FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP MEETING

A meeting of the FAO/Subdean’s Group will take place from 9.30 to 11.00am on Friday 3 November 2006 in the Senate Room

AGENDA

1. POSTGRADUATE APPLICATION FORMS

Two draft Postgraduate Application form documents are attached to this agenda (“PostGradApplicationFormPG-AP1draft.pdf” and “PostGradApplicationSupplementary ResearchForm PG-AP2draft.pdf) to FAOs for their approval. The document "PG-AP1” is for all applicants to complete, and the “PG-AP2” form is an additional form for applicants whose degrees will have some research content. The forms have been created by a working party led by Jannette Barrett.

It is envisaged that the forms would be printed individually for each Faculty, to capture their contact details and any specific requirements, as on the current forms.

Jannette Barrett will speak to this item. John Murray will attend for this item.

2. UPDATE ON ACADEMIC COUNCIL

3. FEEDBACK ON THE GUILD’S PAPER ON SPECIAL CONSIDERATION

As you will be aware this group was asked to ensure that feedback from the faculties was channelled to the Assessment Standing Committee who have now set up a working group to consider the matter of special consideration.

Attached to the agenda for our October meeting was a paper compiling feedback received to 19 September. I have since received further feedback and have compiled this and sent it off for inclusion in the process. For your information a paper entitled "Guild Paper on Special Consideration - Feedback (No. 2)” is attached (“Feedback No.2”).

Please send any further feedback to me ASAP in order that it may be included. The first meeting of the group will be held on 7 November 2006.

For noting.

4. WORKING SMARTER THROUGH COMMITTEES IMPLEMENTATION

You will recall that the Senior Deputy Vice-Chancellor wrote to you in February this year enclosing a summary chart of required actions when implementing the recommendations.

This summary chart is attached for your information (WorkingSmartRequiredAction.rtf).

Please check the required actions and ensure that these have been completed for your committee(s). If you have any questions, please get in touch with Trudi McGlade.

For noting.

5. DELEGATION OF A DEANS’ DUTIES AND RESPONSIBILITIES

Academic Board by R63/06 approved the delegation of a dean's duties and responsibilities. There is a
requirement to report such delegations to the Chair of the Board, the Senior Deputy Vice-Chancellor and the Senate.

How to do this can be found at: http://www.secretariat.uwa.edu.au/home/university_governance_and_structure/governance under "Delegation of a Dean's Duties and Responsibilities".

For Noting.

6. COURSE CHECKLISTS

The new course and major change checklists (http://www.secretariat.uwa.edu.au/page/21356) have been revised. The revisions are:

- to include a requirement to state the delivery mode, (ie internal, external, on-line only, multi-mode);
- to include a requirement for the International Centre to sign off on transnational (offshore) courses as well as for those courses open to international students studying in Australia.

For Noting.

7. ACCEPTANCE OF SCHOLARSHIP CONDITIONS

It has become apparent that faculties (and the Scholarships Office) have different practices when notifying scholarship recipients of the conditions attached to their scholarship. It is suggested that two copies of the conditions for the scholarship be sent to the recipient with a request that they sign and return one copy to indicate acceptance - a line as follows can be included at the bottom of the conditions:

"I have read, understood, and accept the conditions for this scholarship as set out above. Signed________________ Date ______________"

This will be similar to the advice on postgraduate fees sent to students.

For your information scholarship conditions can be found at: http://spe.publishing.uwa.edu.au/

For noting and implementation when scholarship conditions are sent out to recipients.

8. CHECKING PROGRESS MID-YEAR

This must now be put back on the agenda primarily because of two issues:

The National Code in relation to International Students (a draft of which was introduced to this group earlier this year) now provides that course progress must be assessed at the end of each study period. See attached extract from the National Code ("Standard10-MonitoringCourseProgress.doc).

Many of our scholarship conditions provide for the second instalment of a scholarship to be paid in the second semester depending on satisfactory progress being made in the first semester.

Sylvia Lang has agreed to convene a working group to consider this issue. You are asked to consider nominating for membership of this group.
We will need to determine how to handle the requirements of the National Code for 2007 and beyond. For discussion and formation of a working group to consider this issue.

9. ANY OTHER BUSINESS