AGENDA

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang will provide an update on the Academic Council meeting held on Wednesday 2 July 2008.

2. PROSPECTIVE STUDENTS PAGE

At the June meeting of the Group members were provided with Information about this page and about responsibility for updating it. As Wayne Betts was unable to attend the meeting, it was suggested that the information be noted for the time being and that any discussion by the Group be deferred until he was available. Wayne will attend for this item.

3. FACULTY OF LIFE AND PHYSICAL SCIENCES – PROPOSAL TO AMEND FINAL SUPPLEMENTARY ASSESSMENT AT PSB - Ref F5481

By R45/08 the Faculty of Life and Physical Sciences has recommended that one “final supplementary assessment” opportunity be available in the final 24 points of the course offered at PSB Academy, subject to approval by Academic Council.

Members are reminded that University General Rule 1.2.1.25(4) provides as follows:

“(4) If a bachelor's pass degree student has obtained a mark of 45 to 49 inclusive in a unit in which they are currently enrolled and it is the only remaining unit that the student must pass in order to complete their course, a Board of Examiners must provide the student an opportunity for supplementary assessment in the unit, unless the faculty has been granted an exemption in the case of the unit concerned.”

The Faculty argued that, since students enrolled through PSB Academy enrol in only one unit per semester, they are disadvantaged in respect of supplementary assessment opportunities by comparison with students who are enrolled on a full-time basis. The Faculty has therefore proposed that such students who fail a unit that forms part of the their final 24 points of study have an opportunity for supplementary assessment in that unit once all other requirements of the course have been completed.

In response to a suggestion that the outcome of such a proposal at Academic Council might be a decision that a similar rule apply to all part-time students, the following additional information was provided by the Faculty:

“The difference (between PSB students and Crawley Campus students) is that students here can choose how many units to take in one semester. Even if they believe that they are compelled by their circumstances to take fewer than 24 points, in fact it remains a choice made by them (in the context of their own lives) -- not by the University. Students at PSB have no choice, because the University offers the course only in this way, i.e. one unit at a time. The PSB students are usually studying full time, in that they take at least 36 points per year, but the concept of a semester simply does not apply: the course is organized in a sequence of seven seven-week terms per year, and in each term they can take only one unit.

There is therefore no close parallel between their situation and that of part-time students at Crawley, and a decision with regard to the PSB program need not have flow-on effects for Crawley.

Our aim is to make the conditions applying to the PSB students as similar as possible to those applying at Crawley, and the Faculty Board felt that it was unfair that full-time students at PSB should have very much less opportunity for final supplementary assessment than full-time students at Crawley.
We could put a time-limit on it rather than a points limit, if Academic Council would consider that more appropriate, i.e. that a supp should be available for one unit failed (with N+) within the last six months of the course (as the nearest equivalent to one semester)."

As this Group had considerable input into the issue of Supplementary Assessment, the views of members are sought on the LPS proposal.

For discussion.

4. **FACULTY OF LIFE AND PHYSICAL SCIENCES: PROPOSAL FOR THE ADMINISTRATION OF BSc HONOURS OFFSHORE – Ref F4788**

By its R17/08 the Faculty of Life and Physical Sciences endorsed a proposal for the administration of BSc Honours offshore in Singapore commencing 2008.

The Faculty has advised that the first cohort of students from the PSB Academy-based BSc programmes will complete their degree requirements on 25 April 2008 and that a number of these students are interested in continuing their studies by enrolling in an Honours programme, and wish to remain in Singapore.

To cater for those students the Faculty considered procedures that needed to be established for their participation in assessment and an appropriate fee structure. It is intended that the students come to the Crawley campus for assessment purposes. They will be jointly supervised by a member of staff of this University and a supervisor in Singapore.

Planning and Budget has suggested that the students be treated as Crawley International students but have a reduced fee as they will not be situated on Crawley campus.

This item is provided to members principally for information but comment or discussion is welcome.

5. **INJURY OR ILLNESS DURING EXAMINATION**

A member has written as follows:

I have been talking to Harvey today about his email (Attachment A) to FAOs/Sub-Deans of 19 June, in which he asks that once the examination period has commenced, if a student reports an injury or illness and therefore needs special exam requirements, they must apply for a deferred exam. We thought that this could be further discussed at the FAO/Sub-Dean meeting on Friday. ... I think there has been broad support, but there are a few issues and this might be a good opportunity to discuss the matter.

Additionally, I asked Harvey about whether there is any guidance about at what point would we no longer consider approving a deferral of an exam when a student leaves the exam venue sick? After half the time has passed? After two thirds? At any point? This was partly raised by Jane Emberson in her reply to Harvey whereby she suggested that the following statement is read out at the beginning of an exam:

"If during the examination you find that you are unable to continue because you are too unwell, you must report to the supervisor. You will be escorted to the UWA Medical Centre for assessment." Clearly if the student has only just commenced an exam and is unwell and gets a medical certificate there is justification to approve the deferral, but at what point do you draw the line? I have heard of cases when a student has sat the full exam and then reported unwell and asked for retrospective Special Consideration and a deferral. We have had such a request but refused to approve it, but I have heard of another case elsewhere which was approved.

For discussion.
6. **ARTICULATED COURSES BARRIERS**

Members views are sought on the following.

Graduate Certificate and Graduate Diploma Courses are sometimes used almost as preliminary courses for students who are not qualified to enter a master’s course direct. Frequently students admitted to a Graduate Certificate or Graduate Diploma course are required to meet a certain standard, eg gain an average of 60%, in order to proceed to a master’s course. In the case of articulated courses this can be problematic for a number of reasons.

- A student in a graduate certificate or graduate diploma course may be undertaking the same units as one who was accepted direct into the master’s course but may be required to achieve at a higher standard – ie the student in the master’s course is only required to pass half the units in which they are enrolled. Is this equitable?
- A student may choose to enter the master’s course via the graduate certificate or graduate diploma because they are not sure if they wish to proceed to a master’s course. They find themselves in the position of having to achieve at a higher level in order to be able to continue with their study than if they had entered the master’s course direct. This situation has already resulted in a complaint.

If achieving an average of eg 60% is necessary in order for students to be able to cope with the remainder of the master’s course, then should that be a requirement also for student’s entering the master’s course direct?

For discussion.

7. **FC GRADE**

Members are advised that a Grade of FC (failed component) is now available for those units containing more than one component and for which it is essential to pass all components in order to pass the unit. This grade would be applied where a student had failed a component of the unit and thus failed the unit overall even though their overall mark for the unit was more than 50%.

For information.

8. **WITHDRAWAL WITH ACADEMIC PENALTY**

At the June meeting of the group it was agreed that the final date for withdrawal with penalty for standard semesters should be the end of the relevant semester.

With respect to non-standard semesters, it was agreed that there should be a different approach to short courses (ie those of two weeks’ duration or less) than to other non-standard semester units (ie those of more than two weeks’ duration).

For short courses it was proposed that the final date for withdrawal should be the end date as determined by the respective faculties and published. For non-standard semester units of more than two weeks’ duration the final date for withdrawal was proposed as the last day of teaching that relevant semester.

A draft amendment to the relevant rule will be prepared for consideration by members in due course.

For information.
9. ELECTRONIC COMMUNICATION WITH STUDENTS AND STUDENT DECLARATION

Following a request for information to be included for students enrolling online concerning electronic communication arrangements for students, Harvey tabled a draft “Student Declaration for Online Enrolment” for consideration.

There was some discussion re the content of the draft declaration. Sylvia asked if the “Statutes, regulations and rules” in the second paragraph could be linked to the University Polices Website. Mary Carroll confirmed that should not be a problem if that was the appropriate link.

Members are asked to note that, as the University Policies website www.universitypolicies.uwa.edu.au is currently designed principally for staff use, it will be updated to include a special page for students.

There was also a request to include wording to the effect that the students must attend all compulsory classes and be available during relevant examination periods. In relation to the latter, Harvey suggested wording similar to that in the declaration for Study Abroad students. Harvey said he would follow up and provide a redrafted declaration to the group before the next meeting. Once approved, the declaration could go live on Student Connect.

Final wording for the declaration is currently under consideration and will be provided to members in due course.

For information.

10. CONTINUING EDUCATION UNITS CAPTURED IN TRIM

At the last meeting of the Group Jane Emberson brought up a concern that Continuing Education enrolments were not captured in TRIM records and suggested that, especially given the recent change whereby these units are now to be shown on students’ academic records, enrolment details for Continuing Education or Access units should be recorded in TRIM. Members agreed to this suggestion. Sylvia agreed to pursue the matter of where the records were currently stored and report back.

Archives and Records Management Services has confirmed that these records are held by UWA Extension. Discussions are underway concerning capturing these in TRIM.

For information.

11. ACTION BOXES FOR MINUTE EXTRACTS

Information about how to prepare an extract has been amended to include the requirement for an action box on all minute extracts.

The following is an example of an action box:

<table>
<thead>
<tr>
<th>Date</th>
<th>Sender (Name)</th>
<th>File to (Name)</th>
<th>Action Required</th>
<th>Recipient Initials</th>
<th>Date Actioned</th>
<th>Action Taken</th>
<th>Folio number</th>
</tr>
</thead>
</table>

Please see the following web address for further details of the action box and how to use it. http://www.secretariat.uwa.edu.au/home/policies/commconst/effective_meetings/subsections/how_to_prepare_an_extract

(Details were emailed to Committee Executive Officers and FAOs on 3 July.)
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For information.

12. UNIVERSITY POLICIES WEBSITE

A reminder that University Policies are available through the University Policies website at [http://www.universitypolicies.uwa.edu.au/](http://www.universitypolicies.uwa.edu.au/) Please bookmark this site on your computer for easy reference.

For information.

13. OTHER BUSINESS