

UNIVERSITY OF SYDNEY SCHOOL OF ARCHITECTURE, DESIGN AND PLANNING RESOLUTIONS: COURSEWORK AWARDS

These resolutions apply to all undergraduate and postgraduate coursework award courses in the University of Sydney School of Architecture, Design and Planning, 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 Integrity Policy 2022](#); and the [Academic Integrity Procedures 2022](#).

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

PART 1: COURSE ENROLMENT

1 Enrolment restrictions

The [Coursework Policy](#) specifies the maximum number of credit points that students may take in any given semester without further approval. The School does not encourage full-time students to exceed the recommended enrolment patterns for its courses.

2 Time limits

The provisions of the [Coursework Rule](#) apply to the time limits for undergraduate and postgraduate programs, unless otherwise stated in the course resolutions.

3 Suspension and discontinuation of candidature

The [Coursework Policy](#) specifies the conditions for suspending or discontinuing enrolment, and for returning after these events. The [Policy](#) also defines the circumstances in which candidature is terminated. Students should pay careful attention to the relevant dates and their effect on results and financial liability.

4 Credit for previous study

- (1) Unless these resolutions or the relevant course resolutions specify otherwise, credit for previous study will be awarded in accordance with the provisions of the [Coursework Policy](#).
- (2) In postgraduate courses in the School, except the Master of Architecture,
 - (a) Full credit transfer will be allowed between postgraduate courses or streams in the same embedded sequence.
 - (b) Credit will not be granted toward any internship unit.
 - (c) Specific and non-specific credit limits for studies completed outside the University of Sydney are defined by the following table:

Award course level	Maximum credit points
Masters Degree	18*
Graduate Diploma	18*
Graduate Certificate	12**
<p>*Not more than 12 credit points of which can be credited towards the core unit requirements.</p> <p>**Credit will be granted only for units from the School's table of graduate units of study completed as non-degree study, prior to commencement of candidature.</p> <p>in exceptional circumstances, a student may appeal to the Associate Dean for an exemption to these limits.</p>	

PART 2: UNIT OF STUDY ENROLMENT

5 Undergraduates enrolling in postgraduate units of study

- (1) Undergraduate students who have completed at least 96 credit points with a WAM of at least 70 may, with the permission of the Associate Dean (Education) enrol in postgraduate units of study to count toward elective requirements under exceptional circumstances.

6 Cross institutional study

- (1) The Head of School and Dean or Associate Dean Education may permit a student to complete a unit of study at another institution and have that unit credited to the student's course requirements, provided that:
 - (a) the unit of study content is not taught in any corresponding unit of study at the University; or
 - (b) the student is unable, for good reason, to attend a corresponding unit of study at the University.
 - (c) Cross institutional study is regarded as another form of credit and will be counted toward any relevant credit limit.

7 International exchange

- (1) The School encourages students to participate in international exchange programs.
- (2) The following conditions and limitations apply:
 - (a) Students at risk must seek approval from their Program Director.
 - (b) Candidates for the Bachelor of Design, Bachelor of Design/ Bachelor of Advanced Studies, Bachelor of Design in Architecture, Bachelor of Architecture and Environments, Bachelor of Design in Architecture (Honours)/ Master of Architecture, and postgraduate coursework master degrees are allowed to participate in international exchange programs.
 - (c) For postgraduate coursework master degrees, the duration of exchange program is limited to one semester and not more than 50% of the core requirements of the degree can be taken during the exchange.
 - (d) For the Bachelor of Design, Bachelor of Design in Architecture, Bachelor of Architecture and Environment and Bachelor of Design in Architecture (Honours)/ Master of Architecture, exchange programs are available after successful completion of at least one year of full-time study.
 - (e) Exchange programs will not be approved in the last semester of study.

PART 3: STUDY AND ASSESSMENT

8 Attendance and Participation

- (1) Students are required to be in attendance at the correct time and place of any formal or informal assessments. Non-attendance on any grounds that is insufficient to claim special consideration or disability adjustment will result in the forfeiture of marks associated with the assessment.
- (2) Participation in a minimum number of assessment items may be included in the requirements specified for a unit of study.
- (3) A student enrolled in a unit of study must comply with the requirements set out in the unit of study outline about undertaking the unit of study. Students are expected to attend a minimum of 90% of timetabled activities for each unit of study, unless granted exemption by the Head of School and Dean, Associate Dean Education or relevant Unit Coordinator. The Head of School and Dean, Associate Dean Education or relevant Unit Coordinator 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%.
- (4) In the case of serious illness, injury or misadventure, a student may apply for special consideration subject to the student meeting all assessment requirements and providing satisfactory supporting documentation (refer to Clause 10).

9 Late submission of work

- (1) It is expected that unless a simple extension, special consideration or disability adjustment has been granted, students will submit all assessment items for a unit of study on the due dates specified. If an assessment is submitted or otherwise completed within the period of extension granted by the successful application for

simple extension, special consideration or an assessment adjustment determined by Disability Services, no academic penalty will be applied to that piece of assessment.

- (2) If an extension is 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 follows, unless a different regime is set out in the unit outline:
- (3) For every calendar day up to and including 10 calendar days after the due date, a penalty of 5% of the maximum awardable marks will be applied to the late work. For work submitted more than 10 calendar days after the due date, a mark of zero will be awarded.

This is in accordance with the [Assessment Procedures 2011](#)

10 Special consideration, special arrangement or disability adjustment for illness, injury or misadventure

- (1) Special consideration, special arrangement or disability adjustment are processes that afford equal opportunity to students who have experienced circumstances that adversely impact their ability to adequately complete an assessment task in a unit of study, as determined by the [Coursework Policy](#). The procedures for applying for special consideration, special adjustment or disability adjustment are described in each unit of study outline.

11 Re-assessment

- (1) In this School, an opportunity for re-assessment may be offered to students whose final mark for a unit of study is within the range 45-49. Re-assessment will be offered on one date only and it is the student's responsibility to be available to attend on that date. The maximum mark and grade awarded for a unit of study in these circumstances will be 50 Pass.
- (2) Students who have been granted special consideration may be allowed to sit the exam. Opportunities for re-assessment on the grounds of approved special consideration, reasonable adjustment or special arrangements for examination and assessment are in accordance with the relevant sections of the [Coursework Policy](#).

PART 4: PROGRESSION, RESULTS AND GRADUATION

12 Satisfactory progress

- (1) The School will monitor students for satisfactory progress towards the completion of their award course.
- (2) In addition to the common triggers used to identify students not meeting academic progression requirements (as defined by the progression requirements of the [Coursework Policy](#)), students must pass any unit of study identified in the course resolutions as being critical to progression through the course.

13 Award of the bachelor degree with honours

- (1) Honours is available to meritorious students as either appended honours or embedded honours in the combined degree Bachelor of Design/ Bachelor of Advanced Studies and the Bachelor of Design in Architecture (Honours)/ Master of Architecture program, Bachelor of Architecture and Environment (Honours) and the Bachelor of Design in Architecture (Honours).
- (2) Admission, requirements and award of the Bachelor of Design in Architecture (Honours)/ Master of Architecture are in accordance with the relevant course resolutions.
- (3) To qualify for admission to the appended honours degree, a student must:
 - (a) have completed the requirements for the relevant pass degree or be a graduate of no more than four years standing; and
 - (b) have a WAM of at least 70; and
 - (c) have an approved thesis topic and supervisor.
 - (d) In exceptional circumstances, the Head of School and Dean may admit applicants with a WAM of 65 or higher, who, in the opinion of the School, have qualifications and evidence of experience and achievement sufficient to successfully undertake the program.
- (4) To qualify for the award of appended honours a candidate must successfully complete 48 credit points of honours units of study listed in the table for the course over two consecutive semesters.
- (5) The grade of honours will be determined by the honours mark achieved. The honours mark will be derived from weighting the mark for the honours thesis at 70% and the WAM of the pass degree at 30%, with the exception of the Bachelor of Design in Architecture (Honours)/ Master of Architecture, for which the honours mark will be derived from the weighted average mark for the pass degree at 40% and the combined weighted average mark for ARCH4009 (Research Methods in Architecture) and ARCH4010 (Architecture Dissertation) at 60%.
- (6) The Honours degree is awarded in classes ranging from First Class to Third Class as specified in the [Coursework Policy](#), and the Resolutions of the Sydney School of Architecture, Design and Planning.
- (8) A candidate for honours who does not meet the requirements for award of honours shall be awarded the pass degree.
- (9) A candidate may not graduate with the pass degree while enrolled in the honours program.

14 University medal

The University school board may determine that an honours candidate with an outstanding academic record throughout the degree and who has achieved First Class Honours may be eligible for a University Medal