

# FACULTY OF ARTS AND SOCIAL SCIENCES RESOLUTIONS: COURSEWORK AWARDS

These resolutions apply to all undergraduate and postgraduate coursework award courses in the Faculty of Arts and Social Sciences, unless specifically indicated otherwise.

Students enrolled in postgraduate research awards should consult the resolutions for their course.

These resolutions must be read in conjunction with applicable University By-laws, Rules and policies including (but not limited to) the [University of Sydney \(Coursework\) Rule 2014](#) (the 'Coursework Rule'); resolutions for the course of enrolment; the [Coursework Policy 2021](#) (the 'Coursework Policy'); the [Learning and Teaching Policy 2019](#); the [University of Sydney \(Student Academic Appeals\) Rule 2021](#), the [Academic Honesty in Coursework Policy 2015](#); and the [Academic Honesty Procedures 2016](#).

Current versions of all policies are available from the Policy Register: <http://www.sydney.edu.au/policies>

## PART 1 – COURSE ENROLMENT

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### 1 Admission

#### (1) *General*

Admission to one or more courses, including undergraduate diplomas, concurrently with any other award course, requires the permission of all Deans concerned.

#### (2) *Sciences Po dual degree pathway*

Admission to this pathway is on the basis of a secondary school leaving qualification such as the NSW Higher School Certificate (including national and international equivalents). Details of admission policies are found in the [Coursework Policy](#). In addition, admission to this pathway requires the applicant to submit a statement of motivation and attend an interview. The results of this process will form part of the ranking of applicants, and offers for available places are issued according to this ranking.

## 2 Enrolment restrictions

### (1) *General*

- (a) The [Coursework Policy](#) specifies the maximum number of credit points that a student may take in each semester. The Faculty does not encourage any student to take more than the normal full-time load required to complete their course in the standard time (usually 24 credit points per semester). The Faculty sets minimum and maximum limits for undergraduate students in their first year of study (below).
- (b) Units of study in excess of a student's award course requirements will be taken on a full-fee, non-award basis, unless approved otherwise by the relevant delegate.
- (c) (c) A student may not enrol in a unit of study based on a language other than English if, in the opinion of the chair of department concerned on the advice of the teacher of the unit, the student's linguistic knowledge or competence would unfairly advantage them over other students enrolled in the unit of study. If enrolment has already taken place, the relevant delegate may direct that the student be withdrawn without penalty from the unit of study prior to the relevant census date.

### (2) *Undergraduate*

- (a) Except with the permission of the relevant delegate, an undergraduate student may not enrol in units of study with a total value of more than 24 credit points per semester in their first year of candidature.

## 3 Time limits

The [Coursework Rule](#) specifies the maximum time limits for completion of candidature.

## 4 Suspension, discontinuation and lapse of candidature

The [Coursework Policy](#) specifies the conditions for suspending or discontinuing candidature, and return to candidature after these events. It also defines the circumstances when candidature is deemed to have lapsed. Students should pay careful attention to the significant dates in these requirements and their effect on results and financial liability.

## 5 Credit for previous study

### (1) *General*

Except as described below, or in specific course resolutions, the [Coursework Policy](#) specifies the conditions for the granting of credit for previous study to courses in this Faculty.

- (2) Except where a credit articulation agreement, approved by the relevant delegate Dean, exists, credit will not be granted for units of study completed from:
  - (a) a Certificate, Diploma or Advanced Diploma; or
  - (b) a Vocational Education and Training Sector educational provider.

**Note:** In exceptional and well-attested circumstances, the student may appeal to the relevant delegate for an exemption from this restriction.



- (3) *Undergraduate*
- (a) A student can apply for credit to count towards an undergraduate diploma for up to 12 1000-level and six 2000 and/or 3000-level credit points if the credit is in a relevant subject area. Credit will not be granted for:
    - (i) units of study that count towards another qualification; or
    - (ii) units of study taken at another institution after admission to candidature, except as per subclause 5(5).
  - (b) A student can apply for credit to count towards a bachelor's degree for up to:
    - (i) 96 credit points for successfully completed units in courses where no award has been, or will be, made;
    - (ii) 48 credit points for successfully completed units in courses where an award has been, or will be, made.
  - (c) Credit will not be granted towards field education, internships or work experience units of study.
- (4) *Postgraduate*
- (a) Unless otherwise specified in course resolutions credit can be awarded towards a master's degree or graduate diploma for up to 50% of the course requirements.
  - (b) Credit will not be granted for units of study completed more than 5 years prior to admission of candidature.  
**Note:** in exceptional and well-attested circumstances, the student may appeal to the relevant delegate for an exemption from this restriction.
  - (c) Recognition of prior learning for previous study or work experience cannot be used to waive the requirements of degree capstone experience.
- (5) *Credit for studies undertaken after commencement*
- (a) This clause addresses credit granted for units of study taken at another institution after enrolment in the respective award course at the University of Sydney, including:
    - (i) cross-institutional study
    - (ii) independent study abroad; and
    - (iii) the international exchange program.
  - (b) Credit will only be granted to students who have received approval from the Faculty prior to commencing their studies at another institution.
  - (c) International students are not permitted to undertake studies in their home countries as part of the independent study abroad program or the international exchange program. In exceptional circumstances, the student may appeal to the relevant delegate to waive this restriction.
  - (d) At the discretion of the Faculty, applications may be rejected if it should cause the applicant to be in breach of the conditions in the Faculty resolutions or course resolutions.

## PART 2: UNIT OF STUDY ENROLMENT

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### 6 Cross-institutional study

- (1) Cross-institutional study is available unless specified otherwise in the course resolutions. The [Coursework Policy](#) specifies the circumstances in which the relevant delegate may approve such study, with or without imposing conditions.
- (2) Cross-institutional study is regarded as another form of credit and will be counted as such when considering eligibility.

### 7 International exchange

- (1) The Faculty encourages students to participate in international exchange programs, unless specified otherwise in the resolutions for a particular course. For more information refer to the Study Abroad and Exchange Office.
- (2) Faculty exchange units of study can be counted towards the requirements of a program, major, minor or advanced coursework as approved prior to undertaking study while on exchange.

## PART 3: STUDYING AND ASSESSMENT

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### 8 Late submission

- (1) It is expected that, unless an application for simple extension or special consideration had been approved, students will submit all assessment for a unit of study on the due date specified. If assessment is completed or submitted within a period of extension, no academic penalty will be applied to that piece of assessment.
- (2) If an extension is either not sought, not granted or is granted but work is submitted after the extended due date, the late submission of assessment will result in an academic penalty as outlined in Section 7A of the [Assessment Procedures 2011](#).

### 9 Attendance

- (1) Students are expected to be in attendance at the correct time and place of any formal or informal examinations. Non-attendance on any grounds insufficient to claim special consideration will result in the forfeiture of marks associated with the assessment. Participation in a minimum number of assessment items may be included in the requirements specified for a unit of study.
- (2) Students are expected to attend a minimum of 90 per cent of timetabled activities for a unit of study, unless granted exemption by the Associate Dean or relevant delegated authority. The Associate Dean or relevant delegated authority may determine that a student fails a unit of study because of inadequate attendance. Alternatively, at their discretion, they may set additional assessment items when attendance is lower than 90 per cent.

- (3) The case of any formally enrolled student who is absent from 50% or more of classes, regardless of the reasons for the absence, will be automatically referred to the end-of-semester departmental examiners' meeting for a determination as to whether the student should pass or fail the unit, or, if a pass is awarded, the level of penalty that should be applied.
- (4) In exceptional circumstances, for example where there are Work Health and Safety considerations or professional accreditation requirements, and with the approval of the relevant delegate, unit of study coordinators may set out additional attendance criteria in the unit of study outline.

## 10 Special consideration, special arrangement and disability adjustment

Special consideration, special arrangement and disability adjustment are processes that affords equal opportunity to students who have experienced circumstances that adversely impact their ability to adequately complete and assessment task in a unit of study, as determined by the [Coursework Policy](#).

## 11 Re-assessment

The Faculty does not offer opportunities for re-assessment (also called 'supplementary' assessment) other than on the grounds of approved special consideration, reasonable adjustments or special arrangements for examination and assessment in accordance with the relevant sections of the [Coursework Policy](#), unless otherwise stated within the relevant course resolutions.

# PART 4: PROGRESSION, RESULTS AND GRADUATION

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## 12 Satisfactory progress

- (1) The Faculty will monitor students for satisfactory progress towards the completion of their award course. In addition to the common triggers used to identify students not meeting academic progression requirements (as defined by the progression requirements of the [Coursework Rule](#)), students must pass any unit of study in the course resolutions as being critical to progression through the course.
- (2) Professional experience or field education is an essential requirement for some courses. Where so prescribed, a candidate may not progress to the next year without completing the prescribed professional experience or field education units of study for the previous year.
- (3) The Faculty reserves the right not to place candidates in a school or other professional experience or field education setting for practicum in any instance where the performance, personal or professional conduct of the candidate does not meet the required professional standard, regardless of the fact that the candidate may be enrolled in units of study with a practicum requirement.

### 13 Readmission after a period of exclusion

- (1) The [Coursework Policy](#) provides that a student excluded from a degree may seek readmission at the end of the exclusion period, with the approval of the relevant delegate. A student readmitted in this way is considered to have commenced a new period of candidature and must apply for credit from their previous candidature. Credit will only be awarded in accordance with the [Coursework Policy](#) and clause 5 of these resolutions.

### 14 Award of the bachelor's degree with honours

- (1) To qualify for admission to candidature for honours, a student must meet the requirements of the [Coursework Policy](#) and in addition:
  - (a) have completed a major with an average of 70% or above in the intended subject area/s; and
  - (b) have the permission of the relevant Chair of Department or program coordinator.
- (2) To qualify for admission the Bachelor of Economics (Honours), students must meet the requirements as outlined in the course resolutions.
- (3) General conditions of candidature include:
  - (a) the honours course is normally full-time over two consecutive semesters. Students who are unable to enrol full-time should apply to the Faculty to undertake the honours course part-time over a maximum of four consecutive semesters;
  - (b) a student who Fails or Discontinue Fails an honours course may not re-enrol in it;
  - (c) students who wish to suspend their honours candidature should apply to the Faculty. The maximum period of suspension is one semester;
  - (d) the maximum period of candidature is five consecutive semesters when a suspension is approved.
- (4) To qualify for the award of honours a student must complete 48 credit points of honours units of study in a single subject area, or in two subject areas for students completing joint honours, with a minimum honours mark of 65.
- (5) A student may not:
  - (a) enrol in more than 24 credit points of honours units of study in any one semester; or
  - (b) enrol concurrently in any other course or unit of study while enrolled in an honours course.
- (6) A student who wishes to enrol in honours in two subject areas must meet the entry requirements for both subject areas. Eligible students can chose to enrol in either:
  - (a) a joint honours course. The requirements are completion of 24 credit points in honours units of study in each subject area; or
  - (b) an honours course in two subject areas. The requirements are completion of 48 credit points in honours units of study in each subject area. Honours in each subject area is completed separately and in succession.

## 15 University medal

A student with an honours mark of 90 or above may be awarded a university medal. The medal is awarded at the discretion of the Faculty to the highest achieving students who, in the opinion of the Faculty, have an outstanding academic record, in accordance with the [Coursework Policy](#). Candidates who are awarded an undergraduate diploma with honours are not eligible for the award of a university medal.

## 16 Weighted average mark (WAM)

- (1) The University WAM is calculated using the following formula:

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|------|---|
|      |   |
| WAM= | $\frac{\text{sum}(Wc \times Mc)}{\text{sum}(Wc)}$ |

Where  $Wc$  is the unit of study credit points x the unit weighting and  $Mc$  is the mark achieved for the unit. Pass/ fail units and credited units from other institutions are not counted.

- (2) The weight of a unit of study is assigned by the owning Faculty or School. In the Faculty of Arts and Social Sciences all units are weighted as one.

## 17 Progression through embedded postgraduate programs

Providing candidates satisfy the admission requirements for each stage, a candidate may progress to the award of any of the courses in an embedded sequence. Only the highest award completed will be conferred.