FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS' GROUP MEETING -
13 April 2007

A meeting of the FAO/Subdeans’ Group will be held on Friday 13 April 2007 in the
Senate Room from 9.30 to 11.00am.

AGENDA

1. Update from Academic Council

Trudi will report on the items on the Academic Council agenda for the meeting of 4 April
2007.

2. Summer Session 2008

As you are probably aware, all summer session units must be approved by Academic
Council for the 2008 summer session. Please invite schools in your faculty to begin
consideration, if they have not already done so, of units that they wish to offer in the
2008 summer session.

Please note: Proposals to offer units in the 2008 summer session must be submitted to
the Secretariat by Monday 23 April 2007. The earlier date has been requested by the
Manager, Student Administration to facilitate those students who wish to select
Summer Session units as soon as semester one results are available. The checklist must
be completed for each proposed summer session unit.

The Procedures and checklist are available on the web at:
http://www.secretariat.uwa.edu.au/home/policies/summer

For noting.

3. Notice of visitors at next meeting

Professors Don Markwell (Deputy Vice-Chancellor (Education)) and Ian Reid (Senior
Academic Reviewer, Review of Course Structures) will attend our meeting on 4 May to
speak about the Review of Course Structures.

For noting.

4. Legislative Committee Minutes

Please note that hard copies of the Legislative Committee Minutes will no longer be
distributed. These will be available on the www via
http://www.secretariat.uwa.edu.au/home/uwas_committee_system/legis
(The attachments will also be available on the web.)
5. Terminology in the Handbooks

Members will recall that at our February meeting the issue of inconsistency in the use of the terms "student" and "candidate" in the Handbook was discussed. It was agreed, subject to confirmation of agreement by the Graduate Research and Scholarships Office, that the term "student" replace the term "candidate". Subsequent to the meeting this confirmation was forthcoming.

What this means is that consequential amendments to faculty postgraduate course rules are required when the annual updating of the Handbook is done. For most faculties this will simply involve searching the Handbook documents for "candidate" and replacing it with "student". However there may be instances where a straightforward replacement is not appropriate and, for this reason, a global search and replace is not recommended. For example, the admission requirements for some courses are expressed as "The Faculty may accept as a candidate for the x, y or z" This should be changed to "The Faculty may accept into the course for the x, y or z". For such instances "as a candidate" should be replaced by "into the course". Please refer any queries to Sylvia Lang, Senior Legislative Officer - sylvia.lang@uwa.edu.au.

For action.

6. Honours at UWA

Attached ("Honours at UWA V2 (2).doc") is a summary of honours at UWA which has been compiled as part of the data collection for the Review of Course Structures.

You are asked to check your faculty's entry and advise on any incorrect information that is contained in this paper. Please also include any information that has been omitted. If you could send any amendments in track-changes to Lidia, by Friday 20 April, at lidia.cuoco@uwa.edu.au it would be much appreciated. Please advise also by email to Lidia if there are no changes for your faculty.

For action.

7. Amending Examination Results

Under the University's Delegations Policy, (www.delegations.uwa.edu.au) the authority for amending examination results in every Faculty lies with the Dean. No faculty has sought a subdelegation (which would be listed in the faculty report section of the delegations website http://www.delegations.uwa.edu.au/university_delegations/faculty_reports). Despite this, it appears that in only one or two faculties does the dean actually sign off on amendments in all instances.

Concerns have been raised that physically requiring the dean to sign off on amendments may cause delays in the processing of mark changes, the vast bulk of which occur
following the discovery of arithmetic errors, informal mark appeals or similar. Some faculties have processes set in place for the "signing off" to take place in the absence of the dean.

If there is a delegated authority in operation within your faculty, this needs to be reflected in the faculty report. Please have a look at the report for your section and, reading where appropriate, in conjunction with your Faculty's Governance Document, seek the dean's approval for the delegated authority, and send a marked-up hardcopy of the faculty report from the web to me. The approval of the dean should be indicated on the hardcopy of the report.

If there is not a delegated authority in operation within your faculty, this is something that you might wish to raise with the dean.

It is possible to restrict any subdelegation to certain cases if the the dean is concerned about such a subdelegation.

For noting and action.

8. Cross-Institutional Enrolment

At the February meeting of the FAO/Subdeans Group it was suggested that the lack of standardisation in the faculties approach to the approval of a cross-institutional enrolment for UWA students wishing to study at another institution might be causing concerns. Faculties were requested to forward a short outline of their current thinking or written policy in relation to cross-institutional enrolments (for UWA students) for discussion by the Group with a view to ascertaining if there was in fact a problem and whether a more standardised policy across the University should be implemented.

A paper on this issue is attached ("Xinsten.doc").

For discussion.

9. Prizes

Some problems have been identified recently in the determination of prize winners. In the past some prizes were awarded to "the student who obtained the highest marks in first year" and so on. Due to legislative changes (levels versus years) and SIMS (no more clear pass registers and difficulties with extracting reports), it is not an easy task to work out who should get the prize.

Given that all faculties will potentially be facing the same problems, it might be useful to consider how best to handle this. For example, might it be possible for the prize to go to the student with the highest mark in the Level x Core units and can this be accommodated within SIMS. Another issue is - what about including students who have sat deferred examinations?

For discussion.
10. Proposed Changes to University General Rules

In the annual review of the University General Rules the following changes are proposed:

Concurrent Enrolment in Two Award Courses

1.2.1.9(1) Students may enrol concurrently in two award courses only if

(a) the concurrent enrolment is not prohibited under the Admission and Quota Policy or any other University policy applicable at the outset of the enrolment; and

(b) the faculty or faculties concerned approve the proposed concurrent enrolment; and

(c) the Senate has not approved a combined course leading to the two awards in question.

(2) A faculty or faculties may permit a student enrolled concurrently in two award courses to cross-credit appropriate units between the courses but the level of cross-crediting must be no greater than that which would apply between the two courses if they were taken sequentially (see Rules 1.2.1.11 and 1.2.1.12).

(3) A student in a combined course who has completed the requirements for the award of a degree and is permitted to enrol for that degree with honours in accordance with Rule 1.2.2.18(1), may be permitted by the relevant faculties, or faculty in the case of a combined course administered by only one faculty, to enrol concurrently in the course for the degree with honours and in units which form part of the remaining requirements for the combined course.

Combined Courses for Two Bachelors Degrees

Entry to Honours

1.2.2.18(1) The faculty concerned may permit a student who has completed the requirements for the award of a degree to enrol in the course for that degree with honours.

(2) A student who is permitted to enrol for a degree with honours before completing the requirements for the combined course will be permitted subsequently to re-enrol in and complete the combined course subject to the time limit in Rule 1.2.1.33(1).\(^1\)

\(^1\) Rule 1.2.1.9(3) governs concurrent enrolment in honours and a combined course.

For comment.
11. Student Documentation Working Party Update

A group is working on implementing the recommendations from the Student Documentation Review including improving procedures for the capture of student documentation in TRIM. Jane Larke will provide an update of progress.

12. Statute No. 7 - Admission to Courses of the University

Members will recall that at the last meeting of this group, there was a discussion about the reference to students potentially being required to produce evidence of good character.

It seemed from the discussion that it was generally considered no longer appropriate to use such terminology in our legislation. However, it was also suggested that it would be useful to have a statutory basis for any requirements as to evidence of suitability to undertake certain courses (for example the requirement to produce a police clearance).

Amendments to the Statute have been drafted and are attached (“Statute No. 7 Documentary Evidence.doc”). The wording is now more specific and therefore can be applied more equitably.

For discussion of the drafted amendments prior to referral through the committee system.

13. Any other business