



Academic Board Agenda

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SUPPLEMENTARY AGENDA

for the meeting on Wednesday 14 December 2005

Pages

- ★ 1. **Apologies**
Apologies have been received from:
Professors A Coats and D Nutbeam, Associate Professor B Buckley, Dr P Knight, Ms M Hopwood, Mr P Leung, Mr C Ritchie, Ms T Thornley and Ms J Vaughan.
- ★ 5. **Report of the Chair**
- 5.1 **Report on Senate Matters**
- 5.1.1 **Report of the Senate meeting held on 7 November 2005** 3-4
- Recommendation*
That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 7 November 2005.
- 5.1.2 **Report of the Senate meeting held on 5 December 2005** 4-5
- Recommendation*
That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 5 December 2005.
- 5.2 **General report**
- 5.2.1 **Identifying and Supporting Students at Risk** 5-6, 12-19
- Recommendation*
That the Academic Board give in principle approval to the policy "Identifying and Supporting Students at Risk", as set out in the report presented.
- 5.2.7 **Academic Board Membership 2006** 6-10
- Recommendation*
That the Academic Board note the report on Academic Board membership for 2006, as set out in the report presented.
- 5.3 **Honours and Distinctions** 10-11
- Recommendation*

That the Academic Board note the report of the Chair of the Academic Board on the honours and distinctions and congratulate the recipients, as set out in the report presented.

- ★ 6. **Report of the Vice-Chancellor and Principal**
- 6.1 **Report on Senate Matters**
- 6.1.1 **Report of the Senate meeting held on 7 November 2005** 20-21

Recommendation

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 7 November 2005.

- 14 **General Business**
- 14.4 **Membership of the Central Promotions Committees 2006** 25

Recommendation

That the Academic Board appoint members to the Central Promotions Committees for 2006, as set out in the report presented.

AGENDA ITEM 5
Report of the Chair

5.1 Senate Matters

5.1.1 Report of the Senate meeting held on 7 November 2005

Senate, at its meeting on 7 November 2005, on the report of the Academic Board:

- (1) approved the amendment of the Resolutions of the Senate relating to the Constitution of the **Board of Studies in Indigenous Studies** with immediate effect.
- (2) with respect to the **Faculty of Economics and Business**:
 - (a) endorsed the Academic Board's approval of the proposal to amend the Bachelor of Commerce/Bachelor of Arts and Bachelor of Commerce/Bachelor of Science combined degree courses, the Bachelor of Commerce (Liberal Studies), Bachelor of Economic and Social Sciences, Bachelor of Economics and Bachelor of International Studies courses; and
 - (b) approved the amendment of the Resolutions of the Senate relating to the above courses, and also those relating to the Master of Business; Master of Commerce; Master of Commerce (Professional Accounting); Master of Economics; Master of Economics (Social Science); Master of Economics (Social Science) in Australian Political Economy; Master of Organisational Human Resource Management and Coaching; Master of Industrial Relations and Human Resource Management; Master of International Business and Law; Master of International Studies; Master of Logistics Management; Master of Transport Management; Master of Transport Management / Master of Urban and Regional Planning; Master of Commerce / Master of Facilities Management; Master of Commerce and Master of Transport Management; Master of Commerce and Master of Logistics Management; Master of International Business and Master of Commerce; Master of International Business and Master of Logistics Management; Graduate Diploma in Business; Graduate Diploma in Commerce; Graduate Diploma in Economics; Graduate Diploma in Economics (Social Science) in Australian Political Economy; Graduate Diploma in Organisational Human Resource Management and Coaching; Graduate Diploma in Industrial Relations and Human Resource Management; Graduate Diploma in International Studies; Graduate Diploma in Logistics Management; Graduate Diploma in Transport Management; Graduate Certificate in Commerce; Graduate Certificate in Economics (Social Science) in Australian Political Economy; Graduate Certificate in Organisational Human Resource Management and Coaching; Graduate Certificate in Industrial Relations and Human Resource Management; Graduate Certificate in International Studies; Graduate Certificate in Logistics Management; Graduate Certificate in Marketing; and Graduate Certificate in Transport Management courses,
with effect from 1 January 2006.
- (3) approved the amendment of the Resolutions of the Senate relating to the Master of Engineering Studies; Master of Engineering Studies (Automation and Manufacturing Systems); Master of Engineering Studies (Manufacturing Knowledge Integration and Project Management); Master of Engineering Studies (Manufacturing Commerce and Business Management); Master of Engineering Studies (New Materials Technology); Master of Engineering Studies (Structural and Foundation Engineering); Master of Engineering Studies (Sustainable Processing); Master of Engineering Studies (Wireless Engineering); Master of Engineering Studies (Network Engineering); Master of Engineering Studies (Aerospace); Master of Engineering Studies

- (Biophysical Processes); Master of Engineering Studies (Fluid and Wind Engineering); Master of Engineering Studies (Structures); Master of Engineering Studies (Geotechnical) and Master of Engineering Studies (Environmental Fluids) courses in the **Faculty of Engineering**, with effect from 1 January 2006.
- (4) endorsed the Academic Board's approval of the proposal from the **Faculty of Health Sciences** to amend the Master of Health Sciences (Speech-Language Pathology) course, with effect from 1 January 2006.
 - (5) endorsed the Academic Board's approval of the proposal from the **Faculty of Law** to amend the Master of International Law; Graduate Diploma in International Law; Graduate Diploma in Commercial Law and Graduate Diploma in Corporate, Securities and Finance Law courses; and approved the amendment of the Resolutions of the Senate relating to these courses, with effect from 1 January 2006.
 - (6) endorsed the Academic Board's approval of the proposal from the **Faculty of Medicine** to amend the Master of Medicine (Topic) course; and approved the amendment of the Resolutions of the Senate relating to this course, with effect from 1 January 2006.
 - (7) endorsed the Academic Board's approval of the proposals from the **Faculty of Pharmacy** to amend the Master of Herbal Medicines, Master of Herbal Medicines (Honours), Graduate Diploma in Herbal Medicines and Graduate Certificate in Herbal Medicines courses, and to discontinue the Master of Pharmaceutical Industry, Graduate Diploma in Pharmaceutical Industry and Graduate Certificate in Pharmaceutical Industry courses; and approved the amendment/rescission of the Resolutions of the Senate relating to these courses, as appropriate, with effect from 1 January 2006, as set out in the report presented, with effect from 1 January 2006.
 - (8) endorsed the Academic Board's approval of the proposals from the **Sydney College of the Arts** to amend the Master of Contemporary Art for Educators and the Master of Studio courses, with effect from 1 January 2006.
 - (9) noted the Chair's report on minor course amendments.

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 7 November 2005.

5.1.2 Report of the Senate meeting held on 5 December 2005

Senate, at its meeting on 5 December 2005, on the report of the Academic Board:

- (1) noted the presentation by the Chair and Professor Judyth Sachs on the focus topic: **Academic Assessment**.
- (2) approved the amendment of the Resolutions of Senate relating to the degrees, diplomas and certificates in the **Faculty of Arts** with effect from 1 January 2006, by removing programs no longer offered and re-ordering the titles of existing combined degree programs with the faculties of Science and Economics and Business, in relation to the following: Master of Arts in Public History; Master of Letters in Public History; Master of Theology; Master of Theology (Honours); Graduate Diploma in Early Christian Studies; Graduate Diploma in Modern Language Teaching; Graduate Diploma in Public History; Graduate Diploma in Public History (Heritage); Graduate Diploma in Public History (Media); Graduate Certificate in Early Christian Studies; Graduate Certificate in Human Services Management; Graduate Certificate in Modern Language Teaching; and Graduate Certificate in Public History.
- (3) endorsed the Academic Board's approval of the proposal from the **Faculty of Economics and Business** to amend the Master of Public Affairs; Graduate Diploma in Public Affairs and Graduate Certificate in Public Affairs courses; and approved the amendment of the Resolutions of the Senate relating to the

- Degrees, Diplomas and Certificates in the Faculty of Economics and Business and relating to these courses, with effect from 1 January 2006.
- (4) endorsed the Academic Board's approval of the proposal from the **Faculty of Health Sciences** to introduce the Graduate Diploma in Communication Disorders course; and approved the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates, and the Graduate Diplomas and Graduate Certificates in the Faculty of Health Sciences, with effect from 1 January 2006.
 - (5) endorsed the Academic Board's approval of the proposal from the **Faculty of Veterinary Science** to amend the Master of Veterinary Public Health Management course; and approved the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and relating to this course, with effect from 1 January 2006.
 - (6) approved the introduction of the Master of Business Administration Master of Laws; Bachelor of Medicine Bachelor of Surgery Master of Business Administration (Executive); and Bachelor of Medicine Bachelor of Surgery Master of Business Administration courses **in conjunction with the AGSM**, with effect from 1 January 2007, as set out in the report presented and subject to the termination agreement.
 - (7) resolved to extend the term of office of all staff and student members currently appointed to the **Student Proctorial Panel** up to 31 March 2006.
 - (8) noted the Chair's report on:
 - (a) Minor course amendments
 - (b) Semester and vacation dates
 - (c) Promotion of Academic Staff from Level B to Level C

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 5 December 2005.

5.2 General Report

5.2.1 Identifying and Supporting Students at Risk

12-19

Members of the Board will recall that in late 2003, the Chair of the Academic Board, with the approval of Senate, engaged a consultant to review policies and practices relating to student appeals against exclusion and academic judgement. In February 2004 the consultant, Mr John Topley (a former Registrar of Griffith University), presented his report: *Student Progression and Exclusion Policy and Processes*. The Report made six recommendations, which are included in the attached Policy and Procedures document.

Following receipt and acceptance of the Topley Report the Board established an Implementation Team to implement the recommendations contained in this Report. In conducting its work the Team recognised a need to integrate the recommendations relating to Student Appeals with any provision to be developed for Identifying and Supporting Students at Risk. The need to dovetail these two important aspects of student progression and student appeals, and their governing instruments, had my full support as Chair of Academic Board. The document you have before you entitled "Policy and Procedure - Identifying and Supporting Students at Risk" is the result of the work of the Implementation Team, and it has been brought to the Board at this meeting for approval in principle. Full implementation of the Policy and Procedures will of course have to wait for the development and successful trial of the FlexSIS capabilities that are the key to full implementation. Final approval and a decision on the starting date for the operation of this policy and associated Procedures will be sought at a later meeting of Academic Board. It is anticipated that a suitable starting date might be 1 January 2007.

It is worth noting that this Policy and Procedures document has been produced after very lengthy consultation between the Implementation Team and the Faculties, with comment and input from the Registrar's Office, Student Admissions, the International Office, the Privacy Officer, the Student Counselling Service, some members of the Senate Student Appeals Committee, the Examinations and Exclusions Office, the Office of the University's Legal Counsel, the SRC and SUPRA, and members of the FlexSIS team, who will be required to produce much of the machinery to implement the proposed policy. I believe these include all the major stakeholders, and certainly those affected by this new Policy and these new Procedures, as well as those with responsibility for its adoption and implementation.

I plan to highlight the most significant changes in policy and procedures and the most significant implications for both students and Faculties during discussion at the meeting of Academic Board.

Recommendation

That the Academic Board give in principle approval to the policy "Identifying and Supporting Students at Risk", as set out in the report presented.

5. 2.7 Academic Board Membership 2006

The Pro Vice-Chancellors (Colleges) and several Deans have responded to requests for nominations to fill the vacancies highlighted at the Board's last meeting.

Following receipt of these nominations, the membership of the Academic Board for 2006 will be as follows:

MEMBERSHIP OF THE ACADEMIC BOARD 2006: As at 14 December 2005

The Board consists of:

- (a) *the Chair;*
(To be determined by election in early 2006)
- (b) *the Vice-Chancellor;*
Professor Gavin Brown
- (c) *the following members ex officio:*

(i) *the Deputy Vice-Chancellors;*

Deputy Vice-Chancellor (Academic and International)	Professor John Hearn
Deputy Vice-Chancellor (Infrastructure)	Professor Ann Brewer (Acting)
Deputy Vice-Chancellor (Research and Innovation)	Professor Don Nutbeam (Acting)

(ii) *the Pro-Vice-Chancellors and Assistant Pro-Vice-Chancellors;*

Pro Vice-Chancellor (Health Sciences)	Professor Charlie Benrimoj (Acting)
Pro Vice-Chancellor (Humanities and Social Sciences)	Professor June Sinclair
Pro Vice-Chancellor (Sciences and Technology)	Professor Beryl Hesketh
Pro Vice-Chancellor (Employee Relations)	<i>Vacant</i>
Pro Vice-Chancellor (Teaching and Learning)	Professor Judyth Sachs
Assistant Pro Vice-Chancellor	Professor Ann Brewer

(iii) *the Deans;*

Faculty of Agriculture, Food & Natural Resources	Professor Les Copeland
Faculty of Architecture	Professor Thomas Kvan

Faculty of Arts	Professor Stephen Garton
Australian Graduate School of Management (AGSM)	Adjunct Professor Robert McLean
Faculty of Dentistry	Professor Eli Schwarz
Faculty of Economics & Business	Professor Peter Wolnizer
Faculty of Education & Social Work	Professor Derrick Armstrong
Faculty of Engineering	Professor Gregory Hancock
Faculty of Health Sciences	Professor Gwynnyth Llewellyn
Faculty of Law	Professor Ron McCallum
Faculty of Medicine	Professor Andrew Coats
Faculty of Nursing & Midwifery	Professor Jocalyn Lawler
Faculty of Pharmacy	Assoc. Prof. Iqbal Ramzan (Acting)
Faculty of Science	Professor David Day
Sydney College of the Arts	Professor Ron Newman
Sydney Conservatorium of Music	Professor Kim Walker
Faculty of Veterinary Science	Professor Leo Jeffcott
Dean of Graduate Studies	Professor Masud Behnia

- (iv) *the Director of the Graduate School of Government;*
Adjunct Professor David Richmond
- (v) *the University Librarian;*
Mr John Shipp
- (vi) *the Director of the Koori Centre;*
Ms Janet Mooney
- (vii) *the Director of the Institute for Teaching and Learning;*
Professor Michael Jackson (Acting)
- (viii) *the President of the Students' Representative Council; and*
To be advised
- (ix) *the President of the Sydney University Postgraduate Representative Association;*
To be advised
- (d) *the following elected academic staff members, who do not already hold office as members under Rule 5(1) (a), (b) or (c) elected:*
- (i) *by a group of voters defined by each relevant Faculty and approved by the Academic Board; and*
- (ii) *according to guidelines approved from time to time by the Academic Board and the Senate:*
- (A) *3 academic staff members of each of the following Faculties:*

(I)	Agriculture, Food & Natural Resources	<ul style="list-style-type: none"> • Assoc. Prof. Ross Drynan • Assoc. Prof. Fredoun Ahmadi-Esfahani • Assoc. Prof. Bruce Sutton
(II)	Architecture	<ul style="list-style-type: none"> • Dr Andy Dong • Professor Mary Lou Maher • Associate Professor Anna Rubbo
(III)	Australian Graduate School of Management	<ul style="list-style-type: none"> • <i>Vacancy</i> • <i>Vacancy</i> • <i>Vacancy</i>
(IV)	Dentistry	<ul style="list-style-type: none"> • Professor Greg Murray • Dr Tania Gerzina • Assoc. Prof. Wendell Evans

(V)	Education & Social Work	<ul style="list-style-type: none"> • Dr Craig Campbell • Dr John Hughes • Assoc. Prof. Robyn Ewing
(VI)	Engineering	<ul style="list-style-type: none"> • Dr Kee Choon Wong • <i>Vacancy</i> • <i>Vacancy</i>
(VII)	Graduate School of Government	<ul style="list-style-type: none"> • <i>Vacancy</i> • <i>Vacancy</i> • <i>Vacancy</i>
(VIII)	Law	<ul style="list-style-type: none"> • Dr Joellen Riley • Professor Patrick Parkinson • <i>Vacancy</i>
(IX)	Nursing & Midwifery	<ul style="list-style-type: none"> • Assoc. Prof. Sandra West • Dr Sue Forsyth • Ms Lynne Brown
(X)	Pharmacy	<ul style="list-style-type: none"> • Professor Basil Roufogalis • Professor Carol Armour • Assoc. Prof. Iqbal Ramzan
(XI)	Sydney College of the Arts	<ul style="list-style-type: none"> • Associate Professor Brad Buckley • Mr Steven Lojewski • Mr Michael Goldberg
(XII)	Sydney Conservatorium of Music	<ul style="list-style-type: none"> • Professor Anne Boyd • Associate Professor Michael Halliwell • Ms Kathleen Nelson
(XIII)	Veterinary Science	<ul style="list-style-type: none"> • Associate Professor Peter Wynn • Dr Paul McGreevy • Dr Melanie Collier

(B) *five academic staff members of each of the following Faculties:*

(XIV)	Arts	<ul style="list-style-type: none"> • Assoc. Prof. Alison Bashford • Professor Penny Gay • Dr Richard Stanton • Assoc. Prof. Catharine Lumby • Dr Ian Maxwell
(XV)	Economics and Business	<ul style="list-style-type: none"> • Professor David Grant • Associate Professor Elizabeth Cowley • Associate Professor Susan Williams • Professor Anthony Aspromourgos • Professor Rodney Tiffen
(XVI)	Health Sciences	<ul style="list-style-type: none"> • Professor Cherry Russell • Dr Steve Cumming • Dr Jennifer Cox • Dr Andrew Campbell • Professor Joy Higgs
(XVII)	Medicine	<ul style="list-style-type: none"> • Professor Michael Field • Professor Richmond Jeremy

		<ul style="list-style-type: none"> • Professor Craig Mellis • Vacancy • Vacancy
(XVIII)	Science	<ul style="list-style-type: none"> • Associate Professor Scott Kable • Associate Professor Tony Masters • Ms Jennifer Henderson • Dr Charlotte Taylor • Dr Alexander Molev

- (e) *three non-professorial academic staff members, who do not already hold office as members under Rule 5(1)(a), (b), (c) or (d), elected by and from the non-professorial members of academic staff of each of the Colleges;*

College of Health Sciences	<ul style="list-style-type: none"> • Dr Peter Knight • Dr Jane Hanrahan • Associate Professor Chris Roberts
College of Humanities and Social Sciences	<ul style="list-style-type: none"> • Dr Louise Chappell • Dr Joanne Kelly • Associate Professor Peter McCallum
College of Sciences and Technology	<ul style="list-style-type: none"> • Dr Andre Van Schaik • Associate Professor Robyn Overall • Dr Kate Joliffe

- (f) *the following elected student members:*

- (i) *one postgraduate coursework student elected by and from the postgraduate coursework student members of the Faculties and Boards of Studies in each of the Colleges;*

College of Health Sciences	Mr David Har
College of Humanities and Social Sciences	Vacancy
College of Sciences and Technology	Ms Sonia Haggman

- (ii) *one postgraduate research student elected by and from the postgraduate research student members of the Faculties and Boards of Studies in each of the Colleges; and*

College of Health Sciences	Ms Carman Jarratt
College of Humanities and Social Sciences	Vacancy
College of Sciences and Technology	Mr Charles Ekwebelam

- (iii) *two undergraduate students elected by and from the undergraduate student members of the Faculties and Boards of Studies in each of the Colleges;*

College of Health Sciences	<ul style="list-style-type: none"> • Ms Ethel Lin • Mr Neil Frizzo
College of Humanities and Social Sciences	<ul style="list-style-type: none"> • Mr Christopher Ritchie • Vacancy
College of Sciences and Technology	<ul style="list-style-type: none"> • Ms Yi-Hsia Koh • Mr Andrew McLeod

- (g) *up to four members, who do not already hold office as members under Rules 5(1)(a) to (f) inclusive, co-opted by resolution at an ordinary meeting of the Academic Board on the recommendation of the Chair.*

Dr Margaret Edmond, Director, Student Services
Professor Kevin Parton, Dean, Faculty of Rural Management
Mr Peter Ball, Director, International Office

Secretary: The Registrar, or the Registrar's nominee, is to act as secretary of the Academic Board
Dr Bill Adams

I express appreciation to the following members who are not returning as members of the Academic Board:

- Professor Gary Moore, Dean, Faculty of Architecture
- Ms Rose Jackson, President, Students' Representative Council
- Associate Professor Peter Phibbs, Faculty of Architecture
- Professor Edward Blakely, Faculty of Architecture
- Associate Professor Chris Peck, Faculty of Dentistry
- Dr Lindsey Napier, Faculty of Education and Social Work
- Associate Professor Tony Welch, Faculty of Education and Social Work
- Professor Liyong Tong, Faculty of Engineering
- Associate Professor Elisabeth Peden, Faculty of Law
- Mr Saul Fridman, Faculty of Law
- Mr John Conomos, Sydney College of the Arts
- Dr Ann Elias, Sydney College of the Arts
- Dr Diane Collins, Sydney Conservatorium of Music
- Dr Katrina Bosward, Faculty of Veterinary Science
- Associate Professor Peter Windsor, Faculty of Veterinary Science
- Dr Robert Dixon, Faculty of Veterinary Science
- Professor Stephen Nicholas, Faculty of Economics and Business
- Associate Professor Russell Ross, Faculty of Economics and Business
- Dr Natalie Gallery, Faculty of Economics and Business
- Professor Beth Reid, Faculty of Health Sciences
- Dr Ann Poulos, Faculty of Health Sciences
- Dr Margaret Torode, Faculty of Health Sciences
- Dr Eveline Innes, Faculty of Health Sciences
- Dr Chris Lennings, Faculty of Health Sciences
- Professor Bruce Armstrong, Faculty of Medicine
- Professor John Uther, Faculty of Medicine
- Associate Professor Chris Gillies, Faculty of Science
- Associate Professor Deirdre Dragovich, Faculty of Science
- Associate Professor Neville Weber, Faculty of Science
- Dr Vasikaran Naganathan, Faculty of Medicine
- Dr Maureen Boughton, Faculty of Nursing and Midwifery
- Associate Professor Tim Fitzpatrick, Faculty of Arts
- Associate Professor Paul Redding, Faculty of Arts
- Professor Geraldine Barnes, Faculty of Arts
- Associate Professor Alan Fekete, Faculty of Science
- Dr Peter Gibbens, Faculty of Engineering
- Ms Janet Vaughan, Postgraduate Coursework student (CHS)
- Ms Tracey Thornley, Postgraduate Research student (CHS)
- Ms Kelli McGraw, Postgraduate Research student (CHASS)
- Ms Melissa Hopwood, Undergraduate student (CHS)
- Mr Perlon Leung, Undergraduate student (CHS)
- Ms Kate O'Conner, Undergraduate student (CHASS)
- Ms Susanna Lam, Undergraduate student (CST)
- Ms Philippa Sexton, Undergraduate student (CST)

Recommendation

That the Academic Board note the report on Academic Board membership for 2006, as set out in the report presented.

5.3 Honours and Distinctions

I am pleased to report the following honours and distinctions and recommend that the Academic Board extend its congratulations to the recipients:

Professor Penny Gay; Faculty of Arts

Fellow, Australian Academy of the Humanities.

Professor Richard Waterhouse; Faculty of Arts

Fellow, Australian Academy of the Humanities.

Mr Alexander Argyros, Dr Martijn van Eijkelenborg and Dr Maryanne Large; Optical Fibre Technology Centre

Awarded the Australasian Science Prize for 2005

Professor Anna Rubbo, Faculty of Architecture

Awarded the Neville Quarry Architectural Education Prize in the 2005 RAIA National Architecture Awards.

Mr Joshua Morrin; Faculty of Architecture

Awarded the 2005 Byera Hadley Travelling Scholarship for Students.

Professor Robert Boakes; School of Psychology

Fellow, Academy of the Social Sciences in Australia.

Professor Lin Ye; School of Aeronautical Mechatronic and Mechanical Engineering

Fellow, Academy of Technological Sciences and Engineering.

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on the honours and distinctions and congratulate the recipients, as set out in the report presented.



The University of Sydney

DRAFT **Policy and Procedure** **Identifying and Supporting Students at Risk**

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1. INTRODUCTION

1.1 Purpose

The Academic Board has always been concerned to develop policies and procedures that promote the welfare and well being of students of the University. In particular, the Academic Board recognises the value of reliably and efficiently monitoring the progress of students in their studies, and of having systems in place to promote the early detection of students who are making poor or unsatisfactory progress and are therefore at risk of exclusion from their award course.

An obvious benefit of early detection of students in this 'at risk' category is that it allows timely intervention, and the provision of advice and assistance to support students in their ongoing studies. Another benefit of early detection and intervention is that it may reduce the number of students who eventually need to exercise the appeals mechanisms of the University.

1.2 Review of Student Appeals Provisions

In late 2003, the Chair of the Academic Board, with the approval of Senate, engaged a consultant to review policies and practices relating to student appeals against exclusion and academic judgement. In February 2004 the consultant, Mr John Topley (a former Registrar of Griffith University), presented his report: *Student Progression and Exclusion Policy and Processes*. The Report made six recommendations:

Recommendation 1: A Comprehensive System Focussed on Student Progression. *Exclusions and related appeals, with provisions for students to withdraw from study or defer it, should be seen as a small part of a much more comprehensive process to promote the progression of students towards securing academic awards, at an appropriate rate, and through which the University maintains its academic standard.*

Recommendation 2: Identify and Assist At-risk Students in Good Time. *In each faculty and centrally, procedures should be introduced to identify, appropriately early in each semester, students considered to be at risk of failure in particular subjects, to alert them to their perceived situation, and to refer them to sources of assistance to address their perceived risk. Particularly for first-year students, the potential impact on them of formal progress requirements should be periodically reiterated.*

Recommendation 3: Base Progression on the Rate of Achievement of Credit Points. *Progression rules should be university-wide and specify the minimum rate at which students need to accumulate credit points towards qualifying for an academic award, considering their enrolled load - recognising the need in some courses to provide for whole-year progression requirements. The number of times a unit of study is attempted should not be a matter for progression rules – while recognising that, to provide equity of access, limits might be applied to re-enrolment in some units.*

Recommendation 4. One Academic Issues Resolution Process. *The resolution of students' concerns about academic determinations, and about student appeals arising from show-cause and exclusion, should be recognised as very frequently being based on much the same grounds of academic judgement, procedural error, and personal misadventure – and be addressed through one set of organisational arrangements.*

Recommendation 5: Two Levels of Resolution of Appeals. *There should be one process provided for final resolution of those matters in each faculty, and another at University level for final resolution of any appeals against faculty determinations.*

Recommendation 6: One Senate Academic Appeals Committee. *There should be one Senate Academic Appeals Committee, replacing the current Senate academic and*

exclusions appeals committees, to hear such appeals finally in the University. It should comprise experienced academic staff and experienced students, prepared for the work, sitting in panels of three.

2. PRELIMINARY

2.1 Commencement and Coverage

This Policy and Procedure commences on 1 January 2007. It replaces all previous policies relating to academic progression by students enrolled in coursework and research degrees, to the extent that any such policies are inconsistent with this Policy and Procedure.

2.2 Authority

This Policy and Procedure was approved in principle by the Academic Board on 14 December 2005. Full implementation of the Policy and Procedure will occur after the FlexSIS capabilities required for its full implementation become available.

2.3 Application

This Policy and Procedure set out the principles and processes to be followed by Faculties in detecting and dealing with students who might be categorised as At Risk.

This Policy and Procedure should be read subject to the formal instruments governing exclusions and appeals for students enrolled in undergraduate and postgraduate coursework and research degrees, including: the *University of Sydney (Coursework) Rule 2000 (as amended)*; *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*; Resolutions of the Senate: *Student Appeals against Academic Decisions*; Resolutions of the Academic Board: *Degree of Doctor of Philosophy*; *Principles for Student Appeals Against Academic Decisions*; *Procedures for Student Appeals against Academic Decisions for Undergraduate Coursework and Postgraduate Coursework Awards*; and *Procedures for Student Appeals Against Academic Decisions for Postgraduate Research Awards*.

2.4 Definitions

In this Policy and Procedure:

Academic Adviser means an academic employee nominated by the Dean of a Faculty to provide advice on matters of student progression;

At Risk means at risk of exclusion from the award course;

At Risk Report means a report listing all students within a Faculty determined to be At Risk, produced by the Faculty at the end of each semester in accordance with clause 5.3(2);

At Risk Survey means a survey for completion by all At Risk students within a Faculty, in accordance with clauses 5.4 and 5.5;

Faculty Student Appeals Committee means an appeals committee established by a Faculty to hear student appeals against exclusion, in accordance with clause 5.7;

Progression Profile means an individual Faculty report created for all students identified as At Risk. A student's Progression Profile will be supplemented by the Faculty with each intervention, producing a record of the student's At Risk history;

Progression Rate means the rate at which a student accrues credit in their award course over a defined period;

Progress Requirement(s) means the requirement for a student to achieve an overall minimum rate of accrual of credit in their award course over a defined period, as specified by the Faculty;

Progression Rules means the progression rates and progression requirements approved by the Academic Board for each Faculty;

Progression (towards completion) means the progress made by a student towards completion of their award course, measured by comparing the number of credit points achieved with the number of credit points required for the award, taking into account the maximum period for completion;

Risk means the risk of exclusion from an award course;

Weighted Average Mark is the average mark obtained over a nominated set of units of study weighted according to one or more characteristics of those units.

3. **POLICY**

- (1) The University of Sydney is committed to early identification and support of students At Risk.
- (2) The University promotes the progression of students At Risk by:
 - regularly and effectively advising students of Progress Requirements;
 - identifying students At Risk;
 - alerting students that they are At Risk;
 - providing assistance to address the Risk; and
 - tracking the progress of students after they are identified as being At Risk.

4. **PROCEDURE**

4.1 **Principles**

- (1) The University's approach to identifying and supporting students At Risk will be: equitable; consistent; procedurally fair; respectful of privacy; timely; and effective.
- (2) Faculties will ensure that they have clear and transparent internal processes for handling students At Risk, consistent with this Policy and Procedure.
- (3) Faculties will be proactive in identifying students At Risk, and are responsible for tracking student Progression and keeping appropriate records.

4.2 **Progression**

- (1) In order to progress through an award course, students are required to:
 - (a) achieve the minimum Progression Rate specified by the Faculty;
 - (b) pass the number of units of study specified by the Faculty as the minimum for a defined period; and
 - (c) pass any field or clinical work, practicum, or other unit of study mandated by the Faculty.
- (2) The Faculty will submit their progression rules to the Academic Board for assessment and endorsement.
- (3) The University will monitor Progression through reports generated by FlexSIS on each student's:
 - (a) Progression rate;
 - (b) Progress towards completion; and
 - (c) completion of, or failure to complete, a mandated unit of study, field or clinical work, or practicum.
- (4) Faculties will monitor Progression by monitoring and maintaining records for:

- (a) student attendance at compulsory teaching and assessment components of a unit of study;
 - (b) failure of a student to pass a number of units of study set as the required target for that award;
 - (c) over-enrolment in an attempt to catch up on failed units of study;
 - (d) significant negative variations in a student's academic performance;
 - (e) other progress requirements specific to the Faculty.
- (5) Where the attendance record of a student is deemed by the Faculty to be unsatisfactory, that information will be entered by the Faculty into FlexSIS.
- (6) Relevant Faculty staff will be permitted to access and review information recorded in FlexSIS and create reports as required.
- (7) Faculties will continue to be responsible for tracking the progress of research postgraduates as long as FlexSIS is unable to automate detection for non-coursework students.

4.3 Triggers for identifying students 'At Risk'

- (1) The University will use the following triggers, as a minimum, to identify students At Risk:
- (a) failure by a student to successfully complete fifty percent of the credit points for which the student was enrolled in the semester or year (as appropriate) just completed;
 - (b) failure by a student to achieve a satisfactory Weighted Average Mark (WAM) in the award course over a defined period, as specified by the Faculty;
 - (c) failure by a student to complete a mandated unit of study, field or clinical work, or practicum, as appropriate;
 - (d) failure by a student to pass the same unit of study twice;
 - (e) unsatisfactory student attendance record as entered in FlexSIS by faculties; and
 - (f) inability of a student to complete their award course within the maximum permitted time while carrying a normal student load.

4.4 Report

- (1) At the end of each semester, Faculties will review the FlexSIS database and consult their own records to produce a list of students who are potentially At Risk.
- (2) The Associate Dean or other Delegated Officer will consider the FlexSIS data and the Faculty's records to produce an At Risk Report that will list all students determined to be At Risk.
- (3) The Faculty will create a Progression Profile for each student listed in the At Risk Report. The Faculty will update the Progression Profile for any subsequent Faculty intervention.

4.5 Stage 1

- (1) The Faculty will send all students listed for the first time in the At Risk Report a letter and an At Risk Survey. The letter will advise each student:
- (a) that they have been identified as At Risk;
 - (b) how they have been identified as At Risk;
 - (c) that they are requested to complete an At Risk Survey;
 - (d) that all correspondence and documents relating to their At Risk status will be recorded on their Progression Profile, which will be provided by Records Management Services.

Students enrolled in an award course of two years or less (full-time) duration are also requested to:

- (i) consult an Academic Advisor in their Faculty; and
 - (ii) attend a 'Back on Track' workshop.
- (2) All At Risk students will be expected to complete an At Risk Survey.
- (3) The At Risk Survey will invite each student to identify and explain any reasons for their academic performance in the preceding semester(s) being of a standard that caused them to be identified as an At Risk student. Where a student does not want to disclose the reasons because they consider them to be private, the student will be invited to consult the University's Counselling Service to discuss the issue. The Faculty will liaise with the relevant counsellor to confirm whether the student's reasons are valid, without breaching the student's privacy.
- (4) The At Risk Survey will provide students with advice on support services available at the University, including the University Counselling, the Learning Centre, the International Student Support Unit and University Health Services, and relevant student association representatives. The At Risk Survey will advise students to avail themselves of these services or consult with their year advisor or Associate Dean.
- (5) Each student who receives an At Risk Survey will be expected to acknowledge that they are aware of the University assistance available to them.
- (6) The Faculty will record on the Progression Profile whether the student responds to the At Risk Survey.

4.6 Stage 2

- (1) The Faculty will send all students listed in an At Risk Report for the second time a warning letter and an At Risk Survey. The warning letter will advise each student:
 - (a) that they have been identified as At Risk for the second time;
 - (b) how they have been identified as At Risk for the second time;
 - (c) that all correspondence and documents relating to their At Risk status will be recorded on their Progression Profile; and
 - (d) that they are required to:
 - (i) consult an Academic Adviser in their Faculty, and
 - (ii) attend a 'Back on Track' workshop.

Those students enrolled in award courses of two years or less (full time) duration and who are listed in an At Risk Report for the second time shall proceed directly to Stage 3.

- (2) The 'Back on Track' Workshop will cover study skills and introduce students to remedial learning services, counselling services and relevant student association representatives.

[Note: The resource implications of establishing these workshops need to be explored. It is anticipated that they could be run every lunch hour for a full week in each semester, providing students with a choice of times to attend. Attendance records would form part of a student's 'progression profile' so that faculties and appeals bodies would be aware of this when making any further decisions about a student.]

- (3) The At Risk Survey will invite each student to identify and explain any reasons for their academic performance in the preceding semester(s) being of a standard that caused them to be identified as an At Risk student. Where a student does not want to disclose or explain their reasons because they consider them to be personal and private the student will be invited to consult the University's Counselling Service to discuss the issue. The Faculty will liaise with the relevant counsellor to determine whether the student's reasons provided a valid explanation for the student's academic performance, without breaching the student's privacy.

- (4) The At Risk Survey will provide students with advice on support services available at the University, including the University Counselling and Health services, and relevant student association representatives. The At Risk Survey will advise students to avail themselves of these services or consult with their year advisor or Associate Dean.
- (5) Each student who receives an At Risk Survey will be expected to acknowledge that they are aware of the University assistance available to them.
- (6) The Faculty will record on the Progression Profile whether the student consults an Academic Adviser and attends a 'Back on Track' workshop.

4.7 Stage 3

- (1) All students listed in an At Risk Report for the third time (or second time in the case of students in award courses of two years full time duration or less) will be asked to show good cause why they should not be excluded from their award course.
- (2) Faculties will consider and rule on whether a student has shown good cause in accordance with Division 6 of the *University of Sydney (Coursework) Rule 2000 (as amended)*.
- (3) Where a student has not established good cause, a Dean may, in accordance with clause 16 of the *University of Sydney (Coursework) Rule 2000 (as amended)*:
 - (a) exclude the student from the award course; or
 - (b) permit the student to re-enrol in the award course subject to restrictions on units of study, which may include: completion of a unit or units of study within a specified time; exclusion from a unit or units of study; and specification of the earliest date on which a student may re-enrol in a unit or units of study.

[Note: Faculties must notify the International Office of any decision to exclude an International Student. The International Office will have access to FlexSIS for the purpose of meeting the University's Statutory reporting obligations.]

4.8 Stage 4

- (1) All students listed in an At Risk Report for the fourth time, after having been asked to Show Cause and permitted to re-enrol, will be automatically excluded from their award course.

[Note: This will require amendment to the University of Sydney (Coursework) Rule 2000 (as amended).]

[Note: FlexSIS would provide correspondence for each of the Stages and should be able to report on these classes of students by Stage, year and faculty.]

[Note: Email will be used as the default means of communication with students, but may be supplemented by postal correspondence for notice of exclusion.]

4.9 Appeals

- (1) A two level appeals process will be available to students, as recommended in the Topley Report.
- (2) A student who:
 - (a) has been listed in an At Risk Report for the third time (or a second time in the case of students in award courses of two years full time duration or less) and who has been excluded from their degree (Stage 3); or
 - (b) has been listed in an At Risk Report for the fourth time and automatically excluded (Stage 4);

will be entitled to appeal against the decision of the Faculty to the Faculty Student Appeals Committee.

- (3) The Faculty Student Appeals Committee will comprise four members as follows:
 - (a) one student representative nominated by the SRC (for undergraduate students) or SUPRA (for postgraduate students);
 - (b) two representatives from the Faculty, at least one of whom will be an academic staff member; and
 - (c) one academic staff representative from a different Faculty as selected by a group nominated by the Academic Board.
- (4) Faculties will ensure, where possible, that no member of the Faculty Student Appeals Committee has any previous involvement with any Faculty decision relating to the academic progress of the student who is making the appeal.
- (5) Faculties will normally provide reasons for their decisions and record those reasons on the progression profile.
- (6) A second and final level of appeal, on procedural grounds only, will be to the (new) Senate Academic Appeals Committee, as recommended in the Topley review (see Recommendations 4, 5 and 6).

[Note: This will require amendment to the formal instruments governing exclusions and appeals for students enrolled in undergraduate and postgraduate coursework and research degrees set out in clause 2.1 above.]

AGENDA ITEM 6 Report of the Vice-Chancellor and Principal

6.1 Senate Matters

6.1.1 Report of the Senate meeting held on 7 November 2005

Senate, at its meeting held on 7 November 2005:

- (1) appointed members of the Nominations Committee and requested the Committee to report to the December meeting of Senate on Senate's nomination/s and suggestions to the Minister with respect to the Minister's six appointees.
- (2) approved the Capital Program set out in the report presented, comprising:
 - (a) Capital Development - Campus (including Campus 2010) - 2005 allocation and 2006 -2010 programs
 - (b) Capital Development - ICT - 2005 allocation and 2006 - 2008 program
 - (c) Repairs, Maintenance and Other Program - 2006 – 2010.
- (3) congratulated Ms Rose Jackson on her election as a Fellow of Senate by and from the undergraduate students, and congratulated Mr Jack Clegg on his re-election as a Fellow of Senate by and from the postgraduate students, to hold office from 1 December 2005 to 30 November 2006.
- (4) recorded its formal appreciation for and noted in detail the contribution made by retiring Fellows of Senate Ms Jo Haylen, Dr Suzanne Jamieson and Ms Janet Mooney.
- (5) approved the following Senate meeting schedule for 2006:
 - 19 and 20 February 2006 (*Senate Retreat, with a brief Senate meeting for any urgent matters*)
 - 6 March 2006
 - 1 May 2006
 - 19 June 2006
 - 14 August 2006
 - 18 September 2006
 - 6 November 2006
 - 4 December 2006
- (6) expressed support for the Registrar's report on his annual review of Senate's conformance with the Commonwealth's National Governance Protocols, as specifically required by Protocol 4, for 2005.
- (7) adopted the statement set out in the report presented for the purpose of satisfying the requirement that the governing body provide a statement as to the University's compliance with the relevant sections of the National Code of Practice for Registration and Training to Overseas Students, and requested the Registrar to forward it to the Director-General on behalf of the Senate.
- (8) approved that the auditorium within the Eastern Avenue Auditorium and Lecture Theatre Complex be named the Stephen Roberts Auditorium,; and referred back to the Nomenclature Committee for consideration the recommendations that the School of Geosciences board room within the Madsen Building be named the Edgeworth David Board Room and the area in front of the Madsen Building, to be transformed from a car-park into landscaped open space, be named the Edgeworth David Garden.
- (9) appointed Professor Phyllis Watson and Dr Peter Knight as members of the Council of Yannadah.
- (10) noted the schedule of dates for the 2006 graduation ceremonies approved by the Registrar under delegated authority; gave authority to the Chancellor, the Deputy Chancellor, the Vice-Chancellor and Principal, the Chair of the Academic Board and the Pro-Chancellors to admit to the appropriate degree or degrees, and to award the appropriate diploma or diplomas at these ceremonies to, those who have qualified for degrees and diplomas concerned and whose names appear in the printed lists contained in the official programs; and gave authority to the Registrar to change the disciplines to be

- presented at any ceremony or the scheduled time of any ceremony, after appropriate consultation with the faculties, colleges and boards of studies concerned and after appropriate notice to the graduands concerned.
- (11) noted that the following have accepted Senate's invitation to receive an honorary award in 2006:
- Mr Neil Armfield - Hon DLitt
 - Mr John D Brockhoff - Hon Fellow
 - Emeritus Professor John Chalmers AC - Hon MD
 - Ms Dorothy Hoddinott - Hon Fellow
 - Emeritus Professor Edwin A Judge - Hon DLitt
 - Mr Lou Klepac AM - Hon DLitt
 - Mr Daniel Lunney - Hon DSc
 - Mr William T Mansell – Hon DEng
 - Mr Andrew Murray - Hon Fellow
 - Mrs Roslyn B Poignant - Hon DLitt
 - Dr Sydney Ralph Reader – Hon MD
 - Justice Geoffrey Robertson QC - Hon LLD
 - Mr David Stratton - Hon DLitt
 - Dr Norman Swan - Hon MD
- (12) noted the Policy on public comment by University staff.
- (13) noted the Vice-Chancellor's updates on Voluntary Student Unionism; the transfer of the Footbridge Theatre to the University, to provide lecture space; and the Times' rankings of universities.
- (14) noted the Vice-Chancellor's reports on the following:
- (a) the University of Sydney had again attracted the largest share of first preferences from recent and non-recent school leavers lodged within NSW, with a 7.9% increase in the number of recent school leaver first preferences.
 - (b) the University would receive \$13.5m in new project and program grant funding from the NH&MRC in 2006 and \$47.8m over the period 2006-10 (16.9% national share) which represented an increase of over \$4.5m (or 2.5% national share) compared to 2005.
 - (c) as a result of the recent accreditation visit by the Planning Institute of Australia, all of the University's planning programs were being unanimously recommended to the Institute for full 5-year accreditation.
 - (d) the Faculty of Veterinary Science had been successful in its bid for American Veterinary Medical Association (AVMA) accreditation, which meant that we join an elite group of only six Veterinary Science schools outside North America which have already achieved this status
 - (e) as part of the Prime Minister's Science Prizes, the Malcolm McIntosh Prize for Physical Scientist of the Year was awarded to Associate Professor Cameron Keppert of the School of Chemistry.
- (15) noted the report on the Vice-Chancellor's visit to Shanghai Jiao-Tong University and the centenary celebrations of Fudan University, and the Chancellor's visit, accompanied by Professor Wolnizer, to Chicago, Champaign-Urbana and New York, which included the annual SUGUNA meeting at the University of Illinois and visits to business schools at Chicago, Northwestern and Columbia.
- (16) noted the Vice-Chancellor's reports on international and University relations.
- (17) noted the report to Senate on the cost of external legal advisors.

Recommendation

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 7 November 2005.

**AGENDA ITEM 14
General Business**

14.4 Membership of the Central Promotions Committees 2006

It is recommended that the Academic Board approve the following appointments to membership of the Central Promotions Committees for 2005:

Senior Lecturer

Professor John Hearn (Deputy Vice-Chancellor, Academic) (Chair)
TBA (Chair, Academic Board)
Professor Anthony Baker (Chair, Academic Board, University of Technology)
TBA (nominee, Pro-Vice-Chancellor, CHASS)
Associate Professor Phillip Hirsch (nominee, Pro-Vice-Chancellor, CST)
Professor Tania Sorrell (nominee, Pro-Vice-Chancellor, CHS)
Associate Professor Elaine Cornell (Applied Vision Sciences)
Associate Professor Tim Langrish (Chemical Engineering)
TBA (CHASS)

Meeting: [Date to be advised]

Associate Professor

Professor John Hearn (Deputy Vice-Chancellor, Academic) (Chair)
TBA (Chair, Academic Board)
Professor Anthony Dooley, President, Academic Board, University of New South Wales
Professor June Sinclair (Pro-Vice-Chancellor, CHASS)
Professor Beryl Hesketh (Pro-Vice-Chancellor, CST)
Professor Don Nutbeam (Pro-Vice-Chancellor, CHS)
TBA (CHASS)
Professor Nalini Joshi (Mathematics)
Professor Anita Bundy (Occupation and Leisure Sciences)

Meeting: [Date to be advised]

Professor

Professor Gavin Brown, Vice-Chancellor (Chair)
Professor John Hearn (Deputy Vice-Chancellor, Academic)
TBA (Chair, Academic Board)
Professor Anthony Dooley external member, University of New South Wales
Professor June Sinclair, Pro Vice-Chancellor, CHASS
Professor Beryl Hesketh, Pro Vice-Chancellor, CST
Professor Charlie Benrimoj, Pro Vice-Chancellor, CHS (Acting)
TBA (CHASS)
Professor Liangchi Zhang (Engineering)
Professor Phillip Boyce (Psychological Medicine)

Meeting: [Date to be advised]

Recommendation

That the Academic Board appoint members to the Central Promotions Committees for 2006, as set out in the report presented.