NOTES FROM A MEETING OF THE
FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP
HELD 9:30AM FRIDAY 3 NOVEMBER 2006 IN THE SENATE ROOM

1. POSTGRADUATE APPLICATION FORMS
Janette Barrett spoke to this item. Janette explained that a working party had considered the following two concerns when revising the Postgraduate Application form:

(1) to provide a generic application form, with a research supplement (so students do not complete the incorrect form);
(2) to streamline the educational questions ie. seven questions have been condensed to one.

While the revised application retains the information and requirements of the original form, the revised form has been streamlined, while still capturing all Callista data, to a more refined format.

Janette said that feedback to date has been positive and asked the group for their comments.

John Murray asked that any feedback should be forwarded to Virginia Skipworth by Friday 10 November.

There was a request that printed copies (colour) be made available to the Faculties. It was agreed that each Faculty print their own copies and that minimal quantities should be printed to ensure that up to date copies from the web were available.

2. UPDATE ON ACADEMIC COUNCIL
Trudi noted the following items had been processed through the Academic Council meeting held 1 November:

(1) International Agreement: Student Exchange Agreement with the Faculty of Arts, Humanities and Social Sciences and University of Rouen;
(2) Ungraded Passes and Fails;
(3) GCE A-Level and other Overseas School-Leaver Applicants With Group 1;
(4) Academic Year Dates – (confirmed dates for 2009, tentative dates for 2011);
(5) Reviews (Governance Services, School of Civil and Resource Engineering);
(6) Admission Ad Eundem Gradum under Statute No.3 – the UWA Medical School in 2007 is preparing to celebrate the 50th anniversary in 2007. The Faculty wishes to recognise those who have studied at UWA in the early years of the Medical School who were not awarded degrees of this University. It is suggested that they be admitted to the degree of MBBS of this University ad eundem gradum under Statute 3. The matter has been forwarded to the Senate for consideration;
(7) Proposal for New Course - Faculty of Arts, Humanities and Social Sciences - Doctor of Musical Arts (DMusA).

3. FEEDBACK ON THE GUILD’S PAPER ON SPECIAL CONSIDERATION
Trudi noted that some faculties had not yet responded. Any feedback should be provided in time for the next meeting of the Assessment Standing Committee on Tuesday 7 November.

(Those faculties who have not provided feedback are requested to do so asap.)
4. WORKING SMARTER THROUGH COMMITTEES – IMPLEMENTATION

For noting, any questions should be directed to Trudi.

5. DELEGATION OF A DEANS’ DUTIES AND RESPONSIBILITIES

Noted.

6. COURSE CHECKLISTS

Trudi noted that the Checklists have been updated to include:

1. delivery mode;
2. International Centre sign-off on transnational (offshore) courses.

Trudi noted that “external” does not mean “offshore” and care should be taken to distinguish between the two when completing the checklists.

Following a query, it was noted that new courses can and have been offered internationally during the first year of availability. It has been the practice not to offer new collaborative courses in the first year of availability.

7. ACCEPTANCE OF SCHOLARSHIP CONDITIONS

Officers should not assume that a student has accepted the conditions of a scholarship on application. It is recommended that the “Acceptance of Scholarship Conditions” should be signed by all scholarship students as a matter of course.

Felicia Symonds noted that the conditions are routinely attached to Scholarship applications with the Faculty of Computing, Engineering and Maths.

It was suggested that when the offer is made the conditions be printed with a space for the students to sign indicating acceptance.

8. CHECKING PROGRESS MID-YEAR

This issue is now back on the agenda primarily because:

- The new National Code in relation to International Students requires that course progress must be assessed at the end of each study period.
- 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.

How this issue to be handled needs to be considered. A working party comprising:

- Sylvia Lang (Convenor)
- David Norman
- Tania Aquino
- Paul Lloyd
- Jenny Hopwood
- Jenny Gamble
- Jacqui Flowers

was established to look into the matter.

This Working Party will report back to this group in due course.
9. ANY OTHER BUSINESS

(1) The deadline for submission of applications for the Hackett Honours Scholarships was 9 February. As students can enrol until March, this deadline was not felt to be the best. Sato Juniper undertook to ask the Scholarships Office to consider a change and report back.

Also in relation to the Hackett Honours Scholarships – it was noted that the conditions provide for students to be assessed on “Academic achievement” rather than “Academic merit” – a term which has been used in the past. It was explained that the change was made because achievement can easily be assessed and ranked from the academic record – ‘merit’ is a more nebulous concept.

(2) Harvey von Bergheim advised that Admission had recently mailed approximately 3,000 statements for fees to students.

(3) Withdrawals from Units – some concerns were raised with regard to students withdrawing from units and how the withdrawals should be managed. This was tied up with the concept of when a unit was complete. The following members agreed to look into this matter and report in due course.

Trudi McGlade
Harvey von Bergheim
Jannette Barrett
Marjan Heibloem
Maria Maysek
Jane Emberson

(4) Master of Transport Studies – this course is now available to international students.

(5) Jannette Barrett advised that at the last Faculty of Economics and Commerce meeting, it was agreed to recommend that the School of Economics and Commerce and the Graduate School of Management combine into one school. This will be considered by the Academic Board and a recommendation sent to Senate.

(6) Some discussion took place on applications by students for reimbursement of HECS when they withdrew post the census date. Student should be advised that they may be able to have their HECS reimbursed in certain circumstances. They should contact Student Admin for advice.