1. **UPDATE FROM ACADEMIC COUNCIL**

Sylvia reported that all items submitted at the last meeting of Academic Council (5 Sept) were approved and noted the following:

(i) Two international agreements were approved:
   - Articulation Agreement with the Ansal Institute of Technology India
   - Student Exchange Agreement with the Indian Institute of Technology, Delhi

(ii) The **UWA Centre for Research for Women** has been disestablished following their lack of success in finding sufficient external funding.

(iii) A new programme, **Pharmaceutical Science Honours** (Faculty of Life and Physical Sciences) has been approved.

(iv) **Academic Year Dates 2008** - Council approved the recommendation from the Teaching and Learning Committee to alter the start date for Semester 1 2008 to Monday 3 March. A recommendation was also made that a comprehensive advertising campaign be undertaken to notify students of the new start date, which is on a public holiday.

(v) **Vice-Chancellor’s Report** to Council – amongst other matters, the Vice-Chancellor highlighted the contribution of all those involved with this year's recent EXPO, which was the most successful to date, despite the bad weather.

(vi) The Senior Deputy Vice Chancellor reported on the **Follow-Up Reports** relating to a number of FNAS courses, noting that there had been significant changes since the reports had been originally submitted.

2. **REVISED APPLICATION PROCESS FOR HONOURS STUDENTS (EXTERNAL APPLICANTS)**

   Kabilan Krishnasamy has provided the attached proposal, which recommends some minor changes in the business process for administering Honours applications for external students. Kabilan will speak to the item.

Kabilan pointed out that that under the revised process, as outlined in the attachment to the agenda, the onus would be on the student to lodge the honours application with the Admissions Centre following appropriate sign-off from the relevant school or schools. This would help to ensure that applications were not held up along the way and that applications could be logged and monitored centrally after they were received.

A query was made with regard to the deadline for submission of applications. Kabilan noted that this had not yet been set but would be advised as soon as possible. In response to a query it was confirmed that an early deadline required by at least one faculty could be accommodated within the process and that the deadline would not be absolutely rigid.

The group was in agreement with the proposed changes to the application process for honours students who have completed their pass degree at a University other than UWA.

3. **READMISSIONS 2008 (STUDENTS PREVIOUSLY ENROLLED AT UWA)**

   Kabilan Krishnasamy has advised that, from this year onwards, the readmission application process will be administered by Student Administration instead of the Admissions Centre.

Kabilan outlined the proposed changes which were designed to simplify and clarify the process. Kabilan advised that Samantha Millar is the contact in Student Administration.

4. **STATUS WORKSHEETS**

   Donna Wallace has advised that Status Worksheets are not required for studies completed at UWA as these studies are included in the student’s record.
5. **ANY OTHER BUSINESS**

**(i) FN**
It was noted that currently there was no limit placed on student withdrawals. Harvey noted there had been a situation where a student withdrew from a course after having received his/her examination results. He urged that this matter be addressed as quickly as possible. Members were advised that the matter had been flagged for some time as an issue requiring a solution. The problem lay in determining when a unit was complete. Was it when teaching stopped or when the final assessment was complete? The Acting Academic Secretary undertook to resurrect the matter and to propose some possible ways forward for consideration.

**(ii) Special Consideration**
Sylvia noted that this matter had been investigated previously, reporting that the working party looking at “Special Consideration” had made a number of recommendations including that another working party be set up. After consultation with the PVC (Teaching and Learning), it had been agreed that a draft policy be prepared reflecting recommendations to date to provide a focus for discussion for the second working party so that the matter could be progressed as soon as possible.

Sylvia to report back at next meeting.

**(iii) Re-Admission Process for Postgraduate Students**
It was noted that currently there was a process in place for dealing with undergraduate students whose enrolment had lapsed due to failure to re-enrol. It was noted that postgraduate students in the same situation were dealt with via the relevant faculty. It was agreed that some thought should be given to what the formal process for dealing with such students should be.

**(iv) Application of Ungraded Passes and Fails**
A query was raised regarding the awarding of ungraded passes and fails in certain situations.

It was noted that there was a policy in place. Sylvia advised that she would check the policy and pursue the matter.

**(v) Conflict of Interest Item in Agendas**
A query had been raised as to the relevance/importance of including “Conflict of Interest” items in faculty and faculty board agendas. It was noted that inclusion of “Declarations of Potential or Perceived Conflict of Interest” as an agenda item for University committees had been recommended (R11) in the Working Smarter through Committees Report.

After some discussion, it was agreed that, while its relevance varied somewhat with individual meetings/groups, overall it was worthwhile to include the item. It was suggested that some examples of possible conflicts of interest would be useful as a guide for members in determining whether or not they had such a conflict.