



The
University
of Sydney

'09

Dentistry

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.

Price

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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You can purchase handbooks at the Student Centre, or online at www.usyd.edu.au/handbooks

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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



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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Welcome from the Dean



Welcome to the Faculty of Dentistry at the University of Sydney, Australia's first. We are very happy that you have decided to join our faculty.

As a student of our faculty your experience will be academically rigorous, highly stimulating and also social, supportive and student-friendly. We will comprehensively prepare you for an exciting, highly respected and rewarding career in dentistry and oral health care.

Since the start of the Bachelor of Dentistry program in 2001 and the Bachelor of Oral Health program in 2005, the faculty has developed and gradually implemented an educational philosophy that embraces the concepts of self-directed, problem-based learning based on clinical practice informed by scientific evidence. The aim of this approach is to promote excellence in dentistry.

Our first BDent graduates entered the workforce in 2005, and our first Oral Health Therapy graduates entered the workforce in 2008.

As a student within the Faculty of Dentistry, your educational experience will involve a blend of clinical, medical and dental science, and dental and clinical practice based on a comprehensive care approach. You will also have the opportunity to develop skills in critical analysis, reasoning, team-work and problem solving to help you prepare for a professional career and for your life-long learning.

Members of the teaching staff are committed to your education and to your evolution as an ethical, empathetic, scientifically informed and clinically competent oral health care provider. Depending on your course of study, your career may take the shape of a dental practitioner, oral health therapists, or dental specialist for our postgraduate candidates.

During your time with us you will be required to attend the two major teaching hospitals, the Sydney Dental Hospital and the Westmead Centre for Oral Health. In addition, you will experience placements in urban or rural community dental clinics.

We will expect you to conduct yourself with the kind of honourable and mature behaviour associated with a caring profession. As a student clinician you will be accorded significant privileges in the health care institutions, and the faculty will require you to honour these privileges. Our expectation is that you respect both the patients you treat and the staff who help make the patient treatment experience possible.

You are arriving in the faculty at an important and interesting time. Most likely, you will experience curriculum reform and structural reform during your years with us. We intend all of these changes to improve your study outcomes and student experiences, making you an even better member of the oral health team in the society.

Again, welcome to the Faculty of Dentistry and to the University of Sydney. I hope you will involve yourself fully in all that is offered to you. We have a common goal in your preparation for a professional life and in your successful contribution to the future wellbeing of the community.

Professor Eli Schwarz, KOD
Dean of the Faculty of Dentistry

Faculty of Dentistry semester dates 2009

The semester dates for the faculty are outside of the standard semester dates set by the University and vary according to the course of study.

Bachelor of Dentistry

Year 1
Monday 9 February to Friday 10 April
Recess: Monday 13 April to Friday 17 April
Monday 20 April to Friday 26 June
Recess: Monday 29 June to Friday 3 July
Monday 6 July to Friday 21 August
Recess: Monday 24 August to Friday 28 August
Monday 31 August to Friday 2 October
Recess: Monday 5 October to Friday 9 October
Monday 12 October to Friday 27 November
Reassessment Period: Monday 30 November to Friday 4 December
Barrier Reassessment: Monday 11 January 2010

Year 2
Monday 9 February to Friday 3 April
Recess: Monday 6 April to Friday 17 April
Monday 20 April to Friday 26 June
Recess: Monday 29 June to Friday 10 July
Monday 13 July to Friday 25 September
Recess: Monday 28 September to Friday 9 October
Monday 12 October to Friday 27 November
Barrier assessment Period: Monday 30 November to Friday 4 December
Barrier Reassessment: Tuesday 12 January 2010

Year 3
Monday 19 January to Friday 3 April
Recess: Monday 6 April to Friday 17 April
Monday 20 April to Friday 26 June
Recess: Monday 29 June to 10 July
Monday 13 July to Friday 25 September
Recess: Monday 28 September to Monday 5 October
Tuesday 6 October to Friday 30 October
Exam Period: Monday 2 November to Friday 27 November
Remediation period: Monday 30 November to Friday 4 December
Electives and Vacation period commences Monday 7 December
Resassessment Barrier from Monday 18 January 2010

Year 4
Monday 9 February to Friday 3 April
Recess: Monday 6 April to Friday 17 April
Monday 20 April to Friday 26 June
Recess: Monday 29 June to Friday 10 July
Monday 13 July to Friday 25 September
Recess: Monday 28 September to Monday 5 October
Tuesday 6 October to Friday 30 October
Exam period: Monday 2 November to Friday 27 November
Remediation period: Monday 30 November to Friday 4 December
Resassessment Barrier from Monday 18 January 2010

Bachelor of Oral Health

Semester 1

Monday 16 February to Friday 10 April	
AVCC Common Week	Friday 10 April to Friday 17 April
Stuvac	Monday 8 June to Friday 12 June
Examination period	Monday 15 June to Saturday 27 June
AVCC Common Week	Monday 6 July to Friday 10 July

Semester 2

Monday 27 July to Friday 20 November	
AVCC Common Week	Monday 28 September to Friday 2 October
Stuvac	Monday 2 November to Friday 6 November
Examination Period	Monday 9 November to Saturday 21 November

Postgraduate courses

The semester dates for postgraduate courses (research and coursework) differ depending on the course a candidate is enrolled in. Contact the course coordinators listed in the *Guide to the Faculty* chapter for details.



1. Faculty overview

Background

The Faculty of Dentistry at the University of Sydney is Australia's first dental faculty, and has been involved in the training of dental practitioners for over 100 years. Today, the faculty is one of the largest of the five dental schools in Australia and is part of the University of Sydney's Faculty of Health, together with the Faculties of Health Sciences, Medicine, Nursing and Pharmacy.

It is located at the Sydney Dental Hospital (Surry Hills Campus) and at the Westmead Centre for Oral Health, Westmead Hospital.

The faculty offers a dynamic and innovative suite of undergraduate and postgraduate programs designed to produce dental practitioners, oral health professionals, dental specialists and researchers of the highest calibre.

Undergraduate courses

Undergraduate courses include the graduate-entry Bachelor of Dentistry (BDent) program, and the Bachelor of Oral Health (BOH) program, which accepted its first intake of students in 2005.

Postgraduate courses

Postgraduate courses are offered through Doctor of Clinical Dentistry (specialist coursework) programs in the disciplines of orthodontics, prosthodontics, periodontics, oral medicine and oral pathology, paediatric dentistry and special care dentistry. Graduate diploma programs are available in child health, conscious sedation and pain control, hospital dentistry, oral biology, oral implants, restorative and tooth mechanics. Graduate Certificate programs are available in child health, hospital dentistry, oral biology, restorative and tooth mechanics.

Non-award program is also available for foundation studies in oral rehabilitation.

Research courses

Research degrees are offered via the PhD and MPhil in the areas of biomaterials science, dental education, jaw function and orofacial pain, occlusion, oral diagnosis and radiology, oral and maxillofacial surgery, oral medicine and oral pathology, orthodontics, paediatric dentistry, periodontics, population oral health and prosthodontics.

Student associations

Students of the faculty have access to the many student-operated student organisations, which cater for a wide spectrum of academic, social, pastoral and sporting interests.

The Sydney University Dental Undergraduates' Association (SUDUA) is a student-operated body of the Faculty of Dentistry, which organises social and professional activities for students enrolled across the faculty, and acts as a supportive body for new students.

The Dental Alumni Society is the oldest such society in Australia. Its membership is comprised of all Faculty of Dentistry graduates.

International students

The University's internationalisation strategy is supported by the faculty through the collaborative links and memoranda of understanding it has established with China, France, Japan, Lebanon, Thailand and the USA. The faculty attracts a sizeable and competitive applicant pool from abroad for entry into both its undergraduate and postgraduate programs.

History of the faculty

Consideration was first given to the possibility of establishing a School of Dentistry at the University of Sydney, when a provisional curriculum was drawn up by the Senate in 1897. However, in the absence of any law in New South Wales (NSW) regulating the practice of dentistry, it was not considered appropriate to take any definite steps, and no action was taken until the passing of the *Dentists Act* in 1900.

The birth of the dental profession in NSW occurred on 1 January 1901, when the *Dentists Act* became operative. Prior to this time, any person could set up in dental practice. However, there were some dentists trained in England who were in practice in the then-colony, and these people worked hard to lay the groundwork for a dental school and to establish the practice of dentistry on a professional basis.

The *Dentists Act* provided for the licensing of dental practitioners who presented evidence of their qualifications to a board created for the purpose. The Act recognised any qualification which might be awarded by the University of Sydney, and there was therefore no further reason for delay in establishing a dental school. In 1901 a Committee of the Senate was appointed to complete the arrangements. A Department of Dental Studies was established, with the Dean of the Faculty of Medicine at its head. In March 1901 the Dental School opened with 17 students.

The Dental School offered a three-year curriculum leading to a Licence in Dentistry. The course consisted of basic science subjects such as chemistry, physics, anatomy and physiology; the medical subjects materia medica, pathology and surgery; and clinical dentistry.

A Board of Dental Studies was established, consisting of the Chancellor, the Deputy Chancellor and the Dean of the Faculty of Medicine (Chairman), as well as the professors and lecturers in the subjects of the dental curriculum and the members of the honorary staff at the Dental Hospital. The first meeting of the Board was held on 12 February 1901. Professor Sir Thomas Anderson Stuart, the Dean of the Faculty of Medicine, worked tirelessly; first to establish the Dental School and then, following its inception, to promote its activities.

Initially it was proposed that dental students should obtain clinical training in the dental department of Sydney Hospital, but this was found to be impracticable. The University Dental Hospital was therefore established in 1901 for the purpose of providing dental care for persons unable to pay normal dental fees and also for the purpose of clinical instruction to dental students of the University.

The Hospital's business was carried out in a building at the corner of George and Bathurst Streets in the city, opposite St Andrew's Cathedral. In 1900 a Dental Hospital of Sydney was also established by the NSW Government, to provide dental care for the disadvantaged. Subsequently the two hospitals were amalgamated by Parliament in 1905, to form the United Dental Hospital of Sydney. This was established on its current site in Chalmers Street, Surry Hills.

Apart from the medical members, the Department of Dental Studies consisted of seven dental staff – NA Gray (Instructor in Mechanical Dentistry); NS Hinder, DDS; NB Pockley, DDS; R Fairfax Reading, MRCSEd (lecturers in Surgical Dentistry); AH MacTaggart, DDS; AC Nathan, DDS; HS du Vernet, DDS (lecturers in Mechanical Dentistry).



In 1905 the Senate established the degree of Bachelor of Dental Surgery, and approved its four-year curriculum. Special arrangements were made to permit students holding the Licence of Dentistry to undertake the degree after a year of further study. In 1906 the first candidates were admitted to the degree of Bachelor of Dental Surgery. There were 13 candidates for the degree, including two women. Following its establishment, the Board of Dental Studies continued to plan for the eventual development of a Faculty of Dentistry.

In 1910 the Board proposed that a degree of Doctor of Dental Science, similar to the degree of Doctor of Medicine, be established in the University of Sydney. In 1920 the generosity of the McCaughey benefaction made possible the establishment of several new faculties in the University, including Dentistry. The first meeting of the Faculty of Dentistry, at which seven members were present, was held on 8 July 1920, and Dr Fairfax Reading was elected as first Dean.

The establishment of the Dental School and its later development as a faculty owes much to the endeavours and the ability of Richard Fairfax Reading. Fairfax Reading, who held qualifications in medicine and dentistry from the Royal College of Surgeons in the United Kingdom, commenced practice as a dentist in Sydney in 1889 and, together with Sir Thomas Anderson Stuart and other dental colleagues, worked to create a dental school within the University. He became the first part-time Director of Dental Studies and subsequently full-time Director and then Professor of Dentistry. He was Dean of the faculty from 1921 until his retirement in 1934. Fairfax Reading raised the standards of dentistry as a profession in NSW and firmly established dental undergraduate training in the University.

In the 1920s, plans to transfer the dental hospital to the main grounds of the University, preferably to be associated with the Royal Prince Alfred Hospital, gained support. Only an absence of funds prevented the Senate from adopting this proposal.

The degree of Bachelor of Dental Surgery of the University of Sydney was recognised by the General Medical Council of the United Kingdom for the purpose of registration in Great Britain and its colonies. In 1926 the Senate approved the introduction of the degree of Doctor of Dental Science, and in the following year the first degree was awarded. In 1934 Dr Alwyn James Arnott was appointed to the Chair of Dentistry following the retirement of Dr Fairfax Reading. Professor Arnott, who had previously been Superintendent of the United Dental Hospital, was elected Dean of the Faculty of Dentistry, a position he held until his retirement in 1964.

The Australian Dental Association, NSW Branch, was established in 1927 with the active support of the Faculty of Dentistry and in 1928 the federal body, the Australian Dental Association Inc, came into being. In 1934 the *Dentists Act* was amended, largely to abolish a system which allowed dentists to take apprentices or pupils in return for payment. The University of Sydney was now recognised as the only institution for training dental practitioners in NSW.

The 1930s saw an increase of interest in dental research, and the NSW and commonwealth governments provided funds to the faculty for this purpose. In 1936 the faculty resolved to extend the four-year BDS curriculum to a fifth year. The degree became a full five-year course in the 1960s following a visit of inspection by the General Dental Council of the United Kingdom. In 1939 a new building was established for the Faculty of Dentistry within the United Dental Hospital.

The postwar period saw an expansion of the activities of the United Dental Hospital. In 1946 a Director of the Departments of Pathology and Bacteriology at the hospital was appointed. In the same year the Institute of Dental Research was established at the hospital with the approval of the NSW Government. The institute, which was established to promote dental research, was based on the National Institute of Dental Research in Bethesda, Maryland, USA. Dr Neil Ernest Goldsworthy, senior lecturer in Bacteriology in the Faculty of Medicine, was appointed the first Director.

In the 1940s the staff of the faculty was considerably strengthened. In the early part of the decade three lectureships were created, and later three positions of senior lecturer were established in the fields of Dental Pathology (1947), Preventive Dentistry (1948) and Operative Dentistry (1948). Subsequently, in 1954 and 1955, three associate professors in these fields were appointed. An additional lectureship in Operative Dentistry was established in 1952. In 1947 the Postgraduate Committee in Dental Science was established, to promote and develop programs of continuing education for the dental profession.

In 1959 the faculty established the Diploma in Public Health Dentistry. The degree of Master of Dental Science was established in 1964. This was the first full-time formal postgraduate degree in dentistry in Australia. In 1961 the Senate resolved to establish three chairs in the faculty, in the fields of Prosthetic Dentistry, Operative Dentistry, and Preventive Dentistry. Associate Professors Campbell Graham, John Lyell and Noel Martin were appointed to these chairs respectively. When Professor Arnott retired in 1964, he was succeeded by Dr Mark Jolly as McCaughey Professor of Oral Surgery and by Professor Lyell as Dean. In 1970 Professor Martin became Dean.

The 1970s were a period of concern about redevelopment of dental teaching and research facilities and revision of the undergraduate curriculum. The MGM Building adjoining the United Dental Hospital was purchased by the Health Commission of NSW with the financial support of the Australian Universities Commission, and was converted into facilities for the faculty.

Planning commenced for a second clinical school to be established in the Westmead Centre, a major new hospital complex in the western suburbs of Sydney (now known as Westmead Hospital). The hospital was opened for medical patients in 1978 and accepted its first dental patients in 1980. The Westmead Hospital Dental Clinical School (now the Westmead Centre for Oral Health) has become a major facility for both undergraduate and postgraduate education and training.

In line with developments in dental and health sciences education throughout the world, the faculty embarked on a review of its undergraduate curriculum in 1970. Radical changes were adopted and the first students were accepted into the new Bachelor of Dental Surgery course in 1978.

Professor Martin retired in December 1988; his successor, Professor Rory Hume, was elected Dean in January 1989 and resigned in September 1990. Professor Iven Klineberg was elected Dean to March 1992 and under a revised University policy became the first appointed Dean, holding this position to 1998. Professor Keith Lester was appointed Dean in July 1998 and held this position to June 2003. Professor Iven Klineberg was appointed again as Dean from June 2003 until September 2004. Professor Eli Schwarz commenced duties as Dean in September 2004 for a five year term.

In 1994 and 1997, new faculty structures were introduced. Instead of departments, certain disciplines were identified, each under the general supervision of a head of discipline. Year directors, as sub-deans, are now appointed to coordinate coursework for each year of study, and unit of study coordinators are responsible for individual units of study in each year.

In 2001 the faculty introduced a four-year graduate-entry program (the Bachelor of Dentistry), the first offered by a Dental School in Australia. The curriculum is student-centred, modelled on problem-based learning (PBL) and information technology-intensive, with emphasis on small group discussion. The faculty has embarked on a strategic partnership with the Faculty of Medicine to support this educational initiative.

In 2005 the Bachelor of Oral Health was introduced: a three-year program to provide graduates in dental hygiene and dental therapy.

2. Guide for new students

Welcome to the Faculty of Dentistry, and congratulations on being accepted into one of our courses.

If you are commencing Year 1 of the **Bachelor of Dentistry** you will be required to:

1. Appear in person at the specified time and date for enrolment.
2. Complete your criminal record check forms and prohibited employment declaration forms and return the vaccination cards which were issued to you at the time of receiving your offer letter. You must also show proof that you have attained your Senior First Aid Certificate.

After completing these forms, you will be enrolled in the following first year subjects by the Undergraduate Officer:

- USDP1011 Life Sciences 1
- USDP1012 Foundations of Total Patient Care 1
- USDP1013 Personal and Professional Development 1
- USDP1014 Dentist and Community 1
- USDP1021 Life Sciences 2
- USDP1022 Foundations of Total Patient Care 2
- USDP1023 Personal and Professional Development 2
- USDP1024 Dentist and Community 2

As this is a standard program, you will not be required to fill in these subjects on your enrolment form.

Please check the Bachelor of Dentistry chapter which outlines this process in more detail.

If you are enrolled in the **Bachelor of Oral Health** you will be required to:

1. Appear in person at the specified time and date for enrolment.
2. Complete your criminal record check forms and prohibited employment declaration forms and return the vaccination cards which were issued to you at the time of receiving your offer letter. You must also show proof that you have attained your Senior First Aid Certificate.

After completing these forms, you will be enrolled in the following first year subjects by the Undergraduate Officer:

- BIOL1003 Human Biology
- BIOS1155 Structure Function & Disease A
- ORHL1001 Foundations of Oral Health 1
- ORHL1005 Oral Health Clinical Practice (Intro)
- BIOS1158 Structure Function & Disease B
- ORHL1003 Foundations of Oral Health 2
- ORHL1004 Oral Health Clinical Practice 1

Students will automatically be enrolled in the standard program in the subjects above.

Please check the Bachelor of Oral Health chapter which outlines this process in more detail. Refer to the glossary at the back of this handbook for clarification of any terms you are not familiar with.



3. Guide to the Faculty of Dentistry

Useful information and contacts

This section will help new and continuing students find out who to contact for help with academic and administrative matters.

Academic matters

The faculty is committed to ensuring that each student's experience is academically stimulating, rewarding and supportive. Academic contacts are listed below. Students should refer enquiries to the person overseeing the program they are enrolled in.

Bachelor of Dentistry

For queries relating to the content, structure, and assessment of the degree, contact the appropriate academic **Theme Head** of the BDent from those listed below.

Foundations of Total Patient Care (FTPC):

Dr Catherine Groenlund
Phone: +61 2 9351 8323
Email: cathieg@dentistry.usyd.edu.au

Life Sciences (LS):

Dr Michael Thomas
Phone: +61 2 9351 8325
Email: mthomas@dentistry.usyd.edu.au

Total Patient Care (TPC):

Associate Professor Elizabeth Martin
Phone: +61 2 9845 7183
Email: femartin@dentistry.usyd.edu.au

Dentist in the Community (DC):

Associate Professor Wendell Evans
Phone: +61 2 9845 7537
Email: w.evans@dentistry.usyd.edu.au

Personal & Professional Development (PPD):

Dr Evelyn Howe
Phone: +61 2 9845 7955
Email: evelyn.howe@usyd.edu.au

For queries about your year of the course and administrative issues (such as the timetable), contact the following.

Year 1:

Dr Michael Thomas
Sub Dean
Phone: +61 2 9351 8325
Email: mthomas@dentistry.usyd.edu.au

Anna Garrat
Teaching and Learning Services Officer
Email: a.garratt@usyd.edu.au

Year 2:

Dr Linda Bingham
Sub Dean
Phone: +61 02 9351 8312
Email: l.bingham@dentistry.usyd.edu.au

Teaching and Learning Services Officer
Position vacant

Year 3:

Dr Ayman Ellakwa
Sub Dean
Phone: +61 2 9687 0170
Email: aellakwa@usyd.edu.au

Alicia King
Teaching and Learning Services Officer
Email: a.king@usyd.edu.au

Year 4:

Associate Professor Elizabeth Martin
Sub Dean
Phone: +61 2 9845 7183
Email: femartin@dentistry.usyd.edu.au

Arthi Gopal
Teaching and Learning Services Officer
Email: agopal@usyd.edu.au

Bachelor of Dentistry (Honours)

Contact the Coordinator:

Professor Greg Murray
Phone: +61 2 9845 6380
Email: gregm@usyd.edu.au

Bachelor of Oral Health

All academic matters relating to this course should be directed to the Course Director:

Associate Professor Peter Dennison
Phone: +61 2 9845 6333
Email: peter.dennison@dentistry.usyd.edu.au

Deputy Director
Wendy Currie
Phone: +61 2 9845 6333
Email: Wendy_Currie@wsahs.nsw.gov.au

Associate Dean (Students):

Dr Evelyn Howe
Phone: +61 2 9845 7955
Email: evelyn.howe@usyd.edu.au

Postgraduate students

Postgraduate **coursework** students should contact their Course Coordinator with enquiries relating to academic matters.

Population Oral Health:

Professor Anthony Blinkhorn
Phone: +61 2 8821 4361
Email: ablinkhorn@usyd.edu.au

MDS (Community Oral Health & Epidemiology):

Associate Professor Wendell Evans
Phone: +61 2 9845 7537
Email: w.evans@dentistry.usyd.edu.au



MDS (Oral Medicine & Oral Pathology)

Associate Professor Hans Zoellner
Phone: +61 2 9845 7879
Email: tbow2949@usyd.edu.au

MDS (Orthodontics):

Professor Ali Darendeliler
Phone: +61 2 9351 8314
Email: maria@dentistry.usyd.edu.au

MDS (Paediatric Dentistry):

Dr Sally Hibbert
Phone: +61 2 9845 7420
Email: franceses_p@wsahs.nsw.gov.au

MDS (Periodontics):

Associate Professor Chris Daly
Phone: +61 2 9351 8320
Email: cdaly@dentistry.usyd.edu.au

MDS (Prosthodontics):

Professor Iven Klineberg AM, RFD
Phone: +61 2 9845 7192
Email: npavic@usyd.edu.au

Doctor of Clinical Dentistry (Special Care Dentistry) Graduate Diploma in Clinical Dentistry (Hospital Dentistry) Graduate Certificate in Clinical Dentistry (Hospital Dentistry):

Dr Leda Mugayar
Phone: +61 2 9845 7814
Email: leda_mugayar@wsahs.nsw.gov.au

Graduate Diploma in Clinical Dentistry (Conscious Sedation & Pain Control):

Dr Douglas Stewart
Phone: +61 2 9845 7915
Email: dougs@dental.wsahs.nsw.gov.au

Graduate Diploma in Clinical Dentistry (Oral Implants):

Professor Iven Klineberg, AM, RFD
Phone: +61 2 9845 7192
Email: implants@dentistry.usyd.edu.au

Graduate Diploma in Community Oral Health & Epidemiology:

Associate Professor Wendell Evans
Phone: +61 2 9845 7537
Email: w.evans@dentistry.usyd.edu.au

Graduate Diploma in Clinical Dentistry (Restorative):

Professor Iven Klineberg AM, RFD
Phone: +61 2 9845 7192
Email: npavic@usyd.edu.au

Graduate Certificate in Clinical Dentistry (Restorative):

Professor Iven Klineberg
Phone: +61 2 9845 7192
Email: npavic@usyd.edu.au

Postgraduate **research** students enrolled in the PhD or MPhil programs should contact the Associate Dean (Postgraduate) for academic matters in the first instance:

Professor Greg Murray
Phone: +61 2 9845 7821
Email: gregm@mail.usyd.edu.au

Admission and Student Administration

Bachelor of Dentistry and Bachelor of Oral Health students should contact the Undergraduate Officer with administrative enquiries in the first instance:

Ms Anne Quinlan
Phone: +61 2 9351 8308
Email: admissions@dentistry.usyd.edu.au

Postgraduate students (coursework and research) should contact the Postgraduate Administrator:

Ms Rebecca Granger
+61 2 9845 8706
Email: rgranger@usyd.edu.au

Alternatively, the Postgraduate Administration Unit for the Faculties of Dentistry, Medicine and Pharmacy (see www.chs.usyd.edu.au/PG) can also be contacted:

Phone: +61 2 9351 5470
Email: pg@med.usyd.edu.au

Harassment and discrimination

Students wishing to report incidents they believe involve harassment and/or discrimination can make confidential contact with the Staff and Student Equal Opportunity Unit:

Phone: +61 2 9351 2212
Email: admin@eoo.usyd.edu.au
www.usyd.edu.au/eoo/home/about

Disability support

Students who identify as having a disability and who require support or assistance are urged to make confidential contact with the Student and Staff Disability Liaison Officer:

Ms Anne Quinlan
Phone: +61 2 9351 8308
Email: annea@dentistry.usyd.edu.au

Faculty governance, management and organisation

The Faculty of Dentistry is governed by its committees, whose membership comprises representatives from the academic staff, student body, teaching hospitals and the profession. The Committees of the faculty are listed below.

- Faculty Board
- Learning and Teaching Committee
- Research Committee
- Postgraduate Studies Committee
- Strategic Planning Group
- Dean's Advisory Committee
- Faculty Liaison Committee (Sydney Dental Hospital)
- Heads of Discipline Committee
- Faculty Liaison Committee (Westmead Centre for Oral Health)
- Continuing Education Committee

The Faculty Board is the highest level committee of the faculty and its membership is prescribed according to the Resolutions of the University Senate (see the Constitution of the Faculty section in this chapter) and the Strategic Planning Group.

Dean

Professor Eli Schwarz, KOD

Associate Deans

The faculty has five Associate Deans who have responsibility for providing high level advice and support to the Dean for a specific academic portfolio. The role of each Associate Dean is summarised below.

Associate Dean (Learning and Teaching)

Dr Catherine Groenlund

The Associate Dean (Learning and Teaching) is responsible for the planning and monitoring of the curriculum for the BDent and BOH programs, and for learning and teaching matters. The position is assisted by the Sub-Deans (Year Heads) of the program and Director of BOH.

Associate Dean (Postgraduate Studies)

Associate Professor Greg Murray

The Associate Dean (Postgraduate) has overarching responsibility for the faculty's postgraduate degree offerings and postgraduate student candidature, and works closely with the postgraduate coordinators to execute the role.

Associate Dean (Research)

Professor Neil Hunter

The Associate Dean (Research) is charged with managing the faculty's research portfolio and performance, which covers research strategic planning, research funding, publications, grants and research benchmarking.

Associate Dean (Students)

Dr Evelyn Howe

The Associate Dean (Students) has general responsibility for providing a pastoral care role for BDent students. The Associate Dean (Students) liaises with the year Sub-Deans and Theme Heads.

Professional matters

The field of dentistry

The goal of the dental profession is the optimal oral health of the individual and the community, by the prevention of oral disease and the treatment of those diseases and abnormalities that cannot be prevented.

The dental profession is an integral part of the health team in the community and has the specific responsibility for orofacial tissues and their function and a joint responsibility with the other health professions to integrate dental and oral health into the total health care of the community.

This responsibility involves consideration of the patient both as an individual and as a member of the community. In the modern dental curriculum, community dentistry is playing an ever-increasing role.

Dentistry as a profession

There is an increasing scope of activity for dental graduates. The control of dental caries and the lessening of needs for routine restorative dentistry in the younger generation, as well as rapid advances in research and prevention over the last decade, have allowed dental graduates the opportunity to carry out more sophisticated and specialised dental treatment.

The increasing availability of postgraduate training makes entry into specialised practice more readily available and the growing level of community awareness of the significance of oral health, together with a feeling of confidence in preventive measures, allows a higher standard of dental health care to be provided for the community.

The emphasis on community health aspects and the development of the social responsibility of the profession are also influencing the nature of dental practice and reorienting attitudes of both the profession and the community to oral health and the value of preventive and treatment services.

General dental practice

Registered dental graduates may practise as general practitioners and provide dental care for their patients in a private practice situation. They may also practice general dentistry in an institution, government department or in the armed services. Most dentists are in general practice.

Specialisation

After two years in general dental practice, dentists may prepare themselves for specialised practice by completing a master's degree in the discipline of their choice. Some of the areas of specialisation are orthodontics, oral medicine, periodontics, dental public health, prosthodontics and paediatric dentistry.

Dental hygiene and dental therapy as part of the dental team

The faculty offered, for the first time in 2005, a three year program, the Bachelor of Oral Health. Graduates will have developed the knowledge and skills required to register and work as a dental hygienist and/or dental therapist within Australia or New Zealand.

Dental hygienists work in the private and public dental sectors treating children and adults. Dental therapists currently work in the public sector in NSW treating children and adolescents up to the age of 18 years. Both trained health professionals form part of the preventive dental team and provide individual and community dental health care including education, oral hygiene instruction and oral health promotion. Graduates will also have the opportunity to be involved in research programs and teaching undergraduates.

Research

The essence of professional and university activity is the development of knowledge in the total field that the profession encompasses.

Research in dentistry is the basis of progress, in understanding not only human biology and pathology, but also psychology. It embraces every aspect of the basic sciences, clinical practice and the behavioural sciences in their relationship to the production of oral health and its maintenance.

There are increasing opportunities for research in oral health science. Generally graduates will have to undertake higher degree programs to fit them for a career in both research and teaching.

Teaching

With the expansion and development of dental schools and the increasing numbers of students, the tendency is to rely on a core of full-time specially trained staff members in teaching, with support from dedicated part-time teachers recruited from the ranks of the profession.

The teaching of dentistry, dental hygiene and dental therapy provides a most interesting career, requiring a combination of the academic and practical aspects of dentistry approached on the highest possible level.

Institutional dentistry

Every hospital or clinic providing a dental health service must employ a number of graduate dentists. Many find that working within the structure of such an organisation is both interesting and rewarding and the new graduate, in particular, may welcome the opportunity of further experience in hospital work.

Armed services

In time of peace as well as in war, the Navy, Army and Air Force each maintain a dental health service. The dentist commences with a commissioned rank.

School Dental Service

For those interested in dental work involving children, the School Dental Service offers many opportunities. With the extension of public health programs, this service has been significantly expanded.

Aboriginal Medical Service

The Aboriginal Medical Service is an out-patient health care unit for Aboriginal patients from all over Australia who, for a variety of reasons, do not make use of conventional health services. The Service has been affiliated as a teaching institute of the University of Sydney.

The service has a dental clinic that offers students training in preventive dentistry in particular. It also provides excellent opportunities to conduct follow-up treatment and clinical practice in a community setting and to gain clinical experience of the dental problems of a major ethnic group.

The Dental Practice Act

The practice of dentistry, dental hygiene and dental therapy in NSW is governed by the *Dental Practice Act 2001*, and by the 2004 regulations made pursuant to it. Copies of the Act and regulations may be obtained online or from the Office of the Government Printer, Sydney. The administration of the Act is vested in the Dental Board of NSW.

It is illegal to perform any operation or give any treatment, advice or attendance such as is usually performed or given by dentists, dental hygienists, and dental therapists unless registered by the Dental Board of NSW.

Any person who proves to the Board to be of good character shall be entitled to be registered as a dentist, dental hygienist, and dental therapist if he or she is:

1. a graduate in dentistry, dental hygiene and/or dental therapy of any university in Australia or of a dental college affiliated with a university of Australia, or
2. qualified in any of the ways set out in Section 8 of the Act.

On successful completion of the Bachelor of Dentistry degree you will be able to register with the Dental Boards in each state/territory.

For graduates of the NSW Bachelor of Oral Health, you will be able to register with the NSW Dental Board as a dental hygienist and/or dental therapist. Currently, Queensland, South Australia and Victoria allow dental hygienists and dental therapists to work in both private and public sectors, and your qualifications are also recognised in New Zealand.

Centres and services for teaching and research

Students undertake their training at both the Sydney Dental Hospital and Westmead Centre for Oral Health, Westmead Hospital. Both sites provide:

- clinical and technical facilities for the instruction of dentistry students
- dental treatment for patients who are holders of Health Cards or those referred for specialist care.

Bachelor of Oral Health students also study at the campus in Lidcombe.

Constitution of the Faculty of Dentistry

1. The Faculty of Dentistry shall comprise the following persons:
 - 1.1 the Dean of the Faculty of Dentistry;
 - 1.2 the Professors, Associate Professors, Senior Lecturers, Lecturers, and Associate Lecturers being full-time members of the teaching staff in the Faculty of Dentistry;
 - 1.3 the Dean of the Faculty of Medicine;
 - 1.4 the Executive Dean of the Faculties of Health;
 - 1.3 the Professors, Associate Professors, Senior Lecturers, Lecturers and Associate Lecturers being fractional members of the teaching staff of half-time (0.5) or greater;
 - 1.6 two members of the part-time academic staff at 0.4 and below, elected by and from the part-time academic staff of the Faculty appointed at 0.4 and below;
 - 1.7 full-time members of the research staff of the disciplines of the Faculty of Dentistry and of the Institute of Dental Research who hold appointments of research fellow and above;
 - 1.8 persons upon whom the title of Clinical Professor, Adjunct Professor, Clinical Associate Professor, Adjunct Associate Professor, Clinical Senior Lecturer, Clinical Lecturer or Adjunct Lecturer has been conferred in accordance with the resolutions of the Academic Board;
 - 1.9 not more than five students elected in the manner prescribed by resolution of the Senate;
 - 1.10 the President of the Oral Health Foundation within the University of Sydney;
 - 1.11 the Area Clinical Director, Westmead Centre for Oral Health, the General Manager, Westmead Centre for Oral Health;
 - 1.12 the Area Clinical Director, Oral Health (Eastern Zone), Sydney South Western Area Health Service and the Clinical Manager, Sydney Dental Hospital;
 - 1.13 the Director of the Institute of Dental Research;
 - 1.14 the Chief Dental Officer of New South Wales;
 - 1.15 one nominee of each of the Royal Australasian College of Dental Surgeons and the Australian Dental Association (New South Wales Branch);
 - 1.16 such other persons as may be appointed by the Faculty on the nomination of the Dean, for such period as determined by the Faculty;
 - 1.17 such other persons as may be appointed by the Faculty as Honorary Members of Faculty on the nomination of the Dean, for such period as determined by the Faculty, in accordance with resolutions adopted by the Faculty at its meeting on 10 November 1995;
 - 1.18 the President of the Dental Therapy Association and Dental Hygienists Association (New South Wales Branch);
 - 1.19 the President of the Dental Alumni Society of the University of Sydney;
 - 1.20 the Chairperson, Committee for Continuing Education in Dentistry;

- 1.21 former members of the Faculty upon whom the University has conferred the title of Emeritus Professor; and
- 1.22 Fellows of the University who were prior members of the Faculty of Dentistry.
2. The election of members pursuant to section 1.6 shall be held at the last meeting of the Faculty in each alternate year and the members so elected shall hold office from 1 January of the year following their election until the next election but conterminously with their membership of the part-time teaching staff.
3. **Election of Honorary members of faculty (section 1.17)**
 - 3.1 Honorary members will be elected to the Faculty on the basis of conspicuous involvement in one or more of the following:
 - 3.1.1 support of the interested and welfare of the Faculty or of a particular part of the Faculty's activities;
 - 3.1.2 promotion of the academic purposes of the Faculty or facilitating these purposes on any particular activity of the Faculty;
 - 3.1.3 fostering the links between the Faculty and other institutions within and outside Australia;
 - 3.1.4 representation of the Faculty's needs for resources for its growth and diversification and supply of such resources;
 - 3.1.5 any other activity deemed appropriate by the Faculty.
 4. Nominations for consideration by the Faculty's Advisory Committee on Selection of Candidates for Honorary Members of the Faculty are invited annually. Nominations may be made by any member of the Faculty and must include a clear statement on the nominee's attainment, position and relationship to the Faculty with particular reference to the criteria outlines above.
 5. The number of persons who may be elected each year shall be no more than four.

Student membership of the faculty

The resolutions of the Senate make provision for five students to be elected to membership of the Faculty of Dentistry.

Senate resolutions

1. The five students shall comprise:
 - 1.1 the President of the Sydney University Dental Undergraduates' Association, provided he or she is a student enrolled for a degree or diploma in the Faculty of Dentistry (*ex officio*),
 - 1.2 one student enrolled for a postgraduate degree or for a diploma in the Faculty of Dentistry, provided that if there is no nomination of a postgraduate student the vacancy may be filled by an undergraduate student,
 - 1.3 three other students.

Students may also become members of other university bodies.

4. Staff

Dean

Professor Eli Schwarz, KOD

Pro Dean

Associate Professor Chris Peck

Associate Dean (Learning & Teaching)

Dr Catherine Groenlund

Associate Dean (Postgraduate Studies)

Professor Gregory M Murray

Associate Dean (Research)

Professor Neil Hunter

Associate Dean (Students)

Dr Evelyn Howe

Director, Bachelor of Oral Health

A/Prof Peter Dennison

Sub-Dean (Clinical Affairs – Westmead Centre for Oral Health)

Associate Professor Elizabeth Martin

Sub-Dean (Clinical Affairs – Sydney Dental Hospital)

Dr Linda Bingham

Curriculum Review

Associate Professor Elaine Blignaut

Sub-Deans (Learning & Teaching)

Dr Michael Thomas (year 1)

Dr Linda Bingham (year 2)

Dr Ayman Ellakwa (year 3)

Associate Professor Elizabeth Martin (year 4)

Heads of Discipline

Orthodontics

Professor Ali Darendeliler

Paediatrics

Dr Angus Cameron

Population Oral Health

Professor Anthony Blinkhorn

Oral & Maxillofacial Surgery

Adjunct Associate Professor Geoff McKellar

Oral Pathology

Associate Professor Hans Zoellner

Oral Rehabilitation

Professor Iven Klineberg

Periodontics

Adjunct Associate Professor Ky Zee

Oral Surgery

Dr Stephen Cox

Endodontics

Dr Michelle Heffernan

Biomaterials

Professor Mike Swain

Conservative Dentistry

Professor Roland Bryant

Radiology

Dr Antonia Scott

Deputy Director, Bachelor of Oral Health

Wendy Currie

Associate Director (Oral Hygiene)

Clair McNally

Associate Director (Dental Therapy)

Dr Nanna Kreuzfeldt-Jensen

Associate Director (Oral Health Promotion)

Cathryn Forsyth

Academic Staff

Professor and Dean

Eli Schwarz, KOD DDS Copenhagen MPH Jerusalem PhD Copenhagen, FHKAM FCDHK FACD

Professor of Prosthodontics

Iven J Klineberg AM RFD, PhD Lond BSc MDS Syd, FRACDS FDSRCS Eng and Edin FICD (Occlusion)

Professor of Conservative Dentistry

Roland W Bryant, MDS PhD Syd, FRACDS

Professor of Orthodontics

M Ali Darendeliler, MS(BDS) Istanbul PhD DipOrthod Gazi CertifOrthod Geneva PrivDoc Turkey(Orthodontics)

Professor of Biomaterials Science

Michael V Swain, BSc PhD UNSW(Dental Materials Science)

Professor

Gregory M Murray, PhD Tor MDS Syd, FRACDS

Associate Professors

Christopher G Daly, MSc Lond BDS PhD Syd, FRACDS (Periodontics) FICD

R Wendell Evans, MDS DSc Otago

Tania M Gerzina, MDS PhD Syd, FRACDS Grad Cert

F Elizabeth Martin, MDS PhD Syd, FRACDS

Chris Peck, BDS MSc(Dent) PhD UBC

Hans Zoellner, BDS PhD Syd

Senior Lecturers

Michael Buchanan, BSc Melb MBBS, FDSRCS LDS Vic (Oral and Maxillofacial Surgery)

Sheena WY Chan, BDS MSc PhD Syd (Oral Medicine)

Malcolm Coombs, LDS Sheffield BDS Sheffield MDS Syd DCR London M Clin Dent Lond, FDSRCS Eng FFDRCS(Perio) MRDRCS Eng (Periodontics)

Michael AW Thomas, DPhil Oxf, BSc(Biochemistry) Syd

Lecturers

Dr Theodor Baisi

Dr Roger Beran

Dr Peter Cavanaugh

Dr Lam Linda Cheng

Dr Peter Hyun-Gon Chung

Dr Lester Clifford

Dr Stephen Cox

Dr Bradley Curtis



4. Staff

Ms Amy Collinge
Dr Elizabeth Helen Czettler
Dr Susie Athanasia Dracopoulos
Dr Ayman Ellakwa
Dr Alireza Fathieh
Dr Jin Long Gao
Dr Michael Georgouras
Dr Priyanka Grover
Dr Sylvia Gustin
Dr Massimiliano Guazzato
Dr Keara Hampton
Dr David Har
Dr Susan Hart
Dr Lihong He
Dr Alexander Hegi
Dr Lisa Jane Heitz-Mayfield
Dr Stuart Howe
Dr Markijan Hupalo
Dr Eszter Kalotay
Dr Zahra Karami
Ms Lisa Karlov
Dr Tamara Kezelman
Dr Claire Jee-Sun Kim
Dr Shalinie King
Dr Krupalini Krupalini
Dr Luke Leung
Dr Alice Ayling Lim
Dr Anthony Naim
Dr Steven Naoum
Dr Ngoc Hai Nguyen
Dr Braham Antony Pearlman
Dr Yvonne M Poon
Dr Morris Rapaport
Dr Glenys Rikard-Bell
Dr Robert Santosa
Dr Shanti Sivaneswaran
Dr Martin Suthers
Dr Brian Vern-Barnett

Associate Lecturers

Dr Manish Bhutada
Dr Alan Deutch,
Dr Tim Earnshaw
Dr Penelope Jones
Dr Rajah Kanagaratnam
Dr Bramara Kumar
Ms Lee Liao
Dr Christine Lucas
Dr Athin Narayan Sujeer
Dr Linda Moldovan
Dr Afsaneh Pakdaman
Ms Lindy Sank
Dr Liana Tian

Clinical Educators (Fractional)

Dr Amit Arora
Dr Robert Dalby
Dr Brian Duncan
Dr Robert Fell,
Dr Nicole Floyd
Dr Danny Ho
Dr Michael Hornby
Dr Gordon Howe
Dr Michelle Huang
Dr Keith Hunter
Dr Mark Killen
Dr Claire Kim
Dr Agnes Lai
Dr Helen Lee
Dr Joseph Lee
Dr Paulina Lee

Dr Sherean Najdi
Dr Ryan Nevin
Dr Audrey Ng
Dr Caroline Nguyen
Dr Catherine Prineas
Dr Jeremy Quek
Dr Nigel Rock
Dr Ellis Rosen
Dr Cheng-yee Rossiter
Dr Amy Sacco
Dr Peter Salameh
Dr Peter Sapir
Dr Alexandra Sbaraini
Dr Stefan Scholz
Dr Bernard Schwartz
Dr Andrew See
Dr Soundara Rajah Selvarajah
Dr Kala Sivasubramaniam
Dr Richard Solomon
Dr John Strange
Dr Martin Suthers
Dr Elda Tabourian
Dr Lina Tong
Dr Alan Trinh
Dr Philip Whalley
Mr Alexander Wirianski
Dr Hongyu Xie
Dr Stephen Chung Hon Yeung
Dr Geoffery Russell Young
Dr Josephine Yin-Mei Yuen
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5. Bachelor of Dentistry

Introduction

In 2001, the Faculty of Dentistry at the University of Sydney introduced its four-year graduate-entry program (BDent). This program replaces the former five-year undergraduate curriculum, to which the last students were admitted in 2000.

The faculty aims to attract and enrol students who are committed, mature and academically diverse. Student selection will be on the basis of:

- tertiary performance in a recognised bachelor's degree in any discipline
- results of the Graduate Australian Medical Schools Admission Test (GAMSAT), and
- a multi mini interview.

Applicants are asked to demonstrate that they have the necessary intellectual ability to be successful in the program, an aptitude for and a commitment to dentistry, and the personal characteristics appropriate for a career in a health profession.

The degree of Bachelor of Dentistry prepares students for professional registration in order to practise dentistry on graduation. The program is designed to develop and enhance the skills, knowledge and professional behaviours of motivated and interested students.

Aims

The program aims to produce dentists who will develop, and be committed to maintaining, the highest professional and ethical standards. The program is designed to encourage students from a diverse range of academic and personal backgrounds to develop the intellectual, technical and personal skills to practice effectively, rationally and compassionately. It is anticipated that graduates will be responsive to the needs of individual patients and committed to improving oral health within the community. Graduates will be expected to have a broad understanding of the relationship of general health, disability and illness to oral health and disease.

Other important aims include the development of skills to underpin life-long, self-directed professional learning and the application of evidence to rational decision-making. Graduates will develop an appreciation of the role of research in dentistry and will be expected to contribute to leadership in clinical dental practice, research, education and community service.

Characteristics

Features of the curriculum include:

- graduate-entry of applicants with diverse backgrounds
- development of dental skills from the first week and early patient contact
- an emphasis on effective communication and active learning
- an integrated understanding of medical and dental issues in health and disease
- learning based on clinical problems and emphasising clinical reasoning
- a team approach to learning and clinical work
- an evidence-based approach to practice
- encouragement and support for self-directed learning
- an emphasis on information literacy, and
- opportunities to learn in a range of dental practice settings, including rural placements.

Each week of learning is based on the presentation of a clinical problem which students address cooperatively in small groups. In all, 35 problems are studied in each of Years 1 and 2.

Learning is integrated across dental and medical disciplines and between years; understanding and knowledge are built progressively in a relevant context. Students are challenged to identify key issues for learning and to seek out and share knowledge that will progress the group's collective understanding. Three tutorials each week will be held in one of the two dental teaching hospitals. These tutorials form the basis of the students' learning.

The learning process provides the background necessary for reasoning through issues and applying knowledge to resolve clinical problems in practice. It is essential that students progress systematically to become independent learners. They must be able to evaluate their own strengths and weaknesses realistically, and to identify personal learning needs. Those skills underpin successful professional practice and life-long learning.

Most of the problems in the first two years are based on realistic medical problems that illustrate important scientific concepts in health and disease. The problems represent common situations, with an emphasis on those that are treatable or preventable, and are constructed to stress diagnostic reasoning and scientific principles of management. In addition, each problem raises one or more issues of importance in practice: ethical, behavioral, social, and interpersonal. Some problems raise issues relating to the distribution of health care or to research. Each problem specifically encourages dental students to explore within their own groups the wider relevant implications of the problem.

On the Camperdown campus, most lectures and other laboratory sessions are shared with medical students. Some classes and seminars, however, are specifically designed for dental students. Four problems to be studied towards the end of second year focus explicitly on fundamental oral issues.

In the latter two years of the program, the problems will continue to be presented, but will be centered on more complex dental issues. They will however often involve medically-compromised patients as encountered in daily community or hospital practice, in order to reinforce and apply earlier learning.

High level communication and technical skills are essential for successful dental practice. For each week of the first two years, students attend the Sydney Dental Hospital for a busy clinical day. They consider relevant basic dental issues in a case-based context and learn many specific dental skills in the laboratory, in simulation and in the clinics. As a crucial part of professional training, students are encouraged to assess their own progress and to evaluate the work of their peers. As students progressively demonstrate basic proficiency, they move to the dental clinics to apply their skills.

Towards the end of the first year, and at the end of the second year, students attend Westmead Hospital and the Westmead Centre for Oral Health, maintaining the pattern of problem-based learning. The hospital experience will offer particular opportunities for students to gain experience in medical as well as in dental settings. Medical skills, including those essential for dealing with emergencies, will be taught in the Clinical Skills Centre at Westmead Hospital.



Small interactive tutorials and clinical teams are featured throughout the program, ensuring that students participate effectively and learn actively. The group work prepares students for working in dental teams or multi-disciplinary groups in practice.

Throughout the program, a new emphasis is placed on evidence-based practice. Students will learn the relevant basic skills in the context of the first two years, then progressively apply the skills of evaluation to issues of diagnosis and management relating to individual patients in practice settings.

The development of information literacy is seen as a crucial part of the preparation for modern professional practice. Attention is specifically directed at the acquisition and management of information.

Students will use information technology throughout the program:

- in problem-based learning tutorials as the weekly case is introduced and supported by relevant data and learning resources
- in self-study for reviewing the resources (including text and images) provided by the faculty
- for recording data and maintaining a personal casebook of patient records
- for retrieving, evaluating and appraising literature and patient records
- for communication between students and staff
- for the analysis of laboratory data, and
- in classes for the study of images and other materials.

Students will become sophisticated users of the technology through well-designed educational interfaces.

Organisation

Themes

The program is integrated and designed to develop students' knowledge, skills and professionalism progressively over four years. In order to achieve those aims, four themes have been identified.

- *Life Sciences (LS)*: the underlying biomedical and clinical sciences to ensure an understanding of the mechanisms of health and disease.
- *Total Patient Care (TPC)*: the necessary communication and reasoning skills for effective dental diagnosis as well as the clinical understanding and technical skills to manage the care of the patient with common and important dental conditions.
- *Personal and Professional Development (PPD)*: the necessary personal and professional skills for effective and rewarding practice, including ethical behaviors, productive teamwork, evidence-based decision-making, self-evaluation and life-long learning.
- *Dentist and the Community (D and C)*: the place of dentistry in health care, interactions with the community and dental public health issues.

These four themes provide the framework for the goals of the program (see below), the development of the curriculum, and for assessment. The integrated nature of the curriculum means that every week some aspects from all themes will be discussed in tutorials, presented in lectures or specific theme sessions, or encountered in dental clinics, laboratories or simulations.

In order to progress and to graduate, students must demonstrate satisfactory performance in all themes. Because of the integrated nature of the program and the associated process of learning, neither exemptions nor advanced standing can be offered.

Structure

The theme structure ensures that the students' knowledge and skills develop and build systematically over the four years in explicit domains. The relative contributions of the themes vary at different stages of the curriculum, with an initial focus on life sciences, early clinical experience and dental manipulative skills. Then follows a growing emphasis on clinical dental knowledge, skills and judgment as students manage individual patients in oral health care teams.

Students will progress educationally from lower order (reporting, describing) to higher order skills (analysing, evaluating and synthesising).

The program can be conceptualised as occurring in three broad phases:

- an introduction of 8 weeks – the foundation learning block that is preceded by an orientation week
- the body systems – the remainder of the first two years (62 weeks)
- dental clinical placements and rotations in a range of settings – the last two years.

Much of the first and second year materials are shared from the University of Sydney Medical Program (USyDMP) to provide an introduction for the dental students to basic and clinical sciences in a problem-based context. Most lectures and practicals on campus are offered to both groups, but specific sessions and practicals are designed specifically for the dental students. This strategy offers opportunities for educational innovations and collaborations by combining the skills and expertise of two health-related faculties.

The problem-based, student-centred program provides sufficient time for students to pursue their own goals, while meeting the requirements of the curriculum. Given their different academic backgrounds, students' learning styles are different, and their educational needs vary. Time is protected for individual self-directed learning, but students often find studying together in small informal groups particularly effective.

Because of the need to match the learning experiences to the problem of the week and the large numbers of students involved, the timetable for any one student varies from day to day and from week to week. Travelling between the main campus and the teaching hospitals has been minimised as far as possible.

It is also important to note that attendance is compulsory at the problem-based learning sessions and in the clinical sessions. Attendance, participation, ethical and professional behavior all contribute to a progressive assessment throughout the Personal and Professional Development theme.

Years 1 and 2

In Years 1 and 2, learning is integrated across all themes into blocks largely based on body systems, apart from the initial Foundation and the last Cancer blocks. The clinical problems to be studied are similar to those for the medical students except for three specifically oral problems in block 8B. All problems are designed to introduce the mechanisms of health and disease and to incorporate other theme-based issues. The oral relevance of the clinical problem is indicated on the web and included in tutorial discussion. In Years 1 and 2, the Total Patient Care theme is represented in the dental clinical and laboratory skills taught at one of the dental schools. In Years 3 and 4, the emphasis is on comprehensive clinical care in a team setting. One rotation in Year 4 will provide rural experience and an opportunity for electives (at the student's choice) or selectives (directed studies for those in difficulties).

Year 3

Students are largely based at Westmead, with regular visits to the Sydney Dental Hospital for participation in particular clinics. Students work in dental teams that offer comprehensive oral and dental care to patients. Within each team, individual students under supervision provide diagnosis and management, appropriate to their level of skill and experience. The Westmead Centre for Oral Health and Westmead Hospital offer access to a wide range of patients and clinical teachers.

A clinical mentor, who is a senior clinician, is responsible for the supervision and management of a team of about eight students consisting of both BDent 3 and 4 students, although BDent 2 students may also be included in the future. The teams are patient-centred and care will often be at different stages of their treatment plans to make best use of hospital facilities. Clinical sessions are held at both the Westmead Centre of Oral Health (WCOH) and the Sydney Dental

Hospital (SDH) with students engaged in general patient care for the majority of their week. Patient allocation and support is facilitated by a Student Clinical Manager at both WCOH and SDH. Clinical treatment will ultimately be electronically logged, linked to all sites, through a restricted area of the BDent website. Students will be expected to directly provide dental care for a range of patients and to show evidence of participating in management of patients requiring specialist care. Regular rostering of students in small groups to specialist clinical rotations occurs throughout the year from both WCOH and SDH locations. These rotations are both within the hospitals themselves or in satellite clinics. All students will be expected to maintain a Clinical Case Journal detailing the care provided for their patients assigned to them, including management by specialists and allied health workers. For two months at the end of the year, students will undertake either elective placements (at their own choice) or selective placements (determined by staff and students in consultation to meet specific learning needs).

Year 4

Students will be offered experiences in a wide range of clinics in the community, hospitals and in rural areas. A conference week at the end of the year requires students to prepare presentations on their research, electives or rural experiences. Professional seminars and preparation for practice will be included at that time. Learning in the BDent 4 is assessed in several ways to align with the goals and objectives of the program. As in the previous years of the program, assessment is formative and summative, progressively determined and criterion-referenced. In BDent 3 and 4, clinical assessment assumes a large proportion of student progress and readiness for independent dental practice following graduation.

Curriculum blocks

The curriculum is arranged into blocks, following the organisational sequence of the program.

Year	Block	Topic	Description
BDent 1	1	Foundation studies (8 weeks)	This block introduces basic mechanisms in disease including fundamental microbiology, anatomy and pathology in considering several problems such as myocardial infarction, breast cancer, rubella and skin infection.
	FTPC	Normal Oral Health and Structure	This block introduces the dental and medical terminology used to describe oral and facial structures and their location in the body during clinical dental examination.
	2	Drug and alcohol/ Musculoskeletal Science (8 weeks)	Aspects of drug and alcohol use in health, for example tolerance and dependency, are the focus of this block. This block also presents principles of first aid, bone structure and healing and arthritis.
	FTPC	Recognising oral disease	This block will consider the signs of oral disease including anatomy and radiological imaging. The prevention, signs and symptoms of dental caries and of periodontal disease builds on basic knowledge about normal structures. Behavioural issues in communicating health information and behavioural change to create awareness of prevention are presented. The role of fluoride and implications of tooth loss are also presented.
	3	Respiration (7 weeks)	This block covers the basic respiratory health concerns, such as asthma, interstitial lung disease, cystic fibrosis and pneumonia.
	FTPC	Introductory management of an Oral Disease	Early intervention and management of the effects of oral disease, dental caries and periodontal disease, are considered in this block. The block also introduces instrumentation in periodontal treatment and the principles of the restoration of tooth defects and loss of tooth structure.

Year	Block	Topic	Description
	4	Haematology (5 weeks)	During this block the curriculum is concerned with haematological issues such as leucocyte function and conditions such as anaemia, thalassaemia and DVT.
	FTPC	Dental Materials and Technology	Material science in dentistry is introduced in this block supporting the role of materials in the replacing of lost tooth structure and in the management of lost teeth with removable prostheses. Chair-side implications of interviewing and management of gagging are also considered.
	5	Cardiovascular sciences (6 weeks)	This block is concerned with cardiovascular health and disease, such as heart failure, hypertension and congenital heart disease.
	FTPC	Revision of Oral Structures	A revision of the anatomy and structure of oral tissues is presented in this block, recapitulating knowledge presented in block 1. A consideration of the implications of tooth loss is continued following on from block 4.
BDent 2	6	Neurosciences (10 weeks)	This block considers a range of neurological disorders and disease such as spinal injury, epilepsy, multiple sclerosis and spina bifida. The block also focuses on the visual system and on psychiatric concerns such as depression, dementia and schizophrenia.
	FTPC	Assessment of Dental Pain	The scope of this block is to provide an introduction to the clinical aspects of dental pain in both soft and hard tissues from assessment to initial management and prevention. The block starts by revising head and neck anatomy, particularly in relation to intra-oral local anaesthetics, leading into principles of pain management and exodontia.
	7	Endocrine-nutrition-gastroenterology (11 weeks)	This block covers the endocrine disorders such as diabetes and thyrotoxicosis, nutrition issues such as infant failure to thrive and gastroenterological disorders such as celiac disease.
	FTPC	Restoration and occlusion	The dynamics and physiology of occlusion is introduced in this block providing the background and rationale for a form of occlusal therapy, the construction of an occlusal splint. Preliminary consideration of temporomandibular disorders and their prevention are also presented.
	8	Renal-reproduction-carries (7 weeks)	This block considers renal and fluid balance in problems such as renal failure. The block also includes three oral health problems including herpes simplex, the microbiological basis of caries and the prevention and reduction of caries.
	FTPC	Growth and development, restoration	This block aims to introduce principles of craniofacial growth and development and to present principles of record collection and diagnosis in the developing dentition. Stages of psychological development as related to communication are introduced. Techniques of tooth conservation relative to the primary dentition are presented.
	9	Cancer and Palliative Care (5 weeks)	Aspects of palliative care and oncology are presented in this block including the issues of HIV/AIDS and cancer of the breast and lung.
	FTPC	Assessment, diagnosis and treatment planning	This block presents the principles of integrated clinical treatment planning for care of the dental patient. The multi-disciplinary approach to patient care starts with assessment and record taking and interpretation followed by diagnosis and construction of treatment plan options.
BDent 3	10	Care of the Acute Patient (4 weeks)	This block aims to provide the concepts and competency development to diagnose, treatment plan and provide clinical management of acute dental disease and disorders.

Year	Block	Topic	Description
	11	Prevention and Oral Rehabilitation (20 weeks)	The objectives of this block are to provide the necessary competencies, knowledge and critical understanding to provide basic dental clinical restorative and preventative care for patients.
	12	Care of the Child and Adolescent (6 weeks)	This block presents the principles and knowledge basis of assessment, diagnosis, treatment planning, care management and prevention of conditions and disorders commonly found in the child and adolescent.
	13	Surgery and advanced techniques (6 weeks)	This block presents the basic principles of surgical evaluation, diagnosis, treatment and management of a range of oral soft and hard tissues disorders and conditions including dento-alveolar surgery, minor oral surgery, craniofacial and implant surgery.
	14	Oral Medicine and Oro-Facial Pain (3 weeks)	This block aims to provide the knowledge base and clinical competencies required to assess, diagnose, treatment plan and manage oro-facial pain and disorders and diseases of the temporomandibular joints and associated structures. The principles, knowledge and clinical competencies required to diagnose, treatment plan and provide clinical management of these conditions will be provided through observational learning with the Oro-facial Pain Clinic at WCOH.
BDent 4	15	Advanced Care (10 weeks)	This block presents advanced aspects of general dental care in the dental clinical areas of implants, orthodontics, prosthodontics, periodontics and oral surgery. It will focus on the treatment options and integrated treatment planning of patient needs requiring advanced or specialist care. It provides for the continued development of competencies practiced during the Prevention and Oral Rehabilitation Block in Year 3, and on those in FTPC during years 1 and 2.
	16	Gerodontology & Special Care (6 weeks)	This block focuses on two important areas: dental care and oral health of the older age care group; and the oral health and care needs of the disabled. Particular focus will be on the integrated nature of care of these special groups and the interaction of the roles of the dentist, carers and other health care professionals in providing oral health and dental care.
	17	Sustainable Oral Rehabilitation (8 weeks)	This block focuses on advanced integrated dental care, specifically including interdisciplinary dental care and within the health care team.
	18	Professional Dental Practice (8 weeks)	This block covers the interaction of the general practitioner and the specialist in the management of complex aspects of patient care. The block also aims to prepare for future practice in dentistry, including such as practice management, ethics and responsibilities.
	19	Rural Care (2 weeks)	Awareness of the importance of dental care in rural areas of Australia remains an important community concern. This short block is located entirely in a rural placement and covers issues pertinent to remote community concerns including indigenous health, organisational structure of Oral Health Service in NSW, access to Oral Health care in rural and remote areas and risk management and professional development in rural practice. An extension of the Rural Placement block will be offered as an Elective Rural Placement in the future of the program.

Goals

The roles of the dentist have been substantially changed over recent years, requiring a review of future educational needs.

Particular influences have included:

- the ageing of the population with an increase in chronic and multi-system illness associated with increasingly complex pharmacological management
- effective preventive measures
- rapid advances in biomedical and genetic research
- new dental technologies and materials
- the increasing applications of information technology to interpersonal communication
- the recording and management of data, access to information, and to evidence-based practice.

At the end of the BDent, graduates will demonstrate the following:

General and diagnostic

- an understanding of normal and abnormal human structure, function and behaviour, with a particular emphasis on oral health and disease
- rigorous clinical reasoning and the application of evidence to the recognition, diagnosis and management of oral disease and disability or dysfunction
- the ability to relate clinical and scientific data to dental and related medical conditions
- in consultation with other relevant health professionals, the capacity to relate aspects of the general health of individual patients to their oral health, disease and management
- a respect for ethical values, confidentiality, patients' autonomy and the need for effective communication so that appropriate education is offered and informed decisions are made
- skilled and sensitive interviewing of patients, families and carers so as to elicit a dental and relevant medical history
- effective clinical examination and use of diagnostic strategies, accurate interpretation of findings and the provision of explanations appropriate for patients and for fellow professionals.

Management

- the knowledge and skills to deliver basic, effective dental care in a general practice setting and to continue to develop clinical skills
- the skills to plan and manage common dental conditions and to recognise the need for appropriate referral
- familiarity with the roles of different dental and medical specialties and the capacity to undertake further clinical or scientific training
- an ability to recognise and respond to common life-threatening medical emergencies.

Personal

- familiarity with the use and applications of information technology, including: effective communication; the gathering, recording, organising and analysis of information; accessing databases including library resources; identifying and using the best evidence for decision-making
- cooperative teamwork in professional practice, accepting leadership as appropriate
- a recognition of the contributions of basic and clinical research to clinical practice
- a commitment to ongoing learning throughout professional life
- reflection in practice and the capacity to identify the limits of personal competence and knowledge.

Community

- an understanding of social and environmental factors affecting the maintenance of oral health and the roles of health promotion, disease or injury prevention, early intervention and longer-term management of disease and disability
- an appreciation of the synergies and tensions between individual patient care and the needs of the whole community for dental services
- the ability to recognise dental issues of concern to the community and to contribute constructively to relevant public debate.

Information Communication Technology

Dental practice is increasingly dependent on the efficient and effective use of computers. Students become comfortable with the technology from the start of the program and have access to networked computers in tutorial rooms, practical classrooms, the library and in the clinical schools.

Information for students is accessible from the faculty's educational site, including timetables, bulletins, a dental relevance link, one-page summaries of learning topics with references and keywords, outlines of lectures and sessions, relevant images and other learning resources. Materials for the problems, including the introductory triggers, laboratory and imaging data, are made available. Various learning resources including problem summaries are also presented, together with a process for voluntary self-assessment with feedback. Students have access to websites world-wide and to databases, including bibliographic ones, as well as computer-based educational programs and texts. Patient record systems are increasingly digitalised and students will become familiar with them. Electronic mail is extensively used by staff and students and electronic forums will be established to support students when they are on rotations remote from the main sites. Students are encouraged to be selective in their use of such resources and to contribute to the processes of evaluating them.

Another major use of information technology is in evaluation of the program. There are extensive opportunities to offer feedback and comment to the Learning and Teaching Committee as well as to individual teachers on all aspects of the curriculum. More comprehensive web-based evaluation forms are used to acquire information about the students' overall experiences.

Information literacy is specifically addressed, providing students with the skills to locate, retrieve, critically evaluate and store relevant information so that it can be accessed. These skills are applied particularly in the evidence-based practice strand of the program (an important element of the PPD and D&C themes).

Learning

All years

Problem-based learning

The problem-based tutorials are designed to develop the students' clinical reasoning abilities, to enhance their skills in working in groups and to introduce many relevant aspects of the content knowledge and skills within the three themes in an integrated fashion. Each week in Years 1 and 2, students are introduced to a clinical problem (usually relating to a particular patient) and the process of thinking through the problem provides the core of the week's activities. Tutors act as facilitators of the reasoning process rather than as subject experts. Three meetings are held each week to develop and discuss the problems.

In Years 3 and 4, the role of the tutor is less central, and two meetings are held each week. A web-based clinical reasoning model will guide students in the preparation of the problems.

Self-directed learning

During the first two years, students are helped to develop their skills in locating and acquiring information in textbooks, journals and on the web after defining the learning topics in the problem-based tutorials. By the time of entry into Year 3, students are expected to be increasingly independent in their capacity to direct their own learning and to locate essential information efficiently.

Theme sessions and lectures

Lectures provide a broader context for the students' formal learning and provide background understanding to assist in the resolution of the weekly problem. In Years 1 and 2, up to six lectures are held each week.

Sessions are offered within each theme and reading matter may be recommended for preparation beforehand. Life Sciences sessions in Years 1 and 2 usually offer opportunities to gain hands-on practical experience and to learn from images, models, slides and museum or dissected specimens. In Years 3 and 4, science updates, advanced seminars and sessions with dental images are utilised.

Sessions run by the Personal and Professional Development and Dentist and the Community themes are diverse, and include aspects of personal development, evidence-based practice, ethics and management issues, as well as the community perspective on oral health issues.

The activities organised by the Total Patient Care theme occur in the dental hospitals as described below.

Evidence-based practice

There is a major focus on the critical appraisal of evidence to underpin clinical decision-making throughout the program. From the start, students learn the skills of identifying and appraising the literature. In later years, they apply the skills learned in making clinical decisions to the diagnosis and management of individual patients with whom they interact.

Team approach to practice

The focus is on the comprehensive care of the patients, and on continuity of care. Students will be members of a dental team which will include members across the four years of the program and students from the BOH program. Teams, under the guidance of a staff member, will treat patients assigned to them, according to the skills of the individual team members. They will be able to call on expert assistance as required. Although the core teams are based on third year students, more senior and also junior students may, from time to time, contribute. Case conferences and presentations to the team will be used to maintain an overview of patients under treatment.

Years 1 and 2

FTPC dental competencies

The weekly program in the dental teaching hospitals introduces students to dental skills in laboratories and simulation settings as well as dental clinics on Thursdays (Year 1) and Tuesdays (Year 2). An emphasis on self-assessment will encourage the development of professional skills. Students will be helped to acquire sensitive and effective skills in communicating with patients, and to develop professional communication with colleagues and teachers. Students from the BOH course will join in some of these sessions.

There are opportunities to practice and to gain some medical experience with access to selected patients and to the skills laboratory when students are at Westmead Hospital.

Blocks 4 (Haematology, Year 1) and 9 (Cancer, Year 2) involve extensive activities at Westmead and Nepean Hospitals and the students will share lectures and sessions with medical students at the Western Clinical School. This arrangement allows students two sets of five weeks of 'immersion' in a general hospital setting, providing the opportunity for significant development in clinical skills, both medical and dental. PBL tutorials, lectures and theme sessions are all provided on site. Computer-based materials will continue to be available.

In addition, Block 8B – Oral Biosciences – will be taught at the Westmead Centre for Oral Health. Again, teaching sessions will be on site, except possibly when access is required to the simulators at the Sydney Dental Hospital.

Years 3 and 4

Placements and rotations

Practical clinical experience will form the substrate for learning in the latter two years. Clinic-based activities, under supervision, will dominate. The emphasis will be on integrated clinical care and a team

approach. In Year 4, the rotations will include a range of activities in the dental hospitals, in other hospital dental clinics, in community settings where possible and in rural areas.

Structured teaching sessions

A structured teaching program is planned to extend throughout this part of the course. Problem-based learning continues in Years 3 and 4, with more complex dental and medical issues in a streamlined format that more closely resembles the reasoning used in clinical practice. Scheduled sessions will be linked to issues arising in the problem under study. Each day in Year 3 will start with a theme-based session – occasional lectures, case presentations, theme-based seminars and discussions. In Year 4, formal teaching will be necessarily reduced as the students will be on at least two sites. Some videoconferencing can link the two major sites, and it is planned to develop student forums for synchronous discussion of the current problem (and other issues) amongst those in distant sites. In BDent 4 the mandatory Extramural Community Practice Education Program (ECPEP) provides an opportunity for a month-long placement in a public dental clinic in a rural/regional location in NSW

Assessment

Assessment has been designed for students to meet the goals of the program. By emphasising support for learning, the assessment system ensures that students achieve an acceptable level of competence in all three themes. A key concern is to encourage students to develop their ability to evaluate their own progress and learning needs - both academic and clinical - in preparation for a life-time of learning in professional practice. The emphasis is thus on ongoing formative assessment that provides appropriate, sensitive and timely feedback to individuals and groups but does not determine progression.

An online set of questions is available for student self-study at any time. The questions, relevant to the problem of the week, are set to provide guidance on the level of knowledge and understanding expected during the first two years.

Three formative written assessments in Years 1 and 2 provide opportunities for students to review the knowledge gained to date. Questions are set in the context of clinical presentations, medical and dental. The formats and types of questions are similar to those ultimately used summatively which determine progression. Participation in formative assessments is compulsory, but the results remain the property of the students themselves. Students are thus encouraged to evaluate their own performance and seek help as appropriate.

The precise timing, nature and scope of both summative or barrier assessments and formative assessments are made explicit to all students at the beginning of each year. Up-to-date information is presented on the web.

Principles

Assessments have been designed so as to:

- satisfy the goals of the curriculum
- assess within themes on the basis of criteria that are explicit to students and staff
- foster and support clinical reasoning, dental clinical and communication skills, team-work and self-directed learning
- emphasise formative assessment so that individuals and groups are provided with high quality, regular and timely feedback on their progress and thus integrate assessment with learning
- in particular, acknowledge the different academic backgrounds of students, allowing two years for the development of knowledge and understanding particularly in the Life Sciences theme
- certify that students are competent in a range of skills at critical points in the program, using instruments with which the students have become familiar
- offer remediation for students who fail to meet the criteria
- explicitly define the criteria to be met in order to achieve a result of Satisfactory.

Progression

Decisions on academic progression to the next phase of the program are made at the end of each year.

Year 1

PPD and D&C themes

- meets requirements for attendance, participation, ethical and professional behaviours
- presentation of a reflective portfolio

FTPC theme

- satisfactory completion of a Dental Clinical Competency Log Book
- satisfactory performance in a skills assessment
- satisfactory performance in written summative assessment

Year 2

LS theme

- achievement on written summative examinations including both medical and dental knowledge

PPD and D and C themes

- meet requirements for attendance, participation, ethical and professional behaviours
- D and C theme: satisfactory performance in written summative assessment

FTPC theme

- satisfactory completion of a Dental Clinical Competency Log Book
- satisfactory performance in required skills assessments
- satisfactory performance in written summative assessment

Year 3

The emphasis in Year 3 will be on the dental team. Students will progress to more complex treatments as they demonstrate their progressive proficiency. All students will be expected to achieve a defined standard and demonstrate relevant experience by the end of Year 3.

LS theme

- satisfactory achievement on written summative assessment(s) and/or assignments

PPD and D and C themes

- meet requirements for attendance, participation, ethical and professional behaviours
- satisfactory evidence-based practice presentation
- meets the criteria for required assignment(s)
- satisfactory reports from clinical supervisors

TPC theme

- satisfactory completion of a clinical case journal
- satisfactory mentor reports
- satisfactory performance in required clinical assessments including case presentations and interviews
- satisfactory performance in written summative assessment

Year 4

Students judged to be performing at a high standard will have a range of options open to them in terms of rotations away from the main teaching hospitals. Those less confident or skilled will be maintained under greater supervision and may forego their elective in order to complete tasks to the required standard.

LS theme

- satisfactory achievement on written or oral assignments

PPD and D&C themes

- meet requirements for attendance, participation, ethical and professional behaviours

- satisfactory presentations in evidence-based practice and the elective
- meets the criteria for required written or oral assignment(s)
- satisfactory reports from all rotations and elective
- reflective portfolio

TPC theme

- satisfactory completion of a clinical case journal
- satisfactory mentor reports
- satisfactory performance in required clinical assessments including case presentations
- satisfactory performance in written summative assessment

Evaluation

The BDent represents a shared enterprise between students and staff. In order to meet the needs of both and to ensure that the goals of the curriculum are achieved, the program is monitored throughout. Students will have many opportunities, and will be expected, to contribute to the processes of evaluation as a regular part of their activities. Information will be sought using questionnaires (usually on the web) and email comments, as well as through individual and group discussion.

Curriculum planners and teachers need feedback from students on the progress of the program so as to maintain and improve its quality. Staff will feed back their comments and report any consequent changes in response to the students' suggestions.

The performance of the graduates will be evaluated in terms of the stated goals of the program after the first cohorts have completed the program. All students are obliged to complete a research project and this can form the basis to support a full honours research project, which if completed to the required standard, leads to the award of BDent(Hons).

Research

The Faculty of Dentistry strongly encourages research. Students accepted into the BDent who are interested in gaining research experience are strongly encouraged to take opportunities to contribute to research within the faculty. Some supporting scholarships may be available to students who seek to carry out a small research project during the early years of the program.

In addition, students may seek to earn additional research degrees in association with their BDent degree. Several possibilities exist.

Resolutions for the Bachelor of Dentistry

Bachelor of Dentistry

[Section 1]

1. Requirements for the pass degree

- 1.1 To qualify for the award of the pass degree, candidates must:
 - 1.1.1 complete successfully the prescribed units of study giving credit for a total of 192 credit points; and
 - 1.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

2. Admission

2.1 Criteria for selection

- 2.1.1 Applicants will be considered for admission according to the following criteria:
 - 2.1.1.1 Previous performance in a bachelor's degree;
 - 2.1.1.2 Performance in the Graduate Australian Medical Schools Admissions Test (GAMSAT);
 - 2.1.1.3 Performance in the Multiple Mini Interview.

2.2 Prerequisites

- 2.2.1 Applicants must have completed, or be in the final year of, a bachelor's degree comprising at least three full-time equivalent years of study;
- 2.2.2 Applicants must have a weighted Grade Point Average (GPA) of 4.0 or above, determined on a scale of 0-7 from marks or grades on the official academic transcript and based on the last three academic year levels of their most recent bachelor's degree course including an Honours year if undertaken. A GPA of 4.0 is equivalent to a pass level at the University of Sydney;
- 2.2.3 There are no unit or degree prerequisites;
- 2.2.4 Applicants whose bachelor's degrees were completed more than 10 years ago without subsequent postgraduate activity or evidence of other continuing academic activity will not be considered;
- 2.2.5 GPA standards and postgraduate qualifications of successful applicants will be recorded and these will inform periodic review of the selection procedures;
- 2.2.6 Applicants with a background in research will be encouraged.

3. Units of study

3.1 Stage 1

Units of study	Assumed knowledge	Credit points
USDP1011 Life Sciences	Subject areas assessed in the Graduate Australian Medical Schools Admission Test (GAMSAT)	12
USDP1012 Foundations of Total Patient Care	None	6
USDP 1013 Personal and Professional Development	None	3
USDP 1014 Dentist and Community	None	3

3.2 Stage 2

USDP2001 Basic and Stage 1 Clinical Sciences		24
USDP2002 Total Patient Care	Stage 1	12
USDP2003 Personal and Professional Development	Stage 1	6
USDP2004 Dentist and Community	Stage 1	6

3.3 Stage 3

USDP3001 Basic and Stage 2 Clinical Sciences		10
USDP3002 Total Patient Care	Stage 2	24
USDP3003 Personal and Professional Development	Stage 2	8
USDP3004 Dentist and Community	Stage 2	6

3.4 Stage 4

USDP4001 Basic and Stage 3 Clinical Sciences		8
USDP4002 Total Patient Care	Stage 3	24
USDP4003 Personal and Professional Development	Stage 3	10
USDP4004 Dentist and Community	Stage 3	6

4. Requirements for the pass degree

- 4.1 Total credit points required: 192
- 4.2 All prescribed units must be completed for award of the degree.

5. Progression requirements

- 5.1 No candidate shall be permitted to enrol in any stage unless that candidate has satisfied all the requirements prescribed for the preceding stage.
- 5.2 A candidate for the degree of Bachelor of Dentistry shall complete all the requirements for the degree within five calendar years from and including the year of first enrolment as a candidate for the degrees, unless the Dean specifically permits otherwise.

[Section 2]

6. Conditions of enrolment in units of study other than those set out in the Units of study table

- 6.1 A candidate for the degree of Bachelor of Dentistry may undertake additional tertiary studies but only with the permission of the Dean.

7. Enrolment in more/less than minimum load

- 7.1 The horizontal and vertical integration of the BDent degree will not allow these options.

8. Discontinuation of enrolment without permission

- 8.1 A candidate who discontinues candidature for the degree of Bachelor of Dentistry without having obtained the permission of the Dean may be permitted to resume candidature at such time and under such conditions as shall be specified by the Dean.

9. Suspension of candidature for the purpose of enrolling in another degree

- 9.1 With the permission of the Dean, a candidate:
- 9.1.1 may interrupt candidature towards the degree of Bachelor of Dentistry in order to enrol as a candidate for another degree at the University of Sydney, subject to approval by the relevant Dean; or as a candidate for a degree at any other institution approved by the Dean; and
- 9.1.2 will be permitted to resume candidature for the degree of Bachelor of Dentistry at such time and under such conditions as were agreed by the Dean at the time permission to discontinue was granted.

10. Re-enrolment after absence

- 10.1 With the permission of the Dean, a candidate may re-enrol in the degree of Bachelor of Dentistry at such time and under such conditions as were agreed by the Dean at the time permission to be absent from candidature was granted.
- 10.2 A candidate shall not normally be absent in excess of 12 months.

11. Satisfactory progress

- 11.1 A candidate who does not complete a unit of study at the second attempt, or who has not completed units of study to a total of 48 credit points in any two consecutive years of enrolment, has not made satisfactory progress.

12. Time Limit

- 12.1 A candidate for the degree of Bachelor of Dentistry shall complete all the requirements for the degrees within five calendar years from and including the year of first enrolment as a candidate for the degrees, unless the Dean specifically permits otherwise.

Dentistry conjoint studies

Selected students with a proven aptitude for research and an Honours degree (by research) are offered the opportunity to conjointly undertake their studies with a higher degree:

- Doctor of Philosophy (PhD) or
- Master of Philosophy in Public Health (MPhilPH) (by research).

The BDent and PhD conjoint studies program will normally take six or seven years, the BDent and MPhilPH conjoint studies program five years.

There are two methods of application for the admission of qualified applicants:

- at the time of application for admission to the BDent (from 2002)
- during the first two years of the BDent, by submission of a research proposal approved by a potential supervisor and application for admission.

Criteria for selection into the PhD program include eligibility for an Australian Postgraduate Award (or similar scholarship).

Note that students enrol in the two degrees separately; they are not offered and awarded as a combined degree program. All candidates are expected to undertake their BDent studies full time and complete the other degree on a part time basis. It is expected that candidates for the PhD or MPH program will have made some progress towards the completion of the PhD or MPH program. The candidate also undertakes conjoint studies on the condition that their candidature in the BDent program will not be compromised by the workload expected in the PhD or MPH program. The candidate and his/her supervisor must be able to verify this at the time of admission to the BDent program.

Dentistry intercalated degree programs

Students who desire to obtain research experience may apply to interrupt their studies after second year to undertake a one-year degree:

Master of Philosophy by research

Applicants for the MPhil (Dent) will be required to satisfy a potential supervisor and the faculty that they have either obtained an honours degree (or equivalent) by research previously, or otherwise demonstrate their capacity by completing a relevant, short laboratory or library research project at an acceptable standard during the first two years of the program.

Master of Public Health (by coursework and dentally-related treatise)

The BDent/MSc (Dent) and MPH Intercalated Degree Programs will normally each take five years.

Fees

The course fee for 2009 is \$45,108 for international students.

The course fee for 2009 is subject to increase for 2010 and beyond.

Note the above amounts are for one (1) year of the course and should be multiplied by four (4) to give an indication of the overall course fee.

Ancillary fees are also payable during the course to cover costs of equipment, which are approximately valued at \$7000, and are subject to change without notice.

Units of study/enrolment

Bachelor of Dentistry students are required to enrol in the units of study listed in the table below for the four years of the degree.

Year	Semester	Unit of study	Credit points
1	1	USDP1011 Life Sciences 1	12
1	1	USDP1012 Foundations of Total Patient Care 1	6
1	1	USDP1013 Personal and Professional Development 1	3
1	1	USDP1014 Dentist and Community 1	3
1	2	USDP1021 Life Sciences 2	12
1	2	USDP1022 Foundations of Total Patient Care 2	6
1	2	USDP1023 Personal and Professional Development 2	3
1	2	USDP1024 Dentist and Community 2	3
2	1	USDP2012 Foundations of Total Patient Care 3	6
2	1	USDP2013 Personal and Professional Development 3	3
2	1	USDP2014 Dentist and Community 3	3
2	1	USDP2016 Life Sciences 3	12
2	2	USDP2022 Foundations of Total Patient Care 4	6
2	2	USDP2023 Personal and Professional Development 4	3
2	2	USDP2024 Dentist and Community 4	3
2	2	USDP2026 Life Sciences 4	12
3	1	USDP3001 Life Sciences 5	5
3	1	USDP3002 Total Patient Care 1	12
3	1	USDP3003 Personal and Professional Development 5	4
3	1	USDP3004 Dentist and Community 5	3
3	2	USDP3005 Life Sciences 6	5
3	2	USDP3006 Total Patient Care 2	12
3	2	USDP3007 Personal and Professional Development 6	4
3	2	USDP3008 Dentist and Community 6	3
4	1	USDP4001 Life Sciences 1	4
4	1	USDP4002 Total Patient Care 3	12
4	1	USDP4003 Personal and Professional Development 7	5
4	1	USDP4004 Dentist and Community 7	3
4	2	USDP4005 Life Sciences 2	4
4	2	USDP4006 Total Patient Care 4	12
4	2	USDP4007 Personal and Professional Development 8	5
4	2	USDP4008 Dentist and Community 8	3

6. Bachelor of Dentistry Honours program

The Faculty of Dentistry, in recognition of meritorious performance, offers an honours program for BDent candidates. The honours policy and guidelines for students were adopted by the Faculty Learning and Teaching Committee for implementation at its 7 July 2005 meeting, and amended by the Faculty Board on 29 May 2006.

The Honours Policy is under review and amendments will be made as necessary during 2009.

Faculty Honours Policy

I. Philosophy of Honours

It has been resolved by faculty that honours shall be awarded for meritorious performance by students in the University of Sydney Bachelor of Dentistry Program (BDent). Assessment for the University of Sydney Bachelor of Dentistry Program is criterion-referenced and students must satisfy requirements of the three themes of the curriculum which include all facets of learning required for students to graduate as future dentists. The philosophy of honours in the BDent program conforms to the Academic Board Policy on honours courses and grading (effective January 2000) and Honours Grades' Uniform Reporting (effective 1997).

Following University-wide discussion of honours degrees, there is consensus that it should include a significant research component. The Faculty of Dentistry also recognises the need for outstanding clinical achievement as a basis for the award of honours. The BDent(Hons) program was approved by the University Academic Board in 2004.

II. Principles of Honours

The principles underlying the approach to award of honours in the BDent include the following:

- All students should be encouraged to meet the honours standard but eligibility requires a high level of clinical competence.
- Honours will be awarded on the basis of successful completion of all assessments across the three curriculum themes and of an honours project that meets the required standard.
- Honours will be determined by completion of a defined honours program.
- The honours program is subject to review by the Learning and Teaching Committee, providing that students engaged in the program are not disadvantaged.
- Participation in the honours program by an individual student is voluntary.

III. Eligibility for the Honours program

- All students are encouraged to participate in a research project.
- Students will be informed that they cannot formally enrol in honours until after their summative exams at the end of BDent 2.
- The final result as to whether or not a student receives honours will depend on satisfactory performance in all four themes at the first attempt, overall clinical proficiency, and satisfactory completion of a research project. The criteria for satisfactory performance and clinical proficiency will be determined by the Faculty of Dentistry.
- Students who have enrolled in honours and have satisfactorily completed a research project but whose clinical performance is not deemed by the faculty to be at a sufficiently high level, may be eligible for the award of a Research Prize for Outstanding Proficiency in the area of research carried out.

- A student should not undertake the honours program if s/he is having difficulties in meeting the requirements of the BDent.

The minimal requirements for the major summative assessments are:

- The results of any BDent 1 summative will not be taken into account in the determination of eligibility for Honours.
- In BDent 2, eligible candidates:
 - will pass Life Sciences at the first attempt
 - will not require reassessment in more than three components of FTPC.
- In BDent 3 and BDent 4, all eligible candidates will pass all major summatives at the first attempt.
- These criteria will be strictly adhered to, and exceptions may only be made in the case of attested misadventure or illness.

Any student who repeats any of the BDent years will not be eligible to enroll in Honours. A student who enrolls in Honours and then subsequently repeats a BDent year will no longer be enrolled in the Honours program.

Students enrolled in the honours program may not request any additional assistance in completing assessment requirements in the concurrent BDent program if the only reason forwarded for the request is the requirements of the honours program commitment.

The Honours Subcommittee will determine eligibility and arrange assessment of the applications.

IV. Requirements for the award of Honours

Eligibility for candidature for honours, in addition to the general eligibility requirement for the honours program, should include evidence of experience and training in research methodology, especially that required in the proposed project. This experience could include: that gained in a previous honours research project, or experience during a vacation scholarship in the BDent program, or participation in a research environment during Years 1, 2 or 3 of the BDent program. The honours project should address the themes of the BDent (Total Patient Care, Life Sciences, Personal and Professional Development and Dentist and the Community). The honours project should address one theme as a principal focus.

(a) Selection of a Research Project

- Individual choice for the student
- Student should seek an appropriate supervisor for the project
- A significant portion of the project can be undertaken and completed during the research allocation in Year 4 of the BDent program

Suitable research projects will be considered by the Honours Subcommittee and could include:

- Participation in one aspect of an ongoing research project
- A survey and analysis of results obtained
- A critical appraisal of a research or clinical topic
- Participation in special patient clinics, and critical review of ancillary basic and/or clinical science and outcome data
- Development and evaluation of educational materials (including a literature review), evaluation tools or analysis of educational issues
- Students must indicate the principal theme addressed
- Students can complete a project in groups, with each student being required to individually write their own report based on the findings of the group

(b) Project proposal



Prepared by the student in discussion with the proposed supervisor

(c) Responsibilities of the supervisor

- Provide opportunity for research training possibilities during the course of the program
- Ensure quality supervision during the completion of the project
- Regular review of student progress in the project
- Final review of the written work before its submission for assessment
- Nominate two appropriate examiners for examination of the report of the project

V. Assessment

(a) Assessment of the report of the project

- The essential criterion for quality will be that the report is potentially publishable
 - The candidate must indicate clearly what was his/her specific contribution if a group was involved, and the report must be written independently by that student
 - Each report will be assessed by two examiners: one faculty member and a suitably qualified external reviewer.
 - Determine whether or not the report is of a sufficient standard to merit award of honours.
 - The criteria for assessment to be confirmed by the Honours Subcommittee.
 - The examiners will be asked to grade each report. The grading will be criterion-referenced, using the following categories:
1. Satisfactory for the award of honours (with or without minor emendations)
 2. Requires revisions and re-submission for repeat assessment for the award of honours
 3. Unsatisfactory for the award of honours

(b) Final report

Submission date to the assigned supervisor should normally be no later than 1 August in Academic Year 4. The nature and specifications of the final report to be determined by the Honours Subcommittee

VI. Administration of Honours

The supervision and administration of the honours system shall be the responsibility of the Honours Subcommittee of the Learning and Teaching Committee, which shall liaise with students and supervisors. The subcommittee may co-opt members as necessary. The membership of the Honours Subcommittee shall be:

- The Honours Coordinator (*ex officio*) as Chair
- Dean of Faculty of Dentistry or nominee (*ex officio*)
- Chair of Assessment Subcommittee (*ex officio*)
- Associate Dean (Learning and Teaching) (*ex officio*)
- Associate Dean (Research) (*ex officio*)
- The Year 4 BDent Sub-Dean
- Other member/s as co-opted by the Chair in recognition of their expertise/experience in a given area relevant to the program

The responsibilities of this subcommittee shall be:

- Review of eligibility requirements for the honours program
- Review of proposed honours research projects and advice about the suitability or otherwise of proposals
- Selection of examiners, as needed, and collation of results for student projects
- Review of assessment criteria for research projects
- Determination of conditions for extensions to submissions dates and for hearing of student appeals in regard to conduct or assessment of the project submission
- Preparation of a list of students recommended for the award of honours to be considered by the Dean
- Preparation of an annual report to the Learning and Teaching Committee about the number of projects undertaken, and the outcomes for those projects

VII. Academic transcripts and testamurs

For successful students, the award of honours will be included in their academic transcripts and on their testamurs.

VIII. Relationship to prizes in the BDent program

Work submitted for honours may be eligible for the determination of prizes awarded by the faculty.

Guidelines for students

The details below complement the information contained in the formal Faculty Honours Policy, and have been devised to provide detailed information and procedures to potential and current honours candidates and their supervisors to assist them in successfully undertaking the honours program.

I. Why do Honours?

An honours degree reflects meritorious performance at the undergraduate level, and provides greater opportunities after graduation. An honours degree will make you more competitive when seeking employment amongst graduates without honours degrees. Honours will reflect that you have developed research and analytical skills which are more advanced to those of pass degree candidates, and that you developed superior organisational and time management skills to complete the honours program simultaneously with the demands of the BDent4 program. Honours will also provide an advantage when applying for postgraduate study.

II. Honours timeline and key dates

The honours program is completed within the four years of the BDent curriculum, and is a program of study available only to meritorious students who satisfy the admissions criteria stipulated in (II) above. The honours program is overseen by the Honours Subcommittee, whose composition is reflected in Section (V) above. The honours program is taken in addition to the curriculum requirements of BDent4. Honours is typically completed during the final (fourth) year of the program, though students considering entry should start contemplating their research project and choice of supervisor towards the end of their third year. Students considering honours should be mindful that the honours program is academically demanding and is completed in addition and simultaneously to all requirements of the BDent4 curriculum; hence good motivation and excellent time management and organisational skills are required to ensure that you keep up with expectations. The faculty, via the Honours Subcommittee, will advise of students eligible to undertake honours at the commencement of BDent4. The yearly timeline for honours (exact dates available from the Honours Subcommittee each year) is as detailed below:

- January – BDent 3 Honours Subcommittee recommends students eligible for Honours who are contacted individually by the faculty office.
- January (end) – Eligible students are to advise the Chair of the Honours Subcommittee of decision whether or not to undertake the program.
- June 1st – Outline of research project proposal due to the Honours Subcommittee, as approved by supervisor.
- October (early) In the following year BDent 4 – Honours project due for submission to the Chair, Honours Subcommittee for marking.
- October (end) – Student to present outline and findings of the honours project at the faculty research day.
- November – Results of honours project advised to students by the faculty.
- March – Graduation ceremony.

III. Selecting a supervisor – matters to consider

The importance of supervisor and project selection should not be overlooked – your supervisor is crucial to the quality of your experience and the successful completion of your project. Thus, you should expect to devote a considerable amount of time to this step, critically assessing the research environment offered by the supervisor. Clearly, you should find your proposed project interesting and important (and so should your supervisor). Ideally, a supervisor will have demonstrated productivity by a record of publication and have a clear leadership position as evidenced by a record of private or public funding in a given area. A supervisor must be a salaried or honorary

staff member of the Faculty of Dentistry. Potential candidates should approach the Chair of the Honours Subcommittee (Professor Greg Murray) or the Sub-Dean, BDent4 (Dr Elizabeth Martin) for advice on potential supervisors and their areas of expertise. The research section of the faculty website is being developed to include the research areas of staff, which will assist you locating a suitable supervisor. Note that once you have identified an appropriate supervisor, you must approach him/her to discuss your intended project and to determine whether the staff member is able to supervise you for the duration of the project. Your supervisor will be your mentor for your project and will be your primary recourse for all matters relating to the conduct of the project; hence it is critical that you are comfortable with your choice of supervisor. Your supervisor must also inform you whether appropriate resources/facilities are available to support your intended project.

IV. How to successfully develop your project proposal

Candidates must provide the Honours Subcommittee with a copy of the proposal prior the end of February during BDent4. The proposal must be endorsed by your supervisor prior to submission to the committee. The format for the proposal should include the following sections:

- Background and significance – Why is this area interesting and important, and what has been done before? Remember to include a thorough literature review.
- Goal and specific aims – What is the ultimate goal of this research? The specific aims are aptly named: they should be a specific outline of the research questions you would like to answer. These provide the foundation for your research. You should spend some time on developing them.
- Materials and methods – What are the specific steps by which you will achieve this goal? The information you provide should be sufficiently detailed to allow a reader to carry out your methods independently. Include the specific statistical methods, if any, that you intend to use.
- References
- Appropriate appendices and use of refereed sources.

Students considering conducting a literature review as opposed to a formal research project should consider, in addition to the above:

- The amount of literature available on the proposed area of study
- The quality of this literature – i.e. is it predominately published in refereed journals or edited books?
- Limiting the scope of the literature search to a definable problem/study within the parameters of the honours program, taking into account the time available and the broad objectives of the honours program.
- That the literature review can be used as a basis for further study on the proposed topic.

Above all, candidates must be mindful that a literature review is not a summary of available literature; it is a succinct, critical reflection and analysis of existing sources, which could be linked to your own clinical or theoretical experience of the program. Your supervisor can provide more details on how to successfully conduct a critical and reflective literature review. The proposal should be 2-5 pages in length using 12-point font and single spacing. All proposals must be approved by both the supervisor and by the Honours Subcommittee. Two signatures on the research proposal are required to verify this approval.

V. How your research proposal is approved

Members of the Honours Subcommittee will consider your research proposal and will decide whether to approve the topic based on factors such as:

- whether the project can be completed within the time frame taking into account the scope of methodology of the proposed study,
- that the project does not incur any significant financial costs for equipment, travel, etc,
- that adequate literature and resources exist to support the project,
- that ethical considerations/protocols can be accommodated within the timeframe,
- that the proposed methodology appears sound,
- that the project has relevance in terms of contributing to dental education and research.

VI. Funding procedures for research purposes

Any funds anticipated to support an honours project must be made clear in the proposal and supported with sound rationale; it will then be at the discretion of the Honours Subcommittee to determine whether the committee requires or warrants any funding to support it, but at the honours level, it is generally considered that the level and scope of projects should not require funding from the faculty. However, whilst the chance of faculty funding for honours projects is very limited, the Australian Dental Research Foundation (ADRF) may provide funds on an annual basis to support student research on a competitive basis; information is typically disseminated to the faculty during March of the year funding is awarded and this information addressed to students via the BDent4 website. Applications for funding from the ADRF must be approved by the faculty prior to submission to the ADRF.

VII. Help available

You should contact your supervisor in the first instance with any questions you have concerning the conduct of your project or the administration of the honours program. Matters that cannot be resolved by your supervisor may be referred to the Chair of the Honours Subcommittee for consideration with your supervisor.

VIII. Human or Animal Subject Approval Procedures

If your project involves animal or human subjects, you should discuss with your supervisor whether the proposed research requires formal ethical approval. If the project requires approval from the University or Hospital Ethics Committees, you must allocate additional time to secure this approval, bearing in mind that the approval process required of the University and/or Hospital Ethics Committees can take several months, given the protocols and process involved. Information on the ethics approval process can be obtained from your supervisor and from the University's website at: www.usyd.edu.au/su/reschols/animal/animal.html.

This excerpt from the Research Office website (Ethics section) summarises who needs to apply for ethics and in general, what research activities require ethics approval:

"All research undertaken by Staff, Honours, Master's, Doctorate and other Higher degree and Diploma students, involving humans which includes:

- the use of questionnaires/surveys or interviews
- access to medical or other personal records
- investigations of human behaviour
- routine testing of human subjects
- the administration of drugs, ionising radiation, chemical agents or vaccines
- any other experimentation on human beings

must be submitted for the approval of the Human Research Ethics Committee."

As a rule, undergraduate pre-honours or course work projects may be approved by the Head of Department but, if there is any doubt, reference should be made to the Ethics Manager.

(Refer to: www.usyd.edu.au/ethics/human/faq/gen.html)

IX. Project presentation guidelines

The written format to be used for the thesis should be either that of a journal article or that of a formal thesis. The student should work closely with the supervisor during the writing phases of the project. If you intend to use the journal article format, consult the requirements of the journal to which you intend to submit the manuscript. Please note that you should follow the format for the full journal article, rather than any of the abbreviated or preliminary reports.

1. Australian Dental Journal
www.ada.org.au/_Journal_Archives.asp
2. British Dental Journal
www.nature.com/bdj/index.html
3. Journal of the American Dental Association
www.ada.org/prof/pubs/jada/authors/index.html
4. Journal of Dental Research

- <http://jdr.iadrjournals.org/misc/ifora.shtml>
5. New England Journal of Medicine
www.nejm.org/hfa/subinstr.asp
 6. Journal of the American Dental Association
www.ada.org/prof/pubs/jada/authors/index.html

Presenting the project in thesis format is similar to that of a manuscript to be submitted to a scholarly journal. Because there are no limitations on length, however, you should plan to include all background, experimental details, and discussion points, which are pertinent to the study. As such, the thesis should be composed of the following sections:

(a) Introduction and selected review of the literature

This section should review the pertinent literature and outline the major purpose of the research. Reference should be made to previous relevant studies in order to explain what has been done as well as to explain the purpose of this research. The Introduction should start or end with a succinct articulation of the hypothesis tested.

(b) Materials and methods

Describe clearly and carefully the procedures and materials used; a reader should be able to repeat your exact methodology. This section should also include the overall research design and statistical methods.

(c) Results

Report the results in a well-organised fashion with minimal subjective comment or reference to the literature. This section serves mainly to introduce tables and figures and to call attention to their significant parts.

(d) Discussion

The data should be explained and interpreted with reference to the previous literature. The significance of the results may also be included. This is the section in which to emphasise subjective comment. In a thesis, the scope of the discussion extends beyond that of a journal article. For example, you may discuss why your first experiments failed, or how you arrived at the design for a particular protocol, or what you would do next if you were continuing the study.

(e) Summary and conclusions

Summarise essential results and conclusions. End with a statement on the real significance of the study.

(f) Abstract

(g) References

A bibliography must be included. References must comply with the Harvard referencing style throughout the project.

X. Participation in Faculty Research Day

The faculty research day (held during October) provides an opportunity for scholastic intercourse, where our students and staff have the opportunities to present their research findings to peers, members of the profession, the community and personnel of the teaching hospitals. Honours candidates are required to make an oral or poster presentation at the faculty research day to showcase their research and achievement. Presentations and posters are required to adhere to professional standards expected at an external conference. The information below should be used as a guide.

(a) Abstract format

Abstracts must contain the following information, in order:

In 200 words or less, summarise the purpose, methods, results, and conclusions. A reader should be able to understand your study and its results from reading your abstract.

1. *Abstract title*

2. Capitalise appropriate words (e.g In situ Hybridisation Studies of Osteocalcin mRNA in Developing Rat Bone)
2. *Your name*
(e.g Ima Student)
3. *Research Sponsor, Title, Department, School or Organisation*
(e.g ADA, Halas scholarship etc)
4. *Abstract text*
(500 word maximum)
Include:

- Hypothesis tested
- Brief background
- Methods used
- Results
- Data
- Statistical analysis (where appropriate)
- Conclusions (underline)

(b) Funding sources

Name of supporting agency and grant number (e.g This study was supported by YOUNAMEIT grant). All abstracts must be approved by your supervisor prior to the research day

(c) Poster format and size

Each presenter will have a space of 120x120 cm for his or her poster. The stationary, double-sided poster boards stand 7 feet high and are 8 feet long. Thus two posters 120x120cm will occupy each side of a poster board. A diagram and space assignment will be distributed prior to research day.

(d) Poster layout

Poster components may be mounted directly on the poster boards with pushpins. The boards are white, so it is a good idea to use a contrasting colour behind each component to frame it. In designing the poster, keep in mind that the poster is a guide for your verbal "talking-points". Therefore, the best use of space is usually for an abstract, minimal bulleted highlights of your project, (e.g specific aims, significance, methods, results, and conclusions) and multiple graphics. It is a good idea to include the abstract at the beginning. Remember, small fonts are not "viewer friendly" while graphics are "viewer friendly". Make sure your information can be easily read from a distance of 1–1.5m away.

The banner for the poster should include title, your name (year), sponsored by [sponsor's name if relevant], [sponsor's title and affiliation]. If the project was funded, cite the funding agency and grant number, if any, at the end of the abstract. A suggestion for making the title banner in Word (use landscape orientation).

(e) The six elements of an outstanding poster

1. Clear title. This will indicate either the question being asked, or the answer to the question that was asked.
2. Why do it? Why is this important? Why is it interesting? Why should anyone (other than you and your mentor) care?
3. How did you do it? What are the methods?
4. What were the results?
5. Where do we go from here? Having answered an interesting and important question, how will the information be applied, or what will be the next steps toward refining the answer? (Note, if the answer to this question is to, "do a larger study" then you probably have not thought through element #2 above).
6. The entire poster should be readable in less than 5 minutes. This usually means that:

- you will need to present more charts, graphs, and pictures than words
- the words should be readable from 4 feet away, and
- the type font is greater than 24.

XI. Assessment and grading of the Honours project

- The honours project is assessed by two examiners, who are anonymous to the student.

- The final mark is made on the recommendation of the Honours Subcommittee, taking to account the marks and comments made by the two examiners.
- The criteria used for marking the honours project is detailed in the Faculty Honours Policy, Section V (Assessment).
- After the assessment process is completed, the student is able to review a copy of the collated examiners comments and marks.

XII. Award of Honours

The Honours Subcommittee will recommend to the Dean whether a student is eligible for graduating with honours based on the academic merit of the research project submitted. Students graduate with BDent(Hons) – a class of honours is not awarded due to the non-numerical grading system of the BDent program.

7. Bachelor of Oral Health

Overview

The Bachelor of Oral Health (BOH) degree course is a full-time three year vocational program designed to provide education at a university level so that graduates may register as dental hygienists and dental therapists. It will equip students with the required skills, knowledge and experience to deliver oral health education and promotion, dental hygiene and dental therapy services to patients in NSW, as well as throughout Australia and New Zealand. The program combines a firm scientific basis with extensive skills and professional development to produce graduates who are equipped to deal with the full range of treatments that dental hygienists and dental therapists may offer in the environment within which they work.

The course is structured so that students start acquiring their science foundation in parallel with early contact with patients, and the level and amount of patient contact increases as their scientific skills and oral health competencies grow. The emphasis of the course is on prevention and health maintenance in the context of a primary health care approach. Clinical practice largely occurs in the teaching hospitals where a team approach to patient care is practised. In their final year students are enhancing their understanding and knowledge of the legal, ethical and organisational environment in which they are practising, at the same time as delivering services to patients.

Graduates will have an effective understanding of their role and the roles of others in the oral health team as they deliver dental hygiene and dental therapy services to the community, delivering dental care appropriate to their scopes of practice, and referring patients to other providers as necessary.

- They will be able to liaise confidently with a range of health providers and deliver high-quality oral health education and promotion in the community.
- They will know how to apply theory to practice in a range of different situations, and will have the spirit of enquiry that encourages the extension of their knowledge and skill and their own professional development.
- They will be able to assume responsibility for the treatment of their patients' oral health, including analysis, diagnosis, and the development and execution of a treatment plan.
- They will know their limits, personal and professional, and be able to work competently and confidently within them.
- They will have the training and attributes to exercise leadership in oral health promotion, dental hygiene and dental therapy in the future.

Knowledge

- Detailed knowledge and skills in all topics identified by the Australian Dental Council as being essential to an undergraduate dental auxiliary program, and in all topics specified by NSW legislation for dental hygienists and dental therapists.
- Expertise in the analysis of dental conditions, in the diagnosis of dental diseases, and in the development and execution of dental treatments plans, under the supervision of a dentist.

Thinking skills

- Develop, integrate and apply knowledge and understanding of basic, clinical, behavioural and social sciences to support, inform and enlighten professional practice.

- Acquire, understand and integrate the latest knowledge into practice on a continuous basis.
- Keep up-to-date with professional, social and cultural changes and develop an understanding of their implications for practice.

Personal skills

- Develop and maintain the capacity to work as a member of an oral health team to provide community-based health promotion and individual patient care in the current and future professional, ethical and legal environment.
- Develop the ability to use information technology for patient management, communication, professional development, research, and practice management.

Personal attributes

- Develop an understanding of oral health as an integral part of overall health, and apply a preventive approach to the improvement of oral health through the community, including disadvantaged groups and the indigenous population.
- Develop and apply a broad understanding of different perspectives – professional, cultural, social, political – to the practice environment.
- Apply an ethical and moral approach to practice.
- Use critical self-examination and reflection as tools for personal and professional development, and to gain an appreciation of the need for continuing education.

Practical skills

- Manage dental disease by applying an evidence-based approach to analysis, diagnosis and treatment.
- Manage resources and people (including themselves) within the constraints of the practice environment.

Resolutions for the Bachelor of Oral Health

Bachelor of Oral Health

[Section 1]

1. Admission

- 1.1 Admission to the Bachelor of Oral Health course is based on UAI or tertiary record, completion of the Personal Qualities Assessment (PQA) and attendance at a multiple mini interview (MMI) based on the OSCE format.

2. Units of study

- 2.1 The units of study for the degree are set out in Table 1.
- 2.2 With the permission of the Director of the Oral Health program, and subject to the exigencies of the timetable, a student may take a unit of study not shown on the table and count that unit towards the degree, either as a replacement for a core unit or as an elective unit.



2.3 Table 1: Units of study for the Bachelor of Oral Health

2.3.1 First year units of study

Unit code	Unit name	cp	Assumed knowledge (A), Prerequisite (P), Corequisite (C)
BIOS1156	Human Biology and Radiobiology	6	
BIOS1155	Structure Function & disease A	6	
ORHL1001	Foundations of Oral Health 1	2	
ORHL1005	Introduction to Oral Health Clinical Practice	10	
ORHL1003	Foundations of Oral Health 2	6	P: ORHL1001
ORHL1004	Oral Health Clinical Practice 1	12	P: ORHL1002
BACH1161	Health, Behaviour and Society	6	

2.3.2 Second year units of study

Unit code	Unit name	cp	Assumed knowledge (A), Prerequisite (P), Corequisite (C)
BIOS3063	Project management and design	6	
ORHL2001	Foundations of Oral Health 3	3	P: ORHL1003
ORHL2002	Oral Health Clinical Practice 2	15	P: ORHL1004
BIOS1158	Structure Function & Disease B	6	P:HSBM1002 OR (BIOS1155)
BACH1148	Health, attitudes and interactions	3	P:HSBH1003 OR BACH1161
ORHL2003	Oral Health Clinical Practice 3	15	P: ORHL2002

2.3.3 Third year units of study

Unit code	Unit name	cp	Assumed knowledge (A), Prerequisite (P), Corequisite (C)
ORHL3001	Foundations of Oral Health 4	3	P: ORHL2001
ORHL3002	Oral Health in Society 1	3	
ORHL3003	Oral Health Clinical Practice 4	18	P: ORHL2003
ORHL3004	Foundations of Oral Health 5	3	P: ORHL3001
ORHL3005	Oral Health in Society 2	3	
ORHL3006	Oral Health Clinical Practice 5	18	P: ORHL3002

4. Requirements for the Bachelor of Oral Health

- 4.1 A candidate for the degree shall complete units of study giving credit for 144 credit points.

[Section 2]

5. Enrolment in more or less than minimum load

- 5.1 In the first year of attendance candidates, unless granted credit in accordance with these resolutions, shall enrol in all the units of study shown in Table 1 as first year units of study.
- 5.2 Except with the permission of the Director of the Oral Health program, and subject to the exigencies of the timetable, candidates in subsequent years are to enrol in the maximum number of units for which they have satisfied the prerequisites up to a limit of 52 credit points.

6. Restrictions on enrolment

- 6.1 Except with the permission of the Director of the Oral Health program, a candidate may not enrol in a unit of study in a subject area without having previously completed any prerequisite specified for that unit of study, or without also enrolling simultaneously in any corequisite specified for the unit of study.
- 6.2 A candidate who fails a unit of study may re-enrol in that unit of study, or an equivalent unit of study, only with the permission of the Director of the Oral Health program and under such conditions as the Director may impose.

7. Suspension of candidature

- 7.1 The Director of the Oral Health program may permit a candidate to suspend candidature for the degree to take leave of absence.

8. Re-enrolment after an absence

- 8.1 The Director of the Oral Health program may specify conditions that a candidate must satisfy before being permitted to resume candidature after suspension or lapse of candidature.

9. Satisfactory progress

- 9.1 A candidate who does not complete a unit of study at the second attempt, or who has not completed units of study to a total of 48 credit points in any two consecutive years of enrolment, has not made satisfactory progress.

10. Assessment policy

- 10.1 Candidates may be tested by:
- 10.1.1 A range of formative assessments;
 - 10.1.2 Practicals (including clinicals);
 - 10.1.3 Oral (viva voce) assessment;
 - 10.1.4 Assignments;
 - 10.1.5 Written assignments; or
 - 10.1.6 any combination of these and the results of such tests may be taken into account by the Faculty Board of Examiners in determining the final results in a unit of study.
- 10.2 In all units of study, the Faculty Board of Examiners may recognise work of a standard higher than that required for an ordinary pass by the award of high distinction, distinction, or credit.
- 10.3 The Director of the Oral Health program may determine when and how candidates prevented by duly certified illness or misadventure from completing all or part of the assessment in a unit of study are to be tested.
- 10.4 Candidates who do not pass in a unit of study shall, unless the Director of the Oral Health program exempts them, again attend the learning experiences and complete the prescribed written, practical, clinical and other work and the assessments in the unit of study when they re-enrol in it.
- 10.5 Candidates who re-enrol in a unit of study after having failed it are not eligible for any prize or scholarship awarded on the basis of performance in that unit of study.

11. Credit transfer policy

- 11.1 If, in the opinion of the Director of the Oral Health program, a candidate has previously completed studies that are equivalent to any unit of study, or to part of any unit of study, in Table 1, the Director may grant the candidate credit for that unit of study, or part of it, provided that:
- 11.1.1 in the case of holders of the Diploma in Dental Therapy of the Westmead College of Dental Therapy, the total credit point value of the units for which the Director grants credit does not exceed 48;
 - 11.1.2 in the case of graduates, the total credit point value of the units for which the Director grants credit does not exceed 48;
 - 11.1.3 in the case of students who have completed studies in another course and have transferred without completing that course, the number of units credited will be determined in accordance with the University of Sydney (Coursework) Rule 2000 (as amended);
 - 11.1.4 the studies on the basis of which the Director grants the credit were completed not more than two years before admission to candidature.

Units of study 2009

The 2009 units of study for students enrolled in Years 1, 2 and 3 of the course are outlined in the tables below.

Year 1

Semester	Unit of study	Credit points
1	BIOL1003 Human Biology	6
1	BIOS1155 Structure Function & Disease A	6
1	ORHL1001 Foundations of Oral Health 1	2
1	ORHL1005 Oral Health Clinical Practice (Intro)	10
2	BIOS1158 Structure Function & Disease B	3
2	ORHL1003 Foundations of Oral Health 2	6
2	ORHL1004 Oral Health Clinical Practice 1	12

Year 2

Semester	Unit of study	Credit points
1	BIOS3063 Project management and design 1	6
1	ORHL2001 Foundations of Oral Health 3	3
1	ORHL2002 Oral Health Clinical Practice II	15
2	BIOS1158 Structure Function & Disease B	6
2	BACH1148 Health, Attitudes and Interaction	3
2	ORHL2003 Oral Health Clinical Practice III	15

Year 3

Semester	Unit of study	Credit points
1	ORHL3001 Foundations of Oral Health 4	3
1	ORHL3002 Oral Health in Society 1	3
1	ORHL3003 Oral Health in Clinical Practice 4	18
2	ORHL3005 Oral Health in Society 2	3
2	ORHL3004 Foundations of Oral Health 5	3
2	ORHL3006 Oral Health in Clinical Practice 5	18

8. Postgraduate coursework rules and regulations

Enrolment information for new and continuing domestic students

New students

Once you have been given an offer of admission, you will be required to enrol in your course prior to commencement. In most cases, this means that you must attend the University in person on a specific enrolment day. If you are unable to attend on that day you should arrange for someone else to attend on your behalf. Proxy enrolment guidelines and authorisation forms are available from the Student Centre website at:

www.usyd.edu.au/studentcentre/.

On enrolment day, you will be asked to complete and check your enrolment forms and pay your fees; you will then be given your student card. If you are a coursework student you will need to confirm the units of study that you will be undertaking during the year. Detailed enrolment instructions will be sent to you by the Postgraduate Student Administration Unit in advance of enrolment day.

Enrolment by fax or email is available to distance learning students living outside the Sydney metropolitan area. In order to enrol in this way, you should provide the Postgraduate Student Administration Unit with a reliable fax number or current email address prior to the enrolment period. If you are eligible to enrol in this way but fail to provide a fax number or email address expressly for this purpose, the Postgraduate Student Administration Unit will assume that you are able to enrol in person and will expect you to attend the University on enrolment day.

Continuing students

You must re-enrol every year that you remain a candidate for a degree. In October you will receive advice about re-enrolment for the following academic year. In most cases, re-enrolment is accomplished by pre-enrolling, and you will receive your pre-enrolment form with the re-enrolment advice. Pre-enrolment is compulsory for continuing students.

You may choose to pre-enrol online at MyUni or to submit your pre-enrolment form in person, by mail or by fax to the Postgraduate Student Administration Unit. In 2002, pre-enrolment via the web was open until 15 November and pre-enrolment through the Postgraduate Student Administration Unit was open until 1 November.

NB: No responsibility can be taken for forms faxed or mailed to the wrong address. It is in your interests to ensure that your form is lodged correctly and on time. It is also your responsibility to make sure the university has your correct postal address. If the University does not have your correct postal address you will not receive any of the documentation regarding pre-enrolment.

Once you have successfully pre-enrolled, Student Centre will send you confirmation of enrolment and an invoice for your compulsory subscriptions and course fees by late January or early February. This means that you will not be required to attend the University to enrol in-person. Eligible students wishing to participate in the PELS scheme will be required to attend the Student Centre with their tax file number after receiving their invoice (more information on this process will accompany the invoice).

You will be required to pay the amount shown on the invoice at any branch of the National Australia Bank within approximately 7 days of receiving the invoice. The bank teller's stamped, receipt portion of the invoice which confirms payment of fees will then function as your

interim student ID card for a period of 14 days. Your official student card will be mailed to you when your payment is transferred from the bank to the University with information regarding card lamination and transport concessions.

Circumstances in which pre-enrolment is not permitted

You are not permitted to pre-enrol if:

- You are commencing a new degree.
- You are returning to study after a period of suspension.
- You have gone beyond the latest date for submitting your thesis.

In all these cases you will be required to enrol in person at the university on enrolment day.

Pre-enrolment and candidature variation

Please note that pre-enrolment only allows you to maintain your current enrolment – it does not allow you to make changes to your enrolment. If, once you have pre-enrolled, you wish to change your candidature (i.e transfer to another degree, suspend or extend your candidature, change from FT to PT or PT to FT or spend time away from the university) you must complete a candidature variation form, obtain the necessary approvals and submit it to the Postgraduate Student Administration Unit.

Do not delay in pre-enrolling simply because you are awaiting approval for a change to your candidature. The Postgraduate Student Administration Unit can make changes to your candidature up until 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2).

You should pre-enrol in the units of study that you think you will undertake in the following year. If you change your mind, you may vary your enrolment on-line or in person at the Postgraduate Student Administration Unit, up until the applicable HECS census date (i.e 31 March for changes to Semester 1 and 31 August for changes to Semester 2). Please note that it is your responsibility to ensure that your enrolment is correct. After the HECS census date you will not be able to change your enrolment and will be financially liable for all the units of study in which you are enrolled.

Failure to pre-enrol

If in any year you fail to pre-enrol, your candidature will be regarded as having lapsed, and you will be required to re-apply for admission to candidature if you wish to continue your studies. If you pre-enrol but fail to pay your compulsory subscriptions and/or course fees as shown on your invoice by the due date, your enrolment will be cancelled. Cancellation is not the same as formal withdrawal, suspension or deferral. Cancellation means that you are still regarded as liable for all financial charges should you be reinstated although there is no automatic right of reinstatement to your course. You are also denied access to your past academic record and all university facilities. If you are permitted to return as a student, a charge of \$100, plus all other outstanding charges will have to be paid.

What if I want to withdraw my candidature?

All students wishing to withdraw should advise the Postgraduate Student Administration Unit in writing or complete the candidature variation form (Click here for form) and submit it to the Unit before 31 March (for withdrawal in Semester 1) or 31 August (for withdrawal in Semester 2). If the form is received after these deadlines, your candidature will be withdrawn in the following semester and you will be liable to pay all fees due for the current semester.



Enrolment information for new and continuing international students

International students are to adhere to the enrolment procedures stipulated by the International Office. Refer to www.usyd.edu.au/io/admission for details.

Legal issues

Vaccination against infectious diseases

Prior to the commencement of your clinical placement (if applicable), you are required to comply with the *NSW Health Circular: Occupational Screening and Vaccination Against Infectious Diseases*. Participation in screening and vaccination according to the Circular is a prerequisite for students for clinical placement in the facilities of NSW Health. Failure to comply with the requirements of the Circular may jeopardise completion of your studies.

The Circular requires that you consult your local doctor to obtain proof of your immunity status and/or be vaccinated against diphtheria, tetanus, pertussis, measles, mumps, rubella, chicken pox, hepatitis B, influenza and tuberculosis. Tuberculosis screening must be conducted by your local Chest Clinic.

Once established, proof of immunity or vaccination must be carried with you at all times when on placement in the facilities of NSW Health and will be required prior to this placement. A "Record Card" will be provided at enrolment for this purpose. The Circular can be accessed at www.health.nsw.gov.au. For further information, contact your local public health unit under "Health" in the White Pages.

Criminal record check

All health care workers, including students who undertake training or fieldwork in the NSW health care system, are required to be subject to a criminal record check as a condition of gaining access to NSW Health facilities. Depending on the nature of the offence for which a conviction has been recorded, NSW Health has the right not to accept a health care student or worker for placement in NSW health care system in certain circumstances.

All students affected by this policy will receive, as part of their enrolment package, a form from NSW Health consenting to a criminal record check. NSW Health requires you to complete, sign and return the enclosed form directly to NSW Health as soon as possible after receipt. Failure to do so could mean a delay or non-acceptance by NSW Health of your application for a placement. Non-acceptance of a student under this policy could affect that student's academic progress. Accordingly, you are urged to contact the faculty if you have any concerns or if you wish to obtain a full copy of NSW Health's policy. Enquiries concerning this policy can also be directed to the Sydney University Postgraduate Representative Association (SUPRA). The University is not involved in this checking process and it will not be given any information about students on whom an adverse criminal record report is made. This information will be retained by NSW Health, which is legally entitled to hold such records and NSW Health will correspond directly with adversely affected students.

The University, in consultation with SUPRA, has established protocols to enable students affected by the policy to receive appropriate advice and support and, if necessary, to enable them to transfer their enrolment to another course. These protocols were implemented in 1998.

Prohibited employment declaration

The NSW *Child Protection (Prohibited Employment) Act 1998* regulates the employment of "prohibited persons" in "child-related employment". Under the Act a "prohibited person" is a person who has committed a serious sex offence.

"Child related employment" means employment, paid or unpaid, which involves direct contact with children, where that contact is not directly supervised. The Act specifically includes persons undertaking practical training as part of an education or vocational course within its definition of employment. Under the Act, the University must, before referring a student to a child-related placement, require that student to disclose whether or not he or she is a "prohibited person". Further, if the University becomes aware that a student is a "prohibited person" it must not refer that student to a child-related placement.

It follows from the above that if you are enrolling in, or are already enrolled in, a course which requires you to undertake a placement in a setting where you are in direct contact with children you are required to complete a Prohibited Employment Declaration form and return it to the University.

2009 fees

Domestic and international students are required to pay fees for the faculty's postgraduate coursework programs, as listed below. In addition, students have the option to pay the University's Student Union fees.

Note: The fees listed, unless otherwise stated, are for a standard full-time year of the course – that is, where a course is three years full-time, then the amount should be multiplied by three to gain the total course fee. The faculty and University reserve the right to increase fees from year to year, and that the fees below are not fixed for the duration of a student's candidature in the program.

Some courses attract ancillary fees required to cover costs associated with equipment and/or other materials. Details on ancillary fees, if payable, are available for the Course Coordinators listed in the following chapter.

Doctor of Clinical Dentistry

(Oral Medicine & Oral Pathology, Orthodontics, Paediatric Dentistry, Periodontics, Prosthodontics, Special Care Dentistry)
\$26,160 (Domestic)
\$40,800 (International)

Graduate Diploma in Clinical Dentistry (Oral Implants)

\$22,320 (total domestic course fee)
Not available to international students

Graduate Diploma in Clinical Dentistry (Conscious Sedation & Pain Control)

\$18,000 (Domestic)
Not available to international students

Graduate Diploma in Clinical Dentistry (Child Health, Tooth Mechanics, Hospital Dentistry, Oral Biology, Restorative)

\$26,160 (Domestic)
\$40,800 (International)

Graduate Certificate in Clinical Dentistry (Child Health, Tooth Mechanics, Hospital Dentistry, Oral Biology, Restorative)

\$26,160 (Domestic)
\$40,800 (International)

Foundation Studies in Oral Rehabilitation (non-award)

\$8,000 (total domestic course fee)
Not available to international students in 2009.

Resolutions of postgraduate coursework programs

Doctor of Clinical Dentistry

Resolutions of the Senate

1. Requirements for the Doctor of Clinical Dentistry

- 1.1 To qualify for the award of the Doctor of Clinical Dentistry a student must:
 - 1.1.1 successfully complete units of study giving credit for a total of 144 credit points; and
 - 1.1.2 satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

2. Streams

- 2.1 The Doctor of Clinical Dentistry will be awarded in the following streams:
 - 2.1.1 Oral Medicine and Oral Pathology
 - 2.1.2 Orthodontics
 - 2.1.3 Paediatric Dentistry
 - 2.1.4 Periodontics
 - 2.1.5 Prosthodontics
 - 2.1.6 Special Care Dentistry

Resolutions of the Faculty

1. Admission

- 1.1 Except as provided in Part 9, section 47 of the University of Sydney (Amendment Act) Rule 1999, the Faculty may, on the recommendation of the Head of the relevant discipline, admit to candidature for the degree of Doctor of Clinical Dentistry, an applicant who:
 - 1.1.1.1 holds a Bachelor of Dentistry from the University of Sydney or another recognised institution as provided for in University of Sydney By-Laws; or
 - 1.1.1.2 holds an equivalent qualification that is registrable with the New South Wales Dental Board and has completed courses acceptable to the Faculty, and
 - 1.1.1.2.1 unless exempted by the Faculty, has completed at least two year's general dental practice experience, and
 - 1.1.1.2.2 unless exempted by the Faculty, has satisfactorily completed the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent; and
 - 1.1.1.2.3 satisfies any other requirements prescribed by the Faculty such as pass an examination or attend an interview; or
 - 1.1.1.3 has completed the requirements for the award of the relevant stream of the Graduate Diploma in Clinical Dentistry with sufficient merit; and
 - 1.1.1.4 is registered by the New South Wales Dental Board to practise.

2. Units of study

- 2.1 For details of units of study relating to the degree of Doctor of Clinical Dentistry refer to the Faculty Handbook.

3. Requirements for the Doctor of Clinical Dentistry

- 3.1 To qualify for the degree of Doctor of Clinical Dentistry candidates must:
 - 3.1.1 successfully complete such units of study as may be prescribed by the Faculty on the recommendation of the head of the relevant discipline, and
 - 3.1.2 enrol for and successfully complete units of study, covering material new to the candidate, giving credit for a total of 144 credit points, and
 - 3.1.3 satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

4. Award

- 4.1 The degree of Doctor of Clinical Dentistry shall all be awarded as a pass degree.

5. Method of progression

- 5.1 A candidate for the degree shall proceed by enrolling and completing units of study as prescribed by the faculty.

6. Enrolment

- 6.1 A student must be enrolled in each semester in which he or she is actively completing the requirements for the award course.
- 6.2 The candidature of a student who has not re-enrolled and who has not obtained approval from the faculty for a suspension of

candidature for the relevant semester will be deemed to have lapsed.

7. Restrictions on enrolment

- 7.1 Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:
 - 7.1.1 availability of resources
 - 7.1.2 availability of adequate and appropriate supervision.
- 7.2 In considering an application for admission the dean will take into account the quota. Entry will be based on applicants who are most meritorious in terms of item 1.

8. Discontinuation of enrolment

- 8.1 A candidate who wishes to discontinue enrolment from the Doctor of Clinical Dentistry must notify the faculty in writing and will be presumed to have discontinued enrolment from the date of that notification, unless evidence is produced showing:
 - 8.1.1 that the discontinuation occurred at an earlier date; and
 - 8.1.2 that there was good reason why the notification could not be made at the earlier time.
- 8.2 A discontinuation of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that discontinuation occurs within the time-frames specified by the University and published by the Student Centre, or where the student meets other conditions as specified by the faculty.

9. Suspension of candidature

- 9.1 A candidate who wishes to suspend their candidature must apply, in writing, to the faculty.
 - 9.1.1 The application must be received by the faculty prior to the commencement of the relevant semester.
 - 9.1.2 A candidate may only apply for a period of suspension for one semester at any one time. Should a candidate wish to suspend their candidature for more than one semester another application must be made to the faculty for each subsequent semester, prior to the commencement of the relevant semester.
 - 9.1.3 Late applications may be considered at the faculty's discretion.
 - 9.1.4 Where a student has previously enrolled for the relevant semester, a suspension of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that application is received within the time-frames specified by the University and published by the Student Centre, or where the student meets other conditions as specified by the faculty.
- 9.2 Where the candidate has previously had two semesters of suspension the application will be considered by the Board of Postgraduate Studies for the faculty.

10. Re-enrolment after an absence

- 10.1 A student must enrol in the semester following a period of approved suspension.
- 10.2 A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the faculty.

11. Satisfactory progress

- 11.1 The faculty requires students to demonstrate satisfactory progress with their studies as set out in the current relevant University policy on progression.
- 11.2 The faculty requires students to remain registered with the New South Wales Dental Board for the duration of candidature.
- 11.3 Where a student does not remain registered with New South Wales Dental Board, the faculty may terminate candidature.

12. Credit

- 12.1 Refer to *University of Sydney (Coursework) Rule 2000 (as amended)*, Division 3, Section 8 and the Board of Postgraduate Studies for the Faculties of Dentistry, Medicine and Pharmacy, *Academic Credit, Advanced Standing, and Exemption Policy*.
- 12.2 A candidate may receive credit, as recommended by the head of the relevant discipline, towards the requirements for the Doctor of Clinical Dentistry where:
 - 12.2.1 before admission, the candidate has spent time in graduate study in the University of Sydney or another university, and
 - 12.2.2 the candidate has completed coursework, within five years except with the permission of the dean, considered by the dean to be equivalent to work prescribed for the award course.

13. Time limits

- 13.1 A full-time candidate of the degree of Doctor of Clinical Dentistry must complete the requirements for the degree not earlier than

three years after the commencement of candidature and, except with the permission of the faculty on the recommendation of the head of the discipline concerned, not later than four years after commencement of candidature.

- 13.2 A part-time candidate for the degree of Doctor of Clinical Dentistry shall complete the requirements for the degree not earlier than six years after the commencement of candidature and, except with the permission of the faculty on the recommendation of the head of the discipline concerned, not later than eight years after commencement of candidature.

14. Examination

- 14.1 The head of the relevant discipline shall report the result of the examination of the coursework and other work, if any, to the faculty which shall determine the results of the candidature.

15. Research and thesis

- 15.1 The Faculty shall appoint, on the recommendation of the Associate Dean (Postgraduate Studies), a supervisor and, preferably, an associate supervisor to oversee the research component of the degree requirements.

- 15.2 The topic of the research shall be approved by the faculty.

- 15.3 As part of the candidature, candidates shall present at research seminars as required.

- 15.4 The candidate shall write a thesis embodying the results of the research, which shall

- 15.4.1 be of approximately 50,000 words in length;
- 15.4.2 be an original contribution to the subject concerned;
- 15.4.3 afford evidence of originality by the exercising of independent critical ability;
- 15.4.4 be a satisfactory literary presentation; and
- 15.4.5 contain material suitable for publication.

- 15.5 The candidate shall state in the thesis the sources from which the information was derived, the extent to which the work of others has been used and the portion of the work claimed as original.

- 15.6 The candidate may include in the thesis published papers of which the candidate is sole or joint author, provided that

- 15.6.1 the papers are based on work undertaken during the candidature for the degree;
- 15.6.2 the papers are identified as published work;
- 15.6.3 the papers are compatible with the overall coherence and organisation of the text of the thesis; and
- 15.6.4 the candidate provides evidence to identify satisfactorily the sections of work for which the candidate is responsible, such as a signed, written statement from all authors attesting to the contribution of the candidate.

- 15.6.5 Any other papers of which the candidate is sole or joint author may be lodged in support of the thesis.

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

- 15.8 The candidate shall lodge with the faculty four copies of this thesis, typewritten and bound.

- 15.9 The thesis shall be accompanied by a statement from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.

- 15.10 A satisfactory outcome of the examination of the thesis is essential to the degree requirements.

16. Examination of the thesis

- 16.1 The examination of a thesis for the degree of Doctor of Clinical Dentistry shall follow closely the examination process as stipulated by the Resolutions of the Academic Board for the degree of Doctor of Philosophy (with any reference to the PhD Award Subcommittee being substituted by the Board of Postgraduate Studies) except for the following variations:

- 16.1.1 The head of discipline shall recommend the appointment of two examiners of the thesis

- 16.1.1.1 of whom normally at least one shall be an external to the Faculty, not being a member of staff or a clinical academic title holder of the faculty,

- 16.1.1.2 however, on the recommendation of the supervisor and head of department concerned, both examiners may be from within the faculty.

- 16.1.2 Approval of the examiners is the responsibility of the Board of Postgraduate Studies.

- 16.1.3 The supervisor and head of discipline shall take all possible steps to ensure that examiners are appointed within four

weeks of the submission of the thesis and where this does not occur, shall report the circumstances to the Board of Postgraduate Studies.

Graduate Diploma in Clinical Dentistry

Resolutions of the Senate

1. Requirements for Graduate Diploma in Clinical Dentistry

- 1.1 To qualify for the award of the Graduate Diploma in Clinical Dentistry a student must:
- 1.1.1 successfully complete units of study giving credit for a total of 48 credit points; and
 - 1.1.2 satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

2. Streams

- 2.1 Graduate Diploma in Clinical Dentistry will be awarded in the following streams:

- 2.1.1 Child Health
- 2.1.2 Conscious Sedation and Pain Control
- 2.1.3 Tooth Mechanics
- 2.1.4 Hospital Dentistry
- 2.1.5 Oral Biology
- 2.1.6 Oral Implants
- 2.1.7 Restorative

Resolutions of the Faculty

1. Admission

- 1.1 Except as provided in Part 9, section 47 of the *University of Sydney (Amendment Act) Rule 1999*, the Faculty may, on the recommendation of the Head of the relevant discipline, admit to candidature for the Graduate Diploma in Clinical Dentistry, an applicant who:

- 1.1.1.1.1 holds a Bachelor of Dentistry from the University of Sydney or another recognised institution as provided for in University of Sydney By-Laws; or
- 1.1.1.1.2 holds an equivalent qualification that is registrable with the New South Wales Dental Board and has completed courses acceptable to the Faculty, and unless exempted by the Faculty, has completed at least two year's general dental practice experience, and unless exempted by the Faculty, has satisfactorily completed the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent; and
- 1.1.1.2.3 satisfies any other requirements prescribed by the Faculty such as pass an examination or attend an interview; or
- 1.1.1.3 has completed the requirements for the award of the relevant stream of the Graduate Certificate in Clinical Dentistry with sufficient merit; and
- 1.1.1.4 is registered by the New South Wales Dental Board to practise.

2. Units of study

- 2.1 For details of units of study relating to the degree of the Graduate Diploma in Clinical Dentistry refer to the Faculty Handbook.

3. Requirements for the Graduate Diploma in Clinical Dentistry

- 3.1 A candidate for the award of Graduate Diploma in Clinical Dentistry shall:

- 3.1.1 successfully complete such units of study as may be prescribed by the faculty on the recommendation of the head of the relevant discipline, and
- 3.1.2 enrol for and successfully complete units of study, covering material new to the candidate, giving credit for a total of 48 credit points, and
- 3.1.3 satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

4. Award

- 4.1 The Graduate Diploma in Clinical Dentistry shall all be awarded in one grade only, namely pass.

5. Award of Graduate Diploma in Clinical Dentistry

- 5.1 A candidate for the degree of Doctor of Clinical Dentistry may apply for the award of the Graduate Diploma in Clinical Dentistry in the relevant stream if, in the opinion of the Faculty and on the recommendation of the Head of the Discipline concerned, the candidate fulfils the requirements in 3.

- 5.2 Such a candidate shall thereupon cease to be a candidate for the previous award course.
- 6. Method of progression**
- 6.1 A candidate for the Graduate Diploma in Clinical Dentistry shall proceed by enrolling and completing units of study as prescribed by the faculty.
- 7. Enrolment**
- 7.1 A student must be enrolled in each semester in which he or she is actively completing the requirements for the award course.
- 7.2 The candidature of a student who has not re-enrolled and who has not obtained approval from the faculty for a suspension of candidature for the relevant semester will be deemed to have lapsed.
- 8. Restrictions on enrolment**
- 8.1 Admission to candidature may be limited by a quota. In determining the quota the faculty will take into account:
- 8.1.1 availability of resources
- 8.1.2 availability of adequate and appropriate supervision.
- 8.2 In considering an application for admission the dean will take into account the quota. Entry will be based on applicants who are most meritorious in terms of item 1.
- 9. Discontinuation of enrolment**
- 9.1 A candidate who wishes to discontinue enrolment from the Graduate Diploma in Clinical Dentistry must notify the faculty in writing and will be presumed to have discontinued enrolment from the date of that notification, unless evidence is produced showing:
- 9.1.1 that the discontinuation occurred at an earlier date; and
- 9.1.2 that there was good reason why the notification could not be made at the earlier time.
- 9.2 A discontinuation of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that discontinuation occurs within the time-frames specified by the University and published by the Student Centre, or where the student meets other conditions as specified by the faculty.
- 10. Suspension of candidature**
- 10.1 A candidate who wishes to suspend their candidature must apply, in writing, to the faculty.
- 10.1.1 The application must be received by the faculty prior to the commencement of the relevant semester.
- 10.1.2 A candidate may only apply for a period of suspension for one semester at any one time. Should a candidate wish to suspend their candidature for more than one semester another application must be made to the faculty for each subsequent semester, prior to the commencement of the relevant semester.
- 10.1.3 Late applications may be considered at the faculty's discretion.
- 10.1.4 Where a student has previously enrolled for the relevant semester, a suspension of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that application is received within the time-frames specified by the University and published by the Student Centre, or where the student meets other conditions as specified by the faculty.
- 10.2 Where the candidate has previously had two semesters of suspension the application will be considered by the Board of Postgraduate Studies for the faculty.
- 11. Re-enrolment after an absence**
- 11.1 A student must enrol in the semester following a period of approved suspension.
- 11.2 A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the faculty.
- 12. Satisfactory progress**
- 12.1 The faculty requires students to demonstrate satisfactory progress with their studies as set out in the current relevant University policy on progression.
- 12.2 The faculty requires students to remain registered with the New South Wales Dental Board for the duration of their candidature.
- 12.3 Where a student does not remain registered with the New South Wales Dental Board, the faculty may terminate candidature.
- 13. Credit**
- 13.1 Refer to *University of Sydney (Coursework) Rule 2000 (as amended)*, Division 3, Section 8 and the Board of Postgraduate Studies for the Faculties of Dentistry, Medicine and Pharmacy, *Academic Credit, Advanced Standing, and Exemption Policy*.
- 13.2 A candidate may receive credit, as recommended by the Head of the Discipline concerned, towards the requirements for Graduate Diploma in Clinical Dentistry where:
- 13.2.1 before admission, the candidate has spent time in graduate study in the University of Sydney or another university, and
- 13.2.2 the candidate has completed coursework, within five years except with the permission of the dean, considered by the dean to be equivalent to work prescribed for the award course.
- 14. Time limits**
- 14.1 A part-time candidate for the stream in Conscious Sedation and Pain Control must complete the requirements for the course not earlier than two years after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Discipline concerned, not later than three years after commencement of candidature.
- 14.2 A part-time candidate of the stream in Oral Implants must complete the requirements for the course not earlier than one and half years after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Discipline concerned, not later than three years after commencement of candidature.
- 14.3 A full-time candidate in any other stream must complete the requirements for the course not earlier than one year after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the Head of the Discipline concerned, not later than two years after commencement of candidature.
- 15. Examination**
- 15.1 The Head of the Discipline concerned shall report the result of the examination of the coursework and other work, if any, to the faculty which shall determine the results of the candidature.

Graduate Certificate in Clinical Dentistry

Resolutions of the Senate

1. Requirements for the Graduate Certificate in Clinical Dentistry

- 1.1 To qualify for the award of the Graduate Diploma in Clinical Dentistry a student must:
- 1.1.1 successfully complete units of study giving credit for a total of 24 credit points; and
- 1.1.2 satisfy the requirements of all other relevant by-laws, rules and resolutions of the University.

2. Streams

- 2.1 Graduate Certificate in Clinical Dentistry will be awarded in the following streams:
- 2.1.1 Child Health
- 2.1.2 Tooth Mechanics
- 2.1.3 Hospital Dentistry
- 2.1.4 Oral Biology
- 2.1.5 Restorative

Resolutions of the Faculty

1. Admission

- 1.1 Except as provided in Part 9, section 47 of the *University of Sydney (Amendment Act) Rule 1999*, the Faculty may, on the recommendation of the Head of Discipline concerned, admit to candidature for the Graduate Certificate in Clinical Dentistry, an applicant who:
- 1.1.1.1.1 holds a Bachelor of Dentistry from the University of Sydney or another recognised institution as provided for in University of Sydney By-Laws; or
- 1.1.1.1.2 holds an equivalent qualification that is registrable with the New South Wales Dental Board and has completed courses acceptable to the Faculty, and
- 1.1.1.2.1 unless exempted by the Faculty, has completed at least two year's general dental practice experience, and
- 1.1.1.2.2 unless exempted by the Faculty, has satisfactorily completed the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent; and
- 1.1.1.2.3 satisfies any other requirements prescribed by the Faculty such as pass an examination or attend an interview; and
- 1.1.1.2.4 is registered by the New South Wales Dental Board to practise.

2. Units of study

2.1 For details of units of study relating to the Graduate Certificate in Clinical Dentistry refer to the Faculty Handbook.

3. Requirements for the Graduate Certificate in Clinical Dentistry

3.1 To qualify for the Graduate Certificate in Clinical Dentistry candidates must:

3.1.1 successfully complete such units of study as may be prescribed by the Faculty on the recommendation of the Head of Discipline concerned, and

3.1.2 satisfy the requirements of all other relevant by-laws, rules and resolutions of the University, and

3.1.3.1 enrol for and successfully complete units of study, covering material new to the candidate, giving credit for a total of 24 credit points to qualify for the Graduate Certificate in Clinical Dentistry.

4. Award

4.1 The Graduate Certificate in Clinical Dentistry shall all be awarded in one grade only, namely pass.

5. Award of Graduate Certificate in Clinical Dentistry

5.1 A candidate for the degree of Doctor of Clinical Dentistry or the Graduate Diploma in Clinical Dentistry in the relevant stream may apply for the award of the Graduate Certificate in Clinical Dentistry in the relevant stream if, in the opinion of the Faculty and on the recommendation of the Head of the Discipline concerned, the candidate fulfils the requirements in 3.

5.2 Such a candidate shall thereupon cease to be a candidate for the previous award course.

6. Method of progression

6.1 A candidate for the degree shall proceed by enrolling and completing units of study as prescribed by the faculty.

7. Enrolment

7.1 A student must be enrolled in each semester in which he or she is actively completing the requirements for the award course.

7.2 The candidature of a student who has not re-enrolled and who has not obtained approval from the Faculty for a suspension of candidature for the relevant semester will be deemed to have lapsed.

8. Restrictions on enrolment

8.1 Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:

8.1.1 availability of resources

8.1.2 availability of adequate and appropriate supervision.

8.2 In considering an application for admission the dean will take into account the quota. Entry will be based on applicants who are most meritorious in terms of item 1.

9. Discontinuation of enrolment

9.1 A candidate who wishes to discontinue enrolment from the Graduate Certificate in Clinical Dentistry must notify the faculty in writing and will be presumed to have discontinued enrolment from the date of that notification, unless evidence is produced showing:

9.1.1 that the discontinuation occurred at an earlier date; and

9.1.2 that there was good reason why the notification could not be made at the earlier time.

9.2 A discontinuation of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that discontinuation occurs within the time-frames specified by the University and published by the Student Centre, or where the student meets other conditions as specified by the faculty.

10. Suspension of candidature

10.1 A candidate who wishes to suspend their candidature must apply, in writing, to the faculty.

10.1.1 The application must be received by the faculty prior to the commencement of the relevant semester.

10.1.2 A candidate may only apply for a period of suspension for one semester at any one time. Should a candidate wish to suspend their candidature for more than one semester another application must be made to the faculty for each subsequent semester, prior to the commencement of the relevant semester.

10.1.3 Late applications may be considered at the faculty's discretion.

10.1.4 Where a student has previously enrolled for the relevant semester, a suspension of enrolment may be recorded as *Withdrawn (W)* or *Discontinued Not To Count As Failure (DNF)* where that application is received within the time-frames specified by the University and published by the Student Centre, or where the student meets other conditions as specified by the faculty.

10.2 Where the candidate has previously had two semesters of suspension the application will be considered by the Board of Postgraduate Studies for the faculty.

11. Re-enrolment after an absence

11.1 A student must enrol in the semester following a period of approved suspension.

11.2 A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the faculty.

12. Satisfactory progress

12.1 The faculty requires students to demonstrate satisfactory progress with their studies as set out in the current relevant University policy on progression.

12.2 The faculty requires students to remain registered with the New South Wales Dental Board for the duration of their candidature.

12.3 Where a student does not remain registered with the New South Wales Dental Board, the faculty may terminate candidature.

13. Credit

13.1 Refer to *University of Sydney (Coursework) Rule 2000 (as amended)*, Division 3, Section 8 and the Board of Postgraduate Studies for the Faculties of Dentistry, Medicine and Pharmacy, *Academic Credit, Advanced Standing, and Exemption Policy*.

13.2 A candidate may receive credit, as recommended by the Head of Discipline, towards the requirements for the Graduate Certificate in Clinical Dentistry where:

13.2.1 before admission, the candidate has spent time in graduate study in the University of Sydney or another university, and the candidate has completed coursework, within five years except with the permission of the dean, considered by the dean to be equivalent to work prescribed for the award course.

14. Time limits

14.1 A full-time candidate must complete the requirements for the course not earlier than one semester after the commencement of candidature and, except with the permission of the Faculty on the recommendation of the head of the discipline concerned, not later than three semesters after commencement of candidature.

15. Examination

15.1 The Head of Discipline shall report the result of the examination of the coursework and other work, if any, to the faculty which shall determine the results of the candidature.

9. Postgraduate coursework rules and regulations

The Faculty of Dentistry offers the following postgraduate coursework degrees, diplomas and certificate:

- Postgraduate Studies in Population Oral Health
- Doctor of Clinical Dentistry (DClinDent) (Prosthodontics)
- Doctor of Clinical Dentistry (DClinDent) (Periodontics)
- Doctor of Clinical Dentistry (DClinDent) (Paediatric Dentistry)
- Doctor of Clinical Dentistry (DClinDent) (Orthodontics)
- Doctor of Clinical Dentistry (DClinDent) (Oral Medicine and Oral Pathology)
- Doctor of Clinical Dentistry (DClinDent) (Special Care Dentistry)
- Graduate Diploma in Clinical Dentistry (GradDipClinDent) (Oral Implants)
- Graduate Diploma in Clinical Dentistry (GradDipClinDent) (Conscious Sedation and Pain Control)
- Graduate Diploma in Clinical Dentistry (GradDipClinDent) (Child Health)
- Graduate Diploma in Clinical Dentistry (GradDipClinDent) (Tooth Mechanics)
- Graduate Diploma in Clinical Dentistry (GradDipClinDent) (Hospital Dentistry)
- Graduate Diploma in Clinical Dentistry (GradDipClinDent) (Oral Biology)
- Graduate Diploma in Clinical Dentistry (GradDipClinDent) (Restorative)
- Graduate Certificate in Clinical Dentistry (GradCertClinDent) (Child Health)
- Graduate Certificate in Clinical Dentistry (GradCertClinDent) (Tooth Mechanics)
- Graduate Certificate in Clinical Dentistry (GradCertClinDent) (Hospital Dentistry)
- Graduate Certificate in Clinical Dentistry (GradCertClinDent) (Oral Biology)
- Graduate Certificate in Clinical Dentistry (GradCertClinDent) (Restorative)

Population Oral Health

Candidates wishing to pursue a program in Population Oral Health begin by completing the Master of Public Health (MPH) or the Master of International Public Health (MIPH) degree through the School of Public Health, Faculty of Medicine (see www.health.usyd.edu.au).

Students must include in their degree the three dental elective units of study listed. Upon successful completion of the MPH or MIPH, students may then be able to proceed to study a research degree that will fulfil the requirement of specialisation by the Dental Board of NSW.

Unit of study	Credit points	Session
DENT5013 Preventative Dentistry	6	Semester 2
DENT5014 Dental Health Services	6	Semester 2
DENT5015 Population Oral Health	6	Semester 2

Further information

Contact the course coordinator:
Professor Anthony Blinkhorn
Phone: +61 2 8821 4361
Email: ablinkhorn@usyd.edu.au



Doctor of Clinical Dentistry (Oral Medicine and Oral Pathology)

Graduate Diploma in Clinical Dentistry (Hospital Dentistry)

Graduate Certificate in Clinical Dentistry (Hospital Dentistry)

Course code and overview: EB001 (DClinDent), EF008 (Grad Dip), EG003 (Grad Cert)

The program aims to develop the skills necessary for the non-surgical management of the full range of oral diseases as well as for the care of medically compromised patients in hospital and non-hospital settings. The program develops skills in the diagnosis and non-surgical treatment of diseases of the oral mucosa and salivary glands, facial pain and oral manifestations of systematic diseases such as HIV. It provides for the oral health care needs of medically compromised patients, including transplant recipients, in close cooperation with the medical and surgical units of Westmead Hospital. Diagnostic oral and general pathology are integral parts of the program.

The program is aimed at dental graduates preparing for a career in clinical oral medicine. Graduates will be prepared for specialist work within a large general hospital or in a private practice. The training in research will also provide a basis for an academic career, which would involve further research training through a Doctor of Philosophy. Additional training in diagnostic oral pathology would permit work within a diagnostic histo-pathology.

Admission

Admission normally requires a Bachelor of Dental Surgery or equivalent plus two years general practice experience. The closing date for applications is 31 March for commencement in the following year.

Duration

The Doctor of Clinical Dentistry course requires three years full-time study. The graduate diploma requires one year of full-time study and the graduate certificate one semester of full-time study.

Units of study

The units of study are listed below for each year of the course.

First year, Semester 1 : DENT5200, DENT5201, DENT5202, DENT6000.

The above 4 units satisfy the graduate certificate component.
Total: 24 credit points.

First year, Semester 2 : DENT5203, DENT5204, DENT5205, DENT6010.

The above 8 units satisfy the graduate diploma requirement.
Total: 48 credit points.

Second year, Semester 1: DENT5206, DENT5207, DENT5208, DENT6011.

Second year, Semester 2: DENT5209, DENT5210, DENT5211, DENT6012.

Third year, Semester 1: DENT5212, DENT5213, DENT5214, DENT6013.

Third year, Semester 2: DENT5215, DENT5216, DENT5217, DENT6014.

The above 24 units satisfy Doctor of Clinical Dentistry component.
Total: 144 credit points.

<i>Unit of study</i>	<i>Credit points</i>	<i>Session</i>
DENT5200 Applied Oral Biology	6	Semester 1
DENT5201 Oral Medicine and Oral Pathology 1	6	Semester 1
DENT5202 Internal and General Medicine 1A	6	Semester 1
DENT6000 Research Methods in Dentistry	6	Semester 1
DENT5203 Oral Medicine 1	6	Semester 2
DENT5204 Oral Pathology 1	6	Semester 2
DENT5205 Internal and General Medicine 1B	6	Semester 2
DENT6010 Dental Research Studies 1	6	Semester 2
DENT5206 Oral Medicine 2A	6	Semester 1
DENT5207 Oral Pathology 2A	6	Semester 1
DENT5208 Internal and General Medicine 2A	6	Semester 1
DENT6011 Dental Research Studies 2	6	Semester 1
DENT5209 Oral Medicine 2B	6	Semester 2
DENT5210 Oral Pathology 2b	6	Semester 2
DENT5211 Internal and General Medicine 2B	6	Semester 2
DENT6012 Dental Research Studies 3	6	Semester 2
DENT5212 Oral Medicine 3a	6	Semester 1
DENT5213 Oral Pathology 3a	6	Semester 1
DENT5214 Internal and General Medicine 3A	6	Semester 1
DENT6013 Dental Research Studies 4	6	Semester 1
DENT5215 Oral Medicine 3b	6	Semester 2
DENT5216 Oral Pathology 3b	6	Semester 2
DENT5217 Internal and General Medicine 3B	6	Semester 2
DENT6014 Dental Research Studies 5	6	Semester 2

Further information

Contact the course coordinator:
Associate Professor Hans Zoellner
Phone: +61 2 9845 7373
Email: tbow2949@usyd.edu.au

Doctor of Clinical Dentistry (Orthodontics)

Graduate Diploma in Clinical Dentistry (Tooth Mechanics)

Graduate Certificate in Clinical Dentistry (Tooth Mechanics)

Course code and overview: EB002 (DClinDent), EF010 (Grad Dip), EG005 (Grad Cert)

The course provides the opportunity to develop skills and acquire knowledge essential for specialisation in orthodontics through a comprehensive curriculum of theoretical and clinical studies. Technique instruction is based on fixed appliance therapy, comprising Begg and Edgewise philosophies, including a self-ligating bracket technique. The program prepares students for work in a specialist practice in orthodontics or a specialist clinic in a hospital.

Admission

All applicants require a Bachelor of Dental Surgery or equivalent plus a minimum of two years general practice experience. If shortlisted, applicants are required to attend the university for an interview, written examination and assessment of clinical skills. The closing date for applications is 31 March for commencement in the following year.

Duration

The Doctor of Clinical Dentistry course requires three years full-time study. The graduate diploma requires one year of full-time study and the graduate certificate one semester of full-time study.

Units of study

The units of study for each year of the course are listed below.

First year, Semester 1 : DENT5160, DENT5161, DENT5162, DENT6000.

The above 4 units satisfy the graduate certificate component.
Total: 24 credit points.

First year, Semester 2 : DENT5163, DENT5164, DENT5165, DENT6010.

The above 8 units satisfy the graduate diploma requirement.
Total: 48 credit points.

Second year, Semester 1: DENT5166, DENT5167, DENT5168, DENT6011.

Second year, Semester 2: DENT5169, DENT5170, DENT5171, DENT6012.

Third year, Semester 1: DENT5172, DENT5173, DENT5174, DENT6013.

Third year, Semester 2: DENT5175, DENT5176, DENT5177, DENT6014.

The above 24 units satisfy Doctor of Clinical Dentistry component.
Total: 144 credit points.

<i>Unit of study</i>	<i>Credit points</i>	<i>Session</i>
DENT5160 Orthodontics Clinical Training 1	6	Semester 1
DENT5161 Orthodontics Clinical Training 2	6	Semester 1
DENT5162 Introduction to Orthodontic Theory	6	Semester 1
DENT6000 Research Methods in Dentistry	6	Semester 1
DENT5163 Orthodontics Clinical Training 3	6	Semester 2
DENT5164 Orthodontics Clinical Training 4	6	Semester 2
DENT5165 Basic Orthodontic Theory	6	Semester 2
DENT6010 Dental Research Studies 1	6	Semester 2
DENT5166 Orthodontics Clinical Training 5	6	Semester 1
DENT5167 Orthodontics Clinical Training 6	6	Semester 1
DENT5168 Intermediate Orthodontic Theory	6	Semester 1
DENT6011 Dental Research Studies 2	6	Semester 1
DENT5169 Orthodontics Clinical Training 7	6	Semester 2
DENT5170 Orthodontics Clinical Training 8	6	Semester 2
DENT5171 Advanced Orthodontic Theory	6	Semester 2
DENT6012 Dental Research Studies 3	6	Semester 2
DENT5172 Orthodontics Clinical Training 9	6	Semester 1
DENT5173 Orthodontics Clinical Training 10	6	Semester 1
DENT5174 Comprehensive Orthodontic Theory 1	6	Semester 1
DENT6013 Dental Research Studies 4	6	Semester 1
DENT5175 Orthodontics Clinical Training 11	6	Semester 2
DENT5176 Orthodontics Clinical Training 12	6	Semester 2
DENT5177 Comprehensive Orthodontic Theory 2	6	Semester 2
DENT6014 Dental Research Studies 5	6	Semester 2

Further information

Contact the course coordinator:
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Doctor of Clinical Dentistry (Paediatric Dentistry)

Graduate Diploma in Clinical Dentistry (Child Health)

Graduate Certificate in Clinical Dentistry (Child Health)

Course code and overview: EB003 (DClinDent), EF007 (Grad Dip), EG002 (Grad Cert)

The course aims to develop the skills necessary for specialisation in paediatric dentistry. The course is aimed at qualified dentists who wish to specialise in paediatric dentistry. The program prepares students for work in a specialist practice in paediatric dentistry or a specialist clinic in a hospital.

Admission

Admission normally requires a Bachelor of Dental Surgery or equivalent plus a minimum of two years general practice experience. In addition, candidates are required to attend an interview prior to selection for admission. Unless exempted by the faculty, applicants must have satisfactorily completed the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent. The closing date for applications is 31 March for commencement in the following year.

Duration

The Doctor of Clinical Dentistry course requires three years full-time study. The graduate diploma requires one year of full-time study and the graduate certificate one semester of full-time study.

Units of study

The units of study for each year of the course are listed below.

First year, Semester 1 : DENT5031, DENT5032, DENT5033, DENT6000.

The above 4 units satisfy the graduate certificate component.

Total: 24 credit points.

First year, Semester 2 : DENT5034, DENT5035, DENT5036, DENT6010.

The above 8 units satisfy the graduate diploma requirement.

Total: 48 credit points.

Second year, Semester 1: DENT5037, DENT5038, DENT5039, DENT6011.

Second year, Semester 2: DENT5040, DENT5041, DENT5042, DENT6012.

Third year, Semester 1: DENT5043, DENT5044, DENT5045, DENT6013.

Third year, Semester 2: DENT5046, DENT5047, DENT5048, DENT6014.

The above 24 units satisfy Doctor of Clinical Dentistry component.

Total: 144 credit points.

<i>Unit of study</i>	<i>Credit points</i>	<i>Session</i>
DENT5031 Behaviour Management	6	Semester 1
DENT5032 Child Assessment and Treatment Planning	6	Semester 1
DENT5033 Preventive Dentistry 1	6	Semester 1
DENT6000 Research Methods in Dentistry	6	Semester 1
DENT5034 Restorative Paediatric Dentistry Part 1	6	Semester 2
DENT5035 Management of Orofacial Trauma 1	6	Semester 2
DENT5036 Community Paediatric Dentistry	6	Semester 2
DENT6010 Dental Research Studies 1	6	Semester 2
DENT5037 Preventive Dentistry 2	6	Semester 1
DENT5038 Restorative Paediatric Dentistry Part 2	6	Semester 1
DENT5039 Growth and Development	6	Semester 1
DENT6011 Dental Research Studies 2	6	Semester 1
DENT5040 Dental Anomalies and Genetics 1	6	Semester 2
DENT5041 Paediatric Oral Pathology and Medicine 1	6	Semester 2
DENT5042 Development of the Occlusion	6	Semester 2
DENT6012 Dental Research Studies 3	6	Semester 2
DENT5043 Management of Orofacial Trauma Part 2	6	Semester 1
DENT5044 Paediatric Medicine and Surgery	6	Semester 1
DENT5045 Management of Children's Special Needs	6	Semester 1
DENT6013 Dental Research Studies 4	6	Semester 1
DENT5046 Dental Anomalies and Genetics 2	6	Semester 2
DENT5047 Paediatric Oral Pathology and Medicine 2	6	Semester 2
DENT5048 Specialist Paediatric Practice	6	Semester 2
DENT6014 Dental Research Studies 5	6	Semester 2

Further information

Contact the course coordinator:

Dr Sally Hibbert

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Email: frances_porter@wsahs.nsw.gov.au

Doctor of Clinical Dentistry (Periodontics)

Graduate Diploma in Clinical Dentistry (Oral Biology)

Graduate Certificate in Clinical Dentistry (Oral Biology)

Course code and overview: EB004 (DClinDent), EF009 (Grad Dip), EG004 (Grad Cert)

The course provides the opportunity to develop skills and acquire knowledge essential for specialisation in periodontics. The program is aimed at qualified dentists who wish to specialise in periodontics. The program prepares students for work in a specialist practice in periodontics or a specialist clinic in a hospital.

Admission

Admission normally requires a Bachelor of Dental Surgery or equivalent plus a minimum of two years general practice experience. A successful applicant must be registerable as a dentist in New South Wales. In addition, candidates are required to attend an interview prior to selection for admission. Unless exempted by the faculty, applicants must have satisfactorily completed the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent. The closing date for applications is 31 March for commencement in the following year. The course currently accepts two to three students every second year; i.e. entry is in alternate years.

Duration

The Doctor of Clinical Dentistry course requires three years full-time study. The graduate diploma requires one year of full-time study and the graduate certificate one semester of full-time study.

Units of study

The units of study are listed below for each year of the course.

First year, Semester 1 : DENT5401, DENT5402, DENT5403, DENT6000.

The above 4 units satisfy the graduate certificate component.
Total: 24 credit points.

First year, Semester 2 : DENT5404, DENT5405, DENT5406, DENT6010.

The above 8 units satisfy the graduate diploma requirement.
Total: 48 credit points.

Second year, Semester 1: DENT5407, DENT5408, DENT5409, DENT6011.

Second year, Semester 2: DENT5410, DENT5411, DENT5412, DENT6012.

Third year, Semester 1: DENT5413, DENT5414, DENT5415, DENT6013.

Third year, Semester 2: DENT5416, DENT5417, DENT5418, DENT6014.

The above 24 units satisfy Doctor of Clinical Dentistry component.
Total: 144 credit points.

<i>Unit of study</i>	<i>Credit points</i>	<i>Session</i>
DENT5401 Clinical Periodontics 1A	6	Semester 1
DENT5402 Periodontal Implants 1A	6	Semester 1
DENT5403 Periodontology 1A	6	Semester 1
DENT6000 Research Methods in Dentistry	6	Semester 1
DENT5404 Clinical Periodontics 1B	6	Semester 2
DENT5405 Periodontal Implants 1B	6	Semester 2
DENT5406 Periodontology 1B	6	Semester 2
DENT6010 Dental Research Studies 1	6	Semester 2
DENT5407 Clinical Periodontics 2A	6	Semester 1
DENT5408 Periodontal Implants 2A	6	Semester 1
DENT5409 Periodontology 2A	6	Semester 1
DENT6011 Dental Research Studies 2	6	Semester 1
DENT5410 Clinical Periodontics 2B	6	Semester 2
DENT5411 Periodontal Implants 2B	6	Semester 2
DENT5412 Periodontology 2B	6	Semester 2
DENT6012 Dental Research Studies 3	6	Semester 2
DENT5413 Clinical Periodontics 3A	6	Semester 1
DENT5414 Periodontal Implants 3A	6	Semester 1
DENT5415 Periodontology 3A	6	Semester 1
DENT6013 Dental Research Studies 4	6	Semester 1
DENT5416 Clinical Periodontics 3B	6	Semester 2
DENT5417 Periodontal Implants 3B	6	Semester 2
DENT5418 Periodontology 3B	6	Semester 2
DENT6014 Dental Research Studies 5	6	Semester 2

Further information

Contact the course coordinator:
Associate Professor Chris Daly
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Doctor of Clinical Dentistry (Prosthodontics) Graduate Diploma in Clinical Dentistry (Restorative) Graduate Certificate in Clinical Dentistry (Restorative)

Course code and overview: , EB005 (DClinDent), EF006 (Grad Dip); EG001 (Grad Cert)

These courses provide the opportunity to develop skills and acquire knowledge in advanced restorative dentistry and prosthodontics. The Graduate Certificate (Restorative) and Graduate Diploma (Restorative) are embedded within the Doctor of Clinical Dentistry (Prosthodontics) and provide the students the opportunity to complete selected units of study.

Admission

Admission normally requires a Bachelor of Dental Surgery or equivalent plus a minimum of two years general practice experience. In addition, candidates are required to attend an interview prior to selection for admission. Unless exempted by the faculty, applicants must have satisfactorily completed the primary Fellowship Examination of the Royal Australasian College of Dental Surgeons, or its equivalent. The closing date for applications is 31 March for commencement in the following year. Applicants have the option of applying for entry at the graduate certificate, graduate diploma or master's level; the level they are admitted at will be at the discretion of the Course Coordinator.

Duration

The Doctor of Clinical Dentistry requires three years of full-time study. The graduate diploma requires one year of full-time study and the graduate certificate one semester of full-time study.

Units of study

The units of study for each year of the course are listed below.

First year, Semester 1 : DENT6371, DENT6382, DENT6385, DENT6000.

The above 4 units satisfy the graduate certificate component.

Total: 24 credit points.

First year, Semester 2 : DENT6372, DENT6386, DENT6389, DENT6010.

The above 8 units satisfy the graduate diploma requirement.

Total: 48 credit points.

Second year, Semester 1: DENT6390, DENT6391, DENT6392, DENT6011.

Second year, Semester 2: DENT6394, DENT6395, DENT6396, DENT6012.

Third year, Semester 1: DENT6398, DENT6399, DENT6400, DENT6013.

Third year, Semester 2: DENT6412, DENT6413, DENT6414, DENT6014.

The above 24 units satisfy Doctor of Clinical Dentistry component.

Total: 144 credit points.

<i>Unit of study</i>	<i>Credit points</i>	<i>Session</i>
DENT6371 Foundation: Fixed & Removable Pros	6	Semester 1
DENT6382 Foundation: Restorative Dentistry	6	Semester 1
DENT6385 Foundation: Orofacial Pain	6	Semester 1
DENT6000 Research Methods in Dentistry	6	Semester 1
DENT6372 Fixed & Removable Prosthodontics 1	6	Semester 2
DENT6386 Restorative Dentistry 1	6	Semester 2
DENT6389 Orofacial Pain 1	6	Semester 2
DENT6010 Dental Research Studies 1	6	Semester 2
DENT6390 Advanced Clinical Prosthodontics 1A	6	Semester 1
DENT6391 Advanced Clinical Prosthodontics 1B	6	Semester 1
DENT6392 Advanced Clinical Prosthodontics 1C	6	Semester 1
DENT6011 Dental Research Studies 2	6	Semester 1
DENT6394 Advanced Clinical Prosthodontics 2A	6	Semester 2
DENT6395 Advanced Clinical Prosthodontics 2B	6	Semester 2
DENT6396 Advanced Clinical Prosthodontics 2C	6	Semester 2
DENT6012 Dental Research Studies 3	6	Semester 2
DENT6398 Advanced Clinical Prosthodontics 3A	6	Semester 1
DENT6399 Advanced Clinical Prosthodontics 3B	6	Semester 1
DENT6400 Advanced Clinical Prosthodontics 3C	6	Semester 1
DENT6013 Dental Research Studies 4	6	Semester 1
DENT6412 Advanced Clinical Prosthodontics 4A	6	Semester 2
DENT6413 Advanced Clinical Prosthodontics 4B	6	Semester 2
DENT6414 Advanced Clinical Prosthodontics 4C	6	Semester 2
DENT6014 Dental Research Studies 5	6	Semester 2

Further information

Contact the course coordinator:

Professor Iven Klineberg

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Doctor of Clinical Dentistry (Special Care Dentistry)
Graduate Diploma in Clinical Dentistry (Hospital Dentistry)
Graduate Certificate in Clinical Dentistry (Hospital Dentistry)

Course code and overview: EB006 (DClinDent), EF008 (Grad Dip), EG003 (Grad Cert)

This course provides advanced didactic, clinical and research training designed to prepare the candidate for a career at the specialist level in Special Care Dentistry, and to provide a basis to pursue a career pathway in research and/or clinical academic positions.

Admission

Admission normally requires a Bachelor of Dental Surgery or equivalent plus two years general practice experience. The closing date for applications is 31 March for commencement in the following year.

Duration

The Doctor of Clinical Dentistry requires three years of full-time study. The graduate diploma requires one year of full-time study and the graduate certificate one semester of full-time study.

Units of study

The units of study are listed below for each year of the course.

First year, Semester 1 : DENT5200, DENT5201, DENT5202, DENT6000.

The above 4 units satisfy the graduate certificate component.
Total: 24 credit points.

First year, Semester 2 : DENT5203, DENT5204, DENT5205, DENT6010.

The above 8 units satisfy the graduate diploma requirement.
Total: 48 credit points.

Second year, Semester 1: DENT5230, DENT5231, DENT5232, DENT6011.

Second year, Semester 2: DENT5233, DENT5234, DENT5235, DENT6012.

Third year, Semester 1: DENT5236, DENT5237, DENT5238, DENT6013.

Third year, Semester 2: DENT5239, DENT5240, DENT5013, DENT6014.

The above 24 units satisfy Doctor of Clinical Dentistry component.
Total: 144 credit points.

<i>Unit of study</i>	<i>Credit points</i>	<i>Session</i>
DENT5200 Applied Oral Biology	6	Semester 1
DENT5201 Oral Medicine and Oral Pathology 1	6	Semester 1
DENT5202 Internal and General Medicine 1A	6	Semester 1
DENT6000 Research Methods in Dentistry	6	Semester 1
DENT5203 Oral Medicine 1	6	Semester 2
DENT5204 Oral Pathology 1	6	Semester 2
DENT5205 Internal and General Medicine 1B	6	Semester 2
DENT6010 Dental Research Studies 1	6	Semester 2
DENT5230 Behaviour and Dental Management 3	6	Semester 1
DENT5231 Growth, Development and Aging 1	6	Semester 1
DENT5232 Restorative Dentistry 1	6	Semester 1
DENT6011 Dental Research Studies 2	6	Semester 1
DENT5233 Behaviour and Dental Management 2	6	Semester 2
DENT5234 Growth, Development and Aging 2	6	Semester 2
DENT5235 Restorative Dentistry 2	6	Semester 2
DENT6012 Dental Research Studies 3	6	Semester 2
DENT5236 Behaviour and Dental Management 3	6	Semester 1
DENT5237 Growth, Development and Aging 3	6	Semester 1
DENT5238 Oral Rehabilitation	6	Semester 1
DENT6013 Dental Research Studies 4	6	Semester 1
DENT5239 Behaviour and Dental Management 4	6	Semester 2
DENT5240 Growth, Development and Aging 4	6	Semester 2
DENT5013 Preventative Dentistry	6	Semester 2
DENT6014 Dental Research Studies 5	6	Semester 2

Further information

Contact the course coordinator:

Dr Leda Mugayar

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Graduate Diploma in Clinical Dentistry (Conscious Sedation and Pain Control)

Course code and overview: EF001

The course provides the opportunity to develop skills and acquire knowledge in the growing field of conscious sedation and pain control. Major areas of study include: the practice of sedation; differential diagnosis of collapse; advanced life support. The program is aimed at dental graduates wishing to upgrade skills for general dental practice.

Admission

A Bachelor of Dental Surgery or equivalent degree registrable with the NSW Dental Board. Application must include three referees' reports and a letter of intent. The closing date for applications is 31 March for commencement in the following year.

Duration

The course is completed over two years part-time.

Units of study

The units of study for each year of the course are listed below.

First year, Semester 1: DENT5300, DENT5301

First year, Semester 2: DENT5302, DENT5303

Second year, Semester 1: DENT5304, DENT5305

Second year, Semester 2: DENT5306, DENT5307

Unit of study	Credit points	Session
DENT5300 Basic Life Support and Resuscitation A	6	Semester 1
DENT5301 Theory and Practice of Dental Sedation A	6	Semester 1
DENT5302 Basic Life Support and Resuscitation B	6	Semester 2
DENT5303 Theory and Practice of Dental Sedation B	6	Semester 2
DENT5304 Basic Life Support and Resuscitation C	6	Semester 1
DENT5305 Theory and Practice of Dental Sedation C	6	Semester 1
DENT5306 Basic Life Support and Resuscitation D	6	Semester 2
DENT5307 Theory and Practice of Dental Sedation D	6	Semester 2

Further information

Contact the course coordinator:

Dr Doug Stewart

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Email: Douglas_Stewart@wsahs.nsw.gov.au

Graduate Diploma in Clinical Dentistry (Oral Implants)

Course code and overview: EF002

The course aims to provide dental graduates with the skills and knowledge to give oral implant treatment in general dental practice. The program focuses on the clinical practice of oral implant restoration. The program is aimed at dental graduates wishing to develop skills in oral implant treatment for general dental practice. Graduates of the program have the skills and knowledge to provide oral implant treatment in general dental practice.

Admission

Admission normally requires a Bachelor of Dentistry or equivalent which is registrable for practice with the NSW Dental Board. In addition, applicants must demonstrate interest in and knowledge of oral implants and have experience in dento-alveolar surgery. Applications close on 31 March for commencement the following year.

Duration

The course is completed over 1.5 years part-time.

Units of study

The units of study for each year of the course are listed below.

First year, Semester 1: DENT5020, DENT5021, DENT5022

First year, Semester 2: DENT5023, DENT5024

Second year, Semester 1: DENT5025, DENT5026, DENT5027

Unit of study	Credit points	Session
DENT5020 Implant Patient Selection	6	Semester 1
DENT5021 Implant Treatment Planning 1	6	Semester 1
DENT5022 Implant Treatment Planning 2	6	Semester 1
DENT5023 Implant Clinical Procedures 1	6	Semester 2
DENT5024 Implant Clinical Procedures 2	6	Semester 2
DENT5025 Implant Prosthodontics	6	Semester 1
DENT5026 Implant Surgery - Prosthodontics	6	Semester 1
DENT5027 Implant Advanced Procedures	6	Semester 1

Further information

Contact the course coordinator:

Professor Iven Klineberg

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Email: implants@dentistry.usyd.edu.au

Foundation Studies in Oral Rehabilitation (non-award)

Course code and overview: EK000

The course aims to provide advanced clinical skills and knowledge base in areas of clinical importance to oral rehabilitation for oral implant treatment and occlusion.

Admission

Admission requires a Bachelor of Dentistry or equivalent which is registrable for practice with the NSW Dental Board. In addition, applicants must demonstrate interest and knowledge of oral implants and occlusion. Applications close 1 March for July commencement.

Duration

The course contains two 1-week blocks (July and December) with coursework between blocks and is completed over one semester part-time.

Units of study

First year, Semester 2:

DENT5018 - Foundation Studies: Oral Implants 1

DENT5019 - Foundation Studies: Oral Rehabilitation 2

Further information

Contact the course coordinator:

Professor Iven Klineberg

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10. Postgraduate research courses and regulations

The Faculty of Dentistry offers the following research degrees:

- Doctor of Dental Science (DDSc)
- Doctor of Philosophy (PhD)
- Master of Philosophy (MPhil)

Doctor of Dental Science (DDSc)

Course overview and code: EA000

The Doctor of Dental Science (DDSc) is a higher doctorate, awarded by published work which, in the opinion of examiners and the Faculty of Dentistry, has been generally recognised by scholars in the particular field of expertise as a distinguished contribution to knowledge.

The DDSc, unlike the Doctor of Philosophy (PhD), is not a research training degree. It may be described as an award that one would receive at the end of one's career, rather than the beginning, for an outstanding contribution to knowledge.

Admission requirements

To be eligible for admission, the applicant must hold the degree of Bachelor of Dental Surgery from the University of Sydney
OR

a) the Faculty of Dentistry must deem a graduate of another institution as having equal standing to that of a graduate of the University of Sydney
AND

b) the applicant must have been a full-time member of the academic staff of the University of Sydney for at least three years or have had similar significant involvement with teaching and research
AND

c) the applicant must have been a graduate of the University of Sydney (or an equivalent institution) of at least five years' standing before the degree of Doctor can be awarded.

Published work submitted for examination may be regarded as a distinguished contribution to knowledge if:

- it represents a significant advance in knowledge in its chosen field, or
- it has given rise to or is a major part of a significant debate in scholarly books and journals among recognised scholars in its chosen field, or
- it has directly given rise to significant changes in the direction of research or of practice of a newer generation of recognised scholars in its chosen field.

There is no set number of publications an applicant must have to be awarded the degree. The Prima Facie Committee and the Examiners will be asked to judge the work on its quality and based on the criteria stated above, rather than on the quantity of the papers.

Doctor of Philosophy (PhD)

Course overview and code: EB000

The Doctor of Philosophy (PhD) is a research degree in which students undertake supervised research leading to the production of a thesis.

The PhD in the Faculty of Dentistry is aimed at those who intend to pursue research careers in oral health care or a related field.

Full-time PhD students have a minimum of 3 years and maximum of 4 years to submit a thesis for examination. Part-time students have a minimum of 3 years and a maximum of 8 years to submit. The word limit for a thesis submitted to the Faculty of Dentistry is 80,000 words. PhD students may be required to attend classes or undertake coursework units of study, and the thesis is the only or major examinable assessment requirement for the degree.

Admission requirements

Admission normally requires a master's degree, or a bachelor's degree in a relevant area with first or second class honours from the University of Sydney, or another approved institution.

Master of Philosophy (MPhil)

Course overview and code: EC003

The MPhil is a research degree and is aimed at those who intend to pursue research careers in oral health or a related field. It may also be used as a foundation to commencing a Doctor of Philosophy (PhD). Full-time MPhil students have a minimum of 2 years and maximum of 3 years to submit a thesis for examination. Part-time students have a minimum of 2 years and a maximum of 6 years to submit. The word limit for a thesis submitted to the Faculty of Dentistry is 80,000 words. MPhil students may be required to attend classes or undertake coursework units of study, and the thesis is the only or major examinable assessment requirement for the degree.

Admission requirements

A bachelor's degree, preferably with honours, in a related area from the University of Sydney or equivalent.

Enrolments

Enrolment information for new domestic students

Once you have been given an offer of admission, you will be required to enrol in your course prior to commencement. In most cases, this means that you must attend the University in person on a specific enrolment day.



If you are unable to attend on that day you should arrange for someone else to attend on your behalf. Proxy enrolment guidelines and authorisation forms are available from the Student Centre website. On enrolment day, you will be asked to check and complete your enrolment forms, pay your fees and will be given your student card. If you are a coursework student you will need to confirm the units of study that you will be undertaking during the year. Detailed enrolment instructions will be sent to you by the Postgraduate Student Administration Unit in advance of enrolment day.

Enrolment by fax or email is available to distance learning students living outside the Sydney metropolitan area. In order to enrol in this way, you should provide the Postgraduate Student Administration Unit with a reliable fax number or current email address prior to the enrolment period. If you are eligible to enrol in this way but fail to provide a fax number or email address expressly for this purpose, the Postgraduate Student Administration Unit will assume that you are able to enrol in person and will expect you to attend the university on enrolment day.

Enrolment information for continuing domestic students

You must re-enrol every year that you remain a candidate for a degree. In October you will receive advice about re-enrolment for the following academic year. In most cases, re-enrolment is accomplished by pre-enrolling, and you will receive your pre-enrolment form with the re-enrolment advice. Pre-enrolment is compulsory for continuing students.

You may choose to pre-enrol online at MyUni or to submit your pre-enrolment form in person, by mail or by fax to the Postgraduate Student Administration Unit. In 2002, pre-enrolment via the web was open until 15 November and pre-enrolment through the Postgraduate Student Administration Unit was open until 1 November.

NB: No responsibility can be taken for forms faxed or mailed to the wrong address. It is in your interests to ensure that your form is lodged correctly and on time. It is also your responsibility to make sure the University has your correct postal address. If the University does not have your correct postal address you will not receive any of the documentation regarding pre-enrolment.

Once you have successfully pre-enrolled, Student Centre will send you confirmation of enrolment and an invoice for your compulsory subscriptions and course fees by late January or early February. This means that you will not be required to attend the university to enrol in-person. Eligible students wishing to participate in the PELS scheme will be required to attend the Student Centre with their tax file number after receiving their invoice (more information on this process will accompany the invoice).

You will be required to pay the amount shown on the invoice at any branch of the National Australia Bank within approximately 7 days of receiving the invoice. The bank teller's stamped, receipt portion of the invoice which confirms payment of fees will then function as your interim student ID card for a period of 14 days. Your official student card will be mailed to you when your payment is transferred from the bank to the university with information regarding card lamination and transport concessions.

Circumstances in which pre-enrolment is not permitted

You are not permitted to pre-enrol if:

- You are commencing a new degree.
- You are returning to study after a period of suspension.
- You have gone beyond the latest date for submitting your thesis.

In all these cases you will be required to enrol in person at the University on enrolment day.

Pre-enrolment and candidature variation

Please note that pre-enrolment only allows you to maintain your current enrolment – it does not allow you to make changes to your enrolment. If, once you have pre-enrolled, you wish to change your candidature

(i.e transfer to another degree, suspend or extend your candidature, change from FT to PT or PT to FT or spend time away from the University) you must complete a candidature variation form, obtain the necessary approvals and submit it to the Postgraduate Student Administration Unit. Click here for more information on candidature variation.

Do not delay in pre-enrolling simply because you are awaiting approval for a change to your candidature. The Postgraduate Student Administration Unit can make changes to your candidature up until 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2).

Pre-enrolment for research candidates

Are you about to submit your thesis?

All candidates must be currently enrolled to be eligible to submit a thesis. Your enrolment in any given year will lapse on 31 March. Therefore, if you are sure that you will submit your thesis before 31 March, you will NOT be required to pre-enrol in the following year. Candidates who submit before 31 March are automatically placed "under examination" and are not required to have an active enrolment the following year. If you are at all unsure about whether you will submit before 31 March, then you should pre-enrol to secure your enrolment for the following year. If you do then manage to submit your thesis before 31 March, your status as "currently enrolled" will automatically lapse and you will be placed "under examination". At this point you may then apply to the Student Centre for a refund of any fees paid.

Enrolment information for international students

International students are to adhere to the enrolment procedure stipulated by the International Office. Refer to: www.usyd.edu.au/internationaloffice

Legal issues

Research students may be required to undertake criminal records and infectious diseases checks if their research involves a clinical component that requires direct contact with patients in the teaching hospitals or in private practice/sector settings. Refer to the Postgraduate Coursework chapter in this handbook for full details.

2009 fees

Domestic PhD, MSc(Dent), and MPhil students are covered under the Research Training Scheme (RTS), which is fee and HECS-exempt, provided the student completes the degree within the minimal timeframe. Domestic PhD, MSc(Dent) and MPhil students have the option to pay the University's student union fees for each year of their enrolment.

International candidates will be required to pay fees. The fee for the PhD in 2009 is \$27,600, payable for each year of enrolment in the program. The fee for the MSc(Dent) and MPhil for 2009 is \$27,600, payable for each year of enrolment in the program. Note the faculty and the University reserve the right to increase fees from year to year, and that the above fees may not be fixed for the duration of a student's candidature in the program.

Resolutions

Resolutions for the Doctor of Philosophy are available on the website: www.usyd.edu.au/senate/PhD_Rule.pdf.

Master of Philosophy

Resolutions of the Senate

1. Requirements for the Master of Philosophy

- 1.1 To qualify for the award of the Master of Philosophy a student must:
 - 1.1.1 complete a 6 credit point unit of study on research methods plus such courses or units of study, if any, as may be prescribed by the head of the discipline concerned;
 - 1.1.2 carry out supervised research on a topic approved by the Faculty on the recommendation of the head of the discipline concerned;
 - 1.1.3 write a thesis embodying the results of this research that passes examination; and
 - 1.1.4 satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

Resolutions of the Faculty

1. Admission

- 1.1 Except as provided in Part 9, section 47 of the University of Sydney (Amendment Act) Rule 1999, the Faculty of Dentistry may admit to candidature for the degree of Master of Philosophy an applicant who holds the degree of bachelor with first or second class honours, or
 - 1.1.1 an applicant who holds the degree of bachelor of the University of Sydney or other approved institution without first or second class honours after the applicant has passed a qualifying examination at a standard equivalent to the bachelor's degree with first or second class honours, provided that a faculty may exempt an applicant from the qualifying examination if the applicant has obtained at least a credit in the highest course available in the subject or subjects relevant to the proposed course of advanced study and research.
 - 1.1.2.1 The qualifying exam may include completion of a period of relevant full-time or part-time advanced study and/or research towards a postgraduate award course in the University of Sydney, at such a standard as would demonstrate to the satisfaction of the faculty that the candidate is suitably prepared in the particular field of study to undertake candidature for the degree of Master of Philosophy.
 - 1.2 The faculty may admit as a candidate for the degree an applicant holding qualifications which, in the opinion of the faculty concerned, are equivalent to those prescribed in (1) above and such candidate shall proceed to the degree under such conditions as the Faculty may prescribe.
 - 1.3 The faculty may require a candidate, as part of the evidence of the candidate's training and ability to pursue the proposed course, to pass a special examination or assessment.
 - 1.4 An applicant, for admission to candidature, shall submit to the Faculty a research proposal as part of the application. This proposal will detail a course of advanced study and research, in which the work is to be carried out to be undertaken by the applicant in a discipline of the Faculty of Dentistry.
 - 1.5 Admission to candidature will be conditional upon the appointment of an appropriate supervisor and associate supervisor as stipulated in the Academic Board Policy entitled "Postgraduate Research Higher Degree Training Supervision at the University of Sydney".
- ##### 2. Method of Progression
- 2.1 A candidate for the Master of Philosophy shall proceed by completing a 6 credit point unit of study on research methods and by research and thesis.
 - 2.2 A full-time candidate shall not keep the normal academic year but shall pursue candidature for the degree continuously throughout the year except for a period of 4 weeks recreation leave and shall dedicate a minimum of 35 hours per week to their candidature.
 - 2.3 A candidate who does not comply with section 2.2 should be enrolled as a part-time candidate.

3. Requirements

- 3.1 A Master of Philosophy candidate proceeding by research shall
 - 3.1.1 complete a 6 credit point unit of study on research methods during the probationary period;
 - 3.1.2 complete such other courses or units of study, if any, as may be prescribed by the head of the discipline concerned;
 - 3.1.3 carry out supervised research on a topic approved by the Faculty on the recommendation of the head of the discipline concerned;
 - 3.1.4 write a thesis embodying the results of this research; and
 - 3.1.5 lodge with the Registrar three copies of this thesis, typewritten and bound.
 - 3.1.5.1 The candidate shall state in the thesis the sources from which the information was derived, the extent to which the work of others has been used and the portion of the work claimed as original.
 - 3.1.5.2 The candidate may include in the thesis published papers of which the candidate is sole or joint author, provided that
 - 3.1.5.2.1 the papers are based on work undertaken during the candidature for the degree;
 - 3.1.5.2.2 the papers are identified as published work;
 - 3.1.5.2.3 the papers are compatible with the overall coherence and organisation of the text of the thesis.
 - 3.1.5.2.4 the candidate provides evidence to identify satisfactorily the sections of work for which the candidate is responsible, such as a signed, written statement from all authors attesting to the contribution of the candidate.
 - 3.1.5.3 Any other papers of which the candidate is sole or joint author may be lodged in support of the thesis.
 - 3.1.5.4 The thesis contains original contributions to the knowledge of the subject concerned.
 - 3.1.5.5 The thesis affords evidence of originality by the exercising of independent critical ability.
 - 3.1.5.6 The thesis is a satisfactory literary presentation; and
 - 3.1.5.7 material in the thesis is suitable for publication.
 - 3.1.6 The thesis shall be accompanied by a statement from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.
 - 3.1.7 A candidate may not present as the thesis a work which has been presented for a degree in this or another university, but will not be precluded from incorporating such in the thesis provided that in presenting the thesis the candidate indicates the part of the work which has been so incorporated.
 - 3.1.8 satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University.

4. Probation

- 4.1 A candidate will normally be accepted by the Faculty on a probationary basis for a period not exceeding twelve months.
- 4.2 The provision to waive probationary acceptance would only be exercised in exceptional circumstances. All requests to waive probation will need to be approved by the Chair of the Board of Postgraduate Studies.
- 4.3 A Probation Review Report must be completed by the candidate's supervisor in consultation with the Postgraduate Coordinator and submitted to the Faculty at least four weeks before the end of probation.
- 4.4 The Faculty will write to the candidate to advise of the outcome of the probation review, either confirming the candidate's status, extending the probationary period or terminating the candidature.
- 4.5 In the case of a candidate accepted on a probationary basis under section 4.1, the candidature shall be deemed to have commenced from the date of such acceptance.

5. Enrolment

- 5.1 A student must be enrolled in each semester in which he or she is actively pursuing the requirements for the award course.
- 5.2 The candidature of a student who has not re-enrolled and who has not obtained approval from the Faculty for a suspension of candidature for the relevant semester will be deemed to have lapsed.

6. Restrictions on enrolment

- 6.1 Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:
 - 6.1.1 availability of resources
 - 6.1.2 availability of adequate and appropriate supervision.
- 6.2 In considering an application for admission the Dean will take into account the quota. Entry will be based on applicants who are most meritorious in terms of Section 1 above.

7. Discontinuation of enrolment

7.1 A candidate who wishes to discontinue enrolment from the Master of Philosophy must notify the Faculty in writing and will be presumed to have discontinued enrolment from the date of that notification, unless evidence is produced showing:

- 7.1.1 that the discontinuation occurred at an earlier date; and
- 7.1.2 that there was good reason why the notification could not be made at the earlier time.

8. Suspension of candidature

8.1 A candidate who wishes to suspend their candidature must apply, in writing, to the Faculty.

8.1.1 The application must be received by the Faculty prior to the commencement of the relevant semester.

8.1.2 A candidate may only apply for a period of suspension for one semester at any one time. Should a candidate wish to suspend their candidature for more than one semester another application must be made to the Faculty for each subsequent semester, prior to the commencement of the relevant semester.

8.1.3 Late applications may be considered at the Faculty's discretion.

8.2 Where the candidate has previously had two semesters of suspension the application will be considered by the Board of Postgraduate Studies for the Faculty.

9. Re-enrolment after an absence

9.1 A student must enrol in the semester following a period of approved suspension.

9.2 A student whose candidature has lapsed must apply for re-admission in accordance with procedures determined by the Faculty.

10. Satisfactory progress

10.1 At the end of each year each candidate shall complete an Annual Progress Report providing evidence of progress to the satisfaction of the supervisor, head of discipline concerned, any postgraduate review committee and the Board of Postgraduate Studies.

10.2 On the basis of evidence provided, the head of discipline or the Chair of the Board of Postgraduate Studies shall recommend the conditions of candidature to apply for the following year and may require the candidate to provide further evidence of progress at the end of one semester or such other period as the head of discipline or the Chair of the Board of Postgraduate Studies considers appropriate.

10.3 If a candidate fails to submit evidence of progress or if the head of discipline concerned considers that the evidence submitted does not indicate satisfactory progress, the Board of Postgraduate Studies may, on the head of discipline's recommendation, call upon that candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Board of Postgraduate Studies, the candidate does not show good cause, the Board of

Postgraduate Studies may terminate that candidature or may impose conditions on the continuation of that candidature.

11. Credit

11.1 A candidate who, before admission to candidature, has spent time in advanced study in the University of Sydney, or in another university, or in another institution whose courses are deemed by the Faculty to be equivalent, may be deemed by the Faculty to have spent such time after admission to candidature.

12. Time limits

12.1 Except with the permission of the Faculty on the recommendation of the head of discipline concerned, a full-time research candidate shall complete the requirements for the degree not earlier than the end of the second semester of candidature and not later than the end of the fourth semester of candidature.

12.2 Except with the permission of the Faculty on the recommendation of the head of discipline concerned, a part-time research candidate shall complete the requirements for either degree not earlier than the end of the fourth semester of candidature and not later than the end of the eighth semester of candidature.

13. Location

13.1 Subject to approval of the supervisor, head of discipline and Board of Postgraduate Studies, the candidate may request a period of time away to pursue the course of advanced study and research within industrial laboratories or research institutions or other institutions considered by the Board of Postgraduate Studies on the recommendation of the head of discipline to provide adequate facilities and appropriate supervision for that candidature.

13.2 A candidate pursuing candidature outside Australia must also complete a minimum of one semester of candidature within the University before submission (but not necessarily immediately before submission) of the thesis.

14. Examination of thesis

The examination of a thesis for the degree of Master of Philosophy shall follow closely the examination process as stipulated by the Resolutions of the Academic Board for the degree of Doctor of Philosophy (with any reference to the PhD Award Sub-Committee being substituted by the Board of Postgraduate Studies) except for the following variations:

14.1 The head of discipline shall recommend the appointment of two examiners of the thesis of whom at least one shall be an external to the Faculty, not being a member of staff or a clinical academic title holder of the Faculty. Approval of the examiners is the responsibility of the Board of Postgraduate Studies.

14.2 The supervisor and head of discipline shall take all possible steps to ensure that examiners are appointed within four weeks of the submission of the thesis and where this does not occur, shall report the circumstances to the Board of Postgraduate Studies.

11. Other faculty information

This chapter contains information specific to the Faculty of Dentistry as well as some general information. See Chapter 8 (General University organisations) for further details about the University and its various organisations, examinations, assistance for students with disabilities, child care facilities, housing, health, counselling, financial assistance, careers advice and a range of other matters.

Enrolment

All students commencing in 2009 will be sent information and forms on infectious diseases and criminal records check requirements (see details below) with their offers in October, and will be expected to complete the relevant vaccinations prior to enrolment in February.

Infectious diseases

NSW Health has a policy that requires all health care workers, including students (local and international), who undertake training or field work in the NSW health care system, to have a documented screening and vaccination history consistent with the requirements identified in the *NSW Health Circular 2003/91*. This circular is available on the NSW Health Department website at: www.health.nsw.gov.au.

This vaccination documentation must be presented to the faculty before students can participate in clinical activities in the BDent and BOH programs and applies to all students, local and international.

Criminal record

In addition, the NSW Health Department has a policy that requires all health care workers, including students, who undertake training or field work in the NSW health care system, to be subjected to a criminal record check as a condition of their gaining access to the NSW Health Department facilities. The consent form (which authorises the department to conduct a criminal record check) and the attendant declaration (whereby the student undertakes to notify the department if he or she is charged with a serious offence) will be given to students for the Bachelor of Dentistry at enrolment and they will be required to produce appropriate original or certified documents that enable the University to complete a 100 point identity check. Bachelor of Oral Health students also will be given these forms at enrolment.

Further information is available on the NSW Health Department website at www.health.nsw.gov.au.

Child Protection/Prohibited Employment

The University has obligations imposed upon it and certain of its students by the *NSW Child Protection (Prohibited Employment) Act*, the purpose of which is to regulate the employment of 'prohibited persons' in 'child-related employment'. Under the act a 'prohibited person' is a person who has committed a serious sex offence.

The obligations which the Act places upon employees (including students in child-related placements) are:

- that a "prohibited person" must not apply for, undertake or remain in child-related employment
- that where a person is required to disclose whether or not he or she is a "prohibited person" that individual must, within one month of being so required, make the required disclosure
- that, if in purported compliance with the above requirement to disclose, a person knowingly makes a false declaration that person becomes liable to a penalty of 12 months imprisonment.

Information regarding the *NSW Child Protection Act* can be found at www.austlii.edu.au/au/legis/nsw/consol_act/cpea1998401/longtitle.html.

Confirmation of enrolment

All the information provided when you enrol is added to the University's computerised student record system. This includes your degree, academic year and the units of study you are taking. It is important that this information be recorded correctly at the beginning of the year, and amended should a change occur in any of the details during the year. You should be aware that every unit of study enrolment has a financial implication.

To enable you to see what enrolment data have been recorded, you will be sent a "confirmation of enrolment" notice by the Student Centre shortly after completion of enrolment. You should check this carefully. If the information is correct you should keep the notice as a record of your current enrolment. Should the notice be incorrect in any detail, you should apply at the Student Centre immediately to have your record amended. A new confirmation will then be prepared and sent to you. You will also receive, about two months after the beginning of each semester, a statement showing your HECS or fees assessment for that semester. If there appears to be an error in this assessment, you should follow the directions for correction of the assessment which are included in the statement.

If you wish to discontinue enrolment totally, you should apply in writing to your faculty office to obtain approval. Your record at the University will not be correct unless you do this. Unless an enrolment change is approved formally at your faculty office it will not be officially recorded and in some cases will incur a financial liability.

Libraries

Dentistry Library

The Fairfax Reading Library (that is, the Dentistry Library) is a branch within the Medical Sciences Cluster of libraries in the University of Sydney Library system. It is housed on the eighth floor of the Sydney Dental Hospital. Electronic resources and services of the University Library are accessible both from within the Library and online at www.library.usyd.edu.au. These include:

- Online catalogue
- eDatabases and eJournals (including Medline)
- Course reading materials (eReserve)
- Self-service options on the University Library's computer system (such as view your loans and renewals)
- Information literacy services – see www.library.usyd.edu.au/subjects/dentistry/

For online tutorials and information skills class bookings, see: www.library.usyd.edu.au/skills.

Instructions on how to gain Internet access to electronic resources from off campus are available at: www.library.usyd.edu.au/databases/wam.html.

Collection resources covering various disciplines within dentistry and associated fields are housed in the Dentistry Library. The collections consist of various formats (print, CD-ROM, audiovisual).

Staff and students of the University of Sydney are eligible to borrow books from the Dentistry Library and any of the University Libraries.



Documents such as periodical articles which are not held in the University Library will be obtained for University staff and higher degree students after completion of a copyright User Agreement Form. A service desk is staffed whenever the Library is open.

Further information

Mr Jeremy Cullis (Dentistry Librarian)

Email: j.cullis@library.usyd.edu.au

Website: www.library.usyd.edu.au/Libraries/Dentistry

Other libraries

Other libraries in the University relevant to Dentistry are the Fisher, Badham, Burdett-Ford, Engineering, Medical and Pharmacy Libraries.

Dentistry staff and students may also use the Westmead Hospital Library (conditions may apply).

Faculty societies

Sydney University Dental Undergraduates' Association

The SUDUA, which was functioning in the 1930s and perhaps earlier, comprises all undergraduates enrolled in the Faculty of Dentistry. All members on graduation become honorary life members.

The Association is a registered society within the University Union. With assistance from the Union, SUDUA has provided facilities at the Sydney Dental Hospital campus and the Westmead Centre for Oral Health campus, such as common rooms, pool tables, photocopiers and computers. In addition to this, SUDUA plays a pivotal role in organising and running various activities to meet the educational and social needs of its members.

Committee members are elected each year and monthly meetings are held to discuss important academic and social matters. SUDUA also facilitates staff-student liaison and arranges inter-faculty activities. The *Articulator*, the journal of the Association, is published annually.

Dental Alumni Society of the University of Sydney

Founded in 1943, the Dental Alumni Society is a postgraduate society. Some of the more important aims of the society are to maintain and foster the association of dental graduates with the University, to promote cultural activities, to extend cordial relationships between graduates and undergraduates of the Faculty of Dentistry, and to take an interest in any matter within the University that will be of benefit to the Faculty of Dentistry. Graduates of the Faculty of Dentistry are automatically general members of the society and become financial members on payment of a small annual subscription.

Dental Alumni Society Museum

This museum within the Faculty of Dentistry is an historical museum consisting of early dental instruments and equipment of a small nature. At present the collection is being stored and catalogued and it is hoped that in the future it will be enlarged to display these objects with photographs and documents describing dental science and practice of the past. Gifts of an historical dental nature are most welcome and will be acknowledged.

Oral Health Foundation

Purpose

The Oral Health Foundation was established in 2000, with the following aims:

- To support education and research activities at the Faculty of Dentistry
- To unite Faculty alumni and the general community in the support of the Faculty, and
- To promote the advancement of the oral health of the community.

Background

Prior to 2000, there were two foundations associated with the Faculty of Dentistry, the Faculty of Dentistry Foundation and the Dental Health

Education and Research Foundation. These were amalgamated into one foundation with the broad purpose of promoting stronger ties between the faculty, profession, and the community at large.

Structure

The foundation is part of the University of Sydney and is accountable to the University Senate. It operates under a constitution approved by the University Senate and has a governing council consisting of dental professionals and representatives from the ADA Inc, ADA (NSW Branch), Recent Graduates Committee of the ADA, the Dental Board of NSW, the Dental Industry Association, the Dental Alumni Society and the Sydney University Dental Undergraduates Association, as well as *ex-Officio* senior University representatives.

Funding

The foundation is a self-funding organisation and as such, is totally reliant on professional and corporate support for its activities. Donations to the foundation are tax deductible.

Support for the Faculty

In recent years universities across Australia have suffered a depletion of funding for all manner of socio-political reasons. The rationale is at least partly aimed at increasing support for tertiary education from the corporate and alumnus communities. The Faculty of Dentistry at the University of Sydney has seen many changes to its teaching and research facilities over the years, most of them beneficial, but the need for further finance is always pressing.

Contact details

The Oral Health Foundation
Faculty of Dentistry
Level 6, Sydney Dental Hospital
2 Chalmers Street, Surry Hills
NSW 2010 Australia
Phone: +61 2 9351 8305
Email: ohf@dentistry.usyd.edu.au

Committee for Continuing Education in Dentistry

The Committee for Continuing Education in Dentistry has the following objectives:

1. To provide courses of continuing education in all fields of dentistry for dental graduates. Over 600 courses have been conducted, and 2006 is the Continuing Education unit's 59th year of operation. The courses range from short courses of half-day duration to longer courses conducted over a number of days, either grouped together or spread over a number of weeks/months/years. These may be "hands-on" or lecture programs, including courses of a specialised nature or general update courses for the general practitioner.
2. To provide funds for research and appropriate Faculty infrastructure.

The courses, which do not lead to degrees (but may be included as part of the requirements leading to diplomas), are primarily open to all registered dentists. Attendance certificates are given to participants of courses.

In addition, medical practitioners and other groups interested or involved in general fields of dentistry may also attend. Members of the dental profession in New South Wales and the Australian Capital Territory are regularly circularised and the program is also sent to other Australian states and to New Zealand. Special courses are advertised overseas.

Enquiries can be addressed to the Secretary at:
Committee for Continuing Education in Dentistry, Faculty of Dentistry
2 Chalmers Street, Surry Hills NSW 2010
Phone: +61 2 9351 8340 or email: smctaggart@usyd.edu.au

Financial assistance

Information about sources of financial assistance available to students may be obtained from Student Services (Financial Assistance Office).

Dental Board of New South Wales

The Dental Board of New South Wales is empowered under Section 18 of the *Dentists Act 1934–1964* to appropriate moneys from the Dental Board Education and Research Account for or towards dental education and research.

The Board is prepared to give consideration to the granting of financial assistance to students in the Faculty of Dentistry in the form of loans. The individual applicant is required to show the Board that he or she is of good character, is unable to find financial accommodation elsewhere, and is otherwise in necessitous circumstances. Surety for the amount of the application should also be arranged.

Funds are limited and loans must therefore be restricted accordingly. Successful applicants are required to execute agreements in due course. Application forms are available from the Registrar of the Board, 28–36 Foveaux Street, Surry Hills NSW 2010.

Traineeships, scholarships and prizes

Traineeships

Traineeships are available in dentistry that afford financial assistance to students during the latter parts of the course. In each case, fees and a living allowance are paid and some assistance is given with textbooks.

Traineeships are available with the Royal Australian Navy, Australian Military Forces, and Royal Australian Air Force. More information is available from the Defence Recruiting Office.

Prizes for academic merit

The Faculty of Dentistry awards a number of prizes on the basis of academic merit. Prizes awarded are detailed on the faculty website at www.dentistry.usyd.edu.au/student/prizes.php.

University Medal

The University Medal is awarded on graduation to a student enrolled under a graded assessment system (not a pass/fail system such as the BDent) who has merited first class honours and who has been shown to be the most distinguished candidate for the degree.

12. Faculty rules and policy

Satisfactory progress

Progression Committees for each academic year will include the Dean ex officio, Associate Dean (Curriculum) (Chair), the Chair of the Assessment Committee in Dentistry, the Theme Heads, the relevant Year Coordinator and the Associate Dean for Students.

Progression at the end of Year 1

Progression at the end of Year 1 will depend on satisfactory performance in the Personal and Professional Development/Dentist and Community Theme and the demonstration of a satisfactory performance in the Foundations of Total Patient Care Strand in a clinical competencies assessment and the satisfactory completion of the Year 1 Competencies Log-Book. Reducing other summative assessment in Year 1 aims to ensure that students of diverse academic and other backgrounds are given adequate time to catch up in any areas in which they are unfamiliar or under-prepared. The emphasis on aspects of Personal and Professional Development and manipulative skills ensures that students are ready for the more intensive challenges of later years.

The summative assessment in the Personal and Professional Development Sub-theme in Year 1 is intended to ensure that students meet the fundamental goals underpinning their capacity to progress in the curriculum, including teamwork, self-directed learning and appropriate professional behaviours in clinical settings.

Satisfactory performance in the Personal and Professional Development/Dentist and Community Theme in Year 1 will include the demonstration of adequate performance in:

- ethical and professional behaviours
- a reflective portfolio and interview
- attendance and participation in problem-based learning tutorials and clinical skills sessions, formative assessments and peer-marking sessions for which attendance is compulsory.

Meeting the requirements of the Total Patient Care Theme includes demonstrating a satisfactory performance in:

- the summative clinical competencies assessment
- the summative review of the competencies log-book.

At the end of the year, the Year 1 Progression Committee will meet to consider the situation of the first year students. The attendance requirement aims to ensure that a student who misses compulsory sessions amounting to the equivalent of one short block (five weeks) would not be eligible to proceed to Year 2 except by a specific decision of the Year 1 Progression Committee and after targeted remediation. Illness or misadventure may be taken into account unless the work missed is so substantial that remediation would not be possible.

In the case of documented illness or misadventure accepted by the faculty which leads to an absence for up to five weeks, the Year 1 Progression Committee, may require remedial activities prior to the commencement of Year 2, to be re-assessed by the relevant Theme Committees in mid-January. The Year 1 Progression Committee will consider whether the progress of those students has been satisfactory.

Progression at the end of Year 2

Progression at the end of Year 2 will depend on satisfactory performance in all three Themes in each designated summative assessment held at the end of the second year. Assessments will include assessment of first year work.

Satisfactory performance in the Life Sciences Theme will require that students reach the appropriate level of knowledge and reasoning skills assessed in written examinations.

Satisfactory performance in the Personal and Professional Development/Dentist and Community Theme in Year 1 will include the demonstration of adequate performance in:

- ethical and professional behaviours
- written work in evidence-based practice and community aspects
- attendance and participation in problem-based learning tutorials and clinical skills sessions, formative assessments and peer-marking sessions for which attendance is compulsory.

Meeting the requirement in the Total Patient Care Theme includes a demonstration of satisfactory performance in:

- the summative review of the competencies log-book
- the summative clinical competencies assessments
- the Objective Structured Clinical Examination (OSCE).

At the end of the year, the Year 2 Progression Committee will meet to consider the situation of the Year 2 students. The attendance requirement aims to ensure that a student who misses compulsory sessions amounting to the equivalent of one short block (five weeks) would not be eligible to proceed to Year 3 except by a specific decision of the Year 1 Progression Committee and after targeted remediation. Illness or misadventure may be taken into account unless the work missed is so substantial that remediation would not be possible.

Students who fail to satisfy in one theme will be offered remedial opportunities and will be re-examined under the supervision of the relevant Theme Committee early in January. Students who fail to satisfy in two or three themes will not progress, but may be permitted to re-enrol in Year 2 under conditions determined by the Year 2 Progression Committee.

Students who miss either written or clinical examinations on account of documented illness or misadventure accepted by the faculty may be offered an opportunity to attempt the missed examination(s) early in January at the time of other re-examinations. No further opportunities will be offered.

In the case of documented illness or misadventure accepted by the faculty which leads to an absence of no more than five weeks, the Year 2 Progression Committee may prescribe appropriate remedial activities to be undertaken. Students in this category will be re-assessed under the supervision of the relevant Theme Committee(s). The Year 2 Progression Committee will reconvene to consider the results of any such students and will determine whether a student who fails to meet its requirements will be eligible to repeat the year. Students given the opportunity to repeat the year will be reassessed in all themes during the course of the repeated year.

Progression at the end of Year 3

Progression at the end of Year 3 will depend on satisfactory performance in all three themes in each designated summative assessment held during Year 3.

Satisfactory performance in the Life Sciences Theme will require that students reach the appropriate level of knowledge and reasoning skills assessed in written and/or oral examinations.



Satisfactory performance in the Personal and Professional Development Theme in Year 3 will include the demonstration of:

- ethical and professional behaviours
- participation in problem-based learning tutorials, clinical sessions and formative assessments for which attendance is compulsory
- a reflective clinical portfolio and interview
- written or oral work in evidence-based practice and community aspects.

Meeting the requirement in the Total Patient Care Theme includes a demonstration of satisfactory performance in:

- ethical and professional behaviours
- clinical activities as judged by the Team Leaders and clinical tutors
- the summative review of the clinical case-book
- reviews and oral discussion of submitted case histories
- summative clinical assessments.

Students who fail to satisfy in one theme will be offered remedial opportunities and will be re-examined under the supervision of the relevant Theme Committee early in January. Students who fail to satisfy in two or three themes will not progress, but may be permitted to re-enrol in Year 3 under conditions determined by the Year 3 Progression Committee.

Students who miss either written or clinical examinations on account of documented illness or misadventure accepted by the faculty may be offered an opportunity to attempt the missed examination(s) early in January at the time of other re-examinations. No further opportunities will be offered.

In the case of documented illness or misadventure accepted by the faculty which leads to an absence of no more than four weeks, the Year 3 Progress Committee may prescribe appropriate remedial activities to be undertaken. Students in this category will be re-assessed under the supervision of the relevant Theme Committee(s). The Year 3 Progression Committee will reconvene to consider the results of any such students and will determine whether a student who fails to meet its requirements will be eligible to repeat the year. Students given the opportunity to repeat the year will be reassessed in all themes during the course of the repeated year.

Progression at the end of Year 4

Progression at the end of Year 4 will depend on satisfactory performance in all three themes in all designated summative requirements indicated during Year 4.

Satisfactory performance in the Life Sciences Theme will require that students reach the criteria for knowledge and reasoning skills assessed in written assignments and/or included in oral assessments.

Satisfactory performance in the Personal and Professional Development Theme in Year 2 will include the demonstration of:

- ethical and professional behaviours
- participation in problem-based learning tutorials and clinical skills sessions, formative assessments for which attendance is compulsory
- a prepared curriculum vitae portfolio and interview
- written assignments in evidence-based practice and community aspects.

Meeting the requirements of the Total Patient Care Theme includes demonstrating a satisfactory performance in:

- clinical activities as judged by supervisors of placements
- a summative review of the clinical case-book
- reviews and oral discussion of submitted case histories
- summative clinical assessments.

Students who fail to satisfy in one theme will be offered remedial opportunities and will be re-examined under the supervision of the relevant Theme Committee early in January. Students who fail to satisfy in two or three themes will not progress, but may be permitted

to re-enrol in Year 4 under conditions determined by the Year 4 Progression Committee.

Students who miss either written or clinical examinations on account of documented illness or misadventure accepted by the faculty may be offered an opportunity to attempt the missed examination(s) at a time determined by the Year 4 Progress Committee. No further opportunities will be offered.

In the case of documented illness or misadventure accepted by the faculty which leads to an absence of no more than four weeks, the Year 4 Progress Committee may prescribe appropriate remedial activities to be undertaken. Students in this category will be re-assessed under the supervision of the relevant Theme Committee. The Year 4 Progression Committee will reconvene to consider the results of any such students. Those who meet the requirements will graduate late. A student who fails to meet the requirements may be permitted to repeat the year or some part of it. Students given the opportunity to repeat will be reassessed in all themes during the course of the repeated elements.

Graduate Australian Medical School Admission Test (GAMSAT)

This test was developed by the consortium of Australian graduate medical schools and the Australian Council for Educational Research (ACER) and is administered, conducted and assessed by ACER. The GAMSAT is divided into three sections, each of which has been designed with a major focus on the assessment of problem-solving ability. The test requires a high level of subject knowledge, quoted by ACER as comparable to Year 12 physics and first year of tertiary level chemistry and biology. The structure of GAMSAT is as follows:

- reasoning in humanities and social sciences
- written communication
- reasoning in biological and physical sciences (Chemistry 40%, Biology 40%, Physics 20%).

ACER will supply a score out of 100 for each of the three sections, together with an overall GAMSAT score that is weighted 25%, 25% and 50%.

The GAMSAT will be held in March or April each year. The test will be conducted at each of the Australian capital cities and at other locations such as Townsville, Wellington, Kuala Lumpur, London, Los Angeles and Washington DC.

GAMSAT scores are valid for two years and there is no restriction on the number of times that a candidate may sit the assessment. Candidates are able to select their preferred valid annual GAMSAT results and the Admissions Committee will not have access to GAMSAT results from other years.

Applicants to the Faculty of Dentistry of the University of Sydney will be ranked according to their overall GAMSAT score. Applicants are expected to attain a minimum level of 50 in each of the three sections for consideration for entry to the dental program.

Interview procedure

On the basis of the ranking of overall GAMSAT scores and the achievement of minimum scores in each section, candidates will be invited to attend for a Multiple Mini Interview conducted jointly with the Faculty of Medicine.

Applicants slightly below the overall rating cut-off with an Honours 1 or Honours 2, or with a Master's by research or PhD degree will also be considered. International applicants will be interviewed at locations to be determined based upon marketing experience.

Most interviews will be conducted in Sydney at a time to be announced each year. Applicants selected for interview will be required to travel to the interview site at their own expense.

The interview teams will each consist of members of the Medicine and Dental faculty's, members of the Medical and Dental profession and members of the public. The interview is in the form of a Multiple Mini Interview and has been designed by the faculty to assess suitability based on personal qualities deemed important for success in the Bachelor of Dentistry and in future dental practice.

The qualities rated as desirable by the faculty are:

- a sense of vocation, motivation and commitment within the context of dentistry
- good communication skills
- a sense of caring, empathy and sensitivity
- an ability to make effective decisions
- an ability to contribute as a member of a team
- an appreciation of the role of research in dentistry.

Each of the personal quality attributes will be rated by a score out of 20.

Offers to applicants

Applicants will be ranked according to their interview rating. The overall GAMSAT score will be used to determine offers when the number of qualified applicants exceeds the number of places available. Where applicants within any one interview score are to be ranked according to their GAMSAT score, those applicants with a research qualification (Honours 1 or Honours 2, Master's by research or PhD) will be ranked first.

Successful applicants will be required to confirm their acceptance by a predetermined date and extensions will not be permitted. Deferments will not normally be possible, other than for those applicants who wish to complete a higher degree or honours year.

Equity issues

The Faculty of Dentistry will ensure that access to the USyDP is equitable and, in addition, is assured that ACER has appropriate systems to determine that GAMSAT is 'relevant, fair, valid and reliable' (ref: GAMSAT Information Booklet).

Applicants in special categories

Indigenous Australian applicants

(In addition to those who qualify for consideration according to the criteria set out above) the Faculty of Dentistry will annually offer a number of places to Aboriginal or Torres Strait Island people. Applicants in this category will be required to achieve a minimum score of 45 in each of the three sections of GAMSAT. They will be expected to achieve a satisfactory interview ranking, and interview panels for such applicants will include a trained interviewer from, or nominated by the University Equity Advisory Committee.

Transfers

Students wishing to transfer from other dental schools will only be considered if they fulfil the entry requirements detailed in this policy.

International applicants

GAMSAT test centres are located at a number of international locations and interview opportunities will be determined according to market demand. International candidates may apply for admission with internationally recognised health admission test scores (e.g. United States Dental Admissions Test (DAT), North American Medical College Admission Test (MCAT), Canadian Dental Aptitude Test (DAT)) at the discretion of the Admissions Committee.

Admissions Committee

The Faculty of Dentistry Admissions Committee will:

- implement the faculty's admissions policy
- provide to faculty an annual report on admissions
- undertake a regular evaluation of admissions procedures.

Applicants to the Bachelor of Dentistry should also refer to the relevant University of Sydney policies.

Goals of the Bachelor of Dentistry

Rationale for change

The roles of the dentist have substantially changed over recent years, requiring a review of their educational needs. Particular influences have included: the ageing of the population with an increase in chronic and multi-system illness associated with increasingly complex pharmacological management; effective oral health preventive measures; a recognition of the importance of sensitive communication; rapid advances in biomedical and genetic research; new dental technologies and materials; and the increasing applications of information technology to interpersonal communication, the recording and management of data, access to information, and to evidence-based practice.

Goals for the program

At the end of the Bachelor of Dentistry, graduates will demonstrate:

General and diagnostic

- an understanding of normal and abnormal human structure, function and behaviour, with a particular emphasis on oral health and disease
- rigorous clinical reasoning and the application of evidence to the recognition, diagnosis and management of oral disease and disability or dysfunction
- the ability to relate clinical and scientific data to dental and related medical conditions
- in consultation with other relevant health professionals, the capacity to relate aspects of the general health of individual patients to their oral health, disease and management
- a respect for ethical values, confidentiality, patients' autonomy and the need for effective communication so that appropriate education is offered and informed decisions are made
- skilled and sensitive interviewing of patients, families and carers so as to elicit a dental and relevant medical history
- effective clinical examination and use of diagnostic strategies, accurate interpretation of findings and the provision of explanations appropriate for patients and for fellow professionals.

Management

- the knowledge and skills to deliver basic, effective dental care in a general practice setting and to continue to develop clinical skills
- the skills to plan and manage common dental conditions and to recognise the need for appropriate referral
- familiarity with the roles of different dental and medical specialties and the capacity to undertake further clinical or scientific training
- the ability to recognise and respond to common life-threatening medical emergencies.

Personal

- familiarity with the use and applications of information technology, including: effective communication; the gathering, recording, organising and analysis of information; accessing databases including library resources; identifying and using the best evidence for decision-making
- cooperative teamwork in professional practice, accepting leadership as appropriate
- a recognition of the contributions of basic and clinical research to clinical practice
- a commitment to ongoing learning throughout professional life
- reflection in practice and the capacity to identify the limits of personal competence and knowledge.

Community

- an understanding of social and environmental factors affecting the maintenance of oral health and the roles of health promotion, disease or injury prevention, early intervention and longer-term management of disease and disability
- an appreciation of the synergies and tensions between individual patient care and the needs of the whole community for dental services
- the ability to recognise dental issues of concern to the community and to contribute constructively to relevant public debate.

Basis for curriculum design

Important guiding principles were articulated to guide the developments so as to ensure that core values are incorporated and that both generic skills defined by the University of Sydney and specific dental and broad clinical skills are supported:

- the curriculum and assessments are planned within a theme structure that extends throughout the four years in order to meet the agreed goals
- effective communication, clinical reasoning and deep learning are encouraged throughout;
- cooperation and interaction in groups and teams is essential
- the skills of accessing information and using the best evidence in practice are introduced and developed
- dental and relevant medical clinical skills are developed from the beginning
- integration of knowledge and the progressive development of skills are supported by clinical problem-based or case-based approaches in the context of total patient care
- information technology is used throughout
- students will be exposed to a range of clinical experiences in different settings and some elective activities
- opportunities are provided for all students to be exposed to a culture of research, and where possible for interested students to engage in meaningful research projects including an intercalated PhD program
- the assessment system focuses on on-going progressive learning and is designed to encourage self-direction and self-assessment as bases for life-long learning and for ethical and rewarding professional practice
- assessments – as authentic, valid and reliable as possible – are designed: formatively to support learning, provide feedback to students and staff; and summatively to ensure that appropriate standards are reached
- evaluation by students and staff is used both for ongoing personal development and for evolutionary development of the curriculum.

Themes of the curriculum: a new framework for integration

Three themes extend throughout the four years of the Bachelor of Dentistry. The themes provide the framework for the goals of the program, the development of the curriculum and for assessment; students will be expected to demonstrate satisfactory performance in all themes.

Life Sciences

(The underlying biomedical and clinical sciences to ensure an understanding of the mechanisms of health and disease)

The Life Sciences theme will be emphasised in the first two years although new knowledge will be added throughout the program. The focus of the integrated learning will be the study of clinical problems throughout which stimulate the acquisition of progressive understanding, reasoning and application of knowledge.

Total Patient Care

(The necessary communication and reasoning skills for effective dental diagnosis as well as the clinical understanding and technical skills to manage the care of the patient with common and important dental conditions)

The theme includes distinct elements within the domains of knowledge and skills designed to meet specific competencies. Initially the skills will be developed in laboratories and clinics in a new fundamental, case-based strand (Foundations of Total Patient Care) in Years 1 and 2. The learning activities throughout are designed to develop the appropriate communication and technical skills for effective dental diagnosis and care for the whole patient.

Dental students will also have some regular opportunities in clinical settings to interact with patients who have medical problems, in order to enhance their clinical knowledge and skills and to help them apply their integrated learning.

Personal & Professional Development and Dentist & Community (PPD/DC)

(The necessary personal and professional skills for effective and rewarding practice, including ethical behaviours, productive teamwork, evidence-based decision-making, self-evaluation and life-long learning)

Students will be introduced to issues of professional and ethical behaviours and they will be encouraged and supported as they develop personal skills. The management of time and aspects of professional practice will be included. The assessment system for the theme is designed to encourage reflection and self-evaluation and the criteria include attendance at compulsory sessions (problem-based tutorials which depend on group participation, clinical activities involving patients); participation in interactive sessions; ethical and professional behaviours.

(The place of dentistry in health care, interactions with the community and dental public health issues)

The theme will introduce students to the unique role of dentistry amongst the health professions in the community, as well as issues of prevalence, epidemiology and the impact of dental disease and disability in the community. Oral health, preventative dentistry and health promotion are included from the first week.

Outline of the curriculum

The theme structure ensures that the students' knowledge and skills develop and build systematically over the four years in explicit domains. A further implication is that the learning is thoroughly integrated between disciplines within each theme. Indeed, particularly as the curriculum unfolds over the four years, the boundaries between themes progressively blur. The relative contributions of the themes vary at different stages of the curriculum, with an initial focus on life science and early clinical experience. Then follows a growing emphasis on clinical dental knowledge, skills and judgement. Students will progress educationally from lower order (reporting, describing) to higher order skills (analysing, evaluating and synthesising).

In Years 1 and 2, dental students will study the biomedical sciences and some aspects of clinical medicine as illustrated below. Many activities in Blocks 1–8A and 9 (see below) will be shared with medical students. Block 8B focuses on oral issues and will be specific for dental students. Years 3 and 4 focus on clinical work, with specific learning activities including problem-based learning, advanced life sciences, and an increasing emphasis on professional practice. Year 3 will commence with intensive skills development, and students will work as members of clinical teams largely at the Westmead Centre for Oral Health. In Year 4, students will be offered placements in a variety of dental and hospital settings, including rural. An elective period in the middle of the year will encourage students to follow their own particular interests in dentistry. The year will finish with a Conference week at which students will formally report on elective, clinical and research experiences.

Teaching and learning strategies

Years 1 and 2

Problem-based learning

The core of the students' learning is problem-based learning (PBL) which extends throughout the program. In the first two years, the PBL tutorials are designed to develop the students' clinical reasoning abilities, to enhance their skills in working in groups and to introduce many relevant aspects of the content knowledge and skills within the four themes in an integrated fashion. Each week, students are introduced to a clinical problem (usually relating to a particular patient) and the process of thinking through the problem provides the core of the week's activities. PBL tutors act as facilitators of the reasoning process rather than subject experts. Attendance at the problem-based (PBL) tutorials is required of all students.

Self-directed learning

During the first two years, students are helped to develop their skills in locating and acquiring information after defining the learning topics in the PBL tutorials. Summaries of topics are provided in the early blocks, together with reading lists, keywords and indications of other sources (including museums and computer-based resources). By the time of entry into third year, students are increasingly independent in their capacity to direct their learning and to locate essential information.

Information technology in the Bachelor of Dentistry

Medical practice is increasingly dependent on the efficient and effective use of computers. Students become comfortable with the technology from the start of the program; they have access to networked computers in tutorial rooms, practical classrooms, study rooms, the library and in the clinical schools. Materials for the problems, including introductory triggers, laboratory data, images, electronic articles and other learning resources are presented on the faculty's educational Intranet. Students have access to websites world-wide and to databases, including bibliographic ones, as well as computer-based educational programs and texts. Students are encouraged to be selective in their use of such resources and to contribute to the processes of evaluating them. In addition, summaries of lectures and classes are provided on the website, together with self-assessment questions to test the understanding of important concepts. Students and staff have access to bulletins and email. Extensive evaluation characterises the program, usually managed electronically.

Other learning activities

Up to five lectures in a week provide a broader context for the detailed learning and will provide background understanding to assist in the resolution of the weekly problem. Sessions are offered by each theme and reading matter may be recommended for preparation beforehand. Basic and Clinical Sciences sessions usually offer opportunities to gain hands-on practical experience and to learn from images, models, slides and museum or dissected specimens. Attendance at these lectures and theme sessions is at the discretion of students, based on their prior experiences and learning needs. In the Personal and Professional Development/Dentist and Community theme, sessions are interactive, encouraging debate, and are presented in a variety of formats. Sessions are diverse, including aspects of personal development, evidence-based medicine, ethics and medical humanities. Attendance at these sessions and at clinical tutorials is a course requirement.

Evidence-based medicine

There is a major focus on the critical appraisal of evidence to underpin medical decision-making. From the start, students learn the skills of searching, identifying and appraising the literature. In later years, they apply the skills learned in making clinical decisions on the diagnosis and management of individual patients with whom they interact.

Clinical schools

The weekly program in the clinical schools (except Canberra) introduces students to the generic skills of communication in a clinical setting with patients, relatives and health professionals involved in their care as well as specific history-taking, observation and physical examination in the system being studied each week.

There are opportunities to practise and to gain experience with access not only to a wide range of patients but also to clinical skills centres in each clinical school. By the end of the second year, students will be starting to integrate knowledge and skills as they communicate with and examine patients.

Blocks 4 (Haematology, first year) and 9 (Cancer, second year) are taught entirely in the clinical schools, including Canberra. This arrangement will allow students two sets of five weeks of immersion in a clinical setting, providing the opportunity for significant development in clinical skills. PBL tutorials, lectures and theme sessions are provided in each clinical school. Computer-based materials are available through the website.

Options

In the first two years, students are offered the opportunity to extend the range and depth of their learning by enrolling in one option. Options are varied and include seminar programs, small projects of various types including research, skills-based programs for small groups (e.g. dissection), education-related projects (e.g. developing computer-based materials or undertaking an evaluative study). Many are generated by students themselves, but others are offered by staff. A list of possible options is provided, inviting students to indicate their interest.

Years 3 and 4

Problem-based learning

A modified form of problem-based learning will be continued in Years 3 and 4, supported by a web-based clinical reasoning guide.

Seminars, lectures, other sessions

Sessions designed by each of the themes will support the students' learning as their clinical skills and experience develop.

Clinical placements

Students will be placed under supervision in dental clinics, surgical and emergency settings, hospital and community locations as their skills increase. Rural experience will be offered.

Elective

Students will have the opportunity in Year 4 to undertake activities in clinical settings in Australia or overseas, in research laboratories or in the community. They will prepare a learning contract in association with a supervisor and will be required to demonstrate that they have met their goals.

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

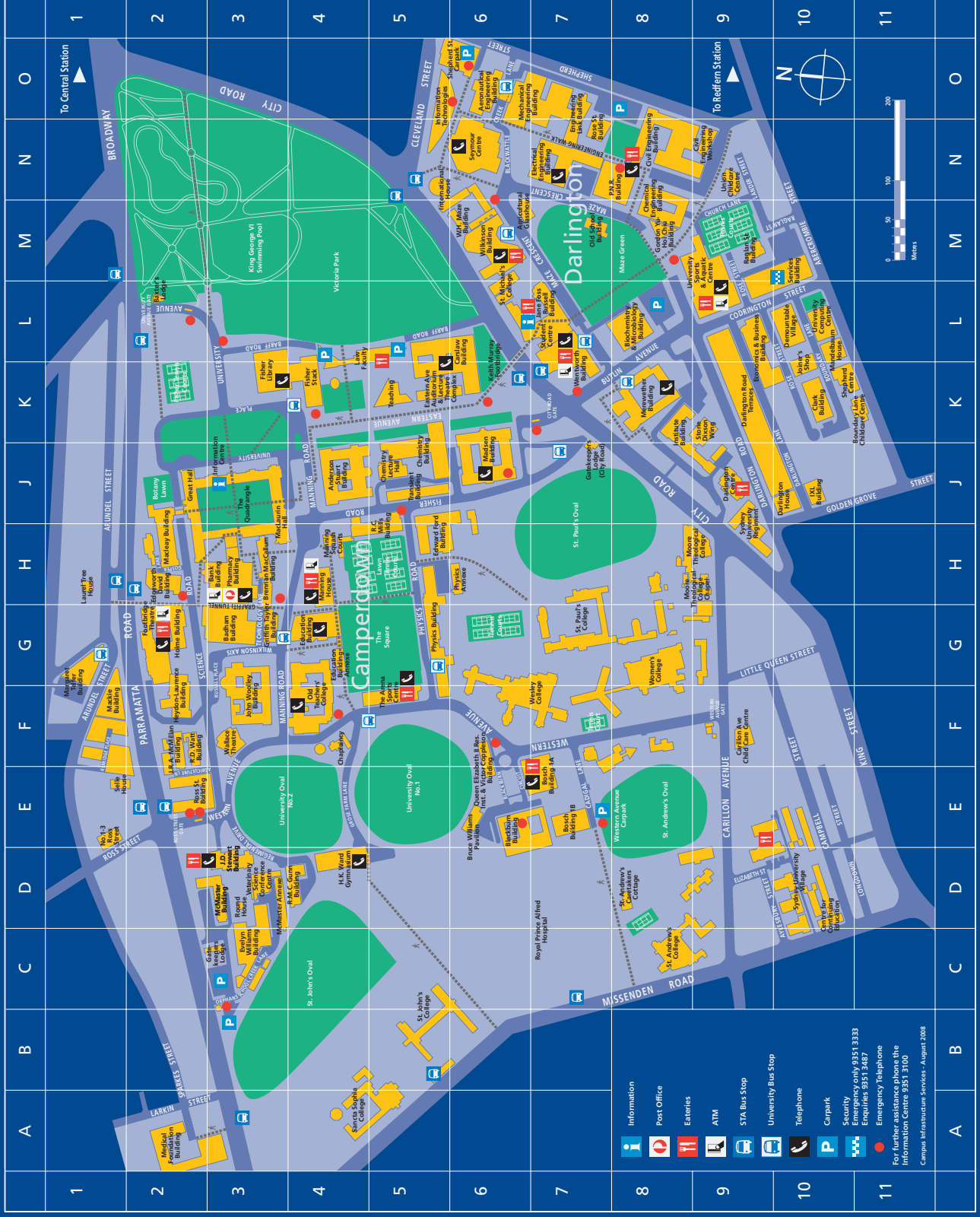
Disability access

Parking layout

2009 handbook maps

Map Code: 0102_MAIN

Camperdown and Darlington Campuses



- Information
- Post Office
- Entries
- ATM
- STA Bus Stop
- University Bus Stop
- Telephone
- Carpark
- Security
Emergency only 9351 1333
Enquiries 9351 2407
- For further assistance phone the
Information Centre 9351 3100

Campus Infrastructure Services - August 2008

Directory

University buildings

O6	Aeronautical Engineering Building	F1	Mackie Building	K11	Boundary Lane
J4	Anderson Stuart Building	H3	MacLaurin Hall	F9	Carillon Avenue
G3	Badham Building	H2	Macleay Building	N9	KU Union
H3	Bank Building	G1	Margaret Telfer Building	H1	Laurel Tree House
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		
N9	Civil Engineering Workshop	H6	Physics Annexe		
K10	Clark Building	G5	Physics Building		
J9	Darlington Centre	N8	P.N.R. Building		
J10	Darlington House	E6	Queen Elizabeth II Research Institute		
K9	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 Coppleton Building		
F2	Heydon - Laurence Building	F3	Wallace Theatre		
G2	Home Building	K7	Wentworth Building		
N5	Information Technologies Institute Building	E7	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 Shieds 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: 04_MAIN

SURRY HILLS CAMPUS

-  Carpark
-  Information
-  Telephone
-  Eateries
-  ATM
-  Train Station
-  STA Bus Stop
-  Light Rail Stop

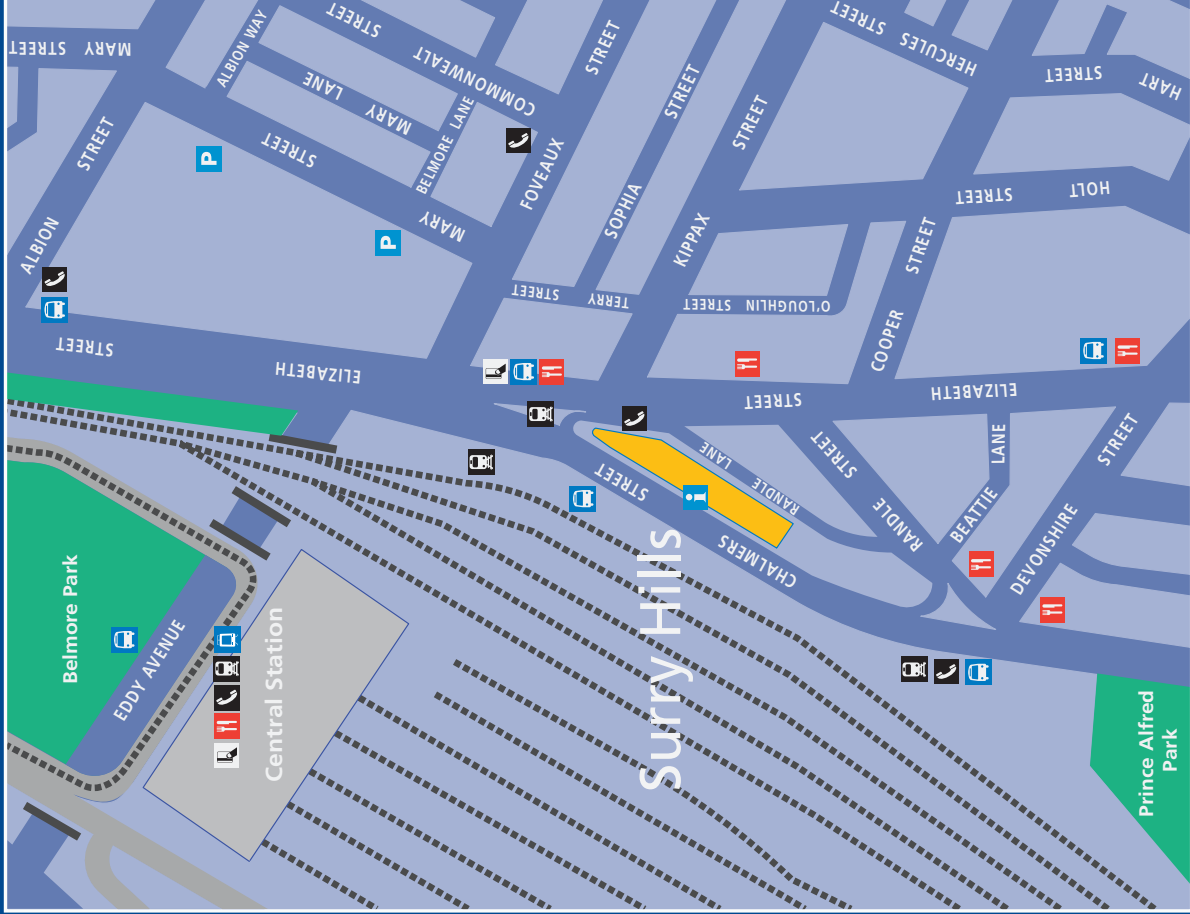
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Getting there

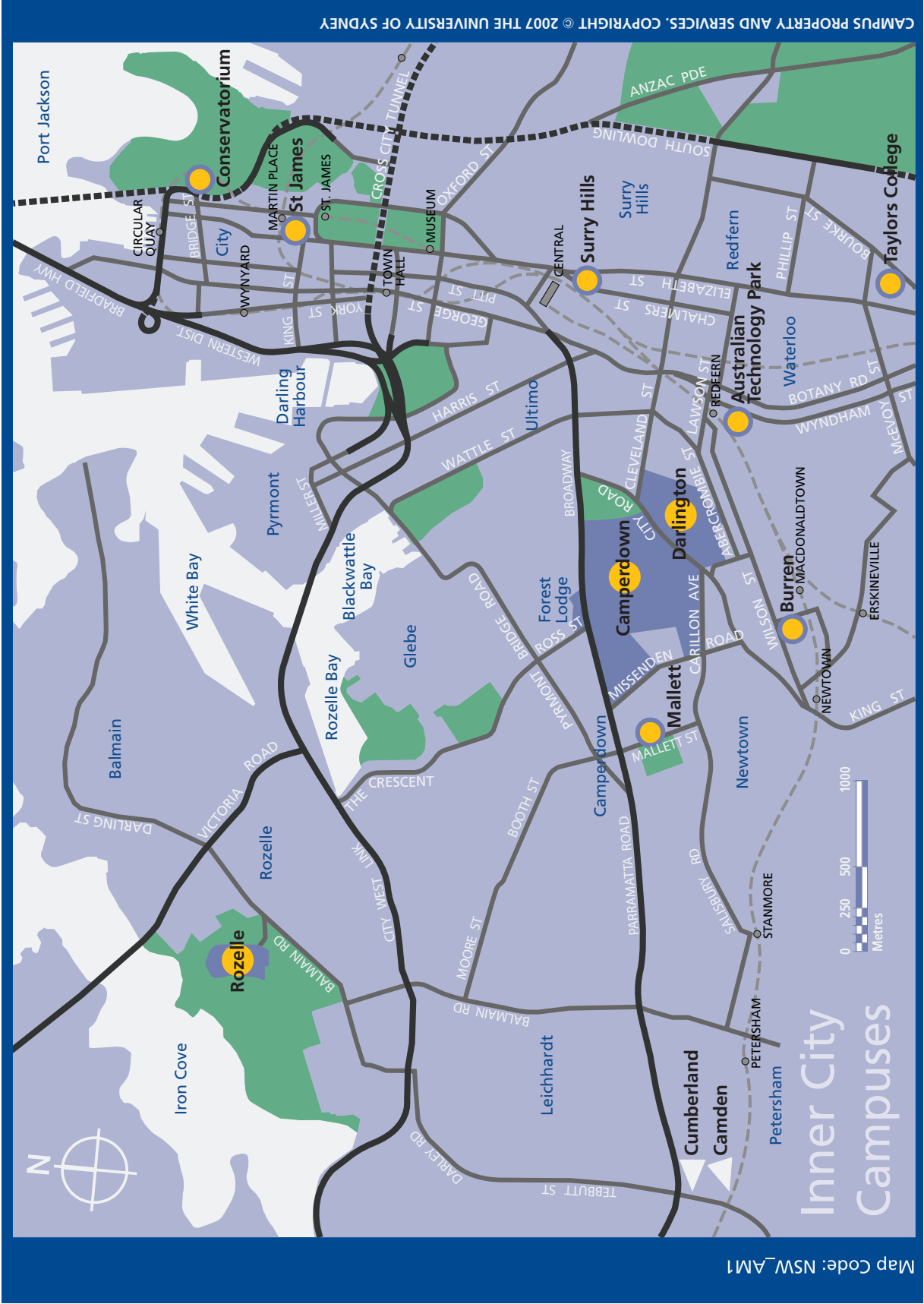
By train:
Catch any train to Central Station.

By bus:
You can get any buses that run along Elizabeth Street or Eddy Avenue, and get off at Central Station.

PARKING
Metered Parking available. Privately run parking stations are within walking distance of the dental hospital.



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Map Code: NSW_AM1

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										