

SYDNEY CONSERVATORIUM OF MUSIC RESOLUTIONS: COURSEWORK AWARDS

These resolutions apply to all undergraduate and postgraduate coursework award courses in the Sydney Conservatorium of Music, 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 ADMISSION AND ENROLMENT

1 Admission to candidature

- (1) An applicant for admission to an audition based course may be accepted on an audio visual recorded audition.
- (2) An applicant for admission to a postgraduate course may request permission for a final recital of a Sydney Conservatorium of Music performance award course to be used as the audition for admission to a higher degree performance award course, provided the recital takes place within six months of intended admission.

2 Course transfer within the Sydney Conservatorium of Music

- (1) A student may apply to transfer from one Sydney Conservatorium of Music course to another. Students wishing to transfer from one Sydney Conservatorium of Music course to another (possible only at the beginning of a semester) must submit an application form at least two weeks prior to the commencement of semester through Sydney Student.
- (2) A student who wishes to transfer must meet the qualifications for admission to the desired course.
- (3) Students transferring between the Bachelor of Music course and Bachelor of Music Studies course may also transfer all units of study which have been successfully completed and which partially fulfil the requirements for the course into which they are transferring.

3 Credit for previous study

- (1) Maximum credit given for undergraduate and postgraduate coursework awards on the basis of previous tertiary study in incomplete awards are as follows:
 - (a) Four-year courses: a maximum of 96 credit points
 - (b) Three-year courses: a maximum of 72 credit points
 - (c) Two-year courses: a maximum of 48 credit points.
- (2) Maximum credit given for undergraduate and postgraduate coursework awards on the basis of completed tertiary awards are as follows:
 - (a) Four-year courses: a maximum of 64 credit points including a maximum of 28 credit points in disciplines other than music
 - (b) Three-year courses: a maximum of 48 credit points including a maximum of 28 credit points for study in disciplines other than music
 - (c) Two-year courses: a maximum of 32 credit points.
- (3) Students seeking credit for Principal Study are required to present a placement audition at the appropriate level.

4 Exemption

The relevant delegated authority may waive a requirement for a compulsory unit of study; as provided in the [Coursework Policy](#).

5 Time limits

- (1) A student must complete all the requirements for a coursework master's degree within six calendar years of first enrolment.
- (2) A student must complete all the requirements for a graduate diploma within four calendar years of first enrolment.
- (3) A student must complete all the requirements for a graduate certificate within three calendar years of first enrolment.
- (4) A student must complete all the requirements for a bachelor's degree (including combined degrees) or undergraduate advanced diploma within ten calendar years of first enrolment.
- (5) The maximum time for completion of a Principal Study shall not include such periods of leave of exclusion. The requirements for Principal Study shall be completed within a period that does not exceed by more than two consecutive semesters the number of semesters laid down for that course under normal full-time enrolment.
- (6) The maximum time allowed for completion of a course shall include the approved leave of absence and/or periods of exclusion from the course.

6 Enrolment restrictions

- (1) The [Coursework Policy](#) limits the maximum number of credit points students may take in any given semester. The School does not encourage full-time students to exceed the recommended enrolment patterns for its courses.
- (2) Credit will not be granted for recognised prior learning older than 10 years at the time of enrolment.

7 Suspension, discontinuation and lapse of candidature

- (1) The [Coursework Policy](#) specifies the conditions for suspending or discontinuing candidature, and return to candidature after these events. The [Rule](#) also defines the circumstances when candidature is deemed to have lapsed. Students should pay careful attention to the significant dates in these processes and their effect on results and financial liability.
- (2) In addition, candidates resuming study after any period of suspension or deferment, from a course or unit of study offered by the Sydney Conservatorium of Music, shall be subject to the course requirements in effect at the time of resumption, shall be required to re-enrol as directed, and shall be required to pass a re-audition at a level determined by the appropriate Unit of Study Coordinator.

PART 2: UNIT OF STUDY ENROLMENT

8 Cross-institutional study

- (1) Provided permission has been obtained in advance, the Head of School and Dean may permit a student to complete an unit of study at another institution and have that unit credited to the student's course requirements, provided that:
 - (a) the resolutions of the student's course of enrolment do not specifically exclude cross-institutional study; and
 - (b) the unit of study content is not taught in any corresponding unit of study at the University; or
 - (c) the student is unable, for good reason, to attend a corresponding unit of study at the University; and
 - (d) the total credit point value of units of study taken through cross-institutional study does not exceed 24 credit points for the whole bachelor's degree, 12 credit points for the whole master's degree and 6 credit points for the whole graduate diploma and graduate certificate courses.
- (2) Cross-institutional study is not normally available for undergraduate diploma or undergraduate advanced diploma courses.
- (3) Cross-institutional study is regarded as another form of credit and will be counted as such when considering eligibility.

9 International exchange

The School encourages students to participate in international exchange programs, unless specified otherwise in the resolutions for a particular course. For more information refer to the [Outbound Student Mobility Policy 2018](#).

10 Undergraduates enrolling in postgraduate units of study

Undergraduate students who have completed at least 96 credit points with a WAM of at least 70 may, with the permission of the unit coordinator concerned, enrol in graduate units of study to count towards elective requirements.

PART 3: STUDYING AND ASSESSMENT

11 Attendance

- (1) Students are required 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 (Education) or relevant delegate. The Associate Dean (Education) may determine that a student fails a unit of study because of inadequate attendance. Alternatively, at their discretion, they may set additional assessment items where attendance is lower than 90 per cent.
- (3) In addition to the rule above, full (100 per cent) and punctual attendance is a requirement in all activities where students have a role as active participants in the class or activity. Active participation includes situations where a student's contribution is to perform, rehearse or direct rehearsals in a small or large ensemble, or to give seminar or tutorial papers or presentations or undertake assessment tasks. Active participation also includes all one-to-one studio teaching and supervision. Except in cases of special consideration, failure to attend activities or classes where a student is an active participant will be seen as failure to meet the requirements of the unit of study.

12 Special consideration for illness, injury or misadventure

Special consideration is a process that affords 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](#).

13 Professional activity leave

A student may be granted leave to participate in a musical or other activity which, in the opinion of the Associate Dean (Education), is likely to benefit the student in the course. An application for Professional Activity Leave shall be submitted by the student at least four weeks prior to the activity in which the student wishes to participate. Retrospective approval for Professional Activity Leave shall be granted only in exceptional circumstances. A student who is granted Professional Activity Leave shall be required to make up any work required during the period of Professional Activity Leave, other than attendance at lectures, tutorials and other requirements during that period.

14 Re-assessment

- (1) In this School re-assessment is offered to students whose performance is in the prescribed range and circumstances.
- (2) Students who have failed the examination but have a good record in other assessments in a unit of study which is based on cumulative assessment may be offered a supplementary examination. The grade awarded for a unit of study in this circumstance will be no higher than a Pass.
- (3) Students who have successfully requested Special Consideration may be allowed to sit the exam or submit the required work at a negotiated date that should not be longer than the period of incapacitation and in any case not longer than 3 months after the original examination or submission date. After this time the student will be considered to have discontinued with permission. Marks will be awarded at full value for further examination where special consideration is approved.

PART 4: PROGRESSION, RESULTS AND GRADUATION

15 Satisfactory progress

- (1) The School will monitor students for satisfactory progress towards the completion of their award course. Students identified as 'at risk' will be managed in accordance with the Progression provisions of the [Coursework Policy](#).
- (2) A student shall be identified as 'at risk' if any of the following criteria are met in a semester:
 - (a) Failure to complete a mandated unit
 - (b) Failure to successfully complete more than 50% of enrolled units of study
 - (c) Failure to successfully complete a unit of study for the second time.

16 Award of the bachelor's degree with honours

- (1) Honours is awarded in the following classes, and a single result is provided as an aggregated mark based on the Honours units of study the student has completed.

Description	Honours Mark Range
Honours Class I	mark = 80 – 100
Honours Class II (Division 1)	mark = 75 – 79
Honours Class II (Division 2)	mark = 70 – 74
Honours Class III	mark = 65 – 69
Honours not awarded to a mark below 65	

17 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 School to the highest achieving student who in the opinion of the School have an outstanding academic record, in accordance with the Coursework Policy.

18 Weighted average mark (WAM)

- (1) The University has a formula for calculating a Weighted Average Mark and this is defined in in Schedule Three of the [Coursework Policy](#). WAMs are used by the University as one indicator of performance. For example, WAMs can be used in assessing admission to an award of honours, eligibility for prizes and scholarships, or assessing progression through a course.

PART 5: OTHER

19 Transitional provision

- (1) These resolutions apply to students who commenced their candidature after 1 January 2021 and students who commenced their candidature prior to 1 January 2021 who elect to proceed under these resolutions. Students who commenced their candidature prior to 1 January 2021 may complete the requirements in accordance with the resolutions in force at the time of their commencement.