1. Update from Academic Council – Wednesday 4 April 2007

Trudi reported on the following items:

(i) International Agreements – 3 Student Exchange Agreements were noted
(ii) Conversion BArch to MArch – noted that the Faculty Dean will be attending national meetings and will take the opportunity to further discuss this matter with her colleagues. A follow up report is expected for the next Council meeting
(iii) UWA Centre Change of Name – Trudi noted that the Centre for Microscopy and Microanalysis (CMM) has had a change of name to Centre for Microscopy, Characterisation and analysis (CMCA)
(iv) English Language Competence of Graduates – it was noted that a working party has been established
(v) Summer Session – Trudi reminded members that completed forms for 2008 Summer Sessions should be received by the Secretariat no later than Monday 23 April 2007
(vi) Deferral Policy (for incoming students) – it was noted that a policy has now been formalised, see Council minutes for more detail: [http://committees.uwa.edu.au/acaboard/council/minutes](http://committees.uwa.edu.au/acaboard/council/minutes)
(vii) Australian-German Academic Links Agreement – this is an AVCC programme with an equivalent in Germany. Trudi noted that entry to higher degrees by research will continue as is i.e. assessed on a case by case basis
(viii) Additional Membership to Academic Council – noted the co-option of an Associate Chair to Academic Board (Professor Brett Kirk) for a term to 31 December 2008 to provide support for both the Chair and Deputy Chair of Academic Board and also for succession provision and to be re-evaluated at end of term
(ix) Alteration to Programme Name (Bachelor Science (Genetics)) – this matter has been deferred to next meeting of Academic Council for further consultation within the Faculty

Trudi noted that the Academic Council minutes will be circulated today Friday 13 December but are also available online at: [http://committees.uwa.edu.au/acaboard/council/minutes](http://committees.uwa.edu.au/acaboard/council/minutes)

2. Summer Session 2008

Trudi noted that one Faculty has provided a response and reminded other members that completed forms are due at the Secretariat by Monday 23 April, the procedures and checklist are available on the web at: [http://www.secretariat.uwa.edu.au/home/policies/summer](http://www.secretariat.uwa.edu.au/home/policies/summer)

3. Notice of visitors at next meeting

Professor Don Markwell (Chair, Review of Course Structures Steering Group) and Professor Ian Reid (Senior Academic Advisor to the Review of Course Structures) will be attending the next FAO/SubDeans meeting on Friday 4 May to discuss the Review and progress to date.

4. Legislative Committee Minutes

Trudi noted that copies of the Legislative Committee Minutes will no longer be distributed in hard copy and that the full agenda including attachments will be available on the www via [http://www.secretariat.uwa.edu.au/home/uwas_committee_system/legis](http://www.secretariat.uwa.edu.au/home/uwas_committee_system/legis)
5. Terminology in the Handbooks

Trudi reminded members that the issue of inconsistency in the use of the terms "student" and "candidate" in the Handbook had been discussed at the February meeting where it was agreed that the term "student" replace the term "candidate" and this was subsequently confirmed by the Graduate Research and Scholarships Office.

It was noted, however, 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.**

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. Sylvia is currently on leave until end April, any queries until Sylvia returns should be forwarded to Trudi.

6. Honours at UWA

Trudi reminded members to check their faculty's entry and advise on any incorrect information that is contained in the Honours paper attached to the agenda (Honours at UWA Vs (2)), including any information that has been omitted.

Any amendments in track-changes should be emailed to Lidia, by Friday 20 April, at lidia.cuoco@uwa.edu.au, also advise, by email, to Lidia if there are no changes for your faculty.

7. Amending Examination Results

Trudi reminded members that under the University's Delegations Policy, [www.delegations.uwa.edu.au](http://www.delegations.uwa.edu.au) the authority for amending examination results in every Faculty lies with the Dean. No faculty has sought a sub delegation (which would be listed in the faculty report section of the delegations website [http://www.delegations.uwa.edu.au/university_delegations/faculty_reports](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.

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 sub-delegation to certain cases if the dean is concerned about such a sub-delegation.
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.

Trudi noted that it appeared that ‘Cross Institutional Enrolment’ is handled differently within the faculties, particularly with regard to units that are not offered within the University. Some faculties noted that regulations were already in place within their faculties to preclude students from enrolling in units at other institutions where that unit was taught at UWA, others permitted their students to undertake a cross-institutional enrolment in such cases.

After some discussion it was generally agreed that it was not appropriate to put in place a University wide policy with regard to cross institutional enrolment and that it seems appropriate and adequate for faculties to maintain/establish their own individual policies and that these should be reflected in the Handbook.

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?

Marjan Heibloem spoke to this item indicating that the award of prizes had become very difficult and cumbersome to administer, and is eager to find an easier method for the award of prizes. While it was acknowledged that the transition to Callista has perhaps accounted for some of the difficulties, it was generally agreed that the current complicated variety of student enrolments, including the availability of combined courses, posed the larger problem for the administration of prizes.

The inclusion of students who sat deferred exams for the award of prizes was also discussed and while there was agreement that these students should be included, there was further agreement that those students sitting for deferred examinations extending beyond the normal deferment period should be excluded.

Harvey von Bergheim discussed the problem with the SPE website located on the Publications pages. Indexing the prize name so that it read for example Collins Prize in Australian Literature, Tom caused problems in the identification of particular prizes and was incompatible with the title on various databases.

It was pointed out that while the correct way to index a persons name was Collins, Tom, (the) Tom Collins Australian Literature Prize was the name of the prize and stood apart from the name of the person.

Trudi agreed to write to Valerie Koay and outline these concerns on behalf of the group and to ask that the indexing be amended.
There was also some discussion with using TRIM file numbers in coding the prizes and awards which was welcomed.

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 Bachelor’s 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).

Trudi noted that honours courses now have different codes (since the introduction of Callista) and that this has meant that waivers have been needed to allow students to enrol in the combined course and the honours course.

There was agreement with the changes. Trudi asked if any faculties were planning to make changes that will impact on the University General Rules, that they let her know as soon as possible as it is anticipated that these will be going through Academic Council at its meeting on 4 May.

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.
Jane Larke spoke to this item and gave the following update:
(i) Marked-Up Academic Records – it has been decided that these will be called “Annotated Academic Records
(ii) Applications on Student Files – all documentation will now be placed into one document under “Applications” unless items are received at a later time.
(iii) New Scanning Software – Jane noted that there weren’t any problems with the forms currently in use but any enhancement or changes should be made in consultation with a TRIM consultant to take full advantage of the technology available.

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.

There was general agreement with this change.

13. Any other business

(i) Unit Descriptions –

A brief discussion was held on the need to include a reference to whether or not there was an opportunity for supplementary assessment in a unit in the unit description in the Handbook. Trudi undertook to send some suggested wording on this. Valerie Koay has agreed also to circulate this email to those involved in the updating process.

The following note was sent:

“UPDATING OF UNIT DESCRIPTIONS IN THE HANDBOOK

The annual process of updating unit descriptions for the Handbook is currently underway. The Publications Unit has provided a template for this purpose.

University General Rule 1.2.1.25 which concerns supplementary assessment provides that a faculty must indicate in the unit description and the Assessment Mechanism Statement for each unit whether or not an opportunity for supplementary assessment is available for the unit.

In the case of the unit description, this is to be included in the “Assessment” field on the template.

Suggested wording is:

(a) Where supplementary assessment is available in a unit:

Supplementary assessment is available for those students who obtain a mark of 45 to 49 inclusive in this unit. (see University General Rule 1.2.1.25)

(b) Where supplementary assessment is not available to all students in a unit:
EITHER

Supplementary assessment is not available in this unit except in the case of a bachelor’s pass degree student who has obtained a mark of 45 to 49 and is currently enrolled in this unit, and it is the only remaining unit that the student must pass in order to complete their course.

OR

Supplementary assessment is not available in this unit because the faculty has been granted an exemption.

Please note that exemptions as mentioned above are granted where, for example, the unit comprises a practicum (e.g., teaching practicum) such that it would not be possible to provide for supplementary assessment.

Faculties may provide for supplemental assessment opportunities for Level 1 units, if a faculty wishes to offer opportunities for supplementary assessment in units of a level higher than Level 1, then application must be made to Academic Council for permission to offer such opportunity. This needs to be done through the faculty board as a matter of urgency.

(ii) Special Consideration –

Harvey von Bergheim asked if this matter had progressed. Trudi advised that the matter has gone to the Assessment Standing Committee and is being progressed to the Teaching and Learning Committee.

There being no further business the meeting closed at 10:30am.

Please note a copy of these notes will shortly be available on the FAO site:
http://www.fao.uwa.edu.au/fao_sub_deans_meeting_dates_and_notes