NOTES

1. **UPDATE ON ACADEMIC COUNCIL (4 October 2006)**
   
   Trudi noted that all listed items went through the last Council meeting with no matters being raised that were of interest to this group.

2. **FEEDBACK ON THE GUILD’S PAPER ON SPECIAL CONSIDERATION**
   
   Trudi requested any Faculties wishing to provide feedback on this paper should forward an extract of their Faculty minutes to her for transmission to the Assessment Standing Committee. The Assessment Standing Committee is setting up a working party to further consider the matter. The working party will report to the Teaching and Learning Committee in due course.

3. **DELEGATIONS**
   
   Trudi requested members to check their Faculty Governance documents to ensure that they matched information contained in the Delegations site.

   Members were reminded that any changes to their Faculty Governance documentation should be endorsed by Faculty Board and processed via Academic Board and the Legislative Committee.

   Any request for changes to the Delegations site should be emailed to Trudi.

4. **SUBMITTING MATERIALS TO THE LEGISLATIVE COMMITTEE**
   
   Trudi reminded members that any items submitted to the Legislative Committee should be forwarded as both:

   (i) a hard copy of the minute extract and relevant attachments forwarded to the University Secretariat; and
   (ii) an electronic copy of the attachment emailed to Christine Bapty Christine.bapty@uwa.edu.au

5. **POSTGRADUATE FEES ADVICE TO ACCOMPANY AUTHORITY TO ENROL**
   
   Some discussion took place on this document during which the following points were made:

   - The title of this document was inappropriate as it did not always accompany the Authority to Enrol.
   - There was a mixture of first and third person in the document – it was agreed that the Secretariat would review the document and amend appropriately.
   - It was suggested that a statement be included so that students enrolling in RTS courses where there was a potential exit with a lesser qualification for which fees would be
charged were advised that they would have to pay fees if they took out the lesser qualification.

Subsequent to the meeting it was discovered that the document did not reflect the policy as updated in 2005. Planning and Budget Committee had resolved by R32/05 that the following be included in the Policy on Fees for Domestic Students in Postgraduate Courses:

Subject to annual increases in accordance with Consumer Price Index (CPI) changes, fees for all students enrolling in a postgraduate fee-paying course for the first time from 2006 are fixed for the duration of the course, as long as the student’s enrolment has not been discontinued.

This means that faculties may only increase the cohort fee each year by the CPI.

The document has now been revised. It now draws extracts from the associated policy rather than paraphrasing. It is available on the www at (http://www.secretariat.uwa.edu.au/home/policies/fees) and is attached for your convenience.

6. DRAFT LETTER TO STUDENTS WITH AN UNSATISFACTORY PROGRESS STATUS–2006

There was some discussion with regard to the wording of the letter. Suggested amendments were submitted to Tania Aquino who will incorporate the changes and forward to Jannette Barrett for final checking. The letter will then be submitted to Student Administration for dissemination.

7. ONLINE UNIT CHANGES – DISCUSSION PAPER

Anthony Turner led the discussion regarding the availability of student access to online changes to unit enrolment (Undergraduate). Two options were considered:

(i) students have access to online changes to unit enrolment from end January (Monday 29 January 2007) for one (or possibly two) weeks, allowing faculties to better manage peak periods during January and February; or

(ii) students have ongoing access to online changes to unit enrolment.

Both options were discussed with consideration given to there being no representation at the meeting from both Medicine and Architecture. After some discussion it was generally agreed to trial option 1 for semester 1, 2007 and to reconsider the options prior to commencement of Semester 2.

It was noted that students experiencing problems outside the ‘access period’ will be able to contact Student Administration.

Harvey advised that a notice will be placed on Student Connect advising students when online access will be available.

It was noted that postgraduate students will have ongoing access to online changes to unit enrolment.
8. ANY OTHER BUSINESS

(i) FAO/Subdeans Group Agenda/Notes now available on the web

Trudi advised that this group’s agenda and notes are now available on the web at the FAO website: http://www.fao.uwa.edu.au/fao__sub_deans_meeting_dates_and_notes

Trudi thanked Jannette Barrett for setting up the page.

Agenda and notes will continue to be emailed to members as usual.

(ii) HACKETT FOUNDATION ALUMNI HONOURS SCHOLARSHIPS (Working Title)

The Vice-Chancellor has indicated that he wishes to see Hackett Honours Scholarships to be awarded to one student in each faculty set up. Draft conditions had been prepared Lesley Maloney from the Office of Development; Heather Williams spoke in Lesley’s absence.

It is envisaged to have the scholarships available for 2007. The Scholarships are awarded on academic achievement and are aimed at encouraging students to pursue an Honours degree. For efficiency and in the hope that the scholarship is available for 2007, one set of scholarship conditions is being formulated to be applied across all the faculties.

There were some concerns that the scholarship conditions needed to be addressed further for fairness across the faculties. Others voiced concerns with the wording of the scholarship and that it needed to include a provision that the scholarship could not be held concurrently with another scholarship.

It was noted that the selection process for the scholarship would be managed by the faculties with the finances being managed by the Scholarships Office.

It was generally agreed that there was a need to move quickly. It was agreed that the scholarships would be established under one set of conditions by Academic Board with final drafting by the Legislative Committee. Each Faculty would note the establishment on their Faculty’s agenda.

It will be possible to review the scholarship scheme post implementation.

(iii) Scholarships Template

A request was made that advice on taxation implications where there are requirements on scholarships recipients to undertake future work for the donor be included in the scholarships template. This is already underway.

(iv) Working Party on Approved Leave

At the September meeting of this group it was agreed to set up a working party to consider Approved Leave. Jane Emberson expressed an interest in being part of this group but her name was inadvertently omitted from the notes of that meeting. The group meets later this month and will report back to this group in due course.

11.10.2006