



The University of Sydney  
Australia

Senate



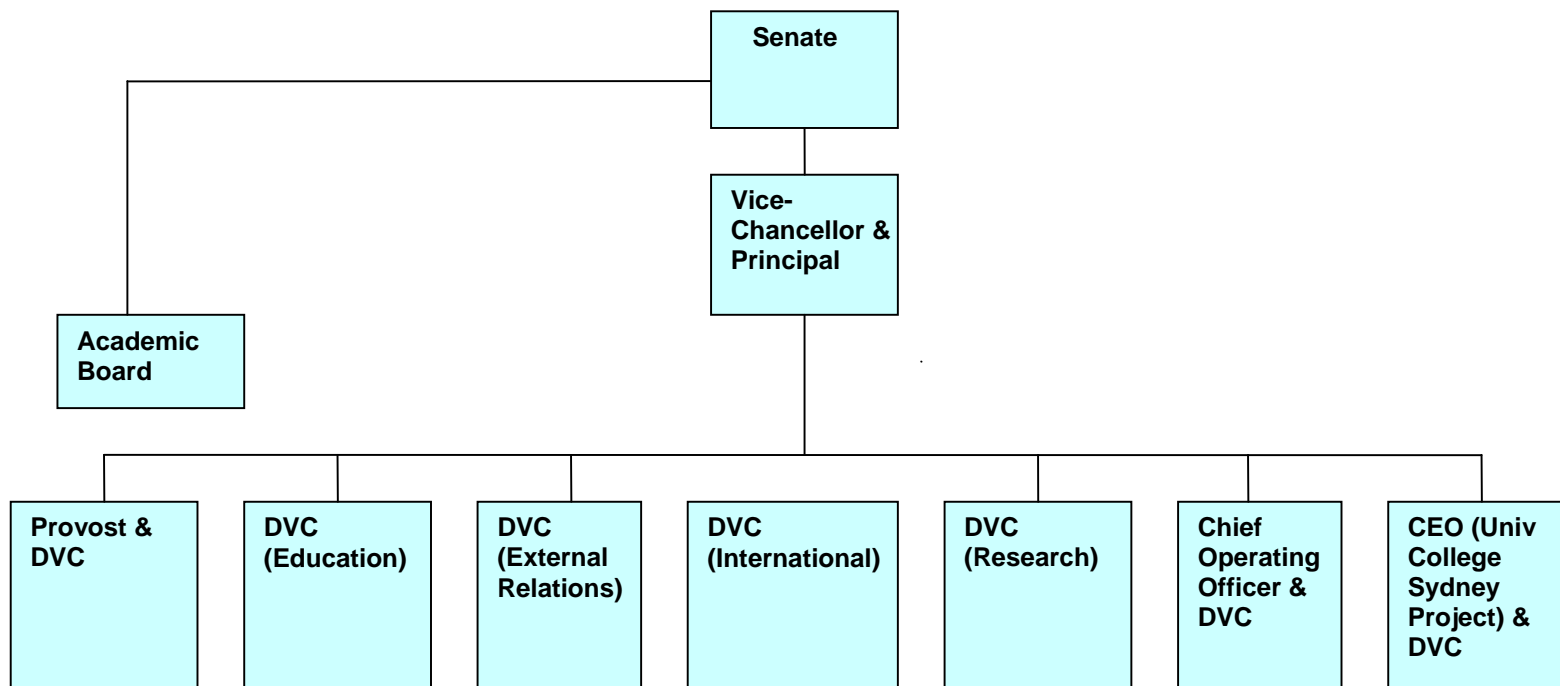
# Handbook for Fellows of Senate

June 2009  
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## 1. Key legislation

- *University of Sydney Act 1989 (as amended)*
- *University of Sydney By-law 1999 (as amended)*
- *University of Sydney (Amendment Act) Rule 1999 (as amended)*
- *University of Sydney (Senate) Rule 1999*
- Resolutions of the Senate:
  - University Governance
  - Senate Committees
  - Election of Principal Officers of the Senate and of Committees of the Senate and of the Fellow referred to in Section 9(c) of the Act
  - Pro Chancellors

## 2. Role of the Senate

The Senate is the governing body of the University. It (a) acts for and on behalf of the University in the exercise of the University's functions; (b) has the control and management of the affairs and concerns of the University; (c) and may act in all matters concerning the University in such manner as appear to the Senate to be best calculated to promote the object and interests of the University. The statutory powers and responsibilities of the Senate are defined under Section 16 of the University of Sydney Act 1989 (as amended) (and elsewhere in the Act, By-law and Rules). In this regard, the Senate should, without fettering such powers and discretions as derive from the office, undertake the following:

- 1.1 Monitor the performance of the Vice-Chancellor;
- 1.2 Oversee the University's performance;
- 1.3 Oversee the academic activities of the University;
- 1.4 Approve the University's mission, strategic direction, annual budget and business plan;
- 1.5 Oversee risk management and risk assessment across the University;
- 1.6 Approve and monitor systems of control and accountability for the University;
- 1.7 Approve significant University commercial activities;
- 1.8 Establish policies and procedural principles for the University consistent with legal requirements and community expectations;
- 1.9 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;
- 1.10 Regularly review its own performance;
- 1.11 Adopt a statement of its primary responsibilities (*please see below*); and
- 1.12 Make available for Fellows a program of induction and of development relevant to their role as a Fellow.

Senate has adopted the following statement of its primary responsibilities, without prejudice to Senate's capacity to debate whether there are any more primary responsibilities to be added to the Statement:

The Senate's primary responsibilities are:

- (a) appointing the Vice-Chancellor as the principal executive officer of the university, and monitoring his or her performance;

- (b) approving the mission and strategic direction of the university, as well as the annual budget and business plan;
- (c) overseeing and reviewing the management of the university and its performance;
- (d) establishing policy and procedural principles, consistent with legal requirements and community expectations;
- (e) approving and monitoring systems of control and accountability, including general overview of any controlled entities;
- (f) overseeing and monitoring the assessment and management of risk across the university, including commercial undertakings;
- (g) overseeing and monitoring the academic activities of the university.

Senate's role is not to engage in management itself. Rather it is, in an encouraging way, to hold management accountable for the performance of management's responsibilities. The Remuneration Committee, without in any way supplanting Senate's overriding responsibilities for governance, plays a significant role, particularly *vis a vis* the Vice-Chancellor; that is in setting goals with him for the ensuing year, in assessing his performance for bonus purposes, and in reviewing with him the performance of his senior executive team in that context.

### 3. Roles of the Chancellor, Deputy Chancellor and Pro Chancellor

**The Chancellor** is elected by the Senate for a four year term of office 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 University of Sydney Act 1989 (as amended) (and elsewhere in the Act, By-law and Rules). The Chancellor should, without fettering such powers and discretions as derive from the office, undertake the following:

3.1 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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.

The **Deputy Chancellor** is elected by Senate for a two year term of office to assist the Chancellor in his or her role, acting as Chancellor when required or when the Chancellor is absent from the University or can otherwise not attend to the functions of the position.

Whilst acting as Chancellor, the Deputy Chancellor has the full rights and responsibilities of the Chancellor.

The role of the **Pro Chancellor** is to carry out, by arrangement with the Chancellor, the functions of delegate of the Chancellor to preside at graduation ceremonies when the Chancellor is not available, in addition to the Deputy Chancellor and the Chair of the Academic Board. At any given time there will normally be two Fellows appointed to the position of Pro-Chancellor. An appointment to the position of Pro Chancellor is normally for a period of two years.

Consistent with Senate's resolution establishing the position of Pro Chancellor (endorsed by Senate on the recommendation of the Chancellor) and recognising that the Chancellor is

responsible for the manner in which the functions of his or her office are carried out, recommendations for the position of Pro Chancellor are put forward by the Chancellor for endorsement by Senate, noting that it is open to the Chancellor to put forward the names of more nominees than there are positions to be filled. On such occasions the determination of which candidates are to be appointed will be by an election conducted by the Registrar. Fellows appointed to the position of Pro Chancellor are eligible for re-appointment.

#### **4. Role of the Vice-Chancellor**

The Vice-Chancellor is the principal executive officer of the University and is, by virtue of that role, a Fellow of Senate. The statutory responsibilities of the Vice-Chancellor are defined under Section 12 of the Act (and elsewhere in the Act, By-law and Rules). The Vice-Chancellor should, without fettering such powers and discretions as derive from the office, undertake the following:

- 4.1 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;
- 4.2 Manage all the business of the University except where the Senate has explicitly determined limitations;
- 4.3 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;
- 4.4 Establish supporting systems to monitor the performance of the University against agreed strategic direction and operating plans;
- 4.5 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;
- 4.6 Provide Senate with the particular background knowledge to support Fellows in the discharge of their governance responsibilities;
- 4.7 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.

## 5. Senate membership and method of appointment

From the *University of Sydney Act 1989 (as amended)*

### 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) (below), 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 are 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) A reference 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.
- (7) The need to maintain an appropriate balance of experienced and new members on the Senate must be taken into account by the Minister and the Senate, when appointing members to the Senate.
- (8) 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).
- (9) The by-laws are to prescribe the procedures for the nomination of persons for appointment as members of the Senate.
- (10) Schedule 1 has effect in relation to the members and procedure of the Senate.

## **Membership of Senate from 1 June 2009**

### **CHANCELLOR (official member):**

*(1 June 2007 to 31 May 2011)*

Her Excellency Professor Marie Bashir AC CVO

### **DEPUTY CHANCELLOR:**

*(Two year term of office: 4 February 2008 to the Senate meeting in February 2010)*

Mr Alan Cameron AM

### **VICE-CHANCELLOR AND PRINCIPAL (official member):**

*(From 11 July 2008)*

Dr Michael Spence

### **CHAIR OF THE ACADEMIC BOARD (official member):**

*(From 1 January 2008 to 31 December 2009)*

Professor Bruce Sutton

### **SIX FELLOWS APPOINTED BY THE MINISTER FOR EDUCATION AND TRAINING:**

*(Four year term of office: 1 January 2006 to 30 November 2009)*

The Hon John Aquilina MP *(on the nomination of Senate, 6 August 2007 to 4 March 2011)*

Mr Alexander N Brennan

Mr Alan Cameron AM *(on the nomination of Senate) (Deputy Chancellor)*

Mr John A McCarthy QC

Mr Joseph Skrzynski AO

Dr Margaret Varady AO

### **FELLOW APPOINTED BY SENATE:**

*(Two year term of office: 1 March 2009 to end of February 2011)*

Ms Kim E W Anderson

### **FOUR FELLOWS ELECTED BY AND FROM THE ACADEMIC STAFF:**

*(Two year term of office: 1 June 2009 to 31 May 2011)*

Professor Belinda Bennett

Dr Roslyn Bohringer

Professor Simon F Chapman

Professor Margaret A Harris

### **FELLOW ELECTED BY AND FROM THE NON-ACADEMIC STAFF:**

*(Two year term of office: 1 June 2009 to 31 May 2011)*

Ms Kim Wilson

### **FELLOW ELECTED BY AND FROM THE UNDERGRADUATE STUDENTS:**

*(One year term of office: 1 December 2008 to 30 November 2009)*

Ms Kate L Laing

### **FELLOW ELECTED BY AND FROM THE POSTGRADUATE STUDENTS:**

*(One year term of office: 1 December 2008 to 30 November 2009)*

Mr Thomas (Tom) G Kavanagh

### **FIVE FELLOWS ELECTED BY AND FROM THE GRADUATES OF THE UNIVERSITY:**

*(Four year term of office: 1 December 2005 to 30 November 2009)*

Dr Michael C Copeman

Dr Robin B Fitzsimons

Ms Irene Moss AO

Emeritus Professor Ann E Sefton AO

Mr Adam B Spencer

## 6. Role of the Academic Board in relation to Senate

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

6.1 To maintain the highest standards in teaching, scholarship and research and, in that process, to safeguard the academic freedom of the University;

6.2 To oversee and monitor the development of all academic activities of the University; and

6.3 To communicate with the academic community through the Faculties, colleges and boards of studies and similar organisational units.

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

6.4 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;

6.5 Academic aspects of the formulation and review of the University's strategic plan;

6.6 Policies concerning the academic aspects of the conditions of appointment and employment of academic staff;

6.7 Any academic matters it considers to be of strategic importance, including any Faculty plans; and

6.8 The maintenance of academic standards.

**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:

6.9 Exercise authority as delegated to the Academic Board to approve new academic courses and changes to existing courses, the delegation being subject to:

6.9.1 The Academic Board's reporting to the Senate on important implications of the proposals; and

6.9.2 The final endorsement of proposals by Senate, it being intended that Senate would:

6.9.2.1 Normally endorse the Academic Board's decisions;

6.9.2.2 Ordinarily give its endorsement promptly;

6.9.2.3 Refer decisions back to the Academic Board only in exceptional circumstances; and

6.9.2.4 Exercise its capacity for independent decision again only in exceptional circumstances.

- 6.10 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;
- 6.11 Determine the terms and conditions of awards, scholarships and prizes established within the University and make awards;
- 6.12 Formulate and review policies, guidelines and procedures in relation to academic matters;
- 6.13 Request reports from, or refer matters to Faculties, colleges and boards of studies and similar organisational units for consideration and action as required;
- 6.14 Consider and take action as required on reports or academic submissions from Faculties, colleges or boards of studies or similar organisational units;
- 6.15 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;
- 6.16 Initiate and oversee a formal and regular program of review of academic activities of Faculties, colleges and boards of studies, and similar organisational units;
- 6.17 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;
- 6.18 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;
- 6.19 Consider and report on all matters referred to it by the Senate or the Vice-Chancellor; and
- 6.20 Exercise any powers and perform any other duties delegated to it by the Senate.

## 7. Senate committees

***NB All Senate committees are under review in 2009.***

### 7.1 Advisory Committee for Honorary Awards (*currently under review*)

**Terms of reference:**

To consider suggestions for honorary fellowships and honorary degrees, and submit a report to Senate. The confidential report to Senate, which will be circulated to Fellows of Senate with the Senate agenda, will include minutes giving reasons for the Advisory Committee's recommendations. Documentation received by the Committee will be available to Fellows for inspection.

To review annually its procedures at the final meeting for the year.

**Constitution:**

- *Ex-officio:*
  - The Chancellor (Chair)
  - The Deputy Chancellor
  - The Vice-Chancellor and Principal
  - The Chair of the Academic Board
  - The Deputy Vice-Chancellors (non-voting)
  
- Not more than six other Fellows, elected by Senate for two years
 

*The current members in this category are the Hon John Aquilina MP, Professor Simon Chapman, Professor Margaret Harris, Mr John McCarthy QC and Emeritus Professor Ann Sefton AO. There is one vacancy.*

## 7.2 Audit and Risk Management Committee (*currently under review*)

### Terms of reference:

The Audit and Risk Management Committee's primary role is to monitor and report to Senate on:

- Effective management of financial and non-financial risks.
- Reliable management and financial reporting.
- Compliance with laws and regulations.
- Maintenance of an effective and efficient internal audit capability.
- Maintenance of an effective and efficient risk management capability.
- the financial and non-financial risks of subsidiaries and controlled entities such as Foundations and CRC's and commercial activities.

The Audit and Risk Management 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 co-operate with any requests made by the Committee. The Committee is expected to meet at least once each year with the external auditor in the absence of all staff of the University, and with the Chief Financial officer in the absence of any other staff.

The Committee is authorised by Senate to obtain outside legal or other independent professional advice and to secure the attendance of external advisers with relevant experience and expertise if it considers this necessary, but only after consultation with the Chancellor.

### Constitution:

- The Chair of the Audit and Risk Management Committee is elected by Fellows of Senate (and should not be a member of the University of Sydney staff or student) for two years. It is recommended that nominators consult with the Chancellor and Vice-Chancellor before submitting a nomination.

*The current Chair is Mr Alan Cameron.*

- Two Fellows of Senate appointed by Senate after consultation by the Chair of the Audit and Risk Management Committee (none of whom should be members of the University of Sydney staff or student) for two years (or for so long as in office if shorter).

*The current members in this category are Ms Kim Anderson and Ms Irene Moss.*

- Two external members, with appropriate professional expertise and experience, appointed by Senate on the nomination of the Chair of the Audit and Risk Management Committee with appropriate consultation for up to two years.

*The current members in this category are Mr David Smithers and Mr John Trowbridge.*

### Terms of office:

The terms of office are set out in the Constitution above, and no individual is to serve continuously as a member of the Committee for more than two terms.

### 7.3 Chair Appointments Committee *(currently under review)*

#### Terms of reference:

The Chair Appointments Committee is a committee of Senate and has delegated authority to:

- approve appointment of:
  - a Pro Vice-Chancellor
  - a Dean
  
- approve appointment to:
  - a University Chair
  - a Chair - including Challis Chair and McCaughey Chair, and 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:
  - Adjunct Professor (12 months or more)
  - Bosch/Challis/Kellion/McCaughey/Peter Nicol Russell Professor
  - Clinical Professor (12 months or more)
  - Conjoint Professor
  - Emeritus Professor
  - Professor - to holders of NHMRC, ARC and other nationally competitive fellowships
  - Senior Principal Research Fellow - for non-staff members (12 months or more)
  - Visiting Professor (12 months or more)
  
- approve promotion of academic staff to Level E
  
- approve proposals for the naming of lectureships, senior lectureships, associate professorships and chairs / change of name of named lectureships, senior lectureships, associate professorships and 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
  - A Deputy Vice-Chancellor on the nomination of the Vice-Chancellor:
    - Provost and Deputy Vice-Chancellor*
  - The Chair of the Academic Board
- Five other Fellows, elected by Senate for two years
  - The current members in this category are Professor Simon Chapman, Dr Robin Fitzsimons, Professor Margaret Harris and Emeritus Professor Ann Sefton AO.*
  - There is one vacancy.*

#### **7.4 Finance and Infrastructure Committee** *(currently under review)*

##### **Terms of reference:**

The Finance and Infrastructure Committee's primary role 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 particular responsibility for reviewing the capital works programme, major projects, systems and general administration.

The Committee is responsible for providing assurance to Senate on the professionalism and achievement of best practice standards in financial management and management processes in the areas monitored.

The Committee will receive reports on and discuss with management, and will as it sees fit report to Senate on matters such as:

- the strategic planning basis for annual and rolling triennial budgets;
- the relationship between strategic planning objectives and the budget;
- the strategic fit of capital development (campus and ICT) plan with University goals and ambition of 1:5:40;
- the integration into budgeting and planning of critical success factors and key performance indicators;
- general budget and planning policy and structure;
- policies and budget for the development and submission of Capital Development Program;
- the relationship between budget provisions and actual expenditure patterns;
- capital management and operating resource allocation, and assessment of priorities;
- infrastructure capability and significant gaps;
- Capital Development Programs;
- implementation plans for new developments as well as major improvements and upgrades including IT;
- the effectiveness of financial operations, structures, systems and processes;
- cost reduction strategies, initiatives and benefits realisation;
- surpluses, debit balances and deficit accounts and assessment of recovery strategies; and
- the outcomes and implications of the University's Annual Financial Report, together with assessment of financial sustainability.

**Constitution:**

- *Ex-officio:*  
The Chancellor  
The Vice-Chancellor and Principal  
The Chair of the Academic Board
  
- The Chair of the Finance and Infrastructure Committee is elected by Fellows of Senate (and should not be a member of the University of Sydney staff or student) for two years. It is recommended that nominators consult with the Chancellor and Vice-Chancellor before submitting a nomination:  
*The current Chair is Mr Alexander Brennan.*
  
- Two Fellows of Senate appointed by Senate after consultation by the Chair of the Finance and Infrastructure Committee with the Vice-Chancellor and the Chancellor for two years (or for so long as in office if shorter):  
*The current members in this category are the Hon John Aquilina MP and Dr Margaret Varady.*
  
- Four external members, two with appropriate professional expertise and experience in finance and two with appropriate professional expertise and experience in infrastructure, appointed by Senate on the nomination of the Chair of the Finance and Infrastructure Committee with appropriate consultation for up to two years:  
*The current members in this category are Mr Michael Cameron and Ms Meredith Scott – Finance, and Mr Brendan Crotty and Ms Jennifer Westacott – Infrastructure.*

**Terms of office:**

Elected and appointed members have terms of office of two years (or for so long as in office if shorter) and no individual is to serve continuously as a member of the Committee for more than two terms.

## **7.5 Investment and Commercialisation Committee** *(currently under review)*

### **Terms of reference:**

The primary role of the Investment and Commercialisation Committee is to monitor and report to the Senate the appropriateness of policies, performance of management and achievement against plans in the investment and commercialisation activities of the University.

In achieving its primary role, the Committee will have the following functions:

### **1. Investment**

- a. Advise Senate on asset weighted target investment returns, monitor appropriateness of established policies and asset allocation strategies, and recommend changes as required to achieve the target returns.
- b. Monitor asset class actual investment against target allocations and recommend changes to parameters as required.
- c. Monitor reporting of individual manager mandates and performance, and internal management action in cases of under performance in implementation of external and internal mandates, including the Treasury function.
- d. Receive recommendations as to the appointment and retirement, as appropriate, of consultants and external managers, and make such decisions subject to reporting to Senate.
- e. Regularly review the efficiency and effectiveness of risk management strategies used to manage the portfolio.
- f. Review key investment related aspects of major Infrastructure projects as requested by the Finance and Infrastructure Committee and advise and recommend as appropriate.
- g. Receive recommendations relating to bequest property investment matters (particularly those dealing with any proposed sale/purchase of land) and make such decisions as appropriate.
- h. Receive recommendations for the acquisition, development and sale of portfolio properties, bequest properties, farms and student accommodation.
- i. Monitor the efficient operation of the University's student accommodation and commercially operated farms.

### **2. Commercialisation**

- a. Monitor adequacy and appropriateness of policies governing commercialisation of intellectual property owned by the University, participation in "for profit" joint ventures and "spin off" strategies, and consultancy engagements by the University and its staff, and recommend to Senate changes as needed.
- b. Monitor reporting by management of the performance of commercialisation activities and corrective actions taken in cases of underperformance, both in internally managed commercial ventures and external commercialisations.
- c. Recommend to Senate investment decisions to enter/exit commercial ventures, where such are beyond delegated authorities, and monitor such decisions carried out under delegation.
- d. Regularly review the efficiency and effectiveness of risk management strategies employed in relation to commercialisation activity.

**Constitution:**

- *Ex-officio:* The Vice-Chancellor and Principal
- The Chair of the Investment and Commercialisation Committee is elected by Fellows of Senate (and should not be a member of the University of Sydney staff or student) for two years. It is recommended that nominators consult with the Chancellor and Vice-Chancellor before submitting a nomination.

*The current Chair is Mr Joseph Skrzynski AO*

- Two Fellows of Senate appointed by Senate after consultation by the Chair of the Investment and Commercialisation Committee with the Vice-Chancellor and the Chancellor for two years (or for so long as in office if shorter).

*The current member in this category are Ms Kim Anderson. There is one vacancy.*

- Two external members, with appropriate professional expertise and experience, appointed by Senate on the nomination of the Chair of the Investment and Commercialisation Committee with appropriate consultation for up to two years.

*The current members in this category are Mr Chris Condon and Mr Ian Macoun*

**Terms of office:**

The terms of office are set out in the Constitution above, and no individual is to serve continuously as a member of the Committee for more than two terms.

## 7.6 Nominations Committee *(currently under review)*

Section 9(6) of the *University of Sydney Act 1989* provides that “by-laws are to prescribe the procedures for the nomination of persons for appointment as members of the Senate”.

These procedures are set out in Section 46 of the *University of Sydney By-law 1999*.

### **Terms of reference** *(this revised version is to be endorsed by Senate)*

- (1) If the Senate
  - (a) is required to make a nomination in the category of “6 external persons appointed by the Minister, one of whom is nominated by the Senate” (under s9(1)(b) of the Act), or
  - (b) intends to make a nomination in the category of up to 2 members of the Parliament of New South Wales nominated by Senate (under s9(2) of the Act) as part of the 6 external persons appointed by the Minister,

the Senate is to request the Nominations Committee to identify persons who may be suitable for nomination,

noting that external persons are persons who are not members of the academic or non-academic staff of the University or undergraduate or postgraduate students of the University. *(s9(9), Act)*
- (2) If the Senate is required to appoint one external person (under s9(1)(c) of the Act), the Senate is to request the Nominations Committee to identify persons who may be suitable for appointment,

noting that external persons are persons who are not members of the academic or non-academic staff of the University or undergraduate or postgraduate students of the University. *(s9(9), Act)*
- (3) The Committee is:
  - (a) to determine which of the persons identified 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, noting that
    - 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). *(s1(3), Schedule 1, Act)*
    - 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. *(s14(12), Schedule 3, Act)*

and

  - (c) to forward those recommendations to the Senate.

- (4) In determining the persons to be recommended, the Committee is to have regard to:
- (a) the skills and experience of the continuing Fellows, and
  - (b) the following matters referred to in the Act:
    - 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). *(9(3), Act)*
    - 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. *(9(4), Act)*

**Consideration by Senate of recommendations of the Nominations Committee:**

- (1) The Senate is:
- (a) to consider the recommendations forwarded by the Nominations Committee, and
  - (b) 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) to determine which of the recommended persons 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) to determine:
    - (i) in the case of the persons nominated for consideration for appointment by the Minister, the recommended length of appointment for each such person, or
    - (ii) in the case of the persons appointed by the Senate, the length of appointment for each such person,
 noting that
    - 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). *(s1(3), Schedule 1, Act)*
    - 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. *(s14(12), Schedule 3, Act)*
- (2) The Senate is, when selecting a person for nomination other than a person recommended by the Nominations Committee, to have regard to the following matters:
- 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).

(9(3), Act)

- 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. (9(4), Act)

(3) The Chancellor is to forward to the Minister Senate's determinations regarding nominations for consideration for appointment by the Minister and the recommended length of appointment.

**Constitution:**

- *Ex-officio:*  
The Chancellor (Chair)  
The Deputy Chancellor  
The Vice-Chancellor and Principal  
The Chair of the Academic Board
- Three Fellows who are external persons (*within the meaning of section 9 (9) of the Act*), appointed to the Committee by the Senate. (section 9(9) of the Act provides that external persons are persons who are not members of the academic or non-academic staff of the University or undergraduate or postgraduate students of the University.)

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. (*section 46A(2), By-law*)

## 7.7 Remuneration and Benefits Committee *(currently under review)*

### Terms of reference:

- (1) Employment Strategies and Practices:
  - Overviews the University's strategies and policies in the following areas to ensure they attract, motivate and retain employees of sufficient quality as to enable it to achieve if not surpass its aspiration of 1:5:40:
    - Reward (fixed and variable remuneration including incentives superannuation and other benefits)
    - Recruitment and retention
    - Workforce and succession planning
    - Workplace relations
    - Organisation development
    - Compliance with Workplace Legislation
- (2) Vice-Chancellor:
  - Review the performance of the Vice-Chancellor and determine his or her incentive payments
  - Recommend to Senate the overall terms of employment (including termination) of the Vice Chancellor
  - Review and approve Vice-Chancellor's travel schedule
- (3) Direct Reports
  - Reviews and approves the Vice Chancellor recommendations for:
    - Remuneration and terms of employment (including termination) of direct reports (and include incentives)
    - Performance assessment of Direct Reports
- (4) Report regularly to Senate on its deliberations
- (5) Maintain adequate records

### Constitution:

- *Ex-officio:*  
The Chair of the Finance & Infrastructure Committee (Chair)  
The Chancellor  
The Deputy Chancellor  
*The current Chair is Mr Alexander Brennan*
- One other Fellow of Senate appointed by Senate  
*The current member in this category is the Hon John Aquilina MP*
- One external appointment by Senate  
*The current member in this category is Mr Ian Johnson*

## 7.8 Senate/Sports Liaison Committee *(currently under review)*

### Terms of reference:

To be a forum for Sydney University Sport representatives to liaise with Senate and the University administration to discuss issues relating to the objectives and strategies listed in the University of Sydney Mission Statement for Sport, or matters which Sydney University Sport feels it is important for Senate to be made aware, and to report regularly to Senate.

### Constitution:

- *Ex-officio:*  
 The Vice-Chancellor and Principal (represented at the meeting by the Deputy Vice-Chancellor (Education))  
 The Chair of the Academic Board  
 The Executive Director, Sydney University Sport  
 The President, Sydney University Sport  
 The Senior Vice-President, Sydney University Sport  
 The Undergraduate student Fellow of Senate  
 The Postgraduate student Fellow of Senate
  
- Not less than three Fellows of Senate, elected by Senate for two years.  
*The current members in this category are Mr J McCarthy QC (Chair) and Mr Adam Spencer.*
  
- Not less than three alumni representatives, including at least one female alumni representative or alternate, recommended by the Executive Director, SU Sport and appointed by Senate for two years.  
*The current members in this category are Mr John Boulton, Mr David Hynes and Ms Anne Titterton*

The Committee elects one of the members in the category "Not less than three Fellows of Senate" as Chair, for appointment by Senate for two years.

## **7.9 Senate/Student Associations Liaison Committee** *(currently under review)*

### **Terms of reference:**

To discuss matters of policy relating to students.

### **Constitution:**

- *Ex-officio:*
  - The Chancellor
  - The Deputy Chancellor
  - The Vice-Chancellor and Principal or nominee
  - The Undergraduate student Fellow of Senate
  - The Postgraduate student Fellow of Senate
  - The Presidents of the SRC, SUPRA and USU
  - One other member of the Executive, Council or Management of each of the SRC, SUPRA and USU as determined by the President.
  
- Four Fellows of Senate elected by Senate for two years  
*The current members in this category are Dr Roslyn Bohringer, Mr Adam Spencer , Professor Bruce Sutton and Dr Margaret Varady.*

## 8. A Guide to Duties and Protections for Fellows of Senate

### 8.1 Introduction

8.1.1 The purpose of this document is to summarise briefly:

- the duties of Fellows of Senate; and
- statutory and other forms of protection available to them.

8.1.2 This is a general outline only and professional advice should be sought before applying this information to particular circumstances. Further advice may be obtained from the *Office of General Counsel* or the *Risk Management Office*.

### 8.2. Duties of Fellows

#### 8.2.1 The University

8.2.1.1 The duties of Fellows must be considered in the context of the University. It is a statutory corporation: section 5 of the University of Sydney Act 1989 (the "University's Act");

8.2.1.2 As a statutory corporation, it can only do what is necessary for or incidental to the execution of its object and functions. The University's object is set out in section 6(1) of the University's Act, as follows:

"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."

8.2.1.3 The functions of the University are set out in section 6(2) of the University's Act. They are divided into the functions most closely connected with the object of the University, and other functions which include commercial functions and the provision of services to the community.

8.2.1.4 The University is an educational body, with certain duties imposed in the interests of the community.

#### 8.2.2 The Senate

8.2.2.1 The Senate is the governing body of the University, charged amongst other things with the responsibility of controlling and managing the affairs and concerns of the University. The Senate's functions and powers are set out in section 16 of the University's Act.<sup>1</sup>

It is important to be familiar with these functions and powers, as they are also part of the context of the duties of Fellows.

8.2.2.2 The Senate is similar to a Board of Directors although the analogy cannot be taken too far because of the special University context.

#### 8.2.3 The National Governance Protocols

8.2.3.1 Under section 33-15 of the Higher Education Support Act 2003 (a Commonwealth Act), higher education providers, which include the University, are required to meet the requirements of the Commonwealth's National Governance Protocols ("the Protocols") to qualify for increased Commonwealth funding.

8.2.3.2 The Protocols deal mainly with the constitutions of the governing bodies of higher education providers, the duties of their governing bodies as a whole and the duties of individual members of their governing bodies. *The University Legislation Amendment Act 2004* has given effect to the Protocols by amending the University's Act.

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<sup>1</sup> Section 16(1B) was part of the amendments to implement the National Governance Protocols.

8.2.3.3 The Protocols were introduced to assist with good corporate governance of universities.

#### **8.2.4 Corporate governance**

8.2.4.1 Corporate governance is a shorthand term for the means by which corporate behaviour is regulated. Broadly speaking, it can be described as the systems by which a corporation is managed and the processes by which executive management of the corporation is supervised. It is defined in Australian Standards 8000:2003 *Corporate Governance Principles* as “the system by which entities are directed and controlled”. The term is also used in a more specific sense in relation to the introduction of control systems intended to prevent fraud, conflicts of interest and other improper conduct.

8.2.4.2 The principles of corporate governance have two key objectives. They are:

- to facilitate the efficient and effective management of enterprises by requiring them to follow formal procedures when making important decisions or taking certain actions; and
- to promote honesty and accountability in management by imposing upon directors certain duties in recognition of their special position vis a vis the interests of the company as a whole.

#### **8.2.5 The interests of the University as a whole**

8.2.5.1 The interests of the University include:

- the University as a body corporate: section 5 of the University's Act; and
- its members: section 4 of the University's Act. Under that section, the University consists of:
  - (a) the 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.

#### **8.2.6 Duties of Fellows: the University's Act**

8.2.6.1 Section 26F of the University's Act provides that Fellows have the duties set out in Schedule 2A; see Attachment 1 to this document.<sup>2</sup>

8.2.6.2 The first duty set out in Schedule 2A is the **duty to act in the best interests of the University as a whole.**

8.2.6.3 For this duty, 'good faith' is required. This relates to the purpose (acting for the University as a whole, not just a sectional interest, whether employee, student or otherwise) and honesty of a Fellow's conduct and also requires the avoidance of conflicts of interests (see paragraph 23 below). As to 'interests of the University as a whole', see paragraphs 14 and 15 above. Exercising a power or function for a 'proper purpose' means that a function must be carried out, or a power exercised consistently with the purposes for which it was conferred.

8.2.6.4 A good example of this duty is the obligation to maintain confidentiality of University communications. This obligation to the University overrides duties owed to those appointing or electing a Fellow.

8.2.6.5 The second duty set out in Schedule 2A is **the duty to exercise care and diligence.** Fellows must take reasonable steps to place themselves in a position to carry out the

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<sup>2</sup> These provisions were also part of the amendments to implement the National Governance Protocols.

functions of Senate. They are under a continuing obligation to keep themselves informed. This does not require a close analysis of every issue relating to the University's activities but does require general monitoring and regular review, together with the duty to make further enquiry in relation to matters arising from the review. A Fellow is required to attend Senate meetings whenever he or she is reasonably able to do so.<sup>3</sup>

- 8.2.6.6 Generally speaking, Fellows are not required to bring particular qualifications to the office unless they are appointed to a specific role. The amendments made to the University's Act to implement the Protocols require that at least two Fellows have financial expertise, and that at least one Fellow must have commercial expertise. All appointed members must have expertise and experience relevant to the functions of the Senate and an appreciation of the object, values, functions and activities of the University.
- 8.2.6.7 The third and fourth duties set out in Schedule 2A relate, broadly speaking, to conflicts of interest. Fellows have **duties not to improperly use their position or to improperly use information**. Directors are often told to follow the simple rule: regard all corporate property and information which comes into their possession as a director, as belonging solely to the corporation and unavailable for a director's own use.
- 8.2.6.8 The fifth duty is a **duty to disclose material interests** to a meeting of the Senate. The provision sets out a procedure for disclosure, and for the subsequent determination by the Senate as to whether the disclosing Fellow may be present during any deliberation or take part in any decision making about the matter in relation to which a disclosure was made.

### 8.2.7 Removal from office for breach of duty

Section 26G of the University's Act provides that the Senate may remove a Fellow from office for breach of a duty set out in Schedule 2A. Certain procedures must be followed including the provision to the Fellow concerned, of a reasonable opportunity to reply to the motion for removal from office.

### 8.2.8 Duties of Fellows: non statutory

Senate and individual Fellows also have duties arising from non statutory law. In general terms, they are similar to the duties set out in the University's Act and are as follows.

- The Senate must not abdicate from its duties and retain its discretions. It must not delegate its functions without authority, and it cannot fetter (or inhibit) the future exercise of its discretion.
- The Senate has a duty to give adequate consideration to the matters under consideration. It cannot "let things slide" or act at the direction of another person.
- The Senate has a duty to give paramount consideration to the interests of the University in the exercise of its discretions.
- The Senate has a duty to exercise a power consistently with the purposes for which it was conferred - that is, as explained above, for proper purposes.
- Fellows should exercise care, diligence and skill in exercising their powers.
- Fellows are also required to exercise their powers for proper purposes and for the benefit of the University as a whole.

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<sup>3</sup> The office of a Fellow becomes vacant if the Fellow is absent from three consecutive meetings without being excused by Senate.

### 8.2.9 Duties of Fellows: other legislation

In addition, there is other legislation which may apply to Fellows, including:

- discrimination legislation, both Commonwealth and State;
- consumer legislation such as *Trade Practices Act 1974 (Cth)* and *Fair Trading Act 1987 (NSW)*;
- *Occupational Health and Safety Act 2000 (NSW)*;
- *Independent Commission Against Corruption Act 1988 (NSW)*;
- *Public Finance and Audit Act 1983 (NSW)*; and
- *Annual Reports (Statutory Bodies) Act (NSW) 1984*.

### 8.3 Statutory and Other Protection for Fellows

Clause 5 of Schedule 1 of the University's Act provides a form of statutory protection from personal liability. It provides:

***“Liability of Fellows and others***

5. *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”*

Note the conditions that the “matter or thing was done or omitted to be done”

- in good faith, and
- for the purpose of executing this or any other Act.

It is likely that there will be a lack of good faith in any situation where there is fraud, dishonesty, malice, intentional breach of duty, recklessness or improper purpose. A court may find a lack of good faith where the person in question acts honestly but fails to make any real or genuine attempt to discharge his or her duties.

The question as to whether any particular matter or thing was done or omitted to be done for the purpose of executing the Act or any other legislation is likely to turn upon whether the relevant matter or thing (done or omitted) was provided for or required by such Act, or whether the doing or omission of that matter or thing was in order to carry into effect the objects and functions of the University (as set out in section 6 of the University's Act) and the functions of the Senate (as set out in section 16 of the University's Act).

The protection from personal liability afforded by clause 5 will apply irrespective of the identity of the party asserting the liability and will accordingly apply where the party asserting the liability is the Commonwealth Government. However, it is important to note that the level of protection available is limited to the extent that clause 5 is inconsistent with other laws that take precedence (for example, the laws of the Commonwealth).

#### 8.3.1 Insurance Cover

8.3.1.1 The University has an insurance policy which includes a Directors' and Officers' Liability (“D&O”) contract and a Company Reimbursement contract. The D&O covers Insured Persons (as defined) for loss for which the Insured Person is not indemnified by the University and which the Insured Person is legally obligated to pay on account of a claim. The Company Reimbursement contract covers the University for any indemnity provided to an Insured Person (as permitted or required by law) for loss which the Insured Person has become obligated to pay on account of a claim.

8.3.1.2 The policy covers claims made during the period of insurance, irrespective of when the wrongful act was committed. As with all insurance policies, this policy is subject to limitations, conditions and exclusions. Queries about the policy can be directed to the Risk Management Office.

*“Insureds”*

8.3.1.3 The policy provides coverage to the University of Sydney (and various specified associations and unions and their subsidiaries) and to “Insured Persons” who include directors, secretaries and executive officers of the University, and also include the Chancellor, Vice-Chancellor and Fellows of Senate.

*Scope of Cover*

8.3.1.4 “Loss” is defined as the total amount that the Insured Person becomes legally obligated to pay on account of a claim including damages, judgments or settlements made in favour of a claimant, and includes defence costs (as defined).

8.3.1.5 “Wrongful act” includes any error, misstatement, misleading statement, act, omission, neglect or actual or alleged breach of duty.

8.3.1.6 It is a condition of the policy that the University and Insured Persons shall not disclose the existence of the coverage, the limits of liability or the nature of the liability indemnified, except to the extent that there is a requirement of law to do so, or with the written consent of the insurer.

8.3.1.7 If a Fellow is aware of any claims, or of any circumstances that are likely to give rise to a claim, the Fellow must notify either the Risk Management Office or the Office of General Counsel immediately. Any delay in notification may jeopardise coverage.

**8.3.2 Indemnification by University**

The University may consider the provision of an indemnity to a Fellow or officer of the University for loss arising from a claim. However, in doing so the University:

- must act in accordance with its statutory powers and for a proper purpose (for the benefit of the University); and
- must not make agreements or payments prohibited by the relevant provisions of the *Corporations Act*.

## **9. Meetings of Senate**

### **9.1 Meetings**

Senate normally meets eight times per year at approximately six weekly intervals, with an option to increase the numbers of meetings *ad hoc* where urgency or workload requires. There is also a Senate Retreat held off-campus at the beginning of the year.

In 2009, meetings are held at 5.00pm in the Senate Room and last for approximately three hours. Afternoon tea is provided on arrival and light refreshments are available during the meeting and at the conclusion of each meeting.

**Please note that Senate has resolved that from 1 January 2010, Senate meetings will commence at 3.30pm.**

Meetings of Senate may be adjourned to a convenient later time to conclude any unfinished business.

Additional meetings of the Senate may be held on an *ad hoc* basis where required as a matter of urgency or workload.

The Senate Room, Room N482, is in the Quadrangle, Camperdown Campus, above the Ante Room adjacent to the Great Hall. A telephone is available in the Senate Room (9351 3192).

Throughout the year, special afternoon teas are held prior to the Senate meeting to honour and celebrate achievement in teaching, learning, sport or community involvement.

### **9.2 Chair**

The Chancellor is the Chair of Senate and exercises procedural control over meetings. "This includes nominating who is to speak, dealing with the order of business, putting questions to the meeting, declaring resolutions carried or not carried, in due course asking for any general business, and declaring the meeting closed".<sup>4</sup>

The Chancellor presides at all meetings of Senate at which he or she is present.

### **9.3 Secretary to Senate**

The Secretary to Senate is Dr William Adams, and is assisted by the Executive Officer to Senate, Lis Bergmann.

### **9.4 Senate agenda**

#### **9.4.1 Timeframes**

A copy of the Senate agenda papers is forwarded to Fellows to the address they nominate normally on the Tuesday before the regular meeting. Papers are couriered to external addresses and hand-delivered to internal addresses or stored in the Fellows Room for collection (upon request).

Senate agendas and minutes can also be accessed from a secure website – For Fellows only – available from the menu at [www.usyd.edu.au/senate/senate.shtml](http://www.usyd.edu.au/senate/senate.shtml)

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<sup>4</sup> Joske's law and Procedure at Meetings in Australia, p.32

#### **9.4.2 Confidential and open sessions**

A Senate meeting will include both confidential and open sessions. The confidential session is normally held at the commencement of the meeting.

The first agenda item (held in confidential session) is the “Addition or Deletion of Confidential Items’ where Fellows are asked if they wish items to be moved into confidential session or confidential items to be moved into open session. Consensus is reached on these matters.

During the open session of Senate any member of the University community, or other observers, may be present as long as there is seating available.

#### **9.4.3 Starring**

Highlighted items may be starred, whereas standard items are normally not starred.

At the commencement of the meeting the Chair will ask if any Fellow wishes to star any currently unstarred items. This gives any Fellow of Senate the opportunity to discuss agenda items which might not otherwise be mentioned specifically.

The items which remain unstarred after the Chair’s invitation (above) will be deemed to be approved. The wording of the resolution becomes: *Senate resolved as recommended with respect to all unstarred items.*

#### **9.4.4 Pre-Senate agenda meeting**

On the Thursday morning before the Senate agenda is distributed, the Chancellor meets with the Vice-Chancellor and the Secretary to Senate to finalise the Senate agenda, a draft copy of which is emailed to Fellows prior to distribution of the final version.

### **9.5 Protocols**

Senate does not have standing orders as such, although a number of procedures are set out in the *University of Sydney (Amendment Act) Rule 1999*.

In general, normal meeting procedures are followed, and the source used in this document is Joske’s *Law and Procedure at Meetings in Australia*.

#### **9.5.1 Motions**

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.<sup>5</sup> It is preferable if the notice of motion is given prior to the Pre-Senate agenda meeting (see 9.4.4 above).

Motions should be clear and unambiguous and couched in the affirmative. No motion can be put in the absence of the person putting the motion unless there is a designated and authorised proxy, that is, another Fellow of Senate with voting rights.

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<sup>5</sup> University of Sydney (Amendment Act) Rule 1999 (as amended)

### **9.5.2 Questions**

Fellows may give notice of questions for inclusion in the Senate agenda. It is preferable if the question is submitted prior to the Pre-Senate agenda meeting (see 9.4.4 above).

Questions may also be raised without notice at the Senate meeting under the item "Question time".

### **9.5.3 Tabled papers**

In general, tabling of papers at meetings is kept to a minimum.

Any papers which a Fellow of Senate wishes to table at a meeting must be submitted to the Chancellor's office prior to the meeting with sufficient time for copies to be provided to the meeting. Papers will only be tabled if the subject matter fits within the Terms of Reference for the meeting.

### **9.5.4 Voting**

For normal agenda items, voting is conducted by a show of hands by a quorum of those entitled to vote with the majority vote being conclusive.

Where all members present have voted in the affirmative, the result is deemed to be unanimous.

In some circumstances a poll (a recording of votes by writing) may be required, upon which the vote by a show of hands is abandoned.

The voting numbers are not normally recorded, but will be recorded on the request of a Fellow of Senate. Similarly, abstentions from voting or voting in the negative by individual Fellows are not normally recorded, but will be recorded on the request by the Fellow of Senate concerned.

A secret ballot may be required in certain circumstances, such as voting to choose a new Fellow.

### **9.5.5 Quorum**

At any meeting of Senate, a majority of the total numbers of Fellows for the time being constitutes a quorum, i.e. 12 Fellows when there are 22 Fellows (or 11 Fellows when there are 21 Fellows of Senate). No business can be conducted without a quorum being present.

## **9.6 Attendance**

Records of attendance are kept for every meeting and attendance is also recorded in the minutes of the meeting. Fellows should advise in advance if they are unable to attend and apologies will appear in the agenda.

The office of a Fellow becomes vacant if the Fellow 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.<sup>6</sup>

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<sup>6</sup> Revised Act, Schedule 1(2)(i)

### **9.7 Preparation for the meeting**

As many items will not be discussed in detail, or at all, at the meeting, Fellows are advised to read the papers carefully prior to the meeting's commencement so that they can participate fully in the decision-making process.

### **9.8 Meeting protocols**

All Fellows of Senate have an equal right to participate and to be heard and there is an expectation that Fellows will show courtesy and respect at all times.

All questions and remarks should be addressed through the Chair and Fellows should only speak when acknowledged by the Chair and in the order decided by the Chair.

When proposing a motion or amendment, the speaker must be brief and concise and, although it may be permissible to speak to the motion in a more comprehensive way, the speaker will usually only be permitted to do so once, unless asked for an explanation or clarification.<sup>7</sup>

"Speakers must keep to the particular matter then before the meeting, whether it be a motion, an amendment, a point of order or a personal explanation. Discussion which is irrelevant should not be allowed".<sup>8</sup>

## **10. Reviewing Senate's performance**

10.1 One of Senate's roles is to regularly review its own performance.

10.2 Annual reviews were held in 2002, 2003, 2005 and 2006 – reports are available on the secure Senate website.

10.3 In June 2007 Senate resolved to conduct reviews on a two yearly basis.

10.4 A 2009 review is currently underway.

## **11. Media relations**

11.1 If Fellows receive requests for interviews from members of the media, they should be aware that the University's Media Office is available for help and advice. Ms Sarah Stock is Head of Media and Public relations, and her telephone number is 9114 0748.

11.2 If the Senate Office receives requests for interviews with Fellows of Senate from members of the media, the Executive Officer to Senate will pass such requests on to the Fellow concerned.

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<sup>7</sup> Joske's, p.41

<sup>8</sup> Joske's, p.42

## **12. Attendance at functions**

### **12.1 Functions**

Fellows will be invited to a range of functions by various areas of the University of Sydney.

### **12.2 Graduations**

Fellows are encouraged to attend graduation ceremonies, and the Graduations Officer will provide the schedule at the beginning of each year. Please advise the Graduations Officer on 9351 4612 when you are intending to attend a graduation so that appropriate seating can be allocated.

As graduations come under the authority of Senate, Fellows are honoured guests and are given a special place in the academic procession and in the front row of the stage seating. Fellows who have nominated to attend a ceremony should attend the Senate Room 15-20 minutes prior to commencement time and alert the Registrar to their presence. The Registrar will provide guidance on the correct protocols for the procession and ceremony. Academic dress may be provided if required. Fellows should advise the Graduations Officer of these requirements.

### **12.3 Report to Senate**

The Chancellor's Assistant prepares a report to each Senate meeting on Fellows' attendance as representatives of Senate at University functions since the previous meeting. This information is compiled from information provided to the Chancellor's Assistant by Fellows.

## **13. Fellows' contact details**

13.1 Contact details for Fellows of Senate are maintained by the Executive Officer to Senate and are kept confidential.

13.2 University invitations for Fellows of Senate are forwarded to the Executive Officer to Senate, who then arranges to send out the invitations.

## **14. Unsolicited mail to Fellows**

14.1 Senate has resolved that an electronic copy of unsolicited mail to Fellows (apart from invitations – please see 12 above) would be included on the secure Senate website, with Fellows so advised by email.

Large material which could not be scanned would be delivered to Fellows or copies brought to the Senate meeting, according to the timeframe available.

Such material on the website would be organised, and thus able to be retrieved, by subject matter.

## **15. Mentor for new Fellows**

A Fellow of Senate is responsible for ensuring that new Fellows have a proper introduction and induction to Senate and the details of new Fellows are forwarded to the mentor by the Senate Office.

Dr Margaret Varady is the mentor for new Fellows.

## **16. Facilities available for Fellows**

### **16.1 Fellows' Room**

The Senate Fellows' Room is Room P2.04 and the entrance is located to the right of the Memorial Arch Door which leads to the Registrar's Office in the Quadrangle. Tea and coffee making facilities, a telephone (9351 5590), two computers and a printer are available. Entry to the Room is gained by using an access card which is issued to all Fellows.

### **16.2 Parking spaces on Senate days**

On days when Senate meets, parking spaces are available for Fellows near the main door to the Great Hall, Quadrangle, facing University Place.

## **17. Fellows also receive the following:**

### **17.1 Parking permits**

Fellows are entitled to a complimentary parking permit.

Fellows are asked to ensure that the permit is displayed on the dashboard on each occasion that you are on campus, so that it is clearly visible from outside the vehicle. Fellows of Senate displaying the appropriate Parking Permit in their cars are permitted to park in bays reserved for "University-owned Vehicles", "University Annual Permit Holders" or those generally available for other public access. Please note that "Loading Zones", "Disabled Access" areas and parking areas that are time-limited, i.e. "1/4P" or "1P" are not for general parking and their limitations need to be observed.

### **17.2 UniNews**

Fellows and former Fellows receive the fortnightly publication *UniNews* at the address nominated.

### **17.3 Sydney Alumni Magazine**

Fellows receive the publication *Sydney Alumni Magazine* at the address nominated.

### **17.4 Library cards**

Fellows and former Fellows are entitled to free borrowing privileges from the University Library.

### **17.5 Business cards**

Fellows are entitled to receive Fellows of Senate business cards.

## 18. Graduates in Engineering and Information Technologies, Law and Medicine

Fellows of the Senate who are graduates in Engineering and Information Technologies, Law and Medicine are entitled to be members of the Faculties of Engineering, Law and Medicine respectively.

## 19. On-line resources

### 19.1 Senate website

The Senate website is at: [www.usyd.edu.au/senate/](http://www.usyd.edu.au/senate/) and provides the following information:

#### Senate:

- Welcome to Senate
- Frequently asked questions
- Governance
- Senate Rules and Resolutions
- Membership of Senate
- Elections of Fellows of Senate
- Senate meeting schedule
- Senate agenda and minutes summaries
- History of Senate
- Senate galleries
- Graduation ceremonies
- For Fellows only - a secure website

#### Committees:

For each Senate committee:

- Terms of Reference and Constitution
- Membership
- Meeting dates
- a range of other information

#### What's new:

- provides monthly updates on new developments and decisions of Senate, and changes in Senate's membership.

#### Honorary awards:

- Welcome to the honorary awards website
- About honorary awards
- Honorary award recipients, ceremonies and citations
- History of honorary awards

### 19.2 Other useful information about the University

The following information is available on-line:

- **University News and events** at [www.usyd.edu.au/news/83.html](http://www.usyd.edu.au/news/83.html)
- **Policy online** at [www.usyd.edu.au/policy/](http://www.usyd.edu.au/policy/) It provides full list of current policies, procedures and guidelines of the University.

- **the *University Calendar*** at [www.usyd.edu.au/calendar.shtml](http://www.usyd.edu.au/calendar.shtml) with links to significant Calendar updates during the year
- **the *University Calendar Archive*** at <http://calendararchive.usyd.edu.au/index.php>
- **the *University Annual Report*** at [www.usyd.edu.au/about/publication/pub/annual/index.shtml](http://www.usyd.edu.au/about/publication/pub/annual/index.shtml)
- **University Faculty handbooks** at [www.usyd.edu.au/handbooks/](http://www.usyd.edu.au/handbooks/)
- **the *Postgraduate Handbook*** at [www.usyd.edu.au/fstudent/postgrad/study/pub/handbooks.shtml](http://www.usyd.edu.au/fstudent/postgrad/study/pub/handbooks.shtml)

## 20. Company Directors Courses

Fellows are entitled to attend a Company Directors Course run by the Australian Institute of Company Directors (AICD)

## 21. Definitions

*Please note that a glossary of acronyms and terminology commonly used within the University is available for Fellows of Senate and members of the University community generally. It can be found in Policy online at [http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL\\_Main.fp5&-lay=www&-format=/pol/pol\\_summary.html&-RecID=46&-find](http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&-RecID=46&-find)*

**Agenda:** the order of business to be discussed at the meeting, circulated in advance. The agenda usually takes the same form for each meeting.

**Constitution:** the composition of Senate according to the University of Sydney Act 1989.

**Motion:** a formal proposal made to the Senate, either as part of the agenda for the meeting or by a Fellow of Senate.

**Point of order:** a question raised by a Fellow about the correct conduct or proceedings of the meeting. For example, whether a speaker should be allowed to continue when they deviate from the matter at hand.

**Proxies:** where one person is deputed to act for another. Fellows of Senate are not permitted to depute a non-Fellow to act for them, except where their position is ex-officio. However, if a Fellow wishing to propose a motion is unable to attend a meeting they may ask another Fellow to propose the motion for them, but cannot bestow upon the other Fellow their vote.

**Quorum:** the number of Fellows required to be present at any stage during a Senate meeting in order to legally conduct the business of the Senate. The number, under the Act, is a majority or twelve.

**Terms of reference:** a description of the role, purpose, scope and authority of a committee.

## Attachment 1

### Glossary of Terms and Abbreviations

#### Policy

This Glossary provides definitions of key acronyms, abbreviations and terminology in use in the University of Sydney's official publications, business communications and systems as at the time of its approval. These definitions may not be altered or re-defined without express approval.

#### Coverage

This glossary covers a wide range of University functions. It applies to all parts of the University.

#### (1) Acronyms & Abbreviations

Listed below are the more commonly used acronyms and abbreviations that appear in University documents and publications. Where an asterisk is shown against the abbreviation or acronym, a more detailed explanation may be found in the following section "Terminology".

Abbreviations for courses can be found in the appropriate faculty section of the University Calendar.

AARNet	Australian Academic Research Network
AAUT	Australian Awards for University Teaching
* AAM	Annual Average Mark
ABC	Activity Based Costing
ABSTUDY	Aboriginal Study Assistance Scheme
* AC21	Academic Consortium 21
ACER	Australian Council for Educational Research
ANZAAS	Australian and New Zealand Association for the Advancement of Science
APA	Australian Postgraduate Awards
APAC	Australian Partnership for Advanced Computing
APAI	Australian Postgraduate Awards (Industry)
APA-IT	Australian Postgraduate Awards in Information Technology
APDI	Australian Postdoctoral Fellowships Industry
APEC	Asia-Pacific Economic Co-operation
APF	Australian Postdoctoral Fellowship
* APRU	Association of Pacific Rim Universities
* AQF	Australian Qualifications Framework

ARC	Australian Research Council
* ARTS	Automated Results Transfer System
ASDOT	Assessment Fee Subsidy for Disadvantaged Overseas Students
ATN	Australian Technology Network
AUQA	Australian Universities Quality Agency
AusAID	Australian Agency for International Development
AUTC	Australian Universities Teaching Committee
AVCC	Australian Vice-Chancellors' Committee
AWA	Australian Workplace Agreements
BAA	Backing Australia's Ability
BITLab	Business Intelligence Lab
BLO	Business Liaison Office
BOTPLS	Bridging for Overseas Trained Professionals Loans Scheme
CAF	Cost Adjustment Factor
CAUT	Committee for Advancement of University Teaching
CCE	Centre for Continuing Education
CDP	Capital Development Program
CEP	Country Education Profile
CEQ	Course Experience Questionnaire
CES	Casual Employment Service
CFO	Chief Financial Officer
CHESSN	Commonwealth Higher Education System Student Number
CIO	Chief Information Officer
COE	Confirmation of Enrolment
CPS	Campus Properties and Services
* CPSU	Community and Public Sector Union
* CR	Credit
CRC	Cooperative Research Centre
* CREO	Centre for Regional Education, Orange
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
* CRRRI	Centre for Rural and Regional Innovation
CSG	Cumberland Student Guild
CSIRO	Commonwealth Scientific and Industrial Research Organisation
* CSP	Commonwealth Supported Place
CULT	Combined Universities Language Test
CUTSD	Committee for University Teaching and Staff Development
* D	Distinction

DAC	Data Audit Committee
DEST	Commonwealth Department of Education, Science and Training
* DET	NSW Department of Education and Training
D-IRD	Discovery-Indigenous Researchers Development Program
DOG	Dean of Graduate Studies
DVC	Deputy Vice-Chancellor
* EB	Enterprise Bargaining
* EFTSU	Equivalent Full-Time Student Unit
EFTSL	Equivalent Full-Time Student Load
EIP	Evaluations and Investigations Program
ELICOS	English Language Intensive Course of Study
EMU	Electron Microscope Unit
ESOS Act	Education Services for Overseas Student Act
F	Fail
FFT	Fractional Full Time (Equivalent Staff)
* FlexSIS	Flexible Student Information System
FHS	Faculty of Health Sciences
FOS	Field of Study
FTE	Full Time Equivalent (Staff)
GATS	General Agreement on Trade in Services
* GCCA	Graduate Careers Council of Australia
GDS	Graduate Destination Survey
* Go8	Group of Eight
GPOF	General Purpose Operating Funds
GSA	Graduate Skills Assessment
GSG	Graduate School of Government
GWSLN	Greater Western Sydney Learning Network
HD	High Distinction
HDR	Higher Degree Research
HECS	Higher Education Contribution Scheme
HEEP	Higher Education Equity Program
HEFA	Higher Education Funding Act 1988
HEIMS	Higher Education Information Management System
HEIP	Higher Education Innovation Programme (DEST)
HELP	Higher Education Loan Programme
HEO	Higher Education Officer
HEP	Higher Education Provider
HERDC	Higher Education Research Data Collection
HESA	Higher Education Support Act
HSC	Higher School Certificate

* HOA	Head of Administrative Unit
HOD	Head of Department
HOS	Head of School
IAF	Institutional Assessment Framework (This is a new name for what was previously the DEST Profile process.)
IAS	Institute of Advanced Studies
ICT	Information and Communication Technology
ICTR	Information and Communication Technology Resources
IELTS	International English Language Testing Scheme
IGS	Institutional Grants Scheme (DEST)
IO	International Office
* IP	Intellectual Property
IPRS	International Postgraduate Research Scholarships
IREX	International Researcher Exchange Scheme
ISFP	Indigenous Support Funding Program
ISIG	Innovation Summit Implementation Group
ISSU	International Student Support Unit
ITL	Institute for Teaching and Learning
JASON	Joint Academic Scholarships On-line Network
LBOTE	Language Background Other Than English
MISG	Management Information Steering Group
MNRF	Major National Research Facilities Scheme
MOU	Memorandum of Understanding
MRB	Medical Rural Bonded Scholarship Scheme
NBCOTP	National Bridging Courses for Overseas Trained Program
NCG	National Competitive Grant
NESB	Non-English-Speaking Background
NHMRC	National Health and Medical Research Council
NOIE	National Office for the Information Economy
NOOSR	National Office for Overseas Skill Recognition
NRSL	Non-Recent School Leaver
NSW VCC	New South Wales Vice-Chancellors' Conference
NTEU	National Tertiary Education Industry Union
NUS	National Union of Students
OECD	Organisation for Economic Co-operation and Development
OLA	Open Learning Australia
OLDPS	Open Learning Deferred Payment Scheme

OPRS	Overseas Postgraduate Research Scholarships
P	Pass
PELS	Postgraduate Education Loans Scheme
PCON	Pass (Concessional)
* PSO	Planning Support Office
PVC	Pro Vice-Chancellor
QA	Quality Assurance
QACG	Quality Advisory and Coordination Group
R&D	Research and Development
R&R	Restructuring and Rationalisation Program
RC	Responsibility Centre
REG	Research and Earmarked Grants
REP	Research Education Program
RFM	Relative Funding Model
RIAP	Research Institute for Asia and the Pacific
RIBG	Research Infrastructure Block Grant (DEST)
RIEF	Research Infrastructure Equipment and Facilities Scheme
RISF	Restructuring Initiatives Support Fund
RMO	Risk Management Office
ROA	Record of Achievement
RQ	Research Quantum
RQF	Research Quality Framework
RQU	Recognition Quality Unit (Higher Education Division – DEST)
RRTMR	Research and Research Training Management Reports
RSL	Recent School Leaver
RTS	Research Training Scheme (DEST)
SASCA	Student Association of Sydney College of the Arts
SCA	Sydney College of the Arts
SCEQ	Sydney Course Experience Questionnaire
SCM	Sydney Conservatorium of Music
SCR	Science Capability Review
SDF	Strategic Development Fund
SEG	Senior Executive Group
SES	Socioeconomic Status
SI	Scholarship Index
SLE	Student Learning Entitlement
SNA	Safety Net Adjustment
* SPIRT	Strategic Partnerships with Industry – Research and Training Scheme
SPR	Student Progress Rate

	SRC	Students' Representative Council
*	SSP	Special Studies Program
	SSR	Student/Staff Ratio
	STABEX	Study Abroad Exchange (database)
	SUPRA	Sydney University Postgraduate Representative Association
	SU Sport	Sydney University Sport
	TAFE	Technical and Further Education
	TOEFL	Test of English as a foreign language
	TPI	Teaching Performance Indicator
	UAC	Universities Admissions Centre
	UAI	Universities Admission Index
*	UMAP	University Mobility in Asia and the Pacific
	UNESCO	United Nations Educational, Scientific and Cultural Organisation
	UNSW	University of New South Wales
	UPA	University Postgraduate Awards
	USU	University of Sydney Union
	UTS	University of Technology, Sydney
	VCAC	Vice-Chancellor's Advisory Committee
	VET	Vocational Education and Training
	VSU	Voluntary Student Unionism
	WAM	Weighted Average Mark
	WRP	Workplace Reform Program
	WTO	World Trade Organisation
	WUN	Worldwide Universities Network
	YFE	Year of First Enrolment

## **(2) Terminology**

This glossary defines terminology in use at the University of Sydney.

### **1:5:40**

The University's aspiration to achieve:

- clear leadership as Australia's premier university in research, teaching and learning and the student experience,
- acknowledgment and ranking as one of the top five universities in the region, and
- recognition and ranking in the top 40 universities around the world.

(See also *University Strategic Directions*.)

### **Academic Board**

The senior academic body within the University. In conjunction with faculties, the Academic Board has responsibility for approving new or amended courses and endorsing faculty development of units of study. The Board is also responsible for the formulation and review of policies, guidelines and procedures in relation to academic matters. (For further information, see the *University of Sydney (Academic Governance) Rule 2003* (as amended).)

### **Academic Consortium 21 (AC21)**

*An international network, of which the University is a member, comprising educational, research and industrial organisations throughout the world with the objective of encouraging the further advancement of global cooperation to the benefit of higher education and to contribute to world and regional society.*

### **Academic cycle**

The program of teaching sessions offered over a year. Currently the cycle runs from the enrolment period for Semester 1 through to the completion of the processing of results at the end of Semester 2. (See also *Stage, Academic Year*.)

### **Academic dishonesty**

Academic dishonesty occurs when a student presents another person's ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive the examiner. Academic dishonesty also covers recycling, fabrication of data, engaging another person to complete an assessment or cheating in exams. (See also *Plagiarism*.)

### **Academic record**

The complete academic history of a student at the University. It includes, among other things: personal details; all units of study and courses taken; assessment results (marks and grades); awards and prizes obtained; infringements of

progression rules; approvals for variation in course requirements and course leave; thesis and supervision details.

Access to a student's academic record is restricted to authorised University staff and is not released to a third party without the written authorisation of the student. (See also *Academic transcript*.)

***Academic transcript***

A printed statement setting out a student's academic record at the University. There are two forms of academic transcript: external and internal. (See also *External transcript*, *Internal transcript*, *Academic record*.)

***Academic year***

The current calendar year in which a student is enrolled. (See also *Academic cycle*, *Stage*.)

***ad eundem gradum***

Long-standing full-time members of the University's academic and general staff who are not graduates of the University may be considered by Senate, upon their retirement, for admission *ad eundem gradum* ("to the same degree"), to an appropriate degree of the University.

***Admission***

Governed by the University's admission policy, this is the process for identifying applicants eligible to receive an initial offer of enrolment in a course at the University. Admission to most courses is based on performance in the HSC, with applicants ranked on the basis of their Universities Admissions Index (UAI). Other criteria such as a portfolio, interview, audition, or results in standard tests may also be taken into account for certain courses.

***Admission basis***

The main criteria used by a faculty in assessing an application for admission to a course. The criteria used include, among other things, previous secondary, TAFE or tertiary studies; work experience; special admission; and the UAI.

***Admission (deferment)***

An applicant who receives an offer of admission to a course may apply to defer enrolment in that course for one semester or one academic cycle.

***Admission mode***

A classification based on how a student was admitted to a course, for example 'UAC' or 'direct'.

***Admission period***

The period during which applications for admission to courses are considered.

**Admission year**

The year the student expects to begin the course. (See also *Commencement date*)

**Advanced diplomas**

See *Award course*.

**Advanced standing**

See *Credit*.

**Advisor**

A member of academic staff appointed in an advisory role for some postgraduate coursework students. (See also *Associate supervisor*, *Instrumental supervisor/teacher*, *Research supervisor*, *Supervision*.)

**Aegrotat**

In exceptional circumstances involving serious illness or death of a student prior to completion of their course, the award of *aegrotat* and posthumous degrees and diplomas may be conferred.

**Alumni**

See *Graduates*.

**Alumni Sidneiensis**

A searchable database of graduates of the University from 1857 to 30 years prior to the current year.

**Annual Average Mark (AAM)**

The average mark over all units of study attempted in a given academic year (equivalent to the calendar year).

The formula for this calculation is:

$$\frac{\sum (\text{mark} * \text{credit\_pt\_value})}{\sum (\text{credit\_pt\_value})}$$

(sums over all UoS's completed in the selected period)

Where the mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0. Pass/Fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations; however, the marks from all attempts at a unit of study are included.

**Annual Progress Report**

A form which is used to monitor a research student's progress each year. The form provides for comments by the student, the supervisor, the head of the department and the dean (or their nominee). The completed form is attached to the student's official file.

**Appeals**

Students may lodge an appeal against academic or disciplinary decisions. Refer to the University Calendar for procedure.

**Assessment**

The process of measuring the performance of students in units of study and courses. Performance may be assessed by examinations, essays, laboratory projects, assignments, theses, treatises or dissertations. (See also *Result processing, Result processing schedule.*)

**Formative assessment**

Formative assessment is used principally to provide students with feedback on their progress in learning. It reinforces successful learning, and is an opportunity for students to expose the limitations in their knowledge and understanding

**Summative assessment**

Summative assessment is used to certify competence, or to arrange students in a rank order of merit. It certifies the attainment of a standard, and is used as the basis for progression to the next part of a program, or to graduation.

**Associate supervisor**

A person who is appointed in addition to the supervisor of a research student, who can provide the day-to-day contact with the candidate or provide particular expertise or additional experience in supervision. (See also *Advisor, Instrumental supervisor (teacher), Research supervisor, Supervision.*)

**Association of Pacific Rim Universities (APRU)**

A consortium of leading research universities in the Pacific Rim, of which the University is a member, which aims to foster education, research and enterprise thereby contributing to the economic, scientific and cultural advancement in the Pacific Rim.

**Assumed knowledge**

For some units of study, a student is assumed to have passed a relevant subject at the HSC and this is called assumed knowledge. While students are generally advised against taking a unit of study for which they do not have the assumed knowledge, they are not prevented from enrolling in the unit of study. (See also *Prerequisite.*)

**Attendance pattern**

Attendance pattern is classified as full-time, part-time or external, depending on the student's mode of attendance and the student load.

**Attendance mode**

A Department of Education, Science and Technology (DEST) classification defining the manner in which a student is undertaking a course, i.e. internal, external, mixed or offshore.

**Australian Qualifications Framework (AQF)**

The framework for recognition and endorsement of qualifications established by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

**AUSTUDY**

Austudy provides financial help to students who are aged 25 years or more who meet the required criteria and who are undertaking an approved full-time course at an approved institution. (See also *Youth Allowance*.)

**Automated Results Transfer System (ARTS)**

This system was developed by the Australasian Conference of Tertiary Admissions Centres (ACTAC) to allow the electronic academic record of a student to be accessed, via an admission centre, by tertiary institutions.

**Award Course**

See *Course*.

**Bachelor's degree**

The highest undergraduate award offered at the University. A bachelor's degree course normally requires three or four years of full-time study or the part-time equivalent. (See also *Award course*.)

**Barrier**

An instruction placed on a student's record that prevents the student from re-enrolling or graduating. (See also *Deadlines (fees)*, *Suppression of results*.)

**Board of Studies**

An academic body which supervises a course or courses, and which is similar to a faculty except that it is headed by a chair rather than a dean and does not supervise PhD candidates.

**Bursaries**

Financial award made to a student, based primarily on need. (See also *Scholarships*.)

**Calendar**

See *University Calendar*.

***Cadigal Program***

A program, named in recognition of the Aboriginal people of the land on which the University is located, designed to increase the successful participation of Aboriginal and Torres Strait Islander people in degree courses in all faculties at the University of Sydney.

***Campus***

The grounds on which the University is situated. There are nine campuses of the University of Sydney:

Burren Street (Institute for International Health, Institute of Transport and Logistics Studies)  
 Camperdown and Darlington (formerly known as Main Campus)  
 Camden (Agriculture, Food and Natural Resources; and Veterinary Science)  
 Conservatorium (Sydney Conservatorium of Music)  
 Cumberland (Health Sciences)  
 Mallett Street (Nursing & Midwifery)  
 Rozelle (Sydney College of the Arts)  
 St James (Law)  
 Surry Hills (Dentistry).

***Cancellation***

Where enrolment is cancelled for non-payment of fees.

***Candidature***

Candidature commences when a student is admitted to a course of study leading to the award of a degree, diploma or certificate. There are maximum periods and in some cases minimum periods of candidature depending on the award course and whether the candidate is a full-time or part-time student. (See *Course Enrolment Status*)

***Census date***

The date at which a student's enrolment, load and student contribution liability are finalised before this information is reported to DEST. (See also *Commonwealth-supported Student, HECS-HELP*)

***Ceremony***

See *Graduation ceremony*.

***Chancellor***

The non-executive head of the University. An honorary position, the Chancellor presides over meetings of the University's governing body, the Senate, and important ceremonial occasions such as graduations.

***Clinical Experience***

Students undertake clinical placements in a professional environment as part of their course requirements. Many require University approved supervision. In order to undertake clinical placements a student may be required to fulfil additional requirements.

***Combined course***

A course which leads to two awards. For example the Arts/Law course leads to the separate awards of Bachelor of Arts and Bachelor of Laws.

***Combined degree***

A combined degree is a single program with a single set of course resolutions leading to the award of two degrees (unless otherwise specified in the resolutions). (See also *Combined course*.)

***Commencement date***

The date a student commences candidature.

***Commonwealth Supported Place (CSP)***

(Previously known as a HECS Place). A student in a Commonwealth Supported Place makes a contribution towards the cost of their education (known as the student contribution) while the Australian Government contributes the majority of the cost.

***Compulsory subscriptions***

Prior to the introduction of the *Higher Education Support Amendment (Abolition of Compulsory Up-front Student Union Fees) Act 2005* by the Australian Government, each enrolled student was liable to pay annual (or semester) subscriptions, as determined by the Senate, to the student organisations at the University.

There are different organisations for undergraduate and postgraduate students. The student organisations are specific to different campuses. The organisations at campuses other than Camperdown and Darlington include: the Conservatorium Student Association, the Cumberland Student Guild and the Student Association of Sydney College of the Arts. (See also *Life membership*.)

***Confirmation of Enrolment form (COE)***

This form is issued to each student after enrolment, showing the course and the units of study in which the student is enrolled, together with the credit point value of the units of study and the student-contribution weights. Until all fees are paid, it is issued provisionally.

A new confirmation of enrolment form is produced every time a student's enrolment is varied.

**Conjoint ventures**

Two or more institutions co-operate to provide a unit or course of study to postgraduate coursework students. Arrangements exist between individual departments at the University of Sydney and individual departments at the University of New South Wales (UNSW) and the University of Technology Sydney (UTS), whereby students enrolled for a degree at one institution complete one or more units of study at the other institution to count towards the award program at their 'home' institution.

**Continuing professional education**

A process which provides a number of programs of continuing education courses for professionals as they move through their career. These programs are presently administered by the Centre for Continuing Education (CCE) and a number of departments and foundations across the University. This process supports the whole-of-life learning concept and involves the maintenance of a long term relationship between the student and the University.

**Convocation**

The body comprising the Fellows and former Fellows of the Senate of the University of Sydney; members of the former governing bodies of the institutions with which the University has amalgamated or their predecessors; the graduates of the University of Sydney, which include graduates of the institutions with which the University has amalgamated or their predecessors; professors and other full-time members of the academic staff of the University; and principals of the incorporated colleges.

**Core unit of study**

A unit of study that is compulsory for a particular course or subject area. (See also *Unit of study*.)

**Co-requisite**

A unit of study which must be taken in the same semester or year as a given unit of study (unless it has already been completed). These are determined by the faculty or board of studies concerned, published in the faculty handbook and shown in FlexSIS. (See also *Prerequisite*, *Waiver*.)

**Cotutelle scheme**

Agreement between the University and any overseas university for joint supervision and examination of a PhD student as part of an ongoing co-operative research collaboration. If successful, the student receives a doctorate from both universities with each testamur acknowledging the circumstances under which the award was made.

**Course**

An undertaking of study at the University of Sydney

**Award course**

A formal course of study that will see attainment of a recognised award. Award courses are approved by Academic Board. The University broadly classifies courses as undergraduate, postgraduate coursework or postgraduate research. (See also *Bachelor's degree, Course rules, Diploma, Doctorate, Major, Master's degree, Minor, PhD, Stream.*)

**Non-award course**

Studies undertaken by students who are not seeking an award from the University. (See also *Cross-institutional enrolment*)

**Coursework**

An award course not designated as a research award course. While the program of study in a coursework award course may include a component of original work, other forms of instruction and learning normally will be dominant.

**Research**

A course in which at least 66% of the overall course requirements involve students in undertaking supervised research, leading to the production of a thesis or other piece of written or creative work, over a prescribed period of time.

**Course alias**

A unique five character alpha-numeric code which identifies a University course.

**Course code**

See *Course alias*.

**Course enrolment status**

A student's enrolment status in a course is either 'enrolled' or 'not enrolled'. 'Not enrolled' reasons include: cancelled; suspended; under examination; or terminated. (See also *Cancellation, Candidature, Course leave, Enrolment, Enrolment variation, Terminated, Under examination.*)

**Course leave**

Students are permitted to apply for a period away from their course without losing their place. Course leave is formally approved by the supervising faculty for a minimum of one semester. Students on leave are regarded as having an active candidature, but they are not entitled to a student card. At undergraduate level, leave is not counted towards the total length of the course. Students who are absent from study without approved leave may be discontinued and may be required to formally reapply for admission. (See also *Progression, Course enrolment status.*)

**Course rules**

Rules which govern the allowable enrolment of a student in a course. Course rules may be expressed in terms of types of units of study taken, length of study, and credit points accumulated, e.g. a candidate may not enrol in units of study having a total value of more than 32 credit points per semester. Course rules also govern the requirements for the award of the course, e.g. a candidate must have completed a minimum of 144 credit points. (See also *Award course, Co-requisite, Pre-requisite.*)

**Course suspension**

See *Course leave.*

**Course transfer**

A transfer occurs when a student changes from one course in the University to another course in the University without the requirement for an application and selection process (e.g. from a PhD to a Master's program in the same faculty).

**Credit**

The recognition of previous studies successfully completed at this University, or another university or tertiary institution recognised by the University of Sydney, as contributing to the requirements of the course to which the applicant requesting such recognition has been admitted. Credit may be granted as specified credit or non-specified credit.

**Specified credit**

The recognition of previously completed studies as directly equivalent to units of study.

**Non-specified credit**

A 'block credit' for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study.

(See also *Annual Average Mark (AAM), Waiver, Weighted Average Mark (WAM).*)

**Credit points**

The value of the contribution each unit of study provides towards meeting course completion requirements. Each unit of study has a 6 credit point value assigned to it. The total number of credit points required for completion of award courses will be specified in the Senate Resolutions relevant to the award course.

**Cross-institutional enrolment**

An enrolment in units of study at one university to count towards an award course at another university. Cross-institutional enrolments incur a student-contribution liability (see *Commonwealth-supported student*) or tuition fee charge at the institution at which the unit of study is being undertaken. (See also *Non-award course.*)

**Data Audit Committee (DAC)**

The Data Audit Committee's role is to oversee the integrity and accuracy of the course and unit of study data as strategic University data. It also advises the Academic Board on suggested policy changes related to course and unit of study data. A sub-committee of the VCAC Enrolment Working Party, it is chaired by the Registrar, with membership including the deans, the Student Centre, FlexSIS and the Planning Support Office.

**Deadlines (enrolment variations)**

See *Enrolment variation*.

**Deadlines (fees)**

The University has deadlines for the payment of fees (e.g. student contributions, subscriptions, course fees). Students who do not pay fees by these deadlines may have their enrolment cancelled or they may have a barrier placed on the release of their record. (See also *Barrier, Cancellation*.)

**Dean**

The head of a faculty, or the principal or director of a college (such as the Sydney Conservatorium of Music or the Sydney College of Arts).

**Dean's Certificate**

A statement from the Dean certifying that all requirements, including fieldwork and practical work, have been met and that the student is eligible to graduate. Not all faculties use Dean's Certificates. In faculties that do, qualified students have 'Dean's Certificate' noted on their academic record.

**Deferment (Deferral)**

See *Admission (deferment), Course leave*.

**Degree**

See also *Award - Award course, Bachelor's degree*.

**Delivery mode**

Indicates how students receive the instruction for a unit of study. The delivery mode must be recorded for each unit as distinct from the attendance mode of the student, i.e. an internal student may take one or more units by distance mode and an external student may attend campus for one or more units.

**Distance Education**

Where subject matter is delivered in a more flexible manner, such as correspondence notes, and student may only attend campus if required. (See also *Extended Semester, Distance Education, International - Off shore*.)

**Intensive on campus**

Core content is delivered with support learning in an intensive (one or more days) format on campus. Participation is usually compulsory. Previously this may have been called residential, block mode, or weekend workshop.

**On Campus (Normal)**

Attendance of scheduled lectures, tutorials etc at a campus of the University.

**Department**

See *School*.

**Department of Education, Science and Training (DEST)**

The Commonwealth Government department responsible for higher education.

**Diploma**

The award granted following successful completion of diploma course requirements. A diploma course usually requires less study than a degree course. (See also *Award course*.)

**Direct admissions**

For some courses, applications may be made directly to the University. Applications are received by faculties or the International Office, and considered by the relevant department or faculty body. Decisions are recorded and letters are forwarded to applicants advising them of the outcome. (See also *Admission, UAC*.)

**Disability information**

Students may inform the University of any temporary or permanent disability which affects their life as a student. Disability information is recorded but it is only available to particular authorised users because of its sensitive nature and students will be informed of its use.

**Disciplinary action**

Undertaken as the result of academic or other misconduct, e.g. plagiarism, cheating, security infringement, criminal activity.

**Discipline**

A defined area of study, for example, chemistry, physics, economics.

**Discipline group**

A DEST code used to classify units of study in terms of the subject matter being taught or being researched.

**Discontinuation (course)**

See *Enrolment variation*.

***Discontinuation (unit of study)***

See *Enrolment variation*.

***Dissertation***

A written exposition of a topic which may include original argument substantiated by reference to acknowledged authorities. It is a required unit of study for some postgraduate award courses in the faculties of Architecture and Law.

***Distance Education***

Where a student does not attend campus on a daily basis for a given course or unit of study. (See also *Delivery mode, Extended Semester*.)

***Doctorate***

A high-level postgraduate award. A doctorate course normally involves research and coursework; the candidate submits a thesis that is an original contribution to the field of study. Entry to a doctorate course often requires completion of a master's degree course. Note that the doctorate course is not available in all faculties at the University. (See also *Award course, PhD*.)

***Domestic Student***

A student who is not an international student (see also *Local Student*)

***Double degree***

A double degree is a program where students are permitted by participating faculties (and/or by specific resolutions within a single award) to transfer between courses in order to complete two awards.

***Downgrade***

Where a student enrolled in a PhD reverts to a Master's by Research, either on the recommendation of the University on the basis that the research they are undertaking is not at an appropriate level for a PhD; or at the student's own request, for personal or academic reasons.

***Embedded courses***

Award courses in the Graduate Certificate, Graduate Diploma and Master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards, e.g. the Graduate Certificate in Information Technology, Graduate Diploma in Information Technology and Master of Information Technology.

**Enrolment**

A student enrolls in a course by registering with the supervising faculty in the units of study to be taken in the coming year, semester or session.

**Commencing**

An enrolment is classified as commencing if a student has enrolled in a particular degree or diploma for the first time.

**Continuing**

Students already in a course at the University re-enrol each year or semester. Most continuing students are required to pre-enrol. (See also *Pre-enrolment*.)

**Enrolment list**

A list of all currently enrolled students in a particular unit of study. (See also *Unit of study*.)

**Enrolment status**

See *Course enrolment status*.

**Enrolment variation**

Students may vary their enrolment at the beginning of each semester. Each faculty determines its deadlines for variations, but student-contribution liability depends on the Commonwealth census date. (See also *Commonwealth-supported student*.)

**Equivalent Full-Time Student Unit (EFTSU)**

The equivalent full-time student unit (EFTSU) is a measure of student load based on the workload for a student undertaking a full year of study in a particular course. A student is then recorded as having generated 1 EFTSU. (See also *Load, Stage*)

**Equivalent Full-Time Student Load (EFTSL)**

The equivalent full-time student load (EFTSL) for a year. It is a measure, in respect of a course of study, of the study load for a year of a student undertaking that course of study on a full-time basis.

**Examination**

A set of questions or exercises evaluating a student's knowledge of a given subject area. (See *Examination period, Assessment*.)

**Examination period**

The time set each semester for the conduct of formal examinations.

**Examiner (coursework)**

The person assessing either the written/oral examination, coursework assignments, presentations, etc of a student or group of students.

**Exchange student**

Either a student of the University of Sydney who is participating in a formally agreed program involving study at an overseas university or an overseas student who is studying here on the same basis. The International Office provides administrative support for some exchanges.

**Exclusion**

A faculty may ask a student whose academic progress is considered to be unsatisfactory to 'show good cause' why the student should be allowed to re-enrol. If the faculty deems the student's explanation unsatisfactory, or if the student does not provide an explanation, the student may be excluded either from a unit of study or from a course or faculty. An excluded student may apply to the faculty for permission to re-enrol. Normally, at least two years must have elapsed before such an application would be considered.

University policy relating to exclusion is set out in the University Calendar. (See also *Progression, Senate appeals.*)

**Exemption**

A decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment. (See also *Credit, Waiver.*)

**Expulsion**

The ultimate penalty of disciplinary action is to expel the student from the University. The effect of expulsion is:

- the student is not allowed to be admitted or to re-enrol in any course at the University;
- the student does not receive their results;
- the student is not allowed to graduate; and
- the student does not receive a transcript or testamur.

**Extended semester**

A distance-learning student may be allowed more time to complete a module or program if circumstances beyond the student's control, for example illness, affect the student's ability to complete the module or program in the specified time. (See also *Distance Education.*)

**External**

See *Attendance mode, Distance Education.*

**External transcript**

A certified statement of a student's academic record printed on official University security paper. It includes the student's name, any credit granted, all courses the student was enrolled in and the final course result and all units of study attempted within each course together with the result. It also acknowledges

prizes the student has received. Marks can be included or omitted, as required. (See also *Academic transcript, Internal transcript.*)

### **Faculty**

A formal part of the University's academic governance structure, consisting mainly of academic staff members and headed by a dean, which is responsible for all matters concerning the award courses that it supervises. Usually, a faculty office administers the faculty and student or staff inquiries related to its courses. The University Calendar sets out the constitution of each of the University's faculties. (See also *Board of studies, Supervising faculty.*)

### **Faculty Handbook**

The annual University publication for each faculty which provides detailed information about the faculty, its courses and resolutions.

### **FEE-HELP**

An eligible student in a postgraduate course or in a bridging study course (for overseas-trained professionals) can apply for assistance (in the form of a loan) in paying all or some of their tuition fees.

### **Fee-paying students**

Students who pay tuition fees to the University and are not liable for student contributions to a Commonwealth-supported place (see *Commonwealth-supported student*). The Commonwealth does not contribute towards the cost of the education of fee-paying students. Annual fees vary between the faculties. Students pay a per semester fee.

### **Fellows of Senate**

Members of the governing body of the University who are either elected, appointed or ex-officio.

### **Flexible learning**

See *Delivery mode, Distance Education.*

### **Flexible Start Date**

Full fee-paying distance students are not restricted to the same enrolment time frames as campus-based or Commonwealth-supported students.

### **Flexible Student Information System (FlexSIS)**

The computer-based Flexible Student Information System at the University of Sydney. FlexSIS holds details of courses and units of study being offered by the University and the complete academic records of all students enrolled at the University.

### **Formative assessment**

See *Assessment.*

**Full-time student**

See also *Attendance Pattern, EFTSU*.

**Grade**

The outcome for a unit of study linked with a mark range. For example, a mark in the range 85–100 attracts the grade 'high distinction' ('HD'). (See also *Mark*.)

<b>Grade</b>	<b>Description</b>	<b>Comment</b>
<b>HD</b>	High distinction	a mark of 85–100
<b>D</b>	Distinction	a mark of 75–84
<b>CR</b>	Credit	a mark of 65–74
<b>P</b>	Pass	a mark of 50–64
<b>R</b>	Satisfied requirements	This is used in pass/fail only outcomes.
<b>UCN</b>	Unit of study continuing	Used at the end of semester for units of study that have been approved to extend into a following semester. This will automatically flag that no final result is required until the end of the last semester of the unit of study.
<b>PCON</b>	Pass (concessional)	A mark of 46–49. Use of this grade is restricted to those courses that allow for a concessional pass of some kind to be awarded. A student may re-enrol in a unit of study for which the result was PCON. Each faculty will determine and state in its course regulations what proportion, if any, may count – e.g., 'no more than one sixth of the total credit points for a course can be made up from PCON results'.
<b>F</b>	Fail	A mark of 0-49 . This grade may be used for students with marks of 46–49 in those faculties which do not use PCON.
<b>AF</b>	Absent fail	Includes non-submission of compulsory work (or non-attendance at compulsory labs, etc) as well as failure to attend an examination.

<b>Grade</b>	<b>Description</b>	<b>Comment</b>
<b>W</b>	Withdrawn	Not recorded on an external transcript. This is the result that obtains where a student applies to discontinue a unit of study by the Commonwealth census date (i.e. within the first four weeks of enrolment).
<b>DNF</b>	Discontinued – not to count as failure	Recorded on external transcript. This result applies automatically where a student discontinues after the Commonwealth Census Date but before the end of the seventh week of the semester (or before half of the unit of study has run, in the case of units of study which are not semester-length). A faculty may determine that the result of DNF is warranted after this date if the student has made out a special case based on illness or misadventure.
<b>INC</b>	Incomplete	This result is used when examiners have grounds (such as illness or misadventure) for seeking further information or for considering additional work from the student before confirming the final result. Except in special cases approved by the Academic Board, this result will be converted to a normal permanent passing or failing grade either: by the dean at the review of examination results conducted pursuant to section 2 (4) of the Academic Board policy 'Examinations and Assessment Procedures'; or automatically to an AF grade by the third week of the immediately subsequent academic session. Deans are authorised to approve the extension of a MINC grade for individual students having a valid reason for their incomplete status.
<b>UCN</b>	Incomplete	A MINC or INC grade is converted, on the advice of the dean, to UCN when all or many students in a unit of study have not completed the requirements of the unit. The students may be engaged in practicum or clinical placements, or in programs extending beyond the end of semester (e.g. Honours).

***Graduand***

A student who has completed all the requirements for an award course but has not yet graduated. (See also *Graduation, Potential graduand.*)

**Graduate**

A person who holds an award from a recognised tertiary institution. (See also *Graduand, Graduation.*)

**Graduate Certificate**

See *Award course*.

**Graduate Diploma**

See *Award course*.

**Graduate entry degree**

A Bachelor's, or undergraduate degree, that requires another undergraduate degree as a prerequisite of entry. Examples of graduate entry degrees at the University of Sydney include: the Medical Program; Graduate Law and the Bachelor of Dentistry.

**Graduation**

The formal conferring of awards either at a ceremony or *in absentia*. (See also *In absentia, Potential graduand.*)

**Graduation Ceremony**

A ceremony where the Chancellor confers awards upon graduands.

**Group of Eight (Go8)**

The Group of Eight represents Australia's major research intensive universities and membership comprises the vice-chancellors (presidents) of: The Australian National University, Monash University, The University of Adelaide, The University of Melbourne, The University of New South Wales, The University of Queensland, The University of Sydney and The University of Western Australia. It works to ensure a consistent and sustainable policy environment which maximises the wide-ranging economic, social and cultural benefits to the Australian community of higher education and which ensures Australian universities are recognised as among the best in the world.

**Group work**

Means a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment. (See also *Legitimate cooperation.*)

**Handbook**

See *Faculty Handbook*.

**Head of Department (HOD)**

The head of the academic unit which has responsibility for the relevant unit of study, or equivalent program leader.

**Higher Education Contribution Scheme (HECS)**

The Higher Education Contribution Scheme (HECS) was the previous Commonwealth Government student loan scheme. It ceased to operate on 1 January, 2005 and was replaced by HECS-HELP (see below).

**HECS-HELP**

An eligible student in a Commonwealth Supported Place can apply for assistance in paying their student contribution. This may take the form of a HECS-HELP loan to pay all or some of the student contribution, or a HECS-HELP discount if all (or at least \$500) of the student contribution is paid by the census date.

**Honorary degrees**

A degree *honoris causa* (translated from the Latin as 'for the purpose of honouring') is conferred on a person whom the University wishes to honour.

**Honours**

Some degrees may be completed 'with Honours'. This may involve either the completion of a separate Honours year or additional work in the later years of the course or meritorious achievement over all years of the course. Honours are awarded in a class (Class I, Class II – which may have two divisions or, Class III).

**NSW Higher School Certificate (HSC)**

The NSW Higher School Certificate (HSC), which is normally completed at the end of year 12 of secondary school. The UAI (Universities Admission Index) is a rank out of 100 that is computed from a student's performance in the HSC.

**In absentia**

Latin for 'in the absence of'. Awards are conferred in absentia when graduands do not, or cannot, attend the graduation ceremony scheduled for them. Those who have graduated in absentia may later request that they be presented to the Chancellor at a graduation ceremony. (See also *Graduation*.)

**Instrumental supervisor / teacher**

All students at the Sydney Conservatorium of Music and BMus students on the Camperdown Campus have an instrumental teacher appointed. (See also *Advisor, Associate supervisor, Research supervisor, Supervision*.)

**Internal Mode**

See *Attendance mode*.

**Internal transcript**

A record of a student's academic record for the University's own internal use. It includes the student's name, student identifier (SID), address, all courses in which the student was enrolled and the final course result, and all units of study attempted within each course together with the unit of study result. (See also *Academic transcript, External transcript.*)

**International student**

Any student who is not an Australian or New Zealand citizen or a permanent resident of Australia is an international student. An international student is required to hold a visa that allows study in Australia and may be liable for international tuition fees.

**Fee paying**

A private International Student who is liable to pay tuition fees for their studies with the University.

**Fee Paying - Outgoing Exchange**

An international fee-paying student undertaking short term study at a recognised overseas institution with which the University has a student exchange agreement. Exchange study counts towards the student's University of Sydney award and students remain enrolled in their University of Sydney course during the period of exchange.

**International – Cross Institutional**

An international fee paying student undertaking non-award study at the University on a cross-institutional basis. They are liable to pay fees for the study they undertake at the University, but there is no compliance reporting requirement, which rest with their 'home' institution.

**International - Sponsored**

A private International Student who are fully sponsored for their tuition; their sponsorship may also cover Overseas Health Cover and Compulsory Subscriptions.

**Offshore Studies**

International offshore students undertake their program of study at one of the University's offshore campuses and hence do not enter Australia; therefore they do not require a visa. They are distinct from international students who are on outbound exchange programs as they never enter Australia during their program of study.

**Short Course**

An international fee-paying student undertaking a short course with the University of Sydney comprising such programs as international development programs, executive training or study visits. The study undertaken by these students is non award and generally a student visa is not required.

**Sponsored Award**

An international student sponsored by the Australian government, undertaking a program of study at the University. Currently Australian Development Scholarships holders, funded by AusAID, are the only students in this category. These students are fully sponsored for their tuition and other costs such as travel and health cover, and are paid a stipend.

**Study Abroad**

An international student who is undertaking short-term study at the University under the Study Abroad scheme. Study Abroad students must have completed at least one year of study towards a degree at a recognised institution in their home country and are continuing towards the degree of their home institution.

(See also *Local student, Student type*.)

**Joining fee**

Students enrolling for the first time pay a joining fee in addition to the standard subscription for the University of Sydney Union or equivalent student organisation. (See also *Compulsory subscription*.)

**Learning Entitlement**

Each student has a seven year full-time period during which they can remain Commonwealth supported. This seven year period is called their 'learning entitlement'.

**Leave**

See *Course leave*.

**Legitimate co-operation**

Any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students. (See also *Group work*.)

**Life membership**

Under some circumstances (e.g. after five full-time years of enrolments and contributions) students may be granted life membership of various organisations. This means they are exempt from paying yearly fees. (See also *Compulsory subscriptions*.)

**Load**

The sum of the weights of all the units of study in which a student is enrolled. The weight is determined by the proportion of a full year's work represented by the unit of study in the degree or diploma for which the student is a candidate. Student load is measured in terms of Equivalent Full-Time Student Units (EFTSU). (See also *Equivalent Full-Time Student Units (EFTSU)*.)

**Local student**

Either an Australian or New Zealand citizen or Australian permanent resident. New Zealand citizens are required to pay their student contribution fees upfront. (See also *Commonwealth-supported student*, *Domestic student*, *International student*.)

**Major**

A field of study, chosen by a student, to represent their principal interest. This would consist of specified units of study from later stages of the award course. Students select and transfer between majors by virtue of their selection of units of study. One or more majors may be awarded upon the graduand's assessment of study. (See also *Award course*, *Minor*, *Stream*.)

**Major Timetable Clash**

The term used when a student attempts to enrol in units of study which have so much overlap in the teaching times that it has been decided that students must not enrol in the units simultaneously.

**Mark**

An integer (rounded if necessary) from 0 to 100 indicating a student's performance in a unit of study. (See also *Grade*.)

**Master's degree**

A postgraduate award. Master's degree courses may be offered by coursework, research only or a combination of coursework and research. Entry to the course often requires completion of an Honours year at an undergraduate level. (See also *Award course*.)

**Method of candidature**

A course is either a research course or a coursework course and so the methods of candidature are 'research' and 'coursework'. (See also *Course – Coursework*, *Course – Research*.)

**Mid-Year Intake**

Admission to degree programs for semester 2.

**Minor**

Studies undertaken to support a Major. Requiring a smaller number of credit points than a major students select and transfer between minors (and majors) by virtue of their selection of units of study. One or more minors may be awarded upon the graduand's assessment of study. (See also *Award course*, *Major*, *Stream*.)

**Mixed Mode**

See *Attendance mode*.

**MPhil**

The Master of Philosophy (MPhil) is a Masters by research degree offered by some (but not all) of the University's faculties. (See also *Award course, Master's degree.*)

**Mutually exclusive units of study**

See *Prohibited combinations of units of study.*

**MyUni**

The University of Sydney's student portal system. It provides students with access to information about the University and its courses, including access to e-mail, library services, student support services, student self-administration and e-learning software such as Blackboard and WebCT.

**Non-award course**

See *Course.*

**Non-standard session**

A teaching session other than the standard February and August sessions - e.g. Sydney Summer School or Sydney Winter School, in which units of study are delivered and assessed in an intensive mode during January or July respectively. (See also *Semester, Session.*)

**Orientation Week**

Orientation or 'O Week', takes place in the week before lectures begin in Semester 1. During O Week, students can join various clubs, societies and organisations, register for courses with departments and take part in activities provided by the University of Sydney Union.

**Part-time student**

See *Attendance Mode, Attendance Pattern, Equivalent Full-Time Student Units (EFTSU).*

**Permanent home address**

The address used for all official University correspondence with a student, both inside and outside of semester time (e.g. during semester breaks), unless the student provides a different overridden by semester address for use during the semester. (See also *Semester address.*)

**PhD**

The Doctor of Philosophy (PhD) and other doctorate awards are the highest awards available at the University. A PhD course is normally purely research-based; the candidate submits a thesis that is an original contribution to the field of study. (See also *Award course, Doctorate.*)

**Plagiarism**

Presenting another person's ideas, findings or work as one's own by copying or reproducing them without the acknowledgement of the source.

(See also *Academic dishonesty*.)

**Policy online**

The website which provides access to the University's current policies, procedures and guidelines.

**Postgraduate**

A term used to describe a course leading to an award such as graduate diploma, a master's degree or PhD which usually requires prior completion of a relevant undergraduate degree (or diploma) course. A 'postgraduate' is a student enrolled in such a course. (See also *Course – Coursework, - Research*)

**Postgraduate Education Loans Scheme (PELS)**

An interest-free loans facility for eligible students who were enrolled in fee-paying, postgraduate non-research courses. It was similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS). This scheme was replaced by the FEE-HELP scheme on 1 January 2005. (See also *FEE-HELP Loan*.)

**Potential graduand**

A student who has been identified as being eligible to graduate on the satisfactory completion of their current studies. (See also *Graduand, Graduation*.)

**Pre-enrolment**

Pre-enrolment - also known as provisional re-enrolment - takes place in October, when students indicate their choice of unit of study enrolment for the following year. After results are approved, pre-enrolment students are regarded as enrolled in those units of study for which they are qualified. Their status is 'enrolled' and remains so provided they pay any money owing and comply with other requirements by the due date. Students who do not successfully pre-enrol in their units of study for the next regular session are required to attend the University on set dates during the January/February enrolment period. (See also *Enrolment*.)

**Pre-requisite**

A unit of study that is required to be successfully completed before another unit of study can be attempted. Pre-requisites can be mandatory (compulsory) or advisory. (See also *Assumed knowledge, Co-requisite, Waiver, Qualifier*.)

**Prizes**

Awarded in recognition of outstanding performance, academic achievement or service to the community or University.

**Probationary candidature**

A student who is enrolled in a postgraduate course on probation for a period of time up to one year. The head of department is required to consider the candidate's progress during the period of probation and make a recommendation for normal candidature or otherwise to the faculty.

**Professional Practice**

Students undertake placement in a professional practice as a part of their course requirements. May require University approved supervision. Professional placements are located in a wide range of professional practices environments, and may not require additional criteria to be fulfilled.

**Progression**

Satisfactory progression is satisfying all course and faculty rules (normally assessed on an annual basis) to enable the completion of the chosen award within the (maximum) completion time allowed. (See also *Exclusion*.)

**Prohibited Combinations of Units of Study**

When two or more units of study contain a sufficient overlap of content, enrolment in any one such unit prohibits enrolment in any other identified unit. (See also *Unit of Study*.)

**Provisional re-enrolment**

See *Pre-enrolment*.

**Qualification**

An academic attainment recognised by the University.

**Qualifier**

A mandatory (compulsory) pre-requisite unit of study which must have a grade of Pass or better. (See also *Assumed knowledge*, *Co-requisite*, *Pre-requisite*, *Waiver*.)

**Recycling**

The submission for assessment of one's own work, or of work which substantially the same, which has previously been counted towards the satisfactory completion of another unit of study, and credited towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

**Registration**

In addition to enrolling with the faculty in units of study, students must register with the department responsible for teaching each unit. This is normally done during Orientation Week. Note that unlike enrolment, registration is not a formal record of units attempted by the student.

**Research course**

See *Course - research*.

**Research supervisor**

A supervisor is appointed to each student undertaking a research postgraduate degree. The supervisor will be a full-time member of the academic staff or a person external to the University recognised for their association with the clinical teaching or the research work of the University. A research supervisor is commonly referred to as a supervisor. (See also *Advisor, Associate supervisor, Instrumental supervisor/teacher, Supervision*.)

**Result processing**

Refers to the processing of assessment results for units of study. For each unit of study, departments tabulate results for all assessment activities and assign preliminary results. (See also *Assessment, Formative assessment, Examination period, Summative assessment*)

**Result processing schedule**

The result processing schedule will be determined for each academic cycle. All departments and faculties are expected to comply with this schedule. (See also *Assessment, Examination period, Result processing*.)

**Result**

The official statement of a student's performance in each unit of study attempted as recorded on the academic transcript, usually expressed as a mark and grade. (See also *Grade, Mark*.)

**Research Training Scheme (RTS)**

The RTS provides Commonwealth-funded higher degree by research (HDR) students with an 'entitlement' to a student-contribution exemption for the duration of an accredited HDR course, up to a maximum period of four years' full-time equivalent study for a Doctorate by research and two years' full-time equivalent study for a Masters by research.

**Scholarships**

Financial or other form of support made available to enable students to further their studies. (See also *Bursaries*)

**School**

A school or academic unit shall encourage and facilitate teaching, scholarship and research and coordinate the teaching and examining duties of members of staff in the subjects or courses of study with which it is concerned.

**Semester**

A half-yearly teaching session whose dates are determined by the Academic Board. Normally all undergraduate sessions will conform to the semesters approved by the Academic Board. Any offering of an undergraduate unit not conforming to the semester dates (non-standard session) must be given special permission by the Academic Board. (See also *Session, Non-standard session*.)

**Semester address**

The address to which all official University correspondence is sent during semester time, if it is different to the permanent address.

**Senate**

The governing body of the University. (See the *University Calendar* for more details of its charter and powers.)

**Senate appeals**

Senate appeals are held for those students who, after being excluded by a faculty from a course, appeal to the Senate for readmission. While any student may appeal to the Senate against an academic decision, such an appeal will normally be heard only after the student has exhausted all other avenues, i.e. the department, faculty, board of study and – in the case of postgraduates –, the Committee for Graduate Studies. (See also *Exclusion*.)

**Session**

Any period of time during which a unit of study is taught. A session differs from a semester in that it need not be a six-month teaching period, but it cannot be longer than six months. Each session maps to either Semester 1 or 2 for DEST reporting purposes. Session offerings are approved by the relevant dean, taking into account all the necessary resources, including teaching space and staffing. The Academic Board must approve variation to the normal session pattern. (See also *Semester, Non-standard session*.)

**Session address**

See *Semester address*.

**Short Course**

A fee paying student undertaking a short course with the University of Sydney comprising professional development, executive training etc. The study undertaken by these students is a non-award course.

**Show Cause**

See *Progression, Exclusion*

**Special consideration**

Candidates who suffer serious illness or misadventure which may affect performance in any assessment, may request that they be given special

consideration in relation to the determination of their results. (See also *Policy online*.)

***Special Studies Program (SSP)***

A period of release from normal duties to allow academic staff to undertake a planned program of academic activity and development.

***Sponsorship***

Financial support of a student by a company or government body.

***Stage***

A normal full time course of study taken in a year. (See also *Course Rules, EFTSU, Progression*)

***Strategic Directions***

See *University Strategic Directions*.

***Stream***

A defined award course, which requires the completion of set units of study as specified by the course rules for the particular stream, in addition to the core program specified by the course rules. A stream will appear with the award course name on testamurs, e.g. Bachelor of Engineering in Civil Engineering (Construction Management). (See also *Award course, Major, Minor*.)

***Student***

Student means a person enrolled as a candidate for an award course or unit of study.

***Student Identifier (SID)***

A 9-digit number which uniquely identifies a student at the University.

***Student ID Card***

All students who enrol are issued with an identification card. The card includes the student's name, SID, the course code, a library borrower's bar code and a digitised photo. The card also contains digitally displayed travel concession information (if the student is entitled to such a concession) and is capable of being used as a photocopying debit card and/or a building access card. The card identifies the student as eligible to attend classes and must be displayed at formal examinations. It must be presented to secure student concessions and to borrow books from all sections of the University Library.

***Student Progress Rate (SPR)***

A calculation which measures the rate at which load undertaken is passed annually in each award program.

**Student type**

Student type identifies whether a student is local or international and the type of study the student is undertaking. (See also *International student*, *Domestic student*, *Exchange Student*.)

**Study Abroad Program**

A scheme administered by the International Office which allows international students who are not part of an exchange program to take units of study at the University of Sydney, but not towards an award program. In most cases the units of study taken here are credited towards an award at their home institution. (See also *Exchange student*.)

**Subject Area**

A unit of study may be associated with one or more subject areas. The subject area can be used to define prerequisite and course rules, e.g. the unit of study 'History of Momoyama and Edo Art' may count towards the requirements for the subject areas 'Art History and Theory' and 'Asian Studies'.

**Summative assessment**

See *Assessment*.

**Summer School**

See *Sydney Summer School*.

**Supervising Faculty**

The faculty which has the responsibility for managing the academic administration of a particular course, i.e. the interpretation and administration of course rules, approving students' enrolments and variations to enrolments. Normally the supervising faculty is the faculty offering the course. However, in the case of combined courses, one of the two faculties involved will usually be designated the supervising faculty. Further, in the case where one course is jointly offered by two or more faculties (e.g. the Liberal Studies course), a joint committee may make academic decisions about candidature and the student may be assigned a supervising faculty for administration.

**Supervision**

Refers to a one-to-one relationship between a student and a nominated member of the academic staff or a person specifically appointed to the role. (See also *Advisor*, *Associate supervisor*, *Instrumental supervisor (teacher)*, *Research supervisor*.)

**Suppression of results**

Results for a particular student can be suppressed by the University when the student has an outstanding debt to the University; or the student is facing disciplinary action. A student may also request a suppression for personal reasons.

**Suspension**

See *Course leave*.

**Sydney Summer School**

A program of accelerated, intensive study running for approximately 6 weeks during January and February each year. Both undergraduate and postgraduate units are offered. Sydney Summer School provides an opportunity for students at Sydney and other universities to catch up on needed units of study, to accelerate completion of a course or to undertake a unit that is outside their award course. All units attract full fees and enrolled students are also liable for compulsory subscriptions. Some fee-waiver scholarships are available.

**Sydney Winter School**

An intensive session offered by the University in July during the mid-year break

**Teaching department**

See *School*.

**Teaching End Date**

Official finish date of formal timetabled classes.

**Teaching Start Date**

Official commencement date of formal timetabled classes

**Terminated**

Term used when a student's candidature has been officially closed because they are not able to complete the Course requirements. (See also *Candidature*.)

**Testamur**

A certificate of award provided to a graduand, usually at a graduation ceremony. The Award conferred will be displayed along with other appropriate detail.

**Thesis**

A major work that is the product of an extended period of supervised independent research. (See also *Course - Research*.)

**Timetable**

The schedule of lectures, tutorials, laboratories and other academic activities that a student must attend.

**Transcript**

See *Academic transcript*.

**Transfer**

See *Course transfer*.

**Tuition fees**

Tuition fees may be charged to students in designated tuition fee-paying courses. Students who pay fees are not liable for student contributions.

**Universities Admissions Centre (UAC)**

The UAC receives and processes applications for admission to undergraduate courses at recognised universities in NSW and the ACT. Most commencing, local undergraduate students at the University apply through the UAC.

**Universities Admission Index (UAI)**

A measure of overall academic achievement in the HSC that assists universities in ranking applicants for university selection. The UAI is based on the aggregate of scaled marks in ten units of the HSC, and is a number between 0.00 and 100.00 with increments of 0.05.

**Under Examination**

Indicates that a research student has submitted their written work (thesis) for assessment, and is awaiting the finalisation of the examiners' outcome and recommendation.

**Undergraduate**

A term used to describe both a course leading to a diploma or bachelor's degree and a student enrolled in such a course.

**Unit of study**

Unit of study or unit means a stand-alone component of an award course. Each unit of study is the responsibility of a department. (See also *Prohibited Combinations of Unit of Study*.)

**Unit of study enrolment status**

The enrolment status indicates whether the student is still actively attending the unit of study (i.e. currently enrolled) or is no longer enrolled. (See also *Discontinuation or Cancellation*.)

**Unit of study level**

Units of study are divided into Junior, Intermediate, Senior, Honours, Year 5, and Year 6. Most majors consist of 32 Senior credit points in a subject area (either 3000 level units of study or a mix of 2000 and 3000 level units of study).

**University**

Unless otherwise indicated, University in this document refers to the University of Sydney.

**University Calendar**

The annual University publication, also available online, which provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the Senate resolutions relating to constitutions and courses in each faculty.

**University Medal**

A faculty may recommend the award of a University Medal to a student qualified for the award of an undergraduate Honours degree (or some master's degrees), whose academic performance is judged to be outstanding.

**University Strategic Directions**

*The University of Sydney Strategic Plan 2006-2010*

**Upgrade**

Where a student enrolled in a Master's by research course is undertaking research at such a standard that either the University recommends that the student upgrade their degree to a PhD, or the student seeks to upgrade to a PhD and this is supported by the University.

**Variation of enrolment**

See *Enrolment variation*.

**Vice-Chancellor and Principal**

The chief executive officer of the University, responsible for its leadership and management. The Vice-Chancellor and Principal is head of both academic and administrative divisions.

**Waiver**

In a prescribed course, a faculty may waive the pre-requisite or co-requisite requirement for a unit of study or the course rules for a particular student. Unlike credit, waivers do not involve a reduction in the number of credit points required for a course. (See also *Credit, Exemption*.)

**Winter School**

See *Sydney Winter School*.

**Weighted Average Mark (WAM)**

This mark uses the unit of study credit point value in conjunction with an agreed "weight". The formula for this calculation is:

$$\frac{\sum (\text{mark} * \text{credit\_pt\_value} * \text{level weight})}{\sum (\text{credit\_pt\_value} * \text{level weight})}$$

(sums over all UoS completed in the selected period)

The mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0. Pass/Fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations; however, the marks from all attempts at a unit of study are included. (Effective from 1 January 2004.)

In addition, faculties may adopt other average mark formulae for specific progression or entry requirements. If such a formula is not specified in the faculty resolutions, the formula outlined above is used. (See also *WAM Weight*)

***WAM Weight***

A weight assigned to each unit of study to assist in the calculation of WAMs.

***Year of First Enrolment (YFE)***

The year in which a student first enrolls at the University. (See also *Commencement date*.)

***Youth Allowance***

Youth Allowance is payable to a full-time student or trainee aged 16–24 years of age who is enrolled at an approved institution such as a school, college, TAFE or university, and undertaking at least 15 hours a week face-to-face contact.

## Attachment 2

### **Fellows of Senate: A Guide to Duties and Protections Schedule 2a Duties of Fellows (The University of Sydney Act 1989) (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 member 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.

**Attachment 3**  
**Financial Condition Report**  
**for the year ended 31 December 2008**

*to be provided*