semester 2			
SNGP3005 Nursing Management & Clinical Governance	6		Semester 2
SNGP3007 Inquiry and Research in Nursing	6		Semester 2
Year 2, Semester 1			
SNGP3003 Clinical and Patient Education	6		Semester 1
SNGP3008 Applied Pharmacology in Nursing Practice	6		Semester 1
Year 2, Semester 2			
SNGP3004 Minor Thesis/Practice Project	6	P 24 unspecified credit points	Semester 2
SNGP3010 Law and Ethics in Health Care	6		Semester 2
Malaysia Off-Shore			
This study pattern is for international (off-shore) students studying in Malaysia.			
Year 1, Semester 1			
ASSN3001 Advanced Clinical Nursing Assessment	6		Semester 1
ASSN3009 Nursing, Knowledge and Practice	6		Semester 1
Year 1, Semester 2			
ASSN3002 Health Illness & Care: Int'l Perspective	6		Semester 2
ASSN3007 Inquiry and Research in Nursing	6		Semester 2
Year 2, Semester 1			
ASSN3003 Clinical and Patient Education	6		Semester 1
ASSN3006 Current Issues in Nursing	6		Semester 1
Year 2, Semester 2			
ASSN3004 Minor Thesis/Practice Project	6	P 24 unspecified credit points	Semester 2
ASSN3005 Nursing Management & Clinical Governance	6		Semester 2

Units of study descriptions

On-Shore (full-time or part-time)

NURS3001

Advanced Clinical Nursing Assessment

Credit points: 6 **Session:** Semester 1 **Classes:** normal day or online **Assessment:** case study, health history, reflective journal, webct participation & community profile **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day or On-line

This unit of study focuses on the advanced clinical abilities required for nursing assessment of patients, families communities in the 21st century. For the nurse to undertake advanced clinical assessment they must use all available sources of evidence including physiological, psychological, spiritual, socio economic and cultural values on an ongoing bases. Students will learn how to assess a patient's condition - physically, socially and mentally and to make insightful nursing observation that can inform practice. At the community level, and in the wider socio-economic context, students will study emerging patterns of disease that may impact on the nature of nursing care in the new millennium such as the emergence of multi resistant bacteria, H5N1 and Dengue Fever.

NURS3002

Health Illness & Care: Int'l Perspective

Credit points: 6 **Session:** Semester 2 **Classes:** normal day or online **Assessment:** essay, assignments and exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day or On-line

This unit critically analyses national and international concepts of health, illness and care. It investigates the ways in which social, cultural and historical forces have shaped ideas and beliefs about health and illness. The unit also examines the structure of contemporary societies, emphasising the relationship between social structures, cultural factors, and the distribution of health and illness. In particular it examines the effects of social inequalities on the health of vulnerable, at-risk, and marginalised groups.

NURS3003

Clinical and Patient Education

Credit points: 6 **Session:** Semester 1 **Classes:** normal day or online **Assessment:** essays and exam **Campus:** Camperdown/Darlington **Mode of delivery:** On-line or Normal (lecture/lab/tutorial) Day

The field of clinical and patient education is explored in the context of the healthcare environment with emphasis on continuing changes in technologies, information and evidence bases for practice. The unit involves a study of the literature on the nature of learned and performed skills and what factors impact on the delivery of effective education in clinical settings. This unit also explores the role of the registered nurse in relation to patient education, staff education and student supervision.

NURS3004

Minor Thesis/Practice Project

Credit points: 6 **Session:** Semester 2 **Classes:** normal day or online **Prerequisites:** 24 unspecified credit points **Assessment:** 1x5000wd essay **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day or On-line

Students undertake advanced work on an area of practice, or a particular practice, in nursing. The project will involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses whose professional responsibilities and interests include clinical leadership, management of a clinical service or practice development and/or the use of evidence in practice.

NURS3005

Nursing Management & Clinical Governance

Credit points: 6 **Session:** Semester 2 **Classes:** normal day or online **Assessment:** assignments and exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day or On-line

This course provides a forum for experienced practitioners to enhance their skills and knowledge regarding the concept of clinical governance and to develop a framework for its implementation. The structure of the course will enable participants to explore and critique issues surrounding clinical governance in the context of care provision, organisational climate and culture, quality, clinical and professional leadership and financial responsibility. This course utilises a better practice (continuum of care / quality / cost / utilisation and health outcomes) framework.

NURS3006

Current Issues in Nursing

Credit points: 6 **Session:** Semester 1 **Classes:** lectures and tutorials, online **Assessment:** essay, presentation, exam **Campus:** Camperdown/Darlington **Mode of delivery:** On-line or Normal (lecture/lab/tutorial) Day

This unit of study will extend knowledge of professional nursing by focusing on particular issues that currently challenge nurses. Drawing on clinical, technical and sociological research and current media reporting it will examine how and why issues are reported and why some are highly publicized while some are virtually ignored. The unit encourages reflection and awareness of the complexities of nursing practice by examining the culture of the health care sector, nurses' responsibility and accountability for patient outcomes, patient safety and nurses' outcomes. The health care sector is presently experiencing a shortage of registered nurses and is constrained by an ideology favouring economic rationalism. These factors impact on today's nurses, their practice and their professionalisation, and the health of the nation.

CLIN3021

Nursing, Knowledge and Practice

Credit points: 6 **Session:** Semester 1 **Classes:** normal day or on-line **Assessment:** essay, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day or On-line

This unit of study examines the historical background to, and current debates surrounding, how nurses have established their knowledge and practice. In addition to examining the historical records in relation to nursing as a discrete area of knowledge and practice in health care, this unit of study analyses and critiques current trends, ethical considerations, and discourses in nursing and how they impact on understandings of the nature of nursing knowledge and contemporary practice(s).

FCHN3013

Research in Nursing

Credit points: 6 **Session:** Semester 2 **Classes:** study days **Assessment:** research proposal, exam, online quiz **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

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

Singapore Off-Shore

SNGP3001

Advanced Clinical Nursing Assessment

Credit points: 6 **Session:** Semester 1 **Classes:** lectures/tutorials, and independent learning/online **Assessment:** case study health history, reflective journal, WebCT participation and community profile **Campus:** Singapore **Mode of delivery:** Block Mode

This unit of study focuses on the advanced clinical abilities required for nursing assessment of patients, families and communities in the 21st century. Students will learn how to assess a patient's condition, physically and mentally, and to make insightful nursing observation that can inform practice. At the community level, and in the wider socio-economic context, students will study emerging patterns of disease.

SNGP3003

Clinical and Patient Education

Credit points: 6 **Session:** Semester 1 **Classes:** lectures/tutorials, and independent learning/online **Assessment:** essay and exam **Campus:** United Arab Emirates **Mode of delivery:** Block Mode

The field of clinical and patient education is explored in the context of the practice professions and continuing changes in technologies, information and evidence bases for practice. The unit involves a study of the literature on the nature of learned and performed skills, what factors affect changing understandings, beliefs, dogma and practice(s) in clinical settings and subsequently clinical and patient education. The unit is interdisciplinary in approach and has a fieldwork/practice component.

SNGP3004

Minor Thesis/Practice Project

Credit points: 6 **Session:** Semester 2 **Classes:** lectures/tutorials, and independent learning/online **Prerequisites:** 24 unspecified credit points **Assessment:** 1x5000wd essay **Campus:** United Arab Emirates **Mode of delivery:** Block Mode

Students undertake advanced work on an area of practice, or a particular practice, in nursing. The project will involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses whose professional responsibilities and interests include clinical leadership, management of a clinical service or practice development and/or the use of evidence in practice.

SNGP3005

Nursing Management & Clinical Governance

Credit points: 6 **Session:** Semester 2 **Classes:** lectures/tutorials, and independent learning/online **Assessment:** assignments, exam **Campus:** Singapore **Mode of delivery:** Block Mode

This course provides a forum for experienced practitioners to enhance their skills and knowledge of nursing management and clinical governance and to develop a framework for their implementation. The structure of the course will enable participants to explore and critique issues surrounding clinical governance in the context of care provision, organisational climate and culture, quality, clinical and professional leadership and financial responsibility. This course utilises a better practice (continuum of care / quality / cost / utilisation and health outcomes) framework.

SNGP3007

Inquiry and Research in Nursing

Credit points: 6 **Session:** Semester 2 **Classes:** lectures/tutorials, and independent learning/online **Assessment:** research proposal, exam **Campus:** United Arab Emirates **Mode of delivery:** Block Mode

This unit of study builds on the tenet throughout the course that research is integral to all aspects of nursing theory, education,

application and practice. Nursing (and midwifery) research will be the focus of examination and critique. A critical analysis of various modes of inquiry will be used to investigate aspects of nursing practice and relevant nursing issues. A variety of perspectives, methodologies and methods that constitute modes of inquiry will be included. This unit will assist students to develop research knowledge and prepare them for future research activities. Opportunities will be provided to experience the inquiry process with reference to clinically related situations or to areas that have an implication for nurses (and midwives) and their practice.

SNGP3008

Applied Pharmacology in Nursing Practice

Credit points: 6 **Session:** Semester 1 **Classes:** lectures/tutorials, and independent learning/online **Assessment:** assignments and exam **Campus:** Singapore **Mode of delivery:** Block Mode

This unit of study is designed to provide students with the opportunity to consolidate and extend their knowledge and skills in relation to the therapeutic applications of drugs based on their underlying pharmacology. Students will review fundamental definitions of pharmacological terms, including drug absorption, distribution, metabolism, and excretion and review the basic principles of pharmacokinetic and pharmacodynamic drug handling. The major focus of this unit is on the pharmacological aspects of medical therapy in various populations, including neonatal/paediatric, adult and geriatric patients. Students will learn how to apply specific pharmacological knowledge in the clinical management of special patient groups. A problem-based learning approach is used in this unit of study in a quality of care / safe medication administration framework.

SNGP3009

Nursing, Knowledge and Practice

Credit points: 6 **Session:** Semester 1 **Classes:** lectures/tutorials, and independent learning/online **Assessment:** essay and exam **Campus:** United Arab Emirates **Mode of delivery:** Block Mode

This unit of study examines the historical background to, and current debates surrounding, how nurses have established their knowledge and practice. In addition to examining the historical records in relation to nursing as a discrete area of knowledge and practice in health care, this unit of study analyses and critiques current trends, ethical considerations, and discourses in nursing and how they impact on understandings of the nature of nursing knowledge and contemporary practice(s).

SNGP3010

Law and Ethics in Health Care

Credit points: 6 **Session:** Semester 2 **Classes:** lectures/tutorials, online **Assessment:** essay and exam **Campus:** Singapore **Mode of delivery:** Block Mode

This unit of study explores the legal and ethical dimensions in health and social care, with a particular focus on nursing. This module will enable students to gain a critical understanding and applied appreciation of health-related law and ethics, whilst exploring its application and affect on nursing practice. Topics covered in this unit include government regulation of health care, including resource-allocation and professional practice, as well as legal issues relating to professional liability (consent, negligence, confidentiality and autonomy). This unit of study also considers traditional and contemporary ethical theory, moral decision making, articulating moral arguments, critiquing arguments, and exploring values in ethical decision-making. In doing so, this unit of study also explores the values held by professionals, as the concepts of rights and responsibilities increasingly impact on professional nursing practice.

Malaysia Off-Shore

ASSN3001

Advanced Clinical Nursing Assessment

Credit points: 6 **Session:** Semester 1 **Classes:** lectures/tutorials, online **Assessment:** health history, patient assessment essay, clinical journal and reflective essay, webct participation **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

This unit of study focuses on the advanced clinical abilities required for nursing assessment of patients, families and communities in the 21st century. Students will learn how to assess a patient's condition, physically and mentally, and to make insightful nursing observation that can inform practice. At the community level, and in the wider socio-economic context, students will study emerging patterns of disease.

ASSN3002

Health Illness & Care: Int'l Perspective

Credit points: 6 **Session:** Semester 2 **Classes:** lecturers/tutorials, online **Assessment:** assignments, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

This unit critically analyses international concepts of health, illness, and care. It investigates the ways in which historical forces have shaped ideas and beliefs about health and illness. The unit also examines the structure of contemporary societies, emphasising the relationship between social structures, cultural factors, and the distribution of health and illness. In particular it examines the effects of social inequalities on the health of vulnerable, at-risk, and marginalised groups.

ASSN3003

Clinical and Patient Education

Credit points: 6 **Session:** Semester 1 **Classes:** lectures/tutorials, online **Assessment:** essays and exam **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

The field of clinical and patient education is explored in the context of the practice professions and continuing changes in technologies, information and evidence bases for practice. The unit involves a study of the literature on the nature of learned and performed skills, what factors affect changing understandings, beliefs, dogma and practices (s) in clinical settings and subsequently clinical and patient education. The unit is interdisciplinary in approach and has a fieldwork/practice component.

ASSN3004

Minor Thesis/Practice Project

Credit points: 6 **Session:** Semester 2 **Classes:** lectures/tutorials, online **Prerequisites:** 24 unspecified credit points **Assessment:** 1x5000wd essay **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

Students undertake advanced work on an area of practice, or a particular practice, in nursing. The project will involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses whose professional responsibilities and interests include clinical leadership, management of a clinical service or practice development and/or the use of evidence in practice.

ASSN3005

Nursing Management & Clinical Governance

Credit points: 6 **Session:** Semester 2 **Classes:** lectures/tutorials, online **Assessment:** assignments, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

This course provides a forum for experienced practitioners to enhance their skills and knowledge of nursing management and clinical governance and to develop a framework for their implementation. The structure of the course will enable participants to explore and critique issues surrounding clinical governance in the context of care provision, organisational climate and culture, quality, clinical and professional leadership and financial responsibility. This course utilises a better practice (continuum of care / quality / cost / utilisation and health outcomes) framework.

ASSN3006

Current Issues in Nursing

Credit points: 6 **Session:** Semester 1 **Classes:** lectures/tutorials, online **Assessment:** essay, presentation and exam **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

This unit encourages critical reflection on the context within which nursing operates, from a local, national, and international perspective. Students evaluate and analyse the influence of social, political, educational change, scientific and technological advances, and legal, professional, and ethical/moral guidelines on their nursing practice. This unit has a dynamic focus so that issues affecting nursing globally and within regions and countries.

ASSN3007

Inquiry and Research in Nursing

Credit points: 6 **Session:** Semester 2 **Classes:** lectures/tutorials, online **Assessment:** research proposal, and exam **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

This unit of study builds on the tenet throughout the course that research is integral to all aspects of nursing theory, education, application and practice. Nursing (and midwifery) research will be the focus of examination and critique. A critical analysis of various modes of inquiry will be used to investigate aspects of nursing practice and relevant nursing issues. A variety of perspectives, methodologies and methods that constitute modes of inquiry will be included. This unit will assist students to develop research knowledge and prepare them for future research activities. Opportunities will be provided to experience the inquiry process with reference to clinically related situations or to areas that have an implication for nurses (and midwives) and their practice.

ASSN3009

Nursing, Knowledge and Practice

Credit points: 6 **Session:** Semester 1 **Classes:** lectures/tutorials, online **Assessment:** essay and exam **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

This unit of study examines the historical background to, and current debates surrounding, how nurses have established their knowledge and practice. In addition to examining the historical records in relation to nursing as a discrete area of knowledge and practice in health care, this unit of study analyses and critiques current trends, ethical considerations, and discourses in nursing and how they impact on understandings of the nature of nursing knowledge and contemporary practice(s).

10. Postgraduate studies – introduction

Postgraduate coursework

The Faculty of Nursing and Midwifery offers postgraduate coursework in a number of specialty areas for registered nurses, and at various articulating levels. The level of entry depends on your current qualifications and professional work experience.

Students might commence their study in a graduate certificate course and progress to graduate diploma and master's level within the chosen specialty areas. The specialty areas include cancer nursing, intensive care and emergency nursing, clinical nursing, mental health nursing, and health services management.

Depending upon your qualifications, you may enrol directly into a master's degree, or commence with a graduate certificate or graduate diploma.

Subject to meeting entry requirements, it may be possible to credit units of study already undertaken for a graduate certificate or graduate diploma, towards a master's degree. This can be done immediately upon completion – if you wish to continue your studies at that point – or at a later date when you return to study.

Taking account of the employment demands on registered nurses, the nursing units of study are offered with minimal on-campus requirements, usually four days attendance per unit of study. Please refer to the unit of study information contained in the following chapters for further details.

With the exception of Health Services Management, all students are required to be registered nurses in either Australia or their country of residence. The level of entry (graduate certificate, graduate diploma or master's degree) is dependent upon current qualifications.

Students wishing to study Health Services Management should plan to work or be working in this field. As with other postgraduate coursework, the entry level is dependent upon qualifications and work experience. For further information on Health Services Management, please refer to chapter 15 in this handbook.

If you are uncertain as to which course you should take or the entry level best suited to your needs, you should contact the faculty for further information.

Clinical requirements

Some specialty areas require you to be working in the field in order to successfully complete the requirements of the course. These include emergency and intensive care nursing.

Graduate certificates

The faculty offers graduate certificates for registered nurses in the following specialty areas:

- Cancer Nursing
- Emergency Nursing
- Intensive Care Nursing

Graduate certificate courses are designed for nurses registered in Australia. Graduate certificates consist of two semesters of part-time study. Students are required to complete 24 credit points or four units of study. In most specialty areas these units are prescribed. Please refer to the relevant chapter for unit of study tables. Students who achieve a credit average may go on to study at master's level.

Admission

Admission to a graduate certificate is open to all nurses registered in Australia. Applications from all students should be made directly to the faculty.

Workload

Students generally undertake two units of study per semester. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations. Some courses require students to be currently working in the specialty area.

Graduate diplomas

The faculty offers graduate diplomas for registered nurses in the following specialty areas:

- Cancer Nursing
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing

These graduate diplomas are designed for nurses registered in Australia or overseas. Graduate diplomas require one year's full-time study or two years part-time study. Graduate diplomas consist of 48 credit point or eight units of study.

Some specialty areas permit students to undertake electives as well as prescribed units.

Please refer to the relevant specialty chapter for unit of study tables or this chapter for information on postgraduate electives.

If you attain a credit average or better you may use your graduate diploma to articulate into a master's degree. Units studied at the graduate diploma level are, in most cases, credited towards the higher qualification.

Admission

Admission to a graduate diploma is open to all nurses registered in Australia. International students who are registered nurses in their country of residence may study at the graduate diploma level and in addition will need to meet English language requirements.

Applications from all Australian residents should be made directly to the faculty. International students should apply through the International Office.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units full-time. Most nursing units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations. Some courses require students to be currently working in the specialty area.



Master's degrees

Master's degrees for registered nurses are offered in the following specialties:

- Cancer Nursing
- Clinical Nursing
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing

A master's degree consists of 72 credit points or 12 units of study. This may be taken over 18 months full-time or three years part-time study. Please refer to the relevant specialty chapter for unit of study tables or this chapter for elective information.

Postgraduate electives

Some courses require you to select from one of the postgraduate electives listed in the following table.

<i>Unit of study</i>	<i>Credit points</i>	<i>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</i>	<i>Session</i>
Postgraduate Electives			
Semester 1			
CLIN5021 Reading Topic	6	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
FCNU5050 Mental Health Assessment & Interventions	6		Semester 1
NURS5023 Palliative Nursing	6		Semester 1
NURS5025 Understanding Cancer Causes & Therapies	6	<i>This unit of study is a pre requisite for the field of cancer nursing and will provide the scientific basis for cancer nursing practice.</i>	Semester 1
NURS6011 Practice Development Project	12	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
Semester 2			
CLIN5013 Illness, Experience and Embodiment	6		Semester 2
CLIN5021 Reading Topic	6	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
NURS5011 Advanced Nursing: Cellular Therapies	6		Semester 2
NURS5024 Cancer Nursing Practice	6	P NURS5025	Semester 2
NURS5026 Health Promotion in Cancer Recovery	6	P NURS5025	Semester 2
NURS6010 Clinical Qualitative Research	6		Semester 2
NURS6011 Practice Development Project	12	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2

Postgraduate electives units of study descriptions

CLIN5013

Illness, Experience and Embodiment

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive **Assessment:** assignments, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study is concerned with ways in which experiences of illness, (di)stress and recovery can be understood from the subjective perspective(s) of the patient/client and the people who are closely associated with them. The major emphasis is on the meaning world of others and its influence on responses to illness and (di)stress. While this unit of study is not a methodology unit of study per se, it provides theoretical, methodological and clinical background for conducting interpersonally-oriented research projects in clinical practice.

Admission

Admission to the master's degree is open to all nurses registered in Australia and overseas who hold a Bachelor of Nursing or equivalent with a credit average. International students also need to meet English language requirements.

Local students should apply directly to the faculty for admission. International students should apply through the International Office.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units per semester full-time. Most nursing units are offered in the intensive mode with students required to attend residential schools together with independent study. Some units do not have residential school requirements. Assessment consists of assignments and examinations.

CLIN5021

Reading Topic

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** distance education/intensive **Assessment:** 5000 word essay **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

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

NURS5011**Advanced Nursing: Cellular Therapies**

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: casework **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit uses case-based discussion to assist in the development of a nursing perspective on the physiological consequences of illness. It will build on previous knowledge of the cellular and systemic organization of the body and its functions by developing existing conceptual schemas of the physiological basis of illness and provide a framework for professional dialogue with other health care professionals.

NURS5023**Palliative Nursing**

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: Two 2500 word papers, online participation **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

The unit will critically analyse the developments of palliative care as a new specialty area in healthcare. It will focus on the physical, psychological and supportive approaches to symptom management, their role in improving the quality of life for individuals (and their families) living with a life threatening illness. The skills and knowledge nurses require as members of an

interdisciplinary team providing quality palliative care is explored. The unit will critique the WHO philosophy of active total care of patients whose disease is not responsive to curative treatment. The challenging goal of achieving the best quality of life for patients and their families within the contemporary Australian health care system will be explored.

NURS5024**Cancer Nursing Practice**

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Prerequisites: NURS5025 **Assessment:** Two essays, online participation.
Campus: Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit will explore the evidence-based knowledge for best nursing practice in cancer treatment and care. It will investigate the nurse's role in the diagnosis of cancer, treatment and follow up and explore notions of leadership in cancer nursing. Biomedical approaches to cure and cancer control will be explored. The therapeutic nursing role of communicating with patients and their families, translating medical information, educating patients and families, and providing support will be investigated. The unit will also identify common side effects of the medical treatment for cancer and identify best practice for developing related supportive care strategies. The unit will further investigate how nursing services are being reconfigured in Australia to more appropriately meet the needs of people undergoing diagnostic tests or treatment for cancer, rather than for those of the service or service provider.

NURS5025**Understanding Cancer Causes & Therapies**

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: 1 x 3000 word assignment, exam, online participation including quizzes. **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: This unit of study is a pre requisite for the field of cancer nursing and will provide the scientific basis for cancer nursing practice.

The unit will explore cancer epidemiology, with a focus on identifying the determinants and distribution of cancer in defined populations. The reporting and measurement of cancer in Australia will be included. Cancer as a genetic disease is explored and advances in understanding the biology of cancer is critiqued. Biological and physiological principles that support cancer treatments will be reviewed in detail.

NURS5026**Health Promotion in Cancer Recovery**

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Prerequisites: NURS5025 **Assessment:** two essays, online participation
Campus: Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit will critically analyse the consequences of a cancer diagnosis and the subsequent treatment, on the individual and their family. The acute and long term disease and treatment related sequelae, impact on quality of life, employment, physical and psychological functioning will be reviewed. Approaches to maximising the individual's recovery and resilience will be explored, with specific focus on the role of early interventions, and maintaining individual autonomy. Areas such as identity, body image, fertility, employment, and management of fatigue will be a major focus of this unit. Such issues will be considered from the perspective of interdisciplinary working and the unique contribution of the nurse to contemporary cancer care.

NURS6010**Clinical Qualitative Research**

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: Two essays, seminar participation **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit explores the specific issues related to the use of qualitative research in clinical settings and with clinical populations. In particular, it explores the appropriate uses of a qualitative research methodology in which the experiences of people with a health issue or illness are being researched. The unit focuses specifically on research approaches where human social interaction and/or observation is fundamental to the collection of data. The unit explores issues of design, methods of data collection, ethical and clinical considerations as well as matters related to rigor, analysis and reporting of results.

NURS6011**Practice Development Project**

Credit points: 12 **Session:** Semester 1, Semester 2 **Classes:** distance education/intensive
Assessment: Practice project **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

Students who elect to undertake this unit of study will have the opportunity to do advanced work on an area of practice, or a particular practice, in Nursing or Midwifery. The project will generally involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses and midwives whose professional responsibilities and interests include clinical leadership, practice development and/or the use of evidence in practice.

FCNU5050**Mental Health Assessment & Interventions**

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: Three essays **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

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

11. Cancer Nursing

Cancer Nursing courses

The faculty offers the following cancer nursing courses:

- Graduate Certificate in Cancer Nursing
- Graduate Diploma in Cancer Nursing
- Master of Cancer Nursing

Course information

This course provides specialist education for nurses who work in all areas of cancer care. The program specifically explores opportunities to progress the development of clinical cancer practice, build the profile of nurses in cancer care, and meet the growing demands for advanced practitioners in cancer care.

The cancer nursing course aims to assist nurses who care for cancer patients to develop their knowledge and skills for the care of cancer patients, including cancer biology, cancer treatments and integrated multidisciplinary cancer care.

The focus is on all aspects of the prevention, diagnosis and management of cancer, future treatment trends and the exploration of the impact of this disease on the individual, family and community. With the increasing trend towards home-based care, there is an emphasis in the course on community-based cancer care, and the broadening roles for nurses in cancer care.

Nursing interventions to reduce the impact of cancer and its treatment are addressed, drawing on research and the theoretical underpinnings of cancer care.

Graduate Certificate in Cancer Nursing GG001

Course overview

The Graduate Certificate in Cancer Nursing consists of two semesters of part-time study. Students are required to complete 24 credit points or four units of study as prescribed in the unit of study tables contained in this chapter.

If you attain a credit average or better you may use your graduate certificate to articulate into a master's degree. Units studied at the graduate certificate level are, in most cases, credited towards the higher qualification.

Admission

Admission to the Graduate Certificate in Cancer Nursing is open to all nurses registered in Australia. Applications from all students should be made directly to the faculty.

Workload

The Graduate Certificate in Cancer Nursing may only be studied by local students in the part-time mode. Students generally undertake two units of study per semester. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations.

Graduate Diploma in Cancer Nursing GF013

Course overview

The Graduate Diploma in Cancer Nursing may be completed in one year of full-time study or two years part-time study. Graduate diplomas consist of 48 credit point or eight units of study as prescribed in the unit of study tables contained in this chapter. For elective options, please refer to chapter 10 for unit offerings and unit descriptors.

Admission

Admission to the Graduate Diploma in Cancer Nursing is open to all nurses registered in Australia. International students who are registered nurses in their country of residence may study at the graduate diploma level and will need to meet English language requirements.

Applications from all Australian residents should be made directly to the faculty. International students should apply through the International Office.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units full-time. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations.

Master of Cancer Nursing GC033

Course overview

The Master of Cancer Nursing consists of 72 credit points or 12 units of study. This may be taken over 18 months full-time or three years part-time study. Please refer to the study pattern for this degree, as shown further on in this chapter.

Many specialty areas allow students to study electives from both within the faculty and from other faculties at the University. For elective options, please refer to chapter 10 for unit offerings and unit descriptors.

Admission

Admission to the Master of Cancer Nursing is open to all nurses registered in Australia and overseas who hold a Bachelor of Nursing or equivalent with a credit average. International students also need to meet English language requirements.

Applications from all Australian residents should be made directly to the faculty. International students should apply through the International Office.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units per semester full-time. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations.



Units of study table

<i>Unit of study</i>	<i>Credit points</i>	<i>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</i>	<i>Session</i>
Graduate Certificate in Cancer Nursing GG001			
Semester 1 Units			
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
NURS5025 Understanding Cancer Causes & Therapies	6	<i>This unit of study is a pre requisite for the field of cancer nursing and will provide the scientific basis for cancer nursing practice.</i>	Semester 1
Semester 2 Units			
NURS5024 Cancer Nursing Practice	6	P NURS5025	Semester 2
NURS5026 Health Promotion in Cancer Recovery	6	P NURS5025	Semester 2
Graduate Diploma in Cancer Nursing GF013			
Semester 1 Units			
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
NURS5022 Nursing Research Methods & Application	6		Semester 1
NURS5025 Understanding Cancer Causes & Therapies	6	<i>This unit of study is a pre requisite for the field of cancer nursing and will provide the scientific basis for cancer nursing practice.</i>	Semester 1
And one of:			
NURS5012 Assessment and Clinical Judgement	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
Semester 2 Units			
NURS5021 Nursing, Midwifery and Work	6		Semester 2
NURS5024 Cancer Nursing Practice	6	P NURS5025	Semester 2
NURS5026 Health Promotion in Cancer Recovery	6	P NURS5025	Semester 2
One Elective (please refer to the elective list located at the end of this chapter)			
Master of Cancer Nursing GC033			
Year 1, Semester 1			
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
NURS5022 Nursing Research Methods & Application	6		Semester 1
NURS5025 Understanding Cancer Causes & Therapies	6	<i>This unit of study is a pre requisite for the field of cancer nursing and will provide the scientific basis for cancer nursing practice.</i>	Semester 1
And one of:			
NURS5012 Assessment and Clinical Judgement	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
Year 1, Semester 2			
NURS5017 Clinical Leadership	6		Semester 2
NURS5024 Cancer Nursing Practice	6	P NURS5025	Semester 2
NURS5026 Health Promotion in Cancer Recovery	6	P NURS5025	Semester 2
And one of:			
NURS5021 Nursing, Midwifery and Work	6		Semester 2
NURS6010 Clinical Qualitative Research	6		Semester 2

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
Year 2, Semester 1			
CLIN5042 History of Ideas in Nursing	6		Semester 1
NURS6011 Practice Development Project	12	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
One Elective (please refer to the elective list in chapter 10)			

Units of study descriptions

CLIN5042

History of Ideas in Nursing

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: essay, work log, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

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

FCNU5013

Interpersonal Relations in Clinical Env

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: written project, written workplace project, webct participation
Campus: Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study focuses on professional and interpersonal relations among health professionals, and the impact these have on patients, relatives, and others. Attention is paid to the formative influences on nurses of the 'personal self', and on the ways the personal self is modified and socialised into the 'professional self'. The potential for positive and negative professional interactions between the professional self, colleagues and other stakeholders within the health system is explored. Awareness of the impacts of positive and negative work dynamics on patient care and the wellbeing of patients' relatives is promoted. Particular attention is paid to personal and structural sources of stress, emotionality, workplace harassment, bullying/mobbing, potential conflict, potential burnout, and staff attrition. Structural issues that are addressed include the impacts of the changing political, economic and technological environment on nursing work. In this changing context, an understanding of the personal and professional self in the work environment, emotionality, structural and interpersonal sources of workplace conflict, is promoted. Approaches to, and skills for promoting self-care, collegiality, improved communication, and conflict resolution, including the use of current policy initiatives in zero tolerance, is promoted. Current research on sources of and responses to stress and stressful relationships in organisations and individuals is explored. Ways of managing workload stress, harassment, burnout, and discrimination are presented, as well as ways staff can improve clinical and personal communication between and among colleagues. Specific problem-solving approaches, stress debriefing and access to professional support through internal and external mentoring, are offered. These aim to increase the skills and knowledge-base nurses may use in advanced nursing practice to manage and optimise interpersonal relations in clinical environments and to improve patient outcomes.

NURS5012

Assessment and Clinical Judgement

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: assignments, clinical assessment, essay, clinical case study
Campus: Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Clinical judgment is an integral component of advanced and specialised nursing practice. Clinical judgment involves linking the outcomes of nursing assessment to the delivery of effective nursing care. This unit examines the knowledge, capabilities, and clinical skills that are required to undertake nursing assessment in complex situations. It will address the processes of assessment and evaluation associated with the development of clinical judgment that informs advanced practice. The unit is generic in its application and is not therefore specific to any particular specialty of nursing. Students will have opportunities learn and refine their clinical capabilities in a supportive simulated environment. The unit is focused on learning and refining more advanced and specialised clinical capabilities now being required of registered nurses.

NURS5015

Comparative Health Care Systems

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: essay, three webct quizzes, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study critically analyses and compares contemporary national health care systems. Four broad themes are explored: (i) political ideologies and their effects on the organisation of health care, including funding and resource allocation; (ii) issues of access and equity in health care; (iii) models of care, primarily biomedical and influential non-western approaches to care and the relationships between these models; and, (iv) the effects of globalisation on health and health care. These four themes provide the framework for exploring the nature, political underpinnings and effectiveness of the Australian health care system and those of selected OECD and developing countries. These themes also provide the background for a critical examination of important current issues in international health and health care.

NURS5017

Clinical Leadership

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: essay, portfolio, online activities **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit provides the theoretical foundation that underpins leadership in clinical practice and facilitates the self-development of healthcare clinicians. The unit explores the theories of leadership and the application of these theories to clinical practice. It examines the concept of self within the context of leadership along with the political, economic and cultural influences that exist within dynamic healthcare environments. There is also a focus on leadership in patient care which is an integral aspect of ensuring the delivery of quality healthcare

services. Inspiring learning and professional development within the healthcare environment is also explored within the leadership context.

NURS5021

Nursing, Midwifery and Work

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive **Assessment:** essay, online participation, assignment, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

The nature of work in the fields of nursing and midwifery is examined in relation to historical, industrial and sociopolitical origins. The unit takes a critical evaluative focus on the perceptions and practices that have shaped the construction of these professions as stereotypical women's work. Students will have the opportunity to examine current issues such as: occupational health and safety; the effects of and assumptions underlying the organisation of shiftwork; patterns of global workforce migration, supply and demand and engagement with the workplace and the effects of such issues on the agency and professional boundaries of nurses and midwives. Wider issues such as the impact of the knowledge economy; globalisation; the increasing use of technology; shifting patterns of morbidity and mortality; and the deployment of nurses and midwives will also be examined.

NURS5022

Nursing Research Methods & Application

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive **Assessment:** assignment, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit examines the ways in which nursing knowledge, practices and modes of service can be investigated and enhanced. The unit begins with the Nightingale legacy of statistical analyses of morbidity and mortality and their use as key indicators and evidence of nursing, health service and practice efficacy. This unit addresses the range of research designs, methodologies, data analysis/interpretation and processes of reporting that can be appropriately used in the development and evaluation of nursing practices and processes of care.

NURS5024

Cancer Nursing Practice

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive **Prerequisites:** NURS5025 **Assessment:** Two essays, online participation. **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit will explore the evidence-based knowledge for best nursing practice in cancer treatment and care. It will investigate the nurse's role in the diagnosis of cancer, treatment and follow up and explore notions of leadership in cancer nursing. Biomedical approaches to cure and cancer control will be explored. The therapeutic nursing role of communicating with patients and their families, translating medical information, educating patients and families, and providing support will be investigated. The unit will also identify common side effects of the medical treatment for cancer and identify best practice for developing related supportive care strategies. The unit will further investigate how nursing services are being reconfigured in Australia to more appropriately meet the needs of people undergoing diagnostic tests or treatment for cancer, rather than for those of the service or service provider.

NURS5025

Understanding Cancer Causes & Therapies

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive **Assessment:** 1 x 3000 word assignment, exam, online participation including quizzes. **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: This unit of study is a pre requisite for the field of cancer nursing and will provide the scientific basis for cancer nursing practice.

The unit will explore cancer epidemiology, with a focus on identifying the determinants and distribution of cancer in defined populations. The reporting and measurement of cancer in Australia will be included. Cancer as a genetic disease is explored and advances in understanding the biology of cancer is critiqued. Biological and physiological principles that support cancer treatments will be reviewed in detail.

NURS5026

Health Promotion in Cancer Recovery

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive **Prerequisites:** NURS5025 **Assessment:** two essays, online participation **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit will critically analyse the consequences of a cancer diagnosis and the subsequent treatment, on the individual and their family. The acute and long term disease and treatment related sequelae, impact on quality of life, employment, physical and psychological functioning will be reviewed. Approaches to maximising the individual's recovery and resilience will be explored, with specific focus on the role of early interventions, and maintaining individual autonomy. Areas such as identity, body image, fertility, employment, and management of fatigue will be a major focus of this unit. Such issues will be considered from the perspective of interdisciplinary working and the unique contribution of the nurse to contemporary cancer care.

NURS6010

Clinical Qualitative Research

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive **Assessment:** Two essays, seminar participation **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit explores the specific issues related to the use of qualitative research in clinical settings and with clinical populations. In particular, it explores the appropriate uses of a qualitative research methodology in which the experiences of people with a health issue or illness are being researched. The unit focuses specifically on research approaches where human social interaction and/or observation is fundamental to the collection of data. The unit explores issues of design, methods of data collection, ethical and clinical considerations as well as matters related to rigor, analysis and reporting of results.

NURS6011

Practice Development Project

Credit points: 12 **Session:** Semester 1, Semester 2 **Classes:** distance education/intensive **Assessment:** Practice project **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

Students who elect to undertake this unit of study will have the opportunity to do advanced work on an area of practice, or a particular practice, in Nursing or Midwifery. The project will generally involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses and midwives whose professional responsibilities and interests include clinical leadership, practice development and/or the use of evidence in practice.

12. Critical Care Nursing

The faculty offers the following courses in critical care nursing:

- Graduate Certificate in Emergency Nursing
- Graduate Diploma in Emergency Nursing
- Masters of Emergency Nursing
- Graduate Certificate in Intensive Care Nursing
- Graduate Diploma in Intensive Care Nursing
- Masters of Intensive Care Nursing

Emergency Nursing

Emergency nursing is a dynamic and challenging specialty. The acuity of patients, complexity of care and degree of technological intervention are variable. Emergency nurses must be able to prioritise patient care and provide accurate assessment and effective ongoing management for a diversity of patient populations. Nursing practice in emergency departments may range from life-saving interventions to providing health promotion and injury prevention information.

Intensive Care Nursing

Intensive care nursing is a specialty within nursing that deals specifically with human responses to life-threatening problems. Through post-registration specialty programs, critical care nurses are provided with specific knowledge, skills and attributes to provide care to critically ill or unstable patients and their families.

Intensive care nurses are in an advantageous position to optimise care of the critically ill patient through direct patient care and participation in decision-making at local, state, national and international levels.

Graduate Certificate in Intensive Care Nursing GG004

Graduate Certificate in Emergency Nursing GG005

Course overview

The Graduate Certificates in Intensive Care and Emergency Nursing consists of two semesters of part-time study. Students are required to complete 24 credit points or four units of study as prescribed in the unit of study tables contained in this chapter.

If you attain a credit average or better you may use your graduate certificate to articulate into a master's degree. Units studied at the graduate certificate level are, in most cases, credited towards the higher qualification.

Admission

Admission to the Graduate Certificates in Intensive Care and Emergency Nursing is open to all nurses registered in Australia. Applications from all students should be made directly to the faculty.

In addition to this requirement, applicants for these specialty areas are required to be working in intensive care or emergency nursing and provide a statement of support from their supervisor or NUM in order to undertake the required clinical assessments.

Workload

The Graduate Certificates in Intensive Care and Emergency Nursing may only be studied by local students in the part-time mode. Students generally undertake two units of study per semester. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations.

Graduate Diploma in Emergency Nursing GF016

Graduate Diploma in Intensive Care Nursing GF018

Course overview

The Graduate Diplomas in Emergency and Intensive Care Nursing may be completed in one year of full-time study or two years part-time study. Graduate diplomas consist of 48 credit points or eight units of study as prescribed in the unit of study tables contained in this chapter.

Admission

Admission to the Graduate Diplomas in Emergency and Intensive Care Nursing is open to all nurses registered in Australia. International students who are registered nurses in their country of residence may study at the graduate diploma level and will need to meet English language requirements.

In addition to these requirements applicants for these specialty areas are required to be working in intensive care or emergency nursing and provide a statement of support from their supervisor or NUM in order to undertake the required clinical assessments.

Applications from Australian residents should be made directly to the faculty. International students apply through the International Office.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units full-time. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations.

Master of Emergency Nursing GC039

Master of Intensive Care Nursing GC045

Course overview

The Masters of Emergency and Intensive Care Nursing consist of 72 credit points or 12 units of study. This may be taken over 18 months full-time or three years part-time study. Please refer to the study pattern for these degrees contained in this chapter.

Admission

Admission to the Master of Emergency and Intensive Care Nursing is open to all nurses registered in Australia and overseas, who hold a Bachelor of Nursing or equivalent with a credit average. International students will also need to meet English language requirements.

In addition to these requirements applicants for these specialty areas are required to be working in intensive care or emergency nursing and provide a statement of support from their supervisor or NUM in order to undertake the required clinical assessments.

Applications from Australian residents should be made directly to the faculty. International students apply through the International Office.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units per semester full-time. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations.



Emergency Nursing units of study table

<i>Unit of study</i>	<i>Credit points</i>	<i>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</i>	<i>Session</i>
Graduate Certificate in Emergency Nursing GG005			
Semester 1 Units			
NURS5012 Assessment and Clinical Judgement	6		Semester 1
NURS5052 Foundations of Critical Care	6		Semester 1
Semester 2 Units			
NURS5053 Social Context of Critical Care	6		Semester 2
NURS5054 Emergency Nursing Practice	6	P NURS5052	Semester 2
Graduate Diploma in Emergency Nursing GF016			
Semester 1 Units			
NURS5012 Assessment and Clinical Judgement	6		Semester 1
NURS5022 Nursing Research Methods & Application	6		Semester 1
NURS5052 Foundations of Critical Care	6		Semester 1
And one of:			
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
Semester 2 Units			
NURS5011 Advanced Nursing: Cellular Therapies	6		Semester 2
NURS5051 Current Issues in Critical Care Nursing	6		Semester 2
NURS5053 Social Context of Critical Care	6		Semester 2
NURS5054 Emergency Nursing Practice	6	P NURS5052	Semester 2
Master of Emergency Nursing GC039			
Year 1, Semester 1			
NURS5012 Assessment and Clinical Judgement	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
NURS5022 Nursing Research Methods & Application	6		Semester 1
NURS5052 Foundations of Critical Care	6		Semester 1
Year 1, Semester 2			
NURS5051 Current Issues in Critical Care Nursing	6		Semester 2
NURS5053 Social Context of Critical Care	6		Semester 2
NURS5054 Emergency Nursing Practice	6	P NURS5052	Semester 2
And one of:			
NURS5011 Advanced Nursing: Cellular Therapies	6		Semester 2
NURS5017 Clinical Leadership	6		Semester 2

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
Year 2, Semester 1			
CLIN5042 History of Ideas in Nursing	6		Semester 1
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
NURS6011 Practice Development Project	12	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2

Intensive Care Nursing units of study table

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
Graduate Certificate in Intensive Care Nursing GG004			
Semester 1 Units			
NURS5012 Assessment and Clinical Judgement	6		Semester 1
NURS5052 Foundations of Critical Care	6		Semester 1
Semester 2 Units			
NURS5053 Social Context of Critical Care	6		Semester 2
NURS5055 Intensive Care Nursing Practice	6	P NURS5052	Semester 2
Graduate Diploma in Intensive Care Nursing GF018			
Semester 1 Units			
NURS5012 Assessment and Clinical Judgement	6		Semester 1
NURS5022 Nursing Research Methods & Application	6		Semester 1
NURS5052 Foundations of Critical Care	6		Semester 1
And one of:			
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
Semester 2 Units			
NURS5011 Advanced Nursing: Cellular Therapies	6		Semester 2
NURS5051 Current Issues in Critical Care Nursing	6		Semester 2
NURS5053 Social Context of Critical Care	6		Semester 2
NURS5055 Intensive Care Nursing Practice	6	P NURS5052	Semester 2
Master of Intensive Care Nursing GC045			
Year 1, Semester 1			
NURS5012 Assessment and Clinical Judgement	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
NURS5022 Nursing Research Methods & Application	6		Semester 1
NURS5052 Foundations of Critical Care	6		Semester 1

12. Critical Care Nursing

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
Year 1, Semester 2			
NURS5051 Current Issues in Critical Care Nursing	6		Semester 2
NURS5053 Social Context of Critical Care	6		Semester 2
NURS5055 Intensive Care Nursing Practice	6	P NURS5052	Semester 2
And one of:			
NURS5011 Advanced Nursing: Cellular Therapies	6		Semester 2
NURS5017 Clinical Leadership	6		Semester 2
Year 2, Semester 1			
CLIN5042 History of Ideas in Nursing	6		Semester 1
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
NURS6011 Practice Development Project	12	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2

Critical Care Nursing units of study descriptions

NURS5011

Advanced Nursing: Cellular Therapies

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: casework **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit uses case-based discussion to assist in the development of a nursing perspective on the physiological consequences of illness. It will build on previous knowledge of the cellular and systemic organization of the body and its functions by developing existing conceptual schemas of the physiological basis of illness and provide a framework for professional dialogue with other health care professionals.

NURS5012

Assessment and Clinical Judgement

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: assignments, clinical assessment, essay, clinical case study
Campus: Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Clinical judgment is an integral component of advanced and specialised nursing practice. Clinical judgment involves linking the outcomes of nursing assessment to the delivery of effective nursing care. This unit examines the knowledge, capabilities, and clinical skills that are required to undertake nursing assessment in complex situations. It will address the processes of assessment and evaluation associated with the development of clinical judgment that informs advanced practice. The unit is generic in its application and is not therefore specific to any particular speciality of nursing. Students will have opportunities learn and refine their clinical capabilities in a supportive simulated environment. The unit is focused on learning and refining more advanced and specialised clinical capabilities now being required of registered nurses.

NURS5015

Comparative Health Care Systems

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: essay, three webct quizzes, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study critically analyses and compares contemporary national health care systems. Four broad themes are explored: (i) political ideologies and their effects on the organisation of health care, including funding and resource allocation; (ii) issues of access and equity in health care; (iii) models of care, primarily biomedical and influential non-western approaches to care and the relationships between these models; and, (iv) the effects of globalisation on health and health care. These four themes provide the framework for exploring the nature, political underpinnings and effectiveness of the Australian health care system and those of selected OECD and developing countries. These themes also provide the background for a critical examination of important current issues in international health and health care.

NURS5017

Clinical Leadership

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: essay, portfolio, online activities **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit provides the theoretical foundation that underpins leadership in clinical practice and facilitates the self-development of healthcare clinicians. The unit explores the theories of leadership and the application of these theories to clinical practice. It examines the concept of self within the context of leadership along with the political, economic and cultural influences that exist within dynamic healthcare environments. There is also a focus on leadership in patient care which is an integral aspect of ensuring the delivery of quality healthcare

services. Inspiring learning and professional development within the healthcare environment is also explored within the leadership context.

NURS5022

Nursing Research Methods & Application

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: assignment, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit examines the ways in which nursing knowledge, practices and modes of service can be investigated and enhanced. The unit begins with the Nightingale legacy of statistical analyses of morbidity and mortality and their use as key indicators and evidence of nursing, health service and practice efficacy. This unit addresses the range of research designs, methodologies, data analysis/interpretation and processes of reporting that can be appropriately used in the development and evaluation of nursing practices and processes of care.

NURS5051

Current Issues in Critical Care Nursing

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: essay, learning contract, online participation **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

In this unit we will examine social and political issues that impact on the provision of patient care in emergency and intensive care clinical environments. We will examine the changing scope of practice and provision of care across the continuum, particularly its impact on specialty nursing practice and patient outcomes. The further impact of politics and policy on resourcing and service provision will be considered within the context of intensive care and emergency services. As an important aspect of specialty practice students will undertake a focused and in-depth exploration of an area of practice related to their clinical speciality.

NURS5052

Foundations of Critical Care

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: essay, exam, clinical assessments; mechanical ventilation or non-invasive, and advanced life support **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

In this unit of study students will explore key concepts relevant to alteration in physiology during periods of critical illness. Using a detailed understanding of physiological principles students will examine common strategies used in the assessment of critically ill patients and consider the management of complex clinical presentations. Within the context of contemporary Intensive Care and Emergency nursing practice, the unit will also examine the tension between the use of research in clinical practice and the sources of information more commonly used in clinical decision making. As such, the unit will explore the premise of evidence-based practice and critically examine its influence in determining the plausibility of all information sources that nurses use to guide clinical practice and decisions.

NURS5053

Social Context of Critical Care

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: 2 essays (2x2500words each), online participation, 2 online assessment activities **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Within the context of contemporary Intensive Care and Emergency nursing practice, the unit will examine the historical, social, political and technological influences that shape clinical practice and consider their impact on current nursing practice within these specialties. In this unit of study, concepts around accuracy of information examined and applied to the context of intensive care and emergency nursing

with a specific focus on the authority of information sources used to further our understanding of specialty practice.

Textbooks

Elliott D, Aitken L & Chaboyer W (2007) ACCCN's Critical Care Nursing, Elsevier, Sydney
 Or
 Curtis K, Ramsden C & Friendship J (2007) Emergency and Trauma Nursing, Elsevier, Sydney and
 Cullum N, Ciliska D, Haynes RB & Marks S (2008) Evidence-based nursing: An introduction, Blackwell Publishing, Oxford

NURS5054

Emergency Nursing Practice

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Prerequisites: NURS5052 **Assessment:** clinical case study, clinical assessment, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Emergency nursing practice is characterized by a diversity of patient presentations which range from those who require minimal care through to those with complex clinical presentations or injury. This diversity in clinical presentations requires emergency nurses with a strong foundation in patient assessment and associated physiological knowledge consequently a key component of this unit of study focuses on patient assessment. While the diversity of clinical presentations to the emergency department is acknowledged, this unit of study will critically examine the assessment and management of the top 10 presentations to emergency departments and minor injury presentations. Because of the range of clinical presentations in emergency nursing practice, nurses are required to efficiently and effectively use information to make clinical decisions about the care of patients and their families. This unit of study allows the student to develop an understanding of how to determine the veracity of information used in clinical decision making, particularly the use of research directed at understanding clinically meaningful outcomes for patients.

Textbooks

Curtis K, Ramsden C & Friendship J (2007) Emergency and Trauma Nursing, Elsevier, Sydney
 And
 Cullum N, Ciliska D, Haynes RB & Marks S (2008) Evidence-based nursing: An introduction, Blackwell Publishing, Oxford

NURS5055

Intensive Care Nursing Practice

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Prerequisites: NURS5052 **Assessment:** clinical case study, clinical assessments, 1x3hr exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Nursing care of the critically ill can encompass assessment and management of patients with single organ fail through to those with complex clinical presentations involving multiple organ failure. Nursing care of patients with complex clinical presentations requires advanced assessment skills and knowledge of appropriate and effective management strategies. As such, intensive care nurses are required to efficiently and effectively use information to make clinical decisions about the care of critically ill patients and their families. This unit of study allows the student to develop an understanding of how to determine the veracity of information used in clinical decision making, particularly the use of research directed at understanding clinically meaningful outcomes for critically ill patients.

Textbooks

Elliott D, Aitken L & Chaboyer W (2007) ACCCN's Critical Care Nursing, Elsevier, Sydney (For NURS 5051; NURS 5052; NURS 5053; NURS 5055) And
 Cullum N, Ciliska D, Haynes RB & Marks S (2008) Evidence-based nursing: An introduction, Blackwell Publishing, Oxford (For NURS 5012; NURS 5051; NURS 5052; NURS 5053; NURS 5054; NURS 5055)

NURS6011

Practice Development Project

Credit points: 12 **Session:** Semester 1, Semester 2 **Classes:** distance education/intensive
Assessment: Practice project **Campus:**

Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

Students who elect to undertake this unit of study will have the opportunity to do advanced work on an area of practice, or a particular practice, in Nursing or Midwifery. The project will generally involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses and midwives whose professional responsibilities and interests include clinical leadership, practice development and/or the use of evidence in practice.

FCNU5013

Interpersonal Relations in Clinical Env

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: written project, written workplace project, webct participation **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study focuses on professional and interpersonal relations among health professionals, and the impact these have on patients, relatives, and others. Attention is paid to the formative influences on nurses of the 'personal self', and on the ways the personal self is modified and socialised into the 'professional self'. The potential for positive and negative professional interactions between the professional self, colleagues and other stakeholders within the health system is explored. Awareness of the impacts of positive and negative work dynamics on patient care and the wellbeing of patients' relatives is promoted. Particular attention is paid to personal and structural sources of stress, emotionality, workplace harassment, bullying/mobbing, potential conflict, potential burnout, and staff attrition. Structural issues that are addressed include the impacts of the changing political, economic and technological environment on nursing work. In this changing context, an understanding of the personal and professional self in the work environment, emotionality, structural and interpersonal sources of workplace conflict, is promoted. Approaches to, and skills for promoting self-care, collegiality, improved communication, and conflict resolution, including the use of current policy initiatives in zero tolerance, is promoted. Current research on sources of and responses to stress and stressful relationships in organisations and individuals is explored. Ways of managing workload stress, harassment, burnout, and discrimination are presented, as well as ways staff can improve clinical and personal communication between and among colleagues. Specific problem-solving approaches, stress debriefing and access to professional support through internal and external mentoring, are offered. These aim to increase the skills and knowledge-base nurses may use in advanced nursing practice to manage and optimise interpersonal relations in clinical environments and to improve patient outcomes.

CLIN5042

History of Ideas in Nursing

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: essay, work log, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

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

13. Mental Health Nursing

Mental Health Nursing Courses

The faculty offers the following mental health nursing courses:

- Graduate Diploma in Mental Health Nursing
- Master of Mental Health Nursing

Course information

People with mental health issues present throughout the health care environment and, as such, specialist skills are required to manage clients within the health care arena.

This course prepares nurses to become specialist mental health nurses with the skills, knowledge and understanding to deal with a range of conditions across a variety of health care environments. Within these environments, clients present with mental illnesses, mental disorders and psychological distress seeking specialist assessment and treatment.

Graduate Diploma in Mental Health Nursing GF019

Course overview

The Graduate Diploma in Mental Health Nursing may be completed in one year of full-time study or two years part-time study. Graduate diplomas consist of 48 credit points or eight units of study as prescribed in the unit of study tables contained in this chapter. For elective options, please refer to chapter 10 for unit offerings and unit descriptors.

Admission

Admission to the Graduate Diploma in Mental Health Nursing is open to all nurses registered in Australia. International students who are registered nurses in their country of residence may study at the graduate diploma level and will need to meet English language requirements.

Applications from all Australian residents should be made directly to the faculty. International students should apply through the International Office.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units full-time. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations.

Master of Mental Health Nursing GC047

Course overview

The Master of Mental Health Nursing consists of 72 credit points or 12 units of study. This may be taken over 18 months full-time or three years part-time study. Please refer to the study pattern for this degree contained in this chapter.

Many specialty areas allow students to study electives from both within the faculty and from other faculties at the University. For elective options, please refer to chapter 10 for unit offerings and unit descriptors.

Admission

Admission to the Master of Mental Health Nursing is open to all nurses registered in Australia and overseas who hold a Bachelor of Nursing or equivalent with a credit average. International students will also need to meet English language requirements.

Applications from all Australian residents should be made directly to the faculty. International students should apply through the International Office.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units per semester full-time. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations.



Units of study table

<i>Unit of study</i>	<i>Credit points</i>	<i>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</i>	<i>Session</i>
Graduate Diploma in Mental Health Nursing GF019			
Semester 1 Units			
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
FCNU5050 Mental Health Assessment & Interventions	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
NURS5022 Nursing Research Methods & Application	6		Semester 1
Semester 2 Units			
NURS5009 Advanced Mental Health Nursing	6		Semester 2
NURS5010 Advanced Mental Health Nursing Practicum	6	C NURS5009 <i>Note: Department permission required for enrolment</i>	Semester 2
NURS5021 Nursing, Midwifery and Work	6		Semester 2
One Elective (please refer to the elective list in chapter 10)			
Master of Mental Health Nursing GC047			
Year 1, Semester 1			
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
FCNU5050 Mental Health Assessment & Interventions	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
NURS5022 Nursing Research Methods & Application	6		Semester 1
Year 1, Semester 2			
NURS5009 Advanced Mental Health Nursing	6		Semester 2
NURS5010 Advanced Mental Health Nursing Practicum	6	C NURS5009 <i>Note: Department permission required for enrolment</i>	Semester 2
NURS5017 Clinical Leadership	6		Semester 2
NURS6010 Clinical Qualitative Research	6		Semester 2
Year 2, Semester 1			
CLIN5042 History of Ideas in Nursing	6		Semester 1
NURS6011 Practice Development Project	12	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
One Elective (please refer to the elective list in chapter 10)			

Units of study descriptions

NURS5009

Advanced Mental Health Nursing

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: critique of policy directive, essay, critical analysis, online participation **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study will assist students to develop a greater understanding of advanced mental health nursing. The focus will be on advanced mental health nursing skills and knowledge within the areas that allow an individual to enter, maintain and terminate relationships in a therapeutic and effective manner. This will provide the relational context for cognitive-behavioural therapies, family interventions and therapy, psychosocial interventions and supervision in nursing practice. Throughout this unit of study students will be directed to journal articles and texts that over time have strongly influenced the body of knowledge which comprises advanced mental health nursing practice.

NURS5010

Advanced Mental Health Nursing Practicum

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive mode **Corequisites:** NURS5009 **Assessment:** case study and management plan, presentation **Campus:** Camperdown/Darlington **Mode of delivery:** Clinical Experience

Note: Department permission required for enrolment.

This unit is available to students who are working in or who will undertake a supervised clinical placement in a mental health care setting for the duration of the semester. The primary focus of the unit is the students' development of advanced mental health practice capabilities and the ability to systematically inquire into clinical issues and concerns specific to this field. Students will undertake a comprehensive longitudinal case study and review the relevant research literature. It will also be a requirement that students demonstrate advanced clinical capabilities in mental health nursing practice.

NURS5015

Comparative Health Care Systems

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive **Assessment:** essay, three webct quizzes, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study critically analyses and compares contemporary national health care systems. Four broad themes are explored: (i) political ideologies and their effects on the organisation of health care, including funding and resource allocation; (ii) issues of access and equity in health care; (iii) models of care, primarily biomedical and influential non-western approaches to care and the relationships between these models; and, (iv) the effects of globalisation on health and health care. These four themes provide the framework for exploring the nature, political underpinnings and effectiveness of the Australian health care system and those of selected OECD and developing countries. These themes also provide the background for a critical examination of important current issues in international health and health care.

NURS5017

Clinical Leadership

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive **Assessment:** essay, portfolio, online activities **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit provides the theoretical foundation that underpins leadership in clinical practice and facilitates the self-development of healthcare clinicians. The unit explores the theories of leadership and the application of these theories to clinical practice. It examines the concept of self within the context of leadership along with the political, economic and cultural influences that exist within dynamic healthcare

environments. There is also a focus on leadership in patient care which is an integral aspect of ensuring the delivery of quality healthcare services. Inspiring learning and professional development within the healthcare environment is also explored within the leadership context.

NURS5021

Nursing, Midwifery and Work

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive **Assessment:** essay, online participation, assignment, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

The nature of work in the fields of nursing and midwifery is examined in relation to historical, industrial and sociopolitical origins. The unit takes a critical evaluative focus on the perceptions and practices that have shaped the construction of these professions as stereotypical women's work. Students will have the opportunity to examine current issues such as: occupational health and safety; the effects of and assumptions underlying the organisation of shiftwork; patterns of global workforce migration, supply and demand and engagement with the workplace and the effects of such issues on the agency and professional boundaries of nurses and midwives. Wider issues such as the impact of the knowledge economy; globalisation; the increasing use of technology; shifting patterns of morbidity and mortality; and the deployment of nurses and midwives will also be examined.

NURS5022

Nursing Research Methods & Application

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive **Assessment:** assignment, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit examines the ways in which nursing knowledge, practices and modes of service can be investigated and enhanced. The unit begins with the Nightingale legacy of statistical analyses of morbidity and mortality and their use as key indicators and evidence of nursing, health service and practice efficacy. This unit addresses the range of research designs, methodologies, data analysis/interpretation and processes of reporting that can be appropriately used in the development and evaluation of nursing practices and processes of care.

NURS6010

Clinical Qualitative Research

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive **Assessment:** Two essays, seminar participation **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit explores the specific issues related to the use of qualitative research in clinical settings and with clinical populations. In particular, it explores the appropriate uses of a qualitative research methodology in which the experiences of people with a health issue or illness are being researched. The unit focuses specifically on research approaches where human social interaction and/or observation is fundamental to the collection of data. The unit explores issues of design, methods of data collection, ethical and clinical considerations as well as matters related to rigor, analysis and reporting of results.

NURS6011

Practice Development Project

Credit points: 12 **Session:** Semester 1, Semester 2 **Classes:** distance education/intensive **Assessment:** Practice project **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

Students who elect to undertake this unit of study will have the opportunity to do advanced work on an area of practice, or a particular practice, in Nursing or Midwifery. The project will generally involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or

further investigated by original research. This project will be highly suited to currently practising nurses and midwives whose professional responsibilities and interests include clinical leadership, practice development and/or the use of evidence in practice.

FCNU5013

Interpersonal Relations in Clinical Env

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: written project, written workplace project, webct participation
Campus: Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study focuses on professional and interpersonal relations among health professionals, and the impact these have on patients, relatives, and others. Attention is paid to the formative influences on nurses of the 'personal self', and on the ways the personal self is modified and socialised into the 'professional self'. The potential for positive and negative professional interactions between the professional self, colleagues and other stakeholders within the health system is explored. Awareness of the impacts of positive and negative work dynamics on patient care and the wellbeing of patients' relatives is promoted. Particular attention is paid to personal and structural sources of stress, emotionality, workplace harassment, bullying/mobbing, potential conflict, potential burnout, and staff attrition. Structural issues that are addressed include the impacts of the changing political, economic and technological environment on nursing work. In this changing context, an understanding of the personal and professional self in the work environment, emotionality, structural and interpersonal sources of workplace conflict, is promoted. Approaches to, and skills for promoting self-care, collegiality, improved communication, and conflict resolution, including the use of current policy initiatives in zero tolerance, is promoted. Current research on sources of and responses to stress and stressful relationships in organisations and individuals is explored. Ways of managing workload stress, harassment, burnout, and discrimination are presented, as

well as ways staff can improve clinical and personal communication between and among colleagues. Specific problem-solving approaches, stress debriefing and access to professional support through internal and external mentoring, are offered. These aim to increase the skills and knowledge-base nurses may use in advanced nursing practice to manage and optimise interpersonal relations in clinical environments and to improve patient outcomes.

FCNU5050

Mental Health Assessment & Interventions

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: Three essays **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

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

CLIN5042

History of Ideas in Nursing

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: essay, work log, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

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

14. Clinical Nursing

The faculty offers the following clinical nursing course:

- Master of Clinical Nursing

Course information

Clinical is a term that often refers to direct bedside nursing care. Clinical nursing therefore encompasses many aspects of nursing practice and includes delivering comprehensive care directed at preventing complications and restoring or improving an individual's quality of life.

Clinical nurses work in a variety of settings including the acute sector and the community and may be involved in education, administration or research.

The study of clinical nursing provides opportunities to develop a deeper understanding of what affects nurses today as well as the development of advanced nursing knowledge.

Master of Clinical Nursing GC037

Course overview

The Master of Clinical Nursing consists of 72 credit points or 12 units of study. This may be taken over 18 months full-time or three years

part-time study. Please refer to the study pattern for this degree, as shown further on this chapter.

Students may select from a range of core and elective subjects in areas of particular interest. Some units may have prerequisites that require previous study and students should consult unit of study information contained in this chapter for further details. For elective options, please refer to chapter 10 for unit offerings and unit descriptors.

Admission

Admission to the Master of Clinical Nursing is open to all nurses registered in Australia and overseas who hold a Bachelor of Nursing or equivalent with a credit average. International students will also need to meet English language requirements.

Applications from all Australian residents should be made directly to the faculty. International students should apply through the International Office.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units per semester full-time. Most units are offered in the intensive mode with students required to attend residential schools together with independent study. Assessment consists of assignments and examinations.

Units of study table

<i>Unit of study</i>	<i>Credit points</i>	<i>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</i>	<i>Session</i>
Master of Clinical Nursing GC037			
Year 1, Semester 1			
FCNU5013 Interpersonal Relations in Clinical Env	6		Semester 1
NURS5012 Assessment and Clinical Judgement	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
NURS5022 Nursing Research Methods & Application	6		Semester 1
Year 1, Semester 2			
NURS5017 Clinical Leadership	6		Semester 2
NURS5021 Nursing, Midwifery and Work	6		Semester 2
NURS6010 Clinical Qualitative Research	6		Semester 2
One Elective (please refer to the elective list in chapter 10)			
Year 2, Semester 1			
CLIN5042 History of Ideas in Nursing	6		Semester 1
NURS6011 Practice Development Project	12	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
One Elective (please refer to the elective list in chapter 10)			



Units of study descriptions

NURS5012

Assessment and Clinical Judgement

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: assignments, clinical assessment, essay, clinical case study
Campus: Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Clinical judgment is an integral component of advanced and specialised nursing practice. Clinical judgment involves linking the outcomes of nursing assessment to the delivery of effective nursing care. This unit examines the knowledge, capabilities, and clinical skills that are required to undertake nursing assessment in complex situations. It will address the processes of assessment and evaluation associated with the development of clinical judgment that informs advanced practice. The unit is generic in its application and is not therefore specific to any particular specialty of nursing. Students will have opportunities learn and refine their clinical capabilities in a supportive simulated environment. The unit is focused on learning and refining more advanced and specialised clinical capabilities now being required of registered nurses.

NURS5015

Comparative Health Care Systems

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: essay, three webct quizzes, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study critically analyses and compares contemporary national health care systems. Four broad themes are explored: (i) political ideologies and their effects on the organisation of health care, including funding and resource allocation; (ii) issues of access and equity in health care; (iii) models of care, primarily biomedical and influential non-western approaches to care and the relationships between these models; and, (iv) the effects of globalisation on health and health care. These four themes provide the framework for exploring the nature, political underpinnings and effectiveness of the Australian health care system and those of selected OECD and developing countries. These themes also provide the background for a critical examination of important current issues in international health and health care.

NURS5017

Clinical Leadership

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: essay, portfolio, online activities **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit provides the theoretical foundation that underpins leadership in clinical practice and facilitates the self-development of healthcare clinicians. The unit explores the theories of leadership and the application of these theories to clinical practice. It examines the concept of self within the context of leadership along with the political, economic and cultural influences that exist within dynamic healthcare environments. There is also a focus on leadership in patient care which is an integral aspect of ensuring the delivery of quality healthcare services. Inspiring learning and professional development within the healthcare environment is also explored within the leadership context.

NURS5021

Nursing, Midwifery and Work

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: essay, online participation, assignment, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

The nature of work in the fields of nursing and midwifery is examined in relation to historical, industrial and sociopolitical origins. The unit takes a critical evaluative focus on the perceptions and practices that have shaped the construction of these professions as stereotypical women's work. Students will have the opportunity to examine current

issues such as: occupational health and safety; the effects of and assumptions underlying the organisation of shiftwork; patterns of global workforce migration, supply and demand and engagement with the workplace and the effects of such issues on the agency and professional boundaries of nurses and midwives. Wider issues such as the impact of the knowledge economy; globalisation; the increasing use of technology; shifting patterns of morbidity and mortality; and the deployment of nurses and midwives will also be examined.

NURS5022

Nursing Research Methods & Application

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: assignment, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit examines the ways in which nursing knowledge, practices and modes of service can be investigated and enhanced. The unit begins with the Nightingale legacy of statistical analyses of morbidity and mortality and their use as key indicators and evidence of nursing, health service and practice efficacy. This unit addresses the range of research designs, methodologies, data analysis/interpretation and processes of reporting that can be appropriately used in the development and evaluation of nursing practices and processes of care.

NURS6010

Clinical Qualitative Research

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive
Assessment: Two essays, seminar participation **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit explores the specific issues related to the use of qualitative research in clinical settings and with clinical populations. In particular, it explores the appropriate uses of a qualitative research methodology in which the experiences of people with a health issue or illness are being researched. The unit focuses specifically on research approaches where human social interaction and/or observation is fundamental to the collection of data. The unit explores issues of design, methods of data collection, ethical and clinical considerations as well as matters related to rigor, analysis and reporting of results.

NURS6011

Practice Development Project

Credit points: 12 **Session:** Semester 1, Semester 2 **Classes:** distance education/intensive
Assessment: Practice project **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

Students who elect to undertake this unit of study will have the opportunity to do advanced work on an area of practice, or a particular practice, in Nursing or Midwifery. The project will generally involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses and midwives whose professional responsibilities and interests include clinical leadership, practice development and/or the use of evidence in practice.

FCNU5013

Interpersonal Relations in Clinical Env

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: written project, written workplace project, webct participation
Campus: Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study focuses on professional and interpersonal relations among health professionals, and the impact these have on patients, relatives, and others. Attention is paid to the formative influences on nurses of the 'personal self', and on the ways the personal self is

modified and socialised into the 'professional self'. The potential for positive and negative professional interactions between the professional self, colleagues and other stakeholders within the health system is explored. Awareness of the impacts of positive and negative work dynamics on patient care and the wellbeing of patients' relatives is promoted. Particular attention is paid to personal and structural sources of stress, emotionality, workplace harassment, bullying/mobbing, potential conflict, potential burnout, and staff attrition. Structural issues that are addressed include the impacts of the changing political, economic and technological environment on nursing work. In this changing context, an understanding of the personal and professional self in the work environment, emotionality, structural and interpersonal sources of workplace conflict, is promoted. Approaches to, and skills for promoting self-care, collegiality, improved communication, and conflict resolution, including the use of current policy initiatives in zero tolerance, is promoted. Current research on sources of and responses to stress and stressful relationships in organisations and individuals is explored. Ways of managing workload stress, harassment, burnout, and discrimination are presented, as well as ways staff can improve clinical and personal communication between and among colleagues. Specific problem-solving approaches, stress debriefing and access to professional support through internal and external mentoring, are offered. These aim to increase the skills and knowledge-base nurses may use in advanced nursing practice to manage and optimise interpersonal relations in clinical environments and to improve patient outcomes.

CLIN5042

History of Ideas in Nursing

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive
Assessment: essay, work log, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

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

15. Health services management

The faculty offers the following health services management courses:

- Graduate Certificate in Health Services Management
- Graduate Diploma in Health Services Management
- Masters of Health Services Management

Course information

The health services management specialty is part of an articulated program which enables students to complete management qualifications at graduate certificate, graduate diploma and master's level.

The benefit of this articulated program is that students may choose to complete one part, for example, the Graduate Certificate in Health Services Management, and have some time away from study to consolidate their experience before continuing onto the Graduate Diploma or master's component.

The course aims to expand students' knowledge and enhance their management skills to meet the increasing challenges of managing health services in multi-faceted organisations as well as managing multi-disciplinary groups and complex situations.

This course is open to students from every discipline in health care. It has a multidisciplinary approach and students will be able to study a broad range of subject areas from faculties throughout the University.

Graduates will have a unique portfolio of skills that will assist them to pursue management careers and executive positions in a broad range of health care institutions and governing bodies as well as positions in academic institutions and health-related organisations in the private sector.

Graduate Certificate in Health Services Management GG008

Course overview

The Graduate Certificate in Health Services Management consists of two semesters of part-time study or one semester of full-time study. Students are required to complete 24 credit points or four units of study as prescribed in the unit of study tables contained in this chapter.

If you attain a credit average or better you may use your graduate certificate to articulate into a master's degree. Units studied at the graduate certificate level are, in most cases, credited towards the higher qualification.

Admission

Admission to the Graduate Certificate in Health Services Management is open to new or aspiring managers who hold an undergraduate degree. International applicants are also required to meet English language requirements.

Applications from local students should be made directly to the faculty. International applicants should apply to the International Office.

Applicants who have completed part of a management course or some management units of study either at the University of Sydney or other institutions will be eligible to apply for credit in accordance with the University's rules.

Workload

The Graduate Certificate in Health Services Management may be studied by local students in the part-time mode, or international students in the full-time mode. Students studying in the part-time mode generally undertake two units of study per semester, or four units of study for the full-time mode. Units are offered in a variety of study modes and students should refer to the table of units for this course contained in this chapter for further details.

Graduate Diploma in Health Services Management GF012

Course overview

The Graduate Diploma of Health Services Management consists of four semesters of part-time study or two semester of full-time study. Students are required to complete 48 credit points as prescribed in the unit of study tables contained in this chapter.

Students who have completed the Graduate Certificate in Health Services Management will be eligible for credit towards this award.

Admission

Admission to the Graduate Diploma in Health Services Management is open to managers with relevant work experience and who hold an undergraduate degree. International applicants are also required to meet English language requirements. For further details on admission requirements for this course please refer to the faculty resolutions contained in this Handbook

Applications from local students should be made directly to the faculty. International applicants should apply to the International Office.

Applicants who have completed part of a management course or some management units of study either at the University of Sydney or other institutions will be eligible to apply for credit in accordance with the University's rules.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units full-time. Units are offered in a variety of study modes and students should refer to the table of units for this course contained in this chapter for further details. Some units will be offered in distance mode and online, others will be offered in intensive mode, which requires attendance for a short period and some will require weekly attendance.

Master of Health Services Management GC043

Course overview

The Master of Health Services Management consists of 72 credit points or 12 units of study as prescribed in the unit of study tables contained in this chapter. This may be taken over 18 months full-time or three years part-time study. For further information please refer to the study pattern for this degree, contained in this chapter.

Admission

Admission to the Master of Health Services Management is open to managers with relevant work experience and who hold an undergraduate degree. International applicants are also required to meet English language requirements. For further details on admission



requirements please refer to the faculty resolutions for this course contained in this Handbook

Applications from local students should be made directly to the faculty. International applicants should apply to the International Office.

Applicants who have completed the Graduate Certificate in Health Services Management or the Graduate Diploma of Health Services Management offered by the faculty will receive credit towards the master's course providing they meet the requirements for admission.

Applicants who have completed part of a management course or some management units of study either at the University of Sydney or other institutions will be eligible to apply for credit in accordance with the University's rules.

Workload

Students generally undertake two units of study per semester in the part-time mode or four units full-time. Units are offered in a variety of study modes and students should refer to the table of units for this course contained in this chapter for further details.

Some units will be offered in distance mode and online, others will be offered in intensive mode, which requires attendance for a short period and some will require weekly attendance.

Faculty codes

Faculty codes	
Faculty of Nursing and Midwifery	CLIN, NURS
Faculty of Economics and Business	ACCT, GOVT, TPTM, WORK
Faculty of Health Sciences	BACH, HIMT
Faculty of Medicine	HPOL
School of Public Health	CEPI

Units of study table

<i>Unit of study</i>	<i>Credit points</i>	<i>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</i>	<i>Session</i>
Health Services Management			
Graduate Certificate in Health Services Management GG008			
Students are required to complete 24 credit points consisting of 2 Group A units (12 credit points) and 2 Group B units (12 credit points)			
Graduate Diploma in Health Services Management GF012			
Students are required to complete 48 credit points consisting of 4 Group A units (24 credit points) and 4 Group B units (24 credit points)			
Master of Health Services Management GC043			
Students are required to complete 72 credit points consisting of 6 Group A units (36 credit points) and 6 Group B units (36 credit points)			
Group A - Semester 1			
CEPI5200 Quality and Safety in Health Care	6	A clinical experience strongly recommended	Semester 1
HIMT5070 Human Resource Management	6		Semester 1
HPOL5000 Introduction to Health Policy	6		Semester 1
NURS5015 Comparative Health Care Systems	6		Semester 1
NURS5027 Health Care Sector Management	6	Note: Department permission required for enrolment	Semester 1
PUBH5015 Public Health Principles and Practice	6		Semester 1
TPTM6115 Organisational Logistics	6		Semester 1 Semester 2
WORK6026 Organisational Change and Development	6		Semester 1
Group A - Semester 2			
GOVT6313 Leadership in Theory and Practice	6		Semester 2
NURS5028 Legal Studies for Health Care Managers	6	Note: Department permission required for enrolment	Semester 2
NURS5050 Community Analysis and Health Planning	6	Note: Department permission required for enrolment	Semester 2
TPTM6115 Organisational Logistics	6		Semester 1 Semester 2
WORK5002 Introduction to HRM	6		Semester 2 Summer Late

Unit of study	Credit points	A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition	Session
WORK6001 Organisational Analysis	6		Semester 2
Group B - Semester 1			
ACCT6119 Public Sector Accounts & Accountability	6		Semester 1
BACH4047 Developing a Research Project	4	<i>Note: Department permission required for enrolment in the following sessions: Semester 2</i>	Semester 1 Semester 2
CLIN5021 Reading Topic	6	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
CLIN5033 Nursing Services Management in Health	6	<i>Note: Department permission required for enrolment</i>	Semester 1
HIMT5027 Introduction to Epidemiology	6		Semester 1
HIMT5065 Project Management	6	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
IBUS6002 Cross-Cultural Management	6		Semester 1 Semester 2 Summer Main
NURS5022 Nursing Research Methods & Application	6		Semester 1
NURS5029 Management in Aged Care I	6	<i>Note: Department permission required for enrolment</i>	Semester 1
NURS5033 Management Project	6	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
WORK6002 Foundations of Strategic Management	6		Semester 1
WORK6030 Performance and Rewards	6		Semester 1b Summer Early
WORK6034 Human Resource Development	6		Semester 1
WORK6118 Managing Communication in Organisations	6	N ECOF6030, ECOF6040	Semester 1
Group B - Semester 2			
BACH4047 Developing a Research Project	4	<i>Note: Department permission required for enrolment in the following sessions: Semester 2</i>	Semester 1 Semester 2
CLIN5021 Reading Topic	6	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
GOVT6331 International Public Management	6		Semester 2
HIMT5052 Database Management Systems	6	<i>Students enrolling in HIMT5052 are required to attend a 4-day workshop at the beginning of Semester 2.</i>	Semester 2
HIMT5065 Project Management	6	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
IBUS6002 Cross-Cultural Management	6		Semester 1 Semester 2 Summer Main
NURS5030 Management in Aged Care II	6	<i>Note: Department permission required for enrolment</i>	Semester 2
NURS5031 Managing Financial Resources in Nursing	6	<i>Note: Department permission required for enrolment</i>	Semester 2
NURS5033 Management Project	6	<i>Note: Department permission required for enrolment</i>	Semester 1 Semester 2
WORK6031 Recruitment and Selection	6		Semester 2

Units of study descriptions

NURS5015

Comparative Health Care Systems

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive **Assessment:** essay, three webct quizzes, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit of study critically analyses and compares contemporary national health care systems. Four broad themes are explored: (i) political ideologies and their effects on the organisation of health care, including funding and resource allocation; (ii) issues of access and equity in health care; (iii) models of care, primarily biomedical and influential non-western approaches to care and the relationships between these models; and, (iv) the effects of globalisation on health and health care. These four themes provide the framework for exploring the nature, political underpinnings and effectiveness of the Australian health care system and those of selected OECD and developing countries. These themes also provide the background for a critical examination of important current issues in international health and health care.

NURS5022

Nursing Research Methods & Application

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive **Assessment:** assignment, exam **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit examines the ways in which nursing knowledge, practices and modes of service can be investigated and enhanced. The unit begins with the Nightingale legacy of statistical analyses of morbidity and mortality and their use as key indicators and evidence of nursing, health service and practice efficacy. This unit addresses the range of research designs, methodologies, data analysis/interpretation and processes of reporting that can be appropriately used in the development and evaluation of nursing practices and processes of care.

NURS5027

Health Care Sector Management

Credit points: 6 **Session:** Semester 1 **Classes:** online **Assessment:** briefing paper, essay, online participation **Campus:** Camperdown/Darlington **Mode of delivery:** On-line

Note: Department permission required for enrolment.

This unit is a critical analysis of the theoretical and practical aspects that underpin health care sector management. Students will analyse and evaluate the processes that support management within the contemporary health care environment.

NURS5028

Legal Studies for Health Care Managers

Credit points: 6 **Session:** Semester 2 **Classes:** online **Assessment:** journal submission, essay, online participation **Campus:** Camperdown/Darlington **Mode of delivery:** On-line

Note: Department permission required for enrolment.

This unit of study introduces students to an understanding of the legal systems and general principles and law governing health. Using the Australian jurisdiction as an exemplar, this unit of study examines the constitutional and statutory sources of government power with respect to health care and the application of the law to health policy. This unit also explores government regulation of health care, including resource-allocation and professional practice, as well as legal issues relating to professional liability in health care, with a particular emphasis on managers and the management of health services.

NURS5029

Management in Aged Care I

Credit points: 6 **Session:** Semester 1 **Classes:** distance education/intensive **Assessment:** project **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

This unit of study is designed to examine current aged care management issues and the contemporary political and policy initiatives underpinning management challenges in the aged care sector. This unit of study will also examine the contemporary legislative requirements in aged care (including the Aged Care Act 1997 and the Nurses and Midwives Act) as they relate to both residential and community aged care services. This unit of study also examines funding in the aged care sector, including the aged care funding instrument (ACFI).

NURS5030

Management in Aged Care II

Credit points: 6 **Session:** Semester 2 **Classes:** distance education/intensive **Assessment:** project **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

This unit of study extends concepts and areas examined in Management in Aged Care I. This unit examines issues of quality and safety in aged care, accreditation of aged care facilities and services, occupational health and safety in aged care and aged care in a multicultural community. Vignettes and simulated work scenarios will be interspersed throughout the unit of study to provide an environment for participants to discuss and debate issues and to investigate ways of implementing new ideas, knowledge and skills in their respective workplaces.

NURS5031

Managing Financial Resources in Nursing

Credit points: 6 **Session:** Semester 2 **Classes:** online **Assessment:** project, online participation, exam **Campus:** Camperdown/Darlington **Mode of delivery:** On-line

Note: Department permission required for enrolment.

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

Textbooks

Courtney M & Briggs D (eds.) (2004) Health Care Financial Management, Elsevier, Mosby, Sydney
Duckett SJ (2004) The Australian Health Care System, Oxford University Press, Melbourne

NURS5033

Management Project

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** distance education/intensive **Assessment:** project **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

This unit is designed for students to undertake a project in an area of interest or need in their workplace. Supervisors/academic mentors for this unit of study will be determined by the Course Coordinator in consultation with the Associate Dean (Academic) and the student. Assessment for this unit of study will be by successful completion of the project and preparation of a report for publication.

NURS5050

Community Analysis and Health Planning

Credit points: 6 **Session:** Semester 2 **Classes:** online **Assessment:** assignments, exam **Campus:** Camperdown/Darlington **Mode of delivery:** On-line

Note: Department permission required for enrolment.

The framing of health policy and the subsequent delivery of health services at both the community and organisational level is underpinned by the planning environment, which consists of community needs analysis through demographic and epidemiological data collection and analysis, decision-making, program and service planning and evaluation. This unit of study is designed to provide students the opportunity to acquire knowledge and skills related to community analysis and health planning and its application to policy development and service delivery. Through this unit of study, students will have the opportunity to construct a framework on which to further develop their knowledge and skills in assessing health needs, determining health status, establishing health priorities, and formulating strategic and operational responses to health needs in the community and at the organisational level.

ACCT6119

Public Sector Accounts & Accountability

Credit points: 6 **Session:** Semester 1 **Classes:** 1 x 3hr class per week **Assessment:** Weekly assignments; Class participation; Essay; Final examination **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study does not require prior study in accounting. The objective of the unit is to assist students to appreciate that financial matters permeate all parts of the public sector, and affect all public sector activities. This unit focuses on accountability structures and arrangements in the public sector, especially those emerging from the changes over the past two decades that have shaped public sector accounting and accountability arrangements today. This unit locates public sector accounting within its wider social, cultural and political setting, and introduces students to some research literature, which is used to help frame analysis and discussion. Emphasis will be on public sector organisations in an Australian and international context. The unit is intended to complement GOVT6327 Managing Public Expenditure. However, it may be taken as a stand alone subject by those interested in the contemporary public sector.

BACH4047

Developing a Research Project

Credit points: 4 **Teacher/Coordinator:** Dr Rob Heard **Session:** Semester 1, Semester 2 **Classes:** On-campus, 3hrs/week or distance mode **Assessment:** Three assignments **Campus:** Cumberland **Mode of delivery:** Distance Education

Note: Department permission required for enrolment in the following sessions: Semester 2.

The unit will provide an overview of the research process and focus on the formulation of a research proposal. It will provide students with an opportunity to review and update their knowledge of research methods and introduce the research electives that concentrate on a particular methodology or aspect of the research process. Basic research design issues will be considered. Various methods of data collection will be examined together with their suitability for investigating different types of research questions. Students will explore the use of quantitative and qualitative data, longitudinal and cross-sectional designs and data resulting from experimental interview, observation, single case and survey research methods in addition to content analysis and secondary data analysis. Emphasis will be placed on the issues of validity and reliability of data collection techniques. Basic statistical procedures will be briefly reviewed and applications such as epidemiology and evaluation research will be introduced.

CEPI5200

Quality and Safety in Health Care

Credit points: 6 **Teacher/Coordinator:** Professor George Rubin, Associate Professor Merrilyn Walton, Dr Sharon Reid **Session:** Semester 1 **Classes:** online unit. Expected students hours effort/week = 9 to 12 **Assumed knowledge:** clinical experience strongly recommended **Assessment:** online participation (40%) and 1x4500word assignment (60%) **Campus:** Camperdown/Darlington **Mode of delivery:** On-line

The unit has six major content areas: background to Q&S in health care; professional and ethical practice; errors and adverse events; clinical governance; getting research into practice and improving

healthcare. At the end of the unit students will: understand the background to quality and safety in health care, from Australian and international perspectives; understand the nature of health care error including the methods of error detection and monitoring, and quality indicators; understand the role of good communication and other professional responsibilities in quality and safety in healthcare; have developed an understanding of clinical governance, accountability and systems management; have considered methods for improving healthcare such as getting research into practice, clinical practice guidelines and clinical practice improvement. This unit consists of online discussions, group work and activities based around key provided readings and other resources.

Textbooks

Online readings and other learning resources will be provided.

CLIN5021

Reading Topic

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** distance education/intensive **Assessment:** 5000 word essay **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

Note: Department permission required for enrolment.

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

CLIN5033

Nursing Services Management in Health

Credit points: 6 **Session:** Semester 1 **Classes:** online **Assessment:** report, exam, online participation **Campus:** Camperdown/Darlington **Mode of delivery:** On-line

Note: Department permission required for enrolment.

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

GOVT6313

Leadership in Theory and Practice

Credit points: 6 **Session:** Semester 2 **Classes:** 2 hours per week **Assessment:** Short essay; long essay; coursework; reflective journal **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

'The leader points the way.' Eleanor Roosevelt. Leadership is a story that resolves these questions: What is a leader? What kinds of leaders are there? Is democratic leadership different from other kinds? Is leadership in a local community similar to that in national politics or international politics? Are leaders made or born? Is leadership generic? Is it the same in Europe and Asia? What is the difference between a leader and a manager? This unit reviews and evaluates theories of leadership. Participants' experiences and perceptions of leadership are an important part of the unit.

GOVT6331

International Public Management

Credit points: 6 **Session:** Semester 2 **Classes:** 2 hours per week **Assessment:** Seminar presentation; seminar paper; seminar participation; essay. **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit uses international literature to: provide an overview of the most significant current international trends in public sector management; evaluate the merits of these developments through explicit comparison and past experience and best practice in Australian organizations; explore the applicability of specific techniques to the local context; critically analyse the forces that have driven the global

public management move (such as international agencies and private corporate interests); and encourage students to master both general, system-wide developments as well as best practice specific to their areas of expertise.

HIMT5027

Introduction to Epidemiology

Credit points: 6 **Teacher/Coordinator:** Dr Mary Lam **Session:** Semester 1
Classes: Distance education **Assessment:** Assignments, exam **Campus:** Cumberland **Mode of delivery:** Distance Education

This unit introduces students to principles and practice of epidemiology. The unit includes measures of disease frequency and association, study design (descriptive and analytic), sources of measurement error, causation and screening, including test specificity and sensitivity. Students are introduced to the critical appraisal of epidemiological studies.

HIMT5052

Database Management Systems

Credit points: 6 **Teacher/Coordinator:** Dr Mary Lam **Session:** Semester 2
Classes: 4-day block workshop on campus **Assessment:** Three assignments
Campus: Cumberland **Mode of delivery:** Block Mode

Note: Students enrolling in HIMT5052 are required to attend a 4-day workshop at the beginning of Semester 2.

This unit provides a theoretical and practical introduction to relational database management systems. The unit covers systems analysis and design (feasibility studies, entity-relationship modelling, data integrity, and normalisation); query languages (SQL); database implementation and management (forms, queries, reports and security) in MS Access.

HIMT5065

Project Management

Credit points: 6 **Teacher/Coordinator:** Dr Mary Lam **Session:** Semester 1, Semester 2
Classes: Intensive, compulsory block mode (4 days, 9am-5pm)
Assessment: Multiple choice questions/quiz daily in class, 2000 word case study, 2500 word workplace portfolio **Campus:** Cumberland **Mode of delivery:** Block Mode

Note: Department permission required for enrolment.

This unit covers all the nine knowledge areas of the Australian Project Management competency standards including planning and scheduling, quality, risks and status reporting. Team and people management issues, managing external dependencies and costs are also covered. Workshop groups use exercises based around a case study to apply principles to various situations.

HIMT5070

Human Resource Management

Credit points: 6 **Teacher/Coordinator:** Dr Joanne Callen **Session:** Semester 1
Classes: On-campus, six 2hr sessions with e-learning support. **Assessment:** Assignments **Campus:** Cumberland **Mode of delivery:** Block Mode

This unit of study focuses on managing the human resources of an organisation. Students explore in depth the individual processes of human resource management and their inter-relationships, including: human resource planning; recruitment; selection; orientation and training; career development and performance appraisal. The implications of equal employment legislation and affirmative action legislation to the employment relationship are also covered.

HPOL5000

Introduction to Health Policy

Credit points: 6 **Teacher/Coordinator:** Dr James Gillespie, Professor Stephen Leeder **Session:** Semester 1
Classes: 2x2day workshops, online lectures and discussions **Assessment:** 1x1500word paper (25%), 1x3000word paper (50%), and online learning activities (25%) **Campus:** Camperdown/Darlington **Mode of delivery:** Distance Education/Intensive on Campus

This unit aims to develop a critical and comparative grasp of the theory and practice of health policy and to give an overview of the political choices and frameworks that shape policymaking. The unit explores the main structures and institutions that make health policy. The focus is comparative, using Australia as a case study. Students will debate

the reform of policy frameworks, raising questions about equity, ethics and the role of socio-economic status over access to health care and priorities of the current system. Australian policy debates will be placed in their broader context by comparing different health systems and assessing global influences. Case studies will be used to examine the relationships between policy and practice.

Textbooks

Robert Blank and Viola Burau: Comparative Health Policy. Palgrave, 2004.

IBUS6002

Cross-Cultural Management

Credit points: 6 **Session:** Semester 1, Semester 2, Summer Main **Classes:** 3 hrs of lectures / seminars per week **Assessment:** Individual Assignment; Participation; Final Exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

An understanding of cultural differences and how to manage such differences is critical to effective management in international and multi-cultural business environments. The aim of this unit of study is to provide conceptual frameworks and evidence from practice that will develop an understanding of the ways in which cultures differ, how these differences can impact on management, and how cultural issues can limit organisational effectiveness. Major topics include the significance of culture in international management, the meaning and dimensions of culture, comparative international management and leadership styles, managing communication across cultures, ethics and social responsibility in global management, cross-cultural negotiation and decision-making, forming and managing global teams, and developing the international and global manager.

PUBH5015

Public Health Principles and Practice

Credit points: 6 **Teacher/Coordinator:** Dr Jim Gillespie, Dr Kirsten Howard
Session: Semester 1 **Classes:** On-line lectures, face to face large group interactive sessions (fortnightly), on-line quizzes **Assessment:** 2x take home exam (80%), topic and content quizzes (20%) **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day or On-line

This unit aims to provide students with an understanding of principles and practices of public health, in the local and global context. It also aims to introduce students to different ways of thinking about both economic and applied policy and about specific problems in environmental health and communicable diseases. Candidates will gain an understanding of the patterns of health in the community and the biological and environmental determinants of health. Within the context of the burden of disease in Australia, case studies in communicable diseases and environmental health, both core functions of a public health system, will be used as a means of modelling ways of thinking about the structures, processes and outcomes of health systems. Students will have the opportunity to apply these core conceptual approaches to a range of current problems based on public health practice.

Textbooks

Compulsory text book: Lin V, Smith J, Fawkes S 2007: Public Health Practice in Australia: the organized effort. Sydney: Allen and Unwin. Readings are available on the Unit's WebCT site.

TPTM6115

Organisational Logistics

Credit points: 6 **Session:** Semester 1, Semester 2 **Classes:** Block mode; 6 days plus examination day; 9am-5pm. Refer to timetable for further details. **Assessment:** Class test; group case analysis; final examination (open book). **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

The aim of this unit is to provide an integrated approach to both micro and macro aspects of organisational behaviour particularly related to the transport and logistic industries. The unit examines actions at three different levels of analysis: the individual, the group and the organisation and is divided into three parts. Part 1 covers the strategic thinking and the general environment affecting the work place. It also examines the fundamentals of individual at work. Part 2 focuses on work teams, power and conflict, and leadership in organisations. Part 3 attends to organisational structure, culture and strategic change management. The integration of these 3 parts would provide

participants with the knowledge and skills to lead and manage their organisations effectively particularly in the transport and logistic industries.

WORK5002

Introduction to HRM

Credit points: 6 **Session:** Semester 2, Summer Late **Classes:** Three hours per week / 39 hours in intensive mode **Assessment:** Continuous: Essays, case studies and/or exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit introduces students to competing perspectives on the nature, meaning and implications of Human Resource Management (HRM) and highlights the distinction between functional, normative and critical approaches to understanding HRM. The unit also provides an understanding of the key functions and processes associated with the practice of HRM, including: human resource planning, job analysis and work design; staff recruitment and selection; training and development; performance management and motivation; managing rewards and remuneration; equal opportunity and diversity management; international dimensions of HRM; and evaluating the effectiveness of HRM policies and practices. Opportunities are provided throughout the unit for consideration of case studies relating to particular issues.

WORK6001

Organisational Analysis

Credit points: 6 **Session:** Semester 2 **Classes:** 3 hrs per week **Assessment:** Continuous: Essays, case studies and/or exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit introduces students to the behaviour of people when acting as members of an organisation. The aim of the unit is to provide an understanding of the processes and structures that influence organisational behaviour, by drawing on ideas from psychology, sociology, management and anthropology. Topics covered include: personality and the self; learning and socialisation; motivation and commitment; group behaviour and dynamics; organisational design and boundaries; organisational culture, change and leadership.

WORK6002

Foundations of Strategic Management

Credit points: 6 **Session:** Semester 1 **Classes:** Three hours per week **Assessment:** Continuous: Essays, case studies and/or exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study provides a critical examination of the concept of 'strategy' in the management of organisations beginning with an examination of different approaches to strategy and strategic management and the development of strategic management as an academic discipline. It also provides an understanding of the interplay between the external environment and industry environment and the organisation. It enables students to apply concepts of strategic management to a range of case studies in order to explore the practical application of strategic management models.

WORK6026

Organisational Change and Development

Credit points: 6 **Session:** Semester 1 **Classes:** Three hours per week **Assessment:** Continuous: Essays, case studies and/or exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit seeks to develop diagnostic and prescriptive skills in relation to the management of organisational change while also encouraging the adoption of a critical perspective of the field. Part 1 (Organisational Change and the Nature of Organisations) introduces the fields of organisational change, explains its relevance to organisation performance and strategy and examines key change management models. Part 2 (Diagnosis and Intervention) examines the utility of key organisational change models and techniques and identifies factors that may impact on the effectiveness of the change management process. Part 3 (Key Areas of Intervention) analyses the application of organisational change practices and initiatives to a number of specific organisational issues.

WORK6030

Performance and Rewards

Credit points: 6 **Session:** Semester 1b, Summer Early **Classes:** Three hours per week **Assessment:** Continuous: Case study reports, presentations and/or exam. **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit examines the processes and practices associated with contemporary performance and reward management. Results-based, behaviourally-based and competency-based methods of performance management are examined, along with processes of performance review, planning and developing. Coverage of reward management issues includes: job- and person-based approaches to building base pay structures; methods for rewarding individual performance; work group incentives such as gainsharing, goal-sharing and team pay; methods of rewarding employees for organisational performance, including employee share ownership; and performance-related rewards for executives. The unit also examines approaches to developing strategically integrated performance and reward management systems.

WORK6031

Recruitment and Selection

Credit points: 6 **Session:** Semester 2 **Classes:** 39 hours in Intensive mode **Assessment:** Continuous: Essays, case studies and/or exam **Campus:** Camperdown/Darlington **Mode of delivery:** Block Mode

This unit examines the purpose and importance of recruitment and selection as a key human resource management function. Specific themes covered include the relationship between recruitment and other human resource management functions, especially staff selection, internal and external sources of recruitment, recruitment methods (advertising, agencies, headhunting), outsourcing as an alternative to recruitment, assessing recruitment effectiveness, legal issues in recruitment, and recruitment and workforce diversity.

WORK6034

Human Resource Development

Credit points: 6 **Session:** Semester 1 **Classes:** Three hours per week **Assessment:** Continuous: Essays, case studies and/or exam **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit examines the theories, practices and debates associated with contemporary human resource development (HRD). The unit begins with an exploration of different conceptions of learning and skill. The process of HRD is examined, with a focus on needs assessment and the delivery and evaluation of learning. The relationship between HRD and other areas of HRM is explored, particularly work organisation, performance management, remuneration and enterprise governance. The role of organisational learning and knowledge management are examined in terms of changing conceptions of organisational structure and performance. A second section of the unit places HRD in the context of the wider environment. Australian policy debates are examined and HRD systems in other countries are introduced and comparisons drawn. The likely success of skills-led models of societal, industry and enterprise development in the context of globalisation and the knowledge economy are discussed. A third section of the unit explores the relationship between HRD and careers. The causes and consequences of changing career structures, the breakdown of internal labour markets and the development of new forms of organisation are examined. Particular attention is given to the issues of executive development and succession planning.

WORK6118

Managing Communication in Organisations

Credit points: 6 **Session:** Semester 1 **Classes:** Three hours per week **Prohibitions:** ECOF6030, ECOF6040 **Assessment:** Continuous: Essays, case studies and/or exam. **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study is designed to introduce students to the theory and practical application of the management of communication in organisations. Advances in technology have had a dramatic impact on communication in recent years and this course will pay particular

attention to the impact of these technologies and the implications for management. By the end of this course students will have a good understanding of organisational communications theory including a comprehensive knowledge of the differing styles, channels and content of communication. . In addition, they will have a sound understanding of the technological channels available to manage communication and the associated benefits and challenges that this brings to contemporary organisations. A significant amount of the course will be devoted to practical applications of communication strategies including case study analysis and experiential learning using virtual discussion boards.

16. Research degrees

Please note: Information in this chapter should be read in conjunction with the Resolutions of the Senate in the University Postgraduate Research/Coursework handbook.

Course information

The Faculty of Nursing and Midwifery at the University of Sydney has a strong commitment to teaching and research in many aspects of nursing and midwifery and their practice. The faculty provides first-class student resources and is committed to excellence in postgraduate research education.

The faculty has a research support team designed to strengthen and grow research within the faculty by assisting existing researchers and fostering a supportive environment for early career researchers and research students.

Students wishing to undertake a research degree at the faculty have the opportunity to work with staff in a number of different fields including the following major research areas:

- Ageing
- Cancer nursing
- Indigenous health and nursing
- Mental health
- Midwifery and patient processes of care
- The illness experience

The faculty offers the following postgraduate research degrees that may be taken across any of these faculty research areas:

- Bachelor of Nursing (Honours)
- Master of Nursing (Honours)
- Master of Philosophy (Nursing)
- Doctor of Philosophy

Choosing a topic

Candidates will need to have decided on a basic topic of study before applying for a research degree, and, as part of the application procedure, attach a research proposal. It is also essential to have chosen a basic area of research and to have discussed the research project with an academic member of staff and/or a preferred supervisor before completing the application form.

To assist with choosing a topic and supervisor, prospective candidates may like to explore the research interests of the academic staff of the faculty outlined in chapter 3 of this handbook or visit Research Supervisor Connect at www.usyd.edu.au/research/opportunities.

Further information on preparing a research proposal may be obtained by contacting the faculty.

Course design

The courses have different designs but there are a number of common features. All higher degree research students must complete an annual progress report and interview annually.

Students are required to participate regularly in University and faculty forums and conferences, virtual or campus-based, as active members of the research community.

Research workshops are run at the beginning of Semester 1 and the end of Semester 2 and all students are strongly encouraged to attend. A variety of guest speakers with expertise in a range of research areas will present during these workshops and will be of substantial interest to students.

Students are expected to present their work to their peers at least once a year in research forums providing a great opportunity to further develop and test their work.

Supervision

For each student, a supervisor who will be a member of the academic staff of the faculty will be appointed. In accordance with University policy, one or more associate supervisors will also be appointed. These supervisors are normally identified during consultations prior to admission to the research course.

Application

For local students, an application should be made on the appropriate form available from the University's postgraduate admission website: www.usyd.edu.au/postgrad.

International students should apply through the International Office: www.usyd.edu.au/internationaloffice.

Costs

The Federal Government's Research Training Scheme (RTS) provides exemptions for Commonwealth-funded higher degree students for the duration of an accredited higher degree course.

This means local full-time PhD students are covered by the scheme for four years full-time (or equivalent), and Master of Nursing (Honours) and Master of Philosophy students are covered for two years full-time (or equivalent).

Local Bachelor of Nursing (Honours) students may be eligible for a Commonwealth Supported place (CSS) for the duration of this course. Please contact the faculty for further information.

International students should refer to the following for more information: www.usyd.edu.au/internationaloffice/publications/usydintfees08.pdf.

Bachelor of Nursing (Honours) GH041

Students who have completed a Bachelor of Nursing are invited to apply for the honours program. This involves two units relating to research methods and the preparation of a thesis. Students undertake research work independently under the guidance of a supervisor.

Admission requirements

Applications to the Bachelor of Nursing (Honours) are open to students who are considered by the faculty to have the requisite knowledge and aptitude to undertake the course. Applicants are expected to have completed their Bachelor of Nursing at credit level or above from the University of Sydney or equivalent university.

Workload

The Bachelor of Nursing (Honours) can be studied full-time (one year) or part-time (two years).

The degree combines a research project devised by the student with some coursework. The coursework involves two units of study relating to research methods and the preparation of the thesis. Refer to the unit of study information provided at the end of this chapter for further details. The thesis is expected to be approximately 20,000 words.



Research workshops are run at the beginning of Semester 1 and the end of Semester 2 and all students are strongly encouraged to attend. A variety of guest speakers with expertise in a range of research areas will present during these workshops and will be of substantial interest to students.

Students are expected to present their work to their peers at least once a year in research forums providing a great opportunity to further develop and test their work.

Further study

Students who successfully gain first-class or second-class, Division 1 honours are eligible for entry into a PhD within the faculty.

Master of Nursing (Honours) GC080

The Master of Nursing (Honours) is an additional option for students completing the Master of Nursing. This option may be used by clinicians with an interest or experience in research work to develop a formal and detailed proposal for higher degree study or to conduct in-depth exploration of a topic of professional relevance.

Admission requirements

Applicants for the Master of Nursing (Honours) course are accepted on the basis of previous qualifications and experience, plus the nature and scope of the student's intended research project and its relevance to nursing. The admission requirements include:

- an appropriate master's degree with a credit average or above, or to hold qualifications deemed by the Dean to be equivalent
- be registered to practise nursing in an Australian state or territory (or in their country of origin)
- relevant post-registration experience as a registered nurse.

Students intending to apply for candidature must submit a two page research proposal with their application.

Workload

This degree may be undertaken either full-time (one semester) or part-time (two semesters).

The degree is a research-based degree assessed by thesis. Candidates write a thesis of around 20,000 words on a topic of their choice. During their candidature students work closely with their supervisors who must be consulted regularly about the general planning of the thesis and the work in progress.

Research workshops are run at the beginning of semester 1 and the end of semester 2 and all students are strongly encouraged to attend. A variety of guest speakers with expertise in a range of research areas will present during these workshops and will be of substantial interest to students.

Students are expected to present their work to their peers at least once a year in research forums providing a great opportunity to further develop and test their work.

Because the Master of Nursing (Honours) is a thesis-based research degree, there are no coursework classes to attend. However, a recommendation to undertake some coursework units of study as approved by the supervisors may be made to support research skills.

Master of Philosophy (Nursing) GC005

The Master of Philosophy (Nursing) degree is a research degree awarded for a thesis focusing on research into aspects of nursing practice. Some coursework in research techniques will be required

but in no case is this a major component of the degree. Candidates work individually on a research project under the direction of a faculty-appointed supervisor.

Admission requirements

Students wishing to enrol in this degree should have a bachelor's degree with first or upper second-class honours (2nd Class, Division 1) or a master's degree from the University of Sydney, or equivalent qualifications from another university or institution and be registered or eligible to register to practice nursing in Australia. Post-registration nursing experience is also required.

Workload

Full-time Master of Philosophy students have a minimum of one year and a maximum of two years to submit a thesis for examination. Part-time students have a minimum of two years and a maximum of four years to submit.

The Master of Philosophy is a research-based degree assessed by thesis. Candidates must write a thesis of approximately 60,000 words on a topic of their choice. During their candidature students work closely with their supervisors who must be consulted regularly about the general planning of the thesis and the work in progress.

Research workshops are run at the beginning of Semester 1 and the end of Semester 2 and all students are strongly encouraged to attend. A variety of guest speakers with expertise in a range of research areas will present during these workshops and will be of substantial interest to students.

Students are expected to present their work to their peers at least once a year in research forums providing a great opportunity to further develop and test their work.

Doctor of Philosophy (PhD) GB000

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

The length of the doctoral thesis varies but would not be expected to exceed 100,000 words. The length of candidature would be a minimum of two-three years full time (pro rata for part-time study).

Research workshops are run at the beginning of Semester 1 and the end of Semester 2 and all students are strongly encouraged to attend. A variety of guest speakers with expertise in a range of research areas will present during these workshops and will be of substantial interest to students.

Students are expected to present their work to their peers at least once a year in research forums providing a great opportunity to further develop and test their work.

Admission requirements

Candidates should hold a bachelor's degree with first or upper second-class honours or a master's degree.

Supervision

PhD students are expected to work individually and under the direction of their primary supervisor and one or more associate supervisors on advanced study and research in one of the chosen research areas.

Time limits

Candidates can proceed on a full or part-time basis. The normal maximum length of candidature would be four years full-time and eight years part-time.

Units of study table

<i>Unit of study</i>	<i>Credit points</i>	<i>A: Assumed knowledge P: Prerequisites C: Corequisites N: Prohibition</i>	<i>Session</i>
Research Coursework			
Bachelor of Nursing (Honours) GH041			
Semester 1			
NURS4020 Theory, Method and Ethic in Research	6		Semester 1
NURS4021 Honours Thesis A	18		Semester 1
Semester 2			
NURS4022 Honours Thesis B	12		Semester 2
NURS4023 Honours Thesis C	12		Semester 2

Units of study descriptions

NURS4020

Theory, Method and Ethic in Research

Credit points: 6 **Session:** Semester 1 **Classes:** seminars, workshops
Assessment: literature review **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study focuses on the knowledge and skills required for the beginning nurse researcher. It examines (i) research design and research methods, including various data collection and analysis techniques, ethical considerations in undertaking research; (ii) evaluating and critiquing the literature; students will undertake a critical and analytical literature review of their research topic in 5,000-6,000 words and (iii) written and oral modes of disseminating research findings.

NURS4021

Honours Thesis A

Credit points: 18 **Session:** Semester 1 **Classes:** seminars, workshops
Assessment: seminar presentation **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit provides students with the foundations for undertaking and managing their research project. It explores the practical aspects of managing the honours project, including the supervisory relationship and time management, as well as structuring an honours thesis and developing the thesis argument. Students are also assisted in developing skills for presenting their research, including oral presentation skills. It is expected that students will commence their research project under the guidance of their supervisor during this unit.

NURS4022

Honours Thesis B

Credit points: 12 **Session:** Semester 2 **Classes:** supervised work
Assessment: Thesis **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

In this unit of study students will continue working on their independent research project under the guidance of their supervisor, including undertaking relevant field work, analyzing the data and writing their thesis.

NURS4023

Honours Thesis C

Credit points: 12 **Session:** Semester 2 **Assessment:** Thesis **Campus:** Camperdown/Darlington **Mode of delivery:** Normal (lecture/lab/tutorial) Day

In this unit of study students will complete their independent research project and thesis. Students will complete the 15,000-20,000 words thesis.

17. Degree resolutions and faculty policies

Faculty resolutions

Faculty Resolutions governing approved courses

Definitions

1. **Associate Dean** means the Associate Dean (Academic), or Associate Dean (Learning & Teaching) within the Faculty of Nursing and Midwifery;
2. **Board of Studies** means the Board of Studies within the Faculty of Nursing and Midwifery, unless otherwise specified;
3. **Course** means a program of units of study that leads to the award of a degree, diploma or certificate within the Faculty of Nursing and Midwifery, unless otherwise specified;
4. **Dean** means the Dean of the Faculty of Nursing and Midwifery or their nominee
5. **Director** means the Director (Research), Director (Pre-registration Students) or Director (International and Professional Studies) within the Faculty of Nursing and Midwifery;
6. **Coordinator** means the Coordinator (Undergraduate Students) or Coordinator (E-Learning) within the Faculty of Nursing and Midwifery;
7. **Faculty** means the Faculty of Nursing and Midwifery, University of Sydney, unless otherwise specified;
8. **Non-award** means a unit of study taken as a 'stand alone' unit not associated with a particular course of study. It does not lead to the award of a degree, diploma or certificate, but may in certain circumstances be credited at a later date towards a degree, diploma or certificate undertaken within the Faculty of Nursing and Midwifery;
9. **Student** means a person enrolled as a candidate for a course or enrolled in a given unit of study within a particular course as a non-award unit of study;
10. **Unit of study** means a stand-alone component of a course or a unit of study taken alone and classified as a non-award unit of study.

Preamble

1. **Registration**
 - 1.1 The Nurses and Midwives Board, NSW recognises the successful completion of degrees and diplomas from the Faculty of Nursing and Midwifery.
 - 1.2 There are however some circumstances under the *Nurses Act 1991 No 9*, where registration may be denied, despite the applicant having been awarded the appropriate degree or diploma. The following extract from the *Nurses Act 1991 No 9*, identifies those grounds:
 - 1.2.1 **Extract – Nurses Act 1991 Part 4: Registration and Enrolment Division 5 – Supplementary Special grounds for refusing or imposing conditions on registration/enrolment 29A (1)**

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

 - The Board is of the opinion that the applicant does not have sufficient physical or mental capacity to practise nursing.

- The applicant has been convicted of an offence (either in or outside New South Wales) and the Board is of the opinion that the circumstances of the offence render the applicant unfit in the public interest to practise nursing.

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

(3) An accredited nurse who has had conditions imposed on his or her registration or enrolment under this section (including on a review under this section) may apply to the Board for a review of these conditions.

(4) The Board may decline to review the conditions if the application is made within twelve months after the conditions were last reviewed under this section. No appeal lies under section 32 in respect of such a decision by the Board to decline to review conditions.

2. Privacy

- 2.1.1 The University is subject to the *NSW Privacy and Personal Information Act 1998*.
- 2.1.2 It is unlawful to disclose personal information except in accordance with the Act.
- 2.1.3 Personal information is defined very widely under the Act, and includes such matters as whether or not someone is enrolled as a student.
- 2.2 Information about students can only be released in circumstances where the disclosure is required by an Act of Parliament (e.g. the *Social Security Act*) and the government department seeking the information issues a proper notice.
- 2.3.1 This includes applications from the Nurses and Midwives Board, NSW. Court orders (subpoenas etc) received by the University must be directed to the office of the University Solicitor in A14.
- 2.3.2 Similarly, all requests for personal information by police services must be directed to the University Solicitor.
- 2.4 Personal information about students may be disclosed to third parties if the student concerned has agreed in writing to the disclosure.
- 2.5 Parents do not have any automatic right of access to information regarding their children.
- 2.6 Where a parent is seeking to contact their daughter or son contact details cannot be revealed, however it may be appropriate to offer to relay a message.
- 2.7.1 The fact that someone is a graduate of the University is in the public domain.
- 2.7.2 However, great care should be exercised in replying to requests regarding graduate status.
- 2.7.3 Such requests should only be accepted, and replied to, in writing.
- 2.8 Only the date of conferral and degree awarded may be disclosed.
- 2.9 Copies of the correspondence should be retained on the appropriate file maintained by Records Management Services.
- 2.10 Further information regarding privacy matters may be found in the University's Privacy Management Plan found at <http://www.usyd.edu.au/arms/privacy/>.



Part I: Admission, enrolment, attendance and progression

1. Admission

- 1.1 Students should refer to the resolutions relating to specific degrees, diplomas and certificates of the Faculty for specific admission requirements.

2. Attendance

2.1 *Attendance at units of study other than clinical placements*

- 2.1.1 The Dean may call upon any student in the Faculty who has been absent without leave from more than 10 per cent of classes in any one semester in a particular unit of study to show cause why that student should not be deemed to have failed to complete that unit of study.
- 2.1.2 The Dean shall decide whether the cause shown is sufficient.
- 2.1.3 A student who fails to show sufficient cause for absence shall be deemed not to have completed that unit of study.

2.2 *Tutorial attendance*

- 2.2.1 Satisfactory performance must be achieved in tutorials within a unit of study prior to students being permitted to sit for examination in that unit of study.
- 2.2.2 Within the first two weeks of semester students will be provided with unit of study outlines that clearly state the requirements for satisfactory performance.

2.3 *Attendance at residential schools*

- 2.3.1 Students enrolled in a distance education unit of study may be enrolled in units that offer residential schools.
- 2.3.2 In some cases these residential schools may be compulsory.
- 2.3.3 Students who are absent from compulsory residential schools without approval or good cause will be awarded a fail grade.

2.4 *Attendance and part-time study for research students*

- 2.4.1 All research candidates, who reside outside the Sydney Metropolitan area, prior to the commencement of their candidature, submit to the Research Degree Subcommittee for approval an annual plan of their on-campus attendance for their probationary period.
- 2.4.2 Thereafter, candidates are required to submit an annual plan at the Annual Review of candidates.

3. Advisement

- 3.1 If the matter relates to a unit of study:
- 3.1.1 Students should discuss the matter with the member of academic staff concerned and then if necessary the appropriate unit of study coordinator.
- 3.1.2 If the issue is not resolved, students should discuss the matter with the appropriate Coordinator.
- 3.1.3 If the issue has not been dealt with to the student's satisfaction by 3.1.1 and 3.1.2 above a meeting should be sought with the Associate Dean (Learning and Teaching) who will provide guidance for further action which may include discussion at the Board of Studies or relevant subcommittee of the Board.
- 3.2 If the matter relates to the overall course or concerns Nursing Student Services or the Library:
- 3.2.1 Students should discuss the issue with the appropriate Coordinator.
- 3.2.2 If the issue has not been dealt with to the student's satisfaction the Associate Dean (Learning and Teaching) should be contacted who will provide guidance for further action which may include discussion and the Board of Studies or the relevant subcommittee of the Board.

4. Credit, advanced standing and exemption and waivers

4.1 *Advanced standing*

- 4.1.1 Advanced standing provides for admission to a course at the University of Sydney based on previous attainment in another course at a recognised tertiary institution.
- 4.1.2 Advanced standing is granted in the form of credit points, which count towards the requirements for the course.

4.2 *Credit*

- 4.2.1 Credit is granted for a unit of study based on study undertaken in another course when it is deemed by the Faculty that the unit of study is equivalent to a full unit of study within the relevant course offered by the Faculty of Nursing and Midwifery.
- 4.2.2 In general a student cannot be granted credit for work done in an award that establishes eligibility for admission to the

award in which credit or exemption is sought, however, exemption may be appropriate in some cases.

- 4.2.3 Credit cannot be granted retrospectively.
- 4.2.4 Applications are processed at Faculty level and must be lodged with Nursing Student Services.

4.3 *Exemption*

- 4.3.1 Exemption applies to any decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment.
- 4.3.2 The decision to allow an exemption rests with the Associate Dean (Learning and Teaching) and will only be granted in exceptional circumstances.
- 4.3.3 Any unit of study in which exemption is granted receives a result calculated on the basis of performance in assessment completed within the unit of study.
- 4.3.4 Once all the components of the units of study are completed the full credit point value is included in the academic record of the student.
- 4.3.5 Exemptions cannot be granted retrospectively.

4.4 *Waivers*

- 4.4.1 Waivers apply to the procedure whereby a student is enrolled in a unit of study without having either completed a prerequisite unit of study or enrolled contemporaneously in a corequisite unit of study.
- 4.4.2 The decision to allow a waiver will be made by the Associate Dean (Learning and Teaching).
- 4.4.3 No credit points will be given to units of study that are waived.
- 4.4.4 Waivers will not be given retrospectively.

4.5 *Time frames for credit exemptions and waivers*

- 4.5.1 Applications must be lodged with Nursing Student Services no later than the first Friday after the commencement of the unit of study.
- 4.5.2 Late enrolling students will have a deadline of one week after the date of enrolment.
- 4.5.3 Students awaiting the outcome of a 'show cause' will have two weeks from the date they are advised of the final outcome of a 'show cause'.
- 4.5.4 In the last two categories applications must be submitted to allow processing in time to meet government requirements for a particular session.
- 4.5.5 Students should contact Nursing Student Services for advice.
- 4.6 *Appeals against a decision on an exemption, waiver, or credit application*
- 4.6.1 A student whose application for exemption, credit or waiver for a unit of study is refused may appeal against the decision.
- 4.6.2 A student who wishes to appeal the decision is required, within seven days of the notification of the decision, to apply to the Associate Dean (Learning and Teaching) for a review of the decision.
- 4.6.3 Students must submit appeals in time for applications to be processed by the HECS census date of the unit(s) of study that is, two weeks after the commencement of the unit(s) of study.

5. Enrolment

5.1 *Confirmation of enrolment*

- 5.1.1 Students are responsible for ensuring that the information on their course, academic year and units of study are correct at the beginning of the semester and amending them should a change occur in any of the details during the semester.
- 5.1.2 Students should be aware that this information has potential financial implications within the Commonwealth Supported Students (HECS) Scheme.
- 5.1.3 Students will be sent a 'confirmation of enrolment' notice shortly after completion of enrolment which should be checked carefully.
- 5.1.4 Should the notice be incorrect in any detail it is the student's responsibility to contact Nursing Student Services immediately to have the record amended.
- 5.1.5 A new confirmation notice will then be prepared and forwarded to the student.
- 5.1.6 Students will also receive, approximately two months after the beginning of each semester, a statement showing their HECS assessment for that semester.
- 5.1.7.1 To:
- 5.1.7.1.1 change enrolment in a unit of study;
- 5.1.7.1.2 discontinue a unit of study; or

- 5.1.7.1.3 discontinue enrolment totally;
- 5.1.7.2 students should apply to Nursing Student Services for the appropriate form or download it from the Faculty's website and then forward to Nursing Student Services for approval and processing.
- 5.1.8 Unless an enrolment change is approved formally at the Faculty level it will not be accepted by the Registrar and in some cases will incur a financial liability under HECS.
- 5.2 **Discontinuation of enrolment**
- 5.2.1 Fee-paying students undertaking units of study in the distance mode and who discontinue their enrolment will be refunded 100 per cent of the total fees paid providing the application to withdraw is made prior to the relevant census date.
- 5.2.2 Once the relevant census date has passed, there will be no refunds.
6. **NSW Health Department Requirements**
- 6.1 **Criminal record checks**
- 6.1.1 The NSW Health Department requires all staff, volunteers and students undertaking any kind of work in a NSW owned facility to undergo a criminal records check prior to employment or placement in the NSW Health System.
- 6.2 **Responsibilities**
- 6.2.1 **Responsibilities of the Faculty**
- 6.2.1.1 The Faculty is responsible for ensuring that the student has a criminal record clearance prior to any attendance at a clinical placement.
- 6.2.2 **Responsibilities of the student**
- 6.2.2.1 The student is responsible for completing a Criminal Record Check form and submitting it to Nursing Student Services for processing.
- 6.2.2.2 It is the student's responsibility to carry their criminal clearance at all times whilst on a clinical placement.
- 6.2.2.3 It is the responsibility of all students to inform the NSW Health Department of any criminal offences of which they are convicted subsequent to the initial criminal record check.
- 6.2.2.4 Students who fail to return the form to the NSW Health Department by the nominated date may be denied a clinical placement.
- 6.2.2.5 Failing to obtain a criminal record clearance may result in a failure in any unit of study where clinical is a component.
- 6.3 **Child Protection**
- 6.3.1 The NSW Health Department requires candidates who, as part of their requirements to complete a course or unit of study have the potential to come into contact with children as defined by the law, to complete a declaration confirming a candidate's compliance with the regulations relating to the Child Protection Act.
- 6.4 **Vaccinations**
- 6.4.1 Students are required to be immunised adequately against poliomyelitis, diphtheria, tetanus, tuberculosis, hepatitis A, hepatitis B, measles, and rubella.
- 6.4.2 Students are reminded that as health professionals it is their responsibility to maintain their health.
- 6.4.3 In the Faculty of Nursing and Midwifery HIV or Hepatitis B infection status of students is not relevant to their capacity to graduate.
- 6.4.3.1 However, because infection with HIV or HBV may limit students' professional opportunities after graduation, students should be aware that people with HIV or HBV are currently prohibited from performing 'exposure-prone procedure' in N.S.W. health establishments.
- 6.4.4 Further information on the University's policy on students with HIV or Hepatitis B may be found at http://www.usyd.edu.au/ab/policies/HIV_HepB.pdf.
7. **Suspension of candidature/course leave and discontinuation of enrolment**
- 7.1 For resolutions relating to Suspension of candidature, course leave and discontinuation of enrolment, please refer to the rules outlined for each course.
8. **Re-enrolment after an absence**
- 8.1 For resolutions relating to re-enrolment after an absence, please refer to the rules outlined for each course.

Part II: Students at Risk

1. Academic Risk (Coursework)

Students and staff should refer to the University policy Identifying and Supporting Students at Risk

1.1 Identifying students 'at risk'

1.1.1 The Faculty will use the following triggers to identify students 'at risk'

- 1.1.1.1 failure by a student to successfully complete 50% of the credit points for which the student was enrolled in the semester or year (as appropriate) just completed;
- 1.1.1.2 failure by a student to pass the same unit of study twice;
- 1.1.1.3 inability of a student to complete their degree within the maximum permitted time for that degree while carrying a normal student load; or
- 1.1.1.4 failure to meet the requirements of the off-campus clinical component of a unit of study.

1.2 Satisfactory progress

1.2.1 The Board of Studies shall have the power to resolve on satisfactory progress and progression in individual cases.

1.2.2 Full-time candidates who fail:

- 1.2.2.1 up to 12 credit points of the units of study in which they are enrolled in any year may progress to a normal full-time load in the subsequent year. In addition, they may be permitted to enrol in the failed unit of study, where practicable;
- 1.2.2.2 between 12 and 24 credit points of the units of study in which they are enrolled in any year may only progress to a normal full-time load in the subsequent year. This must include the units of study in which they failed previously; or
- 1.2.2.3 more than 24 credit points of the credit point load undertaken during a year, or who fail to meet the requirements of a unit of study that has a clinical component, or who discontinue fail (DF) enrolment in one unit of study twice shall be deemed not to have made satisfactory progress.

1.2.2.4 They shall be required to show good cause as to why they should be permitted to re-enrol in the course.

1.2.3 The Faculty reserves the right to require students who are asked to show cause to enrol in and successfully complete units of study in addition to the minimum number of credit points required to complete the degree.

1.2.4 The Faculty reserves the right to require students who are asked to show cause and who fail to demonstrate the minimum level of spoken or written English required by the Faculty as necessary to safe practice to provide documentation to show they have an IELTS (or equivalent) score of 7.0 overall and 7.0 in each band.

1.3 Exclusion from clinical placements

1.3.1 A meeting of the Professional Standards Sub-committee shall be convened in circumstances where a student, while undertaking a field experience or clinical nursing placement is:

- 1.3.1.1 excluded by either University or agency staff from a clinical agency; and/or
- 1.3.1.2 the subject of an adverse report in writing related to specific incident(s) which, in the opinion of the reporting registered nurse, are sufficiently serious to cast doubt on the student's potential to perform safely as a beginning practitioner in clinical nursing; and
- 1.3.1.3 will be required to appear before the Professional Standards sub-committee.

2. Faculty Non-Academic 'At Risk' Events - Identifying and Managing Difficult and Challenging Behaviour

Staff and students should refer to the NSW Department of Health Policy and Framework Guidelines on Zero Tolerance: Response to Violence in the NSW Health Workplace, the Nurses and Midwives Board Code of Conduct, and the University of Sydney Student Code of Conduct.

2.1 Identifying Difficult or Challenging Behaviour

- 2.1.1 Difficult or challenging behaviour refers to behaviour by a student that: a) has the potential to harm him or herself, other students, staff, patients or members of the public; or b) constitutes unprofessional behaviour.
- 2.1.2 Difficult or challenging behaviour includes, but is not limited to, behaviour that impinges on or adversely affects nursing

- practice, or is otherwise inconsistent with nursing practice, whether it occurs in a clinical practice setting or elsewhere.
- 2.1.3 Difficult or challenging behaviour includes, but is not limited to, behaviour that is: (a) socially or contextually inappropriate, or inconsistent with respectful consideration for others (including patients, relatives, fellow workers, students or staff); (b) indicative of a student being affected by alcohol or other mood altering substances; (c) consistent with diminished alertness or awareness; (d) inconsistent with the University of Sydney Student Code of Conduct; (e) inconsistent with the Nurses and Midwives Board Code of Conduct; (f) otherwise inappropriate (such as hyperactivity, aggression toward or intimidation of others, and sexist or racist behaviour).
- 2.2 **Managing Difficult or Challenging Behaviour**
- 2.2.1 Any staff member who witnesses or otherwise becomes aware of difficult or challenging behaviour by a student that causes the staff member to believe that the student is at risk of: (a) self-harm; or (b) harming other students, staff, patients or members of the public; must, regardless of the severity, notify the Dean immediately.
- 2.2.2 Any staff member who witnesses or otherwise becomes concerned about difficult or challenging behaviour by a student should make a brief memorandum of what has been observed, including an explanation for his or her concern, and forward the memorandum to the Associate Dean (Learning and Teaching) or other senior staff member, who will in turn notify the Dean.
- 2.2.3 The Associate Dean (Learning and Teaching) or other senior staff member may seek clarification of the observed behaviour from a Faculty staff member who has a professional background in mental health or psychology or has experience in dealing with these matters.
- 2.2.4 Students with apparent behavioural or mental health issues may, taking into account any relevant advice, appropriately be brought to the attention of relevant Unit of Study Co-ordinators and other relevant academic or counselling services staff.
- 2.2.5 All observed events and any action subsequently taken by the Faculty should be documented in an objective manner, and placed in a confidential envelope on the student's file.
- 2.3 **Outcome**
- 2.3.1 Any incident involving alleged difficult or challenging behaviour by a student may be referred to the Faculty's Professional Standards Sub-committee for consideration.

Part III: Assessment, examinations, appeals and penalties

1. Appeals

1.1 *Appeals against academic decisions*

- 1.1.1 Student appeals are dealt with in the first instance by the Board of Studies and the appropriate University By-laws, Rules and Resolutions of the Senate and Academic Board.

2. Assignments

2.1 *Submission of assignments*

- 2.1.1 All assignments must be placed in the designated area stated in the relevant unit of study outline. Students are advised to retain a photocopy of their assignments.
- 2.1.2 Collection of assignments will be advised by the relevant unit of study coordinator.
- 2.1.3 Advice on collection dates and times will be provided to students at the beginning of each semester.
- 2.1.4 Assignments should be collected from Nursing Student Services Ground Floor, Building C, Mallett Street campus.
- 2.1.5 Assignments must be collected within one month of the advised collection date, after which they will be destroyed.

2.2 *Responsibilities relating to assignments*

- 2.2.1 Students are responsible for:
- 2.2.1.1 submitting assignments by the due date; and
- 2.2.1.2 prior to submission, photocopying, or keeping a disc copy of all assignments.

2.3 *Penalties for late submission*

- 2.3.1 The Faculty of Nursing and Midwifery applies penalties to assignments submitted after the due date.

- 2.3.2 The penalty will be deducted from the mark the assignment would have received had it not been late.

- 2.3.3 Penalties are calculated as a percentage of the total mark available for the assignment as follows:

- 2.3.3.1 Up to 1 week late: 15 per cent
- 2.3.3.2 More than 1 week but less than 2 weeks: 50 per cent
- 2.3.3.3 More than two weeks: 100 per cent

2.4 *Extensions*

- 2.4.1 Students are expected to work on their assessment/assignments consistently throughout the semester and assessments must be submitted by the due date, unless written approval for late submission has been obtained.

- 2.4.2 Approval for late submission will only be granted where the student can show good cause such as evidence of serious illness, or extreme and unpredictable circumstances.

- 2.4.3 Only one extension of time will be permitted for each assessment/assignment item.

- 2.4.4 An extension may be granted for either one day or up to but no more than one week past the due date.

- 2.4.5 For extensions of one day or one week requests must be submitted on or before the due date to the relevant person described in the unit of study outline.

- 2.4.6 If submitting your request for extension via email, please use your University of Sydney email address.

- 2.4.7 Students who require an extension of greater than one week past the due date must apply for Special Consideration.

2.5 *Documentation required for one day only extensions*

- 2.5.1 Students are required to provide an explanation in writing outlining the reason (in their own words) why a one day extension is required.

- 2.5.2 This information will be kept in an administrative file for the period of the student's enrolment.

2.6 *Documentation required for extensions of more than one day*

- 2.6.1 For extensions of more than one day, requests must be submitted in writing together with supporting documentation on or before the due date to the Associate Dean (Learning and Teaching).

- 2.6.2 Students are required to provide appropriate documentation in support of their application and this may be one of the following:

- 2.6.2.1 a medical certificate stating duration of incapacity for study;
- 2.6.2.2 a report from the University counselling service stating impact of situation on ability to complete assessments; or
- 2.6.2.3 a report from a social worker/physiotherapist or other allied health professional stating the extent to which the student's situation has impacted their ability to complete assessments.

- 2.6.3 This documentation will be kept in an administrative file for the period of the student's enrolment.

2.7 *Delivery of assignments*

- 2.7.1 Refer to the submission guidelines as provided in the Student Guide.

- 2.7.2 Assignments that have been granted an extension should be delivered to the 'Late Assignment' box at Nursing Student Services Ground Floor Faculty of Nursing and Midwifery (M02).

2.8 *Academic honesty and Plagiarism*

- 2.8.1 These procedures should be read in accordance with the University of Sydney policy *Student Plagiarism: Coursework*. This policy may be accessed on the University's website at: www.usyd.edu.au/policy.

- 2.8.2 Negligent plagiarism means innocently, recklessly or carelessly presenting another person's work as one's own work without acknowledgement of the source.

- 2.8.3 Dishonest plagiarism means knowingly presenting another person's work as one's own work without acknowledgement of the source.

- 2.8.4 Where an examiner or assessor is made aware of alleged plagiarism by a student, they must report it to the Associate Dean (Learning and Teaching).

- 2.8.5 The Associate Dean (Learning and Teaching) will, in consultation with the examiner or assessor, make a preliminary determination as to whether the alleged plagiarism would, if proven, constitute negligent plagiarism or dishonest plagiarism.

- 2.8.6 This determination is to be made on a case by case basis, taking into account factors such as the:
- 2.8.6.1 extent of the plagiarism against the student's original contribution
 - 2.8.6.2 percentage value of the work in the unit of study
 - 2.8.6.3 student's overall academic performance in the unit of study; and
 - 2.8.6.4 circumstances in which the plagiarism is alleged to have occurred.
- 2.9 **Negligent plagiarism**
- 2.9.1 In cases of negligent plagiarism, the Associate Dean (Learning and Teaching) will:
- 2.9.1.1 inform the student of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
 - 2.9.1.2 allow them a reasonable period of time in which to respond;
 - 2.9.1.3 resolve the matter in a timely manner;
 - 2.9.1.4 inform the student of their rights under the University's policy on plagiarism and the University's By-Law; and
 - 2.9.1.5 allow them to bring a support person or student representative to any meeting.
- 2.9.2 Following discussion, should the Associate Dean (Learning and Teaching) form the view that the student is guilty of negligent plagiarism, they will counsel the student by explaining the referencing guidelines of the faculty, provide a copy of the University's plagiarism policy and refer the student to services for assistance.
- 2.9.3 The Associate Dean (Learning and Teaching) will also provide the student with a written warning about the consequences of any subsequent breaches of the policy.
- 2.9.4 Where the Associate Dean (Learning and Teaching) forms the view that the student is guilty of negligent plagiarism, they may also take other appropriate action including, but not limited to:
- 2.9.4.1 requiring the student to resubmit the work for assessment;
 - 2.9.4.2 require the student to undertake another form of assessment;
 - 2.9.4.3 require the student to undertake other remedial action; or
 - 2.9.4.4 apply a fail grade to the work, or part thereof.
- 2.10 **Dishonest plagiarism**
- 2.10.1 In cases of dishonest plagiarism, the Associate Dean (Learning and Teaching) will:
- 2.10.1.1 inform the student of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
 - 2.10.1.2 allow them a reasonable period of time in which to respond;
 - 2.10.1.3 resolve the matter in a timely manner;
 - 2.10.1.4 inform the student of their rights under the University's policy on plagiarism and the University's By-Law; and
 - 2.10.1.5 allow them to bring a support person or student representative to any meeting.
- 2.11 The Associate Dean (Learning and Teaching) will make a preliminary assessment of whether the alleged dishonest plagiarism is serious enough, if proven, to constitute potential student misconduct under Chapter 8 of the *University of Sydney By-Law 1999 (as amended)*.
- 2.12 In making this assessment the Associate Dean (Learning and Teaching) will take into account:
- 2.12.1 whether the student has received a previous written warning;
 - 2.12.2 the extent of the dishonest plagiarism against the student's original contribution to the work;
 - 2.12.3 the percentage value of the work in the unit of study;
 - 2.12.4 the capacity of the alleged dishonest plagiarism to adversely affect the student's peers and/or teachers; and
 - 2.12.5 the capacity of the dishonest plagiarism to impact adversely on the actual or perceived academic standards of the University.
- 2.13 Where the Associate Dean (Learning and Teaching) assesses that the alleged plagiarism is not serious enough to constitute student misconduct, the Associate Dean (Learning and Teaching) will, following discussion with the student, counsel the student by explaining the referencing guidelines of the faculty, provide a copy of the University's plagiarism policy and refer the student to services for assistance.
- 2.14 The Associate Dean (Learning and Teaching) will also provide the student with a written warning about the consequences of any subsequent breaches of the policy.
- 2.15 Where the Associate Dean (Learning and Teaching) forms the view that the student is guilty of dishonest plagiarism, but not serious enough to constitute student misconduct, they may also take other appropriate action including, but not limited to:
- 2.15.1 requiring the student to resubmit the work for assessment;
 - 2.15.2 require the student to undertake another form of assessment;
 - 2.15.3 require the student to undertake other remedial action;
 - 2.15.4 apply a fail grade to the work, or part thereof; or
 - 2.15.5 apply a fail grade to the unit of study.
- 2.16 Where the Associate Dean (Learning and Teaching) assesses the alleged dishonest plagiarism is serious enough, if proven, to constitute student misconduct the matter will be referred to the Registrar.
- 2.17 Cases where a student has received a previous written warning regarding dishonest plagiarism will also be referred to the Registrar, who has the authority to expel the student for a period of time should they deem the actions of the student to be sufficiently serious.
3. **Special consideration**
- 3.1.1 This resolution applies to assessment and examination for individual units of study, with the exception of the assessment of clinical performance undertaken within an off-campus clinical setting.
- 3.1.2 There will be no special consideration related to clinical performance undertaken within a clinical setting off-campus.
- 3.1.3 Where students are unable to complete a clinical placement due to illness or emergency they will be required to make up all missed time.
- 3.2 **Request for special consideration**
- 3.2.1 The Faculty must be notified of a request for special consideration:
- 3.2.1.1 in the case of written assessments, where possible prior to the due date of that piece of assessment but no later than seven days after the event; and/or,
 - 3.2.1.2 in the case of the date of a written or clinical examination, where possible prior to the day of the examination but no later than seven days after the event.
- 3.2.2 This notification may be in writing, including email, or by telephone to Nursing Student Services.
- 3.2.3 Should the need for special consideration become apparent on the day of an examination, students should notify the Course Coordinator, invigilator, if at the examination or, in any other circumstance, Nursing Student Services.
- 3.2.4 In cases where a student is not able, because of their circumstances, to request the special consideration in person, another person may lodge the application on their behalf. In this circumstance, the Faculty will require appropriate documentation to establish that this person is acting as an agent of the student.
- 3.3 **Documentation**
- 3.3.1 All original documentation relevant to the request for special consideration must be forwarded to the Faculty within five working days of notification.
- 3.3.2 Information on the required documentation may be obtained from the Faculty's website, Nursing Student Services and the Faculty Handbook.
- 3.3.3 On submission of their documentation students will be provided with a receipt.
- 3.3.4 Students are advised to retain a copy of all submitted documentation.
- 3.3.5 It is the responsibility of the student to ensure that the supporting documentation meets University criteria.
- 3.3.6 Applications should be complete at the time of submission.
- 3.4 **Approval**
- 3.4.1 The Associate Dean (Learning & Teaching) in consultation with the appropriate Coordinator will determine the outcome of requests for special consideration, and if approved will determine the form that this consideration will take.
- 3.4.2 Notification of approval or rejection will be forwarded to students via their University email address within seven (7) working days of their documentation being received by Nursing Student Services.
- 3.4.3 Students who have their application for special consideration approved will:

- 3.4.3.1 be offered an extension of time for their assessment or an additional or alternative assessment;
- 3.4.3.2 this additional or alternative assessment will replace any previous attempt; and
- 3.4.3.3 the original piece of assessment or examination will not be marked.
- 4. Provision of medical certificates**
- 4.1 Students are required to supply medical certificates whenever they are unfit to undertake work related to their candidature, including the following circumstances:
- 4.1.1 cases of special consideration where illness is involved;
- 4.1.2 where a clinical laboratory session and/or a clinical placement day(s) has been missed due to illness;.
- 4.1.3 teaching sessions; and
- 4.1.4 extensions for assignments.
- 4.2 Depending upon the circumstance the certificate is to be handed to the following person(s):
- 4.2.1 special consideration, extensions for assignments and teaching sessions - to Nursing Student Services along with any other relevant documentation;
- 4.2.2 where a clinical laboratory session or clinical placement day(s) has been missed - to the unit of study coordinator who will forward the certificate to Clinical Placements Manager;
- 4.3 Certificates are required to follow the Australian Medical Associate guidelines as set out in the AMA Position Statement *Certificates Certifying Illness 1998* and include the following details:
- 4.3.1 name and address of the medical practitioner issuing the certificate;
- 4.3.2 name of the student;
- 4.3.3 date on which the certificate was issued;
- 4.3.4 date(s) on which the student is or was unfit to attend the classes or clinical placement; and
- 4.3.5 any supplementary information of assistance to the student in obtaining the appropriate leave especially where there is a discrepancy in the period for which the certificate is issued and the date of the certificate.
- 4.4 The Faculty reserves the right to reject any certificate that does not meet the requirements set out above. Students will be notified within five working days should their certificate be rejected.
- 4.5 *Responsibilities of the student are to:*
- 4.5.1 consult their medical practitioner in a timely manner when requesting a medical certificate;
- 4.5.2 ensure the requirements of the Faculty have been met; and
- 4.5.3 ensure the certificate reaches the appropriate person.
- 4.6 *Responsibilities of the Faculty are:*
- 4.6.1 to ensure the student is informed in the event their certificate is rejected;
- 4.6.2 to permit the student to keep details of the student's medical condition confidential; and
- 4.6.3 where further clarification is required, to seek written permission from the student to obtain further details from their medical practitioner, whilst at the same time acknowledging the student's right to keep the details of their medical condition confidential.
- 5. Marking, double marking, and remarking**
- 5.1 *Marking*
- 5.1.1 It is the policy of the Faculty of Nursing and Midwifery that student work undertaken for assessment purposes will be marked fairly, independently and on the merits of the submitted/performed work.
- 5.1.2 Where written assignment work forms part of the assessment for a unit of study marks will be awarded with respect to how well a student has met the expectations set down for that work including, but not exclusively confined to:
- 5.1.2.1 presentation and layout;
- 5.1.2.2 compliance with academic conventions of acknowledging the work of others;
- 5.1.2.3 academic merit;
- 5.1.2.4 composition;
- 5.1.2.5 expression in written English and readability;
- 5.1.2.6 strength of argument;
- 5.1.2.7 weight of relevant evidence;
- 5.1.2.8 structure and coherence of the work;
- 5.1.2.9 imagination, creativity and original thought; and
- 5.1.2.10 the merits of the submitted work with respect to particular issues in a given topic.
- 5.1.3 Where work undertaken as part of a designated group forms part of the assessment for a unit of study specific criteria by which the marks awarded to individuals will be determined within each unit of study.
- 5.1.4 Where clinical performance assessed within the clinical nursing laboratories forms part of the assessment for a unit of study specific criteria for the award of marks to individuals will be determined within each unit of study.
- 5.2 *Double marking*
- 5.2.1 Double marking is defined as the practice by which (usually two) members of staff review a piece of assessment prior to awarding a formal mark to the work.
- 5.2.2 It is the policy of this Faculty that there will be no double marking of written assignment work or examinations.
- 5.2.3 Established measures for determining the validity and consistency among markers on the same unit of study within the same academic year will be used, e.g. inter-rater reliability or any other proven method, as determined by the Faculty.
- 5.3 *Remarking*
- 5.3.1 Remarking is defined as an independent assessment of a piece of written work that has already been assessed.
- 5.3.2 The Associate Dean (Learning and Teaching) shall determine whether to allow a remark for a particular piece of written work.
- 5.3.3 Request for a remark will only be considered if the request is:
- 5.3.3.1 made by writing a letter addressed to the Associate Dean (Learning and Teaching) stating the grounds for the request;
- 5.3.3.2 received within five (5) working days of the original result for the particular piece of written work being made available to the student. In the case of international students who are studying by distance education this means within five days of receipt of the piece of work by the student;
- 5.3.3.3 accompanied by a request for remarking form, clean copy of the work, together with the original piece of work as it was marked; and
- 5.3.3.4 submitted to Nursing Student Services.
- 5.3.3.4.1 where a student resides outside the Sydney metropolitan area or is unable to attend Nursing Student Services in person the documentation is mailed and marked to the attention of the Associate Dean (Learning and Teaching), c/- Nursing Student Services;
- 5.3.4 In considering an application for a remark, the Associate Dean (Learning and Teaching) will consider the student's case with respect to:
- 5.3.4.1 the stated grounds for the request; and
- 5.3.4.2 any procedural issues that may be relevant.
- 5.3.5 The outcome of the remark will be final.
- 5.3.6 There will be no remarking of clinical performance as assessed within the clinical nursing laboratories or clinical settings.
- 5.3.7 Remarking will not apply in circumstances where a student has applied for special consideration. An approved application for special consideration will take priority over an application for remarking.
- 6. Examinations**
- 6.1 *Timetables*
- 6.1.1 Examination timetables are available from the University website approximately two to three weeks prior to the examination period.
- 6.1.2 Initially the timetable is published in draft form. Students are responsible to ensure that they check the final form of the timetable.
- 6.1.3 Note that errors in reading timetables are not a valid excuse for missing examinations.
- 6.2 *Timetable problems*
- 6.2.1 Students who find they have two or more examinations scheduled in the same timeslot should apply for a change of timetable at Camperdown Campus Student Centre as soon as the draft timetable is published.
- 6.3 *Room and seating allocation*
- 6.3.1 All students require a room and seat number for examinations held on main campus and a room number for exams held in the Faculty.

- 6.3.2 These should be checked well in advance of the examination period.
- 6.3.3 Seat numbers and exam rooms will be available from the University website.
- 6.3.4 Seat numbers will also be displayed outside the examination room prior to the exam. Any student who feels they should be sitting the exam but whose name is not displayed, should see the Supervisor-in-Charge of the room.
- 6.4 **Problems with seat numbers**
- 6.4.1 Students should report any problems with seat numbers to the Student Centre, Carslaw Building, Camperdown Campus as soon as possible. These must be reported before the examination.
- 6.4.2 Special examination arrangements can be made for students with illness or disability. Students with a disability should first apply to the Disabilities Services Office who will forward all relevant documentation to the Associate Dean (Learning and Teaching) for consideration.
- 6.4.3 Students who experience illness should follow the guidelines set out in the resolutions relating to special consideration in this document.
- 6.5 **Rules to be observed by candidates for examination**
- 6.5.1 Candidates are required to follow all instructions given by examination supervisors.
- 6.5.2 No papers, books, manuscripts or notes of any kind are to be taken into an examination room (unless expressly permitted in advance by the examiner).
- 6.5.3 No papers may be taken out of the examination room.
- 6.5.4 No mobile telephones, or other means of electronic communication, may be taken into the examination room.
- 6.5.5 Students may take in pens, pencils and drawing instruments, slide rules, small sweets etc., but not fruit, biscuits or food generally.
- 6.5.6 Small handbags (which may be left underneath desks whilst working) may be taken in, but all other bags must be left outside the examination room.
- 6.5.7 All students are warned against leaving money or valuables outside examination rooms. The University can accept no responsibility for the loss of students' personal property.
- 6.5.8 Anything taken into an examination room must be made available for inspection by the examination supervisors or other University staff.
- 6.5.9 Battery operated, non-programmable calculators may be used unless specifically prohibited by an examiner. If students are in any doubt about the use of electronic calculators, they should contact the examiner well before the date of the examination.
- 6.5.10 No candidate may be admitted to the examination room after the expiration of one hour from the commencement of writing, except under very exceptional circumstances, and then only by the express permission of the Examinations Section. Permission cannot be given if a candidate who may have seen a paper has already left an examination.
- 6.5.11 No candidate may leave an examination room (even if entered in error) except under escort, until one hour has elapsed from the time of writing commenced.
- 6.5.12 Students who attend an examination at the wrong time and have entered the examination room, will be required to stay in that room for one hour from the time writing has commenced.
- 6.5.13 No candidate may leave during the last ten minutes of any examination.
- 6.5.14 Ten minutes reading time is allowed for most papers. During this time students may only complete the attendance form and fill in the covers of their answer books. No other writing is permitted.
- 6.5.15 'Confidential' Papers: Most papers of this type (usually multiple-choice papers) are not to be copied, nor removed from the examination room by students or supervisors. The following rules will be observed:
- 6.5.15.1 Any student wishing to leave the examination room early must attract the attention of the supervisor and wait until the supervisor has collected the paper.
- 6.5.15.2 When 'cease writing' is called, students must remain in their seats until all books have been collected.
- 6.5.16 Students are not permitted to loiter in the vicinity of examination rooms; during or at the conclusion of an examination. Nor are they permitted to talk or make noise near such rooms.
- 6.5.17 The attention of all candidates is drawn to the instructions printed on the cover of each examination book.
- 6.6 **Missed examinations**
- 6.6.1 Students who miss examinations because of illness or extenuating circumstances should refer to the resolutions relating to special consideration in this document.
- 6.7 **Notification of examination results**
- 6.7.1 Mid-year examination results
- 6.7.1.1 Mid-year examination results are posted progressively on the University's website during the first class week of the July semester.
- 6.7.2 End-of-year results
- 6.7.2.1 End of year results where possible are posted on the University's website prior to closure of the University for the Christmas break.
- 6.7.2.2 Final results are also sent to students' home addresses via the mail service at this time. Students should ensure that their postal details are kept up-to-date via the Student Portal MyUni.
- 6.8 **Examination feedback**
- 6.8.1 Students may view their examination scripts in the presence of an appropriate lecturer up to three months following the posting of results.
- 6.8.2 Feedback will be given at this time.
- 6.8.3 Students wishing to view their examination script should make an appointment with the appropriate unit of study coordinator.
- 6.9 **Aegrotat results**
- 6.9.1 In accordance with the Resolutions of the Senate, the Associate Dean (Learning and Teaching) may recommend to the Board of Studies that a candidate, in a pre-registration, post-registration or postgraduate program, be awarded an aegrotat result (including a posthumous degree or diploma) in cases where;
- 6.9.1.1 because of serious illness or misadventure, supported by appropriate evidence, the candidate has been unable to sit for the examination or complete the assessment schedule;
- 6.9.1.2 it is extremely unlikely for the same reasons that the candidate would be able to attempt a further assessment; and
- 6.9.1.3 the Associate Dean is satisfied beyond doubt on the basis of the work performed throughout the year, that, had the candidate been able to sit for the examination or complete the assessment, he or she would have achieved at least the result recommended.
- 6.10 **International students**
- 6.10.1 Examination/assessment
- 6.10.1.1 International students must undertake examination/assessment in the same specified period as other students.
- 6.11 **Re-marking examination scripts**
- 6.11.1 The Faculty, in accordance with Senate Resolutions, has resolved that no provision be made for students to have their examination papers re-marked.
- 6.12 **Retention of academic records**
- 6.12.1 Examination papers will be held at a Faculty level and shredded after a period of 12 months from the date of the last examination in the examination period in question.
- 6.12.2 Raw scores (for individual components and the aggregate of course assessment) and final grades for each course will be held on hard copy for a period of six (6) years.
- 6.13 **Retrospective exemption**
- 6.13.1 Claims for retrospective exemptions from units of study will not be permitted.
- 6.15 **Translation dictionaries**
- 6.15.1 Translation dictionaries may be used in examinations by ESL (English as a second language) students who are sitting for examinations in Year 1 of the Master of Nursing (graduate entry) in the Faculty of Nursing and Midwifery including those enrolled in the Bachelor of Nursing (Post-registration).
- 6.15.2 Year 2 ESL students are not permitted to use translation dictionaries.
- 6.15.3 Procedures for applying to use a translation dictionary are set by the Examinations Office and students should seek

- further information from the Student Centre (Camperdown Campus).
- 6.16 Online examinations
- 6.16.1 Students enrolled in either the online or on-campus mode of study may elect to do an online examination providing it is offered in the relevant unit of study.
- 6.16.2 All online examinations will be treated as open book exams.
- 6.16.3 Where contact with a staff member is required during the online examination period, access will be via telephone and/or email.
- 6.16.4 The Faculty will give due consideration to different time zones when determining the commencement time for an examination.
- 6.16.5 Any issues concerning such matters as typing speed will be considered on a case by case basis using the normal special consideration procedures of the Faculty.

7. Exclusion

7.1 *Restriction upon re-enrolment*

- 7.1.1 There are certain circumstances in which students could be asked to show good cause why they should be permitted to repeat any previously attempted unit of study.
- 7.1.2 Liability for exclusion from re-enrolment is determined by academic attainment during the immediate past one or two academic years (depending upon the faculty or board of studies concerned).
- 7.1.3 Students who are in any doubt about their liability for exclusion following academic failure or discontinuation of degrees should ask advice of the Exclusions office at the Student Centre (Camperdown Campus).
- 7.1.4 Students should refer to the Faculty resolutions relating to show cause in this document.
- 7.1.5 Students whose attendance at and/or performance in clinical practicum sessions causes doubt in relation to their safety to practise may be asked to show cause why they should be permitted to re-enrol in the course.

8. Exemption

8.1 *Partial Exemptions*

- 8.1.1 Upon re-enrolment in a failed unit of study, students will be required to complete the whole unit of study.

Part IV: clinical – pre-registration

1. Application

- 1.1 These resolutions apply to pre-registration students and international students who hold a qualification in another country and who are completing requirements to register in NSW.

2. Definitions

2.1 *Clinical Performance Assessment (CPA)*

- 2.1.1 CPAs are examinations conducted on the practical clinical skills and are part of the assessment of the clinical component of a unit of study.
- 2.1.2 A student who fails to achieve a passing grade in CPAs will be deemed to have failed the unit of study.

2.2 *On-campus clinical assessments (2002 Resolutions)*

- 2.2.1 On-campus clinical assessments are conducted as a component of particular units of study.
- 2.2.2 A student who fails to achieve a passing grade in on-campus clinical assessments will be deemed to have failed the unit of study.

2.3 *Clinical failure*

- 2.3.1 A student is deemed to have a clinical failure if they fail to satisfy requirements for the clinical component of a unit of study either on the basis of attendance and/or performance.

3. Attendance

3.1 *Clinical nursing laboratory sessions (on and off-campus)*

- 3.1.1 Clinical nursing laboratory sessions form an essential part of the clinical component of the Master of Nursing (graduate entry) and Master of Nursing combined degrees curricula approved by the Nurses and Midwives Board, NSW.
- 3.1.2 Students are required to attend and participate in each of the clinical sessions and are required to register their attendance at the commencement and completion of each session.
- 3.1.3 Students who are absent for part or all of a clinical session are required to notify the unit of study coordinator within the week of the missed session to arrange suitable make-up.

- 3.1.4 Attendance time is at the discretion of the laboratory facilitator.

- 3.1.5 In the case of prolonged illness or misadventure, subject to the meeting the requirements of the resolutions relating to special consideration in this document, students may book independent practice sessions on return from their absence.

- 3.1.6 These sessions must take place prior to the student's clinical placement and should be arranged with the unit coordinator.

- 3.1.7 Failure to attend all clinical sessions or to make appropriate arrangements with the unit of study coordinator when absent will result in the student not being allowed to attend clinical placements in health service agencies and an Absent Fail grade being awarded.

- 3.1.8 A maximum of two make-up clinical laboratory sessions will be permitted each semester.

3.2 *Clinical placements*

- 3.2.1 Clinical settings may include community settings, people's homes, hospitals and nursing homes. Attendance at all clinical placements is compulsory.

- 3.2.2 Unsubstantiated absences from clinical placements will result in a Fail grade. The student may then be deemed as 'at risk'.

- 3.2.3.1 The opportunity for students to indicate a preference for particular clinical placement sites will be available.

- 3.2.3.2 Preferences should be lodged online through the clinical office e-learning site within specified timeframes.

- 3.2.4 Staff will endeavour to meet the requests of students who nominate preferences, however places at a specific site cannot be guaranteed.

- 3.2.5 For clinical placements where the Faculty is unable to meet nominated clinical preferences or where no preference is recorded, the Faculty, having given due attention to students' listed home address, will endeavour to place students within a reasonable distance of this address but cannot guarantee any particular placement.

- 3.2.6 If a student is unable to attend a clinical placement for any reason they must:

- 3.2.6.1 contact their ward/placement and notify their clinical supervisor;

- 3.2.6.2 contact Nursing Student Services with the reason for non-attendance; and

- 3.2.6.3 follow the guidelines set out in the resolutions relating to special consideration in this document.

- 3.2.7 Any student who is called for jury duty at the time of a clinical placement should contact Nursing Student Services as a matter of urgency.

- 3.2.8 Hospitals and health care agencies may not accept students for clinical placement who are more than 33 weeks pregnant. Students in this situation are required to contact Nursing Student Services.

3.3 *Changing a scheduled clinical placement*

- 3.3.1 Students are required to be available for clinical placements throughout the specified clinical period as designated by the semester and vacation dates published by the Faculty annually.

- 3.3.2 In normal circumstances variation of scheduled clinical experience will not be possible.

- 3.3.3 In extenuating circumstances requests for specific dates for clinical placements may be made in writing to Nursing Student Services by Week 3 of the relevant semester (except in the event of unforeseen circumstances such as illness where students are advised to contact the appropriate coordinator for assistance).

- 3.3.4 The reason for the request must be clearly stated, and applications submitted with supporting documentation.

- 3.3.5 In extenuating circumstances variation to placement sites may be considered up to 1 week after the advisement of the site.

3.4 *Infectious diseases*

- 3.4.1.1 All students are required to be aware of the NSW Health Department's definition of exposure-prone procedures and note that clinical practice may pose risks of infection.

- 3.4.1.2 The Clinical Education Office is able to provide students with details of these requirements.

- 3.4.2.1 The Faculty of Nursing and Midwifery expects that all nursing students will be aware of their own infectious diseases status and, if necessary, undergo appropriate immunisations.

- 3.4.2.2 Students for whom immunisation is inadvisable on medical grounds should seek advice about alternative preventive measures in the event of exposure.
- 3.4.3 In addition to the personal risks to students there are small risks to susceptible patients from actively infected students.
- 3.4.4 Students who consider themselves at risk should seek advice individually and check their status as often as advised.
- 3.4.5 Students need to be aware that the NSW Health Department has the right to refuse placements to students who are not fully immunised.
- 3.5 **Length of clinical day**
- 3.5.1 The clinical day can occur between the hours of 7am and 11pm, Monday to Friday, depending on the experience being undertaken, the clinical setting, and the commencement time of the morning and afternoon shifts.
- 3.5.2 Greater variation in the clinical day may occur during Year 2.
- 3.5.3 The length of the clinical day will also vary. Details will be provided to the students as necessary.
- 3.5.4 Many clinical sites have a clear expectation that students on placement will attend for the length of a full shift, i.e. eight hours.
- 3.5.5 The number of days of attendance during the clinical week for each placement will vary between placements.
- 3.5.6 Nursing Student Services will provide details, but students are forewarned that attendance 4 or 5 days per week is usually required.
- 3.6 **Length of clinical placement**
- 3.6.1 The following periods of clinical placement off campus will be undertaken during a Master of Nursing (graduate entry) course:
- 3.6.1.1 Year 1: 10 weeks equivalent
- 3.6.1.2 Year 2: 19.2 weeks equivalent
- 3.6.2 Part-time students will undertake clinical placements during the same periods as full-time students.
- 3.6.3 Students are strongly advised not to organise paid employment or any other extraneous activities until they are aware of their actual clinical experience hours.
- 3.6.4 Students who fail to do so may not be able to have their requests to vary placement granted.
- 3.7 **Supplementary clinical policy**
- 3.7.1 The Faculty aims to manage clinical placements in an efficient and academically fair manner. Clinical placements will be organised for particular weeks during the calendar year, some of which may be outside the semester periods.
- 3.7.2 Students are advised to ensure they are substantially free from other commitments at those times.
- 3.7.3 Only students who have a genuine illness or misadventure during their original clinical placement are eligible for supplementary clinical.
- 3.7.4 Students who are absent from their assigned clinical placements, and who meet the requirements for special consideration as set out in this document, are required to complete an *Application for a Supplementary Clinical* form and forward to Nursing Student Services within seven days of the completion of the affected clinical placement.
- 3.7.5 Applications will not be considered unless they include the following supporting documentation:
- 3.7.5.1 for illness, the information supplied on the medical certificate should be sufficient to satisfy the Board of Studies that the condition is of a serious enough nature to merit consideration for a supplementary clinical and should include the likely effect on the student's performance during the clinical placement together with the estimated period of time over which the condition may result in prohibiting the student from completing a clinical placement.
- 3.7.5.2 for misadventure, the reason for the absence must be beyond the control of the student and outside of normal circumstances expected of student life.
- 3.7.5.3 Normal circumstances relate to matters that an average student could be expected to encounter in daily life such as:
- 3.7.5.3.1 difficulty applying oneself to university studies;
- 3.7.5.3.2 demands of employment including the consequence of promotion, employment transfer or change;
- 3.7.5.3.3 being temporarily absent from the usual place of residence;
- 3.7.5.3.4 difficulties in personal relationships;
- 3.7.5.3.5 the need for financial support; and
- 3.7.5.3.6 social activities.
- 3.7.6 Completion of an *Application for a Supplementary Clinical* does not guarantee:
- 3.7.6.1 a place in a supplementary clinical; or
- 3.7.6.2 a place during the next appropriate clinical placement period.
- 3.7.7 Generally there will be a limited number of places available to students requiring supplementary clinical in any given semester.
- 3.7.8 Applications for supplementary clinical will be considered on merit.
- 3.7.9 Applications will be reviewed by the Clinical Education Office and students will be notified of the decision.
- 3.7.10.1 Students who are not granted a supplementary clinical will be deemed to have failed the relevant unit of study.
- 3.7.10.2 These students will be required to re-enrol in the unit of study.
- 3.8 **Transport to clinical placements**
- 3.8.1 It is the student's responsibility to arrive at the designated clinical experience placement on time.

Part V: Clinical – postgraduate

- 1.1 This section has been deleted

Part VI: Graduate Studies – coursework

This section has been deleted

Part VII: Research degrees

The resolutions relating to research degrees must be read in conjunction with all other Faculty Resolutions.

Division I: General Information

1. Candidature – suspension/extension

- 1.1 **Extension of research candidature**
- 1.1.1 A recommendation from the Director (Research) should where reasonably possible accompany all applications to the Board of Studies for extension of research candidatures.
- 1.1.2 If a three month notice of submission of thesis has not been received by Nursing Student Services by May 30 or November 30 as appropriate, for the final semester of a student's candidature, the Director (Research) will be advised and a review undertaken to provide a recommendation to the Board of Studies in time for a student to receive timely advice on their next semester's enrolment.

2. Thesis

- 2.1 **Definition of terms**
- 2.1.1 The term, thesis, applies to the independent work of a student enrolled in a designated research degree.
- 2.1.2 A degree is designated as a research degree if it contains a research component of 66 per cent.
- 2.1.3 In the case of the Faculty of Nursing and Midwifery, this includes the following awards:
- 2.1.3.1 Bachelor of Nursing (Honours)
- 2.1.3.2 Master of Nursing (Honours)
- 2.1.3.3 Master of Philosophy
- 2.1.3.4 Doctor of Philosophy

Division II: Bachelor of Nursing (Honours)

1. Admission

- 1.1 Students who have qualified for the Bachelor of Nursing and who are registered to practise nursing and are considered by the Faculty and the Co-ordinator (Research Students) to have the requisite knowledge and aptitude may be eligible to apply for the Honours course.
- 1.2 Students who have completed the first two years of the Bachelor of Nursing as a pre-registration degree and are considered by the Faculty and the Associate Dean (Teaching and Learning) to have achieved a sufficiently meritorious level in their academic and off-campus clinical work may be admitted to the Bachelor of Nursing (Honours) course as a pre-registration pattern of study.

2. Supervision

- 2.1 Students admitted under clause 1.1 will complete all required coursework and a thesis with the guidance of a supervisor appointed by the Associate Dean (Academic).
- 2.2 Students admitted under clause 1.2 will complete:
- 2.2.1 all required coursework and a thesis with the guidance of a supervisor (or supervisor) appointed by the Associate Dean (Academic); and
- 2.2.2 all required clinical requirements as specified from time to time by the Faculty.
- ### 3. Bachelor of Nursing (Honours) Thesis
- 3.1 While a student is required to demonstrate originality when writing a thesis, it does not follow that the thesis must be a research report in the sense that the student has collected and analysed original data.
- 3.2 A thesis is required to embody original work or new knowledge (facts), insights or understandings in the sense that the student argues for a particular position, methodical approach, and/or analysis and/or interpretation and is able to defend it.
- 3.3 The thesis is original in the sense that it makes a distinct contribution to knowledge or to ways of investigating a particular topic.
- 3.4 The student is also expected to demonstrate competence in conducting research.
- 3.5 One of the central characteristics of an honours degree is that it requires the student to complete a substantial piece of work in a limited time frame.
- 3.6 This requirement should be reflected in the topic and the scale of the project. As general principles:
- 3.6.1 the size of the project and the topic to be investigated should be matched by the time and resources available to complete the award in the specified time;
- 3.6.2 any ethical issues must be addressed before the final selection of the topic is made.
- 3.7 Possible options for an honours thesis include but are not restricted to, the following:
- 3.7.1 a report of research in which data have been collected, analysed and interpreted, including replication studies;
- 3.7.2 a literature review and critique, with particular emphasis on the identification of lines of inquiry that can be followed;
- 3.7.3 a discourse (and textual) analysis;
- 3.7.4 a philosophical essay;
- 3.7.5 an exposition of an ethical issue or area;
- 3.7.6 a clinical or nursing practice project, that is, the identification, description and analysis of a particular clinical issue or nursing practice, the means by which it can be investigated and any particular methodological, theoretical, clinical and conceptual issues that need to be addressed;
- 3.7.7 an historical project;
- 3.7.8 an audit of case records;
- 3.7.9 a needs analysis; or
- 3.7.10 an epidemiological inquiry.
- 3.8 Suggested parameters for projects, which involve the collection of data for an honours thesis are as follows:
- 3.8.1 research designs should be uncomplicated;
- 3.8.2 instrumentation should already be established;
- 3.8.3 replication studies are permissible;
- 3.8.4 descriptive hypothesis-generation studies are permissible;
- 3.8.5 evidence must be produced in the early stages of the student's enrolment that ready access to respondents or to the relevant field(s) can be obtained;
- 3.8.6 the sample size of the project should not be too ambitious and the sample should be readily accessible;
- 3.8.7 the design characteristics of the study should be simple and straightforward; and
- 3.8.8 descriptive and/or inferential statistics may be used.
- 3.9 The length for the honours thesis is 10,000 to 15,000 (maximum) words.
- 3.10 The thesis must be submitted in a form consistent with the Faculty style guide.

Division III: Master of Nursing (Honours)

1. Admission

- 1.1 Students who have qualified for the Master of Nursing and are considered by the Faculty and the Co-ordinator (Research Students) to have the requisite knowledge and aptitude may be eligible to apply for the Master of Nursing (Honours) course.

- 1.2 Students who have graduated with a Master of Nursing or another appropriate degree from universities other than the University of Sydney may also be eligible to apply for the Honours course.

2. Supervision

- 2.1 Students will complete a thesis under the guidance of a supervisor appointed by the Associate Dean (Academic). Supervision will normally involve, on average, a one hour per week meeting.
- ### 3. Master of Nursing (Honours) Thesis
- 3.1 While a student is required to demonstrate originality when writing at thesis, it does not follow that the thesis must be a research report in the sense that the student has collected and analysed original data.
- 3.2 A thesis is required to embody original work or new knowledge (facts), insights or understandings in the sense that the student argues for a particular position, methodical approach, and/or analysis and/or interpretation and is able to defend it.
- 3.3 The thesis is original in the sense that it makes a distinct contribution to knowledge or to ways of investigating a particular topic.
- 3.4 The student is also expected to demonstrate competence in conducting research.
- 3.5 One of the central characteristics of an honours degree is that it requires the student to complete a substantial piece of advanced work in a limited time frame.
- 3.6 This requirement should be reflected in the topic and the scale of the project. As general principles:
- 3.6.1 the size of the project and the topic to be investigated should be matched by the time and resources available to complete the award in the specified time;
- 3.6.2 any ethical issues must be addressed before the final selection of the topic is made.
- 3.7 Possible options for an honours thesis include but are not restricted to, the following:
- 3.7.1 a report of research in which data have been collected, analysed and interpreted, including replication studies;
- 3.7.2 a literature review and critique, with particular emphasis on the identification of lines of inquiry that can be followed;
- 3.7.3 a discourse (and textual) analysis;
- 3.7.4 a philosophical essay;
- 3.7.5 an exposition of an ethical issue or area;
- 3.7.6 a clinical or nursing practice project, that is, the identification, description and analysis of a particular clinical issue or nursing practice, the means by which it can be investigated and any particular methodological, theoretical and conceptual issues that need to be addressed;
- 3.7.7 an historical project;
- 3.7.8 an audit of case records;
- 3.7.9 a needs analysis;
- 3.7.10 an epidemiological inquiry; or
- 3.7.11 a highly developed proposal for a research project.
- 3.8 Suggested parameters for projects, which involve the collection of data for an honours thesis are as follows:
- 3.8.1 designs should be simple;
- 3.8.2 instrumentation should be established;
- 3.8.3 descriptive hypothesis-generation studies are permissible;
- 3.8.4 evidence must be produced in the early stages of the student's enrolment that ready access to respondents or to the relevant field(s) can be obtained;
- 3.8.5 the sample size of the project should not be too ambitious and the sample should be readily accessible;
- 3.8.6 the design characteristics of the study should be achievable in the time available.
- 3.9 The length for the honours thesis is 15,000 to 20,000 (maximum) words.
- 3.10 The thesis must be submitted in a form consistent with the Faculty style guide.

Division IV: Final Year Honours

1. Honours grades

- 1.1 In degrees where honours grades are reported in percentages, the grades for the award of honours shall be:

Grade (Code)	Mark Range	Comments
Honours Class I and Medal (H1M)	90-100	The student's performance is of first class Honours standard and justifies consideration of the award of the University medal.
Honours Class I (H1)	80-89	The student's performance is of first class Honours standard but not of a standard that justifies consideration of the award of the University medal.
Honours Class II, Division 1 (H21)	75-79	The student's performance is of second class Honours (Division 1) standard.
Honours Class II, Division 2 (H22)	70-74	The student's performance is of second class Honours (Division 2) standard.
Honours Class III (H3)	65-69	The student's performance is of third class Honours standard.
Pass (P)	<64	The student's performance is not such as to justify the award of Honours.

Division V: Master of Philosophy (Nursing)

1. **Length of thesis**

1.1 The length of the Master of Philosophy thesis is determined by the topic area and the type of research conducted. Although the Faculty of Nursing and Midwifery does not stipulate a word limit the maximum for a Master of Philosophy thesis is 60,000 words.

2. **Submission of thesis**

2.1 Three months prior to submission of the thesis students are required to inform the Faculty on the appropriate form that the thesis is approaching completion.

2.2 At that time it is also necessary to supply three copies of a 300 word summary of the thesis for distribution to potential examiners.

2.3 Three copies of the thesis must be presented for examination.

2.4 These copies may be soft bound as stated in 1998 Thesis Guide (SUPRA).

2.5 The recommendation for submission from the supervisor must be presented along with the thesis (a sample form is included in Appendix II).

2.6 On successful completion of the examination process a minimum of two hard bound copies of the completed thesis printed on acid free paper will be required, by the Associate Dean (Academic) for lodging in the University and Faculty libraries.

2.7 These requirements are further explained in the 1998 Thesis Guide (SUPRA).

3. **Examination of thesis**3.1 *Appointment of examiners*

3.1.1 Once the thesis has been lodged and the supervisor's certificate received, the Chair of the Board of Studies (acting on behalf of the Faculty - see section 3.30), having considered the certificate, shall approve the appointment of examiners on recommendation from the Associate Dean (Academic), unless the faculty board considers that examiners should not be appointed.

3.2 *Examiners not appointed*

3.2.1 If the Board of Studies, after consideration of the supervisor's certificate, has resolved not to proceed to the appointment of examiners, it shall refer the matter back, with the reasons for the decision, to the Associate Dean (Academic) for further consideration in consultation with the supervisor.

3.3 *Delays in appointment*

3.3.1 The Associate Dean (Academic) and the Board of Studies shall take all possible steps to ensure that examiners are appointed within four weeks of the submission of the thesis.

3.3.2 The Associate Dean (Academic) should normally have taken the steps outlined below in sections 3.4 to 3.6, noting the provisions of section 3.8, before the thesis is submitted.

3.4 *Consultation and recommendation*

3.4.1 The Associate Dean (Academic) shall, if reasonably possible, before making his or her recommendation for the appointment of examiners, consult the supervisor and, if it is considered by the supervisor to be necessary, any appointed associate supervisor.

3.4.2 The Associate Dean (Academic) shall recommend the appointment of two examiners of the thesis of whom one shall be external to the University, i.e. not being a member of the staff of the University, or hold a clinical academic title.

3.4.3 The Associate Dean (Academic) may also recommend the appointment of one or more qualified additional persons who may be called on to act in place of one or more of the two first appointed examiners.

3.5 *Qualifications of examiners*

3.5.1 Examiners recommended should be known to be familiar with the supervision and examination of research theses and should normally still be active in research and/or scholarship.

3.5.2 An examiner appointed to act as an assessor under section 3.18.1.6 should possess very high standing in the subject in question.

3.5.3 Subject to any policy to the contrary by the Board of Studies, a supervisor of a candidate may be appointed as an examiner for that candidate, except that a supervisor shall not normally be so appointed if he or she is also the head of the department or academic unit concerned.

3.5.4 It is however, Faculty of Nursing and Midwifery policy that a supervisor would not normally be appointed as an examiner.

3.5.5 The Associate Dean (Academic), in making a recommendation, shall take all reasonable steps to ensure that the examiners proposed are free from bias either for or against the candidate or the supervisor.

3.6 *Involvement of candidate*

3.6.1 The Associate Dean (Academic) or the supervisor or the candidate may initiate a general discussion with the candidate by the supervisor and/or the Associate Dean of a wide range of possible examiners.

3.6.2 A candidate may advise the Associate Dean (Academic) or the Dean or the Chair of the Board of Studies of the names of any persons the candidate does not wish to see appointed as examiners, giving the reasons in writing.

3.7 *Faculty to appoint examiners*

3.7.1 The Board of Studies, on receipt of a recommendation for the appointment of examiners from the Associate Dean (Academic), and having considered any advice from the candidate, may appoint the examiners as recommended or appoint different examiners after consultation with the Associate Dean (Academic).

3.8 *Disclosure of names*

3.8.1 Except as may be necessary when an oral examination is required, the names of the examiners appointed shall not be disclosed to the candidate until a determination has been made about the award of the degree.

3.9 *Invitation to examiners*

3.9.1 After the appointment of examiners by the Board of Studies, the Associate Dean (Academic) shall write to the external examiner inviting him or her to act, specifying the conditions applicable to the examination process and enclosing the resolutions for the degree, an information statement and the examiner's report form.

3.9.2 On receipt of an acceptance of the invitation to act, the Associate Dean (Academic) shall dispatch a copy of the thesis.

3.9.3 The Associate Dean (Academic) shall similarly write to the internal examiner advising him or her of their appointment and the conditions, which apply and enclosing the resolutions for the degree and the examiner's report form, together with a copy of the thesis.

3.10 *Delegations of authority*

3.10.1 The Associate Dean (Academic) may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making and forwarding to the Dean, a written statement of delegation of those powers.

3.11 *Examiners' reports*

3.11.1 An examiner is required to complete the examination of the thesis and submit a report on the prescribed form within two months of receipt of the thesis.

3.11.2 The examiner shall be advised by the Associate Dean (Academic) of the name of the other examiner who has agreed to act and may consult the co-examiner directly at any stage of the examining process, but shall submit an

- independent report and shall not have any right of access to the other examiner's reports.
- 3.11.3 The report shall include the recommendation that:
- 3.11.3.1 the candidate be awarded the degree without further examination; or
- 3.11.3.2 the candidate be awarded the degree subject to correcting typographical errors before the degree is conferred. (Typographical errors include spelling, grammar, punctuation, capitalisation and reference dates); or
- 3.11.3.3 the candidate be awarded the degree subject to conditions listed in the examiner's report being addressed to the satisfaction of the Faculty (which may include a recommendation that, if reasonably possible, the candidate should be required to take an additional oral or other examination); or
- 3.11.3.4 the candidate be not awarded the degree, but be permitted to resubmit the thesis in a revised form for re-examination, following a further period of study, the examiner having formed the opinion that the errors or deficiencies substantially affect the argument or the thesis; or
- 3.11.3.5 the candidate be not awarded the degree.
- 3.11.4 The report shall also record whether in the opinion of the examiner:
- 3.11.4.1 the thesis is a substantially original contribution to the knowledge of the subject concerned;
- 3.11.4.2 the thesis affords evidence of originality by the discovery of new facts;
- 3.11.4.3 the thesis affords evidence of originality by the exercising of independent critical ability;
- 3.11.4.4 the thesis is satisfactory as regards literary presentation; and
- 3.11.4.5 a substantial amount of material in the thesis is suitable for publication.
- 3.11.5 The examiner shall state the grounds on which his or her recommendation is based, indicating the strengths and weaknesses of the thesis and the particular contributions made by the candidate and may list emendations that it is considered should be made and shall indicate the extent of any consultation with the other examiner.
- 3.12 *Release of examiners' names*
- 3.12.1 As part of the report form, the examiner shall be asked to indicate whether he or she is willing to have his or her name and/or his or her report in full or in part released to the candidate, either at the conclusion of the examination, or in the circumstances outlined in sections 3.22.2 to 3.22.4.
- 3.13 *Receipt of reports*
- 3.13.1 The Associate Dean (Academic) shall acknowledge receipt of reports as received and arrange for payment of the examiner's fee to external examiners.
- 3.13.2 The Associate Dean (Academic) shall contact any examiner, who has not submitted his or her report within ten weeks of dispatch of the thesis, requesting advice as to when it will be submitted and reminding the examiner of the conditions of the examination.
- 3.14 *Replacement examiner if report not received*
- 3.14.1 The Associate Dean (Academic) shall further contact any examiner who has not submitted the report by the end of the fourteenth week after dispatch of the thesis, advising that it will be necessary to proceed to the appointment of a replacement examiner if the report is not received within a further two weeks and shall proceed to do so if the report is not received within that time.
- 3.14.2 Notwithstanding the fact that replacement examiners may previously have been appointed, the Associate Dean (Academic) shall seek advice from the Co-ordinator (Research Students) or the Director (Research) as to who should act as a replacement examiner in the event of an examiner being replaced under the circumstances referred to in section 3.14.1 and, if necessary, the Board of Studies shall appoint a further qualified examiner on the recommendation of the Associate Dean (Academic) who shall, if necessary, have carried out the same consultative procedures as applied to the initial appointment of examiners.
- 3.14.3 Should the process of appointing a replacement examiner under the circumstances referred to in section 3.14.1 have proceeded to the point where a copy of the thesis has been dispatched to the replacement examiner, any report subsequently received from the examiner who has been replaced shall not be considered in determining the result of the candidature.
- 3.14.4 Notwithstanding the provisions of sections 3.14.1 to 3.14.3 the Board of Studies or its Chair may, in such circumstances as it shall determine are exceptional allow some specific variation to those requirements.
- 3.15 *Consideration of examiners' reports: Associate Dean (Academic) reports*
- 3.15.1 When both examiners' reports have been received:
- 3.15.1.1 the reports shall be forwarded by Nursing Student Services to the Chair of the Board of Graduate Studies or the Chair's nominee for consideration if both examiners' reports have recommended that:
- 3.15.1.1.1 the degree be awarded without qualification; or
- 3.15.1.1.2 the degree be awarded subject to the correction of typographical errors; or
- 3.15.1.1.3 the degree be awarded subject to emendations;
- 3.15.1.2 or, if any other recommendations have been made, or if there is disagreement between the examiners, Nursing Student Services shall forward the reports to the Associate Dean (Academic) for a recommendation and to the supervisor.
- 3.15.2 Neither Associate Dean (Academic) nor supervisor shall have a right of access to the examiners' reports before they have both been received, except where the Dean of the Faculty considers that special circumstances exist.
- 3.15.3 The Associate Dean (Academic) shall, before making a recommendation, if reasonably possible, consult the candidate's supervisor(s), the student, and (where appropriate) the candidate's annual progress reports if:
- 3.15.3.1 there is disagreement between the examiners; or
- 3.15.3.2 emendations have been recommended by an examiner;
- 3.15.4 When making her/his recommendation, the Associate Dean (Academic) shall indicate the nature and extent of consultation that has been carried out and shall forward a copy of any written report she/he has received from the supervisor(s).
- 3.16 *Associate Dean (Academic)'s recommendation*
- 3.16.1 Having considered the reports of the examiners and carried out any required consultation, the Associate Dean may make one of the following recommendations:
- 3.16.1.1 that the degree be awarded without further conditions; or
- 3.16.1.2 that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
- 3.16.1.3 that the degree be awarded subject to emendations being made in all copies of the thesis to be retained in the University; or
- 3.16.1.4 that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner; or
- 3.16.1.5 that an additional examiner be appointed; or
- 3.16.1.6 that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners; or
- 3.16.1.7 that the reports of the examiners, together with the comments from the supervisor be referred to both the examiners for their comment; or
- 3.16.1.8 that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
- 3.16.1.9 that the degree not be awarded.
- 3.17 *Consideration of examiners' reports and Associate Dean (Academic)'s recommendation*
- 3.17.1 The Associate Dean, having made a recommendation in accordance with any of 3.16.1.1 to 3.16.1.9 above, shall forward the recommendation to Nursing Student Services for the consideration of the Chair of the Board of Studies, who may convene a meeting of members of the Board of Studies.
- 3.17.2 In the event of a recommendation in accordance with 3.16.1.4 to 3.16.1.9 above, the Chair of the Board of Studies shall refer the matter to the Board of Studies for its consideration.
- 3.18 *Board of Studies' action*
- 3.18.1 The Board of Studies, after consideration of the examiners' reports and the recommendation of the Associate Dean (Academic) may decide:

- 3.18.1.1 that the degree be awarded without further examination; or
- 3.18.1.2 that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
- 3.18.1.3 that the degree be awarded subject to emendations specified by the Associate Dean (Academic) being made in all copies of the thesis to remain available in the University; or
- 3.18.1.4 that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner, this not being a substitute for requiring the candidate to make emendations to the thesis or to revise and resubmit the thesis; or
- 3.18.1.5 that an additional examiner be appointed; or
- 3.18.1.6 that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners; or
- 3.18.1.7 that the reports of the examiners, together with comments from the supervisor, shall be referred to both the examiners for their comment; or
- 3.18.1.8 that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
- 3.18.1.9 that the degree be not awarded.
- 3.18.2 Where the Board of Studies has approved the award of the degree without further conditions, the Associate Dean (Academic) shall advise the candidate that the degree has been awarded subject to the lodgement of two permanently bound copies of the thesis printed on acid-free or permanent paper, with the University and Faculty Librarians, and shall advise the examiners, Co-ordinator (Research Students) and supervisor.
- 3.18.3 Where the Board of Studies has approved the award of the degree subject to the correction of typographical errors, the Associate Dean (Academic) shall advise the candidate that the degree has been awarded subject to the lodgement of two permanently bound copies of the thesis printed on acid free or permanent paper in which the typographical corrections have been made to the satisfaction of the Associate Dean (Academic), with the University and Faculty Librarians, and shall advise the examiners, Co-ordinator (Research Students) and supervisor.
- 3.18.4 Where the Board of Studies resolves that the degree be awarded subject to emendations specified by the Associate Dean (Academic) being made in all copies of the thesis to remain available in the University, the Associate Dean (Academic) shall advise the candidate of the decision and of the nature of the emendations required and the latest date by which the emendations shall be made, being, unless otherwise determined by the Board of Studies, within a further three months, and shall provide such detail in relation to the examiners' reports as the he or she recommends.
- 3.19 *Oral examinations*
- 3.19.1 Where the Board of Studies has resolved under section 3.18.1.4 that the candidate be required to take an additional oral or other examination, or answer specific questions put by an examiner, unless the Board of Studies has determined otherwise, the Board of Studies shall be responsible for the oversight of these further examining processes and, having sought a further recommendation from the Associate Dean (Academic), may then resolve in accordance with section 3.18.1.
- 3.19.2 Those present at an oral examination may include one or more of:
- 3.19.2.1 the examiners;
- 3.19.2.2 persons, other than the examiners, nominated by the Board of Studies;
- 3.19.2.3 shall include the supervisor if he or she wishes; and
- 3.19.2.4 may include, with the approval of the Dean, a member of the University nominated by the candidate.
- 3.19.3 A candidate shall be given reasonable notice of any oral examination and of the nature of the examination and the names of the persons who will be present and may advise the Associate Dean (Academic) of reservations he or she may have about the presence of any particular person, giving reasons in writing.
- 3.20 *Additional examiner*
- 3.20.1 Where the Board of Studies resolves under section 3.18.1.5 that an additional examiner be appointed, the provisions of sections 3.1 to 3.16 shall apply as appropriate and the Associate Dean (Academic) shall write to the examiner as provided in section 3.9.1 or 3.9.3 and shall advise the previously appointed examiners of the name of the additional examiner.
- 3.20.2 The Board of Studies, having received a further recommendation from the Associate Dean (Academic), together with an additional examiner's report, may then resolve as provided in section 3.16.1.
- 3.20.3 Where the Board of Studies resolves under section 3.18.1.6 that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, the provisions of sections 3.1 to 3.16 of these resolutions shall apply as appropriate and the Associate Dean (Academic) shall write to the examiner as provided in section 3.9.1 or 3.9.3, inviting the examiner to act as an assessor of the examiners' reports, as well as an examiner of the thesis and shall provide copies of the unidentified examiners' reports and shall also advise the previously appointed examiners of the name of the additional examiner who is also to act as assessor.
- 3.20.4 The Board of Studies, having received a further recommendation from the Associate Dean (Academic), together with an additional examiner-as-assessor's report, may then resolve as provided in section 3.18.1, except that, where the Board does not substantially resolve in the terms recommended by the assessor, it shall inform the Associate Dean (Academic) of its decision together with the reasons for that decision prior to any further action being taken.
- 3.21 *Referral of reports to examiners*
- 3.21.1 Where the Board of Studies resolves under section 3.16.1.7 that the reports of the examiners, together with comments from the supervisor, shall be referred to both the examiners for their comment, the Associate Dean (Academic) shall seek comments from the supervisor and then send copies of the examiners' reports and the supervisor's comments to each of the examiners, advising them that it is in order for them to confer and seeking a further report from each examiner within a period of four weeks.
- 3.21.2 The Associate Dean (Academic) shall forward the responses received, following the circulation of reports, for such consultation as is required under sections 3.15 and 3.16, and make a recommendation. The Board of Studies on receipt of that recommendation may then resolve as provided in section 3.18.1.
- 3.22 *Consultation with candidate*
- 3.22.1 Where the Board of Studies forms the intention either to resolve under section 3.18.1.8 that the degree not be awarded but that the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, or to resolve under section 3.18.1.9 that the degree not be awarded, that resolution shall be deferred to allow a process of consultation with the candidate.
- 3.22.2 The Associate Dean (Academic) shall advise the candidate in writing of the Board's intention; shall provide de-identified copies of such of the examiners' reports as the examiners have indicated may be released and shall advise the candidate that he or she may within a period of four weeks give notice of intention to provide comment on the foreshadowed decision, such comments to be submitted in writing by no later than a total of eight weeks from the date of the Associate Dean (Academic)'s advice.
- 3.22.3 The Board of Studies shall further consider the examiners' reports and the Associate Dean (Academic)'s recommendation, together with any comments provided by the candidate and any further comments provided by the Associate Dean (Academic) or supervisor and may then resolve as provided in section 3.18.1. At its discretion, the Board may refer any or all of the comments received to the examiners or to an examiner appointed as an assessor.
- 3.22.4 The Associate Dean (Academic) may extend either of the time limits set out in section 3.22.2.
- 3.23 *Revise and resubmit*
- 3.23.1 Where the Board of Studies, following the consultation process referred to in sections 3.22, resolves under section

- 3.18.1.8 that the degree not be awarded but the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, the Associate Dean (Academic) shall advise the candidate of the decision, of any provisions relating to appeals, the particular conditions applying and the general requirements in respect of revision and resubmission and shall provide such detail in relation to the examiners' reports as determined by the Associate Dean (Academic) and shall also advise the examiners, Co-ordinator (Research Students) and supervisor of the terms of the decision.
- 3.24 Degree not awarded**
- 3.24.1 Where the Board of Studies, following the consultation process referred to in sections 3.22, resolves under section 3.18.1.9 that the degree not be awarded, this decision shall be reported to the Associate Dean (Academic) who may note the decision or refer it back to the Board for further consideration. The Associate Dean (Academic) shall advise the candidate of the decision, of any provisions relating to appeals, shall provide such detail in relation to the examiners' reports and shall also advise the examiners and supervisor of the decision.
- 3.25 Emendations and lodging of corrected thesis**
- 3.25.1 A candidate, on receipt of advice from the Associate Dean (Academic) that the degree has been awarded subject to emendations being made, shall make these emendations in consultation with his or her supervisor or the Associate Dean on all the copies of the thesis which are to be available within the University, including the copies printed on permanent or acid-free paper which are to be lodged with the University and Faculty Librarians; shall comply with the requirements with respect to permanently binding a copy of the thesis; shall request the Associate Dean (Academic) to certify that the corrections have been made and shall submit the thesis copies to the Associate Dean (Academic) by no later than the latest date advised for completing such action.
- 3.25.2 The Associate Dean (Academic) , on receipt of the two corrected, permanently bound copies of the thesis and a statement from the Co-ordinator (Research Students) that the corrections have been made to his or her satisfaction, shall cause all corrected copies submitted to be stamped to indicate that the thesis is in the form which has been accepted for the degree; shall advise the Chair of the Board of Studies that the corrections have been made and that the Board can therefore approve the award of the degree; shall write to the candidate advising that all the requirements for the award of the degree have been met; shall lodge the permanently printed copies with the University and Faculty Librarians and shall so advise the examiners, Co-ordinator (Research Students) and supervisor.
- 3.25.3 If a candidate does not carry out the required emendations within the time limit set, or the Associate Dean (Academic), after consultation with the supervisor, does not consider that the emendations made are satisfactory, the Associate Dean shall refer the matter to the Board of Studies, which may grant additional time or set different conditions or may initiate proceedings under the provisions for the termination of candidature.
- 3.26 Participation of Supervisor and Associate Dean (Academic)**
- 3.26.1 The supervisor and Associate Dean (Academic) may be present at any discussion by the Board of Studies of a recommendation in respect to examiners' reports on the thesis of a candidate.
- 3.27 Delegation of authority**
- 3.27.1 The Associate Dean (Academic) may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making and forwarding to the Dean, a written statement of delegation of those powers.
- 3.27.2 The Board of Studies may delegate to its Chair, or in the absence of the Chair to the Chair's nominee from the Board its powers to award the degree under sections 3.18.1.1, 3.18.1.2 or 3.18.1.3.
- 3.28 Revision and re-examination**
- 3.28.1 If the Board of Studies has resolved that a candidate not be awarded the degree but be permitted to revise and resubmit the thesis for re-examination, it shall prescribe a maximum period of further candidature and may prescribe particular conditions to be met.
- 3.28.2 A candidate permitted to revise and resubmit shall re-enrol while remaining a candidate for the degree and shall proceed according to the provisions of these resolutions.
- 3.29 Revise and resubmit – examination**
- 3.29.1 The Associate Dean (Academic) shall recommend examiners for a revised and resubmitted thesis after the consultation processes provided for in section 3.1 to 3.10, but the Board of Studies shall normally reappoint the original examiners of the thesis, provided that they are available, unless one or more of those examiners has required modifications of the thesis that the Board consider to be unnecessary or undesirable or, in the opinion of the Board, there are academic reasons for not re-appointing any or all of the original examiners.
- 3.29.2 All the provisions of sections 3.1 to 3.27 relating to the examination process apply to the examination of a revised and resubmitted thesis.
- 3.29.3 Except where the Board of Studies permits otherwise, the recommendation that a candidate be not awarded the degree but be permitted to resubmit the thesis in a revised form for re-examination shall not be available to examiners of a thesis that has itself been submitted for re-examination.
- 3.30 Faculty Board of Studies delegations**
- 3.30.1 Where in these resolutions reference is made to a faculty board or action to be taken by a faculty board, that reference pertains to the Board of Studies or equivalent and any Dean, Chair, Associate Dean or other officer of the faculty board acting with the authority of the faculty board.
- 4. Probationary review for Master of Philosophy students**
- 4.1 All Master of Philosophy students admitted to the degree are to be subjected to a review after their first year of candidature, for full-time applicants and after their second year of candidature for part-time applicants.
- 4.2 Those students admitted to the degree on a probationary basis are required to be subjected to a review at the end of the specified probationary period.
- 4.3 The satisfactory completion of this probationary period requires:
- 4.3.1 successful completion of any specified coursework;
- 4.3.2 presentation of a seminar on their project;
- 4.3.3 a supportive letter from the student's supervisor related to the student's ability to complete a project of appropriate scope and nature; and
- 4.3.4 a supportive recommendation from the Co-ordinator (Research Students) on the basis of the supervisor's advice, the student's performance and progress towards completion.
- 4.4 The Board also resolved that the requirements of this probationary review must be communicated in writing to the candidate in their offer of admission letter.
- Division VI: Doctor of Philosophy
- 1. Length of thesis**
- 1.1 The length of a PhD thesis is determined by the topic area and the type of research conducted. The Faculty of Nursing and Midwifery does not stipulate a word limit but is in agreement with University guidelines which state that the maximum number of words is 100,000.
- 2. Submission of the thesis for examination**
- 2.1 Three months prior to submission of the thesis students must inform the Faculty on the appropriate form that the thesis is approaching completion. At that time the student should also supply four copies of a 300 word summary of the thesis for distribution to potential examiners.
- 2.2 Four copies of a PhD thesis must be presented for examination. These copies may be soft bound. The recommendation from the student's supervisor that the thesis is ready for submission must be presented along with the thesis.
- 2.3 On successful completion of the examination process a minimum of two hard bound copies of the completed thesis printed on acid free paper will be required for lodging in the University and Faculty Libraries.

3. Part-time applicants

3.1 Part-time applicants for a PhD candidature are required to make a statement to the effect that they will be in a position to devote a minimum of 20 hours per week to their candidature and attend the University for purposes of their PhD studies at least one full day per week.

3.2 Where applicable, the statement must include a declaration from their employer confirming that the student will be released from work commitments for one full day per week to pursue their studies, with the understanding that the student will be required to allocate at least a further twelve hours of their own time to the PhD candidature.

4. Probationary period

4.1 The initial full time year or equivalent period of candidature for all commencing research students is viewed as a probationary period. Part-time students will have a probationary period of not more than the initial three semesters. Consequently, candidature is not confirmed until this period has been completed and a supportable assessment of the student's progress is available.

4.2 In order for the Faculty to be confident of a student's ability to successfully complete a research candidature within the existing time frame the student must, by the end of the probationary period, demonstrate they are able to achieve the following to a level commensurate with the degree they are undertaking:

4.2.1 evidence of developing intellectual autonomy within the context of their particular research project;

4.2.2 the ability to conduct a confident discussion on the direction, structure and content of the research they are planning to undertake;

4.2.3 a thorough engagement with the literature relating to both the topic area and methodological issues associated with their research project; and

4.2.4 a realistic view of the potential outcomes, feasibility and scope for their research project in context of the timeframe as related to the degree that they are undertaking.

4.3 To allow the Review Committees the opportunity to make reasonable judgements on the student's ability to conduct the doctoral project successfully candidates are required to complete the following by the end of the probationary period:

4.3.1 submit a literature review as guided by, and to the satisfaction of the student's supervisor. The topic and length of this piece of work is to be negotiated with the supervisor in association with the Associate Dean (Academic) and the Co-ordinator (Research Students);

4.3.2 submit a Thesis Proposal and draft Table of Contents for the thesis to the Co-ordinator (Research Students) for the information of the Review Committee prior to interview;

4.3.3 present a seminar which focuses on the methodological aspects of their proposed project to the Review Committee and interested faculty prior to interview;

4.3.4 attend a Review Committee interview which will be conducted in line with current university policy in this area; and

4.3.5 complete satisfactorily any units of study prescribed in association with candidature.

4.4 Supervisors are also required to provide to the student and members of the Review Committee a written report on the student's progress during the probationary period.

PART VIII: Professional development short courses and non-award units of study

The resolutions relating to professional development short courses and non-award units of study should be read in conjunction with all other Faculty and University resolutions.

1. Admission

1.1 Students may undertake courses as formally enrolled non-award students or as professional development short course participants.

1.2 Admission is by the completion of the application form and the payment of any fees.

1.3 Fees will be charged for both non-award units of study and professional development short courses;

1.3.1 Fees for non-award, assessable units of study will be set at the same as a unit of study in a postgraduate coursework program conducted by the Faculty;

1.3.2 Fees for professional development short courses will be set based on the requirements of the particular course.

1.3.3 In some cases fees may be waived at the discretion of the Dean.

1.4 Students who enrol in a professional development short course do not formally enrol through the Faculty, do not undertake assessment and may not apply for credit within a formal award of the Faculty on the basis of completion of a professional development short course.

1.5 Students who are formally enrolled as a non-award student may be enrolled for a single unit of study or as part of another degree; and

1.5.1 must abide by all resolutions of the Faculty and University.

1.6 A non-award student who is subsequently admitted to an award course of the Faculty may where appropriate and on application, be granted credit for successfully completed non-award units of study.

1.7 Successful completion of a non-award unit of study will not guarantee admission to an award course.

1.8 A student who is under exclusion from any award course in the Faculty may not formally enrol in a non-award unit of study while under exclusion; however

1.8.1 a student who is under exclusion from any award course in the Faculty may register in a professional development short course.

2. Assessment

2.1 Short courses undertaken for professional development will not be assessed; and

2.1.1 participants in professional development short courses will be provided with a certificate of attendance upon completion of the course.

2.2 Non-award units of study in which students are formally enrolled will be assessed in accordance with Faculty and Academic Board guidelines; and

2.3 Assessment guidelines will be published in the relevant course outline and provided to the student at the commencement of the unit of study.

2.4 Procedures and processes for assignments, examinations, appeals, special consideration and remarking may be found in these resolutions in Part III: Assessment, examinations, appeals and penalties.

3. Attendance at residential schools

3.1 Students enrolled in non-award, assessable units of study with essential residential schools must either attend the residential school; or

3.1.1 achieve the learning objectives of the school in some other way.

3.1.2 If 3.1.1 applies, the relevant co-ordinator must approve an alternative schedule of work prior to the residential school.

3.2 Students who fail to obtain approval or who do not satisfactorily complete an approved work schedule will be awarded a Fail (incomplete) grade for that non-award unit of study.

4. Discontinuation, cancellation or withdrawal

4.1 The Faculty reserves the right to cancel a professional development short course or non-award unit of study up to 10 working days prior to the commencement.

4.1.1 this applies to both professional development short courses and non-award units of study; and

4.1.2 all students will be notified of cancellation in writing and given a full refund of any monies paid to the Faculty.

4.2 Students undertaking a professional development short course and who discontinue or withdraw their enrolment will be refunded 70% of the total fees paid providing the application to withdraw is received 5 working days before the commencement of the course.

4.2.1 Students withdrawing or discontinuing their enrolment within five working days of the commencement of the professional development short course will not be refunded any fees paid; and

4.3 Local students undertaking a non-award unit of study who discontinue or withdraw prior to the relevant census date will be refunded fees according to the same rules that apply to award courses, less the cost of unit of study materials. International students should refer to the university refund policy for international students.

4.3.1 Students in a non-award unit of study who withdraw or discontinue after the relevant census date will not receive a refund.

Common resolutions for all coursework degrees

Faculty Rules for all coursework degrees

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

1. Units of study

1.1 Pre-requisites, co-requisites, assumed knowledge, mode of delivery and unit descriptors are published annually in the Faculty of Nursing and Midwifery Handbook as set out in the course information sections.

2. Variation to the normal load

2.1 Candidates who have shown significant academic ability may, at the discretion of the delegated academic, be allowed to undertake more than the prescribed 24 credit points per semester.

2.2 Candidates who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the delegated academic, be permitted to do so.

3. Restrictions on enrolment

3.1 In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.

3.2 The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.

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

4. Discontinuation of enrolment

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

5. Suspension of candidature

5.1 Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.

5.2 Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires him/her to travel extensively for a specific period of time.

5.3 The granting of a suspension of candidature is at the discretion of the delegated academic.

5.4 Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.

5.5 Students who have an approved suspension of candidature are eligible for re-entry to the course at the conclusion of the suspension period provided they indicate their intention to return by the specified date.

5.5.1 Students who do not indicate their intention to return by the specified date will be deemed to have a lapsed candidature and will need to follow the instructions under section 6 for re-enrolment after an absence.

5.6 In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.

6. Re-enrolment after an absence

6.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following condition:

6.1.1 In cases of lapsed candidature lodge an application by 31 October for the March semester or 30 April for the July semester for re-enrolment.

6.2 Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

7. Satisfactory progress

7.1 Refer to Faculty Resolutions, Part II, 1.2 Satisfactory Progress

8. Assessment policy

8.1 Assessment will be carried out in accordance with the *University of Sydney (Coursework) Rule 2000 (as amended)* and the general Resolutions of the Faculty of Nursing and Midwifery.

9. Transitional arrangements

9.1 No transitional arrangements are required.

Pre-registration course resolutions

Master of Nursing

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

1. Admission

1.1 Applicants for admission as candidates for the Master of Nursing shall be:

1.1.1 graduates of the University of Sydney holding a bachelor's degree in a discipline other than nursing; or
1.1.2 be graduates of other universities or other appropriate institutions who hold qualifications equivalent to those specified in 1.1.1; or

1.1.3 hold a Diploma of Aboriginal and Torres Strait Islander Health, or equivalent, and have relevant work experience;
1.1.4 provided that with respect to clauses 1.1.1 or 1.1.2 the degree shall not be older than ten years since completion;

1.1.4.1 Degrees older than ten years will be considered subject to the applicant providing further information substantiating continuing education and development; and

1.1.4.2 Admission to applicants with degrees older than ten years will be at the discretion of the Dean;

1.1.5 meet the Faculty's English language requirements as follows:

1.1.5.1 Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.

1.1.5.2 meet minimum standards as specified by the Faculty of Nursing and Midwifery, of:

1.1.5.2.1 written and verbal English language competence and interpersonal communication; and
1.1.5.2.2 numeracy.

1.1.6 have completed the equivalent of a 6 credit point unit in a human biology subject approved by the Faculty of Nursing and Midwifery for this purpose;

1.1.6.1 Students with a human biology unit of study at tertiary level that is older than ten years will be required to undertake further study at tertiary level in this unit; and

1.1.7 not be currently registered as a nurse in New South Wales.

1.2 Applicants with qualifications gained in a country other than Australia will be:

1.2.1 assessed on the equivalence of their qualifications to the Australian bachelor degree standards;

1.3 Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.

1.4 Mature-age applicants will be assessed on criteria determined by the Faculty of Nursing and Midwifery.

2. Requirements for the Degree

2.1 To qualify for the award of the degree of Master of Nursing, a candidate shall complete successfully:

2.1.1 96 credit points as prescribed in the unit of study table for this degree listed in chapter 7; and

2.1.2 satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;

2.1.3 where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 2.1.1.

2.2 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty.

2.3 A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, may be failed in that unit of study and may be

- required to attend a Professional Standards Subcommittee hearing. The subcommittee may:
- 2.3.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in 2.1.1 above; and/or
 - 2.3.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
- 2.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:
- 2.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in 2.1.1 above; and/or
 - 2.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
- 3. Award of the degree**
- 3.1 Candidates in the pass degree who achieve an average of 75% will be eligible for admission to the degree with merit.
- 4. Cross Institutional study**
- 4.1 Provided that permission has been obtained in advance, the Dean may permit a student to complete a unit of study at another institution and have that unit credited to his/her course requirements provided that either:
- 4.1.1 the unit of study content is material not taught in any corresponding unit of study in the University; or
 - 4.1.2 the student is unable for good reason to attend a corresponding unit of study at the University.
- 5. Progression rules**
- 5.1 All candidates enrolled in the Master of Nursing must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study as prescribed in the unit of study table for this degree listed in chapter 8 of this handbook.
- 5.2 Students may be permitted by the delegated academic to enrol in Year 2 units of study while also enrolled in a normal Year 1 pattern in the Master of Nursing providing the requested units are available in the required semester, and the pre-requisites have been met. Refer to chapter 8 in this handbook for unit of study tables which outline pre-requisite requirements.
- 6. Time limit**
- 6.1 A candidate for the degree may proceed on either a full-time or part-time basis:
- 6.1.1 a full-time candidate shall complete the requirements for the degree no later than at the end of the eighth semester of candidature for the Master of Nursing including time taken for a suspension of candidature;
 - 6.1.2 a part-time candidate shall complete the requirements for the degree no later than at the end of the tenth semester of candidature for a Master of Nursing including time taken for a suspension of candidature; and
 - 6.1.3 these times are pro-rata for candidates who change their study between full and part-time.
- 7. Credit transfer policy**
- 7.1 Credit granted on the basis of academic study completed or prior learning in another course at this University or at another university may not exceed 24 credit points.
- 7.2 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Bachelor of Arts/Master of Nursing

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

1. Admission

- 1.1 Applicants for admission as candidates for the combined Bachelor of Arts/Master of Nursing shall:
- 1.1.1 be eligible for admittance to the Bachelor of Arts, the University of Sydney; and
 - 1.1.2 meet the Faculty's English language requirements as follows:

- 1.1.2.1 Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.
 - 1.1.2.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
 - 1.1.2.2.1 written and verbal English language competence and interpersonal communication; and
 - 1.1.2.2.2 numeracy; and
 - 1.1.3 not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.
- 1.2 Candidates who do not meet the above criteria, may be admitted by the Dean of Nursing and Midwifery.
- 2. Requirements for the Bachelor of Arts/Master of Nursing**
- 2.1 Candidates will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.
- 2.2 To qualify for the award of the degree of combined Bachelor of Arts/Master of Nursing, a candidate shall:
- 2.2.1 meet all requirements for the Bachelor of Arts and the Master of Nursing as specified in the tables of units for this degree listed in chapter 7 of this handbook;
 - 2.2.1.1 Complete a minimum of 192 credit points which includes:
 - 2.2.1.1.1 96 credit points from the Bachelor of Arts comprised of:
 - 2.2.1.1.1.1 a major from Part A of the Faculty of Arts *Table of units of study*;
 - 2.2.1.1.1.2 a maximum of 48 Junior credit points from the Faculty of Arts;
 - 2.2.1.1.1.3 a maximum of 12 credit points from Part B from the Faculty of Arts *Table of units of study*; and
 - 2.2.1.1.2 48 credit points from the Master of Nursing year 1 units of study in the manner prescribed in the tables of units for this degree; and
 - 2.2.1.1.3 48 credit points from the Master of Nursing year 2 units of study in the manner prescribed in the tables of units for this degree, in addition to those prescribed in 2.2.1.1.2 above.
- 3. Additional requirements**
- 3.1 In addition to the above requirements, and in order to qualify for the award of the Bachelor of Arts/Master of Nursing, a candidate:
- 3.1.1 will complete a minimum of 6 credit points in a human biology subject in year 1 of the degree approved by the Faculty of Nursing and Midwifery;
 - 3.1.2 may not enrol in any unit of study that is substantially the same as one they have already passed;
 - 3.1.3 will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in section 2 above as required by the Faculty of Nursing and Midwifery.
 - 3.1.4 will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.
- 3.2 The Deans of the Faculties of Nursing and Midwifery and Arts shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.
- 3.3 Clinical Requirements**
- 3.3.1 In addition to the requirements outlined in sections 2-3.2 above the following clinical requirements apply:
 - 3.3.1.1 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.
 - 3.3.2 A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:
 - 3.3.2.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in section 2 above; and/or
 - 3.3.2.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
 - 3.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach

of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:

- 3.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in section 2 above; and/or
- 3.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

4. Candidates who abandon the combined course

- 4.1 Candidates who abandon the combined course may:
 - 4.1.1 elect to complete the Bachelor of Arts degree in accordance with appropriate rules governing that degree.

5. Award of the degree

- 5.1 Graduands will receive separate testamurs for both the Bachelor of Arts and the Master of Nursing in accordance with appropriate rules governing those degrees.
- 5.2 Candidates for the Master of Nursing degree who achieve an average of 75% will be eligible for the award of the degree with merit.

6. Cross Institutional study

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

7. Re-enrolment after an absence

- 7.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following condition:
 - 7.1.1 In cases of lapsed candidature lodge an application through the Universities Admissions Centre (UAC) by the specified deadline.

8. Progression Rules

- 8.1 Students enrolled in the Bachelor of Arts/Master of Nursing:
 - 8.1.1 may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study, that is 48 credit points, in the Bachelor of Arts with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;
 - 8.1.2 may not enrol in Year 4 units of study until they have completed the requirements for the Bachelor of Arts; and
 - 8.1.3 all candidates must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study.
- 8.2 In exceptional circumstances candidates may be permitted by the delegated academic to enrol in year 2 units of study in the Master of Nursing while also enrolled in a normal year 1 pattern in the Master of Nursing provided the requested units are available in the required semester, and the pre-requisites have been met.

9. Time limit

- 9.1 A candidate for the degree may proceed on either a full-time or part-time basis:
 - 9.1.1 a full-time candidate shall complete the requirements for the degree no later than the twelfth semester of candidature for a combined degree including time taken for a suspension of candidature;
 - 9.1.2 a part-time candidate shall complete the requirements for the degree no later than the sixteenth semester of candidature for a combined degree including time taken for a suspension of candidature;
 - 9.1.3 these times are pro-rata for candidates who change their study between full and part-time.

10. Credit transfer policy

- 10.1 Credit granted on the basis of academic study completed or prior learning in another course at another university may not exceed 24 credit points.
- 10.2 Credit granted on the basis of academic study completed or prior learning in another course at this university will not exceed 96 credit points with the approval of both the Faculty of Arts and Faculty of Nursing.

- 10.3 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Bachelor of Science/Master of Nursing

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

1. Admission

- 1.1 Applicants for admission as candidates for the combined Bachelor of Science/Master of Nursing shall:
 - 1.1.1 be eligible for admittance to the Bachelor of Science, University of Sydney; and
 - 1.1.2 meet the Faculty's English Language Requirements as follows:
 - 1.1.2.1 Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.
 - 1.1.2.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
 - 1.1.2.2.1 written and verbal English language competence and interpersonal communication; and
 - 1.1.2.2.2 numeracy; and
 - 1.1.3 not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.
 - 1.2 Candidates who do not meet the above criteria, may be admitted by the Dean of Nursing and Midwifery.

2. Requirements for the Bachelor of Science/Master of Nursing

- 2.1 Candidates will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.
- 2.2 To qualify for the award of the degree of combined Bachelor of Science/Master of Nursing, a candidate shall:
 - 2.2.1 meet all requirements for the Bachelor of Science, and also the Master of Nursing as specified in the tables of units for this degree listed in chapter 7 of this handbook, as follows:
 - 2.2.1.1 Complete a minimum of 192 credit points which includes:
 - 2.2.1.1.1 96 credit points from the Table 1 (Faculty of Science) units prescribed for the Bachelor of Science including 12 credit points of maths and a major area of study; and
 - 2.2.1.1.2 48 credit points from the Master of Nursing year 1 units of study in the manner prescribed in the tables of units for this degree; and
 - 2.2.1.1.3 48 credit points from the Master of Nursing year 2 units of study.

3. Additional Requirements

- 3.1 In addition to the above requirements, and in order to qualify for the award of the Bachelor of Science/Master of Nursing, a candidate:
 - 3.1.1 will complete a minimum of 6 credit points in a human biology subject in year 1 of the degree approved by the Faculty of Nursing and Midwifery;
 - 3.1.2 may not enrol in any unit of study that is substantially the same as one they have already passed;
 - 3.1.3 will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in section 2 as required by the Faculty of Nursing and Midwifery;
 - 3.1.4 will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.
- 3.2 The Deans of the Faculties of Nursing and Midwifery and Science shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.
- 3.3 *Clinical Requirements*
 - 3.3.1 In addition to the requirements outlined in section 2 above, the following clinical requirements shall apply:
 - 3.3.1.1 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.

- 3.3.2 A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Sub-committee hearing. The Subcommittee may:
- 3.3.2.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in section 2 above; and/or
- 3.3.2.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
- 3.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The Subcommittee may:
- 3.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in section 2 above; and/or
- 3.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
- 4. Candidates who abandon the combined course**
- 4.1 Candidates who abandon the combined course may:
- 4.1.1 elect to complete the Bachelor of Science degree in accordance with the resolutions governing that degree.
- 5. Award of the degree**
- 5.1 Graduates will receive separate testamurs for both the Bachelor of Science and the Master of Nursing in accordance with appropriate rules governing those degrees.
- 5.2 Candidates for the Master of Nursing who achieve an average of 75% will be eligible for the award of the degree with merit.
- 6. Cross-institutional study**
- 6.1 Provided that permission has been obtained in advance, the Dean may permit a student to complete a unit of study at another institution and have that unit credited to his/her course requirements provided that either:
- 6.1.1 the unit of study content is material not taught in any corresponding unit of study in the University; or
- 6.1.2 the student is unable for good reason to attend a corresponding unit of study at the University.
- 7. Re-enrolment after an absence**
- 7.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following condition:
- 7.1.1 In cases of lapsed candidature lodge an application through the Universities Admissions Centre (UAC) by the specified deadline.
- 8. Progression Rules**
- 8.1 Students enrolled in the Bachelor of Science/Master of Nursing:
- 8.1.1 may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study that is 48 credit points, in the Bachelor of Science with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;
- 8.1.2 may not enrol in Year 4 units of study until they have completed the requirements for the Bachelor of Science; and
- 8.1.3 all candidates must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study.
- 8.2 In exceptional circumstances candidates may be permitted by the delegated academic to enrol in year 2 units of study in the Master of Nursing while also enrolled in a normal year 1 pattern in the Master of Nursing provided the requested units are available in the required semester, and the pre-requisites have been met.
- 9. Time limit**
- 9.1 A candidate for the degree may proceed on either a full-time or part-time basis:
- 9.1.1 a full-time candidate shall complete the requirements for the degree no later than the twelfth semester of candidature for a combined degree including time taken for a suspension of candidature;
- 9.1.2 a part-time candidate shall complete the requirements for the degree no later than the sixteenth semester of candidature for a combined degree including time taken for a suspension of candidature;
- 9.1.3 these times are pro-rata for candidates who change their study between full and part-time.
- 10. Credit transfer policy**
- 10.1 Credit granted on the basis of academic study completed or prior learning in another course at another university may not exceed 24 credit points.
- 10.2 Credit granted on the basis of academic study completed or prior learning in another course at this university will not exceed 96 credit points with the approval of both the Faculty of Science and Faculty of Nursing.
- 10.3 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.
- Bachelor of Health Sciences/Master of Nursing**
- These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended) which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.
- 1. Admission**
- 1.1 Applicants for admission as candidates for the combined Bachelor of Health Sciences/Master of Nursing shall:
- 1.1.1 be eligible for admittance to the Bachelor of Health Sciences, the University of Sydney; and
- 1.1.2 meet the Faculty's English language requirements as follows:
- 1.1.2.1 Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.
- 1.1.2.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
- 1.1.2.2.1 written and verbal English language competence and interpersonal communication; and
- 1.1.2.2.2 numeracy; and
- 1.1.3 not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.
- 1.2 Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.
- 2. Requirements for the Bachelor of Health Sciences/Master of Nursing**
- 2.1 Candidates will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.
- 2.2 To qualify for the award of the degree of combined Bachelor of Health Sciences/Master of Nursing, a candidate shall complete successfully:
- 2.2.1 meet all requirements for the Bachelor of Health Sciences and the Master of Nursing as specified in the tables of units for this degree listed in chapter 7 of this handbook as follows:
- 2.2.1.1 Complete a minimum of 192 credit points which includes:
- 2.2.1.1.1 96 credit points from the Bachelor of Health Sciences;
- 2.2.1.1.2 48 credit points from the Master of Nursing year 1 units of study in the manner prescribed in the tables of units for this degree; and
- 2.2.1.1.3 48 credit points from the Master of Nursing year 2 units of study, in addition to those prescribed in 2.2.1.1.2 above.
- 3. Additional Requirements**
- 3.1 In addition to the above requirements, and in order to qualify for the award of the Bachelor of Health Science/Master of Nursing, a candidate:
- 3.1.1 will complete a minimum of 6 credit points in a human biology subject approved by the Faculty of Nursing and Midwifery;
- 3.1.2 may not enrol in any unit of study that is substantially the same as one they have already passed;
- 3.1.3 will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in section 2 above as required by the Faculty of Nursing and Midwifery; and
- 3.1.4 will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.

- 3.2 The Deans of the Faculties of Nursing and Midwifery and Health Sciences shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.
- 3.3 **Clinical Requirements**
- 3.3.1 In addition to the requirements outlines in section 2-3.2 above the following clinical requirements apply:
- 3.3.1.1 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.
- 3.3.2 A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:
- 3.3.2.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in section 2 above; and/or
- 3.3.2.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
- 3.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:
- 3.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in section 2 above; and/or
- 3.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
4. **Candidates who abandon the combined course**
- 4.1 Candidates who abandon the combined course may:
- 4.1.1 elect to complete the Bachelor of Health Sciences degree in accordance with appropriate rules governing that degree.
5. **Award of the degree**
- 5.1 Graduands will receive separate testamurs for both the Bachelor of Health Sciences and the Master of Nursing in accordance with appropriate rules governing those degrees.
- 5.2 Candidates for the Master of Nursing degree who achieve an average of 75% will be eligible for the award of the degree with merit.
6. **Cross Institutional study**
- 6.1 Provided that permission has been obtained in advance, the Dean may permit a student to complete a unit of study at another institution and have that unit credited to his/her course requirements provided that either:
- 6.1.1 the unit of study content is material not taught in any corresponding unit of study in the University; or
- 6.1.2 the student is unable for good reason to attend a corresponding unit of study at the University.
7. **Re-enrolment after an absence**
- 7.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following condition:
- 7.1.1 In cases of lapsed candidature lodge an application through the Universities Admissions Centre (UAC) by the specified deadline.
8. **Progression Rules**
- 8.1 Students enrolled in a Bachelor of Health Science/Master of Nursing:
- 8.1.1 may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study that is 48 credit points, in the Bachelor of Health Sciences with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;
- 8.1.2 may not enrol in Year 4 units of study until they have completed the requirements for the Bachelor of Health Sciences; and
- 8.1.3 all candidates must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study.
- 8.2 In exceptional circumstances candidates may be permitted by the delegated academic to enrol in year 2 units of study in the

Master of Nursing while also enrolled in a normal year 1 pattern in the Master of Nursing provided the requested units are available in the required semester, and the pre-requisites have been met.

9. **Time limit**

- 9.1 A candidate for the degree may proceed on either a full-time or part-time basis:
- 9.1.1 a full-time candidate shall complete the requirements for the degree no later than the twelfth semester of candidature for a combined degree including time taken for a suspension of candidature;
- 9.1.2 a part-time candidate shall complete the requirements for the degree no later than the sixteenth semester of candidature for a combined degree including time taken for a suspension of candidature;
- 9.1.3 these times are pro-rata for candidates who change their study between full and part-time.

10. **Credit transfer policy**

- 10.1 Credit granted on the basis of academic study completed or prior learning in another course at another university may not exceed 24 credit points.
- 10.2 Credit granted on the basis of academic study completed or prior learning in another course at this university will not exceed 96 credit points with the approval of both the Faculty of Health Science and Faculty of Nursing.
- 10.3 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Bachelor of Applied Science (Exercise and Sport Science)/Master of Nursing

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

1. **Admission**

- 1.1 Applicants for admission as candidates for the combined Bachelor of Applied Science (Exercise and Sport Science)/Master of Nursing shall:
- 1.1.1 be eligible for admittance to the Bachelor of Applied Science (Exercise and Sport Science), University of Sydney; and
- 1.1.2 meet the Faculty's English language requirements as follows:
- 1.1.2.1 Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.
- 1.1.2.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
- 1.1.2.2.1 written and verbal English language competence and interpersonal communication; and
- 1.1.2.2.2 numeracy; and
- 1.1.3 not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.
- 1.2 Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.

2. **Requirements for the Bachelor of Applied Science (Exercise and Sport Science)/Master of Nursing**

- 2.1 Candidates will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.
- 2.2 To qualify for the award of the degree of combined Bachelor of Applied Science (Exercise and Sport Science)/Master of Nursing, a candidate shall:
- 2.2.1 meet all requirements for the Bachelor of Applied Science (Exercise and Sport Science) and the Master of Nursing as specified in the tables of units for this degree listed in chapter 7 of this handbook as follows;
- 2.2.1.1 Complete a minimum of 192 credit points which includes:
- 2.2.1.1.1 96 credit points from the Bachelor of Applied Science (Exercise and Sport Science);
- 2.2.1.1.2 48 credit points from the Master of Nursing year 1 units of study in the manner prescribed in the tables of units for this degree; and

- 2.2.1.1.3 48 credit points from the Master of Nursing year 2 units of study, in addition to those prescribed in 2.2.1.1.2 above.

3. Additional Requirements

- 3.1 In addition to the above requirements, and in order to qualify for the award of the Bachelor of Applied Science (Exercise and Sport Science)/Master of Nursing, a candidate:
- 3.1.1 will complete a minimum of 6 credit points in a human biology subject in year 1 of the degree approved by the Faculty of Nursing and Midwifery;
- 3.1.2 may not enrol in any unit of study that is substantially the same as one they have already passed;
- 3.1.3 will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in section 2 above as required by the Faculty of Nursing and Midwifery;
- 3.1.4 will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.
- 3.2 The Deans of the Faculties of Nursing and Midwifery and Health Sciences shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions
- 3.3 **Clinical Requirements**
- 3.3.1 In addition to the requirements outlined in sections 2-3.2 above the following clinical requirements apply:
- 3.3.1.1 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.
- 3.3.2 A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may:
- 3.3.2.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in section 2 above; and/or
- 3.3.2.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
- 3.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Sub-committee hearing. The Subcommittee may;
- 3.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in section 2 above; and/or
- 3.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

4. Candidates who abandon the combined course

- 4.1 Candidates who abandon the combined course may:
- 4.1.1 elect to complete the Bachelor of Applied Science (Exercise and Sport Science) degree in accordance with appropriate rules governing that degree.

5. Award of the degree

- 5.1 Graduands will receive separate testamurs for both the Bachelor of Applied Science (Exercise and Sport Science) and the Master of Nursing in accordance with appropriate rules governing those degrees.
- 5.2 Candidates for the Master of Nursing degree who achieve an average of 75% will be eligible for the award of the degree with merit.

6. Cross Institutional study

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

7. Re-enrolment after an absence

- 7.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following condition:

- 7.1.1 In cases of lapsed candidature lodge an application through the Universities Admission Centre (UAC) by the specified deadline.

8. Progression Rules

- 8.1 Students enrolled in a Bachelor of Applied Science (Exercise and Sports Science)/Master of Nursing:
- 8.1.1 may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study that is 48 credit points, in the Bachelor of Applied Science (Exercise and Sport Science) with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;
- 8.1.2 may not enrol in Year 4 units of study until they have completed the requirements for the Bachelor of Applied Science (Exercise and Sport Science); and
- 8.1.3 all candidates must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study.
- 8.2 In exceptional circumstances candidates may be permitted by the delegated academic to enrol in year 2 units of study in the Master of Nursing while also enrolled in a normal year 1 pattern in the Master of Nursing provided the requested units are available in the required semester, and the pre-requisites have been met.

9. Time limit

- 9.1 A candidate for the degree may proceed on either a full-time or part-time basis.
- 9.1.1 A full-time candidate shall complete the requirements for the degree no later than the twelfth semester of candidature for a combined degree including time taken for a suspension of candidature;
- 9.1.2 A part-time candidate shall complete the requirements for the degree no later than the sixteenth semester of candidature for a combined degree including time taken for a suspension of candidature.
- 9.1.3 These times are pro-rata for candidates who change their study between full and part-time.

10. Credit Transfer Policy

- 10.1 Credit granted on the basis of academic study completed or prior learning in another course at another university may not exceed 24 credit points.
- 10.2 Credit granted on the basis of academic study completed or prior learning in another course at this university will not exceed 96 credit points with the approval of both the Faculty of Health Science and Faculty of Nursing.
- 10.3 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Post-registration course resolutions

Bachelor of Nursing (Post-Registration)

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

1. Admission

1.1 Bachelor of Nursing (Post-Registration) Onshore

- 1.1.1 Applicants for admission as candidates for the Bachelor of Nursing (Post-Registration) on shore in Sydney shall:
- 1.1.1.1 be registered to practise nursing in New South Wales or another state/territory of Australia or be registered as a nurse in a country other than Australia, and:
- 1.1.1.2 hold a qualification at the level of certificate which leads to registration as a nurse; or
- 1.1.1.3 hold a qualification at the level of diploma which leads to registration as a nurse; and
- 1.1.1.4 have a minimum of 12 months experience as a registered nurse; and
- 1.1.1.5 be currently employed as a registered nurse; and
- 1.1.1.6 meet the Faculty's English language requirements as follows:

- 1.1.1.6.1 applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band; and
- 1.1.1.6.2 meet minimum standards as specified by the Faculty of Nursing and Midwifery of:
- 1.1.1.6.2.1 written and verbal English language competence and interpersonal communication; and
- 1.1.1.6.2.2 numeracy.

1.2 Bachelor of Nursing (Post-Registration) Offshore Singapore

- 1.2.1 Applicants for admission as candidates for the Bachelor of Nursing (Post-Registration) offshore in Singapore shall:
 - 1.2.1.1 hold a Diploma in Nursing from Nanyang Polytechnic or Ngee Ann Polytechnic Singapore; or
 - 1.2.1.2 hold an approved Diploma in Nursing from an approved institution; or
 - 1.2.1.3 hold a Certificate in Nursing from the Singapore School of Nursing, or its equivalent; and
 - 1.2.1.4 have a minimum of 12 months experience as a registered nurse; and
 - 1.2.1.5 be currently employed as a registered nurse; and
 - 1.2.1.6 have attained at least O level English or meet the English language requirements of the Faculty.

1.3 Bachelor of Nursing (Post-Registration) Offshore Malaysia

- 1.3.1 Applicants for admission as candidates for the Bachelor of Nursing (Post-Registration) offshore in Malaysia shall:
 - 1.3.1.1 hold an approved Diploma in Nursing from an approved institution, or
 - 1.3.1.2 hold a Certificate in Nursing or its equivalent from an approved institution; and
 - 1.3.1.3 possess a minimum GPA of 2.5 for their Diploma in Nursing or its equivalent; and
 - 1.3.1.4 have a minimum of 24 months experience as a registered nurse; and
 - 1.3.1.5 be currently employed as a registered nurse; and
 - 1.3.1.6 meet the English language requirements of the Faculty as outlined in 1.1.1.6.

1.4 Bachelor of Nursing (Post-Registration) Offshore Abu Dhabi

- 1.4.1 Applicants for admission as candidates for the Bachelor of Nursing (Post-Registration) offshore in Abu Dhabi shall:
 - 1.4.1.1 hold a Diploma in Nursing from an approved institution; or
 - 1.4.1.2 hold a certificate in Nursing from an approved institution, or equivalent; and
 - 1.4.1.3 have a minimum 12 months experience as a registered nurse; and
 - 1.4.1.4 be currently employed as a registered nurse; and
 - 1.4.1.5 meet the Faculty's English language requirements as outlined in section 1.1.1.6; and
 - 1.4.1.6 meet any necessary security clearance requirements for access to the School of Nursing in Abu Dhabi.

1.5 All candidates

- 1.5.1 All candidates who hold qualifications not recognised by the Nurses and Midwives Board of NSW (or any other state in Australia) for registration as a nurse, are permitted to enrol in this course but will not qualify for registration in Australia.

2. Requirements for passing the degree

- 2.1 To qualify for the award of the degree:
 - 2.1.1 candidates who are admitted under clause 1.1.1.2 shall qualify for the pass degree by completing satisfactorily units of study, to a minimum of 48 credit points, as prescribed in the unit of study table for this degree listed in chapter 9 of this handbook;
 - 2.1.2 candidates who are admitted under clause 1.1.1.3 shall qualify for the pass degree by completing units of study, to a minimum of 24 credit points, as prescribed in the unit of study table for this degree listed in chapter 9 of this handbook;
 - 2.1.3 candidates who are admitted under clauses 1.2, 1.3 and 1.4 shall qualify for the pass degree by completing satisfactorily units of study, to a minimum of 48 credit points, as prescribed in the unit of study table for this degree listed in chapter 9 of this handbook.

3. Award of the degree

- 3.1 Candidates who achieve an average of 75% will be eligible for admission to the degree with merit.

4. Cross Institutional study

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

5. Time limit

- 5.1 A candidate for the degree may proceed on either a full-time or part-time basis:
 - 5.1.1 a full-time candidate admitted under clause 1.1.1.2, 1.2, 1.3 or 1.4 shall complete the requirements for the degree no later than at the end of the fourth semester of candidature.
 - 5.1.2 a part-time candidate admitted under clause 1.1.1.2, 1.2, 1.3 or 1.4 shall complete the requirements for the degree no later than the end of the eighth semester of candidature.
 - 5.1.3 a full-time candidate admitted under clause 1.1.1.3 shall complete the requirements for the degree no later than the end of the second semester of candidature.
 - 5.1.4 a part-time candidate admitted under clause 1.1.1.3 shall complete the requirements for the degree no later than the end of the fourth semester of candidature.
- 5.2 All candidates must complete the requirements for the degree within four calendar years of first enrolment inclusive of periods of suspension of candidature and exclusion.

6. Advanced Standing and Credit transfer policy

- 6.1 The course has a prescribed pattern of study which is outlined in the unit of study tables in chapter 10 of this handbook.
- 6.2 Advanced standing is addressed in the requirements for admission to the degree, namely that candidates hold a Certificate of Nursing or Diploma in Nursing from approved institutions.
- 6.3 Candidates who have successfully completed units of study at other universities or recognised institutions may apply for credit under the credit transfer policy.
 - 6.3.1 Credit granted on the basis of academic study completed or prior learning in another course at this university or at another university may only be approved by the delegated academic.
 - 6.3.2 Credit will only be granted as specified credit, which is recognition of previously completed academic study directly equivalent to units of study in the current course.
 - 6.3.3 The provision of non-specified credit does not apply.
- 6.4 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Graduate Certificate course resolutions

Graduate Certificate in Cancer Nursing, Graduate Certificate in Emergency Nursing, Graduate Certificate in Intensive Care Nursing

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

1. Admission

- 1.1 Applicants for admission to candidature for the Graduate Certificate in Cancer Nursing, Graduate Certificate in Emergency Nursing or the Graduate Certificate in Intensive Care Nursing shall:
 - 1.1.1 be registered as a nurse in Australia; or
 - 1.1.2 be a registered nurse in a country other than Australia; and
 - 1.1.3 meet the Faculty's English language requirements as follows:
 - 1.1.3.1 applicants with qualifications gained in a country other than Australia, where the previous qualification was not

- taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band; and
- 1.1.3.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
- 1.1.3.2.1 written and verbal English language competence and interpersonal communication; and
- 1.1.3.2.2 numeracy.
- 1.1.4 In the case of the Graduate Certificates in Emergency or Intensive Care Nursing be employed as a registered nurse for the duration of the course in an Emergency or Intensive Care area with support from the NUM or supervisor in order to meet clinical assessment requirements.
- 2. Requirements for the Certificate**
- 2.1 To qualify for the award of the course, a candidate must:
- 2.1.1 complete successfully 24 credit points as prescribed in the unit of study tables for this course listed in chapters 11 and 12 of this handbook;
- 2.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of The University of Sydney;
- 2.1.3 where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 2.1.1.
- 2.2 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty.
- 2.3 A candidate who is deemed to be unsatisfactory at any time during a clinical requirement for the award may be failed in that unit of study and may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may;
- 2.3.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the certificate set down in 2.1.1; and/or
- 2.3.2 ask the candidate to show good cause as to why they should be allowed to continue the course.
- 2.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, or whose good standing with the registration authorities ceases, may be required to attend a Professional Standards Sub-Committee hearing. The Sub-committee may;
- 2.4.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in 3.1 above; and/or
- 2.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
- 3. Award of the Certificate**
- 3.1 The Graduate Certificate shall be awarded in one grade only, namely the Pass certificate.
- 4. Cross institutional study**
- 4.1 Provided that permission has been obtained in advance, the Dean may permit a student to complete a unit of study at another institution and have that unit credited to his/her course requirements provided that either:
- 4.1.1 the unit of study content is material not taught in any corresponding unit of study in the University; or
- 4.1.2 the student is unable for good reason to attend a corresponding unit of study at the University.
- 5. Time limit**
- 5.1 A candidate for the degree may proceed on a part-time basis.
- 5.1.1 A part-time candidate shall complete the requirements for the degree no later than at the end of the fifth semester of candidature.
- 5.1.2 All candidates must complete the requirements for the degree within two and a half calendar years of first enrolment inclusive of periods of suspension and exclusion.
- 6. Credit transfer policy**
- 6.1 Credit granted on the basis of academic study completed in another course at this University or at another university may not exceed 12 credit points.
- 6.2 Credit granted on the basis of academic study completed at an institution other than a university may not exceed 6 credit points.
- 6.3 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Graduate Certificate in Health Services Management

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

1. Admission

- 1.1 Applicants for admission to candidature for the course, Graduate Certificate in Health Services Management shall:
- 1.1.1 hold an undergraduate degree; or
- 1.1.2 hold another relevant tertiary qualification; and
- 1.1.3 meet the Faculty's English language requirements as follows:
- 1.1.3.1 applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band; and
- 1.1.3.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery of:
- 1.1.3.2.1 written and verbal English language competence and interpersonal communication; and
- 1.1.3.2.2 numeracy.

2. Requirements for the Graduate Certificate in Health Services Management

- 2.1 Students enrolled in the Graduate Certificate shall:
- 2.1.1 complete successfully 24 credit points in the following manner:
- 2.1.1.1 12 credit points from group A as provided in the unit of study table for this course listed in chapter 15 of this handbook; and
- 2.1.1.2 12 credit points from group B as provided in the unit of study table for this course listed in chapter 15 of this handbook
- 2.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of The University of Sydney.

3. Award of the Graduate Certificate in Health Services Management

- 3.1 The Graduate Certificate shall be awarded in one grade only, namely the Pass certificate.

4. Cross institutional study

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

5. Time limit if different from the University of Sydney (Coursework) Rule 2000 (as amended)

- 5.1 A candidate for the degree may proceed on either a full-time or part-time basis.
- 5.1.1 A full-time candidate shall complete the requirements for the degree no later than at the end of the third semester of candidature.
- 5.1.2 A part-time candidate shall complete the requirements for the degree no later than at the end of the fifth semester of candidature.
- 5.1.3 All candidates must complete the requirements for the degree within two and a half calendar years of first enrolment inclusive of periods of suspension of candidature and exclusion.

6. Credit transfer policy in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and Academic Board policies

- 6.1 Credit in the Graduate Certificate in Health Services Management granted on the basis of academic study completed in another course at this University or at another university may not exceed 12 credit points.
- 6.2 Credit granted on the basis of academic study completed at an institution other than a university may not exceed 6 credit points.

Graduate Diploma course resolutions

Graduate Diploma in Cancer Nursing, Graduate Diploma in Emergency Nursing, Graduate Diploma in Intensive Care Nursing, Graduate Diploma in Mental Health Nursing

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

1. Admission

- 1.1 Applicants for admission to candidature for the Graduate Diploma in Cancer Nursing, Graduate Diploma in Mental Health Nursing, Graduate Diploma in Emergency Nursing, or the Graduate Diploma in Intensive Care Nursing shall:
 - 1.1.1 be registered as a nurse in Australia; or
 - 1.1.2 be registered as a nurse in a country other than Australia; and
 - 1.1.3 meet the Faculty's English language requirements as follows:
 - 1.1.3.1 applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band; and
 - 1.1.3.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
 - 1.1.3.2.1 written and verbal English language competence and interpersonal communication; and
 - 1.1.3.2.2 numeracy.
 - 1.1.4 In the case of the Graduate Diplomas in Emergency or Intensive Care Nursing be employed as a registered nurse for the duration of the course in an Emergency or Intensive Care area with support from the NUM or supervisor in order to meet clinical assessment requirements.

2. Requirements for the Diploma

- 2.1 To qualify for the award of the course, candidates shall:
 - 2.1.1 complete successfully 48 credit points as prescribed in the unit of study tables for this course listed in chapters 11 to 13 of this handbook;
 - 2.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of The University of Sydney;
 - 2.1.3 where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 2.1.1.
- 2.2 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty.
- 2.3 A candidate who is deemed to be unsatisfactory at any time during a clinical requirement for the award may be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:
 - 2.3.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the diploma set down in 2.1.1 and/or
 - 2.3.2 ask the candidate to show good cause as to why they should be allowed to continue the course.
- 2.4 A candidate whose behaviour, performance or character is considered to be incompatible with safe and professional practice of nurses or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, or whose good standing with the registration authority ceases, may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may;
 - 2.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in 2.1.1 above; and/or
 - 2.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

3. Award of the Diploma

- 3.1 The Graduate Diploma shall be awarded in one grade only, namely the Pass diploma.

4. Cross Institutional study

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

5. Time limit

- 5.1 A candidate for the degree may proceed on either a full-time or part-time basis:
 - 5.1.1 a full-time candidate shall complete the requirements for the degree no later than at the end of the fourth semester of candidature;
 - 5.1.2 a part-time candidate shall complete the requirements for the degree no later than at the end of the eighth semester of candidature;
 - 5.1.3 all candidates must complete the requirements for the degree within four calendar years of first enrolment inclusive of periods of suspension and exclusion.

6. Credit transfer policy

- 6.1 Credit granted on the basis of academic study completed in another course at this University or at another university or institution may not exceed 24 credit points.
- 6.2 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Graduate Diploma in Health Services Management

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

1. Admission

- 1.1 Applicants for admission to candidature for the course, Graduate Diploma in Health Services Management shall:
 - 1.1.1 hold an undergraduate degree; or
 - 1.1.2 hold a Graduate Certificate in Health Services Management; or
 - 1.1.3 hold another relevant qualification at tertiary level; and
 - 1.1.4 have a minimum of one year relevant work experience in health services management; and
 - 1.1.5 meet the Faculty's English language requirements as follows:
 - 1.1.5.1 applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band; and
 - 1.1.5.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
 - 1.1.5.2.1 written and verbal English language competence and interpersonal communication; and
 - 1.1.5.2.2 numeracy.

2. Requirements for the Graduate Diploma in Health Services Management

- 2.1 Students enrolled in the Graduate Diploma shall:
 - 2.1.1 complete successfully 48 credit points in the following manner:
 - 2.1.1.1 24 credit points from group A as provided in the unit of study table for this course listed in chapter 15 of this handbook; and
 - 2.1.1.2 24 credit points from group B as provided in the unit of study table for this course listed in chapter 15 of this handbook.
 - 2.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of The University of Sydney.

3. Award of the Graduate Diploma in Health Services Management

- 3.1 The Graduate Diploma shall be awarded in one grade only, namely the Pass certificate.

4. Cross institutional study

- 4.1 Provided that permission has been obtained in advance, the Dean may permit a student to complete a unit of study at another institution and have that unit credited to his/her course requirements provided that either:

- 4.1.1 the unit of study content is material not taught in any corresponding unit of study in the University; or
- 4.1.2 the student is unable for good reason to attend a corresponding unit of study at the University.

5. Time limit

- 5.1 A candidate for the degree may proceed on either a full-time or part-time basis:
 - 5.1.1 a full-time candidate enrolled in the Graduate Diploma in Health Services Management shall complete the course no later than the end of the fourth semester of enrolment.
 - 5.1.2 a part-time candidate shall complete the requirements for the degree no later than the end of the eighth semester of candidature;
 - 5.1.3 all candidates must complete the requirements for the degree within four calendar years of first enrolment inclusive of periods of suspension and exclusion.

6. Credit transfer policy

Credit transfer policy in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and Academic Board policies

- 6.1 Credit in the Graduate Diploma in Health Services Management granted on the basis of academic study completed in another course at this university or at another university or institution may not exceed 24 credit points.
- 6.2 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Master's degree course resolutions

Master of Cancer Nursing, Master of Clinical Nursing, Master of Emergency Nursing, Master of Intensive Care Nursing, Master of Mental Health Nursing

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

1. Admission

- 1.1 Applicants for admission to candidature for the Master of Cancer Nursing, Master of Mental Health Nursing, Master of Clinical Nursing, Master of Emergency Nursing, or the Master of Intensive Care Nursing shall:
 - 1.1.1 be graduates of the University of Sydney holding a Bachelor of Nursing degree, or another equivalent degree, with a minimum grade point average of credit or better; or
 - 1.1.2 be graduates of other universities or other appropriate institutions who hold qualifications equivalent to those specified in 1.1.1, with a minimum grade point average of credit or better; or
 - 1.1.3 hold a Graduate Certificate in the area of specialisation in which they will be studying from the University of Sydney or another university, or equivalent, taking into account recognition of prior learning, with a minimum grade point average of credit or better; or
 - 1.1.4 be a registered nurse with a minimum of five years experience in the field and can demonstrate significant contribution to the development of the specialty, eg, clinical leadership, improvement of clinical standards, practice development, publications or research; and
 - 1.1.5 be registered to practise nursing in an Australian state or territory, or country in which they are residing; and
 - 1.1.6 meet the Faculty's English language requirements as follows:
 - 1.1.6.1 applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band; and
 - 1.1.6.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
 - 1.1.6.2.1 written and verbal English language competence and interpersonal communication; and
 - 1.1.6.2.2 numeracy.
 - 1.1.7 In the case of the Masters of Emergency or Intensive Care Nursing be employed as a registered nurse for the duration

of the course in an Emergency or Intensive Care area with support from the NUM or supervisor in order to meet clinical assessment requirements.

- 1.2 Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.

- 1.3 Applicants with qualifications gained in a country other than Australia will be assessed on the equivalence of their qualifications to Australian standards.

2. Requirements for the Degree

- 2.1 To qualify for the award of the degree:
 - 2.1.1 those candidates admitted under 1.1.1, 1.1.2, or 1.1.4 shall:
 - 2.1.1.1 complete a minimum of 72 credit points which includes a prescribed pattern of study approved by the Faculty and provided in the unit of study tables for this degree listed in chapters 11 to 14 of this handbook; and
 - 2.1.2 those candidates admitted under 1.1.3 shall:
 - 2.1.2.1 complete 48 credit points which includes a prescribed pattern of study approved by the Faculty and provided in the unit of study tables for this degree listed in chapters 11 to 14 of this handbook; and
 - 2.1.3 satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.
 - 2.1.4 Where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 2.1.1.1 and 2.1.2.1.
 - 2.2 Students are required to attend clinical placements, fieldwork and laboratory sessions as prescribed by the Faculty.
 - 2.3 A candidate who is deemed to be unsatisfactory at any time during a clinical placement or fieldwork may be failed in that unit of study and may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may:
 - 2.3.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in 2.1.1.1 and 2.1.2.1 above; and/or
 - 2.3.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
 - 2.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, or whose good standing with the registration authorities ceases, may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may:
 - 2.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in 2.1.1.1 and 2.1.2.1 above; and/or
 - 2.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

3. Award of the degree

- 3.1 Candidates who achieve an average of 75% will be eligible for admission to the degree with merit.

4. Cross institutional study

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

5. Time limit

- 5.1 A candidate for the degree may proceed on either a full-time or part-time basis.
 - 5.1.1 A full-time candidate shall complete the requirements for the degree no later than the end of the sixth semester of candidature.
 - 5.1.2 A part-time candidate shall complete the requirements for the degree no later than the end of the tenth semester of candidature.
 - 5.1.3 All candidates must complete the requirements for the degree within five calendar years of first enrolment inclusive of periods of suspension and exclusion.

6. Credit transfer policy

- 6.1 Credit granted on the basis of academic study completed or prior learning in another course at this University or at another university or institution may not exceed 48 credit points.
- 6.2 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Master of Health Services Management

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

1. Admission

- 1.1 Applicants for admission to candidature for the course, Master of Health Services Management shall:
 - 1.1.1 hold an undergraduate degree with a credit average or better; or
 - 1.1.2 hold a Graduate Certificate in Health Services Management with a credit average or better; or
 - 1.1.3 hold another relevant qualification at tertiary level with a credit average or better; and
 - 1.1.4 have a minimum of one year relevant work experience in health services management; and
 - 1.1.5 meet the Faculty's English language requirements as follows:
 - 1.1.5.1 applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band; and
 - 1.1.5.2 meet minimum standards, as specified by the Faculty of Nursing and Midwifery, of:
 - 1.1.5.2.1 written and verbal English language competence and interpersonal communication; and
 - 1.1.5.2.2 numeracy.

2. Requirements for the Master of Health Services Management

- 2.1 Students enrolled in the Master of Health Services Management shall:
 - 2.1.1 complete successfully 72 credit points in the following manner:
 - 2.1.1.1 36 credit points from group A as provided in the unit of study table for this degree listed in chapter 15 of this handbook; and
 - 2.1.1.2 36 credit points from group B as provided in the unit of study table for this course listed in chapter 15 of this handbook.
 - 2.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of The University of Sydney.

3. Award of the Master of Health Services Management

- 3.1 Candidates who achieve an average of 75% will be eligible for admission to the degree with merit.

4. Cross institutional study

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

5. Time limit if different from the University of Sydney (Coursework) Rule 2000 (as amended)

- 5.1 A candidate for the degree may proceed on either a full-time or part-time basis.
 - 5.1.1 A full-time candidate shall complete the requirements for the degree no later than the end of the sixth semester of candidature.
 - 5.1.2 A part-time candidate shall complete the requirements for the degree no later than the end of the tenth semester of candidature.
- 5.2 All candidates must complete the requirements for the degree within five calendar years of first enrolment inclusive of periods of suspension and exclusion.

6. Credit transfer policy in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and Academic Board policies

- 6.1 Credit in the Master of Health Services Management granted on the basis of academic study completed in another course at this university or at another university or institution may not exceed 48 credit points.
- 6.2 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

Research course resolutions

Bachelor of Nursing (Honours)

1. Admission

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

2. Requirements for Honours

- 2.1 To qualify for the award of the degree of Bachelor of Nursing (Honours) a candidate shall:
 - 2.1.1 if admitted under clauses 1.1.1 or 1.1.2, complete successfully a minimum of 48 credit points specified as Honours units of study.

3. Time limits

- 3.1 A candidate for the degree may proceed on either a full-time or part-time basis:
 - 3.1.1 a full-time candidate if admitted under clauses 1.1.1 or 1.1.2 shall complete the requirements for the degree no later than at the end of the second semester of candidature; or
 - 3.1.2 a part-time candidate admitted under clauses 1.1 or 1.1.2 shall complete the requirements for the degree over a period of four consecutive semesters; or
 - 3.1.3 a candidate who withdraws from the course shall not be permitted to re-enrol without permission of the Dean.

4. Award of the degree

- 4.1 There shall be three classes of Honours, namely Class I and Class II, and within Class II there shall be two divisions, namely Division 1 and Division 2.
- 4.2 The class of Honours shall be determined by the weighted marks achieved in the coursework and thesis components of 20 per cent coursework and 80 per cent thesis.
- 4.3 The Honours grade will be reported in percentages and the grades for the award shall be:
 - 4.3.1 First Class: 80-100 per cent;
 - 4.3.2 Second Class: Division 1: 75-79 per cent;
 - 4.3.3 Second Class: Division 2: 70-74 per cent; and
 - 4.3.4 Honours not awarded: less than 70 per cent.

Master of Nursing (Honours)

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

1. Admission

- 1.1 Applicants for admission as candidates for the Master of Nursing (Honours) shall:
- 1.1.1 have qualified for the award of the pass degree of this University with a Weighted Average Mean (WAM) of 65 or above; or
- 1.1.2 be graduates from other universities who hold qualifications equivalent to those specified in sub section 1.1.1; and
- 1.1.3 be considered by the Dean and Head of Department concerned to have the requisite knowledge and aptitude to enrol in the Honours course; and
- 1.1.4 be registered or eligible to be registered to practise nursing by the Nurses Registration Board of New South Wales; or
- 1.1.5 be authorised to practise as a registered nurse in a country other than Australia as approved by the Faculty; and
- 1.1.6 demonstrate a minimum of one year's post-registration relevant experience as a registered nurse.
- 1.2 Candidates who do not meet the above criteria, may be admitted by the Dean on the advice of the Director (Research).

2. Requirements for the degree

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

3. Award of the Degree

- 3.1 There shall be three classes of Honours awarded, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division I and Division 2.
- 3.2 The class of Honours shall be determined by the grade achieved in the independent study described in clause 2.1.
- 3.3 The Honours grade will be reported in percentages and the grades for the award shall be:
- 3.3.1 First Class: 80-100 per cent;
- 3.3.2 Second Class Division 1: 75-79 per cent;
- 3.3.3 Second Class Division 2: 70-74 per cent;
- 3.3.4 Third Class: 65-69 per cent;
- 3.3.5 Honours not awarded: less than 65 per cent.

4. Cross institutional study

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

5. Restrictions on enrolment

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

6. Suspension of enrolment

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

7. Re-enrolment after an absence

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

8. Satisfactory progress

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

9. Credit transfer policy

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

Master of Philosophy

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

Doctor of Philosophy

The Faculty resolutions governing the award of this degree can be found in Part VII, Division VI, in this handbook. For admission requirements refer to the University of Sydney (Doctor of Philosophy (PhD)) Rule 2004 as outlined in the University of Sydney Calendar.

The Sydney Summer and Winter Schools

2009	Dates
Summer School	December 2008 to February 2009
Winter School	29 June to 25 July 2009

The Summer School

The Summer School is a full fee-paying, intensive program offering high quality undergraduate and postgraduate subjects from nine faculties. These subjects are the same as those offered in Semesters One and Two, but are taught as an intensive program over summer.

Some classes commence in December; others commence in the first week of January; others in the third week and continue into February (including the exam week). Some subjects run for six weeks; others are shorter. Students can take a maximum of two subjects.

The Winter School

The Winter School is a smaller, more intensive program that runs for four weeks, including the exam week, during July.

Advantages

Attending classes at Sydney University during Summer and Winter School offers many advantages. You can:

- accelerate your academic career and finish your degree sooner
- devote your full attention to a single area of study
- take subjects that are outside your normal degree
- reduce your workload throughout the rest of the year
- repeat subjects in which you may have been unsuccessful
- combine study with a field trip in Australia or a tour overseas.

High school graduates can sample a university subject, and get an early start on their degree.

How to apply

Applications are only accepted online at www.summer.usyd.edu.au. Most subjects have limited places and fill very quickly. All places are filled strictly on a first-in, first-served basis so it is recommended that you apply early.

Applications open on:

- 29 September 2008 (Summer School)
- 25 May 2009 (Winter School)

Applications close:
28 November 2008 (Session 1, Summer December)
12 December 2008 (Session 2, Summer Main)
9 January 2009 (Session 3, Summer Late)
12 June 2009 (Winter School)

Late application fees may apply after these dates.

Census dates

Students can withdraw from their subject without academic penalty and receive a full refund until the census date (based on when the class commences). However, a late withdrawal fee may apply.

There is one census date for the Winter School, and three for the Summer School, as classes start between December and February.

ID	Session name	Classes begin	Census date
42*	Summer December	8 December 2008	2 January 2009
43	Summer Main	5 January 2009	9 January 2009
44**	Summer Late	19 January 2009	5 February 2009
11	Winter School	29 June 2009	3 July 2009

* 42 Summer December: Allows for a unit to run for 3-9 weeks, provided that the 20 per cent criterion is met.

** 44 Summer Late: Last exam must be held by 1 March.

Withdrawal and refund policy

- For Summer School classes starting in **December 2008**, students who withdraw from a subject between 29 November 2008 and the relevant census date will receive a refund of tuition fees but will be liable for a \$500 late withdrawal fee.
- For Summer School classes starting in **January 2009**, students who withdraw from a subject between 13 December 2008 and the relevant census date will receive a refund of tuition fees but will be liable for a \$500 late withdrawal fee.
- For Winter School classes starting on **29 June 2009**, students who withdraw from a subject between 27 June 2009 and the relevant census date will receive a refund of their tuition fees but will be liable for a \$500 late fee withdrawal.

Students may withdraw from their Summer or Winter School subject(s) up until 4pm on the last day of the teaching period for that particular subject. However, there may be an academic penalty (please refer to our website). The teaching period for purposes of this policy is defined in hours of published classes from the first day through to the last day of classes, excluding any final examination or assessment.

Students who withdraw from a subject after 4pm on the relevant census date will receive no refund of their tuition fee.

Transferring between subjects

Students on a waiting list can transfer between subjects at any time prior to the commencement of class. For all other students, transfers should be completed a week before classes commence. **No** transfers will be allowed after commencement of the class.

Summer and Winter School scholarships

Merit scholarships

Three undergraduate merit scholarships and one postgraduate merit scholarship are available. These are automatically awarded to the top four students in their respective faculty (Arts, Science, or Economics and Business) for their Summer School subject.

Educational/Financial Disadvantage scholarships

Full Summer School scholarships are available to local undergraduate students who have a good academic record. To be eligible for consideration you will need to provide evidence of long-term and serious educational disadvantage based on two or more criteria, one of which must be financial hardship. Please check our website for further details. Scholarship applications close on 31 October 2008 (Summer School), and 10 June 2009 (Winter School).

For more information

Website: www.summer.usyd.edu.au

Email: info@summer.usyd.edu.au

Phone: +61 2 9351 5542 Fax: +61 2 9351 5888



General University information

For further information or advice, please call our toll-free helpline on **1300 362 006**.

This section includes information on the following:

Academic progression
 Accommodation Service
 Admissions Office
 Applying for a course
 Attendance
 Bus service
 Campuses
 Careers Centre
 Centre for Continuing Education (CCE)
 Centre for English Teaching (CET)
 Child Care Information Office
 The Co-op Bookshop
 Counselling Service
 Disability Services
 Employment opportunities for students
 Enrolment
 Environmental Policy
 Equity Support Services
 Examinations
 Fees
 Financial Assistance Office
 Freedom of Information
 Graduations Office
 Grievances and appeals
 HECS and Fees Office
 Information and Communications Technology
 International Office
 International Student Support Unit (ISSU)
 Koori Centre and Yooroang Garang
 Learning Centre
 Library
 Mathematics Learning Centre
 Museums and galleries
 MyUni Student Portal
 Orientation and O-Week
 Part-time, full-time attendance
 Policy online
 Printing Service (UPS)
 Privacy
 Research Office
 Scholarships for undergraduates
 Security Service
 Service Management, Information and Communications Technology (ICT)
 Staff and Student Equal Opportunity Unit (SSEOU)
 Student Administration and Support
 Student Centre
 Student identity cards
 Sydney Summer School
 Sydney Student Development
 Sydney Welcome Orientation and Transition Program (SWOT)
 The University of Sydney Foundation Program (USFP)
 Timetabling Unit
 University Health Service

Academic progression

The University requires students to maintain a minimum rate of progression throughout their candidature. Any student who does not satisfy progression requirements for their degree will be placed on a monitored academic progression program. This program requires students to consult an academic adviser in their faculty, to attend a support services information session, and fill in a survey. Students will be advised of the requirements of the program by their faculty.

Students who do not sustain the minimum academic progression requirements may be asked to show cause as to why they should not be excluded from their degree. For further information, please see www.usyd.edu.au/secretariat/students.

Student Affairs, Registrar's Division
 Quadrangle, A14
 The University of Sydney
 NSW 2006 Australia

Phone: +61 2 9351 3183
 Fax: +61 2 9351 3572
 Email: appeals@secretariat.usyd.edu.au

Accommodation Service

This service maintains an extensive database of off-campus accommodation, including shared, full-board and rental properties. Current students can access the online database through the accommodation website or MyUni student portal (myuni.usyd.edu.au).

Level 5, Jane Foss Russell Building, G02
 The University of Sydney
 NSW 2006 Australia

Phone: +61 2 9351 3312
 Fax: +61 2 9351 8262
 Email: accomm@stuserv.usyd.edu.au
 Website: www.usyd.edu.au/stuserv/accommodation

Admissions Office

The Admissions Office, located in the Student Centre, is responsible for overseeing the distribution of offers to undergraduate applicants through the Universities Admission Centre (UAC). They can advise prospective local undergraduate students on admission requirements. Postgraduate students should contact the appropriate faculty.

- If you are an Australian citizen, or permanent resident with qualifications from a non-Australian institution, you can get more information by phoning +61 2 9351 4118.
- For enquiries regarding special admissions (including mature-age entry), phone +61 2 9351 3615.
- Applicants without Australian citizenship or permanent residency should contact the International Office.

Admissions Office, Student Centre
 Level 3, Jane Foss Russell Building, G02
 The University of Sydney
 NSW 2006 Australia

Phone: +61 2 9351 4117 or +61 2 9351 4118
 Fax: +61 2 9351 4869
 Email: admissions@records.usyd.edu.au
 Website: www.usyd.edu.au/studentcentre/admissions



Applying for a course

Domestic applicants for undergraduate courses and programs of study

For the purpose of admission and enrolment, 'domestic applicant' refers to citizens and permanent residents of Australia and citizens of New Zealand. If you are in this group and wish to apply for admission to an undergraduate course, you would generally apply through the Universities Admissions Centre (UAC).

The deadline for applications is the last working day in September in the year before enrolment. For more information see www.uac.edu.au.

Some faculties have additional application procedures, such as the Conservatorium of Music, Sydney College of the Arts and Pharmacy.

Domestic applicants for postgraduate courses and programs of study

For the purpose of admission and enrolment, 'domestic applicant' refers to citizens and permanent residents of Australia and citizens of New Zealand. Application is direct to the faculty which offers the course that you are interested in. Application forms for postgraduate coursework, postgraduate research and the master's qualifying or preliminary program and for non-award postgraduate study can be found at www.usyd.edu.au/studentcentre.

Note: some faculties use their own specially tailored application forms for admission into their courses. Check with the relevant faculty.

International applicants for all course types (undergraduate and postgraduate)

'International applicants' refers to all applicants other than Australian citizens, Australian permanent residents and citizens of New Zealand. In the majority of cases international applicants apply for admission through the University's International Office (IO). All the information international applicants need, including application forms, is available from the IO website (www.usyd.edu.au/internationaloffice).

Attendance

In cases of illness or misadventure, students should complete an *Application for Special Consideration* form, accompanied by relevant documentation, such as medical certificates, and submit it to the relevant faculty office.

The forms are available at faculty offices, the Student Centre, and online at www.usyd.edu.au/studentcentre/forms.shtml.

Exemption from re-attendance

Although you may have attended certain lectures or practical classes before, exemption from re-attendance is granted only in exceptional circumstances. In any case, you are required to enrol in all units of study in which you propose to take examinations, whether or not you have been granted leave of absence (or exemption) from re-attendance at lectures and/or practical work. To obtain exemption from re-attendance, apply at your faculty office.

Bus service

A free bus service operates to, from and around Camperdown and Darlington campuses each weekday that Fisher Library is open (except for public holidays). The service commences at 4.15pm and concludes at Fisher Library closing time.

Two buses operate along the route, starting at Fisher Library and finishing at Redfern station. The buses leave at approximately 10 minute intervals during semester and in semester breaks.

The bus timetable/route guide can be collected from Security Administration or Campus Infrastructure Services reception.

Floor 2, Services Building G12
Corner of Codrington and Abercrombie Streets
Darlington Campus

The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4753
Fax: +61 2 9351 5699
Website: www.security.usyd.edu.au

Campuses

The University has ten different teaching campuses, located throughout the Sydney area. For information on each campus, including maps, contact details and parking information, see www.usyd.edu.au/about/campus/pub/campus.shtml.

Campus	Faculties
Camperdown and Darlington campuses	Faculty of Arts Faculty of Architecture, Design and Planning Faculty of Agriculture, Food and Natural Resources Faculty of Economics and Business Faculty of Education and Social Work Faculty of Engineering and Information Technologies Faculty of Medicine Faculty of Pharmacy Faculty of Science Faculty of Veterinary Science The Sydney Summer School
Cumberland Campus	Faculty of Health Sciences
St James Campus	Faculty of Law
Mallett Street Campus	Faculty of Nursing and Midwifery The Centre for English Teaching The NHMRC Clinical Trials Centre
Sydney Conservatorium of Music	The Sydney Conservatorium of Music
Sydney College of the Arts	Sydney College of the Arts (SCA)
Camden Campus	Faculty of Veterinary Science Faculty of Agriculture, Food and Natural Resources
Surry Hills Campus	Faculty of Dentistry
Burren Street Campus	Institute of Transport and Logistics Studies

Careers Centre

The University's Careers Centre can provide you with assistance if you are not sure of your career path, and help you to find both casual and career-related employment.

The Careers Centre provides a range of free and accessible services for students, including:

- help in finding casual and part-time work
- finding career-related work experience and graduate employment
- an internet vacancy database
- individual careers advice and counselling, by appointment
- comprehensive library and online resources
- workshops in resume writing, interview skills, and job searching
- careers fairs, employer presentations and talks.

Careers Centre
Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3481
Fax: +61 2 9351 5134
Email: careers.information@usyd.edu.au
Website: www.careers.usyd.edu.au

Centre for Continuing Education (CCE)

The CCE provides the community with the opportunity to engage with the University of Sydney, offering people access to the academic expertise of one of Australia's finest educational institutions.

As a community leader, the CCE provides lifelong learning opportunities for people at all stages of life who want to undertake a course in self-enrichment, engage in active retirement learning,

upgrade their professional skills and qualifications, or bridge a gap between previous study and university. CCE offers short courses in all areas of the Humanities and Social Sciences, Languages, Science and Technology, Business and Management, and Continuing Professional Development.

160 Missenden Road
Newtown NSW 2042

Postal address:
Locked Bag 2020
Glebe NSW 2037

Phone: +61 2 9036 4789
Fax: +61 2 9036 4799
Email: cce.info@usyd.edu.au
Website: www.cce.usyd.edu.au

Centre for English Teaching (CET)

The CET offers English language and academic study skills programs to international students who need to develop their English language skills in order to meet academic entry requirements.

Wentworth Building, G01
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9036 7900
Fax: +61 2 9036 7910
Email: info@cet.usyd.edu.au
Website: www.usyd.edu.au/cet

Child Care Information Office

The Child Care Information Office has information for parents who are students and staff of the University, about child care centres, vacation and occasional care. For more details, see the child care website, via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Child Care Information Office
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 5667
Fax: +61 2 9351 7055
Email: childc@stuserv.usyd.edu.au
Website: www.usyd.edu.au/childcare

The Co-op Bookshop

The Co-op Bookshop is a one-stop store for:

- textbooks
- general books
- reference books
- University of Sydney clothing and memorabilia
- DVDs
- flash drives
- software at academic prices

Take advantage of a lifetime of membership benefits. For a one-time joining fee of \$20, you are entitled to great member pricing, promotional offers and much more.

The Co-op Bookshop
Sports and Aquatic Centre Building, G09
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3705
Fax: +61 2 9660 5256
Email: sydu@coop-bookshop.com.au
Website: www.coop-bookshop.com.au

Counselling Service

The Counselling Service aims to help students fulfil their academic, individual and social goals, by providing short-term, problem-focused counselling to promote psychological wellbeing and help students develop effective and realistic coping strategies. International students can access counselling assistance through the International Student Support Unit (ISSU).

Each semester the Counselling Service runs a program of workshops which are designed to help students master essential study and life management skills. These are open to all local and international students. Phone to make an appointment. Daily walk-in appointments are also available between 11am and 3pm.

For details of workshops, activities and online resources, see the Counselling Service website via the MyUni portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Camperdown and Darlington campuses

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2228
Fax: +61 2 9351 7055
Email: counsell@stuserv.usyd.edu.au
Website: www.usyd.edu.au/counsel

Cumberland Campus

Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: CS.Cumberland@stuserv.usyd.edu.au

Disability Services

Disability Services is the principal point of contact for advice on assistance available for students with disabilities. Students need to register to receive support and assistance. Disability Services works closely with academic and administrative staff to ensure that students receive reasonable accommodation in their areas of study.

Assistance includes note taking, interpreters, and negotiation with academic staff regarding assessment and course-requirement modifications where appropriate. For details on registering, including required documentation and online resources, see the Disability Services' website via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Camperdown and Darlington campuses

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 7040
Fax: +61 2 9351 3320
TTY: +61 2 9351 3412
Email: disserv@stuserv.usyd.edu.au
Website: www.usyd.edu.au/disability

Cumberland Campus

Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: DS.Cumberland@stuserv.usyd.edu.au

Employment opportunities for students

See 'Sydney Student Development'.

Enrolment

Domestic and international students entering their first year via UAC

Details of enrolment procedures will be sent to students with their UAC offer of enrolment. Enrolment takes place during the last week of January or in February for the later offer rounds.

Domestic and international students entering their first year via a direct offer from the University

Details of the enrolment procedures will be sent to students with their University offer of enrolment. Enrolment takes place during the first two weeks of February.

All continuing domestic and international students

A pre-enrolment package is sent to all enrolled students in late September and contains instructions on the procedure for web-based pre-enrolment.

Environmental Policy

The University of Sydney's Environmental Policy promotes sustainable resource and product use and encourages the practice of environmental stewardship by staff and students. The policy is supported by the University-wide Sustainable Campus Program. Enquiries can be directed to:

Manager, Campus Sustainability
Phone: +61 2 9036 5441
Email: sustainable@usyd.edu.au

Visit the website www.usyd.edu.au/sustainable to find out what the University is doing, and learn how you can get involved, make suggestions or receive the Sustainable Campus Newsletter.

Equity Support Services

Equity Support Services, located within Student Administration and Support, brings together a number of student support services that produce practical assistance and information to help students meet their academic and personal goals while at University.

Services include the Accommodation Service, Casual Employment Service, Child Care Information Office, Disability Services and the Financial Assistance Office.

More information is available through the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Examinations

Most examinations are facilitated primarily through the Examinations Office. However, some faculties arrange and conduct their own examinations.

Information and timetables on examinations can be located by searching the University's website. For more details, contact the Examinations Office.

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4005 or +61 2 9351 4006
Fax: +61 2 9351 7330
Email: exams.office@exams.usyd.edu.au

Fees

The Fees Office provides information on where and how to pay fees, and how to find out if payments have been received. The office can also provide information on obtaining a refund for fee payments. More details are available on the website (listed below).

Fees Office
Margaret Telfer Building, K07
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 5222
Fax: +61 2 9114 0556
Email: feespay@usyd.edu.au
Website: www.finance.usyd.edu.au/revenue_income/fees.shtml
Office hours: 9am to 4.30pm, Monday to Friday

Financial Assistance Office

The University of Sydney has a number of loan and bursary funds to assist students experiencing financial difficulties. Loan assistance is available for undergraduate and postgraduate students enrolled in degree and diploma courses at the University.

The assistance is not intended to provide the principle means of support but to help enrolled students in financial need with expenses such as housing bonds and rent, phone and electricity bills, medical expenses, and buying textbooks and course equipment.

Loans are interest-free and are usually repayable within one year. Bursaries may be awarded depending on financial need and academic merit and are usually only available to local full-time undergraduate students. Advertised bursaries, including first-year bursaries, are advertised through the MyUni student portal in January each year.

For details of types of assistance and online resources provided by the service see the Financial Assistance website via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2416
Fax: +61 2 9351 7055
Email: fao@stuserv.usyd.edu.au
Website: www.usyd.edu.au/fin_assist

Freedom of Information

The University of Sydney falls within the jurisdiction of the *NSW Freedom of Information Act 1989*. The Act:

- requires information concerning documents held by the University to be made available to the public
- enables a member of the public to obtain access to documents held by the University; and
- enables a member of the public to ensure that records held by the University concerning his or her personal affairs are not incomplete, incorrect, out of date or misleading.

A 'member of the public' includes staff and students of the University.

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

While an application may be made to access University documents, some may not be released in accordance with particular exemptions provided by the Act. There are review and appeal mechanisms which apply when access has been refused.

The University is required to report to the public on its freedom of information activities on a regular basis and to produce two documents: a *Statement of Affairs* (annually) and a *Summary of Affairs* (every six months).

The *Statement of Affairs* contains information about the University, its structure, function and the kinds of documents held. The *Summary of Affairs* identifies the University's policy documents and provides information on how to make an application for access to University documents. More information and copies of the reports can be found at www.usyd.edu.au/arms/info_freedom.

Graduations Office

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

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3199 or +61 2 9351 4009
Protocol enquiries: +61 2 9351 4612
Fax: +61 2 9351 5072

Grievances and appeals

You may consider that a decision affecting your candidature for a degree or other activities at the University has not taken into account all relevant matters. In some cases the by-laws or resolutions of the Senate provide for a right of appeal against particular decisions. For example, there is provision for appeal against academic decisions, disciplinary decisions and exclusion after failure.

A document outlining the current procedures for appeals against academic decisions is available at the Student Centre, the Student Representative Council, and on the Policy Online website (www.usyd.edu.au/policy (click on 'Study at the University', then 'Appeals' – see the Academic Board and Senate resolutions).

For assistance or advice regarding an appeal contact:

Undergraduates

Students' Representative Council
Level 1, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9660 5222

Postgraduates

Sydney University Postgraduate Representative Association (SUPRA)
Corner of Raglan and Abercrombie Streets
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 3115

HECS and Fees Office

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 5659
Fax: +61 2 9036 6111
Email: hecs.fees@records.usyd.edu.au

Information and Communications Technology (ICT)

See 'Service Management, Information and Communications Technology'.

International Office

The International Office helps international students with application, admission and enrolment procedures. The International Office has units responsible for international marketing, government and student relations, international scholarships (including AusAID scholarships and administrative support for international financial aid programs), and compliance with government regulations relating to international students.

The Study Abroad and Student Exchange units assist both domestic and international students who wish to enrol for study abroad or exchange programs.

International Office

Services Building, G12
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4079
Fax: +61 2 9351 4013
Email: info@io.usyd.edu.au
Website: www.usyd.edu.au/internationaloffice

Study Abroad

Phone: +61 2 9351 3699
Fax: +61 2 9351 2795
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studyabroad

Student Exchange

Phone: +61 2 9351 3699
Fax: +61 2 9351 2795
Email: exchange@io.usyd.edu.au
Website: www.usyd.edu.au/studentexchange

International Student Support Unit (ISSU)

The ISSU helps international students through the provision of orientation, counselling and welfare services to both students and their families. ISSU aims to help international students cope successfully with the challenges of living and studying in an unfamiliar culture, to achieve success in their studies and to make the experience of being an international student rewarding and enjoyable.

For details of orientation activities, counselling and welfare services provided to both students and their families and online resources, see the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv). International students also have access to all University student support services.

Camperdown and Darlington campuses

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4749
Fax: +61 2 9351 6818
Email: info@issu.usyd.edu.au
Website: www.usyd.edu.au/issu

Cumberland Campus

Ground Floor, A Block, Cumberland Campus, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: ISSU.Cumberland@stuserv.usyd.edu.au
Website: www.usyd.edu.au/issu

Koori Centre and Yooroang Garang

The Koori Centre and Yooroang Garang support Aboriginal and Torres Strait Islander people in all aspects of tertiary education at the University of Sydney. The Cadigal Special Entry Program assists Indigenous Australians to enter undergraduate study across all areas of the University.

As well as delivering block-mode courses for Indigenous Australian students, the Koori Centre teaches Indigenous Australian Studies in various faculties across mainstream courses. The Koori Centre also provides tutorial assistance, and student facilities including a computer lab, indigenous research library and study rooms for Indigenous Australian students at the University.

In particular, the Koori Centre aims to increase the successful participation of Indigenous Australians in undergraduate and postgraduate degrees, develop the teaching of Aboriginal studies, conduct research in the field of Aboriginal education, and establish working ties with schools and communities.

The Koori Centre works in close collaboration with Yooroang Garang, School of Indigenous Health Studies in the Faculty of Health Sciences at the Cumberland Campus. Yooroang Garang provides assistance, advice and academic support for Indigenous students in the faculty, as well as preparatory undergraduate and postgraduate courses.

Koori Centre

Ground Floor, Old Teachers College, A22
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2046 (general enquiries)
Toll-free within Australia: 1800 622 742
Community Liaison Officer: +61 2 9351 7003
Fax: +61 2 9351 6923
Email: koori@koori.usyd.edu.au
Website: www.koori.usyd.edu.au

Yooroang Garang

T Block, Level 4, Cumberland Campus, C42
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 9393
Toll free: 1800 000 418
Fax: +61 2 9351 9400
Email: yginfo@fhs.usyd.edu.au
Website: www.yg.fhs.usyd.edu.au

Learning Centre

The Learning Centre helps students develop the generic learning and communication skills that are necessary for university study and beyond. The centre is committed to helping students achieve their academic potential during their undergraduate and postgraduate studies.

Learning Centre staff can be found at the Camperdown, Darlington and Cumberland campuses. The centre's program includes a wide range of workshops on study skills, academic reading and writing, oral communication skills and postgraduate writing and research skills. Other services include an individual learning program, a faculty-based program and access to online and print-based learning resources.

For details of programs, activities and online resources available from the Learning Centre, see its website via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Camperdown and Darlington campuses

Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 3853
Fax: +61 2 9351 4865
Email: lc@stuserv.usyd.edu.au
Website: www.usyd.edu.au/lc

Cumberland Campus

Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: LC.Cumberland@stuserv.usyd.edu.au
Website: www.usyd.edu.au/stuserv/learning_centre/cumberl.shtml

Library

The University of Sydney Library provides services via a network of 14 libraries on 10 campuses, and online at www.library.usyd.edu.au.

The location, opening hours and specific subject focus of each library is listed on the website. Over 5.5 million items are available via the library catalogue, including more than 67,000 online journals and 325,000 online books.

Enrolled students are entitled to borrow from any of the University libraries. Reading list books and articles are available via the reserve service either online or in print. Past examination papers are also available online.

Library facilities include individual and group study spaces, computers, printers, multimedia equipment, photocopiers and adaptive technologies. Refer to the 'Libraries' link on the University website to find out about services and facilities in specific libraries.

Library staff are available in every library to support students with their study and research. Faculty liaison librarians assist students to find great information on any topic and provide training in using a wide range of resources. For contact details of faculty liaison librarians, see www.library.usyd.edu.au/contacts/subjectcontacts.html. It is also possible to learn research and information skills online; see www.library.usyd.edu.au/skills.

Comments and suggestions about library services are welcome.

The University of Sydney Library, F03
Camperdown Campus
NSW 2006 Australia

Phone: +61 2 9351 2993
Website: www.library.usyd.edu.au

Mathematics Learning Centre

The Mathematics Learning Centre helps undergraduate students to develop the mathematical knowledge, skills and confidence that are needed for studying first-level mathematics or statistics units at university. The centre runs bridging courses in mathematics at the beginning of the academic year (fees apply). The centre also provides ongoing support to eligible students during the year through individual assistance and small group tutorials.

For details of activities and online resources provided by the centre see the website via the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Level 4, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4061
Fax: +61 2 9351 5797
Email: mlc@stuserv.usyd.edu.au
Website: www.usyd.edu.au/mlc

Museums and galleries

The University of Sydney has one of the largest and finest university collections of antiquities, art, ethnography and natural history in Australia. While these collections are used for teaching, they also provide an opportunity for the University to contribute to the cultural life of the country.

University Art Gallery

Founded in the 1860s, the University of Sydney Art Collection now holds more than 3000 paintings, sculptures and works on paper by Australian, Asian and European artists, as well as more than 700 works from the University Union Art Collection. The University Art Gallery showcases changing exhibitions of works from the collection as well as high-quality exhibitions of both contemporary and historical works.

War Memorial Arch
Quadrangle, A14
Camperdown Campus

Phone: +61 2 9351 6883
Fax: +61 2 9351 7785
Website: www.usyd.edu.au/museums

Macleay Museum

The Macleay Museum originated with the eighteenth century collection of insects owned by Alexander Macleay. The oldest of its kind in Australia, the museum today holds significant collections of ethnographic artefacts, scientific instruments, biological specimens and historic photographs. Changing exhibitions engage with the diversity of the collection.

Macleay Building, A12
Gosper Lane (off Science Road)
Camperdown Campus

Phone: +61 2 9036 5253
Fax: +61 2 9351 5646
Email: macleaymuseum@usyd.edu.au
Website: www.usyd.edu.au/museums

Nicholson Museum

The Nicholson Museum contains the largest and most prestigious collection of antiquities in Australia. It is also the country's oldest university museum, and features works of ancient art and objects of daily life from Greece, Italy, Egypt, Cyprus the Near and Middle East, as well as Northern Europe. A regular changing schedule of exhibitions highlights various parts of the collection.

Quadrangle, A14
Camperdown Campus

Phone: +61 2 9351 2812
Fax: +61 2 9351 7305
Email: nicholsonmuseum@usyd.edu.au
Website: www.usyd.edu.au/museums

The Tin Sheds Gallery

The Tin Sheds Gallery is part of the Art Workshop complex within the University of Sydney's Faculty of Architecture, Design and Planning. The gallery hosts exhibitions across a wide variety of contemporary visual arts practices from individuals and groups, as well as community projects and curated exhibitions.

Tin Sheds Gallery and Art Workshops
Faculty of Architecture
Wilkinson Building
148 City Road

Phone: +61 2 9351 3115
Fax: +61 2 9351 4184
Email: tinsheds@arch.usyd.edu.au
Website: www.arch.usyd.edu.au/art_workshop

MyUni Student Portal

The MyUni student portal (myuni.usyd.edu.au) is the starting point and 'one-stop' environment for students to access all their web-based University information and services.

MyUni automatically tailors what a student sees based on their login and offers students the option of further personalising content. Most importantly, MyUni allows students to complete tasks online that would previously have required attendance in person. The following are examples of MyUni services and information:

- support services relating to health, counselling, employment, child care, accommodation, and general wellbeing
- student administration systems for obtaining examination results, enrolment and variations, timetabling, email services and links to courses and units of study information
- links to the University's e-learning systems
- library services
- important messages and student alerts
- information and communications technology and support services
- information for local, Indigenous and international students
- campus maps, with descriptions of cultural, sporting and campus facilities.

Orientation and O-Week

Orientation

Transition to University involves both opportunities and challenges. A successful transition is important in developing a sense of belonging and better academic adjustment and success. The University seeks to facilitate students' successful transition through a wide range of programs and activities.

Orientation activities for both undergraduate and postgraduate students are scheduled at the beginning of each semester. Transition support continues throughout the academic year within faculties while student support services are available to assist students for the duration of their study.

For more information, see www.usyd.edu.au/orientation.

Undergraduate students

Sydney Welcome Orientation and Transition (SWOT) Program

In the week prior to Semester One, the SWOT program offers all commencing undergraduate students an opportunity to learn more about the University of Sydney.

During this week you can get to know the University, develop key skills for success, discover other key resources for getting the most out of university life and develop a sense of belonging. All students are welcome to attend activities which are based at the Camperdown and Darlington campuses. Faculties based on other campuses also provide orientation activities and programs.

SWOT 2009 will run from **25 to 27 February 2009**.

For more information, see www.swot.usyd.edu.au.

Postgraduate students

The University of Sydney Postgraduate Induction Program is a specialised program for postgraduate students organised by the Dean of Graduate Studies. See www.dogs.usyd.edu.au.

O-Week

O-Week is the orientation event at the beginning of Semester One. Organised by the University of Sydney Union (USU) and other student organisations, it runs in parallel with the SWOT program. O-Week provides an opportunity to learn about and participate in the many clubs and societies available at the University and the services and activities of the student organisations.

It's packed with fun activities and events, plus information to help you get acquainted with the University and grab hold of all of the opportunities this campus has to offer.

Rock, jazz, orchestral and choral concerts, plays, demonstrations, symposia on current affairs, reviews, competitions, sports, bus tours, games, special-interest meetings, guest speakers, debates, films, food and freebies are all organised for commencing students' participation and enjoyment. You need to know what's on and what's available in order to make the most out of your time here.

O-Week 2009 will run from **25 to 27 February 2009**. Programs are available at www.usuonline.com.

Part-time, full-time attendance

Undergraduate students

Undergraduate students are usually considered full-time if they have a student load of at least 0.375 each semester. Anything under this amount is considered a part-time study load.

Note that some faculties have minimum study load requirements for satisfactory progress.

Postgraduate students (coursework)

Part-time or full-time status for postgraduate coursework students is determined by credit-point load. Enrolment in units of study which total at least 18 credit points in a semester is classed as full-time. Anything under this amount is a part-time study load.

Please note that classes for some coursework programs are held in the evenings (usually 6pm to 9pm).

Postgraduate students (research)

Full-time candidates for research degrees do not keep to the normal semester schedule. Instead they work continuously throughout the year with a period of four weeks recreation leave.

There is no strict definition of what constitutes full-time candidature but if you have employment or other commitments that would prevent you from devoting at least the equivalent of a 35-hour working week to your candidature (including attendance at the University for lectures, seminars, practical work and consultation with your supervisor) you should enrol as a part-time candidate. If in doubt, consult your faculty or supervisor.

International students

Student visa regulations require international students to undertake full-time study. International students on visas other than student visas may be permitted to study part-time.

Policy Online

In addition to the resolutions covering specific courses there are a number of University policies that apply to students. These include:

- Code of Conduct for students
- Academic Honesty in Coursework
- Student Plagiarism: Coursework Assessment and Examination of Coursework
- Identifying and Supporting Students at Risk

All of these policies can be accessed at the University's Policy website online (www.usyd.edu.au/policy).

Printing Service

The University Printing Service (UPS) provides printing and binding services including: high-volume printing and copying, short run/low-volume printing, and four-colour process printing. It also offers finished artwork and design, including website design, document scanning, file conversion and CD burning.

UPS products range from stationery, books, brochures, handbooks, graduation certificates and examination papers through to invitations, flyers and banners.

UPS also offers a variety of finishing options plus collating, addressing and filling of envelopes, mail merge options and print-broking services.

University Printing Service
Room 314, Top Floor
Services Building, G12
Codrington Street

Phone: +61 2 9351 2004
Fax: +61 2 9351 7757
Email: ups@ups.usyd.edu.au
Website: www.usyd.edu.au/ups

Privacy

The University is subject to the *NSW Privacy and Personal Information Protection Act 1998* and the *NSW Health Records and Information Privacy Act 2002*. Central to both Acts are the sets of information protection principles (IPPs) and health privacy principles which regulate the collection, management, use and disclosure of personal and health information.

In compliance with the *Privacy and Personal Information Protection Act* the University developed a *Privacy Management Plan* which includes the *University Privacy Policy*. The *Privacy Management Plan* sets out the IPPs and how they apply to functions and activities carried out by the University. Both the plan and the *University Privacy Policy* were endorsed by the Vice-Chancellor on 28 June 2000.

Further information and a copy of the plan may be found at www.usyd.edu.au/arms/privacy.

Any questions regarding the *Freedom of Information Act*, the *Privacy and Personal Information Protection Act*, the *Health Records and Information Privacy Act* or the *Privacy Management Plan* should be directed to one of the following:

Tim Robinson: +61 2 9351 4263
Anne Picot: +61 2 9351 7262
Email: foi@mail.usyd.edu.au

Research Office

The Research Office administers the major government-funded research awards. Details of these awards and many others may be obtained from www.usyd.edu.au/ro/training.

The closing date for Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) is October every year.

National Health and Medical Research Council (NHMRC) Postgraduate Research Scholarships usually close in mid-July. It is wise to confirm in advance the exact closing date.

Research Office
Level 6, Jane Foss Russell Building, G02
Phone: +61 2 8627 8112
Email: research.training@usyd.edu.au
Website: www.usyd.edu.au/ro/training

Scholarships for undergraduates

The Scholarships and Prizes Office administers scholarships and prizes for undergraduate and postgraduate coursework degrees at the University of Sydney. To learn more, see the website.

Scholarships and Prizes Office
Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2717
Fax: +61 2 9036 7879
Email: scholarships.reception@usyd.edu.au
Website: www.usyd.edu.au/scholarships

Security Services

Security staff patrol the University's Camperdown and Darlington campuses 24 hours a day, seven days a week and are easily identified by their blue uniforms and distinguishing badges.

Security Escort Service

The University's Security Escort Service may be booked by telephoning +61 2 9351 3487. This service provides transportation around the Camperdown and Darlington campuses as well as to the nearest transport point at its edge (it generally operates after the Security Bus has ceased). The service is for security situations and is not designed for convenience use. Requests for this service will be prioritised against other security demands.

Emergency contact

Phone: +61 2 9351 3333

Enquiries

Phone: +61 2 9351 3487 or (toll-free within Australia) 1800 063 487

Fax: +61 2 9351 4555

Email: security.admin@mail.usyd.edu.au

Website: www.security.usyd.edu.au

Traffic

Phone: +61 2 9351 3336

Lost property

Phone: +61 2 9351 5325

Service Management, Information and Communications Technology (ICT)

Client Services are responsible for the delivery of many of the computing services provided to students. Students can contact Client Services by phoning the ICT Helpdesk on (02) 9351 6000, through the IT Assist website (www.switch.usyd.edu.au) or by visiting the staff at one of the University Access Labs.

Access labs on the Camperdown and Darlington campuses:

- Fisher Library (Level 2)
- Carslaw Building (Room 201)
- Education Building (Room 232)
- Christopher Brennan Building (Room 232)
- Engineering Link Building (Room 222)
- Pharmacy and Bank Building (Room 510)

Other labs are available at the Law Campus, Westmead Hospital and Cumberland Campus.

The labs provide students free access to computers, including office productivity and desktop publishing software. Some services are available on a fee-for-service basis, such as Internet access, printing facilities, and the opportunity for students to host their own non-commercial website.

Each student is supplied with an account, called a 'Unikey' account, which allows access to a number of services including:

- free email (www-mail.usyd.edu.au)
- WebCT/elearning online resources via <https://learn-on-line.ce.usyd.edu.au/webct/entryPageIns.dowebct>
- access to the Internet from home or residential colleges (www.switch.usyd.edu.au/services.html)
- facilities via the MyUni student portal: myuni.usyd.edu.au including exam results, enrolment variations and timetabling
- free courses in basic computing (such as MS Office, basic html and Excel), run by Access Lab staff in the week following orientation week. To register contact the Access Lab Supervisor on +61 2 9351 6870.

Service Management, Helpdesk
University Computer Centre, H08
Camperdown Campus

Phone: +61 2 9351 6000

Fax: +61 2 9351 6004

Email: support@usyd.edu.au

Website: www.switch.usyd.edu.au

Staff and Student Equal Opportunity Unit (SSEOU)

The Staff and Student Equal Opportunity Unit works with the University community to promote equal opportunity in education and employment, to create opportunities for staff and students who have traditionally been disadvantaged by mainstream practices and policies, and to create an environment that is free from discrimination and harassment.

The Staff and Student Equal Opportunity Unit is responsible for:

- providing policy advice to staff on harassment and discrimination
- providing equal opportunity policy development, promotion and training for staff and students
- coordinating and monitoring equity programs and initiatives
- providing information and advice to staff and students on equal opportunity matters
- resolving individual staff and student concerns about harassment and discrimination
- overseeing the University's Harassment and Discrimination Resolution procedure
- monitoring and reporting to external bodies on the University's progress in the equal opportunity area.

Every student and employee at the University of Sydney has the right to expect from their fellow students and colleagues behaviour that reflects these key values, irrespective of background, beliefs or culture.

In addition, every student and employee has a right to expect from the University-equitable practices that preserve and promote equal opportunity to access, participate, and excel in their chosen field.

Second Floor, Margaret Telfer Building, K07
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2212

Fax: +61 2 9351 3195

Email: admin@eeo.usyd.edu.au

Website: www.usyd.edu.au/eeo

Student Administration and Support

The University provides personal, welfare, administrative and academic support services to facilitate your success. Many factors can have an impact on your wellbeing while studying, and Student Services can help you to manage these more effectively.

For details of services and online resources provided, see the MyUni student portal (myuni.usyd.edu.au) or the Services for Students website (www.usyd.edu.au/stuserv).

Student Centre

Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

General enquiries: +61 2 9351 3023

Academic records: +61 2 9351 4109

Handbooks: +61 2 9351 5057

Fax: +61 2 9351 5081 or +61 2 9351 5350 (academic records)

Website: www.usyd.edu.au/studentcentre

Student identity cards

The student identity card functions as a library borrowing card, a transport concession card (when suitably endorsed) and a general identity card. The card must be carried at all times on the grounds of the University and must be shown on demand, and must be taken to all examinations. Details for obtaining a student card can be found at: www.usyd.edu.au/cstudent/student_cards.shtml

Sydney Student Development

Sydney Student Development offers paid course-related employment to students with the aim of increasing their employment prospects upon graduation. During the semester students can work part-time to accommodate their study commitments and potentially full-time during the semester break.

For more information, see www.usyd.edu.au/student_employment.

Sydney Summer School

Nine faculties at the University offer subjects from undergraduate and postgraduate degree programs during summer. As the University uses its entire quota of Commonwealth-supported places in Semesters One and Two, these units are full fee-paying for both local and international students and enrolment is entirely voluntary.

Summer School enables students to accelerate their degree progress, make up for a failed subject or fit in a subject which otherwise would not suit their timetables. New students may also gain an early start by completing subjects before they commence their degrees.

Three Summer Sessions are offered, commencing in mid December, the first week of January and the third week of January and run for up to six weeks (followed by an examination week). Details of the available subjects are on the Summer School website and is usually circulated to students with their results notices.

A smaller Winter School is also run by the Summer School office. It will commence on 29 June 2009 and run for three weeks (followed by an examination week). The Winter School offers both postgraduate and undergraduate subjects.

To find out information about subjects offered and to enrol, see the Summer School website: www.summer.usyd.edu.au.

Sydney Welcome Orientation and Transition Program (SWOT)

The Sydney Welcome Orientation and Transition program (SWOT) offers a head start to commencing undergraduate students at the University, helping you to become familiar with the University and its student support services. The Library and central student support services work together with faculties to provide the SWOT program.

SWOT 2009 runs from **25 to 27 February 2009**.

For more information, see www.swot.usyd.edu.au.

The University of Sydney Foundation Program (USFP)

The University of Sydney provides a foundation program to international students as a preparation for undergraduate degrees at several Australian universities.

The program is conducted by Taylors College on behalf of Study Group Australia and the University of Sydney. It allows both first and second semester entry to undergraduate courses at the University of Sydney and other universities within Australia.

Contact details

Phone: +61 2 8263 1888

Fax: +61 2 9267 0531

Email: info@taylorscollege.edu.au

Website: www.usyd.edu.au/foundationprogram

College address

The University of Sydney Foundation Program

Taylors College

965 Bourke St

Waterloo NSW 2017

Phone: +61 2 8303 9700

Fax: +61 2 8303 9777

Timetabling Unit

The Timetabling Unit in the Student Centre is responsible for producing students' class and tutorial timetables. Semester One timetables are available ten days prior to the beginning of semester.

Website: www.usyd.edu.au/studentcentre/timetabling.shtml

University Health Service

The University Health Service provides a full experienced general practitioner service and emergency medical care to all members of the University community. You can consult a doctor either by appointment or on a walk-in basis (for more urgent matters only). The Health Service bills Medicare or your overseas student health care provider (Worldcare or Medibank Private) directly for the full cost of most consultations.

Email: i.marshall@unihealth.usyd.edu.au

Website: www.unihealth.usyd.edu.au

Phone: +61 2 9351 3484

Fax: +61 2 9351 4110

University Health Service (Wentworth)

Level 3, Wentworth Building, G01

The University of Sydney

NSW 2006 Australia

Opening hours: 8.30am to 5.30pm, Monday to Friday

Phone: +61 2 9351 3484

University Health Service (Holme)

Holme Building, A09

Entry Level, Science Road

The University of Sydney

NSW 2006 Australia

Opening hours: 8.30am to 5.30pm, Monday to Friday

Phone: +61 2 9351 4095

Student organisations

Students' Representative Council (SRC)

The Students' Representative Council (SRC) represents, campaigns and advocates for undergraduate students throughout the University.

SRC caseworkers advise students on a range of issues, including academic appeals, Centrelink and Austudy, tenancy, harassment and discrimination. The solicitor (from Redfern Legal Centre) provides legal assistance and court representation. These services are free and confidential. The SRC also offers financial support in the form of emergency loans up to \$50.

In addition, the SRC runs a second-hand bookshop that specialises in the purchase and sale of coursework textbooks. Among the publications produced by the SRC are the weekly student newspaper *Honi Soit*, the *Counter-Course Handbook* and the *O-Week Handbook*.

Recently celebrating its 80th anniversary, the SRC is one of the oldest student organisations in Australia, and is run by and for students. This is a great way for you to be involved in student life. Office bearers elected to student council campaign on issues that directly affect students, such as course cuts and assessments, fee increases, discrimination and welfare rights. They also advocate on social justice matters both within the University and throughout the wider community.

SRC main office

Level 1, Wentworth Building, City Road
 Phone: +61 2 9660 5222
 Fax: +61 2 9660 4260
 Email: help@src.usyd.edu.au
 Email (*Honi Soit* editors): editors@src.usyd.edu.au
 Website: www.src.usyd.edu.au

Contain the main office for details of other campuses.

The SRC Secondhand Bookshop

Level 3, Wentworth Building, City Road
 Phone: +61 2 9660 4756
 Fax: +61 2 9660 4260
 Email: books@src.usyd.edu.au
 Website: www.src.usyd.edu.au

Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is an independent association which provides advice, advocacy and support services to postgraduate students. SUPRA is both the voice and safety net of these students, and represents their interests by:

- ensuring the representation of postgraduate views within the University and wider community
- providing free, confidential assistance and advocacy for postgraduates through the employment of Student Advice and Advocacy Officers (SAAOs)
- providing free legal advice for postgraduate students, in association with the Redfern Legal Centre
- representing postgraduates on University policy-making bodies such as the Academic Board, its committees and working parties
- meeting with members of the Senate on the Senate/Student Organisations Liaison Committee
- regularly consulting with the Vice-Chancellor, Registrar and other senior University officers
- drawing postgraduates together at all levels of University life.

SUPRA Council, committees and networks

The SUPRA Council is elected annually by and from the postgraduate student community. Council meetings are held monthly and postgraduate students are encouraged to attend. SUPRA committees and networks help to coordinate activities and run campaigns, and are a great way to get involved. All postgraduates can stand for the Council or attend any SUPRA events provided they are a SUPRA subscriber.

Advice and advocacy

SUPRA employs professional Student Advice and Advocacy Officers (SAAOs) to help postgraduate students with any academic or personal problems that may be affecting their study, such as:

- fee paying and administrative issues
- academic appeals and exclusions
- supervision problems
- tenancy issues
- Centrelink and financial assistance concerns
- harassment and discrimination.

This is a free and confidential service for all postgraduates at the University of Sydney. To access the SAAO service, you must be a SUPRA subscriber. It's free to subscribe and you can do it online, in the office, or when you see an SAAO. To find out more about the SAAO service, email: help@supra.usyd.edu.au.

Publications

SUPRA places the highest priority upon communication, being responsive to postgraduates and encouraging maximum participation in SUPRA through the following publications:

- *eXpress*, a magazine-style publication
- *eGrad*, a regular email bulletin
- *Survive!* Postgraduate Survival Manual
- *The Counter Course Handbook*
- *Thesis Guide*
- a range of factsheets and brochures.

Electronic versions are available at www.supra.usyd.edu.au.

All of SUPRA's services, activities and publications are free to SUPRA subscribers. By subscribing, you also show your support for all the work that SUPRA does on your behalf. It's free to subscribe and you can sign up online or drop into the SUPRA offices and fill out the form.

SUPRA Office

Raglan St Building, G10
 Corner Raglan and Abercrombie Streets
 Phone: +61 2 9351 3715 or toll-free 1800 249 950
 Fax: +61 2 9351 6400
 Email: admin@supra.usyd.edu.au
 Website: www.supra.usyd.edu.au

University of Sydney Union (USU)

USU is the organisation that coordinates activities, programs, events, services and facilities in and around Manning House, Wentworth Building and Holme Building, to provide an exciting and varied student experience. USU looks after on-campus catering and functions, spaces to relax and eat in, clubs and societies, entertainment, and other social and cultural programs.

For more information on USU, see www.usuonline.com.



Access Card Benefits Program

The Access program is a savings and benefits scheme offered by USU. Once you've bought an Access Card, you can take advantage of great discounts, such as 15 per cent off purchases from USU catering and retail outlets, and 20 percent off coffee and water across campus.

As part of your membership, you can also make fantastic savings off-campus from Access Partners offering discounts and deals on gifts, clothing, family entertainment and food.

For more information, see www.accessbenefits.com.au.

Clubs and societies

The USU funds, accommodates, trains and supports around 250 clubs and societies – groups that students can join and operate to pursue their own interests. Clubs and societies organise their own activities and events and are funded by USU. Being part of a club or society is the best way to get involved in campus life, meet people who share your interests, network and gain valuable organisational skills, training and experience.

There are clubs and societies focused on politics, culture, the arts, the environment, religion, volunteering, skills, hobbies, departments and faculties. If there isn't a club or society catering to your interests, we'll help you create and operate your own!

USU provides all of their clubs and societies with grants, insurance, venues, training and support for a range of events and projects including barbecues, dinners, annual balls, dance parties, cocktail parties, video nights, camps, conferences, excursions, trivia nights, fundraisers, merchandise and t-shirt production, postage and printing.

Registered clubs and societies can make free use of USU meeting rooms (as available) and free photocopying. Registered clubs can also use letterbox hire and USU equipment hire.

C&S Office

University of Sydney Union
Level 1, Manning House, Manning Road
Phone: +61 2 9563 6161
Email: clubsandsocs@usu.usyd.edu.au

The USU Student Leadership Program

The USU believes that a university should educate you, prepare you for life, and be fun!

The University of Sydney is able to boast the broadest, most inclusive extra-curricular program of all universities in Australia, and the USU prides itself on the world-class student experience program it delivers for the University.

The USU takes very seriously the need to create a vibrant community outside the classroom. Our programs are designed not only to entertain, but to teach and prepare participants for their lives after graduation. At the apex of what we do is mentoring, personal development, and leadership training.

The vitality of the USU is founded on the involvement of students as leaders within its community. These positions range from a student Board of Directors, Club and Society Executives, Festival Directors, Debate Directors, volunteers, and community portfolio convenors.

Sydney Uni Sport & Fitness

Sydney Uni Sport & Fitness invites you to choose from our range of value membership options, giving access to many sport and recreation clubs, fitness programs, top-level sporting facilities, regular competition and events, and great member benefits.

Join a vast array of sporting and recreational clubs for men and women with well-developed juniors programs, take part in excellent courses and world-class sporting events, and improve your performance under

the guidance of some of Australia's most accomplished coaches and sportspeople.

Purpose-built venues, such as the University Sports and Aquatic Centre, Arena Sports Centre with the Ledge Climbing Centre, and the HK Ward Gymnasium, offer tennis and squash courts, rock-climbing, fitness equipment, a martial arts room and an Olympic-size heated swimming pool.

Check out the historic and panoramic sporting ovals, rowing sheds and a multi-purpose facility at Tempe, and don't forget the on-campus Grandstand Sports Bar.

Sydney Uni Sport & Fitness
University Sports & Aquatic Centre
Phone: +61 2 9351 4960
Fax: +61 2 9351 4962
Email: admin@sport.usyd.edu.au
Website: www.susf.com.au

Facilities

Sydney Uni Sport & Fitness has three main fitness centres.

University Sports & Aquatic Centre

Corner Codrington and Darlington Streets
Darlington Campus
Phone: +61 2 9351 4978
Email: nmrc@sport.usyd.edu.au

Facilities at the centre include:

- 50-metre heated swimming pool
- six synthetic tennis courts
- four squash courts
- multi-function sports hall
- modern fitness equipment
- group fitness studio
- RPM Studio
- health assessments and fitness testing
- personal training
- a café.

Arena Sports Centre

Western Avenue
Camperdown Campus
Phone: +61 2 9351 8111
Email: arenaman@sport.usyd.edu.au

Facilities at the Arena Sports Centre include:

- extensive weights room
- Yoga classes
- personal training
- modern cardio equipment
- multi-purpose sports hall (Badminton)
- two squash courts
- sports clinic
- The Ledge Climbing Centre
- Ralph's Café.

HK Ward Gymnasium

Between Ovals 1 and 2
Camperdown Campus
Phone: +61 2 9351 4988
Email: hk@sport.usyd.edu.au

Facilities at the gymnasium include:

- martial arts facility
- international-standard sports hall
- boxing ring and gym
- group fitness studio
- boxercise and kickboxing classes
- ergometer training
- sports equipment hire.

International students

The following information is for international students studying onshore on an Australian student visa.

Completion within the expected duration

Education Providers are required to ensure that international students complete their studies within the duration specified on the electronic Confirmation of Enrolment (eCoE). Extensions to a student's course duration are allowed only in limited circumstances. For example, for compassionate or compelling reasons, where an intervention strategy has been implemented or where there has been an approved leave of absence or suspension.

It is important for students to ensure they are on track to complete their studies within the expected duration, or that they have permission from their faculty to extend their duration.

Satisfactory academic progress

Maintaining satisfactory course progress is a mandatory student visa condition. Education providers are required to monitor course progress, intervene where students are at risk of failing to achieve satisfactory course progress, notify students who fail to achieve satisfactory course progress, and report students who fail to achieve satisfactory course progress to the Department of Immigration and Citizenship (DIAC).

It is important that every student is aware of the progress rules for their course and participates in the intervention strategies implemented by their faculty. Exclusion from a course due to unsatisfactory progress can have serious implications for student visa holders including visa cancellation and restrictions on returning to Australia.

The University provides many avenues of support for students who are struggling academically. International students who are experiencing any difficulties with their academic progress should consult their faculty, the international student advisers in the International Office or the counsellors in the International Student Support Unit (ISSU).

Distance/web-based study

International students may undertake no more than 25 per cent of their total course by distance and/or online learning. Students must not enrol in exclusively distance or online study in any compulsory study period.

Work permits

International students with a work permit are permitted to work for up to 20 hours during semester and full-time during the University's official vacation periods. Contact the international student advisers in the International Office for more information.

Change of address

International students must notify the University of their residential address within seven days of arrival and notify any change of address within seven days. This should be done online via the University's MyUni student portal (<http://myuni.usyd.edu.au>).

Sponsored students

Sponsored students will need permission from their sponsors before transferring courses, suspending their studies or varying their study load. Students sponsored by the Australian Government (AusAID, Endeavour), or Asia Development Bank (ADB) should contact the International Office in the early stages of considering a change to their program.

Suspension/discontinuation

The University is required to report to DIAC any international students who discontinue or suspend their studies. Students who suspend their studies for medical or compassionate reasons should contact the International Student Advisers in the International Office urgently.

Overseas student health cover

The Australian government requires that all international students and their families pay for health insurance in Australia through the Overseas Student Health Cover (OSHC) scheme. The University-preferred provider is OSHC Worldcare. The International Office will, on receipt of the student's first payment of tuition fees and the OSHC premium, pay the compulsory amount to OSHC Worldcare on his/her behalf.

OSHC provides free access to the University health service and public hospitals. Higher-level coverage (eg, access to private hospitals coverage for spouse and family) is the student's responsibility.

The University of Sydney Foundation Program (USFP)

The University of Sydney offers its foundation program to international students as a preparation for undergraduate degrees at several Australian universities.

The Foundation Program is conducted by Taylors College on behalf of Study Group Australia and the University of Sydney. The Foundation Program allows both first and second-semester entry to undergraduate courses at the University of Sydney and other Australian universities.

University of Sydney Foundation Program

Taylors College
965 Bourke Street
Waterloo NSW 2017

Phone: +61 2 8303 9700

Fax: +61 2 8303 9777

Email: info@taylorscollege.edu.au

Website: www.usyd.edu.au/foundationprogram



International Office

The International Office provides advice and assistance with application, admission and enrolment procedures for international students. The International Office also includes units responsible for international marketing, government and student relations, international scholarships, including AusAID scholarships and administrative support for international financial aid programs, and compliance with government regulations related to international students.

The International Office also coordinates student exchange and study abroad programs, and other inter-institutional links. The Study Abroad and Exchange unit assists both domestic and international students who wish to enrol for study abroad or exchange programs.

International Admissions and Customer Services

Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4079
Future student enquiries: 1800 899 376 (domestic free call)
Fax: +61 2 9351 4013
Email: info@io.usyd.edu.au
Website: www.usyd.edu.au/internationaloffice

Study Abroad

Phone: +61 2 9351 3699
Fax: +61 2 9351 2795
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studyabroad

Student Exchange

Phone: +61 2 9351 3699
Fax: +61 2 9351 2795
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studentexchange

International Student Support Unit

The International Student Support Unit (ISSU) provides support to international students through the provision of information, orientation programs, welfare advice and counselling.

The ISSU provides advice to international students on:

- preparations before leaving their home country
- what to expect upon arrival in Sydney
- emotional changes that can take place when moving to a different country
- academic concerns, including understanding the University system and liaising with staff members
- preparing family visit letters
- preparing to return to their home country.

The ISSU has two offices:

Camperdown Campus

Jane Foss Russell Building, G02
University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 4749
Fax: +61 2 9351 6818
Email: info@issu.usyd.edu.au
Website: www.usyd.edu.au/stuserv/issu

Cumberland Campus

Ground Floor, A Block, C42
75 East St, Lidcombe
NSW 2141 Australia

Phone: +61 2 9351 9638
Email: ISSU.Cumberland@stuserv.usyd.edu.au
Website: www.usyd.edu.au/stuserv/issu

Essential information for students

Calendar

The annual *University of Sydney Calendar* and its online updates are the University of Sydney's central source of official information.

The *Calendar* provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the Resolutions of the Senate relating to constitutions of and courses in each faculty. The statutes and regulations, as well as some Resolutions of the Senate, also appear in Policy Online (www.usyd.edu.au/policy).

Along with the University of Sydney handbooks, the *Calendar* forms the official legal source of information relating to study at the University of Sydney.

The latest *Calendar* is available in hard copy from the Student Centre. It is also available online, at www.usyd.edu.au/calendar. The PDF and Word document files can be downloaded and printed if required.

Coursework Rule

It is very important that students are aware of the *University of Sydney (Coursework) Rule 2000*, which governs all coursework award courses in the University.

The Coursework Rule relates to:

- award course requirements
- credit points and assessment
- enrolment
- credit
- cross-institutional study and its upper limits
- progression
- discontinuation of enrolment and suspension of candidature
- unsatisfactory progress and exclusion
- exceptional circumstances
- award of degrees
- diplomas and certificates
- transitional provisions.

It should be read in conjunction with two other documents:

- *University of Sydney (Amendment Act) Rule 1999*; and
- Resolutions of the Senate and the faculty resolutions relating to each award course. These are found in the relevant faculty handbook.

The Coursework Rule can be found in the following places:

- *University of Sydney Calendar* (print or online version): www.usyd.edu.au/calendar
- Policy Online: www.usyd.edu.au/policy
- Handbooks online: www.usyd.edu.au/handbooks/university_information/01_uni_coursework_rule

PhD Rule

The *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004* deals with matters relating to the degree of Doctor of Philosophy, including admission, probation, supervision and submission of theses.

It should be read in conjunction with two other documents:

- *University of Sydney (Amendment Act) Rule 1999*; and
- Senate and faculty resolutions relating to each award course (found in the relevant faculty handbook).

The PhD Rule can be found in the following locations:

- *University of Sydney Calendar* (print or online version): www.usyd.edu.au/calendar
- Policy Online: www.usyd.edu.au/policy
- Handbooks online: www.usyd.edu.au/handbooks/postgrad_hb/ap04_phd_rule.shtml

Plagiarism

The University of Sydney is opposed to and will not tolerate plagiarism. It is the responsibility of all students to:

- ensure that they do not commit or collude with another person to commit plagiarism
- report possible instances of plagiarism
- comply with the University's policy and procedure on plagiarism.

The policy and procedure on plagiarism can be found at the Policy Online website www.usyd.edu.au/policy.

The Policy Online website also lists related policies and procedures, including:

- *Academic Honesty in Coursework (plagiarism) policy*; and
- *Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct*.

The University will treat all identified cases of student plagiarism seriously, in accordance with this policy and procedure, and with Chapter 8 of the *University of Sydney By-Law 1999 (as amended)*, which deals with student discipline.

Students at Risk Policy

The Students at Risk Policy enables early detection of students who are making poor or unsatisfactory progress and are therefore at risk of exclusion from their degree.

The policy outlines procedures and processes to support students in their ongoing studies, including:

- timely intervention and the provision of advice and assistance
- regularly and effectively advising students of progress requirements
- identifying students at risk
- alerting students that they are at risk
- providing assistance to address the risk
- tracking the progress of students after they are identified as being at risk.

For more information on this policy, please see the Secretariat website at www.usyd.edu.au/secretariat/students/riskstudents.

Grievance procedure

The University's policy and procedures document on student grievances, appeals and applications for review is available on the Policy Online website: www.usyd.edu.au/policy.

The *Grievance Procedure* document is a statement of the University's processes for handling student grievances, appeals and applications for review regarding academic and non-academic matters.

Study at the University presents opportunities for interacting with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and administratively, in a fair and transparent manner.



Abbreviations

Listed below are commonly used acronyms that appear in University documents and publications. (See also the Glossary.)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A	
AARNet	Australian Academic Research Network
AAUT	Australian Awards for University Teaching
AAM	Annual Average Mark
ABC	Activity-based costing
ABSTUDY	Aboriginal Study Assistance Scheme
ACER	Australian Council for Educational Research
AGSM	Australian Graduate School of Management
ANZAAS	Australian and New Zealand Association for the Advancement of Science
APA	Australian Postgraduate Awards
APAC	Australian Partnership for Advanced Computing
APAI	Australian Postgraduate Awards (Industry)
APA-IT	Australian Postgraduate Awards in Information Technology
APDI	Australian Postdoctoral Fellowships Industry
APEC	Asia-Pacific Economic Cooperation
APF	Australian Postdoctoral Fellowship
AQF	Australian Qualifications Framework
ARC	Australian Research Council
ARTS	Automated Results Transfer System
ASDOT	Assessment Fee Subsidy for Disadvantaged Overseas Students
ATN	Australian Technology Network
ATP	Australian Technology Park
AUQA	Australian Universities Quality Agency
AusAID	Australian Agency for International Development
AUTC	Australian Universities Teaching Committee
AVCC	Australian Vice-Chancellors' Committee

B	
BAA	Backing Australia's Ability
BAC	Budget Advisory Committee
BITLab	Business Intelligence Lab
BLO	Business Liaison Office
BOTPLS	Bridging for Overseas Trained Professionals Loans Scheme

C	
CAF	Cost adjustment factor
CPS	Campus Property Services
CAUT	Committee for Advancement of University Teaching
CDP	Capital Development Program
CEP	Country Education Profile
CEQ	Course Experience Questionnaire
CES	Casual Employment Service
CFO	Chief Financial Officer
CHASS	College of Humanities and Social Sciences
CHESN	Commonwealth Higher Education System Student Number
CHS	College of Health Sciences
CIO	Chief Information Officer
COE	Confirmation of Enrolment
CPSU	Community and Public Sector Union
CRC	Cooperative Research Centre

C	
CREO	Centre for Regional Education, Orange
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CRRRI	Centre for Rural and Regional Innovation
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CST	College of Sciences and Technology
CULT	Combined Universities Language Test
CUTSD	Committee for University Teaching and Staff Development

D	
DAC	Data Audit Committee
DEST	Commonwealth Department of Education, Science and Training
DET	NSW Department of Education and Training
DIMA	Department of Immigration and Multicultural Affairs
D-IRD	Discovery-Indigenous Researchers Development Program
DVC	Deputy Vice-Chancellor

E	
EB	Enterprise bargaining
EFTSU	Equivalent full-time student unit
EFTSL	Equivalent full-time student load
EIP	Evaluations and Investigations Program
ELICOS	English Language Intensive Course of Study
EMU	Electron Microscope Unit
ESOS Act	Education Services for Overseas Student Act

F	
FFT	Fractional full-time (equivalent staff)
FlexSIS	Flexible Student Information System
FHS	Faculty of Health Sciences
FOS	Field of study
FTE	Full-time equivalent (staff)
FRM	Faculty of Rural Management

G	
GATS	General Agreement on Trade in Services
GCCA	Graduate Careers Council of Australia
GDS	Graduate destination survey
GPOF	General Purpose Operating Funds
GSA	Graduate Skills Assessment
GSG	Graduate School of Government
GWSLN	Greater Western Sydney Learning Network

H	
HDR	Higher Degree Research
HECS	Higher Education Contribution Scheme
HEEP	Higher Education Equity Program
HEFA	Higher Education Funding Act 1988
HEIMS	Higher Education Information Management System
HEIP	Higher Education Innovation Program (DEST)
HELP	Higher Education Loan Program



Abbreviations

H	
HEO	Higher education officer
HEP	Higher education provider
HERDC	Higher Education Research Data Collection
HESA	Higher Education Support Act

I	
IAF	Institutional Assessment Framework
IAS	Institute of Advanced Studies
ICT	Information and Communication Technology
IELTS	International English Language Testing Scheme
IGS	Institutional Grants Scheme (DEST)
IO	International Office
IP	Intellectual property
IPRS	International Postgraduate Research Scholarships
IREX	International Researcher Exchange Scheme
ISFP	Indigenous Support Funding Program
ISIG	Innovation Summit Implementation Group
ISSU	International Student Services Unit
ITC	Information Technology Committee
ITL	Institute for Teaching and Learning
ITS	Information Technology Services

J	
JASON	Joint Academic Scholarships Online Network

L	
LBOTE	Language background other than English

M	
MISG	Management Information Steering Group
MNRF	Major National Research Facilities Scheme
MOU	Memorandum of Understanding
MRB	Medical Rural Bonded Scholarship Scheme

N	
NBCOTP	National Bridging Courses for Overseas Trained Program
NCG	National Competitive Grant
NESB	Non-English-speaking background
NHMRC	National Health and Medical Research Council
NOIE	National Office for the Information Economy
NOOSR	National Office for Overseas Skill Recognition
NRSL	Non-recent school leaver
NSW VCC	New South Wales Vice-Chancellors' Conference
NTEU	National Tertiary Education Industry Union

O	
OECD	Organisation for Economic Cooperation and Development
OLA	Open Learning Australia
OLDPS	Open Learning Deferred Payment Scheme
OPRS	Overseas Postgraduate Research Scholarships

P	
PELS	Postgraduate Education Loans Scheme
PSO	Planning Support Office
PVC	Pro-Vice-Chancellor

Q	
QA	Quality assurance
QACG	Quality Advisory and Coordination Group

R	
R&D	Research and development
R&R	Restructuring and Rationalisation Program
RC	Responsibility Centre
REG	Research and Earmarked Grants
REP	Research Education Program
RFM	Relative Funding Model
RIBG	Research Infrastructure Block Grant (DEST)
RIEF	Research Infrastructure Equipment and Facilities Scheme
RISF	Restructuring Initiatives Support Fund
RMO	Risk Management Office
ROA	Record of Achievement
RQ	Research Quantum
RQU	Recognition Quality Unit (Higher Education Division – DEST)
RRTMR	Research and Research Training Management Reports
RSL	Recent school leaver
RTS	Research Training Scheme (DEST)

S	
SCA	Sydney College of the Arts
SCEQ	Sydney Course Experience Questionnaire
SCM	Sydney Conservatorium of Music
SCR	Science Capability Review
SDF	Strategic Development Fund
SEG	Senior Executive Group
SES	Socioeconomic status
SI	Scholarship Index
SLE	Student Learning Entitlement
SNA	Safety net adjustment
SPIRT	Strategic Partnerships with Industry – Research and Training
SPR	Student Progress Rate
SRC	Students' Representative Council
SSR	Student–staff ratio
STABEX	Study Abroad Exchange (database)
SUPRA	Sydney University Postgraduate Students' Representative Association
SUSport	Sydney Uni Sport & Fitness

T	
TAFE	Technical and Further Education
TOEFL	Test of English as a foreign language
TPI	Teaching Performance Indicator

U	
UAC	Universities Admissions Centre
UMAP	University Mobility in Asia and the Pacific
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UPA	University Postgraduate Awards

V	
VCAC	Vice-Chancellor's Advisory Committee
VET	Vocational Education and Training

W	
WAM	Weighted Average Mark
WRP	Workplace Reform Program
WTO	World Trade Organization

Y	
YFE	Year of first enrolment

Glossary

For a table of commonly used acronyms and abbreviations that appear in University documents and publications, see 'Abbreviations'.

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

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Academic Board

The senior academic body within the University. In conjunction with faculties, the Academic Board has responsibility for approving new or amended courses and endorsing faculty development of units of study. The board is also responsible for the formulation and review of policies, guidelines and procedures in relation to academic matters. For further information, see the *University of Sydney (Academic Governance) Rule 2003 (as amended)*.

Academic Consortium 21 (AC21)

An international network, of which the University is a member, comprising educational, research and industrial organisations throughout the world with the objective of encouraging the further advancement of global cooperation to the benefit of higher education and to contribute to world and regional society.

Academic cycle

The program of teaching sessions offered over a year. Currently the cycle runs from the enrolment period for Semester One to the completion of the processing of results at the end of Semester Two. See also 'Academic year', 'Stage'.

Academic dishonesty

Academic dishonesty occurs when a student presents another person's ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive the examiner. Academic dishonesty also covers recycling, fabrication of data, engaging another person to complete an assessment or cheating in exams. See also 'Plagiarism'.

Academic record

The complete academic history of a student at the University. It includes, among other things: personal details; all units of study and courses taken; assessment results (marks and grades); awards and prizes obtained; infringements of progression rules; approvals for variation in course requirements and course leave; thesis and supervision details.

Access to a student's academic record is restricted to authorised University staff and is not released to a third party without the written authorisation of the student.

See also 'Academic transcript'.

Academic transcript

A printed statement setting out a student's academic record at the University. There are two forms of academic transcript: external and internal.

See also 'Academic record', 'External transcript', 'Internal transcript'

Academic year

The current calendar year in which a student is enrolled.

See also 'Academic cycle', 'Stage'.

Ad eundem gradum

Long-standing full-time members of the University's academic and general staff who are not graduates of the University may be considered by Senate, upon their retirement, for admission *Ad eundem gradum* ('to the same degree') to an appropriate degree of the University.

Admission

Governed by the University's admission policy, this is the process for identifying applicants eligible to receive an initial offer of enrolment in a course at the University. Admission to most courses is based on performance in the HSC, with applicants ranked on the basis of their UAI. Other criteria such as a portfolio, interview, audition, or results in standard tests may also be taken into account for certain courses.

Admission basis

The main criterion used by a faculty in assessing an application for admission to a course. The criteria used include, among other things, previous secondary, TAFE or tertiary studies; work experience; special admission; and the Universities Admission Index (UAI).

Admission (Deferment)

An applicant who receives an offer of admission to a course may apply to defer enrolment in that course for one semester or one academic cycle.

Admission mode

A classification based on how a student was admitted to a course, for example 'UAC' or 'direct'.

Admission period

The period during which applications for admission to courses are considered.

Admission year

The year the student expects to begin the course.

See also 'Commencement date'.

Advanced diplomas

See 'Award course'.

Advanced standing

See 'Credit'.

Adviser

A member of academic staff appointed in an advisory role for some postgraduate coursework students.

See also 'Associate supervisor', 'Instrumental supervisor/teacher', 'Research supervisor', 'Supervision'.

Aegrotat

In exceptional circumstances involving serious illness or death of a student prior to completion of their course, the award of aegrotat and posthumous degrees and diplomas may be conferred.

Alumni

See 'Graduate'

Alumni sidneiensis

A searchable database of graduates of the University from 1857 to 30 years prior to the current year.



Annual average mark (AAM)

The average mark over all units of study attempted in a given academic year (equivalent to the calendar year).

The formula for this calculation is:

$$AAM = \frac{\sum (\text{marks} \times \text{credit point value})}{\sum (\text{credit point value})}$$

(sums over all units of study completed in the selected period)

Where the mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0. Pass/fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations. However, the marks from all attempts at a unit of study are included.

Annual progress report

A form used to monitor a research student's progress each year. The form provides for comments by the student, the supervisor, the head of the department and the dean (or their nominee). The completed form is attached to the student's official file.

Annual Report

The University's yearly financial and audit report, submitted to the NSW Parliament. It also includes a broad range of the University's activities and the strength of their performance in relation to the University's stated roles, values and goals.

Appeals

Students may lodge an appeal against academic or disciplinary decisions.

Appeals against an academic decision

A student may appeal to the Student Appeals Body against a decision by the University that affects the academic assessment or progress of a student within his or her award course, including a decision:

(a) to exclude a student in accordance with the *University of Sydney (Coursework) Rule 2000 (as amended)*

(b) not to readmit or re-enrol a student following exclusion in accordance with the *University of Sydney (Coursework) Rule 2000 (as amended)*

(c) to terminate a student's candidature for a postgraduate award.

See also 'Student Appeals Body'.

Appeal against a disciplinary decision

A student may appeal to the Student Disciplinary Appeals Committee against a determination being:

(a) a finding by the Vice-Chancellor or the student Proctorial Board that the student is guilty of misconduct

(b) the imposition of a penalty upon the student by the Vice-Chancellor or the Student Proctorial Board

(c) an order made by the Vice-Chancellor or the Student Proctorial Board.

See also 'Student Disciplinary Appeals Committee'.

Assessment

The process of measuring the performance of students in units of study and courses. Performance may be assessed by examinations, essays, laboratory projects, assignments, theses, treatises or dissertations.

See also 'Result processing', 'Result processing schedule'.

Formative assessment

Used principally to provide students with feedback on their progress in learning. It reinforces successful learning, and is an opportunity for students to expose the limits in their knowledge and understanding.

Summative assessment

Used to certify competence, or to arrange students in a rank order of merit. It certifies the attainment of a standard, and is used as the basis for progression to the next part of a program, or to graduation.

Associate supervisor

A person who is appointed in addition to the supervisor of a research student, who can provide the day-to-day contact with the candidate or provide particular expertise or additional experience in supervision. See also 'Adviser', 'Instrumental supervisor/teacher', 'Research supervisor', 'Supervision'.

Association of Pacific Rim Universities (APRU)

A consortium of leading research universities in the Pacific Rim, of which the University is a member, which aims to foster education, research and enterprise thereby contributing to the economic, scientific and cultural advancement in the Pacific Rim.

Assumed knowledge

For some units of study, a student is assumed to have passed a relevant subject in the HSC and this is called assumed knowledge. While students are generally advised against taking a unit of study for which they do not have the assumed knowledge, they are not prevented from enrolling in the unit of study.

See also 'Prerequisite'.

Attendance pattern

Attendance pattern is classified as full-time, part-time or external. It depends on the student's mode of attendance and the student load.

Attendance mode

A Department of Education, Science and Training (DEST) classification defining the manner in which a student is undertaking a course, such as internal, external, mixed or offshore.

Australian Qualifications Framework (AQF)

The framework for recognition and endorsement of qualifications established by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

AUSTUDY

Provides financial help to students who are 25 years old or over who meet the required criteria, and are undertaking an approved full-time course at an approved institution.

See also 'Youth allowance'.

Automated Results Transfer System (ARTS)

This system was developed by the Australasian Conference of Tertiary Admissions Centres (ACTAC) to allow the electronic academic record of a student to be accessed, via an admission centre, by tertiary institutions.

Award course

See 'Course'.

B**Bachelor's degree**

The highest undergraduate award offered at the University. A bachelor's degree course normally requires three or four years of full-time study or the part-time equivalent.

See also 'Award course'.

Barrier

An instruction placed on a student's record that prevents the student from re-enrolling or graduating.

See also 'Deadlines (fees)', 'Suppression of results'.

Board of studies

An academic body which supervises a course or courses, and is similar to a faculty except that it is headed by a chair rather than a dean and does not supervise PhD candidates.

Bursaries

Financial award made to a student, based primarily on need.

See also 'Scholarships'.

C

Calendar

See 'University Calendar'.

Cadigal program

A program, named in recognition of the Aboriginal people of the land on which the University is located, designed to increase the successful participation of Aboriginal and Torres Strait Islander people in degree courses in all faculties at the University of Sydney.

Campus

The grounds on which the University is situated. There are ten campuses of the University of Sydney:

- Burren Street (Institute of Transport Studies)
- Camperdown
- Darlington
- Camden (Agriculture and Veterinary Science)
- Conservatorium (Sydney Conservatorium of Music)
- Cumberland (Health Sciences)
- Mallett Street (Nursing)
- Rozelle (Sydney College of the Arts)
- St James (Law)
- Surry Hills (Dentistry)

Cancellation

Where enrolment is cancelled for non-payment of fees.

Candidature

Candidature commences when a student is admitted to a course of study leading to the award of a degree, diploma or certificate. There are maximum periods and in some cases minimum periods of candidature depending on the award course and whether the candidate is a full-time or part-time student.

See 'Course enrolment status'.

Census date

The date at which a student's enrolment, load and HECS liability are finalised before this information is reported to DEST.

See also 'HECS-HELP'.

Ceremony

See 'Graduation ceremony'.

Chancellor

The non-executive head of the University. An honorary position, the Chancellor presides over meetings of the University's governing body, the Senate, and important ceremonial occasions such as graduations.

Clinical experience

Students undertake clinical placements in a professional environment as part of their course requirements. Many require University-approved supervision. In order to undertake clinical placements a student may be required to fulfil additional requirements.

Combined course

A course which leads to two awards. For example the Arts/Law course leads to the separate awards of Bachelor of Arts and Bachelor of Laws.

Combined degree

A single program with a single set of course resolutions leading to the award of two degrees (unless otherwise specified in the resolutions). See also 'Combined course'.

Commencement date

The date a student commences candidature.

Commonwealth Supported Place (CSP)

(Previously known as a HECS Place.) A student in a Commonwealth Supported Place makes a contribution towards the cost of their education (known as the student contribution) while the Australian Government contributes the majority of the cost.

Confirmation of Enrolment form (COE)

This form is issued to each student after enrolment, showing the course and the units of study in which the student is enrolled, together with the credit point value of the units of study and the HECS weights. Until all fees are paid, it is issued provisionally. A new confirmation of enrolment form is produced every time a student's enrolment is varied.

Conjoint ventures

Two or more institutions cooperate to provide a unit or course of study to postgraduate coursework students. Arrangements exist between individual departments at the University of Sydney and individual departments at the University of New South Wales (UNSW) and the University of Technology Sydney (UTS).

In these arrangements, students enrolled for a degree at one institution complete one or more units of study at the other institution to count towards the award program at their 'home' institution.

Continuing professional education

A process which provides a number of programs of continuing education courses for professionals as they move through their career. These programs are presently administered by the Centre for Continuing Education (CCE) and a number of departments and foundations across the University. This process supports the whole of life learning concept and involves the maintenance of a long-term relationship between the student and the University.

Convocation

The body comprising the Fellows and former Fellows of the Senate of the University of Sydney; members of the former governing bodies of the institutions with which the University has amalgamated or their predecessors; the graduates of the University of Sydney, which include graduates of the institutions with which the University has amalgamated or their predecessors; professors and other full-time members of the academic staff of the University; and principals of the incorporated colleges. This is as per clause 14 of the *University of Sydney Act 1989*.

Core unit of study

A unit of study that is compulsory for a particular course or subject area.

See also 'Unit of study'.

Corequisite

A unit of study which must be taken in the same semester or year as a given unit of study (unless it has already been completed). These are determined by the faculty or board of studies concerned, published in the faculty handbook and shown in FlexSIS.

See also 'Prerequisite', 'Waiver'.

Cotutelle Scheme

Agreement between the University and any overseas university for joint supervision and examination of a PhD student as part of an ongoing cooperative research collaboration. If successful, the student receives a doctorate from both universities with each testamur acknowledging the circumstances under which the award was made.

Course

An undertaking of study at the University of Sydney.

Award course

A formal course of study that will see attainment of a recognised award. Award courses are approved by Academic Board and endorsed by Senate. The University broadly classifies courses as undergraduate, postgraduate coursework or postgraduate research.

See also 'Bachelor's degree', 'Course rules', 'Diploma', 'Doctorate', 'Major', 'Master's degree', 'Minor', PhD, 'Stream'.

Non-award course

Studies undertaken by students who are not seeking an award from the University.

See also 'Cross-institutional enrolment'.

Coursework

An award course not designated as a research award course. While the program of study in a coursework award course may include a component of original work, other forms of instruction and learning will normally be dominant.

Research

A course in which at least 66 per cent of the overall course requirements involve students undertaking supervised research, leading to the production of a thesis or other piece of written or creative work, over a prescribed period of time.

Course alias

A unique five character alpha-numeric code which identifies a University course.

Course code

See 'Course alias'.

Course enrolment status

A student's enrolment status in a course is either 'enrolled' or 'not enrolled'. 'Not enrolled' reasons include: cancelled; suspended; under examination; or terminated.

See also 'Cancellation', 'Candidature', 'Course leave', 'Enrolment', 'Enrolment variation', 'Terminated', 'Under examination'.

Course leave

Students are permitted to apply for a period away from their course without losing their place. Course leave is formally approved by the supervising faculty for a minimum of one semester. Students on leave are regarded as having an active candidature, but they are not entitled to a student card. At undergraduate level, leave is not counted towards the total length of the course. Students who are absent from study without approved leave may be discontinued and may be required to formally reapply for admission.

See also 'Progression'.

Course rules

Rules which govern the allowable enrolment of a student in a course. Course rules may be expressed in terms of types of units of study taken, length of study, and credit points accumulated. For example, a candidate may not enrol in units of study having a total value of more than 32 credit points per semester. Course rules also govern the requirements for the award of the course, for example a candidate must have completed a minimum of 144 credit points.

See also 'Award course', 'Corequisite', 'Prerequisite'.

Course suspension

See 'Course leave'.

Course transfer

A transfer occurs when a student changes from one course in the University to another course in the University without the requirement for an application and selection process (for example from a PhD to a master's program in the same faculty).

Credit

The recognition of previous studies successfully completed at this University, or another university or tertiary institution recognised by the University of Sydney, as contributing to the requirements of the course to which the applicant requesting such recognition has been admitted. It may be granted as specified credit or non-specified credit.

Specified credit

The recognition of previously completed studies as directly equivalent to units of study.

Non-specified credit

A 'block credit' for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study.

See also 'Annual average mark (AAM)', 'Waiver', 'Weighted average mark (WAM)'.

Credit points

The value of the contribution each unit of study provides towards meeting course completion requirements. Each unit of study normally has a six credit point value assigned to it. The total number of credit points required for completion of award courses will be specified in the Senate Resolutions relevant to the award course.

Cross-institutional enrolment

An enrolment in units of study at one university to count towards an award course at another university. Cross-institutional enrolments incur a student-contribution liability (see Commonwealth-supported student) or tuition fee charge at the institution at which the unit of study is being undertaken.

See also 'Non-award course'.

D**Data Audit Committee (DAC)**

The Data Audit Committee's role is to oversee the integrity and accuracy of the course and unit of study data as strategic University data. It also advises the Academic Board on suggested policy changes related to course and unit of study data. A subcommittee of the VCAC Enrolment Working Party, it is chaired by the Registrar, with membership including the deans, the Student Centre, FlexSIS and Planning and Statistics.

Deadlines (Enrolment variations)

See 'Enrolment variation'.

Deadlines (Fees)

The University has deadlines for the payment of fees (for example, HECS, compulsory subscriptions, course fees). Students who do not pay fees by these deadlines may have their enrolment cancelled or they may have a barrier placed on the release of their record.

See also 'Barrier', 'Cancellation'.

Dean

The head of a faculty, or the principal or director of a college (such as the Sydney Conservatorium of Music or the Sydney College of the Arts).

Dean's Certificate

A statement from the Dean certifying that all requirements, including fieldwork and practical work, have been met and that the student is eligible to graduate. Not all faculties use Dean's Certificates. In faculties that do, qualified students have 'Dean's Certificate' noted on their academic record.

Deferment (Deferral)

See also 'Admission (deferment)', 'Course leave'.

Degree

See also 'Award course', 'Bachelor's degree'.

Delivery mode

Indicates how students receive the instruction for a unit of study. The delivery mode must be recorded for each unit as distinct from the attendance mode of the student, for example an internal student may take one or more units by distance mode and an external student may attend campus for one or more units.

Distance education

Where subject matter is delivered in a more flexible manner, such as correspondence notes, a student may only attend campus if required. See also 'Extended semester', 'Distance education', 'International – off shore'.

Intensive on-campus

Core content is delivered with support learning in an intensive (one or more days) format on campus. Participation is usually compulsory. Previously this may have been called residential, block mode, or weekend workshop.

On-campus (normal)

Attendance of scheduled lectures, tutorials etc at a campus of the University.

Department

See 'School'.

Department of Education, Science and Training (DEST)

The Federal Government department responsible for higher education.

Diploma

The award granted following successful completion of diploma course requirements. A diploma course usually requires less study than a degree course.

See also 'Award course'.

Direct admissions

For some courses, applications may be made directly to the University. Applications are received by faculties or the International Office, and considered by the relevant department or faculty body. Decisions are recorded and letters are forwarded to applicants advising them of the outcome.

See also 'Admission', 'UAC'.

Disability information

Students may inform the University of any temporary or permanent disability which affects their life as a student. Disability information is recorded but it is only available to particular authorised users because of its sensitive nature and students will be informed of its use.

Disciplinary action

Undertaken as the result of academic or other misconduct, for example plagiarism, cheating, security infringement, criminal activity.

Discipline

A defined area of study, for example, chemistry, physics, economics.

Discipline group

A DEST code used to classify units of study in terms of the subject matter being taught or being researched.

Discontinuation (course)

See 'Enrolment variation'.

Discontinuation (unit of study)

See 'Enrolment variation'.

Dissertation

A written exposition of a topic which may include original argument substantiated by reference to acknowledged authorities. It is a required unit of study for some postgraduate award courses in the faculties of Architecture and Law.

Distance education

Where a student does not attend campus on a daily basis for a given course or unit of study.

See also 'Delivery mode', 'Extended semester'.

Doctorate

A high-level postgraduate award. A doctorate course normally involves research and coursework; the candidate submits a thesis that is an original contribution to the field of study. Entry to a doctorate course often requires completion of a master's degree course. Note that the doctorate course is not available in all departments at the University. See also 'Award course', 'PhD'.

Domestic student

A student who is not an international student.

See also 'Local student'.

Double degree

A double degree is a program where students are permitted by participating faculties (and/or by specific resolutions within a single award) to transfer between courses in order to complete two awards.

Downgrade

Where a student enrolled in a PhD reverts to a master's by research, either on the recommendation of the University on the basis that the research they are undertaking is not at an appropriate level for a PhD; or at the student's own request, for personal or academic reasons.

E**Equivalent full-time student unit (EFTSU)**

The equivalent full-time student unit (EFTSU) is a measure of student load based on the workload for a student undertaking a full year of study in a particular course. A student is then recorded as having generated one EFTSU.

See also 'Load', 'Stage'.

Equivalent full-time student load (EFTSL)

The equivalent full-time student load (EFTSL) for a year. It is a measure, in respect of a course of study, of the study load for a year of a student undertaking that course of study on a full-time basis.

Embedded courses

Award courses in the graduate certificate, graduate diploma and master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards, for example the Graduate Certificate in Information Technology, Graduate Diploma in Information Technology and Master of Information Technology.

Enrolment

A student enrolls in a course by registering with the supervising faculty in the units of study to be taken in the coming year, semester or session.

Commencing

An enrolment is classified as commencing if a student has enrolled in a particular degree or diploma for the first time.

Continuing

Students already in a course at the University re-enrol each year or semester. Most continuing students are required to pre-enrol.

See also 'Pre-enrolment'.

Enrolment list

A list of all currently enrolled students in a particular unit of study.

See also 'Unit of study'.

Enrolment status

See 'Course enrolment status'.

Enrolment Variation

Students may vary their enrolment at the start of each semester. Each faculty determines its deadlines for variations, but student-contribution liability depends on the Commonwealth census date.

See also 'Commonwealth Supported Place'.

Examination

A set of questions or exercises evaluating on a given subject given by a department or faculty.

See also 'Examination period', 'Assessment'.

Examination period

The time set each semester for the conduct of formal examinations.

Examiner (Coursework)

The person assessing a student or group of students, for example through written/oral examination, coursework assignments, presentations.

Exchange student

Either a University of Sydney student participating in a formally agreed program involving study at an overseas university, or an overseas student studying here on the same basis. The International Office provides administrative support for some exchanges.

Exclusion

A faculty may ask a student whose academic progress is considered to be unsatisfactory to 'show good cause' why the student should be allowed to re-enrol. If the faculty deems the student's explanation unsatisfactory, or if the student does not provide an explanation, the student may be excluded either from a unit of study or from a course or faculty. An excluded student may apply to the faculty for permission to re-enrol. Normally, at least two years must have elapsed before such an application would be considered. University policy relating to exclusions is set out in the *Calendar*.

See also 'Progression', 'Senate appeals'.

Exemption

A decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment.

See also 'Credit', 'Waiver'.

Expulsion

The ultimate penalty of disciplinary action is to expel the student from the University. The effect of expulsion is:

- the student is not allowed to be admitted or to re-enrol in any course at the University
- the student does not receive their results
- the student is not allowed to graduate
- the student does not receive a transcript or testamur.

Extended semester

A distance-learning student may be allowed more time to complete a module or program if circumstances beyond the student's control, such as drought, flood or illness, affect the student's ability to complete the module or program in the specified time.

See also 'Distance education'.

External

See 'Attendance mode', 'Distance education'.

External transcript

A certified statement of a student's academic record printed on official University security paper. It includes the student's name, any credit granted, all courses the student was enrolled in and the final course result and all units of study attempted within each course together with the result. It also acknowledges prizes the student has received. Marks can be included or omitted, as required.

See also 'Academic transcript', 'Internal transcript'.

F**Faculty**

A formal part of the University's academic governance structure, consisting mainly of academic staff members and headed by a dean, which is responsible for all matters concerning the award courses that it supervises. Usually, a faculty office administers the faculty and student or staff inquiries related to its courses. The *University Calendar* sets out the constitution of each of the University's faculties.

See also 'Board of Studies', 'Supervising faculty'.

Faculty handbook

The annual University publication for each faculty which provides detailed information about the faculty, its courses and resolutions.

FEE-HELP

An eligible student in a postgraduate course or in a bridging study course (for overseas-trained professionals) can apply for assistance (in the form of a loan) in paying all or some of their tuition fees.

Fee-paying students

Students who pay tuition fees to the University and are not liable for student contributions to a Commonwealth Supported Place. The Commonwealth does not contribute towards the cost of the education of fee-paying students. Annual fees vary between the faculties. Students pay a per semester fee.

Fellows of Senate

Members of the governing body of the University who are either elected, appointed or ex-officio.

Flexible learning

See 'Delivery mode', 'Distance education'.

Flexible start date

Full fee-paying distance students are not restricted to the same enrolment time frames as campus-based or Commonwealth-supported students.

Flexible Student Information System (FlexSIS)

The computer-based Flexible Student Information System at the University of Sydney.

FlexSIS holds details of courses and units of study being offered by the University and the complete academic records of all students enrolled at the University.

Formative assessment

See also 'Assessment'.

Full-time student

See 'Attendance pattern', 'EFTSU'.

G**Grade**

The outcome for a unit of study linked with a mark range. For example, a mark in the range 85–100 attracts the grade 'high distinction' (HD). See also 'Mark'.

Graduand

A student who has completed all the requirements for an award course but has not yet graduated.

See also 'Graduation', 'Potential graduand'.

Graduate

A person who holds an award from a recognised tertiary institution.

See also 'Graduand', 'Graduation'.

Graduate certificate

See 'Award course'.

Graduate diploma

See 'Award course'.

Graduate-entry degree

A bachelor's, or undergraduate degree, that requires another undergraduate degree as a prerequisite of entry. Examples of graduate-entry degrees at the University of Sydney include the Medical Program, Graduate Law and the Bachelor of Dentistry.

Graduation

The formal conferring of awards either at a ceremony or in absentia.

See also 'In absentia', 'Potential graduand'.

Graduation ceremony

A ceremony where the Chancellor confers awards upon graduands.

Group of Eight (G08)

The Group of Eight represents Australia's major research-intensive universities and membership comprises the vice-chancellors (presidents) of the Australian National University, Monash University, the University of Adelaide, the University of Melbourne, the University of New South Wales, the University of Queensland, the University of Sydney, and the University of Western Australia.

The Group of Eight works to ensure a consistent and sustainable policy environment which maximises the wide-ranging economic, social and cultural benefits to the Australian community of higher education and which ensures Australian universities are recognised as among the best in the world.

Group work

Means a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment.

See also 'Legitimate cooperation'.

H**Handbook**

See 'Faculty handbook'.

Head of department/Head of school (HOD/HOS)

The head of the academic unit which has responsibility for the relevant unit of study, or equivalent program leader.

Higher Education Contribution Scheme (HECS)

The Higher Education Contribution Scheme (HECS) was the previous Commonwealth Government student loan scheme. It ceased to operate on 1 January 2005 and was replaced by HECS-HELP (see below).

HECS-HELP

An eligible student in a Commonwealth Supported Place can apply for assistance in paying their student contribution. This may take the form of a HECS-HELP loan to pay all or some of the student contribution, or a HECS-HELP discount if all (or at least \$500) of the student contribution is paid by the census date.

Honorary degrees

A degree *honoris causa* (translated from the Latin as 'for the purpose of honouring') is conferred on a person whom the University wishes to honour.

Honours

Some degrees may be completed 'with honours'. This may involve the completion of a separate honours year, additional work in the later years of the course or meritorious achievement over all years of the course. Honours are awarded in a class (Class I, Class II – which may have two divisions or, Class III).

NSW Higher School Certificate (HSC)

The NSW Higher School Certificate (HSC), which is normally completed at the end of year 12 of secondary school. The UAI (Universities Admission Index) is a rank out of 100 that is computed from a student's performance in the HSC.

I***In absentia***

Latin for 'in the absence of'. Awards are conferred *in absentia* when graduands do not, or cannot, attend the graduation ceremony scheduled for them. Those who have graduated *in absentia* may later request that they be presented to the Chancellor at a graduation ceremony.

See also 'Graduation'.

Instrumental supervisor/teacher

All students at the Sydney Conservatorium of Music have an instrumental teacher appointed.

See also 'Adviser', 'Associate supervisor', 'Research supervisor', 'Supervision'.

Internal mode

See 'Attendance mode'.

Internal transcript

A record of a student's academic record for the University's own internal use. It includes the student's name, student identifier (SID), address, all courses in which the student was enrolled and the final course result, and all units of study attempted within each course, together with the unit of study result.

See also 'Academic transcript', 'External transcript'.

International student

Any student who is not an Australian or New Zealand citizen or a permanent resident of Australia is an international student. An international student is required to hold a visa that allows study in Australia and may be liable for international tuition fees.

Fee-paying

A private international student who is liable to pay tuition fees for their studies with the University.

Fee-paying – outgoing exchange

An international fee-paying student undertaking short term study at a recognised overseas institution with which the University has a student exchange agreement. Exchange study counts towards the student's University of Sydney award and students remain enrolled in their University of Sydney course during the period of exchange.

International – cross-institutional

An international fee paying student undertaking non-award study at the University on a cross-institutional basis. They are liable to pay fees for the study they undertake at the University, but there is no compliance reporting requirement, which rests with their 'home' institution.

International – sponsored

A private international student who is fully sponsored for his/her tuition; his/her sponsorship may also include overseas health cover and compulsory subscriptions.

Offshore studies

International offshore students undertake their program of study at one of the University's offshore campuses and do not enter Australia. Therefore they do not require a visa. They are distinct from international students who are on outbound exchange programs as they never enter Australia during their program of study.

Short course

An international fee-paying student undertaking a short course with the University of Sydney such as international development programs, executive training or study visits. The study undertaken by these students is non-award and generally a student visa is not required.

Sponsored award

An international student sponsored by the Australian government, undertaking a program of study at the University. Currently Australian Development Scholarships holders, funded by AusAID, are the only students in this category. These students are fully sponsored for their tuition and other costs such as travel and health cover, and are paid a stipend.

Study Abroad

An international student who is undertaking short-term study at the University under the Study Abroad scheme. Study Abroad students must have completed at least one year of study towards a degree at a recognised institution in their home country and are continuing towards the degree of their home institution.

See also 'Local student', 'Student type'.

L**Learning entitlement**

Each student has a seven-year full-time period during which they can remain Commonwealth-supported. This seven year period is called their 'learning entitlement'.

Leave

See 'Course leave'.

Legitimate cooperation

Any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through student interaction.

See also 'Group work'.

Life membership

Life membership is no longer offered by the University of Sydney Union (USU). However, existing life Members continue to enjoy the right to vote in USU elections and at USU general meetings. Like all members, life members are encouraged to stand for election to the USU Board. Similarly, life members, once they have paid the appropriate annual fees, are able to enjoy the benefits of the Access Benefits program.

Load

The sum of the weights of all the units of study in which a student is enrolled. The weight is determined by the proportion of a full year's work represented by the unit of study in the degree or diploma for which the student is a candidate. Student load is measured in terms of Equivalent full-time student units (EFTSU).

See also 'Equivalent full-time student units (EFTSU)'.

Local student

Either an Australian or New Zealand citizen or Australian permanent resident. New Zealand citizens are required to pay their Higher Education Contribution Scheme (HECS) fees upfront.

See also 'Domestic student', 'International student'.

M**Major**

A field of study, chosen by a student, to represent their principal interest. This would consist of specified units of study from later stages of the award course. Students select and transfer between majors by virtue of their selection of units of study. One or more majors may be awarded upon the graduand's assessment of study.

See also 'Award course', 'Minor', 'Stream'.

Major timetable clash

The term used when a student attempts to enrol in units of study which have so much overlap in the teaching times that it has been decided that students must not enrol in the units simultaneously.

Mark

An integer (rounded if necessary) from 0 to 100 indicating a student's performance in a unit of study.

See also 'Grade'.

Master's degree

A postgraduate award. Master's degree courses may be offered by coursework, research only or a combination of coursework and research. Entry to the course often requires completion of an honours year at an undergraduate level.

See also 'Award course'.

Method of candidature

A course is either a research course or a coursework course and so the methods of candidature are 'research' and 'coursework'.

See also 'Course (Coursework)', 'Course (Research)'.

Mid-year intake

Admission to degree programs for Semester Two.

Minor

Studies undertaken to support a major. Requiring a smaller number of credit points than a major, students select and transfer between minors (and majors) by virtue of their selection of units of study. One or more minors may be awarded upon the graduand's assessment of study.

See also 'Award course', 'Major', 'Stream'.

Mixed mode

See 'Attendance mode'.

MPhil

The Master of Philosophy (MPhil) is a master's by research degree offered by some (but not all) of the University's faculties.

See also 'Award course', 'Master's degree'.

Mutually exclusive units of study

See 'Prohibited combinations of units of study'.

MyUni

The University of Sydney's student portal system. It provides access to email, library services, student self-administration, support services, e-learning software such as Blackboard and WebCT, as well as information about the University and its courses.

N**Non-award course**

See 'Course'.

Non-standard session

A teaching session other than the standard February and August sessions – such as Sydney Summer School or Winter School, in which units of study are delivered and assessed in an intensive mode during January or July respectively.

See also 'Semester', 'Session'.

O**Orientation Week**

Orientation or 'O Week', takes place in the week before lectures begin in Semester One. 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.

P**Part-time student**

See also 'Attendance mode', 'Attendance pattern', 'Equivalent full-time student units (EFTSU)'.

Permanent home address

The address used for all official University correspondence with a student, both inside and outside of semester time (for example during semester breaks), unless the student provides a different address for use during the semester.

See also 'Semester address'.

PhD

The Doctor of Philosophy (PhD) and other doctorate awards are the highest awards available at the University. A PhD course is normally purely research-based; the candidate submits a thesis that is an original contribution to the field of study.

See also 'Award course', 'Doctorate'.

Plagiarism

Presenting another person's ideas, findings or work as one's own by copying or reproducing them without acknowledging the source.

See also 'Academic dishonesty'.

Policy Online

The website which provides access to the University's current policies, procedures and guidelines.

Postgraduate

A term used to describe a course leading to an award such as graduate diploma, a master's degree or PhD which usually requires prior completion of a relevant undergraduate degree (or diploma) course. A 'postgraduate' is a student enrolled in such a course.

See also 'Course (Coursework)', 'Course (Research)'.

Postgraduate Education Loans Scheme (PELS)

An interest-free loans facility for eligible students who are enrolled in fee-paying, postgraduate non-research courses. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS). This scheme was replaced by the FEE-HELP scheme on 1 January 2005.

See also 'FEE-HELP'.

Potential graduand

A student who has been identified as being eligible to graduate on the satisfactory completion of their current studies.

See also 'Graduand', 'Graduation'.

Pre-enrolment

Pre-enrolment – also known as provisional re-enrolment – takes place in October, when students indicate their choice of unit of study enrolment for the following year. After results are approved, pre-enrolment students are regarded as enrolled in those units of study for which they are qualified. Their status is 'enrolled' and remains so provided they pay any money owing and comply with other requirements by the due date. Students who do not successfully pre-enrol in their units of study for the next regular session are required to attend the University on set dates during the January/February enrolment period.

See also 'Enrolment'.

Prerequisite

A unit of study that is required to be successfully completed before another unit of study can be attempted. Prerequisites can be mandatory (compulsory) or advisory.

See also 'Assumed knowledge', 'Corequisite', 'Waiver', 'Qualifier'.

Prizes

Awarded in recognition of outstanding performance, academic achievement or service to the community or University.

Probationary candidature

A student who is enrolled in a postgraduate course on probation for a period of time up to one year. The head of department/school is required to consider the candidate's progress during the period of probation and make a recommendation for normal candidature or otherwise to the faculty.

Professional practice

Some students undertake placement in a professional practice as part of their course requirements. This may require University-approved supervision. Professional placements are located in a wide range of professional practices environments, and may not require additional criteria to be fulfilled.

Progression

Satisfactory progression is satisfying all course and faculty rules (normally assessed on an annual basis) to enable the completion of the chosen award within the (maximum) completion time allowed.

See also 'Exclusion'.

Prohibited combinations of units of study

When two or more units of study contain a sufficient overlap of content, enrolment in any one such unit prohibits enrolment in any other identified unit.

See also 'Unit of study'.

Provisional re-enrolment

See 'Pre-enrolment'.

Q**Qualification**

An academic attainment recognised by the University.

Qualifier

A mandatory (compulsory) prerequisite unit of study which must have a grade of pass or better.

See also 'Assumed knowledge', 'Corequisite', 'Prerequisite', 'Waiver'.

R**Recycling**

The submission for assessment of one's own work, or of work which substantially the same, which has previously been counted towards the satisfactory completion of another unit of study, and credited

towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

Registration

In addition to enrolling with the faculty in units of study, students must register with the department responsible for teaching each unit. This is normally done during Orientation Week. Note that unlike enrolment, registration is not a formal record of units attempted by the student.

Research course

See 'Course (Research)'.

Research supervisor

A supervisor is appointed to each student undertaking a research postgraduate degree. The supervisor will be a full-time member of the academic staff or a person external to the University recognised for their association with the clinical teaching or the research work of the University. A research supervisor is commonly referred to as a supervisor.

See also 'Advisor', 'Associate supervisor', 'Supervision', 'Instrumental supervisor/teacher'.

Result processing

Refers to the processing of assessment results for units of study. For each unit of study, departments/schools tabulate results for all assessment activities and assign preliminary results.

See also 'Assessment', 'Formative assessment', 'Examination period', 'Summative assessment'.

Result processing schedule

The result processing schedule will be determined for each academic cycle. All schools and faculties are expected to comply with this schedule.

See also 'Assessment', 'Examination period', 'Result processing'.

Result

The official statement of a student's performance in each unit of study attempted as recorded on the academic transcript, usually expressed as a mark and grade.

See also 'Grade', 'Mark'.

Research Training Scheme (RTS)

The RTS provides Commonwealth-funded higher degree by research (HDR) students with an 'entitlement' to a HECS exemption for the duration of an accredited HDR course, up to a maximum period of four years full-time equivalent study for a doctorate by research and two years full-time equivalent study for a master's by research.

S**Scholarships**

Financial or other form of support made available to enable students to further their studies.

See also 'Bursaries'.

School

A school or academic unit shall encourage and facilitate teaching, scholarship and research, and coordinate the teaching and examining duties of members of staff in the subjects or courses of study with which it is concerned.

Semester

A half-yearly teaching session, the dates for which are determined by the Academic Board. Normally all undergraduate sessions will conform to the semesters approved by the Academic Board. Any offering of an undergraduate unit not conforming to the semester dates (non-standard session) must be given special permission by the Academic Board.

See also 'Session', 'Non-standard session'.

Semester address

The address to which all official University correspondence is sent during semester time, if it is different to the permanent address.

Senate

The governing body of the University. See the University Calendar for more details of its charter and powers.

Session

Any period of time during which a unit of study is taught. A session differs from a semester in that it need not be a six-month teaching period, but it cannot be longer than six months. Each session maps to either Semester One or Two for DEST reporting purposes.

Session offerings are approved by the relevant dean, taking into account all the necessary resources, including teaching space and staffing. The Academic Board must approve variation to the normal session pattern.

See also 'Semester', 'Non-standard teaching period'.

Session address

See 'Semester address'.

Short course

A fee-paying student undertaking a short course with the University of Sydney comprising professional development, executive training etc. The study undertaken by these students is a non-award course.

Show cause

See 'Progression', 'Exclusion'.

Special consideration

Candidates who suffer serious illness or misadventure which may affect performance in any assessment, may request that they be given special consideration in relation to the determination of their results.

Special Studies Program (SSP)

A period of release from normal duties to allow academic staff to undertake a planned program of academic activity and development.

Sponsorship

Financial support of a student by a company or government body.

Stage

A normal full-time course of study taken in a year.

See also 'Course rules', 'EFTSU', 'Progression'.

Strategic Directions

See also 'University Strategic Directions'.

Stream

A defined award course, which requires the completion of set units of study as specified by the course rules for the particular stream, in addition to the core program specified by the course rules. A stream will appear with the award course name on testamurs, eg Bachelor of Engineering in Civil Engineering (Construction Management).

See also 'Award course', 'Major', 'Minor'.

Student

Student means a person enrolled as a candidate for an award course or unit of study.

Student Appeals Body

Any student may appeal to the Student Appeals Body against an academic decision on the ground that due academic process has not been observed by the relevant faculty in relation to the academic decision.

See also 'Appeals', *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.

Student Disciplinary Appeals Committee

Any student may appeal to the Student Disciplinary Appeals Committee against a misconduct determination by the Vice-Chancellor or a Student Proctorial Board.

See also 'Appeals'.

Student identifier (SID)

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

Student ID Card

All students who enrol are issued with an identification card. The card includes the student's name, SID, the course code, a library borrower's bar code and a passport-style photo. The card identifies the student as eligible to attend classes and must be displayed at formal examinations. It must be presented to secure student concessions and to borrow books from all sections of the University Library.

Student progress rate (SPR)

A calculation which measures the rate at which load undertaken is passed annually in each award program.

Student type

Student type identifies whether a student is local or international and the type of study the student is undertaking.

See also 'International student', 'Domestic student', 'Exchange student'.

Study Abroad program

A scheme administered by the International Office which allows international students who are not part of an exchange program to take units of study at the University of Sydney, but not towards an award program. In most cases the units of study taken here are credited towards an award at their home institution.

See also 'Exchange student'.

Subject area

A unit of study may be associated with one or more subject areas.

The subject area can be used to define prerequisite and course rules, for example the unit of study 'History of Momoyama and Edo Art' may count towards the requirements for the subject areas 'Art History and Theory' and 'Asian Studies'.

Summative assessment

See 'Assessment'.

Summer School

See 'Sydney Summer School'.

Supervising faculty

The faculty that has the responsibility for managing the academic administration of a particular course, such as the interpretation and administration of course rules, approving students' enrolments and variations to enrolments. Normally the supervising faculty is the faculty offering the course.

However, in the case of combined courses, one of the two faculties involved will usually be designated the supervising faculty. Further, in the case where one course is jointly offered by two or more faculties (such as the Liberal Studies course), a joint committee may make academic decisions about candidature and the student may be assigned a supervising faculty for administration.

Supervision

A one-to-one relationship between a student and a nominated member of the academic staff or a person specifically appointed to the role.

See also 'Adviser', 'Associate supervisor', 'Research supervisor', 'Instrumental supervisor/teacher'.

Suppression of results

Results for a particular student can be suppressed by the University when the student has an outstanding debt to the University; or the student is facing disciplinary action. A student may also request a suppression for personal reasons.

Suspension

See also 'Course leave'.

Sydney Summer School

A program of accelerated, intensive study running for approximately six weeks during January and February each year. Both undergraduate and postgraduate units are offered. Summer School provides an opportunity for students at Sydney and other universities to catch up on needed units of study, to accelerate completion of a course or to undertake a unit that is outside their award course.

All units attract full fees and enrolled students are also liable for compulsory subscriptions. Some fee-waiver scholarships are available.

Sydney Winter School

An intensive session offered by the University in July during the mid-year break.

T

Teaching department

See 'School'.

Teaching end date

Official finish date of formal timetabled classes.

Teaching start date

Official commencement date of formal timetabled classes.

Terminated

Term used when a student's candidature has been officially closed because they are not able to complete the course requirements.

See also 'Candidature'.

Testamur

A certificate of award provided to a graduand, usually at a graduation ceremony. The award conferred will be displayed along with other appropriate detail.

Thesis

A major work that is the product of an extended period of supervised independent research.

See also 'Course (Research)'.

Timetable

The schedule of lectures, tutorials, laboratories and other academic activities that a student must attend.

Transcript

See 'Academic transcript'.

Transfer

See 'Course transfer'.

Tuition fees

Tuition fees may be charged to students in designated tuition fee-paying courses. Students who pay fees are not liable for HECS.

U

Universities Admissions Centre (UAC)

The UAC receives and processes applications for admission to undergraduate courses at recognised universities in NSW and the ACT. Most commencing, local undergraduate students at the University apply through the UAC.

Universities Admission Index (UAI)

A measure of overall academic achievement in the HSC that assists universities in ranking applicants for university selection. The UAI is based on the aggregate of scaled marks in ten units of the HSC, and is a number between 0.00 and 100.00 with increments of 0.05.

Under examination

Indicates that a research student has submitted their written work (thesis) for assessment, and is awaiting the finalisation of the examiners' outcome and recommendation.

Undergraduate

A term used to describe both a course leading to a diploma or bachelor's degree and a student enrolled in such a course.

Unit of study

Unit of study or unit means a stand-alone component of an award course. Each unit of study is the responsibility of a department.

See also 'Prohibited combinations of unit of study'.

Unit of study enrolment status

This indicates whether the student is still actively attending the unit of study (currently enrolled) or is no longer enrolled.

See also 'Discontinuation' or 'Cancellation'.

Unit of study level

Units of study are divided into Junior, Intermediate, Senior, Honours, Year 5, and Year 6. Most majors consist of 32 Senior credit points in a subject area (either 3000 level units of study or a mix of 2000 and 3000 level units of study).

University

Unless otherwise indicated, 'University' in this document refers to the University of Sydney.

University Calendar

The annual University publication, also available online, which provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the Senate resolutions relating to constitutions in each faculty.

University Medal

A faculty may recommend the award of a University Medal to a student qualified for the award of an undergraduate honours degree (or some master's degrees), whose academic performance is judged to be outstanding.

University Strategic Directions

This refers to the University of Sydney *Strategic Plan 2007–2010*.

Upgrade

Where a student enrolled in a master's by research course is undertaking research at such a standard that either the University recommends that the student upgrade their degree to a PhD, or the student seeks to upgrade to a PhD and this is supported by the University.

V

Variation of enrolment

See 'Enrolment variation'.

Vice-Chancellor and Principal

The chief executive officer of the University, responsible for its leadership and management. The Vice-Chancellor and Principal is head of both academic and administrative divisions.

W

Waiver

In a prescribed course, a faculty may waive the prerequisite or corequisite requirement for a unit of study or the course rules for a particular student. Unlike credit, waivers do not involve a reduction in the number of credit points required for a course.

See also 'Credit', 'Exemption'.

Winter School

See 'Sydney Winter School'.

Weighted average mark (WAM)

This mark uses the unit of study credit point value in conjunction with an agreed 'weight'. The formula for this calculation is:

$$WAM = \frac{\sum (W_c \times M_c)}{\sum (W_c)}$$

Where W_c is the weighted credit point value, ie the product of the credit point value and the level of weighting of 1, 2, 3, or 4 for a first, second, third or fourth year unit of study respectively; and where M_c is the greater of 45 or the mark out of 100 for the unit of study.

The mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0.

Pass/fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations. However, the marks from all attempts at a unit of study are included. (Effective from 1 January 2004.)

In addition, faculties may adopt other average mark formulae for specific progression or entry requirements. If such a formula is not specified in the faculty resolutions, the formula outlined above is used. See also 'WAM weight'.

WAM weight

A weight assigned to each unit of study to assist in the calculation of WAMs.

Y

Year of first enrolment (YFE)

The year in which a student first enrolls at the University. See also 'Commencement date'.

Youth Allowance

Youth allowance is payable to a full-time student or trainee aged 16–24 years of age who is enrolled at an approved institution such as a school, college, TAFE or university, and undertaking at least 15 hours a week face-to-face contact.

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The
University
of Sydney

'09

Quick links:

www.facilities.sydney.edu.au/maps

Campuses

Bicycle map

Precincts

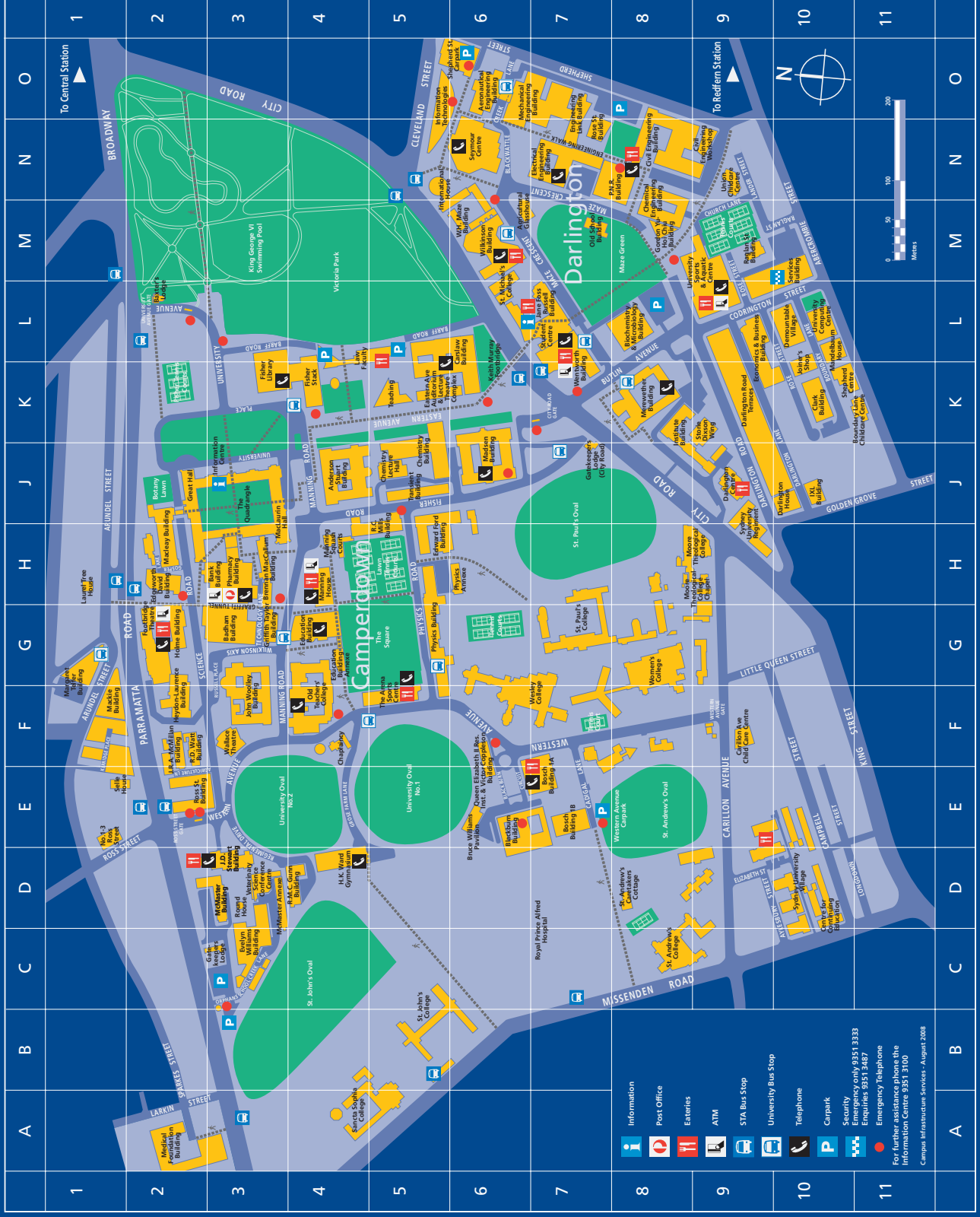
Disability access

Parking layout

2009 handbook maps

Map Code: 0102_MAIN

Camperdown and Darlington Campuses



Camperdown Infrastructure Services - August 2008

Directory

University buildings

O6	Aeronautical Engineering Building	F1	Mackie Building
J4	Anderson Stuart Building	H3	MacLaurin Hall
G3	Badham Building	H2	Macleay Building
H3	Bank Building	G1	Margaret Telfer Building
L2	Baxter's Lodge	J6	Madsen Building
L8	Biochemistry and Microbiology Building	H4	Manning House
E6	Blackburn Building	H4	Manning Squash Courts
E7	Bosch Building 1A	D3	McMaster Annexe
E7	Bosch Building 1B	D3	McMaster Annexe
H3	Brennan MacCallum Building	O6	Mechanical Engineering Building
E6	Bruce Williams Pavilion	A2	Medical Foundation Building
L6	Carislaw Building	K8	Merewether Building
F4	Chaplaincy	E1	No. 1-3 Ross Street
M8	Chemical Engineering Building	M7	Old School Building
J5	Chemistry Building	F4	Old Teachers' College
N8	Civil Engineering Building	H3	Pharmacy Building
K10	Civil Engineering Workshop	H6	Physics Annexe
J9	Clark Building	G5	Physics Building
J9	Darlington Centre	N8	P.N.R. Building
K9	Darlington House	E6	Queen Elizabeth II Research Institute
L10	Darlington Road Terraces	H5	R.C. Mills Building
L10	Demountable Village	F2	R.D. Watt Building
K5	Eastern Avenue Auditorium & Lecture Theatre Complex	D4	R.M.C. Gunn Building
L9	Economics and Business Building	M9	Raglan Street Building
H2	Edgeworth David Geology Building	N7	Rose Street Building
G4	Education Building	E2	Ross Street Building
G4	Education Building Annexe	G2	Science Road Cottage
H5	Edward Ford Building	E1	Selle House
N7	Electrical Engineering Building	M10	Services Building
N7	Engineering Link Building	N6	Seymour Centre
C3	Evelyn Williams Building	K10	Shepherd Centre
K3	Fisher Library	O6	Shepherd Street Carpark
K4	Fisher Library Stack	K9	Storie Dixon Wing
G2	Footbridge Theatre	F5	The Arena Sports Centre
C3	Gatekeeper's Lodge	J3	The Quadrangle
J7	Gatekeeper's Lodge (City Road)	J5	Transient Building
M8	Gordon Yu-Hoi Chui Building	L10	University Computing Centre
J2	Great Hall	M9	University Sports & Aquatic Centre
G3	Griffith Taylor Building	D3	Veterinary Science Conference Centre
D4	H.K. Ward Gymnasium	E6	Victor Coppleston Building
F2	Heydon - Laurence Building	F3	Wallace Theatre
G2	Home Building	K7	Wentworth Building
N5	Information Technologies Institute Building	K8	Western Avenue Carpark
K8	Institute Building	M6	W.H. Mize Building
N5	International House	M6	Wilkinson Building
J10	IXL Building		
D3	J.D. Stewart Building		
F2	J.R.A. - McWilliam Building		
L7	Jane Foss Russell Building		
F3	John Woolley Building		

Childcare centres

K11	Boundary Lane
F9	Carillon Avenue
N9	KU Union
H1	Laurel Tree House

Colleges & residential accommodation

J10	Darlington House
K9	Darlington Road Terraces
N5	International House
L10	Mandelbaum House
A4	Sancta Sophia College
C8	St Andrew's College
B5	St John's College
L6	St Michael's College
G7	St Paul's College
E1	Selle House
D10	Sydney University Village
F7	Wesley College
G8	Women's College

Computer Access Centres

H3	Brennan
G4	Education
K3	Fisher
N7	Link
L6	McGrath (Cardlaw)
H3	Pharmacy

Cultural venues

H2	Macleay Museum
J3	Nicholson Museum
N6	Seymour Centre
K7	Sir Hermann Black Gallery
M6	Tim Sheds Gallery
J2	War Memorial Art Gallery

Faculties (offices)

F2	Agriculture, Food and Natural Resources
M6	Architecture
H3	Arts
K8	Economics & Business
G4	Education and Social Work
N7	Engineering
H5	Medicine
H3	Pharmacy
L6	Science
D3	Veterinary Science

Libraries

G3	Badham
H5	Burkitt-Ford
K3	Curriculum Resources
K3	Fisher
E7	Medical
N6	Music
H5	Schaeffer Fine Arts
L7	SciTech

Retail

H3	Australia Post Office
J9	Darlington Centre
G2	Holme Building
L7	Jane Foss Russell Building
H4	Manning House
F5	The Arena Sports Centre
M9	University Copy Centre
K7	University Health Service
M9	University Sports & Aquatic Centre
M9	University Co-op Bookshop
C3	Valentine Charlton Cat Centre
C3	Veterinary Hospital & Clinic
K7	Wentworth Building

Security

M10	Emergency Services
M10	Lost Property
M10	Traffic & Parking

Sports & recreational venues

K2	Fisher Tennis Courts
D4	HK Ward Gymnasium
H5	Lawn Tennis Courts
H4	Manning Squash Courts
F5	The Arena Sports Centre
G5	The Square
E5	University Oval No. 1
E3	University Oval No. 2
M9	University Sports & Aquatic Centre

Unions & associations (offices)

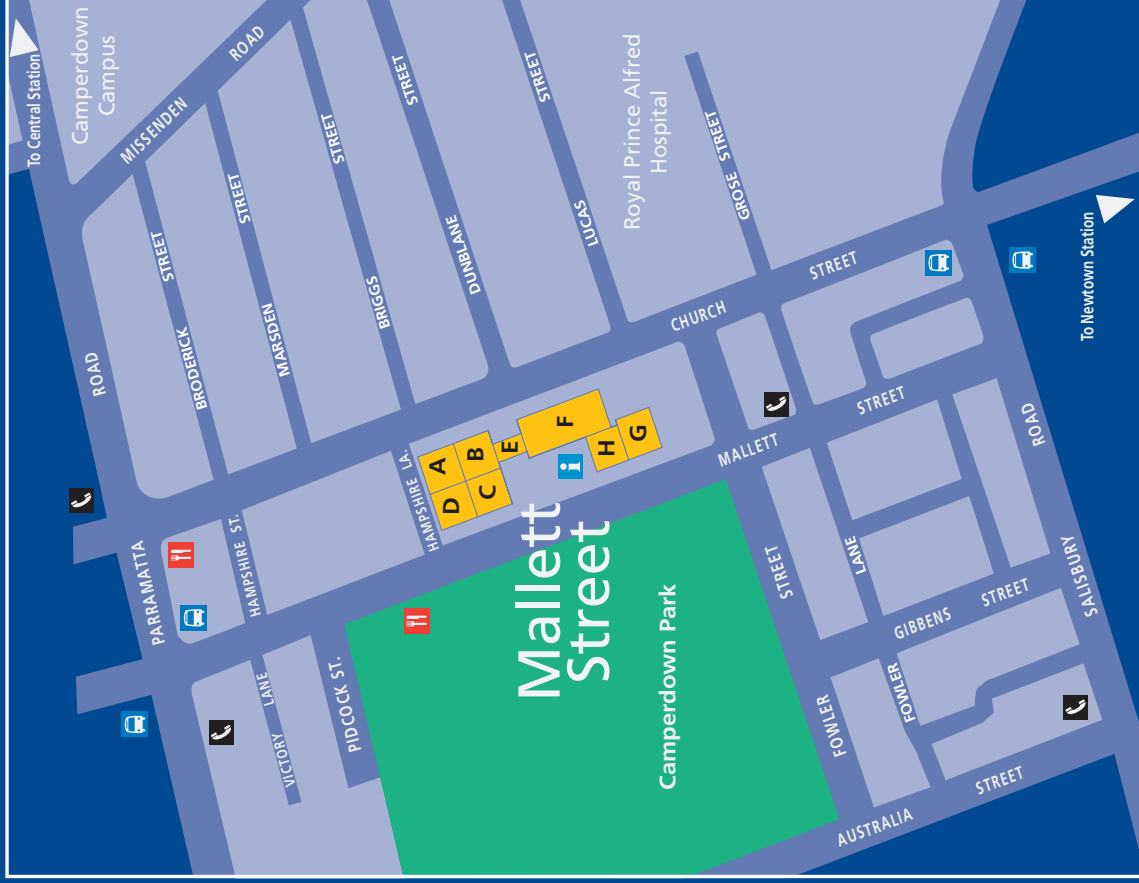
K7	Students' Representative Council (SRC)
M9	Sydney University Postgraduate Representative Association (SUPRA)
M9	Sydney University Sport
G2	University of Sydney Union

University administration, centres & services

H3	Alumni Relations Office
L7	Careers Centre
L7	Cashier
D10	Centre for Continuing Education
K7	Centre for English Teaching
H3	Chancellor
L10	Computing Centre
H2	Executive Offices
J3	Information Centre
L10	Information and Communications Technology
L7	International Office
K8	Office of Development
M10	Office of University Relations (OUR)
G1	Personnel
L7	Publications Office
H3	Research Office
M10	Room Bookings & Venue Management
L7	Scholarships Unit
M10	SydneyPeople - HR Service Centre
G1	SydneyPeople - SydneyLearning
E1	SydneyPeople - Unistaff
L7	Student Centre
M10	Student Housing
L7	Student Services Unit
K8	Summer School
O5	Sydnovate
F3	United States Studies Centre
H3	University Relations (Vice Principal)
C3	Veterinary Hospital & Clinic
H2	Vice-Chancellor

MAP CODE: 10_MAIN

MALLETT STREET CAMPUS



-  Information
-  Telephone
-  Eateries
-  ATM
-  STA Bus Stop

CAMPUS PROPERTY AND SERVICES - JUNE 2007

Getting there

By bus from the City:
Catch routes 413, 435, 436, 437, 438, 440, 461 or 480 from George St or Railway Square.
Get off at Mallett Street and turn left.
The Campus is located about 200 metres on the left hand side.

PARKING
No University sponsored parking.
Some street parking of 1 and 2 hours is available.



Course planner

Year	Semester	Unit of study 1 & credit points		Unit of study 2 & credit points		Unit of study 3 & credit points		Unit of study 4 & credit points		Total credit points
1	1									
	2									
2	summer									
	1									
	winter									
	2									
3	summer									
	1									
	winter									
	2									
4	summer									
	1									
	winter									
	2									
5	summer									
	1									
	winter									
	2									
Total credit points										