MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP

A meeting of the FAO/Subdeans’ Group will be held on Friday 7 November 2008 in the Senate Room from 9.30am to 11.00am.

1. UPDATE FROM ACADEMIC COUNCIL

The Academic Council meeting scheduled for 5 November was cancelled. Trudi McGlade will provide an update on the circular sent to Academic Council members on 31 October, 2008.

2. INTERNATIONAL STUDENTS

Information for staff members who interact directly with international students

The Education Services for Overseas Students (ESOS) legislative framework is designed to ensure that Australia’s reputation for delivering quality education services is maintained and that the interests of international students are protected. Together with Australian immigration law, the ESOS framework also imposes visa related reporting requirements on both students and educational institutions.

International Students – recent All-Staff Email:

To help staff members who interact directly with international students have a better understanding of the obligations that students and the University have under the ESOS framework, the International Centre has created an information page at http://www.international.uwa.edu.au/staffnet/esos. The information includes:

* Basic student visa conditions
* The requirement for all advertising material to be checked for compliance
* Course progress requirements and the visa implications of failure
* Circumstances in which visas can be extended
* Mode of study
* Course changes
* Deferring, suspending or cancelling study, including approved leave
* Course credit
* Students under the age of 18

Any staff member seeking further clarification should contact David Norman, International Quality Assurance Officer, at david.norman@uwa.edu.au or ext.4694.

For noting.

3. COMMITTEE PERFORMANCE REVIEWS

Working Smarter Through Committees Recommendation 12 reads as follows:

<table>
<thead>
<tr>
<th>Recommendation 12: Review and Evaluation</th>
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<td>All committees are regularly reviewed to evaluate the performance of the committee and its members.</td>
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The implementation process agreed was:

(a) University Secretariat and IRU will establish a standard web-based survey instrument.
(b) (see: http://www.secretariat.uwa.edu.au/home/uwas_committee_system/other_committees_and_general_information?f=155823)
Executive Officers are to administer the survey at least once every two years.

Chairs are requested to discuss with each member at least once every two years the performance of the committee and the contribution of individual members.

Senate and Senate Committees and Academic Council and its subcommittees now undergo an annual performance survey. Please ensure that your Faculty Board and associated committees undergo a performance survey in accordance with this Recommendation.

For noting and action.

4. Processes for Changes to Admissions Systems for Overseas Qualifications

The following processes have been amended and are now available on the web.

- Process for Approving Overseas Qualifications for Entry to UWA
- Recognition of Sufficient Prerequisite Competency to Meet Course Entry Requirements
- Process for Approving Significant Changes to Current Admissions Systems for Students with Overseas Qualifications
- Changes to English Language Score Required

For noting.

5. 2009 ADMISSIONS – ENROLMENT PREPARATION

Wayne Betts, Manager, Admissions Centre, will speak to a paper he has prepared on the 2009 Admissions – Enrolment process. There will be opportunity for general discussion. There are some specific questions in the paper which Wayne would like advice on from this group.

Attachment – “ADMISSIONS EXERCISE 2009…”

For discussion.

6. RECORDS DISPOSAL AUTHORITY FOR STUDENT ADMINISTRATION RECORDS

Narelle Crichton, Information Audit Project Officer, Archives and Records Management Services will attend to speak about the disposal authority for student administration records and the UWA Records Disposal Authority which has been submitted to the State Records Office. She will explain what this means for members of this group.

The following email was recently circulated and is reproduced here for information:

“Archives and Records Management Services are pleased to announce that the draft University of Western Australia Records Disposal Authority (RDA) has been submitted to the State Records Office and is due for approval by the State Records Advisory Committee (SRAC) in early 2009.

This means that the following RDA has been superseded and therefore can no longer be used to destroy records:

Records Disposal Authority for Student Administration Records RD 2006015 (approved 2007)

As of 22 October 2008 do not, under circumstances, use this RDA to sentence your records. Use of a superseded RDA is considered illegal and may result in the imposition of penalties under the State Records Act, 2000.”
All areas of the University can continue to use existing General Disposal Authorities (GDAs) to sentence their administrative and housekeeping records. Currently, there are three GDAs available for use.

- **GDA for Human Resource Management Records RD199902**
- **GDA for Financial and Accounting Records RD2005010**
- **GDA for Administrative Records RD2003016**

As always consult the University Archivist before embarking on a disposal exercise. For more information about which authorities to use, contact the University Archivist, Maria Carvalho on ext 7234.

For more information on the progress of the approval of the UWA RDA RD2008061, contact the Information Audit Project Officer, Narelle Crichton on ext 8663 or visit the Information Audit webpage at [http://www.archives.uwa.edu.au/page/112981](http://www.archives.uwa.edu.au/page/112981).”

For information and discussion.

7. **SCHOLARSHIPS RANKING PROCESS**

Heather Williams, Senior Scholarships Officer, will attend to talk briefly about the ranking timetable for the current APA/UPA scholarships round. She will distribute copies of the Athena Ranking Instructions. Heather’s advice is timely as ranking begins next Monday.

For information and discussion.

8. **USE OF INDIVIDUAL INSTITUTION CODES FOR OVERSEAS INSTITUTIONS FOR ADVANCED STANDING**

Lisa Howard, Senior Systems Support Officer, SIMS, will attend to discuss the possible use of individual institution codes for overseas institutions for advanced standing.

There are currently a number of codes listed in SIMS for overseas institutions that are not used. This list was compiled from a list used in Human Resources. Lisa has checked both the ABS and DEEWR websites and neither currently have a list of codes that we could use, and the HR list appears to be an in-house list.

Our intention would be to just create a new institution code for any overseas institution that is not already listed in SIMS. This would just be the next number available in the list (starting from 6000 and filling in any numbers that haven’t already been used). My only concern with this is that at some point in the future ABS/DEEWR might start using the codes above 6000.

Attached is the list of institutions and codes already in SIMS. Some of these codes have already been used so there may be problems in changing these. (Some however may be incorrectly listed and may need to be changed.)

Attachment – “OSInstitutions.xls”

For discussion.

9. **APPEALS PROCESS**
The Pro Vice-Chancellor (Teaching and Learning) A/Professor Jane Long has asked that this matter be brought to this Group for advice.

The Appeals Process in the case where there is dissatisfaction with an assessment result and/or progress status provides that most students have two windows of opportunity for appeal on the same item: first, immediately after it is returned, and second, once the final mark for the unit is received. At a recent meeting of the Associate Deans (Teaching and Learning) this was raised as a matter of concern. Partly in view of complications arising from staff movements and the like, the question as to whether it was possible to reduce this to a single opportunity (i.e., to the period immediately after the assignment is returned, or in certain circumstances- when the mark for the assignment is actually provided to the student).

The Group is asked to consider this question.

For discussion and advice to the Pro Vice-Chancellor (Teaching and Learning).

10. ANY OTHER BUSINESS