1. **UPDATE FROM ACADEMIC COUNCIL**

- **International Agreements**
  Noted – student Exchange Agreement between UWA and Copenhagen Business School

- **UWA Research Training Centres**
  Reports received were noted. Also noted were a number of outstanding reports as at 8 May 2008.

- **Proposed Joint/Double-Badged PhD Programmes**
  Three programmes were noted.

- **Review of Minimum Grades – English Language Competence via The Singapore-Cambridge GCE A-Level Examination**
  Acceptance of a pass (Minimum grade E) in the Knowledge and Inquiry paper in the Singapore-Cambridge General Certificate of Education (Advanced Level) as providing evidence of English Language Competence for admission purposes approved.

- **MDHS – Pilot Programme for Under-Represented Schools**
  Outer-Metropolitan Pilot Programme endorsed with a quota for admission via the programme of six for the Bachelor of Medicine and Bachelor of Surgery and two for the Bachelor of Dental Science.

- **Minor Changes – (ALVA) – Master of Fine Arts by Research**
  Approved, subject to final drafting of the rules by the Legislative Committee.

- **Minor Changes including change of name – (AHSS/BGRS) – Master of Social Work by Thesis**
  Approved subject to final drafting of the rules by the Legislative Committee with recommendation to Senate re change of name of degree to Master of Advanced Social Work.

- **Minor Changes – (AHSS) – Language Units**
  Approved, subject to final drafting of the rules by the Legislative Committee.

- **Minor Changes – (Bus) Master of Professional Accounting**
  Approved in context of changes to master’s courses offered by the Faculty of Business, including adoption of 6-point unit standard, subject to final drafting of the rules by the Legislative Committee.

- **(MDHS/BGRS) – Proposal to offer MBBS, PhD to International Students**
  Approved and forwarded to Senate for noting.

- **Rescission – (AHSS) Bachelor of Social Work**
  Approved. (Bachelor of Social Work courses replaced by the Master of Social Work (by Coursework or by Coursework and Dissertation) approved at June Council.)

- **Rescission – (LPS) – Bachelor of Science Biomedical Genetics Programme via PSB Academy, Singapore**
  Approved. Noted that there were insufficient student numbers to make this programme viable.

- **New and Deleted Units for 2009**
  Entries from ECM, Bus, LPS, MDHS were approved.
• **MATH1050 Calculus C – Additional Assessment Opportunities**
  Given the high failure rate in this unit, it was agreed to provide supplementary assessment opportunities for all students who did not pass this unit on first attempt, with ten 2-hour workshops to be provided to these students prior to supplementary assessment. This process will be trialled to end of year when it will be reviewed. Noted that this was one of a suite of strategies to address the current failure rate.

• **Mature-Age Provisional Entry Scheme**
  This item was approved. Noted that the scheme would be reviewed at the end of year. It was also noted that students would be allowed to demonstrate English language competence in a number of ways, including by passing a text-rich unit, and that the progression rules of the relevant Faculty would apply to the cohort concerned. There was some discussion concerning administrative issues associated with the introduction of the scheme. Mary Carroll advised that a meeting would be convened to discuss these.

• **New course – (MDHS) - Master of Public Health Practice**
  Introduction of new course recommended to Senate. Rules approved subject to final drafting by the Legislative Committee.

• **New Course – (LPS) – Forensic Anthropology Programme within the Master of Forensic Science and Graduate Diploma in Forensic Science**
  Introduction of new Forensic Anthropology programme recommended to Senate. Rules approved subject to final drafting by the Legislative Committee.

• **Major Changes – (AHSS) – Proposal to introduce a requirement for a Major in the Bachelor of Letters**
  Approved, subject to final drafting of the rules by the Legislative Committee.

• **Major Change – (Bus) – proposal for major change to unit points for all Postgraduate Courses in the Faculty**
  This item was approved in conjunction with other proposals for changes to courses in the Faculty. It was noted that some changes were not in line with principles arising from Review of Course Structures Working Party on Postgraduate Coursework Programmes which had been endorsed by Academic Council in February 2008.

• **Major Change – (ECM/Law) – Proposal to include Mining Engineering Programme in combined BE, LLB course**
  Approved, subject to final drafting of the rules by the Legislative Committee.

• **Major Change – (LPS) – proposal for Applied Statistics Major to be made available in the Bachelor of Science**
  Approved, subject to final drafting of the rules by the Legislative Committee.

• **Major Change – LPS – Proposed changes to the Graduate Diploma in Science (Biological Arts) and Master of Science (Biological Arts)**
  Approved, subject to final drafting of the rules by the Legislative Committee.

• **Vice-Chancellor’s Report to Council**
  The Senior Deputy Vice-Chancellor commented on the involvement of senior University staff in discussions regarding reviews of the Higher Education sector and also noted the appointment of the new Dean of ECM who would be commencing in early 2009.

• **Reviews and Follow Up Reports**
  The Reviews of the School of Population Health and the Perth International Arts Festival were noted. In relation to the follow-up report for the Review of the School of Surgery and Pathology the Dean of the Faculty of Medicine, Dentistry and Health Sciences gave a brief outline of the reasons for the establishment of the School of Pathology and Laboratory Medicine which included revitalising the discipline and enhancing pathology student numbers.
• Supplementary Agenda Item – Student Equity and Access Initiatives
   A report from the Deputy Vice-Chancellor (Education) was noted.

2. PROSPECTIVE STUDENTS PAGE

Wayne Betts introduced this item. He explained that the website had been migrated to the University’s new visual identity in January 2008 and included information for international students. The web office currently had control of the site. Faculties would eventually be able to go in and update information about courses. Other information would be updated by Admissions (eg TERs) or the International Centre. It was hoped that ultimately information housed on the site would be linked to established information sources to provide consistency and avoid duplication of effort. The web office would produce a guide on updating. Certain aspects of content would be controlled eg tone, size of entries. The web office would arrange a training and information session. Wayne would be contacting faculties for the names of those with responsibility for updating undergraduate information on the site.

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

It was agreed that for the purpose of the PSB cohort, the final semester will be the final six months of the course.

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

It was noted that discussions concerning fees were continuing in relation to this proposal. Sylvia noted that she would be discussing the item with the Chair of the Academic Board.

5. INJURY OR ILLNESS DURING EXAMINATION

Harvey von Bergheim had written to FAOs and sub-Deans seeking input on a proposal that once the examination period had commenced if a student reported an injury or illness and therefore needed special examination requirements they must apply for a deferred examination. Also a member had asked whether there was any guidance about at what point deferral of an exam would no longer be considered in instances where a student leaves the examination venue due to illness.

Members were advised that the current practice was that students who became unwell during an examination and were unable to continue with the examination were required to report to the supervisor. They would then be escorted to the Medical Centre for assessment. (It had been suggested that a statement to this effect be read out prior to the examination.)

During discussion it was suggest that the important issue was not so much when the student left the examination room but what had been done by the student during the period that they were undertaking the examination. This could be a useful indicator as to the student’s fitness or otherwise at the time.

It was agreed that it would be difficult to formulate a rule that would apply in all circumstances and that individual cases would need to continue to be considered on their merits.

Harvey drew attention to the fact that students requiring disability access/support due to injuries sustained close to the examination period, ie car accidents, were not able to access the services of the Disability Office as at least two weeks notice of the need for special arrangements was required. Harvey undertook to pursue this matter with the Disability Office.

6. ARTICULATED COURSES: BARRIERS

Sylvia had asked the group for their views on the setting of barriers in articulated courses. The main issue of concern was that different cohorts of students (eg Graduate Certificate and
Master's students) undertaking the same group of units might be required to achieve at
different levels in order to be permitted to progress with their studies. There was concern that
this was inequitable. The group was advised that a situation of this kind had resulted in a
complaint from a student who had opted to enter the course for a lower award in an
articulated sequence of study and later had decided to proceed to a higher award in the
sequence. The student had originally been qualified to commence study for the higher award.
However, because he had first undertaken the course for the lower award and had failed to
achieve the minimum average mark required in that course to proceed to the higher award
course, he was unable to proceed to study for the higher award.

The group was informed that one faculty had tackled this issue by requiring all students to
undertake the graduate diploma before proceeding to the master’s. This option had proven to
be popular with international students. However, it was pointed out that a graduate diploma
was not an option for certain cohorts of international students who relied on sponsorship from
their government.

Sylvia advised the group that the intention was not to resolve the issue at the meeting,
particularly given the large number of items on the agenda, but to ask members to give some
though to it and how it might be tackled.

7. FC GRADE

Members noted 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 but had achieved an overall mark for the unit that was greater than 50%. A mark of
48% would be allocated to the grade.

8. WITHDRAWAL WITH ACADEMIC PENALTY

At the June meeting it had been 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 had been 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 had been 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 member suggested that the last day for withdrawal with penalty for non-standard semesters
should be the last day of instruction or two weeks from commencement of the course,
whichever is the longer period.

It was noted that amendments to the relevant University General Rule would be drafted and
brought back to the Group.

9. ELECTRONIC COMMUNICATION WITH STUDENTS AND STUDENT
DECLARATION

At the June meeting, following a request for information to be included for students enrolling
online concerning electronic communication arrangements for students, Harvey had tabled a
draft “Student Declaration for Online Enrolment” for consideration.

Members were advised that final wording for the declaration was under consideration and
would be provided to members in due course.
10. CONTINUING EDUCATION UNITS CAPTURED IN TRIM

Members recalled that, at the last meeting of the Group, Jane Emberson had raised 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 reported that Archives and Records Management Services had confirmed that these records are held by UWA Extension and that discussions are underway concerning capturing these in TRIM in future.

11. ACTION BOXES FOR MINUTE EXTRACTS

Some members voiced concerns that the extract boxes would create more work and were a duplication of information, especially where no action other than noting was required. The proposal was that, in instances where items were for noting only, copies of the extracts would be emailed to the relevant persons with a hard copy sent to Records for filing (noting that copy extracts have been emailed). While it was appreciated that some members were sufficiently aware of matters going through Council/Board, it was noted that others preferred to be sent copy extracts. Sylvia noted that it was ‘best practice’ to ensure that information is distributed to all parties.

Elizabeth Oliver requested that some examples of completed extract boxes be provided on the website. Sylvia will arrange for same.

12. UNIVERSITY POLICIES WEBSITE

Members were reminded that University Policies are available through the University Policies website at http://www.universitypolicies.uwa.edu.au/

Sylvia noted that Jannette Barrett has been working on the policy template in response to feedback with a view to making it more ‘user friendly’. Sylvia also noted that proposed Stage 2 of the Policies Project would be to capture Faculty policies.

13. OTHER BUSINESS

(i) STUDENTS DEFACING EXAMINATION PAPERS

A member brought up a recent situation where a student had defaced examination papers with offensive graphics and writing, and asked if there was a policy to discipline students in these situations. Sylvia advised that there were a number of documents that set out the standards of behaviour expected/required of students (eg The University of Western Australia Lands By-Laws, Charter of Student Rights and Responsibilities, Regulations made under Statute 17) and penalties that could be applied where students’ behaviour was found to be inappropriate. There was a general principle that students should respect the rights of other students and of staff and visitors. This could include the right not to be exposed to material that they found offensive. It was acknowledged that what constituted offensive material was not always clear-cut.

(ii) EXAM REGISTER

Harvey drew attention to the fact that, although the number of students enrolled at the University had increased, the time available for academic staff to submit marks had not. There had been a suggestion that an additional three or four days would ease the situation.

A member suggested that some thought should be given to the amount and kind of assessment that was carried out at the University. Could exams be shorter, for example?