

AGENDA ITEM 5 Report of the Chair

5.1 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:

Dr Chris Chapparo; Faculty of Health Sciences

Vice-Chancellor's Award for Outstanding Teaching 2005.

Dr Michelle Lincoln; Faculty of Health Sciences

Vice-Chancellor's Award for Outstanding Teaching 2005.

Ms Sue Page and Ms Sally Farrington; Yooroang Garang School of Indigenous Health Studies

Vice-Chancellor's Award for Outstanding Teaching 2005.

Dr Roger Pamphlett; Faculty of Medicine

Vice-Chancellor's Award for Outstanding Teaching 2005.

Prof Frank Stilwell; Faculty of Economics and Business

Vice-Chancellor's Award for Outstanding Teaching 2005.

Dr Penelope Van Toorn; Faculty of Arts

Vice-Chancellor's Award for Outstanding Teaching 2005.

Postgraduate Research Students Society (PRESS); Northern Clinical School, Faculty of Medicine, RNSH

Vice-Chancellor's Award for Support of the Student Experience 2005

Dr David Rose; Scaffolding Literacy Program, Koori Centre

Vice-Chancellor's Award for Support of the Student Experience 2005

The Summer Research Scholarship Program; Faculty of Medicine

Vice-Chancellor's Award for Support of the Student Experience 2005

Postgraduate Peer Mentoring Program, Faculty of Economics and Business

Vice-Chancellor's Award for Support of the Student Experience 2005 (Runner-Up Award)

Professor Terry Carney; Faculty of Law

Vice-Chancellor's Award for Excellence in Higher Degree Research Supervision 2005.

Professor Merlin Crossley; Faculty of Science

Vice-Chancellor's Award for Excellence in Higher Degree Research Supervision 2005.

Associate Professor Tony Masters; Faculty of Science

Vice-Chancellor's Award for Excellence in Higher Degree Research Supervision 2005.

Dr Jennifer Byrne; Faculty of Medicine

College of Health Sciences' Award for Excellence in Higher Degree Research Supervision 2005.

Associate Professor Brian Paltridge; Faculty of Education and Social Work

College of Humanities and Social Sciences' Award for Excellence in Higher Degree Research Supervision 2005.

Dr David Easdown; Faculty of Science

College of Science and Technology's Award for Excellence in Higher Degree Research Supervision 2005.

Professor Ivan Kennedy; Faculty of Agriculture, Food and Natural Resources

Awarded the Australian Cotton Growers' Research Association 2005 Researcher of the Year Award.

Dr Charlotte Taylor; Faculty of Science

Recipient of an Australian Awards for University Teaching (AAUT), administered by the new Carrick Institute for Learning and Teaching in Higher Education.

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.

5.2 General Report

5.2.1 Report of 2005 Summer School

17-19

For the information of members, the Director of the Sydney Summer School has provided the enclosed Report of the Sydney Summer School 2005.

Recommendation

That the Academic Board note the report of the 2005 Summer School, as set out in the report presented.

5.2.2 Student Grievances, Appeals and Applications for Review

20-23

The Academic Board is asked to note the attached policy. This policy has been amended to ensure that the University is compliant with Paragraph 45 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, which deals with arrangements for managing student grievances.

Recommendation

That the Academic Board note the amended Student Grievances, Appeals and Applications for Review policy, as set out in the report presented.

5.2.3 Election of Academic Staff Members from Faculties to the Academic Board

As reported at the last meeting of the Academic Board, elections will be held this semester for all membership categories of the Academic Board, other than ex-officio and co-opted members. For the category of elected academic staff members of faculty, the following positions have been filled:

| | |
|--|--|
| Agriculture, Food and Natural Resources | <ul style="list-style-type: none">• Associate Professor Ross Drynan• Associate Professor Fredoun Ahmadi-Esfahani• Associate Professor Bruce Sutton |
| Architecture | <ul style="list-style-type: none">• <i>Vacancy</i>• <i>Vacancy</i>• <i>Vacancy</i> |
| Australian Graduate School of Management | <ul style="list-style-type: none">• <i>Vacancy</i>• <i>Vacancy</i>• <i>Vacancy</i> |
| Dentistry | <ul style="list-style-type: none">• Associate Professor Wendell Evans• <i>Vacancy</i>• <i>Vacancy</i> |
| Education and Social Work | Elections to be held |

| | |
|--------------------------------|--|
| Engineering | <ul style="list-style-type: none"> • Vacancy • Vacancy • Vacancy |
| Law | <ul style="list-style-type: none"> • Dr Joellen Riley • Vacancy • Vacancy |
| Nursing | Elections to be held |
| Pharmacy | <ul style="list-style-type: none"> • Vacancy • Vacancy • Vacancy |
| Sydney College of the Arts | <ul style="list-style-type: none"> • Vacancy • Vacancy • Vacancy |
| Sydney Conservatorium of Music | Information not received from this Faculty |
| Veterinary Science | <ul style="list-style-type: none"> • Vacancy • Vacancy • Vacancy |

| | |
|------------------------|--|
| Arts | <ul style="list-style-type: none"> • Professor Penny Gay • Vacancy • Vacancy • Vacancy • Vacancy |
| Economics and Business | Information not received from this Faculty |
| Health Sciences | <ul style="list-style-type: none"> • Professor Cherry Russell • Vacancy • Vacancy • Vacancy • Vacancy |
| Medicine | <ul style="list-style-type: none"> • Vacancy • Vacancy • Vacancy • Vacancy • Vacancy |
| Science | <ul style="list-style-type: none"> • Associate Professor Tony Masters • Associate Professor Scott Kable • Vacancy • Vacancy • Vacancy |

The *University of Sydney (Academic Governance) Rule 2003* states, with regard to vacancies:

“If...there are insufficient nominations for any category of academic staff members, then the Academic Board may fill that vacancy or position by appointing a person from the relevant Faculty who is eligible to be elected to that category of members, after first consulting with the relevant Dean”

Deans are advised that Secretariat will be contacting them in the next weeks to seek their nominations for the filling of vacancies.

Recommendation

That the Academic Board note the report on the election of academic staff members from faculties to the Academic Board, as set out in the report presented.

5.2.4 2005 Vice-Chancellor's Awards

In addition to the details of the award recipients given under Honours and Distinctions, Academic Board members are asked to note the following information regarding the 2005 Vice-Chancellor's Awards:

The selection committee of the 2005 Vice-Chancellor's and College Excellence in Higher Degree Research Supervision considered thirteen excellent applications for these awards, while the 2005 Panels for the Vice-Chancellor's Awards for Outstanding Teaching and Support of the Student Experience were delighted with both the quantity and quality of applications received:

- Outstanding Teaching – 21 applications
- Support of the Student Experience – 13 applications

Recommendation

That the Academic Board note the report on the 2005 Vice-Chancellor's Awards, as set out in the report presented.

5.2.5 Learning at the University of Sydney in the 21st Century

On 14 November 2005 the Learning and Teaching Portfolio is hosting the first of a series of symposia on Learning at the University of Sydney in the 21st Century: E Learning- designing our future. A group of international speakers, researchers and leaders in the design of e-learning in higher education will come together to participate in this one day strategic symposium. This multi disciplinary symposium will consider the holistic design of Sydney's learning environment and web services. Speakers will present best practice in strategic planning, curriculum design, pedagogy, benchmarking, online collaboration and campus master planning.

Recommendation

That the Academic Board note the report on the "Learning at the University of Sydney in the 21st Century" symposium, as set out in the report presented.

5.2.6 Learning and Teaching Website

Academic Board members are advised that the Deputy Vice-Chancellor (Academic and International) has launched the Learning and Teaching website to highlight the work of the Academic and International portfolio:

(<http://www.usyd.edu.au/academic/> - now
http://sydney.edu.au/staff/teaching_research/teaching.shtml).

The website includes Courses and Fees process management kit as discussed in the Deputy Vice-Chancellor's presentation at the Board's last meeting.

Recommendation

That the Academic Board note the report on the Academic and International website, as set out in the report presented.

Report of the 2005 Summer School

Significant points

1. The Summer School has made significant advances towards improving quality and sustainability in 2005. This is evidenced by new metrics:
 - a. The average enrolments per student has reduced slightly to 1.22 from 1.28.
 - b. The pass rate has increased to more than 90% for the first time at 91.35%.

At the same time, 2005 also saw a significant increase of 22.0% in the average fee income per student to \$2,683. This reflects the new fee structure and corresponding adjustment in demand with a decrease in student numbers of 7.2%.

Given the pass rate, a sustainable balance is being achieved between quality and income. This will be an important marker for future growth of the business.

2. International students comprised 51.3% of the cohort, up from 49.3% in 2004. Whereas postgraduate international and local students have a similar average of enrolments per student, there is a marked at the undergraduate level where international students enroll in nearly 30% more units per student than local students.
3. The significant reduction in Science enrolments reflects the reduction in Chemistry Units of Study offered, from five in 2004 to two in 2005.
4. There decrease of 50% in the number of HSC students enrolled in the special Board of Studies endorsed units is due to no science unit being offered and the philosophy unit being undersubscribed. However, the year-to-year overall number of students taking HSC units has increased. The number of students taking these units during Summer School has decreased because large numbers of students from Sydney Boys High School and Sydney Girls High School now elect to take their preferred unit in Semester 1.
5. In 2005, the Acting Director completed her stay at Summer School and was replaced by an Interim Director. There have been some savings in regards to salary. Interviews for the new Director were held on 4 April. An announcement of the new director will be made soon.
6. There continue to be significant problems with some teaching spaces used for Summer School, causing several classes to be relocated at short notice. The problems included lecturers incorrectly notifying SS of their needs, failures of audio-visual equipment, air conditioning, facilities upgrading work scheduled in booked rooms such as painting, some listed venues specifications being incorrect. Discussions will need to take place with the head of FMO to improve the situation for 2006.
7. Summer School continues to run parallel enrolment processes with a planned move to FlexSIS and OneStop for accounts receivable for SS06. A working party has been established to implement the necessary changes.
8. Bad debt was significantly higher than usual due to students who enrolled but did not attend, which includes some sponsored students. These amounts have been carried forward as aged debtors as there is some hope of receiving payment. These students' academic records have been suppressed.

The onus lies with departments to notify Summer School as to non-attendance, well before the end of the class. With early notice, Summer School can commence proceedings to minimize bad debts. For 2006, Summer School will consult with departments in developing a policy outlining the responsibility of departments to record attendance and to notify Summer School of any anomalies as soon as they become evident. Failure to do either will result in any bad debt arising being borne by the department.

| | 2005 | 2004 | 2003 | 2002 | 2001 | 2000 | 1999 | 1998 |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| Total Number of Enrolled Registrations | 3790 | 4284 | 3962 | 2969 | 2178 | 1751 | 1277 | 503 |
| Enrolments in Architecture | 34 | 37 | 46 | 66 | 18 | - | - | - |
| Enrolments in Arts | 290 | 340 | 405 | 237 | 148 | 128 | 105 | 41 |
| Enrolments in Dentistry | - | 0 | 0 | 0 | 4 | - | - | - |
| Enrolments in Economics & Business UG | 951 | 1440 | 1353 | 1170 | 1080 | 907 | 748 | 382 |
| Enrolments in Economics & Business PG | 1012 | 1283 | 962 | 511 | 341 | | | |
| Enrolments in Education & Social Work | 58 | 53 | 21 | 0 | 21 | 28 | | |
| Enrolments in Engineering | 12 | 16 | 27 | 31 | 16 | 4 | | |
| Enrolments in Health Sciences | 20 | 4 | 23 | 24 | 13 | 15 | 7 | |
| Enrolments in Koori Centre | 5 | 16 | - | - | - | - | - | - |
| Enrolments in Law | 52 | 58 | 55 | 47 | 67 | 30 | 14 | |
| Enrolments in Medicine | - | 0 | 8 | 16 | 17 | 23 | 19 | |
| Enrolments in Nursing | 26 | 74 | 100 | 36 | 26 | - | - | - |
| Enrolments in Pharmacy | 59 | 80 | 67 | 59 | 29 | | | |
| Enrolments in Science | 569 | 882 | 895 | 772 | 716 | 616 | 384 | 80 |
| Enrolments in Veterinary Science | - | 1 | - | - | - | - | - | - |
| Total Number of Students who Applied | 3088 | 3326 | 3015 | 2246 | 1596 | 1244 | 929 | 371 |

Changes

| | | |
|----------------------|-------|----------------|
| Number of enrolments | (494) | (11.5%) |
| Number of students | (238) | (7.2%) |

ENROLMENTS

| | |
|-----------------------------|-------------------------|
| TOTAL : | 3790¹ |
| UG: | 2453 |
| LOC: | 1128 |
| INT: | 1325 |
| PG: | 1337 |
| LOC: | 552 |
| INT: | 785 |
| TOTAL INTERNATIONAL: | 2110 |
| TOTAL LOCAL: | 1680 |

STUDENTS

| | |
|-----------------------------|-------------------------|
| TOTAL : | 3088² |
| UG: | 1910 |
| LOC: | 998 |
| INT: | 912 |
| PG: | 1178 |
| LOC: | 504 |
| INT: | 674 |
| TOTAL INTERNATIONAL: | 1586 |
| TOTAL LOCAL: | 1502 |

Enrolment

Average enrolments per student: **1.23** (c.f. 1.29 in 2004 and 1.31 in 2003)

Average enrolments per international student: **1.32**

Average enrolments per local student: **1.12**

| | |
|--|--|
| PG: Average enrolment per international student: 1.16 Average enrolment per local student: 1.10 | UG: Average enrolment per international student: 1.45 Average enrolment per local student: 1.13 |
|--|--|

| Year | Pass | Fail |
|------|--------|--------|
| 2005 | 91.35% | 8.65% |
| 2004 | 89.03% | 10.97% |
| 2003 | 87.16% | 12.84% |

¹ Enrolments = all registrations with status 'enrolled'

² Students = total number of applicants including those who withdrew on or after 4 Jan

Income

Total received fee income for 2005 to 31 March 2005: **\$7,689,529** (includes ADS – former AusAid)

Total PELS fee income for 2005: **\$498,744**

Total fee waivers for 2005: **\$87,430**

Total HSC income: **\$8,250**

Average fee income per student: **\$2,683** (cf \$2,200 in 2004 and \$2,020 in 2003)

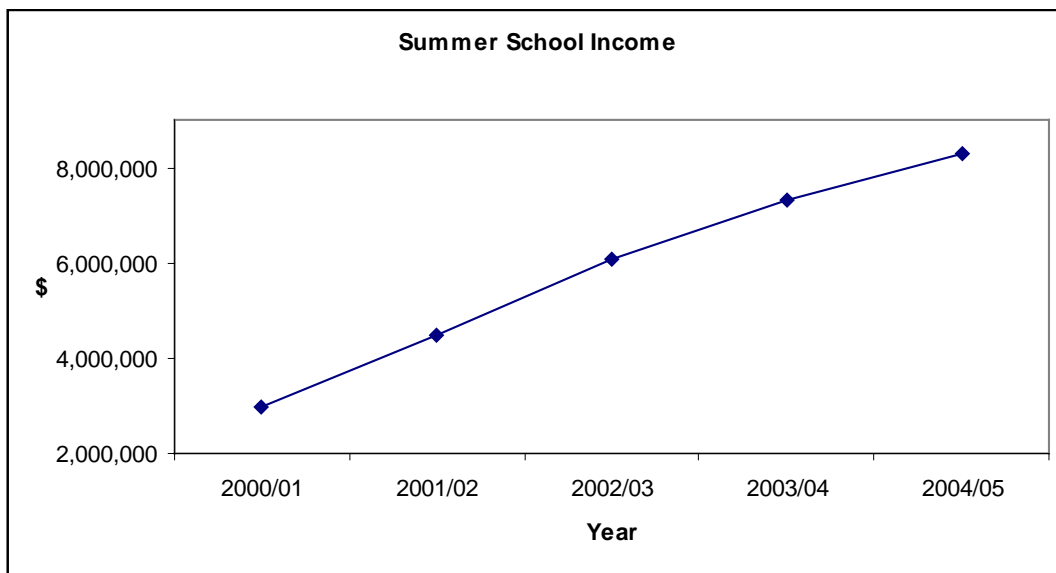
Total Income in 2005: \$8,283,953 (11.6% increase)

Total Income in 2001: \$2,975,030

Total Income in 2002: \$4,488,695

Total Income in 2003: \$6,091,938

Total Income in 2004: \$7,320,332



Expenditure

The Summer School expenditure level as a percentage of fee income has dropped to 5%, due to very low expenditure in IT and marketing. There were also some cost savings on salaries. This figure is not expected to remain at this level and will return to around 7-8% in coming years.

Dr Sean Gallagher
Interim Director
The Sydney Summer School



The University of Sydney

STUDENT GRIEVANCES, APPEALS AND APPLICATIONS FOR REVIEW

1. Principles

This document has been formulated to provide a clear statement of the University's processes for handling student grievances, appeals and applications for review regarding academic and non-academic matters.

Study at the University presents opportunities for interacting with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and administratively, in a fair and transparent manner.

The University reaffirms its commitment to:

- high academic standards;
- intellectual freedom and social responsibility;
- recognition of the importance of ideas and the pursuit of critical and open inquiry;
- tolerance, honesty and respect as the hallmarks of relationships throughout the University community; and
- high standards of ethical behaviour.

The University will handle all student grievances, appeals and applications for review in a procedurally fair manner, having regard to the principles of timeliness, confidentiality, and freedom from victimisation.

2. Definitions

In this document:

Student means a person enrolled at the University of Sydney:

- (a) in an award course;
- (b) as a non-award student; or
- (c) as a cross institutional student.

Grievance means a statement of concern by a student that:

- (a) has been reported by the student to a University officer; and
- (b) requires action or a response under the statutes, rules, resolutions or policies of, or governing, the University of Sydney.

General feedback and comment from students about administration, academic programs and services will not be treated by the University as a grievance unless action or a response is required under the statutes, rules, resolutions or policies of the University.

3. Academic appeals

Coverage

This section applies to all current students of the University of Sydney, in respect of all grievances relating to academic matters. It must be read in conjunction with the statutes, rules, and resolutions of the University.

Procedure

The University's procedures for student appeals against academic decisions are set out in the Resolutions of Senate relating to *Student Appeals against Academic Decisions*, available on-line at:

http://www.usyd.edu.au/about/publication/pub/calendar/2004/student_appeals.pdf

The University's procedures for student appeals against exclusion from the University are set out in section 18 of the *University of Sydney (Coursework) Rule 2000 (as amended)*, available on-line at:

http://www.usyd.edu.au/about/publication/pub/calendar/2004/c_work_rule00.pdf

4. Applications for review of Learning Entitlement / Fee-Help decisions

Coverage

This section applies to all current students seeking internal review of a decision by the University to refuse to:

- (a) re-credit some or all of a student's learning entitlement for a unit of study; or
- (b) re-credit a student's fee-help balance.

It must be read in conjunction with the statutes, rules, and resolutions of the University.

Procedure

- 4.1 A student whose interests are affected by a decision of the University relating to (a) or (b) above may request the University to review the decision.
- 4.2 A student seeking review of a decision relating to (a) or (b) above must make their application for review in writing within 28 days of the day on which the student first received notice of the decision.
- 4.3 The written application must set out the reasons for making the application, and be addressed to one of the following Reviewers:
 - the Registrar, The University of Sydney, A14;
 - the Director of the Student Centre, The University of Sydney, F07; or
 - the Director, Corporate Services, A14.
- 4.4 The Reviewer will acknowledge receipt of the application for review in writing, and inform the student that if the Reviewer has not advised the student of their decision within 45 days of receipt of the application for review, the Reviewer will be taken to have confirmed the original decision.
- 4.5 After receiving the application, the Reviewer will reconsider the decision and:
 - (i) confirm the decision;

- (ii) vary the decision; or
 - (iii) set the decision aside and substitute a new decision.
- 4.6 The Reviewer will provide reasons for their decision to confirm, vary or set aside the decision in writing to the student.
- 4.7 The Reviewer's decision to confirm, vary or set aside the decision takes affect:
- (i) on the day specified in the reasons for the decision; or
 - (ii) if a day is not specified, on the day on which the decision to confirm, vary or set aside the decision was made.
- 4.8 The Reviewer will advise the student of the student's right to apply to the Administrative Appeals Tribunal for a review of the decision of the Reviewer.
- 4.9 The Reviewer will provide contact details for the closest Administrative Appeals Tribunal Registry, and the approximate cost of lodging an appeal with the Administrative Appeals Tribunal.

5. Non-academic grievances

Coverage

This section applies to all current and prospective students of the University of Sydney, in respect of all grievances relating to non-academic matters. It must be read in conjunction with the statutes, rules, and resolutions of the University. It does not apply to complaints of harassment and discrimination, which are handled under the University's *Harassment and Discrimination Resolution Procedure*, available on line at:

<http://www.usyd.edu.au/eoo/html/policies.htm>

Procedure

- 5.1 A student who is concerned about a non-academic decision made or action taken by the University should, in the first instance, discuss their grievance with the relevant University officer. The relevant University officer will notify the student of any action taken or any decision made by them in relation to the grievance.
- 5.2 If, following discussion with the relevant University officer, a student's grievance is not resolved to their satisfaction, the student must address their grievance in writing to the relevant Head of Department or Head of Administrative Unit. The relevant Head of Department or Administrative Unit will notify the student of any action taken and provide reasons for any decision made by them in relation to the grievance.
- 5.3 If, following communication with the relevant Head of Department or Administrative Unit, a student's grievance is not resolved to their satisfaction, the student must address their grievance in writing to the Dean of their Faculty (where the grievance relates to a non-academic decision or action taken by a University officer within the Faculty) or the relevant Principal Officer (where the grievance relates to a non-academic decision or action taken by a University officer outside the Faculty). The Dean of the Faculty or the Principal Officer will notify the student in writing of any action taken and provide reasons for any decision made by them in relation to the grievance.

6. International Students

After the internal processes set out above have been exhausted, international students have the further option of accessing the services of an external mediator. The University has arranged this service in response to the requirements of Paragraph 45 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code).

International students intending to access external mediation should contact the Director, International Office in the first instance.

67. Authority

This document was approved by the Vice-Chancellor on 5 January 2005, and amended on 26 August 2005.