1. **UPDATE FROM ACADEMIC COUNCIL**

Sylvia Lang will provide an update on the Academic Council meeting held on Wednesday 5 March 2008.

2. **HANDBOOK ITEMS FOR DISCUSSION**

Valery Koay has asked that the attached items be discussed. Valerie will attend for the discussion.

3. **PROPOSED ESTABLISHMENT OF TRANSNATIONAL ENROLLMENTS WORKING GROUP**

The Faculty of Arts, Humanities and Social Sciences is proposing the establishment of a transnational working group that has an interest in improving transnational enrolments and admissions. The Faculty has explained that, working direct with SIMS, they have had success with the transnational enrolment process and have developed some guidelines. However they are seeking to further refine the process.

The short proposal is as follows:

**Proposal:** To create a Transnational Working Group, which includes representatives from all Faculties with cohorts of transnational students and other staff involved in the administration of transnational students. The aim of the Group will be to improve the experience of transnational students applying to and enrolling at UWA by increasing the clarity and consistency of the information available to transnational applicants/students about access to online enrolments, other student internet procedures (including online lectures) and general administrative information.

**Membership:** The suggested membership of the group includes representatives from:

(a) all Faculties with transnational students  
(b) The International Centre (Admission staff and Fees if applicable) 
(c) Student Administration (Admission, Enrolments & Fees as applicable) 
(d) SIMS Support Group (Student Connect, Enrolments & Admission)  
(e) Student Internet Support Office and; 
(f) WebCT.

**Rationale:** Currently faculties with a transnational cohort each liaise independently with Student Administration, the Student Internet Support Office, the International Centre (if applicable) and various other groups to set up procedures to enable their particular group of transnational students to obtain an internet account and to enrol online etc. A Transnational Working Group would provide a forum to discuss the procedures and information which are currently available to transnational students to ensure that they are consistent and clear for all transnational students and that they meet the needs of all areas involved in administration of transnational students. In addition, the group could act as a way of bringing together all Faculties with cohorts of transnational students and relevant central administrative areas to discuss general issues encountered with transnational student administration and to encourage best practice in transnational student recruitment and administration.

4. **WITHDRAWAL WITH ACADEMIC PENALTY**

As many members will be aware, Ms Anne Gilkes has undertaken a project to resolve the issue of establishing a final date for withdrawal with penalty. Following consultation with
FAOs and sub-Deans Anne has proposed that University General Rule 1.2.1.2 be amended by adding a new (4), (5) and (6) as set out below.

**Change of Enrolment—Addition of Unit**

1.2.1.2(1) Except as set out in (2), students who wish to add a unit to their enrolment must do so on or before the last day of the third week of instruction in the unit.

(2) In exceptional circumstances the faculty may permit a student to add a unit to their enrolment after the last day of the third week of instruction in the unit but in no circumstances will a student be permitted to add a unit to their enrolment after the Higher Education Support Act (HESA) census date for the unit.

**Change of Enrolment—Withdrawal from Unit**

(3) Students are not permitted to withdraw without academic penalty from a unit after the first University working day following the mid-point of instruction in the unit unless, in the opinion of the faculty, there are extreme mitigating circumstances.

(4) Students who withdraw in the period between the mid-point of instruction as set out in (3) and the last date of the teaching period are deemed to have failed the unit.

(5) Students are not permitted to withdraw from a unit after the last date of the teaching period for the unit unless, in the opinion of the faculty, there are extreme mitigating circumstances.

(6) For the purposes of these rules, the last date of the teaching period is the end date for the unit as recorded in the Student Information Management System.

5. **FACULTY AND COMMITTEE ITEMS FOR THE ATTENTION OF THE SECRETARIAT**

(The following item was also included with the items for noting distributed to the Group in February)

As a departure from previous practice, faculties and committees of the Academic Council/Board are now asked to provide only electronic extracts and attachments of items for the attention of the Secretariat. Hard copy extracts and attachments are no longer necessary. Please send extracts and relevant attachments to Lidia Cuoco (lidia.cuoco@uwa.edu.au) by the cut-off dates previously advised.

Faculties are asked to continue to provide a hard copy of their full agendas and minutes to the Secretariat.

If an item concerns proposed new legislation (rules, regulations, prize conditions etc) or a change to existing legislation, please provide the legislation as a separate document (marked up with track changes where changes are proposed). This same document can then be used (with amendments if necessary) as the item passes through the approval system and is finally submitted for publication on the web.

When using track changes to show proposed amendment to documents please use the strikethrough and underscore options rather than balloons to indicate changes. Balloons can be difficult to follow if there are substantial changes to a document. To remove balloons, go to Tools - Options – Track Changes – Balloons – Use Balloons - and click on “Never”.

For Noting.