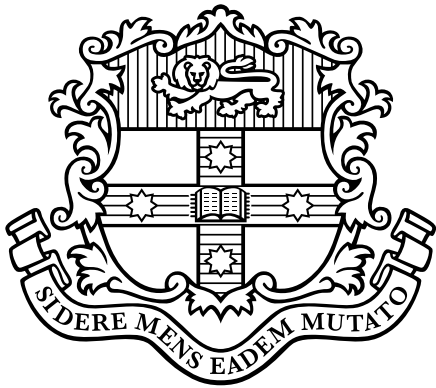




THE UNIVERSITY OF
SYDNEY

CALENDAR 2012

sydney.edu.au/calendar



The Arms of the University

Sidere mens eadem mutato

Though the constellations change, the mind is universal

The Arms

The following is an extract from the document granting Arms to the University, dated May 1857:

Argent on a Cross Azure an open book proper, clasps Gold, between four Stars of eight points Or, on a chief Gules a Lion passant guardant also Or, together with this motto "Sidere mens eadem mutato" ... to be borne and used forever hereafter by the said University of Sydney on their Common Seal, Shields, or otherwise according to the Law of Arms.

The motto, which was devised by FLS Merewether, Second Vice-Provost of the University, conveys the feeling that in this hemisphere all feelings and attitudes to scholarship are the same as those of our predecessors in the northern hemisphere.

Disclaimer

This publication is copyright and remains the property of the University of Sydney.

This information is valid at the time of publication and the University reserves the right to alter information contained in the Calendar.

Numbering of resolutions

Renumbering of resolutions is for convenience only and does not affect the interpretation of the resolutions, unless the context otherwise requires.

Production

Marketing and Communications
Website: sydney.edu.au/marcomms

The University of Sydney

NSW 2006 Australia
Phone: +61 2 9351 2222
Website: sydney.edu.au
CRICOS Provider Code: 00026A

ISSN: 0313-4466

CONTENTS

Introduction	1	Constitutions of faculties, colleges and boards of study ...	331
Organisation chart	4	<i>Division of Architecture and Creative Arts</i>	333
General information about the University	5	Faculty of Architecture, Design and Planning	333
University officers	7	Sydney College of the Arts	333
Senate	8	Sydney Conservatorium of Music	334
Academic Board	10	<i>Division of Business</i>	334
Senior Executive Group	12	The University of Sydney Business School	334
Statutes and regulations	13	<i>Division of Engineering and Information Technologies</i>	334
Royal Charter of the University of Sydney	15	Faculty of Engineering and Information Technologies	334
University of Sydney Act 1989 (as amended)	17	<i>Division of Health Sciences</i>	335
University of Sydney By-law 1999 (as amended)	41	Faculty of Health Sciences	335
University of Sydney (Academic Governance) Rule 2003 (as amended)	74	<i>Division of Humanities and Social Sciences</i>	335
University of Sydney (Authority Within Academic Units) Rule 2003 (as amended)	104	Faculty of Arts and Social Sciences	335
University of Sydney (Campus Access) Rule 2009	105	Faculty of Education and Social Work	336
University of Sydney (Coursework) Rule 2000 (as amended)	107	Faculty of Law	336
University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)	123	Board of Studies in Indigenous Studies	336
University of Sydney (Higher Degree by Research) Rule 2011	175	<i>Division of Medicine, Dentistry, Nursing and Pharmacy</i>	337
University of Sydney (Intellectual Property) Rule 2002 (as amended)	214	Faculty of Medicine	337
University of Sydney (Library) Rule 2011	222	Faculty of Dentistry	337
University of Sydney (Policies Development and Review) Rule 2011	230	Faculty of Nursing and Midwifery	338
University of Sydney (Senate) Rule 2002	241	Faculty of Pharmacy	338
University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended)	242	<i>Division of Natural Sciences</i>	339
University of Sydney (Student Proctorial Panel) Rule 2003 ..	248	Faculty of Agriculture, Food and Natural Resources	339
University of Sydney (Testamur Seal) Rule 2011	250	Faculty of Science	339
Resolutions	251	Faculty of Veterinary Science	339
Academic Dress	253	Degrees, diplomas and certificates of faculties, colleges and boards of study	341
Appointment and roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans	269	<i>Division of Architecture and Creative Arts</i>	343
Appointment of a Deputy Vice-Chancellor or Pro Vice-Chancellor: Selection Committee	271	Faculty of Architecture, Design and Planning	343
Appointment of Vice-Chancellor	272	Sydney College of the Arts	344
Postgraduate: Degree of Doctor of Philosophy	273	Sydney Conservatorium of Music	345
University Governance (as amended)	286	<i>Division of Business</i>	347
Senate Committees	294	The University of Sydney Business School	347
Academic Board Committees	301	<i>Division of Engineering and Information Technologies</i>	349
Election of Principal Officers of the Senate and of Committees of the Senate and the Fellow referred to in Section 9(1)(c) of the Act	307	Faculty of Engineering and Information Technologies	349
Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees ...	311	<i>Division of Health Sciences</i>	352
Guidelines for the Selection of Candidates for Honorary Awards	326	Faculty of Health Sciences	352
Resolutions of the Senate: Restriction upon re-enrolment ...	329	<i>Division of Humanities and Social Sciences</i>	354
		Faculty of Arts and Social Sciences	354
		Faculty of Education and Social Work	357
		Faculty of Law	358
		Board of Studies in Indigenous Studies	359
		<i>Division of Medicine, Dentistry, Nursing and Pharmacy</i>	360
		Faculty of Medicine	360
		Faculty of Dentistry	362
		Faculty of Nursing and Midwifery	363
		Faculty of Pharmacy	364
		<i>Division of Natural Sciences</i>	365
		Faculty of Agriculture, Food and Natural Resources	365
		Faculty of Science	365
		Faculty of Veterinary Science	368

INTRODUCTION

INTRODUCTION

The University of Sydney is a leading, comprehensive research and teaching community. It aims to create and sustain a community in which, for the benefit of both Australia and the wider world, the brightest researchers and the most promising students can thrive and realise their full potential, whatever their social or cultural background.

This purpose resonates with the historical objectives of the institution. The University was incorporated by the Parliament of New South Wales on 1 October 1850, making it the first university to be established in Australia, and it can make a strong claim to being the first university in the world to admit students purely on the basis of academic merit, albeit only male students at that time. It was also among the first universities in Australia to admit women students in the 1880s.

Under the University of Sydney Act 1989 (as amended), the University's principal functions include:

- the provision of facilities for education and research of university standard
- the encouragement of the dissemination, advancement, development and application of knowledge informed by free enquiry
- the provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community
- the participation in public discourse
- the conferring of degrees, including those of bachelor, master and doctor, and the awarding of diplomas, certificates and other awards
- the provision of teaching and learning that engage with advanced knowledge and enquiry.

SENATE

The Senate is the governing authority of the University of Sydney and has the functions conferred or imposed on it by or under the University of Sydney Act 1989.

The Senate oversees all major decisions concerning the conduct of the University, including staff appointments and welfare, student welfare and discipline, financial matters and the physical and academic development of the University.

Comprising 22 fellows and chaired by the Chancellor, the Senate awards all degrees and diplomas and is responsible to the Parliament of New South Wales. The Vice-Chancellor and Principal and the Chair of the Academic Board are both ex-officio members of the Senate.

ACADEMIC BOARD

The Academic Board, which reports to Senate, is responsible for safeguarding the quality of the University's academic activities. It is an elected body that includes staff and student representation from across the University's academic communities.

The Academic Board provides advice to Senate and the Vice-Chancellor on all academic matters, including their relation to the University's strategic priorities and policies, the conditions of appointment and employment of academic staff, the approval of new and revised courses and the maintenance of academic standards.

EXECUTIVE MANAGEMENT

The Vice-Chancellor is the principal administrative officer, or chief executive, of the University and has line-management responsibility for a number of deputy vice-chancellors who, with him, comprise the University's executive team. Directors of strategic administrative areas within the University also report to the Vice-Chancellor.

The Vice-Chancellor chairs the Senior Executive Group (SEG), a management decision-making body including the deans of faculty. SEG is representative of the diverse academic and administrative communities in the University and is accountable to Senate for the academic and financial health of the University.



As at 1 January 2012

GENERAL INFORMATION ABOUT THE UNIVERSITY OF SYDNEY

UNIVERSITY OFFICERS

as at 1 January 2012

Visitor

Her Excellency Professor Marie Roslyn Bashir AC CVO
MB BS HonMD *Sydney*, FRANZCP
From 1 March 2001

Chancellor

Her Excellency Professor Marie Roslyn Bashir AC CVO
MB BS HonMD *Sydney*, FRANZCP
Elected 1 June 2007

Deputy Chancellor

Alan Cameron AO
BA LLM *Sydney*
Elected 4 February 2008

Vice-Chancellor and Principal

Dr Michael Spence
BA LLB *Sydney* DPhil PGDipTheol *Oxf*

Deputy Vice-Chancellors

Provost and Deputy Vice-Chancellor

Professor Stephen R Garton
BA *Sydney* PhD *UNSW*, FAHA FASSA FRAHS

Deputy Vice-Chancellor (Education) and Registrar

Professor Derrick Armstrong
BA *Lond* MA PhD *Lanc*

Deputy Vice-Chancellor (Strategic Management)

Professor Ann M Brewer
BA *Macquarie* MCom PhD *UNSW*

Deputy Vice-Chancellor (Indigenous Strategy and Services)

Professor Shane Houston
PhD *Curtin*

Deputy Vice-Chancellor (International)

Professor John Patrick Hearn
MSc *Dublin* PhD *ANU*

Deputy Vice-Chancellor (Research)

Professor Jill Trehwella
MSc *UNSW* PhD *Sydney*, FAAAS

General Counsel

Richard Fisher AM
MEc *UNE* LLB *Sydney*

Chair of the Academic Board

Associate Professor Peter McCallum
BMus *Dunelm* MMus *Lond* PhD *Sydney*, DSCM
Elected 12 December 2009

Deans

Division of Architecture and Creative Arts

Faculty of Architecture, Design and Planning
Professor John Redmond
BA *CSAD* MA(RCA) *RCA* DipID(Eng) *CSAD*, FRSA AADM *FDIA*

Sydney College of the Arts
Professor Colin Rhodes
BA *Lond* MA PhD *Essex*

Sydney Conservatorium of Music
Professor Anna Reid (Acting)
BMus MEdAdmin *UNE* PhD *UTS*

Division of Business

The University of Sydney Business School
Professor Tyrone Carlin (acting)
MCom *UNSW* LLM *Sydney* PhD *Macquarie*, GradDipFin *SIA*, CA
CPA FFin MFP

Division of Engineering and Information Technologies

Faculty of Engineering and Information Technologies
Professor Archie Johnston
PhD *H-W*, FTSE FIEAust EngExec FICE FAICD

Division of Health Sciences

Faculty of Health Sciences
Professor Gwynnyth Llewellyn
BA MEd *UNE* PhD *Sydney* DipContEd *UNE* DipOT *NSWCollOT*

Division of Humanities and Social Sciences

Faculty of Arts and Social Sciences
Professor Duncan Ivison
BA *McGill* MSc PhD *LSE*

Faculty of Education and Social Work
Professor Robert J Tierney
MEd PhD *Georgia*

Faculty of Law
Professor Gillian Triggs
LLB *Melbourne* LLM *SMU* PhD *Melbourne*

Division of Medicine, Dentistry, Nursing and Pharmacy

Faculty of Medicine
Professor Bruce Robinson
MD BS MSc *Sydney*, FRACP

Faculty of Dentistry
Professor Chris Peck
MScDent *Sydney* PhD *BrCol* GradDipScMed (Pain) *Sydney*,
GAIC

Faculty of Nursing and Midwifery
Professor Jill White
BEd *SCAE* MEd *Sydney* PhD *Adelaide* AssDipNEd *Cumb*, RN
RM

Faculty of Pharmacy
Professor Iqbal Ramzan
MSc PhD *Sydney* DipPharm *CIT(NZ)*, MPS

Division of Natural Sciences

Faculty of Agriculture, Food and Natural Resources
Professor Mark Adams
BSc PhD *Melbourne*

Faculty of Science
Professor Trevor Hambley
BSc *UWA* PhD *Adelaide*, FRACI CChem

Faculty of Veterinary Science
Professor Rosanne Taylor
BVSc DipVetClinStud PhD GradCertHighE *Sydney*

SENATE

as at March 2012

Chancellor

Her Excellency Professor Marie Roslyn Bashir AC CVO
MB BS Hon MD *Sydney*, FRANZCP
Chancellor from 1 June 2007

Deputy Chancellor

Mr Alan Cameron AO
BA LLM *Sydney*
(*Fellow appointed by the Minister for Education and Training*)
Deputy Chancellor from 4 February 2008

Pro Chancellor

Mr Alexander (Alec) N Brennan
BSc(Food Technology) *UNSW MBA CityUK*
(*Fellow appointed by the Minister for Education and Training*)
Pro Chancellor from 27 June 2011

Vice-Chancellor and Principal

Dr Michael Spence
BA LLB *Sydney* DPhil PGDipTheol *Oxf*
Fellow from 11 July 2008

Chair of the Academic Board

Associate Professor Peter McCallum
BMus *Dunelm* MMus *Lond* PhD *Sydney*, DSCM
Fellow from 12 December 2009

APPOINTED

Six external Fellows appointed by the Minister for Education and Training for four years:

Mr Alexander N Brennan
BSc(Food Technology) *UNSW MBA City(UK)*
Fellow from 1 January 2006

Mr Alan Cameron AO
BA LLM *Sydney*
Fellow from 1 January 2004

Mrs Dorothy J Hoddinott AO
MA DipEd *Sydney*, FACE FACEL
Fellow from 1 January 2010

Mr Kevin McCann AM
BA LLB *Sydney* LLM *Harvard*, FAICD
Fellow from 9 March 2010

Mr David Mortimer AO
BEc *Sydney*, FCPA
Fellow from 1 January 2010

Ms Rachel Perkins
Fellow from 1 August 2011

One Fellow appointed by Senate for four years from 1 March 2011:

Mr Robert Leece AM RFD
BE *Sydney* MEngSc *UNSW MBA Macq*, FIEAust CPEng
Fellow from 1 March 2011

ELECTED**Four Fellows elected by and from the academic staff for two years from 1 June 2011:**

Professor Marian P Baird
BEc DipEd PhD *Sydney*
Fellow from 1 June 2011

Professor Richard H (Dick) Bryan
MEc *Monash* DPhil *Sussex*
Fellow from 1 June 2011

Professor Christopher R (Chris) Murphy
BSc *Adelaide* PhD *Flinders* DSc *Sydney*
Fellow from 1 June 2011

Associate Professor Ariadne Vromen
BSocSc PhD *UNSW* MA *Sydney*
Fellow from 1 June 2011

One Fellow elected by and from the non-academic staff for two years from 1 June 2011:

Ms Kim Wilson
MA *Macquarie*
Fellow from 1 December 2001

One Fellow elected by and from the undergraduate students for one year from 1 December 2011:

Mr Benjamin G (Ben) Veness
BAcc *UTS*, GAICD
Fellow from 1 December 2010

One Fellow elected by and from the postgraduate students for one year from 1 December 2011:

Mr James P Flynn
BComm(Liberal Studies) *Sydney*
Fellow from 1 December 2011

Five Fellows elected by and from the graduates of the University for four years from 1 December 2009:

Dr Barry R Catchlove
MB BS *Sydney*, FRACP FRACMA FCHSE
Fellow from 1 December 2009

Dr Michael C Copeman
BA MB BS *Sydney* DPhil *Oxf*
Fellow from 22 February 1996 to 30 November 2001, and from 1 December 2005

Mr Peter J FitzSimons AM
BA *Sydney*
Fellow from 1 December 2009

Ms Jane F Spring
BEc LLB MPA *Sydney*, ACIS CSA
Fellow from 1 December 2009

Mr David W Turner
BArch MDesSc *Sydney*, FAIA
Fellow from 1 December 2009

ACADEMIC BOARD

as at 1 January 2012

Chair

Associate Professor Peter McCallum

Vice-Chancellor

Dr Michael Spence

EX OFFICIO MEMBERS

Deputy Vice-Chancellors

Deputy Vice-Chancellor (International)

Professor John Hearn

Provost and Deputy Vice-Chancellor

Professor Stephen Garton

Deputy Vice-Chancellor (Education) and Registrar

Professor Derrick Armstrong

Deputy Vice-Chancellor (Indigenous Strategy and Services)

Professor Shane Houston

Deputy Vice-Chancellor (Research)

Professor Jill Trehwella

Deputy Vice-Chancellor (Strategic Management)

Professor Ann Brewer

Deans

Faculty of Agriculture, Food and Natural Resources

Professor Mark Adams

Faculty of Architecture, Design and Planning

Professor John Redmond

Faculty of Arts and Social Sciences

Professor Duncan Ivison

Faculty of Dentistry

Professor Chris Peck

Faculty of Education and Social Work

Professor Rob Tierney

Faculty of Engineering and Information Technologies

Professor Archie Johnston

Faculty of Health Sciences

Professor Gwynnyth Llewellyn

Faculty of Law

Professor Gillian Triggs

Faculty of Medicine

Professor Bruce Robinson

Faculty of Nursing and Midwifery

Professor Jill White

Faculty of Pharmacy

Professor Iqbal Ramzan

Faculty of Science

Professor Trevor Hambley

Sydney College of the Arts

Professor Colin Rhodes

Sydney Conservatorium of Music

Professor Anna Reid (Acting)

The University of Sydney Business School

Professor Tyrone Carlin (Acting)

Faculty of Veterinary Science

Professor Roseanne Taylor

University Librarian

Ms Su Hanfling (Acting)

Director of the Koori Centre

Dr Janet Mooney

Director, Teaching and Learning

Associate Professor Simon Barrie

Director of the International Office

Mr Peter Ball

Director of Student Lifecycle Management

Ms Gillian Luck

Director of Academic Affairs

Professor Marie Carroll

President of the Students' Representative Council (SRC)

Ms Phoebe Drake

President of the Sydney University Postgraduate

Representative Association (SUPRA)

Mr Angelus Morningstar

Elected academic staff members of Faculties

Faculty of Agriculture, Food and Natural Resources

Associate Professor Ross Drynan

Associate Professor Robyn McConchie

Dr Tihomir Ancev

Dr Tina Bell

Faculty of Architecture, Design and Planning

Professor Richard de Dear

Dr Krishna Shrestha

Mr Martin Tomitsch

Faculty of Arts and Social Sciences

Professor David Goodman

Associate Professor Benjamin Goldsmith

Dr Salvatore Babones

Dr Fran Collyer

Dr Kathryn Welch

Faculty of Dentistry

Associate Professor Hans Zoellner

Dr Stephen Cox

Ms Wendy Currie

University of Sydney Business School

Professor Michael McKenzie

Professor John Shields

Associate Professor Philip Seltsikas

Ms Patty Kamvounias

Ms Pearl Rozenberg

Faculty of Education and Social Work

Professor Alison Elliott

Associate Professor Michael Anderson

Associate Professor Judy Anderson

Dr Ruth Phillips

Faculty of Engineering and Information Technologies

Professor Alan Fekete

Associate Professor Philip Leong

Dr Douglass Auld

Dr Vincent Gomes

Dr Tim Wilkinson

Faculty of Health Sciences

Professor Elias Mpofu

Professor Stephanie Short

Associate Professor Jack Crosbie

Dr Roger Bourne

Dr Rose Leontini

Faculty of Law

Professor Ben Saul

Associate Professor Anne Twomey

Mr Fady Aoun

Mr James Glister

Faculty of Medicine

Professor Andrew Holland

Professor Merrilyn Walton

Dr Peter Knight

Vacancy

Vacancy

Faculty of Nursing and Midwifery

Associate Professor Jenny Fraser

Dr Murray Fisher

Dr Andrea McCloughen

Faculty of Pharmacy

Professor Kim Chan

Professor Paul Groundwater

Professor Ines Krass

Faculty of Science

Professor Scott Kable

Associate Professor Tony Masters

Associate Professor Frank Seebacher

Ms Helen Agus

Dr Caleb Owens

Sydney College of the Arts

Professor Brad Buckley

Ms Jane Gavan

Mr Andrew Lavery

Sydney Conservatorium of Music

Professor Anna Reid

Associate Professor Kathryn Marsh

Dr Rowena Cowley

Dr David Larkin

Faculty of Veterinary Science

Associate Professor Merran Govendir

Dr Roslyn Bathgate

Dr Katrina Bosward

Dr Peter White

Elected student members

Faculty of Agriculture, Food and Natural Resources

Ms Audrey Deheinzelin

Faculty of Architecture, Design and Planning

Mr Stephen Clement

Faculty of Arts and Social Sciences

Mr Robert Magyar

Faculty of Dentistry

Vacancy

University of Sydney Business School

Ms Katherine Russett

Faculty of Education and Social Work

Ms Karina Scott

Faculty of Engineering and Information Technologies

Mr Andrew Clayphan

Faculty of Health Sciences

Ms Christy Ward

Faculty of Law

Vacancy

Faculty of Medicine

Mr Richard Arnold

Faculty of Nursing and Midwifery

Ms Megan Payne

Faculty of Pharmacy

Mr Shervin Amirtabar

Faculty of Science

Vacancy

Sydney College of the Arts

Ms Meghan Rheynolds

Sydney Conservatorium of Music

Mr Timothy Harries

Faculty of Veterinary Science

Vacancy

Board of Studies in Indigenous Studies

Ms Alicia Johnson

Appointed members

Associate Professor Jane Hanrahan (Faculty of Pharmacy)

Co-opted members

Professor Kevin Parton (Dean, Faculty of Rural Management)

Secretary

The Secretary to Senate, or the Secretary's nominee, is to act as Secretary to the Academic Board

Ms Megan Kemmis (nominee)

SENIOR EXECUTIVE GROUP

as at March 2012

SENIOR EXECUTIVE GROUP

The authority vested by the statutes of the University in the person of the Vice-Chancellor is exercised through the University's Senior Executive Group (SEG). Operating within a context set by the Senate, the Senate's rules and in particular its delegations of decision-making authority to officers of the University, SEG's terms of reference are to:

- oversee the implementation of the University's strategic plan
- account to Senate for the financial and academic viability and sustainability of the University
- protect and enhance the position and reputation of the University
- oversee performance monitoring and improvement, regulatory compliance and quality assurance processes
- maintain the University's risk register and ensure appropriate risk mitigation within the context of the overall Risk Framework
- oversee the University's curriculum, teaching, research and research training, in conjunction with the Academic Board
- oversee the University's human resources management and capability planning
- review the University's budget prior to its presentation for Senate approval
- prioritise digital and physical infrastructure projects
- oversee, in conjunction with the Academic Board, the programs of faculty reviews conducted jointly by the Curriculum Committee and the Academic Board
- review and approve SEG committee and divisional board recommendations regarding policies, procedures, programs and initiatives
- negotiate compacts with divisions regarding their research and teaching excellence strategies.

SEG's membership comprises the Vice-Chancellor (chair), all deputy vice-chancellors, the Chair of the Academic Board, proportional representation of each of the seven academic divisions (including the dean of each of the University's 16 faculties), the Director of Human Resources and the Chief Financial Officer. A number of senior members of staff routinely attended SEG meetings to assist it with the conduct of its business and with the communication and implementation of its decisions.

SEG's decision-making is underpinned by a number of committees and divisional boards that undertake detailed analysis and planning in particular areas of expertise and interest. The work of these committees and divisional boards intersects at many points.

SEG COMMITTEES

The SEG committees focus on key University-wide themes, such as education and research training, finance and infrastructure, and curriculum and course planning. They

provide expert, high-level strategic advice to SEG, and engage SEG members, along with other experts, in the detailed preparation of matters for SEG consideration.

There are 15 SEG committees:

- Alumni, Development and Marketing Committee
- Charles Perkins Centre Governing Committee
- Colleges Consultative Committee
- Community Engagement Committee
- Curriculum and Course Planning Committee
- Education Committee
- Finance and Infrastructure Committee
- Human Resources and Equity Committee
- Indigenous Strategy and Services Committee
- Information and Cultural Resources Committee
- International Committee
- Research Committee
- Research Training Committee
- University Services Steering Committee
- Work Health and Safety Committee

DIVISIONAL BOARDS

The SEG divisional boards are charged with detailed strategic planning, portfolio analysis, and educational and research reform for groups of cognate faculties. Their focus is not on University-wide strategies, but on the particularities of diverse educational and research communities.

The divisional boards are composed as follows:

Division of Architecture and Creative Arts (Faculty of Architecture, Design and Planning, Sydney College of the Arts, Sydney Conservatorium of Music)

Division of Business (The University of Sydney Business School)

Division of Engineering and Information Technologies (Faculty of Engineering and Information Technologies)

Division of Health Sciences (Faculty of Health Sciences)

Division of Humanities and Social Sciences (Faculty of Arts and Social Sciences, Faculty of Education and Social Work, Faculty of Law)

Division of Medicine, Dentistry, Nursing And Pharmacy (Faculty of Dentistry, Faculty of Nursing and Midwifery, Faculty of Pharmacy, Sydney Medical School)

Division of Natural Sciences (Faculty of Agriculture, Food and Natural Resources, Faculty of Science, Faculty of Veterinary Science)

More information about the membership and terms of reference of SEG and its committees is available at sydney.edu.au/senior_executive_group

STATUTES AND REGULATIONS



Royal Charter of the University of Sydney

Approved by: Queen Victoria
Date of effect: 27 February 1858

February 27th, 1858

VICTORIA, by the Grace of God, of the United Kingdom of Great Britain and Ireland, Queen, Defender of the Faith, to all to whom these presents shall come Greeting: Whereas under and by virtue of the provisions of an Act of the Governor and Legislative Council of our Colony of New South Wales, passed in the fourteenth year of our reign, No. 31, intituled 'An Act to Incorporate and Endow the University of Sydney', and to which our Royal Assent was granted on the 9th day of December, One Thousand Eight Hundred and Fifty-one, a Senate, consisting of Sixteen Fellows, was incorporated and made a body politic with perpetual succession, under the name of the University of Sydney, with power to grant, after Examination, the several degrees of Bachelor of Arts, Master of Arts, Bachelor of Laws, Doctor of Laws, Bachelor of Medicine, and Doctor of Medicine, and to examine for Medical Degrees in the four Branches of Medicine, Surgery, Midwifery and Pharmacy. And whereas our trusty and well-beloved Sir William Thomas Denison, Knight Commander of our most honourable Order of the Bath, Lieutenant-Colonel in the Royal Engineers, our Captain-General and Governor-in-Chief in and over our said Colony, has transmitted to us the humble Petition of the Senate of the said University of Sydney under their common seal, dated the 9th day of February, One Thousand Eight Hundred and Fifty-seven, wherein is set forth a statement of the establishment of the said University, the appointment of learned Professors of the Faculty of Arts, and the Provisions adopted and to be adopted in respect of the Faculties of Laws and Medicine, and the course of Education and discipline for the Scholars, Undergraduates, and Graduates of the said University, and in which it is humbly submitted that the standard of acquirements which must be attained by Graduates in the University of Sydney is not below that prescribed by the most learned Universities of the United Kingdom, and the direction of the studies in the said University has been committed to Professors who have highly distinguished themselves in British Universities, that the rules under which the high standard in the University has been fixed cannot be altered without the approval of our representative in the Colony, and that there is invested in him the power of interference should the rules laid down be unduly relaxed in practice, and that, therefore, the Memorialists confidently hope that the Graduates of the University of Sydney will not be inferior in scholastic requirements to the majority of Graduates of British Universities, and that it is desirable to have the degrees of the University of Sydney generally recognised throughout our dominions; and it is also humbly submitted that although our Royal Assent to the Act of Legislature of New South Wales hereinbefore recited fully satisfies the principle of our law that the power of granting degrees should flow from the Crown, yet that as that assent was conveyed through an Act which has effect only in the territory of New South Wales, the *Memorialists believe that the degrees granted by the said University under the authority*

of the said Act, are not legally entitled to recognition beyond the limits of New South Wales; and the Memorialists are in consequence most desirous to obtain a grant from us of Letters Patent requiring all our subjects to recognise the degrees given under the Act of the Local Legislature in the same manner as if the said University of Sydney had been an University established within the United Kingdom under a Royal Charter or an Imperial enactment; and the Memorialists therefore hereby most humbly pray that we will be pleased to take the premises into our gracious consideration and grant to the University of Sydney Letters Patent effective of the object therein set forth.

NOW KNOW YE that we, taking the premises into consideration, and deeming it to be the duty of our Royal office, and for the advancement of religion and morality and the promotion of useful knowledge to hold forth to all classes and denominations of our faithful subjects, without any distinction whatsoever, throughout our dominions *encouragement for pursuing a regular and liberal course of education*, and considering that many persons do prosecute and complete their studies in the Colony of New South Wales, on whom it is just to confer such distinctions and rewards as may induce them to persevere in their laudable pursuits; do, by virtue of our Prerogative Royal and our especial Grace and certain knowledge and mere motion, by these presents of us, our heirs and successors, will, grant and declare that the Degrees of Bachelor of Arts, Master of Arts, Bachelor of Laws, Doctor of Laws, Bachelor of Medicine, and Doctor of Medicine, already granted or conferred or hereafter to be granted or conferred by the Senate of the said University of Sydney shall be recognised as Academic distinctions and rewards of merit *and be entitled to rank, precedence, and consideration in our United Kingdom and in our Colonies and possessions throughout the world as fully as if the said Degree had been granted by any University of our said United Kingdom.* And we further will and ordain that *any variation of the Constitution of the said University* which may at any time or from time to time be made by an Act of the said Governor and Legislature shall not, *so long as the same or a like standard of knowledge is in the opinion of the said Governor preserved as a necessary condition for obtaining the aforesaid degrees therein*, in any manner annul, abrogate, circumscribe, or diminish the privileges conferred on the said University by these our Royal Letters Patent, nor the ranks, rights, privileges, and consideration conferred by such degrees. And, lastly, we do hereby for us, our heirs, and successors, grant and declare that these our Letters Patent or the enrolment or exemplification thereof shall be in and by all things valid and effectual in law according to the true intent and meaning of same, and shall be construed and adjudged in the most favourable and beneficial sense to the best advantage of the said University, as well in all our courts as elsewhere, notwithstanding any non-recital, uncertainty, or imperfection in these our Letters Patent. In witness whereof we have caused these our Letters to be made Patent.

Witness ourself at Westminster, the Twenty-seventh day of February, in the Twenty-first year of our Reign.

BY WARRANT under the Queen's sign manual.

C. ROMILLY



University of Sydney Act 1989 (as amended)

Assented to by: the NSW Government on 30 August 1989

Date of effect: 1 January 1990

Latest amendment assented to by: the NSW Government on 25 October 2011

Date of effect: 25 October 2011

Long Title

An Act with respect to the constitution and functions of the University of Sydney; to repeal the *University and University Colleges Act 1900*; and for other purposes.

University of Sydney Act 1989

Part 1 Preliminary

1 Name of Act

This Act may be cited as the *University of Sydney Act 1989*.

2 Commencement

- (1) This Act (section 40 (2)–(4) excepted) commences on a day or days to be appointed by proclamation.
- (2) The provisions of section 40 (2)–(4) commence on the date of assent to this Act.

3 Definitions

- (1) In this Act:

academic college means a college established by or under Part 5.

advisory council means an advisory council established under Part 5.

Bachelor means any person on whom the degree of Bachelor has been conferred by the University.

commercial functions of the University means the commercial functions described in section 6 (3) (a).

Doctor means any person on whom the degree of Doctor has been conferred by the University.

Fellow means a member of the Senate.

incorporated college means Sancta Sophia College, St Andrew's College, St John's College, St Paul's College, Wesley College or the Women's College.

Master means any person on whom the degree of Master has been conferred by the University.

principal, in relation to an incorporated college, means the master, warden, rector or other person who is the head of the college.

residential college means an incorporated college or a college (other than an academic college) established under this Act.

Senate means the Senate of the University.

University means the University of Sydney established by this Act.

- (2) In this Act, a reference to a graduate of the University is a reference to:
- (a) a person who is the recipient of a degree, or of such other diploma, award or certificate as may be prescribed by the by-laws, conferred or awarded by the University, or
 - (b) a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded:
 - (i) by or on behalf of any former institution that has, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, or
 - (ii) by any predecessor of any such institution.
- (3) In this Act:
- (a) a reference to a function includes a reference to a power, authority and duty, and
 - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (4) Notes included in this Act do not form part of this Act.

Part 2 Constitution and functions of the University

4 Establishment of University

A University, consisting of:

- (a) a Senate,
 - (b) Convocation,
 - (c) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and
 - (d) the graduates and students of the University,
- is established by this Act as a continuation of the University of Sydney established by Act 14 Vic No 31.

5 Incorporation of University

The University is a body corporate under the name of The University of Sydney.

6 Object and functions of University

- (1) The object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.
- (2) The University has the following principal functions for the promotion of its object:
 - (a) the provision of facilities for education and research of university standard,
 - (b) the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry,
 - (c) the provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community,
 - (d) the participation in public discourse,
 - (e) the conferring of degrees, including those of Bachelor, Master and Doctor, and the awarding of diplomas, certificates and other awards,
 - (f) the provision of teaching and learning that engage with advanced knowledge and inquiry,

- (g) the development of governance, procedural rules, admission policies, financial arrangements and quality assurance processes that are underpinned by the values and goals referred to in the functions set out in this subsection, and that are sufficient to ensure the integrity of the University's academic programs.
- (3) The University has other functions as follows:
- (a) the University may exercise commercial functions comprising the commercial exploitation or development, for the University's benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others,
- (b) the University may develop and provide cultural, sporting, professional, technical and vocational services to the community,
- (c) the University has such general and ancillary functions as may be necessary or convenient for enabling or assisting the University to promote the object and interests of the University, or as may complement or be incidental to the promotion of the object and interests of the University,
- (d) the University has such other functions as are conferred or imposed on it by or under this or any other Act.
- (4) The functions of the University may be exercised within or outside the State, including outside Australia.

7 Facilities for students, staff and others

The University may, for the purposes of or in connection with the exercise of its functions, provide such facilities for its students and staff and other members of the university community as the University considers desirable.

Part 3 The Senate, authorities and officers of the University

8 The Senate

- (1) There is to be a Senate of the University.
- (2) The Senate is the governing authority of the University and has the functions conferred or imposed on it by or under this Act.

9 Constitution of Senate

- (1) The Senate is to consist of:
- (a) 3 official members, being:
- (i) the Chancellor (if the Chancellor is not otherwise a member of the Senate), and
- (ii) the Vice-Chancellor, and
- (iii) the person for the time being holding the office of presiding member of the Academic Board (if that person is not the Vice-Chancellor) or of deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor), and
- (b) 6 external persons appointed by the Minister, one of whom is nominated by the Senate for appointment otherwise than pursuant to subsection (2), and
- (c) one external person appointed by the Senate, and
- (d) 4 persons:
- (i) who are members of the academic staff of the University, and
- (ii) who have such qualifications as may be prescribed by the by-laws, and
- (iii) who are elected by members of the academic staff of the University in the manner prescribed by the by-laws, and
- (e) one person:
- (i) who is a member of the non-academic staff of the University, and
- (ii) who has such qualifications as may be prescribed by the by-laws, and

- (iii) who is elected by members of the non-academic staff of the University in the manner prescribed by the by-laws, and
- (f) one person:
 - (i) who is an undergraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
 - (ii) who has such qualifications as may be prescribed by the by-laws, and
 - (iii) who is elected by undergraduate students of the University in the manner prescribed by the by-laws, and
- (g) one person:
 - (i) who is a postgraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
 - (ii) who has such qualifications as may be prescribed by the by-laws, and
 - (iii) who is elected by postgraduate students of the University in the manner prescribed by the by-laws, and
- (h) 5 external persons:
 - (i) who are graduates of the University, and
 - (ii) who have such qualifications as may be prescribed by the by-laws, and
 - (iii) who are elected by graduates of the University in the manner prescribed by the by-laws.
- (2) The Minister may appoint a person who is a member of the Parliament of New South Wales under subsection (1) (b) but only if the person is nominated by the Senate for appointment.

No more than 2 such persons may hold office at any one time as appointed members under subsection (1) (b).

- (3) Of the members of the Senate:
 - (a) at least 2 must have financial expertise (as demonstrated by relevant qualifications and by experience in financial management at a senior level in the public or private sector), and
 - (b) at least one must have commercial expertise (as demonstrated by relevant experience at a senior level in the public or private sector).
- (4) All appointed members of the Senate must have expertise and experience relevant to the functions exercisable by the Senate and an appreciation of the object, values, functions and activities of the University.
- (5) The majority of members of the Senate must be external persons.
- (6) The by-laws are to prescribe the procedures for the nomination of persons for appointment as members of the Senate.
- (7) Schedule 1 has effect in relation to the members and procedure of the Senate.
- (8) A reference in this section to members of the academic staff of the University includes a reference to such persons as the by-laws declare to be members of the academic staff of the University for the purposes of this section.
- (9) A reference in this section to external persons is a reference to persons who are not members of the academic or non-academic staff of the University or undergraduate or postgraduate students of the University.

10 Chancellor

- (1) Whenever a vacancy in the office of Chancellor occurs, the Senate must elect a person (whether or not a Fellow) to be Chancellor of the University.
- (2) The Chancellor, unless he or she sooner resigns or is removed from office as Chancellor or ceases to be a Fellow, holds office for such period (not exceeding 4 years), and on such conditions, as may be prescribed by the by-laws.
- (3) The Chancellor has the functions conferred or imposed on the Chancellor by or under this or any other Act.

11 Deputy Chancellor

- (1) Whenever a vacancy in the office of Deputy Chancellor occurs, the Senate must elect a Fellow to be Deputy Chancellor of the University.
- (2) The Deputy Chancellor, unless he or she sooner resigns or is removed from office as Deputy Chancellor or ceases to be a Fellow, holds office for such period (not exceeding 2 years), and on such conditions, as may be prescribed by the by-laws.
- (3) In the absence of the Chancellor, or during a vacancy in the office of Chancellor or during the inability of the Chancellor to act, the Deputy Chancellor has all the functions of the Chancellor.

11A Removal from office of Chancellor or Deputy Chancellor

- (1) The Senate may remove the Chancellor or Deputy Chancellor from office by a no confidence motion passed in accordance with this section if it considers it in the best interests of the University to do so.
- (2) The removal from office may be effected only if the no confidence motion is supported by at least a two-thirds majority of the total number of Fellows for the time being of the Senate at two consecutive ordinary meetings of the Senate.
- (3) The Chancellor or Deputy Chancellor may be removed from office under this section despite section 26G (6) and without the need to establish any breach of duty.
- (4) This section applies to the Chancellor and Deputy Chancellor holding office on the commencement of this section and all subsequent holders of those offices.

12 Vice-Chancellor

- (1) Whenever a vacancy in the office of Vice-Chancellor occurs, the Senate must appoint a person (whether or not a Fellow) to be Vice-Chancellor of the University.
- (2) The Vice-Chancellor, unless he or she sooner resigns as Vice-Chancellor, holds office for such period, and on such conditions, as the Senate determines.
- (3) The Vice-Chancellor is the principal executive officer of the University and has the functions conferred or imposed on the Vice-Chancellor by or under this or any other Act.
- (4) If a person who is not a Fellow is appointed at any time to act in the place of the Vice-Chancellor, that person is, while so acting, to be taken to be a Fellow.

13 Visitor

- (1) The Governor is the Visitor of the University but has ceremonial functions only.
- (2) Accordingly, the Visitor has no functions or jurisdiction with respect to the resolution of disputes or any other matter concerning the affairs of the University (other than a matter involving the exercise of ceremonial functions only).

14 Convocation

- (1) Convocation consists of:
 - (a) the Fellows and former Fellows of the Senate,
 - (b) the graduates of the University,
 - (c) the persons referred to in section 34,
 - (d) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and
 - (e) such graduates of other universities, or other persons, as are, in accordance with the by-laws, admitted as members of Convocation.
- (2) Subject to the by-laws, meetings of Convocation are to be convened and the business at the meetings is to be as determined by Convocation.
- (3) A quorum at any meeting of Convocation is to be such number of members as may be prescribed by the by-laws.
- (4) Convocation has such functions as may be prescribed by the by-laws.
- (5) The Senate may establish a Standing Committee and such other committees of Convocation as it considers necessary.

15 Academic Board

- (1) There is to be an Academic Board of the University, consisting of:
 - (a) the Vice-Chancellor, and
 - (b) such other persons as the Senate may, in accordance with the by-laws, determine.
- (2) Subject to subsection (1), the constitution and functions of the Academic Board are to be as prescribed by the by-laws.

Part 4 Functions of Senate

Division 1 General

16 Functions of Senate

- (1A) The Senate:
 - (a) acts for and on behalf of the University in the exercise of the University's functions, and
 - (b) has the control and management of the affairs and concerns of the University, and
 - (c) may act in all matters concerning the University in such manner as appears to the Senate to be best calculated to promote the object and interests of the University.
- (1B) Without limiting the functions of the Senate under subsection (1A), the Senate is, in controlling and managing the affairs and concerns of the University:
 - (a) to monitor the performance of the Vice-Chancellor, and
 - (b) to oversee the University's performance, and
 - (c) to oversee the academic activities of the University, and
 - (d) to approve the University's mission, strategic direction, annual budget and business plan, and
 - (e) to oversee risk management and risk assessment across the University (including, if necessary, taking reasonable steps to obtain independent audit reports of entities in which the University has an interest but which it does not control or with which it has entered into a joint venture), and
 - (f) to approve and monitor systems of control and accountability for the University (including in relation to controlled entities within the meaning of section 16A), and
 - (g) to approve significant University commercial activities (within the meaning of section 26A), and
 - (h) to establish policies and procedural principles for the University consistent with legal requirements and community expectations, and
 - (i) to ensure that the University's grievance procedures, and information concerning any rights of appeal or review conferred by or under any Act, are published in a form that is readily accessible to the public, and
 - (j) to regularly review its own performance (in light of its functions and obligations imposed by or under this or any other Act), and
 - (k) to adopt a statement of its primary responsibilities, and
 - (l) to make available for Fellows a program of induction and of development relevant to their role as a Fellow.
- (1) Without limiting the functions of the Senate under subsection (1A), the Senate may, for and on behalf of the University in the exercise of the University's functions:
 - (a) provide such courses, and confer such degrees (including ad eundem degrees and honorary degrees) and award such diplomas and other certificates, as it thinks fit,
 - (b) appoint and terminate the appointment of academic and other staff of the University,
 - (c) (Repealed)
 - (d) borrow money within such limits, to such extent and on such conditions as to security or otherwise as the Governor on the recommendation of the Treasurer may approve,
 - (e) invest any funds belonging to or vested in the University,
 - (f) promote, establish or participate in (whether by means of debt, equity, contribution of assets or by other means) partnerships, trusts, companies and other incorporated bodies, or joint ventures (whether or not incorporated),
 - (g) (Repealed)

- (h) authorise any other university or educational institution (whether in New South Wales or elsewhere) to confer degrees, or to award diplomas or other certificates, on behalf of the University,
- (i) make loans and grants to students, and
- (j) impose fees, charges and fines.
- (2) The functions of the Senate under this section are to be exercised subject to the by-laws.
- (3) Schedule 2 has effect in relation to the investment of funds by the Senate.

Note. The *Annual Reports (Statutory Bodies) Act 1984* regulates the making of annual reports to Parliament by the Senate and requires the Senate to report on the University's operations (including in relation to risk management and insurance arrangements) and a range of financial and other matters.

16A Controlled entities

- (1) The Senate must ensure that a controlled entity does not exercise any function or engage in any activity that the University is not authorised by or under this Act to exercise or engage in, except to the extent that the Senate is permitted to do so by the Minister under this section.
- (2) The Minister may, by order in writing, permit the Senate to authorise a controlled entity to exercise a function or engage in an activity of the kind referred to in subsection (1). Permission may be given in respect of a specified function or activity or functions or activities of a specified class.
- (3) The Governor may make regulations providing that subsection (1) does not apply to functions or activities of a specified class.
- (4) Nothing in the preceding subsections confers power on a controlled entity to engage in any activity.
- (5) Nothing in the preceding subsections affects any obligations imposed on a controlled entity by or under any Act or law, other than an obligation imposed on the controlled entity by the Senate at its discretion.
- (5A) The Senate is, as far as is reasonably practicable, to ensure:
 - (a) that the governing bodies of controlled entities:
 - (i) possess the expertise and experience necessary to provide proper stewardship and control, and
 - (ii) comprise, where possible, at least some members who are not members of the Senate or members of staff, or students, of the University, and
 - (iii) adopt and evaluate their own governance principles, and
 - (iv) document, and keep updated, a corporate or business strategy containing achievable and measurable performance targets, and
 - (b) that a protocol is established regarding reporting by governing bodies of controlled entities to the Senate.
- (6) In this section:

controlled entity means a person, group of persons or body of which the University or Senate has control within the meaning of a standard referred to in section 39 (1A) or 45A (1A) of the *Public Finance and Audit Act 1983*.

17 Delegation by Senate

The Senate may, in relation to any matter or class of matters, or in relation to any activity or function of the University, by resolution, delegate all or any of its functions (except this power of delegation) to:

- (a) any member or committee of the Senate,
- (b) any authority or officer of the University (including any advisory council), or
- (c) any other person or body prescribed by the by-laws.

17A Operation of certain Acts

Nothing in this Act limits or otherwise affects the operation of the *Ombudsman Act 1974*, the *Public Finance and Audit Act 1983* or the *Annual Reports (Statutory Bodies) Act 1984* to or in respect of the University or the Senate.

17B Recommendations of Ombudsman or Auditor-General

The Senate must include in each annual report of the Senate as part of the report of its operations a report as to any action taken by the Senate during the period to which the report relates to implement any recommendation made in a report of the Ombudsman or the Auditor-General concerning the Senate or the University:

- (a) whether or not the recommendation relates to a referral by the Minister under section 26E, and
- (b) whether or not the recommendation relates to a University commercial activity (as defined in section 26A).

Division 2 Property

18 Powers of Senate relating to property

- (1) The Senate:
 - (a) may acquire by gift, bequest or devise any property for the purposes of this Act and may agree to carry out the conditions of any such gift, bequest or devise, and
 - (b) has the control and management of all property at any time vested in or acquired by the University and may, subject to this section, dispose of property in the name and on behalf of the University.
- (2) The Senate is not, except with the approval of the Minister, to alienate, mortgage, charge or demise any lands of the University.
- (3) Notwithstanding subsection (2), the Senate may, without the approval of the Minister, lease any lands of the University if:
 - (a) the term of the lease does not exceed 21 years, and
 - (b) the Senate is satisfied that it is to the benefit of the University, whether from a financial or educational standpoint or otherwise, that the lease be entered into.
- (4) In the case of a lease of any lands of the University, or any renewal of the lease, to a residential college affiliated with the University, the lease:
 - (a) is to be for a term not exceeding 99 years, and
 - (b) is to be at a nominal rent, and
 - (c) is to contain a condition that the lease is not to be assigned and such other conditions as the Senate thinks fit.
- (5) The rule of law against remoteness of vesting does not apply to or in respect of any condition of a gift, bequest or devise to which the University has agreed.

19 Powers of Senate over certain property vested in Crown

- (1) Where any property used for the conduct of the University is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the Senate has the control and management of that property and is responsible for its maintenance.
- (2) Nothing in subsection (1) enables the Senate to alienate, mortgage, charge or demise any land vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise).
- (3) Notwithstanding subsection (2), the Senate may (on behalf of the Crown or a Minister of the Crown) lease land of which it has, pursuant to this section, the control and management.
- (4) Such a lease:
 - (a) is to be for a term not exceeding 21 years, and
 - (b) is to contain a condition that the lease is not to be assigned and such other conditions as the Senate thinks fit.
- (5) The Senate is, in the exercise of its functions under this section, subject to the control and direction of the Minister.

20 Acquisition of land

- (1) The Minister may, for the purposes of this Act, acquire land (including an interest in land) by agreement or by compulsory process in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.

- (2) The Minister may do so only if the University:
 - (a) applies to the Minister for acquisition of the land, and
 - (b) makes provision to the satisfaction of the Minister for the payment of the purchase price or of compensation for compulsory acquisition (together with all necessary charges and expenses incidental to the acquisition).
- (3) For the purposes of the *Public Works Act 1912*, any acquisition of land under this section is taken to be for an authorised work and the Minister is, in relation to that authorised work, taken to be the Constructing Authority.
- (4) Sections 34, 35, 36 and 37 of the *Public Works Act 1912* do not apply in respect of works constructed under this section.

21 Grant or transfer of certain land to University

- (1) If land on which the University is conducted is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the land may:
 - (a) if it is vested in the Crown—be transferred to the University subject to such trusts, conditions, covenants, provisions, exceptions and reservations as the Minister for Natural Resources thinks fit, or
 - (b) if it is vested in a Minister of the Crown—be conveyed or transferred to the University for such estate, and subject to such trusts and rights of way or other easements, as the Minister in whom the land is vested thinks fit.
- (2) A conveyance, transfer or other instrument executed for the purposes of this section:
 - (a) is not liable to stamp duty under the *Stamp Duties Act 1920*, and
 - (b) may be registered under any Act without fee.

Division 3 Variation of trusts

22 Definitions

In this Division:

donor, in relation to a trust, means the person creating the trust, whether or not the trustee is a volunteer.

prize includes a scholarship or exhibition.

23 Trusts to which Division applies

This Division applies to a trust, whether created before or after the commencement of this section:

- (a) by which any property is held:
 - (i) by the University on trust for a particular purpose, or
 - (ii) by any person on trust for the University for a particular purpose, and
- (b) the terms of which, by reason of the death or incapacity of the donor or otherwise, could not, but for the provisions of this Division, be varied without the order of a court.

24 Variation of amount of prize, scholarship or exhibition

- (1) If:
 - (a) by the terms of a trust for the award from time to time, out of the income from the trust property or its proceeds, of a prize, the prize to be awarded is a fixed amount of money, and
 - (b) in the opinion of the Senate, the value of the amount so fixed has been so affected by monetary inflation that it no longer reflects the intentions of the donor with respect to the value and significance of the prize,
the Senate may request the Minister to effect a variation of the amount of the prize.
- (2) The Minister, if satisfied that it is just and equitable to do so, may determine to vary the amount of the prize in accordance with the Senate's request.
- (3) On delivery to the Senate of an instrument in writing signed by the Minister and specifying such a variation, the trust concerned is varied accordingly.

25 Variation of terms of trust

- (1) If:
 - (a) by the terms of a trust, any property is held:
 - (i) on trust for a charitable purpose, or
 - (ii) on trust for a purpose of the University other than its general purposes, and
 - (b) in the opinion of the Senate, it is impossible or inexpedient to carry out or observe the terms of the trust, whether as to its purpose or any other of its terms,
the Senate may request the Minister to effect a variation of the terms of the trust.
- (2) The Minister, if satisfied that it is just and equitable to do so, and with the concurrence of the Attorney General, may determine to vary the terms of the trust concerned in accordance with the Senate's request.
- (3) In the making of any such determination, regard is to be had:
 - (a) to the extent to which it may be necessary to depart from the terms of the trust concerned in order to avoid the impossibility or inexpediency complained of, and
 - (b) to what appear to have been the intentions of the donor in creating the trust.
- (4) On delivery to the Senate of an instrument in writing signed by the Minister and specifying a variation of the terms of the trust concerned, the trust is varied accordingly.

26 Further variation

A trust that has been varied in accordance with this Division may, in the same manner, be further varied from time to time.

Division 4 Commercial activities

26A Definitions

In this Division:

the Guidelines means the guidelines approved for the time being under section 26B.

University commercial activity means:

- (a) any activity engaged in by or on behalf of the University in the exercise of commercial functions of the University, and
- (b) any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of the University, that is for the time being declared by the Guidelines to be a University commercial activity.

26B Guidelines for commercial activities

- (1) The Minister on the advice of the Treasurer may approve Guidelines requiring specified processes and procedures to be followed in connection with University commercial activities.
- (2) The Senate may submit proposals for the Guidelines to the Minister for approval.
- (3) Without limitation, the Guidelines may contain provision for or with respect to the following in connection with University commercial activities:
 - (a) requiring feasibility and due diligence assessment,
 - (b) requiring the identification of appropriate governance and administrative arrangements (including as to legal structures and audit requirements),
 - (c) requiring the undertaking of risk assessment and risk management measures,
 - (d) regulating and imposing requirements concerning the delegation by the Senate of any of its functions under this Act in connection with University commercial activities,
 - (e) declaring a specified activity to be a University commercial activity for the purposes of paragraph (b) of the definition of that expression in section 26A,
 - (f) establishing a protocol regarding the rights and responsibilities of members of the Senate in relation to commercialisation, with a view to avoiding real or apparent conflicts of interest.

- (4) The Senate must ensure that the Guidelines are complied with.
- (5) The Minister's power to approve Guidelines is not limited by any proposals for Guidelines submitted by the Senate or any failure by the Senate to submit proposals for the Guidelines.
- (6) Guidelines are approved by the Minister by giving notice in writing to the Senate of the approved Guidelines. The power of the Minister on the advice of the Treasurer to approve Guidelines under this section includes the power to amend or rescind and replace the Guidelines from time to time.

26C Register of commercial activities

- (1) The Senate is to maintain a Register of University commercial activities and is to enter and keep in the Register the following details of each of those activities:
 - (a) a description of the activity,
 - (b) details of all parties who participate in the activity,
 - (c) details of any appointment by or on behalf of the University to relevant boards or other governing bodies,
 - (d) details of any meetings at which relevant matters were considered and approved for the purposes of compliance with the Guidelines,
 - (e) such other details as the Guidelines may require.
- (2) The Guidelines may make provision for the following:
 - (a) exempting specified activities or activities of a specified class from all or specified requirements of this section,
 - (b) altering the details to be included in the Register in respect of specified activities or activities of a specified class,
 - (c) enabling related activities to be treated as a single activity for the purposes of the Register.
- (3) The Senate must comply with any request by the Minister to provide the Minister with a copy of the Register or any extract from the Register.

26D Reports to Minister on commercial activities

- (1) The Minister may request a report from the Senate as to University commercial activities or as to any particular University commercial activity or aspect of a University commercial activity.
- (2) The Senate must provide a report to the Minister in accordance with the Minister's request.

26E Referral of matters to Ombudsman or Auditor-General

The Minister may refer a University commercial activity or any aspect of a University commercial activity (whether or not the subject of a report by the Senate to the Minister):

- (a) to the Auditor-General for investigation and report to the Minister, or
- (b) as a complaint to the Ombudsman that may be investigated by the Ombudsman as a complaint under the *Ombudsman Act 1974*.

Part 4A Duties of Fellows

26F Duties of Fellows

The Fellows have the duties set out in Schedule 2A.

26G Removal from office for breach of duty

- (1) The Senate may remove a Fellow from office for breach of a duty set out in Schedule 2A.
- (2) The removal from office may be effected only at a meeting of the Senate of which notice (including notice of the motion that the Fellow concerned be removed from office for breach of duty) was duly given.
- (3) The removal from office may be effected only if the motion for removal is supported by at least a two-thirds majority of the total number of Fellows for the time being.

- (4) The motion for removal must not be put to the vote of the meeting unless the Fellow concerned has been given a reasonable opportunity to reply to the motion at the meeting, either orally or in writing.
- (5) If the Fellow to whom the motion for removal refers does not attend the meeting, a reasonable opportunity to reply to the motion is taken to have been given if notice of the meeting has been duly given.
- (6) A Fellow may not be removed from office by the Senate for breach of duty except pursuant to this section.

Part 5 Establishment of academic colleges

27 Establishment of academic colleges

- (1) The following academic colleges of the University are established:

Sydney Conservatorium of Music

Cumberland College of Health Sciences

Sydney College of the Arts

- (2) The Governor may, by order published in the Gazette, establish:
 - (a) an educational institution set up by the University,
 - (b) any other public educational institution or body, or
 - (c) any part of any such institution or body, as an academic college.
- (3) If, before the establishment of an academic college, any property has been vested in or acquired by any person on trust for the purposes for which the college is established, the person may, when the college is established, convey or transfer the property to the University on trust to apply the property, or the proceeds of it or the income from it, for the benefit of the college.

28 Advisory councils

- (1) An advisory council may be constituted for an academic college.
- (2) An advisory council is to consist of no fewer than 10, and no more than 20, members.
- (3) The members of an advisory council are to be appointed by the Senate.
- (4) An advisory council has such functions as may be prescribed by the by-laws.

Part 6 General

29 Advance by Treasurer

The Treasurer may, with the approval of the Governor, advance to the Senate money for the temporary accommodation of the University on such terms and conditions in relation to repayment and interest as may be agreed upon.

29A Stamp duty exemption

- (1) Unless the Treasurer otherwise directs in a particular case, neither the University nor the Senate is liable to duty under the *Duties Act 1997*, in respect of anything done by the University or Senate for the purposes of the borrowing of money or the investment of funds of the University under this Act.
- (2) The Treasurer may direct in writing that any other specified person is not liable to duty under the *Duties Act 1997* in respect of anything done for the purposes of the borrowing of money or the investment of funds of the University under this Act, and the direction has effect accordingly.

30 Financial year

The financial year of the University is:

- (a) if no period is prescribed as referred to in paragraph (b)—the year commencing on 1 January, or
- (b) the period prescribed by the by-laws for the purposes of this section.

31 No religious test or political discrimination

A person is not, because of his or her religious or political affiliations, views or beliefs, to be denied admission as a student of the University or to be taken to be ineligible to hold office in, to graduate from or to enjoy any benefit, advantage or privilege of the University.

32 Exemption from membership of body corporate or Convocation

A student or graduate of the University or a member of staff of the University is entitled to be exempted by the Senate, on grounds of conscience, from membership of the body corporate of the University or of Convocation, or both.

33 Re-appointment or re-election

Nothing in this Act prevents any person from being re-appointed or re-elected to any office under this Act if the person is eligible and otherwise qualified to hold that office.

34 Academic status

- (1) Persons belonging to the following classes of persons have the same rights and privileges within the University as have Masters and Doctors:
 - (a) professors and other full-time members of the academic staff of the University,
 - (b) principals of the incorporated colleges,
 - (c) persons declared by the by-laws to be superior officers of the University.
- (2) Persons who possess qualifications that are recognised by the by-laws as being of the same rank as the degree of Bachelor have the same rights and privileges within the University as have Bachelors.

35 Seal of University

The seal of the University is to be kept in such custody as the Senate may direct and is only to be affixed to a document pursuant to a resolution of the Senate.

36 By-laws

- (1) The Senate may make by-laws, not inconsistent with this Act, for or with respect to any matter that is required or permitted to be prescribed or that is necessary or convenient to be prescribed for carrying out or giving effect to this Act and, in particular, for or with respect to:
 - (a) the management, good government and discipline of the University,
 - (b) the method of election of members of the Senate who are to be elected,
 - (c) the manner and time of convening, holding and adjourning the meetings of the Senate or Academic Board,
 - (d) the manner of voting (including postal voting or voting by proxy) at meetings of the Senate or Academic Board,
 - (e) the functions of the presiding member of the Senate or Academic Board,
 - (f) the conduct and record of business of the Senate or Academic Board,
 - (g) the appointment of committees of the Senate or Academic Board,
 - (h) the quorum and functions of committees of the Senate or Academic Board,
 - (i) the resignation of members of the Senate, the Chancellor, the Deputy Chancellor or the Vice-Chancellor,
 - (j) the tenure of office, stipend and functions of the Vice-Chancellor,

- (k) the designation of members of staff of the University as academic staff, non-academic staff, full-time staff, part-time staff or otherwise and the designation of students of the University as undergraduate students, postgraduate students or otherwise,
 - (l) the number, stipend, manner of appointment and dismissal of officers and employees of the University,
 - (m) admission to, enrolment in and exclusion from courses of studies,
 - (n) the payment of such fees and charges, including fines, as the Senate considers necessary, including fees and charges to be paid in respect of:
 - (i) entrance to the University,
 - (ii) tuition,
 - (iii) lectures and classes,
 - (iv) examinations,
 - (v) residence,
 - (vi) the conferring of degrees and the awarding of diplomas and other certificates,
 - (vii) the provision of amenities and services, whether or not of an academic nature, and
 - (viii) an organisation of students or of students and other persons,
 - (o) the exemption from, or deferment of, payment of fees and charges, including fines,
 - (p) without limiting the operation of paragraphs (n) and (o), the imposition and payment of penalties for parking and traffic infringements,
 - (q) the courses of lectures or studies for, the assessments for and the granting of degrees, diplomas, certificates and honours and the attendance of candidates for degrees, diplomas, certificates and honours,
 - (r) the assessments for, and the granting of, memberships, scholarships, exhibitions, bursaries and prizes,
 - (s) the admission of students and former students of other universities and institutions of higher education to any status within the University or the granting to graduates of such universities or institutions, or other persons, of degrees or diplomas without examination,
 - (t) the establishment and conduct of places of accommodation for students (including residential colleges and halls of residence within the University) and the affiliation of residential colleges,
 - (u) the discipline of academic and residential colleges,
 - (v) the classes and courses of instruction provided at academic colleges and the conduct of examinations at such colleges,
 - (w) the constitution and functions of advisory councils,
 - (x) the delegation of functions of the Senate to advisory councils,
 - (y) the affiliation with the University of any educational or research establishment,
 - (z) the creation of faculties, schools, departments, centres, institutes or other entities within the University,
 - (aa) the provision of schemes of superannuation for the officers and employees of the University,
 - (bb) the form and use of academic costume,
 - (cc) the form and use of an emblem of the University or of any body within or associated with the University,
 - (dd) the use of the seal of the University, and
 - (ee) the making, publication and inspection of rules.
- (2) A by-law has no effect unless it has been approved by the Governor.

37 Rules

- (1) The by-laws may empower any authority (including the Senate) or officer of the University to make rules (not inconsistent with this Act or the by-laws) for or with respect to any or all of the matters for or with respect to which by-laws may be made, except the matters referred to in sections 3 (2), 9 (1) (d)–(h), (6) and (8), 10 (2), 14 (1), 16 (1) (d) and (e), 30 and 36 (1) (b) and (k) and clauses 1 (1) (c) and (d) and 3 of Schedule 1.
- (2) A rule:
 - (a) has the same force and effect as a by-law, and

- (b) may, from time to time, be amended or repealed by the Senate (whether or not the Senate is empowered to make such a rule), or by the authority or officer of the University for the time being empowered to make such a rule, and
- (c) takes effect on the day on which it is published or on such later day as may be specified in the rule, and
- (d) must indicate the authority or officer who made the rule and that it is made under this section.
- (3) In the event of an inconsistency between a by-law and a rule, the by-law prevails to the extent of the inconsistency.
- (4) The fact that a provision of this Act specifically provides for a matter to be the subject of by-laws (without mention of rules) does not prevent the matter from being the subject of rules made in accordance with this section.

38 Recovery of charges, fees and other money

Any charge, fee or money due to the University under this Act may be recovered as a debt in any court of competent jurisdiction.

39 Repeal etc

- (1) The *University and University Colleges Act 1900* is repealed.
- (2) The Senate of the University of Sydney, as constituted immediately before the repeal of the *University and University Colleges Act 1900*, is dissolved.
- (3) The persons holding office as members of the Senate and Deputy Chancellor immediately before the repeal of the *University and University Colleges Act 1900* cease to hold office as such on that repeal.

40 Savings and transitional provisions

- (1) Schedule 3 has effect.
- (2) For the purpose only of enabling the Senate to be duly constituted on or after the commencement of section 9, elections may be conducted and appointments made before that commencement as if:
 - (a) the whole of this Act, and
 - (b) sections 7, 10, 13, 19, 20 and 21 of the *Higher Education (Amalgamation) Act 1989*, were in force.
- (3) A Fellow who is elected or appointed to the Senate under this section does not assume office before the commencement of section 9.
- (4) The Senate of the University of Sydney referred to in the *University and University Colleges Act 1900* is to make the nomination for the purposes of section 9 (4) in respect of the first Senate to be constituted under this Act.

Schedule 1 Provisions relating to Fellows and to the procedure of the Senate

(Section 9)

1 Term of office

- (1) Subject to this Act, a Fellow holds office as follows:
 - (a) in the case of an official member, while the member holds the office by virtue of which he or she is a member,
 - (b) in the case of a member appointed under section 9 (1) (b) or (c), for such term (not exceeding 4 years) as may be specified in the member's instrument of appointment,
 - (c) in the case of an elected member referred to in section 9 (1) (d), (e), (f) or (g), for such term (not exceeding 2 years) as may be prescribed by the by-laws,
 - (d) in the case of an elected member referred to in section 9 (1) (h), for such term (not exceeding 4 years) as may be prescribed by the by-laws.

- (2) The need to maintain an appropriate balance of experienced and new members on the Senate must be taken into account:
 - (a) by the Senate, when making the by-laws required under this clause, and
 - (b) by the Minister and the Senate, when appointing members to the Senate.
- (3) A person must not be appointed or elected to serve more than 12 consecutive years of office (unless the Senate otherwise resolves in relation to the person).

2 Vacation of office

The office of a Fellow becomes vacant if the Fellow:

- (a) dies, or
- (b) declines to act, or
- (c) resigns the office by writing under his or her hand addressed:
 - (i) in the case of a Fellow appointed by the Minister, to the Minister, or
 - (ii) in the case of a Fellow appointed by the Senate, to the Chancellor, or
 - (iii) in the case of an elected Fellow, to the Vice-Chancellor, or
- (d) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes any assignment of his or her estate for their benefit, or
- (e) becomes a mentally incapacitated person, or
- (f) is convicted in New South Wales of an offence that is punishable by imprisonment for 12 months or more or is convicted elsewhere than in New South Wales of an offence that, if committed in New South Wales, would be an offence so punishable, or
- (g) is, or becomes, disqualified from managing a corporation under Part 2D.6 of the *Corporations Act 2001* of the Commonwealth, or
- (h) is removed from office by the Senate pursuant to section 26G, or
- (i) is absent from 3 consecutive meetings of the Senate of which reasonable notice has been given to the Fellow personally or in the ordinary course of post and is not, within 6 weeks after the last of those meetings, excused by the Senate for his or her absence, or
- (j) in the case of an elected Fellow, ceases to be qualified for election, or
- (k) in the case of a Fellow appointed by the Minister, is removed from office by the Minister, or
- (l) in the case of a Fellow appointed by the Senate, is removed from office by the Senate.

3 Filling of vacancy in office of Fellow

- (1) If the office of an appointed or elected Fellow becomes vacant, a person is, subject to this Act and the by-laws, to be appointed or elected to fill the vacancy.
- (2) The by-laws may provide that, in such circumstances as may be prescribed, a person is to be appointed or elected in such manner as may be prescribed instead of in the manner provided for by this Act.

4 Committees of the Senate

- (1) The Senate may establish committees to assist it in connection with the exercise of any of its functions.
- (2) It does not matter that any or all of the members of a committee are not Fellows.
- (3) The procedure for the calling of meetings of a committee and for the conduct of business at those meetings is to be as determined by the Senate or (subject to any determination of the Senate) by the committee.

5 Liability of Fellows and others

No matter or thing done or omitted to be done by:

- (a) the University, the Senate or a Fellow, or
- (b) any person acting under the direction of the University or the Senate,

if the matter or thing was done or omitted to be done in good faith for the purpose of executing this or any other Act, subjects a Fellow or a person so acting personally to any action, liability, claim or demand.

6 General procedure

The procedure for the calling of meetings of the Senate and for the conduct of business at those meetings is, subject to this Act and the by-laws, to be as determined by the Senate.

6A Use of technology

- (1) Without limiting clause 6, a meeting of the Senate may be called or held using any technology consented to by all the Fellows of the Senate.
- (2) The consent may be a standing one.
- (3) A Fellow may only withdraw his or her consent a reasonable period before the meeting.
- (4) If the Fellows are not all in attendance at one place and are holding a meeting using technology that permits each Fellow to communicate with other Fellows:
 - (a) the Fellows are, for the purpose of every provision of this Act and by-laws concerning meetings of the Senate, taken to be assembled together at a meeting and to be present at that meeting, and
 - (b) all proceedings of those Fellows conducted in that manner are as valid and effective as if conducted at a meeting at which all of them were present.

7 Presiding member

- (1) The Chancellor is to preside at all meetings of the Senate at which the Chancellor is present.
- (2) At any meeting of the Senate at which the Chancellor is not present, the Deputy Chancellor is to preside and, in the absence of both the Chancellor and the Deputy Chancellor, a member elected by and from the members present is to preside.
- (3) Except as provided by subclause (4), at the meetings of a committee constituted by the Senate a Fellow appointed by the Senate (or, if no Fellow is so appointed, elected by and from the Fellows present) is to preside.
- (4) At any meeting of a committee constituted by the Senate at which the Chancellor is present, the Chancellor is entitled, if he or she so desires, to preside at that meeting.

8 Quorum

At any meeting of the Senate, a majority of the total number of Fellows for the time being constitutes a quorum.

9 Voting

A decision supported by a majority of the votes cast at a meeting of the Senate at which a quorum is present is the decision of the Senate.

10 Remuneration

The Senate may, but need not, provide from time to time for a Fellow of the Senate to be paid such remuneration (if any) as is determined by a resolution passed by at least two-thirds of the Fellows of the Senate.

Schedule 2 Investment

(Section 16)

1 Definition of “funds”

For the purposes of this Schedule, the funds of the University include funds under the control of the University and real property, securities or other property comprising an investment.

2 Investment powers

- (1) The Senate may invest the funds of the University in any manner approved by the Minister from time to time by order in writing with the concurrence of the Treasurer.
- (2) The Minister is to maintain a Register of approvals in force under this clause. The Register is to be open to inspection by any person on payment of such fee as the Minister may require.
- (3) A certificate issued by the Minister certifying as to an approval in force under this clause is evidence of the matter certified.

2A Funds managers

- (1) The Senate may, with the written approval of the Treasurer and in accordance with that approval, engage an approved funds manager to act in relation to the management of the funds of the University.
- (2) An approved funds manager is a person designated as an approved funds manager for the University in the Treasurer’s approval.
- (3) The Treasurer’s approval may be given only on the recommendation of the Minister and may be given subject to terms and conditions.
- (4) An approved funds manager may on behalf of the Senate, subject to any terms and conditions of the Treasurer’s approval, invest funds of the University in any investment in which the funds manager is authorised to invest its own funds or other funds.
- (5) The terms and conditions of an approval under subclause (4) are to restrict the investment powers of an approved funds manager in connection with the University to the investments in which the funds of the University may be invested under clause 2.

3 Investment common funds

- (1) The Senate may establish one or more investment common funds.
- (2) The Senate may from time to time, without liability for breach of trust, bring into or withdraw from any such investment common fund the whole or any part of trust funds or other funds of the University.
- (3) Subject to subclause (4), the Senate must periodically distribute the income of each investment common fund among the funds participating in the common fund, having regard to the extent of the participation of each fund in the common fund during the relevant accounting period.
- (4) The Senate may, if it considers it expedient to do so, from time to time add some portion of the income of an investment common fund to the capital of the common fund or use some portion of the income to establish or augment a fund or funds as a provision against capital depreciation or reduction of income.
- (5) If an investment is brought into an investment common fund:
 - (a) the University is to be taken to hold that investment on behalf of and for the benefit of the common fund instead of the participating trust fund or other fund, and
 - (b) that participating fund is to be taken to have contributed to the common fund an amount of money equivalent to the value attributed to the investment by the Senate at the time it is brought into the common fund, and
 - (c) on the withdrawal of that participating fund from the common fund, the amount of money to be withdrawn is to be the amount equivalent to the value attributed by the Senate to the equity in the common fund of that participating fund at the time of withdrawal.

- (6) The inclusion in an investment common fund of trust funds does not affect any trust to which those trust funds (or money attributed to them) are subject.
- (7) On the withdrawal of trust funds from an investment common fund, the funds (or money attributed to them) continue to be subject to the trust.

4 Terms of trust to prevail

In respect of the trust funds of the University:

- (a) the investment powers of the Senate, and
- (b) the power of the Senate to bring the trust funds into an investment common fund, are subject to any express direction in or express condition of the trust.

Schedule 2A Duties of Fellows

(Section 26F)

1 Duty to act in best interests of University

A Fellow must carry out his or her functions:

- (a) in good faith in the best interests of the University as a whole, and
- (b) for a proper purpose.

2 Duty to exercise care and diligence

A Fellow must act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions.

3 Duty not to improperly use position

A Fellow must not make improper use of his or her position:

- (a) to gain, directly or indirectly, an advantage for the Fellow or another person, or
- (b) to cause detriment to the University.

4 Duty not to improperly use information

A Fellow must not make improper use of information acquired because of his or her position:

- (a) to gain, directly or indirectly, an advantage for the Fellow or another person, or
- (b) to cause detriment to the University.

5 Disclosure of material interests by Fellows

- (1) If:
 - (a) a Fellow has a material interest in a matter being considered or about to be considered at a meeting of the Senate, and
 - (b) the interest appears to raise a conflict with the proper performance of the Fellow's duties in relation to the consideration of the matter,
 - the Fellow must, as soon as possible after the relevant facts have come to the Fellow's knowledge, disclose the nature of the interest at a meeting of the Senate.
- (2) A disclosure by a Fellow at a meeting of the Senate that the Fellow:
 - (a) is a member, or is in the employment, of a specified company or other body, or
 - (b) is a partner, or is in the employment, of a specified person, or
 - (c) has some other specified interest relating to a specified company or other body or to a specified person,
 - is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person which may arise after the date of the disclosure and which is required to be disclosed under subclause (1).

- (3) Particulars of any disclosure made under this clause must be recorded by the Senate in a book kept for the purpose and that book must be open at all reasonable hours for inspection by any person on payment of a reasonable fee determined by the Senate.
- (4) After a Fellow has disclosed the nature of an interest in any matter, the Fellow must not, unless the Senate otherwise determines:
 - (a) be present during any deliberation of the Senate with respect to the matter, or
 - (b) take part in any decision of the Senate with respect to the matter.
- (5) For the purpose of the making of a determination by the Senate under subclause (4), a Fellow who has a material interest in a matter to which the disclosure relates must not:
 - (a) be present during any deliberation of the Senate for the purpose of making the determination, or
 - (b) take part in the making by the Senate of the determination.
- (6) A contravention of this clause does not invalidate any decision of the Senate.
- (7) This clause does not prevent a person from taking part in the consideration or discussion of, or from voting on any question relating to, the person's removal from office by the Senate pursuant to section 26G.
- (8) This clause applies to a member of a committee of the Senate and the committee in the same way as it applies to a member of the Senate and the Senate.
- (9) For the purposes of this clause, a Fellow has a material interest in a matter if a determination of the Senate in the matter may result in a detriment being suffered by or a benefit accruing to the Fellow or an associate of the Fellow.
- (10) In this clause:

associate of a Fellow means any of the following:

- (a) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of the Fellow,
- (b) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of a person referred to in paragraph (a) if that relationship is known to the Fellow,
- (c) any other person who is known to the Fellow for reasons other than that person's connection with the University or that person's public reputation.

Note. "De facto partner" is defined in section 21C of the [Interpretation Act 1987](#).

Schedule 3 Savings and transitional provisions

(Section 40)

1A Savings or transitional regulations

- (1) The Governor may make regulations containing provisions of a savings or transitional nature consequent on the enactment of the following Acts:

[University Legislation Amendment Act 2004](#)

- (2) Any such provision may, if the regulations so provide, take effect from the date of assent to the Act concerned or a later date.
- (3) To the extent to which any such provision takes effect from a date that is earlier than the date of its publication in the Gazette, the provision does not operate so as:
 - (a) to affect, in a manner prejudicial to any person (other than the State or an authority of the State), the rights of that person existing before the date of its publication, or
 - (b) to impose liabilities on any person (other than the State or an authority of the State) in respect of anything done or omitted to be done before the date of its publication.

1 University a continuation of the old University

The University is a continuation of, and the same legal entity as, the University of Sydney referred to in the [University and University Colleges Act 1900](#).

2 Chancellor

- (1) The person who, immediately before the commencement of this clause, held office as the Chancellor of the University of Sydney:
 - (a) remains Chancellor of the University, and
 - (b) continues to hold office as such (unless he or she sooner resigns) for the residue of the term for which he or she was appointed as Chancellor.
- (2) Section 10 (2) does not apply to or in respect of the Chancellor referred to in this clause.

3 Deputy Chancellor

The Senate must, at its first meeting that takes place after the commencement of this clause or as soon as practicable thereafter, appoint a Deputy Chancellor of the University.

4 Vice-Chancellor

- (1) The person who, immediately before the commencement of this clause, held office as the Vice-Chancellor of the University of Sydney:
 - (a) remains Vice-Chancellor of the University, and
 - (b) continues to hold office as such (unless he or she sooner resigns) for the residue of the term for which he or she was appointed as Vice-Chancellor.
- (2) Section 12 (2) does not apply to or in respect of the Vice-Chancellor referred to in this clause.
- (3) Any appointment made by the Senate of the University of Sydney referred to in the *University and University Colleges Act 1900* before the commencement of this clause (not being an appointment that has been revoked) under which a person has been appointed to succeed, as Vice-Chancellor, the person who was the Vice-Chancellor immediately before the commencement of this clause continues to have effect, unless sooner revoked, as if it had been made by the Senate on or after that commencement.

5 Convocation

- (1) Convocation includes:
 - (a) past members of the governing body of any of the former institutions that have, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, and
 - (b) graduates of any of those institutions.
- (2) In this clause, a reference to a former institution includes a reference to any predecessor of the institution.

6 Savings of delegations

Any delegation made or taken to have been made by the Senate of the University of Sydney under the *University and University Colleges Act 1900* is to be taken to be a delegation under this Act by the Senate.

7 Existing investments

Nothing in this Act affects the validity of any investment made on behalf of the University before the commencement of Schedule 2.

8 Advisory councils

An advisory council constituted under section 43 of the *University and University Colleges Act 1900* and in existence immediately before the commencement of this clause is to be taken to have been constituted under section 28.

9 By-laws

The By-laws of the University of Sydney:

- (a) continue in force as if they had been made by the Senate, and
- (b) may be amended and revoked accordingly.

10 Visitor

- (1) Section 13 (2) extends to disputes and other matters arising before the commencement of this clause.
- (2) However, if an inquiry by or at the direction of the Visitor into a dispute or other matter has commenced or been completed before the commencement of this clause, the dispute or other matter is to be dealt with and determined as if the *University Legislation (Amendment) Act 1994* had not been enacted.

10A Repeal of Acts does not affect operation of savings and transitional provisions

- (1) Despite the repeal of the Acts listed in Column 1 of the Table to this subclause, the provisions listed in Column 2 continue to have effect and are taken to have been transferred to this Act.

Table

Column 1

University Amendment (Exhibitioners' Fees) Act 1918

University Prizes and Medals Alteration Act 1917

Column 2

Sections 1–3

Section 2 and Schedule

- (2) The provisions listed in Column 2 of the Table to subclause (1) are transferred provisions to which section 30A of the *Interpretation Act 1987* applies.

11 Effect of the University Legislation (Amendment) Act 1994 on existing by-laws and rules

- (1) Any by-law made or taken to have been made under this Act and in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the by-law was made.
- (2) Any rule in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the rule was made.

12 Investment powers

Until an order is made under clause 2 of Schedule 2 (as substituted by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001*), approval is taken to have been given by order under that clause to the investment by the Senate of any funds of the University in any manner that the Senate was authorised to invest those funds immediately before the Senate ceased to be an authority for the purposes of Part 3 (Investment) of the *Public Authorities (Financial Arrangements) Act 1987*.

13 Validation

Any act or omission occurring before the substitution of section 6 by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001* that would have been valid had that section as so substituted been in force from the commencement of that section as originally enacted is (to the extent of any invalidity) taken to be, and always to have been, valid.

14 Provisions consequent on enactment of **University Legislation Amendment Act 2004**

(1) In this clause:

amending Act means the *University Legislation Amendment Act 2004*.

former section 9 means section 9 as in force immediately before its substitution by the amending Act.

new section 9 means section 9 as substituted by the amending Act.

relevant day means the date of assent to the amending Act.

(2) Subject to this Act, on the relevant day:

- (a) a person holding office under former section 9 (2) ceases to hold that office, and
 - (b) a person holding office under former section 9 (4) or (6) is taken to be appointed as a member under new section 9 (1) (b) or (c), respectively, for the balance of the person's term of office, and
 - (c) a person holding office under former section 9 (5) (a), (b), (c), (d) or (e) is taken to be elected as a member under new section 9 (1) (d), (e), (f), (g) or (h), respectively, for the balance of the person's term of office.
- (3) On, or as soon as is reasonably practicable after, the relevant day, the Minister must appoint the balance of the members required to be appointed under new section 9 (1) (b).
- (4) The Senate is to make all necessary by-laws and take all necessary steps to ensure, as far as possible, that the Senate is duly constituted under new section 9 as soon as is reasonably practicable after the relevant day.
- (5) For the purposes of making the by-laws referred to in subclause (4), the Senate must be constituted so as to include all of the members required to be appointed under new section 9 (1) (b).
- (6) The Senate is taken to be properly constituted until such time as it is constituted in accordance with new section 9.
- (7) A casual vacancy occurring in the office of a Fellow before the Senate is duly constituted under new section 9 is to be filled as follows:
- (a) if the vacancy occurs in the office of a Fellow appointed under new section 9 (1) (b), the Minister is to appoint a person whom the Minister considers appropriate,
 - (b) if the vacancy occurs in the office of a Fellow appointed under new section 9 (1) (c), the Senate is to appoint a person whom the Senate considers appropriate,
 - (c) if the vacancy occurs in the office of a Fellow elected under new section 9 (1) (d) or (e), the Senate is to appoint a person qualified to hold that office,
 - (d) if the vacancy occurs in the office of a Fellow elected under new section 9 (1) (f) or (g), the Senate is to appoint a person qualified to hold that office following consultation with the relevant student body or bodies recognised by the Senate,
 - (e) if the vacancy occurs in the office of a Fellow elected under new section 9 (1) (h), the Senate is to appoint a person qualified to hold that office following consultation with the alumni association or body for the University.
- (8) Subject to this Act, a Fellow appointed under subclause (7) holds office from the time that person is appointed under that subclause until the expiry of the term of that Fellow's predecessor.
- (9) Subject to this Act, if, on the expiry:
- (a) of a Fellow's term of office that is continued under subclause (2) (b) or (c), or
 - (b) in the case of a Fellow appointed under subclause (7), of the term of office of the Fellow's predecessor,
- the by-laws necessary to enable a person to be duly appointed or elected (as the case may be) to that office under new section 9 are not yet in force, the Fellow may continue to hold that office until such time as a person is so duly appointed or elected.

- (10) For the purposes of subclause (2), a Fellow filling a casual vacancy and holding office immediately before the relevant day is taken to hold that office immediately before the relevant day under the provision under which the Fellow's predecessor was elected or appointed.
- (11) A person who ceases to hold office under subclause (2) (a):
 - (a) is not entitled to any remuneration or compensation because of loss of that office, and
 - (b) is eligible (subject to this Act and if otherwise qualified) to be appointed as a Fellow.
- (12) Consecutive years of office served by a Fellow immediately before the relevant day are to be taken into account in applying clause 1 (3) of Schedule 1 in respect of the Fellow.
- (13) However, clause 1 (3) of Schedule 1 does not affect the operation of subclause (2) (b) or (c) or (9) of this Schedule.
- (14) Section 26G, as inserted by the amending Act, applies only in relation to breaches of duty constituted by acts or omissions occurring after the relevant day.
- (15) No amendment made by the amending Act affects the continuity of the Senate.
- (16) The provisions of this clause are subject to any regulations made under clause 1A.



University of Sydney By-law 1999 (as amended)

Approved by: Senate on 6 October 1998 and gazetted on 6 August 1999
Date of effect: 6 August 1999

Latest amendment assented to by: the NSW Government on 16 March 2012
Date of effect: 16 March 2012

University of Sydney By-law 1999 (as amended)

Chapter 1 Preliminary

1 Name of By-law

This By-law is the *University of Sydney By-law 1999*.

2 Commencement

This By-law commences on 6 August 1999.

3 Definitions

(1) In this By-law and in any rule:

Academic Board means the Academic Board established under section 15 of the Act.

Appeals Committee means the Student Disciplinary Appeals Committee constituted under clause 78.

Nominations Committee means the Committee established under clause 46A.

official University notice board means a notice board (including any electronic notice board) designated as such by the Senate.

Registrar means the Registrar of the University or a member of the staff of the University nominated by the Registrar to exercise any of the Registrar's functions under this By-law.

rule means a rule made under section 37 (1) of the Act.

Secretary means the Secretary to Senate of the University or a member of the staff of the University nominated by the Secretary to exercise any of the Secretary's functions under this By-law.

student means a person who is currently admitted to candidature in an award course of the University.

the Act means the University of Sydney Act 1989.

- (2) In this By-law and in any rule, a reference to:
- (a) a board, committee or other body established within the University means the board, committee or other body established by that name within the University, and
 - (b) an officer of the University means the incumbent of that position from time to time (including any person acting in that capacity), and
 - (c) a reference to a chair of a board, committee or other body established within the University means the incumbent of that office from time to time, and includes any person acting or deputising in that office.

4 Notes

The explanatory note and table of contents do not form part of this By-law.

Chapter 2 Making rules

5 Who may make rules

- (1) The Senate may make rules, not inconsistent with the Act or this By-law, for or with respect to any matter for which by-laws may be made, except those matters referred to in section 37 (1) of the Act.
- (2) The Vice-Chancellor may make rules, not inconsistent with the Act or this By-law, for or with respect to the direction and management of the administrative, financial and other business of the University.
- (3) The University Librarian may make rules, not inconsistent with the Act or this By-law, for or with respect to any matter concerning the management of any University library, including:
 - (a) conditions of use or borrowing of library items or facilities, and
 - (b) the imposition or payment of penalties in connection with library items or facilities, and
 - (c) determining the category or categories of persons eligible to borrow items or use facilities of a University library.
- (4) The Academic Board may make rules, not inconsistent with the Act or this By-law, for or with respect to the meeting procedures of the Academic Board.

6 How rules must be promulgated

- (1) A rule must be displayed on all official University notice boards for at least twenty-four hours after it is made.
- (2) A rule must also be published in at least one official publication of the University.
- (3) Failure to comply with subclause (1) or (2) does not invalidate a rule.

7 Inconsistency between rules

- (1) If there is any inconsistency between a rule made by the Senate and a rule made by another person or body empowered to make rules under this By-law, then the rule made by the Senate prevails to the extent of that inconsistency.

- (2) If there is any inconsistency between a rule made by the Vice-Chancellor and a rule made by the University Librarian, then the rule made by the Vice-Chancellor prevails to the extent of that inconsistency.

8 Amendment or repeal of rules

- (1) A person or body with power to make a rule under this By-law also has power to amend or repeal that rule from time to time.
- (2) Any amendment or repeal of a rule must be promulgated in the manner prescribed in clause 6.

Chapter 3 Chancellor and Deputy Chancellor

Division 1 Chancellor

9 Term of office and election procedure

- (1) Subject to section 10 of the Act, an election to the office of Chancellor must take place at an ordinary meeting of the Senate held between 1 January and 31 May:
 - (a) in 2003, and
 - (b) every fourth year after that year.
- (2) A Chancellor holds office for a term of 4 years, commencing on 1 June following election, and is eligible for re-election.
- (2A), (2B) (Repealed)
- (3) Elections for Chancellor are to be held in accordance with those procedures prescribed by resolution of the Senate for an election to the office of Chancellor.

10 Casual vacancies

- (1) If a casual vacancy in the office of Chancellor occurs, the Senate must elect a successor at the second regular meeting of the Senate after that vacancy occurs in accordance with any procedures prescribed by resolution of the Senate for an election to the office of Chancellor.
- (2) A person elected under this clause holds office from the date of election and for the balance of the term of office of the preceding Chancellor.
- (3) The Deputy Chancellor is to act as the Chancellor from the date on which the casual vacancy occurs until the date on which a successor to the Chancellor is elected under this clause.

Division 2 Deputy Chancellor

11 Term of office and election procedure

- (1) Subject to section 11 of the Act, an election to the office of Deputy Chancellor must take place at an ordinary meeting of the Senate held:
 - (a) in February 2000, and
 - (b) in February of every second year after that year.
- (2) The Deputy Chancellor holds office until his or her successor is elected, and is eligible for re-election.
- (2A), (2B) (Repealed)

- (3) Elections for Deputy Chancellor are to be held in accordance with those procedures prescribed by resolution of the Senate for election to the office of Deputy Chancellor.

12 Casual vacancies

- (1) If a casual vacancy in the office of Deputy Chancellor occurs, the Senate must elect a successor in accordance with those procedures prescribed by resolution of the Senate for election to the office of Deputy Chancellor.
- (2) A person elected under this section holds office from the date of election and for the balance of the term of office of the preceding Deputy Chancellor.

Division 3 Miscellaneous

13 Chancellor may preside at meetings

- (1) The Chancellor may preside at any meeting of:
- (a) a committee established by this By-law or by a rule or resolution of the Senate, or
 - (b) a faculty or board (other than a Student Proctorial Board convened under Chapter 8) within the University,
- and, while so presiding, has the powers and duties of the presiding officer of (as the case may be) that committee, faculty or board.
- (2) If:
- (a) the Chancellor is not present at a meeting, or does not wish or is unable to preside at the meeting, or
 - (b) the office of Chancellor is vacant,
- the Deputy Chancellor may preside at the meeting and has the same powers and duties as the Chancellor has when doing so.

14 (Repealed)

Chapter 4 Election of Fellows of the Senate

Division 1 Preliminary

15 Definitions

In this Chapter:

absolute majority of votes means an amount greater than 50% of valid votes.

closing date of the ballot means:

- (a) in the case of a postal ballot, the date and time by which ballot papers must be returned to the returning officer, and
- (b) in the case of an electronic ballot, the date and time by which the electronic ballot form must be submitted to the returning officer via the election website.

election means an election held for the purposes of section 9 (1) (d)–(h) of the Act.

election website means a secure internet site approved or managed by the returning officer for the purposes of an electronic ballot.

electronic ballot means a ballot conducted in accordance with Division 5B.

electronic vote means a vote cast in an electronic ballot by means of an electronic ballot form.

exhausted ballot paper means a ballot paper or an electronic vote containing votes which can no longer be allocated according to the procedure in (as the case may be) Division 6 or 7, and which is to be set aside as having been finally dealt with.

notice of ballot means a notice of an election given by the returning officer under clause 27.

postal ballot means a ballot conducted in accordance with Division 5A.

primary votes means:

- (a) in the case of elections to fill one position only under Division 6—votes on ballot papers or electronic votes marked “1”, and
- (b) in the case of elections to fill more than one position under Division 7—votes on a ballot paper or an electronic vote marked “1”, “2” and so on up to the number of positions to be filled.

roll means a roll established by the returning officer in accordance with clause 17.

secondary vote means the first preference vote beyond the primary votes.

16 Returning officer

- (1) The Secretary is the returning officer for all elections.
- (1A) The returning officer is to take all reasonable steps to ensure the fairness and integrity of the election process.
- (2) Subject to the Act and this By-law, the returning officer’s decision is final in connection with any matter affecting the conduct of an election including, without limitation, eligibility of candidates and the results of any election.
- (3) The returning officer may authorise another person to exercise any function of the returning officer under this By-law. Any function exercised by that authorised person is taken to have been exercised by the returning officer.

Division 2 Rolls and provisional voting

16A Definition

In this Division, ***address*** includes both residential address and email address.

17 Rolls

- (1) The returning officer must, for the purposes of elections, establish and maintain separate Rolls for each of the following categories:
 - (a) a Roll of academic staff containing the names and addresses of the full-time and part-time members of the academic staff of the University,
 - (b) a Roll of non-academic staff containing the names and addresses of the full-time and part-time members of the non-academic staff of the University,
 - (c) a Roll of undergraduate students containing the names and addresses of persons enrolled in an undergraduate award course of the University,
 - (d) a Roll of postgraduate students containing the names and addresses of persons enrolled in a postgraduate award course of the University,
 - (e) a Roll of graduates containing the names and addresses of graduates of the University as defined in section 3 (2) of the Act.
- (2) For the purposes of subclause (1) (a) and (b), a person who is engaged as a casual member of the academic or non-academic staff is not entitled to have his or her name entered on the relevant Roll.
- (2A) A person is not entitled to have his or her name entered on the Roll of undergraduate students or the Roll of postgraduate students unless the person has completed, to the satisfaction of the University, all requirements for enrolment or re-enrolment in the award course concerned.
- (3) A copy of the relevant Roll must be available for inspection at the office of the returning officer during the University's usual business hours for at least 14 days before the date on which the election is due to be held.
- (4) The returning officer is entitled to alter a Roll at any time by:
 - (a) correcting any mistake or omission in the details of any eligible voter entered on that Roll, or
 - (b) altering, on the written application of any eligible voter, the name or address of the person entered on that Roll, or
 - (c) removing the name of any deceased person, or
 - (d) removing the superfluous entry where the name of the same eligible voter appears more than once on the Roll, or
 - (e) reinstating the name of an eligible voter removed from the Roll, where the returning officer is satisfied that such person is still entitled to be entered on the relevant Roll.
- (5) Notwithstanding subclause (4), a Roll is not invalid because any one or more of the following events occurs in connection with that Roll:
 - (a) the Roll contains any mistake or omission in the details of any eligible voter entered on that Roll,
 - (b) the Roll contains the name of any deceased person,
 - (c) the Roll contains more than one entry for the same eligible voter,
 - (d) the Roll does not contain the name of any person entitled to be entered on that Roll.

18 Provisional voting

- (1) This clause applies to a person who claims he or she is entitled to vote in an election even though:
 - (a) the person's name cannot be found on the Roll for the election for which the person is claiming an entitlement to vote, or

- (b) the person's name is on the Roll for the relevant election, but his or her address is incorrect, or does not appear on that Roll, or
 - (c) a mark on the Roll used in that election indicates incorrectly that the person has already voted in that election.
- (2) A person to whom this clause applies may cast a provisional vote if:
- (a) the person makes a request to the returning officer to do so, and
 - (b) the person complies with the provisions of clause 36 or 36D, as the case requires.

Division 3 Qualifications for election and terms of office

19 Academic staff Fellow

For the purposes of section 9 (1) (d) of the Act, a person is eligible for election as an academic staff Fellow if that person's name appears on the Roll of academic staff members at the time for close of nominations specified in the notice of ballot.

20 Non-academic staff Fellow

For the purposes of section 9 (1) (e) of the Act, a person is eligible for election as a non-academic staff Fellow if that person's name appears on the Roll of non-academic staff members at the time for close of nominations specified in the notice of ballot.

21 Undergraduate student Fellow

For the purposes of section 9 (1) (f) of the Act, a person is eligible for election as an undergraduate student Fellow if:

- (a) the person's name appears on the Roll of undergraduate students, and
- (b) the person's name does not appear on the Roll of academic or non-academic staff, at the time for close of nominations specified in the notice of ballot.

22 Postgraduate student Fellow

For the purposes of section 9 (1) (g) of the Act, a person is eligible for election as a postgraduate student Fellow if:

- (a) the person's name appears on the Roll of postgraduate students, and
- (b) the person's name does not appear on the Roll of academic or non-academic staff, at the time for close of nominations specified in the notice of ballot.

23 Graduate Fellow

For the purposes of section 9 (1) (h) of the Act, a person is eligible for election as a graduate Fellow if:

- (a) the person's name appears on the Roll of graduates, and
- (b) the person is not a member of the academic or non-academic staff of the University or an undergraduate or a postgraduate student of the University, at the time for close of nominations specified in the notice of ballot.

24 Terms of office

- (1) A Fellow elected pursuant to section 9 (1) (d) of the Act holds office:
 - (a) in the case of a Fellow elected to hold office on and from 1 December 2005, until and including 31 May 2007, and
 - (b) in any other case, for a term of 2 years on and from 1 June following election.
- (2) A Fellow elected pursuant to section 9 (1) (e) of the Act holds office:
 - (a) in the case of a Fellow elected to hold office on and from 1 December 2005, until and including 31 May 2007, and
 - (b) in any other case, for a term of 2 years on and from 1 June following election.
- (3) A Fellow elected pursuant to section 9 (1) (f) or (g) of the Act holds office for a term of 2 years on and from 1 December following election.
- (4) A Fellow elected pursuant to section 9 (1) (h) of the Act holds office for a term of 4 years on and from 1 December following election.
- (5) A Fellow filling a casual vacancy holds office from the time that person is elected or appointed under Division 8 to fill that casual vacancy, until the expiry of the term of that Fellow's predecessor.

Division 4 Commencement of election procedures

25 Time intervals for different stages of the election process

In any election, there must be:

- (a) no less than 14 days between the date on which publication of a notice of ballot occurs and the date on which nominations close, and
- (b) no more than 28 days between the date on which nominations close and the date of issue of ballot material, being:
 - (i) in the case of a postal ballot, the date of issue of ballot papers by the returning officer, and
 - (ii) in the case of an electronic ballot, the date on which instructions on how to access the electronic ballot and complete an electronic ballot form are sent to voters by the returning officer, and
- (c) no less than 14 days between the date of issue of ballot material and the closing date of the ballot.

26 Manner of conducting ballot

- (1) Each election must be conducted by a postal ballot or an electronic ballot.
- (2) The returning officer may decide whether the election is to be conducted by a postal ballot or an electronic ballot.
- (3) In the case of an electronic ballot, the returning officer may make alternative arrangements for eligible voters who are unable to take part in an electronic ballot to vote in the election.
- (4) If there is any technical malfunction in respect of an electronic ballot, the returning officer may determine that the election is to be held again by a postal ballot or another electronic ballot.

27 Notice of ballot

- (1) A notice of ballot for election of a Fellow must be published in the following manner:
 - (a) by displaying a copy of the notice of ballot on all official University notice boards,
 - (b) if the election is for a graduate Fellow elected pursuant to section 9 (1) (h) of the Act, by publishing a copy of the notice of ballot in at least 2 daily newspapers published in Sydney.
- (2) A notice of ballot must specify the following:
 - (a) that an election is necessary to a particular office,
 - (b) the category or categories of persons who are eligible for election,
 - (c) the number of vacancies to be filled in each category,
 - (d) the term of office of each category,
 - (e) an invitation for nominations for election,
 - (f) the form in which nominations must be made,
 - (g) the date and time when nominations close,
 - (h) who is eligible to vote in the election,
 - (i) whether the election is to be conducted by a postal ballot or an electronic ballot,
 - (j) the closing date of the ballot,
 - (k) the method of election,
 - (l) any other information about the election that the returning officer decides is appropriate to be included,
 - (m) that the election procedures can be found in this Chapter of the By-law.

28 Nominating candidates

- (1) A separate nomination form must be completed for each nominee and for each category in which that person is nominated.
- (2) Each person who nominates another for election must be eligible to vote in that election. A person cannot nominate himself or herself for election.
- (3) Each nomination form must contain:
 - (a) a statement to the effect that section 26F of the Act provides that each Fellow has the duties set out in Schedule 2A of the Act and may be removed from office by the Senate in accordance with section 26G of the Act for a breach of such a duty, and
 - (b) an acknowledgment to be signed by the person nominated that the person has read sections 26F and 26G of, and Schedule 2A to, the Act and understands the effect of those provisions.
- (3A) Each nomination form must contain the written consent of the person nominated and an acknowledgment (as referred to in subclause (3) (b)) signed by the person nominated.
- (4) A person cannot nominate more than one person in any election. If this occurs, the returning officer is to treat the first signed nomination form received as the valid nomination for that election.
- (5) At the time of nomination, the nominee may provide a statement of no more than 100 words containing any of the following information:
 - (a) the nominee's name,
 - (b) current occupation or position,
 - (c) if a student, the current course and year of enrolment,
 - (d) academic qualifications,
 - (e) honours and distinctions,

- (f) employment experience,
- (g) any other information the nominee thinks relevant.
- (6) The returning officer may edit any information provided by a nominee under subclause (5). Edited statements are to be provided to voters.

29 Nominations

Each nomination for the election of a Fellow must be proposed in the nomination form by at least 2 persons who are eligible to vote in the relevant election.

30 Deadline for close of nominations

Nominations for any election close at 12.00 noon on the date specified in the notice of ballot.

31 Receiving nominations

The returning officer must reject a nomination paper if satisfied that the nomination does not comply with the requirements of any of clauses 28, 29 or 30. If a nomination is rejected, then the returning officer must, within seven days of receiving that nomination, send or deliver a notice to each person who has signed or endorsed that nomination paper that the nomination has been rejected.

32 Dealing with nominations

- (1) If the number of nominations received is less than or equal to the number of positions to be filled, the returning officer must declare those nominees elected.
- (2) If the number of nominations received is greater than the number of positions to be filled, the returning officer must conduct an election in accordance with Divisions 5 and (as the case may be) 6 or 7.

Division 5 Conduct of ballot—general

33 Death or ineligibility of candidates

If, before the closing date of a ballot, a candidate at the election dies or becomes no longer eligible for election, the election must proceed as if:

- (a) the candidate was not nominated for election, and
- (b) the candidate's name did not appear on the list of candidates for election, and
- (c) any vote for that person was not cast.

34 Secret ballots

- (1) An election must be conducted by secret ballot.
- (2) A person involved in administering the conduct of an election (including any scrutineer appointed under clause 38) must not disclose or assist another person to disclose any information as to how a person voted at that election.

Division 5A Conduct of postal ballot

34A Application of Division

This Division applies if the returning officer decides to conduct an election by postal ballot.

35 Preparing and sending ballot papers

- (1) The returning officer must prepare ballot papers that contain:
 - (a) instructions for completing the voting paper, and
 - (b) the names of all candidates for election, arranged in an order determined by drawing lots, and
 - (c) a box opposite and to the left of the name of each candidate.
- (2) The returning officer must send the following to each voter on the relevant Roll, at the voter's address as listed on the Roll:
 - (a) a ballot paper prepared in accordance with subclause (1),
 - (b) a notice describing:
 - (i) how the ballot paper must be completed, and
 - (ii) the closing date of the ballot, and
 - (iii) the address where the ballot paper is to be returned to the returning officer,
 - (c) a summary of information about each candidate, if provided under clause 28 (5),
 - (d) a declaration form requiring the voter to state his or her name and that he or she is eligible to vote,
 - (e) 2 envelopes, one marked "Voting Paper" and the other a returning envelope addressed to the returning officer.

36 Marking and returning ballot papers

- (1) Voters must vote by marking the ballot paper with the numbers 1, 2, 3 and so on, next to the name of each candidate, in order of preference.
- (2) Voters:
 - (a) must express their order of preference for a number of candidates at least equal to the number of vacancies to be filled, and
 - (b) may express their order of preference for as many of the other candidates as have been nominated.
- (3) Voters must, after completing the ballot paper:
 - (a) enclose and seal that ballot paper in the envelope marked "Voting Paper", and
 - (b) enclose and seal that envelope in the returning envelope addressed to the returning officer, together with the signed declaration of eligibility to be given under clause 35 (2) (d), and
 - (c) send by post or deliver the envelope to the returning officer so that the returning officer receives it no later than the closing date of the ballot.
- (4) The returning officer must ensure that all ballot papers received are stored securely until the counting of votes begins in accordance with (as the case may be) Division 6 or 7.

Division 5B Conduct of electronic ballot

36A Application of Division

This Division applies if the returning officer decides to conduct an election by electronic ballot.

36B Providing ballot material to voters

The returning officer must send to each voter on the relevant Roll, at the voter's email or residential address, instructions on how to access the electronic ballot and complete an electronic ballot form, including the internet address of the election website.

36C Election website

- (1) An election website is to be established for the purposes of an electronic ballot.
- (2) The election website must include the following:
 - (a) instructions on how to vote, including the closing date of the ballot,
 - (b) a summary of information about each candidate, if provided under clause 28 (5),
 - (c) the names of all candidates for election arranged in an order determined by drawing lots.
- (3) The election website may require voters to verify their eligibility to vote and their identity.

36D Completing and submitting electronic ballot forms

- (1) Voters must vote by completing the electronic ballot form on the election website, in accordance with the instructions on the election website, so as to indicate their preference for the candidates.
- (2) Voters:
 - (a) must express their order of preference for a number of candidates at least equal to the number of vacancies to be filled, and
 - (b) may express their order of preference for as many of the other candidates as have been nominated.
- (3) Voters must, after completing the electronic ballot form, submit it to the returning officer by following the prompts on the election website.
- (4) The returning officer must ensure that any electronic database or retrieval system containing electronic votes is kept secure until the counting of votes begins in accordance with Division 6 or 7 (as the case requires).

Division 5C Procedures after election is conducted

37 Election not invalidated because of certain errors

- (1) An election is not invalid because of any one or more of the following:
 - (a) any one or more of the events described in clause 17 (5) occurs,
 - (b) an eligible voter did not see a notice of ballot,
 - (b1) in the case of a postal ballot—an eligible voter did not receive a ballot paper,

- (b2) in the case of an electronic ballot—an eligible voter could not access the election website,
- (c) an eligible voter’s vote has not been accepted at the election.
- (2) Notwithstanding subclause (1) and without limiting any of the returning officer’s other powers, the returning officer may at any time declare an election invalid because, in his or her opinion, one or more of the events described in that subclause has materially affected, or is likely to materially affect, the outcome of that election.

38 Scrutineers

- (1) Each candidate for election may appoint one person to be present as that candidate’s scrutineer at any counting of votes for that election. Any appointment under this clause must be in writing, signed by the candidate, and given to the returning officer before counting of votes commences.
- (2) A candidate for election is not eligible to be a scrutineer.
- (3) In the case of a postal ballot, a scrutineer may inspect any ballot paper provided that, in the opinion of the returning officer, that scrutiny does not delay the counting of votes unreasonably.
- (4) In the case of an electronic ballot, a scrutineer may inspect any report or record from any electronic database or retrieval system containing electronic votes used in the electronic ballot, provided that, in the opinion of the returning officer, that scrutiny does not delay the counting of votes unreasonably.

39 Informal votes

- (1) In the case of a postal ballot, a ballot paper is informal if, and only if that ballot paper:
 - (a) contains any mark or writing that, in the opinion of the returning officer, enables any person to identify the voter, or
 - (b) is not validated by the returning officer, or
 - (c) in the opinion of the returning officer, contains no vote, or does not include a vote for a number of candidates at least equal to the number of vacancies to be filled.
- (2) In the case of an electronic ballot, an electronic vote is informal if, and only if, in the opinion of the returning officer, it does not include a vote for a number of candidates at least equal to the number of vacancies to be filled.

40 Tally sheet to be kept

- (1) The returning officer must keep a tally sheet (in either electronic or hard copy form) for each ballot containing the following information:
 - (a) total number of ballot papers or electronic votes,
 - (b) total number of informal ballot papers or electronic votes,
 - (c) a list of candidates,
 - (d) primary votes allocated to each candidate,
 - (e) secondary votes allocated to each candidate,
 - (f) exhausted ballot papers,
 - (g) progressive total votes for each candidate.
- (2) At each stage of counting, the total number of votes divided by the number of candidates to be elected must correspond with the total number of formal ballot papers or electronic votes (including exhausted ballot papers).

Division 6 Procedures for election to fill one position only

41 Counting votes

In an election to fill one position only, the returning officer must follow the following procedure for counting votes, in the order specified:

- (a) exclude all informal ballot papers or electronic votes,
- (b) count the primary votes for each candidate on the formal ballot papers or electronic votes,
- (c) enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet,
- (d) if a candidate receives an absolute majority of primary votes, declare that candidate elected,
- (e) if no candidate receives an absolute majority of primary votes, distribute secondary votes according to paragraphs (f) to (l) inclusive until one candidate receives an absolute majority of votes,
- (f) exclude the candidate with the fewest primary votes,
- (g) for each ballot paper or electronic vote where the excluded candidate received a primary vote, allocate the next active secondary vote to the remaining candidates,
- (h) indicate on the tally sheet the excluded candidate and that the next active secondary vote has been allocated,
- (i) add together the primary votes and the allocated secondary votes for each remaining candidate, and exclude the candidate with the lowest number of total votes,
- (j) if, after the exclusion of a candidate, the next active secondary vote is to an excluded candidate, disregard that secondary vote and distribute the next active secondary vote,
- (k) repeat the process described in paragraphs (f) to (j) inclusive until one candidate receives an absolute majority of votes,
- (l) if on any count, 2 or more candidates have an equal number of votes, and that number is the lowest on that count, the returning officer must:
 - (i) eliminate the candidate with the lowest number of primary votes, or
 - (ii) if the number of primary votes is equal, in the presence of any scrutineers present, draw lots with the candidate drawn first remaining in the ballot.

Division 7 Procedures for election to fill more than one position

42 Counting votes

In an election to fill more than one position, the returning officer must follow the following procedure for counting votes, in the order specified:

- (a) exclude all informal ballot papers or electronic votes,
- (b) count the primary votes for each candidate on the formal ballot papers or electronic votes,
- (c) enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet,
- (d) exclude the candidate with the fewest primary votes,
- (e) for each ballot paper or electronic vote where the excluded candidate received a number 1 vote, allocate the next active secondary vote to the remaining candidates,
- (f) indicate on the tally sheet the excluded candidate and that the next active secondary vote has been allocated,

- (g) add together the primary votes and the allocated secondary votes for each remaining candidate and exclude the candidate with the lowest number of total votes,
- (h) if, after the exclusion of a candidate, the next active secondary vote indicates an excluded candidate, disregard that preference and allocate the next active secondary vote,
- (i) repeat the process described in paragraphs (d) to (h) inclusive until only the number of candidates required to fill the vacancies remain,
- (j) if on any count, 2 or more candidates have an equal number of votes and that number is the lowest on that count, the returning officer must:
 - (i) eliminate the candidate with the lowest number of primary votes, or
 - (ii) if the number of primary votes is equal, in the presence of any scrutineers present, draw lots with the candidate first drawn remaining in the ballot,
- (k) in order to determine which candidate is next in order of preference:
 - (i) the votes counted for any excluded candidate must not be considered further, and
 - (ii) the order of voters' preferences must be determined on the next available preference indicated on the ballot papers or electronic votes.

Division 8 Casual vacancies for elected Fellows

43 Academic or non-academic staff Fellows

- (1) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (d) or (e) of the Act occurs on or before the last 6 months of the end of that Fellow's term of office:
 - (a) that vacancy must be filled by the candidate at the immediately preceding election who, in the vote counting process at the election, was the last remaining candidate for election aside from the person who was declared elected, and who remains eligible to be elected, or
 - (b) if there is no eligible candidate, an election must be held.
- (2) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (d) or (e) of the Act occurs within the last 6 months of that Fellow's term, the Senate must fill the vacancy by appointing a person qualified to hold that office.

44 Undergraduate or postgraduate student Fellows

- (1) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (f) or (g) of the Act occurs within the first year of that Fellow's term, an election must be held.
- (2) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (f) or (g) of the Act occurs within the last year of that Fellow's term, the Senate must fill the vacancy, by no later than the date of the second meeting of the Senate after that casual vacancy occurs, by appointing a person qualified to hold that office, and only after first consulting the relevant student body or bodies recognised by the Senate.

45 Graduate Fellows

- (1) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (h) of the Act occurs and that vacancy is the first or second vacancy occurring during the term of office for which that Fellow was elected, that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.

- (2) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (h) of the Act occurs and that vacancy:
 - (a) is the third or subsequent vacancy occurring during the term of office for which that Fellow was elected, and
 - (b) occurs more than 6 months before the end of that Fellow's term of office, an election must be held.
- (3) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (h) of the Act occurs and that vacancy:
 - (a) is the third or subsequent vacancy occurring during the term of office for which that Fellow was elected, and
 - (b) occurs 6 months or less before the end of that Fellow's term of office, the vacancy is to remain unfilled until that term of office for which that Fellow was elected expires.

Division 9

46(Repealed)

Chapter 4A Appointed Fellows of the Senate

46A Nominations Committee

- (1) The Senate is to establish a Nominations Committee consisting of the following persons:
 - (a) the Chancellor,
 - (b) the Deputy Chancellor,
 - (c) the Vice-Chancellor,
 - (d) the Chair of the Academic Board,
 - (e) 3 Fellows who are external persons (within the meaning of section 9 (9) of the Act), appointed to the Committee by the Senate.
- (2) Despite subclause (1), the Nominations Committee may be constituted in accordance with a resolution of the Senate passed by a majority of the number of Fellows present and voting at a meeting of the Senate of which at least 7 days' notice has been given.

46B Nominations procedure relating to appointed Fellows

- (1) If the Senate is required to make a nomination as referred to in section 9 (1) (b) of the Act or intends to make a nomination as referred to in section 9 (2) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for nomination.
- (2) If the Senate is required to appoint a person under section 9 (1) (c) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for appointment.
- (3) The Committee is:
 - (a) to determine which of the persons identified under subclause (1) or (2) are to be recommended to the Senate:
 - (i) for nomination for consideration for appointment by the Minister, or
 - (ii) for appointment by the Senate, as the case may be, and
 - (b) to recommend the length of appointment for each such person, and

- (c) to forward those recommendations to the Senate.
- (4) In determining the persons to be recommended under subclause (3) (a), the Committee is to have regard to:
 - (a) the skills and experience of the continuing Fellows, and
 - (b) the matters referred to in section 9 (3) and (4) of the Act.
- (5) The Senate:
 - (a) is to consider the recommendations forwarded by the Nominations Committee, and
 - (b) is to determine which of the recommended persons are to be nominated for appointment and may select one or more other persons for nomination in place of one or more of the recommended persons, and
 - (c) is to determine which of the persons referred to in paragraph (b) are to be:
 - (i) nominated for consideration for appointment by the Minister, or
 - (ii) appointed by the Senate, as the case may be, and
 - (d) is to determine:
 - (i) in the case of the persons referred to in paragraph (c) (i), the recommended length of appointment for each such person, or
 - (ii) in the case of the persons referred to in paragraph (c) (ii), the length of appointment for each such person.
- (6) The Senate is, when selecting a person for nomination other than a person recommended by the Nominations Committee, to have regard to the matters referred to in subclause (4) (a) and (b).
- (7) The Chancellor is to forward the determinations referred to in subclause (5) (c) (i) and (d) (i) to the Minister.

46BA Procedure for proposing Fellows to Minister for appointment

- (1) The Senate may propose to the Minister the names of persons (other than those nominated by the Senate in accordance with clause 46B) to be considered for appointment to the Senate by the Minister under section 9 (1) (b) of the Act.
- (2) For the purposes of making any such proposal, the Senate may request the Nominations Committee to recommend to the Senate:
 - (a) persons the Committee considers suitable for appointment, and
 - (b) the length of appointment for each such person.
- (3) In determining the persons to be recommended to the Senate, the Nominations Committee is to have regard to:
 - (a) the skills and experience of the continuing Fellows, and
 - (b) the matters referred to in section 9 (3) and (4) of the Act.
- (4) The Senate may, after considering the Nominations Committee's recommendations, propose to the Minister the names of persons to be considered for appointment and the length of appointment for each such person.
- (5) If the Senate is considering proposing to the Minister a person other than a person recommended by the Nominations Committee, the Senate is to have regard to:
 - (a) the skills and experience of the continuing Fellows,
 - (b) the matters referred to in section 9 (3) and (4) of the Act.
- (6) The Chancellor is to forward any proposal by the Senate under this clause to the Minister.

46C Casual vacancy in office of appointed Fellow

- (1) If a casual vacancy occurs in the office of a Fellow appointed under section 9 (1) (b) of the Act, the Chancellor is to forward to the Minister for consideration for appointment the name of a person nominated in accordance with the procedures set out in clause 46B in respect of such an office.
- (2) If a casual vacancy occurs in the office of a Fellow appointed under section 9 (1) (c) of the Act, the vacancy is to be filled in accordance with the procedures set out in clause 46B in respect of such an office.

Chapter 5 Vice-Chancellor

47 Functions

- (1) The Vice-Chancellor is responsible for promoting the interests and furthering the development of the University.
- (2) The Vice-Chancellor is, under the Senate and subject to this By-law or any rule or resolution of the Senate, to:
 - (a) manage and supervise the administrative, financial and other business of the University, and
 - (b) collect and prepare for the Senate and Finance Committee of the Senate all information required by those bodies about the administration, finance and other business of the University, and
 - (c) consult with and advise the Senate and its committees, the Academic Board, and all other University boards, faculties, committees, professors and heads of department, and
 - (d) exercise general supervision over the staff and students of the University, and
 - (e) subject to any delegations of authority approved by the Senate, apportion administrative authority throughout the University, and
 - (f) exercise supervision over the discipline of the University, in accordance with and subject to any law or rule dealing with discipline or misconduct of staff or students, and
 - (g) give effect to this By-law, any rules, or any resolutions made, or reports adopted, by the Senate, and
 - (h) have such functions of the Senate as the Senate may, from time to time, delegate to the Vice-Chancellor.
- (3) The Vice-Chancellor:
 - (a) is, *ex officio*, a member of every board, faculty or committee, except a Student Proctorial Board convened under Chapter 8, and
 - (b) may preside at any meeting of such board, faculty or committee.
- (4) Nothing in this Chapter affects the precedence or authority of the Chancellor or the Deputy Chancellor.
- (5) In this clause, *student* includes a person registered in a unit of study or course conducted by the University who is not admitted to candidature in an award course of the University.

48 Acting Vice-Chancellor

The Vice-Chancellor may appoint:

- (a) a Deputy Vice-Chancellor, or
- (b) in the absence of a Deputy Vice-Chancellor, a Pro-Vice-Chancellor, as Acting Vice-Chancellor, when the Vice-Chancellor is absent from the University.

Chapter 6 Academic governance

49 Academic Board

- (1) The Academic Board:
 - (a) is to comprise at least 18 members and (subject to this clause) to consist of the membership prescribed by rules made by the Senate, and
 - (b) is to have the functions prescribed by rules made by the Senate, and
 - (c) is to report directly to the Senate.
- (2) Of the members of the Academic Board:
 - (a) one is to be Chair and one is to be Deputy Chair, and
 - (b) at least 9 are to be academic staff members, of whom at least 4 are to be professors, and at least 4 are not to be professors, and
 - (c) at least 9 are to be enrolled students.
- (3) For the purposes of section 17 of the Act, the Academic Board is prescribed as a body to which the Senate may delegate its functions.

50 Definitions

- (1) In this Chapter:

academic staff member means a person who is employed as a member (other than a casual member) of the academic staff of the University.

enrolled student means a person (other than a person who is an academic staff member) who is enrolled as a student in an award course at the University.

- (2) Expressions used in any rule relating to election procedures for the Academic Board have the same meaning as they have in this Chapter.
- (3) In any election for the Academic Board, the question of whether a person is an academic staff member or an enrolled student is to be determined at the time of the close of nominations for the election concerned, as specified in the notice of ballot for the election.
- (4) A person is not considered to be enrolled as a student in an award course unless the person has completed, to the satisfaction of the University, all requirements for enrolment or re-enrolment in the award course concerned.

51 (Repealed)

Chapter 7 Convocation

52 Standing Committee of Convocation

There is to be a Standing Committee of Convocation which:

- (a) consists of the membership, and
- (b) has those functions, powers and procedures, prescribed by rules made by the Senate.

53 (Repealed)

Chapter 8 Student discipline

Division 1 Preliminary

54 Definitions

In this Chapter:

academic staff member means a member of the academic staff of the University.

Appeals Committee means the Student Disciplinary Appeals Committee established pursuant to clause 78 (1).

Board means a Student Proctorial Board established pursuant to clause 66 (1).

Chair of the Panel means the member of the Panel referred to in clause 64 (1) (a).

misconduct includes:

- (a) conduct on the part of a student which is prejudicial to the good order and government of the University or impairs the reasonable freedom of other persons to pursue their studies or research in the University or to participate in the life of the University, and
- (b) refusal by a student to give satisfactory particulars of the student's identity in response to a direction to do so by a prescribed officer and any other form of wilful disobedience to a reasonable direction of a prescribed officer.

Panel means a Student Proctorial Panel established pursuant to clause 64 (1).

prescribed officer means a member of the staff of the University who is designated as a prescribed officer by a resolution of the Senate.

University grounds includes all land, buildings and other property owned, leased or otherwise used by the University.

55 Miscellaneous provisions

- (1) A prescribed officer must, before giving a direction to a student, state to the student the officer's name and official position or rank.

- (2) A document or notice which is required to be given to any person under this Chapter may be:
- (a) delivered to or left for the person at the address of the person as last known to the Registrar, or
 - (b) posted by prepaid registered mail to the person at the address of the person as last known to the Registrar, and is to be taken to have been given to the person when it has been so delivered or left or at the expiration of 2 days after it has been so posted.
- (3) If, in the opinion of the Vice-Chancellor, the Vice-Chancellor is required to:
- (a) exercise any power or discretion, or
 - (b) perform any duty in relation to any matter in which the Vice-Chancellor has been, is or may be personally involved, the Vice-Chancellor may appoint a Deputy Vice-Chancellor to exercise those powers or discretions and to perform those duties and the Deputy Vice-Chancellor has the power and authority to so act.

Division 2 Suspension of students

56 By senior officers

If, in the opinion of the Vice-Chancellor, a Deputy Vice-Chancellor, a Pro-Vice-Chancellor or a Deputy Principal:

- (a) the behaviour of a student amounts to misconduct, or
- (b) there is an imminent threat of misconduct by a student, that officer may, for the purpose of halting or preventing misconduct, suspend the student from entering the University grounds or any part of those grounds for a period not exceeding 7 days.

57 By academic staff

- (1) If, in the opinion of a member of the academic staff:
 - (a) the behaviour of a student in the member's class or during other work supervised by the member amounts to misconduct, or
 - (b) there is an imminent threat of misconduct by a student in the member's class or during other work supervised by the member, the member may, for the purpose of halting or preventing misconduct, suspend the student from attending the member's classes or other supervised work for a period not exceeding 7 days.
- (2) A member of the academic staff who has imposed a period of suspension under subclause (1) exceeding 24 hours must immediately report the suspension and circumstances of the suspension to:
 - (a) the Registrar, and
 - (b) unless the suspension was imposed by the Head of a Department or School, to the Head of the member's Department or School.

58 By University Librarian or nominee

- (1) If, in the opinion of the University Librarian or a member of the Library staff nominated by the University Librarian for the purpose of this subclause:

- (a) the behaviour of a student in a library of the University or in relation to any property of the Library amounts to misconduct, or
 - (b) there is an imminent threat of misconduct by a student in a library of the University or in relation to any property of the Library,
the University Librarian or nominated member of the Library staff may, for the purpose of halting or preventing misconduct, suspend the student from the use of or entry to all or any of the libraries of the University for a period not exceeding 7 days.
- (2) The University Librarian or a nominated member of the Library staff who has imposed a period of suspension under subclause (1) exceeding 24 hours must immediately report the suspension and circumstances of the suspension to:
- (a) the Registrar, and
 - (b) unless the suspension was imposed by the University Librarian, to the University Librarian.

59 By Registrar

- (1) If, in the opinion of the Registrar or a member of the academic staff:
- (a) the behaviour of a student in, or in respect of, an examination or other test amounts to misconduct, or
 - (b) there is an imminent threat of misconduct by a student in, or in respect of, an examination or other test,
the Registrar or the member of the academic staff may, for the purpose of halting or preventing misconduct, suspend the student from sitting for the examination or test.
- (2) A person who has imposed a suspension under subclause (1) must immediately report the suspension and circumstances of the suspension:
- (a) unless the suspension was imposed by the Head of the Department or School within which the examination or test was held, to the Head of that Department or School, and
 - (b) unless the suspension was imposed by the Registrar, to the Registrar.

60 Suspension does not prevent subsequent action

A suspension imposed under clause 56, 57 (1), 58 (1) or 59 (1) in respect of conduct alleged to be misconduct does not prevent any subsequent action against the student in respect of the conduct.

61 Suspension pending inquiry or disciplinary proceedings

- (1) The Vice-Chancellor may:
- (a) suspend a student, or
 - (b) extend a suspension of a student, from entering the University grounds or any part of those grounds,
for the purpose of halting or preventing misconduct by the student pending an inquiry into, or disciplinary proceedings in respect of, alleged misconduct by the student but no such suspension is to be imposed, extended or continued unless, in the opinion of the Vice-Chancellor, it is reasonably necessary to do so.
- (2) If, in respect of certain conduct, a student is suspended under this Chapter for a period exceeding 24 hours and:
- (a) no subsequent proceedings in respect of the conduct are taken against the student within a reasonable time after the suspension, or

- (b) the student is, in relation to the conduct, found by a Student Proctorial Board or the Vice-Chancellor or on appeal to be not guilty of misconduct, reasonable allowance must be made by the University for any academic disadvantage incurred by the student as a result of the suspension.

Division 3 Complaints, investigations and summary proceedings

62 Procedure for investigating complaints

- (1) Any member of the University staff or any student may, by written complaint, inform the Registrar of any conduct by a student which the member or student considers to be misconduct.
- (2) The Registrar:
- (a) must, upon receipt of a complaint referred to in subclause (1), make a recommendation to the Vice-Chancellor as to whether, in the Registrar's opinion, the conduct which is the subject of the complaint warrants investigation, and
- (b) may, without having received any such complaint, make a recommendation to the Vice-Chancellor that conduct by a student which the Registrar alleges to be misconduct warrants investigation.
- (3) Upon receipt of a recommendation referred to in subclause (2) in respect of conduct by a student, the Vice-Chancellor may, whether or not the Registrar has recommended an investigation of the conduct:
- (a) determine that no investigation is to be made, or
- (b) direct the Registrar to cause a full investigation of the conduct to be made.
- (4) In making the investigation referred to in subclause (3) (b), the Registrar has power to require any member of the University staff or any student to appear before the Registrar with a view to assisting the investigation, but no person appearing is obliged to answer any question.
- (5) Upon completion of an investigation in relation to an allegation of misconduct by a student, the Registrar is to make a recommendation to the Vice-Chancellor:
- (a) that no further action should be taken, or
- (b) that the student be given a notice in the form specified in clause 63 (1), or
- (c) that the allegation of misconduct be heard and determined by the Vice-Chancellor or a Student Proctorial Board.
- (6) Upon receipt of a recommendation referred to in subclause (5) in relation to action to be taken in respect of an allegation of misconduct by a student, the Vice-Chancellor may, whether or not it is in accordance with the recommendation:
- (a) decide that no further action should be taken, or
- (b) cause the student to be given a notice in the form specified in clause 63 (1), or
- (c) refer the allegation of misconduct to the Chair of the Panel or, unless the Registrar recommended that no action should be taken with respect to the allegation, hear and determine the allegation in person.

63 Notifying students of allegations of misconduct

- (1) A notice given under clause 62 (5) (b) is to inform the student to whom it is addressed of the allegation of misconduct made against that student and that:
- (a) if, within the period of 14 days immediately following the date upon which the notice is given, the student notifies the Vice-Chancellor that the allegation of misconduct

specified in the notice is denied—the allegation of misconduct will be formally heard and determined, and

- (b) if, within the period of 14 days immediately following the date upon which the notice is given, the student does not notify the Vice-Chancellor that the allegation of misconduct is denied—the Vice-Chancellor will, at the expiration of that period, impose on the student a specified penalty unless:
 - (i) the student has given to the Vice-Chancellor an explanation concerning the alleged misconduct which the Vice-Chancellor considers adequate, in which case no penalty is to be imposed on the student, or
 - (ii) the student has satisfied the Vice-Chancellor that, for any reason, a lesser or different penalty from that specified should be imposed, in which case the Vice-Chancellor will impose the lesser or different penalty on the student.
- (2) If a student to whom a notice is given under subclause (1) does not, within the period of 14 days immediately following the date upon which the notice is given, notify the Vice-Chancellor that the allegation of misconduct specified in the notice is denied, the Vice-Chancellor must, at the expiration of that period, impose on the student the penalty in the notice unless:
 - (a) the student has given to the Vice-Chancellor an explanation concerning the alleged misconduct which the Vice-Chancellor considers adequate, in which case no penalty is to be imposed on the student in relation to the alleged misconduct, or
 - (b) the student has satisfied the Vice-Chancellor that, for any reason, a lesser or different penalty from that specified should be imposed, in which case the Vice-Chancellor is to impose that lesser or different penalty on the student, and must lay a report of any penalty so imposed upon the table of the Senate and of the Academic Board.
- (3) Clause 76 (4) applies to a report referred to in subclause (2) in the same way as it applies to a report referred to in clause 76 (3).
- (4) If a student to whom a notice is given under subclause (1) denies the allegation of misconduct specified in the notice, the Vice-Chancellor is to refer the allegation to the Chair of the Panel or, unless the Registrar recommended that no action should be taken with respect to the allegation, hear and determine the allegation in person.

Division 4 Student Proctorial Panels and Student Proctorial Boards

64 Student Proctorial Panel

- (1) There is to be a Student Proctorial Panel consisting of:
 - (a) the Chair of the Academic Board, and
 - (b) 9 members of the academic staff (of whom at least 4 are to be professors and at least 4 are not to be professors) appointed by and from the members of the Academic Board, and
 - (c) 9 student members of the Academic Board appointed by and from the student members of the Academic Board.
- (2) The members of the Panel referred to in subclause (1) (b) and (c) are to be appointed at the first meeting of the Academic Board held in each calendar year, or at another time determined by resolution of the Senate.
- (3) If the office of any member of the Panel referred to in subclause (1) (b) or (c):
 - (a) falls vacant for any reason, or
 - (b) is not filled at the meeting referred to in subclause (2),

that office may be filled by a person appointed in accordance with the relevant paragraph of subclause (1) which is applicable to that office.

- (4) A member of the Panel (other than the member referred to in subclause (1) (a)) is to assume office from the date of appointment by the Academic Board and, subject to subclause (5) and clause 67, is to hold office until a successor is appointed.
- (5) The Senate may, at any time, extend the term of office of any member of the Panel and the successor to that member is not to assume office until the expiration of that term as so extended.
- (6) The member of the Panel referred to in subclause (1) (a) is to be the Chair of the Panel.
- (7) In the case of the illness or absence of the Chair of the Panel, the Deputy Chair of the Academic Board may act as deputy for the Chair during the Chair's illness or absence and, during the time the Deputy Chair acts as deputy, the Deputy Chair has all the powers and authority of the Chair.

65 Convening meetings of the Student Proctorial Panel

- (1) The Chair of the Panel must convene a meeting of the Panel as soon as practicable after the Vice-Chancellor has referred an allegation of misconduct against a student to the Chair.
- (2) The Panel is to establish, in accordance with this clause and clause 66, a Board to hear and determine the allegation of misconduct.
- (3) At a meeting of the Panel the Chair must inform the Panel of the allegation of misconduct in respect of which the meeting was convened and the name of the student against whom the allegation is made and any member of the Panel may, with the consent of Chair of the Panel, be disqualified at the member's own request from membership of a Board to be constituted to hear an allegation against a student on the ground that the member may appear to be biased in relation to any matter concerning the allegation.
- (4) When all disqualifications from membership of a Board to be constituted to hear an allegation of misconduct have been made under subclause (3), each of the remaining members of the Panel must disclose to the Panel:
 - (a) whether the member has been or is involved in or associated with any matter concerning the allegation and, if the member has been or is so involved or associated, the nature or extent of the involvement or association, and
 - (b) whether the member has or has had any attitude towards or association with any person known to be involved in or associated with any matter concerning the allegation.
- (5) If, in the opinion of the Chair of the Panel, a disclosure made by a member of the Panel under subclause (4) gives rise to a reasonable apprehension that the member would be biased in deciding any matter concerning an allegation of misconduct against a student, the Chair may disqualify that member from membership of the Board to be constituted to hear the allegation.
- (6) If the Chair of the Panel seeks to be disqualified under subclause (3) or where the Chair makes a disclosure under subclause (4), the senior member of the members of the Panel referred to in clause 64 (1) (b) who has not been disqualified has the power to consent to the Chair being disqualified under subclause (3) or to disqualify the Chair under subclause (5).

66 Student Proctorial Board

- (1) A Student Proctorial Board is to consist of 3 persons of whom:
 - (a) one is to be a member elected by and from the Panel, being an academic staff member who is not disqualified from membership of that Board, and
 - (b) one is to be a member elected by and from the Panel, being a student member who is not disqualified from membership of that Board, and
 - (c) one is to be a person appointed by the Senate under subclause (4).
- (2) The member of a Board referred to in subclause (1) (c) is the Chair of that Board.
- (3) If the Chair of the Panel considers it to be desirable, 2 Boards may be constituted and may hear different allegations of misconduct simultaneously.
- (4) The Senate must appoint one or more Chairs of Boards annually, or at such other times as appears to it desirable, from among persons who:
 - (a) have been admitted to practise as barristers or solicitors of the Supreme Court of New South Wales for at least five years, or
 - (b) hold or have held office as judge or stipendiary magistrate in any State or federal court in Australia.
- (5) If the Senate has appointed more than one person as Chair of the Boards under subclause (4), the Chair of the Panel is to determine which person is to be Chair of a particular Board.

67 Death of or expiry of term of member of Student Proctorial Panel or Student Proctorial Board

- (1) If the term of office of a member of the Panel expires while the member is a member of a Board constituted to hear an allegation of misconduct, the member is to continue to be a member of the Board until the hearing of the allegation is completed.
- (2) If:
 - (a) a member of the Panel dies or otherwise ceases to be a member of the Panel while the member is a member of a Board constituted to hear an allegation of misconduct, or
 - (b) a member of a Board is, for any reason unable to attend a meeting of the Board, the remaining 2 members of that Board may, with the written approval of the Chair of the Panel, but subject to clause 75, continue the hearing of the allegation and make a determination in relation to the allegation.
- (3) If, in the opinion of the Chair of the Panel, it is not possible for a hearing of an allegation of misconduct to be concluded within a reasonable time then a new Board must be constituted and the allegation heard by it *de novo*.
- (4) A Board must not hear any allegation of misconduct or make any decision in relation to such an allegation (other than a decision to adjourn a hearing) in the absence of the Chair of the Board.

Division 5 Hearing and determining allegations of misconduct

68 Who hears and determines allegations of misconduct

An allegation of misconduct against a student must be heard and determined:

- (a) if the Vice-Chancellor has decided to do so in person—as soon as practicable after the Vice-Chancellor so decides, or
- (b) if the Vice-Chancellor has referred the allegation to the Chair of the Panel—as soon as practicable after the Board is constituted for that purpose.

69 Preliminary matters to be dealt with by Vice-Chancellor or Student Proctorial Board

- (1) In the hearing of an allegation of misconduct against a student, the Vice-Chancellor or a Board has power:
 - (a) to summon any member of the University staff or any student to appear to give evidence in relation to the allegation, and
 - (b) to obtain information as to the facts concerning the allegation in any way the Vice-Chancellor or the Board sees fit and may at any stage seek further information in any manner reasonably possible, and
 - (c) to determine the procedure of the hearing.
- (2) The Vice-Chancellor or Board must:
 - (a) ensure that the student and any witnesses have been correctly identified and that the allegations of misconduct against the student have been made known to the student, and
 - (b) if satisfied that there is insufficient evidence to establish the allegation of misconduct, dismiss the allegation without calling on the student to answer it, and
 - (c) if satisfied that there is a case to answer with respect to the allegation, give the student an opportunity to answer the allegation.

70 Dealing with more than one allegation of misconduct

- (1) One or more different allegations of misconduct may be heard against one or more students at the same hearing.
- (2) If at any time before a final determination has been made in relation to an allegation of misconduct against a student, a fresh allegation is made against the student, being an allegation which arises out of or relates to the same conduct which is the subject of the previous allegation, the Vice-Chancellor or, as the case may be, a Board may hear the fresh allegation together with the allegation previously made against the student but the student must be given an opportunity to prepare a response to that fresh allegation.

71 Failure to appear

If a student fails to appear at the time and place appointed by the Vice-Chancellor or a Board, for the hearing of an allegation of misconduct against the student, the Vice-Chancellor or the Board, as the case may be, may, if satisfied that reasonable and proper steps have been taken to give to the student notice of the hearing:

- (a) proceed in the absence of the student, or

- (b) adjourn the hearing to a later date and cause the student to be given a notice stating that the hearing is so adjourned and informing the student that the hearing will proceed on the later date notwithstanding any further absence of the student.

72 Objections to questions

- (1) A person to whom a question is put at a hearing may object to the question and the Vice-Chancellor or, subject to subclause (2), the Board is to decide whether the objection should be upheld.
- (2) A decision in respect of any matter at a hearing of a Board:
 - (a) if the matter raises a point of law, must be made by the Chair of the Board, and
 - (b) in any other case, must be made by the agreement of at least 2 members of the Board.

73 Presenting evidence on behalf of the University

The Registrar must designate a person to present evidence in relation to an allegation of misconduct at a hearing of the allegation and that person must attend the hearing and may:

- (a) question any witness giving evidence at the hearing, and
- (b) present witnesses and other evidence, and
- (c) address the Vice-Chancellor or the Board on any issue.

74 Student's rights in respect of hearing

Any student against whom an allegation of misconduct has been made, being an allegation which the Vice-Chancellor has referred to the Chair of the Panel or decided to hear and determine in person must:

- (a) be informed of the allegation and of all relevant particulars relating to the allegation, and
- (b) subject to clause 75 (2) (c), has the right to be present at any hearing in which any evidence or submission is given or made in relation to the allegation, and
- (c) be afforded a reasonable opportunity of bringing to the knowledge of the Vice-Chancellor or the Board any factual material relevant to the allegation and of bringing before the Vice-Chancellor or Board any person who can provide that material, and
- (d) be afforded a reasonable opportunity of questioning either in person or by a representative any person who has furnished information at the hearing of the allegation, and
- (e) is entitled to inspect any documentary or other physical evidence placed before the Vice-Chancellor or Board, and
- (f) is entitled to address the Vice-Chancellor or Board on any issue relating to the allegation whether in relation to the allegation or the penalty which may be imposed, and
- (g) is entitled to be represented at the hearing of the allegation or to be accompanied at the hearing by a friend.

75 Conduct at hearing

- (1) All persons appearing before or present at a hearing of an allegation of misconduct against a student must conduct themselves in a proper manner.
- (2) If a person fails to comply with subclause (1):

- (a) at a hearing by a Board, the Board must, if the person is a member of staff of the University, inform the Vice-Chancellor of the failure, and
 - (b) at a hearing by the Vice-Chancellor or a Board, the Vice-Chancellor or, as the case may be, the Board must, if the person is a student, inform the person that disciplinary action may be taken in respect of the person's behaviour, and
 - (c) at a hearing by the Vice-Chancellor or a Board, the Vice-Chancellor or, as the case may be, the Board may require the person to leave the hearing.
- (3) If a person who is required under subclause (2) (c) to leave a hearing is the student who is the subject of the hearing, the hearing may only continue in the absence of the student if the student was required to leave the hearing by reason of conduct which was so improper as to unreasonably disrupt the hearing.

76 Making a determination

- (1) The Vice-Chancellor or a Board may, after hearing an allegation of misconduct against a student:
 - (a) make a finding that the student is guilty of misconduct but impose no penalty, or
 - (b) impose one or more penalties on the student if satisfied that the student is guilty of misconduct.
- (2) The Vice-Chancellor or a Board may, instead of or in addition to a penalty imposed under subclause (1):
 - (a) if a student is found to have damaged or destroyed any property of the University, order the student to pay to the University such amount as may be determined by the Vice-Chancellor or Board as compensation for the damage or destruction of the property, or
 - (b) if a student is found to have taken or removed any property of the University:
 - (i) order the student to return the property to the University, or
 - (ii) order the student to pay to the University such amount as may be determined by the Vice-Chancellor or Board as compensation for the taking or removal of the property, or both, or
 - (c) if a student is found to have taken or removed and damaged or destroyed any property of the University, make orders in respect of the property under subclause (2) (a) and (b).
- (3) The Vice-Chancellor and any Board must, as soon as practicable after making a determination under subclause (1) (b) to impose a penalty on any student for misconduct or an order under subclause (2), lay a report of that determination or order upon the table of the Senate and of the Academic Board.
- (4) Unless the Senate otherwise determines, only one report referred to in subclause (3) is required to be tabled at a meeting of the Senate or the Academic Board but the Vice-Chancellor or the person who is presiding at the meeting of the Senate or the Academic Board at which the report is tabled must state at the meeting the number of persons mentioned in the report, the nature of the misconduct alleged and the penalties imposed or order made.

Division 6 Penalties

77 Penalties that may be imposed

- (1) One or more of the following penalties may be imposed under this Chapter in respect of misconduct by a student:
 - (a) expulsion from the University,
 - (b) suspension from admission to or from the use of University grounds or any part of those grounds, either permanently or for a specified period,
 - (c) suspension from a University course either permanently or for a specified period,
 - (d) a fine,
 - (e) a reprimand or a severe reprimand,
 - (f) a penalty in accordance with academic usage.
- (2) The Vice-Chancellor or a Board, when imposing a penalty, may suspend the operation of that penalty on such terms as may be determined by the Vice-Chancellor or Board.

Division 7 Appeals

78 Student Disciplinary Appeals Committee

- (1) There is to be a Student Disciplinary Appeals Committee that consists of:
 - (a) a person who holds, or has held, office as a judge or magistrate in any State or Federal Court in Australia, and
 - (b) a Fellow, and
 - (c) a person admitted and enrolled as a legal practitioner under the *Legal Profession Act 1987* for at least 5 years.
- (2) The members of the Appeals Committee are to be appointed by the Senate, on the nomination of the Chancellor, for a period of not more than 2 years.
- (3) The member of the Appeals Committee referred to in subclause (1) (a) or, where applicable, that member's substitute, is the Chairperson of the Committee.
- (4) Members of the Appeals Committee hold office for the period of their appointment or, in the case of the Fellow, until he or she ceases to be a Fellow, whichever is the earlier.
- (5) If a member of the Appeals Committee is unwilling or unable for any reason to hear a particular appeal by a student, or the Chancellor (or, in the Chancellor's absence, the Deputy Chancellor) determines after consultation with the Vice-Chancellor that in the particular circumstances of the appeal it would be inappropriate for a member to sit, then the Chancellor (or Deputy Chancellor) must appoint a substitute member qualified under subclause (1) (a), (b) or (c) to hear the appeal.
- (6) Subject to subclause (5), any casual vacancy in the office of a member of the Appeals Committee must be filled by the Senate, on the nomination of the Chancellor, as soon as practicable after the casual vacancy arises.
- (7) If, before the commencement of this clause, the Student Disciplinary Appeals Committee has commenced the hearing of an appeal by a student but has not made a determination in respect of the appeal, that Committee is to continue to hear and determine the appeal under this Chapter unless that Committee directs that it be heard afresh by the Appeals Committee constituted under subclause (1).

79 Student may appeal against determination

- (1) A student may, in accordance with subclause (2), appeal to the Appeals Committee against a determination being:
 - (a) a finding by the Vice-Chancellor or a Board that the student is guilty of misconduct, or
 - (b) the imposition of a penalty upon the student by the Vice-Chancellor under clause 63 (2) or by the Vice-Chancellor or a Board under clause 76 (1) (b), or
 - (c) an order made by the Vice-Chancellor or a Board under clause 76 (2).
- (2) An appeal by a student against a determination made by the Vice-Chancellor or a Board:
 - (a) must be filed with the Registrar within the period of 14 days (or such longer period not exceeding one month as the Vice-Chancellor may allow) immediately following the date upon which the student was given notice of the determination, and
 - (b) must be in writing giving full particulars of the grounds of appeal, and
 - (c) may be made only on one or more of the following grounds:
 - (i) that the determination is unreasonable or cannot be supported, having regard to the evidence,
 - (ii) that the determination was made in breach of the rules of natural justice,
 - (iii) that particular evidence should not have been admitted or rejected,
 - (iv) that fresh relevant evidence has become available to the student, being evidence that was not available or not known to the student at the time of the hearing,
 - (v) that a provision of this Chapter was not complied with,
 - (vi) that the meaning or effect of any provision of this Chapter was misinterpreted,
 - (vii) that in any way whatever there was a miscarriage of justice,
 - (viii) that the penalty imposed on the student or order made against the student was excessive or inappropriate.

80 Hearing and determining appeals

- (1) (Repealed)
- (2) A Fellow must not participate in or be present at the hearing of an appeal by the Appeals Committee against a determination made by a Board of which the Fellow was a member or, if the Fellow is the Vice-Chancellor, against any determination.
- (3) The Appeals Committee must, on the hearing of an appeal by a student:
 - (a) allow the appeal if it is of the opinion that the determination of the Vice-Chancellor or Board should be set aside on any of the grounds of appeal referred to in clause 79 (2) (c), or
 - (b) dismiss the appeal if it is of the opinion that:
 - (i) the determination of the Vice-Chancellor or Board should not be set aside on any of the grounds of appeal referred to in clause 79 (2) (c), or
 - (ii) notwithstanding that the determination may be set aside on any 1 or more of the grounds referred to in clause 79 (2) (c) (ii) to (vii) (both inclusive), no substantial miscarriage of justice has actually occurred.
- (4) In allowing an appeal by a student, the Appeals Committee may:
 - (a) quash a determination made by the Vice-Chancellor or a Board, or
 - (b) quash a determination made by the Vice-Chancellor or a Board and direct that all or any of the allegations the subject of the appeal be reheard by:
 - (i) if the determination was made by the Vice-Chancellor—a Board, or
 - (ii) if the determination was made by a Board—another Board, or

- (c) if the appeal was made on the ground specified in clause 79 (2) (c) (viii), substitute a different penalty for the one imposed or a different order for the one made, or
- (d) if an appeal is made on the ground specified in clause 79 (2) (c) (iv), consider any fresh evidence offered by the student and determine the matter itself without directing a rehearing.
- (5) In relation to the hearing of an appeal by a student, the student, any representative of the student and the person designated for that purpose by the Registrar may make written submissions or, with the consent of the Appeals Committee, may make oral submissions.
- (6) The Appeals Committee must, except in the case of an appeal made on the ground specified in clause 79 (2) (c) (iv), determine an appeal on the basis of such official record of evidence as may have been taken at the hearing of the allegation in respect of which the determination was made.
- (7) The provisions of clauses 69, 71, 72 (1), 73, 74 and 75 apply to the Appeals Committee in the same way as they apply to and in respect of the hearing of an allegation by the Vice-Chancellor or a Board.
- (8) If a student has filed an appeal in accordance with clause 79 (2) against a determination of the Vice-Chancellor or a Board to impose a penalty for misconduct or against an order made by the Vice-Chancellor or a Board under clause 76 (2), the penalty or order is not to be enforceable against the student until the appeal is withdrawn or the Appeals Committee has determined the appeal.
- (9) Subject to clause 81, the determination of the Appeals Committee on an appeal is final and conclusive.

Division 8 Miscellaneous

81 Request to quash determination

The Senate may at any time, on the recommendation of the Vice-Chancellor, quash a determination made by the Vice-Chancellor, a Board or the Appeals Committee, whether or not an appeal has been made against that determination.

82 All hearings to be conducted in camera

All disciplinary hearings in the University under this By-law are limited to those persons who in accordance with this Chapter are required or entitled to be present.

83 (Repealed)

Chapter 9 Miscellaneous

84 Repeal

- (1) The *By-laws of the University of Sydney* are repealed.
- (2) Any act, matter or thing that immediately before the repeal of the *By-laws of the University of Sydney* had effect under the *By-laws of the University of Sydney* is taken to have effect under this By-law.

85 Transitional provision relating to terms of office of undergraduate or postgraduate student Fellows

- (1) In this clause, **2012 By-law** means the *University of Sydney Amendment (Terms of Office) By-law 2012*.
- (2) The amendment of clause 24 (3) by the 2012 By-law does not apply to persons elected before the commencement of that amendment.
- (3) The amendment of clause 44 by the 2012 By-law does not apply to a casual vacancy in the office of a Fellow who was elected before the commencement of that amendment.



University of Sydney (Academic Governance) Rule 2003 (as amended)

Approved by: Senate on 6 May 2002; a subsequent change was made to reflect the amended name of the *University of Sydney Amendment (Academic Board) By-law 2003*.
Date of effect: 23 May 2003

Latest amendment approved by: Senate on 6 February 2012
Date of effect: 10 February 2012

Please also see the *University of Sydney (Authority Within Academic Units) Rule 2003 (as amended)*

Part 1 – Preliminary

1. Citation and commencement

1.1 Citation

This Rule is made by the Senate of the University of Sydney pursuant to section 37(1) of the Act, and pursuant to Chapter 6 of the *University of Sydney By-law 1999 (as amended)*.

1.2 Commencement

This Rule commences on the same day that the *University of Sydney Amendment (Academic Board) By-law 2003* comes into force.

2. Purpose

This Rule:

- 2.1 repeals and replaces the Rules relating to the constitution and functions of, and elections to the Academic Board and the Academic Forum in force immediately before this Rule came into effect; and
- 2.2 prescribes the membership, functions and procedures of the Academic Board.

3. Dictionary

3.1 Definitions

In this Rule the following words or expressions have these meanings:

absolute majority of votes – an amount greater than 50 per cent of valid votes

academic staff member – as defined in Chapter 6 of the *University of Sydney By-law 1999 (as amended)*

Act – the *University of Sydney Act 1989 (NSW) (as amended)*

Board of Studies – an academic unit of the University described as such

By-law – the *University of Sydney By-law 1999 (as amended)*

Chair – a person elected as Chair of the Academic Board pursuant to Part 3 of this Rule

college – an academic college established under section 27(1) of the Act

Dean – a dean of a Faculty; or a director or a principal of an academic college as defined in Part 5 of the Act

Deputy Chair – a person appointed as the Deputy Chair of the Academic Board pursuant to Part 3 of this Rule

election – an election conducted according to Part 5 of this Rule

enrolled student has the meaning prescribed in subclause 50(1) of the *University of Sydney By-law 1999* (as amended)

Faculty – a faculty of the University; or an academic college as defined in Part 5 of the Act

majority – an amount greater than 50 per cent

non-professorial member of academic staff – a member of academic staff who is not a professor

notice of election – a notice of an election given by the returning officer under Rule 18

primary vote – preferences marked on a voting paper equal to the number of vacancies to be filled, and which shall have equal value

professor – a member of academic staff who is appointed or promoted to the position of professor

Roll – a roll established according to Rule 15.1

secondary votes – preferences marked on a voting paper beyond the primary votes to be allocated in rank order according to their numerical values

special resolution – a resolution passed at an Academic Board meeting by at least two thirds of all Academic Board members who are present at that meeting and are eligible to vote

Standing Committee – a committee of that description established under Rule 12

student has the meaning prescribed in subclause 3(1) of the *University of Sydney By-law 1999* (as amended)

student of a faculty, college or board – has the meaning given to it in the Resolutions of Senate: “Student membership of the faculties, college boards and boards of studies”

Part 2 – Functions and membership of the Academic Board

4.1 General functions

Subject to the governing authority and powers of the Senate and to the powers of the Vice-Chancellor, the Academic Board has principal responsibility:

- 4.1.1 to maintain the highest standards in teaching, scholarship and research and, in that process, to safeguard the academic freedom of the University;
- 4.1.2 to oversee and monitor the development of all academic activities of the University; and
- 4.1.3 to communicate with the academic community through the Faculties, colleges and boards of studies and similar organisational units.

4.2 Advisory functions

The Academic Board will provide advice to the Senate and the Vice-Chancellor on:

- 4.2.1 academic matters relating to and affecting the University's teaching and research activities and its educational programs, including general advice on the academic priorities and policies of the University;
- 4.2.2 academic aspects of the formulation and review of the University's strategic plan;
- 4.2.3 policies concerning the academic aspects of the conditions of appointment and employment of academic staff;
- 4.2.4 any academic matters it considers to be of strategic importance, including any Faculty plans; and
- 4.2.5 the maintenance of academic standards.

4.3 Specific functions

Subject to the governing authority and powers of the Senate and to the powers of the Vice-Chancellor, the functions of the Academic Board are to:

- 4.3.1 exercise authority as delegated to the Academic Board to approve new academic courses and changes to existing courses, the delegation being subject to:
 - 4.3.1.1 the Academic Board's reporting to the Senate on important implications of the proposals; and
 - 4.3.1.2 the final endorsement of proposals by Senate, it being intended that Senate would:
 - 4.3.1.2.1 normally endorse the Academic Board's decisions;
 - 4.3.1.2.2 ordinarily give its endorsement promptly;
 - 4.3.1.2.3 refer decisions back to the Academic Board only in exceptional circumstances; and
 - 4.3.1.2.4 exercise its capacity for independent decision again only in exceptional circumstances;
- 4.3.2 determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies and within such policy, determine requirements to be satisfied by candidates for the award of degrees, diplomas or certificates;
- 4.3.3 determine the terms and conditions of awards, scholarships and prizes established within the University and make awards;
- 4.3.4 formulates and review policies, guidelines and procedures in relation to academic matters;
- 4.3.5 request reports from, or refer matters to Faculties, colleges and boards of studies and similar organisational units for consideration and action as required;
- 4.3.6 consider and take action as required on reports or academic submissions from Faculties, colleges or boards of studies or similar organisational units;
- 4.3.7 play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of Faculties, colleges and boards of studies and similar organisational units;
- 4.3.8 initiate and oversee a formal and regular program of review of academic activities of Faculties, colleges and boards of studies, and similar organisational units;
- 4.3.9 provide a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community;
- 4.3.10 make regular reports on the range of its activities to the Senate after each meeting of the Academic Board and make a formal, annual report on its activities and its assessment of its performance to the Senate;
- 4.3.11 consider and report on all matters referred to it by the Senate or the Vice-Chancellor; and
- 4.3.12 exercise any powers and perform any other duties delegated to it by the Senate.

5. Constitution

5.1 Members

The Board consists of:

- 5.1.1 the Chair;
- 5.1.2 the Vice-Chancellor;
- 5.1.3 the following members *ex officio*:
 - 5.1.3.1 the Deputy Vice-Chancellors;
 - 5.1.3.2 the Deans;

- 5.1.3.3 the University Librarian;
- 5.1.3.4 the Director of the Koori Centre;
- 5.1.3.5 the Director, Teaching and Learning;
- 5.1.3.6 the Director of the International Office;
- 5.1.3.7 the Director of Student Lifecycle Management;
- 5.1.3.8 the President of the Students' Representative Council; and
- 5.1.3.9 the President of the Sydney University Postgraduate Representative Association;
- 5.1.4 the following elected academic staff members, who do not already hold office as members under Rule 5.1.1, 5.1.2 or 5.1.3 elected:
 - 5.1.4.1 by a group of voters defined by each relevant Faculty and approved by the Academic Board; and
 - 5.1.4.2 according to guidelines approved from time to time by the Academic Board and the Senate:
 - 5.1.4.2.1 three academic staff members for each faculty with 40 or fewer full-time academic staff;
 - 5.1.4.2.2 four academic staff members for each faculty with more than 40 but fewer than 100 full-time academic staff; and
 - 5.1.4.2.3 five academic staff members for each faculty with 100 or more full-time academic staff;
 - 5.1.4.3 for each group of academic staff members elected from a faculty at least one should be appointed at professorial level and at least one should be appointed at a non-professorial level;
- 5.1.5 the following elected enrolled student members:
 - 5.1.5.1 one representative of each faculty, college and board of studies, elected by and from the enrolled student members of the relevant faculty, college and board of studies.
- 5.1.6 up to four members, who do not already hold office as members under rules 5.1.1 to 5.1.5 inclusive, appointed by resolution of the Academic Board at an ordinary meeting of the Academic Board on the recommendation of the Chair;
- 5.1.7 up to four members, who do not already hold office as members under Rules 5.1.1 to 5.1.6 inclusive, co-opted by resolution at an ordinary meeting of the Academic Board on the recommendation of the Chair (Note: co-opted members are defined as short-term appointees who are identified to assist the Academic Board with a specific issue or project, and their term of office will normally reflect the time-span of that issue or project).

5.2 Allocation of members

For the purposes of Rule 5.1:

- 5.2.1 the Vice-Chancellor may allocate to any one Faculty any member of the academic staff who is not a member of a department or school placed under the supervision of a Faculty; and
- 5.2.2 a member of the academic staff who is a member of more than one Faculty is taken to be a member only of the Faculty that supervises that person through the relevant department or school.

5.3 When membership ceases

A person ceases to be a member of the Academic Board if that person at any time during their term of office:

- 5.3.1 resigns from the Academic Board;
- 5.3.2 in the case of a member holding office under Rule 5.1.1, 5.1.2 or 5.1.3, no longer holds the relevant position;
- 5.3.3 in the case of an academic staff member elected under Rule 5.1.4, ceases to be:
 - 5.3.3.1 an academic staff member; or

- 5.3.3.2 an academic staff member in the category for which that person was elected (for example, if that person transfers to another Faculty);
- 5.3.4 in the case of an enrolled student member elected under Rule 5.1.5, is no longer enrolled as a student;
- 5.3.5 is absent from three consecutive ordinary meetings of the Academic Board and is not, within six weeks of the last of those meetings, excused for his or her absence; or
- 5.3.6 dies.

6. Terms of office

6.1 Elected academic staff members

All academic staff members elected pursuant to Rule 5.1.4 hold office for a term of two years from 1 January in the year immediately following the year of their election.

6.2 Student members

All enrolled student members elected pursuant to Rule 5.1.5 hold office for a term of one year from 1 January in the year immediately following the year of their election.

6.3 Appointed and co-opted members

All appointed and co-opted members appointed pursuant to Rule 5.1.6 or 5.1.7 hold office for the term and on such conditions as resolved by the Academic Board at the time of their appointment.

6.4 Casual vacancies

A person filling a casual vacancy holds office from the time that person is elected or appointed to fill that casual vacancy, until the expiry of the term of that person's predecessor.

6.5 Re-election in the same category

Elected members of the Academic Board are eligible for re-election in the same category, on the conditions that they:

- 6.5.1 are, at the time of their nomination, eligible for membership in that category; and
- 6.5.2 do not serve more than three full, consecutive terms as a member in that category.
- 6.5.3 A period of service as a Chair of one of the Academic Board's Standing Committees will not count towards calculating the term of membership referred to in clause 6.5.2 but service for a term as a member in a particular category immediately prior to service as a Chair of one of the Academic Board's Standing Committees and service for a term as a member in a particular category immediately following service as a Chair of one of the Academic Board's Standing Committees shall constitute service for consecutive terms for the purposes of clause 6.5.2.

Part 3 – Chair, Deputy Chair and Chairs of Standing Committees

7. Chair of the Academic Board

7.1 Role and functions

The Chair of the Academic Board:

- 7.1.1 is responsible for managing and supervising the functions and business of the Academic Board;
- 7.1.2 is the point of contact between the academic community of the University and:
 - 7.1.2.1 the Senate; and
 - 7.1.2.2 the senior executive management of the University;

- 7.1.3 subject to any delegations of authority approved by the Senate or resolutions of the Academic Board, may apportion authority for carrying out the functions of the Academic Board to other members of the Academic Board; and
- 7.1.4 must present reports to the Senate about matters considered at meetings of the Academic Board held since the previous meeting of the Senate.

7.2 Election and term of office

The Chair:

- 7.2.1 must be an academic staff member who is a professor or associate professor;
- 7.2.2 shall be elected by those persons who are members elect of the Academic Board as soon as practicable after elections are held according to Part 5 of this Rule*; and
Explanatory note: This is to ensure that the Chair is elected by the newly elected membership of the Academic Board, rather than the previous constituency
- 7.2.3 holds office
 - 7.2.3.1 if elected in the same year as the members elect, from 1 January following election for a period of two years, or
 - 7.2.3.2 in any other case, from election for the remainder of the period of two years from 1 January in the year of election.

7.3 Re-election

A person elected as Chair is eligible for re-election, so long as that person does not serve more than three full, consecutive terms as Chair.

7.4 Disqualification

A person may not hold office as Chair while that person is:

- 7.4.1 the Vice-Chancellor [but subject to the Vice-Chancellor's right to preside at any meeting of the Academic Board pursuant to clause 47(3)(b) of the *University of Sydney By-law 1999 (as amended)*];
- 7.4.2 a Deputy Vice-Chancellor;
- 7.4.3 a Pro-Vice-Chancellor;
- 7.4.4 an Assistant Pro-Vice-Chancellor; or
- 7.4.5 a Dean.

7.5 Casual vacancy

The office of Chair becomes vacant if the person holding that office:

- 7.5.1 resigns in writing, either as Chair or from the University;
- 7.5.2 assumes any of the positions referred to in Rule 7.4; or
- 7.5.3 dies.

8. Deputy Chair of the Academic Board

8.1 Role and functions

The Deputy Chair of the Academic Board is to:

- 8.1.1 assist the Chair in the performance of his or her functions as the Chair determines from time to time;
- 8.1.2 act as an alternate chair of meetings of the Academic Board when the Chair is unable to do so or if a casual vacancy in the office of Chair occurs; and
- 8.1.3 attend meetings of the Senate in the place of the Chair when the Chair is unable to do so, or if a casual vacancy in the office of Chair occurs.

8.2 Appointment and term of office

The Deputy Chair of the Academic Board:

- 8.2.1 must be an academic staff member;
- 8.2.2 shall be appointed by the Academic Board from among the Chairs of Standing Committees, on the nomination of the Chair, at the first meeting of the Academic Board following an election of Academic Board members; and
- 8.2.3 holds office for a period of two years following appointment.

8.3 Re-appointment

A person appointed as a Deputy Chair is eligible for re-appointment, so long as that person does not serve more than three full, consecutive terms as Deputy Chair.

8.4 Disqualification

A person may not hold office as Deputy Chair while that person is:

- 8.4.1 the Vice-Chancellor;
- 8.4.2 Chair;
- 8.4.3 a Deputy Vice-Chancellor;
- 8.4.4 a Pro-Vice-Chancellor;
- 8.4.5 an Assistant Pro-Vice-Chancellor; or
- 8.4.6 a Dean.

8.5 Casual vacancy

The office of Deputy Chair becomes vacant if the person holding that office:

- 8.5.1 resigns in writing, either as Deputy Chair or from the University;
- 8.5.2 assumes any of the positions referred to in Rule 8.4; or
- 8.5.3 dies.

8.6 Filling casual vacancies

If a casual vacancy occurs in the office of Deputy Chair, then the Academic Board shall fill that casual vacancy in accordance with the procedure set out in Rule 8.2 to hold office for the rest of the term of that person's predecessor.

9. Chairs of Standing Committees

9.1 Appointment

Chairs of Standing Committees:

- 9.1.1 shall be appointed by and from the members of the Academic Board, on the nomination of the Chair at the first meeting of the Academic Board following an election of Academic Board members; and
- 9.1.2 hold office for a period of two years following appointment.

9.2 Re-appointment

A person appointed as Chair of a Standing Committee is eligible for re-appointment, so long as that person does not serve more than three full, consecutive terms as Chair of that Standing Committee.

9.3 Disqualification

A person may not hold office as Chair of a Standing Committee while that person is:

- 9.3.1 the Vice-Chancellor;
- 9.3.2 a Deputy Vice-Chancellor;
- 9.3.3 a Pro-Vice-Chancellor;
- 9.3.4 an Assistant Pro-Vice-Chancellor; or
- 9.3.5 a Dean.

9.4 Casual vacancy

The office of the Chair of a Standing Committee becomes vacant if the person holding that office:

- 9.4.1 resigns in writing, either as Chair of that Standing Committee or from the University;
- 9.4.2 assumes any of the positions referred to in Rule 9.3; or
- 9.4.3 dies.

9.5 Filling casual vacancies

If a casual vacancy occurs in the office of Chair of a Standing Committee, then the Academic Board shall fill that casual vacancy in accordance with the procedure set out in Rule 9.1 to hold office for the rest of the term of that person's predecessor.

Part 4 – Meetings and procedures of the Academic Board

10. Meetings

10.1 Frequency of meetings

The Academic Board must meet at least eight times in any one calendar year.

10.2 Who convenes meetings

The Chair must convene all meetings.

10.3 Special meetings

The Chair may at any time convene a special meeting of his or her own motion, and must do so if requested by:

- 10.3.1 the Senate;
- 10.3.2 the Vice-Chancellor; or
- 10.3.3 at least 50 per cent of all members of the Academic Board.

10.4 Secretary

The Secretary to Senate, or the Secretary to Senate's nominee, is to act as secretary to the Academic Board.

10.5 Notices of meetings

Notices of meetings of the Academic Board:

- 10.5.1 must:
 - 10.5.1.1 subject to Rule 10.5.1.2, be given at least seven days in advance of the meeting to which it relates; or
 - 10.5.1.2 in the case of special meetings convened under Rule 10.3, be given at least three days in advance of the meeting to which it relates; and
 - 10.5.1.3 specify the place, date and time of that meeting and a brief description of the business to be transacted at that meeting;
- 10.5.2 may be given in electronic or hard copy form.

10.6 Meetings or resolutions not invalid in certain circumstances

A meeting held or a resolution passed at a meeting is not invalid because:

- 10.6.1 of an accidental failure to give notice of that meeting to a person entitled to receive notice;
- 10.6.2 a person entitled to receive notice of that meeting does not receive it; or
- 10.6.3 less than the prescribed time of notice of that meeting was given.

11. Meeting procedures

11.1 Quorum

The quorum of the Academic Board is thirty members.

11.2 No quorum

Subject to Rule 11.3, no business may be transacted at a meeting unless a quorum of members is present at the meeting within 30 minutes of the time nominated in a notice given under Rule 10.5.

11.3 Qualification

If a quorum is not present at a meeting, the meeting may consider procedural matters only.

11.4 Minutes

Minutes of each meeting must be kept and must be:

11.4.1 signed by the Chair as a true and accurate record; and

11.4.2 distributed to each Board member no later than the date when notice of the next meeting is given.

11.5 Resolutions

Any motion which is to be put to a vote by members of the Academic Board:

11.5.1 must be duly proposed and seconded;

11.5.2 subject to Rule 11.6, may be carried or lost by a majority of votes of those present at the meeting and eligible to vote; and

11.5.3 together with the results of any vote on that motion, must be recorded in the minutes.

11.6 Special resolution

A special resolution is required to make or change a Rule made by the Academic Board.

11.7 Motions without notice

Subject to Rule 11.9, only the Chair may put a motion without notice to a meeting of the Academic Board.

11.8 Chair's ruling is final

Subject to Rules 11.9 and 11.10, the Chair's decision on all matters relating to meetings (including, without limitation, how meeting procedures are to be interpreted) is final.

11.9 Motions of dissent

Members of the Academic Board may [and without the need for notice to be given under Rule 10.5], by resolution of at least two-thirds of members present at the meeting:

11.9.1 overrule a ruling of the Chair; and

11.9.2 substitute their own ruling for the ruling of the Chair.

11.10 Presiding over motions of dissent

The following person must preside at the meeting while a motion is put to, and resolved by, the members of the Academic Board under Rule 11.9:

11.10.1 the Deputy Chair; or

11.10.2 if that person is not present at that meeting, another member of the Academic Board elected by and from the members of the Academic Board present at that meeting.

11.11 Voting at meetings

Voting at meetings must be conducted by:

11.11.1 show of hands; or

11.11.2 secret ballot, if demanded by any two members who are present and have the right to vote at that meeting, or if the Chair so directs.

11.12 Member's vote

Each member present at a meeting of the Academic Board has one deliberative vote.

11.13 Casting vote

If there is a tied vote then the person chairing that meeting of the Academic Board has one casting vote, in addition to a deliberative vote. However, this Sub-rule does not apply to a motion under Rule 11.9.

12. Standing and other committees

12.1 Establishment by Academic Board

The Academic Board may, by resolution, establish such Standing Committees or other committees or working parties as it thinks fit to assist or advise the Academic Board in the performance of its functions.

12.2 Establishment by the Chair

The Chair may establish committees (but not Standing Committees) or working parties to provide advice in connection with the role and functions of the Academic Board and the Chair.

12.3 Terms of reference and membership

The terms of reference and the membership of Standing Committees or other committees or working parties established under this Rule 12 are to be as determined by (as the case may be) the Academic Board or the Chair, but the following principles apply to all of them:

12.3.1 quality assurance matters shall be embedded in their terms of reference; and

12.3.2 they must, as appropriate, include the following members, taking into account gender, discipline and expertise:

12.3.2.1 academic staff members who are not necessarily members of the Academic Board;

12.3.2.2 members of the non-academic staff of the University who have relevant professional expertise or experience; and

12.3.2.3 appropriate student representation – with all Standing Committees to include at least one enrolled student member and, where appropriate, one undergraduate enrolled student and one postgraduate enrolled student member.

Part 5 – Election procedures for the Academic Board

13. Procedural requirements

All elections to the Academic Board and for the Chair must be carried out according to the procedure set out in this Part 5.

14. Timing of elections

14.1 Elected academic staff members

The election of the elected academic staff members of each faculty and college board to the Academic Board shall be held in second semester of every alternate year (i.e. the last semester prior to the end of the term of office of such members), and will normally be scheduled to run in conjunction with the election of elected enrolled student members of each faculty, college board and board of studies.

14.2 Student members

The election of the elected enrolled student member of each faculty, college board and board of studies to the Academic Board shall be held in second semester of each year, following the election of enrolled students to faculties, college boards and boards of studies.

14.3 Chair of the Academic Board

The election of the Chair of the Academic Board shall be held in second semester of every alternate year (i.e. the last semester prior to the end of the term of office of the Chair of the Academic Board), following the election of the academic staff members and the enrolled student members of the Academic Board as per sections 14.1 and 14.2 above.

15. Returning Officer

15.1 Who acts as returning officer

The Secretary to Senate, or the Secretary to Senate's nominee, acts as the returning officer for all elections.

15.2 Decision of returning officer is final

Subject to the By-law and this Rule, the returning officer's decision is final in connection with any matter affecting the conduct of an election including, without limitation, eligibility of candidates and the results of any election.

15.3 Agency

The returning officer may authorise another person to exercise any function of the returning officer under these Rules. Any function exercised by that authorised person is taken to have been exercised by the returning officer.

16. Rolls

16.1 Rolls required

The returning officer must, for the purpose of elections, establish and maintain separate Rolls for each category of elected members of the Academic Board prescribed in Rule 5, current as at the date of close of nominations.

16.2 Availability and inspection of Rolls

16.2.1 A copy of each relevant Roll must be available for inspection at the office of the returning officer during the University's usual business hours for at least 14 days before the date on which the election is due to be held.

16.2.2 A person's entitlement to inspect a Roll is subject to any policies or procedures of the University from time to time concerning privacy of personal information.

16.3 Alteration of Roll

The Secretary to Senate or the Secretary to Senate's Nominee is entitled to alter a Roll at any time by:

16.3.1 correcting any mistake or omission in the details of any eligible voter entered on that Roll;

16.3.2 altering, on the written application of any eligible voter, the name or address of the person entered on that Roll;

16.3.3 removing the name of any deceased person;

16.3.4 removing the name of any person who is no longer entitled to vote in that election, or in the relevant category of that election;

16.3.5 removing the superfluous entry where the name of the same eligible voter appears more than once on the Roll; or

- 16.3.6 reinstating the name of an eligible voter removed from the Roll, where the Secretary to Senate or the Secretary to Senate's Nominee is satisfied that such person is still entitled to be entered on the relevant Roll.

16.4 Roll not invalid

Notwithstanding Rule 16.3, a Roll is not invalid because that Roll:

- 16.4.1 contains any mistake or omission in the details of any eligible voter entered on that Roll;
- 16.4.2 contains the name of any deceased person;
- 16.4.3 contains the name of any person who is no longer entitled to vote in that election, or the relevant category of that election;
- 16.4.4 contains more than one entry for the same eligible voter; or
- 16.4.5 does not contain the name of any person entitled to be entered on that Roll.

17. Eligibility for election and to vote

17.1 Defined

A person is eligible for election to the Academic Board and/or (as the case may be) to vote in any election of the Academic Board if that person's name appears on the Roll in the relevant category at the time of close of nominations specified in the notice of election.

17.2 Circumstances where a provisional vote may apply

Rule 17.3 applies to a person who claims he or she is entitled to vote in an election even though:

- 17.2.1 that person's name cannot be found on the Roll for the election for which the person is claiming an entitlement to vote;
- 17.2.2 the person's name is on the Roll, but contains an incorrect address, or no address; or
- 17.2.3 a mark on the Roll used in that election indicates incorrectly that the person has already voted in that election.

17.3 Casting a provisional vote

A person to whom Rule 17.2 applies may cast a provisional vote if:

- 17.3.1 the person makes a request to the returning officer to do so; and
- 17.3.2 the person complies with clause 24.3.

18. Time intervals for different stages of the election process

When conducting an election, the returning officer must ensure that:

- 18.1 there are not less than 14 days nor more than 28 days between the publication of the notice that an election is to be held and the time for nominations to close;
- 18.2 there are not less than 14 days nor more than 28 days between the time nominations close and the issue of voting papers; and
- 18.3 where a postal vote is held, there are not less than 14 days nor more than 28 days between the issue of voting papers and polling day.

19. Notice of election

19.1 What it must contain

When an election becomes necessary, the returning officer must publish a notice of election containing the following information:

- 19.1.1 that an election is necessary to a particular office;
- 19.1.2 the category or categories for election;
- 19.1.3 the number of vacancies to be filled in each category;
- 19.1.4 the term of office of each category;
- 19.1.5 inviting nominations for election;

- 19.1.6 the form in which a nomination must be made;
- 19.1.7 the date and time when nominations close;
- 19.1.8 the polling day for the election;
- 19.1.9 the method of election;
- 19.1.10 where appropriate, the time(s) and place(s) where polling is to take place; and
- 19.1.11 that the election procedures can be found in this Rule.

19.2 How it must be published

The returning officer must give a notice of an election by any one of these methods:

- 19.2.1 placing a notice in the *University News*;
- 19.2.2 displaying the notice on all official University notice boards (including, without limitation, on the University's website); or
- 19.2.3 sending a hard copy or an electronic notice to each person entitled to vote in that election.

20. Nominating candidates

20.1 Requirements

- 20.1.1 A separate nomination form must be completed for each candidate and for each category in which that person is nominated.
- 20.1.2 Except under the circumstances outlined in 20.1.5 below, each person who nominates another for election must be eligible for election in that category. A person cannot nominate himself or herself for election.
- 20.1.3 Each nomination must be signed by the candidate, and by the two persons nominating the candidate.
- 20.1.4 A person cannot nominate more than one person in any category of election. If this occurs, the returning officer is to treat the first signed nomination form received as the valid nomination for that election.
- 20.1.5 In the case of nominations for election as an enrolled student member, both of the nominators must be enrolled students at the University of Sydney in the same faculty, college or board of studies as the nominee.

20.2 Nominating in more than one category

An eligible person may be nominated in more than one category of membership of the Academic Board.

20.3 Non-withdrawal

A nomination cannot be withdrawn once nominations have closed.

20.4 Statement of information

At the time of nomination, a candidate may provide a statement of no more than 100 words containing any of the following information:

- 20.4.1 the candidate's name;
- 20.4.2 his or her current occupation or position;
- 20.4.3 if an enrolled student, his or her current course of enrolment and year; and
- 20.4.4 any other information the candidate thinks relevant (for example, brief policy statements).

20.5 Editing and distributing statement of information

The returning officer may edit any information provided by a candidate under Rule 20.4. Edited statements will be printed as a summary of information and distributed with voting papers.

20.6 Death or ineligibility of candidate

If, before the declaration of a poll for an election, a candidate dies or is no longer eligible for election, the election must proceed as if:

20.6.1 the candidate had not been nominated for election;

20.6.2 the candidate's name had not been included on the voting papers printed for the election; and

20.6.3 any vote for that person had not been cast.

21. Receiving nominations

21.1 Deadline for receipt

Nominations must be received by the returning officer no later than 4pm on the date for close of nominations specified in the relevant notice of election.

21.2 Rejection of nomination

The returning officer must reject a nomination paper if satisfied that the nomination does not comply with the requirements of Rule 20.1. If a nomination is rejected, then the returning officer must, within seven days of receiving that nomination, send or deliver a notice to each person who has signed or endorsed that nomination paper, notifying the person that the nomination has been rejected.

22. Dealing with nominations

22.1 Nominations less than or equal to positions vacant

If the number of nominations received is less than or equal to the number of candidates to be elected, then the returning officer must declare those candidates elected.

22.2 Number of nominations greater than positions vacant

If the number of nominations received is greater than the number of candidates to be elected, then the returning officer must conduct an election in accordance with these Rules.

23. Secret ballots

23.1 Election by secret ballot

All elections must be conducted by secret ballot.

23.2 Confidentiality

A person involved in an election (including any scrutineer) must not disclose or assist another person to disclose any information as to how a person voted at that election.

24. Postal votes

24.1 Postal vote required

All elections must be conducted by postal vote.

24.2 Dispatch of electoral material

The returning officer must, at least 14 days before the ballot is due to be held, send to each voter on the relevant Roll, at the voter's address listed on that Roll:

24.2.1 a voting paper;

24.2.2 a notice describing:

24.2.2.1 how the voting paper must be completed; and

24.2.2.2 the date and time by which the voting paper must be returned to the returning officer;

24.2.2.3 a declaration requiring the voter to state his or her name and that he or she is eligible to vote; and

24.2.2.4 two envelopes, one marked 'Voting Paper' and the other a returning envelope addressed to the returning officer.

24.3 Voting

Each voter must, after completing a postal vote:

- 24.3.1 enclose and seal the voting paper in the envelope marked 'Voting Paper';
- 24.3.2 complete and sign the declaration of eligibility required under Rule 24.2.3;
- 24.3.3 enclose and seal the envelope and declaration, referred to in Rule 24.3.1 and 24.3.2 above, in the returning envelope addressed to the returning officer; and
- 24.3.4 send by post or deliver the envelope to the returning officer so that the returning officer receives it no later than the closing date for voting specified in Rule 24.2.2.2.

24.4 Security of voting papers

The returning officer must take all reasonable steps to ensure that all voting papers received under Rule 24.3 are stored securely until the close of the poll concerned.

25. Marking and returning voting papers

25.1 Preferences must be allocated

Voters must vote by marking the numbers 1, 2, 3 and so on, next to every candidate, in order of preference.

26. Errors

26.1 Election not invalidated because of certain errors

An election is not invalidated if:

- 26.1.1 any one or more of the events described in Rule 16.4 occurs;
- 26.1.2 an eligible voter did not receive a voting paper, or did not see displayed or receive a notice of election; or
- 26.1.3 an eligible voter's voting paper has not been accepted at the election.

26.2 Returning officer may declare election invalid

Notwithstanding Rule 26.1, and without limiting any of the returning officer's other powers, the returning officer may, at any time, declare an election invalid because, in his or her opinion, one or more of the events described in that Rule has materially affected, or is likely to materially affect, the outcome of that election.

27. Scrutineers

27.1 Each candidate may nominate a scrutineer

Each candidate for election may nominate one person to be present as that candidate's scrutineer at any counting of votes for that election. Any nomination under this Rule must be in writing, signed by the candidate, and given to the returning officer before counting of votes commences.

27.2 Candidate may not be a scrutineer

A candidate for election is not eligible to be a scrutineer.

27.3 Inspection of voting papers

A scrutineer is entitled to inspect any voting paper provided that, in the opinion of the returning officer, that scrutiny does not delay the counting of votes unreasonably.

28. Informal voting papers

28.1 Informality

A voting paper is informal if it:

- 28.1.1 contains any mark or writing that, in the opinion of the returning officer, enables any person to identify the voter;
- 28.1.2 is not validated by the returning officer; or

28.1.3 in the opinion of the returning officer, contains no vote, or does not allocate a preference to each candidate.

28.2 Not informal for any other reason

A voting paper:

28.2.1 cannot be declared informal for any reason other than a reason specified in Rule 28.1; and

28.2 must be given effect to according to the voter's intention so far as that intention is clear.

29. Tally sheet to be kept

29.1 Contents of tally sheet

The returning officer must keep a tally sheet for each ballot containing the following information:

29.1.1 total number of voting papers;

29.1.2 a list of candidates;

29.1.3 primary votes allocated to each candidate;

29.1.4 secondary votes allocated to each candidate;

29.1.5 progressive total vote for each candidate;

29.1.6 informal votes, calculated by multiplying informal voting papers by the number of candidates to be elected; and

29.1.7 exhausted votes.

29.2 Number of voting papers must tally

At each stage of counting the total votes divided by the number of candidates to be elected must correspond with the total number of voting papers.

30. Procedures for election of one candidate only

The returning officer must follow the procedures in Rule 31 where one candidate only is to be elected.

31. Counting votes for one candidate only

31.1 Informal voting papers

Exclude all informal voting papers.

31.2 Count primary votes

Count the primary votes for each candidate on formal voting papers.

31.3 Total primary votes

Enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet.

31.4 Majority of votes

If a candidate receives an absolute majority of primary votes, then declare that candidate elected.

31.5 Distribute secondary votes

Where no candidate receives an absolute majority of primary votes, distribute secondary votes according to Rules 31.6 to 31.11 until one candidate receives an absolute majority.

31.6 Exclusion of candidates

Exclude the candidate with the fewest primary votes.

31.7 Allocation of secondary votes

For each voting paper where the excluded candidate received a primary vote, allocate the next active secondary vote.

31.8 Indicate excluded candidate

Indicate the excluded candidate and that the next secondary vote has been allocated.

31.9 Exhausted voting papers

If there is no active secondary vote on any voting paper examined then that voting paper is exhausted.

31.10 Exclusion of candidates

Add together the primary votes and secondary votes for each remaining candidate and exclude the candidate with the lowest number of total votes.

31.11 Distribution of secondary votes

If, after the exclusion of a candidate, the next active secondary vote is to an excluded candidate then that secondary vote shall be disregarded and the next secondary vote, if any, distributed.

31.12 Repeat process

Repeat the process as set down in Rules 31.6 to 31.11 until one candidate receives an absolute majority of votes.

31.13 Equal lowest vote

If on any count two candidates have an equal number of votes and that number is the lowest on that count then:

31.13.1 the candidate with the lowest number of primary votes shall be eliminated;
or

31.13.2 where the number of primary votes is equal, then the returning officer shall draw lots with the candidate first drawn remaining in the ballot.

32. Election procedures for more than one candidate

The returning officer must follow the procedures in Rule 33 where more than one candidate is to be elected.

33. Counting votes

33.1 Informal voting papers

Exclude all informal voting papers.

33.2 Count primary votes

Count the primary votes for each candidate on the formal voting papers.

33.3 Total primary votes

Enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet.

33.4 Exclusion of candidates

Exclude the candidate with the fewest primary votes.

33.5 Allocation of secondary votes

For each voting paper where the excluded candidate received a primary vote, allocate the next active secondary vote.

33.6 Indicate excluded candidate

Indicate the excluded candidate and that the next secondary vote has been allocated.

33.7 Exhausted voting papers

If there is no active secondary vote on any voting paper then that voting paper is exhausted.

33.8 Exclusion of candidates

Add together the primary votes and secondary votes for each remaining candidate and exclude the candidate with the lowest of total votes.

33.9 Allocation of secondary votes

If, after the exclusion of a candidate, the next active secondary vote indicates an excluded candidate, then that secondary vote must be disregarded and the next secondary vote, if any, allocated.

33.10 Repeat process

Repeat the process as set down in Rules 33.5 to 33.9 until only the number of candidates required to fill the vacancies remain.

33.11 Equal lowest vote

If on any count, two candidates have an equal number of votes and that number is the lowest on that count then:

33.11.1 the candidate with the lowest number of primary votes shall be eliminated;
or

33.11.2 where the number of primary votes is equal, then the returning officer must draw lots with the candidate first drawn remaining in the ballot.

34. Election in more than one category

34.1 Order of election

Where a non-professional member of academic staff is nominated in more than one category under Rule 5.1, and receives a sufficient number of votes to be declared elected under Rule 5.1.4, that person must be declared elected in that category.

34.2 Removal from subsequent categories

If a person is declared elected pursuant to Rule 34.1, then that person is no longer eligible for election to another category of membership, and must be removed from any list of candidates for that category of membership.

35. Filling casual vacancies or dealing with insufficient nominations

35.1 Elected academic staff members

35.1.1 If a casual vacancy occurs in the office of any elected academic staff member of the Academic Board [other than in the office of the Chair], then that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.

35.1.2 If:

35.1.2.1 a casual vacancy cannot be filled according to Rule 35.1.1; or

35.1.2.2 there are insufficient nominations for any category of academic staff members,

then the Academic Board may fill that vacancy or position by appointing a person from the relevant Faculty who is eligible to be elected to that category of members, after first consulting with the relevant Dean.

35.1.3 If a casual vacancy or position cannot be filled according to Rule 35.1.2, then the position shall remain vacant until it can be filled for the remainder of the term according to Rule 35.1.1 or 35.1.2 [as the case may be].

Explanatory note: This Sub-rule is designed to enable more than one attempt to fill a casual vacancy or position while the relevant term of office remains current.

35.2 Elected student members

35.2.1 If a casual vacancy occurs in the office of any elected enrolled student member, then that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.

35.2.2 If:

35.2.2.1 a casual vacancy cannot be filled according to Rule 35.2.1; or

35.2.2.2 there are no nominations

then that vacancy or position must be filled by an enrolled student, who is not already a member of the Academic Board, on the nomination of the relevant dean or chair of the board of studies, who must first consult with the Presidents of the Students' Representative Council and the Sydney University Postgraduate Representative Association. For the purposes of that consultation the relevant Dean, the President of the Students' Representative Council and the President of the Student University Postgraduate Representative Association shall have regard to the consideration that it is desirable that undergraduate enrolled students, postgraduate coursework enrolled students and postgraduate research enrolled students all be represented on the Academic Board;

35.2.3 If a casual vacancy or position cannot be filled according to Rule 35.2.2, then the position shall remain vacant until it can be filled for the remainder of the term according to Rule 35.2.1 or 35.2.2 [as the case may be].

Explanatory note: This Sub-rule is designed to enable more than one attempt to fill a casual vacancy or position while the relevant term of office remains current.

35.3 Chair

If a casual vacancy occurs in the office of the Chair:

35.3.1 on or after the last six months of the end of the Chair's term, then that vacancy must be filled by the Deputy Chair; or

35.3.2 before the last six months of the end of the Chair's term, then an election must be held to fill that vacancy according to Part 5.



University of Sydney (Amendment Act) Rule 1999 (as amended)

Approved by: Senate on 6 October 1998
Date of effect: 6 August 1999

Latest amendment approved by: Senate on 31 October 2011
Date of effect: 4 November 2011

Part 1 – Preliminary

1. Commencement and purpose of Rule

- 1.1 This Rule is made by the Senate pursuant to section 37(1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.
- 1.2 This Rule comes into force on 6 August 1999.
- 1.3 The purpose of this Rule is to regulate certain matters for which rules may be made by the Senate.

2. Definitions

In this Rule, a reference to a Chapter means a reference to a Chapter of the *University of Sydney By-law 1999*.

Part 2 – Standard format of Rules

3. Requirements

All Rules must specify:

- 3.1 by whom they are made;
- 3.2 that they are made pursuant to section 37(1) of the Act for the purposes of the *University of Sydney By-law 1999*;
- 3.3 when they commence;
- 3.4 their purpose; and
- 3.5 if they are intended to replace Rules or resolutions already in existence,
 - 3.5.1 the Rules or resolutions that they will replace; and
 - 3.5.2 that those Rules or resolutions already in existence are taken to be repealed by the Rules replacing them.

Part 3 – Procedures of Senate

4. Secretary

- 4.1 The Secretary to Senate is to act as secretary at all meetings of the Senate.
- 4.2 The Secretary to Senate is responsible for:
 - 4.2.1 issuing notices for all meetings of the Senate; and
 - 4.2.2 keeping minutes of the proceedings of Senate.

5. Time and frequency of ordinary meetings of Senate

- 5.1 Meetings of the Senate are normally to be held:
- 5.1.1 according to the following pattern:
 - 1st Monday in February
 - 3rd Monday in March
 - 1st Monday in May
 - 3rd Monday in June
 - 1st Monday in August
 - 3rd Monday in September
 - 1st Monday in November
 - 1st Monday in December
- or, if any of the days specified is a public holiday, on the nearest convenient day.
- 5.1.2 eight times in each calendar year.
- 5.2 Meetings of the Senate may be held at times other than those specified in Rule 5.1 if the Senate so resolves.
- 5.3 Meetings of Senate may be adjourned to a convenient later time to conclude any unfinished business.
- 5.4 Additional meetings of the Senate may be held on an ad hoc basis where required as a matter of urgency or workload.

6. Special meetings of the Senate

- 6.1 At any time between meetings convened under Rule 5.1, either:
- 6.1.1 the Chancellor; or
 - 6.1.2 in the absence of the Chancellor, the Deputy Chancellor; or
 - 6.1.3 in the absence of the Chancellor and the Deputy Chancellor, the Vice-Chancellor,
- may, if there is an emergency, call a special meeting of the Senate to consider any business he or she may wish to submit, by notifying the Secretary to Senate in writing to that effect.
- 6.2 If the Secretary to Senate receives a request under Rule 6.1, he or she must convene a meeting of the Senate to be held as soon as conveniently possible.
- 6.3 At any time upon written request given by any 3 Fellows:
- 6.3.1 the Chancellor; or
 - 6.3.2 in the absence of the Chancellor, the Deputy Chancellor; or
 - 6.3.3 in the absence of the Chancellor and the Deputy Chancellor, the Vice-Chancellor; or
 - 6.3.4 in the absence of the Chancellor, the Deputy Chancellor and the Vice-Chancellor, the Secretary to Senate
- must convene a special meeting of the Senate, to be held as soon as conveniently possible, and no earlier than seven days after that written request is received.

7. Notice of meetings and motions

- 7.1 Subject to Rule 7.2, the Secretary to Senate must give at least three days' notice of any meeting of Senate (including any date for re-convening an adjourned meeting).
- 7.2 There is no minimum prescribed time for giving notice of a special meeting of Senate under Rule 6.1.
- 7.3 Except for a motion moved by the Vice-Chancellor which, in the opinion of the Vice-Chancellor and the Chancellor is a matter of urgency, no motion initiating a subject for discussion at a meeting of the Senate may be made unless that motion is included in the notice of meeting given by the Secretary to Senate under Rule 7.1, or in a notice of the previous meeting.

8. Quorum

If there is no quorum of Senate, as prescribed by clause 8 of Schedule 1 of the Act, within 30 minutes of the hour appointed for that meeting, those Fellows present may appoint a future time convenient to re-convene that adjourned meeting.

9. Minutes

- 9.1 All proceedings of Senate are to be recorded in minutes, and must be confirmed as a true and correct record at the ordinary meeting immediately following that to which the minutes relate.
- 9.2 The person presiding at the meeting at which minutes are confirmed as a true and correct record must sign the minutes to that effect.

Part 4 – Convocation

10. Exemption from membership of Convocation

A person may be exempted from membership of Convocation upon satisfying the Senate that he or she objects on the grounds of conscience to such membership.

11. Standing Committee of Convocation

- 11.1 The Standing Committee of Convocation shall consist of a President and not less than 40 persons who are members of Convocation. No fewer than 25 per cent of the members of the Standing Committee shall be women and no fewer than 25 per cent shall be men.
- 11.2 Subject to the Act, the members of the Standing Committee shall comprise:
 - 11.2.1.1 members elected by Convocation;
 - 11.2.1.2 the first election of members of the Standing Committee shall be conducted as the Senate may by resolution prescribe;
 - 11.2.1.3 subsequent elections of members of the Standing Committee shall be conducted in accordance with the standing orders of Convocation for the time being. Such standing orders may provide for voting by post and for preferential voting or for proportional representation.
 - 11.2.2 Five Fellows of Senate elected by and from the graduates.
 - 11.2.3 Nine members or executives of alumni associations or chapters appointed by the Vice-Chancellor on the recommendation of the President of the Standing Committee and the Director of Alumni Relations as coopted members of the Standing Committee.
- 11.3 The Standing Committee of Convocation may be referred to as the University of Sydney Alumni Council.

12. Register of graduates and members of Convocation

- 12.1 A register of graduates of the University shall be kept by the Registrar in such manner as the Senate shall from time to time direct.
- 12.2 A register of members of Convocation shall be kept by the Registrar in such manner as the Senate shall from time to time direct and such register shall be conclusive evidence that any person whose name shall appear thereon at the time of his or her claiming a vote at a meeting of Convocation or for an election of Fellows of the Senate or members of the Standing Committee is so entitled to vote.

13. Meeting procedures of Convocation

- 13.1 The Chancellor, or in his or her absence the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, shall in pursuance of a resolution of the Senate, or upon the receipt of a requisition signed by at least 20 members of Convocation, summon a

meeting of Convocation to be held at such time and place as he or she shall direct. Such meeting shall be held accordingly within 28 days from the receipt of the requisition. And notice of such meeting shall be given by public advertisement not less than 14 days before the day appointed for the meeting: provided that every such requisition shall specify the subjects which it is proposed to bring before Convocation. If, in the opinion of the summoning officer, the subjects so specified, or any of them, are such as ought not to be discussed in Convocation, he or she shall refer the matter to the Senate, which shall decide whether the meeting shall be held or not: provided that no such meeting shall be held in the month of January.

- 13.2 At all meetings so summoned, the Chancellor, or in his or her absence, the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, shall preside. In the absence of the Chancellor, the Deputy Chancellor or the Vice-Chancellor, the members of the Convocation present shall elect one of their number to preside at that meeting.
- 13.3 Apart from the meetings of Convocation provided for in this Rule, Convocation shall meet when summoned:
 - 13.3.1 by the Standing Committee; or
 - 13.3.2 as provided for by standing orders of Convocation.
- 13.4 Convocation shall hold at least 1 meeting in each year.
- 13.5 The presence at any meeting of one hundred members of Convocation shall be necessary to form a quorum. And if within 30 minutes from the time of meeting there shall be no quorum present the meeting shall lapse.
- 13.6 At all meetings of Convocation the Secretary to Senate or the Secretary to Senate's nominee shall act as secretary and keep the minutes of all proceedings.
- 13.7 Every meeting may be adjourned by the person presiding at the meeting to such day and hour as may be fixed by resolution.
- 13.8 All questions submitted to the Convocation shall be decided by a majority of members present. The person presiding at the meeting shall have a deliberative as well as a casting vote.
- 13.9 All resolutions of Convocation shall be signed by the person presiding at the meeting and shall be laid by the Secretary to Senate before the Senate at its next meeting.
- 13.10 Convocation shall make standing orders providing for:
 - 13.10.1 the constitution and election of the Standing Committee;
 - 13.10.2 the number of ordinary meetings to be held in each year;
 - 13.10.3 the time and place of and manner of convening meetings summoned by the Standing Committee;
 - 13.10.4 for the regulation of meetings so summoned and of the meetings of the Standing Committee;
 - 13.10.5 and for any other matters with respect to which it is empowered by the Senate to make standing orders so far as such standing orders are not inconsistent with the Act or any Rule.
- 13.11 Until standing orders are made by Convocation, the Standing Committee may make provisional standing orders in regard to any of the above matters.
- 13.12 Any standing orders made by Convocation or by the Standing Committee before this Rule commences remain in full force and effect until revoked or amended in accordance with this Rule.

14. Powers of Convocation and of Standing Committee

- 14.1 Convocation shall submit for the consideration of the Senate such suggestions as it thinks fit with respect to the affairs and concerns of the University, and the Senate may take all such suggestions into consideration and report to Convocation its determinations thereon.
- 14.2 The Standing Committee may submit for the consideration of the Senate such suggestions as it thinks fit in respect of the affairs and concerns of the University: and

- the Senate may take all such suggestions into consideration and report to the Standing Committee its determinations thereon.
- 14.3 The Standing Committee shall report to the Senate on any matters referred to it by the Senate for report.
- 14.4 The Standing Committee may at any time and shall once at least in every year report to Convocation.
- 14.5 Whenever the Senate proposes to make any new By-laws or to repeal or alter any existing By-laws, it may submit the same to the Standing Committee for its consideration. The Standing Committee shall within 28 days after such submission report to the Senate its opinion thereon.

Part 5 – Appointment to Student Proctorial Panel

Part 5 has been repealed and replaced by a new Rule, the *University of Sydney (Student Proctorial Panel) Rule 2003*.

Part 6 – Seal and Arms of the University

17. Affixing the Seal

- 17.1 The Seal of the University may not be affixed to any document except as authorised by a resolution of the Senate including, without limitation, pursuant to a delegation of authority given under section 17 of the Act.
- 17.2 Every document to which the Seal is affixed must be signed by:
- 17.2.1 the Chancellor; or
 - 17.2.2 the Deputy Chancellor; or
 - 17.2.3 the Vice-Chancellor;
- and counter-signed by the Secretary to Senate.

18. Arms of the University

- 18.1 Consent to use or reproduce the Arms of the University may only be conferred by resolution of the Senate (including, without limitation, pursuant to a delegation of authority conferred under section 17 of the Act). No person, body or organisation may use the Arms except in accordance with this Rule.
- 18.2 Notwithstanding Rule 18.1, any person, body or organisation (including any club, society, foundation or other body established within the University) which, before this Rule commenced, had authority to use or reproduce the Arms of the University, may continue to do so, subject to this Rule and any terms imposed as a condition of such use or reproduction.

19. Arms design

- 19.1 The Arms of the University may only be used, reproduced or represented in a design or format approved by the Senate from time to time.
- 19.2 No other design or format representing the Arms of the University may be used, except with the approval of the Senate.
- 19.3 Any design or format representing the Arms which:
- 19.3.1 exists when this Rule commences; and
 - 19.3.2 has previously been approved by the Senate,
- may continue to be used, subject to this Rule and to any terms imposed as a condition of such use.
- 19.4 Any person or body to whom the Senate, before the commencement of this Rule, has given approval to use, reproduce or otherwise deal with the Arms may continue to do

so after this Rule commences, subject to any terms imposed as a condition of such use, reproduction or dealing.

Part 7 – Senior Officers of the University

20. Deputy Vice-Chancellors

- 20.1 The Senate may appoint one or more Deputy Vice-Chancellors.
- 20.2 A Deputy Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.
- 20.3 A Deputy Vice-Chancellor is, while holding office as Deputy Vice-Chancellor, a member of the Academic Board and its committees, and of every Faculty, College Board and Board of Studies.

21. Pro-Vice-Chancellors

- 21.1 The Senate may appoint one or more Pro-Vice-Chancellors.
- 21.2 A Pro-Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.

22. University Librarian

- 22.1 The University Librarian shall, under the Vice-Chancellor, be responsible for the operation and management of the University Library and shall assist the Vice-Chancellor on such other matters as the Vice-Chancellor may require.
- 22.2 The University Librarian is, while holding office as University Librarian, a member of every Faculty, College Board and Board of Studies.
- 22.3 The University Librarian may nominate another member of staff of the Library to act as a member of a Faculty, College Board or Board of Studies in the University Librarian's place.

Part 8 – Intellectual Property

Part 8 has been repealed and replaced by a new Rule, the *University of Sydney (Intellectual Property) Rule 2002*.

Part 9 – Admission to courses

Division 1: Preliminary

36. Interpretation

In this Part, unless the contrary intention appears:

- 36.1 **course** is a program of studies at undergraduate or postgraduate degree, diploma or certificate level unless specified otherwise;
- 36.2 **Dean of a Faculty** or **Dean** includes a College Principal or Director, the Dean of the Australian Graduate School of Management Ltd or a Chair of a Board of Studies;
- 36.3 **Faculty** includes a College Board, Board of Studies or the Australian Graduate School of Management Ltd;
- 36.4 a **unit of study** or a **unit** is a stand-alone component of a course.
- 36.5 **student** includes a person registered in a unit of study or course conducted by the University who is not admitted to candidature in an award course of the University.

37. General requirements

- 37.1 Candidates for any of the degrees, diplomas or certificates awarded by the University shall satisfy such requirements for admission to candidature, and at such minimum

standards, as may be prescribed from time to time by the Senate on the recommendation of the Academic Board.

- 37.2 The Dean of a Faculty is responsible for the admission of candidates to courses within that Faculty subject to the policies of the Senate and the Academic Board and the authority of the Vice-Chancellor.
- 37.3 The Dean of a Faculty may permit any person to enrol as a non-award student in a specified unit of study within that Faculty.
- 37.4 The Academic Board is responsible for the recognition of institutions, programs and courses under this rule.

38. Quotas

- 38.1 Admission to courses at the University will be determined by the standard achieved by applicants in the relevant entry qualification, including any additional specified selection criteria, in the light of:
- 38.1.1 the number of places available in a course or unit of study (quotas); and
 - 38.1.2 the number of applicants competing for places.
- 38.2 The Vice-Chancellor may determine quotas for commencing students in courses, in units of study and in special categories of admission on the basis of such measures of merit and upon such notice as the Vice-Chancellor may think proper.
- 38.3 The Vice-Chancellor may, on the advice of the Academic Board, determine quotas in particular units of study for continuing students.
- 38.4 The University may decline to admit to any course or unit of study any applicant for whom appropriate and satisfactory provision cannot be made.

Division 2: Fees and other charges

39. Requirements

- 39.1 Except as provided in Rule 39.2, an applicant for admission to a course or unit of study offered by the University, or an enrolled student:
- 39.1.1 shall pay such fees and other charges as the Senate, on the advice of the Finance Committee, may determine from time to time;
 - 39.1.2 shall pay those fees and other charges at such times as the Senate may determine from time to time; and
 - 39.1.3 shall not attend any lecture, tutorial, class or other form of tuition or any examination, nor undertake any supervised study or investigation if the fees and other charges referred to above have not been duly paid.
- 39.2 The Vice-Chancellor or the Vice-Chancellor's nominee, may, by an authority given in writing to an applicant for admission to a course or unit of study offered by the University, or to an enrolled student:
- 39.2.1 exempt that applicant or student from payment of, or permit deferment of, such of the fees and other charges referred to in Rule 39.1.1 as may be specified in the authority; and
 - 39.2.2 permit that applicant or enrolled student to attend such lectures, tutorials, classes and other forms of tuition or such examinations, or to undertake such supervised study or investigation, as may be specified in the authority.
 - 39.2.3 Except with the permission of the Vice-Chancellor or the Vice-Chancellor's nominee, a person who has received an authority to defer any of the fees and charges set out in Rule 39.1.1 shall not be awarded a degree, diploma or certificate of the University until those deferred fees and charges have been duly paid.

Division 3: – Eligibility for admission to undergraduate courses for local applicants

40. Secondary and tertiary studies and other qualifications

Applicants shall become eligible for consideration for admission to candidature for the undergraduate courses of the University if they complete secondary or tertiary studies or other qualifications as set out below at the minimum standard required for admission.

41. Secondary studies

- 41.1 Applicants shall become eligible for consideration for admission to candidature if they successfully complete:
 - 41.1.1 a program of study at the NSW Higher School Certificate examination (HSC) leading to the calculation of a Universities Admission Index (UAI) [Tertiary Education Rank (TER) prior to the 1998 HSC] in accordance with procedures prescribed from time to time by the New South Wales Vice-Chancellor's Conference; or
 - 41.1.2 a state or territory school-leaving examination equivalent to the HSC; or
 - 41.1.3 any other school-leaving examination, within or outside Australia, provided that the applicant demonstrates learning outcomes at a standard considered to be equivalent to the program and the standard required of candidates for the HSC.
- 41.2 The University will accept conversion of interstate or overseas school-leaving results according to procedures agreed to from time to time by the Academic Board.
- 41.3 The Academic Board is responsible for approval of additional procedures relating to the UAI or TER used as a basis for admission.

42. Tertiary studies

- 42.1 Applicants shall become eligible for consideration for admission to candidature if they successfully complete the equivalent of at least two full-time semesters of approved tertiary study.
- 42.2 Except where specifically provided otherwise in the resolutions of the course(s) concerned, consideration shall normally be given to either the applicant's record of tertiary studies or their record of both tertiary and secondary studies, with the better of either record being used to determine their eligibility for admission. Where the applicant does not have recognised secondary qualifications, only the tertiary record will be considered.

43. Other qualifications

- 43.1 Applicants shall become eligible for consideration for admission to candidature if they successfully complete:
 - 43.1.1 an approved University preparation program which was commenced as an international student; or
 - 43.1.2 another preparatory course provided that the program of study and standard of the examination are considered to be equivalent to the program and standard required of candidates for the HSC; or
 - 43.1.3 another approved form of prior learning.
- 43.2 The Academic Board is responsible for the approval of preparatory programs of study or prior learning referred to in this Rule 43.1.

Division 4: Special admission to undergraduate courses for local applicants

44. Mature-age applicants

- 44.1 Applicants shall become eligible for consideration for admission to candidature under the Mature-age Entry Scheme if they will be at least 21 years of age on 1 March in the year of admission; and
 - 44.1.1 do not have a competitive UAI or TER or equivalent;
 - 44.1.2 have not completed a minimum of the equivalent of two full-time semesters of a relevant Associate Diploma, Diploma, Bachelor's degree or higher qualification at a recognised tertiary institution; and
 - 44.1.3 have completed an approved university preparation course or other course of study or possess appropriate prior learning and/or experience in accordance with criteria determined by the Undergraduate Studies Committee of the Academic Board.

45. Educationally disadvantaged applicants

45.1 Applicants shall become eligible for consideration for admission to candidature if they, in the opinion of the Undergraduate Studies Committee of the Academic Board, have been educationally disadvantaged and satisfy the requirements for consideration under either:

45.1.1 the Broadway Scheme; or

45.1.2 the Educational Disadvantage Admission Scheme.

46. Aboriginal and Torres Strait Islander applicants

Aboriginal or Torres Strait Islander persons shall become eligible for consideration for admission to candidature if they satisfy the requirements for admission under the Cadigal Scheme.

47. Admission on basis of earlier qualifications

A person who has satisfied the University's requirements for admission under earlier by-laws or resolutions of the Senate previously in force may be admitted under these resolutions provided the minimum standard required for admission as converted at the time of application is met.

48. Approval of schemes

The Academic Board is responsible for the approval of the schemes referred to in this Division.

Division 5: Eligibility for admission to undergraduate courses for international applicants

49. Selection criteria

49.1 Applicants shall become eligible for consideration for admission to candidature for the undergraduate courses of the University if they successfully complete one or more of the secondary and tertiary studies or other qualifications as set out in Division 3 of this Part.

49.2 Subject to confirmation by the Undergraduate Studies Committee of the Academic Board, the Dean of each Faculty shall set academic selection criteria for each course that should ensure that those admitted as international students will have a reasonable likelihood of success.

50. Immigration status

Applicants who are not Australian citizens or permanent residents must hold an appropriate immigration authority enabling them to undertake courses of study in Australia.

Division 6: Additional selection criteria, entry requirement prerequisites and assumed knowledge for local and international students

51. General

Applicants shall become eligible for consideration for admission to candidature to particular courses if they satisfy such other selection criteria as may be prescribed by the Senate or the Academic Board.

52. Additional entry requirements

Additional entry requirements may be prescribed. These are additional selection criteria that must be satisfied before applicants are admitted to candidature for particular courses.

53. Prerequisites

53.1 For enrolment in some units of study, applicants must successfully complete specified subjects in the HSC or equivalent or an audition. These are called prerequisites.

- 53.2 Prerequisites apply to some foreign languages, where first year units of study are given at a number of different levels. A prescribed level of knowledge may be necessary before a student is admitted to the higher level units of study.

54. Assumed knowledge

- 54.1 For some first year units of study, students are assumed to have reached a certain level of knowledge, expressed in terms of programs studied and performance achieved at the HSC or equivalent.
- 54.2 Students who have not reached the level of knowledge assumed may enrol in any unit of study as part of a course for which they have received an offer of a place, but before enrolling they should undertake any supplementary work recommended. Information on the supplementary work is available from the relevant department.
- 54.3 Students who proceed with the units of study for which they have not previously reached the specified level of assumed knowledge place themselves at considerable disadvantage.

55. English language requirements

- 55.1 Students are required to meet the University's English language requirements, as determined by the Academic Board, as a condition of admission.
- 55.2 The Academic Board is responsible for approval of changes to program requirements.

Division 7: Deferred enrolment by commencing undergraduate applicants

56. Conditions of deferment

- 56.1 Persons offered a place in an undergraduate award course of the University on the basis of secondary studies completed in the preceding year may be permitted to defer acceptance of that place for a maximum period of one year (unless otherwise approved by the dean of the relevant faculty to a maximum of 2 years), provided that:
- 56.1.1 they are not undertaking another tertiary course, unless that course has a direct bearing on the deferred course;
 - 56.1.2 persons offered a place in an undergraduate award course at the Sydney Conservatorium of Music undertake a further satisfactory audition prior to enrolment;
 - 56.1.3 the offer has not lapsed or been withdrawn by the University due to the person's actions prior or subsequent to the offer being made.
- 56.2 No other person (including those offered a place under tertiary or other criteria, and those offered a place on the basis of secondary studies completed other than in the preceding year) will be permitted to defer commencement of studies, except due to extreme and unforeseen circumstances.

Division 8: Granting credit

57. Credit for previous study or recognised prior learning

- 57.1 A candidate may be granted credit towards the requirements of a course on the basis of previous study or recognised prior learning. Credit will be granted in accordance with Academic Board policy and the specific resolutions for the course concerned. Candidates granted credit are also described as having been admitted with advanced standing.
- 57.2 Generally, credit will not be granted for units of study completed more than 10 years before admission to candidature for the course concerned.
- 57.3 When granting credit for units of study, faculties may impose requirements with respect to progression to more advanced units within a particular course and with respect to the time limits for completion of the course.
- 57.4 A candidate seeking credit for units of study completed towards an uncompleted course should indicate that he or she has abandoned credit in respect of that course.

- 57.5 A graduate may be granted a limited amount of credit in respect of a completed course. Except where provided otherwise in the specific resolutions for the course concerned, a graduate who is admitted to candidature for a degree of bachelor with credit for completed units of study shall attend units of study for the equivalent of at least two full-time years in that course, unless additional credit from an uncompleted course or courses has also been granted.

58. Credit for units of study after exclusion from another institution

A student who has been admitted to candidature for a course at the University of Sydney after having been excluded, or having been asked to show good cause why he or she should not be excluded, from another tertiary institution, should not be automatically granted credit for units of study completed at the other institution. Such a student may, however, at the discretion of the faculty concerned, be granted credit for or exemption from or in particular units of study on the grounds of the work completed at the other institution.

Division 9: Concurrent enrolment

59. Approval must be sought

- 59.1 A candidate for a course at the University of Sydney must seek approval from the Deans of the Faculties concerned before enrolling in a further concurrent course or courses at any level, other than approved combined degree programs.
- 59.2 A candidate enrolled in more than one course (other than approved combined degree programs) may not count any particular unit of study towards meeting the requirements of more than one of those courses, other than satisfying prerequisite, corequisite and qualifying requirements.

Division 10: Admission to candidature for postgraduate courses

Division 11: Conditions of postgraduate study

Part 9, Divisions 10 and 11 have been repealed and replaced by a new Rule, the *University of Sydney (Higher Degree by Research) Rule 2011*.



University of Sydney (Authority Within Academic Units) Rule 2003

Approved by: Senate on 5 May 2003

Date of effect: 16 May 2003

The Senate of the University of Sydney has approved the following Rule pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-Law 1999.

This Rule takes effect from 16 May 2003.

1. Chapter 8 – University of Sydney By-Law 1999

- 1.1 For the purposes of clauses 57(2)(b) and 59(2)(b) of Chapter 8 of the University of Sydney By-Law 1999, a reference to a “Head of School” or “Head of Department” includes a reference to:
- 1.1.1 the Dean of the relevant Faculty (or the equivalent of that position, for example the Principal of the Sydney Conservatorium of Music); or
 - 1.1.2 any person (such as a Pro-Dean or Associate Dean) to whom the Dean apportions authority for that purpose.
- 1.2 Sub-Rule 1.1 takes effect on and from the date on which this Rule comes into force.

2. Other University instruments

- 2.1 In any:
- 2.1.1 Rule or Resolution made by the Senate;
 - 2.1.2 Resolution of the Academic Board or of any Faculty;
 - 2.1.3 Policy or Procedure of the University, in force as at the date on which this Rule is made, any reference to a “Head of School” or “Head of Department” contained in that instrument shall be taken to be a reference to:
 - 2.1.4 a Dean (or the equivalent of that position, for example the Principal of the Sydney Conservatorium of Music); or
 - 2.1.5 any other person (such as a Pro-Dean or Associate Dean) to whom (as the case may be) the Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellor or Dean apportions authority.
- 2.2 Sub-clause 2.1 is taken to amend the instruments specified in it on and from the date this Rule comes into force.



University of Sydney (Campus Access) Rule 2009

Approved by: Senate on 4 May 2009
Date of effect: 5 May 2009

1. Citation and Commencement

1.1 Citation

This Rule is made by the Senate of the University of Sydney pursuant to section 37(1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.

1.2 Commencement

This Rule commences on the day after it is made in accordance with Chapter 2 of the *University of Sydney By-law 1999*.

2. Purpose

The purpose of this Rule is to confer upon the University certain powers in relation to persons coming onto a campus or other property occupied by the University.

3. Dictionary

"Magistrate" means a Magistrate appointed under the *Local Courts Act 1982*.

"Termination of Licence Notice" includes a written notice completed and forwarded or delivered by a University representative to an individual which revokes that individual's express or implied right to remain on any University lands.

"University lands" includes any land or roads occupied or used in connection with the University including the whole or part of any building or structure and any land or roads occupied or used in connection with the whole or part of any building or structure.

"University representative" includes the following.

- A Security Services Officer engaged by the University to undertake security and guard services throughout University property.
- A University employee duly appointed to oversee the day to day management and administration of the University's security and guard services.
- A person engaged by the University or the University of Sydney Union to provide security and guard services to single events and functions.

4. Unlawful Entry on University Lands

Any person who, without lawful excuse (proof of which lies on the person), enters into University lands without the consent of the University, or who remains on those lands after being requested by a University representative to leave those lands will have their licence to access those lands terminated by way of a Termination of License Notice.

5. Offensive Conduct While on University Lands

Any person, who remains upon the University lands after being requested by a University representative to leave those lands and while remaining upon those lands conducts himself or herself in such a manner as would be regarded by reasonable persons as being, in all the circumstances, offensive will have their licence to access those lands terminated by way of a Termination of License Notice.

6. Offender May be Apprehended

Any person found committing any offence upon the University lands, and who

refuses, when required to do so, to give his or her name and place of abode, may be apprehended by a University representative upon or in relation to which the offence was committed, and delivered to the custody of the nearest constable to be taken before a Magistrate or an authorised officer within the meaning of the *Criminal Procedure Act 1986* to be dealt with according to law.



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

Approved by: Senate on 4 December 2000

Date of effect: 1 January 2001

Latest amendments approved by: Senate on 21 March 2011

Dates of effect: 25 March 2011

PRELIMINARY

1. Commencement and purpose of Rule

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

RULES RELATING TO COURSEWORK AWARD COURSES

1. Definitions

In this Rule:

- 1.1 **advanced learning master's degree** means a program of advanced study, building on prior study in the same academic discipline area or in a relevant discipline area, leading to the award of a master's degree;
- 1.2 **award course** means a formally approved program of study which can lead to an academic award granted by the University;
- 1.3 **capstone experience** means a unit of study that has been designed by the faculty to provide students with an opportunity to draw together the learning that has taken place during the award, synthesise this with their prior learning and experience, and draw conclusions that will form the basis for further investigation, and intellectual and/or professional growth;
- 1.4 **combined degree** means a single program with a single set of course resolutions leading to the award of two degrees (unless otherwise specified in the resolutions);
- 1.5 **coursework** means an award course not designated as a research award course. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses, graduate certificates, graduate diplomas and master's degrees with less than 66% research are coursework award courses;

- 1.6 **credit** means advanced standing based on previous attainment in another award course at the University or at another institution. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit.
- 1.6.1 **Specific credit** means the recognition of previously completed studies as directly equivalent to units of study.
- 1.6.2 **Non-specific credit** means a 'block credit' for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study;
- 1.7 **credit points** mean a measure of value indicating the contribution each unit of study provides towards meeting award course completion requirements stated as a total credit point value;
- 1.8 **cross credited unit of study** means a unit of study which, on completion, is credited towards the requirements of two awards, or two component parts of a combined award;
- 1.9 **dean** means the dean of a faculty or the director or principal of an academic college or the chairperson of a board of studies;
- 1.10 **degree** means a degree at the level of bachelor or master for the purpose of this Rule;
- 1.11 **double degree** means 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;
- 1.12 **embedded courses/programs** means award courses in the graduate certificate / graduate diploma / master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards;
- 1.13 **faculty** means a faculty, college board, a board of studies as established in each case by its constitution and in these Rules refers to the faculty or faculties responsible for the award course concerned;
- 1.14 **major** means a defined program of study, generally comprising specified units of study from later stages of the award course;
- 1.15 **minor** means a defined program of study, generally comprising units of study from later stages of the award course and requiring a smaller number of credit points than a major;
- 1.16 **postgraduate award course** means an award course leading to the award of a graduate certificate, graduate diploma, degree of master or a doctorate. Normally, a postgraduate award course requires the prior completion of a relevant undergraduate degree or diploma.
- 1.17 **professional master's degree** means a master's degree which leads to the accreditation or professional recognition necessary for employment in a specific discipline or profession, building either on experience and prior learning in the discipline or on prior learning in an appropriate but separate discipline. The degrees of Juris Doctor and Doctor of Dental Medicine are classified as at the same qualifications level as the professional master's degree;;
- 1.18 **research award course** means an award course in which students undertake and report systematic, creative work in order to increase the stock of knowledge. The research award courses offered by the University are: higher doctorate, Doctor of Philosophy, doctorates by research and advanced coursework, and certain degrees of master designated as research degrees. The systematic, creative component of a research award course must comprise at least 66% of the overall award course requirements;
- 1.19 **stream** means a defined program of study within an award course, which requires the completion of a program of study specified by the award course rules for the particular stream, in addition to the core program specified by award course rules for the award course;

- 1.20 **student** has the meaning prescribed in subclause 3(1) of the *University of Sydney By-Law* 1999 (as amended);
- 1.21 **testamur** means a certificate of award provided to a graduate, usually at a graduation ceremony;
- 1.22 **transcript** or **academic transcript** means a printed statement setting out a student's academic record at the University;
- 1.23 **unit of study** means the smallest stand-alone component of an award course that is recordable on a student's transcript. Units of study have an integer credit point value, normally 6 credit points;
- 1.24 **undergraduate award course** means an award course leading to the award of an associate diploma, diploma, advanced diploma or degree of bachelor.

2. Authorities and responsibilities

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

Division 1: Admission, award course requirements, credit points and assessment

Part 3. Admission

- 3.1 Admission to coursework award courses
 - 3.1.1 Admission requirements for all coursework award courses are set out in the course resolutions approved by the Academic Board for the relevant award course, and are subject to the provisions of Part 9 of the *University of Sydney (Amendment Act) Rule* (as amended) 1999.
 - 3.1.2 Admission requirements specified for undergraduate courses are subject to Academic Board policy.
 - 3.1.3 Admission requirements specified for postgraduate courses are subject to Division 9 of this rule and Academic Board policy.

Part 4. Award course requirements

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

Part 5. Units of study and credit points

- 5.1.1 A unit of study comprises the forms of teaching and learning approved by a faculty. Where the unit of study is being provided specifically for an award course which is the responsibility of another faculty, that faculty must also provide approval.
- 5.1.2 Any faculty considering the inclusion of a unit of study in the tables of units available for an award course for which it is responsible may review the forms of teaching and learning of that unit, may consult with the approving faculty about aspects of that unit and may specify additional conditions with respect to inclusion of that unit of study.
- 5.2 A student completes a unit of study if the student:

- 5.2.1 participates in the learning experiences provided for the unit of study;
 - 5.2.2 meets the standards required by the University for academic honesty;
 - 5.2.3 meets all examination, assessment and attendance requirements for the unit of study; and
 - 5.2.4 passes the required assessments for the unit of study.
- 5.3 Each unit of study is assigned a specified number of credit points by the faculty responsible for the unit of study.
- 5.4 The total number of credit points required for completion of an award course will be as specified in the Senate resolutions relating to the award course.
- 5.5 The total number of credit points required for completion of award courses in an approved combined award course will be specified in the Senate or faculty resolutions relating to the award course.
- 5.6 A student may, under special circumstances, and in accordance with faculty resolutions, be permitted by the relevant dean to undertake a unit or units of study other than those specified in the faculty resolutions relating to the award course and have that unit or those units of study counted towards fulfilling the requirements of the award course in which the student is enrolled.

Part 6. Unit of study assessment

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

Part 7. Attendance

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

Division 2: Enrolment

Part 8. Enrolment restrictions

- 8.1 A student who has completed a unit of study towards the requirements of an award course may not re-enrol in that unit of study, except as permitted by faculty resolution or with the written permission of the dean. A student permitted to re-enrol may receive a higher or lower grade, but not additional credit points.
- 8.2 Except as provided in section 7.1, a student may not enrol in any unit of study which overlaps substantially in content with a unit that has already been completed or for which credit or exemption has been granted towards the award course requirements.
- 8.3 A student may not enrol in units of study additional to award course requirements without first obtaining permission from the relevant dean.
- 8.4 Except as prescribed in faculty resolutions or with the permission of the relevant dean:
- 8.4.1 a student may not enrol in units of study with a total credit point value exceeding:
 - 8.4.1.1 for enrolments in any one semester - 30 credit points
 - 8.4.1.2 for enrolment in the summer school – 12 credit points

8.4.1.3 for enrolment in the winter school – 6 credit points

Division 3: Credit, cross-institutional study and their upper limits**Part 9. Credit for previous studies**

- 9.1 Students may be granted credit on the basis of previous studies.
- 9.2 Generally credit will not be granted for units of study completed more than 10 years before admission to candidature for the course concerned.
- 9.3 Notwithstanding any credit granted on the basis of work completed or prior learning in another award course at the University of Sydney or in another institution, in order to qualify for an award a student must:
- 9.3.1 for undergraduate award courses, complete a minimum of the equivalent of two full-time semesters of the award course at the University; and
- 9.3.2 for postgraduate award courses, complete at least 50 per cent of the requirements prescribed for the award course at the University.
- These requirements may be varied where the work was completed as part of an embedded program at the University or as part of an award course approved by the University in an approved conjoint venture with another institution.
- 9.4 The credit granted on the basis of work completed at an institution other than a university normally should not exceed one third of the overall award course requirements.
- 9.5 Credit towards postgraduate awards will not be granted for undergraduate units of study.
- 9.6 Credit towards postgraduate awards will not be granted for previously completed postgraduate awards except in the case of awards in an embedded program at the University of Sydney, as set out in 9.8, or a program completed at another university or institution deemed by the relevant faculty to be the equivalent of a University of Sydney embedded program.
- 9.7 Where a student is permitted to enrol in two postgraduate awards simultaneously faculties may allow a maximum of two units of study to cross-credited towards requirements for a maximum of two degrees as set out in section 27.
- 9.8 Faculties have authority to establish embedded programs in closely related academic or professional areas to establish incrementally higher levels of attainment at graduate certificate, graduate diploma and master's level, and may specify in the faculty resolutions conditions for transfer from one award in the embedded program to another.
- 9.8.1 Students enrolled in an embedded program who have met the conditions for, and elect to, transfer to a longer award course in that embedded program:
- 9.8.1.1 may transfer their enrolment to the longer award course;
- 9.8.1.2 will receive credit for all of the units of study completed in the shorter award course; and
- 9.8.1.3 will not be permitted to graduate from the shorter award course.
- 9.8.2 Subject to the relevant course requirements, graduates of a course in an embedded program who subsequently become candidates for a longer award course in the same embedded program may be granted credit for units of study completed in the shorter award course.
- 9.8.3 Students enrolled in an embedded program who have completed the requirements for any award course in that embedded program may elect to discontinue their studies and graduate from that award course.
- 9.9 In an award course offered as part of an approved conjoint venture the provisions for the granting of credit are prescribed in the Resolutions of the Senate and the faculty resolutions relating to that award course.

Part 10. Cross-institutional study

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

Division 4: Progression

Part 11. Progression requirements

- 11.1 A student enrolled in an award course must meet the progression requirements, and will be subject to the conditions specified in:
 - 11.1.1 the award course resolutions determined by the Faculty and approved by the Academic Board; and
 - 11.1.2 Academic Board policy.
- 11.2 Repeating a unit of study
 - 11.2.1 A student who repeats a unit of study shall, unless granted exemption by the relevant dean:
 - 11.2.1.1 participate in the learning experiences provided for the unit of study; and
 - 11.2.1.2 meet all examination, assessment and attendance requirements for the unit of study.
- 11.3 A student who presents for re-assessment in any unit of study is not eligible for any prize or scholarship awarded in connection with that unit of study without the permission of the relevant dean.

Part 12. Time limits

- 12.1 A student must meet all the course requirements for an award course:
 - 12.1.1 within the period prescribed by this Part; or
 - 12.1.2 if the course rules fix a shorter period - within the shorter period; and
 - 12.1.3 in any event, within 10 calendar years of his or her first enrolment in the course.
- 12.2 Subject to this Part, a student must meet all the course requirements for an award course within the period set out in the following table:

Item	Course	Maximum period for meeting course requirements
1	Master's degree or degrees classified at the same level as the master's degree that are of more than 2 years duration	10 calendar years
2	Master's degree of 2 years duration or less	6 calendar years
3	Graduate Diploma	4 calendar years
4	Graduate Certificate	3 calendar years
5	Bachelor's degree (including combined degrees)	10 calendar years
6	Juris Doctor	10 calendar years
7	Doctor of Dental Medicine	8 calendar years
8	Advanced Diploma	6 calendar years
9	Undergraduate Diploma	6 calendar years

- 12.3 Subject to approval by the Academic Board, faculties may impose a shorter period for completing all the requirements of the course.
- 12.4 Subject to subclause 12.1.3, exclusion and lapsed candidature will be disregarded when calculating the maximum period within which a student may meet all the course requirements for his or her course, unless the faculty or award course resolutions say otherwise.

Division 5: Discontinuation of enrolment, suspension of candidature, and lapsed candidature

Part 13. Discontinuation of enrolment

- 13.1 Students may discontinue enrolment
- 13.1.1 Subject to this clause, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.
- 13.1.2 The notice must be in a form approved or accepted by the Faculty.
- 13.1.3 A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:
- 13.1.3.1 the discontinuation occurred at an earlier date; and
- 13.1.3.2 there was good reason why the application could not be made at an earlier time.
- 13.1.4 A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
- 13.1.4.1 the Dean granted prior permission to re-enrol; or
- 13.1.4.2 the student is later re-selected for admission to the course.
- 13.1.5 A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clause 13.1.3.1 and 13.1.3.2.
- 13.1.6 A student who discontinues enrolment in a unit of study is to be awarded a grade set out in the Academic Board policy, *Assessment and Examination of Coursework*, Clause 3 Grades.
- 13.2 Students may suspend enrolment
- 13.2.1 A student in a course may, by notice to the Faculty:
- 13.2.1.1 suspend his or her enrolment in the course for a maximum period of 1 year; or
- 13.2.1.2 with the approval of the Dean, suspend his or her enrolment in the course for a maximum period of 2 years.
- 13.2.2 The notice must be in a form approved or accepted by the Faculty.
- 13.2.3 At the end of the suspension period, the student must comply with any requirements notified by the Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.
- 13.3 Candidature may lapse
- 13.3.1 If a student does not enrol for any unit of study for a semester by the last of the census dates for the units of study in the course, and the student has not sought approval to discontinue or suspend enrolment, the student's candidature lapses.
- 13.3.2 If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the procedures for the student to apply for readmission to the course are to be as the faculty determines.
- 13.4 Return to candidature
- 13.4.1 If a student returns to candidature after suspension, discontinuation or a lapse in candidature, the course requirements as in force at the time of the student's return to candidature apply, unless the Faculty otherwise advises the student in writing:

13.4.2 The Dean may, in writing, modify the application of the course rules in a particular case.

Division 6: Unsatisfactory progress and exclusion

Part 14. Satisfactory progress

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

Part 15. Requirement to show good cause

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

Part 16. Exclusion for failure to show good cause

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

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

Part 17. Applying for re-admission after exclusion

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

Part 18. Appeals against exclusion

Repealed and replaced by the University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

Division 7: Exceptional circumstances

Part 19. Variation of award course requirements in exceptional circumstances

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

Division 8: Award of degrees, diplomas and certificates

Part 20. Classes of award

- 20.1 Undergraduate diplomas may be awarded in five grades – pass, pass with merit, pass with distinction, pass with high distinction or honours.
- 20.2 Degrees of bachelor may be awarded in two grades – pass or honours.
- 20.3 Degrees of master by coursework, graduate diplomas and graduate certificates may be awarded in one grade only – pass.

Part 21. Award of the degree of bachelor with honours

- 21.1 The award of honours is reserved to indicate special proficiency. The basis on which a student may qualify for the award of honours in a particular award course is specified in the faculty resolutions relating to the course.
- 21.2 Each faculty shall publish the grading systems and criteria for the award of honours in that faculty.
- 21.3 Classes which may be used for the award of honours are:
 - 21.3.1 First Class
 - 21.3.2 Second Class/Division 1
 - 21.3.3 Second Class/Division 2
 - 21.3.4 Third Class
- 21.4 With respect to award courses which include an additional honours year:
 - 21.4.1 a student may not graduate with the pass degree while enrolled in the honours year;
 - 21.4.2 on the recommendation of the head of the department concerned, a dean may permit a person who has been awarded the pass degree at a recognised tertiary institution to enrol in the honours year in that faculty;
 - 21.4.3 faculties may prescribe the conditions under which a person may enrol part-time in the honours year;
 - 21.4.4 a student who fails or discontinues the honours year may not re-enrol in it, except with the approval of the dean.

Part 22. University Medal

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

Part 23. Transcripts and testamurs

- 23.1 A person who has completed an award course or a unit of study at the University will receive an academic transcript upon application and payment of any charges required.
- 23.2 A testamur will state:
 - 23.2.1 any major body of study, including, where relevant, majors, streams or specialisations completed by the graduate;
 - 23.2.2 for a graduate of a Bachelor's degree course with appended honours:
 - 23.2.2.1 the honours grade awarded;
 - 23.2.2.2 where the honours course was an appended honours program, the subject area of each honours course completed by the graduate;
 - 23.2.3 for an undergraduate diploma awarded with merit, distinction, high distinction or honours, that the diploma is so conferred;
 - 23.2.4 for a degree conferred ad eundem gradum – that the degree is so conferred.

Division 9: Postgraduate Coursework awards

Part 24. Classes of Postgraduate Awards by Coursework

- 24.1 The following postgraduate awards by coursework may be offered.
 - 24.1.1 Master's degree. Master's degrees by coursework are of two types.
 - 24.1.1.1 The Advanced Learning Master's degree, which builds on prior undergraduate study in the same discipline or in a relevant discipline. Advanced learning master's degrees build on disciplinary expertise achieved at the undergraduate level, and may involve higher than undergraduate level study, or interdisciplinary study, or a mixture of these two.
 - 24.1.1.2 The Professional Master's degree, which prepares for accreditation or recognition in a specific profession, building either on prior undergraduate study in the discipline or on undergraduate study in another appropriate discipline. The degree of Juris Doctor and the Doctor of Dental Medicine are classified as at the same qualification level as the Professional Master's degree.
 - 24.1.2 Graduate Diplomas
 - 24.1.3 Graduate Certificates

Part 25. Admission to candidature for postgraduate coursework award courses

Applicants for postgraduate coursework awards shall, as a minimum, hold the qualifications set out below. Faculties may specify additional, discipline-specific requirements for all awards, including, but not restricted to, minimum GPA requirements, interviews, auditions and entrance tests, in the relevant faculty resolutions for the award course.

25.1 Admission to candidature for an advanced learning master's degrees by coursework

- 25.1.1 An applicant for admission as a candidate for an advanced learning master's degree shall, except as provided in 25.1.2 below, hold:
 - 25.1.1.1 a degree of master in an appropriate discipline as determined by the faculty; or
 - 25.1.1.2 a degree of bachelor (pass) with a credit average from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 25.1.1.3 a degree of bachelor with honours from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 25.1.1.4 an award of graduate diploma from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 25.1.1.5 a degree or award from another university or institution deemed by the faculty to be equivalent to an award specified in 25.1.1.1, 25.1.1.2, 25.1.1.3 or 25.1.1.4.
- 25.1.2 A faculty may admit as a candidate for an advanced learning master's degree an applicant not holding the awards or degrees specified in 25.1.1, who has completed requirements without graduating for an embedded graduate diploma or graduate certificate in the appropriate discipline at the University of Sydney or for a program at another university or institution deemed by the faculty to be the equivalent of a graduate diploma or graduate certificate at the University of Sydney.

25.2 Admission to candidature for professional master's degrees by coursework

- 25.2.1 An applicant for admission as a candidate for a professional master's degree shall, except as provided in 25.2.2 below, hold:
- 25.2.1.1 a degree of master in an appropriate discipline as determined by the faculty; or
 - 25.2.1.2 a degree of bachelor from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 25.2.1.3 an award of graduate diploma from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 25.2.1.4 a degree from another university or institution deemed by the faculty to be equivalent to an award specified in 25.2.1.1, 25.2.1.2, 25.2.1.3 or 25.2.1.4; and
 - 25.2.1.5 other additional professional requirements for entry as specified by the faculty in the relevant faculty resolutions
- 25.2.2 A faculty may admit as a candidate for a professional master's degree an applicant not holding the awards or degrees specified in 25.2.1, who has completed requirements without graduating for an embedded graduate diploma or graduate certificate in the appropriate discipline at the University of Sydney or for a program at another university or institution deemed by the faculty to be the equivalent of a graduate diploma or graduate certificate at the University of Sydney.
- 25.2.3 In exceptional circumstances, a dean may admit as a candidate for a professional master's degree an applicant not holding the qualifications specified in 25.2.1 or 25.2.2, but who, in the opinion of the faculty has qualifications and experience equivalent to them and sufficient to successfully undertake the award. To be considered under the exceptional circumstances provision, applicants must provide evidence of experience and achievement, for example through publications or authorship of official documents, sufficient to demonstrate mastery of the subject matter and generic graduate attributes equivalent to those gained through normal admission criteria.

25.3 Admission to candidature for a graduate diploma

- 25.3.1 An applicant for admission as a candidate for a graduate diploma shall, except as provided in 25.3.2 below, hold:
- 25.3.1.1 a bachelor's degree or higher award from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 25.3.1.2 a graduate certificate from the University of Sydney in an appropriate discipline as determined by the faculty; or
 - 25.3.1.3 a degree or award from another university or institution deemed by the faculty to be equivalent to an award specified in 25.3.1.1 or 25.3.1.2.
- 25.3.2 A faculty may admit as a candidate for a graduate diploma an applicant not holding the awards or degrees specified in 25.3.1, who has completed requirements without graduating for an embedded graduate certificate in the appropriate discipline at the University of Sydney or for a program at another university or institution deemed by the faculty to be the equivalent of a graduate certificate at the University of Sydney.
- 25.3.3 In exceptional circumstances, a dean may admit as a candidate for a graduate diploma an applicant not holding the qualifications specified in 25.3.1 or 25.3.2, but who, in the opinion of the faculty has qualifications and experience equivalent to them and sufficient to successfully undertake the award. To be considered under the exceptional circumstances provision, applicants must provide evidence of experience and achievement, for example through publications or authorship of official documents, sufficient to

demonstrate mastery of the subject matter and generic graduate attributes equivalent to those gained through normal admission criteria.

25.4 Admission to candidature for a graduate certificate

25.4.1 An applicant for admission as a candidate for a graduate certificate shall, except as provided in 25.4.2 below, hold:

25.4.1.1 A bachelor's degree or higher award from the University of Sydney in an appropriate discipline as determined by the faculty; or

25.4.1.2 A bachelor's degree or higher award from another university or institution deemed by the faculty to be equivalent to those specified in 25.4.1.1.

25.4.2 In exceptional circumstances, a Dean may admit as a candidate for a graduate certificate an applicant not holding the qualifications specified in 25.4.1, but who, in the opinion of the faculty has qualifications and experience equivalent to them and sufficient to successfully undertake the award. To be considered under the exceptional circumstances provision, applicants must provide evidence of experience and achievement, for example through publications or authorship of official documents, sufficient to demonstrate mastery of the subject matter and generic graduate attributes equivalent to those gained through normal admission criteria.

Part 26. Award course requirements for Postgraduate Coursework Awards

26.1 The degree of the master by coursework.

The degree of the master by coursework is a program of advanced learning and/or professional training, building on prior undergraduate study and normally leading to a capstone experience which provides an opportunity to synthesise the knowledge and experience gained.

26.2 The capstone experience

All advanced learning master's degrees, and appropriate professional master's degrees culminate in a capstone experience. The capstone experience is a unit of study designed to provide students with an opportunity to draw together the learning that has taken place during the award, synthesise this with their prior learning and experience, and draw conclusions that will form the basis for further investigation, and intellectual and/or professional growth; The capstone experience should be integrative, foster student autonomy and a trans-disciplinary perspective, and should connect with award aims and the generic attributes of graduates. The capstone experience is undertaken towards the end of the award course, with the result captured in a mark or a component of a mark. It may take the form of a long essay, thesis, project, professional placement, comprehensive or oral examination, portfolio with commentary, performance, exhibition, public presentation, law moot or other activity appropriate to the discipline.

26.3 The advanced learning master's degree.

An advanced learning master's degree by coursework comprises a minimum of one year of full-time advanced study culminating in a capstone experience in which the student draws together the learning that has taken place during the course, integrating it with prior learning and experience. Advanced learning master's degrees contain optional opportunities for interdisciplinary study and research, and, where appropriate and feasible, opportunities for exchange and work-based projects and professional or industry experience.

26.3.1 Title

Advanced learning master's degrees carry the title Master of Arts in [discipline], Master of Science in [discipline] or a title specified in the relevant faculty resolutions.

26.3.2 Requirements for the Master of Arts in [discipline] and Master of Science in [discipline]

Candidates for the award of the Master of Arts in [discipline] or the Master of Science in [discipline] shall complete a minimum of 48 credit points of study or a greater number as specified in the faculty resolutions for the degree, including:

- 26.3.2.1 core advanced units of study as specified in the faculty resolutions for the degree; and
- 26.3.2.2 a capstone experience, designed by the faculty to provide the candidate with an opportunity to draw together the learning which has taken place within the degree; and
- 26.3.2.3 elective advanced units of study including:
 - 26.3.2.3.1 an optional 12 credit points of research as set out in the faculty resolutions; and
 - 26.3.2.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered; and,
- 26.3.2.4 where specified in the faculty resolutions for the degree;
 - 26.3.2.4.1 optional elective units designed by the faculty involving a professional or industry project; and where appropriate
 - 26.3.2.4.2 optional exchange units.

26.3.3 Requirements for other advanced learning master's degrees

Candidates for advanced learning master's degrees other than the Master of Arts in [discipline] or the Master of Science in [discipline] shall complete requirements as specified in the faculty resolutions for the degree which shall include a minimum of 48 credit points of study, including:

- 26.3.3.1 core advanced units of study as specified in the faculty resolutions for the degree; and
- 26.3.3.2 a capstone experience, designed by the faculty to provide the candidate with an opportunity to draw together the learning which has taken place within the degree; and
- 26.3.3.3 elective advanced units of study including:
 - 26.3.3.3.1 an optional 12 credit points of research as set out in the faculty resolutions; and
 - 26.3.3.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered; and,
- 26.3.3.4 where specified in the faculty resolutions for the degree;
 - 26.3.3.4.1 optional elective units designed by the faculty involving a professional or industry project; and where appropriate
 - 26.3.3.4.2 optional exchange units.

26.4 The professional master's degree

The professional master's degree by coursework comprises a minimum of one year and a maximum of four year's full-time study leading to a qualification that contributes to professional accreditation or recognition. Where appropriate to professional requirements, professional master's degrees shall include a

capstone experience, opportunities for interdisciplinary study, research, exchange and professional or industry experience.

26.4.1 Requirements for professional master's degrees

Candidates for professional master's degrees shall complete requirements as specified in the faculty resolutions for the degree, which shall include a minimum of 48 and a maximum of 192 credit points including:

- 26.4.1.1 Core units of study as specified in the faculty resolutions.
- 26.4.1.2 Where appropriate, a capstone experience designed by the faculty to provide the candidate with an opportunity to draw together the learning which has taken place within the degree; and
- 26.4.1.3 elective advanced units of study including where appropriate and/or feasible:
 - 26.4.1.3.1 an optional 12 credit points of research as set out in the faculty resolutions; and
 - 26.4.1.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered; and,
 - 26.4.1.3.3 where specified in the faculty resolutions for the degree:
 - 26.4.1.3.3.1 optional elective units designed by the faculty involving a professional or industry project; and where appropriate
 - 26.4.1.3.3.2 optional exchange units.

26.5 The graduate diploma

The graduate diploma is an advanced program of study building on prior undergraduate and/or postgraduate study. It may be an embedded program in an advanced learning or professional master's program or a standalone award.

26.5.1 Title.

Where it forms part of an embedded program the title of the graduate diploma shall be Graduate Diploma in [discipline], where [discipline] is an identifier which is unique within the faculty and is used in the title of all components of the embedded program. Where the graduate diploma is a standalone program the title shall be as specified in the faculty resolutions.

26.5.2 Requirements for the graduate diploma.

Candidates for a graduate diploma shall complete a minimum of 36 and a maximum of 48 credit points of study:

- 26.5.2.1 core units of study as specified in the faculty resolutions for the graduate diploma; and
- 26.5.2.2 where appropriate, elective units of study including optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered.

26.6 The graduate certificate

The graduate certificate is an advanced program of study building on prior undergraduate study or, where approved by the faculty, on prior experience which is considered by the faculty to demonstrate knowledge and aptitude to undertake the units of study. The graduate certificate may be an embedded program in an advanced learning or professional master's program, a graduate diploma or a standalone award.

26.6.1 Title.

Where it forms part of an embedded program the title of the graduate certificate shall be Graduate Certificate in [discipline], where [discipline] is an

identifier which is unique within the faculty and is used in the title of all components of the embedded program. Where the graduate certificate is a standalone program the title shall be as specified in the faculty resolutions.

26.6.2 Requirements for the graduate certificate.

Candidates for a graduate certificate shall complete a minimum of 24 and a maximum of 36 credit points of study:

26.6.2.1 core units of study as specified in the faculty resolutions for the graduate certificate; and

26.6.2.3 where appropriate, elective units of study including:

26.6.2.3.2 optional elective units taken outside the faculty of enrolment as set out in the relevant faculty resolutions or with the permission of the faculty of enrolment and the faculty in which the unit of study is offered.

26.7 Units of Study

26.7.1 Candidates for a postgraduate award by coursework shall enrol in units of study in fulfilment of the requirements for the award set out in the Table of Units of Study referred to in the relevant faculty resolutions for the award.

26.7.2 Candidates may enrol in other units of study not set out in the Table of Units of Study for the award as specified in the relevant faculty resolutions or with the permission of the dean or relevant head of department of the faculty of enrolment and the dean or relevant head of department of the faculty in which the unit of study is offered.

Part 27. Combined postgraduate coursework degrees and double degrees

27.1 Faculties may establish combined degree and double degree programs involving postgraduate coursework awards allowing some units to be cross credited to both degrees provided that:

27.1.1 The minimum requirements for a double master's degree shall be 96 credit points, equating to two years full-time study.

27.1.2 The cross credited units of study shall not exceed a value of 12 credit points in each degree.

27.2 Faculties may admit candidates to two postgraduate coursework awards and allow units of study to be cross credited to both awards provided that:

27.2.1 Where the awards are offered by two faculties, double enrolment is with the written permission of the deans of both faculties; and

27.2.2 Units of study to be cross credited in both degrees are cross credited with the approval of the relevant head of department and the written permission of the Dean (or nominee) of the faculty offering the degrees or, in cases where the awards are offered by different faculties, the deans (or nominees) of both faculties.

27.3 Faculties may establish combined degree and double degree programs involving the combination of the award of bachelor and the award of master provided that:

27.2.1 The minimum requirements for a double degree combining the degree of bachelor and the degree of master shall be 192 credit points, equating to four years full-time study.

27.2.2 Candidates may not proceed to units of study at the master's level without demonstrating satisfactory progress in units contributing to the bachelor degree at a level determined by the faculty but, in any case, not less than a credit average.

Division 10: Transitional provisions

28.1 Division 9 of this rule (Postgraduate Coursework Awards) will apply to all new and postgraduate awards and all reviews of existing postgraduate coursework awards introduced from 1 July 2009.

- 28.2 Faculties should review existing postgraduate coursework awards to be compliant with Division 9 according to the usual four-yearly cycle of postgraduate award course review but in any event, all postgraduate award courses should be compliant with the provisions of Division 10 by no later than the commencement of semester 1 2011.
- 28.3 Candidates who commenced candidature prior to 1 July 2009 may choose to proceed in accordance with the resolutions of the Senate in force at the time they enrolled, except that the faculty may determine specific conditions for any student who has re-enrolled in an award course after a period of suspension.



University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

Adopted on: 21 June 2010
Amended on: 19 September 2011
Amendment effective from: 4 October 2011

Table of Contents

Part 1	Preliminary
1.1	Citation
1.2	Commencement
1.3	Purpose
1.4	Effect
Part 2	Principles governing the exercise of delegations
Part 3	Interpretation
Part 4	Brand and Marketing
4.1	Marketing
4.2	University image and brand management (including use of University Logo and name)
4.3	University Websites
4.4	Naming
4.5	Sponsorship
Part 5	Fundraising and Alumni Relations
5.1	Fundraising
5.2	Gifts and bequests
5.3	Non-research funding agreements
5.4	Alumni engagement
5.5	Foundations
Part 6	Financial and Infrastructure
6.1	Financial and infrastructure policies
6.2	Budgeting and allocation of funds
6.3	Capital expenditure and strategic initiatives based on business case approval
6.4	Expenditure of funds
6.5	Real property
6.6	Student loans & bursaries management and student housing
6.7	Payments
6.8	Pricing decisions
6.9	Sales, write-offs and disposals
6.10	Investment and capital management
6.11	Dealings with University art and heritage items
6.12	Borrowing money
6.13	Banking
Part 7	Human Resources
7.1	Human resources
7.2	Workforce planning
7.3	Appointment of staff and individual conditions of employment
7.4	Performance bonuses

- 7.5 Appointment of Head of School
- 7.6 Conferring and revoking of titles
- 7.7 Probation and confirmation
- 7.8 Promotion and reclassification
- 7.9 Staff leave
- 7.10 Dispute and grievance resolution
- 7.11 Termination of employment
- 7.12 Performance warnings and disciplinary action other than termination
- 7.13 Ill health
- 7.14 Redundancy
- 7.15 External affiliations
- 7.16 External employment
- Part 8 Information and Communication Technology**
 - 8.1 Information and communication technology policy
 - 8.2 Provision and maintenance of ICT infrastructure and resources
 - 8.3 Provision and delivery of ICT services
- Part 9 International**
 - 9.1 International policy
 - 9.2 International student experience
 - 9.3 Appointment of International Agents
 - 9.4 Travel expenditure
 - 9.5 International Program Development Fund
- Part 10 Legal Affairs**
 - 10.1 Legal affairs policy
 - 10.2 Confidentiality agreements
 - 10.3 Legal processes and execution
 - 10.4 Records management
- Part 11 Occupational Health and Safety**
 - 11.1 Occupational health and safety policy
 - 11.2 Safety management
- Part 12 Research**
 - 12.1 Research policy
 - 12.2 Cooperative Research Centres
 - 12.3 Centres and institutes
 - 12.4 Memoranda of understanding, research agreements & grants
 - 12.5 Research grant applications
 - 12.6 Research grant payments and refunds
 - 12.7 Clinical trials agreements
 - 12.8 Intellectual property
- Part 13 Education and Student Management**
 - 13.1 Student management policies
 - 13.2 Course admissions and withdrawals
 - 13.3 Student welfare and activities
 - 13.4 Student practicum placements
 - 13.5 Course delivery
 - 13.6 Agreements for educational services
- Part 14 Commercial and Corporate Activities**
 - 14.1 Associations and affiliations
 - 14.2 Commercial Activities which do not involve agreements for educational services

Part 1. Preliminary

1.1 Citation

- 1.1.1 This Rule is made by the Senate of the University, pursuant to section 37(1) of the *University of Sydney Act 1989* ('Act') and section 5(1) of the *University of Sydney By-law 1999* (as amended).

1.2 Commencement

- 1.2.1 This Rule will commence on 25 June 2010.

1.3 Purpose

- 1.3.1 The purpose of this Rule is to provide for the delegation by Senate to the University committees, authorities, officers, employees, consultants and contractors set out in Parts 4 to 14 of this Rule the activities and functions prescribed in those Parts.

1.4 Effect

- 1.4.1 Pursuant to section 37(2)(a) of the Act, this Rule has the same force and effect as a by-law.
- 1.4.2 In accordance with section 17(a)-(c) of the Act, the Senate delegates to the University committees, authorities, officers, employees, consultants and contractors set out in Parts 4 to 14 of this Rule the activities and functions prescribed in those Parts.
- 1.4.3 This Rule supersedes and revokes the previous 'Delegations of Authority – Administrative Functions', and all earlier delegations of authority for administrative functions.
- 1.4.4 Nothing in this Rule has the effect of invalidating past acts validly performed by delegates under any previous delegations.
- 1.4.5 In exercising a delegation of authority conferred by this Rule, a delegate must ensure that he or she is familiar with, and complies with:
- the Act and any delegated legislation (such as by-laws or rules of the University) as amended from time to time;
 - applicable industrial instruments (i.e. the University's Enterprise Agreement, Awards, Australian Workplace Agreements and Individual Transitional Employment Agreements);
 - University policies and procedures, and guidelines as amended from time to time (except to the extent of any inconsistency with this Rule).
- 1.4.6 The University's Enterprise Agreement provides for certain functions to be performed by the University. While these functions may not require a delegation of authority from Senate, where appropriate they are included in this Rule for the avoidance of doubt.
- 1.4.7 A University committee, authority, officer, employee, consultant or contractor may not exercise a function without delegated authority from the Senate.

Part 2. Principles governing the exercise of delegations

The following principles apply to a delegate's level and scope of authority under any delegation of authority (whether it appears in this Rule or elsewhere).

- 2.1 This Rule constitutes an important legal document (not a policy or guideline) conferring on the individual delegates specified, the authority of the Senate to perform the particular functions delegated to them. To the extent of any inconsistency, this Rule prevails over any University policy, procedure or guideline.
- 2.2 If the exercise of a function in accordance with this Rule requires the exercise of some preliminary or ancillary administrative function, then the delegated authority extends to the exercise of that function.
- 2.3 Where authority is delegated in this Rule to approve transactions, then that authority extends to the negotiation of all terms and execution of all documents necessary to give effect to those transactions, as prescribed in the section relevant to such transactions.
- 2.4 Subject to any financial limits, where authority is delegated in this Rule to enter into a contract or other document effecting a transaction, then delegated authority extends to varying or amending the terms of that contract or other document.
- 2.5 A delegation applies only to a delegate's accountability area unless otherwise specified.
- 2.6 A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate's delegated functions to another person or group of persons.
- 2.7 In the performance of a delegated function that a delegate has been authorised to perform, a delegate may use input from a designated source of expertise provided that the Senate delegate retains ultimate responsibility and accountability for the exercise of the delegation. Some delegations include a specific requirement to consult with a named officer, body, or person more senior in the lines of responsibility. When exercising their delegations, delegates should undertake consultation to the extent required by this Rule, or otherwise as reasonably considered appropriate, whilst retaining ultimate responsibility and accountability for the performance of the delegated function, subject, however, in the case of the delegations of authority conferred by Parts 4.5 and 5.2 where, in the event that the Gift Acceptance Committee expresses the opinion that a potential gift, bequest, devise or sponsorship should not be accepted the decision on that account shall be referred by the Vice-Chancellor to the Senate.
- 2.8 A delegation of authority applies to the occupant of the position described in this document, and may be exercised by a person formally appointed in writing on an acting or temporary basis to that position.
- 2.9 These delegations of authority apply to all University activities including foundations, centres, associations and institutes not separately incorporated.
- 2.10 In exercising a delegation with respect to a transaction, the delegate must estimate the cost of the transaction as a whole, over the term of the transaction. For the purpose of making this calculation, the following principles apply:
 - i. a transaction must not be assessed in components or parts, such as instalments, tranches, or the cost of individual items;
 - ii. the total gross cost of the transaction (including all taxes and duties) must be estimated;
 - iii. no reduction may be made in respect of any set-off, trade-in or the like.

- 2.11 Any delegation to incur expenditure must be exercised within the limits of the relevant approved budget or other approved source of funds.
- 2.12 A delegate who is ultimately subject to the direction and supervision of the Vice-Chancellor through established lines of accountability is, in the exercise of delegations, also subject to the direction and supervision of delegates more senior than the delegate in the lines of accountability. Delegates more senior in the lines of accountability to a delegate named in these delegations of authority may exercise a delegation conferred on that named delegate but in accordance only with its terms.
- 2.13 The Vice-Chancellor has authority to exercise any delegations made by Senate in this Rule, except delegations made to a member or Committee of Senate or delegations pertaining to the terms of appointment and/or resignation or retirement of the Vice-Chancellor.
- 2.14 Where the Senate or an authorised delegate of the Senate approves a change to the University's administrative structure or to the title of an employee's position, with the effect that there is a reassignment of responsibility for a particular delegated function, authority to perform that delegated function is reassigned accordingly.

Part 3. Interpretation

- 3.1 The delegations are specified in table form, using a standard framework with the following elements:

Activity	the strategic University activity to which the function relates.
Function	the subject of the delegation.
Appointed Delegate	the specified position, on the holder of which the delegation is conferred.
Exercise Conditions	the conditions governing the exercise of the delegation.
Financial Limits	the financial limits within which the delegate is authorised to exercise the delegation.
Staff Level	the staff level for which the delegate is authorised to exercise the delegation.
Expertise	the advice required for the delegate to effectively exercise the delegation.
Consultation	the consultation required for the delegate to effectively exercise the delegation.
Notification	Notification required to be made to a specified person, body or register after a delegation is exercised.

- 3.2 For the purpose of this document only, the following terms have these meanings:

Academic College	collective reference to Conservatorium of Music, Sydney College of the Arts
Academic staff	academic staff of the University, including teaching and research academic staff, research only and teaching focused academic staff, who are neither Exempt staff nor English Language Teaching staff
Accountability area	the organisational unit (e.g., an Academic College, Faculty, School, responsibility centre, administrative unit) for which a delegate is responsible or carries fiscal responsibility
Act	<i>The University of Sydney Act 1989 (as amended)</i>
Adjunct titles	titles conferred on persons from business, the professions or external bodies who it is intended will make a substantial and regular contribution to the teaching, research, scholarship or creative work of the University

ADM SEG Committee	the Alumni, Development and Marketing Committee of SEG
ADPP	Associate Director Portfolio Properties
Advance database	the University's database of information relating to gifts and bequests
Alumni Council	Standing Committee of Convocation established by section 52 of the <i>University of Sydney By-law</i> 1999 (as amended)
Alumni Council Executive	the Executive Committee of the Alumni Council as constituted from time to time
ARC	Australian Research Council
Asset Register	the University's register of assets
Authorised Bank Signatories	individuals authorised to sign and open cheques, authorise debits to the University's bank accounts and enter into agreements with the University's bank
Casual staff	a staff member who is engaged and paid on an hourly rate or sessional basis
CFO	Chief Financial Officer
CIO	Chief Information Officer
Classification assessment team	team established under the Enterprise Agreement to advise the Director (Human Resources) on the classification of General staff appointments
Clinical academic titles	titles conferred by the University of Sydney upon persons who are not University staff who meet teaching needs, on a regular basis, which the University may not otherwise satisfy and who may also contribute to the University's research activities
Commercial Activity	A commercial activity as defined in section 26A of the Act, and in the <i>Guidelines concerning Commercial Activities</i> made from time to time under section 26B of the Act
Conjoint appointments	a form of appointment by the University of employees who are or will also be employees of external bodies (such as an Area Health Service) who will contribute to the teaching, research or other goals of the University
Corporate card holder	a University representative issued with a University corporate credit card
DARE	Director, Alumni Relations and Events
DARM	Director, Audit and Risk Management
DCFO	Deputy Chief Financial Officer
DCF	Director, Corporate Finance
DCIS	Director, Campus Infrastructure Services
Dean	Dean of a Faculty or Academic College
Delegate	an employee, member or Committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate in these delegations of authority
Delegated Officer (Staffing)	the Director, Human Resources (who has a standing appointment as Delegated Officer (Staffing)) and such other person or persons as may be appointed by the Vice-Chancellor to exercise the functions of Delegated Officer (Staffing) from time to time
DD	Director, Development
DHR	Director, Human Resources
DICT	Director, Information and Communication Technology
DIO	Director, International Office
DMC	Director, Marketing and Communications
DMCE	Director, Museums and Cultural Engagement
DPS	Director, Procurement Services

DSAS	Director, Student Administration and Support
DSR	Director, Student Recruitment
DVC	collective reference to: Provost and Deputy Vice-Chancellor; Deputy Vice-Chancellor (Education); Deputy Vice-Chancellor (Research); Deputy Vice-Chancellor (International) and any other Deputy Vice-Chancellor
DVC(Ed)	Deputy Vice-Chancellor (Education)
DVC(Ind)	Deputy Vice-Chancellor (Indigenous Strategy and Services)
DVC(Int)	Deputy Vice-Chancellor (International)
DVC(R)	Deputy Vice-Chancellor (Research)
DVC(SM)	Deputy Vice-Chancellor (Strategic Management)
Enterprise Agreement	The University of Sydney Enterprise Agreement 2009-2012 or any replacement agreement
Exempt position	a position to be filled by an exempt staff member
Exempt staff	staff to whom the University's Enterprise Agreement does not apply
FAC	Finance and Audit Committee of Senate
GC	General Counsel
General staff	employees of the University who are not Academic staff nor Exempt staff, including English Language Teaching staff
Gifts Register	the University's Register of Gifts and Bequests
Gift Acceptance Committee	the Committee established under the Gift Acceptance Policy for the purpose of advising the University as to whether any particular gift satisfies the gift acceptance principles established by the Policy or any successor committee which performs a like function.
HBM	Head, Brand and Marketing
HICM	Head, Investments and Capital Management
HEO#	a higher education officer being a member of the General staff of the University at the level designated by the number immediately following (e.g., HEO10) and English Language Teacher classifications.
HOA	an employee who is normally a HEO level 10 or above and is a head of an administrative or equivalent budget unit, whose Position Accountability Statement approved by a Principal Officer contains the designation "Head of Administrative Unit". Where appropriate, a reference to a HOA includes a reference to the Director, International House
HOS	an employee who is a head of a School or equivalent budget unit (or the equivalent of that position, for example Associate Dean or Pro Dean), formally appointed as such.
HR	Human Resources
HWPP	Head, Web and Print Production
ICC	Investment and Commercialisation Committee of Senate
ICT Board of Management	Any of the various committees convened by the Infrastructure and Communications portfolio for liaison with groups of users of its services
Level#	a level designated by the letter immediately following (e.g., Level A) as the letters are used in the Enterprise Agreement for Academic staff.
NHMRC	National Health and Medical Research Council
OGC	Office of General Counsel

Principal Officer	collective reference, for the purpose of this document to: Vice-Chancellor and Principal Deputy Vice-Chancellor Registrar General Counsel University Librarian
Property Register	the University's register of owned and leased real property interests
Provost	Provost and Deputy Vice-Chancellor
Remuneration Package	annual salary and other monetary benefits, including loadings, allowances and performance bonus payments, but excluding employer superannuation contributions and shift penalty rates.
School	an organisational unit or equivalent budget unit reporting through an Academic college or a Faculty, or unit with equivalent standing as designated by the Provost
Secondary Logo	a logo, other than the University Logo, used by a University entity
Senate Chair Appointments Committee	the Chair Appointments Committee established by resolution of the Senate as constituted from time to time.
Senate Human Resources Committee	the Remuneration Committee established by resolution of the Senate as constituted from time to time
SEG	Senior Executive Group which comprises the Vice-Chancellor, Deputy Vice-Chancellors, Deans and the Director, Human Resources.
SGS	a General staff position graded within the Senior General Staff range, which comprises eight levels (1 to 8) above HEO 10. Where an SGS position is an Exempt position, the delegations of authority relating to Exempt staff must be applied, except where otherwise specified.
Sponsorship	means a commercial relationship between a donor and a recipient through which the donor receives a material benefit in return for making a financial or other commitment to the recipient.
Standard rate	the salary rate (excluding loadings and allowances) applicable to a current or prospective staff member's classification or level (as specified in the relevant enterprise agreement or award) or, in the case of general staff in roles at or above HEO 10, University's official remuneration scales.
Sydnovate	the University's commercial arm
Tender Board	the board established by the CFO to review and approve acquisition of goods and services by tender process
University Logo	the crest with the University of Sydney word mark
University Website	a website which is either owned or controlled by the University or located on a web domain owned or controlled by the University.
VC	Vice-Chancellor and Principal

Part 4 – Brand and Marketing

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
4.1 Marketing	4.1.1 Approve University marketing policies	VC		DMC; DSR; Director, International Student Office	ADM SEG Committee; SEG	OGC, Marketing Operations Committee	Brand Policy	Brand Style Guidelines, Brand Management Procedures
	4.1.2 Approve marketing campaigns, including advertising campaigns, and market research	VC	>\$1M	DMC; DSR	Provost; DVC(Ed); ADM SEG Committee; SEG	Brand and Marketing team	Brand Policy	Brand Style Guidelines, Brand Management Procedures
		Provost; DVC(Ed)	\$500K - \$1M	Marketing and Communications Division; Student Recruitment Unit; International Student Office	ADM SEG Committee, SEG	Brand and Marketing team		
4.2 University image and brand management (including use of University Logo and name)		DMC	\$250K - \$500K	Marketing and Communications Division; Student Recruitment Unit; International Student Office	ADM SEG Committee; SEG	Brand and Marketing team		
		Relevant Dean; DSR; Director, International Student Office	\$50K - \$250K	DMC, Brand and Marketing team	ADM SEG Committee	Brand and Marketing team		
	4.2.1 Approve policy for management of the University's brand including use of the University Logo	VC		OGC, DMC	ADM SEG Committee	OGC	Brand Policy, Brand Style Guidelines	Brand Management Procedures

Delegations of Authority for Administrative Functions: 4 – Brand and Marketing

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	4.2.2 Approve use of the University Logo in University-owned publications, including online	DMC, Local Brand Approver		Brand and Marketing team		Brand and Marketing team	Brand Policy	Brand Style Guidelines Brand Management Procedures
	4.2.3 Approve the separate use or reproduction of elements of the University Logo	DMC		Brand and Marketing team		ADM SEG Committee	Brand Policy	Brand Style Guidelines Brand Management Procedures
	4.2.4 Approve use or reproduction of the University Logo by third parties	DMC		Brand and Marketing team			Brand Policy	Brand Style Guidelines, Brand Management Procedures
	4.2.5 Approve use of the University Logo, except on letterhead, by affiliates, associates and academic title holders who are not employees	DMC		Dean; DHR; HOS		Brand and Marketing team	Brand Policy, Outside Earnings of Academic Staff Policy	Brand Style Guidelines, Brand Management Procedures
	4.2.6 Approve use of the University Logo on letterhead by affiliates, associates and academic title holders who are not employees	Dean, HOS		Brand and Marketing team			Outside Earnings of Academic Staff Policy, Brand Policy	Brand Style Guidelines, Brand Management Procedures
	4.2.7 Approve use of the University's name (including variations of the University's name) by third parties	DMC		Sydnovate; Brand and Marketing team	Dean, HOS		Brand Policy	Brand Style Guidelines, Brand Management Procedures

Delegations of Authority for Administrative Functions: 4 – Brand and Marketing

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	4.2.8 Approve use of secondary Logos or graphical devices	VC		DMC	ADM SEG Committee; SEG	Brand and Marketing team	Brand Policy	Brand Style Guidelines, Brand Management Procedures
4.3 University Websites	4.3.1 Direct the removal of content from a University Website that damages the University's reputation	VC		DMC; OGC; HWPP	Provost; relevant Dean; Website owner	CIO; ADM SEG Committee; SEG	Brand Policy, Public Comment Policy	Web Procedures
	4.3.2 Direct the removal of inaccurate information from a University Website	DMC		HWPP	Website Owner; relevant Dean; HOA	OGC; ADM SEG Committee; CIO		Web Procedures
	4.3.3 Approve creation of University web domains or sub-domains	DMC		HWPP	Website Owner; ICT	CIO		Web Procedures
4.4 Naming	4.3.4 Approve establishment of a University Website located in a domain not owned by the University (including social media applications)	DMC		HWPP; HBM	Website; .channel Owner	OGC; Relevant Dean; HOA; ADM SEG Committee	Brand Policy,	Brand Style Guidelines Web Procedures
	4.4.1 Exercise right to name University positions other than Chairs, where external funding support is provided (see also 5.2)	VC	Sufficient funding guaranteed for duration	Provost	Relevant Dean	Gifts Register	Gift Acceptance Policy; Naming Policy – Positions and Events	Gift Acceptance Procedures
	4.4.2 Exercise right to name University buildings, other physical assets and University centres	Authority retained by Senate			SEG; VC; Provost; ADM SEG Committee	Property Register	Naming of Buildings and Other Physical Assets Policy	

Delegations of Authority for Administrative Functions: 4 – Brand and Marketing

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
4.5 Sponsorship	4.5.1 Approve acceptance of sponsorship from third parties (other than sponsorship of Chairs)	FAC	≥\$10M	OGC	VC; Dean		Gift Acceptance Policy	
		VC	>\$1M - \$10M	OGC	DD; Dean			
		DVC	>\$500K - \$1M	OGC	VC; DD; Dean			
		Dean	≥\$5K - ≤\$500K		Relevant HOS			
		HOS	<\$5K		Relevant Dean			
		Provost; DMC	>\$200k	Brand and Marketing team; Faculty Marketing Manager	ADM SEG Committee	SEG		
Relevant Dean	<\$200K	Brand and Marketing team; Faculty Marketing Manager		ADM SEG Committee				
	4.5.2 Approve sponsorship to third parties							

Delegations of Authority for Administrative Functions: 4 – Brand and Marketing

Part 5 – Fundraising and Alumni Relations

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures	
5.1 Fundraising	5.1.1 Approve policy for fundraising activities	VC		DD		OGC			
	5.1.2 Approve University-wide fundraising campaigns and initiatives	VC	>\$1M	DD			Gift Acceptance Policy, NSW Charitable Fundraising Act 1991	Fundraising Procedures, Gift Acceptance Procedures	
	5.1.3 Approve fundraising activities undertaken on behalf of the University, including by controlled entities, centres and foundations	DVC	\$100K - \$1M						
		DD	<\$100K						
5.2 Gifts and bequests	5.2.1 Approve acceptance of gift, bequest or devise whether to the whole or a part of the University (such as a faculty) and establish the terms for its management	VC	>\$10M	OGC			Gift Acceptance Policy	Gift Acceptance Procedures	
		FAC	>\$10M		Development Office	Senate; Advance database; Gifts Register	Gift Acceptance Policy	Gift Acceptance Procedures	
		VC	>\$5M - \$10M	OGC		FAC; Gift Acceptance Committee; Development Office	Dean; Advance database; Gifts Register	Gift Acceptance Procedures	
		Provost; Dean	>\$1M - \$5M	OGC		VC; Gift Acceptance Committee; Development Office	Advance database; Gifts Register		
		Dean; DVC(Ed); University Librarian; University Archivist; DMCE; DD	>\$100K - \$1M	OGC		Gift Acceptance Committee; Development Office. In the case of DD, also	Advance database; Gifts Register		

Delegations of Authority for Administrative Functions: 5 – Fundraising and Alumni Relations

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		HOS; DVC(Ed)	≤\$100K		DVC(Ed); relevant Deans Gift Acceptance Committee; Development Office	Advance database; Gifts Register		
	5.2.2 Approve acceptance of gift or bequest whether to the whole or a part of the University (such as a faculty) for a Chair or Chairs, and establish terms for its management	VC			ADM SEG Committee; Senate Chair Appointments Committee; Gift Acceptance Committee; DD	Advance database; Gifts Register	Gift Acceptance Policy; Naming Policy – Positions and Events	Gift Acceptance Procedures
5.3 Non-research funding agreements	5.3.1 Approve agreements with government for the acceptance of funds other than in relation to research or Commercial Activity	DVC	>\$250K	Deputy CFO, OGC				
	5.3.2 Approve agreements with non-government entities for the acceptance of funds other than in relation to research or Commercial Activity	Dean	≤\$250K	Finance Director, OGC				
		DVC		Deputy CFO, OGC				
5.4 Alumni engagement	5.4.1 Approve policy for alumni engagement activities	VC		DARE	Alumni Council Executive	OGC; Alumni Council; ADM SEG Committee		
	5.4.2 Approve procedures and guidelines for alumni engagement activities	DVC		DARE	Alumni Council Executive	OGC; Alumni Council; ADM SEG Committee		
	5.4.3 Approve development and implementation of alumni engagement activities	VC	>\$500K	DARE	ADM SEG Committee; Alumni Council Executive	Alumni Council		

Delegations of Authority for Administrative Functions: 5 – Fundraising and Alumni Relations

136 The University amends its policies and procedures from time to time. The version contained here was accurate at 10 March 2012. The only authoritative version of the document is the version published in the University's Policy Register at: <http://sydney.edu.au/policies>

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures	
		DVC	\$100K - \$500K	DARE	ADM SEG Committee; Alumni Council Executive	VC; Alumni Council			
		DARE	<\$100K		Alumni Council Executive	DMC; Alumni Council; ADM SEG Committee			
	5.4.4 Approve establishment of alumni associations	VC		DARE	Relevant Dean; Alumni Council Executive	Alumni Council; ADM SEG Committee; Register of Entities		Alumni Associations Model Constitution	
	5.4.5 Approve alumni-related University events	VC	>\$500K	DARE	ADM SEG Committee; Alumni Council Executive	Alumni Council			
		DVC	\$100K - \$500K	DARE	ADM SEG Committee; Alumni Council Executive	VC; Alumni Council			
		DARE	<\$100K		Alumni Council Executive	DMC; Alumni Council; ADM SEG Committee			
5.5 Foundations	5.5.1 Approve establishment or disestablishment of a foundation	Chancellor		OGC	VC	Group Secretary	Foundations Policy		
	5.5.2 Approve amendments to rules of a foundation	Chancellor		OGC	VC	Group Secretary	Foundations Policy		

Delegations of Authority for Administrative Functions: 5 – Fundraising and Alumni Relations

Part 6 - Financial and Infrastructure

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
6.1 Financial and infrastructure policies	6.1.1 Approve University financial and infrastructure policy	VC		CFO; DPS; CIO; HICM, DCIS; Chair Tender Board		OGC; FAC (Annual Report)		
	6.2 Budgeting and allocation of funds	Authority retained by Senate		CFO	VC; FAC			Accounting Manual, Budget Policy Guidelines
	6.2.1 Determine and approve budgets and allocations including: Capital Program, Repairs & Maintenance Program, Capital Development Program - Information Technology and Research revenue							
	6.2.2 Revise approved Operational budgets if the total allocation across the University would not change as a result of the revision or if the total capital budget allocation increases	VC		CFO		FAC		
	6.2.3 Revise approved Capital budget if the total allocation across the University would materially change as a result of the revision	FAC		CFO	VC; SEG	Senate		
	6.2.4 Revise budget allocations within portfolios or Faculties to respond to organisational changes or other initiatives	CFO			DVCs of affected portfolios or Deans of affected Faculties			

Delegations of Authority for Administrative Functions: 6 – Financial and Infrastructure

138 The University amends its policies and procedures from time to time. The version contained here was accurate at 10 March 2012. The only authoritative version of the document is the version published in the University's Policy Register at: <http://sydney.edu.au/policies>

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
6.3 Capital expenditure and strategic initiatives based on business case approval	6.3.1 Approve capital expenditure or strategic initiative business case within approved University budget total.	FAC	>\$10M		SEG; CFO	Senate	Capital Priority Guidelines, Procurement Policy, OHS Policy	
		VC	>\$5M - ≤\$10M		SEG; CFO	FAC	Capital Priority Guidelines, Procurement Policy, OHS Policy	
		Provost	>\$1M - ≤\$5M	CFO; DCIS; DVC	SEG; CFO	VC; SEG	Capital Priority Guidelines, Procurement Policy, OHS Policy	
		CFO	>\$500K - ≤\$1M	CIS Directors; Finance Directors	Capital Expenditure - SEG (capital priority list - category totals only)		Capital Priority Guidelines, Procurement Policy, OHS Policy	
		DVC; CIO; DCIS	>\$200K - ≤\$500K	CIS Directors; Finance Directors			Capital Priority Guidelines, Procurement Policy, OHS Policy	
		Dean; Principal Officer	≤\$200K	CIS Directors; Finance Directors			Capital Priority Guidelines, Procurement Policy, OHS Policy	

Delegations of Authority for Administrative Functions: 6 – Financial and Infrastructure

DELEGATION		DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function	Financial	Expertise	Consultation	Notification	Policies	Procedures
6.4 Expenditure of funds <i>N.B. these delegations apply to transactions governed by the Procurement Policy and any other expenditure transactions not separately specified in these delegations. See also clauses 10.3.7 and 12.6</i>	6.4.1 Suspend payment of an approved expenditure if funding cannot be confirmed				Approving Officer		
	6.4.2 Approve acquisition of goods and services from a supplier	>\$10M	CFO; DPS; DCIS; OGC	Tender Board, VC. Where acquired for a portfolio or Faculty, relevant DVC or Dean	Senate	Procurement Policy	
		>\$5M - ≤\$10M	CFO; DPS; DCIS; OGC	Tender Board. Where acquired for a portfolio or Faculty, relevant DVC or Dean	FAC	Procurement Policy	
		>\$500K - ≤\$5M	Finance Director; DPS; DCIS; OGC	Tender Board. Where acquired for a portfolio or Faculty, relevant DVC or Dean		Procurement Policy	
		>\$500K - ≤\$2M	Finance Director; DPS; OGC	Tender Board. Where acquired for a portfolio or Faculty, relevant DVC or Dean		Procurement Policy	
		>\$200K - ≤\$500K	DPS	Tender Board (subject to exclusion in Procurement Policy). Where acquired for a portfolio or Faculty, relevant DVC or Dean. If on non-University standard terms, OGC		Procurement Policy	

Delegations of Authority for Administrative Functions: 6 – Financial and Infrastructure

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures	
		Dean; Principal Officer	>\$100K - ≤\$200K	DPS	if on non-University standard terms, OGC		Procurement Policy		
		HOS; HOA; Manager Rural Operations; DM	>\$50K - ≤\$100K				Procurement Policy		
		Level E; HEO 10; ARC Research Centre Director; CIS Infrastructure Services Mgr; CIS AD Capital Development	>\$25K - ≤\$50K				Procurement Policy		
		Chief Investigator; Level D; HEO 8	>\$10K - ≤\$25K				Procurement Policy		
		Level C; HEO 6; HEO 5 in Finance Shared Staff; Farm Manager	≤\$10K				Procurement Policy		
		Corporate Card Holder	≤\$5K				Procurement Policy	Corporate Card Procedures, Non-allowable Expense Procedures	
	6.4.3 Approve issue of corporate card to named individual; set credit card limit	Finance Director; Associate Director Finance					Procurement Policy	Corporate Card Procedures	
	6.4.4 Approve arrangements and budgets for travel on University business	HOS; HOA					Travel Policy	Travel Procedures	

Delegations of Authority for Administrative Functions: 6 – Financial and Infrastructure

DELEGATION		APPOINTED DELEGATE			DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures		
	6.4.5 Approve arrangements and budgets for travel for job interviews, and relocation of new staff	HOS; HOA					Travel Policy	Travel Procedures		
6.5 Real Property	6.5.1 Approve the acquisition of real property	FAC	≥\$10M			Senate; Property register				
	6.5.2 Approve the disposal of real property consistently with Part 4, Division 2 of the Act, with the approval of the Minister	VC	<\$10M	CFO, DCIS	Chair of FAC	Property register				
	6.5.3 Approve leases and licences whether as tenant or landlord (note the University may not grant a lease of University lands for a term greater than 21 years without the consent of the Minister)	VC		DCIS, HICM	Chair of ICC	Property register				
	6.5.4 Approve any other dealing with real property consistently with Part 4, Division 2 of the Act	DCIS		DCIS, ADPP	CIO, where there is a potential impact on ICT operations	Property register				
6.5.5 Determine policy and procedures for the security and manner of use of University land and buildings	DCIS; CFO (In relation to land bank properties)			DCIS, ADPP	CIO, where there is a potential impact on ICT operations	Property register				
6.6 Student loans & bursaries management	6.6.1 Approve student loans and bursaries	DVC(Ed)	>\$10K						Student Loan Procedures	

Delegations of Authority for Administrative Functions: 6 – Financial and Infrastructure

DELEGATION		DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function	Appointed Delegate	Financial	Expertise	Consultation	Notification	Policies	Procedures
and student housing		DSAS	>\$5K - ≤\$10K					Student Loan Procedures
		HOS	≤\$5K					Student Loan Procedures
	6.6.2 Approve emergency student cash loans	DSAS	≤\$5K					Student Loan Procedures
	6.6.3 Approve the terms of student housing agreements	ADPP		OGC				
6.7 Payments	6.7.1 Approve payment schedules for accounts payable financial transactions	Director - Financial Control & Treasury; Senior Accountant, Treasury						Payment Procedures
	6.7.2 Approve payment schedules for payroll system transactions and payments for payroll tax, group tax from payroll and superannuation	Director, Remuneration & HR Shared Services						Payment Procedures
	6.7.3 Sign manual cheques and open cheques for cash	Authorised Bank Signatories						Payment Procedures
	6.7.4 Approve refund of trade debtor overpayments	Director - Financial Control & Treasury; Senior Accountant, Treasury						Trade Debtor Procedures
6.8 Pricing decisions	6.8.1 Approve annual pricing of student fees	Provost			Deans	SEG		Student Fees Procedures
	6.8.2 Approve pricing of other services (excluding grants)	HOS; HOA						

DELEGATION		DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function	Financial	Expertise	Consultation	Notification	Policies	Procedures
6.9 Sales, write-offs and disposals	6.9.1 Operational Sales of approved and budgeted business activities	>\$200K					
	6.9.2 Approve write-off, disposal of goods and sale of assets (excluding real property, University art and heritage items, and other property held subject to the terms of a trust)	≤\$200K >\$500K >\$200 - ≤\$500K >\$10K - ≤\$200K					Asset Disposal Procedures Asset Disposal Procedures Asset Disposal Procedures
6.10 Investment & capital management	6.10.1 Oversee and approve strategy for management of University investments (includes policies, mandates, asset allocations, earnings targets, spending goals, financial risk)	≤\$10K					Asset Disposal Procedures
	6.10.2 Appointment of directors or other representative of the University to Commercial Activities		CFO; HICM		VC		Investment Procedures
	6.10.3 Approve transactions connected with the University's shareholding or other commercial interest in controlled and other external entities				OGC (Group Secretary's Office)		

Delegations of Authority for Administrative Functions: 6 – Financial and Infrastructure

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.10.4 Execute investments transactions in accordance with policies and mandates approved by ICC	HICM						
	6.10.5 Approve investment and redemption of University funds	HICM			CFO	ICC	University investment policy & strategies	
	6.10.6 Establish investment common fund(s) and exercise the powers set out in clause 3 of Schedule 2 of the <i>University of Sydney Act</i> 1989 (as amended)	HICM			CFO	ICC	University investment policy & strategies	
	6.10.7 Appoint and terminate appointment of external funds managers and investment portfolio advisors	ICC				HICM	University investment policy & strategies	
6.11 Dealings with University art and heritage items	6.11.1 Approve sale or other disposition of University art and heritage collections not subject to the terms of a trust	VC	>\$1M	DMCE	Appropriate expert museum curator	Asset Register and relevant collection catalogue	University Collections Policy	
		Provost	\$100K - \$1M	DMCE				
		DMCE	<\$100K					
6.12 Borrowing money	6.11.2 Approve loan of University art and heritage items not subject to the terms of a trust	VC	>\$1M	DMCE	Appropriate expert museum curator	Asset Register and relevant collection catalogue	University Collections Policy	
		Provost	\$100K - \$1M	DMCE				
		DMCE	<\$100K					
	6.12.1 Authority to borrow money and raise capital (including issuance of securities or debentures),	FAC				CFO		

Delegations of Authority for Administrative Functions: 6 – Financial and Infrastructure

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	subject to approval by the Governor on the recommendation of the Treasurer							
6.13 Banking	<p>6.13.1 Approve bank signatories, including signature for internal authorisations for electronic transfers</p> <p>6.13.2 Approve all arrangements concerning the University's bank accounts (e.g., opening and closing, styles, cheque signatories, payment and receipting processes)</p>	FAC						Bank Account Procedures, Imprest Bank Account Procedures

Part 7 - Human Resources

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Academic	Staff Level	General	Expertise	Consultation	Notification	Policies
7.1 Human resources policy	7.1.1 Approve HR policy	VC			DHR		Senate		
7.2 Workforce planning	7.2.1 Establish categories of employment and position classifications	DHR				VC			
	7.2.2 Establish official remuneration scales and ranges for all levels, and standard conditions of employment (including authorising the Enterprise Agreement)	VC			DHR	CFO; Provost	Senate Human Resources Committee		
	7.2.3 Authority to establish positions	Authority retained by Senate	VC; DVC; Dean						
		VC; DVC(SM)	Exempt Positions above SGS 8 other than VC; DVC; Dean		DHR	Senate			
		Provost	Level E						
		Dean	Level D and below						

Delegations of Authority for Administrative Functions: 7 – Human Resources

DELEGATION		DELEGATION EXERCISE CONDITIONS					GOVERNANCE				
Activity	Function	Appointed Delegate		Staff Level		Expertise	Consultation	Notification	Policies	Procedures	
		Academic	General	Academic	General						
7.3 Appointment of staff and individual conditions of employment <i>Note: Conditions of employment includes conversion of full-time to part-time and vice versa; temporary internal transfer; acting in a temporary or acting capacity/ external secondment / exchange and variations to conditions.</i>	Principal Officer; Dean		HEO 10 to SGS/DHR 8		DHR						
	HOS, HOA		HEO 9 and equivalent and below		DHR	Dean					
	Authority retained by Senate	VC; DVC			DHR			Staff Selection and Recruitment Policies			
	Authority retained by Senate	Dean; University Chair; Level E			DHR	VC					
	VC; DVC(SM)	All exempt staff			DHR	Principal Officer; Dean					
	Dean	Level D and below									
	Principal Officer; Dean; HOA; HOS			HEO 10 to SGS 5							
	HOA; HOS	Casual staff only		HEO 9 and equivalent and below							
	EXEMPT STAFF										
	Authority retained by Senate	VC				DHR	Senate Human Resources Committee				
VC	DVC; University Chair				DHR						
Senate Human	VC				DHR						

Delegations of Authority for Administrative Functions: 7 – Human Resources

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE		
Activity	Function		Academic	Staff Level	General	Expertise	Consultation	Notification	Policies	Procedures
	of remuneration package for Exempt Staff	Resources Committee	DVC; University Chair				VC			
	7.3.4 Determination of all terms and conditions of employment (including remuneration and extension or renewal of fixed term employment) for Exempt Staff	VC	Dean and below	All General staff above SGS 8	DHR					
		Principal Officer; Dean	Level E and below	SGS Level 8 and below						
NON-EXEMPT STAFF										
	7.3.5 Approval of remuneration package of more than 25% above standard rate for non-exempt staff	Principal Officer	Level E	HEO 10	DHR					
		Dean	Level D and below	HEO 9 and below		DHR				
	7.3.6 Approval of remuneration package of up to 25% above standard rate for non-exempt staff	HOS; HOA	All non-Exempt staff			DHR				
	7.3.7 Approval of all terms and conditions of employment for non-exempt staff	Principal Officer	Level E; HOS	HEO 10	DHR					
		HOS; HOA	Level D and below	HEO 9 and below	DHR	Dean				

Delegations of Authority for Administrative Functions: 7 – Human Resources

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Academic	Staff Level	Expertise	Consultation	Notification	Policies	Procedures
7.4 Performance bonuses	7.4.1 Approve payment of performance bonuses	Senate Human Resources Committee	VC	General	DHR	Senate			
		Senate Human Resources Committee	DVC		DHR	Senate			
		VC	Exempt Academic staff (Dean)	All Exempt General staff	DHR		Senate Human Resources Committee		
		DVC	Level E, All other exempt Academic staff		Dean, DHR		VC		
		Dean	All non-exempt Academic staff		DHR				
		Principal Officer; CFO		All other General staff	DHR				
7.5 Appointment of Head of School	7.5.1 Approve appointment of HOS	Provost	HOS		DHR	Dean			

Delegations of Authority for Administrative Functions: 7 – Human Resources

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Staff Level	Expertise	Consultation	Notification	Policies	Procedures	
7.6 Conferring and revoking of titles	7.6.1 Confer and revoke academic titles for non-professional staff	Authority retained by Senate	Pro-Vice Chancellor; Dean; Deputy Vice-Chancellor; other senior positions as determined by Senate				Conferring of All Academic Titles Policy		
	7.6.2 Confer and revoke academic titles for 12 months or more	Senate Chair Appointments Committee	Visiting Professor Adjunct Professor Clinical Professor		Provost				
	7.6.3 Confer and revoke academic titles for less than 12 months	Dean	Adjunct Associate Professor Clinical Associate Professor		Provost				
	7.6.4 Confer and revoke academic titles	Senate Chair Appointments Committee	Adjunct Professor Adjunct Associate Professor Clinical Professor Clinical Associate Professor Visiting Professor Emeritus Professor		Provost	Senate			
		Senate Chair Appointments Committee	Conjoint Professor						

DELEGATION		DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function	APPOINTED DELEGATE	Staff Level	Expertise	Consultation	Notification	Policies	Procedures
		Dean	Conjoint Associate Professor Adjunct Senior Lecturer Adjunct Lecturer Adjunct Associate Lecturer Clinical Senior Lecturer Clinical Lecturer Clinical Associate Lecturer Conjoint Senior Lecturer Conjoint Lecturer Conjoint Associate Lecturer Honorary Professor Honorary Associate Professor Honorary Reader Honorary Senior Lecturer Honorary Lecturer Honorary Associate Lecturer Honorary Senior Principal Research Fellow Honorary Principal Research Fellow Honorary Senior Research Fellow Honorary Research Fellow Honorary Associate Visiting Scholar		Provost			
	7.6.5 Confer and revoke academic titles for holders of NHMRC, ARC & other nationally competitive fellowships	Senate Chair Appointments Committee Dean Dean	Professor Associate Professor (≥12 months) Associate Professor (<12 months) Senior Lecturer, Lecturer Associate Lecturer		Provost, VC Provost			
	7.6.6 Confer and revoke academic titles for non-staff members	Senate Chair Appointments Committee	Senior Principal Research Fellow					

Delegations of Authority for Administrative Functions: 7 – Human Resources

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Staff Level	Expertise	Consultation	Notification	Policies	Procedures
	for 12 months or more	Dean	Principal Research Fellow		Provost			
	7.6.7 Confer and revoke academic titles for non-staff members for less than 12 months	Dean	Senior Principal Research Fellow Principal Research Fellow					
	7.6.8 Confer and revoke academic titles for non-staff members	Dean	Senior Research Fellow Research Fellow Postdoctoral Fellow					

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Academic	Staff Level	Expertise	Consultation	Notification	Policies	Procedures
7.7 Probation and confirmation	7.7.1 Confirm appointment following probation	Principal Officer; Dean		All Exempt General Staff	DHR				
		HOS; HOA		All other General Staff	DHR				
	7.7.2 Extend the period of probation	Principal Officer		All Exempt staff	DHR				
		HOS		All other Academic staff	DHR	Dean			
	7.7.3 Terminate employment during or at end of probation period	HOS; HOA		All other General staff	DHR				
		VC		All Exempt staff	DHR	Principal Officer; Provost			
	7.7.4 Approve progression from probation to confirmation period	VC		Level E	DHR	Provost; Dean			
		Dean		Level D and below	DHR	Provost			
	7.7.5 Continue confirmation (at annual confirmation review)	HOS; HOA		All General staff	DHR				
		Provost; DVC(SM)		All Exempt Academic staff	DHR	Dean			
	7.7.6 Extend the period of confirmation	HOS		All other Academic staff	DHR				
		Provost		All Exempt Academic staff	DHR	Dean			
		HOS	All other Academic staff	DHR	Dean				

Delegations of Authority for Administrative Functions: 7 – Human Resources

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	General					
	7.7.7 Confirm appointment	Provost	All Exempt Academic staff		DHR	Dean			
		DVC	All other Academic staff		DHR	Dean			
	7.7.8 Terminate employment during or at end of confirmation period	VC	All Exempt Academic staff		DHR	Provost			
		DVC	Level E		DHR	Provost			
		Dean	Level D and below		DHR	DVC	Provost		
7.8 Promotion and reclassification	7.8.1 Approve promotion of academic staff	Senate Chair Appointments Committee	To Level E		Provost				
		Provost	To Level D and below		Dean				
	7.8.2 Approve reclassification of general staff	DHR		General staff HEO 10 and above	Classification Assessment Team	Dean; HOA			
7.9 Staff leave		HOS; HOA		Level HEO 9 and below	Classification Assessment Team	DHR			
	7.9.1 Direct staff to take annual or long service leave	HOS; HOA	All staff		DHR		DHR		
	7.9.2 Approve leave without pay	HOS; HOA	All staff		DHR		DHR	Leave Without Pay Policy	
	7.9.3 Approve annual close down dates and arrangements	VC							

Delegations of Authority for Administrative Functions: 7 – Human Resources

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE			
Activity	Function		Academic	General	Staff Level	Expertise	Consultation	Notification	Policies	Procedures
7.10 Dispute and grievance resolution	7.10.1 Resolve employment and human resource disputes and grievances, including making settlement offers on behalf of the University	Principal Officer	All staff		GC	DHR				
	7.10.2 Appoint Delegated Officer (Staffing)	VC			DHR					
7.11 Termination of employment Note: For termination during probation or confirmation, see section 7.7. For termination on the grounds of ill-health, see section 7.13. For termination on the grounds of redundancy, see section 7.14.	7.11.1 Terminate employment of VC	Authority retained by Senate	VC							
	7.11.2 Terminate employment of staff other than VC	Senate Human Resources Committee	DVC	Other Principal Officers	GC, DHR	DHR				
		VC		All other Exempt staff						
		VC		All other Academic staff						
7.12 Performance warnings and disciplinary action other than termination	7.12.1 Issue performance warning under the Enterprise Agreement	HOS, HOA		All other General staff						
	7.12.2 Impose all forms of disciplinary action other than	Principal Officer, HOS, HOA	All non-Exempt staff		GC, DHR	DHR				
		VC	DVC							
		Provost	Dean							

Delegations of Authority for Administrative Functions: 7 – Human Resources

156 The University amends its policies and procedures from time to time. The version contained here was accurate at 10 March 2012. The only authoritative version of the document is the version published in the University's Policy Register at: <http://sydney.edu.au/policies>

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE			
Activity	Function		Academic	Staff Level	General	Expertise	Consultation	Notification	Policies	Procedures
	termination	Dean; Principal Officer	All other Exempt staff			GC; DHR		DHR		
		HOS; HOA		All other General staff		GC; DHR		DHR		
		Dean	All other Academic staff			GC; DHR		DHR		
		HOS	Casual Academic staff							
7.13 Ill health	7.13.1 Carry out functions relating to termination for ill-health in the Enterprise Agreement (except termination), including to undertake medical examination	HOS; HOA	All staff			GC; DHR	Provost; DVC			
	7.13.2 Acknowledge notice of resignation or retirement (including medical retirement)	Chancellor	VC					Senate Human Resources Committee and Senate		
		VC	DVC; Dean					Senate Human Resources Committee and Senate		
		Principal Officer	All other Exempt staff					DHR		
		HOS	All other Academic staff							
		HOA; HOS		All other General staff			DHR			
	7.13.3 Approve voluntary early	VC	All Academic staff			DHR				

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE			
Activity	Function		Academic	Staff Level	General	Expertise	Consultation	Notification	Policies	Procedures
	retirement schemes	DHR		All General staff			VC			
	7.13.4 Terminate employment on grounds of ill-health	Authority retained by Senate	VC		DHR	Provost; Principal Officer				
		VC; DVC(SM)	Exempt staff							
		DVC	All other Academic staff				Provost			
		DHR		All other General staff						
7.14 Redundancy	7.14.1 Declare positions redundant and terminate employment on grounds of redundancy	VC	DVC	GC; DHR	GC; DHR	Senate Human Resources Committee		Senate		
		VC	All other Exempt staff							
		VC	All other Academic staff		GC; DHR					
		HOS; HOA		All General staff (excluding Exempt staff)		Provost; DHR				
	7.14.2 Carry out functions relating to termination for redundancy in Enterprise Agreement	HOS	All Academic staff		DHR			Provost		
		HOS; HOA		All General staff	DHR					
7.15 External affiliations	7.15.1 Approve staff affiliations with other universities	DVC; Provost			DHR					

158 The University amends its policies and procedures from time to time. The version contained here was accurate at 10 March 2012. The only authoritative version of the document is the version published in the University's Policy Register at: <http://sydney.edu.au/policies>

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	General					
7.16 External employment	7.16.1 Approve staff member accepting outside work separate from normal duties in the University	DVC; Provost; Dean	All Academic staff		DHR	DVC; Provost		Outside Earnings of Academic Staff Policy	

Part 8 - Information and Communication Technology

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
8.1 Information & Communication Technology policy	8.1.1 Approve policy relating to access, usage and privacy of information and communication technology resources	VC		CIO		OGC		
	8.1.2 Approve policies for provision & delivery of ICT services	CIO			VC	OGC		
8.2 Provision & maintenance of ICT infrastructure and resources	8.2.1 Plan, develop and maintain University ICT infrastructure	CIO		DCIS	VC	SEG		
	8.3 Provision & delivery of ICT services	CIO	>\$100K	CFO; DICT	Provost			
8.3 Provision & delivery of ICT services	8.3.1 Approve progression from preliminary feasibility to development stage of enterprise level application system	CIO	<\$100K	DICT				
	8.3.2 Determine charges for ICT services	CIO			CFO	Relevant ICT Board of Management		
	8.3.3 Develop & implement ICT disaster recovery plan	CIO		DICT; DARM	Provost; CFO	Relevant ICT Board of Management		

Delegations of Authority for Administrative Functions: 8 – Information and Communication Technology

160 The University amends its policies and procedures from time to time. The version contained here was accurate at 10 March 2012. The only authoritative version of the document is the version published in the University's Policy Register at: <http://sydney.edu.au/policies>

Part 9 - International

Activity	DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
	Function			Financial	Expertise	Consultation	Notification	Policies	Procedures
9.1 International policy	9.1.1 Approve policy for the accommodation of the University's international students		DVC(Ed)		DHR		DVC(Int)		
	9.1.2 Approve policies for the establishment and management of off-shore operations in which the University has a controlling interest		VC		OGC	DVC(Int); Provost	DVC(Ed)		
9.2 International Student Experience	9.2.1 Approve University-wide cotutelle, student exchange or study abroad agreements with other universities		DVC(Int)		DVC (Ed); OGC		DVC(Ed)		
	9.2.2 Approve cotutelle, student exchange or study abroad agreements with other universities relating to a Faculty or Academic College		DVC(Ed)		DVC (Int); OGC	Relevant HOS; Dean	DVC(Int)		
9.3 Appointment of international agents	9.2.3 Approve University-wide student placement agreements with international providers		DVC(Ed)		OGC	Provost	DVC(Int)		
	9.2.4 Approve student placement agreements for students from a Faculty or Academic College with international providers		DVC(Ed)			Provost; Dean	DVC(Int)		
9.4 Travel Expenditure	9.3.1 Approve agreements appointing international agents for the University		DVC(Ed)		OGC	Director, International Student Office	DVC(Int)		
	9.4.1 Approve travel arrangements		Dean				DVC(Int);		

Delegations of Authority for Administrative Functions: 9 - International

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE		
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	and budgets for Special Studies Program, and Visiting Scholars					DVC(Ed)		
9.5 International Program Development Fund	9.5.1 Administer and manage International Program Development Fund	DVC(Int)						

162 The University amends its policies and procedures from time to time. The version contained here was accurate at 10 March 2012. The only authoritative version of the document is the version published in the University's Policy Register at: <http://sydney.edu.au/policies>

Part 10 - Legal Affairs

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
10.1 Legal affairs policy	10.1.1 Approve policy relating to the University's legal affairs	GC			VC			
10.2 Confidentiality agreements	10.2.1 Approve confidentiality agreements imposing obligations on third parties to protect confidential information owned or held by the University	Relevant DVC; GC; HOS; Director, Sydnovate; Director Procurement Services; Director, Research Grants Administration; Funding Director, Research Development		OGC (if exercised other than by GC)				
	10.2.2 Approve confidentiality agreements imposing obligations on the University to protect confidential information owned or held by third parties (other than confidentiality agreements governing disclosure of intellectual property)	Relevant DVC; GC; HOS; Director, Sydnovate; Director Procurement Services; Director, Research Grants Administration; Funding Director, Research Development		OGC (if exercised other than by GC)	Relevant HOS			
10.3 Legal processes and execution	10.3.1 Accept service of court process on behalf of the University	GC						

Delegations of Authority for Administrative Functions: 10 – Legal Affairs

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	10.3.2 Accept service of documents in relation to taxation matters	CFO						
	10.3.3 Settle court, legal or other formal proceedings and legally bind the University in matters conducted in the Federal Court or Supreme Court	VC	GC		Senate			
	10.3.4 Settle court, legal or other formal proceedings and legally bind the University in matters conducted in lower courts and tribunals	GC						
	10.3.5 Settle court, legal or other formal proceedings and legally bind the University in matters conducted in lower courts and tribunals and relating to HR management	DHR	GC					
	10.3.6 Affix the University seal to any document	VC; DVC; Registrar; GC						
	10.3.7 Appoint external lawyers, approve costs agreements, and authorise payments	GC						
10.4 Records management	10.4.1 Approve policies, procedures and guidelines for records capture, release and destruction, including archiving and access	GC	Group Secretary; Manager, Archives & Records	VC				

Delegations of Authority for Administrative Functions: 10 – Legal Affairs

164 The University amends its policies and procedures from time to time. The version contained here was accurate at 10 March 2012. The only authoritative version of the document is the version published in the University's Policy Register at: <http://sydney.edu.au/policies>

Part 11 - Occupational Health and Safety

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
11.1 Occupational health and safety policy	11.1.1 Approve policy related to: occupational health and safety (including for travelling staff), and safety and environment risk management in teaching & research	DHR		Manager, OH&S	VC	Relevant Senate Committees; Academic Board		
11.2 Safety management	11.2.1 Approve safety policies for fieldwork & University activities carried out off campus	DHR		Manager, OH&S				

Part 12 - Research

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures	
12.1 Research policy	12.1.1 Approve policy for the conduct of the University's research activities	DVC(R)		Director Sydnovate; Director, Research Development; Director, Research Grants Administration & Funding	VC; Academic Board	OGC			
12.2 Cooperative research centres	12.2.1 Approve application to establish or for membership of a cooperative research centre	DVC(R)			Dean(s) of relevant Faculties	CFO			
	11.2.2 Approve agreement for establishment of cooperative research centre	DVC(R)		OGC		CFO	Research policy, Commercial Activities Guidelines		
12.3 Centres and institutes	12.3.1 Approve application to establish or dis-establish a centre or Institute	Provost				DVC(R); DVC(Ed)	Centres Policy		
12.4 Memoranda of understanding, research agreements & grants	12.4.1 Approve memoranda of understanding in relation to research	DVC(R)				VC			
	12.4.2 Approve research agreements with commercial and non-commercial partners	VC	≥\$10M, or >5 yrs duration	OGC		DVC(R); Director Sydnovate in relation to intellectual property provisions			

Delegations of Authority for Administrative Functions: 12 - Research

DELEGATION		DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function	Appointed Delegate	Financial	Expertise	Consultation	Notification	Policies	Procedures
		DVC(R)	>\$2M - <\$10M, and ≤5 yrs duration	OGC	Director, Sydnovate; Director, Research Grants & Funding for agreements with non-commercial partners			
	12.4.3 Approve research agreements with commercial partners or scholarship agreements which are linked to a research agreement with a commercial partner	Director, Sydnovate	<\$2M and ≤5 yrs duration	OGC				
	12.4.4 Approve research agreements with non-commercial or publicly funded partners other than agreements referred to in 12.4.5	Director, Research Grants Administration & Funding; Director, Research Development	<\$2M and ≤5 yrs duration	OGC	Director, Sydnovate in relation to intellectual property provisions			
	12.4.5 Approve research training or scholarship agreements with non-commercial or publicly funded partners	Director, Scholarships Office	<\$2M and ≤5 yrs duration	OGC	Director, Sydnovate in relation to intellectual property provisions			
12.5 Research grant applications	12.5.1 Approve submission of research grant proposal other than proposals referred to in 12.5.2	Director, Research Grants Administration & Funding; Director, Research Development	All		HOS			Research proposal approval form signed by HOS

Delegations of Authority for Administrative Functions: 12 - Research

DELEGATION		DELEGATION EXERCISE CONDITIONS			GOVERNANCE			
Activity	Function	APPOINTED DELEGATE	Financial	Expertise	Consultation	Notification	Policies	Procedures
	12.5.2 Approve submission of research or training scholarship proposals	Director, Scholarships Office	All		HOS	DVC(R)		Research proposal form approved by HOS
12.6 Research grant payments and refunds	12.6.1 Approve payments to external organisations of research grants or contributions other than payments referred to in 12.6.2	DVC(R)	>\$500K					
		Director, Research Grants Administration & Funding	≤\$500K					
	12.6.2 Approve payments to external organisations of research training grants, scholarship grants or contributions	DVC(Ed)	>\$500K			DVC(R)		
		Director, Scholarships Office	≤\$500K			DVC(R)		
12.7 Clinical trials agreements	12.6.3 Approve payments from Synovate fund	Director, Synovate						
	12.6.4 Approve refund of unexpended grant funds to funding body	HOS; Dean of relevant Faculty; Director, Scholarships Office						
	12.7.1 Approve clinical trial agreements	DVC(R)		OGC				
12.8 Intellectual property	12.8.1 Approve applications for registration, maintenance and prosecution (including abandonment) of intellectual property	Director, Synovate						

Delegations of Authority for Administrative Functions: 12 - Research

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	12.8.2 Execute documents to facilitate application for registration, maintenance and prosecution (including abandonment) of intellectual property	Sydnovate Manager Intellectual Property			Director, Sydnovate			
	12.8.3 Approve agreements granting any right in intellectual property	Director, Sydnovate		OGC				

Part 13 – Education & Student Management

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures	
13.1 Student management policies	13.1.1 Approve policy and procedures relating to student management and support	DVC(Ed)			VC				
	13.1.2 Approve policy for domestic and international student recruitment			DVC(Int) (in respect of International student recruitment)	VC				
	13.1.3 Approve guidelines for performance of domestic and international students			Deans	VC		Academic Board		
	13.1.4 Approve requirements regarding pre-requisites for courses			Deans	Provost				
13.2 Course admissions and withdrawals	13.2.1 Approve admission or withdrawal from course	Dean							
	13.2.2 Approve admission or withdrawal from honours								
	13.2.3 Approve admission or withdrawal from concurrent enrolment								
	13.2.4 Cancel enrolment, determine re-enrolment after failure				DVC(Ed)				

Delegations of Authority for Administrative Functions: 13 – Education & Student Management

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	13.2.5 Appoint research supervisor for student research program	Dean						
	13.2.6 Approve extension of research program	Dean						
	13.2.7 Approve payment of University-wide scholarships, prizes and awards	DVC(Ed)						
	13.2.8 Approve leave of absence	Dean						
13.3 Student welfare and activities	13.3.1 Establish policies and plans to accommodate students with a disability, and policies in respect of assistance with student housing	DVC(Ed)		DHR; Manager OH&S	Provost			
	13.3.2 Authorise production and distribution of University student handbook	Registrar						
13.4 Student practicum placements	13.4.1 Approve student placement agreements	Dean		OGC; DARM				
13.5 Course delivery	13.5.1 Approve co-delivery of courses	DVC(Ed)			Dean			
13.6 Agreements for educational services	13.6.1 Approve agreements for educational services involving the establishment of a joint venture campus	VC		OGC	SEG; Academic Board	DVC(Int)		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	13.6.2 Approve agreements for educational services involving the delivery of a course or courses	VC		OGC	SEG; Academic Board	DVC(Int)		
	13.6.3 Approve agreements for educational services that are commercial activities	DVC (Ed) Dean	>\$50K <\$50K	OGC OGC	DVC (Ed)	DVC (Int); CFO DVC (Int); CFO	Guidelines Concerning Commercial Activities	
	13.6.4 Approve agreements for educational services that are not commercial activities and do not involve the establishment of a joint venture campus or the delivery of a course or courses	Dean		OGC	DVC (Ed)	DVC (Int)		

Delegations of Authority for Administrative Functions: 13 – Education & Student Management

Part 14 - Commercial and Corporate Activities

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
14.1 Associations and affiliations	14.1.1 Approve promotion, naming or establishment of, or participation in (whether by means of debt, equity, contribution of assets or other means), partnerships, trusts, companies and other incorporated bodies, or joint ventures (except for the purpose of or in consideration for intellectual property rights) or in relation to the establishment of joint venture campuses as provided in Clause 13.7.1	DVC		OGC	VC	OGC (Group Secretary's Office)	Controlled Entity Policy & Associated Entities Policy	Controlled Entity Policy – Operational Guidelines Associated & Affiliated Entities - Operational Guidelines
	14.1.2 Approve promotion, naming or establishment of, or participation in (whether by means of debt, equity, contribution of assets or other means), partnerships, trusts, companies and other incorporated bodies, or joint ventures for the purpose of or in consideration for intellectual property rights.	DVC(R)		OGC	VC; Director, Sydnovate	OGC (Group Secretary's Office)	Controlled Entity Policy & Associated Entities Policy	Controlled Entity Policy – Operational Guidelines Associated & Affiliated Entities - Operational Guidelines

Delegations of Authority for Administrative Functions: 14 – Commercial and Corporate Activities

DELEGATION		DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function	Appointed Delegate	Financial	Expertise	Consultation	Notification	Policies	Procedures
14.2 Commercial Activities which do not involve agreements for educational services (see also Clause 13.7)	14.2.1 Approve Commercial Activities to be conducted through a Faculty or Academic College if the HOS has assessed the proposed Commercial Activities and has recommended the undertaking of such Commercial Activities	Director, Sydnovate; HICM; DCIS (as relevant); DVCs of affected portfolios	≤\$100K			CFO	Guidelines Concerning Commercial Activities	
	14.2.2 Approve Commercial Activities to be conducted through a Faculty or Academic College if the Dean has assessed the proposed Commercial Activities and has recommended the undertaking of such Commercial Activities	Director, Sydnovate; HICM; DCIS (as relevant); DVCs of affected portfolios	\$100K - \$500K			CFO	Guidelines Concerning Commercial Activities	
	14.2.3 Approve Commercial Activities which have University wide application or a value greater than \$500K, if the CFO has assessed the proposed Commercial Activities and has recommended the undertaking of such Commercial Activities	Director, Sydnovate; HICM; DCIS (as relevant); DVCs of affected portfolios	>\$500K			CFO	Guidelines Concerning Commercial Activities	
	14.2.4 Maintain a register of Commercial Activities	CFO					Guidelines Concerning Commercial Activities	
	14.2.5 Approve publishing and distribution agreements which provide licences of copyright to the University	University Librarian					Guidelines Concerning Commercial Activities	

Delegations of Authority for Administrative Functions: 14 – Commercial and Corporate Activities



University of Sydney (Higher Degree by Research) Rule 2011

Approved by: Senate on 21 March 2011
Date of effect: 25 March 2011

Contents

Chapter 1 Preliminary

Part 1 Preliminary

- 1.01 Name of Rule
- 1.02 Commencement
- 1.03 Statement of intent
- 1.04 University may change courses and units of study
- 1.05 Overall requirements
- 1.06 No right to admission
- 1.07 Interpretation

Chapter 2 Higher degrees by research

Part 2 Master's by research

- 2.01 Course resolutions
- 2.02 Application of this Part
- 2.03 Eligibility for admission to candidature
- 2.04 Application for admission to candidature
- 2.05 Probationary admission to candidature
- 2.06 Credit for previous studies
- 2.07 Limit on credit for previous studies
- 2.08 Control of candidature
- 2.09 Other studies during candidature
- 2.10 Supervision
- 2.11 Location of candidature
- 2.12 Progress
- 2.13 Students may be required to show good cause
- 2.14 Discontinuation of candidature
- 2.15 Suspension of candidature
- 2.16 Lapse of candidature
- 2.17 Return to candidature
- 2.18 Leave of absence
- 2.19 Earliest date for submission of thesis for examination
- 2.20 Latest date for submission of thesis for examination
- 2.21 Content of thesis
- 2.22 Form and lodgement of thesis
- 2.23 Publications
- 2.24 Examination procedures

Part 3 Doctorates by research other than the Doctor of Philosophy

- 3.01 Course resolutions
- 3.02 Application and meaning of this Part
- 3.03 Eligibility for admission to candidature
- 3.04 Application for admission to candidature
- 3.05 Probationary admission to candidature
- 3.06 Credit for previous studies
- 3.07 Limit on credit for previous studies
- 3.08 Control of candidature
- 3.09 Other studies during candidature
- 3.10 Supervision
- 3.11 Location of candidature
- 3.12 Progress
- 3.13 Students may be required to show good cause
- 3.14 Discontinuation of candidature
- 3.15 Suspension of candidature
- 3.16 Lapse of candidature
- 3.17 Return to candidature
- 3.18 Leave of absence
- 3.19 Earliest date for submission of thesis for examination
- 3.20 Latest date for submission of thesis for examination
- 3.21 Content of thesis
- 3.22 Form and lodgement of thesis
- 3.23 Publications
- 3.24 Examination procedures

Part 4 Doctor of Philosophy

- 4.01 Application of this part
- 4.02 Eligibility for admission to candidature
- 4.03 Application for admission to candidature
- 4.04 Probationary admission to candidature
- 4.05 Credit for previous studies
- 4.06 Limit on credit for previous studies
- 4.07 Control of candidature
- 4.08 Other studies during candidature
- 4.09 Supervision
- 4.10 Location of candidature
- 4.11 Progress
- 4.12 Students may be required to show good cause
- 4.13 Discontinuation of candidature
- 4.14 Suspension of candidature
- 4.15 Lapse of candidature
- 4.16 Return to candidature
- 4.17 Leave of absence
- 4.18 Earliest date for submission of thesis for examination
- 4.19 Latest date for submission of thesis for examination
- 4.20 Content of thesis
- 4.21 Form of thesis
- 4.22 Publications
- 4.23 Examination procedures

Part 5 Higher doctorates

- 5.01 Meaning of this Part
- 5.02 Award of Higher Doctorates
- 5.03 Eligibility for admission to candidature
- 5.04 Application for admission to candidature
- 5.05 Preliminary assessment of application for admission
- 5.06 Admission to candidature
- 5.07 Enrolment
- 5.08 Submission of work for examination
- 5.09 Appointment of examiners
- 5.10 Examination
- 5.11 Lodging the published work

Chapter 3 Higher degree theses

Part 6 Higher degree theses

- 6.01 Meaning of this Part
- 6.02 Lodgement
- 6.03 Use of confidential material
- 6.04 Access to confidential material in a restricted appendix
- 6.05 Delay in lodgement to protect intellectual property
- 6.06 Delay in lodgement to protect the interests of the author
- 6.07 Right of examiners to access

Chapter 4 Miscellaneous

Part 7 Miscellaneous

- 7.01 Rules, resolutions and policies that cease to have effect

Chapter 1 Preliminary

Part 1 Preliminary

1.01 Name of Rule

This Rule is the *University of Sydney (Higher Degree by Research) Rule 2011*.

1.02 Commencement

This Rule commences on 25 March 2011.

1.03 Statement of intent

This Rule deals with all higher degrees offered by research at the University. These are:

- (a) Master's degrees by research;
- (b) Doctorates by research; and
- (c) Higher Doctorates by research.

Note: This Rule should be read in conjunction with, but not subject to, any course resolutions applying to the degree.

1.04 University may change courses and units of study

Despite any policy, or the course resolutions and any other provision of the agreement between a student and the University, the University:

- (a) is not obliged to offer a particular course or unit of study in any academic year; and
- (b) is not liable to a student for not offering a particular course or unit of study in a particular academic year.

1.05 Overall requirements

The University will not admit a person to a course unless the person:

- (a) is eligible for admission to the course;
- (b) applies for admission in accordance with this Rule and the course resolutions;
- (c) accepts an offer made by the University for admission to the course; and
- (d) completes, to the satisfaction of the University, all requirements for enrolment in the course.

1.06 No right to admission

Nothing in this Rule confers a right on a person to be admitted to candidature for a higher degree by research or imposes a duty on the University to admit, or offer to admit, a person to candidature for a higher degree by research.

1.07 Interpretation

(1) In this Rule:

applicant means an applicant for admission as a candidate for a higher degree by research.

Associate Dean means the Associate Dean of the relevant Faculty with authority for matters relating to higher degrees by research within the Faculty.

candidate means a candidate for a higher degree by research

cotutelle agreement means an agreement between the University and another university or institution that:

- (a) permits joint candidature in the Doctor of Philosophy; and
- (b) allows a candidate to receive a doctorate from the University and from the other university or institution, each testamur acknowledging the circumstances under which the award was made.

course resolutions means resolutions made by the Academic Board in accordance with clauses 2.01 and 3.01

Note: The Doctor of Philosophy is offered by the University, not by individual faculties. Accordingly, there is no power for faculties or the Academic Board to make course resolutions for the Doctor of Philosophy.

Dean means the dean of the relevant Faculty.

delegate means an officer, employee or committee of the University to whom Senate has made a delegation of power.

department includes one or more departments, one or more schools, inter-departmental committees and inter-school committees.

Doctorate by research means a degree with the word “doctor” in the title comprising a minimum of two-thirds research that is approved by the Academic Board.

Note: The Academic Board will not approve a Doctorate by research unless it complies with the Australian Qualifications Framework.

Faculty means the relevant Faculty or College Board

full-time candidature means a candidature in which the student works on the requirements for the degree for a minimum of 35 – 40 hours per week for 48 weeks per year or as stipulated by the Faculty

Head of Department means the head of the relevant department.

good cause means circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure.

higher doctorate has the meaning given to it by clause 5.01 of this Rule.

Master’s by research means a degree with the word “Master” in the title comprising a minimum of two-thirds research that is approved by the Academic Board.

Note: The Academic Board will not approve a Master’s by research unless it complies with the Australian Qualifications Framework.

part-time candidature means a candidature in which the student works on the requirements for the degree for a proportion of the period specified for a full-time candidature over a proportionately longer time

student means a person who is currently admitted to candidature in an award course of the University.

University means the University of Sydney.

- (2) Unless the contrary appears, a provision in this Rule that specifies matters that are to be or may be considered in relation to a determination or other decision does not imply that they are the only matters to be considered.
- (3) A note, marginal note, footnote or endnote is not a provision of this Rule.
- (4) A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate's delegated functions to another person or group of persons.
- (5) Delegates more senior in the lines of accountability to a delegate named in this Rule, may exercise a delegation conferred on that named delegate.

Example: *A Dean may exercise a delegation conferred on an Associate Dean. An Associate Dean may exercise a delegation conferred on a Head of Department.*

Chapter 2 Higher degrees by research

Part 2 Master's by research

2.01 Course resolutions

The Academic Board may, on the recommendation of the Faculty, prescribe for a Master's degree by research, standards relating to:

- (a) admission requirements;
- (b) course requirements
- (c) candidature; and
- (d) examination.

2.02 Application of this Part

This Part applies to:

- (a) the Master of Philosophy; and
- (b) other Master's degrees with a research component of at least two thirds of the total student load for the degree.

2.03 Eligibility for admission to candidature

- (1) Subject to sub-clause (2) and (3) and to admission requirements specified in the course resolutions, to be eligible for admission by a Dean or Associate Dean to candidature for a Master's degree, an applicant must:
 - (a) hold or have completed all the academic requirements for:
 - (i) a Master's degree; or
 - (ii) a Bachelor's degree; or
 - (iii) a qualification equivalent to a Bachelor's degree; and
 - (b) meet other criteria as specified in the course resolutions.
- (2) A Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Graduate Studies Committee are equivalent to those prescribed in sub-clause (1).
- (3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

2.04 Application for admission to candidature

- (1) An applicant for admission to candidature for a Master's degree must submit to the relevant Faculty:
 - (a) if required by the course resolutions, a proposed course of advanced study and research, approved by the Head of the department in which the work is to be undertaken;
 - (b) satisfactory evidence of the applicant's eligibility for admission; and
 - (c) a statement certifying the applicant's understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use.

2.05 Probationary admission to candidature

- (1) Where provision is made for probationary admission in the course resolutions, the Dean or Associate Dean may admit a student to candidature for a Master's degree on a probationary basis for a period not exceeding one year.
- (2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student's work and recommend to the Dean that:
 - (a) the student's candidature be confirmed; or
 - (b) the student be required to show good cause why he or she should be permitted to continue the candidature.
- (3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Dean may:
 - (a) confirm the student's candidature; or
 - (b) require the student to show good cause why he or she should be permitted to continue the candidature.

Note: See clause 2.13 for details of the 'show cause' process.
- (4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student's probationary admission to candidature.

2.06 Credit for previous studies

- (1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a higher degree in any Faculty of the University may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.
- (2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that the student's higher degree candidature was:
 - (a) a course of full-time or part-time advanced study and research;
 - (b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty or Board of Studies;
 - (c) directly related to the student's proposed course of advanced study for the Master's degree. and
 - (d) the student has discontinued his or her candidature in the higher degree.
- (3) Subject to sub-clause (4), and to the course resolutions, a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a higher degree at another university or institution may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.
- (4) The Dean or Associate Dean may grant credit in accordance with sub-clause (3), provided that:
 - (a) at the time of admission to the higher degree at the other university or institution, the student held academic qualifications equivalent to those set out in clause 2.03;
 - (b) the higher degree candidature was:
 - (i) a course of full-time or part-time advanced study and research;
 - (ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and
 - (iii) directly related to the student's proposed course of advanced study for the Master's degree; and

- (c) the student has discontinued his or her candidature in the higher degree at the other university or institution.
- (5) Where the course resolutions specify the completion of coursework as part of the requirements of the award, and subject to the course resolutions and the *University of Sydney (Coursework) Rule 2000* (as amended), the Dean or Associate Dean may grant a student credit for previously completed coursework.

2.07 Limit on credit for previous studies

- (1) The amount of credit for previous studies that may be granted to a student in accordance with clause 2.06 is limited by the following requirements:
- (a) the combined duration of the student's previous higher degree candidature and the Master's candidature must meet the requirements set out in clauses 2.19 and 2.20 of this Rule;
 - (b) any period of discontinued, suspended or lapsed candidature (as set out in clauses 2.14 to 2.16 of this Rule) must comply with this Rule and with standards set by the Academic Board; and
 - (c) no student who has been granted credit may present a thesis for examination less than:
 - (i) six months, for a full-time student; or
 - (ii) twelve months, for a part-time student;following admission to candidature in the Master's degree.

2.08 Control of candidature

- (1) All candidates for a Master's degree are required to undertake their candidature wholly under the control of the University.
- (2) The Dean or Associate Dean may require a student to provide a statement from his or her employer acknowledging that the candidature is under the exclusive control of the University.

2.09 Other studies during candidature

Subject to the approval of any other affected Head of Department, and the course resolutions, a Head of Department or a student's supervisor may require a student to attend, undertake or complete assessment for lectures, seminars, courses or practical work during the course of his or her candidature.

Note: In accordance with this Rule, a Master's degree must comprise a minimum of two-thirds research.

2.10 Supervision

- (1) The Head of Department will appoint a suitably qualified supervisor and an associate supervisor or associate supervisors for each student undertaking a Master's degree by research, in accordance with guidelines for supervision determined by the Academic Board.
- (2) The supervisor and associate supervisors will:
 - (a) have primary responsibility for the conduct of the candidature in accordance with guidelines determined by the Academic Board;
 - (b) be responsible for reporting the progress of the candidature to the Head of Department and the Dean or Associate Dean.

2.11 Location of candidature

- (1) Subject to the annual approval of the supervisor and Head of Department, students will pursue their candidature:
 - (a) within the University, including its research stations and teaching hospitals;
 - (b) on fieldwork, including in the field or in libraries, museums or other repositories;
 - (c) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or
 - (d) within a professional working environment.
- (2) Throughout the course of his or her candidature, a student will attend the University for such:
 - (a) face-to-face consultation with his or her supervisor;
 - (b) Departmental and Faculty or College Board seminars; and
 - (c) coursework or other studies required under 2.09 of this Rule;as specified annually by the Head of Department.
- (3) Subject to sub-clause (4), a student who pursues his or her candidature outside Australia must complete a minimum of one semester of candidature within the University prior to submitting his or her thesis for examination.
- (4) For the purposes of sub-clause (3), the semester of candidature to be completed within the University may be completed:
 - (a) at any time during the candidature; and
 - (b) continuously or in several non-consecutive periods.

2.12 Progress

- (1) At intervals no longer than one year, departments must require students to:
 - (a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and
 - (b) participate in a progress review interview.
- (2) Satisfactory progress will be assessed by the supervisor, associate supervisors, Head of Department and the Departmental or Faculty Postgraduate Review Committee.
- (3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department may determine that the student:
 - (a) has demonstrated satisfactory progress, and specify the conditions of candidature to apply the following year; or
 - (b) has not demonstrated satisfactory progress, and:
 - (i) require the student to provide further evidence of progress at the end of one semester, or such other period that the Head of Department considers appropriate; or
 - (ii) recommend to the Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.
- (4) When determining the conditions of candidature to apply the following year, the Head of Department must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.
- (5) After considering a recommendation made by the Head of Department in accordance with sub-paragraph (3)(b)(ii), the Dean may:
 - (a) confirm the student's candidature and require the Head of Department to specify the conditions of candidature to apply the following year; or

- (b) require the student to show good cause why he or she should be permitted to continue the candidature.

2.13 Students may be required to show good cause

- (1) A student who is required to show good cause in accordance with paragraph 2.05(3)(b) or 2.12(5)(b) will be sent a notice that:
 - (a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;
 - (b) states why the student is being asked to show good cause;
 - (c) sets out the actions that may be taken in respect of the candidature; and
 - (d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.
- (2) The Dean must give the student a reasonable opportunity to make written submissions about the matter.
- (3) If, after considering any submissions made by the student, progress reports, and any reports by the supervisor, associate supervisors or Head of Department, the Dean forms the opinion that the student has shown good cause, the Dean will permit the student to continue the candidature.
- (4) If, after considering any submissions made by the student, progress reports, and any reports by the supervisor, associate supervisors or Head of Department, the Dean forms the opinion that the student has not shown good cause, the Dean must, by written notice setting out his or her reasons:
 - (a) terminate the student's candidature; or
 - (b) impose conditions or restrictions on the continuation of the student's candidature.

Note. For review of these decisions see *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.
- (5) A student will be permitted to continue his or her candidature pending final decision by the Faculty, or by the Student Appeals Body in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006* (as amended).

2.14 Discontinuation of candidature

- (1) Subject to this clause and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:
 - (a) the discontinuation occurred at an earlier date; and
 - (b) there was good reason why the application could not be made at an earlier time.
- (4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
 - (a) the Dean granted prior permission to re-enrol; or
 - (b) the student is later re-selected for admission to the course.
- (5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with paragraphs (3)(a) and (b).

2.15 Suspension of candidature

- (1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
 - (a) for a maximum period of one year; or
 - (b) with the approval of the Dean or Associate Dean, for a longer period.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) At the end of the suspension period, the student must comply with any requirements notified by the Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.

2.16 Lapse of candidature

- (1) If a student does not enrol by the last census date for enrolment in each semester of the degree, and the student has not sought approval to discontinue or suspend enrolment, the student's candidature lapses.
- (2) If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the procedures for the student to apply for readmission to the course are to be as the Dean or Associate Dean determines.

2.17 Return to candidature

- (1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension, discontinuation or a lapse in candidature, the course requirements as in force at the time of the student's return to candidature apply.
- (2) The Dean or Associate Dean may, in writing, modify the application of the course resolutions with respect to a particular student's return to candidature.

2.18 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department, take leave of absence from the course for a period less than one semester.

2.19 Earliest date for submission of thesis for examination

Subject to clause 2.07 and this clause 2.19:

- (a) a student may not submit a thesis for examination earlier than the end of the second semester of candidature; and
- (b) for the purposes of paragraph (a), a student's candidature will be considered to include any periods of credit granted under clause 2.06.

2.20 Latest date for submission of thesis for examination

- (1) Subject to clause 2.07 and this clause 2.20, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination:
 - (a) no later than the end of the fourth semester of candidature; and
 - (b) for the purposes of paragraph (a), a student's candidature will be considered by the University to include any periods of credit granted under clause 2.06.
- (2) Subject to this clause, a student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination no later than the end of the eighth semester of candidature.
- (3) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time semester will be counted as the equivalent of one half of a full-time semester, and the student must submit his or her thesis

for examination no later than the end of eighth equivalent full-time semester of candidature.

- (4) On the recommendation of the Head of Department, the Dean or Associate Dean may permit a student to submit his or her thesis after a period of time greater than the maximum periods specified in this clause.

2.21 Content of thesis

- (1) The thesis submitted by a student at the end of his or her course of advanced study and research must:
- (a) embody the results of the work undertaken by the student;
 - (b) be a substantially original contribution to the subject concerned;
 - (c) state, generally in the preface and specifically in the notes:
 - (i) the sources from which the information in the thesis is derived;
 - (ii) the animal and human ethics approvals obtained;
 - (iii) the extent to which the thesis draws on the work of others; and
 - (iv) the portion of the thesis that the student claims as original; and
 - (d) subject to sub-clauses (4) and (5), be written in English.
- (2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.
- (3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.
- (4) A student who undertook his or her candidature in a language department in the Faculty of Arts and Social Sciences may:
- (a) submit a thesis written in English or in the target language determined by the department; or
 - (b) where a department has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department, submit a thesis in another language approved by the department.
- (5) Applications to submit a thesis in a language other than English or the target language of a department must be:
- (a) made by an applicant in writing; and
 - (b) considered and determined by the Head of Department and the Dean (taking into account arrangements for supervision and examination);
- prior to the commencement of candidature.

2.22 Form and lodgement of thesis

- (1) A candidate must submit to the Faculty:
- (a) three copies of the thesis; or
 - (b) if otherwise specified in the course resolutions, the number of copies so specified;
- in a form prescribed by resolution of the Academic Board.
- (2) The thesis must be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.

- (3) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for immediate public use.

2.23 Publications

Where a thesis includes publications, or part thereof, of which the student is the sole or joint author, the student must also submit such publications, and produce evidence to identify satisfactorily the parts of the work for which the student is responsible.

2.24 Examination procedures

The examination of candidates for the degree of Master's by research will be conducted in accordance with the course resolutions and with standards and guidelines determined by the Academic Board.

Part 3 Doctorates by research other than the Doctor of Philosophy

3.01 Course resolutions

The Academic Board may, on the recommendation of the Faculty, prescribe for a Doctorate by research other than the Doctor of Philosophy, standards relating to:

- (a) admission requirements;
- (b) degree requirements;
- (c) candidature; and
- (d) examination.

3.02 Application and meaning of this Part

This Part applies to Doctorates by research other than the Doctor of Philosophy and Higher Doctorates.

3.03 Eligibility for admission to candidature

- (1) Subject to sub-clause (2) and (3) and to admission requirements specified in the course resolutions, to be eligible for admission by a Dean or Associate Dean to candidature for a Doctorate by research other than a Doctor of Philosophy, an applicant must:
 - (a) hold or have completed all the academic requirements for:
 - (i) a Master's degree or higher qualification; or
 - (ii) a Bachelor's degree with first or second class honours; and
 - (b) meet other criteria for admission to the degree specified in the course resolutions.
- (2) A Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Graduate Studies Committee are equivalent to those prescribed in sub-clause (1).
- (3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

3.04 Application for admission to candidature

An applicant for admission to candidature for a Doctorate by research other than the Doctor of Philosophy must submit to the relevant Faculty:

- (a) if required by the course resolutions, a proposed course of advanced study and research, approved by the Head of the department in which the work is to be undertaken;
- (b) satisfactory evidence of the applicant's eligibility for admission; and
- (c) a statement certifying the applicant's understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use.

3.05 Probationary admission to candidature

- (1) Where provision is made for probationary admission in the course resolutions, the Dean or Associate Dean may admit a student to candidature for a Doctorate other than a PhD on a probationary basis for a period not exceeding one year.
- (2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student's work and recommend to the Dean that:

- (a) the student's candidature be confirmed; or
 - (b) the student be required to show good cause why he or she should be permitted to continue the candidature.
- (3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Dean may:
- (a) confirm the student's candidature; or
 - (b) require the student to show good cause why he or she should be permitted to continue the candidature.
- Note:** See clause 3.13 for details of the 'show cause' process.
- (4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student's probationary admission to candidature.

3.06 Credit for previous studies

- (1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a Master's degree by research or Doctoral degree by research in any Faculty of the University may be permitted by the Dean or Associate Dean to receive credit for all or any part of the Master's or Doctoral degree candidature.
- (2) The Dean may grant credit in accordance with sub-clause (1), provided that the student's previous Master's or Doctoral degree candidature was:
- (a) a course of full-time or part-time advanced study and research;
 - (b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty or Board of Studies;
 - (c) directly related to the student's proposed course of advanced study for the Doctoral degree; and
 - (d) the student has discontinued his or her candidature in the previous higher degree.
- (3) Subject to sub-clause (4), a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a Master's degree by research or Doctoral degree by research at another university or institution may be permitted by the Dean or Associate Dean to receive credit for all or any part of the previous higher degree candidature.
- (4) The Dean or Associate Dean may grant credit in accordance with sub-clause (3), provided that:
- (a) at the time of admission to the higher degree at the other university or institution, the student held academic qualifications equivalent to those set out in clause 3.03;
 - (b) the previous Master's degree by research or Doctoral degree by research candidature was:
 - (i) a course of full-time or part-time advanced study and research;
 - (ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and
 - (iii) directly related to the student's proposed course of advanced study for the Doctoral degree by research; and
 - (c) the student has discontinued his or her candidature in the previous Master's degree by research or Doctoral degree by research at the other university or institution.
- (5) Where the course resolutions specify the completion of coursework as part of the requirements of the award, and subject to the course resolutions and the *University of*

Sydney (Coursework) Rule 2000 (as amended), the Dean or Associate Dean may grant a student credit for previously completed coursework.

3.07 Limit on credit for previous studies

The amount of credit for previous studies that may be granted to a student in accordance with clause 3.06 is limited by the following requirements:

- (a) the combined duration of the student's previous higher degree by research candidature and the Doctoral candidature must meet the requirements set out in clauses 3.19 and 3.20 of this Rule;
- (b) any period of discontinued, suspended or lapsed candidature (as set out in 3.14 to 3.16 of this Rule) must comply with standards set by the Academic Board and this Rule; and
- (c) no student who has been granted credit may present a thesis for examination less than:
 - (i) six months, for a full-time student; or
 - (ii) twelve months, for a part-time student;following admission to candidature at the University.

3.08 Control of candidature

- (1) All candidates for a Doctoral degree by research are required to undertake their candidature wholly under the control of the University.
- (2) The Dean or Associate Dean may require a student who is employed by an institution to provide a statement by the relevant employer acknowledging that the candidature is under the exclusive control of the University.

3.09 Other studies during candidature

Subject to the approval of any other affected Head of Department, and the course resolutions, a Head of Department or a student's supervisor may require a student to attend, undertake or complete assessment for lectures, seminars, courses or practical work during the course of his or her candidature.

Note: In accordance with this Rule, a Doctorate must comprise a minimum of two-thirds research.

3.10 Supervision

- (1) The relevant Head of Department will appoint a suitably qualified supervisor and an associate supervisor or associate supervisors for each student undertaking a Doctoral degree by research in accordance with guidelines for supervision determined by the Academic Board.
- (2) The supervisor and associate supervisors will:
 - (a) have primary responsibility for the conduct of the candidature in accordance with guidelines determined by the Academic Board;
 - (b) be responsible for reporting the progress of the candidature to the Head of Department and the Dean or Associate Dean.

3.11 Location of candidature

- (1) Subject to the annual approval of the supervisor and Head of Department, students will pursue their candidature:
 - (a) within the University, including its research stations and teaching hospitals;
 - (b) on fieldwork, including in the field or in libraries, museums or other repositories;
 - (c) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or

- (d) within a professional working environment.
- (2) Throughout the course of his or her candidature, a student will attend the University for such:
 - (a) face-to-face consultation with his or her supervisor;
 - (b) Departmental and Faculty or College Board seminars; and
 - (c) coursework or other studies required under clause 3.09 of this Rule;as specified annually by the Head of Department.
- (3) Subject to sub-clause (4) and (5), a student who pursues his or her candidature outside Australia must complete a minimum of two semesters of candidature within the University prior to submitting his or her thesis for examination.
- (4) For the purposes of sub-clause (3), the semesters of candidature to be completed within the University may be completed:
 - (a) at any time during the candidature; and
 - (b) continuously or in several non-consecutive periods.
- (5) A student granted credit under 3.05 must complete a minimum of one semester of candidature within the University prior to submitting his or her thesis for examination.

3.12 Progress

- (1) At intervals no greater than one year, departments must require students to:
 - (a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and
 - (b) participate in a progress review interview.
- (2) Satisfactory progress will be assessed by the supervisor, associate supervisors, Head of Department and the Departmental or Faculty Postgraduate Review Committee.
- (3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department may determine that the student:
 - (a) has demonstrated satisfactory progress, and specify the conditions of candidature to apply the following year; or
 - (b) has not demonstrated satisfactory progress, and:
 - (i) require the student to provide further evidence of progress at the end of one semester, or such other period that the Head of Department considers appropriate; or
 - (ii) recommend to the Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.
- (4) When determining the conditions of candidature to apply the following year, the Head of Department must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.
- (5) After considering a recommendation made by the Head of Department in accordance with sub-paragraph (3)(b)(ii), the Dean may:
 - (a) confirm the student's candidature and require the Head of Department to specify the conditions of candidature to apply the following year; or
 - (b) require the student to show good cause why he or she should be permitted to continue the candidature.

3.13 Students may be required to show good cause

- (1) A student who is required to show good cause in accordance with paragraph 3.05(3)(b) or 3.12(5)(b) will be sent a notice that:
 - (a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;
 - (b) states why the student is being asked to show good cause;
 - (c) sets out the actions that may be taken in respect of the candidature; and
 - (d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.
- (2) The Dean must give the student a reasonable opportunity to make written submissions about the matter.
- (3) If, after considering any submissions made by the student, progress reports, and any reports by the supervisor, associate supervisors or Head of Department, the Dean forms the opinion that the student has shown good cause, the Dean will permit the student to continue the candidature.
- (4) If, after considering any submissions made by the student, progress reports, and any reports by the supervisor, associate supervisors or Head of Department, the Dean forms the opinion that the student has not shown good cause, the Dean must, by written notice setting out his or her reasons:
 - (a) terminate the student's candidature; or
 - (b) impose conditions or restrictions on the continuation of the student's candidature.

Note. For review of these decisions see *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.

- (5) A student will be permitted to continue his or her candidature pending final decision by the Faculty, or by the Student Appeals Body in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006* (as amended).

3.14 Discontinuation of candidature

- (1) Subject to this clause and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:
 - (a) the discontinuation occurred at an earlier date; and
 - (b) there was good reason why the application could not be made at an earlier time.
- (4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
 - (a) the Dean granted prior permission to re-enrol; or
 - (b) the student is later re-selected for admission to the course.
- (5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clauses (3)(a) and (b).

3.15 Suspension of candidature

- (1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
 - (a) for a maximum period of one year; or
 - (b) with the approval of the Dean or Associate Dean, for a longer period.

- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.

3.16 Lapse of candidature

- (1) If a student does not enrol by the last census date for enrolment in each semester of the degree, and the student has not sought approval to discontinue or suspend enrolment, the student's candidature lapses.
- (2) If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the procedures for the student to apply for readmission to the course are to be as the Dean or Associate Dean determines.

3.17 Return to candidature

- (1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension, discontinuation or a lapse in candidature, the course requirements as in force at the time of the student's return to candidature apply.
- (2) The Dean or Associate Dean may, in writing, modify the application of the course resolutions with respect to a particular student's return to candidature.

3.18 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department, take leave of absence from the course for a period less than one semester.

3.19 Earliest date for submission of thesis for examination

- (1) Subject to clause 3.07 and this clause 3.19:
 - (a) a student may not submit a thesis for examination earlier than the end of the sixth semester of candidature; and
 - (b) for the purposes of paragraph (a), a student's candidature will be considered by the University to include any periods of credit granted under clause 3.06 of this Rule.

3.20 Latest date for submission of thesis for examination

- (1) Subject to clause 3.07 and this clause 3.20, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination:
 - (a) no later than the end of the eighth semester of candidature; and
 - (b) for the purposes of paragraph (a), a student's candidature will be considered by the University to include any periods of credit granted under clause 3.06 of this Rule.
- (2) Subject to this clause, a student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination no later than the end of the sixteenth semester of candidature.
- (3) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time semester will be counted as the equivalent of one half of a full-time semester, and the student must submit his or her thesis for examination no later than the end of eighth equivalent full-time semester of candidature.
- (4) On the recommendation of the Head of Department, the Dean or Associate Dean may permit a student to submit his or her thesis after a period of time greater than the maximum periods specified in this clause.

3.21 Content of thesis

- (1) The thesis submitted by a student at the end of his or her course of advanced study and research must:
 - (a) embody the results of the work undertaken by the student;
 - (b) be a substantially original contribution to the subject concerned;
 - (c) state, generally in the preface and specifically in the notes:
 - (i) the sources from which the information in the thesis is derived;
 - (ii) the animal and human ethics approvals obtained;
 - (iii) the extent to which the thesis draws on the work of others; and
 - (iv) the portion of the thesis that the student claims as original; and
 - (d) subject to the course resolutions, be written in English.
- (2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.
- (3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.
- (4) A student who undertook his or her candidature in a language department in the Faculty of Arts and Social Sciences may:
 - (a) submit a thesis written in English or in the target language determined by the department; or
 - (b) where a department has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department, submit a thesis in another language approved by the department.
- (5) Subject to the course resolutions, applications to submit a thesis in a language other than English or the target language of a department must be:
 - (a) made by an applicant in writing; and
 - (b) considered and determined by the Head of Department and the Dean (taking into account arrangements for supervision and examination);

prior to the commencement of candidature.

3.22 Form and lodgement of thesis

- (1) A candidate must submit to the Faculty:
 - (a) three copies of the thesis; or
 - (b) if otherwise specified in the course resolutions, the number of copies so specified;

in a form prescribed by resolution of the Academic Board.
- (2) The thesis must be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.
- (3) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for immediate public use.

3.23 Publications

Where a thesis includes publications, or part thereof, of which the student is the sole or joint author, the student must also submit such publications, and produce evidence to identify satisfactorily the parts of the work for which the student is responsible.

3.24 Examination procedures

- (1) The examination of candidates for a Doctorate by research will be conducted in accordance with the course resolutions and with standards and guidelines determined by the Academic Board.
- (2) Where the course resolutions do not specify examination procedures, the examination of candidates for a Doctorate by research will be conducted in accordance with procedures prescribed by the Academic Board for the Doctor of Philosophy.

Part 4 Doctor of Philosophy

4.01 Application of this part

This Part applies to the degree of Doctor of Philosophy.

4.02 Eligibility for admission to candidature

- (1) Subject to sub-clauses (2) and (3), to be eligible for admission by the Dean or Associate Dean to candidature for the Doctor of Philosophy, an applicant must hold or have completed all the academic requirements for:
 - (a) a Master's degree; or
 - (b) a Bachelor's degree with first or second class honours.
- (2) The Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds or has completed all the requirements for a Bachelor's degree, and:
 - (a) has passed a qualifying examination at a standard equivalent to a Bachelor's degree with first or second class honours; or
 - (b) has obtained a high distinction or distinction in the highest course available in the subject or subjects relevant to the proposed course of advanced study and research; or
 - (c) has completed a period of relevant full-time or part-time advanced study and research towards a Master's degree at the University, at such a standard as demonstrates to the satisfaction of the Dean or Associate Dean that the applicant is suitably prepared in the field of study to undertake the Doctor of Philosophy.
- (3) The Academic Board may admit to candidature an applicant who does not meet the requirements of sub-clause (1) or (2), provided that the applicant holds qualifications that, in the opinion of the Graduate Studies Committee and of the Dean, are equivalent to those prescribed in sub-clauses (1) or (2).
- (4) The Academic Board may impose on a student admitted to candidature pursuant to sub-clause (3) such conditions as the Academic Board considers appropriate.

4.03 Application for admission to candidature

- (1) An applicant for admission to candidature for the degree of Doctor of Philosophy must submit to the relevant Faculty:
 - (a) a proposed course of advanced study and research, approved by the Head of the department in which the work is to be undertaken; and
 - (b) satisfactory evidence of the applicant's eligibility for admission; and
 - (c) a statement certifying the applicant's understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use.
- (2) The Dean or Associate Dean may also require an applicant to demonstrate his or her suitability for admission by passing a special examination.

4.04 Probationary admission to candidature

- (1) The Dean or Associate Dean may admit a student to candidature for the degree of Doctor of Philosophy on a probationary basis for a period not exceeding one year.
- (2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student's work and recommend to the Dean or Associate Dean that:

- (a) the student's candidature be confirmed; or
 - (b) the student be required to show good cause why he or she should be permitted to continue the candidature.
- (3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Dean may:
- (a) confirm the student's candidature; or
 - (b) require the student to show good cause why he or she should be permitted to continue the candidature.
- Note:** See clause 4.12 for details of the 'show cause' process.
- (4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student's probationary admission to candidature.

4.05 Credit for previous studies

- (1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a Master's by research or Doctoral degree by research in any Faculty of the University may be permitted by the relevant Dean or Associate Dean to receive credit for all or any part of the Master's or Doctoral candidature.
- (2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that the student's Master's or Doctoral candidature was:
- (a) a course of full-time or part-time advanced study and research;
 - (b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty or Board of Studies;
 - (c) directly related to the student's proposed course of advanced study for the degree of Doctor of Philosophy; and
 - (d) the student has discontinued his or her candidature in the previous higher degree..
- (3) Subject to sub-clause (4), a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a higher degree at another university or institution may be permitted by the Graduate Studies Committee of the Academic Board to receive credit for all or any part of the higher degree candidature.
- (4) The Graduate Studies Committee of the Academic Board may grant credit in accordance with sub-clause (3), provided that:
- (a) at the time of admission to the higher degree at the other university, or institution, the student held academic qualifications equivalent to those set out in clause 4.02;
 - (b) the higher degree candidature was:
 - (i) a course of full-time or part-time advanced study and , research;
 - (ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and
 - (iii) directly related to the student's proposed course of advanced study for the degree of Doctor of Philosophy; and
 - (c) the student has discontinued his or her candidature in the higher degree at the other university or institution.

4.06 Limit on credit for previous studies

The amount of credit for previous studies that may be granted to a student in accordance with clause 4.05 is limited by the following requirements:

- (a) the combined duration of the student's previous higher degree candidature and the Doctor of Philosophy candidature must meet the requirements set out in clauses 4.19 and 4.20 of this Rule;
- (b) any period of discontinued, suspended or lapsed candidature (as set out in 4.13 to 4.15 of this Rule) must comply with standards set by the Academic Board and this Rule; and
- (c) no student who has been granted credit may present a thesis for examination less than:
 - (i) six months, for a full-time student; or
 - (ii) twelve months, for a part-time student;
 following admission to candidature at the University of Sydney.

4.07 Control of candidature

- (1) All candidates for the degree of Doctor of Philosophy are required to undertake their candidature wholly under the control of the University.
- (2) The Dean or Associate Dean may require a student to provide a statement from his or her employer acknowledging that the candidature is under the exclusive control of the University.

4.08 Other studies during candidature

Subject to the approval of any other affected Head of Department, a Head of Department or a student's supervisor may require a student to attend, undertake or complete assessment for lectures, seminars, courses or practical work during the course of his or her candidature.

Note: In accordance with this Rule, a Doctorate must comprise a minimum of two-thirds research.

4.09 Supervision

- (1) The Head of Department will appoint a suitably qualified supervisor and associate supervisor or associate supervisors for each candidate for the Doctor of Philosophy in accordance with standards for supervision determined by the Academic Board.
- (2) The supervisor and associate supervisors will:
 - (a) have primary responsibility for the conduct of the candidature;
 - (b) be responsible for reporting the progress of the candidature to the Head of Department and the Dean or Associate Dean in accordance with guidelines determined by the Academic Board.

4.10 Location of candidature

- (1) Subject to the annual approval of the supervisor and Head of Department, students will pursue their candidature:
 - (a) within the University, including its research stations and teaching hospitals;
 - (b) on fieldwork, including in the field or in libraries, museums or other repositories;
 - (i) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or
 - (ii) within a professional working environment.
- (2) Throughout the course of his or her candidature, a student will attend the University for such:
 - (a) consultation with his or her supervisor; and

- (b) Departmental and Faculty or College Board seminars; and
- (c) coursework or other studies required under clause 4.08 of this Rule;

as specified annually by the Head of Department.

- (3) Subject to sub-clauses (4) (5) and (6), a student who pursues his or her candidature outside Australia must complete a minimum of two semesters of candidature within the University prior to submitting his or her thesis for examination.
- (4) A student whose minimum length of candidature is four semesters (rather than the usual six), and who pursues his or her candidature outside Australia, must complete a minimum of one semester of candidature within the University prior to submitting his or her thesis for examination.
- (5) For the purposes of sub-clauses (3) and (4), the semester(s) of candidature to be completed within the University may be completed:
 - (a) at any time during the candidature; and
 - (b) continuously or in several non-consecutive periods.
- (6) A student granted credit under 4.05 must complete a minimum of one semester of candidature within the University prior to submitting his or her thesis for examination.

4.11 Progress

- (1) At intervals no greater than one year, departments must require students to:
 - (a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and
 - (b) participate in a progress review interview.
- (2) Satisfactory progress will be assessed by the supervisor, associate supervisors, Head of Department and any Departmental or Faculty Postgraduate Review Committee.
- (3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department may determine that the student:
 - (a) has demonstrated satisfactory progress, and specify the conditions of candidature to apply the following year; or
 - (b) has not demonstrated satisfactory progress, and:
 - (i) require the student to provide further evidence of progress at the end of one semester, or such other period that the Head of Department considers appropriate; or
 - (ii) recommend to the Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.
- (4) When determining the conditions of candidature to apply the following year, the Head of Department must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.
- (5) After considering a recommendation made by the Head of Department in accordance with sub-paragraph (3)(b)(ii), the Dean may:
 - (a) confirm the student's candidature and require the Head of Department to specify the conditions of candidature to apply the following year; or
 - (b) require the student to show good cause why he or she should be permitted to continue the candidature.

4.12 Students may be required to show good cause

- (1) A student who is required to show good cause in accordance with paragraph 4.04(3)(b) or paragraph 3.11(5)(b) will be sent a notice that:

- (a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;
 - (b) states why the student is being asked to show good cause;
 - (c) sets out the actions that may be taken in respect of the candidature; and
 - (d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.
- (2) The Dean must give the student a reasonable opportunity to make written submissions about the matter.
 - (3) If, after considering any submissions made by the student, progress reports, and any reports by the supervisor, associate supervisors or Head of Department, the Dean forms the opinion that the student has shown good cause, the Dean will permit the student to continue the candidature.
 - (4) If, after considering any submissions made by the student, progress reports, and any reports by the supervisor, associate supervisors or Head of Department, the Dean forms the opinion that the student has not shown good cause, the Dean must, by written notice setting out his or her reasons:
 - (a) terminate the student's candidature; or
 - (b) impose conditions or restrictions on the continuation of the student's candidature.

Note. For review of these decisions see *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.
 - (5) A student will be permitted to continue his or her candidature pending final decision by the Faculty, or by the Student Appeals Body in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006* (as amended).

4.13 Discontinuation of candidature

- (1) Subject to this clause and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:
 - (a) the discontinuation occurred at an earlier date; and
 - (b) there was good reason why the application could not be made at an earlier time.
- (4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
 - (a) the Dean granted prior permission to re-enrol; or
 - (b) the student is later re-selected for admission to the course.
- (5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clause (3)(a) and (b).

4.14 Suspension of candidature

- (1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
 - (a) for a maximum period of one year; or
 - (b) with the approval of the Dean or Associate Dean, for a longer period.
- (2) The notice must be in a form approved or accepted by the Faculty.
- (3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course.

4.15 Lapse of candidature

- (1) If a student does not enrol by the last census date for enrolment in each semester of the degree, and the student has not sought approval to discontinue or suspend enrolment, the student's candidature lapses.
- (2) If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the procedures for the student to apply for readmission to the course are to be as the Dean or Associate Dean determines.

4.16 Return to candidature

- (1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension, discontinuation or a lapse in candidature, the requirements as in force at the time of the student's return to candidature apply.

4.17 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department, take leave of absence from the course for a period of less than one semester.

4.18 Earliest date for submission of thesis for examination

- (1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 4.06 of this Rule.
- (2) Subject to clause 4.06 and this clause 4.18 a student may not submit a thesis for examination earlier than the end of the sixth semester of candidature.
- (3) The Dean may permit a student to submit a thesis for examination not earlier than the end of the fourth semester of candidature provided that the student holds one or more of the following academic qualifications from the University or from such other university or institution as the Dean approves:
 - (a) a Master's degree completed primarily by research;
 - (b) both the Bachelor of Dental Surgery and the Bachelor of Science (Dental) with honours;
 - (c) both the Bachelor of Medicine and the Bachelor of Science (Medical) with honours;
 - (d) both the Bachelor of Veterinary Science and the Bachelor of Science (Veterinary) with honours.
- (4) The Dean may, on the recommendation of the student's supervisor and Head of Department, permit a student to submit a thesis for examination up to one semester earlier than the periods prescribed in sub-clauses (1) and (2), provided that, in the opinion of the Dean, evidence has been produced that the student has made exceptional progress in his or her candidature.
- (5) The Chair of the Academic Board may, on the recommendation of the Dean permit a student to submit a thesis earlier than the periods prescribed in sub-clauses (1)-(3), provided that, in the opinion of the Chair of the Academic Board, evidence has been produced that the student has made exceptional progress in his or her candidature.
- (6) Prior to exercising his or her discretion under sub-clause (4), the Chair of the Academic Board may obtain advice from the Chair of the Graduate Studies Committee of the Academic Board.
- (7) The Chair of the Academic Board will report to the next meeting of the Academic Board any request for permission to submit a thesis earlier than the periods prescribed in sub-clauses (1)-(3), and the action taken by the Chair in response to it.

4.19 Latest date for submission of thesis for examination

- (1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 4.05 of this Rule
- (2) Subject to this clause 4.19, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination no later than the end of the eighth semester of candidature.
- (3) A student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination no later than the end of the sixteenth semester of candidature.
- (4) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time semester will be counted as the equivalent of one half of a full-time semester, and the student must submit his or her thesis for examination no later than the end of eighth equivalent full-time semester of candidature.
- (5) The Dean or Associate Dean may permit a student to submit his or her thesis after a period of time greater than the maximum periods specified in this clause.

4.20 Content of thesis

- (1) The thesis submitted by a student at the end of his or her course of advanced study and research must:
 - (a) embody the results of the work undertaken by the student;
 - (b) be a substantially original contribution to the subject concerned;
 - (c) state, generally in the preface and specifically in the notes:
 - (i) the sources from which the information in the thesis is derived;
 - (ii) the animal and human ethics approvals obtained;
 - (iii) the extent to which the thesis draws on the work of others; and
 - (iv) the portion of the thesis that the student claims as original; and
 - (d) subject to sub-clauses (4) (5) and (6), be written in English.
- (2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.
- (3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where:
 - (a) his or her candidature has been governed by an approved cotutelle agreement; or
 - (b) the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.
- (4) A student whose candidature is governed by an approved cotutelle agreement may submit a thesis written in English or in another language.
- (5) A student who undertook his or her candidature in a language department in the Faculty of Arts and Social Sciences may:
 - (a) submit a thesis written in English or in the target language determined by the department; or
 - (b) where a department has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department, submit a thesis in another language approved by the department.

- (6) Applications to submit a thesis in a language other than English or the target language of a department must be:
 - (a) made by an applicant in writing; and
 - (b) considered and determined by the Head of Department and the Dean (taking into account arrangements for supervision and examination);prior to the commencement of candidature.

4.21 Form and lodgement of thesis

- (1) A candidate must submit to the Faculty four copies of the thesis in a form prescribed by resolution of the Academic Board..
- (2) The thesis must be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.
- (3) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for immediate public use.

4.22 Publications

Where a thesis includes publications, or part thereof, of which the student is the sole or joint author, the student must also submit such publications, and produce evidence to identify satisfactorily the parts of the work for which the student is responsible.

4.23 Examination procedures

The procedures for examination of candidates for the degree of Doctor of Philosophy will be prescribed by the Academic Board.

Part 5 Higher doctorates

5.01 Meaning of this Part

- (1) In this Part:
- (a) **assessment committee** means the committee appointed by the Dean in accordance with clause 5.05.
- higher doctorate** means any of the following:
- (i) Doctor of Agricultural Economics;
 - (ii) Doctor of Dental Science;
 - (iii) Doctor of Engineering;
 - (iv) Doctor of Laws;
 - (v) Doctor of Letters;
 - (vi) Doctor of Letters in Education;
 - (vii) Doctor of Letters in Social Work;
 - (viii) Doctor of Medicine;
 - (ix) Doctor of Music;
 - (x) Doctor of Science;
 - (xi) Doctor of Science in Agriculture;
 - (xii) Doctor of Science in Architecture;
 - (xiii) Doctor of Science in Economics;
 - (xiv) Doctor of Veterinary Science.
- (b) published work meets the **higher doctorate standard** if it is generally recognised by scholars in the relevant field of study as a distinguished contribution to knowledge or creative achievement.

5.02 Award of Higher Doctorates

- (1) The Academic Board may, on the recommendation of the relevant Faculty, award a higher doctorate for published work that, in the opinion of the examiners:
- (a) constitutes a distinguished contribution to knowledge or creative achievement; and
 - (b) is recognised by scholars in the relevant field as constituting a distinguished contribution to knowledge or creative achievement in that field.
- (2) Without limiting sub-clause (1), a published work may be regarded as a distinguished contribution to knowledge if:
- (a) it represents a significant advance in knowledge in the relevant field;
 - (b) it has caused, or become a major part of, a significant debate among scholars in the relevant field (including in books and journals); or
 - (c) it has caused significant changes in the direction of research or in the practice of recognised scholars in the relevant field.

5.03 Eligibility for admission to candidature

- (1) Subject to this clause 5.03, to be eligible for admission to candidature for a higher doctorate, an applicant must:
- (a) hold a degree from the University that was conferred five or more years prior to the application date;
 - (b) hold a degree from another university or institution that was conferred five or more years prior to the application date; or

- (c) have qualifications that were conferred five or more years prior to the application date and standing that are determined by the faculty and by the Graduate Studies Committee of the Academic Board to be equivalent to holding a degree from the University;

and:

- (d) for the Doctor of Dental Science, hold or have completed all the academic requirements for the award of the Bachelor of Dental Surgery;
 - (e) for the Doctor of Medicine, hold or have completed all the academic requirements for the Bachelor of Medicine;
 - (f) for the Doctor of Music hold or have completed all the academic requirements for:
 - (i) the Bachelor of Music; or
 - (ii) the Bachelor of Arts including a three year sequence of courses in Music;
 - (g) for the Doctor of Veterinary Science hold or have completed all the academic requirements for the Bachelor of Veterinary Science.
- (2) To be eligible for admission to candidature, an applicant who does not meet the requirements of paragraph (1)(a) must:
- (a) have been a full-time member of the academic staff of the University for at least three years (or pro-rata part-time); or
 - (b) be recognised by the Academic Board, on the recommendation of the Dean, to have been involved in the teaching and research of the University to an equivalent level.
- (3) To be eligible for admission to candidature, an applicant for a degree referred to in paragraphs 1(d)-(g) who does not meet the requirements of those paragraphs must be recognised by the faculty and the Graduate Studies Committee of Academic Board to have equivalent academic standing.

5.04 Application for admission to candidature

- (1) An application for admission to a higher doctorate must:
 - (a) state the name of the higher doctorate to which the application relates;
 - (b) specify the applicant's academic qualifications; and
 - (c) describe the applicant's association with the University.
- (2) The application must be accompanied by:
 - (a) a list of the published works that the candidate proposes to submit for examination;
 - (b) a description of the themes of the published works; and
 - (c) where there are a large number of publications whose dates range over a period of time and cover a range of subjects, a statement of how these publications are related to one another and to the theme.

5.05 Preliminary assessment of application for admission

- (1) The Dean will appoint a committee to consider and determine, in respect of each application for admission, whether:
 - (a) the applicant is eligible for admission to candidature;
 - (b) the published work is in a field appropriate to the nominated degree;
 - (c) the Faculty is competent to examine the published work at the required level; and
 - (d) whether the applicant should be admitted to candidature.
- (2) The committee may not determine that the applicant should be admitted to candidature unless the requirements of each of paragraphs (1)(a)-(c) are met.

- (3) If the committee determines that the applicant should be admitted to candidature, the committee will recommend to the Dean that he or she recommends to the Academic Board:
 - (a) that the applicant be admitted to candidature; and
 - (b) the appointment of at least three named examiners, of whom at least two will be external examiners.
- (4) The assessment committee will comprise:
 - (a) the Dean;
 - (b) the Head of Department and academic staff member most closely associated with the relevant field of work; and
 - (c) other persons appointed by the Dean.

5.06 Admission to candidature

The Academic Board may, on the recommendation of the Dean, admit to candidature for a higher doctorate an applicant who meets the requirements for admission in this Part.

5.07 Enrolment

A successful applicant must enrol as a candidate for the higher doctorate in the first enrolment period following receipt of his or her offer of admission.

5.08 Submission of work for examination

- (1) The candidate must submit to the Dean five copies of the published work.
- (2) The work submitted must include:
 - (a) a description of the theme of the published work;
 - (b) a record of original research undertaken by the candidate;
 - (c) a statement by the candidate of:
 - (i) the sources from which the information in the work was derived;
 - (ii) the extent to which the work draws on the work of others; and
 - (iii) the portion of the work that the candidate claims as original;
- (3) if the work submitted contains research that was carried out conjointly, a statement by the candidate of the extent to which the candidate was responsible for the initiation, conduct or direction of the research; and
- (4) if the principal publications, as distinct from any supporting papers, incorporate work previously submitted for a degree or diploma at the University or at any other university or institution, a statement by the candidate of those parts of the publications that have previously been submitted.
- (5) A candidate for the Doctor of Letters must submit work that includes at least one substantial work.
- (6) A candidate for the Doctor of Music may submit one or more major musical works of the candidate's own composition

5.09 Appointment of examiners

- (1) The Academic Board will, on the recommendation of the Dean, appoint at least three examiners, of whom at least two will be external examiners.
- (2) The Academic Board may appoint examiners in addition to those recommended by the Dean.

5.10 Examination

- (1) Each examiner for a candidature must:
 - (a) examine the published work; and
 - (b) make a separate report on whether, in the examiner's opinion, the work meets the requirements for higher doctorates set out in clause 4.2.
- (2) The assessment committee will consider the examiners reports, having regard to the requirements of clause 4.2, and recommend to the Dean that:
 - (a) that the higher doctorate be awarded; or
 - (b) that the higher doctorate not be awarded.
- (3) After considering the recommendation of the assessment committee, the Dean:
 - (a) will provide to the Academic Board:
 - (i) the names and qualifications of the examiners; and
 - (ii) the substance of the examiners' reports; and
 - (b) will recommend to the Academic Board that:
 - (i) the higher doctorate be awarded;
 - (ii) the higher doctorate not be awarded; or
 - (iii) the Academic Board appoint a further examiner or examiners.
- (4) The Academic Board will determine the result of the examination.

5.11 Lodging the published work

If the Academic Board decides to award a higher doctorate to the candidate, the Faculty must lodge one bound copy of the published work in a form specified by the Academic Board.

Chapter 3 Higher degree theses

Part 6 Higher degree theses

6.01 Meaning of this Part

In this Part:

restricted appendix means an appendix to a thesis to which public access has been restricted in accordance with clause 5.3.

thesis includes treaties, dissertations and other substantial works submitted for examination for a higher degree.

6.02 Lodgement

- (1) Subject to this Part, a candidate for a higher degree by research will not be permitted to undertake a program of advanced study and research that is likely to result in the lodgement of a thesis that cannot be made available for public use.
- (2) Subject to this Part, all successful candidates for a higher degree must lodge a copy of their thesis with the University Librarian, in a form specified by, the Academic Board.
- (3) Subject to clause 6.03, 6.05 and 6.06, a thesis lodged with the University Librarian will be made available for immediate public use.

Note 1: Applicants are required to certify their awareness of this requirement prior to admission to candidature. See paragraphs 2.04(1)(c), 3.04(1)(c) and 4.03(1)(c).

Note 2: Candidates are required to certify their awareness of this requirement at the time their thesis is submitted for examination. See sub-clauses 2.22(3), 3.22(3) and 4.21(3).

- (4) Immediately following lodgement, the University Librarian will arrange for a label stating the author's rights under copyright law to be affixed or appended to the thesis.

6.03 Use of confidential material

- (1) If, at any time between application for admission to candidature and the lodgement of the thesis, it appears to the candidate's supervisor and Head of Department that:
 - (a) successful completion of the candidature will require the use of confidential material; and
 - (b) the candidate would not be at liberty to fully disclose this confidential material in the thesis;
 the matter will be reported as soon as possible to the Faculty Graduate Studies Committee.
- (2) The Faculty Graduate Studies Committee may, if it considers it appropriate to do so, recommend to the Graduate Studies Committee of the Academic Board that the candidate be granted:
 - (a) permission to include in an appendix to the thesis any material that is essential to the thesis but which, for a limited period, may not be available for public inspection; and
 - (b) exemption, in respect of the appendix, from the requirement to give the undertaking prescribed by sub-clauses 2.22(3), 3.22(3) and 4.21(3).
- (3) If, after considering the recommendation of the Faculty Graduate Studies Committee, the Graduate Studies Committee of the Academic Board decides to give the permission and exemption referred to in sub-clause (2), the University Librarian will restrict public access

to the appendix for a period specified by the Graduate Studies Committee of the Academic Board.

- (4) Other than in exceptional circumstances, any period of restriction to a restricted appendix will not exceed five years.

6.04 Access to confidential material in a restricted appendix

- (1) The University Librarian may grant access by a scholar to a restricted appendix, provided that the scholar:
 - (a) demonstrates genuine concern with the material in the appendix; and
 - (b) has the written consent of either:
 - (i) the author of the thesis; or
 - (ii) the Head of Department.
- (2) The Head of Department may not consent to access by a scholar to a restricted appendix unless:
 - (a) all reasonable steps have been taken to contact the author; and
 - (b) the author cannot be contacted.

6.05 Delay in lodgement to protect intellectual property

- (1) Where:
 - (a) the subject of an applicant or candidate's higher degree thesis is work conducted collaboratively with industry; and
 - (b) there is a reasonable basis for concern that intellectual property contained in the thesis will be improperly exploited by others;the Dean may recommend to the Graduate Studies Committee of the Academic Board that:
 - (c) the applicant or candidate be excused from the requirement to give the undertaking prescribed by sub-clauses 2.22(3) and 3.22(3); and
 - (d) authorisation be given to the Dean to delay lodgement of the thesis.
- (2) If, after considering the Dean's recommendation, the Graduate Studies Committee decides to give the permission and authorisation referred to in sub-clause (1), the Dean will delay lodgement of the thesis for a period specified by the Graduate Studies Committee.
- (3) Other than in exceptional circumstances, any period of delay in lodgement of the thesis will not exceed 18 months from the date of the award of the degree.

6.06 Delay in lodgement to protect the interests of the author

- (1) If, at any time between application for admission to candidature and the lodgement of the thesis, it appears to:
 - (a) the candidate;
 - (b) the candidate's supervisor; and
 - (c) the Head of Department;

that there is a reasonable basis for believing that the candidate's interests would be at risk if the thesis were made immediately available to the public, the candidate may apply in writing to the Dean for a delay in lodgement of the thesis for a specific period of time.

- (2) The candidate's application to the Dean should:
 - (a) clearly set out the reasons for the application;
 - (b) clearly state the length of the requested delay in lodgement; and

- (c) include supporting evidence, as appropriate.
- (3) If, after considering the candidate's application, the Dean is satisfied that a delay in lodgement of the thesis is necessary to protect the candidate's interests, the Dean may:
 - (a) delay the lodgement of the thesis for a period not exceeding six months from the date of the award of the degree; or
 - (b) recommend to the Graduate Studies Committee of the Academic Board that:
 - (i) a longer period of deferment; or
 - (ii) an extension of an earlier deferment;be approved.
- (4) If, after considering the Dean's recommendation, the Graduate Studies Committee decides to give the approval referred to in sub-clause (3), the Dean will delay lodgement of the thesis for a period specified by the Graduate Studies Committee.
- (5) Other than in exceptional circumstances, any period of delay in lodgement of the thesis will not exceed 18 months from the date of the award of the degree.

6.07 Right of examiners to access

Notwithstanding any other clause in this Rule, the thesis and any restricted appendix will be available to the examiners of the thesis, including:

- (a) any committee or board of postgraduate studies of the Faculty; and
 - (b) any committee of the Academic Board;
- for the purposes of examination or re-examination.

Chapter 4 Miscellaneous

Part 7 Miscellaneous

7.01 Rules, resolutions and policies that cease to have effect

The following rules, resolutions and policies, as amended and in force immediately before the commencement of this Rule, cease to have effect to the extent set out in the table below:

Title of Policy or resolutions	Date originally approved
<i>University of Sydney (Doctor of Philosophy (PhD)) Rule 2004</i>	
<i>University of Sydney (Amendment Act) Rule 2000:</i>	
Part 9: Division 10 and Division 11	
Part 10: Division 3 and Division 5	

Notes

Error! Reference source not found.

Date adopted: 21 March 2011

Date commenced: 25 March 2011

Administered by:

Publication date:

Review date:

Related documents

Amendment history

Provision	amendment	commencing
------------------	------------------	-------------------



University of Sydney (Intellectual Property) Rule 2002 (as amended)

Approved by: Senate on 3 March 2002
Date of effect: 14 March 2002

Latest amendment approved by: Senate on 4 May 2009
Date of effect: 11 June 2010 (following gazettal of changes to the By-law)

Preliminary

The Senate of the University of Sydney has approved the following Rule pursuant to section 37(1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.

This Rule:

takes effect from 14 March 2002 and
replaces Part 8 of the *University of Sydney (Amendment Act) Rule 1999* in its entirety.

The purpose of this Rule is to deal with matters relating to ownership and development of intellectual property generated by staff and students of, and visitors to, the University of Sydney, recognising that there are sometimes competing demands between publication and the need and desirability for the commercialisation of intellectual property.

Division 1 – Dictionary

1. Definitions

In this Part:

- 1.1 **Business Liaison Office** means the administrative unit of the University of Sydney that has that name, or any replacement of it;
- 1.2 **commercial benefit** means any benefit that the University receives (whether income, in-kind or otherwise) from the development of intellectual property;
- 1.3 **computer program** has the meaning ascribed to it by s10 of the *Copyright Act (1968 (C'wlth))*;
- 1.4 **costs** mean any amount (including, without limitation, any Australian or foreign taxes, charges or other imposts, or any legal costs) the University incurs to protect or develop intellectual property;
- 1.5 **course** means any program of study, in whole or part, conducted by or on behalf of the University to any student;
- 1.6 **create** means to produce, invent, design, enhance, generate, discover, make, originate or otherwise bring into existence (whether alone or with another person) and **creation** has a corresponding meaning;
- 1.7 **develop** (and, by extension, **development**) means, in relation to intellectual property, to make the most of it by any means (whether alone or with another person) for commercial or non-commercial purposes including, without limitation, to apply, publish, exhibit, transmit, enhance, use, assign, license, sub-license, franchise, adapt or modify intellectual property;
- 1.8 **Department** means an academic or an administrative unit of the University and includes, without limitation, a centre or an institute of the University;

- 1.9 **Head of Department** means a person who is designated as head of a Department;
- 1.10 **intellectual property** includes rights (including, without limitation, rights of registration or application for registration) relating to:
- 1.10.1 literary (including computer programs), artistic, musical and scientific works;
 - 1.10.2 multimedia subject matter;
 - 1.10.3 performances of performing artists, phonograms and broadcasts;
 - 1.10.4 inventions in all fields of human endeavour;
 - 1.10.5 scientific discoveries;
 - 1.10.6 industrial designs;
 - 1.10.7 trade secrets and confidential information;
 - 1.10.8 trademarks, service marks and commercial names and designations;
 - 1.10.9 plant varieties; and
 - 1.10.10 circuit layouts;
- but does not include any moral right.
- 1.11 **moral right** has the meaning ascribed to that term in the *Copyright Act 1968* [as amended by the *Copyright Amendment (Moral Rights) Act 2000*] and recognises three types of moral rights:
- 1.11.1 an author's right to be identified as the author of a work – known as the right of attribution of authorship;
 - 1.11.2 the right of an author to take action against false attribution – known as the right not to have authorship of a work falsely attributed; and
 - 1.11.3 an author's right to object to derogatory treatment of his or her work that prejudicially affects his honour or reputation – known as the right of integrity of authorship of a work;
- 1.12 **originator** means a staff member, student or visitor, who creates intellectual property that is subject to this Rule regardless of whether he or she creates the relevant intellectual property alone or jointly with another person;
- 1.13 **protect** means any thing done or that is necessary to do to protect a claim in connection with intellectual property and includes, without limitation, registration anywhere in the world or enforcement or assertion of that intellectual property in any legal proceedings;
- 1.14 **reported intellectual property** means any intellectual property reported by a staff member under Rule 12 or by an enrolled student under Rule 16;
- 1.15 **staff member** means a person who is a member of the University's academic or non-academic staff (whether full-time, part-time or casual) at the time he or she creates any intellectual property;
- 1.16 **student** means a person admitted to candidature in an award course of the University, at the time he or she creates any intellectual property;
- 1.17 **teaching material** means any thing created in any medium by a staff member in pursuance of the terms of his or her employment with the University (but regardless of whether this occurs under a specific direction to do so) as an aid or a tool for instruction in a course;
- 1.18 **third party agreement** means an agreement between the University and another person (other than a staff member or student) that regulates intellectual property and includes, without limitation, agreements with research funding bodies;
- 1.19 **third party activity** means any activity in which the University engages or otherwise participates and which is the subject of a third party agreement;
- 1.20 **visitor** means a person who is not a staff member or student of the University (but who may be a staff member or student of another university), who:
- 1.20.1 takes part in any research, teaching or other activity that would normally be conducted by a staff member or student; or
 - 1.20.2 visits a part of the University in which research or scholarship, or any related activity, is conducted,
- at the time he or she creates any intellectual property;

- 1.21 **work** means a literary work, a dramatic work, a musical work an artistic work, cinematograph film, multimedia work or computer program.

2. Interpretation

- 2.1 In this Rule, a reference to any law includes any amendment or replacement of it.
2.2 This Rule is to be read and interpreted in conjunction with the University's *Code of Conduct for Responsible Research*, as amended from time to time.

Division 2 – Ownership of intellectual property created by staff members

3. University asserts ownership

- 3.1 Subject to Rule 4.1, the University asserts ownership of all intellectual property created by a staff member in pursuance of the terms of his or her employment with the University, including, without limitation, copyright in any material that is
- 3.1.1 teaching material,
 - 3.1.2 computer programs; or
 - 3.1.3 created at the express request or direction of the University.
- 3.2 In the absence of a third party agreement to the contrary, the ownership and the associated rights of all intellectual property generated from a research project funded by any publicly funded research agency will vest in the University.

4. Exceptions to Rule 3

- 4.1 The University does not assert copyright ownership over any work created by a staff member that is a work of a scholarly nature, including, without limitation, a journal article, conference paper, creative works or proceeding or text ("**exempt intellectual property**") but subject to the conditions that:
- 4.1.1 the University retains a non-exclusive, royalty-free, perpetual licence to develop that exempt intellectual property anywhere in the world and in any manner the University thinks fit, subject to any obligation that the University may have relating to any moral right subsisting in that work; and
 - 4.1.2 if the University exercises its rights under Rule 4.1.1, then the originator is entitled to a share of any commercial benefit in accordance with Rule 14.
- 4.2 The University grants to the author of any teaching material that is subject to Rule 3.1 a non-transferable, perpetual, royalty-free licence to use the teaching material created for the sole purpose of teaching any course. This licence does not:
- 4.2.1 include any right of sub-licence; or
 - 4.2.2 where the teaching material is a work of joint authorship as defined in section 10 of the *Copyright Act 1968 (C'wlth)*, does not confer on the author any additional rights to deal with the teaching materials except as a joint author.

5. Sharing commercial benefits

- 5.1 Subject to Rule 5.2, staff members who create intellectual property over which the University asserts ownership under Rule 3 are entitled to a share of any commercial benefits that the University receives from developing it in accordance with Rule 14.
5.2 The sharing of commercial benefits with staff members in accordance with Rule 5.1 does not apply to any use of teaching materials as an aid or tool for instruction in a course.

Division 3 – Intellectual property created by students

6. Ownership

- 6.1 The University does not assert any claim in respect of intellectual property created by a student, unless:
- 6.1.1 prescribed otherwise by law; or

6.1.2 the student agrees otherwise (including in any form prescribed by law).

7. Assignment

7.1 A student cannot be required by the University to assign his or her intellectual property:

7.1.1 in order to qualify for enrolment, or to remain enrolled in a course, or to complete the requirements of a course in which he or she has enrolled, under any circumstances; or

7.1.2 otherwise, including where that student is engaged in or otherwise participates in any third party activity, unless that student does so freely and with consent.

Subject to the provisions of any prior agreement between the student and the University, where a student creates intellectual property jointly with a staff member or a visitor, the University will negotiate with that student in connection with the development of that intellectual property.

7.2 If a student wishes to participate in any third party activity or in any activity that has, or may in future create intellectual property that may be the subject of development ("**activity**") then, before that student is permitted to begin that activity:

7.2.1 the University may, as a condition of the student participating in that activity, require the student to:

7.2.1.1 assign his or her intellectual property; and

7.2.1.2 give consent with respect to any moral right subsisting in a work, to the extent that either of these relate to or affect the activity concerned;

7.2.2 it is the responsibility of (as the case may be):

7.2.2.1 the person who is in charge of that activity (for example, the chief researcher); and

7.2.2.2 the student's supervisor,
to notify the student about all requirements for participating in that activity including, without limitation:

7.2.2.2.1 any requirement to assign that student's intellectual property or give consent in relation to any moral right he or she may have in the relevant work; and

7.2.2.2.2 especially where a student is required to assign his or her intellectual property or give consent in relation to any moral right he or she may have in a work, a recommendation that the student should seek advice (which may include legal advice).

Note: Legal advice may be arranged through, as the case may be, the Students' Representative Council or the Sydney University Postgraduate Representative Association.

7.3 If a student is required to do any thing under Rule 7.2, then that student should be given a reasonable period ("**response deadline**") to review all documentation and seek appropriate advice (including legal advice), which in most cases should not be less than 14 days. However, the response deadline may be reduced by the University, depending on what is reasonable under the circumstances including taking into account any obligations to third parties that the University may have in respect of that activity.

7.4 If a student does not agree to do any thing required under Rule 7.2, or else does not respond to a request to do so, on or before the response deadline, then the University may decline to permit the student to participate in that activity.

8. Sharing commercial benefits

- 8.1 Students who assign their intellectual property rights and, if required to do so, give consent in respect of any moral right under Rule 7.2 are, subject to any agreement, entitled to a share of any commercial benefits that the University receives from developing that intellectual property according to Rule 14.
- 8.2 If a student assigns his or her intellectual property under Rule 7.2, the University will pay any stamp duty assessable on any instrument that the University deems necessary to give effect to that assignment.

Division 4 – Ownership of intellectual property created by visitors

9. Requirement of confidentiality and assignment

- 9.1 As a condition of any visitor:
 - 9.1.1 having access to and use of any University facilities, equipment or accommodation;
 - 9.1.2 having access to and use of any intellectual property of the University; or
 - 9.1.3 participating in any teaching or research activities of the University (including any third party activity), ("**visitor privileges**"),
- 9.2 the University may require that visitor to do one or more of the following things:
 - 9.2.1 sign a confidentiality agreement on terms acceptable to the University;
 - 9.2.2 disclose to the Business Liaison Office, within 14 days of its creation, full details of any intellectual property created by that visitor and arising from the visitor being granted those visitor privileges;
 - 9.2.3 do all things and sign all instruments necessary to assign to the University, or another person designated by the University, any intellectual property created by that visitor arising from that visitor being granted any visitor privileges; and
 - 9.2.4 give consent in relation to any moral right he or she may have in the relevant work.

10. Assumption

- 10.1 Unless and until the University gives a visitor notice under Rule 9:
 - 10.1.1 a visitor is entitled to assume that the University:
 - 10.1.1.1 makes no claim in respect of any intellectual property;
 - 10.1.1.2 does not require the consent of the visitor in relation to any moral right he or she may have in any work that the visitor creates in respect of any research conducted by the visitor using any University facilities or intellectual property of the University; but
 - 10.1.2 must still observe the visitor's obligations under Rule 9.2.2.

Division 5 – Reporting and developing intellectual property

11. Staff responsibilities

The *Code of Conduct for Responsible Research*, as amended from time to time, makes it clear that staff have responsibilities in relation to intellectual property protection including, where appropriate, the maintenance of research laboratory records and the prevention of premature public disclosure of research results prior to obtaining intellectual property protection.

12. Reporting by staff members

- 12.1 Staff members who believe they have created any intellectual property for which the University asserts ownership pursuant to Rule 3 must, as soon as possible after its creation:
 - 12.1.1 report that fact to their Head of Department and to the Business Liaison Office; and

- 12.1.2 provide full details of the intellectual property created and the names of the originators in a form prescribed by the Business Liaison Office from time to time.
- 12.2 Staff members who create exempt intellectual property within the meaning of Rule 4.1 must provide a copy of the thing to which that intellectual property relates to their Head of Department within 90 days of its creation or modification.
- 12.3 In the event that the Head of Department considers that the intellectual property reported in accordance with Rule 12.2 is intellectual property over which the University asserts ownership and is subject to Rules 3 and 12.1 then that Head of Department shall:
- 12.3.1 notify both the staff member and the Business Liaison Office within seven days;
- 12.3.2 together with the staff member take such actions as required to protect the value of the intellectual property; and
- 12.3.3 provide sufficient disclosure to the Business Liaison Office to enable assessment of the value of the intellectual property.
- 12.4 If notice is given under Rule 12.1, the University has eight weeks from the time the Business Liaison Office receives full details of intellectual property reported under Rule 12.1.2 ("**notice period**") in which to decide whether it wishes to protect or develop that intellectual property ("**reported intellectual property**"). The notice period may be extended beyond 8 weeks with the consent of the staff member who gave notice under Rule 12.1.
- 12.5 Until the University makes a decision under Rule 12.4, the staff member who gives notice under Rule 12.1 must take all reasonable steps to protect the reported intellectual property. The University encourages staff members to seek advice from the Business Liaison Office on how best to do so.

13. Dealing with reported intellectual property

- 13.1 If the University:
- 13.1.1 makes no decision by the end of a notice period (or any extension of it); or
- 13.1.2 decides it does not wish to protect or develop the reported intellectual property,
- then the originator is free, at his or her own cost, to protect or develop the reported intellectual property in any manner he or she chooses.
- 13.2 Nothing in Rule 13.1 prejudices any right of the University to:
- 13.2.1 claim a share in any commercial benefit received; or
- 13.2.2 recover any establishment costs or continuing costs already incurred by the University,
- because of any subsequent development of reported intellectual property, unless that right is expressly waived by the Vice-Chancellor in writing.
- 13.3 If the University decides that it wishes to protect or develop reported intellectual property, then the Business Liaison Office must notify:
- 13.3.1 the staff member concerned; and
- 13.3.2 that staff member's Head of Department.
- 13.4 If the University decides to protect or develop reported intellectual property in collaboration with a third party, then the originator should be given the opportunity to participate in any negotiations concerning ownership, protection or development of that reported intellectual property, but:
- 13.4.1 negotiations will be undertaken on a case-by-case basis, according to the relevant circumstances; and
- 13.4.2 the University shall make any decisions arising from those negotiations which shall be binding on the originator.

14. Distribution of commercial benefits

- 14.1 All commercial benefits received by the University shall be distributed as follows, after the University first deducts any costs:
- 14.1.1 one-third to the originator;
 - 14.1.2 one-third to the originator's Department; and
 - 14.1.3 one-third to the Vice-Chancellor's Innovative Development Fund.
- 14.2 If it is not practicable to distribute commercial benefits of a non-monetary kind in accordance with Rule 14.1.2, then the University, after first consulting with the originator, may determine a mechanism for distributing commercial benefits by some other means, which may include, without limitation, the University holding commercial benefits in trust for the originator.

15. Where more than one originator

If there is more than one originator of any reported intellectual property, then any commercial benefits must be distributed according to the individual contribution of each originator to the reported intellectual property, unless those originators agree otherwise, and subject to Rule 14.2.

16. Protecting and developing intellectual property created by students

If students create any intellectual property that they wish the University to protect or develop, then the procedures specified in Rules 10, 12, 13 [except Rule 13.2], 14 and 15 apply, except that, for the purposes of Rule 12.1, they must notify their supervisor and the Business Liaison Office.

17. Application of Rules 14 and 15

The application of Rules 14 and 15 may not be varied in individual circumstances except with the prior written approval of the Vice-Chancellor, or the Vice-Chancellor's nominee.

Division 6 – Dispute resolution

18. Inapplicability of Rule

- 18.1 Rule 19 does not apply to disputes:
- 18.1.1 normally dealt with pursuant to the University's *Code of Conduct for Responsible Research*, as amended from time to time; or
 - 18.1.2 involving third party agreements, unless all parties to those third party agreements first agree to be bound by the procedure set out in it.

19. Procedure

- 19.1 If an originator has any concerns about the manner in which this Rule is interpreted or applied ("**dispute**"), then that person may notify:
- 19.1.1 any other originators; and
 - 19.1.2 the Director of the Business Liaison Office,
- about that dispute. Any notice given under this Rule 19 must be in writing and must specify full details of the dispute.
- 19.2 The Director of the Business Liaison Office must, within 14 days of receiving a notice under Rule 19.1 convene a meeting between all persons notified of a dispute in order to try and resolve that dispute.
- 19.3 If:
- 19.3.1 a meeting is not convened under Rule 19.2 within the deadline specified; or
 - 19.3.2 a meeting is convened under Rule 19.2, but the dispute is not resolved within 14 days of convening it,
- then the party who gave notice under Rule 19.1 or the Director of the Business Liaison Office must notify the Pro-Vice-Chancellor (Research) to that effect, giving full details of the dispute (including any attempts to resolve it).

- 19.4 If the Pro-Vice-Chancellor (Research) cannot resolve a dispute referred to him or her under Rule 19.3 within 14 days of that dispute being so referred, then the Pro-Vice-Chancellor must refer that dispute to the Vice-Chancellor, giving full details of the dispute and any attempts to resolve it.
- 19.5 The Vice-Chancellor must consider any dispute referred to him or her under Rule 19.4 and determine that dispute within 31 days of it being so referred. The Vice-Chancellor's determination is final and binding on all parties to the dispute.

Division 7 – Miscellaneous

20. Review Committee

- 20.1 There shall be an Intellectual Property committee of the University comprising:
- 20.1.1 the Vice-Chancellor or his or her nominee (who shall act as Chair);
 - 20.1.2 the Deputy Vice-Chancellor (Research);
 - 20.1.3 the Chair of the Graduate Studies Committee of the Academic Board;
 - 20.1.4 one academic staff member nominated by the Provost;
 - 20.1.5 one non-academic staff member of the University nominated by the Registrar;
- and
- 20.1.6 one postgraduate student nominated by the President of the Sydney University Postgraduate Representative Association.
- 20.2 The role of the Committee is to monitor the operation of this Rule and, where the Committee considers it necessary, to recommend changes for approval by the Senate.
- 20.3 The Committee should meet at least once annually, but may meet more frequently if required by the Pro-Vice-Chancellor (Research) to do so.
- 20.4 At each meeting of the Committee, the Pro-Vice-Chancellor (Research) shall give a report to the Committee about the operation of this Rule during the preceding year.



UNIVERSITY OF SYDNEY (LIBRARY) RULE 2011

The Librarian of the University of Sydney makes the following rule under Section 37(1) of the *University of Sydney Act 1989* and Chapter Six of the *University of Sydney By-law 1999*.

Dated:

Signature:

John Shipp

Position: University Librarian

Table of Contents

1	Name of rule.....
2	Commencement.....
3	Statement of intent
4	Application
5	Definitions and interpretation.....
6	Access to library and library resources.....
7	Suspension or revocation of access.....
8	Behaviour in the library.....
9	Use of library resources.....
10	Who may borrow library resources.....
11	What library resources may be borrowed ...
12	Library cards.....
13	Borrowing conditions.....
14	Loan periods
15	Fees and charges
16	Determinations by Librarian
17	Library notices
	Notes.....
	Amendment history.....

1 Name of rule

This is the *University of Sydney (Library) Rule 2011*.

2 Commencement

This Rule commences on 28 February 2011

3 Statement of intent

- (1) This Rule provides:
 - (a) the conditions for use of library resources;
 - (b) the terms on which library resources may be borrowed; and
 - (c) the circumstances in which fees or charges may be charged.
- (2) This Rule repeals all existing rules and regulations relating to use of the library and library resources, including the *University of Sydney (Library) Rule 2003*.

4 Application

This policy applies to all users of the library or library resources.

5 Definitions and interpretation

- (1) In this Rule:

affiliate has the meaning given to it in the University's *Code of Conduct*

Note 1: Presently the University's *Code of Conduct* defines **affiliate** as a clinical title holder, an adjunct, conjoint and honorary appointee, a consultant or contractor to the University, an office holder in a University entity, a member of any University committee and any other person appointed or engaged by the University to perform duties or functions on its behalf.

associate an individual over the age of 16 who wishes to use the library for independent scholarship and is:

- a graduate of the University and its antecedent institutions; or
- a graduate, student or member of staff of an international university approved by the Librarian; or
- a retired staff member of the University; or
- a person awarded a Diploma of Law by the Legal Profession Admission Board of NSW; or
- a student of another Australian university taking part in collaborative programs approved by the Librarian; or
- a member of staff of a residential college affiliated with the University; or

- a member of staff or a senior secondary student of a school taking part in a partnership program approved by the University; or
- a student or member of staff of the Conservatorium High School; or
- a member of a University centre, institute, foundation or controlled or associated body; or
- a Student-at-Law registered by the Legal Profession Admission Board of NSW; or
- a member of the community who wishes to use library resources.

Enterprise Agreement

means The University of Sydney Enterprise Agreement 2009-2012

Librarian

means the University Librarian. Where appropriate, this includes any person acting in that position or any library staff acting as a delegate or agent of the Librarian

library

means any library of the University of Sydney

library card

means any of a student campus card, staff card or a library card issued by the University under Clause 12.

Library resource

means any item, facility or service (including any on-line or networked resource) available in or through the library

misuse

includes use in a manner which breaches any law or licence condition, use for commercial purposes and use in contravention of a direction from library staff

staff member

means an employee of the University, including a casual employee

student

means a person who is currently admitted to candidature in an award course of the University or who is enrolled in a unit of study conducted by the University.

- (2) Headings, notes, marginal notes, footnotes or endnotes are not provisions of this Rule.

6 Access to library and library resources

- (1) The library and library resources are provided primarily to facilitate and support the educational and research activities of the University, its staff and students.
- (2) Staff and students of the University have priority of access..
- (3) The Librarian may determine who else may use the library and library resources and under what conditions.

7 Suspension or revocation of access

- (1) The Librarian may temporarily suspend, or permanently revoke, a user's access to the library and or library resources if the user fails to comply with this Rule.
- (2) The Librarian may restrict access to library resources by individuals with outstanding fees or charges, or who have overdue borrowed items.
- (3) A user whose access to the library or library resources has been suspended or revoked under subclause 1 may:
 - (a) seek a review of the decision by lodging a written request with the Librarian; and
 - (b) if still aggrieved after such a review, seek a further review by lodging a written request with the Provost.
- (4) Upon receipt of a request for review from a user, the Librarian or Provost (as appropriate) will:
 - (a) provide a written acknowledgement of the request within 10 working days of receiving it; and
 - (b) notify the user in writing of any action taken; and
 - (c) provide reasons for any decision made.
- (5) A staff member whose access to the library or library resources has been suspended or revoked under subclause 1 may, if the Enterprise Agreement applies to that staff member, seek a review of the decision under the review of actions and decisions provisions of the Enterprise Agreement or invoke the dispute settling procedures of the Enterprise Agreement.
- (6) Where a user applies for a review of a decision to suspend or revoke access, the suspension or revocation will not take effect until the review has been completed.

8 Behaviour in the library

- (1) All users should be able to work in the library without unreasonable or unnecessary disturbance or distraction.
- (2) A user must not:
 - (a) unreasonably impede other users or library staff; or
 - (b) behave in a noisy, annoying, dangerous or otherwise unreasonably disruptive manner; or
 - (c) unreasonably restrict others' access to, or use of, library resources; or
 - (d) unnecessarily divert library staff from carrying out their normal duties; or
 - (e) bring any animal into the library other than an assistance animal as defined in Section 9 of the *Disability Discrimination Act 1992 (Cth)*.
- (3) A user must:
 - (a) produce a library card or other form of photographic identification upon request by library staff; and
 - (b) make any bag, receptacle, or folder brought into a library available for inspection upon request by library staff; and

- (c) comply with all notices or signs in the library or posted on the library's website, including those relating to:
 - (i) using, borrowing or reserving library resources; or
 - (ii) fees or charges; or
 - (iii) opening and closing times; or
 - (iv) copyright (especially in relation to photocopying, printing or transfer to data storage devices); or
 - (v) laws relating to data protection and privacy; or
 - (vi) use of electronic or communication devices; or
 - (vii) eating or drinking; or
 - (viii) health and safety (including those relating to smoking and emergency evacuation procedures).

9 Use of library resources

- (1) A user must not:
 - (a) misuse, damage or destroy any library resource or library property; or
 - (b) use any library resource for a commercial purpose; or
 - (c) use any library resource in a manner inconsistent with the educational and research activities of the University.
- (2) A user must comply with:
 - (a) laws relating to the use of internet and other on-line or networked resources, including those relating to:
 - (i) copyright and other intellectual property rights; and
 - (ii) defamation; and
 - (iii) pornography and content classification; and
 - (iv) data protection.
 - (b) any conditions about access to or use of library resources imposed by this Rule, by the Librarian or the University.
- (3) It is the user's responsibility to make reasonable attempts to become familiar with the laws, rules and conditions referred to in this clause.

10 Who may borrow library resources

- (1) Staff, students, affiliates and associates may borrow library resources.
- (2) The Librarian may determine other categories of individuals permitted to borrow library resources.

11 What library resources may be borrowed

- (1) The Librarian may determine what library resources may or may not be borrowed.
- (2) Unless the Librarian determines otherwise, users may borrow items from the open access collections of the Library.

- (3) Unless the Librarian determines otherwise, the following items may not be borrowed:
 - (a) periodicals, including newspapers, University calendars and examination papers; or
 - (b) any item marked **Not for Loan**; or
 - (c) items from the Schaeffer Fine Arts Library;
 - (d) items from the Rare Books and Special Collections Library; or
 - (e) items from the Koori Centre Research Library.

12 Library cards

- (1) No user may borrow a library resource without holding and producing a current library card in that user's name.
- (2) The library card for a staff member is their staff card.
- (3) The library card for a student is their student campus card.
- (4) The library card for other users is the library card issued to them by the Campus Card Centre according to the procedures determined by the Librarian
- (5) A user must notify the library immediately upon becoming aware that the user's library card has been:
 - (a) lost, stolen or destroyed; or
 - (b) used by another person.

13 Borrowing conditions

- (1) A user who borrows a library resource must:
 - (a) keep the borrowed item reasonably safe and secure and in the user's possession; and
 - (b) notify the library immediately if the borrowed item is lost, stolen, damaged or destroyed; and
 - (c) return the borrowed item on or before the due return date; and
 - (d) return the borrowed item in the same condition as when it was borrowed, subject to reasonable wear and tear.
- (2) If a user's library card has been lost, stolen or destroyed the user will be responsible for the return, replacement or cost of replacement of any library resources borrowed using that library card before it was reported to the library as lost, stolen or destroyed.

14 Loan periods

- (1) The Librarian may determine loan periods including renewal periods.
- (2) The library may recall a borrowed item at any time by notifying the borrower.
- (3) If a borrowed item is recalled, the due return date specified in the recall notice becomes the due return date for the item.

15 Fees and charges

- (1) The Librarian may determine fees, charges and compensation. They may be calculated on a once-only, periodical or user pays basis.
- (2) Membership fees may be charged for associates.
- (3) Fees may be charged for access to, or use of, library resources not normally available to a particular category of user.
- (4) Charges may be imposed for any of the following:
 - (a) overdue borrowed items;
 - (b) replacing a library card;
 - (c) misuse, loss, damage, destruction, or unauthorised removal of library resources;
 - (d) other breaches of this Rule.
- (5) The Librarian may require a user to pay compensation for the misuse, loss, damage or destruction of a library resource by that user. A user will be taken to have caused the misuse, loss, damage or destruction if the item was in that user's possession, or borrowed with that user's library card at the relevant time unless the library card was previously reported as lost, damaged or stolen.
- (6) The Librarian may waive or suspend a requirement to pay a fee, charge or compensation.

16 Determinations by Librarian

- (1) Determinations made by the Librarian under this Rule must be:
 - (a) made in writing; and
 - (b) posted on the Library's website as soon as practicable after they are made.
- (2) Determinations may be publicised in any additional manner the Librarian considers appropriate.

17 Library notices

- (1) The default means of communication between the library and users is electronic mail.
- (2) Electronic mail for staff or students will be sent to the user's University email address.
- (3) Electronic mail for other users will be sent to the email address (if any) notified to the University by the user.
- (4) Users are responsible for notifying the University of changes to their contact details.
- (5) The library will not be held responsible if a user does not receive a particular notice by a certain time, or at all.

NOTES

Date adopted: 28 February 2011

Date commenced: 28 February 2011

Administrator: University Librarian

Review date: 28 February 2015

Related documents:

Copyright Act 1968 (Cth)
Disability Discrimination Act 1992 (Cth)
Privacy Act 1988 (Cth)

Anti-Discrimination Act 1977 (NSW)
Privacy and Personal Information Act 1998 (NSW)

University of Sydney Act 1989
University of Sydney By-Law 1999
University of Sydney (Campus Access) Rule 2009

Children in University Workplaces and Premises Policy
 Code of Conduct
 Disability Action Plan
 Library Food and Drink Guidelines
 Harassment and Discrimination Prevention Policy and Procedure
 Privacy Management Plan
 Resolution of Complaints Policy
 Student Code of Conduct
 Student Grievances, Appeals and Applications for Review Policy

AMENDMENT HISTORY

Provision	Amendment	Commencing
-----------	-----------	------------



University of Sydney (Policies Development and Review) Rule 2011

Contents

Part 1	Preliminary
1	Name of Rule.....
2	Commencement
3	Statement of intent.....
4	Interpretation.....
5	University policy framework.....
6	Authority to adopt includes authority to amend and repeal
7	Determining authority may nominate administrator
8	Procedures and guidelines
9	Local provisions
10	Inconsistency
Part 2	Development, adoption and review of policies
11	Application of, and compliance with, this Part
12	Process for developing policies
13	Determining authority to be satisfied of certain matters before adopting policies
14	Policies must be kept under review
Part 3	Registration and publication of policies etc.....
15	General Counsel to maintain Policy Register
16	Policies, procedures and local provisions must be registered to be enforceable
17	Copy documents to be provided to General Counsel.....
18	Policies, procedures and local provisions to be registered
19	Register is authoritative
20	Rectification of Policy Register
Part 4	Transitional provisions
21	Present documents continue to have effect
22	Establishment of initial Policy Register.....

University of Sydney (Policies Development and Review) Rule 2011

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution, makes the following Rule under subsection 37 (1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.

Dated 31 October 2011

Vice-Chancellor and Principal

PART 1 PRELIMINARY

1 NAME OF RULE

This is the *University of Sydney (Policies Development and Review) Rule 2011*.

2 COMMENCEMENT

This Rule commences on 1 February 2012.

3 STATEMENT OF INTENT

- (1) This Rule is made by the Senate under section 37 (1) of the Act for the purposes of the *University of Sydney By-law 1999*.
- (2) The principal objectives of this Rule are:
 - (a) to set out a standard procedure for developing policy documents for the University, to ensure that policies are properly prepared and that appropriate consultation is undertaken on proposed policies;
 - (b) to provide for the establishment and operation of a Policy Register; and
 - (c) to establish and define the documents which constitute the University's policy framework.

4 INTERPRETATION

- (1) In this Rule:

Act means the *University of Sydney Act 1989*.

administrator, in relation to a policy or policy proposal, means the determining authority, or other authority or officer of the University nominated by the relevant determining authority. The administrator is responsible for the implementation of the policy.

Administrative Delegations Rule means the *University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010* as amended or replaced from time to time.

determining authority, in relation to a policy or policy proposal, means the authority or officer of the University to whom the Senate has delegated the power to make policy in relation to a particular area of the University's activities or operations.

General Counsel means the General Counsel of the University.

guidelines means advisory and explanatory statements offering any or all of detail, context or recommendations for good practice.

Policy Register means the Policy Register referred to in clause 15.

local provisions means mandatory statements of principles or procedures applicable within a particular faculty, academic college or administrative unit of the University, which have been determined in accordance with clause 9.

policy means a mandatory statement of the principles guiding the University's operations and decision making, established by a resolution or other decision of the Senate or by a determining authority.

policy proposal means a proposal for the adoption of a policy, or for an amendment or repeal of a policy.

procedures means mandatory statements of the University's standard and required practice. Procedures prescribe actions and are specific.

registered means registered in the Policy Register.

repeal, in relation to a policy, procedures, guidelines or local provision, or a provision of any such document, includes making provision that has the effect that the document or provision ceases to have effect (such as by revoking the policy).

- (2) Words and expressions not defined by or under subclause (1) have the meanings they have in the Act.
- (3) A heading to a Part or a Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a clause or subclause is a provision of this Rule even if it is in a heading.
- (4) A note, marginal note, footnote or endnote is not a provision of this Rule.

5 UNIVERSITY POLICY FRAMEWORK

- (1) The University requires its operations to be conducted and its affairs to be managed in accordance with the documents which comprise the University's policy framework.
- (2) The University policy framework is comprised of:
 - (a) policies
 - (b) procedures
 - (c) local provisions
 - (d) guidelines.

- (3) Policies, procedures, guidelines and local provisions must be separately documented.
- (4) Procedures and guidelines must not be inconsistent with any policy.
- (5) Local provisions must not be inconsistent with any policy or procedures.

6 AUTHORITY TO ADOPT INCLUDES AUTHORITY TO AMEND AND REPEAL

Authority to adopt or determine a policy, procedures, guidelines or local provisions includes authority to amend and repeal it.

7 DETERMINING AUTHORITY MAY NOMINATE ADMINISTRATOR

- (1) The determining authority for any particular policy area may nominate another authority or officer of the University as administrator of that policy.
- (2) A nomination made under subclause (1) which is not made in the policy itself must be made in writing and a copy provided to the General Counsel as soon as possible after it is made.
- (3) A nomination made under this clause is an amendment for the purposes of clause 18 of this policy.

8 PROCEDURES AND GUIDELINES

- (1) Provided that doing so is consistent with the Administrative Delegations Rule, the administrator of a policy may, in writing, determine procedures to be followed in implementing the policy.
- (2) Provided that doing so is consistent with the Administrative Delegations Rule, the administrator of a policy may, in writing, provide guidelines for the implementation of a policy.
- (3) Procedures determined under this clause are binding.
- (4) Guidelines provided under this clause are not binding.

9 LOCAL PROVISIONS

- (1) The Dean of a faculty or academic college, or the chief officer of an administrative unit may, in writing, determine local provisions to be followed in that faculty, academic college or administrative unit.
- (2) Local provisions determined under this clause are binding.

10 INCONSISTENCY

- (1) A provision of a policy that is inconsistent with the Act, a by-law or a rule is invalid to the extent of the inconsistency.
- (2) If a provision of a policy adopted by an authority or officer of the University mentioned in one of the following paragraphs is inconsistent with a provision of a policy adopted by an authority or officer of the University mentioned in a later paragraph, the second-mentioned provision is invalid to the extent of the inconsistency:

- (a) the Senate
 - (b) Academic Board
 - (c) the Vice-Chancellor
 - (d) the Chief Financial Officer, the Chief Information Officer, the General Counsel or the University Librarian
 - (e) a Faculty or a Dean
 - (f) an officer or another authority of the University.
- (3) A provision of a local provision that is inconsistent with the Act, a by-law, a rule, a policy or procedures is invalid to the extent of the inconsistency.

PART 2 DEVELOPMENT, ADOPTION AND REVIEW OF POLICIES

11 APPLICATION OF, AND COMPLIANCE WITH, THIS PART

- (1) This Part applies to the development, adoption and review of policies only, and does not apply to procedures, guidelines or local provisions.
- (2) A failure to comply with a provision of this Part does not affect the validity or operation of a policy.

12 PROCESS FOR DEVELOPING POLICIES

- (1) An authority or officer of the University must not adopt a policy unless the policy was developed in accordance with the process in subclause (2) and any applicable procedures.
- (2) The process is the following.
 - (a) The administrator of policies dealing with the area to which the policy relates prepares, or arranges for the preparation of, a policy proposal.
 - (b) The policy proposal must include or be accompanied by:
 - (i.) a statement of the objectives of the policy;
 - (ii.) a justification for the policy, including an analysis of potential alternative ways of achieving the objectives of the policy;
 - (iii.) a statement of how the policy accords with the object of the University;
 - (iv.) a statement of the consultations to be undertaken on the policy proposal, identifying who is to be consulted.
 - (c) Subject to paragraph (d) of this subclause, the General Counsel considers whether the policy is necessary, having regard to the by-laws, other rules and policies in force at the relevant time.
 - (d) The General Counsel shall not decline to certify that a policy is necessary except with the consent of the Vice-Chancellor.

- (e) If the General Counsel:
- (i.) certifies that the policy is necessary — the administrator consults, or arranges for consultations with, stakeholders about the policy proposal;
 - (ii.) declines so to certify — the administrator must not proceed further with the policy proposal in the form originally submitted.
- (f) The administrator, taking account of the outcome of the consultation and any legal advice obtained, prepares the policy.
- (g) The administrator submits the policy to the determining authority for adoption.
- (h) When submitted to the determining authority, the policy must include or be accompanied by:
- (i.) a statement of the objectives of the policy;
 - (ii.) a justification for the policy, including an analysis of potential alternative ways of achieving the objectives of the policy;
 - (iii.) a statement of how the policy accords with the object of the University;
 - (iv.) a statement of the consultations undertaken on the policy proposal, identifying who was consulted and the outcomes of the consultation;
 - (v.) a statement of the consequential amendments to, or repeals of, by-laws, rules and policies which will be required if the policy is adopted;
 - (vi.) a certificate from the General Counsel to the effect that the policy is necessary.

Note 1: for subparagraphs (b) (iii) and (h) (iii): under section 6 of the Act, the object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

Note 2: if adopted, the policy is published and registered in the Policy Register: see Part 3.

13 DETERMINING AUTHORITY TO BE SATISFIED OF CERTAIN MATTERS BEFORE ADOPTING POLICIES

A determining authority must not adopt a policy unless satisfied that:

- (a) the policy is necessary and appropriate;
- (b) the policy is consistent with the University's object;
- (c) the consultation undertaken in the development of the policy was adequate and appropriate;
- (d) proper provision has been or is to be made for consequential amendments to, or repeals of, by-laws, rules and policies in force at the time the policy is adopted.

Note: for paragraph (b): under section 6 of the Act, the object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

14 POLICIES MUST BE KEPT UNDER REVIEW

Subject to the provisions of Part 4 of this Rule, the administrator of a policy must ensure that a review is conducted, no later than 6 months before the end of 5 years after the policy commenced, to determine:

- (a) whether the objectives of the policy are being achieved by the policy;
- (b) whether the policy should continue to apply;
- (c) whether any amendments should be made to the policy.

PART 3 REGISTRATION AND PUBLICATION OF POLICIES ETC

15 GENERAL COUNSEL TO MAINTAIN POLICY REGISTER

(1) The General Counsel is to maintain a register, to be known as the Policy Register.

(2) The Register comprises, at any time, a database of:

- (a) the Act;
- (b) the by-laws;
- (c) the rules;
- (d) policies;
- (e) procedures;
- (f) local provisions;
- (g) links to guidelines

issued on or after the commencement of this Rule, and compilations of these, that have been registered as provided by this Rule.

(3) The form of the Register is to be as determined by the General Counsel. However, subject to subclauses (4) and (5), the Register must be:

- (a) available on the Internet and accessible to any person through the Internet;
- (b) kept in a form, and indexed, such that contents of the Register that relate to particular matters can be easily identified and retrieved from the Internet.

(4) In relation to a policy, the determining authority may limit access to particular classes of persons.

(5) In relation to procedures or guidelines, the administrator may limit access to particular classes of persons.

(6) In relation to local provisions, the relevant Dean or chief officer may limit access to particular classes of persons.

Note: for example, in some circumstances it may be determined to limit access to members of the University community rather than to provide general public access.

16 POLICIES, PROCEDURES AND LOCAL PROVISIONS MUST BE REGISTERED TO BE ENFORCEABLE

- (1) A policy, procedures or local provisions adopted or determined after the commencement of this Rule is not enforceable by or against the University unless registered.
- (2) A policy, procedures or local provisions adopted after the commencement of this Rule cannot be incorporated by reference into a contract between the University and another person unless registered.
- (3) A policy, procedures or local provisions is registered on the day on which it is made available through the Policy Register.

17 COPY DOCUMENTS TO BE PROVIDED TO GENERAL COUNSEL

- (1) If the Senate makes a by-law or a rule, adopts a policy, determines procedures or issues guidelines, the Secretary to the Senate must give a copy of it to the General Counsel as soon as reasonably practicable.
- (2) If an authority or officer of the University makes a rule, adopts a policy, makes procedures or local provisions or issues guidelines, the authority or officer must ensure that a copy of it is given to the General Counsel as soon as reasonably practicable.
- (3) In relation to guidelines, the Secretary to the Senate or other relevant authority or officer must also provide to General Counsel the URL of the document in which the guidelines are contained, and any other information necessary to enable an electronic link to the document to be created.

18 POLICIES, PROCEDURES AND LOCAL PROVISIONS TO BE REGISTERED

- (1) The General Counsel must register each by-law, rule, policy, procedures or local provisions a copy of which is provided under clause 17.
- (2) The General Counsel may compile consolidated versions of by-laws, rules, policies, procedures and local provisions, and may register these consolidated versions.
- (3) If any of the following is amended:
 - (a) a by-law;
 - (b) a rule;
 - (c) a policy;
 - (d) a procedure;
 - (e) a local provision;the General Counsel must, as soon as practicable, compile and register a consolidated version.
- (4) The General Counsel may include in the Register any other document, as the General Counsel thinks fit.
- (5) The General Counsel may, in writing, determine requirements for the form of documents to be registered. Despite subclause (1), the General Counsel need not register a document unless it is given to the General Counsel in a form that meets those requirements.

19 REGISTER IS AUTHORITATIVE

- (1) For all purposes, the Policy Register is presumed to be a complete and accurate record of the documents that are included in it.
- (2) A registered policy is, unless the contrary is established, presumed to be a complete and accurate record of that policy at the date of registration.
- (3) A registered compilation of a policy is, unless the contrary is established, presumed to be a complete and accurate record of that policy as amended and in force at the date of registration of the compilation.
- (4) Registered procedures are, unless the contrary is established, presumed to be a complete and accurate record of the procedures at the date of registration.
- (5) A registered compilation of procedures is, unless the contrary is established, presumed to be a complete and accurate record of the procedures as at the date of registration of the compilation.
- (6) Registered local provisions are, unless the contrary is established, presumed to be a complete and accurate record of the local provisions as at the date of registration.
- (7) A registered compilation of local provisions is, unless the contrary is established, presumed to be a complete and accurate record of the local provisions as at the date of registration.
- (8) It is presumed, unless the contrary is established, that a document that purports to be an extract from the Register is what it purports to be.
- (9) A statement in the Register, or in a registered document, that a document was registered at a particular time is admissible as evidence of that fact and, unless the contrary is established, is conclusive evidence.

20 RECTIFICATION OF POLICY REGISTER

- (1) The General Counsel may correct errors and omissions in the Policy Register, but not in the original document. The correction must be noted in the Register.
- (2) A correction under subclause (1):
 - (a) does not affect a right or privilege that was acquired, or that accrued, because of reliance on the content of the Register before the alteration was made;
 - (b) does not impose or increase an obligation or liability incurred before that correction was made.

PART 4 TRANSITIONAL PROVISIONS

21 PRESENT DOCUMENTS CONTINUE TO HAVE EFFECT

All policies, procedures and local provisions that are effective at the commencement of this Rule will continue to be effective, regardless of registration, until they are amended or repealed.

22 ESTABLISHMENT OF INITIAL POLICY REGISTER

- (1) As soon as practicable after the commencement of this Rule, the General Counsel will establish the Policy Register and will register all documents which General Counsel identifies as current and appropriate for registration.
- (2) Documents registered under this Part may be registered in their present form despite any determination made by the General Counsel under Clause 18.

NOTES

UNIVERSITY OF SYDNEY (POLICIES DEVELOPMENT AND REVIEW) RULE 2011

Date made: 31 October 2011

Date registered:

Date commenced: 1 February 2012

Administered by: Vice-Chancellor and Principal

Review date:

Related documents: *University of Sydney Act 1989*

University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

Delegations of Authority: Academic Functions

AMENDMENT HISTORY

PROVISION

AMENDMENT

COMMENCING



University of Sydney (Senate) Rule 2002

Approved by: Senate on 3 June 2002
Date of effect: 15 June 2002

1. Citation and Commencement

1.1 Citation

This rule is made by the Senate pursuant to section 37(1) of the University of Sydney Act 1989 (as amended).

1.2 Commencement

This rule commences on the day after it is made in accordance with Chapter 2 of the University of Sydney By-Law, 1999.

2. Purpose

The purpose of this rule is to recognize the common law principle that an appointed or elected member of a governing body such as the Senate must act in the best interests of the institution as a whole.

3. Duty of Fellows

A Fellow has a fiduciary duty of loyalty to act in the best interests of the University. This duty is paramount and in addition to any other duties a Fellow may have, this being consistent with the common law.



University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended)

Approved by: Senate on 6 November 2006
Date of effect: 28 November 2006

Latest amendment approved by: Senate on 6 December 2010
Date of effect: 10 December 2010

Part 1: Preliminary

1.1 Citation

This Rule is made by the Senate of the University, pursuant to section 37(1) of the *University of Sydney Act 1989* and section 5(1) of the *University of Sydney By-law 1999 (as amended)*.

1.2 Commencement

This Rule will commence on 28 November 2006.

1.3 Purpose

The purpose of this Rule is to ensure that students are treated fairly in the assessment of their work, by providing an internal appeal mechanism that reflects the University's commitment to fair academic decision making.

1.4 Effect

This Rule repeals and replaces:

- 1.4.1 clause 18 of the *University of Sydney (Coursework) Rule 2000 (as amended)*;
- 1.4.2 the Resolutions of the Senate relating to *Student Appeals against Academic Decisions*; and
- 1.4.3 the Resolutions of the Academic Board on *Student Appeals against Academic Decisions*.

1.5 Associated Resolutions

This Rule should be read in conjunction with the Resolutions of the Academic Board on *Assessment and Examination of Coursework*.

1.6 Definitions

In this Rule:

- 1.6.1 **Academic Decision** means a decision by the University that affects the academic assessment or progress of a person within his or her Award Course, including a decision:
 - 1.6.1.1 to exclude a Student in accordance with the *University of Sydney (Coursework) Rule 2000 (as amended)*;
 - 1.6.1.2 not to readmit or re-enrol a person following exclusion in accordance with the *University of Sydney (Coursework) Rule 2000 (as amended)*;
 - 1.6.1.3 to terminate a Student's candidature for a post-graduate award.
- 1.6.2 **Appeal Hearing** means an Appeal Hearing under Part 8.

- 1.6.3 **Appellant** means:
- 1.6.3.1 a person enrolled in an Award Course at the time of, or in the semester immediately preceding, the lodgement of his or her appeal; or
- 1.6.3.2 in the case of an Academic Decision by the University regarding an application for readmission or re-enrolment, a person who was excluded in accordance with the *University of Sydney (Coursework) Rule 2000* (as amended), prior to the lodgement of his or her appeal.
- 1.6.4 **Award Course** means a formally approved program of study that can lead to an academic award granted by the University or by any other higher education institution that offers credit for units of study undertaken at the University.
- 1.6.5 **Dean** means the dean of the Faculty, or chairperson of the board of studies.
- 1.6.6 **Due Academic Process** means the making of Academic Decisions according to published Faculty, Academic Board and University rules, resolutions, policy and procedure, as amended from time to time and as current at the time the Academic Decision was made.
- 1.6.7 **Faculty** means a Faculty or College of the University.
- 1.6.8 **Registrar** means the Registrar of the University of Sydney for the time being, or his or her nominee.
- 1.6.9 **Special Consideration** is to be determined *mutatis mutandis* by reference to the Resolutions of the Academic Board on *Special Consideration*.
- 1.6.10 **Student** means a person who is currently admitted to candidature in an Award Course.
- 1.6.11 **Student Appeals Body** means a Student Appeals Body constituted by the Registrar in accordance with Part 7.
- 1.6.12 **Student Appeals Panel** means the Student Appeals Panel constituted by the Senate in accordance with Part 6.
- 1.6.13 **University** means the University of Sydney established by the *University of Sydney Act 1989* (as amended).

Part 2: Principles

- 2.1 The University is committed to fair academic decision-making.
- 2.2 Academic Decisions are entrusted to members of the academic staff acting reasonably in accordance with Due Academic Process.
- 2.3 A Student who believes that there are genuine grounds for contesting an Academic Decision may apply to have the decision reviewed.
- 2.4 Students and academic staff should endeavour to resolve concerns about Academic Decisions in the manner more fully described in clause 3.1 of this Rule, by way of personal communication.
- 2.5 Where attempts to resolve a concern about an Academic decision under clause 3.1 of this Rule are unsuccessful, Students may appeal to the relevant Faculty in the first instance.
- 2.6 Students who are not satisfied with the decision of the Faculty may appeal to the Student Appeals Body in accordance with this Rule.
- 2.7 The University will handle all Student concerns and appeals regarding Academic Decisions in a procedurally fair and reasonable manner, having regard to the principles of timeliness, confidentiality, absence of bias and freedom from victimisation.

Part 3: Procedures for Undergraduate and Postgraduate Coursework Students

3.1 Resolution with Teacher or Unit of Study Coordinator

- 3.1.1 An undergraduate or postgraduate coursework Student who believes that there are genuine grounds for contesting an Academic Decision should first discuss his or her concerns with the relevant teacher or unit of study co-ordinator.
- 3.1.2 Students are encouraged to take the earliest opportunity to discuss their concerns with relevant Faculty staff. This must occur within:
 - (a) 15 working days of the Student being advised of the Academic Decision;
 - (b) in the case of Academic Decisions relating to completion of a unit of study, within 15 working days of the unit of study result being posted by the University; or
 - (c) such other extended time as the Dean may reasonably authorise.
- 3.1.3 The teacher or unit of study co-ordinator will address the Student's concerns promptly, and provide to the Student a full explanation of the reasons for the Academic Decision.
- 3.1.4 If the Student's concerns are not resolved by these means, the teacher or unit of study co-ordinator will:
 - (a) explain the next step in the procedure, which is set out at clause 3.2 below; and
 - (b) give the Student a copy of this Rule or advise the Student how to access this Rule online.

3.2 Appeals to the Faculty

- 3.2.1 If the Student's concerns cannot be resolved under clause 3.1 above, the Student may appeal in writing to the Faculty.
- 3.2.2 The Student will submit his or her written appeal, including any supporting documentation:
 - (a) to the office or staff member nominated by the Faculty to receive Student appeals (such information to be provided to Students at the start of each Semester);
 - (b) within 15 working days of the date on which he or she was advised of the outcome of discussions under clause 3.1, or such other extended time as the Dean may reasonably authorise.
- 3.2.3 The Faculty will acknowledge receipt of the appeal in writing within three working days of receipt.
- 3.2.4 The Faculty will determine who is to undertake an initial review of the appeal. This person will normally be the person to whom the relevant lecturer or unit of study co-ordinator reports, and may be the course co-ordinator, Head of Department or School, or relevant Associate Dean.
- 3.2.5 The person responsible for the initial review will prepare a report for consideration by the Dean, or by his or her nominee. Subject to sub-clause 3.2.6 below the Dean retains final responsibility for any decision regarding a Student appeal to the Faculty.
- 3.2.6 If the Dean is the relevant teacher or unit of study coordinator referred to in clause 3.1 above, the Deputy Vice-Chancellor (Education) will handle the Student's appeal to the Faculty, in accordance with this clause 3.2.
- 3.2.7 The Faculty will make all reasonable efforts to:
 - (a) advise the Student in writing of the Dean's decision and the reasons for the decision;
 - (b) advise the Student of his or her right to appeal to the Student Appeals Body; and
 - (c) give the Student a copy of this Rule or advise the Student how to access this Rule online;

within 10 working days of receiving a Student's appeal.

Part 4: Procedures for Postgraduate Research Award Students

- 4.1 Subject to clause 4.2 below, a postgraduate research Student should follow the procedures for undergraduate and postgraduate coursework Students set out in Part 3 above.
- 4.2 A postgraduate research Student who believes that Due Academic Process has not been observed by the relevant Faculty in relation to an Academic Decision associated with:
- (a) termination of candidature; or
 - (b) the examination of a thesis;
- is not required to follow the procedures set out in Part 3 above, and may lodge a written appeal to the Student Appeals Body in the first instance.

Part 5: Appeals to the Student Appeals Body

- 5.1 An Appellant 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.
- 5.2 An Appellant must lodge his or her written appeal with the Registrar (on behalf of the Student Appeals Body) in accordance with sub-clause 5.3.2, within 20 working days of the date of the written decision of the Dean of the relevant Faculty (or the Deputy Vice-Chancellor (Education) pursuant to sub-clause 3.2.6) regarding the Academic Decision, or within such extended time as the Registrar, in his or her absolute discretion, authorises.
- 5.3 An appeal will not be heard by the Student Appeals Body unless:
- 5.3.1 the basis for the appeal has previously been considered by the relevant Faculty (except in the case of Postgraduate Research Award Students as set out in section 4);
 - 5.3.2 the Appellant has set out in the written appeal his or her reasons, including any written evidence and written submissions, for believing that Due Academic Process has not been observed by the Faculty in relation to the Academic Decision, including matters pertaining to Special Consideration; and
 - 5.3.3 the Registrar has confirmed that the requirements under sub-clause 5.3.1 and 5.3.2 above have been satisfied.
- 5.4 If the Academic Decision is to exclude a student in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) or, in the case of a student enrolled in a postgraduate research award, to terminate his or her candidature, the relevant faculty will not enforce the exclusion or termination until the appeal period specified in clause 5.2 has expired, or, where an appeal is lodged, until such time as the appeal has been determined.
- 5.5 A person who has lodged an appeal against a decision not to readmit or re-enrol him or her following a period of exclusion may not re-enrol pending determination of the appeal, unless the Registrar, at his or her sole discretion, is satisfied that it is reasonable in the circumstances to permit re-enrolment.

Part 6: Student Appeals Panel

- 6.1 The Student Appeals Panel will comprise no fewer than 12 and no more than 48 persons appointed by Senate as members of the Student Appeals Panel on the recommendation of the Registrar.
- 6.2 At least one half of all members of the Student Appeals Panel will be a combination of members of the academic staff and Students of the University.
- 6.3 At least six members of the Student Appeals Panel will be undergraduate or

- postgraduate Students of the University, and at least six members of the Student Appeals Panel will be members of the Academic staff of the University.
- 6.4 The Registrar will consult with the Presidents of the Students' Representative Council and the Sydney University Postgraduate Representative Association, on behalf of the Senate, regarding Student appointments to the Student Appeals Panel, without prejudice to the Registrar retaining the ultimate discretion as to whom to recommend.
- 6.5 The Senate will not appoint a Senate Fellow (other than the Chair of the Academic Board) as a member of the Student Appeals Panel, and the Chair of the Academic Board is appointed in that capacity and not as a Fellow of Senate.

Part 7: Student Appeals Body

- 7.1 A Student Appeals Body will comprise three members of the Student Appeals Panel, including a Chairperson, selected by the Registrar to sit on the Student Appeals Body, such Student Appeals Body not being a committee of Senate.
- 7.2 The Chairperson of the Student Appeals Body will normally be, but is not required to be, the Chair of the Academic Board, who may in a particular case nominate a substitute from the Student Appeals Panel advising the Registrar accordingly.
- 7.3 The Student Appeals Body will normally include, but is not required to include:
- 4.3.1 a member with academic qualifications (who may but need not be a member of the academic staff of the University); and
 - 4.3.2 a student (who may but need not be a Student of the University).
- 7.4 The Registrar will not select a member of the Student Appeals Panel to sit on a Student Appeals Body responsible for hearing an appeal arising from a Faculty in which the member is an enrolled student or staff member, or with which the member has other substantial involvements.
- 7.5 The Registrar will report annually to the Senate on:
- 7.5.1 Student Appeals Body decisions; and
 - 7.5.2 the number of appeal hearings for which the membership of the Student Appeals Body did not include a Student of the University, as a proportion of the total number of appeal hearings.

Part 8: Appeal Hearings

- 8.1 The Appellant will receive at least 10 business days notice of the date of an Appeal Hearing.
- 8.2.1 The relevant Faculty must provide written evidence and written submissions to the Registrar (on behalf of the Student Appeals Body), at least eight business days before the Appeal Hearing.
- 8.2.2 The Faculty's submissions must describe the process by which the Academic Decision was, and set out why the Faculty believes that Due Academic Process has been observed in the making of the Academic Decision.
- 8.2.3 The Registrar (on behalf of the Student Appeals Body) will provide copies of written evidence and written submissions made by the Faculty to the Appellant at least five business days before the Appeal Hearing.
- 8.3.1 The Appellant will be invited to appear in person at an Appeal Hearing.
- 8.3.2 The Appellant may be accompanied by a representative, who may speak on the Appellant's behalf.
- 8.4 A representative of the relevant Faculty will be invited to appear in person at an Appeal Hearing.
- 8.5 The Chairperson of the Student Appeals Body may invite independent officers of the University to attend an Appeal Hearing, for the sole purpose of providing expert advice that assists the Student Appeals Body in determining the appeal. An Appellant's treating practitioner or case worker is not an independent officer of the University for the purpose of this clause.
- 8.6 Members of the Student Appeals Body may address questions to the Appellant, the

- Appellant's representative, the Faculty representative, or any independent officer of the University invited to attend the Appeal Hearing in accordance with clause 8.5 above.
- 8.7 The purpose of an Appeal Hearing is for the Appellant and the Faculty to address any questions posed by the Student Appeals Body, but not to give further oral evidence or oral submissions unless the Student Appeals Body, in its absolute discretion, allows such further oral evidence or oral submissions.
- 8.8 If, due notice having been given, the Appellant or his or her representative does not attend an Appeal Hearing, the Student Appeals Body may, in its absolute discretion:
- 8.8.1 defer consideration of the appeal; or
 - 8.8.2 hear and determine the appeal in the Appellant's or representative's absence.
- 8.9 A Student Appeals Body may uphold or dismiss an appeal and, in its absolute discretion:
- 8.9.1 refer the Academic Decision back to the relevant Faculty for reconsideration in accordance with due academic process;
 - 8.9.2 make a new or amended Academic Decision; or
 - 8.9.3 determine that no further action should be taken in relation to the matter.
- 8.10 A decision of a Student Appeals Body is final.
- 8.11 The Appellant will be advised as soon as practicable of the Student Appeals Body's decision and the reasons for it.
- 8.12 Where a decision of a Student Appeals Body reveals a systemic or other serious failure by the Faculty to observe due academic process, the Chair of the Student Appeals Body will send a copy of the decision to the Provost and Deputy Vice-Chancellor for consideration and action.

Part 9: Further provisions

- 9.1 Where a Faculty requires further and more detailed provision for the resolution of Student concerns or appeals about Academic Decisions, the Academic Board, on the request of that Faculty, may by resolution establish such provisions.
-

Previous amendments approved by Senate from November 2009:

- 2 November 2009



University of Sydney (Student Proctorial Panel) Rule 2003

Approved by: Senate on 4 August 2003
Date of effect: 5 August 2003

Latest amendment approved by: Senate on 31 October 2011
Date of effect: 4 November 2011

Part 1 – Preliminary

1. Citation and commencement

1.1 Citation

This Rule is made by the Senate of the University of Sydney pursuant to section 37(1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.

1.2 Commencement

This Rule commences on the day after it is made in accordance with Chapter 2 of the *University of Sydney By-law 1999*.

2. Purpose

This Rule:

- 2.1 repeals and replaces Part 5 of the *University of Sydney (Amendment Act) Rule 1999* in its entirety; and
- 2.2 repeals any and all Resolutions of the Senate relating to the Student Proctorial Board and the Student Proctorial Panel; and
- 2.3 deals with matters relating to the Student Proctorial Board and Student Proctorial Panel.

Part 2 – Appointment to Student Proctorial Panel

3. Nominating for Student Proctorial Panel

- 3.1 For the purposes of clause 64(1)(b) of Chapter 8 of the *University of Sydney By-law 1999*, the Provost must on or before 31 January in each calendar year submit to the Chair of the Academic Board, nine (9) names of members of the faculties who are members of the Academic Board:
 - 3.1.1 at least three (3) of whom are professors; and
 - 3.1.2 at least three (3) of whom are not professors;who are willing and have consented to serve as members of the Student Proctorial Panel.
- 3.2 For the purposes of clause 64(1)(c) of Chapter 8 of the *University of Sydney By-law 1999*, the Deputy Vice-Chancellor (Education) and Registrar must on or before 31 January in each calendar year submit to the Chair of the Academic Board, nine (9) names of enrolled student members of the faculties, college boards and boards of studies who are willing and have consented to serve as members of the Student Proctorial Panel.

4. Notice of appointment

For the purposes of clause 64(2) of Chapter 8 of the *University of Sydney By-law 1999*, the Chair of the Academic Board must ensure that the names of the persons described in Rules 3(1) and (2) above are included in the agenda of the first meeting of the Academic Board held in the relevant calendar year, for appointment by the Academic Board.

5. Filling casual vacancies

For the purposes of clause 64(3) of Chapter 8 of the *University of Sydney By-law 1999*, a suitably qualified person may be appointed to office to fill a vacancy at the next available meeting of the Academic Board.

6. Term of office

For the purposes of clauses 64(4) of Chapter 8 of the *University of Sydney By-law 1999*, all appointments, including appointments to fill casual vacancies, shall be from the date of appointment until the first meeting of the Academic Board in the following calendar year.

Part 3 – Meetings of the Student Proctorial Panel

7. Senior member

- 7.1 For the purposes of clause 65(6) of Chapter 8 of the *University of Sydney By-law 1999*, the senior member shall be determined in the following order:
- 7.1.1 the member appointed in accordance with clause 64(1)(b) of Chapter 8 of the *University of Sydney By-law 1999*, who is a professor who has served the longest cumulative term as a member of the Student Proctorial Panel and who is not disqualified under clause 65(3) or (5) of Chapter 8 of the *University of Sydney By-law 1999*; or
 - 7.1.2 if there is no professor who is eligible to act in accordance with Rule 6(1)(a), a member appointed in accordance with clause 64(1)(b) of Chapter 8 of the *University of Sydney By-law 1999*, who is not a professor and who has served the longest cumulative term as a member of the Student Proctorial Panel and who is not disqualified under clause 65(3) or (5) of Chapter 8 of the *University of Sydney By-law 1999*.



University of Sydney (Testamur Seal) Rule 2011

Approved by: Senate on 2 May 2011
Date of effect: 6 May 2011

1. Citation and commencement

1.1 Citation

This rule is made by the Senate pursuant to sections 35, 36(1)(a) and 37 of the University of Sydney Act 1989 (as amended).

1.2 Commencement

This rule commences on the day after it is made in accordance with Chapter 2 of the University of Sydney By-Law 1999.

2. Purpose

The purpose of this rule is to provide for the adoption and use of a seal, known as the testamur seal, on testamurs issued by the University.

3. Testamur seal

- 3.1 The University may have a seal, which must be a copy of the common seal with the words "Testamur Seal" incorporated therein in lieu of the words "Common Seal".
- 3.2 The testamur seal may only be affixed to testamurs issued by the University, and when so used will have the same effect as the affixation of the common seal.

RESOLUTIONS



Academic dress

Latest amendment approved by: The Registrar on 7 June 2010

Date of effect: 7 June 2010

Resolutions of the Senate

1. Officers of the University

The academic dress for officers of the University shall be:

Chancellor — a robe and cap similar to those worn by the Chancellor of the University of Oxford: a black silk gown replete with gold ornaments, the yoke and facings trimmed with gold, and sleeves barred with gold; and a black velvet trencher with gold tassel, the cap edged with gold.

Deputy Chancellor — a black silk gown with yoke and facings trimmed with gold, and sleeves barred with gold; and a black velvet trencher with gold tassel, the cap edged with gold.

Pro Chancellor — a black silk gown with yoke and facing trimmed with gold and a black velvet trencher with a gold tassel.

Vice-Chancellor — a black silk gown with yoke and facings trimmed with gold, and sleeves barred with gold; and a black velvet trencher with gold tassel, the cap edged with gold.

Fellow of the Senate — the habit of the Fellow's degree, or a stole 15 centimetres wide of gold silk edged to a depth of 5 centimetres with royal blue silk.

Dean of a Faculty — the habit of the Dean's degree, or a black silk gown similar to that worn by graduates holding the degree of master, with tippet of black silk edged with white fur and lined with dark blue silk, and a black cloth trencher cap.

Officer not being a graduate — black silk gown similar to that worn by a civilian at the University of Oxford or of Cambridge not holding a degree, and a black cloth trencher cap.

2. Honorary Fellows of the University

The academic dress for Honorary Fellows of the University shall be a master's gown of black cloth and a stole 15 centimetres wide of royal blue silk edged to a depth of 5 centimetres with gold silk.

3. Doctors

The academic dress for higher doctorates shall be a black velvet bonnet with gold cord, and a festal gown and hood of scarlet cloth, faced and lined as follows:

Faculty of Agriculture, Food and Natural Resources:

Doctor of Science in Agriculture — gown faced with green silk, and hood lined with green silk.

Doctor of Agricultural Economics — gown faced with green silk and edged to a depth of 5 centimetres with copper silk, and hood lined with green silk and edged to a depth of 5 centimetre with copper silk.

Faculty of Architecture, Design and Planning:

Doctor of Science (Architecture) — gown faced with red-brick silk, and hood lined with brick-red silk with a 5 centimetres line of white silk between the scarlet cloth and red-brick silk lining.

Faculty of Arts:

Doctor of Letters — gown faced with cream silk, and hood lined with cream silk.

Faculty of Dentistry:

Doctor of Dental Science — gown faced with purple and cream silk, and hood lined with purple silk and edged to a depth of 5 centimetres with cream silk.

Faculty of Economics and Business:

Doctor of Science in Economics — gown faced with amber and murrey silk, and hood lined with amber silk and edged to a depth of 5 centimetres with murrey silk.

Faculty of Education and Social Work:

Doctor of Letters in Education — gown faced with white silk, and hood lined with white silk.

Doctor of Letters in Social Work — gown faced with royal blue silk and hood lined with royal blue silk edged to a depth of 5 centimetres with white silk.

Faculty of Engineering and Information Technologies:

Doctor of Engineering — gown faced with light maroon silk, and hood lined with light maroon silk.

Faculty of Law:

Doctor of Laws — gown faced with blue silk, and hood lined with blue silk.

Faculty of Medicine:

Doctor of Medicine — gown faced with purple silk, and hood lined with purple silk.

Faculty of Science:

Doctor of Science — gown faced with amber silk, and hood lined with amber silk.

Faculty of Veterinary Science:

Doctor of Veterinary Science — gown faced with amber and purple silk, and hood lined with amber silk edged to a depth of 5 centimetres with purple silk.

Sydney Conservatorium of Music

Doctor of Music — gown faced with lilac silk, and hood lined with lilac silk.

4. Doctor of Philosophy and other doctoral degrees

The academic dress for the Doctor of Philosophy and other doctoral degrees shall be a master's gown of black cloth, as follows:

Doctor of Philosophy:

Doctor of Philosophy awarded by the University of Sydney — gown faced to a width of 15 centimetres with scarlet cloth, hood of scarlet cloth lined with black silk, and black cloth trencher cap.

Doctor of Philosophy awarded by the Australian Graduate School of Management (for continuing University of Sydney students only, as the joint venture has been terminated) — gown faced to a width of 15 centimetres with cherry cloth, a hood of old gold silk with black stripes to a width of 6.5 centimetres to design, with a black neckband and lined with cherry silk, and black velvet bonnet with red cord.

Faculty of Arts:

Doctor of Arts — gown faced with powder blue silk, and hood lined with powder blue silk.

Doctor of Social Sciences — gown faced with buttercup silk, and hood lined with buttercup silk.

Faculty of Education and Social Work:

Doctor of Education — gown faced to a depth of 15 centimetres with crushed strawberry cloth, hood of crushed strawberry cloth lined with black silk and black cloth trencher cap.

Doctor of Social Work — gown faced with royal blue silk, and hood lined with royal blue silk edged to a depth of 5 centimetres with white silk.

Faculty of Engineering and Information Technologies:

Doctor of Engineering Practice — gown faced to a depth of 15 centimetres with light maroon cloth, hood of light maroon cloth lined with black silk and black cloth trencher cap.

Faculty of Health Sciences:

Doctor of Health Science — gown faced to a width of 15 centimetres with amber cloth, hood of amber cloth lined with black silk and black cloth trencher cap.

Faculty of Law:

Doctor of Juridical Studies — gown faced to a width of 15 centimetres with ultramarine cloth, hood of ultramarine cloth lined with black silk and black cloth trencher cap.

Faculty of Medicine:

Doctor of Public Health — gown faced to a width of 15 centimetres with imperial purple cloth, hood of imperial purple cloth lined with black silk and black cloth trencher cap.

Faculty of Nursing and Midwifery:

Doctor of Health Services Management — gown faced with gold silk, and hood lined with cream silk.

Faculty of Science:

Doctor of Clinical Psychology — gown faced to a width of 15 centimetres with cream cloth and royal blue edging, hood of cream cloth with royal blue edging lined with black silk and black trencher cap.

5. Undress gown for doctors

The undress gown for all doctors shall be black and of the same shape as the gown prescribed for masters but with the sleeves bound with scarlet piping.

6. Masters

The academic dress for masters shall be a gown similar to that worn by graduates holding the degree of Master of Arts in the University of Oxford or of Cambridge, a black cloth trencher cap, and a hood of black silk, lined as follows—

Faculty of Agriculture, Food and Natural Resources:

Master of Agriculture — lined with light green silk.

Master of Agricultural Economics — lined with green silk and edged to a depth of 5 centimetres with copper silk.

APEC Master of Sustainable Development — lined with green silk and edged with white silk.

Master of Science in Agriculture — lined with green silk.

Faculty of Architecture, Design and Planning:

Master of Architecture — lined with brick-red silk and edged to a depth of 5 centimetres with white silk.

Master of Design Science (formerly Master of Building Science and Master of Design Computing) — lined with brick-red silk, then edged to a depth of 5 centimetres with amber silk, then edged to a depth of 5 centimetres with light maroon silk.

Master of Heritage Conservation — lined with brick-red silk, then a line 2 centimetres wide of green silk and then edged to a depth of 5 centimetres with copper silk.

Master of Housing Studies — lined with red-brick silk, then a line 2 centimetres wide of straw silk and edged to a depth of 5 centimetres with peat brown silk.

Master of Philosophy (Architecture) — lined with red-brick silk and edged to a depth of 5 centimetres with white silk.

Master of Science (Architecture) — lined with amber silk and edged to a depth of 5 centimetres with brick-red silk.

Master of Urban Design — lined with brick-red silk, then a line 2 centimetres wide of white silk and edged to a depth of 5 centimetres with amber silk.

Master of Urban and Regional Planning (formerly Town and Country Planning) — lined with brick-red silk, then a line 2 centimetres wide of amber silk, and edged to a depth of 5 centimetres with turquoise blue silk.

Master of Urban Studies — lined with brick-red silk, then a line 2 centimetres wide of white silk and edged to a depth of 5 centimetres with amber silk.

Faculty of Arts:

Master of Arts — lined with blue silk.

Master of Letters — lined with blue silk and edged with royal blue silk.

Master of Letters in US Studies — lined with ultramarine silk and edged with scarlet silk to a depth of 5 centimetres.

Master of Liberal Studies — lined with blue silk and edged to a depth of 5 cm with brick red silk.

Master of Media Practice — lined with blue silk and edged with copper silk.

Master of Medical Humanities — lined with blue silk, then edged to a depth of 2 centimetres with scarlet silk and edged to a depth of 5 centimetres with purple silk.

Master of Philosophy — lined with blue silk and edged with cream silk.

Master of Professional Communication — lined with blue silk and edged with light maroon silk.

Master of Theology — lined with scarlet silk and edged to a depth of 10 centimetres with white silk.

Master of US Studies — lined with ultramarine silk and edged to a depth of 10 centimetres comprising two stripes of equal width of white and on the outside edge scarlet.

Faculty of Dentistry:

Master of Dental Science — lined with cream silk and edged to a depth of 5 centimetres with purple silk.

Master of Dental Surgery — lined with purple silk and edged to a depth of 5 centimetres with cream silk.

Master of Science in Dentistry — lined with cream silk, then edged to a depth of 5 centimetres with purple silk, then edged to a depth of 5 centimetres with gold silk.

Faculty of Economics and Business (including the Graduate School of Government):

ANZOG Executive Master of Public Administration — lined with salvia blue silk.

Master of Business — lined with copper silk edged to a depth of 5 centimetres with gold silk.

Master of Business Information Systems — lined with copper silk edged with crushed strawberry silk and white silk each to a depth of 5 centimetres.

Master of Commerce — lined with copper silk and edged to a depth of 5 centimetres with white silk.

Master of Economics — lined with copper silk.

Master of Economics (Social Sciences) — lined with copper silk and edged to a depth of 5 centimetres with royal blue silk.

Master of Economics (Social Sciences) in Australian Political Economy — lined with copper silk then edged to a depth of 5 centimetres with ultramarine blue silk.

Master of Human Resource Management and Coaching — lined with copper silk and edged to a depth of 10 centimetres with amber silk.

Master of Industrial Relations and Human Resources — lined with copper silk and edged to a depth of 5 centimetres with purple silk.

Master of International Business — lined with copper silk and edged to a depth of 5 centimetres with pale blue silk.

Master of International Business and Law — lined with copper silk and edged to a depth of 10 centimetres comprising two stripes of equal width of string and on the outside edge ultramarine.

Master of International Studies — lined with copper silk and edged to a depth of 5 centimetres with brick-red silk.

Master of Logistics Management — lined with copper silk and edged to a depth of 5 centimetres with grey silk.

Master of Management — lined with copper silk and edged to a depth of 5 centimetres with post office box red silk.

Master of Management (CEMS) — lined with copper silk and edged to a depth of 5 centimetres with post office box red silk.

Master of Philosophy in Economics — lined with copper silk and edged to a depth of 5 centimetres with cream silk.

Master of Professional Accounting — lined with copper silk edged with white silk and green silk each to a depth of 5 centimetres.

Master of Public Administration — lined with salvia blue silk and edged to a depth of 5 centimetres with copper silk.

Master of Public Affairs — lined with copper silk and edged to a depth of 5 centimetres with green silk.

Master of Public Policy — lined with copper silk and edged to a depth of 5 centimetres with scarlet silk.

Master of Transport Management — lined with scarlet silk and edged with copper silk.

Faculty of Education and Social Work:

Master of Education — lined with white silk.

Master of Learning Science and Technology — lined with white silk and edged to a depth of 5 centimetres with peony red silk.

Master of Philosophy in Education — lined with white silk and edged to a depth of 5 centimetres with crushed strawberry silk.

Master of Policy Studies — lined with peony red silk and edged to a depth of 5 centimetres with moss green silk.

Master of Social Work — lined with white silk and edged with royal blue silk.

Master of Teaching — lined with crushed strawberry silk.

Faculty of Engineering and Information Technologies:

Master of Engineering — lined with light maroon silk.

Master of Engineering (Research) — lined with light maroon silk, then edged to a depth of 5 centimetres with white silk, then edged to a depth of 5 centimetres with dark maroon silk.

Master of Engineering Science — lined with light maroon silk and edged to a depth of 5 centimetres with dark maroon silk.

Master of Engineering Studies — lined with light maroon silk, then edged to a depth of 5 centimetres with light blue silk, then edged to a depth of 5 centimetres with dark maroon silk.

Master of Information Technology — lined with amber silk and edged with ultramarine blue silk.

Master of Information Technology Management — lined with amber silk and edged with royal blue silk.

Faculty of Health Sciences:

Master of Applied Science — lined with amber silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Diagnostic Radiography — lined with amber silk then a line 2 centimetres wide of turquoise silk, and edged to a depth of 5 centimetres with ultramarine silk.

Master of Health Information Management — lined with amber silk, then a line two centimetres wide of copper silk, and edged to a depth on 5 centimetres with turquoise silk.

Master of Health Science — lined with amber silk and edged to a depth of 5 centimetres with dark blue silk.

Master of Nuclear Medicine — lined with amber silk then a line 2 centimetres wide of turquoise silk, and edged to a depth of 5 centimetres with maroon silk.

Master of Occupational Therapy — lined with amber silk then a line 2 centimetres wide of purple silk, and edged to a depth of 5 centimetres with dark blue silk.

Master of Orthoptics — lined with amber silk, then a line 2 centimetres wide of copper silk, and edged to a depth of 5 centimetres with purple silk.

Master of Physiotherapy — lined with amber silk, then a line two centimetres wide of jade silk, and edged to a depth of 5 centimetres with dark blue silk.

Master of Radiation Therapy — lined with amber silk then a line 2 centimetres wide of turquoise silk, and edged to a depth of 5 centimetres with dark green silk.

Master of Rehabilitation Counselling — lined with amber silk, then a line 2 centimetres wide of light maroon silk, then edged to a depth of 5 centimetres with dark blue silk.

Master of Speech Language Pathology — lined with amber silk, then a line 2 centimetres wide of gold silk, then edged to a depth of 5 centimetres with dark blue silk.

Faculty of Law:

Juris Doctor — lined with ultramarine silk and edged to a depth of 5 centimetres with royal blue silk.

Master of Administrative Law and Policy — lined with ultramarine silk and edged to a depth of 5 centimetres with new fuchsia silk.

Master of Asian and Pacific Legal Systems — lined with ultramarine silk and edged to a depth of 5 centimetres with murrey silk.

Master of Business Law — lined with ultramarine silk and edged to a depth of 5 centimetres with amber silk.

Master of Criminology — lined with ultramarine silk and edged to a depth of 5 centimetres with scarlet silk.

Master of Environmental Law — lined with ultramarine silk and edged to a depth of 5 centimetres with green silk.

Master of Global Law — lined with ultramarine silk and edged to a depth of 5 centimetres with salvia blue silk.

Master of Health Law — lined with ultramarine silk and edged to a depth of 5 centimetres with academic gold silk.

Master of International Law — lined with ultramarine silk and edged to a depth of 5 centimetres with new sapphire silk.

Master of International Taxation — lined with ultramarine silk and edged to a depth of 5 centimetres with maroon silk.

Master of Jurisprudence — lined with ultramarine silk and edged to a depth of 5 centimetres with yellow silk.

Master of Labour Law and Relations — lined with ultramarine silk, then edged to a depth of 5 centimetres with purple silk, then edged to a depth of 5 centimetres with copper silk.

Master of Laws — lined with ultramarine silk.

Master of Taxation — lined with ultramarine silk and edged to a depth of 5 centimetres with copper silk.

Faculty of Medicine:

Master of Biostatistics — lined with turquoise silk, then a line 2 centimetres wide of scarlet silk and edged to a depth of 5 centimetres with purple silk.

Master of Indigenous Health (Substance Abuse) — lined with imperial purple silk, then a line 5 centimetres wide of post office red silk and edged to a depth of 2 centimetres with buttercup yellow silk.

Master of International Public Health — lined with imperial purple silk and edged to a depth of 10 centimetres with scarlet silk.

Master of International Public Health (Honours) — lined with imperial purple silk and edged to a depth of 10 centimetres with scarlet silk.

Master of Medical Education — lined with white silk and edged to a depth of 10 centimetres with purple silk.

Master of Medicine (research or coursework) — lined with white silk, then a line 2 centimetres wide of scarlet silk and edged to a depth of 5 centimetres with purple silk.

Master of Philosophy in International Public Health — lined with imperial purple silk and edged to a depth of 10 centimetres with scarlet silk.

Master of Philosophy in Public Health — lined with imperial purple silk and edged to a depth of 10 centimetres with scarlet silk.

Master of Public Health — lined with imperial purple silk and edged to a depth of 10 centimetres with scarlet silk.

Master of Public Health (Honours) — lined with imperial purple silk and edged to a depth of 10 centimetres with scarlet silk.

Master of Science in Medicine (research or coursework) — lined with amber silk, then a line 2 centimetres wide of scarlet silk and edged to a depth of 5 centimetres with purple silk.

Master of Surgery — lined with scarlet silk.

Faculty of Nursing and Midwifery:

Master of Cancer Nursing — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Cancer and Haematology Nursing — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Clinical Nursing — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Clinical Trials Practice — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Emergency Nursing — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Health Services Management — lined with gold silk and edged to a depth of 10 centimetres with cream silk.

Master of Intensive Care Nursing — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Mental Health Nursing — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Nursing — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Nursing (Honours) — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Nursing (Nurse Practitioner) — lined with white silk and edged to a depth of 5 centimetres with turquoise silk.

Master of Philosophy (Nursing) — lined with turquoise silk and edged to a depth of 10 centimetres with white silk.

Faculty of Pharmacy:

Master of Herbal Medicines — lined with amber silk, then a line 2 centimetres wide of green silk and edged to a depth of 5 centimetres with copper silk.

Master of Pharmacy — lined with amber silk and edged to a depth of 5 centimetres with copper silk.

Master of Pharmacy (Clinical) — as for the Master of Pharmacy (lined with amber silk and edged to a depth of 5 centimetres with copper silk).

Faculty of Rural Management*:

**For continuing University of Sydney students only, as the Faculty of Rural Management has transferred to Charles Sturt University.*

Master of Management — lined with dove grey silk, and edged to a depth of 10 centimetres with jade silk.

Master of Rural Management — lined with jade silk, and edged to a depth of 10 centimetres with dove grey silk.

Master of Rural Management Studies — lined with dove grey silk, and edged to a depth of 10 centimetres with jade silk.

Master of Strategic Marketing (Agribusiness) — lined with dove grey silk, and edged to a depth of 10 centimetres with cardinal silk.

Master of Sustainable Agriculture — lined with dove grey silk, and edged to a depth of 10 centimetres with brick red silk.

Faculty of Science:

Master of Applied Science — lined with amber silk and edged with forest green silk.

Master of Bioethics — lined with amber silk and edged with imperial purple silk.

Master of Bioethics (Honours) — lined with amber silk and edged with imperial purple silk.

Master of Environmental Science and Law — lined with amber silk, then a line 2 centimetres wide of ultramarine silk and edged to a depth of 5 centimetres with green silk.

Master of Medical Physics — lined with amber silk and edged with copper silk.

Master of Nutrition and Dietetics — lined with amber silk and edged with pink silk.

Master of Psychology — lined with royal blue silk.

Master of Quantitative Marine Ecology — lined with amber silk and edged with electric blue silk.

Master of Science — lined with amber silk.

Master of Science (Environmental Science) — as for the Master of Science (lined with amber silk).

Master of Science (Microscopy and Microanalysis) — as for the Master of Science (lined with amber silk)

Faculty of Veterinary Science:

Master of Animal Science — lined with purple silk and edged to a depth of 5 centimetres with green silk, then edged to a depth of 5cm with amber silk.

Master of Science in Veterinary Science — lined with purple silk, then edged to a depth of 5 centimetres with amber silk, then edged to a depth of 5cm with gold silk.

Master of Veterinary Clinical Studies — lined with imperial purple silk and edged to a depth of 5 centimetres with Master of Science in Veterinary Science — lined with purple silk, then edged to a depth of 5 centimetres with amber silk, then edged to a depth of 5 centimetres with gold silk.

Master of Veterinary Public Health Management — lined with purple silk and edged to a depth of 5 centimetres with ultramarine silk, then edged to a depth of 5 centimetres with gold silk.

Master of Veterinary Science — lined with amber silk and edged to a depth of 5 centimetres with purple silk.

Master of Veterinary Studies — lined with purple silk, then edged to a depth of 5 centimetres with gold silk, then edged to a depth of 5 centimetres with amber silk.

Sydney College of the Arts:

Master of Visual Arts (formerly Master of Arts (Visual Arts)) — lined with chile silk and edged with spectrum violet silk.

Masters Coursework — lined with spectrum violet silk, then edged to a depth of 5 centimetres with chile silk.

Sydney Conservatorium of Music:

Master of Applied Science (Music Performance) — lined with buttercup silk edged to a depth of 5 centimetres in grass green.

Master of Music — lined with buttercup silk.

Master of Music Studies — lined with medici crimson silk and edged to a depth of 5 centimetres with black silk.

Master of Performance — lined with buttercup silk and edged to a depth of 5 centimetres with black silk.

Board of Studies in Indigenous Studies:

Master of Indigenous Languages Education — lined with brick red silk and edged to a depth of 5 centimetres with sky blue silk.

Australian Graduate School of Management:

**For continuing University of Sydney students only, as the joint venture has been terminated:*
The academic dress for masters awarded by the **Australian Graduate School of Management** shall be a black master's gown, a black cloth trencher cap, and a hood of old gold silk with black stripes to a width of 6.5 centimetres to design, with a black neckband and lined as follows:

Master of Business Administration — lined with ultramarine blue silk.

Master of Business Administration Executive — lined with kingfisher blue silk.

Master of Management — lined with jade blue silk.

7. Bachelors

The academic dress for bachelors shall be a gown similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Oxford or of Cambridge, a black cloth trencher cap, and a hood of black silk—

Faculty of Agriculture, Food and Natural Resources:

Bachelor of Agriculture — edged with light green silk.

Bachelor of Agricultural Economics — edged with green and copper silk.

Bachelor of Animal Science — edged with green and purple silk

Bachelor of Environmental Systems — edged with green and light (sky) blue silk

Bachelor of Horticultural Science — lined with green silk and edged with dark maroon silk

Bachelor of Land and Water Science — edged with green and gold silk

Bachelor of Resource Economics — edged with copper and gold silk

Bachelor of Science in Agriculture — edged with green silk.

Faculty of Architecture, Design and Planning:

Bachelor of Architecture — lined with white silk and edged with brick-red silk.

Bachelor of Design — edged with silver grey and red-brick silk.

Bachelor of Design Computing — edged with string and red-brick silk

Bachelor of Science (Architecture) — edged with amber and brick-red silk.

Faculty of Arts:

Bachelor of Arts — similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Arts (Advanced) — similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Arts (Asian Studies) — similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Arts (Languages) — similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Arts (Media & Communications) — similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Arts and Sciences — edged with white and amber silk, each to a depth of 5 centimetres.

Bachelor of Arts Informatics — similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Global Studies — edged with bronze green and white silk.

Bachelor of Liberal Studies — edged with cream and amber silk.
Bachelor of Social Sciences — edged with buttercup and white silk.
Bachelor of Socio-Legal Studies — edged with medici crimson and white silk.

Faculty of Dentistry:

Bachelor of Dental Surgery — edged with purple and cream silk.
Bachelor of Dentistry — edged with purple and cream silk.
Bachelor of Oral Health — edged with purple, cream and pantome green silk.
Bachelor of Science (Dental) — edged with neyron rose and imperial purple silk.

Faculty of Economics and Business:

Bachelor of Commerce — lined with black silk and edged with copper silk and with white silk, each to a depth of 5 centimetres.
Bachelor of Commerce (Liberal Studies) — lined with black silk and edged with copper silk and jade blue silk, each to a depth of 5 centimetres.
Bachelor of Economics — edged with copper silk.
Bachelor of Economics (Social Sciences) — lined with black silk and edged with copper silk and royal blue silk each to a depth of 5 centimetres.
Bachelor of International Studies — lined with black silk and edged with copper silk and red brick silk each to a depth of 5 centimetres.

Faculty of Education and Social Work:

Bachelor of Education — edged with white silk.
Bachelor of Teaching — edged with crushed strawberry silk.
Bachelor of Social Work — edged with dark blue and white silk.

Faculty of Engineering and Information Technologies:

Bachelor of Computer Science and Technology — edged with ultramarine blue silk trim on amber silk.
Bachelor of Engineering — edged with light maroon silk.
Bachelor of Information Technology — lined with burnt orange silk trim on amber silk.
Bachelor of Science in Chemical Engineering — edged with light maroon and amber silk.

Faculty of Health Sciences:

Bachelor of Applied Science — lined to a depth of 15 centimetres with amber silk and edged to a depth of 3.5 centimetres with turquoise silk.
Bachelor of Health Science — lined to a depth of 15 centimetres with amber silk and edged to a depth of 3.5 centimetres with dark blue silk.

Faculty of Law:

Bachelor of Laws — edged with blue silk.

Faculty of Medicine:

Bachelor of Medicine — edged with purple silk.
Bachelor of Surgery — edged with scarlet silk.
Bachelor of Science (Medical) (Honours) — edged with amber and crimson silk.

Faculty of Nursing and Midwifery:

Bachelor of Nursing — lined to a depth of 15 centimetres with white silk and edged to a depth of 3.5 centimetres with turquoise silk.
Bachelor of Nursing (Honours) — lined to a depth of 15 centimetres with white silk and edged to a depth of 3.5 centimetres with turquoise silk.
Bachelor of Nursing (Indigenous Australian Health) — lined to a depth of 15 centimetres with white silk and edged to a depth of 3.5 centimetres with turquoise silk then edged to a depth of 3.5 centimetres with gold silk.

Faculty of Pharmacy:

Bachelor of Pharmacy — edged with amber and copper silk.

Faculty of Rural Management*:

**For continuing University of Sydney students only as the Faculty of Rural Management has transferred to Charles Sturt University.*

Bachelor of Business (Agricultural Commerce) — lined with dove grey silk and edged with dove grey and cardinal, each to a depth of 5 centimetres.

Bachelor of Equine Business Management — lined with dove grey silk and edged with dove grey and royal purple silk, each to a depth of 5 centimetres.

Bachelor of Farm Management — lined with dove grey silk and edged with dove grey and satinwood silk, each to a depth of 5 centimetres.

Bachelor of Horticultural Management — lined with dove grey silk and edged with dove grey and pea green silk, each to a depth of 5 centimetres.

Bachelor of Land Management — lined with dove grey silk and edged with dove grey and mace silk, each to a depth of 5 centimetres.

Bachelor of Management — lined with dove grey and edged with dove grey and jade, each to a depth of 5 centimetres.

Bachelor of Rural Business Administration — lined with dove grey silk and edged with dove grey and turquoise blue silk, each to a depth of 5 centimetres.

Faculty of Science:

Bachelor of Medical Science — edged with crimson and amber silk.

Bachelor of Psychology — edged with Irish green silk trim on ivory silk.

Bachelor of Science — edged with amber silk.

Faculty of Veterinary Science:

Bachelor of Science (Veterinary) — edged with purple and gold silk.

Bachelor of Veterinary Science — edged with amber and purple silk.

Sydney College of the Arts:

Bachelor of Visual Arts (formerly Bachelor of Arts (Visual Arts)) — lined with jet black silk, then edged to a depth of 5 centimetres with chile silk, then edged to a depth of 5 centimetres with spectrum violet.

Sydney Conservatorium of Music:

Bachelor of Music — lined with buttercup silk and edged to a depth of 5 centimetres with union jack red silk.

Bachelor of Music Studies — lined with union jack red silk edged to a depth of 5 centimetres with buttercup yellow silk.

8. Graduate or postgraduate diplomas

The academic dress for holders of graduate diplomas or postgraduate diplomas shall be a gown as worn by bachelors of the University, a black cloth trencher cap, and a pleated neck stole as set out below.

Where a graduate diploma or a postgraduate diploma does not have a designated neck stole, the dress shall be that of the highest award for which the diplomate has qualified. In the event that the diplomate has not attained an undergraduate or postgraduate qualification the dress shall be a gown as worn by bachelors of the University without a hood.

Faculty of Architecture, Design and Planning:

Graduate Diplomas in the Faculty of Architecture — a stole 10 centimetres wide of red-brick silk.

Faculty of Economics and Business (including the Graduate School of Government):

Graduate Diploma of Business — a stole 10 centimetres wide of silk comprising two stripes of equal width, one of copper and one of gold.

Graduate Diploma in Public Administration - a stole 10 centimetres wide of salvia blue silk.

Graduate Diploma in Transport Management — a stole 10 centimetres wide of silk comprising two stripes, one of scarlet 5 centimetres wide and one of copper 5 centimetres wide.

Faculty of Education and Social Work:

Graduate Diploma in Educational Studies — a stole 10 centimetres wide of silk comprising two stripes, one of old rose 5 centimetres wide and one of honeysuckle 5 centimetres wide.

Graduate Diploma in Learning Science and Technology — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of peony red 5 centimetres wide.

Faculty of Health Sciences:

Graduate Diploma of Health Science — a stole 10 centimetres wide of turquoise silk with a band of dark blue silk 2.5 centimetres wide and an edging of amber braid 2.5 centimetres wide.

Graduate Diploma of Rehabilitation Counselling — a stole 10 centimetres wide of turquoise silk with a band of dark blue silk 2.5 centimetres wide and an edging of amber braid 2.5 centimetres wide.

Faculty of Law:

Graduate Diploma in Commercial Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of purple 5 centimetres wide.

Graduate Diploma in Corporate, Securities and Finance Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of ivory 5 centimetres wide.

Graduate Diploma in Criminology — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of scarlet 5 centimetres wide.

Graduate Diploma in Environmental Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of green 5 centimetres wide.

Graduate Diploma in Health Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of academic gold 5 centimetres wide.

Graduate Diploma in International Business Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of helio 5 centimetres wide.

Graduate Diploma in International Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of new sapphire 5 centimetres wide.

Graduate Diploma in Jurisprudence — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of buttercup 5 centimetres wide.

Graduate Diploma of Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of blue 5 centimetres wide.

Graduate Diploma in Public Health Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of honeysuckle 5 centimetres wide.

Graduate Diploma in Taxation — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of copper 5 centimetres wide.

Faculty of Medicine:

Graduate Diploma in Biostatistics — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely turquoise, scarlet and purple.

Graduate Diploma in Health Economics — a stole 10 centimetres wide of silk comprising two stripes of equal width, one of imperial purple and one of scarlet.

Graduate Diploma of Indigenous Health (Substance Abuse) — a stole 10 centimetres wide of silk, comprising three stripes: 1 cm of imperial purple closest to the neckline; then two even stripes, one of post office red, then one of buttercup yellow.

Graduate Diploma in Indigenous Health Promotion — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely sky blue, yellow and ochre.

Graduate Diploma in International Public Health — a stole 10 centimetres wide of silk comprising two stripes of equal width, one of imperial purple and one of scarlet.

Graduate Diploma of Medical Education — a stole 10 centimetres wide of silk comprising two stripes of equal width, namely white and purple.

Graduate Diploma in Medical Humanities — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely blue, scarlet and purple.

Graduate Diploma in Medicine — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely white, scarlet and purple.

Graduate Diploma in Physical Medicine (Musculoskeletal) — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely white, scarlet and purple.

Graduate Diploma in Public Health — a stole 10 centimetres wide of silk comprising two stripes of equal width, one of imperial purple and one of scarlet.

Graduate Diploma of Science in Medicine — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely amber, scarlet and purple.

Faculty of Nursing and Midwifery:

Graduate Diploma of Cancer Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Graduate Diploma of Cancer and Haematology Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Graduate Diploma of Clinical Education — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Graduate Diploma of Clinical Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Graduate Diploma in Clinical Trials Practice — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Graduate Diploma of Emergency Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Graduate Diploma of Gerontic Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Graduate Diploma of Health Services Management — a stole 10 centimetres wide of silk comprising two stripes, one of gold 5 centimetres wide and one of cream 5 centimetres wide.

Graduate Diploma of Intensive Care Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Graduate Diploma of Mental Health Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Graduate Diploma in Midwifery — a stole 10 centimetres wide of silk comprising two stripes, one of turquoise 5 centimetres wide and one of royal blue 5 centimetres wide.

Graduate Diploma in Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Faculty of Pharmacy:

Graduate Diploma in Herbal Medicines — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely amber, green and copper.

Faculty of Rural Management*:

**For continuing University of Sydney students only, as the Faculty of Rural Management has transferred to Charles Sturt University.*

Graduate Diploma in Rural Management Studies — a stole 10 centimetres wide of silk comprising two stripes, one of dove grey 5 centimetres wide and one of jade 5 centimetres wide.

Graduate Diploma in Sustainable Agriculture — a stole 10 centimetres wide of silk comprising two stripes, one of dove grey 5 centimetres wide and one of brick red 5 centimetres wide.

Faculty of Veterinary Science

Graduate Diploma of Veterinary Public Health Management — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely purple, ultramarine and gold.

Sydney Conservatorium of Music:

Graduate Diploma in Music (Accompaniment)— a stole 10 centimetres wide of medici crimson silk.

Graduate Diploma in Music (Creative Sound Production) — a stole 10 centimetres wide of buttercup silk.

Graduate Diploma in Music (Pedagogy) — a stole 10 centimetres wide of buttercup silk.

Graduate Diploma in Music (Opera) — a stole 10 centimetres wide of grass green silk.

Graduate Diploma in Music (Performance) — a stole 10 centimetres wide of buttercup silk.

Board of Studies in Indigenous Studies:

Graduate Diploma of Indigenous Languages Education — a stole 10 centimetres wide of brick red silk and edged to a depth of 2 centimetres with sky blue silk.

Australian Graduate School of Management:

**For continuing University of Sydney students only, as the joint venture has been terminated:*

Graduate Diploma in Management — gown as worn by bachelors of the University, a black cloth trencher cap, and hood of old gold silk with black stripes to a width of 6.5 centimetres to design and a black neckband.

9. Advanced diplomas

The academic dress for holders of advanced diplomas shall be a gown as worn by bachelors of the University, a black cloth trencher cap, and a pleated neck stole as follows—

Faculty of Rural Management*:

**For continuing University of Sydney students only, as the Faculty of Rural Management has transferred to Charles Sturt University.*

Advanced Diploma of Business (Agricultural Commerce) — a stole 12 centimetres wide of dove grey silk with an inner edging of cardinal silk to a depth of 2 centimetres and an outer edging of white silk to a depth of 2 centimetres.

Advanced Diploma of Equine Business Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of royal purple silk to a depth of 2 centimetres.

Advanced Diploma of Farm Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of satinwood silk to a depth of 1 centimetre.

Advanced Diploma of Horticultural Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of pea green silk to a depth of 2 centimetres.

Advanced Diploma of Horticulture — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of pea green silk to a depth of 2 centimetres.

Advanced Diploma of Land Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of mace silk to a depth of 1 centimetre.

Advanced Diploma of Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of white silk to a depth of 2 centimetres.

Advanced Diploma of Rural Business Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of turquoise blue silk to a depth of 1 centimetre.

Advanced Diploma of Viticultural Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of pea green silk to a depth of 2 centimetres.

10. Diplomas

The academic dress for holders of diplomas shall be a gown as worn by bachelors of the University, a black cloth trencher cap, and a pleated neck stole as follows—

Faculty of Health Sciences:

Diploma of Health Science — a stole 10 centimetres wide of turquoise silk.

Sydney Conservatorium of Music:

Diploma of Music — a stole 12 centimetres wide of medici crimson silk edged to a depth of 2 centimetres with buttercup silk.

Diploma of Opera — a stole 12 centimetres wide of medici crimson silk edged to a depth of 2 centimetres with grass green silk.

Board of Studies in Indigenous Studies:

Diploma in Education (Aboriginal) — a stole 10 centimetres wide with edgings of equal depth of jet black silk, buttercup silk and post office box red silk.

11. Associate diplomas

The academic dress for holders of associate diplomas shall be a gown as worn by bachelors of the University, a black cloth trencher cap, and a pleated neck stole as follows—

Faculty of Medicine:

Associate Diploma in Community Health and Development – a stole 12 centimetres wide of buttercup silk edged to a depth of 2 centimetres with scarlet with an outer edging of imperial purple silk to a depth of 1 centimetre.

12. Undergraduates

The academic dress for undergraduates shall be a plain black cloth gown, and a black cloth trencher cap.

13. Colours

The colours shall be as defined by the Academic Board. Unless otherwise stated, 'edged' shall mean edged to a depth of 10 centimetres. Where two colours are stated, the second shall be to the outside.

The colours mentioned shall be as defined in the British Colour Council Dictionary of Standard Colours, 1934 edition, and the numbers which follow are those by which the Dictionary identifies the colours approved for the purpose of academic dress:

Scarlet, B.C.C. No. 185

Ultramarine, B.C.C. No. 148

Blue, B.C.C. No. 193

White, B.C.C. No. 151

Dark blue, B.C.C. No. 148
Dark maroon, B.C.C. No. 39
Cream, B.C.C. No. 3
Copper, B.C.C. No. 73
Purple, B.C.C. No. 109
Brick red, B.C.C. No. 125
Amber, B.C.C. No. 5
Turquoise blue, B.C.C. No. 193
Light maroon, B.C.C. No. 36
Crimson, B.C.C. No. 185
Green, B.C.C. No. 213
Gold, B.C.C. No. 54
Light green, B.C.C. No. 99
Murrey, B.C.C. No. 135
Lilac, B.C.C. No. 176
Royal blue, B.C.C. No. 197
Bronze green, B.C.C. No. 79
Imperial purple, B.C.C. No. 109
Neyron rose, B.C.C. No. 35
Buttercup, B.C.C. No. 53
Chile, B.C.C. No. 98
Grass green, B.C.C. No. 103
Jet black, B.C.C. No. 220
Medici crimson, B.C.C. No. 240
Post office box red, B.C.C. No. 209
Salvia blue, B.C.C. No. 146
Spectrum violet, B.C.C. No. 214
Turquoise, B.C.C. No. 118
Cherry, B.C.C. No. 185
Crushed Strawberry, B.C.C. No. 158
Honeysuckle, B.C.C. No. 62
Old Rose, B.C.C. No. 157



Appointment and roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans

Approved by: Senate on 25 November 2008

Date of effect: 25 November 2008

RESOLUTIONS OF THE SENATE:

Pro-Deans and Deputy Deans

- 4.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons as pro-dean/s or deputy dean/s, to hold office for such period within the term of office of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.
- 4.2 Subject to section 4.1, the pro-dean or deputy dean shall have such duties and powers as may from time to time be assigned to him or her by the dean. Typically, the duties of a pro-dean or deputy dean will include
 - 4.2.1 representing the dean as requested
 - 4.2.2 serving as acting dean when the dean is absent
 - 4.2.3 being a member of committees of the faculty
 - 4.2.4 chairing *ad hoc* working parties within the faculty
- 4.3 Where a faculty has appointed more than one pro-dean or deputy dean, their duties may be confined to a specific area or areas of management responsibility, as determined by the faculty on the recommendation of the dean, and this may be reflected in the title approved by the faculty.

Associate Deans

- 5.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons as associate dean/s to assist the dean or a pro-dean/deputy dean in the exercise of his or her duties or powers.
- 5.2 The number of associate deans appointed by a faculty should generally be commensurate with the size of the faculty.
- 5.3 An associate dean appointed by faculty holds office for such period within the term of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.
- 5.4 An associate dean has such duties and powers as may from time to time be assigned to him or her by the dean. Typically, the duties of an associate dean will include
 - 5.4.1 promoting and co-ordinating a specified area of responsibility within faculty and also chairing the faculty committee responsible for the area
 - 5.4.2 undertaking academic functions in relation to their area of responsibility, which are delegated by the dean
 - 5.4.3 representing the faculty on University committees in their area of responsibility
 - 5.4.4 taking a leadership role in writing reports and responding to requests for information in relation to their area of responsibility
- 5.5 Where a faculty, on the advice of the dean, so recommends, the Senate may appoint a person as an associate dean of that faculty and that person shall hold office for such period as the Senate may determine.
- 5.6 On the termination of office of an appointed associate dean, a further recommendation of the faculty concerned shall be made before any other person is appointed to that office.
- 5.7 The selection committee for an appointed associate dean shall be the same as that provided for under University policy for a Level E Academic appointment.

Sub-Deans

- 6.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons who shall be sub-dean/s to assist the dean or an associate dean in the exercise of their duties or powers.
- 6.2 The number of sub-deans appointed by a faculty should generally be commensurate with the size of the faculty.
- 6.3 A sub-dean shall hold office for such period or periods within the term of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.
- 6.4 A sub-dean has such duties and powers as may from time to time be assigned to him or her by the dean or relevant associate dean. Typically, the duties of a sub-dean will include:
 - 6.4.1 promoting and co-ordinating a specified narrow area of responsibility within the portfolio of a dean or associate dean on behalf of the dean or associate dean
 - 6.4.2 undertaking functions in relation to their narrow area of responsibility, as delegated by the dean or relevant associate dean
 - 6.4.3 writing reports and responding to requests for information in relation to their narrow area of responsibility



Appointment of a Deputy Vice-Chancellor or Pro Vice-Chancellor: Selection Committee

Approved by: Senate in May 1977

Latest amendment approved by: Senate on 18 September 2006

Date of effect: 18 September 2006

RESOLUTIONS OF THE SENATE:

Selection Committee for Deputy Vice-Chancellor

Ex Officio:

- Chancellor
- Deputy Chancellor
- Chair of the Academic Board
- Vice-Chancellor and Principal

Appointed by Senate:

- Two nominees of Senate (to be current Fellows) nominated to Senate by the Chancellor following consultation after receipt of expressions of interest from Fellows
- One additional member of the Academic Board, on the nomination of the Chair of the Board
- One member, external to the University, on the nomination of the Vice-Chancellor

Selection Committee for Pro Vice-Chancellor

Ex Officio:

- Vice-Chancellor and Principal
- Chair of the Academic Board or nominee
- Deputy Vice-Chancellor to whom the Pro-Vice-Chancellor reports

Appointed by Senate:

- Two nominees of Senate (to be current Fellows) nominated to Senate by the Chancellor following consultation after receipt of expressions of interest from Fellows
- Two members (plus one reserve) nominated by the Academic Board
- One member, external to the University, on the nomination of the Vice-Chancellor



Appointment of Vice-Chancellor

Approved by: Senate in May 1977

Latest amendment approved by: Senate on 6 November 2006

Date of effect: 6 November 2006

Procedures for consultation between the Senate and the Academic Board in respect of appointment of Vice-Chancellor and for selection of a Vice-Chancellor – Selection Committee

1. Senate will appoint a Joint Committee of Senate to be chosen in accordance with principles of good governance consisting of:
 - 1.1 members ex officio (namely, the Chancellor, the Deputy Chancellor, and the Chair of the Academic Board),
 - 1.2 members of Senate appointed by the Senate, and
 - 1.3 members equal in number to those appointed under (b), to be appointed by the Senate on the nomination of the Academic Board through its chair,
 to identify and review applicants for appointment as the next Vice-Chancellor and to make recommendations to Senate for its determination in respect of such appointment reporting to Senate on a regular basis. Such will include the appointment by the committee of a suitable search firm of the highest integrity and competence in order to maximise the University's capacity to approach possible outstanding applicants on a strictly confidential basis in the first instance in order to ascertain their interest who may not otherwise respond and to have the benefit of objective external input and additional due diligence.
2. In order to represent the width of interest on the Board, it would be desirable to have four members appointed under 1.3. The Joint Committee will be a committee of the Senate which will report to that body.
3. The members of the Board to be nominated to Senate for appointment to the Joint Committee will be nominated to the Board by the Chair of the Academic Board.
4. The Senate is to approve the final composition of the committee, maintaining the equality of number referred to in 1.3 above and be in a position, should circumstances warrant this, to replace a member of the Committee or require in the case of those nominated by the Academic Board that the Chair of the Academic Board nominate a replacement for appointment by Senate.
5. A majority of the members of the Committee must be external, but so that a student Fellow may constitute an external member.



Postgraduate: Degree of Doctor of Philosophy

Latest amendment approved by: Academic Board on 2 July 2008
Date of effect: 3 July 2008

Please see also the *University of Sydney (Higher Degree by Research) Rule 2011*. Additional Academic Board policies relating to the PhD can be found at: <http://sydney.edu.au/policies>

Form of the thesis

Four copies of the thesis shall be submitted for examination for the degree of Doctor of Philosophy and shall normally be submitted in one of the forms set out below in sections 1 and 2.

1. The four copies may be bound in either a permanent or temporary form as set out in subsections 1.1 and 1.2.

1.1A thesis submitted in permanent binding shall be on international standard A4 size paper sewn and bound in boards covered with book cloth or buckram or other binding fabric. The title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear in lettering on the front cover or on the title page. The lettering on the spine, reading from top to bottom, should conform as far as possible to the above except that the name of the University of Sydney may be omitted and the thesis title abbreviated. Supporting material should be bound in the back of the thesis as an appendix or in a separate set of covers.

1.2A thesis submitted in a temporary binding should be strong enough to withstand ordinary handling and postage. The preferred form of temporary binding is the 'perfect binding' system — ring-back or spiral binding is not acceptable. A thesis submitted in temporary form shall have fixed to the cover a label clearly identifying the name of the candidate, the title of the thesis and the year of submission. The Xerox Demand Binding system is acceptable both for temporary and permanent purposes.

2. A thesis may also be submitted in electronic form in accordance with the provisions of section 3.

2.1 When a thesis is submitted in electronic form, four copies must be submitted as set out in subsection 2.2.

2.2A thesis submitted in electronic form must normally be submitted on disk and must be in a format which the faculty determines as acceptable to both the candidate and the examiner(s), with the same structure as the ultimate printed version referred to in sections 1.1 and 4, and each chapter must be in a separate document.

The title of the thesis, the candidate's initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should appear on the title page and on a label affixed to the disk.

A hard copy of the thesis should normally be submitted for retention by the faculty office, and further copies for any examiner(s) unwilling or unable to examine the thesis electronically. Individual faculties may determine, however, that the copy for retention in the faculty office may also be submitted in electronic form.

3. Procedures for electronic submission of theses:

Provision for electronic submission of theses for the purpose of examination may occur where both the candidate wishes to submit in this form and examiners are prepared to examine in this way.

Candidates wishing to submit electronically are required to advise of their intent to submit so that arrangements may be made with prospective examiners.

The usual examination process will be followed when a thesis is submitted electronically, except as set out below.

3.1 A student who wishes to submit electronically must so advise the supervisor and the department at least three months prior to submission.

This advice should be by the completion of a (centrally-designed) form, on which the student must indicate the likely length of the thesis and any special features relating to its format.

3.2 Examiners must be selected in the normal way and no regard paid to whether or not they would wish to examine electronically.

3.3 When confirming the appointment of examiners, the faculty office should confirm their willingness or otherwise to examine an electronic version of the thesis.

3.4 Prospective examiners must be advised of the format in which the thesis is available and they must be asked whether they prefer to accept it in that form (on disk, but possibly as an e-mail attachment) or in the traditional hard copy form.

3.5 Under certain circumstances particular specialised electronic applications may form part of the thesis. In such circumstances, it should be ascertained that the examiner has the capability to accept this format, and this must be done three months prior to submission.

3.6 If an examiner advises that he or she does not wish to examine electronically, then the examiner will be sent a hard copy of the thesis.

4. The degree shall not be awarded until the candidate has submitted a permanently bound copy of the thesis (containing any corrections or amendments that may be required) and printed on acid-free or permanent paper, for lodgement in the University Library.

THE EXAMINATION PROCESS

1. Appointment of examiners

Faculty or college board to seek recommendation for examiners

1.1 After the prescribed number of copies of the thesis have been lodged and the supervisor's certificate has been received, the faculty or college board, having considered the certificate, shall seek a recommendation for the appointment of examiners from the head of department concerned, unless the faculty or college board considers that examiners should not be appointed.

Examiners not appointed

1.2 If a faculty or college board, after consideration of the supervisor's certificate, has resolved not to proceed to the appointment of examiners, it shall report the circumstances and the reasons for the decision to the PhD Award Sub-Committee which may note the decision or require the faculty or college board to appoint examiners.

Delays in appointment to be avoided

1.3.1 The head of department and the faculty or college board shall take all possible steps to ensure that examiners are appointed at least four weeks before the submission of the thesis and, where this does not occur, shall report the circumstances to the PhD Award Sub-Committee.

1.3.2 The head of department should normally have taken the steps outlined below in sections 1.4 to 1.10, noting the provisions of section 1.12, before the thesis is submitted.

Head to consult and recommend

1.4 The head of department shall, if reasonably possible, before making his or her recommendation for the appointment of examiners, consult the supervisor and, if it is considered by the supervisor to be necessary, any appointed associate supervisor.

1.5 The head of department shall recommend the appointment of three examiners of the thesis of whom at least two shall be external to the University, i.e. not being a member of the staff of the University or holding a clinical academic title. The supervisor shall not be an examiner.

1.6 The head of department may also recommend the appointment of one or more qualified additional persons who may be called on to act in place of one or more of the three first appointed examiners.

Qualifications of examiners

1.7.1 Examiners recommended should be known to be familiar with the supervision and examination of research theses and should normally still be active in research and/or scholarship.

1.7.2 An examiner appointed to act as an assessor under section 4.3.5 should possess very high standing in the subject in question.

Examiners free from bias and conflict of interest

1.8 A head of department, in making a recommendation, shall take all reasonable steps to ensure that the examiners proposed are free from bias (either for or against the candidate or the supervisor) and conflict of interest.

Involvement of candidate

1.9 The head of department or the supervisor or the candidate may initiate a general discussion with the candidate by the supervisor and/or the head of department of a wide range of possible examiners, including the possibility of the student submitting to an oral examination of the thesis.

Faculty to appoint examiners

1.10.1 The head of department shall make a recommendation to the faculty for the appointment of examiners. In making this recommendation, the head of department should indicate: whether or not he or she has ascertained the prospective examiners' willingness to examine

1.10.1.1 electronically; or

1.10.1.2 conduct an oral examination

whether or not they wish to examine in this way, and, if so, the format(s) in which they are able to receive the thesis. Examiners must be selected in the normal way and no regard paid to whether or not they would wish to examine electronically or participate in an oral examination of the thesis

1.10.2 The faculty or college board, on receipt of a recommendation for the appointment of examiners from a head of department, and having considered through its dean or chair of the board of postgraduate studies any advice from the candidate, may appoint the examiners as recommended or appoint different examiners after consultation with the head of department.

Report to PhD Award Sub-Committee

1.11 The faculty shall, using the prescribed form, report the names and qualifications of the examiners appointed to the PhD Award Sub-Committee which may itself appoint, or may request the faculty or college board to recommend for appointment, one or more additional examiners. The faculty shall indicate on the form if the examiners are currently active in research and/or have previous experience as an examiner and are free from bias and conflict of interest. The prescribed form should also indicate which, if any, of the examiners will be examining the thesis electronically or if the student will be submitting to an oral examination of the thesis. If an examiner does not fulfil the above criteria, a short justification of why that examiner was chosen should be provided by the faculty

concerned. The appointment of examiners for all PhD candidates shall be endorsed by the PhD Award Sub-Committee prior to the examination process commencing.

Names not to be disclosed

1.12 Except as may be necessary when an oral examination is required, the names of the examiners appointed shall not be disclosed to the candidate until a determination has been made about the award of the degree.

Invitation to examiners

1.13 After the appointment of examiners by the faculty or college board, the Registrar shall write to each external examiner inviting him or her to act, specifying the conditions applicable to the examination process and enclosing the resolutions for the degree, an information statement. An examiner's report form will be enclosed with the letter and, if possible, will also be sent to the examiner in electronic form via electronic mail if the examiner is able to receive it in one of the formats available. If the examiner has indicated a willingness to participate in an oral examination of the thesis the date and arrangements for the oral examination will also be notified.

1.14 On receipt of an acceptance of the invitation to act, or on advice from the head of department concerned that the examiner is willing to act under those conditions, the Registrar shall dispatch a copy of the thesis in either hard copy or electronic form if the examiner has indicated willingness to examine in electronic form.

1.15 The Registrar shall similarly write to any internal examiner advising him or her of the appointment and the conditions which apply and enclosing the resolutions for the degree and the examiner's report form together with a copy of the thesis either in hard copy or electronic form.

Delay between appointment of examiners and receipt of thesis

1.16 In the event of a candidate's thesis not being received within three months of the acceptance by the examiners of their appointment, the faculty shall write to all examiners concerned, both internal or external, to ascertain their willingness to continue to act as examiners of the thesis in question.

Delegations of authority

1.17 A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

2. Consideration by examiners

Examiners to report within two months

2.1 An examiner is required to complete the examination of the thesis and submit a report on the prescribed form within two months of receipt of the thesis. The examiner may return the report by electronic mail, but if using this medium must also send a signed, hard copy of the report by mail or facsimile.

Examiners to submit independent reports

2.2 The examiner shall not be advised of the names of the other examiners who have agreed to act. The University requires that there be no consultation among co-examiners during the examination process and that examiners submit an independent report.

Content of report

2.3 The report shall include the recommendation that:

- 2.3.1 the candidate be awarded the degree without further examination; or
- 2.3.2 the candidate be awarded the degree subject to correcting typographical errors before the degree is conferred (typographical errors include spelling, grammar, punctuation, capitalisation and reference dates); or
- 2.3.3 the candidate be awarded the degree subject to conditions listed in the examiner's report being addressed to the satisfaction of the University (which may include a

- recommendation that if reasonably possible the candidate should be required to take an additional oral or other examination); or
- 2.3.4 the candidate be not awarded the degree, but be permitted to resubmit the thesis in a revised form for re-examination following a further period of study, the examiner having formed the opinion that the errors or deficiencies substantially affect the argument or the thesis; or
- 2.3.5 the candidate be not awarded the degree.
- 2.3.6 In the case of a thesis which is also to be examined by an oral examination, the report of the examiners shall be an interim report, to be completed following the conclusion of the oral examination.
- 2.4 The report shall also record whether in the opinion of the examiner—
- 2.4.1 the thesis is a substantially original contribution to the knowledge of the subject concerned;
- 2.4.2 the thesis affords evidence of originality by the discovery of new facts;
- 2.4.3 the thesis affords evidence of originality by the exercising of independent critical ability;
- 2.4.4 the thesis is satisfactory as regards literary presentation; and
- 2.4.5 a substantial amount of material in the thesis is suitable for publication.
- 2.5 The examiner shall state the grounds on which his or her recommendation is based, indicating the strengths and weaknesses of the thesis and the particular contributions made by the candidate and may list emendations that it is considered should be made and shall indicate the extent of any consultation with other examiners or associate or co-examiners.

Release of examiners' names

2.6 As part of the report form, the examiner shall be asked to indicate whether he or she is willing to have his or her name and/or his or her report in full or in part released to the candidate, either at the conclusion of the examination, or in the circumstances outlined in sections 4.17 to 4.20.

Receipt of reports to be monitored

2.7 The Registrar shall acknowledge receipt of reports as received and arrange for payment of the examiner's fee to external examiners.

2.8 The Registrar shall contact any examiner who has not submitted his or her report within six weeks of despatch of the thesis, reminding the examiner of the due date for the report, and the Registrar shall contact any examiner who has not submitted his or her report within ten weeks of despatch of the thesis, requesting advice as to when it will be submitted and reminding the examiner of the conditions of the examination.

Replacement examiner if report not received

2.9 The Registrar shall contact any examiner who has not submitted the report by the end of the fourteenth week after despatch of the thesis, advising that it will be necessary to proceed to the appointment of a replacement examiner if the report is not received within a further two weeks and shall proceed to do so if the report is not received within that time.

2.10 Notwithstanding the fact that replacement examiners may previously have been appointed, the Registrar shall seek advice from the head of department as to who should act as a replacement examiner in the event of an examiner being replaced under the circumstances referred to in section 2.9 and, if necessary, the faculty or college board shall appoint a further qualified examiner on the recommendation of the head of department who shall, if necessary, have carried out the same consultative procedures as applied to the initial appointment of examiners.

2.11 Should the process of appointing a replacement examiner under the circumstances referred to in section 2.9 have proceeded to the point where a copy of the thesis has been dispatched to the replacement examiner, any report subsequently received from the examiner who has been replaced shall not be considered in determining the result of the candidature.

2.12 Notwithstanding the provisions of sections 2.9 to 2.11, the PhD Award Sub-Committee or its Chair may, in such circumstances as it shall determine are exceptional, and on the recommendation of the faculty or college board concerned, allow some specific variation to those requirements.

2.13 In the case of a thesis also being examined by an oral examination, the procedures for the conduct of the oral examination and the consideration of the examiners' reports shall be those adopted by the Academic Board.

3. Consideration of examiners' reports

By the faculty

3.1 When all three examiners' reports have been received,

3.1.1 if all examiners have recommended either that the degree be awarded without qualification or the degree be awarded subject to correction of typographical errors, the faculty may award the degree either without further examination or subject to the correction of typographical errors (as specified by the examiners) being made in all copies of the thesis to be retained in the University before the degree is conferred and shall forward the reports to the head of department and supervisor for information; or

3.1.2 if any other recommendations have been made, the faculty shall forward the reports to the head of department for a recommendation and to the supervisor.

3.1.3 In the case of a thesis also being examined by an oral examination, the procedures for the consideration of the examiners' reports shall be those adopted by the Academic Board.

3.2 Neither head of department nor supervisor shall have a right of access to the examiners' reports before they have all been received, except where the dean of the faculty or chair of the college board considers that special circumstances exist.

Head of department to consult

3.3 The head of department, if there is disagreement among the examiners, or, if asked to comment of the report of an oral examination, shall, before making a recommendation, if reasonably possible, consult the candidate's supervisor and shall consult the candidate's annual progress reports.

3.4 The head of department shall indicate when making his or her recommendation the nature and extent of consultation that has been carried out and shall forward a copy of any written report he or she has received from the supervisor.

Head of department's recommendation

3.5 The head of department, having considered the reports of the examiners and carried out any required consultation, may make one of the following recommendations:

3.5.1 that the degree be awarded without further conditions; or

3.5.2 that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or

3.5.3 that the degree be awarded subject to emendations being made in all copies of the thesis to be retained in the University; or

3.5.4 except in the case of the report of an oral examination, that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner; or

3.5.5 except in the case of the report of an oral examination, that an additional examiner be appointed; or

3.5.6 except in the case of the report of an oral examination, that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, and the comments of the supervisor, whether or nor already an examiner, subject to endorsement by the PhD Award Sub-Committee which will consider the reports of the examiners and the justification forwarded by the Board of Postgraduate Studies. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate's comments have

- been received, the faculty's Postgraduate Committee should determine whether the candidate's comments should be forwarded to the assessor; or
- 3.5.7 except in the case of the report of an oral examination, that the reports of the examiners, together with comments from the supervisor, whether or not already an examiner, shall be referred to all the examiners for their comment; or
- 3.5.8 that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
- 3.5.9 that the degree be not awarded.

Head of department to specify emendations

3.6A head of department, if recommending under section 3.5.2 or 3.5.3 that the degree be awarded subject to typographical corrections or emendations, shall specify the typographical corrections or emendations to be made, if not already specified in the report of an oral examination, noting that the PhD Award Sub-Committee normally expects any typographical corrections or emendations or errors identified by examiners to be corrected after consideration of the examiners' reports and head of department's recommendation.

Release of examiners' reports

3.7 The head of department shall, with his or her recommendation, after noting the wishes of the examiners, indicate what portions of the examiners' reports may be released to the candidate, but the reports shall remain confidential until after consideration by the PhD Award Sub-Committee, faculty or college board.

Delegation of authority

3.8A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

4. Examiners' reports and head of department's recommendation

Referral of head of department's recommendation and faculty or college board action

- 4.1.1 The head of department shall forward his or her recommendation to the dean of the faculty or chair of the college board.
- 4.1.2 If the head of department has recommended that the degree be awarded, under section 3.5.3, subject to emendations as specified by one or more of the examiners, and one or more of the examiners have recommended that the degree be awarded subject to emendations and the remaining examiners have recommended award without further examination or subject to the correction of typographical error, the faculty may award the degree subject to all the corrections and/or emendations required by the examiners being carried out in all the copies of the thesis to be retained in the University before the degree is conferred.
- 4.1.3 If the head of department has recommended, under section 3.5.3, that the degree be awarded but that not all the emendations required by all the examiners should be carried out, the faculty may not award the degree, and the reports of the examiners, together with the recommendation of the head of department and of the faculty or college board, shall be forwarded to the PhD Award Sub-Committee. The recommendation of the Faculty shall specify the nature of such corrections, emendations or other conditions as may be intended.
- 4.1.4 Except as provided under section 3.1.1 or 4.1.2, the dean of the faculty or chair of the college board shall refer the recommendation of the head of department to the faculty or college board, which shall forward a recommendation to the PhD Award Sub-Committee together with the recommendation of the head of department and copies of the reports of the examiners. The recommendation of the Faculty shall specify the nature of such corrections, emendations or other conditions as may be intended.

PhD Award Sub-Committee action

4.2 The PhD Award Sub-Committee, after consideration of the examiners' reports and the recommendation of the head of department and where these have been made any recommendation from the faculty or college board:

- 4.2.1 may award the degree without further examination; or
 - 4.2.2 may award the degree subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
 - 4.2.3 may award the degree subject to emendations specified by the head of department or the Sub-Committee being made in all copies of the thesis to remain available in the University; or
 - 4.2.4 may refer the candidature to the faculty or college board concerned;
- and shall refer the candidature to the faculty or college board concerned if a member of the Sub-Committee so requires and the examiners' reports and the recommendation of the head of department have not already been considered by the faculty or college board.

Faculty or college board action

4.3 The faculty or college board, after considering the recommendation of the head of department and the reports of the examiners that have been referred directly to it or by the PhD Award Sub-Committee, may resolve:

- 4.3.1 to recommend to the PhD Award Sub-Committee that the degree be awarded without further examination; or
- 4.3.2 to recommend to the PhD Award Sub-Committee that the degree be awarded subject to the correction of typographical errors being made in all the copies of the thesis to be retained in the University before the degree is conferred; or
- 4.3.3 to recommend to the PhD Award Sub-Committee that the degree be awarded subject to emendations specified by the head of department or the faculty or college board being made in all copies of the thesis to remain available in the University; or
- 4.3.4 except in the case of the report of an oral examination, that the candidate be required to take an additional oral or other examination or answer specific questions put by an examiner, this not being a substitute for requiring the candidate to make emendations to the thesis or to revise and resubmit the thesis; or
- 4.3.5 except in the case of the report of an oral examination, that an additional examiner be appointed; or
- 4.3.6 except in the case of the report of an oral examination, that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, and the comments of the supervisor, whether or nor already an examiner, subject to endorsement by the PhD Award Sub-Committee which will consider the reports of the examiners and the justification forwarded by the Board of Postgraduate Studies. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate's comments have been received, the faculty's Postgraduate Committee should determine whether the candidate's comments should be forwarded to the assessor.
- 4.3.7 except in the case of the report of an oral examination, that the reports of the examiners, together with comments from the supervisor, whether or not already an examiner, shall be referred to all the examiners for their comment; or
- 4.3.8 that the candidate not be awarded the degree, but be allowed to revise and resubmit the thesis within a prescribed maximum period of time; or
- 4.3.9 that the degree be not awarded.

Award without further conditions

4.4 Where the faculty or college board or PhD Award Sub-Committee has approved the award of the degree without further conditions, the Registrar shall advise the candidate

that the degree has been awarded subject to the lodgement of a permanently bound copy of the thesis printed on archival or permanent paper, shall lodge this copy with the University Librarian, and shall advise the examiners, head of department and supervisor.

Award subject to correction of typographical errors

4.5 Where the faculty or college board or PhD Award Sub-Committee has approved the award of the degree subject to the correction of typographical errors, the Registrar shall advise the candidate that the degree has been awarded subject to the lodgement of a permanently bound copy of the thesis printed on archival or permanent paper in which the typographical corrections have been made to the satisfaction of the head of department, shall lodge this copy with the University Librarian, and shall advise the examiners, head of department and supervisor.

Award subject to emendations

4.6 When the award of the degree has been approved by a faculty or college board or by the PhD Award Sub-Committee, subject to specified emendations being made in all copies of the thesis to remain available in the University, the Registrar shall advise the candidate of the decision and of the nature of the emendations required and the latest date by which the emendations shall be made, being, unless otherwise determined by the faculty or college board, within a further three months, and shall provide such detail in relation to the examiners' reports as the head of department recommends.

Additional oral or other examination

4.7.1 Where a faculty or college board has resolved under section 4.3.4 that the candidate be required to take an additional oral or other examination, or answer specific questions put by an examiner, unless the faculty or college board has determined otherwise, the faculty or college board shall be responsible for the oversight of these further examining processes.

4.7.2 At the completion of an additional oral or other examination, or once a specific question(s) put by an examiner have been answered, the faculty or college board shall obtain a further recommendation from the head of department and shall then resolve in accordance with section 4.3.1 – 4.3.3, 4.3.8 or 4.3.9.

Conduct of oral examination

4.8 Those present at an oral examination may include one or more of the examiners and persons, other than the examiners, nominated by the faculty or college board; shall include the supervisor if he or she wishes; and may include, with the approval of the dean of the faculty or chair of the college board, a member of the University nominated by the candidate.

4.9 A candidate shall be given reasonable notice of any oral examination and of the nature of the examination and the names of the persons who will be present, and may advise the dean of the faculty or chair of the college board of reservations he or she may have about the presence of any particular person, giving reasons in writing.

Additional examiner

4.10 Where a faculty or college board resolves under section 4.3.5 that an additional examiner be appointed, the provisions of sections 1, 2 and 3 shall apply as appropriate and the Registrar shall write to the examiner as provided in section 1.13 or 1.14 and shall advise the previously appointed examiners of the name of the additional examiner.

4.11 A faculty or college board, having received a further recommendation from the head of department together with an additional examiner's report, may then resolve as provided in section 4.3.1-4.3.4, 4.3.8 or 4.3.9.

Additional examiner as assessor

4.12 Except in special circumstances, an additional examiner acting as assessor will be an external appointment.

4.13 Where a faculty or college board resolves under section 4.3.6 that an additional examiner be appointed to examine the thesis and act as an assessor of the reports of the other examiners, the provisions of sections 1, 2 and 3 of these resolutions shall apply as appropriate and the Registrar shall seek comments from the supervisor and then write to the examiner as provided in section 1.13 or 1.14, inviting the examiner to act as an assessor of the examiners' reports as well as an examiner of the thesis and shall provide copies of the unidentified examiners' reports, and the comments of the supervisor, whether or not already an examiner. In cases where the faculty had previously formed the intention to resolve that the degree be not awarded, or the candidate be allowed to revise and resubmit, and the candidate's comments have been received, the faculty's Postgraduate Committee should determine whether the candidate's comments should be forwarded to the assessor. The Registrar shall also advise the previously appointed examiners of the name of the additional examiner who is also to act as assessor.

4.14 A faculty or college board, having received a further recommendation from the head of department (with any written report provided by the supervisor) together with an additional examiner-as-assessor's report, may then resolve as provided in section 4.3.1-4.3.3, 4.3.8 or 4.3.9, except that, where the faculty or college board does not substantially resolve in the terms recommended by the assessor, it shall include a report of the reasons for its decision with any recommendation to the PhD Award Sub-Committee.

Referral of reports to examiners

4.15 Where a faculty or college board resolves under section 4.3.7 that the reports of the examiners, together with comments from the supervisor, shall be referred to all the examiners for their comment, the Registrar shall seek comments from the supervisor and then send copies of the examiners' reports and the supervisor's comments to each of the examiners, advising them that it is in order for them to confer and seeking a further report from each examiner within a period of four weeks.

4.16 The Registrar shall forward the responses received, following the circulation of reports, to the head of department for such consultation as is required under section 3 and to make a recommendation, and the faculty or college board on receipt of that recommendation may then resolve as provided in section 4.3.

Candidate to be consulted before degree not awarded

4.17 Where a faculty or college board forms the intention, either to resolve under section 4.3.8 that the degree not be awarded but that the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, or to resolve under section 4.3.9 that the degree not be awarded, that resolution shall be deferred to allow a process of consultation with the candidate.

4.18 The Registrar shall advise the candidate in writing of the faculty or college board's intent; shall provide unidentified copies of such of the examiners' reports as the examiners have indicated may be released and shall advise the candidate that he or she may within a period of four weeks give notice of intention to provide comment on the foreshadowed recommendation of the faculty or college board, such comments to be submitted in writing by no later than a total of eight weeks from the date of the Registrar's advice.

4.19 The faculty or college board shall further consider the examiners' reports and the head of department's recommendation, together with any comments provided by the candidate and any further comments provided by the head of department or supervisor and may then resolve as provided in section 4.3.

4.20 The dean of a faculty or chair of a college board may extend either of the time limits set out in section 4.17.

Revise and resubmit

4.21 Where a faculty or college board, following the consultation process referred to in sections 4.17–4.20, resolves under section 4.3.8 that the degree not be awarded but the candidate be allowed to revise and resubmit the thesis within a prescribed maximum period of time, this decision shall be reported to the PhD Award Sub-Committee, which may note the decision or refer it back to the faculty or college board for further

consideration, and the Registrar shall advise the candidate of the decision, of any provisions relating to appeals, the particular conditions applying and the general requirements in respect of revision and resubmission and shall provide such detail in relation to the examiners' reports as the head of department recommends and shall also advise the examiners, head of department and supervisor of the terms of the decision.

Degree not awarded

4.22 Where a faculty or college board, following the consultation process referred to in sections 4.17–4.20, resolves under section 4.3.9 that the degree not be awarded, this decision shall be reported to the PhD Award Sub-Committee which may note the decision or refer it back to the faculty or college board for further consideration, and the Registrar shall advise the candidate of the decision, of any provisions relating to appeals, shall provide such detail in relation to the examiners' reports as the head of department recommends and shall also advise the examiners, head of department and supervisor of the decision.

Emendations and lodging of corrected thesis

4.23 A candidate, on receipt of advice from the Registrar that the degree has been awarded subject to emendations being made, shall make these emendations in consultation with his or her supervisor or head of department on all the copies of the thesis which are to be available within the University, including the copy printed on permanent or acid-free paper which is to be lodged with the University Librarian; shall comply with the requirements with respect to permanently binding a copy of the thesis; shall request the head of department to certify that the corrections have been made and shall submit the thesis copies to the Registrar by no later than the latest date advised for completing such action.

4.24 The Registrar, on receipt of at least one corrected, permanently bound copy of the thesis and a statement from the head of department that the corrections have been made to his or her satisfaction, shall cause all corrected hard copies submitted to be stamped, and electronic copies to be annotated and stored as 'read-only file' to indicate that the thesis is in the form which has been accepted for the degree; shall advise either the PhD Award Sub-Committee or the faculty, as appropriate, that the corrections have been made and that the faculty or Sub-Committee can therefore approve the award of the degree; shall write to the candidate advising that all the requirements for the award of the degree have been met; shall lodge the permanently printed copy with the University Librarian, and shall so advise the examiners, head of department and supervisor.

4.25 If a candidate does not carry out the required emendations within the time limit set, or the head of department after consultation with the supervisor does not consider that the emendations made are satisfactory, the head of the department shall refer the matter to the faculty or college board which may grant additional time or set different conditions or may initiate proceedings under the provisions for the termination of candidature.

Transfer to master's candidature

4.26 A faculty or college board may permit a candidate for the degree of Doctor of Philosophy who, after examination, has not been awarded the degree, to use part or all of the material in the thesis as a thesis to be submitted for a master's degree, subject to completing all of the necessary administrative requirements.

Participation of supervisor and head of department

4.27 The supervisor and head of department may be present at any discussion by a faculty or college board of a recommendation by the head of department in respect to examiners' reports on the thesis of a candidate.

Delegation of authority

4.28 A head of department may delegate to a specified member of the academic staff his or her responsibilities under this section by countersigning a specific recommendation in respect of a particular candidature or by making, and forwarding to the Registrar, a written statement of delegation of those powers.

4.29 The Sub-Committee may delegate to its chair, or in the absence of the chair to the chair's nominee from the Sub-Committee, its powers to award the degree under section 4.2.1, 4.2.2 or 4.2.3.

4.30 The Sub-Committee may delegate to its chair, or in the absence of the chair to the chair's nominee from the Sub-Committee, its powers under section 4.21, where the candidate has been consulted in accordance with section 4.17 and agrees with the recommendation of the faculty.

4.31 Where the PhD Award Sub-Committee has delegated to faculties and colleges the authority to approve the award of the degree under sections 3.1.1 or 4.1.2, the authority for the approval of the award shall be the responsibility of the faculty's or college board's postgraduate committee which may delegate authority to act on its behalf to its chair, or in the absence of the chair to the chair's nominee.

5. Revision and re-examination

Faculty or college board to prescribe conditions

5.1 A faculty or college board which has resolved that a candidate not be awarded the degree but be permitted to revise and resubmit the thesis for re-examination, shall prescribe a maximum period of further candidature and may prescribe particular conditions to be met.

Candidate to re-enrol

5.2 A candidate permitted to revise and resubmit shall re-enrol while remaining a candidate for the degree and shall proceed according to the provisions of these resolutions.

Appointment of examiners

5.3 A head of department shall recommend examiners for a revised and resubmitted thesis after the consultation processes provided for in section 1, but the faculty shall normally reappoint the original examiners of the thesis, provided that they are available, unless one or more of those examiners has required modifications of the thesis that the faculty or college board consider to be unnecessary or undesirable or, in the opinion of the faculty or college board, there are academic reasons for not reappointing any or all of the original examiners.

Process of examination

5.4 Subject to section 5.5, all the provisions of sections 1, 2, 3 and 4 relating to the examination process apply to the examination of a revised and resubmitted thesis.

5.5 Except where the Graduate Studies Committee on the recommendation of the faculty or college board permits otherwise, the recommendation that a candidate be not awarded the degree but be permitted to resubmit the thesis in a revised form for re-examination shall not be available to examiners of a thesis that has itself been submitted for re-examination.

6. Faculty and college board delegations

Where in these resolutions reference is made to a faculty or a college board or action to be taken by a faculty or a college board, that reference shall also include a faculty or college board of postgraduate studies or equivalent and any dean, chair, associate dean or other officer of the faculty or college board acting with the authority of the faculty or college board.

7. Annual quarterly reports to the PhD Award Sub-Committee

Where the degree is awarded by faculty delegation, the faculty shall report to the PhD Award Sub-Committee at the end of March, June, September and December of each year the details of such awards for the previous three months showing for each the name of the candidate, the department, the title of the thesis, the category of award recommended by each examiner, the final result, the date of submission of the thesis and the date on which the candidate was informed of the result.

8. Cotutelle agreements

8.1 Where a candidature has been conducted under an approved cotutelle agreement with a French university four examiners shall be appointed, two being on the recommendation of each participating institution.

8.2 Where a candidature has been conducted under an approved cotutelle agreement with other than a French university the examination arrangements must be approved by the Graduate Studies Committee.



University Governance (as amended)

Approved by:	Senate on 5 November 2001
Latest amendment approved by:	Senate on 15 June 2009
Date of effect:	28 May 2010 (By-law changes gazetted)

Introduction

Following an extensive process of consultation by Cordiner King and a constructive meeting between the senior executive group and Senate, on the 6th October 2001, the Senate of the University of Sydney met in colloquium. The Senate considered a lengthy report on governance from Cordiner King and discussed a number of suggestions that were made in that document. The Senate reached a clear resolution on those matters for final ratification at a subsequent November 2001 Senate meeting.

The discussions centred on the working arrangements and governance role of the Senate. It was recognised that executive matters properly rested with the Vice-Chancellor and his team seeking the counsel of Senate, as appropriate, and ultimately accountable to the Senate as the governing body of the University under its Act. It was recognised that academic matters fell within the purview of the Academic Board, advising the Vice-Chancellor and Senate under the Rules.

In the broadest sense, the Senate felt that there are two main groupings of their resolutions, those that relate to outcomes and those that refer to means of achieving outcomes.

The first group reinforces the fundamental that governance is vested solely in the Senate through the collective action of the Fellows, presided over by the Chancellor and supported and advised by the Vice-Chancellor, directing the development of policy, assessing strategy, monitoring performance and reporting to the community. Those resolutions define the following:

1. Role of the Senate
2. Role of the Chancellor
3. Role of the Vice-Chancellor
4. Evaluation of Senate Performance

The second group gives effect to Senate's determination to be fully supported in this governance role, through the establishment of working committees, the development of governance skills in Fellows, the review of Senate performance and the provision of adequate resources:

5. Executing the Senate's Task
6. Establishing Committees and Task Forces
7. Induction and Development of Fellows
8. Support for the Office of Chancellor and the Senate

To give effect to the outcome of the colloquium, Senate ratified resolutions earlier reached in or to the effect of the following matters pertaining to governance.

1. Role of the Senate

The Senate is the governing body of the University. It is accountable for the delivery of teaching, learning and research outcomes which extend the knowledge base of the wider community taking into account the resources available to the University. The executive is accountable to it. The statutory powers and responsibilities of the Senate are defined under Section 16 of the Act (and elsewhere in the Act, By-laws and Rules). In this regard, the Senate should, without fettering such powers and discretions as derive from the office, undertake the following:

- 1.1 Accept the fiduciary responsibilities and accountability of Fellows as derive from the office while respecting academic freedom, ethical standing and legal requirements.
- 1.2 Ensure that academic standards are maintained, working through the Academic Board and the Vice-Chancellor.
- 1.3 Set and continually review the relevance of important policy and strategy, ensuring that it is properly informed about matters pertaining to its governance functions.
- 1.4 Appoint the Vice-Chancellor, agree on limitations to executive authority and regularly evaluate performance.
- 1.5 Set strategic direction within overall University policy on the advice of the Vice-Chancellor.
- 1.6 Reconcile capital plans and operating budgets against the strategic direction agreed with the Vice-Chancellor.
- 1.7 Monitor the progress of plans and audit compliance with overall policy.
- 1.8 Deepen and widen the links and communication between the University and the wider community.
- 1.9 Report formally to the wider community on strategic direction and outcomes.
- 1.10 Develop the collective knowledge of the Senate through a process of comprehensive induction of Fellows and ongoing learning.
- 1.11 Seek out expert advice from knowledgeable authorities on major issues to complement the skill base and experience of the Fellows and from within the University.
- 1.12 Formally review the collective performance of the Senate in discharging its responsibilities. (See 4)
- 1.13 Elect the Chancellor in accordance with the Act.

Insofar as certain of these functions may from time to time be properly carried out in Committee, this is only to be done under that authority and without detracting from the Senate's ultimate accountability. (See 6) Interaction between the Senate and senior executives should be based on mutual respect and the maintenance of high standards.

2. Role of the Chancellor

The Chancellor is elected by the Senate to facilitate its work and collegiality by effective and ethical means, providing a focal point to ensure the high standing of the University in the wider community. The statutory powers and responsibilities of the Chancellor are defined under Section 10 of the Act (and elsewhere in the Act, By-laws and Rules). The Chancellor should, without fettering such powers and discretions as derive from the office, undertake the following:

- 2.1 Preside over Senate meetings, oversee the development of Senate agendas and exercise the functions conferred by the By-laws working collaboratively with the Senate, the Vice-Chancellor and the University community; promoting the aims, ethos, independence, morale and spirit of the University and encouraging high standards.
- 2.2 With the Vice-Chancellor, ensure the Senate, the senior executives and the relevant Committees work fairly, with integrity, respecting confidentiality within transparent process and in an atmosphere of mutual trust and respect in an informed fashion; in particular ensuring that the Senate functions as it should, as a cohesive, accessible, effective, enquiring and informed body with a paramount fiduciary duty of loyalty to act in

- the best interests of the University owed by its members both individually and collectively. (See 3.6)
- 2.3 Preside on important ceremonial occasions such as graduation ceremonies, public lectures or seminars, sharing that responsibility as the Chancellor judges appropriate and facilitating the visibility and accessibility of the Senate within the University community and in particular to staff, students and alumni.
- 2.4 Work co-operatively with the Vice-Chancellor, available to give counsel and encouraging free, trusting and frank communication on all issues concerning the well being of the University.
- 2.5 In consultation with the Vice-Chancellor, provide a high level bridge to members of the wider community, promoting the aims of the University and responding to interest and concerns of society. (See 3.8)

In particular:

- (1.) Regarding graduation ceremonies:-
- (a) a small Task Force will review the post-2002 format and procedures, to report to the Senate meeting in December 2001 (and Fellows may contact the Chancellor by e-mail about joining this Task Force),
- (b) in 2002 the Chancellor will preside at about three-quarters of the graduations, including Hong Kong and Singapore, and the rest will be shared between the Deputy Chancellor and the Chair of the Academic Board, by mutual arrangement.
- (2.) Regarding reporting of the Chancellor's role:
- (a) the personal assistant to the Chancellor will keep a record of public appearances by the Chancellor and Senators in a representative role for tabling at Senate meetings.
- (3.) Regarding communications about University matters:
- (a) the overriding principle is that the Senate should be properly informed on all important matters or matters pertaining to the exercise of the Senate's functions.
- (b) the Vice-Chancellor is free to communicate directly to Senate Fellows keeping the Chancellor informed. (See 8)
- (c) sensitivity in particular cases may justify communication first to the Chancellor, then at an appropriate time for the Senate to be informed, by the Chancellor or as agreed by the Vice-Chancellor, although this and other communications may be with safeguards to maintain confidentiality, where this is warranted.

3. Role of the Vice-Chancellor

The Vice-Chancellor is the Chief Executive Officer of the University and while a Fellow, is in essence the only officer of the University employed as such while a member of the Senate, other than officers of the Senate Secretariat (see 8). The statutory responsibilities of the Vice-Chancellor are defined under Section 12 of the Act (and elsewhere in the Act, By-laws and Rules). The Vice-Chancellor should, without fettering such powers and discretions as derive from the office, undertake the following:

- 3.1 Promote the interests of and further the development of the University through prudent, effective and ethical means as chief executive and Fellow of the Senate and as the senior representative of its academic body, participating in ceremonial occasions.
- 3.2 Manage all the business of the University except where the Senate has explicitly determined limitations, such as:
- matters of self interest or reward;
 - the appointment and termination of particular officers serving the Senate (the Secretariat); (See 8)
 - the composition of the Academic Board; and

- the work of the internal auditor and audit committee.
- 3.3 Delegate to senior officers and academics the conduct of that business as appropriate and ensure that such delegations are effectively monitored.
 - 3.4 Ensure that the Senate is thoroughly informed of administrative or academic implications and fiduciary risks or legal constraints which affect policy recommendations and strategic direction.
 - 3.5 Establish supporting systems to monitor the performance of the University against agreed strategic direction and operating plans.
 - 3.6 With the Chancellor, ensure the Senate, the senior executives and the relevant Committees work fairly, with integrity respecting confidentiality within transparent process and in an atmosphere of mutual trust and respect in an informed fashion; in particular ensuring that the Senate functions as it should, as a cohesive, accessible, effective, enquiring and informed body with a paramount fiduciary duty of loyalty to the University to act in the best interests of the University owed by its members both individually and collectively. (See 2.2)
 - 3.7 Provide Senate with the particular background knowledge to support Fellows in the discharge of their governance responsibilities. (See 7)
 - 3.8 Act as the key representative of the University with the wider community; sharing that responsibility with nominated officers and Fellows as appropriate and, in particular, with the Chancellor. (See 2.5)

4. Evaluation of Senate Performance

The prime concern of Senate and, indeed, all executive and academic leaders, must be on outcomes which improve the University. There is an increasing emphasis on a range of performance measures, which apply to the Vice-Chancellor and senior executive officers. However, the Senate itself should undertake a process of self-evaluation and form a collective view of its own performance.

Every two years there should be a facilitated assessment of the Senate's performance. The Senate should consider disclosing the result to the University.

Annually, there should also be an assessment of past performance of the University against its earlier goals, and a determination of goals for the ensuing year. The goals will be derived from the present Strategic Plan, as refined from time to time, and others identified by the Vice-Chancellor and his executive team.

Although this annual assessment will need to be coordinated with the budget process, the goals in question are likely to be not only budgetary, but of a qualitative nature related to the Strategic Plan.

5. Executing the Senate's Task

The policy making role of Senate is not an isolated task, but requires informed views and the input of those who will, in due course, implement policy. So, meetings of Senate require a structured approach. Senate should:

- 5.1 Ensure that Fellows have ready access to all relevant information about the University through, inter alia:
 - well developed induction processes for new Fellows (See 7);
 - direct access by Fellows via the Vice-Chancellor to any officer to develop a background understanding;
 - direct requests for information to the most senior officers, being the senior executive team;

- channelled requests for more detailed information via the Secretariat; (See 5.3) and
 - focussed background issue papers for meetings and colloquia.
- 5.2 Recognise that, subject to 1.3 above, the provision of information for Fellows should not unduly burden the officers concerned. It should be relevant to key issues of interest to the Senate as a whole and focussed in terms of scope and detail. The Chancellor and Vice-Chancellor may be asked to intercede in cases where requests are too onerous. (See 2.2)
- 5.3 Provide and separately account for the Secretariat (which would include the Secretary to the Chancellor) responsible for the concise assembly of material, in conjunction with the Secretary to Senate, to enable Senate to consider relevant issues in a fully informed manner and with appropriate input. The Secretariat will prepare and issue draft agendas and minutes for Senate and Committees of Senate and support the Fellows in other official aspects of their roles. (See 8)
- 5.4 Establish agendas for meetings of Senate through the Chancellor and Vice Chancellor that reflect, in order:
- priorities for important issues of policy and strategy;
 - urgent decisions for ratification;
 - matters of a legal or compliance nature;
 - progress reports on operating performance and strategic goals;
 - minutes of Committee or Taskforce work;
 - review of matters deferred from other meetings;
- and other important initiatives of a policy nature.
- 5.5 Establish, subject to the necessary rule changes, a reduced number of six routine Senate meetings per year in the Senate room. Routine Senate meetings will consist of whatever is not allocated to Senate colloquia within the ambit of Senate business. (See 5.6).

In addition, routine Senate meetings should have an identified opportunity, where practicable for the consideration of confidential matters, after which time the public may enter to listen to proceedings in public session.

- 5.6 Establish up to five Senate colloquia per year, at which matters of broad policy or subjects otherwise appropriate for colloquia will be dealt with and resolutions reached. The colloquia should be held from time to time at other University sites, particularly where a colloquium relates to activities at a certain site.

Such colloquia should be identified as constituting formal Senate meetings. However, these formal meetings would not ordinarily deal with any other matter than the pre-set subject of the colloquium, save exceptional or urgent cases which can be dealt with in short compass. To deal with matters otherwise, a special separate Senate meeting should be convened.

- 5.7 Through the Secretariat (See 8), prepare minutes of all Senate meetings, colloquia and Senate committees, which
- provide concise background on the issue;
 - reflect decisions reached and action agreed; and
 - incorporate key points of dissent from recommendations or where policy might need to be reviewed.

Such minutes should be issued to Fellows as quickly as practicable after Senate meetings. On confidentiality, the general approach should be for all minutes – save those on matters dealt with in confidential session and justifying continuing confidential treatment – to be made publicly available.

- 5.8 Review via a Task Force to be established (also for the purpose of 6.4), the legislative and regulatory implications of limiting consecutive terms of membership of Senate, to

ensure that Senate retains sufficient history and yet refreshes its objectivity and resources.

- 5.9 Establish a formal procedure of personal commitment to the values and collective unity of the Senate by new Fellows (and at this time initially by all Fellows); and, ways of enhancing collegiality. (See 7.1)
- 5.10 Review with the Vice-Chancellor ways of co-opting both internal and external expertise to assist with specific tasks or strategic goals.

6. Establishing Committees and Task Forces

Initially, the Senate should establish a Convening Committee, comprising the Chancellor, the Deputy Chancellor, the Vice-Chancellor, the Chair of the Finance Committee and the Chair of the Academic Board. This Committee should be responsible for recommending to the Senate the charter, composition, chair and mode of communication of all Committees and Task Forces of the Senate. Like all other Committees, this Convening Committee would not be a decision-making body except where expressly delegated so by the Senate.

The Senate should restructure its Senate Committees so that they include the following Committees (and Task Force) with the following responsibilities and composition (whilst leaving in place those other Committees such as the Advisory Committee for the Selection of Candidates for Honorary Awards (Honorary Awards Committee) now in existence as have separate responsibilities not inconsistent with the restructure):

- 6.1 An Audit Committee, reporting directly to Senate, comprising only non-executive and non-staff Fellows but with the capacity to add outside persons of appropriate expertise, and charged with reviewing:
- compliance with policy;
 - the effectiveness of policy; and
 - the integrity of reporting.
- 6.2 A Finance Committee, to include oversight of investments, controlled or affiliated commercial entities and capital works, as well as oversight of financial, administration and policy implementation matters generally but so that the formation and continuous operation of commercial arrangements, joint ventures and corporate entities shall be reviewed and monitored in such a way that the Senate is kept fully informed by a set of protocols and accountabilities that are prudent and effective, consisting of quantitative and qualitative outcomes measured against pre-set objectives and benchmarks, such to be developed and reviewed by that Committee on a continuous basis.
- 6.3 A Remuneration Committee or Committees, as follows, to deal with sensitive personal aspects relating to:
- the remuneration and performance evaluation of the Vice-Chancellor — to be evaluated by a Committee comprising the Chancellor, the Deputy Chancellor, the Chair of the Finance Committee) and one person appointed from outside the University, and
 - the performance criteria and assessment against the criteria for senior executives, on the recommendation of the Vice-Chancellor – to be evaluated by such Committee that does not include staff or student Fellows,
- with the understanding that once those Committees have established outcomes, they will report back to the Senate.
- 6.4 A Task Force referred to in 5.8 to take submissions on, and then consider, the preferred balance and composition of the Senate in future, and frame any recommendations with regard to Fellows to be appointed to the Senate.
- 6.5 Maintain the Honorary Awards Committee as recommends honorary degrees and Honorary Fellows – in line with the conclusions of the recent review presented to the Senate.

- 6.6 Consider whether to establish a Human Resources Task Force, with a sunset clause, to assist Senate, after a presentation, through the Vice-Chancellor, on the following:
- identifying and ordering in priority the numerous human resources policies embedded in the Rules and Resolutions of Senate;
 - establishing where those policies do not meet best practice and which might be considered redundant;
 - framing overriding policies which emphasize Senate's commitment to the effective oversight of the University's human resources;
 - issues concerning harassment or the Ombudsman;
 - recruitment, career paths and age distribution actual and projected at different levels within the academic and administration staff; and
 - identifying human resource policy matters and issues that should be reported to Senate on a regular basis.

While human resources play the major part within the University, and related issues cover matters as diverse as student needs and academic resources, it is felt that strong policy-making by the Senate would give the right emphasis to this critical function. However, establishing a Committee, rather than a Task Force, might be seen to unduly interfere in management.

- 6.7 Allow any Senate Fellow to attend any Committee meeting except the Remuneration Committees. In relation to the Finance Committee, it is expected that the Chair will invite Senate Fellows not serving on this Committee to attend it on a rotating basis.

7. Induction and Development of Fellows

Given the widely different nature of appointments and the very diverse backgrounds from which Senate Fellows are drawn, it is critical to the effective working of Senate that Fellows be properly prepared for their role. Senate should:

- 7.1 Design an induction programme which brings new Fellows up to speed with the work of Senate, including:
- governance discussion with the Chancellor and the Vice-Chancellor
 - express formal commitment to the work of the Senate; (See 5.9)
 - comprehensive information package;
 - briefing from two (or more) faculties of the University;
 - mentoring provided by particular experienced Fellows;
 - immediate assignment to a Committee or Taskforce; (See 6)
 - training programme on governance (perhaps from the AGSM), and
 - continuing education.
- 7.2 Ensure on-going maintenance of governance skills through a programme which includes:
- further faculty briefings and review of specific administration functions;
 - mentorship role with new Fellows;
 - transfers between Committees to broaden understanding; (See 6) and
 - feedback from the Chancellor on his/her perception of each Fellow's contribution. (See 4)
- 7.3 Ensure that all Fellows are fully supported in their representative roles within the wider community, by:
- pre-briefing on particular issues by senior executives; and
 - assistance with logistics and communications. (See 8)

8. Support for the Office of Chancellor and the Senate

Fellows give freely of their time and many have onerous commitments outside the University. Most do not have personal resources to facilitate their work as Fellows, yet for the effective working of Senate adequate support for all Fellows is essential. The Senate should:

- 8.1 Ensure the Secretariat has an appropriate line budget and is enabled to support the Senate and the Chancellor in their respective roles. The monitoring of that budget and the approval of expenditure should be the responsibility of the Audit Committee and the amounts should be fully disclosed in the University's annual financial statements.
- 8.2 Maintain an ongoing programme of Faculty briefings. (See 7)

In particular:

1. The resolutions covered in this Section are to be evaluated by the Finance Committee to establish the cost, the principle being full disclosure of:
 - (a) a line item showing the costs of servicing the Senate; and
 - (b) a sub-item of the costs of the Chancellor.
2. It was also agreed that the Chancellor should immediately appoint a suitable person to:
 - (a) act as personal assistant to the Chancellor,
 - (b) be available, through the Chancellor, to Senate,
 - (c) appropriately assist the Chancellor in carrying out the Chancellor's tasks,
 - (d) assist as appropriate in maintaining active communications with Fellows; and
 - (e) facilitate the reasonable requirements of Senate Fellows in relation to their tasks.
3. Consideration will also be given to a system by which individual Fellows can be reimbursed for reasonable out of pocket expenses in the Senate duties.

SENATE COMMITTEES

Resolutions of the Senate

BUILDINGS AND ESTATES COMMITTEE

Terms of Reference

The role of the Committee is to monitor and advise Senate on matters of planning, development and general oversight of the management of the University's real property and physical infrastructure with particular reference to: major capital developments; infrastructure management; operating resource allocation; sustainability and ensuring effective risk management in the areas covered by the Committee's remit.

Constitution

Ex-officio:

- The Chancellor
- The Deputy Chancellor
- The Vice-Chancellor and Principal

The Chair of the Buildings and Estates Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate

Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor

Two external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.

Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.

Term of Office

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum

At any meeting of the Committee, three members shall form a quorum.

CHAIR APPOINTMENTS COMMITTEE

Terms of Reference

The Chair Appointments Committee has delegated authority to:

- approve appointment of:
 - a Pro Vice-Chancellor
 - a Dean
- approve appointment to:
 - a University Chair
 - a Chair, including Challis and McCaughey Chairs, and appointment by invitation or on nomination or without advertisement
- approve variation of contract at Level E

- approve the award of academic title for non-professorial staff who occupy the position of:
 - Deputy Vice-Chancellor
 - Pro Vice-Chancellor
 - Dean
 - other senior executive positions as approved by Senate
- approve the award of the title of:
 - Emeritus Professor
 - Conjoint Professor, includes holders of NHMRC, ARC and other nationally competitive fellowships
 - Bosch/Challis/Kellion/McCaughey/Peter Nicol Russell Professor
 - Visiting Professor (12 months or more)
 - Adjunct Professor (12 months or more)
 - Clinical Professor (12 months or more)
- approve promotion of academic staff to Level E
- approve proposals for the establishment of/change of name of named chairs
- advise the Vice-Chancellor on appropriate procedures relating to senior academic appointments

Constitution

Ex-officio:

- The Chancellor (Chair)
- The Deputy Chancellor
- The Vice-Chancellor and Principal
- The Chair of the Academic Board
- A Deputy Vice-Chancellor on the nomination of the Vice-Chancellor (currently the Provost and Deputy Vice-Chancellor)

Five Fellows of Senate elected by Senate

Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.

Term of office

Elected members have terms of office of two years and no member is to serve for more than two consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum

At any meeting of the Committee three members shall form a quorum.

FINANCE AND AUDIT COMMITTEE

Terms of Reference

The role of the Committee is to monitor and advise Senate on issues relating to the financial performance and sustainability of the University of Sydney. It performs this role by reviewing and evaluating information provided by management on the financial impact of strategic proposals, on budget and planning priorities and on resource and capital allocation. The Committee has responsibility for oversight of the University's audit function, including reliability of financial management and reporting, compliance with laws and regulations and the maintenance of an effective and efficient audit capability.

The Committee also monitors and advises Senate on matters relating to the University's IT infrastructure with particular reference to: major system development and acquisition; infrastructure management; operating resource allocation and sustainability. The Committee also has the responsibility of ensuring the effective management of financial risk across the University, including the financial risks of subsidiaries and controlled entities.

The Committee is authorised by Senate to investigate any activity within its terms of reference. It is

authorised to seek any information it requires from any employee and all employees are directed to cooperate with any requests made by the Committee.

The Committee is authorised by Senate to obtain outside legal or other professional advice and to secure the attendance of external advisers with relevant experience and expertise if it considers this necessary, after consultation with the Chancellor.

Constitution

Ex-officio:

- The Chancellor
- The Deputy Chancellor
- The Vice-Chancellor and Principal
- The Chair of the Academic Board

The Chair of the Finance and Audit Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate.

Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor.

Two external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.

Senate may, on the advice of the Committee, or of its own volition, appoint additional members as required.

Terms of office

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum

At any meeting of the Committee three members shall form a quorum.

HUMAN RESOURCES COMMITTEE

Terms of Reference

The role of the Committee is to:

- Monitor and advise Senate on matters relating to the University's strategies and policies supporting the recruitment and management of its academic and non-academic staff.
- Review the performance of the Vice-Chancellor and determine his or her incentive payments, recommend to Senate the terms of employment of the Vice-Chancellor and review and approve the Vice-Chancellor's travel plans.
- Review and approve the Vice-Chancellor's recommendations regarding the remuneration, terms of employment and performance assessment of his direct reports.
- Ensure the effective management of risk in areas within the Committee's remit

Constitution

Ex-officio:

- The Chancellor
- The Deputy Chancellor
- The Chair of the Finance and Audit Committee (Chair)

One Fellow of Senate (not a staff member or student) appointed by Senate after appropriate consultation by the Chair of the Committee

One external member with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.

Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.

Term of Office

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum

At any meeting of the Committee three members shall form a quorum.

INVESTMENT AND COMMERCIALISATION COMMITTEE

Terms of Reference

The role of the Committee is to monitor and advise Senate on matters relating to the University's investment portfolio and commercialisation activities with particular reference to: the appropriateness of policies and the success of investment and commercialisation strategies; sustainability and ensuring the effective management of risk in areas covered by the Committee's remit.

The Committee is authorised by Senate to receive recommendations as to the appointment and retirement, as appropriate, of consultants and external managers, and make such decisions subject to reporting to Senate after the event. It will oversee and approve strategy for management of University investments (including policies, mandates, asset allocations, earnings targets, spending goals, and financial risks).

Constitution

Ex-officio:

- The Chancellor
- The Deputy Chancellor
- The Vice-Chancellor and Principal

The Chair of the Investment and Commercialisation Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate

Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor

Two external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.

Senate may, on the advice of the Committee, or of its own volition, appoint additional members as required.

Term of office

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum

At any meeting of the Committee three members shall form a quorum.

NOMINATIONS AND APPOINTMENTS COMMITTEE

Terms of Reference

1. With respect to Appointed Fellows of Senate the role of the Committee is specified in Clause 46B of Chapter 4A of the University of Sydney By-Law as follows:

(1) If the Senate is required to make a nomination as referred to in section 9(1)(b) of the Act or intends to make a nomination as referred to in section 9(2) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for nomination.

(2) If the Senate is required to appoint a person under section 9(1)(c) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for appointment.

(3) The Committee is:

(a) to determine which of the persons identified under subclause (1) or (2) are to be recommended to the Senate:

(i) for nomination for consideration for appointment by the Minister, or

(ii) for appointment by the Senate,

as the case may be, and

(b) to recommend the length of appointment for each such person, and

(c) to forward those recommendations to the Senate.

(4) In determining the persons to be recommended under subclause (3)(a), the Committee is to have regard to:

(a) the skills and experience of the continuing Fellows, and

(b) the matters referred to in section 9(3) and (4) of the Act.

(5) The Senate:

(a) is to consider the recommendations forwarded by the Nominations Committee, and

(b) is to determine which of the recommended persons are to be nominated for appointment and may select one or more other persons for nomination in place of one or more of the recommended persons, and

(c) is to determine which of the persons referred to in paragraph (b) are to be:

(i) nominated for consideration for appointment by the Minister, or

(ii) appointed by the Senate,

as the case may be, and

(d) is to determine:

(i) in the case of the persons referred to in paragraph (c)(i), the recommended length of appointment for each such person, or

(ii) in the case of the persons referred to in paragraph (c)(ii), the length of appointment for each such person.

(6) The Senate is, when selecting a person for nomination other than a person recommended by the Nominations Committee, to have regard to the matters referred to in subclause (4)(a) and (b).

(7) The Chancellor is to forward the determinations referred to in subclause (5)(c)(i) and (d)(i) to the Minister.

1a. In addition to meeting those requirements set out in the By-Law the Committee will give strong weight to the desirability of the inclusion of at least one Aboriginal or Torres Strait Islander person among the Fellows of Senate.

2. With respect to honorary awards the Committee is to consider suggestions for honorary degrees and honorary fellowships and submit a report to Senate. Documentation received by the Committee will be available to Fellows for inspection.

3. With respect to nomenclature the Committee is to review and make recommendations to Senate as regards naming proposals, changes to existing names or the discontinuation of existing names in

relation to: University buildings and other significant assets; scholarships and prizes; centres and institutes and foundations.

4. With respect to governance the Committee is to monitor and advise Senate on governance issues generally as they relate to Senate and the University including induction and continuing education of Fellows, Senate performance reviews, committee structure and remits, and related matters.

5. With respect to the approval of appointments other than to chairs the Committee is authorised by Senate to approve appointments to other University organisations where the appointee is not a Fellow.

Constitution

Ex-officio:

- The Chancellor (Chair)
- The Deputy Chancellor
- The Vice-Chancellor and Principal
- The Chair of the Academic Board

Three Fellows of Senate who are external Fellows within the meaning of s9(9) of the University of Sydney Act and are appointed by Senate

Two Fellows of Senate elected by Senate

Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.

Term of Office

Elected and appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum

At any meeting of the Committee four members shall form a quorum.

SAFETY AND RISK MANAGEMENT COMMITTEE

Terms of Reference

The role of the Committee is to monitor and advise Senate on matters relating to the safety of staff, students and others who have occasion to be present on the University's campuses and specifically to the maintenance of occupational health and safety standards and practices and compliance with occupational health and safety laws and regulations as they apply to the University. The Committee will regularly review occupational health and safety reports prepared by management and may request reports on specific matters as it sees fit. The Committee also has responsibility for ensuring the effective management of risk in areas within its remit and for monitoring non-financial risk matters generally within the University unless they are dealt with by another committee of Senate.

Constitution

Ex-officio:

- The Chancellor
- The Deputy Chancellor
- The Vice-Chancellor and Principal

The Chair of the Safety and Risk Management Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate

Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor

Two external members with appropriate professional expertise and experience in risk management

and the occupational health and safety field appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.

Senate may, on the advice of the Committee, or of its own volition, appoint additional members as required.

Term of office

Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum

At any meeting of the Committee three members shall form a quorum.

ACADEMIC BOARD COMMITTEES

Resolutions of the Academic Board

ACADEMIC AND STANDARDS COMMITTEE

Purpose

The Academic Standards and Policy Committee assists and advises the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, scholarship and research in the University of Sydney.

Terms of Reference

1. To play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of all academic units.
2. To formulate and review policies, guidelines and procedures in relation to academic matters, particularly with respect to academic issues that have scope across the University, including equity and access initiatives.
3. To determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies.
4. To advise the Academic Board and Vice Chancellor on policies concerning the academic aspects of the conditions of appointment and employment of academic staff.
5. To play an active role in assuring the quality of teaching, scholarship and research in the University by ensuring the body of academic policies and degree resolutions are self-consistent, incorporate the best ideas and are aligned with the strategic goals of the University.
6. In pursuit of the above objectives,
 - 6.1. request reports from, or refer matters to academic units for consideration and action as required;
 - 6.2. consider and take action as required on reports or academic submissions from academic units;
 - 6.3. initiate and oversee, in collaboration with the Senior Executive Group, a formal and regular program of review of academic activities of all academic units.
7. To actively seek and evaluate opportunities to improve the University's pursuit of high standards in all academic activities.
8. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters pertaining to academic standards and policy.
9. To receive regular reports from, and provide advice to the Deputy Vice-Chancellors pursuant to maintaining the highest standards in teaching, scholarship and research.
10. To exercise all reasonable means to provide and receive advice from the Senior Executive Group and its relevant subcommittees.
11. To provide regular reports on its activities under its terms of reference to the Academic Board.
12. To consider and report on any matter referred to it by the Academic Board, the Vice Chancellor or the Deputy Vice-Chancellors.

Constitution

Ex Officio Members

- the Chair of the Committee
- the Chair of the Academic Board, or nominee
- the Director, Teaching and Learning, or nominee
- the President of the Students' Representative Council, or nominee
- the President of the Sydney University Postgraduate Representative Association, or nominee

Appointed Members

The Academic Board shall appoint one member from each faculty and at least one undergraduate student member nominated by members of the Board.

Deputy Chair

The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

Co-opted Members

On the recommendation of the Committee, the Academic Board may co-opt additional members. Co-opted members may be selected from the University community or be external to the University of Sydney and may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co option and such members shall have all rights and privileges of other members.

Observers

Students and staff of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

Voting Rights

Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

Quorum

A quorum for a meeting of the Committee shall be seven (7) members.

ADMISSIONS COMMITTEE

Purpose

The Admissions Committee advises the Academic Board and its committees about resolutions, policy and procedures relating to admissions to award courses at the University of Sydney.

Terms of Reference

1. To advise the Academic Board on:
 - (a) resolutions, policy and procedures relating to all student admissions to the University; and
 - (b) issues relating to admissions not based solely on the Australian Tertiary Admission Rank (ATAR).
2. To make recommendations to the Academic Board, or, if deemed appropriate by the Admissions Committee to the Undergraduate Studies Committee and/or the Graduate Studies Committee, regarding:
 - (a) English language requirements for admission to award courses;
 - (b) recognition of institutions, programs and courses for the purposes of admission;
 - (c) approval of admissions criteria in addition to the ATAR;
 - (d) approval of preparatory programs of study in prior learning;
 - (e) approval of special admission schemes;
 - (f) confirmation of academic selection criteria for international students set by Deans; and
 - (g) University-wide Credit Transfer Policy for all coursework.
3. To oversee and approve the publication of admissions advice.
4. To exercise all reasonable means to provide and receive advice from the Senior Executive Group and its relevant subcommittees.
5. To provide an annual report on its activities under its terms of reference to the Academic Board.
6. To consider and report on any matter referred to it by the Academic Board, the Vice Chancellor, Academic Board committees or the Chair of the Academic Board.

Constitution

Ex Officio Members

- the Chair of the Academic Board, who shall be chairperson
- the Chairs of the Undergraduate Studies and Graduate Studies Committees
- the Director of Academic Affairs
- the Director, Student Centre, or nominee
- the Director, International Office, or nominee
- the President of the Students' Representative Council, or nominee
- the President of the Sydney University Postgraduate Representative Association, or nominee
- the Manager, Postgraduate Student Recruitment
- the Manager, Undergraduate Student Recruitment

- the Manager, UAC Admissions

Appointed Members

- Where possible, one undergraduate and one postgraduate student member of the Academic Board, appointed annually by the Academic Board on the advice of the Chair of the Academic Board;
- three Deans appointed annually by the Academic Board on the advice of the Chair of the Academic Board, or their nominees

Co-opted Members

- the Committee may co-opt up to four members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co opted by the Committee shall be specified at the time of co option and such members shall have all rights and privileges of other members.

Quorum

A quorum for a meeting of the Committee shall be four (4) members.

GRADUATE STUDIES COMMITTEE

Purpose

The Graduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning, research training and scholarship at the University of Sydney and, in this context, advises the Academic Board about Resolutions, policy and procedures relating to postgraduate study at the University and acts as the Academic Board's agent in determining postgraduate matters, including the approval of new and amended courses, in accordance with the Resolutions of the Senate: Delegations of Authority: Academic Functions.

Terms of Reference

1. To monitor issues relating to quality in relation to postgraduate award courses and research training, and to make recommendations to the Academic Board as detailed below.
2. To advise the Academic Board on Resolutions, policy and procedures relating to all postgraduate studies in the University, including the assessment and examinations of postgraduate research candidates.
3. To make recommendations to the Academic Board regarding:
 - 3.1 proposals to introduce new postgraduate award courses and amendments to existing postgraduate award courses; and
 - 3.2 requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
4. To act for the Academic Board in:
 - 4.1 admitting candidates, on the advice of the faculty or board of studies concerned, for higher doctorates who are not graduates of the University of Sydney; and
 - 4.2 determining, on the recommendation of the faculty or board of studies concerned, whether or not a Higher Doctorate be awarded.
5. To contribute to the development of the University's strategic objectives in relation to postgraduate study and research training, and to develop, recommend to the Academic Board, and regularly review Resolutions, policy and procedures supporting those strategic objectives.
6. To receive reports from, and provide advice to, the Deputy Vice Chancellor (Education), and, where appropriate the Deputy Vice Chancellor (Research) and the Deputy Vice Chancellor (International) on quality assurance and others matters relating to postgraduate study and research training at the University.
7. To determine matters relating to the award of the degree of Doctor of Philosophy;
8. To establish effective supervisory policy and procedures for postgraduate research students;
9. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to postgraduate studies.
10. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters concerning postgraduate students.

11. To determine the terms and conditions of awards, postgraduate scholarships and prizes established within the University.
12. To act for the Academic Board in:
 - 12.1 recognising institutions, programs and courses for the purposes of admission postgraduate coursework and research;
 - 12.2 approving special admission schemes for postgraduate courses; and
 - 12.3 confirming academic selection criteria for international students set by Deans.
13. To provide regular reports on its activities under its terms of reference to the Academic Board.
14. To consider and report on any matter referred to it by the Academic Board, or its committees, the Senior Executive Group or the Vice Chancellor.

Notes

The Chair of the Graduate Studies Committee acts for the Academic Board in varying the requirements for a particular candidate in exceptional circumstances for higher doctorates and the degree of Doctor of Philosophy, in accordance with the Resolutions of the Senate: Delegations of Authority: Academic Functions.

Constitution

Ex Officio Members

- the Chair of the Committee
- the Chair of the Academic Board, or nominee
- the Chairs of Sub-Committees of the Graduate Studies Committee, if not already members
- the President of the Sydney University Postgraduate Representative Association, or nominee

Appointed Members

The Academic Board shall appoint one member from each faculty and one postgraduate coursework and one postgraduate research student member nominated by members of the Board.

Deputy Chair

The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

Co-opted Members

The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co option and such members shall have all rights and privileges of other members.

Assessors and Reviewers

The Committee may invite and appoint assessors and reviewers to assist it with its functions, including, as appropriate, persons from outside the University.

Observers

Students and staff of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

Voting Rights

Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

Quorum

A quorum for a meeting of the Committee shall be seven (7) members.

Sub-Committees

- PhD Award Sub-Committee
- Postgraduate Awards Sub-Committee

UNDERGRADUATE STUDIES COMMITTEE

Purpose

The Undergraduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning and scholarship at the University of Sydney and, in this context, advises the Academic Board about resolutions, policy and procedures relating to undergraduate study at the University and acts as the Academic Board's agent in determining undergraduate matters, including the approval of new and amended courses, in accordance with the resolutions of the Senate: Delegations of Authority: Academic Functions.

Terms of Reference

1. To monitor issues relating to quality in relation to undergraduate award courses, and to make recommendations to the Academic Board as detailed below.
2. To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate studies in the University, including the pattern of undergraduate courses in the University.
3. To make recommendations to the Academic Board in relation to proposals to introduce new undergraduate award courses and amendments to existing undergraduate award courses.
4. To make recommendations to the Academic Board regarding requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
5. To act for the Academic Board in determining procedures for the consideration, and deadline for submission of proposals for new and amended undergraduate award programs and courses in consultation with the Course Profiles Steering Committee.
6. To contribute to the development of the University's strategic objectives in relation to undergraduate study and to develop, recommend to the Academic Board, and regularly review resolutions, policy and procedures supporting the those strategic objectives.
7. To receive reports from, and provide advice to, the Deputy Vice Chancellor (Education) and, where appropriate the Deputy Vice Chancellor (International) on quality assurance and other matters relating to undergraduate study.
8. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to undergraduate studies.
9. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters concerning undergraduate students.
10. To determine the terms and conditions of undergraduate awards, scholarships and prizes established within the University.
11. To receive annual reports on the awarding of Honours and the University Medal from Faculties.
12. To provide regular reports on its activities under its terms of reference to the Academic Board.
13. To consider and report on any matter referred to it by the Academic Board, or its committees, the Senior Executive Group or the Vice Chancellor.

Constitution

Ex Officio Members

the Chair of the Committee
 the Chair of the Academic Board, or nominee
 the Chair of the Admissions Committee, if not already a member
 the Director of Academic Affairs, or nominee
 the Director of the Student Centre, or nominee
 the President of the Students' Representative Council, or nominee

Appointed Members

The Academic Board shall appoint one academic staff member from each faculty and at least one undergraduate student member nominated by members of the Board.

Deputy Chair

The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

Co-opted Members

The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co option and such members shall have all rights and privileges of other members.

Assessors and Reviewers

The Committee may invite and appoint assessors and reviewers to assist it with its functions, including, as appropriate, persons from outside the University.

Observers

Staff or students of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

Voting Rights

Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

Quorum

A quorum for a meeting of the Committee shall be seven (7) members.



Election of Principal Officers of the Senate and of Committees of the Senate and of the Fellow referred to in Section 9(1)(c) of the Act

Approved by: Senate prior to 1990

Latest amendment: Senate on 21 September 2009

Date of effect: 28 May 2010

RESOLUTIONS OF THE SENATE

Application

- 1.1 Unless the Senate otherwise decides, these resolutions shall apply to elections held for—
 - 1.1.1 the Chancellor, the Deputy Chancellor and the Chair of the Finance Committee;
 - 1.1.2 any of the standing committees of the Senate or any ad hoc committee established by the Senate for any purpose; and
 - 1.1.3 the Fellow appointed by the Senate under section 9(1)(c) of the Act.
- 1.2 The voting papers at an election at which one candidate is to be elected shall be counted in accordance with section 10 of these resolutions and, at an election at which more than one candidate is to be elected, shall be counted in accordance with section 11 of these resolutions.
- 1.3 The Secretary to Senate shall be responsible for the conduct of elections held under these resolutions.

Nominations for election as Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act

- 2.1 Nominations for election to the office of Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act shall be received by the Secretary to Senate not later than 5.00 pm on the thirteenth normal working day prior to the day upon which the meeting of the Senate is to be held at which the ballot for the election is to be conducted.
 - 2.2 Each nomination shall be signed by at least two Fellows and shall be accompanied by a written statement signed by the person nominated signifying consent to the nomination.
 - 2.3 There shall be a separate nomination paper for each candidate and no Fellow shall sign more than one nomination paper.
 - 2.4 If a Fellow signs more than one nomination paper, the signature shall be counted upon the first nomination paper received by the Secretary to Senate and not on any other nomination paper.
3. On the expiration of the time for receiving nominations—
- 3.1 should there be no valid nominations, the Secretary to Senate shall report to the next regular meeting of the Senate that there have been no valid nominations, and shall give notice that the election shall be held at the next following regular meeting of the Senate;
 - 3.2 should there be only one valid nomination for any of the offices, the Secretary to Senate shall declare elected the person nominated, and shall report that person's election to the next regular meeting of the Senate;

- 3.3 should there be more than one valid nomination for any of the offices—
 - 3.3.1 the Secretary to Senate shall show the name of each person so nominated on the agenda paper for the meeting of the Senate at which the ballot for the election is to be conducted; and
 - 3.3.2 a ballot shall be conducted as provided in these resolutions.

Nominations for election to committees

- 4.1 Nominations for election to committees shall be received by the Secretary to Senate not later than 5.00 pm on the fifth normal working day prior to the day upon which the meeting of the Senate is to be held at which the ballot for the election is to be conducted.
 - 4.2 Each nomination shall be signed by one Fellow and shall be accompanied by a written statement signed by the person nominated signifying consent to the nomination. Alternatively, a Fellow may self-nominate, provided he/she is eligible to do so.
 - 4.3 There shall be a separate nomination paper for each candidate. Where there is one position to be filled on a Senate committee, no Fellow shall sign more than one nomination paper. Where there is more than one position to be filled on a Senate committee, the maximum number of nomination forms a Fellow may sign equals the number of positions to be filled.
 - 4.4 Where there is one position to be filled on a Senate committee, if a Fellow signs more than one nomination paper, the signature shall be counted upon the first nomination paper received by the Secretary to Senate and not on any other nomination paper.
5. At the close of nominations—
- 5.1 should the number of nominations equal the number of vacancies, the Secretary to Senate shall declare elected the person or persons nominated;
 - 5.2 should the number of nominations be less than the number of vacancies, the Secretary to Senate shall declare elected the person or persons nominated with the remaining vacancies filled by existing members on the basis of seniority on the Committee, subject to the member's agreement, and, if there is equal seniority, on the basis of a name drawn by lot;
 - 5.3 should the number of nominations exceed the number of vacancies, a ballot shall be conducted as provided in these resolutions.

Preparation of voting papers

- 6.1 In the case of an election for the offices of Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act—
 - 6.1.1 the Secretary to Senate shall prepare separate voting papers for the election for each office, and shall give a voting paper for each election to each Fellow at the meeting at which the election is to be held;
 - 6.1.2 the voting paper shall contain—
 - 6.1.2.1 instructions as to the manner in which the voting paper shall be completed;
 - 6.1.2.2 the names of all duly nominated candidates arranged in an order to be determined by lot; and
 - 6.1.2.3 a rectangle opposite and to the left of the name of each candidate.
- 6.2 In the case of other elections—
 - 6.2.1 The Secretary to Senate shall give to each Fellow for each election a separate and similar slip of paper headed 'Voting Paper' and containing instructions as to the manner in which the voting paper is to be completed and a column of rectangles down the left hand edge of the paper;

- 6.2.2 each Fellow shall write on the voting paper opposite the rectangles printed on it the names of the candidates in the order in which they were nominated.

Instructions for voting

- 7.1 The instructions for completing the voting paper shall provide that—
- 7.1.1 in the case of a ballot to fill one vacancy,
- 7.1.1.1 the voter shall vote for all candidates; and
- 7.1.1.2 the voter shall vote by placing the figure '1' in the rectangle opposite and to the left of the name of the candidate for whom the voter votes as first preference and by placing the figures '2' and '3' in the rectangles opposite and to the left of the names of the candidates for whom the voter votes as second and third preference, and so on, until the voter has voted for all candidates; and
- 7.1.2 in the case of a ballot to fill more than one vacancy,
- 7.1.2.1 the voter shall mark the voting paper by making a cross in the rectangle opposite the name of each candidate voted for; and
- 7.1.2.2 the voter shall vote for as many candidates as there are vacancies to be filled.

Invalid voting papers

- 8.1 The Secretary to Senate shall reject any voting paper that is not completed in accordance with the instructions contained in it, or upon which the numbers indicating the order of preference are not consecutive, or upon which the voter has voted for more candidates than the number of vacancies to be filled or for fewer candidates than the number of vacancies to be filled, or that is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate's decision shall be final.

Conduct of ballots to fill one vacancy

- 9.1 The procedure for the counting of votes in a ballot to fill one vacancy shall be as follows—
- 9.1.1 After any invalid votes have been rejected, the Secretary to Senate shall count the total number of first preference votes given for each candidate.
- 9.1.2 The candidate who has received the largest number of first preference votes shall, if that number constitutes an absolute majority of votes, be declared elected.
- 9.1.3 If no candidate has received an absolute majority of first preference votes on the first count, the candidate who has received the fewest first preference votes shall be excluded and each voting paper counted to the excluded candidate shall be counted to the continuing candidate next in the order of the voter's preference.
- 9.1.4 If a candidate then has an absolute majority of votes, that candidate shall be declared elected, but if no candidate then has an absolute majority of votes, the process of excluding the candidate with the fewest votes and counting each of the candidate's voting papers to the continuing candidates next in the order of the voter's preference shall be repeated by the Secretary to Senate until one candidate has received an absolute majority of votes, and the Secretary to Senate shall declare that candidate elected.
- 9.1.5 Where in the process of counting there is more than one candidate with the fewest votes the candidate to be excluded shall be determined by the Secretary to Senate by lot.

Conduct of ballots to fill more than one vacancy

- 10.1 The procedure for the counting of votes in a ballot to fill more than one vacancy shall be as follows:
- 10.1.1 The Secretary to Senate shall reject any voting paper in which a voter has voted for more candidates than the number of vacancies to be filled or for fewer candidates than the number of vacancies to be filled or which is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate's decision shall be final.
 - 10.1.2 The Secretary to Senate shall rank the candidates in descending order of the number of votes received by each candidate.
 - 10.1.3 Where two or more candidates have received an equal number of votes, the Secretary to Senate shall—
 - 10.1.3.1 write the name of each candidate concerned on separate and similar slips of paper;
 - 10.1.3.2 fold the slips so as to prevent identification; and
 - 10.1.3.3 mix the slips and draw the slips at random, and for the purposes only of ranking among those candidates, a candidate whose name is drawn before the name of another candidate shall be deemed to have received one less vote than the candidate whose name is drawn next.
 - 10.1.4 The Secretary to Senate shall declare elected the candidate who has received the highest number of votes and such further candidates in descending order of the rank as may be required to fill the remaining vacancies, if any.

Casual vacancies

- 11.1 An election shall be held in accordance with these resolutions to fill a casual vacancy.

Definitions

- 12.1 In these resolutions—
- absolute majority of votes** means a greater number than one half of the whole number of voting papers other than invalid voting papers;
 - ad hoc committee** includes circumstances in which the Senate is to select one or more persons to be nominees of the Senate for a specified purpose;
 - continuing candidate** means a candidate not already excluded from the count;
 - determine by lot** means determine in accordance with the following directions: The names of the candidates concerned having been written on separate and similar slips of paper and the slips having been folded so as to prevent identification and mixed, the candidate whose name is drawn first shall—
 - in the context of an equality of votes, be excluded;
 - in the context of an equality of surpluses, be first dealt with; or
 - in the context of listing names on a ballot paper, be placed first on the list, and the candidate drawn next be placed second on the list, and so on;
 - exhausted voting paper** means a valid voting paper upon which there is not indicated a next preference for a continuing candidate;
 - next preference** means the first of the subsequent preferences marked on the voting paper which is not given to an excluded candidate or to a candidate already declared elected.”



Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees

Latest amendment approved by: Senate on 15 March 2010
Date of effect: 15 March 2010

RESOLUTIONS OF THE SENATE

- **Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees**
- **Departmental and School Boards**
- **Student Membership of the Faculties, College Boards and Boards of Studies**
- **Faculty Standing Committees on Courses of Study**
- **Research Staff**

Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees

Faculties and college boards

1. A faculty or college board shall consist of the full-time permanent and fractional permanent members of the academic staff of departments and schools in the faculty or college and such other persons or classes of persons as are prescribed in the by-laws and by resolution of the Senate.
2. Notwithstanding any other provision of these resolutions a faculty or college board shall exercise its powers and functions subject to the authority of the Senate and the Academic Board and to any determination of, appointment by or reference made by, the Senate or the Board.
 - 3.1 Subject to sections 2 and 3, a faculty or college board shall determine all matters concerning the degrees and diplomas in that faculty or college.
 - 3.2 Without limiting the generality of section 3.1, a faculty or college board may:
 - 3.2.1 admit to and determine candidature for the degrees and diplomas in that faculty or college;
 - 3.2.2 appoint supervisors and examiners of candidates for higher degrees in that faculty or college;
 - 3.2.3 subject to section 3.3, on the recommendation of a professor in respect of a course of study in the field of his or her chair or of the head of the department or school concerned, approve courses of study for the degrees and diplomas in the faculty or college and arrangements for teaching such courses;
 - 3.2.4 determine the nature and extent of examining in the courses of study in the subjects for the degrees and diplomas in the faculty or college;
 - 3.2.5 determine the grades of pass to be awarded, and the conditions for granting deferred or supplementary examinations in respect of the courses of study in the subjects for the degrees and diplomas in the faculty or college; and
 - 3.2.6 supervise the work of departments and schools and members of the faculty or college under paragraphs 3.2.2, 3.2.3, 3.2.4 and 3.2.5.
 - 3.3 Where a proposal for a new or revised course of study will affect a student enrolled in another faculty or college or in a board of studies, the person or body authorised to approve that proposal shall ensure that the dean of that other faculty or the

chairperson of that board of studies or college board has been consulted before a decision is taken on the proposal.

4. Definition

Each unit of study is the responsibility of an academic unit. It is often a department but may be a centre, faculty or interdisciplinary committee. In this section 'department' and 'head' refer to that academic unit and its head.

- 4.1 The head of the relevant department shall be responsible for all academic aspects of the conduct of examinations in the undergraduate and postgraduate units of study taught by that department and shall ensure that they are conducted in accordance with the policies and directions of the Academic Board and the relevant faculty. The head shall determine the unit of study results of each of the candidates concerned after considering the recommendations of the Principal Examiner(s) appointed for the unit of study by the head. The head may formally appoint a departmental examination board to facilitate this function.
- 4.2 In cases where the teaching of a unit of study is shared by more than one department, the relevant Dean(s) will appoint a head to undertake the responsibilities of a head as set out in section 4.1 above, following consultation between the departments concerned.
- 4.3 The relevant faculty shall determine the award of honours degrees and the levels at which they are awarded.
- 4.4 The relevant faculty shall establish mechanisms for review of results, including those for students affected by illness or misadventure, in accordance with any policies of the Academic Board.
- 5.1 Except as provided in section 5.2 or where the Senate otherwise determines, each faculty or college board shall appoint from its members a board of postgraduate studies which shall exercise in respect of each candidate for a postgraduate degree or diploma the powers and functions of the faculty or college board and shall exercise such other powers and functions in respect of postgraduate degrees and diplomas as the faculty or college board may determine.
- 5.2 In the case of the Faculties of Dentistry, Medicine, Nursing and Midwifery and Pharmacy:
 - 5.2.1 a joint board of postgraduate studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall be appointed which shall exercise in respect of each candidate in the Faculties of Dentistry and Medicine with respect to a postgraduate degree, diploma or certificate, and in the Faculties of Nursing and Midwifery and Pharmacy with respect to a postgraduate research degree, the powers and functions of each faculty and shall exercise such other powers and functions in respect of postgraduate degrees, diplomas and certificates as each faculty may determine;
 - 5.2.2 the membership of this committee shall consist of nominees of the Faculties of Dentistry, Medicine, Nursing and Midwifery and Pharmacy as determined by resolution of the relevant faculty in consultation with the Provost;
 - 5.2.3 the Chair of the Joint Board of Postgraduate Studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall be appointed by the Provost in consultation with the Deans concerned;
 - 5.2.4 postgraduate course advisory committees may be appointed for any or all of the postgraduate courses in each faculty, as the faculty concerned sees fit;
 - 5.2.5 the Joint Board of Postgraduate Studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall seek the advice of relevant postgraduate course advisory committees before making recommendations to the faculty concerned regarding curriculum matters; and
 - 5.2.6 in the case of the Faculty of Nursing and Midwifery, these resolutions are to apply for an initial period from 30 September 2009 to 31 January 2011.
- 5.3 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:
 - 5.3.1 be present at any discussion at a meeting of a board of postgraduate studies;
 - 5.3.2 participate in any decision; or

- 5.3.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.
- 5.4 A member of a board of postgraduate studies who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:
- 5.4.1 be present at any discussion at a meeting of a board of postgraduate studies;
- 5.4.2 participate in any decision; or
- 5.4.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
being a discussion, decision or material, as the case may be, relating to any matter in respect of the member's own candidature for a degree or diploma.
- 6.1 A member of a faculty or college board who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:
- 6.1.1 be present at any discussion at a meeting of a faculty or college board;
- 6.1.2 participate in any decision; or
- 6.1.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
being a discussion, decision or material, as the case may be, relating to any matter in respect of the member's own candidature for a degree or diploma.
- 6.2 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:
- 6.2.1 be present at any discussion at a meeting of a faculty or college board;
- 6.2.2 participate in any decision; or
- 6.2.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.
- 7.1 A faculty or college board with more than one hundred members as at 1 January in each year shall, and other faculties and college boards may, appoint annually a standing committee on courses of study.
- 7.2 A standing committee referred to in section 7.1 shall be appointed in the manner and for the period prescribed by Senate resolution.
- 7.3 A standing committee referred to in section 7.1 shall consist of the dean of the faculty or chairperson of the college board and the heads of the departments or schools of the faculty or college or their nominees and such other members of the faculty or college as the faculty or college board may appoint.
- 7.4 A standing committee referred to in section 7.1 shall consider and make recommendations to the faculty or college board or, if so empowered by the faculty or college board, make decisions on proposals for new courses of study and on such proposals for revised courses of study as the dean after consultation with the Registrar may determine.
8. A faculty or college board may appoint, in addition to any standing committee appointed under section 7.1, other standing committees with such powers and functions, not being those referred to in section 7.4, as the faculty or college board may determine and any such committee may exercise such of the powers and functions of the faculty or college board as

are specified in the resolution constituting the committee or in any subsequent resolution of the faculty or college board.

- 9.1 Where a faculty or college board approves an inter-departmental or inter-school course of study or research, the faculty or college board shall appoint from the persons nominated in accordance with section 9.2 an inter-departmental or inter-school committee to be responsible for that course of study or research.
 - 9.2 The head of each department or school from which the staff teaching a course, or supervising research, referred to in section 9.2 is to be drawn shall nominate one or more persons for membership of any committee referred to in that subsection.
10. A faculty or college board shall consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board, and may of its own motion report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees and diplomas in the faculty or college.
- 11.1 A faculty or college board shall meet at least once a semester.
 - 11.2 The quorum of a faculty or college board shall be forty members of the faculty or college board or one-eighth of the membership of the faculty or college board as at 1 January in each year, whichever is the lesser.
 - 11.3 Notwithstanding section 11.1, where a meeting of a faculty or college board is not held in any semester the dean or chairperson shall report accordingly to the Academic Board at the next meeting of the Board held after the end of that semester.

Boards of studies

12. A board of studies shall consist of such persons or classes of persons as are prescribed in the by-laws and by resolution of the Senate.
- 13.1 A board of studies shall have such powers and functions as may be determined by resolution of the Senate.
 - 13.2 Without limiting the generality of section 13.1, the Board of Studies in Music shall have the same powers and functions as a faculty in relation to courses provided for the curriculum leading to any degree or diploma under its control.
 - 14.1 A member of a board of studies who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:
 - 14.1.1 be present at any discussion at a meeting of a board of studies;
 - 14.1.2 participate in any decision; or
 - 14.1.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the board of studies concerned,
being a discussion, decision or material, as the case may be, relating to any matter in respect of the member's own candidature for a degree or diploma.
 - 14.2 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not—
 - 14.2.1 be present at any discussion at a meeting of a board of studies;
 - 14.2.2 participate in any decision; or
 - 14.2.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material produced for the purpose of an examination or assessment within the board of studies concerned, being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.

Graduate schools

15. A graduate school shall consist of such persons or classes of persons as are either prescribed in the by-laws or by resolution of the Senate.

Departments and schools

16.1 A department or school shall consist of such of the members of the teaching staff and the research staff of the University and such other persons or classes of persons as

- are appointed to it or assigned to it by the Senate or the Vice-Chancellor on the recommendation of the faculty or college board concerned.
- 16.2 A department or school shall be placed by the Senate or the Vice-Chancellor under the supervision, referred to in section 3.2.6, of a faculty, college or board of studies.
17. Subject to the authority of the Senate, the Academic Board and the faculties and boards of studies, a department or school 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.
- 18.1 Where there is not already a head of department or school by terms of appointment, the relevant pro-vice-chancellor (college) shall, after consultation with the dean of the faculty or chair of the college board, the professors and the associate professors of the department or school, appoint or reappoint a head of the department or school for a period not exceeding four years and, except where in the opinion of the pro-vice-chancellor or the deputy vice-chancellor nominated by the Vice-Chancellor, there are special circumstances, from among the professors and associate professors.
- 18.2 The head of a department or school shall be responsible to the Senate and the Vice-Chancellor through the dean of the faculty or chairperson of the board of studies or college board by which the department or school is supervised for administering the department or school according to the policies and decisions of the Senate, the Academic Board and the faculty, college board or board of studies concerned.
- 18.3 The head of a department or school shall:
- 18.3.1 arrange to consult from time to time with students on courses of study, teaching and examining within the department or school and report annually to the faculty or college board concerning these arrangements;
- 18.3.2 arrange to consult and inform members of the departmental or school board on matters of policy and administration at least once each semester; and
- 18.3.3 undertake such other responsibilities and carry out such other duties relating to the work of the department or school as may be required from time to time by the dean of the faculty or chairperson of the board of studies or college board by which the department or school is supervised, by the Vice-Chancellor, or by the faculty, college board or board of studies concerned.
- 19.1 A professor, in respect of the field of his or her chair, shall be responsible for initiating proposals for courses of study, for supervising and participating in teaching and examining and for promoting advanced study and research.
- 19.2 Subject to section 19.1 and to section 20 the head of a department or school shall:
- 19.2.1 submit to the faculty, college board or board of studies concerned proposals relating to courses of study and examinations in the department or school;
- 19.2.2 organise the teaching and examining of courses of study as approved in general form by the faculty, college or board of studies concerned;
- 19.2.3 allocate administrative duties within the department or school; and
- 19.2.4 allocate and supervise the expenditure of funds allotted to the department or school.

Departmental and school boards

- 20.1 Within each department and school there shall be a departmental or school board.
- 20.2 A departmental or school board shall consist of the following members:
- 20.2.1 the full-time and fractional members of the teaching staff and the research staff assigned to a particular department or school;
- 20.2.2 at least one student, not being a member of the full-time teaching staff, enrolled for a degree or diploma either supervised by a member of, or taking courses in, that department or school, to be selected in a manner to be determined by the full-time members of the teaching staff of the department or school concerned; and
- 20.2.3 persons of such other classes as may be prescribed from time to time by the Senate.

- 20.3 A departmental or school board shall consider and make representations on any matters pertaining to the department or school referred to it by the head of the department or school and may in addition make representations on any matter pertaining to the department or school:
- 20.3.1 to the head of the department or school; and
 - 20.3.2 through the head of the department or school, to the faculty, college board or board of studies concerned, the Vice-Chancellor or other appropriate officers of the University.
- 20.4 A person who is a candidate for a degree or diploma of the University shall not:
- 20.4.1 be present at any discussion at a meeting of a departmental or school board;
 - 20.4.2 participate in any decision; or
 - 20.4.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty, college or board of studies concerned,
- being a discussion, decision or material, as the case may be, relating to any matter concerning the person's own candidature for a degree or diploma.
- 20.5 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:
- 20.5.1 be present at any discussion at a meeting of a departmental or school board;
 - 20.5.2 participate in any decision; or
 - 20.5.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty, college or board of studies concerned,
- being a discussion, decision or material, as the case may be, relating to any matter in respect of any other person's candidature for a degree or diploma which is either the same as, or deemed by the faculty, college board or board of studies concerned to be of a standing equivalent to or higher than, the degree or diploma for which the first-mentioned person is a candidate.
- 20.6 A departmental or school board shall meet at least once each semester.
- 20.7 The person who shall preside at meetings of a departmental or school board shall be determined in a manner to be prescribed by resolution of the Senate.

Meetings of boards, faculties, college boards, committees and departmental and school boards

- 21.1 A meeting of a faculty, college board or board of studies or a committee shall be convened at the direction of the Vice-Chancellor, the dean or the chairperson, as the case may be, or on the written requisition of any five members addressed to the Registrar.
- 21.2 A meeting of a departmental or school board shall be convened:
- 21.2.1 by the person who would, in the normal course of events, preside at meetings of the board:
 - 21.2.1.1 at the direction of the Vice-Chancellor given to the person;
 - 21.2.1.2 where that person is not the head of the department or school concerned, at the direction of that head given to the person; and
 - 21.2.1.3 where required by section 20.6 and at any other time the person considers appropriate; and
 - 21.2.2 by the head of the department or school concerned, on the written requisition of at least three or one-quarter, whichever is the greater, of the total of the members of the teaching staff and the research staff assigned to that department or school addressed to that head.
- 21.3 A person shall convene a meeting of a departmental or school board pursuant to section 20.3 (whether or not at the direction of the Vice-Chancellor or of the head of the department or school concerned), by arranging for written notice to be given to the members of the board of the time and place fixed for the meeting, but no such meeting shall be convened for such time or place that a Fellow, by attending the meeting, would be prevented from attending any regular meeting of the Senate.

- 21.4 The Registrar shall give written notice of the time and place fixed for any meeting of the Academic Board, a faculty, college board, board of studies or a committee but no such meeting shall be convened for such time or place that a Fellow, by attending such meeting, would be prevented from attending any regular meeting of the Senate.
 - 21.5 Except where otherwise provided, at any meeting three members shall form a quorum.
 - 21.6 If the person previously elected or appointed to preside at meetings is absent, a member elected by the members present shall preside.
 - 21.7 The person presiding at any meeting shall have a vote and in the case of an equality of votes a second or casting vote.
-

Departmental and School Boards

The following additional resolutions concerning departmental and school boards have been prescribed by the Senate:

1. The full-time and fractional teaching staff and research staff of a department or school, acting through the head of the department or school shall report biennially to the faculty, college board or board of studies concerned the procedures the department or school has adopted for the selection of at least one student to be a member of the departmental or school board.
2. The full-time and fractional teaching staff and research staff of a department or school, acting through the head of the department or school may recommend to the faculty, college board or board of studies concerned for its approval the provision for additional members of a departmental or school board from the following categories of staff of, and students taking courses within or supervised by, the department or school, to hold office for a specified period of time not exceeding two years:
 - 2.1 other members of staff;
 - 2.2 undergraduate and postgraduate students; and
 - 2.3 honorary staff.
- 3.1 Subject to 3.2 and 3.3 below the total number of additional members recommended under section 2 shall not exceed one quarter of the total number of full-time and fractional members of the teaching staff of the department or school at the time the recommendation is made.
- 3.2 A department or school with between one and five members inclusive, comprising the full-time and fractional members of the teaching staff may provide for one additional member of the departmental or school board.
- 3.3 A department with between six and nine members inclusive, comprising the full-time and fractional members of the teaching staff may provide for up to two additional members of the departmental or school board.
4. If the faculty, college board or board of studies concerned does not approve any recommendations for the provision of additional members of a departmental or school board, the faculty, college board or board of studies shall forward the recommendation to the Academic Board for its determination.
 - 5.1 The head of a department or school may preside at meetings of the departmental or school board.
 - 5.2 If the head of a department or school does not wish to preside at meetings of the departmental or school board the members of the board may elect one of their number to preside at meetings, such election to be for a specified period within the term of office of the appointed head of the department or school at the time of the election.
 - 5.3 For purposes of this section, the term of office of an appointed head of a department or school shall be deemed to be the period ending at:
 - 5.3.1 the date up to which the head at the time of the election has, in writing from the Registrar, been appointed; or

5.3.2 any earlier date at which the head at the time of the election ceases, by death, disqualification or resignation, to be the appointed head of the department or school concerned.

6. All questions which come before a departmental or school board shall be decided at any meeting duly convened, at which a quorum is present, by a majority of the votes of the members of the board present and voting.

7. Subject to section 22.5 of the resolutions of Senate concerning the faculties, colleges, college boards, boards of studies, departments, schools and committees, a departmental or school board may determine the number of members of the board who shall form a quorum, provided that the number shall not exceed one half of the total number of members of the board.

Student Membership of the Faculties, College Boards and Boards of Studies

The Senate has made the following resolutions relating to the election or appointment of students to membership of the faculties, college boards and boards of studies:

Student membership of each faculty, college board and board of studies

- 1.1 There shall be four student members of the **Faculty of Agriculture, Food and Natural Resources**, namely:
 - 1.1.1 two undergraduate students enrolled as candidates for the degree of Bachelor of Science in Agriculture or the degree of Bachelor of Agricultural Economics or the degree of Bachelor of Horticultural Science or the degree of Bachelor of Land and Water Science or the degree of Bachelor of Resource Economics ; and
 - 1.1.2 two postgraduate students enrolled as full-time candidates for a postgraduate degree or diploma in the Faculty of Agriculture, Food and Natural Resources, not otherwise eligible for membership of the Faculty.
- 1.2 There shall be five student members of the **Faculty of Architecture, Design and Planning**, namely:
 - 1.2.1 the President of the Sydney University Architecture Society, provided the President is enrolled as a candidate for a degree in the Faculty;
 - 1.2.2 two candidates enrolled as candidates for the degrees of Bachelor of Design or Bachelor of Design Computing;
 - 1.2.3 one candidate enrolled for a postgraduate degree undertaken by coursework, or graduate diploma or graduate certificate in the Faculty; and
 - 1.2.4 one candidate for a postgraduate degree in the Faculty, undertaken by research.
- 1.3 There shall be eight student members of the **Faculty of Arts**, namely:
 - 1.3.1 six undergraduate students, provided they are enrolled as candidates for a degree in the Faculty of Arts; and
 - 1.3.2 one postgraduate coursework student, provided they are enrolled for a postgraduate coursework award course in the Faculty of Arts; and
 - 1.3.3 one postgraduate student, provided they are enrolled for a postgraduate research degree in the Faculty of Arts.
- 1.4 There shall be five student members of the **Faculty of Dentistry**, namely:
 - 1.4.1 The President of the Sydney University Dental Undergraduates' Association, provided the President is enrolled as a candidate for a degree or diploma in the Faculty of Dentistry;
 - 1.4.2 four elected students, being:
 - 1.4.2.1 three undergraduate students enrolled as candidates for a degree in the Faculty of Dentistry; and
 - 1.4.2.2 one postgraduate student enrolled as a candidate for a postgraduate degree or for a diploma in the Faculty of Dentistry.

- 1.5 There shall be six student members of the **Faculty of Economics and Business**, namely:
 - 1.5.1 three undergraduate students enrolled as candidates for an undergraduate degree in the Faculty; and
 - 1.5.2 two postgraduate students enrolled as candidates for a postgraduate coursework degree in the Faculty; and
 - 1.5.3 one postgraduate student enrolled as a candidate for a postgraduate research degree in the Faculty.
- 1.6 There shall be up to five student members of the **Faculty of Education and Social Work** of any combination of post- and undergraduate and Social Work and Education students, provided they are enrolled as candidates for a degree or diploma offered by the Faculty of Education and Social Work.
- 1.7 There shall be five student members of the **Faculty of Engineering and Information Technologies**, namely—
 - 1.7.1 The Third-Year Vice-President of the Sydney University Engineering Undergraduates' Association, unless, at its last meeting in each year, the Committee of the Association elects to membership of the Faculty a member of the Executive Committee of the Association other than the Third-Year Vice-President, in which case the member so elected shall be a member of the Faculty instead of the Third-Year Vice-President, provided that in either case the person concerned is enrolled as a candidate for the degree of Bachelor of Engineering.
 - 1.7.2 four elected students being:
 - 1.7.2.1 three undergraduate students enrolled as full-time candidates for an undergraduate degree in the Faculty of Engineering and Information Technologies;
 - 1.7.2.2 one postgraduate student enrolled as a full-time candidate for a postgraduate degree or for a diploma in the Faculty of Engineering and Information Technologies, not otherwise eligible for membership of the Faculty.
- 1.8 There shall be seven student members of the **Faculty of Health Sciences**, namely:
 - 1.8.1 five students enrolled as candidates for an undergraduate degree or diploma offered by the Faculty; and
 - 1.8.2 one student enrolled as a candidate for a postgraduate coursework degree or diploma or certificate offered by the Faculty; and
 - 1.8.3 one student enrolled as a candidate for a postgraduate research degree offered by the Faculty.
- 1.9 There shall be five student members of the **Faculty of Law**, namely:
 - 1.9.1 one student enrolled as a candidate for a postgraduate coursework degree or diploma in the Faculty of Law;
 - 1.9.2 one student enrolled as a candidate for a postgraduate research degree in the Faculty of Law;
 - 1.9.3 two students enrolled as candidates for the degree of Bachelor of Laws, but not including a candidate referred to in section 1.9.4;
 - 1.9.4 a student enrolled as a candidate for a combined law degree and enrolled in one or more of the units of study in Combined Law I, II or III.
- 1.10 There shall be six student members of the **Faculty of Medicine**, namely:
 - 1.10.1 the Senior Graduate President of the University of Sydney Medical Society, provided that person is a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Faculty;
 - 1.10.2 the President of the Faculty of Medicine Postgraduate Society, provided that person is a candidate for a postgraduate degree in the Faculty; and
 - 1.10.3 five elected students, being:
 - 1.10.3.1 one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the First Year of that course;

- 1.10.3.2 one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Second Year of that course;
- 1.10.3.3 one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Third Year of that course;
- 1.10.3.4 one student enrolled as a full-time candidate for a postgraduate research degree in the Faculty.
- 1.10.3.5 one student enrolled as a full-time candidate for a postgraduate coursework degree or diploma in the Faculty.
- 1.11 There shall be up to five student members of the **Faculty of Nursing and Midwifery**.
- 1.12 There shall be four student members of the **Faculty of Pharmacy**, namely:
 - 1.12.1 two students enrolled as candidates for the Bachelor of Pharmacy, and
 - 1.12.2 two students enrolled as candidates for a postgraduate degree or diploma in the Faculty of Pharmacy.
- 1.13 There shall be six student members of the **Faculty of Science**, namely:
 - 1.13.1 the president of SCISOC, provided that person is enrolled as a candidate for a degree in the Faculty of Science;
 - 1.13.2 five elected students, being –
 - 1.13.2.1 one postgraduate coursework student elected by and from the postgraduate coursework student members of the Faculty provided the student is enrolled as a candidate for a postgraduate degree in the Faculty of Science;
 - 1.13.2.2 two postgraduate research students elected by and from the postgraduate research student members of the Faculty provided the students are enrolled as a candidate for a postgraduate degree in the Faculty of Science; and
 - 1.13.2.3 two undergraduate students elected by and from the undergraduate student members of the Faculty provided the students are enrolled as candidates for an undergraduate degree in the Faculty of Science.
- 1.14 There shall be three student members of the **Faculty of Veterinary Science**, namely:
 - 1.14.1 two undergraduate students enrolled as candidates for an undergraduate degree offered by the Faculty of Veterinary Science; and
 - 1.14.2 one postgraduate student enrolled as a full-time or part-time candidate for a postgraduate degree or diploma in the Faculty of Veterinary Science, not otherwise eligible for membership of the Faculty.
- 1.15 There shall be four student members of the **Sydney College of the Arts Board**, namely:
 - 1.15.1 two students enrolled as candidates for an undergraduate degree or diploma offered by the College;
 - 1.15.2 one student enrolled as a candidate for a postgraduate coursework degree or diploma offered by the College; and
 - 1.15.3 one student enrolled as a candidate for a postgraduate research degree offered by the College.
- 1.16 There shall be two student members of the **Sydney Conservatorium of Music Board** enrolled as candidates for an undergraduate or postgraduate degree or diploma offered by the Conservatorium.
- 1.17 There shall be up to two student members of the **Board of Studies in Indigenous Studies** namely:
 - 1.17.1 up to two Aboriginal or Torres Strait Islander students elected by and from the Aboriginal and Torres Strait Island student body of the University.

Timing of elections

- 2.1 Except as provided in section 3.2, the election of the elected student members of each Faculty, College Board and Board of Studies shall be held in second semester of each year, and the notice of election will be given by the end of Week 4 of the second semester at the latest.
- 2.2 The Registrar may, at his or her discretion, allow elections to be run at a later date in second semester than that given in section 2.1.

Terms of office

- 3.1 Except as provided in sections 3.2 and 3.3 and in section 4, the term of office of a student elected to membership of a Faculty, College Board or Board of Studies shall be for a period of one year from 1 January in the year following the election.
- 3.2 The names of the student members of the Faculty of Science referred to in sections 1.13.1 and 1.13.2 shall be notified to the Dean of the Faculty by the Council or Executive, as the case may be, of the respective Association not later than the first week of September in each year and, except as provided in Section 4, the term of office shall be for a period of one year from 1 January in the year following the nomination by the Council or Executive.
- 3.3 Except as provided in section 4, the term of office of the student member of the Faculty of Engineering and Information Technologies referred to in section 1.7.1 shall be for the period from the date of the last meeting of the Committee of the Association in each year to the date of the last meeting of the Committee in the following year.

4. A student member of a Faculty, College Board or Board of Studies shall cease to hold office upon ceasing to hold the qualification by virtue of which the student is eligible for membership of the Faculty, College Board or Board of Studies or upon otherwise becoming a member or becoming eligible for membership of that Faculty, College Board or Board of Studies.

Filling of casual vacancies

- 5.1 Except as provided in section 5.2, any vacancy occurring by the death, disqualification or resignation of an elected student member shall be filled by the candidate, if any, who in the immediately preceding election polled the next highest number of votes to the member to be replaced or, if there is no such candidate, by the dean of the faculty, director of the college or the chairperson of the board of studies concerned, at the dean's, director's or the chairperson's discretion, either:
 - 5.1.1 appointing a duly qualified student on the recommendation of the remaining student members and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies, or
 - 5.1.2 directing that a by-election be held in accordance with the procedures for an election set out in section 9.
- 5.2 Any vacancy occurring by the death, disqualification or resignation of an elected student member subsequent to the commencement of second semester shall be filled by appointment by the dean of the faculty, director of the college or the chairperson of the board of studies concerned of a duly qualified student on the recommendation of the remaining student members and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies.
- 5.3 Any vacancy occurring by the death, disqualification or resignation of a student member of a faculty, college board or board of studies appointed to membership by virtue of holding office in, or having been duly nominated by, the society or association representative of the students enrolled in that faculty or college or under that board of studies, or by the Council of the Sydney University Postgraduate Representative Association, may be filled by nomination by the council, committee or executive of the society or association concerned within a period of 28 days of the

vacancy occurring and the student so nominated shall hold office for the balance of the term of the student being replaced.

Insufficient nominations

- 6.1 Where an insufficient number of nominations has been received for a position of elected student member of a faculty, college board or a board of studies that position may be filled by appointment by the dean of the faculty, director of the college or the chairperson of the board of studies concerned of a duly qualified student after consultation with any other students who have been elected or appointed to that faculty, college board or board of studies for the term of office in question and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies.
- 6.2 Where the appointment of a student member of a faculty, college board or board of studies following the provisions for consultation prescribed in section 6.1 has not been made before 31 October, the dean, director or chairperson at his or her discretion may appoint a duly qualified student or direct that the position remain vacant.

Electorates

7. Except as provided in section 8:

- 7.1 the electorate for the election of the undergraduate student member or members of a faculty, college board or board of studies shall comprise all students enrolled as candidates for a degree of bachelor or for an undergraduate diploma in that faculty or college or under that board of studies; and
- 7.2 the electorate for the election of the postgraduate student member or members of a faculty, college board or board of studies shall comprise all full-time and part-time students enrolled as candidates for a postgraduate degree or for a postgraduate diploma in that faculty or college or under that board of studies.
- 8.1 The electorate for the election of the student members of the Faculty of Agriculture, Food and Natural Resources referred to in section 1.1.2 shall comprise all full-time postgraduate students enrolled as candidates for a postgraduate degree or for a diploma in that Faculty.
- 8.2 The electorate for the election of the student members of the Faculty of Architecture, Design and Planning referred to in section 1.2.3 shall comprise all students enrolled as candidates for a postgraduate degree other than the degree of Bachelor of Architecture or the degree of Bachelor of Landscape Architecture or for a diploma in that Faculty.
- 8.3 The electorate for the election of the student members of the Faculty of Engineering and Information Technologies referred to in section 1.7.2.1 shall comprise all undergraduate students enrolled as candidates either for the degree of Bachelor of Engineering or for the degree of Bachelor of Science pursuant to section 13 of the resolutions of the Senate relating to the degree of Bachelor of Science.
- 8.4.1 The electorate for the election of the student member of the Faculty of Law referred to in section 1.9.1 shall comprise all candidates enrolled for a postgraduate degree or diploma in the Faculty of Law.
- 8.4.2 The electorate for the election of the student members of the Faculty of Law referred to in section 1.9.2 shall comprise all students enrolled as candidates for the degree of Bachelor of Laws.
- 8.4.3 The electorate for the election of the student member of the Faculty of Law referred to in section 1.9.3 shall comprise all students enrolled as candidates for the degree of Bachelor of Arts, the degree of Bachelor of Economics or the degree of Bachelor of Economics (Social Sciences) or the degree of Bachelor of Commerce or the degree of Bachelor of Commerce (Social Sciences) or the degree of Bachelor of Science or the degree of Bachelor of Engineering who are also enrolled in any one or more of the units of study in Combined Law I, II or III.

- 8.5.1 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.1 shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the first year of that course.
- 8.5.2 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.2 shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the second year of that course.
- 8.5.3 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.3 shall comprise all students enrolled either as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the third year of that course or as candidates for the degree of Bachelor of Science (Medical).
- 8.5.4 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.4 shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the fourth year of that course.
- 8.5.5 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.5 shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the fifth year of that course.

Procedure for conduct of election

- 9. Each election shall be conducted by the Secretary to Senate and the following procedures shall apply:
 - 9.1 Not less than 14 days nor more than 28 days before the close of nominations a notice of the day of election shall be given by notice displayed at the University.
 - 9.2 No person shall be eligible for election unless the person's name shall have been communicated to the Secretary to Senate not later than 5.00 pm on the day specified in the notice for nominations to close.
 - 9.3 The nomination paper shall be signed by at least two qualified voters and shall be signed by the person nominated and shall signify consent to the nomination.
 - 9.4 Each duly nominated candidate may provide at the time of nomination a statement of not more than 100 words containing the following information—
 - 9.4.1 full name;
 - 9.4.2 academic year;
 - 9.4.3 degree(s) and/or diploma(s) held (if any);
 - 9.4.4 age;
 - 9.4.5 positions or offices (if any) held in public bodies, clubs, and institutions (including University clubs and societies), together with date(s) of tenure. This information shall be edited by the Secretary to Senate and printed as a summary of information about each candidate for distribution with the voting paper.
 - 9.5 On each of the five working days prior to the day on which nominations close, the Secretary to Senate shall post on a University noticeboard the valid nominations, if any, received.
 - 9.6 On the expiration of the time for receiving nominations:
 - 9.6.1 should the number of nominations not exceed the number of vacancies in any category or categories, the Secretary to Senate shall declare that candidate or those candidates duly elected;
 - 9.6.2 should the number of nominations exceed the number of vacancies in any category or categories, the election for that category or those categories shall be held as provided in section 9.7.

- 9.7 The election shall be conducted in the following manner:
- 9.7.1 The Secretary to Senate shall prepare a list of all persons entitled to vote in each category, completed to the last day for receiving nominations for the election and a copy of that list shall be available for inspection in the Secretary to Senate's Office at the University during normal working hours for a period of at least 14 days prior to the day of the election.
 - 9.7.2 Not less than 14 days nor more than 28 days after the close of nominations, and not less than 14 days nor more than 28 days before the day of election, the Secretary to Senate shall forward to each voter at the voter's address last recorded by the Secretary to Senate—
 - 9.7.2.1 a voting paper;
 - 9.7.2.2 a summary of information in respect of each candidate who has provided information in accordance with section 9.7.2.4;
 - 9.7.2.3 a form of declaration providing for the voter to state name and qualification for voting; and
 - 9.7.2.4 two envelopes, one marked 'Voting Paper' and the other addressed to the Secretary to Senate.
 - 9.7.3 The voting paper shall contain all duly nominated candidates arranged in alphabetical order, a rectangle opposite and to the left of the name of each candidate and instructions as to the manner in which the voting paper shall be completed.
 - 9.7.4 The voter shall mark the voting paper by making a cross in the rectangle opposite the name of each candidate for whom the voter votes but the voter shall not vote for more candidates than the number of vacancies to be filled.
 - 9.7.5 The voter, having marked the voting paper as provided in paragraph (iv), shall place the voting paper without any other matter in the envelope marked 'Voting Paper' which the voter shall seal.
 - 9.7.6 The voter shall complete and sign the declaration and transmit to the Secretary to Senate in the second envelope the declaration and the sealed envelope marked 'Voting Paper'.
 - 9.7.7 All voting papers so transmitted and received by the Secretary to Senate not later than 4.00 pm on the day prior to the election shall be counted in the ballot, which shall be conducted by the Secretary to Senate assisted by such persons as the Secretary to Senate may require.
 - 9.7.8 Each candidate may appoint one scrutineer.
 - 9.7.9 The Secretary to Senate shall reject any voting paper in which a voter has voted for more candidates than the number of vacancies to be filled or which is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate's decision shall be final.
 - 9.7.10 Where at the close of counting two or more candidates have received an equal number of votes, the Secretary to Senate shall—
 - 9.7.10.1 write the name of each candidate concerned on separate and similar slips of paper;
 - 9.7.10.2 fold the slips so as to prevent identification; and
 - 9.7.10.3 mix the slips and draw the slips at random, and for the purposes only of ranking among those candidates, a candidate whose name is drawn before another candidate shall be deemed to have received one less vote than the candidate whose name is drawn next.
 - 9.7.11 The Secretary to Senate shall declare duly elected the candidate or candidates equal to the number of vacancies to be filled who have received the greatest number of votes.

Faculty Standing Committees on Courses of Study

- 1.1 A faculty with more than one hundred members as at 1 January in 1976 and in subsequent years shall appoint a standing committee on courses of study in second semester of each year.
 - 1.2 Subject to section 2 other faculties which have resolved to appoint a standing committee on courses of study may appoint such a committee at any time.
 2. Prior notice of the appointment of a standing committee on courses of study shall be given on the notice paper of the meeting at which the appointment is to be made.
 3. A person appointed to a standing committee on courses of study shall hold office from the date of appointment until the next annual appointment of the committee by the faculty.
-

Research Staff

For the purposes of membership of the faculties, and departmental boards, the Senate defines 'research staff' as those staff who hold the title of research fellow, senior research officer, senior research fellow, research scientist, principal research fellow or senior principal research fellow.

Amendments:

- 15 March 2010
- 2 November 2009



Guidelines for the Selection of Candidates for Honorary awards

Approved by: Senate on 25 November 2008

Date of effect: 25 November 2008

Latest amendment approved by: Senate on 2 May 2011, with immediate effect

RESOLUTIONS OF THE SENATE:

Honorary degrees

1. Honorary degrees

- 1.1 Under Section 16(1)(a) of the *University of Sydney Act 1989* the Senate may confer honorary degrees.
- 1.2 The purpose of honorary degrees is for the University of Sydney to recognise exceptional achievement.
- 1.3 Any degree of the University may be awarded as an honorary degree except the Doctor of Philosophy.

2. Selection criteria

- 2.1 The criteria for selection for an honorary degree will be one or more of the following:
 - academic eminence, and/or
 - distinguished creative achievement, and/or
 - an outstanding contribution beyond the expectations of the person's particular field of endeavour which has influenced the thinking or general well-being of the wider community.

3. Eligibility to nominate

- 3.1 Names of proposed recipients for honorary degrees will be invited annually from:
 - Fellows and former Fellows of Senate
 - the students of the University
 - the staff of the University
 - Principals of the residential colleges
 - the graduates of the University

4. Eligibility to be nominated

- 4.1 Fellows of Senate or members of staff* of the University will not be eligible for the award of an honorary degree while in office.
- 4.2 Former Fellows of Senate or former members of staff* will not normally be eligible for nomination for an honorary degree within two years of their retirement from the relevant office.
- 4.3 Honorary Fellows of the University are eligible for nomination for the award of an honorary degree, except where Guidelines 4.1 and 4.2 apply.

* *Members of staff refers to full-time, part-time and casual members of University staff.*

* *An exception may be made for compensated work of a minor nature.*

Honorary degrees continued

5. *Submitting nominations*

5.1 Each year advertisements will be placed calling for nominations for honorary degrees.

5.2 Nominations of proposed recipients should:

- be forwarded to the Secretary to Senate by 30 April;
- specify the honorary degree proposed;
- specify the criterion/criteria from guideline 2 on which the nomination is based;
- address that criterion/criteria, providing sufficient information to identify the person and the case for the award in terms of the criterion/criteria; and
- include statements in support of the nominee's standing and achievements.

5.3 The nominee does not need to seek advice from the relevant Dean – this will be done by the Committee.

6. *Confidentiality*

6.1 Any person nominated for the award of an honorary degree shall not be consulted beforehand, nor at any time prior to the person being advised of Senate's decision.

6.2 All nominations, deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned.

7. *Report to Senate*

7.1 The Nominations and Appointments Committee will take into account the names of proposed recipients submitted in framing its recommendations to Senate, noting advice from the relevant Deans and seeking such other advice as is deemed appropriate so as to properly inform the Committee.

7.2 The Chair will report to Senate the Committee's recommendations which will then be moved. The report should include the detailed minutes of the Committee and the reasons given for the Committee's recommendations. Other documentation relating to the Committee's recommendations will be available on request.

Honorary Fellows of the University

1. *Honorary Fellows*

1.1 The purpose of the award of the title of Honorary Fellow of the University of Sydney is to recognise outstanding service to the University.

2. *Selection criteria*

2.1 Honorary Fellows will be selected on the basis of conspicuous continued involvement in one or more of the following:

- support of the interests and welfare of the University of Sydney or of a particular part of the University's activities, and/or
- promotion of the academic purposes of the University or of facilitating those purposes in any particular activity of the University, and/or
- fostering the links between the University and other institutions within and without Australia, and/or
- enlarging educational opportunities to enter the University among persons with limited prospects of so doing for reasons which they could not overcome, and/or
- representation of the University's needs for resources for its growth and diversification and supply of such resources.

3. *Eligibility to nominate*

3.1 Names of proposed recipients for honorary fellowships will be invited annually from:

- Fellows and former Fellows of Senate
- the students of the University
- the staff of the University
- Principals of the residential colleges
- the graduates of the University

Honorary Fellows of the University continued

4. Eligibility to be nominated

- 4.1 Fellows of Senate or members of staff* of the University will not be eligible for the award of an honorary fellowship while in office.
- 4.2 Former Fellows of Senate or former members of staff* will not normally be eligible for nomination for an honorary fellowship within two years of their retirement from the relevant office.
- 4.3 A person on whom an honorary degree has been conferred is eligible to be nominated for election as an Honorary Fellow, except where Guidelines 4.1 and 4.2 apply.

* *Members of staff refers to full-time, part-time and casual members of University staff.*

* *An exception may be made for compensated work of a minor nature.*

5. Submitting nominations

- 5.1 Each year advertisements will be placed calling for nominations for honorary fellowships.
- 5.2 Nominations of proposed recipients should:
- be forwarded to the Secretary to Senate by 30 April;
 - specify the criterion/criteria from guideline 2 on which the nomination is based; and
 - address that criterion/criteria, providing sufficient information to identify the person and the case for the award in terms of the criterion/criteria.

6. Confidentiality

- 6.1 Any person nominated for the award of an honorary fellowship shall not be consulted beforehand, nor at any time prior to the person being advised of Senate's decision.
- 6.2 All nominations, deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned.

7. Report to Senate

- 7.1 The Nominations and Appointments Committee will take into account the names of proposed recipients submitted in framing its recommendations to Senate.
- 7.2 The Chair will report to Senate the Committee's recommendations which will then be moved. The report should include the detailed minutes of the Committee and the reasons given for the Committee's recommendations. Other documentation relating to the Committee's recommendations will be available on request.



Resolutions of the Senate: Restriction upon re-enrolment

Amendment approved by: Senate on 6 September 1999

Latest amendment approved by: Senate on 4 May 2009

Date of effect: 28 May 2010 (By-law changes gazetted)

Students in all faculties, colleges and boards of studies

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

Postgraduate award programs

- 3.1 The Senate authorises any faculty, college board or board of studies to require a candidate for a coursework higher degree or for a graduate diploma or graduate certificate, to show good cause why that candidature should not be terminated by reason of unsatisfactory progress towards the completion of the award and where, in the opinion of the faculty, college board, or board of studies, the candidate does not show good cause, terminate the candidature.
- 3.2 A person whose candidature for a coursework higher degree or for a graduate diploma or graduate certificate has been terminated by a faculty, college board or board of studies and who wishes to re-enrol in that award program, may apply for readmission to candidature after at least two academic years, and the faculty, college board or board of studies may readmit the person to candidature.
- 3.3 A person may appeal in writing against termination of candidature for a coursework master's degree or for a graduate diploma or graduate certificate, or against being refused readmission to candidature for a postgraduate coursework award program, in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.

CONSTITUTIONS OF
FACULTIES, COLLEGES AND
BOARDS OF STUDY

Constitutions of faculties, colleges and boards of study

Division of Architecture and Creative Arts

Faculty of Architecture, Design and Planning

1. The Faculty of Architecture, Design and Planning shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers who are members of the academic staff of the Faculty and whose appointments are at the level of 60 percent or above;
 - 1.2 *professors emeriti* and other persons holding honorary appointments who were former members of the Faculty;
 - 1.3 other persons holding appointment as adjunct or visiting professor or adjunct or visiting associate professor;
 - 1.4 other members of the academic staff of the Faculty with responsibility for the general conduct of particular parts of the curriculum as are appointed by the Faculty on nomination of the Head of School;
 - 1.5 other members of the research staff in the Faculty holding appointments of research fellow and above whose appointments are at the level of 60 percent or above;
 - 1.6 one member of each of the Faculties of Arts and Social Sciences, Business, Engineering and Information Technologies, and Science and of the Sydney College of the Arts and the University of Sydney Business School nominated by the dean of the faculty or director of the college concerned;
 - 1.7 four members of the general staff of the Faculty elected annually by general staff members of the Faculty;
 - 1.8 one representative of the postdoctoral fellows and research assistants of the Faculty, whose appointments are at the level of 60 percent or above, to be elected annually by postdoctoral fellows and research assistants of the Faculty;
 - 1.9 five students enrolled in undergraduate and postgraduate courses administered by the Faculty, selected in the manner prescribed by resolution of Senate;
 - 1.10 the president (or nominee) of:
 - 1.10.1 the New South Wales Chapter of the Royal Australian Institute of Architects,
 - 1.10.2 the Architects Registration Board of New South Wales,
 - 1.10.3 the New South Wales Division of the Planning Institute of Australia, and
 - 1.10.4 the Faculty of Architecture Alumni Association;
 - 1.11 such other persons as may be appointed by the Faculty (eg to include but not be limited to two chairs of professional advisory committees in the architectural science and design computing disciplinary areas) on the nomination of the Dean; and
 - 1.12 *ex officio* members in accordance with By-laws and Resolutions of Senate.
- 2.1 The members referred to in sections 1.4, 1.6, 1.7, 1.8, 1.9 and 1.11 shall be appointed at the first meeting of the Faculty in each year, and shall hold office until the first meeting of the Faculty in the following year.
- 2.2 Members shall be eligible for re-appointment or re-election.
- 2.3 A person shall cease to hold office if that person ceases to hold the qualification by virtue of which that person was eligible to hold office.
- 2.4 If a vacancy occurs in the office of an appointed or elected member, the vacancy may be filled in like manner as the initial appointment or election, and the person so appointed or elected subsequently shall hold office for the balance of the term of the person being replaced.
3. Pursuant to the Resolutions of the Senate, the Faculty of Architecture, Design and Planning shall be responsible for all matters concerning policy affecting the Faculty as a whole and the degrees, diplomas and certificates in the Faculty.

4. The Faculty:
 - 4.1 shall consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board; and
 - 4.2 may of its own motion report to the Academic Board on all matters relating to research, teaching and learning, degrees, diplomas and certificates in the Faculty.
5. The Faculty of Architecture, Design and Planning shall meet at least four times per annum.

Sydney College of the Arts Board

1. The Sydney College of the Arts Board (hereafter called SCA Board) shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers who are full-time or fractional permanent or temporary members of the teaching staff of the departments placed under the supervision of the Sydney College of the Arts;
 - 1.2 the Director of the Sydney College of the Arts;
 - 1.3 the Dean of the Faculty of Architecture, Design and Planning or the Dean's nominee;
 - 1.4 the Dean of the Faculty of Arts and Social Sciences or the Dean's nominee;
 - 1.5 the Dean of the Faculty of Education and Social Work or the Dean's nominee.
 - 1.6 one member of the teaching staff of the Department of Art History and Theory nominated by the Head of the School of Letters, Arts and Media;
 - 1.7 the Director of the Sydney University Art Workshop;
 - 1.8 the Director of the Museum of Contemporary Art or the Director's nominee;
 - 1.9 not more than three persons distinguished in the field of Visual Arts, at least one of whom shall be a practising artist, appointed by SCA Board on the nomination of the Chairperson of SCA Board;
 - 1.10 not more than four students elected in the manner prescribed by resolution of the Senate;
 - 1.11 the Librarian-in-charge of the Sydney College of the Arts Library;
 - 1.12 all technical/studio supervisors under the supervision of SCA;
- 2.1 The members referred to in sections 1.3 to 1.6 and 1.9 shall hold office for a period of two years commencing on 1 January following their appointment.
- 2.2 A person shall cease to hold office if that person ceases to hold the qualifications in respect of which he or she was eligible to hold office.
3. SCA Board shall encourage teaching, scholarship and research in the departments and schools that the Vice-Chancellor has determined:
 - 3.1 shall be placed under the supervision of the Sydney College of the Arts; and
 - 3.2 shall have the same powers and functions as are specified for faculties in the resolutions of the Senate.
- 4.1 SCA Board shall elect from the members referred to in sections 1.1 and 1.2, a Chairperson who shall preside at meetings of SCA Board.
- 4.2 The Chairperson shall hold office for a period of two years from 1 January following the election.
- 4.3 The election of Chairperson is to be held not later than the third Monday in October preceding the year in which the term of office is to commence.
 - 4.4.1 If the office of Chairperson becomes vacant by death, resignation or otherwise, a successor is to be elected by SCA Board as soon as convenient after the vacancy occurs; and
 - 4.4.2 that successor is to hold office as Chairperson for the remainder of that term.

- 4.5 SCA Board may elect from its members a person to be Acting Chairperson in the event of the absence of the Chairperson through illness or any other cause.
- 5.1 SCA Board shall meet at least once each semester and shall be convened at the discretion of the Vice-Chancellor, the Director or the Chairperson, or on the written request of any five members addressed to the Director.
- 5.2 If the person previously elected or appointed to preside at meetings is absent, a member elected by the members present shall preside.
- 5.3 The person presiding at any meeting shall have a vote and in the case of an equality of votes a second or casting vote.

Sydney Conservatorium of Music Board

1. The Conservatorium College Board (hereafter called the College Board) shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers, being full-time or fractional members of the teaching staff in the tertiary program and members of the full-time or fractional research staff, as defined by the Senate, of:
 - 1.1.1 the departments and schools placed under the supervision of the Conservatorium; and
 - 1.1.2 such other departments and schools as may be prescribed from time to time by resolution of the Senate;
 - 1.2 the Principal and Dean of the Sydney Conservatorium of Music;
 - 1.3 the part-time members of the teaching staff of the Conservatorium who are currently employed in the tertiary program and who teach in the tertiary program on a .2 fte or higher;
 - 1.4 the Dean of the Faculty of Arts and Social Sciences or nominee;
 - 1.5 the Dean of the Faculty of Medicine or nominee;
 - 1.6 the Dean of the Faculty of Architecture, Design and Planning or nominee;
 - 1.7 the Dean of the Faculty of Economics and Business or nominee;
 - 1.8 the Dean of the Faculty of Education and Social Work or nominee;
 - 1.9 not more than two Conservatorium students elected annually in the manner prescribed by resolution of the Senate;
 - 1.10 the Conservatorium Librarian;
 - 1.11 one person, being a member of the non-teaching staff of the Conservatorium who, in the opinion of the College Board, has a close and appropriate association with its work of teaching and research.
 2. A person shall cease to hold office if that person ceases to hold the qualifications in respect of which he or she was eligible to hold office.
 - 3.1 The College Board shall encourage teaching, scholarship and research in the departments and schools that the Vice-Chancellor has determined shall be placed under the supervision of the Conservatorium; and
 - 3.2 shall have the same powers and functions as are specified for faculties in the resolutions of the Senate.
 4. The Principal and Dean shall preside at meetings of the College Board.
 - 5.1 The College Board shall meet at least once each semester and shall be convened at the direction of the Vice-Chancellor, the Principal and Dean, or on the written requisition of any five members addressed to the Registrar.
 - 5.2 The Principal and Dean shall have a vote and in the case of an equality of votes a second or casting vote.
- 1.0 Membership of the College Board – Schools and Departments**
- 1.1 The schools and departments that the Vice Chancellor has determined shall be placed under the supervision of the Conservatorium are:
 - 1.1.1 School of Performance and Academic Studies.

Division of Business

University of Sydney Business School

1. The University of Sydney Business School shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, lecturers, and associate lecturers who are full-time or fractional permanent or temporary members of the academic staff of the disciplines, centres and institutes placed under the supervision of the University of Sydney Business School;
 - 1.2 the Directors of the centres and institutes established in or placed under the supervision of the University of Sydney Business School;
 - 1.3 the deans of the Faculties of Agriculture and Environment, Architecture, Design and Planning, Arts and Social Sciences, Education and Social Work, Engineering and Information Technologies, Law and Science or their nominees;
 - 1.4 not more than six students elected in the manner prescribed by resolution of the Senate;
 - 1.5 up to five persons being members of the general staff of the Business School who are nominated by the Dean and who in the opinion of the Business School, have a close and appropriate association with its work of teaching and research;
2. *Terms of office*
 - 2.1 A person nominated by a dean under section 1.3 or by a head of department under section 1.5 shall hold office for a period of two years from 1 January next following the nomination, and shall be eligible for re-nomination for further periods of two years.
 - 2.2 A person shall cease to hold office if that person ceases to hold the qualifications in respect of which he or she was eligible to hold office.

Division of Engineering and Information Technologies

Faculty of Engineering and Information Technologies

1. The Faculty of Engineering and Information Technologies shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers, whose appointment is at a level of 60 percent or above, being members of the teaching staff in the schools of the Faculty of Engineering and Information Technologies;
 - 1.2 the research only staff members assigned to the schools of the Faculty;
 - 1.3 persons holding an appointment as Adjunct or Visiting Professor or Adjunct or Visiting Associate Professor;
 - 1.4 the Deans of the Faculties of Arts and Social Sciences and Law and the University of Sydney Business School or their nominees;
 - 1.5 Heads of the Schools of Mathematics and Statistics, Geosciences, Physics and Chemistry and Medical Science or their nominees;
 - 1.6 two persons being full-time members of the academic staff in the Faculty of Architecture, Design and Planning nominated by the Faculty of Architecture, Design and Planning;
 - 1.7 such Fellows of the Senate as are graduates in engineering;
 - 1.8 not more than three persons distinguished in the field of engineering appointed by the Senate on the nomination of the Dean with the approval of the Faculty;
 - 1.9 not more than five students elected in the manner prescribed by resolution of the Senate;
 - 1.10 such other persons, if any, being full-time members of the senior administrative or senior research staff in the Faculty as may be appointed from time to time by the Senate on the nomination of the Faculty;
 - 1.11 the Executive Director of the Australian Centre for Innovation and International Competitiveness.

- 2.1 The persons nominated under section 1.6 shall hold office for a period of two years from 1 January in the year following their nomination and shall be eligible for renomination;
- 2.2 The persons appointed under section 1.8 shall be appointed for a period of three years and shall be eligible for reappointment for one further period of three years;
- 2.3 The persons, if any, appointed under section 1.10 shall be members of the Faculty for so long as they remain full-time members of the senior administrative or senior research staff in the Faculty.

Schools within the Faculty

1. For the purposes of sections 1.1 of the constitution of the Faculty, the following are the schools which provide research supervision and offer units of study for the degrees of the Faculty of Engineering and Information Technologies;
 - 1.1 Aerospace, Mechanical and Mechatronic Engineering
 - 1.2 Chemical and Biomolecular Engineering
 - 1.3 Civil Engineering
 - 1.4 Electrical and Information Engineering
 - 1.5 Information Technologies

Division of Health Sciences

Faculty of Health Sciences

1. The Faculty of Health Sciences shall comprise the following persons:
 - 1.1 the professors, associate professors, heads of schools, readers, senior lecturers, lecturers and associate lecturers who are full-time or fractional (40 percent or greater), continuing or fixed-term members of the teaching staff of the schools placed under the supervision of the Faculty of Health Sciences;
 - 1.2 the Deans of the Faculties of Arts and Social Sciences, Dentistry, Medicine, Nursing and Midwifery, Pharmacy and Science or their nominees and the Head of the Department of Sociology and Social Policy or nominee;
 - 1.3 seven student members, namely:
 - 1.3.1 five students enrolled as candidates for an undergraduate degree or diploma offered by the Faculty; and
 - 1.3.2 one student enrolled as a candidate for a postgraduate coursework degree or diploma or certificate offered by the Faculty; and
 - 1.3.3 one student enrolled as a candidate for a postgraduate research degree offered by the Faculty;
 - 1.4 full-time and fractional (40 percent or greater) continuing or fixed-term members of the staff of the schools and centres of the Faculty who are appointed as research-only staff;
 - 1.5 not more than three persons who are distinguished in a field of Health Science, appointed by the Faculty on the nomination of the Dean of the Faculty;
 - 1.6 the Faculty Manager and Health Sciences Librarian;
 - 1.7 four persons, being members of the general staff employed at Cumberland Campus having a close and appropriate association with the Faculty's work of teaching and research.
2. In addition to the above, the following persons are *ex officio* members:
 - 2.1 the Chancellor, the Deputy Chancellor, the Vice-Chancellor, the Deputy Vice-Chancellors and the University Librarian (or nominee of the University Librarian).
- 3.1 The Faculty shall encourage teaching, scholarship and research in the schools; and
 - 3.1.1 centres that the Vice-Chancellor has determined;
 - 3.1.1.1 shall be placed under the supervision of the Faculty of Health Sciences; and
 - 3.1.1.2 shall have the same powers and functions as are specified for faculties by resolution of the Senate.

Division of Humanities and Social Sciences

Faculty of Arts and Social Sciences

1. The Faculty of Arts and Social Sciences shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers who are full-time or fractional permanent or temporary members of the teaching staff or research staff of the schools, departments, centres and programs placed under the supervision of the Faculty of Arts and Social Sciences;
 - 1.2 from the Koori Centre, the Director, or a nominee of the Director;
 - 1.3 from the Faculty of Architecture, Design and Planning, the Dean, or a nominee of the Dean;
 - 1.4 from the University of Sydney Business School, the Dean, or a nominee of the Dean;
 - 1.5 from the Faculty of Education & Social Work, the Dean, or a nominee of the Dean;
 - 1.6 from the Faculty of Engineering and Information Technologies, the Dean, or a nominee of the Dean;
 - 1.7 from the Faculty of Law, the Dean, or a nominee of the Dean;
 - 1.8 from the Faculty of Nursing & Midwifery, the Dean, or a nominee of the Dean;
 - 1.9 from the Faculty of Science, the Dean, or a nominee of the Dean, and:
 - 1.9.1 the Heads of the Schools of Mathematics & Statistics, Geosciences and Psychology, or their nominees;
 - 1.10 from the Sydney Conservatorium of Music, the Dean, or a nominee of the Dean;
 - 1.11 from the Sydney College of the Arts, the Dean, or a nominee of the Dean;
 - 1.12 not more than eight students elected annually in the manner prescribed by resolution of the Senate.
- 2.1 Subject to section 2.3, the members appointed in accordance with sections 1.3 to 1.11 shall hold office for a period of two years commencing on 1 January following their appointments;
- 2.2 Members shall be eligible for re-appointment or re-election;
- 2.3 A person shall cease to hold office if that person ceases to hold the qualifications in respect of which he or she was eligible to hold office;
- 2.4 If a vacancy occurs in the office of a member appointed in accordance with sections 1.3 to 1.12, the vacancy may be filled in like manner to the appointment and the person so appointed shall hold office for the term of the person being replaced.

Membership of the Faculty – schools and departments, centres and programs

1. The schools, departments, centres and programs that the Vice-Chancellor has determined shall be placed under the supervision of the Faculty of Arts and Social Sciences are:
 - 1.1 School of Letters, Art and Media comprising the following:
 - 1.1.1 Art History and Film Studies
 - 1.1.2 English
 - 1.1.3 Linguistics
 - 1.1.4 Media and Communications
 - 1.1.5 Museum Studies
 - 1.1.6 Performance Studies
 - 1.1.7 Studies in Religion
 - 1.1.8 Australian Literature Program
 - 1.1.9 Celtic Studies Program
 - 1.1.10 Digital Cultures Program
 - 1.1.11 Film Studies Program
 - 1.1.12 Centre for Medieval Studies
 - 1.1.13 Pacific and Regional Archive for Digital Sources in Endangered Cultures
 - 1.1.14 The Power Institute
 - 1.2 School of Languages and Cultures comprising the following:
 - 1.2.1 Arabic and Islamic Studies
 - 1.2.2 Chinese Studies
 - 1.2.3 Japanese Studies
 - 1.2.4 French Studies
 - 1.2.5 Germanic Studies
 - 1.2.6 Hebrew, Biblical and Jewish Studies
 - 1.2.7 Indian Sub-Continental Studies

- 1.2.8 Indonesian Studies
- 1.2.9 Italian Studies
- 1.2.10 Korean Studies
- 1.2.11 Modern Greek Studies
- 1.2.12 South East Asian Studies
- 1.2.13 Spanish and Latin American Studies
- 1.2.14 Asian Studies Program
- 1.2.15 Buddhist Studies Program
- 1.2.16 European Studies Program
- 1.2.17 International and Comparative Literature Studies (ICLS) Program
- 1.3 School of Philosophical and Historical Inquiry comprising the following:
 - 1.3.1 Archaeology
 - 1.3.2 Classics and Ancient History
 - 1.3.3 Gender and Cultural Studies
 - 1.3.4 History
 - 1.3.5 Philosophy
 - 1.3.6 American Studies Program
 - 1.3.7 Australian Archaeological Institute at Athens
 - 1.3.8 Centre for Time
 - 1.3.9 Heritage Studies Program
 - 1.3.10 Sydney Centre for the Foundations of Science
- 1.4 School of Social and Political Sciences comprising the following:
 - 1.4.1 Anthropology
 - 1.4.2 Government and International Relations
 - 1.4.3 Centre for Peace and Conflict Studies
 - 1.4.4 Political Economy
 - 1.4.5 Sociology and Social Policy
 - 1.4.6 Graduate School of Government
 - 1.4.7 Centre for International Security Studies
- 1.5 School of Economics

Faculty of Education and Social Work

1. The Faculty of Education and Social Work shall comprise the following persons:
 - 1.1 all academic staff, being full-time or fractional (half-time or greater), whether permanent or temporary (contract), members of the teaching and/or research staff of the Faculty of Education and Social Work;
 - 1.2 the Dean of the Faculty of Arts and Social Sciences, or the Dean's nominee;
 - 1.3 the Dean of the Faculty of Science, or the Dean's nominee;
 - 1.4 the Director of the Koori Centre or the Director's nominee;
 - 1.5 subject to section 1.1, not more than five members of the part-time teaching staff Faculty appointed by the Faculty of Education and Social Work;
 - 1.6 not more than five persons with appropriate experience in the field of education and/or social work, being persons other than members of the Faculty, as may be appointed by the Faculty from time to time and for such period as it may determine;
 - 1.7 four persons, being members of the administrative staff of the Faculty of Education and Social Work, who, in the opinion of the Faculty, have a close and appropriate association with its work of teaching and research;
 - 1.8 four additional persons, being members of the administrative staff of the Faculty of Education and Social Work, to be elected by the administrative staff to serve as members of the Faculty; and
 - 1.9 not more than five students elected annually in the manner prescribed by resolution of the Senate.
 - 2.1.1 Subject to section 1.4, the members appointed in accordance with sections 1.3 to 1.13 inclusive shall hold office for a maximum period of two years, in the first instance, commencing on 1 January following their appointment.
 - 2.1.2 All appointments shall cease on 31 December 2011, and then every two years after that date.
 - 2.2 Members shall be eligible for re-appointment or re-election.
 - 2.3 A person shall cease to hold office if that person ceases to hold the qualifications by virtue of which that person was eligible to hold office.
 - 2.4 If a vacancy occurs in the office of a member appointed in accordance with Sections 1.4 to 1.9, the vacancy may be filled in like manner to the appointment, and the person so appointed shall hold office for the balance of the term of the person being replaced.

Faculty of Law

1. The Faculty of Law shall comprise the following persons:
 - 1.1 the full-time permanent and fractional permanent members of the academic staff;
 - 1.2 members of academic staff employed on fixed term contracts of fraction 0.5 and above;
 - 1.3 such Fellows of the Senate as are graduates in law;
 - 1.4 a barrister appointed by the Senate on the nomination of the New South Wales Bar Association;
 - 1.5 a solicitor appointed by the Senate on the nomination of the Law Society of New South Wales;
 - 1.6 the Deans of the Faculties of Arts and Social Sciences, and Science and the University of Sydney Business School at the University of Sydney, provided that each of the deans may appoint a member of the respective Faculty to attend meetings of the Faculty of Law in the Dean's place, either for a particular meeting or for any length of time not exceeding the Dean's term of office as Dean and with full power to speak and vote at such meeting or meetings on the Dean's behalf;
 - 1.7 the President, for the time being, of the Sydney University Law Society (so long as that Society is recognised by the University) provided that the President is either a graduate in law or a candidate for the degree of Bachelor of Laws in the Faculty;
 - 1.8 the Law Librarian;
 - 1.9 not more than five students elected in the manner prescribed by resolution of the Senate, being:
 - 1.9.1 one student enrolled as a candidate for a postgraduate coursework degree or diploma in the Faculty of Law;
 - 1.9.2 one student enrolled as a candidate for a postgraduate research degree in the Faculty of Law;
 - 1.9.3 two students enrolled as candidates for the degree of Bachelor of Laws, but not including a candidate referred to in section 1.9.4;
 - 1.9.4 a student enrolled as a candidate for a combined law degree and enrolled in one or more of the units of study in Combined Law I, II or III;
 - 1.10 the Directors of Faculty centres and institutes (who are otherwise not members of the Faculty); and
 - 1.11 such other persons as may be appointed by the Senate on the nomination of the Dean of the Faculty of Law with the approval of the Faculty and the Academic Board;
 - 1.12 Three members of general staff, who have close and appropriate associations with the work of the Faculty, to be appointed by the Faculty on the nomination of the Dean.
- 2.1 If a person elected as a member of the Faculty under section 1.9.3 of these resolutions subsequently ceases to be a candidate for one of the degrees specified in that section, not having become a graduand or a graduate in the degree concerned, or if that person as a consequence of failure to enrol or discontinuation of enrolment is not enrolled in any one of the units of study in Combined Law I, II or III, that person's membership shall thereupon terminate.
- 2.2 Should a person who is a member of the Faculty elected under section 1.9 of these resolutions subsequently become a member of the Faculty by virtue of the operation of section 1.7 of these resolutions, that person's membership under section 1.9 shall immediately terminate.
- 2.3 Should a person who is a member of the Faculty under section 1.7 of these resolutions subsequently become a member of the Faculty by virtue of the operation of section 1.9 of these resolutions and should that person continue to be a member by virtue of both sections for a period of four months, that person's membership under section 1.9 shall terminate at the expiry of that period.

Board of Studies in Indigenous Studies

1. The Board of Studies in Indigenous Studies shall comprise the following persons:
 - 1.1 the Director, professors, readers, associate professors, senior lecturers, lecturers and associate lecturers, and research staff being full-time or fractional permanent and full-time or fractional temporary members of the teaching staff of the Koori Centre;
 - 1.2 one member nominated by the Provost;
 - 1.3 the Deputy Vice-Chancellor (Education) and Registrar or nominee;

- 1.4 the Dean of the Faculty of Education and Social Work, or nominee;
- 1.5 the President of the NSW Aboriginal Education Consultative Group or nominee;
- 1.6 not more than two Indigenous Australian students of the University elected annually in the manner prescribed by resolution of the Senate;
- 1.7 up to two members co-opted to the Board on advice from the Chair.

2. Terms of Office

- 2.1 The Chair of the Board of Studies in Indigenous Studies shall be the Director of the Koori Centre.
- 2.2 In the event of the absence of the Chair through illness or any other cause, the person to be Acting Chair shall be nominated by the Chair from the members of the Board of Studies in Indigenous Studies, and be deemed to have the powers and duties of the Chair.

3. Quorum

- 3.1 At any meeting of the Board of Studies in Indigenous Studies, eight members shall form a quorum.
- 3.2 At least four of the members must be Indigenous Australians.

4. Functions of the Board of Studies in Indigenous Studies

- 4.1 The Board of Studies in Indigenous Studies shall supervise the award of the degrees, diplomas and other academic programs of the Koori Centre.
- 4.2 In particular, the Board:
 - 4.2.1 shall supervise the teaching and examining in such units of study as may be provided by the Koori Centre;
 - 4.2.2 shall be responsible for the conduct of examinations in those units with the assistance of such examiners as the Board may from time to time appoint;
 - 4.2.3 shall take cognisance of and encourage scholarships and research in those subjects;
 - 4.2.4 may consider and report to the Academic Board on all matters relating to the degrees, diplomas and other courses of the Centre;
 - 4.2.5 shall consider and report upon all matters referred to it by the Senate, the Academic Board or the Vice-Chancellor.

Division of Medicine, Dentistry, Nursing and Pharmacy

Faculty of Medicine

1. The Faculty of Medicine shall comprise the following persons:
 - 1.1 the Dean of the Faculty;
 - 1.2 associate lecturers, being full-time members of the teaching staff in the following Schools and Units:
 - 1.2.1 Central Clinical School;
 - 1.2.2 Children's Hospital at Westmead Clinical School;
 - 1.2.3 Concord Clinical School;
 - 1.2.4 Nepean Clinical School;
 - 1.2.5 Northern Clinical School;
 - 1.2.6 Office of Medical Education;
 - 1.2.7 School of Medical Sciences;
 - 1.2.8 School of Public Health;
 - 1.2.9 School of Rural Health;
 - 1.2.10 Sydney Adventist Hospital Clinical School;
 - 1.2.11 Westmead Clinical School; and
 - 1.2.12 Workforce Education and Development Group.
 - 1.3 the professors, readers, associate professors, senior lecturers, lecturers, and associate lecturers, being fractional members of the teaching staff of half-time or greater of the Schools and Units included in section 1.2;
 - 1.4 the Higher Education Officers Level 8 and above of the Faculty;
 - 1.5 persons upon whom the University has conferred the title of professor, reader, associate professor, senior lecturer, lecturer or associate lecturer and who are members of the Schools and Units included in section 1.2 or of those external research institutes/units formally affiliated with the Faculty of Medicine;

- 1.6 persons upon whom the University has conferred the title of visiting professor and who are members of the Schools and Units included in section 1.2;
 - 1.7 persons upon whom the University has conferred the title of adjunct associate lecturer, adjunct lecturer, adjunct senior lecturer, adjunct associate professor and adjunct professor; and who are members of the Schools and Units included in section 1.2;
 - 1.8 persons upon whom the University has conferred the title of clinical professor, clinical associate professor, clinical senior lecturer, clinical lecturer or clinical associate lecturer; and who are members of the Schools and Units included in section 1.2;
 - 1.9 the Director of the Electron Microscope Unit;
 - 1.10 full-time members of the research staff of the Schools and Units included in section 1.2 holding University appointments of research fellow and above;
 - 1.11 persons upon whom the University has conferred the title of research fellow, senior research fellow, principal research fellow and senior principal research fellow and who are members of the Schools and Units included in section 1.2 and of those external research institutes/units formally affiliated with the Faculty of Medicine;
 - 1.12 the deans of the Faculties of Arts and Social Sciences, Dentistry, Health Sciences, Nursing and Midwifery, Pharmacy, Science and Veterinary Science and of the Sydney Conservatorium of Music and the professors in the Faculties of Dentistry, Health Sciences, Nursing and Midwifery and Pharmacy;
 - 1.13 the Director General of the NSW Health Department and the Chief Health Officer of New South Wales;
 - 1.14 the Chair of the Governing Council and the Chief Executive or nominee of the following NSW Local Health Networks: Far West, Nepean Blue Mountains, Northern NSW, Northern Sydney, South Eastern Sydney, Sydney, Western NSW, Western Sydney;
 - 1.15 the Chair of the Governing Council and the Chief Executive or nominee of the Sydney Children's Hospital Network;
 - 1.16 former members of the Faculty upon whom the University has conferred the title of emeritus professor;
 - 1.17 persons upon whom the University has conferred Honorary degrees in the faculty;
 - 1.18 the President of the Sydney Medical School Foundation and the President of the Medical Alumni Association;
 - 1.19 medically qualified Fellows of Senate;
 - 1.20 not more than six students elected in the manner prescribed by resolution of the Senate;
 - 1.21 such other persons as may be appointed by the Faculty on the nomination of the Dean.
2. A person appointed pursuant to section 1.21 shall be appointed for a period of two years and shall be eligible for reappointment.
 3. The Faculty may elect persons to honorary membership of the Faculty in accordance with resolutions adopted by the Faculty at its meeting on 21 May 1992.

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 Professors, Associate Professors, Senior Lecturers, Lecturers and Associate Lecturers being fractional members of the teaching staff of half-time (0.5) or greater;
 - 1.5 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;
 - 1.6 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;
 - 1.7 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;
 - 1.8 not more than five students elected in the manner prescribed by resolution of the Senate;

- 1.9 the President of the Oral Health Foundation within the University of Sydney;
 - 1.10 the Area Clinical Director, Westmead Centre for Oral Health, the General Manager, Westmead Centre for Oral Health;
 - 1.11 the Area Clinical Director, Oral Health (Eastern Zone), Sydney South Western Area Health Service and the Clinical Manager, Sydney Dental Hospital;
 - 1.12 the Director of the Institute of Dental Research;
 - 1.13 the Chief Dental Officer of New South Wales;
 - 1.14 one nominee of each of the Royal Australasian College of Dental Surgeons and the Australian Dental Association (New South Wales Branch);
 - 1.15 such other persons as may be appointed by the Faculty on the nomination of the Dean, for such period as determined by the Faculty;
 - 1.16 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;
 - 1.17 the President of the Dental Therapy Association and Dental Hygienists Association (New South Wales Branch);
 - 1.18 the President of the Dental Alumni Society of the University of Sydney;
 - 1.19 the Chairperson, Committee for Continuing Education in Dentistry;
 - 1.20 former members of the Faculty upon whom the University has conferred the title of Emeritus Professor; and
 - 1.21 Fellows of the University who were prior members of the Faculty of Dentistry.
2. The election of members pursuant to section 1.5 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 continuously with their membership of the part-time teaching staff.
3. *Election of Honorary members of faculty (section 1.16)*
- 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.

Faculty of Nursing and Midwifery

1. The Faculty of Nursing and Midwifery shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, research fellows, lecturers, associate lecturers, postdoctoral and postgraduate fellows who are full-time or at least half-time members of the academic staff or who are on continuing or fixed term appointments (of at least two years);
 - 1.2 the Dean, or a nominee of the Dean, of each of the Faculties of Arts and Social Sciences, Health Sciences, Medicine, Pharmacy and Science;
 - 1.3 the Faculty Manager who shall act as Faculty Secretary;
 - 1.4 the Librarian of the Mallett Street library;
 - 1.5 not more than five students elected in the manner prescribed by the resolutions of the Senate;
 - 1.6 up to five other members of the nursing profession who have appropriate associations with the work of the Faculty, appointed by the Faculty on the nomination of the Dean;
 - 1.7 up to four persons, being members of the general staff employed by the Faculty of Nursing and Midwifery having a

- close and appropriate association with the Faculty's work of teaching and research, to be appointed by the Dean.
2. A person appointed in accordance with sections 1.6 to 1.7 shall hold office for a period of two years unless otherwise specified at the time of appointment and shall be eligible for reappointment.

Faculty of Pharmacy

1. The Faculty of Pharmacy shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers being full-time or fractional (50 per cent full-time equivalent or greater), continuing or fixed term members of the academic staff in the Faculty of Pharmacy; the Dean or a nominee of the Dean of each of the Faculties of Health Sciences, Dentistry, Medicine, Nursing and Midwifery, and Science;
 - 1.2 the head or a nominee of the head of each of the departments or schools teaching units of study in the courses offered by the Faculty;
 - 1.3 the professors, readers and associate professors, being full-time or fractional (50 per cent full-time equivalent or greater) continuing or fixed term members of the academic staff in the Department of Pharmacology;
 - 1.4 such other persons, if any, being full-time or fractional (50 per cent full-time equivalent or greater) research staff in the Faculty of Pharmacy holding appointments of Research Fellow and above;
 - 1.5 not more than four students (two undergraduate, two postgraduate), elected in the manner prescribed by the Resolutions of Senate;
 - 1.6 not more than three persons, being members of the general or technical staff of the Faculty of Pharmacy, who, in the opinion of the Faculty, have a close and appropriate association with its work of teaching and research, on the nomination of the Dean of the Faculty with the approval of the Faculty;
 - 1.7 the President of the Pharmacy Practice Foundation;
 - 1.8 the President of the Pharmacy Board of New South Wales;
 - 1.9 the Chief Pharmacist of the NSW Department of Health (or nominee);
 - 1.10 not more than five persons distinguished in pharmacy professional associations on the nomination of the Dean of the Faculty with the approval of the Faculty;
 - 1.11 not more than two persons distinguished in the pharmaceutical industry on the nomination of the Dean of the Faculty with approval of the Faculty;
 - 1.12 persons associated with the Faculty upon whom the University has conferred the title of Clinical or Adjunct Professor, Clinical or Adjunct Associate Professor, Clinical or Adjunct Senior Lecturer, and Clinical or Adjunct Lecturer;
 - 1.13 not more than three persons, being associates, clinical associates, clinical supervisors, research associates, professional associates and teaching associates of the Faculty, on the nomination of the Dean of the Faculty with the approval of the Faculty, with not more than two members coming from any one discipline;
 - 1.14 one representative of the Directors of Pharmacy of the Teaching Hospitals of the Faculty on the nomination of the Dean of the Faculty with the approval of Faculty;
 - 1.15 the Chief Executive Officers of the teaching hospitals of the Faculty;
 - 1.16 such other persons as may be appointed by the Faculty on the nomination of the Dean of the Faculty.
2. The members appointed under sections 1.1, 1.2, 1.3, 1.4, 1.5, 1.8, 1.9, 1.10, 1.13, 1.16 or 1.17 shall be members of the Faculty for so long as they retain the positions that led to their appointment as members of Faculty.
3. The members appointed under sections 1.6, 1.7, 1.11 and 1.15 shall be appointed at the first meeting of Faculty in first semester each year, or as soon as practicable thereafter, and shall hold office until the first meeting of Faculty in the first semester of the following year.
4. The members referred to in sections 1.11 and 1.14 shall be appointed for two years, or until their association with the Faculty of Pharmacy ceases, whichever is the sooner.

Division of Natural Sciences

Faculty of Agriculture and Environment

1. The Faculty of Agriculture and Environment shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers, being full-time and fractional permanent or full-time and fractional temporary members of the teaching staff in the Faculty of Agriculture and Environment;
 - 1.2 the Deans of the Faculties of Veterinary Science, Science, Economics and Business, Arts and Social Sciences, and Law;
 - 1.3 nominees of the respective Deans of Veterinary Science, Science, and Economics and Business should be members of the academic staff in relevant areas of undergraduate and postgraduate teaching; the numbers of members so nominated to be seven for Veterinary Science, six for Science, and six for Economics and Business;
 - 1.4 the Director of the IA Watson Grains Research Centre;
 - 1.5 the Director of the Australian Centre for Agricultural Health and Safety;
 - 1.6 not more than three persons distinguished in the field of agriculture appointed by the Senate on the nomination of the Dean of the Faculty of Agriculture, Food and Natural Resources with the approval of the Faculty;
 - 1.7 not more than four students elected in the manner prescribed by resolution of the Senate; and
 - 1.8 such other persons, if any, being full-time members of the research staff assigned to the Faculty of Agriculture and Environment and holding a position at the level of research fellow and above, after they have been employed in the Faculty for more than three years.
- 2.1 A person appointed pursuant to section 1.6 shall be appointed for a period of three years and shall be eligible for reappointment for one period of three years.
- 2.2 The persons, if any, appointed under section 1.8 shall be members of the Faculty for so long as they remain full-time members of the senior research staff in the Faculty.

Faculty of Science

1. The Faculty of Science shall comprise the following persons:
 - 1.1 the professors, readers, associate professors, directors, senior lecturers, lecturers and associate lecturers, whose appointment is at the level of 60 percent or above, being members of the teaching staff in the schools, departments and units which offer honours units of study for the degrees of Bachelor of Science, Bachelor of Liberal Arts and Science, Bachelor of Medical Science or Bachelor of Psychology, including the members of the teaching staff in these categories in the History and Philosophy of Science Unit;
 - 1.2 the research staff assigned to the schools, departments and units in the Faculty of Science;
 - 1.3 the Deans of the Faculties of Architecture, Design and Planning, Arts and Social Sciences, Agriculture and Environment, Education and Social Work, Engineering and Information Technologies, Health Sciences, Law, Medicine, Nursing and Midwifery, Pharmacy, and Veterinary Science and the University of Sydney Business School or their nominees;
 - 1.4 the Director of the Australian Centre for Microscopy and Microanalysis and, on the nomination of the Dean with the approval of the Faculty, those members of the staff of the Unit who have teaching or research responsibilities in the Faculty of Science;
 - 1.5 the Curator of the Macleay Museum;
 - 1.6 the Officer-in-Charge of the Mathematics Learning Centre and the members of the full-time teaching staff in the Centre;
 - 1.7 not more than three persons distinguished in the field of Science and its teaching appointed by the Faculty on the nomination of the Dean;
 - 1.8 not more than six students, undergraduate or postgraduate, enrolled as candidates for a degree offered by the Faculty of Science elected in the manner prescribed by resolution of the Senate;
 - 1.9 not more than five persons, who have teaching, research or other appropriate associations with the work of the Faculty, appointed by the Faculty on the nomination of the Dean;

- 1.10 such other full-time members of the teaching staff of departments offering units of study, but not offering honours units of study, for the degrees of Bachelor of Science, Bachelor of Liberal Arts and Sciences, Bachelor of Medical Science or Bachelor of Psychology, as may be annually appointed by the Faculty at a meeting in July semester each year; and
- 1.11 up to three members of the general staff of the Faculty of Science elected by the general staff in the manner laid down by the Faculty at least two of whom must be from Schools or Units of the Faculty.
- 2.1 The persons appointed under section 1.7 shall be appointed for a period of three years and shall be eligible for reappointment for one further period of three years.
- 2.2 The persons appointed under section 1.9 shall be appointed for a period of three years and shall be eligible for reappointment.
- 2.3 The persons appointed under section 1.11 shall be appointed for a period of three years and shall not be eligible for reappointment.

Departments, Schools and Units within the Faculty

1. For the purposes of sections 1.1 of the constitution of the Faculty, the following are the departments, schools and units which offer honours units of study for the degrees of Bachelor of Science, Bachelor of Medical Science, Bachelor of Psychology or the Bachelor of Liberal Arts and Science;
 - 1.1 Agricultural Chemistry and Soil Science
 - 1.2 Anatomy and Histology
 - 1.3 Biological Sciences
 - 1.4 Chemistry
 - 1.5 Geosciences
 - 1.6 History and Philosophy of Science
 - 1.7 Immunology and Infectious Diseases
 - 1.8 Information Technologies
 - 1.9 Mathematics and Statistics
 - 1.10 Molecular Biosciences
 - 1.11 Pathology
 - 1.12 Pharmacology
 - 1.13 Physics
 - 1.14 Physiology
 - 1.15 Psychology

Faculty of Veterinary Science

1. The Faculty of Veterinary Science shall comprise the following persons:
 - 1.1 the academic staff at levels A, B, C, D and E, being full-time or fractional (50 percent or greater) members of the tenured, tenurable and fixed term teaching staff within the Faculty;
 - 1.2 the Head of the School of Chemistry, and the Leader of the Sciences Discipline in the Faculty of Agriculture and Environment, or one full-time tenured member of the academic staff of each of these units nominated by the Head or Leader of that unit;
 - 1.3 the Dean of the Faculty of Science, or the Dean's nominee, and the Dean of the Faculty of Agriculture and Environment, or the Dean's nominee;
 - 1.4 the Directors of Laboratory Animal Services and the Properties and Investments Office and the Coordinator Library Services (Life Sciences);
 - 1.5 up to three persons distinguished in the field of Veterinary Science appointed by the Faculty on the nomination of the Dean of the Faculty;
 - 1.6 up to three students (two undergraduates and one postgraduate) elected in the manner prescribed by resolution of the Senate;
 - 1.7 up to four members of the general staff elected by the general staff in the manner laid down by the Faculty;
 - 1.8 one nominee from each of the Australian College of Veterinary Scientists and the Australian Veterinary Association;
 - 1.9 the Directors of the Postgraduate Foundation in Veterinary Science, the Dairy Research Foundation, the Poultry Research Foundation, and the Veterinary Science Foundation;
 - 1.10 the research staff of the Faculty, being full-time or fractional (50 percent or greater), holding the position of Research Fellow or above;

- 1.11 Senior Registrars and Registrars, being full-time or fractional (50 percent or greater) employed in the University Veterinary Centres at Camden and Sydney;
- 1.12 persons holding adjunct or clinical titles within the Faculty; and
- 1.13 any other persons appointed by the Senate on the nomination of the Dean of the Faculty and with the approval of the Faculty and the Academic Board.
- 2. All nominees to the Faculty shall be appointed triennially.

DEGREES, DIPLOMAS AND CERTIFICATES
OF FACULTIES, COLLEGES AND
BOARDS OF STUDIES

Degrees, diplomas and certificates of faculties, colleges and boards of study

Division of Architecture and Creative Arts

Faculty of Architecture, Design and Planning

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Architecture, Design and Planning

- (1) With the exception of the Doctor of Science in Architecture and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Architecture, Design and Planning. The Doctor of Science in Architecture and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

Code	Course title & stream	Abbreviation	Credit points
CA002	Doctor of Science in Architecture	DScArch	Published Work
CB000	Doctor of Philosophy	PhD	Research
CC082	Master of Philosophy (Architecture)	MPhil(Arch)	Research
CC165	Master of Architecture	MArch	96
	Master of Design Science		
CC051	Audio and Acoustics	MDesSc(Audio&Acoustics)	72
CC151	Audio and Acoustics and stream	MDesSc(Audio&Acoustics)	96
CC042	Building (admission suspended)	MDesSc(Build)	72
CC142	Building and stream (admission suspended)	MDesSc(Build)	96
CC043	Building Services	MDesSc(Build Serv)	72
CC143	Building Services and stream	MDesSc(BuildServ)	96
CC048	Illumination Design	MDesSc(IllumDes)	72
CC148	Illumination Design and stream	MDesSc(IllumDes)	96
CC049	Sustainable Design	MDesSc(Sustainable Des)	72
CC149	Sustainable Design and stream	MDesSc(Sustainable Des)	96
CC056	Master of Facilities Management	MFM	72
CC033	Master of Heritage Conservation	MHeritCons	72
CC055	Master of Interaction Design and Electronic Arts	MIDEA	72
CC034	Master of Urban and Regional Planning	MURP	72
CC034	Heritage Conservation	MURP(HeritCons)	72
CC035	Master of Urban Design	MUrbDes	72
CC136	Architectural and Urban Design	MUrbDes(Arch&UrbDes)	96
CC135	Urban Design and Planning	MUrbDes(UrbDes&Plan)	96
CH020	Bachelor of Design in Architecture*	BDesArch	144
	Allied Arts in Architecture	BDesArch(AlliedArtsArch)	144
	Digital Architecture	BDesArch(DigitalArch)	144
	Urban Design and Planning	BDesArch(UrbDesPlan)	144
CH009	Bachelor of Design Computing*	BDesComp	144

*may be awarded with honours following a further year of study.

3 Combined degrees

Code	Course title	Abbreviation	Credit points
CH023	Bachelor of Design in Architecture* / Bachelor of Laws*	BDesArch/LLB	240

Code	Course title	Abbreviation	Credit points
HH046	Bachelor of Engineering [^] / Bachelor of Design in Architecture*	BE(Civil)/BDesArch	240

*may be awarded with honours following a further year of study.

[^]may be awarded with honours in an integrated program.

4 Graduate diplomas

Code	Course title & stream	Abbreviation	Credit points
	Graduate Diploma in Design Science		
CF051	Audio and Acoustics	GradDipDesSc(Audio&Acoustics)	48
CF042	Building (admission suspended)	GradDipDesSc(Build)	48
CF043	Building Services	GradDipDesSc(Build Serv)	48
CF048	Illumination Design	GradDipDesSc(IllumDes)	48
CF049	Sustainable Design	GradDipDesSc (Sustainable Des)	48
CF056	Graduate Diploma in Facilities Management	GradDipFM	48
CF033	Graduate Diploma in Heritage Conservation	GradDipHeritCons	48
CF055	Graduate Diploma in Interaction Design and Electronic Arts	GradDipIDEA	48
CF034	Graduate Diploma in Urban and Regional Planning	GradDipURP	48
CF035	Graduate Diploma in Urban Design	GradDipUrbDes	48

5 Graduate certificates

Code	Course title & stream	Abbreviation	Credit points
	Graduate Certificate in Design Science		
CG051	Audio and Acoustics	GradCertDesSc(Audio& Acoustics)	24
CG042	Building (admission suspended)	GradCertDesSc(Build)	24
CG043	Building Services	GradCertDesSc(BuildServ)	24
CG048	Illumination Design	GradCertDesSc(IllumDes)	24
CG049	Sustainable Design	GradCertDesSc (Sustainable Des)	24
CG056	Graduate Certificate in Facilities Management	GradCertFM	24
CG003	Graduate Certificate in Heritage Conservation	GradCertHeritCons	24
CG055	Graduate Certificate in Interaction Design and Electronic Arts	GradCertIDEA	24
CG004	Graduate Certificate in Urban and Regional Planning	GradCertURP	24
CG005	Graduate Certificate in Urban Design	GradCertUrbDes	24

Sydney College of the Arts

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Sydney College of the Arts

- (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Sydney College of the Arts. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

Code	Course title and stream	Abbreviation	Credit points
VB000	Doctor of Philosophy	PhD	Research
VC003	Master of Fine Arts	MFA	Research
VC032	Master of Documentary Photography	MDP	48
VC031	Master of Film and Digital Image	MFDI	48
VC033	Master of Interactive and Digital Media	MIDM	48
VC001	Master of Studio Art	MSA	48
VH000	Bachelor of Visual Arts*	BVA	144
	Fine Arts	BVA	144
	Media Arts	BVA	144

Code	Course title and stream	Abbreviation	Credit points
	Object Art and Design	BVA	144

*may be awarded with honours following a further year of study.

Sydney Conservatorium of Music

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Conservatorium of Music

- (1) With the exception of the Doctor of Music and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Sydney Conservatorium of Music. The Doctor of Music and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

Code	Course title & stream	Abbreviation	Credit points
YH000	Doctor of Music	DMus	Published Work
QB000	Doctor of Philosophy	PhD	Research
QB001	Doctor of Musical Arts	DMA	Research
	Master of Music		
QC083	Applied Research in Music Performance	MMus(AppResMusPerf)	Research
QC082	Composition	MMus(Composition)	Research
QC007	Music Education	MMus(MusEd)	Research
QC081	Musicology	MMus(Musicology)	Research
QC080	Performance	MMus(Performance)	Research
	Master of Music Studies		
QC037	Conducting	MMusStud(Cond)	96
QC034	Creative Sound Production	MMusStud (CrSoundProd)	48
QC033	Opera	MMusStud(Opera)	96
QC035	Pedagogy	MMusStud(Ped)	72
QC036	Performance	MMusStud(Perf)	72
	Bachelor of Music [^]		
QH010	Composition	BMus(Comp)	192
QH011	Music Education	BMus(MusEd)	192
QH012	Musicology	BMus(Musicology)	192
QH013	Performance	BMus(Perf)	192
QH020	Bachelor of Music Studies [*]	BMusStudies	144

*may be awarded with honours following a further year of study.

[^]may be awarded with honours in an integrated program.

3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
QH021	Bachelor of Music Studies [*] and Bachelor of Arts [*]	BMusStudies,BA	240

*may be awarded with honours following a further year of study.

4 Double degrees

Code	Course title & stream	Abbreviation	Credit points
QH022	Bachelor of Music Studies [*] and Bachelor of Medicine and Bachelor of Surgery [^]	BMusStudies, MB.BS.	336

*may be awarded with honours following a further year of study.

[^]may be awarded with honours in an integrated program.

5 Graduate diplomas

Code	Course title & stream	Abbreviation	Credit points
	Graduate Diploma in Music		
QF007	Creative Sound Production	GradDipMus (CrSoundProd)	36
QF005	Opera	GradDipMus (Opera)	48
QF008	Pedagogy	GradDipMus (Ped)	48

Code	Course title & stream	Abbreviation	Credit points
QF009	Performance	GradDipMus (Perf)	48

6 Graduate certificates

Code	Course title & stream	Abbreviation	Credit points
	Graduate Certificate in Music		
QG000	Creative Sound Production	GradCertMus (CrSoundProd)	24
QG001	Pedagogy	GradCertMus (Ped)	24

7 Undergraduate diplomas

Code	Course title & stream	Abbreviation	Credit points
QI011	Advanced Diploma of Opera	AdvDipOp	144
QI010	Diploma of Music	DipMus	96

Division of Business

The University of Sydney Business School

Resolutions of the Senate for the University of Sydney Business School

1 Degrees, diplomas and certificates of the University of Sydney Business School

- (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the University of Sydney Business School. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the School.

2 Degrees

FB000	Doctor of Philosophy	PhD	Research
FC021	Master of Philosophy	MPhil	Research
FC065	Executive Master of Business Administration	EMBA	72
FC066	Master of Commerce	MCom	72
FC057	Master of Human Resource Management and Industrial Relations	MHRM&IR	60
FC074	Master of International Business	MIntBus	60
FC073	Master of International Business and Law	MIntBus&Law	72
FC067	Master of Logistics Management	MLogMan	60
FC063	Master of Management	MMgt	60
FC064	Master of Management (CEMS)	MMgt(CEMS)	72
FC062	Master of Marketing	MMktg	60
FC055	Master of Professional Accounting	MPAcc	72
FC068	Master of Transport Management	MTM	60
FH037	Bachelor of Commerce*	BCom	144
FH019	Bachelor of Commerce (Liberal Studies)*	BCom(Liberal Studies)	192

*may be awarded with honours following a further year of study.

3 Combined degrees

Code	Course title	Abbreviation	Credit points
FH047	Bachelor of Commerce* and Bachelor of Arts*	BCom/BA	240
FH048	Bachelor of Commerce* and Bachelor of Laws ^A	BCom/LLB	240
FH050	Bachelor of Commerce* and Bachelor of Science*	BCom/BSc	240
HH055	Bachelor of Engineering ^A and Bachelor of Commerce*	BE/BCom	240
HH056	Bachelor of Information Technology ^A and Bachelor of Commerce*	BIT/BCom	240
FC070	Master of Commerce and Master of Logistics Management	MCom/MLogMan	108
FC071	Master of International Business and Master of Commerce	MIntBus/MCom	120
FC072	Master of International Business and Master of Logistics Management	MIntBus/MLogMan	108
FC069	Master of Logistics Management and Master of Transport Management	MLogMan/MTM	96

*may be awarded with honours following a further year of study.

^Amay be awarded with honours in an integrated program.

4 Double degrees

Code	Course title	Abbreviation	Credit points
FH049	Bachelor of Commerce and Bachelor of Medicine and Bachelor of Surgery	BCom/MBBS	336

5 Graduate diplomas

Code	Course title	Abbreviation	Credit points
FF014	Graduate Diploma in Commerce	GradDipCom	48
FF052	Graduate Diploma in Human Resource Management and Industrial Relations	GradDipHRM&IR	36

Code	Course title	Abbreviation	Credit points
FF054	Graduate Diploma in International Business (<i>exit point only</i>)	GradDipIntBus	36
FF037	Graduate Diploma in Logistics Management	GradDipLogMan	36
FF053	Graduate Diploma in Marketing	GradDipMktg	36
FF020	Graduate Diploma in Transport Management	GradDipTM	36

6 Graduate certificates

Code	Course title	Abbreviation	Credit points
FG017	Graduate Certificate in Business Administration (<i>exit point only</i>)	GradCertBA	24
FG003	Graduate Certificate in Commerce	GradCertCom	24
FG015	Graduate Certificate in Human Resource Management and Industrial Relations	GradCertHRM&IR	24
FG012	Graduate Certificate in Innovation and Enterprise	GradCertInn&Ent	24
FG010	Graduate Certificate in International Business (<i>exit point only</i>)	GradCertIntBus	24
FG009	Graduate Certificate in Logistics Management	GradCertLogMan	24
FG016	Graduate Certificate in Management (<i>exit point only</i>)	GradCertMgt	24
FG018	Graduate Certificate in Marketing	GradCertMktg	24
FG006	Graduate Certificate in Transport Management	GradCertTM	24

Division of Engineering and Information Technologies

Faculty of Engineering and Information Technologies

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Engineering and Information Technologies

- (1) With the exception of the Doctor of Engineering and the Doctor of Philosophy, The Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Engineering and Information Technologies. The Doctor of Engineering and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2012. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

Code	Course title & stream	Abbreviation	Credit points
HA002	Doctor of Engineering	DEng	Published work
HB000	Doctor of Philosophy	PhD	Research
HC051	Master of Philosophy	MPhil	Research
HC048	Master of Engineering	ME	48
HC049	Master of Information Technology	MIT	48
HC050	Master of Information Technology Management	MITM	48
HC052	Master of Professional Engineering		
	Aerospace Engineering	MPE(Aerospace)	96
	Biomedical Engineering	MPE(Biomedical)	96
	Chemical and Biomolecular Engineering	MPE(ChemicalandBiomolecular)	96
	Civil Engineering	MPE(Civil)	96
	Electrical Engineering	MPE(Electrical)	96
	Environmental Fluids	MPE(EnvironmentalFluids)	96
	Geotechnical Engineering	MPE(Geotechnical)	96
	Mechanical Engineering	MPE(Mechanical)	96
	Network Engineering	MPE(Network)	96
	Power Engineering	MPE(Power)	96
	Software Engineering	MPE(Software)	96
	Structural Engineering	MPE(Structural)	96
	Wireless Engineering	MPE(Wireless)	96
HC031	Master of Project Management	MPM	48
	International Project Management	MPM (International Project Management)	48
	Project Economics and Scheduling Management	MPM (Project Economics and Scheduling Management)	48
	Project Risk Management	MPM (Project Risk Management)	48
	Strategic Project Management Implementation	MPM(Strategic Project Management Implementation)	48
HC085	Master of Project Leadership	MPL	48
HH043	Bachelor of Computer Science and Technology*		
	Computer Science	BCST(ComputerScience)	144
	Information Systems	BCST(InformationSystems)	144
HH043	Bachelor of Computer Science and Technology (Advanced)*		
	Computer Science	BCST(Adv)(ComputerScience)	144
	Information Systems	BCST(Adv)(InformationSystems)	144
HH000	Bachelor of Engineering^		
	Aeronautical Engineering	BE(Aeronautical)	192
	Aeronautical Engineering (Space)	BE(Aeronautical)(Space)	192
	Chemical and Biomolecular Engineering	BE(ChemicalandBiomolecular)	192
	Civil Engineering	BE(Civil)	192
	Civil Engineering (Construction Management)	BE(Civil)(ConstructionManagement)	192
	Civil Engineering (Environmental)	BE(Civil)(Environmental)	192
	Civil Engineering (Geotechnical)	BE(Civil)(Geotechnical)	192
	Civil Engineering (Structures)	BE(Civil)(Structures)	192
	Computer Engineering	BE(Computer)	192

Code	Course title & stream	Abbreviation	Credit points
	Electrical Engineering	BE(Electrical)	192
	Electrical Engineering (Bioelectronics)	BE(Electrical)(Bioelectronics)	192
	Electrical Engineering (Computer)	BE(Electrical)(Computer)	192
	Electrical Engineering (Power Engineering)	BE(Electrical)(Power)	192
	Electrical Engineering (Telecommunications)	BE(Electrical)(Telecommunications)	192
	Mechanical Engineering	BE(Mechanical)	192
	Mechanical Engineering (Biomedical)	BE(Mechanical)(Biomedical)	192
	Mechanical Engineering (Space)	BE(Mechanical)(Space)	192
	Mechatronic Engineering	BE(Mechatronic)	192
	Mechatronic Engineering (Space)	BE(Mechatronic)(Space)	192
	Project Engineering and Management (Civil)	BE(ProjectEngineeringandManagement)(Civil)	192
HH059	Bachelor of Project Management	BPM	144
HH060	Bachelor of Project Management (Civil Engineering Science)	BPM(Civil Engineering Science)	144
HH061	Bachelor of Project Management (Software)	BPM(Software)	144
HH062	Bachelor of Project Management (Built Environment)	BPM(Built Environment)	144
	Software Engineering	BE(Software)	192
HH041	Bachelor of Information Technology [^]		
	Computer Science	BIT(ComputerScience)	192
	Information Systems	BIT(InformationSystems)	192

**may be awarded with honours following a further year of study.*

[^]may be awarded with honours in an integrated program

3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
HH016	Bachelor of Engineering [^] /Bachelor of Arts [*]	BE/BA	240
HH014	Bachelor of Engineering [^] /Bachelor of Commerce [*]	BE/BCom	240
HH046	Bachelor of Engineering [^] /Bachelor of Design in Architecture [*]	BE/BDesArch	240
HH018	Bachelor of Engineering [^] /Bachelor of Laws [^]	BE/LLB	288
HH021	Bachelor of Engineering [^] /Bachelor of Medical Science [*]	BE/BMedSci	240
HH015	Bachelor of Engineering [^] /Bachelor of Science [*]	BE/BSc	240
HH047	Bachelor of Information Technology [^] /Bachelor of Arts [*]	BIT/BA	240
HH042	Bachelor of Information Technology [^] /Bachelor of Commerce [*]	BIT/BCom	240
HH051	Bachelor of Information Technology [^] /Bachelor of Laws [^]	BIT/LLB	288
HH048	Bachelor of Information Technology [^] /Bachelor of Medical Science [*]	BIT/BMedSc	240
HH049	Bachelor of Information Technology [^] /Bachelor of Science [*]	BIT/BSc	240
HH063	Bachelor of Engineering [^] /Bachelor of Project Management [*]	BE/BPM	240

**may be awarded with honours following a further year of study*

[^]may be awarded with honours in an integrated program

4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
HF041	Graduate Diploma in Computing	GradDipComp	48
HF044	Graduate Diploma in Engineering	GradDipEng	36
HF045	Graduate Diploma in Engineering (Professional Engineering)	GradDipEng(ProfEng)	48
HF042	Graduate Diploma in Information Technology	GradDiplT	36
HF043	Graduate Diploma in Information Technology Management	GradDiplTM	36
HF023	Graduate Diploma in Project Management	GradDipPM	36

Code	Course title	Abbreviation	Credit points
HF046	Graduate Diploma in Project Leadership	GradDipPL	36

5 Graduate certificates

Code	Course title	Abbreviation	Credit points
HG027	Graduate Certificate in Engineering	GradCertEng	24
HG025	Graduate Certificate in Information Technology	GradCertIT	24
HG026	Graduate Certificate in Information Technology Management	GradCertITM	24
HG006	Graduate Certificate in Project Management	GradCertPM	24
HG028	Graduate Certificate in Project Leadership	GradCertPL	24

Division of Health Sciences

Faculty of Health Sciences

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Health Sciences

- (1) The Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Health Sciences.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

SB017	Doctor of Health Science (<i>no new intake since 2009</i>)	HScD	Research
SB019	Doctor of Philosophy	PhD	Research
SC108	Master of Applied Science	MAppSc	Research
SC044	Master of Communication Disorders (<i>no new intake since 2009</i>)	MComDisord	Research
SC131	Master of Diagnostic Radiography	MDR	96
SC149	Master of Exercise Physiology	MExPhys	96
SC143	Master of Health Informatics	MHI	96
SC133	Master of Nuclear Medicine	MNM	96
SC141	Master of Occupational Therapy	MOT	96
SC110	Master of Orthoptics	MOrth	96
SC104	Master of Physiotherapy	MPhy	96
SC135	Master of Radiation Therapy	MRT	96
SC147	Master of Rehabilitation Counselling	MRehabCng	96
SC112	Master of Speech Language Pathology	MSLP	96
SC144	Master of Health Sciences (<i>no new intake since 2010</i>)		
	Master of Health Science		
SC107	Developmental Disability	MHIthSc(DD)	48
SC077	Medical Radiation Sciences	MHIthSc(MRS)	48
SC109	Sexual Health (<i>no new intake since 2011</i>)	MHIthSc(Sexual HIth)	48
SC155	Master of Exercise and Sport Science (<i>no new intake since 2012</i>)	MEx&SpSc	48
SC157	Master of Molecular Imaging	MMollmag	48
	Bachelor of Applied Science		
SH140	Exercise Physiology	BAppSc(ExPhys)	192
SH088	Exercise and Sport Science*	BAppSc(Ex&SpSc)	144
SH116	(Medical Radiation Sciences) Diagnostic Radiography*	BAppSc(MRS)DiagRad	144
SH117	(Medical Radiation Sciences) Nuclear Medicine*	BAppSc(MRS)NucMed	
SH118	(Medical Radiation Sciences) Radiation Therapy*	BAppSc(MRS)RadTher	
SH135	Occupational Therapy [^]	BAppSc(OT)	192
SH137	Physiotherapy [^]	BAppSc(Phty)	192
SH128	Speech Pathology [^]	BAppSc(SpPath)	192
SH130	Bachelor of Health Sciences*	BHIthSci	144

*may be awarded with honours following a further year of study

[^]may be awarded with honours in an integrated program

3 Double degrees

Code	Course title	Abbreviation	Credit points
SH093	Bachelor of Applied Science (Exercise and Sport Science) and Bachelor of Science (Nutrition)/Bachelor of Science (Nutrition) (<i>no new intake since 2010</i>)	BAppSc(Ex&SpSc)/BSc(Nutr)	240
GH020	Bachelor of Health Sciences* and Master of Nursing	BHIthSci, MN	192
SH139	Bachelor of Applied Science (Exercise and Sport Science)* and Master of Nutrition and Dietetics	BAppSc(Ex&SpSc), MNutrDiet	240

Code	Course title	Abbreviation	Credit points
SH132	Bachelor of Health Sciences/Master of Health Informatics (<i>no new intake since 2010</i>)	BHlthSci/MHlthInformatics	192
SH131	Bachelor of Health Sciences/Master of Clinical Vision Sciences (<i>no new intake since 2010</i>)	BHlthSci/MClinVisionSc	192
SH133	Bachelor of Health Sciences/Master of Rehabilitation Counselling (<i>no new intake since 2010</i>)	BHlthSci/MRehabCIng	192

*may be awarded with honours following a further year of study

^may be awarded with honours in an integrated program

4 Graduate diplomas

Code	Course Title & stream	Abbreviation	Credit Points
SF059	Graduate Diploma in Communication Disorders (exit only)	GradDipCommDis	48
	Graduate Diploma of Health Science		
SF054	Exercise and Sport Science (no new intake since 2012)	GradDipHlthSc (Ex&SpSc)	36
SF053	Medical Radiation Sciences	GradDipHlthSc (MRS)	36
SF057	Sexual Health (no new intake since 2011)	GradDipHlthSc (SexualHlth)	36
SF061	Graduate Diploma in Rehabilitation Counselling	GradDipRehabCIng	48

5 Graduate certificates

Code	Course Title & stream	Abbreviation	Credit Points
	Graduate Certificate of Health Science		
SG028	Developmental Disability	GradCertHlthSc(DD)	24
SG026	Exercise and Sport Science	GradCertHlthSc (Ex&SpSc)	24
SG024	Medical Radiation Sciences	GradCertHlthSc(MRS)	24
SG030	Sexual Health (no new intake since 2012)	GradCertHlthSc (SexualHlth)	24

Division of Humanities and Social Sciences

Faculty of Arts and Social Sciences

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Arts and Social Sciences

- (1) With the exception of the Doctor of Letters and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Arts and Social Sciences. The Doctor of Letters and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

Code	Course title & stream	Abbreviation	Credit points
DA000	Doctor of Letters	DLitt	Published Work
DB003	Doctor of Arts	DArts	Research
DB000	Doctor of Philosophy	PhD	Research
DB004	Doctor of Social Sciences	DSocSci	Research
DC080	Master of Arts (Research)	MA(Res)	Research
DC009	Master of Philosophy	MPhil	Research
DC042	Master of Applied Linguistics	MAppLing	48
DC063	Master of Art Curatorship	MAC	48
DC034	Master of Arts	MA	48
DC043	Master of Asian Studies	MAsianStud	48
DC049	Master of Buddhist Studies	MBuddhistStud	48
DC044	Master of Creative Writing	MCW	48
DC045	Master of Crosscultural Communication	MCC	48
DC057	Master of Cultural Studies	MCS	48
DC040	Master of Development Studies	MDVST	48
DC050	Master of Digital Communication and Culture	MDCC	48
DC070	Master of Economics	MEc	72
DC046	Master of European Studies	MEuroStud	48
DC051	Master of Film Studies	MFS	48
DC064	Master of Health Communication	MHC	48
DC055	Master of Human Rights	MHR	48
DC069	Master of Human Rights and Democratisation (Asia Pacific Regional Program)	MHRD(Asia Pacific)	60
DC071	Master of International Security	MIntSec	60
DC060	Master of International Studies	MIntS	48
DC033	Master of Letters	MLitt	24
DC067	Master of Letters in US Studies	MLitt(US Studies)	72
DC037	Master of Media Practice	MMedia Prac	48
DC047	Master of Museum Studies	MMuseum Stud	48
DC048	Master of Peace and Conflict Studies	MPACS	48
DC066	Master of Political Economy	MPoEc	48
DC036	Master of Professional Communication	MPC	48
TC030	Executive Master of Public Administration	EMPA	60
TC031	Master of Public Administration	MPA	48
DC058	Master of Public Policy	MPP	48
DC053	Master of Publishing	MPub	48
DC041	Master of Strategic Public Relations	MStratPR	48
DC065	Master of Translation Studies	MTrans	72
DC054	Master of US Studies	MUSS	48
DH031	Bachelor of Arts*	BA	144
DH048	Bachelor of Arts (Advanced) (Honours)^	BA(Adv)(Hons)	144
DH012	Bachelor of Arts (Asian studies)*	BA(AsianStud)	144
DH025	Bachelor of Arts (Languages)*	BA(Lang)	192
DH026	Bachelor of Arts (Media and Communications)*	BA(Media & Comm)	192

Code	Course title & stream	Abbreviation	Credit points
DH064	Bachelor of Economics*	BEc	144
DH060	Bachelor of International and Global Studies*	BIGS	144
DH062	Bachelor of Political, Economic and Social Sciences*	BPESS	144

*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
DH021	Bachelor of Arts* and Bachelor of Laws^	BA,LLB	240
DH037	Bachelor of Arts (Media and Communications)* and Bachelor of Laws^	BA(Media & Comm),LLB	288
DH019	Bachelor of Arts* and Bachelor of Social Work^	BA,BSW	240
FH033	Bachelor of Commerce* and Bachelor of Arts*	BCom,BA	240
DH065	Bachelor of Economics* and Bachelor of Laws^	BEc,LLB	240
XH029	Bachelor of Education (Secondary: Humanities and Social Sciences)^ and Bachelor of Arts*	BEd(Sec: HumSocSc),BA	240
HH016	Bachelor of Engineering^ and Bachelor of Arts*	BE,BA	240
HH047	Bachelor of Information Technology^ and Bachelor of Arts*	BIT,BA	240
DH061	Bachelor of International and Global Studies* and Bachelor of Laws^	BIGS,LLB	240
QH021	Bachelor of Music Studies* and Bachelor of Arts*	BMusStudies,BA	240
DH063	Bachelor of Political, Economic and Social Sciences* and Bachelor of Laws^	BPESS,LLB	240
LH039	Bachelor of Science* and Bachelor of Arts*	BSc,BA	192

*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

4 Double Degrees

Code	Course title & stream	Abbreviation	Credit points
DH049	Bachelor of Arts (Advanced) (Honours)^ and Bachelor of Medicine and Bachelor of Surgery^	BA(Adv)(Hons), MBBS	336
DH066	Bachelor of Economics* and Bachelor of Medicine and Bachelor of Surgery^	BEc, MBBS	336
GH019	Bachelor of Arts* and Master of Nursing	BA,MN	192

*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

5 Graduate diplomas

Code	Course title	Abbreviation	Credit points
DF022	Graduate Diploma in Applied Linguistics	GradDipAppLing	36
DF039	Graduate Diploma in Art Curatorship	GradDipAC	36
DF012	Graduate Diploma in Arts	GradDipArts	36
DF023	Graduate Diploma in Asian Studies	GradDipAsian Stud	36
DF027	Graduate Diploma in Buddhist Studies	GradDipBuddhistStud	36
DF024	Graduate Diploma in Creative Writing	GradDipCW	36
DF034	Graduate Diploma in Cultural Studies	GradDipCS	36
DF020	Graduate Diploma in Development Studies	GradDipDVST	36
DF028	Graduate Diploma in Digital Communication and Culture	GradDipDCC	36
DF043	Graduate Diploma in Economics	GradDipEc	48
DF025	Graduate Diploma in European Studies	GradDipEuroStud	36
DF029	Graduate Diploma in Film Studies	GradDipFS	36
DF040	Graduate Diploma in Health Communication	GradDipHC	36
DF033	Graduate Diploma in Human Rights	GradDipHR	36
DF044	Graduate Diploma in International Security	GradDipIntSec	48

Code	Course title	Abbreviation	Credit points
DF037	Graduate Diploma in International Studies	GradDiplntS	36
DF017	Graduate Diploma in Media Practice	GradDipMediaPrac	36
DF013	Graduate Diploma in Museum Studies	GradDipMuseumStud	36
DF026	Graduate Diploma in Peace and Conflict Studies	GradDipPACS	36
DF042	Graduate Diploma in Political Economy	GradDipPolEc	36
DF016	Graduate Diploma in Professional Communication	GradDipPC	36
TF000	Graduate Diploma in Public Administration	GradDipPAdmin	36
DF035	Graduate Diploma in Public Policy	GradDipPP	36
DF031	Graduate Diploma in Publishing	GradDipPub	36
DF021	Graduate Diploma in Strategic Public Relations	GradDipStatPR	36
DF041	Graduate Diploma in Translation Studies	GradDipTrans	36
DF032	Graduate Diploma in US Studies	GradDipUSS	36

6 Graduate certificates

Code	Course title	Abbreviation	Credit points
DG016	Graduate Certificate in Applied Linguistics	GradCertAppLing	24
DG035	Graduate Certificate in Art Curatorship	GradCertAC	24
DG004	Graduate Certificate in Arts	GradCertArts	24
DG017	Graduate Certificate in Asian Studies	GradCertAsianStud	24
DG021	Graduate Certificate in Buddhist Studies	GradCertBuddhistStud	24
DG018	Graduate Certificate in Creative Writing	GradCertCW	24
DG030	Graduate Certificate in Cultural Studies	GradCertCS	24
DG014	Graduate Certificate in Development Studies	GradCertDVST	24
DG023	Graduate Certificate in Digital Communication and Culture	GradCertDCC	24
DG019	Graduate Certificate in European Studies	GradCertEuroStud	24
DG024	Graduate Certificate in Film Studies	GradCertFS	24
DG036	Graduate Certificate in Health Communication	GradCertHC	24
DG029	Graduate Certificate in Human Rights	GradCertHR	24
DG038	Graduate Certificate in International Security	GradCertIntSec	24
DG031	Graduate Certificate in International Studies	GradCertIntS	24
DG010	Graduate Certificate in Media Practice	GradCertMediaPrac	24
DG005	Graduate Certificate in Museum Studies	GradCertMuseumStud	24
DG020	Graduate Certificate in Peace and Conflict Studies	GradCertPACS	24
DG037	Graduate Certificate in Political Economy	GradCertPolEc	24
DG009	Graduate Certificate in Professional Communication	GradCertPC	24
TG000	Graduate Certificate in Public Administration	GradCertPAdmin	24
DG032	Graduate Certificate in Public Policy	GradCertPP	24
DG026	Graduate Certificate in Publishing	GradCertPub	24
DG015	Graduate Certificate in Strategic Public Relations	GradCertStratPR	24
DG028	Graduate Certificate in US Studies	GradCertUSS	24

7 Diplomas

Code	Course title	Abbreviation	Credit points
DI000	Diploma of Arts*	DipArts	48
DI002	Diploma of Language Studies*	DipLangStud	48
DI001	Diploma of Social Sciences *	DipSocSc	48

*may be awarded with honours following a further year of study.

Faculty of Education and Social Work

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Education and Social Work

- (1) With the exception of the Doctor of Education, the Doctor of Letters in Education, the Doctor of Letters in Social Work and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Education and Social Work. The Doctor of Education, the Doctor of Letters in Education, the Doctor of Letters in Social Work and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

Code	Course title & stream	Abbreviation	Credit points
XA001	Doctor of Letters in Education	DLittEd	Published Work
ZA002	Doctor of Letters in Social Work	DLittSW	Published Work
XB001	Doctor of Education	EdD	Research
XB000 ZB000	Doctor of Philosophy	PhD	Research
ZB001	Doctor of Social Work	DSW	Research
XC081	Master of Education (Research)	MEd(Research)	Research
XC009	Master of Philosophy in Education	MPhilEd	Research
ZC081	Master of Philosophy in Social Work	MPhilSW	Research
XC030	Master of Education	MEd	48
XC032	Master of Learning Science and Technology	MLS&T	48
XC031	Master of Policy Studies	MPS	48
ZC031	Master of Social Work	MSW	48
ZC033	Master of Social Work (Qualifying)	MSW(Q)	96
XC034	Master of Teaching	MTeach	96
XH033	Bachelor of Education (Early Childhood)	BEd(Early Childhood)	192
XH034	Bachelor of Education (Primary)	BEd(Primary)	192
XH032	Bachelor of Education (Secondary: Human Movement and Health Education)	BEd(Sec)(HMHE)	192
XH018	Bachelor of Education (Secondary: Aboriginal Studies)	BEd(Sec:Aboriginal)	192
ZH001	Bachelor of Social Work	BSW	192

3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
DH019	Bachelor of Arts* and Bachelor of Social Work^	BA,BSW	240
XH029	Bachelor of Education (Secondary: Humanities and Social Sciences)^ and Bachelor of Arts*	BEd(Sec: HumSocSc),BA	240
XH031	Bachelor of Education (Secondary: Mathematics)^ and Bachelor of Science*	BEd(Sec:Maths), BSc	240
XH030	Bachelor of Education (Secondary: Science)^ and Bachelor of Science*	BEd(Sec:Science), BSc	240

*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
XF005	Graduate Diploma in Educational Studies	GradDipEdStudies	36
XF009	Graduate Diploma in Learning Science and Technology	GradDipLS&T	36
XF007	Graduate Diploma in Policy Studies	GradDipPS	36
ZF001	Graduate Diploma in Social Work	GradDipSocWk	36

5 Graduate certificates

Code	Course title	Abbreviation	Credit points
XG000	Graduate Certificate in Educational Studies	GradCertEdStudies	24
ZG006	Graduate Certificate in Human and Community Services	GradCertH&CS	24

Code	Course title	Abbreviation	Credit points
XG006	Graduate Certificate in Learning Science and Technology	GradCertLS&T	24
XG004	Graduate Certificate in Policy Studies	GradCertPS	24
XG003	Graduate Certificate in Teaching English as a Foreign Language	GradCertTEFL	24

Sydney Law School

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Sydney Law School

- (1) With the exception of the Doctor of Laws and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Sydney Law School. The Doctor of Laws and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Law School.

2 Degrees

Code	Course title	Abbreviation	Credit points
JA000	Doctor of Laws	LLD	Published work
JB000	Doctor of Philosophy	PhD	Research
JB003	Doctor of Juridical Studies	SJD	Research
JC081	Master of Criminology	MCrim	Research
JC080	Master of Laws	LLM	Research
JC009	Master of Administrative Law and Policy	MALP	48
JC010	Master of Asia Pacific Legal Systems (admission suspended)	MAPLS	48
JC032	Master of Business Law	MBL	48
JC031	Master of Criminology	MCrim	48
JC006	Master of Environmental Law	MEnvLaw	48
LC040	Master of Environmental Science and Law	MEnviSciLaw	48
JC033	Master of Global Law	MGlobL	48
JC008	Master of Health Law	MHL	48
FC048	Master of International Business and Law	MIntBus&Law	48
JC013	Master of International Law	MIL	48
JC011	Master of International Taxation	MIntTax	48
JC007	Master of Jurisprudence	MJur	48
JC004	Master of Labour Law and Relations	MLLR	48
JC030	Master of Laws	LLM	48
JC005	Master of Taxation	MTax	48
JC034	Juris Doctor	JD	144
JH000	Bachelor of Laws [^]	LLB	144

[^]may be awarded with honours in an integrated program

3 Combined degrees

Code	Course title	Abbreviation	Credit points
DH037	Bachelor of Arts (Media and Communications)* and Bachelor of Laws [^]	BA(Media & Comm),LLB	288
DH021	Bachelor of Arts* and Bachelor of Laws [^]	BA,LLB	240
CH023	Bachelor of Design in Architecture* and Bachelor of Laws	BDesArch,LLB	240
FH028	Bachelor of Commerce* and Bachelor of Laws [^]	BCom,LLB	240
FH030	Bachelor of Economics* and Bachelor of Laws [^]	BEc,LLB	240
HH018	Bachelor of Engineering [^] and Bachelor of Laws	BE,LLB	288
HH051	Bachelor of Information Technology [^] and Bachelor of Laws [^]	BIT,LLB	288
DH061	Bachelor of International and Global Studies* and Bachelor of Laws [^]	BIGS,LLB	240

Code	Course title	Abbreviation	Credit points
DH063	Bachelor of Political, Economic and Social Sciences* and Bachelor of Laws [^]	BPESS,LLB	240
LH006	Bachelor of Science* and Bachelor of Laws [^]	BSc,LLB	240

*may be awarded with honours following a further year of study

[^]may be awarded with honours in an integrated program

4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
JF007	Graduate Diploma in Commercial Law	GradDipCommLaw	24
JF006	Graduate Diploma in Corporate, Securities and Finance Law	GradDipCorpLaw	24
JF008	Graduate Diploma in Criminology	GradDipCrim	24
JF004	Graduate Diploma in Environmental Law	GradDipEnvLaw	24
JF014	Graduate Diploma in Health Law	GradDipHL	24
JF009	Graduate Diploma in International Business Law	GradDipIntBusL	24
JF013	Graduate Diploma in International Law	GradDipIL	24
JF001	Graduate Diploma in Jurisprudence	GradDipJur	24
JF003	Graduate Diploma in Law	GradDipLaw	24
JF015	Graduate Diploma in Public Health Law	GradDipPubHL	24
JF005	Graduate Diploma in Taxation	GradDipTax	24

Board of Studies in Indigenous Studies

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Board of Studies in Indigenous Studies

- (1) The Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Board of Studies in Indigenous Studies.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Board of Studies in Indigenous Studies.

2 Degrees

Code	Course title	Abbreviation	Credit points
XC033	Master of Indigenous Languages Education	MIndigLangEd	48

3 Graduate diplomas

Code	Course title	Abbreviation	Credit points
XF010	Graduate Diploma of Indigenous Languages Education	GradDipIndigLangEd	36

4 Graduate certificates

Code	Course title	Abbreviation	Credit points
XG007	Graduate Certificate of Indigenous Languages Education	GradCertIndigLangEd	24

5 Undergraduate Diplomas

Code	Course title & stream	Abbreviation	Credit points
XI003	Diploma in Education (Aboriginal)	DipEd (Aboriginal)	96

6 Undergraduate Academic Skills course

Code	Course title & stream	Abbreviation	Credit points
	Cadigal Program – Academic Skills I and II		

Division of Medicine, Dentistry, Nursing and Pharmacy

Faculty of Medicine

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Medicine

- (1) With the exception of the Doctor of Medicine and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Medicine. The Doctor of Medicine and the Doctor of Philosophy are provided and conferred according to the rules specified by Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2012. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

Code	Course title	Abbreviation	Credit points
KA000	Doctor of Medicine	MD	Published work
KB000	Doctor of Philosophy	PhD	Research
KC083	Master of Philosophy	MPhil	Research
KC000	Master of Surgery	MS	Research
KB004	Doctor of Clinical Surgery	DClinSurg	144
KC099	Master of Bioethics	MBEth	48
KC044	Master of Biostatistics	MBiostat	72
KC089	Master of Brain and Mind Sciences	MBMSc	48
KC090	Master of Brain and Mind Sciences in Psychiatry	MBMScPsychiatry	72
KC096	Master of Clinical Trials Research	MClinTRes	48
KC095	Master of Genetic Counselling	MGC	96
KC054	Master of Health Policy	MHPol	48
KC097	Master of HIV, STIs and Sexual Health - <i>Clinical Medicine - Counselling - Laboratory - Nursing - Public Health</i>	MHSSH	48
KC068	Master of Indigenous Health (Substance Use)	MIndigH(SubUse)	48
KC069	Master of International Ophthalmology - <i>Community Ophthalmology - Post Vocational Ophthalmology</i>	MIOphth	48
KC053	Master of International Public Health	MIntPH	48
KC046	Master of Medical Education (<i>admission suspended</i>)	MMedEd	48
KC070	Master of Medical Humanities	MMedHum	48
	Master of Medicine		
KC055	Clinical Epidemiology	MMed(ClinEpi)	48
KC050	Infection and Immunity	MMed(InfImm)	48
KC047	Ophthalmic Science - <i>Oculoplastic Surgery</i>	MMed(OphthSc) MMed(OphthSc-OcPlasSurg)	48
KC073	Paediatric Medicine	MMed(Paed)	48
KC057	Pain Management	MMed(PainMgt)	48
KC012	Psychotherapy	MMed(Psychotherapy)	72
KC075	Refractive Surgery	MMed(RefractSurg)	48
KC077	Reproductive Health Sciences and Human Genetics	MMed(RHHG)	48
KC041	Sleep Medicine	MMed(Sleep Medicine)	48
KC052	Master of Public Health	MPH	48
KC088	Professional Practice	MPH(Professional Practice)	60
KC087	Master of Qualitative Health Research	MQHR	48
	Master of Science in Medicine		
KC056	Clinical Epidemiology	MScMed(ClinEpi)	48
KC051	Infection and Immunity	MScMed(InfImm)	48
KC048	Ophthalmic Science	MScMed(OphthSc)	48
KC058	Pain Management	MScM(PainMgt)	48
KC045	Psychotherapy	MScMed (Psychotherapy)	72
KC078	Reproductive Health Sciences and Human Genetics	MScMed(RHHG)	48
KC042	Sleep Medicine	MScMed(Sleep Medicine)	48

Code	Course title	Abbreviation	Credit points
KC049	Master of Surgery - <i>Breast Surgery - Cardiothoracic Surgery - Colorectal - Endocrine Surgery - Hand Surgery - Head and Neck - Neurosurgery - Orthopaedic - Orthopaedic - Otorhinolaryngology - Paediatric Surgery - Plastic/Reconstructive Surgery - Surgical Anatomy - Surgical Oncology - Surgical Outcomes - Surgical Sciences - Transplant Surgery - Trauma Surgery - Upper Gastrointestinal Surgery - Urology - Vascular Surgery and Endovascular Surgery</i>	MS	48
KH006	Bachelor of Medicine and Bachelor of Surgery [^]	MBBS	192

Note: Italicised items below degree names are streams within that degree.

[^] May be awarded with honours in an integrated program.

3 Double degrees

Code	Course title	Abbreviation	Credit points
KC098	Master of HIV, STIs and Sexual Health/ Master of Philosophy	MHSSH/MPhil	96
KC085	Master of Medicine (Reproductive Health and Human Genetics)/ Master of Philosophy	MMed(RHHG)/MPhil	96
KC086	Master of Science in Medicine (Reproductive Health and Human Genetics)/Master of Philosophy	MScMed(RHHG)/ MPhil	96
DH049	Bachelor of Arts (Advanced)(Honours)/ Bachelor of Medicine and Bachelor of Surgery [^]	BA(Adv)(Hons)/MBBS	336
FH036	Bachelor of Commerce*/Bachelor of Medicine and Bachelor of Surgery [^]	BCom/MBBS	336
FH035	Bachelor of Economics*/Bachelor of Medicine and Bachelor of Surgery [^]	BEcon/MBBS	336
LH034	Bachelor of Medical Science*/Bachelor of Medicine and Bachelor of Surgery [^]	BMedSc/MBBS	336
QH022	Bachelor of Music Studies*/Bachelor of Medicine and Bachelor of Surgery [^]	BMusStudies/MBBS	336
LH033	Bachelor of Science (Advanced)*/Bachelor of Medicine and Bachelor of Surgery	BSc(Adv)/MBBS	336

[^] May be awarded with honours in an integrated program.

* May be awarded with honours following a further year of study.

4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
KF047	Graduate Diploma in Bioethics	GradDipBioethics	36
KF034	Graduate Diploma in Biostatistics	GradDipBiostat	48
KF057	Graduate Diploma in Brain and Mind Sciences	GradDipBMSc	36
KF062	Graduate Diploma in Clinical Epidemiology	GradDipClinEpi	36
KF061	Graduate Diploma in Clinical Trials Research	GradDipClinTRes	36
KF060	Graduate Diploma in Genetic Counselling	GradDipGC	48
KF041	Graduate Diploma in Health Policy	GradDipHPol	36
KF069	Graduate Diploma in HIV, STIs and Sexual Health - <i>Clinical Medicine - Counselling - Laboratory - Nursing - Public Health</i>	GradDipHSSH	36
KF049	Graduate Diploma in Indigenous Health (Substance Use)	GradDipIndigH(SubUse)	36
KF022	Graduate Diploma in Indigenous Health Promotion	GradDipIndigHProm	36
KF040	Graduate Diploma in Infection and Immunity	GradDipInfImm	36
KF048	Graduate Diploma in International Ophthalmology	GradDipIOphth	36
KF029	Graduate Diploma in International Public Health	GradDipIntPH	36
KF036	Graduate Diploma in Medical Education (admission suspended)	GradDipMedEd	36
KF050	Graduate Diploma in Medical Humanities	GradDipMedHum	36

Code	Course title	Abbreviation	Credit points
KF063	Graduate Diploma in Ophthalmic Science - <i>Oculoplastic Surgery</i>	GradDipOphthSc GradDipOphthSc(OcPlasSurg)	36
KF064	Graduate Diploma in Paediatric Medicine	GradDipPaed	36
KF065	Graduate Diploma in Pain Management	GradDipPainMgt	36
KF000	Graduate Diploma in Public Health	GradDipPH	36
KF056	Graduate Diploma in Qualitative Health Research	GradDipQHR	36
KF066	Graduate Diploma in Refractive Surgery	GradDipRefractSurg	36
KF067	Graduate Diploma in Sleep Medicine	GradDipSleep	36
KF039	Graduate Diploma in Surgery	GradDipSurg	36

Note: Italicised items below degree names are streams within that degree.

5 Graduate certificates

Code	Course title	Abbreviation	Credit points
KG010	Graduate Certificate in Bioethics	GradCertBEth	24
KG003	Graduate Certificate in Biostatistics	GradCertBiostat	24
KG019	Graduate Certificate in Brain and Mind Sciences	GradCertBMSc	24
KG020	Graduate Certificate in Clinical Trials Research	GradCertClinTRes	24
KG007	Graduate Certificate in Clinical Epidemiology	GradCertClinEpi	24
KG006	Graduate Certificate in Health Policy	GradCertHPol	24
KG012	Graduate Certificate in Indigenous Health (Substance Use)	GradCertIndigH(SubUse)	24
KG005	Graduate Certificate in Infection and Immunity	GradCertInfnImm	24
KG004	Graduate Certificate in Medical Education (<i>admission suspended</i>)	GradCertMedEd	24
KG013	Graduate Certificate in Medical Humanities	GradCertMedHum	24
KG021	Graduate Certificate in Paediatric Medicine	GradCertPaed	24
KG008	Graduate Certificate in Pain Management	GradCertPainMgt	24
KG018	Graduate Certificate in Qualitative Health Research	GradCertQHR	24

6 Diplomas

Code	Course title	Abbreviation	Credit points
KI002	Advanced Diploma in Indigenous Primary Health Care (<i>admission suspended</i>)	AdvDipIndigPrimHC	144
KI001	Diploma in Indigenous Primary Health Care (<i>admission suspended</i>)	DipIndigPrimHC	96

Faculty of Dentistry

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Dentistry

- (1) With the exception of the Doctor of Dental Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Dentistry. The Doctor of Dental Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2012. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

Code	Course title and streams	Abbreviation	Credit points
EA000	Doctor of Dental Science	DDBSc	Published Work
EB000	Doctor of Philosophy	PhD	Research
EC081	Master of Philosophy	MPhil(Dent)	Research

Code	Course title and streams	Abbreviation	Credit points
EC003	Master of Science in Dentistry (admission suspended)	MScDent	Research
	Doctor of Clinical Dentistry		
EB001	Oral Medicine and Oral Pathology	DClinDent	144
EB002	Orthodontics	DClinDent	144
EB003	Paediatric Dentistry	DClinDent	144
EB004	Periodontics	DClinDent	144
EB005	Prosthodontics	DClinDent	144
EB006	Special Care Dentistry	DClinDent	144
EB009	Oral Surgery	DClinDent	144
EC082	Doctor of Dental Medicine	DMD	192
EH003	Bachelor of Dentistry [^]	BDent	192
EH004	Bachelor of Oral Health	BOH	144

[^]may be awarded with honours in an integrated program.

3 Graduate diplomas

Code	Course title and streams	Abbreviation	Credit points
	Graduate Diploma in Clinical Dentistry		
EF007	Child Health	GradDipClinDent	48
EF001	Conscious Sedation and Pain Control	GradDipClinDent	48
EF008	Hospital Dentistry	GradDipClinDent	48
EF009	Oral Biology	GradDipClinDent	48
EF002	Oral Implants	GradDipClinDent	48
EF006	Restorative	GradDipClinDent	48
EF010	Tooth Mechanics	GradDipClinDent	48
EF012	Surgical Dentistry	GradDipClinDent	48

4 Graduate certificates

Code	Course title and streams	Abbreviation	Credit points
	Graduate Certificate in Clinical Dentistry		
EG002	Child Health	GradCertClinDent	24
EG003	Hospital Dentistry	GradCertClinDent	24
EG004	Oral Biology	GradCertClinDent	24
EG001	Restorative	GradCertClinDent	24
EG005	Tooth Mechanics	GradCertClinDent	24
EG007	Surgical Dentistry	GradCertClinDent	24

Faculty of Nursing and Midwifery

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Nursing and Midwifery

- (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Nursing and Midwifery. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2012. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

Code	Course title	Abbreviation	Credit points
GB000	Doctor of Philosophy	PhD	Research
GC005	Master of Philosophy (Nursing)	MPhil(Nursing)	Research
GC060	Master of Cancer and Haematology Nursing	MCaHaemN	60
GC061	Master of Clinical Nursing	MClinN	60
GC068	Master of Clinical Trials Practice	MClinTPrac	48
GC062	Master of Emergency Nursing	MEmergN	60
GC063	Master of Intensive Care Nursing	MIntCareN	60
GC064	Master of Mental Health Nursing	MMHlthN	60
GC065	Master of Nursing	MN	96

Code	Course title	Abbreviation	Credit points
GC067	Master of Nursing (Nurse Practitioner)	MN(NP)	72
GH009	Bachelor of Nursing Post-registration	BN	144
GH041	Bachelor of Nursing (Honours)	BN (Hons)	48
GH022	Bachelor of Nursing (Advanced Studies)	BN (Advanced Studies)	144

3 Combined degrees

Code	Course title	Abbreviation	Credit points
GH018	Bachelor of Applied Science (Exercise and Sport Science) and Master of Nursing Admission suspended from 2010	BAppSc(Ex&SpSc),MN	192
GH019	Bachelor of Arts and Master of Nursing	BA,MN	192
GH020	Bachelor of Health Sciences and Master of Nursing	BHlthSci,MN	192
GH021	Bachelor of Science and Master of Nursing	BSc,MN	192

4 Graduate diplomas

Code	Course title	Abbreviation	Credit points
GF026	Graduate Diploma in Clinical Trials Practice	GradDipClinTPrac	36
GF021	Graduate Diploma in Cancer and Haematology Nursing	GradDipCaHaemN	48
GF022	Graduate Diploma in Clinical Nursing	GradDipClinN	48
GF023	Graduate Diploma in Emergency Nursing	GradDipEmergN	48
GF024	Graduate Diploma in Intensive Care Nursing	GradDipIntCareN	48
GF025	Graduate Diploma in Mental Health Nursing	GradDipMHlthN	48

5 Graduate certificates

Code	Course title	Abbreviation	Credit points
GG009	Graduate Certificate in Cancer and Haematology Nursing	GradCertCaHaemN	24
GG010	Graduate Certificate in Clinical Nursing	GradCertClinN	24
GG015	Graduate Certificate in Clinical Trials Practice	GradCertClinTPrac	24
GG012	Graduate Certificate in Emergency Nursing	GradCertEmergN	24
GG011	Graduate Certificate in Intensive Care Nursing	GradCertIntCareN	24
GG013	Graduate Certificate in Mental Health Nursing	GradCertMHlthN	24

Faculty of Pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

- (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

Code	Course title	Abbreviation	Credit points
PB000	Doctor of Philosophy	PhD	Research
PC082	Master of Philosophy	MPhil(Pharm)	Research
PC034	Master of Pharmacy	MPharm	96
PC032	Master of Herbal Medicines*	MHerbMed	48
PH001	Bachelor of Pharmacy^	BPharm	192

*Not available to commencing students.

^may be awarded with honours in an integrated program.

3 Graduate diplomas

Code	Course title	Abbreviation	Credit points
PF002	Graduate Diploma in Herbal Medicines*	GradDipHM	36

**Not available to commencing students.*

4 Graduate certificates

Code	Course title	Abbreviation	Credit points
PG000	Graduate Certificate in Herbal Medicines*	GradCertHM	24
PG003	Graduate Certificate in Pharmacy Practice	GradCertPharmPrac	24

**Not available to commencing students.*

Division of Natural Sciences

Faculty of Agriculture, Food and Natural Resources

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Agriculture, Food and Natural Resources.

- (1) With the exception of the Doctor of Agricultural Economics, the Doctor of Science in Agriculture and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Agriculture, Food and Natural Resources. The Doctor of Agricultural Economics, the Doctor of Science in Agriculture and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

Code	Course title	Abbreviation	Credit points
BA003	Doctor of Agricultural Economics	DAgrEc	Published Work
BA000	Doctor of Science in Agriculture	DScAgr	Published Work
BB000	Doctor of Philosophy	PhD	Research
BC080	Master of Philosophy	MPhil	Research
BC030	Master of Agriculture	MAgr	48
BH002	Bachelor of Agricultural Economics [^]	BAgrEc	192
BH007	Bachelor of Environmental Systems	BEnvSys	144
BH004	Bachelor of Resource Economics [^]	BResEc	192
BH000	Bachelor of Science in Agriculture [^]	BScAgr	192

[^]may be awarded with honours in an integrated program.

3 Graduate diplomas

Code	Course title	Abbreviation	Credit points
BF018	Graduate Diploma in Agriculture	GradDipAgr	36

4 Graduate certificates

Code	Course title	Abbreviation	Credit points
BG000	Graduate Certificate in Agriculture	GradCertAgr	24

Faculty of Science

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Science

- (1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Science. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2012. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

Code	Course title & stream	Abbreviation	Credit points
LA000	Doctor of Science	DSc	Published Work
LB000	Doctor of Philosophy	PhD	Research
LC080	Master of Science	MSc	Research
LB001	Doctor of Clinical Psychology	DCP	96
LC051	Master of Applied Nuclear Science	MAppNucSci	72
	Master of Science		
LC055	Bioinformatics	MSc(Bioinformatics)	48
LC056	Environmental Science	MSc(EnvSc)	48
LC057	Health Psychology	MSc(HealthPsyc)	48

Code	Course title & stream	Abbreviation	Credit points
LC058	Microscopy and Microanalysis	MSc(Microsc& Micronal)	48
LC059	Molecular Biotechnology	MSc(MBT)	48
LC060	Coaching Psychology	MSc(CoachPsyc)	48
LC061	Spatial Information Science	MSc(SIS)	48
LC062	Wildlife Health and Population Management	MSc(Wild Hlth & Pop Man)	48
LC040	Master of Environmental Science and Law	MEnviSciLaw	48
LC046	Master of Medical Physics	MMedPhys	72
LC005	Master of Nutrition and Dietetics	MNutrDiet	96
LC053	Master of Photonics and Optical Science	MPhotOptSci	72
LC054	Master of Sustainability	MSust	72
LH056	Bachelor of Liberal Arts and Science*	BLAS	144
LH010	Bachelor of Medical Science*	BMedSc	144
LH013	Bachelor of Psychology*	BPsych	192
LH000	Bachelor of Science*	BSc	144
LH000	Advanced*	BSc(Advanced)	144
LH000	Advanced Mathematics*	BSc(Advanced Mathematics)	144

*may be awarded with honours following a further year of study.

3 Combined degrees

Code	Course title & stream	Abbreviation	Credit points
FH034	Bachelor of Commerce* and Bachelor of Science*	BCom/BSc	240
XH031	Bachelor of Education (Secondary: Mathematics)^ and Bachelor of Science*	BEd(Sec:Maths),BSc	240
XH030	Bachelor of Education (Secondary: Science)^ and Bachelor of Science*	BEd(Sec:Science),BSc	240
HH021	Bachelor of Engineering^ and Bachelor of Medical Science*	BE,BMedSc	240
HH015	Bachelor of Engineering^ and Bachelor of Science*	BE,BSc	240
LH039	Bachelor of Science* and Bachelor of Arts*	BSc,BA	192
LH006	Bachelor of Science* and Bachelor of Laws^	BSc, LLB	240
GH021	Bachelor of Science* and Master of Nursing	BSc,MN	144

*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

4 Double degrees

Code	Course title & stream	Abbreviation	Credit points
LB001/ LC083	Doctor of Clinical Psychology/ Master of Science	DCP,MSc	84/Research
LH034	Bachelor of Medical Science* and Bachelor of Medicine and Bachelor of Surgery^	BMedSc,MB,BS	336
LH033	Bachelor of Science (Advanced)* and Bachelor of Medicine and Bachelor of Surgery^	BSc(Adv),MB,BS	336
LH026	Bachelor of Science* and Master of Nutrition and Dietetics	BSc,MND	144

*may be awarded with honours following a further year of study.

^may be awarded with honours in an integrated program.

5 Graduate diplomas

Code	Course title & stream	Abbreviation	Credit points
	Graduate Diploma		
LF043	Bioinformatics	>GradDip(Bioinformatics)	36
LF044	Environmental Science	GradDip(EnviroSci)	36
LF045	Health Psychology	GradDip(HealthPsyc)	36
LF046	Microscopy and Microanalysis	GradDip(Microsc & Micronal)	36
LF047	Molecular Biotechnology	GradDip(MBT)	36
LF048	Coaching Psychology	GradDip(CoachPsyc)	36
LF049	Spatial Information Science	GradDip(SIS)	36
LF050	Wildlife Health and Population Management	GradDip(Wild Hlth & Pop Man)	36

Code	Course title & stream	Abbreviation	Credit points
LF039	Graduate Diploma in Applied Nuclear Science	GradDipAppNucSci	48
LF051	Graduate Diploma in Marine Science and Management	GradDipMarSciMgt	36
LF034	Graduate Diploma in Medical Physics	GradDipMedPhys	48
LF017	Graduate Diploma in Psychology	GradDipPsych	48
LF041	Graduate Diploma in Photonics and Optical Science	GradDipPhotOptSc	48
LF008	Graduate Diploma in Science	GradDipSc	48
LF042	Graduate Diploma in Sustainability	GradDipSust	48

6 Graduate certificates

Code	Course title & stream	Abbreviation	Credit points
	Graduate Certificate		
LG026	Applied Positive Psychology	GradCert(ApplPosPsyc)	24
LG027	Bioinformatics	GradCert(Bioinformatics)	24
LG028	Environmental Science	GradCert(EnvirSci)	24
LG029	Health Psychology	GradCert(HealthPsyc)	24
LG030	Microscopy and Microanalysis	GradCert(Microsc & Micronal)	24
LG031	Molecular Biotechnology	GradCert(MBT)	24
LG032	Coaching Psychology	GradCert(CoachPsyc)	24
LG033	Spatial Information Science	GradCert(SIS)	24
LG034	Wildlife Health and Population Management	GradCert(Wild Hlth & Pop Man)	24
LG035	Graduate Certificate in Marine Science and Management	GradDipMarSciMgt	24
LG012	Graduate Certificate in Science (History and Philosophy of Science)	GradCertSc(HPS)	24
LG025	Graduate Certificate in Sustainability	GradCertSust	24

Faculty of Veterinary Sciences

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Veterinary Science

- (1) With the exception of the Doctor of Veterinary Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Veterinary Science. The Doctor of Veterinary Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
- (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

Code	Course Title & stream	Abbreviation	Credit Points
NA000	Doctor of Veterinary Science	DVSc	Published Work
NB000	Doctor of Philosophy	PhD	Research
NC003	Master of Science in Veterinary Science	MScVetSc	Research
NC001	Master of Veterinary Clinical Studies	MVetClinStud	Research
NC000	Master of Veterinary Science	MVSc	Research
NC031	Master of Animal Science	MAnimSc	48
NC033	Animal Breeding Management	MAnimSc(ABMgt)	48
	Animal Genetics	MAnimSc(Animal Genetics)	48
	Animal Nutrition	MAnimSc(Animal Nutrition)	48
	Animal Reproduction	MAnimSc(Animal Reproduction)	48
NC035	Master of Veterinary Public Health	MVPH	48
NC030	Master of Veterinary Public Health Management	MVPHMgt	48
NC037	Master of Veterinary Studies	MVetStud	48
	Small Animal Clinical Studies	MVetStud(Small Animal Clinical Studies)	48
NH003	Bachelor of Animal and Veterinary Bioscience [^]	BAnVetBioSc	192
NH001	Bachelor of Science (Veterinary) [^]	BSc(Vet)	48

Code	Course Title & stream	Abbreviation	Credit Points
NH002	Bachelor of Veterinary Science [^]	BVSc	240

[^]may be awarded with honours in an integrated program.

3 Graduate diplomas

Code	Course Title & stream	Abbreviation	Credit Points
NF009	Graduate Diploma in Animal Science	GradDipAnimSc	36
NF010	Animal Breeding Management	GradDipAnimSc(ABMgt)	36
	Animal Genetics	GradDipAnimSc(Animal Genetics)	36
	Animal Nutrition	GradDipAnimSc(Animal Nutrition)	36
	Animal Reproduction	GradDipAnimSc(Animal Reproduction)	36
	Graduate Diploma in Veterinary Public Health	GradDipVPH	36
NF011	Graduate Diploma in Veterinary Public Health	GradDipVPH	36
NF008	Graduate Diploma in Veterinary Public Health Management	GradDipVPHMgt	36
NF012	Graduate Diploma in Veterinary Studies	GradDipVetStud	36
	Small Animal Clinical Studies	GradDipVetStud(Small Animal Clinical Studies)	36

4 Graduate certificates

Code	Course Title & stream	Abbreviation	Credit Points
NG001	Graduate Certificate in Animal Science	GradCertAnimSc	24
NG002	Animal Breeding Management	GradCertAnimSc(ABMgt)	24
	Animal Genetics	GradCertAnimSc(Animal Genetics)	24
	Animal Nutrition	GradCertAnimSc(Animal Nutrition)	24
	Animal Reproduction	GradCertAnimSc(Animal Reproduction)	24
	Graduate Certificate in Veterinary Public Health	GradCertVPH	24
NG004	Graduate Certificate in Veterinary Public Health	GradCertVPH	24
NG000	Graduate Certificate in Veterinary Public Health Management	GradCertVPHMgt	24
NG003	Graduate Certificate in Veterinary Studies	GradCertVetStud	24
	Small Animal Clinical Studies	GradCertVetStud(Small Animal Clinical Studies)	24

