1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang provided the following update on the Academic Council meeting of 4 July:

- **Major changes to Psychology Majors**
  These were approved.

- **New Proposal – Master of Physical Science**
  This new course was approved subject to the exit diploma being the Graduate Diploma in Physical Sciences and clarification that honours did not directly articulate with master’s (although it provided a progression pathway).

- **New University Policy on Undergraduate Degrees**
  This new policy was approved, the policy reflects University decisions made about the structure of undergraduate courses in NC2012.

- **New University Policy on Diplomas**
  This new policy on diplomas (undergraduate units to the value of 48 points comprising a major available within one of the new undergraduate degree courses) was approved, noting that the “Advanced Diplomas” relate specifically to Aboriginal and Torres Strait Islander intake.

- **New Proposal – Master of Professional Engineering**
  This new course was approved; appreciation of the extensive work carried out by the Faculty in the development of this new course was noted.

- **New Proposal – Juris Doctor**
  This new course was approved.

- **New Proposal – Doctor of Podiatric Medicine**
  This ‘extended Masters’ was approved, noting that the use of “Doctor” in the title from 2014 is subject to approval by AQFC. The University was actively pursuing this matter with the support of relevant professional bodies.

- **New Proposal – Advanced Diploma in Medical and Aboriginal Health Sciences**
  This advanced diploma was approved, it was noted that this level 6 sub-degree qualification provides a pathway to medicine for Aboriginal and Torres Strait Islander students. Students who achieved at the appropriate level would have direct entry into the MD course.

The Academic Council agenda is available at the following link:
http://committees.intranet.uwa.edu.au/acaboard/academic_council_from_2010/agendas/2012/4_july

2. APPEALS REGULATIONS – UPDATE – Ref F198

Members noted that consequential and administrative changes to the Appeals Process where there is Dissatisfaction with an Assessment Result and/or Progress Status have been made to take account of administrative arrangements for new undergraduate courses approved by Academic Council in September 2011 and to reflect the provisions of the University Policy on Special Consideration introduced in 2011. The opportunity has also been taken to update references within the document and to include an index to assist navigation.

Members also noted that the updated Process (now called Appeals Process in the Case where there is dissatisfaction with an assessment result, outcome of an application for special consideration and/or progress status) is now available at:
http://calendar.publishing.uwa.edu.au/latest/partd/appeals

The following new provisions have been included in the Process:

1) For appeals at the level of the Dean in the case of students enrolled in a new undergraduate course (bachelor’s or graduate entry diploma):

   a) the dean of the faculty offering the unit concerned deals with the following:

      i) appeals against academic assessment;

      ii) appeals against the application of scaling or other adjustment systems; and

      iii) appeals against non-adherence to the Assessment Mechanism Statement; and
(b) the dean of the faculty to which the student has been assigned deals with
appeals against the outcome of an application for special consideration.  
(See new Regulation 24A for details)
(2) The chair of the relevant board of studies is the first level of appeal against
progress status in the case of a student enrolled in a new undergraduate
course. (See Regulation 27)
(3) Appeals at the level of the dean or chair of the board of studies in the
 case of a student enrolled in a new undergraduate course are submitted at
the student office of the faculty to which the student has been assigned for
onward transmission to the relevant dean or chair of the relevant board of
studies. (See Regulation 23)
(4) Faculty appeals committees have been renamed first tier appeals
committees and will deal with appeals from all students in undergraduate
courses and all students in postgraduate courses other than those
administered by the Board of the Graduate Research School. (See
Regulation 31)
(5) University appeals committees will also be known as second tier appeals
committees. (See Regulation 45)

It was noted that the changes have been made as an interim measure only and that a
thorough review of appeals and complaints policy and procedure will be undertaken with the
aim of streamlining and simplifying these.

Sylvia provided a PowerPoint presentation (Attachment A) outlining the following:

- the updated regulations includes an index, at the request of the Director of Student
  Services. It was noted that while the index does not translate ideally to the web
  environment it provides a useful addition to the regulations
- flowcharts have been updated
- reference to relevant policies with a link to the University Policies site have been
  included
- the Regulations have been amended slightly so that all appeals against Special
  Consideration are dealt with via this appeal process
- there is consideration of the role of the Boards of Studies (progress status only)
- the appeal committees are now called First Tier (formerly Faculty) and Second Tier
  (University Level)
- the Appeal form is currently under review (Executive Officer’s Note: Now available)
- the amended Regulations clarify which Dean manages the appeal in the different
circumstances:
  o for pre-NC2012 undergraduate courses, and postgraduate courses, the Dean
    of the faculty administering the course
  o for NC2012 undergraduate courses, the Dean of the faculty offering the unit
  o appeals against Special Consideration - these should be lodged with the
    Faculty Student Office of the Faculty to which the student has been assigned
    for consideration by the Dean of that Faculty
- it was noted that the Guild had identified a need for more thorough understanding of
  the appeal process below the Dean level. Sylvia asked members to do what they
could to inform relevant staff at that level
- members were reminded that appeals against the outcome of requests to extend time
  limits for an appeal at any level were currently dealt with by the Pro Vice-Chancellor
  (Education) whose decision was final within the University
- the updated Regulations were applicable pending the outcome of the review of policy
  and procedures pertaining to appeals

3. CREDIT FOR BROADENING UNITS – DRAFT PAPER

Members were reminded that the question of recording credit for broadening units was raised
at a recent FAO/Sub-Deans meeting. Attached for discussion and feedback was a paper
prepared by Mary Carroll (Associate Director Student Services), Larissa Stone (Business
Analyst Student Services) and Jon Stubbs (Director Student Services) proposing a process
for dealing with credit for broadening units. Mary Carroll spoke to this item requesting any
feedback on the attached paper.
A member from Business suggested the following amendments:

- include an 18 point code
- add a level 3 Category B broadening unit

Mary noted that a revised paper including the suggested changes will be circulated to members shortly. It is envisaged to have this process available for 2013.

4. ENROLMENT IN LANGUAGE UNITS IN NEW COURSES

Members noted that, generally, students commence language units in the first semester (odd numbered) unit. In the pre-2012 courses, students, with the permission of language conveners, were permitted to enrol in the semester two unit (even numbered). As a result individual course pathways were created for these students.

Members were asked to consider how best to accommodate students commencing mid-year who want to complete language units, either as part of a major or as broadening/elective units.

After some discussion members agreed that the best way forward would be to not accept mid-year entry to language units unless the student had previous studies elsewhere which would qualify as ‘advanced standing’ to cover the semester 1 unit; it was noted that the current system does not cater for mid-year enrolment in language units.

5. UNIVERSITY POLICY ON SPECIAL CONSIDERATION – F25751

Members were invited to provide feedback on the operation of the University Policy on Special Consideration in particular as it relates to adjustment of marks. A member from Arts noted that a recent incident had resulted in a member of academic staff complaining about marks being adjusted by administrative staff resulting from Special Consideration applications. Members noted however, this process was well accepted by other faculties. It was pointed out that adjustment of marks for reasons of special consideration was not a questioning of the academic judgement of academic members of staff.

Sylvia asked members if it would be appropriate to have a set of standard ‘good practice’ letters associated with outcomes of special consideration.

Sylvia asked members if their faculties had experienced a recent increase in Special Consideration applications. Most noted that there had been a substantial increase (Business noted that it had received 600 applications where previously approximately 250-300 were received). It was noted that this increase was due largely to applications for extension being processed via the special consideration policy.

A member raised the issue of special consideration for students who chose to sit an exam but submitted a special consideration form. Members were reminded that adjustment of marks could occur only in very limited circumstances. One criterion that must be met was that the student’s circumstances must be ranked as severe. This might be seem difficult to reconcile with the fact that the student chose to attend the examination however there were undoubtedly instances where students who sat examinations could qualify for adjustment of marks. Requests would have to be considered on a case by case basis.

Harvey suggested that the Special Consideration form include a note clarifying that students who attend and complete an examination would not normally be eligible to sit a deferred examination.

It was also suggested that the ‘outcome codes’ should be reviewed on the special consideration form. In particular the ‘adjust mark’ option should be less prominent.

Sylvia advised members that Academic Council had approved a review of the Special Consideration policy in 2012.

6. OTHER BUSINESS

- Harvey provided members with Transfer forms and Completion Registers, requesting completion and return ASAP.
- Harvey noted that examination results would be released evening of Friday 13 July, and that there were approximately 3,000 students with outstanding fees who would not be receiving their results.
A member from Science noted that the Honours rules for NC2012 do not contain sufficient information regarding admission. Sylvia noted that there was some clarification in the University Policy on Honours Award available at the following link http://www.universitypolicies.uwa.edu.au/search?method=document&id=UP07%2F123. Members agreed it would be appropriate to reword the policy on admission so that currency of knowledge would normally be indicated by the student having completed the relevant undergraduate major no more than five years previously.
Appeals Regulations 2012 Updates


What has changed?

• Index included to assist navigation
• Updated flowcharts
• Reference to applicable policies included
• Provision for appeal against outcome of a request for special consideration included

What has changed?

• Process takes account of existence of boards of studies for new undergraduate degrees
• Replacement of faculty appeals committee with first tier appeals committee
• University Appeals Committee also called second tier appeals committee
• Revised appeal form
• Clarification of “which dean” to deal with appeal
Which dean?

Pre-2012 undergraduate course, and postgraduate courses –
• dean of the faculty administering the course or,
• in the case of a combined course, dean of the faculty administering the course corresponding to the degree component

Which dean?

New undergraduate degree
• dean of the faculty offering the unit deals with -
  • appeals against academic assessment;
  • appeals against the application of scaling or other adjustment systems; and
  • appeals against non-adherence to the Assessment Mechanism Statement.

Which dean?

New undergraduate degree
• dean of the faculty to which the student has been assigned deals with appeals against the outcome of an application for special consideration.
Role of chair of board of studies

- The chair of the board of studies is the first level of appeal for an appeal against progress status in the case of a student enrolled in a new undergraduate degree course
- If the progress status has been assigned by the Board of Examiners of the Boards of Studies, the appeal will be referred to the SDVC or nominee

Important facts about appeals

- Time limits
  - 20 University working days at first level
  - 12 University working days at each subsequent level
- Students may ask for an extension of deadline in exceptional circumstances - providing appropriate justification (Regulation 13)
- Appeal to the Pro Vice-Chancellor (Education) against a decision not to extend a deadline

Important facts about appeals

- Students can ask for their assignment/exam script to be compared with that of another student who has achieved a higher grade (Regulation 7)
- Students can challenge academic judgement at school level
- Beyond school level students have to show that the process that led to the disputed academic judgement was not fair in their case.
Important facts about appeals

• Where the process of assessment is shown to have been fair in an individual case, a school assessment must not be changed as a result of an appeal to a dean or an appeals committee (Regulation 9)

???. Any Questions ???