



The University of Sydney

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 2 August 2004

Date of effect: 31 August 2004

- Part 1** – Preliminary
- Part 2** – Standard format of Rules
- Part 3** – Procedures of Senate
- Part 4** – Convocation
- Part 5** – Appointment to Student Proctorial Panel (*Repealed - See University of Sydney (Student Proctorial Panel) Rule 2003*)
- Part 6** – Seal and Arms of the University
- Part 7** – Senior officers of the University
- Part 8** – Intellectual property (*Repealed – See University of Sydney (Intellectual Property) Rule 2002*)
- Part 9** – Admission to courses
- Part 10** – Awarding degrees, diplomas and certificates (*Division 4 has been repealed – See University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*)

PART 1 – PRELIMINARY

1. Commencement and purpose of Rule

- (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*.
- (2) This Rule comes into force on 6 August 1999.
- (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:

- (a) by whom they are made;
- (b) that they are made pursuant to section 37(1) of the Act for the purposes of the *University of Sydney By-Law 1999*;
- (c) when they commence;
- (d) their purpose; and
- (e) if they are intended to replace Rules or resolutions already in existence,
 - (i) the Rules or resolutions that they will replace; and
 - (ii) that those Rules or resolutions already in existence are taken to be repealed by the Rules replacing them.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

- (1) The Registrar is to act as secretary at all meetings of the Senate.
- (2) The Registrar is responsible for:
 - (a) issuing notices for all meetings of the Senate; and
 - (b) keeping minutes of the proceedings of Senate

5. Time and frequency of ordinary meetings of Senate

- (1) Meetings of the Senate are normally to be held:
 - (a) 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 Decemberor, if any of the days specified is a public holiday, on the nearest convenient day.
 - (b) 8 times in each calendar year.
- (2) Meetings of the Senate may be held at times other than those specified in Rule 5(1) if the Senate so resolves.
- (3) Meetings of Senate may be adjourned to a convenient later time to conclude any unfinished business.
- (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

- (1) At any time between meetings convened under Rule 5(1), either:
 - (a) the Chancellor; or

- (b) in the absence of the Chancellor, the Deputy Chancellor; or
- (c) 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 Registrar in writing to that effect.
- (2) If the Registrar 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.
- (3) At any time upon written request given by any 3 Fellows:
 - (a) the Chancellor; or
 - (b) in the absence of the Chancellor, the Deputy Chancellor; or
 - (c) in the absence of the Chancellor and the Deputy Chancellor, the Vice-Chancellor; or
 - (d) in the absence of the Chancellor, the Deputy Chancellor and the Vice-Chancellor, the Registrar must convene a special meeting of the Senate, to be held as soon as conveniently possible, and no earlier than 7 days after that written request is received.

7. Notice of meetings and motions

- (1) Subject to Rule 7(2), the Registrar must give at least 3 days' notice of any meeting of Senate (including any date for re-convening an adjourned meeting).
- (2) There is no minimum prescribed time for giving notice of a special meeting of Senate under Rule 6(1).
- (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 Registrar 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

- (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.
- (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

- (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% of the members of the Standing Committee shall be women and no fewer than 25% shall be men.
- (2) Subject to the Act:
 - (a) the members of the Standing Committee shall be elected by Convocation;
 - (b) the first election of members of the Standing Committee shall be conducted as the Senate may by resolution prescribe;
 - (c) 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.

12. Register of graduates and members of Convocation

- (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.

- (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

- (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.
- (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.
- (3) Apart from the meetings of Convocation provided for in this Rule, Convocation shall meet when summoned:
- (a) by the Standing Committee; or
 - (b) as provided for by standing orders of Convocation.
- (4) Convocation shall hold at least 1 meeting in each year.
- (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.
- (6) At all meetings of Convocation the Registrar or the Registrar's nominee shall act as secretary and keep the minutes of all proceedings.
- (7) Every meeting may be adjourned by the person presiding at the meeting to such day and hour as may be fixed by resolution.
- (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.
- (9) All resolutions of Convocation shall be signed by the person presiding at the meeting and shall be laid by the Registrar before the Senate at its next meeting.
- (10) Convocation shall make standing orders providing for:
- (a) the constitution and election of the Standing Committee;
 - (b) the number of ordinary meetings to be held in each year;
 - (c) the time and place of and manner of convening meetings summoned by the Standing Committee;
 - (d) for the regulation of meetings so summoned and of the meetings of the Standing Committee;
 - (e) 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.
- (11) Until standing orders are made by Convocation, the Standing Committee may make provisional standing orders in regard to any of the above matters.
- (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

- (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.
- (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.
- (3) The Standing Committee shall report to the Senate on any matters referred to it by the Senate for report.
- (4) The Standing Committee may at any time and shall once at least in every year report to Convocation.
- (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

- (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.
- (2) Every document to which the Seal is affixed must be signed by:
 - (a) the Chancellor; or
 - (b) the Deputy Chancellor; or
 - (c) the Vice-Chancellor;and counter-signed by the Registrar.

18. Arms of the University

- (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.
- (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

- (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.
- (2) No other design or format representing the Arms of the University may be used, except with the approval of the Senate.
- (3) Any design or format representing the Arms which:
 - (a) exists when this Rule commences; and
 - (b) 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.
- (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

- (1) The Senate may appoint one or more Deputy Vice-Chancellors.

- (2) A Deputy Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.
- (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

- (1) The Senate may appoint one or more Pro-Vice-Chancellors.
- (2) A Pro-Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.

22. University Librarian

- (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.
- (2) The University Librarian is, while holding office as University Librarian, a member of every Faculty, College Board and Board of Studies.
- (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:

- (a) **course** is a program of studies at undergraduate or postgraduate degree, diploma or certificate level unless specified otherwise;
- (b) **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;
- (c) **Faculty** includes a College Board, Board of Studies or the Australian Graduate School of Management Ltd;
- (d) a **unit of study** or a **unit** is a stand-alone component of a course.

37. General requirements

- (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.
- (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.
- (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.
- (4) A person admitted to candidature for a course shall become a candidate in that course by enrolling in accordance with the procedures determined by the University from time to time.
- (5) The Academic Board is responsible for the recognition of institutions, programs and courses under this rule.

38. Quotas

- (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:
 - (a) the number of places available in a course or unit of study (quotas); and
 - (b) the number of applicants competing for places.

- (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.
- (3) The Vice-Chancellor may, on the advice of the Academic Board, determine quotas in particular units of study for continuing students.
- (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

- (1) Except as provided in Rule 39(2), an applicant for enrolment in the University or a student enrolled in the University:
 - (a) shall pay such fees and other charges as the Senate, on the advice of the Finance Committee, may determine from time to time;
 - (b) shall pay those fees and other charges at such times as the Senate may determine from time to time; and
 - (c) 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.
- (2) The Vice-Chancellor or the Vice-Chancellor's nominee, may, by an authority given in writing to an applicant for enrolment in the University or to a student enrolled in the University:
 - (a) 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)(a) as may be specified in the authority; and
 - (b) permit that applicant or 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.
- (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)(a) 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

- (1) Applicants shall become eligible for consideration for admission to candidature if they successfully complete:
 - (a) 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
 - (b) a state or territory school-leaving examination equivalent to the HSC; or
 - (c) any other school-leaving examination, within or outside Australia, provided that the program of study and the standard of the examination are considered to be equivalent to the program and the standard required of candidates for the HSC.
- (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.
- (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

- (1) Applicants shall become eligible for consideration for admission to candidature if they successfully complete the equivalent of at least 2 full-time semesters of approved tertiary study.
- (2) Except where specifically provided otherwise in the resolutions of the course(s) concerned, in determining eligibility for admission, consideration shall normally be given to an applicant's record of both tertiary and secondary studies, unless the applicant does not have acceptable secondary qualifications, in which case only the tertiary record will be considered.

43. Other Qualifications

- (1) Applicants shall become eligible for consideration for admission to candidature if they successfully complete:
 - (a) an approved University preparation program which was commenced as an international student; or
 - (b) 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
 - (c) another approved form of prior learning.
- (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

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

- (a) do not have a competitive UAI or TER or equivalent;
- (b) 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
- (c) 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

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:

- (a) the Broadway Scheme; or
- (b) 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

- (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.

- (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

- (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.
- (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

- (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.
- (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.
- (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

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

Division 7: Deferred admission of commencing undergraduate applicants

56. Conditions of deferment

- (1) Persons admitted to candidature for undergraduate courses on the basis of secondary studies completed in the preceding year may be permitted to defer commencement of studies for a maximum period of 1 year, provided that:
 - (a) they are not undertaking another tertiary course unless that course has a direct bearing on the deferred course;
 - (b) applicants granted deferment from a course at the Sydney Conservatorium of Music are required to complete a further satisfactory audition prior to commencement of studies.
- (2) All other categories of applicant (that is, those admitted under tertiary or other criteria, or those who completed secondary studies other than in the preceding year) will not be permitted to defer enrolment unless there have been extreme and unpredictable changes in circumstances.

Division 8: Granting credit

57. Credit for previous study or recognised prior learning

- (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.
- (2) Generally, credit will not be granted for units of study completed more than 10 years before admission to candidature for the course concerned.
- (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.
- (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.
- (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

- (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.
- (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, co-requisite and qualifying requirements.

Division 10: -Admission to candidature for postgraduate courses

60. Admission requirements

- (1) Admission requirements for each postgraduate course are defined within the resolutions of the Senate relating to that course in terms of the minimum qualifications required of University graduates.
- (2) A Dean may admit to candidature for any postgraduate course an applicant who:
 - (a) is either:
 - (i) a graduate of another institution holding equivalent qualifications that should ensure that a person admitted to candidature will make satisfactory progress; or
 - (ii) is considered to have standing equivalent to that required of a graduate of the University who is qualified for admission to candidature for the degree or diploma concerned;
 and
 - (b) is considered to be suitably prepared in the particular field of study in which the applicant proposes to be a candidate.
- (3) Qualifications obtained subsequently to those referred to in Rule 60(2)(a) may be taken into account in the assessment referred to in Rule 60(2)(b).

Division 11: Conditions of postgraduate study

61. Conditions

- (1) Subject to the approval of the supervisor, head of a department and Faculty, a candidate for a postgraduate research course shall pursue the program of advanced study and research either:

- (a) within the University including its research stations and teaching hospitals;
 - (b) on fieldwork either in the field or in libraries, museums or other repositories;
 - (c) within industrial laboratories or research institutions or other institutions considered by the faculty concerned to provide adequate facilities for that candidature; or
 - (d) within a professional working environment;
- and shall attend at the University for such consultation with the supervisor and shall participate in such departmental and faculty seminars as shall annually be specified.
- (2) A candidate shall be regarded as engaging in work within the University if he or she is undertaking approved distance and/or off-campus study, this being a mode of study in which the student would not be in regular physical attendance on a designated campus of the University.
 - (3) Except in respect to a candidate undertaking approved distance and/or off-campus study, a candidate pursuing candidature outside Australia must also complete a cumulative minimum period of candidature within the University that, in the case of a candidate for the degree of Doctor of Philosophy is a minimum of two semesters, and in the case of a research Master's candidate is a minimum of 1 semester.

62. Review of progress

Each year after admission the head of department and supervisor must review the progress of each candidate, the nature of the supervision arrangements and determine detailed conditions for the following year.

PART 10 – AWARDING DEGREES, DIPLOMAS AND CERTIFICATES

Division 1: Preliminary

63. Awards (including honorary degrees)

- (1) The Senate may confer such degrees of bachelor, master and doctor and award such diplomas and certificates as the Senate may determine from time to time.
- (2) The Senate may determine the requirements to be satisfied by candidates for a degree, diploma or certificate for the award of the degree, diploma or certificate concerned.
- (3) The Senate may confer *ad eundem gradum* any of the degrees available within the University upon graduates of such other universities and other tertiary institutions as the Senate may from time to time approve.

Division 2: -Requirements for degrees, diplomas and certificates

64. New and amended award programs and courses

- (1) The Senate has resolved that the procedures for consideration, and deadlines for submission of proposals for new and amended award programs and courses will be determined by the Academic Board.
- (2) Refer to the *Creation, Variation and Deletion of Award Courses and Units of Study*.

Division 3: Higher Doctorates

65. Applicability of this Division

This Division applies to the following degrees:

- (a) Doctor of Science in Agriculture
- (b) Doctor of Agricultural Economics
- (c) Doctor of Science in Architecture
- (d) Doctor of Letters
- (e) Doctor of Dental Science
- (f) Doctor of Science in Economics
- (g) Doctor of Letters in Education
- (h) Doctor of Engineering
- (i) Doctor of Laws
- (j) Doctor of Medicine
- (k) Doctor of Music
- (l) Doctor of Science

- (m) Doctor of Letters in Social Work
- (n) Doctor of Veterinary Science.

66. Published works

- (1) The Academic Board may, on the recommendation of the faculty or board of studies concerned, award the appropriate degree of doctor for published work which, in the opinion of the examiners, has been generally recognised by scholars in the field concerned as a distinguished contribution to knowledge or creative achievement.
- (2) Without limiting the generality of Rule 66(1), the published work may be regarded as a distinguished contribution to knowledge if:
 - (a) it represents a significant advance in knowledge in its chosen field; or
 - (b) it has given rise to or is a major part of a significant debate in scholarly books and journals among recognised scholars in its chosen field; or
 - (c) it has directly given rise to significant changes in the direction of research or of practice of a newer generation of recognised scholars in its chosen field.

67. Application procedure

- (1) An applicant for admission to candidature must satisfy the eligibility for admission criteria in Rules 68, 69 and 70 and be considered under the preliminary assessment procedure specified in Rule 72 before being permitted to enrol as a candidate for the degree.
- (2) An applicant should submit to the Registrar:
 - (a) an application which states the degree being applied for; gives details of academic qualifications held; and gives details of association with the University;
 - (b) a list of the published work which it is proposed to submit for examination; and
 - (c) a description of the theme of the published work and, where there is a large number of publications whose dates range over a period of time and which contain some range of subject matter, a statement of how these are related to one another and to the theme.

68. Eligibility for admission

- (1) An applicant for admission to candidature for the degree of doctor shall either have qualified for the award of a degree of the University of Sydney and have met the specific requirements of Rule 68(2), or shall satisfy the requirements of Rule 69.
- (2)
 - (a) An applicant for the degree of Doctor of Dental Science must have qualified for the award of the degree of Bachelor of Dental Surgery.
 - (b) An applicant for the degree of Doctor of Medicine must have qualified for the award of the degree of Bachelor of Medicine.
 - (c) An applicant for the degree of Doctor of Music must have qualified for the award of the degree of Bachelor of Music, or for the award of the degree of Bachelor of Arts including a 3 year sequence of courses in Music.
 - (d) An applicant for the degree of Doctor of Veterinary Science must have qualified for the award of the degree of Bachelor of Veterinary Science.

69. Awards to non-graduates

- (1) The Academic Board, on the recommendation of the faculty or board of studies concerned, may admit as a candidate for the degree of doctor an applicant, not being a graduate of the University of Sydney, who:
 - (a) is either a graduate of another university or institution or is a person who is accepted by that faculty or board of studies and by the Academic Board as having standing equivalent to that required of a graduate of the University; and
 - (b) in the case of an applicant for one of the degrees of doctor referred to in Rule 68(2), is accepted by the faculty or board of studies concerned as having standing equivalent to that required in that Rule; and
 - (c) has been a full-time member of the academic staff of the University for at least 3 years, or has had such a similar significant involvement with the teaching and research of the University as

the Academic Board, on the recommendation of the faculty or board of studies concerned, considers equivalent.

- (2) A candidate admitted under Rule 68 must be a graduate of at least 5 years' standing before the degree of doctor can be awarded.
- (3) A candidate admitted under Rule 69(1) must have held the qualification by virtue of which he or she was admitted for at least 5 years before the degree of doctor can be awarded.

70. Nature of work to be submitted

- (1) The publications submitted for examination shall be a record of original research undertaken by the candidate, who shall state the sources from which the information was derived, the extent to which the work of others has been made use of, and the portion of the work claimed as original.
- (2) The publications submitted for the degree of Doctor of Letters shall include at least one substantial work.
- (3) A major musical work or works of the candidate's own composition may be submitted for the degree of Doctor of Music.
- (4) If the publications submitted, whether published in the candidate's sole name or under conjoint authorship, record work carried out conjointly, the candidate shall state the extent to which the candidate was responsible for the initiation, conduct or direction of such conjoint research, however published.
- (5) Where the principal publications, as distinct from any supporting papers, incorporate work previously submitted for a degree in this or in any other university, the candidate shall clearly indicate which portion of the publications was so submitted.

71. Preliminary assessment

- (1) The dean of the faculty or chairperson of the board of studies concerned shall appoint, in respect of each application made, a committee normally comprising 5 persons being:
 - (a) the dean of the faculty or chairperson of the board of studies concerned;
 - (b) the head of the department and the professor most closely associated with the field of the applicant's work; and
 - (c) other persons appointed by the dean or chairperson.
- (2) The committee shall consider whether the applicant is eligible for admission to candidature, whether the published work is in a field appropriate for the nominated degree and which the faculty is competent to examine at that level and, if so, shall make an assessment of the prima facie worthiness for examination of the published work in terms of Rule 66 of these resolutions.
- (3) The committee, if it finds that a prima facie case exists, shall recommend to the faculty or board of studies concerned that it recommend to the Academic Board:
 - (a) the admission to candidature if not qualified under Rule 68; and
 - (b) the appointment of at least three examiners of whom at least 2 shall be external examiners.
- (4) The Academic Board may appoint further examiners in addition to those recommended by the faculty or board of studies.

72. Enrolment

After the Academic Board has admitted the applicant, if necessary, and appointed examiners, the applicant shall submit to the Registrar five copies of the published work and of the description of the theme of the published work and shall enrol as a candidate at the next enrolment period.

73. Examination

- (1) Each examiner shall make a separate report as to whether the published work meets the requirements as specified in Rule 66 of being generally recognised by scholars in the field concerned as a distinguished contribution to knowledge.
- (2) The reports of the examiners shall be considered by the committee appointed under Rule 71(1) and a recommendation made to the faculty or board of studies concerned which shall take note of the terms of Rule 66.
- (3) The faculty or board of studies may:

- (a) recommend to the Academic Board that the degree be awarded;
 - (b) recommend to the Academic Board that the degree not be awarded;
 - (c) recommend to the Academic Board the appointment of a further examiner or examiners.
- (4) In making its report to the Academic Board under Rule 73, the faculty or board of studies shall transmit the names of the examiners and the substance of their reports.
- (5) The Academic Board shall determine the result of the candidature.
- (6) On the award of the degree the Registrar shall lodge one bound copy of the published work with the University Librarian.

Division 4: Doctor of Philosophy (PhD)

Part 10, Division 4 has been repealed and replaced by a new Rule, the *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*.

Divison 5: Higher degree theses

89.Lodgment

- (1) In all cases where a higher degree has been awarded, after examination of a thesis the Registrar shall lodge with the University Librarian one bound copy of the thesis, printed on permanent or archival paper.
- (2) It is the policy of the Senate that a candidate for a higher degree should not normally be permitted to undertake a program of advanced study and research which is likely to result in the lodgment of a thesis which cannot be available for use immediately, to be read, photocopied or microfilmed, except as provided in Rule 92 below.
- (3) An applicant for admission to candidature for a higher degree shall be required to acknowledge awareness of this policy when applying for such admission.
- (4) Subject to Rules 90 and 91, a higher degree thesis lodged in the University Library or in a departmental library shall be available immediately for use. The University Librarian (or, in the case of a departmental library, the head of department) may supply a copy of the thesis to an individual for research or study, or to a library.
- (5) Except as provided in Rule 90, a candidate for a higher degree lodging a thesis for examination shall sign the following undertaking:
 ‘I understand that if I am awarded a higher degree for my thesis entitled ‘.....’ being lodged herewith for examination, the thesis will be lodged in the University Library and be available immediately for use. I agree that the University Librarian (or, in the case of a departmental library, the head of department) may supply a copy of the thesis to an individual for research or study or to a library.
 Signed.....Date.....’

90.Use of confidential material

- (1) If, at any time between application for admission to candidature and the lodgment of the thesis, it shall appear to the supervisor and to the head of the department that successful prosecution of the candidature will require the use of confidential material which the candidate would not be at liberty fully to disclose in the thesis, the matter shall be reported as soon as practicable to the faculty or board of studies concerned.
- (2) The faculty or board of studies may, if it thinks fit, 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 such material as is essential to the thesis but which, for a limited period, may not be available for general inspection; and
 - (b) exemption, in respect of such an appendix, from the requirement to give the undertaking specified in Rule 89(5).
- (3) Subject to the provisions of Rule 91, if the Graduate Studies Committee of the Academic Board resolves to grant such permission and exemption, the University Librarian shall restrict access, for a period to be specified by the Graduate Studies Committee of the Academic Board, to any appendix referred to in Rule 90(2)(b). This period of restriction shall not exceed five years unless there are exceptional reasons for an extension of the period.

91. Access to restricted thesis

- (1) The University Librarian may grant access to an appendix to a thesis to which access has been restricted in accordance with Rule 90(3), to a scholar who—
 - (a) demonstrates bona fide concern with the material in that appendix; and
 - (b) has the written consent of either:
 - (i) the author of the thesis, or
 - (ii) the head of the department concerned in a case where the author cannot be contacted, notwithstanding that all reasonable steps have been taken to contact him or her.
- (2) Notwithstanding any other provision of these resolutions, the examiners of a thesis, including any committee or board of postgraduate studies of a faculty or board of studies or any committee of the Academic Board which is directly concerned with the examination of such thesis, shall have access to the thesis and any appendix of it for the purposes of any examination or _re-examination.
- (3) Immediately a candidate for a higher degree lodges the prescribed number of copies of the thesis with the Registrar for examination, the Registrar shall arrange for a label stating the rights of the author under the laws relating to copyright to be affixed to the inside of the front cover of each copy or to any disk or other electronic medium on which the thesis is submitted.

92. Public availability of theses

- (1) For the purposes of this Part 10, references to ‘theses’ shall be taken to include also reference to treatises, dissertations and other similar productions where there is a requirement that a copy of the production be lodged by the Registrar with the University Librarian.
- (2) The Senate recognises that there are certain circumstances where deferment of the public availability of the thesis is appropriate.
- (3) In a case where a candidate or potential candidate is to be associated with a project in collaboration with industry that has potential for concern over exploitation of intellectual property, the Dean, if satisfied that the circumstances warrant it, may recommend to the Graduate Studies Committee of the Academic Board that:
 - (a) the candidate or prospective candidate be granted exemption from the requirement to give the undertaking specified in Rules 89(3) and 89(5); and
 - (b) authorisation be given to the Registrar to delay lodgment of the thesis in the Library for a period that, except in exceptional circumstances, shall not exceed 18 months from the date of the award of the degree.
- (4) The Senate authorises the Chair of the Graduate Studies Committee to approve such applications where the Chair is satisfied that they are appropriate.
- (5) If, at any time between application for admission to candidate and the lodgment of the thesis, it shall appear to the candidate, supervisor and to the head of the department that there are reasons to believe that the candidate’s interests would be at risk if the thesis were immediately made available, the candidate may apply in writing for deferment of the availability of that thesis in the University Library for a specific period of time. Any such application should set out clearly the reasons for the request and include supporting evidence, as appropriate.
- (6) The dean, if satisfied that such a deferment is necessary to protect the interests of the candidate, may:
 - (a) authorise the Registrar not to lodge the thesis in the Library for a period not exceeding 6 months from the date of award of the degree;
and may also
 - (b) recommend to the Graduate Studies Committee of the Academic Board that a longer period of deferment, or an extension of the original deferment, be approved provided that, except in exceptional circumstances, the total period shall not exceed 18 months.