



THE UNIVERSITY OF
NEW SOUTH WALES

FREEDOM OF INFORMATION

Summary of Affairs

Listing of the University's Policy
Documents and How to Obtain Access
to Them

Division of University Services

June 2009

FREEDOM OF INFORMATION ACT, 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
THE UNIVERSITY OF NEW SOUTH WALES
(FOI Agency No 97)

SECTION 1 - Policy Documents

Policy of the University may be found in various administrative and procedural manuals of the University and in some resolutions of the University Council, Academic Board and Faculties. The University also develops policy on specific matters, and planning documents which outline the strategic directions of the University. Listed below are publications and documents which contain policy relating to the functions of the University.

Publications containing policy and procedures

The University's handbooks contain the rules and procedures relating to relevant programs and awards as approved by the University Council.

The UNSW Online Handbook for prospective and current undergraduate and postgraduate students is available at: <http://www.handbook.unsw.edu.au/2009/index.html>. The UNSW@ADFA handbooks can be obtained from their website <http://www.unsw.adfa.edu.au/>, or by contacting the Australian Defence Force Academy, Canberra ACT 2600.

The University of New South Wales Calendar is available for \$14.95 from the University Bookshop, located in the lower section of the Quadrangle building on the Kensington Campus.

Other Documents

Governance and Management Matters

- University of New South Wales Act 1989
- University of New South Wales By-law 2005
- University of New South Wales Rules
- UNSW Strategic Plan: B2B Blueprint to Beyond 2010
- UNSW Annual Report
- UNSW Guidelines for Commercial Activities
- Conflict of Interest Policy
- Register of Interests Policy for Members of Council and UNSW Senior Management positions
- Privacy Management Plan
- UNSW Student Services Privacy Code of Practice
- Policy for making a complaint or reporting incidents of criminal, corrupt conduct or maladministration or Protected Disclosure at UNSW
- Policy Statement on Governance
- Recordkeeping Policy
- Code of Conduct
- Code of Conduct – Members of Council
- Code of Conduct for the Responsible Practice of Research
- Risk Management Policy
- Insider Trading Policy
- Naming Rights Policy
- Travel Procedure
- UNSW Policy on Sponsorship from the Tobacco Industry

Environment, Health & Safety Matters

- Air Monitoring & Health Surveillance Guideline
- Chemical Spills Guideline
- Environment Policy
- Environmental Management Plan 2005 to 2010
- Hazard and Incident Reporting Procedure
- Hazardous Substances and Dangerous Goods Procedure
- Ionising Radiation Procedure
- Labelling of Hazardous Substances Guideline
- Laboratory Hazardous Waste Disposal Procedure
- Occupational Health and Safety Policy
- Occupational Health & Safety (OH&S) Corrective Action Procedure
- Outdoor Workers Guideline
- Plant & Equipment Procedure
- Smoke Free Environment Policy
- Thermal Comfort Policy for UNSW Buildings
- Transport of Dangerous Goods by Air Guideline
- Visitors to UNSW Facilities Guideline

Equity and Diversity Matters

- Anti-Racism Policy
- Equity and Diversity Policy Statement
- Equal Opportunity in Education Policy Statement
- Family Friendly Work Practices at UNSW
- Code of Practice - Students with Disabilities
- Staff Discrimination and Harassment Grievance Policy and Procedures
- Guidelines for Staff Handling Discrimination and Harassment Grievances
- Making UNSW an Harassment Free Zone for Staff
- Making UNSW an Harassment Free Zone for Students
- Non Discriminatory Presentation and Practice
- Reasonable Adjustment Guidelines for Managers of Staff and Potential Staff with Disabilities

Student and Academic Matters

- Academic Standing Rules for Undergraduate Students
- Academic Standing Rules for Postgraduate Students
- Access to Assessment Information
- Admission Requirements and Procedures
- Admission to Degree or Diploma
- Admission with Advanced Standing and Credit Transfer
- Assessment Policy
- Assumed Knowledge
- Attendance and Absence
- Award of Pass with Distinction
- Award of University Medals Policy
- Breach of Discipline and Misconduct in Assessment
- Conditions for the Award of Degrees
- Conditions for the Award of Degree of Doctor of Philosophy (PhD)
- Copyright for Project Reports & Higher Degree Theses
- Cotutelle PhD Degrees

- Discontinuation and Program Leave
- Disclosure of Enrolment Information and Release of Information to Third Parties
- Education Services for Overseas Students (ESOS) Information for Students
- Enabling Skills for UNSW Literacy
- English Language Requirements
- Enrolment & Progression in Student Placement (Internship)
- Examination Rules, Policy, & Procedures
- Fee Policy: International Students
- Fee Policy: Local Students
- Procedures for Dealing with Student Plagiarism: Handbook for Staff
- Guidelines on Learning that Inform Teaching
- Guidelines relating to the Provision of UNSW Courses by Non-UNSW Staff & Organisations
- Intellectual Property Policy
- Learning & Teaching Plan 2008-2012
- Library Rules
- Multiple Enrolment Rule
- Non-Award Enrolment Rules
- Policy on Examination of Research Degrees
- Policy on the Evaluation of Teaching
- Policy on Higher Degree Research Supervision
- Postgraduate Coursework Advanced Standing Credit Transfer & Articulation Guidelines
- Remission and Re-crediting Procedures
- Research Code of Conduct
- Research Training Scheme
- Preparation and Submission of Master by Research and Doctoral Theses for Examination
- Special Consideration – Illness and Misadventure Policy
- Special Consideration Procedures
- Student Complaint Policy
- Student Misconduct Rules

Staffing Matters

- Child Protection Policy
- Conjoint Appointments
- Employment or Engagement of Services Involving Personal or Other Significant Relationships
- Emeritus Professors - Conferring of Title
- Facilities for Retired Academic Staff
- Grievance Resolution Policy for Staff
- Grievance Resolution Procedure for Staff
- Named Academic Positions Policy
- Paid Outside Work by Academic Staff
- Sessional Teaching – Staff Strategic Action Plan
- Visa Sponsorship (Immigration)
- Visiting Appointments

Information Technology Matters

- Acceptable Use of UNSW Information and Communication Technology Resources
- Email Policy
- IT Requirements for UNSW Students
- Website Policy

SECTION 2 - Statement of Affairs

The University's Statement of Affairs is included in the University's Annual Report. The Statement of Affairs describes the University's structure and functions, how the public may participate in policy development, the kind of documents held and how members of the public may access those documents.

SECTION 3 - Contact Arrangements

In general, the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. The University's Summary of Affairs and a significant number of policy documents are available free of charge on the University policy website <http://www.policy.unsw.edu.au/>. In other cases, a charge of 20 cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the Freedom of Information Officer between 9.00am and 5.00pm on weekdays.

Enquiries about FOI and about access to documents held by the University should be directed to:

The Freedom of Information Officer
University of New South Wales, Sydney 2052.
Telephone: (02) 9385 2860
Email: foi@unsw.edu.au