Sylvia Lang welcomed visitors to the meeting: Valerie Koay (Publications) and Sonja Bauk (SIMS), as well as new members: Marjory Harvey (Business), Lisa Gorey (Business), Bianca Howells (ALVA), and Stuart Broadfoot (AHSS).

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang provided an update on the Academic Council meeting held on Wednesday 5 March 2008:

(i) **International Agreements** the following were noted
- Student Exchange Agreement between The University of Western Australia and the Indian Institute of Technology, Delhi
- Student Exchange Agreement between The University of Western Australia and Queen’s University, Kingston, Ontario Canada

(ii) **Discipline Groups** the following Discipline Chairs for 2008 (ALVA) were noted:
- Mr Nigel Westbrook (Architecture)
- Ms Tina Sack (Landscape Architecture)
- Associate Professor Ian McLean (Visual Arts)

(iii) **Approval and Review of Transnational Programs: Proposed Update to Documents in Response to AUQA Recommendations**
Academic Council had approved a number of documents updated by the International Centre relating to the approval and review of transnational programs. A summary of the change prepared by Mr Dave Norman, International Centre, is attached.

Most recommendations of the Working Party had been accepted as proposed. Recommendations 7 and 10 had been modified as shown below. Comment on Recommendations 9 and 15 was brought to members’ attention as shown below:

- **Recommendation 7** – modified to reflect that teaching workload calculations should give due consideration to work required to cover students’ English language difficulties (irrespective of whether students from non English language backgrounds or not).

- **Recommendation 9** – concern that many staff not aware of current polices. This item to be brought back to Academic Council for consideration of the value of conducting periodic audits of awareness and adoption of Academic Board/Council resolutions.

- **Recommendation 10** – This recommendation to be amended to indicate that staff have responsibility for identifying students who are having problems with English Language and for advising where they can find the appropriate support/assistance.

- **Recommendation 15** – Noted that extensive work had already been done, penalties for plagiarism had been reviewed and area would be monitored in accordance with University guidelines.

(v) **New Course – ECM – Master of Energy Systems Engineering, Graduate Diploma in Energy Systems Engineering and Graduate Certificate in Energy Systems Engineering**
The current Master of Engineering (Energy Systems Management) is being renamed and a related Graduate Certificate and Diploma have been introduced providing entry and exit points. This item was accepted by Council. Courses to be introduced immediately.
Transnational Agreement: Proposal to offer Postgraduate Coursework Units in Population Health through PSB Academic in Singapore
This intensive short-course mode of four existing units in Population Health is currently taught in Perth and proposed to be offered through PSB, Singapore. It is envisaged that the course will be attractive to international and eastern-states students. This item was accepted by Council.

2. HANDBOOK ITEMS FOR DISCUSSION

A number of items were addressed by Valerie Koay as follows:

(i) Listing of Unit availability in the Rules
It was agreed that the listing of unit availability in the Rules be available in both the Undergraduate and Postgraduate Handbooks.

(ii) Confusion in versions of updated Rules
Valerie advised concerns that previously the incorrect ‘final’ versions of updated Rules had been submitted to Publications and requested that all ‘final’ versions from Faculties have in the file name “faculty final” and ‘final’ versions coming from the Legislative Office have “leg final” in the file name.

(iii) New field for name of Course Co-ordinator
It was noted that this field is relevant for postgraduate course entries but would not normally be for undergraduate courses.

(iv) Collection of data for Schedules (dates and charges)
A request that Publications collate data directly was approved. Final proofs will come to the Academic Secretariat.

(v) Final checking of Handbook proofs
It was confirmed that faculties had responsibility for coordinating checking of handbook proofs by schools as appropriate.

(vi) Merging of descriptions of full-time and part-time units
Noted

(vii) Listing of units in unit tables in the Rules
It was noted that the re-ordering of lists of units in rules by Publications software was causing concern to Faculties. A request was made that Valerie ascertain whether it was possible for the Publications software to retain unit listing as provided by the Faculties via the Legislative Committee. Valerie to report back.

(viii) Updating of Rules Documents
Valerie reminded members not to use the Header and Footer facility in Word when updating Rules documents. Members were also asked not to use automatic numbering.

(ix) Copy and Paste errors
Members were asked to check when ‘copying and pasting’ that the material being copied is correct.

(x) Adding a course template for every new course
Members were reminded that a new course template must be added for every new course submitted to Publications.

(xi) The way Prerequisites are written
There were some concerns about the format of prerequisite requirements in unit descriptions. Of particular concern were those where prerequisites prior to a certain
date were different to those after that date. It was agreed that Valerie circulate to Faculties for feedback some examples of how these might be written.

3. PROPOSED ESTABLISHMENT OF TRANSNATIONAL ENROLMENTS 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.

Having dealt with transnational enrolments in the past and being aware of issues in this area, Elizabeth Oliver proposed to set up a working party to investigate and implement best practice to manage transnational enrolments. It was noted that there are currently approximately 3,000 transnational enrolments.

There was agreement that the working party be set up and Elizabeth asked that each Faculty with transnational students nominate a representative by email to Elizabeth ASAP. It was noted that there is a review of transnational programs currently taking place.

Elizabeth to report back to the group in due course.

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.

Sylvia noted that Anne Gilkes has been working on this project and had provided the above proposal for consideration. It was noted that Anne was unavailable to attend the meeting.

There was discussion of ‘end date’. The group was advised that there was inconsistency of approach on this for non-standard semesters and that the end date may or may not include the assessment period. Sylvia Lang confirmed that, when surveyed, the general consensus of faculties had been that they did not wish students to be able to withdraw in the assessment period.

It was noted also that adjustments may need to be made to the existing rule in light of the proposed amendments. This would be done via the Legislative Committee.

Sylvia agreed to discuss this matter further with Anne Gilkes and bring it back to the Committee.

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”.

Noted.

6. Other Business

(i) **Prospective Students Page**
Questions were raised concerning the prospective students pages regarding courses and areas of study. Members queried who was responsible for the information on the pages, how often they were updated, where information was drawn from and whether faculties were alerted that there was a requirement to ensure that information was up to date. There appeared to be no standard approach to the kind of information that might be provided in relation to a course or subject area. Terminology used was different to the standard. It was agreed that Sylvia Lang pursue these matters.

(ii) **Student Learning Entitlement (SLE)**
Jan Dunphy asked what would happen if a student had used up their SLE (eg a student in the Graduate-entry MBBS) and had not yet completed all requirements of the course. It was agreed that Anthony Turner would pursue this matter with the Director of Planning Services, Mr Rob McCormack, and report back in due course.

(iii) **UWA Extension – recording of results on Academic Transcript**
Paul Lloyd queried whether members agreed to the notion that units completed through UWA Extension should be recorded on academic transcripts. It was noted that students often required an official document showing Extension units completed for work/registration requirements.

There were some concerns, such as: what format might be adopted; whether the Extension units should be listed on a separate page to “for degree” details; whether the student could indicate whether or not he/she would like the units included on their academic transcript.

It was agreed that if the standard became to record units completed through Extension students would have to be advised in advance that this would occur.

Sylvia to investigate further and provide information at next meeting.

There being no further business, the meeting closed at 11am.
Transnational Programme Approval: summary of major changes

1. Approval Process

Sign off by Human Resources and Financial Services has been added to the approval process, at the request of the Directors of those sections.

2. New Programme Proposal

- Legislation and Industry Standards
  UWA has agreed to comply with the requirements of the AVCC Code, which says that transnational programmes should meet the intent of the legislation which covers onshore programmes. The proposal now lists this legislation and requires communication of the requirements to the partner, which can be achieved by giving them a handout which the International Centre has created.

- Partner Selection and Management
  A due diligence report should now form part of the proposal.

- Academic Guidelines
  The proposal should state whether UWA or the partner is responsible for obtaining and maintaining offshore and internal accreditation.

- Student Experience Guidelines
  The AVCC Code commits us to administering refunds of fees in a way that is consistent with UWA and AVCC refund policies for international students. The AVCC Code commits us to meeting the ESOS Act and National Code requirements for agent training and monitoring. If agents are to be used to recruit students, the International Centre should be consulted.

- Business Model
  A written marketing plan and risk management plan are now requested, whereas previously the school/faculty was just required to consider these issues.

- Administration Guidelines
  The school/faculty is now asked what student administration guidelines will be issued to the partner.

- Staffing
  If non-UWA staff are involved in the delivery of the programme, clarification is sought of who their employer is, and what employment legislation applies. The school/faculty is now asked to explain how induction, staff assessment and performance management of Perth-based and local staff will be managed.

3. Proforma for Review of Transnational Programmes

Sections covering administrative issues, staffing issues and lessons learned have been added.

4. Proforma Transnational Agreement

Legal Services reviewed the proforma agreement and confirmed that there was no need to include terrorism in the definition of force majeure. They also clarified that there was no need to change the insurance cover requirement in 6.1(e), as UWA equipment offshore would be covered by our own insurance.