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## Academic Board Agenda

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### NOTICE OF MEETING

A meeting of the **Academic Board** will be held at **2.00 pm** on **Wednesday 13 December 2006** in the Professorial Board Room.

Members who are unable to attend are asked to notify Megan Kemmis at the above address. Enquiries concerning this meeting may also be directed to Ms Kemmis.

*Megan Kemmis*

for

Dr W Adams

**Registrar**

6 December 2006

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### AGENDA

Pages

- ★ 1. **Apologies**  
Apologies have been received from: Associate Professors S Kable and C Lumby and Drs L Chappell, P Knight and K-C Wong.
  
- ★ 2. **Arrangement of agenda**
  - 2.1 **Starring of items**
  
  - 2.2 **Adoption of unstarred items**  
  
*Recommendation*  
*The Academic Board resolve as recommended with respect to all unstarred items.*
  
- 3. **Minutes of previous meeting** *separate attachment*
  - 3.1 **Meeting of 15 November 2006**  
  
*Recommendation*  
*The Academic Board adopt the minutes of the previous meeting held on 15 November 2006 as a true record.*
  
- 4. **Business arising from Minutes** (not dealt with elsewhere in the Agenda)
  - 4.1 [Report of the 2006 Sydney Winter School](#) 8-9

- ★ 5. **Items from Agenda of 15 November 2006**  
10.2.1.2 **Faculty of Health Sciences**  
★ (2) Bachelor of Health Science (Physiotherapy)  
10, separate attachment

**Recommendation**

*That the Academic Board approve the reintroduction of the on-shore offering of the Bachelor of Health Science (Physiotherapy), with effect from 1 January 2008, as set out in the report presented.*

- ★ 11.1 **Oral report of the Chair of the Graduate Studies Committee**

**Recommendation**

*That the Academic Board note the report of the Chair of the Graduate Studies Committee.*

- ★ 11.2.7 Proceedings of the Committee 10-12

**Recommendation**

*That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 30 October 2006, as set out in the report presented.*

- ★ 12.1 **Oral report of the Chair of the Learning and Teaching Committee**

**Recommendation**

*That the Academic Board note the report of the Chair of the Learning and Teaching Committee.*

- ★ 12.2.3 Research-enhanced Learning and Teaching  
12, separate attachment

**Recommendation**

*That the Academic Board approve the policy on Research-enhanced Learning and Teaching, as set out in the report presented.*

- ★ 12.2.4 Annual Reports of the Learning Centre and the Mathematics Learning Centre 12-13, separate attachment

**Recommendation**

*That the Academic Board:*

- (1) *note the need for a significant increase in funding student support services, in particular those services provided by the Learning Centre and the Mathematics Learning Centre; and*
  - (2) *note the executive summaries from the 2005 annual reports of the Learning Centre and the Mathematics Learning Centre*
- as set out in the report presented.*

★ 13.1 Oral report of the Chair of the Research Committee

**Recommendation**

*That the Academic Board note the report of the Chair of the Research Committee.*

★ 6. Report of the Chair

6.1 Report on Senate Matters

6.1.1 Report of the Senate meeting held on 4 December 2006

*supplementary agenda*

**Recommendation**

*The Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting of 4 December 2006.*

6.2 Honours and Distinctions

14

**Recommendation**

*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.*

6.3 General Report

6.3.1 Identifying and Supporting Students at Risk

14-17, 19-29

**Recommendation**

*That the Academic Board approve the policy "Identifying and Supporting Students at Risk", with effect from 1 January 2007, as set out in the report presented.*

6.3.2 Academic Board Review of the Off-Shore Health Sciences Programs

17, separate attachment

**Recommendation**

*That the Academic Board note the response from the Faculty of Health Sciences to the Academic Board review of the off-shore health sciences programs, as set out in the report presented.*

6.3.3 Academic Staff Promotions to Level C in 2006

17, 30-31

**Recommendation**

*That the Academic Board note the report on the promotion of academic staff to Level C in 2006, as set out in the report presented.*

6.3.4 Academic Staff Promotions to Level D in 2006

17, 32-33

**Recommendation**

*That the Academic Board note the report on the promotion of academic staff to Level C in 2006, as set out in the report presented.*

**6.3.5 Authority of the Chair of the Academic Board** 18

**Recommendation**

*That the Academic Board authorise its Chair to act on its behalf in respect of any urgent matters that may arise between the Board meeting on 13 December 2006 and the first 2007 Academic Board meeting, as set out in the report presented.*

**6.3.6 Christmas Party** 18

**Recommendation**

*That the Academic Board note the report of the Chair on the Academic Board Christmas Party, as set out in the report presented.*

★ 7. **Report of the Vice-Chancellor and Principal**

7.1 **Report on Senate Matters**

7.1.1 **Report of the Senate meeting held on 4 December 2006**

*supplementary agenda*

**Recommendation**

*That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 4 December 2006.*

7.2 **General report**

**Recommendation**

*That the Academic Board note the general report of the Vice-Chancellor and Principal.*

★ 8. **Question time**

Questions to the Vice-Chancellor and Chair of the Academic Board

(Time limit 15 minutes)

★ 9. **Knowledge Partnership: the University of Sydney and the OECD**

Professor J Hearn (Deputy Vice-Chancellor (International))

10. **Reports of Faculties and Boards**

34-35

**10.1 Faculty of Medicine – Semester and Vacation Dates 2007**

34-35

**Recommendation**

*That the Academic Board approve the semester and vacation dates for the Faculty of Medicine for the year 2007, as set out in the report presented.*

**11. Report of the Undergraduate Studies Committee**  
(Associate Professor Scott Kable)

★ **11.1 Oral report of the Chair**

**Recommendation**

*That the Academic Board note the report of the Chair of the Undergraduate Studies Committee.*

**11.2 Report of the meeting held on 21 November 2006** 36-38

**11.2.1 Faculty of Health Sciences: Bachelor of Health Science (Physiotherapy)** 36

**Recommendation**

*That the Academic Board note the Undergraduate Studies Committee's advice regarding the proposal to reintroduce the Bachelor of Health Sciences (Physiotherapy), as set out in the report presented.*

**11.2.2 Faculty Resolutions**

**11.2.2.1 Faculty of Arts: Undergraduate Degrees and Diplomas** 36, separate attachment

**Recommendation**

*That the Academic Board:*

- (1) *note the amendments to the Resolutions of the Faculty relating to the undergraduate degrees and diplomas in the Faculty of Arts, made pursuant to the University of Sydney (Coursework) Rule 2000; and*
- (2) *approve the faculty requirements relating to the requirements of the degrees and diplomas,*  
*with effect from 1 January 2006, as set out in the report presented.*

**11.2.2.2 Faculty of Engineering: Bachelor of Engineering** 36-37, separate attachment

**Recommendation**

*That the Academic Board:*

- (1) *note that the Faculty is in the process of amending its name from Engineering to Engineering and Information Technologies;*
- (2) *note the amendments to the Resolutions of the Faculty relating to the undergraduate degrees in the Faculty, made pursuant to the University of Sydney (Coursework) Rule 2000; and*
- (3) *approve the faculty resolutions relating to the requirements of the degree,*  
*with effect from 1 January 2008, as set out in the report presented.*

**11.2.3 Faculty Reports**

**11.2.3.1 Sydney Conservatorium of Music: Units of Study 37**

**Recommendation**

*That the Academic Board note the report of the Sydney Conservatorium of Music regarding amended units of study, as set out in the report presented.*

**11.2.4 Report of the Honours Working Party 37**

**Recommendation**

*That the Academic Board note the report on the Honours Working Party, as set out in the report presented.*

**11.2.5 Proceedings of the Committee 38**

**Recommendation**

*That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 21 November 2006, as set out in the report presented.*

**12. Report of the Learning and Teaching Committee**  
(Associate Professor Robyn Ewing)

★ **12.1 Oral report of the Chair**

**Recommendation**

*That the Academic Board note the report of the Chair of the Learning and Teaching Committee.*

**12.2 Report of the meeting held on 28 November 2006 39**

**12.2.1 Academic Board Faculty Reviews: Faculty Progress Reports 39, separate attachment**

**Recommendation**

*The Academic Board note the Faculty Progress Reports from the Faculty of Medicine and the Faculty of Pharmacy, as set out in the report presented.*

**12.2.2 Proceedings of the Committee 39**

**Recommendation**

*That the Academic Board note the proceedings of the Learning and Teaching Committee meeting held on 28 November 2006, as set out in the report presented.*

**13. Report of the Research Committee**  
(Associate Professor Robyn Overall)

★ **13.1 Oral report of the Chair**

***Recommendation***

*That the Academic Board note the report of the Chair of the Research Committee.*

**13.2 Report of the meeting held on 22 November 2006** *supplementary agenda*  
**13.2.1 Proceedings of the Committee** *supplementary agenda*

***Recommendation***

*That the Academic Board note the proceedings of the Research Committee meeting held on 22 November 2006, as set out in the report presented.*

## AGENDA ITEM 4 Business arising from Minutes

### 4.1 Report of the 2006 Sydney Winter School – Response

At its meeting of 4 October 2006, the Academic Board received a report from the Director of the Sydney Summer School regarding the 2006 Sydney Winter School. A number of questions from the Students' Representative Council (SRC) were referred to the Director for response, and these are set out below:

- Q1 *Mr Patton stated that the SRC would like the Academic Board to request an explanation from the Director of Summer School on why HECS places mean that some subjects would be in danger of becoming non-viable, given that:*
- *there had been a significant rise in income from HECS at Winter School in 2006;*
  - *much greater revenue was received from full-fee paying international students; and*
  - *only four undergraduate students paying via FEE-HELP had enrolled in Winter School in 2006 (compared to five in 2005).*

The Director advises that she has nothing further to add to the response given at the meeting by the Vice Chancellor, Professor Gavin Brown.

- Q2 *Why is it thought that the proportion of international students studying at Winter School was so high (64.5%) compared to their much lower representation in the general University community, and to advise on the percentage of undergraduate international students enrolled in Winter School 2006?*

The percentage of international students in both Summer and Winter School is consistently around 60-65%. Our market research indicates that many international students are keen to accelerate their program or graduate and thus return to their home country sooner, saving money in the process. Others want to pick up a failed subject and remain with their particular year cohort, others want to balance their timetable.

- Q3 *What is the percentage of undergraduate international students in Winter School?*

International Undergraduate – 25.3% International Postgraduate – 39.3%

- Q4 *How many students applied for fee waivers for Winter School 2006?*

No students applied for fee waivers for Winter School 2006

- Q5 *How did this compare historically, for both Summer and Winter School, in terms of applications compared to fee-waivers granted (noting that three such waivers were granted for Winter School 2005)?*

Fee Waivers: 2005-2006

	2005		2006	
	Winter	Summer	Winter	Summer
Scholarship Applicants	3	49	0	73
Awarded	3	37	0	50
Total Awarded	40		50*	

\* 10 students received waivers for 2 units of study.

Q6 *What are the criteria for successful applications for fee waivers?*

**Summer School Fee Waiver Scholarship Criterion**

**A. Criteria**

1. Equity

- (i) Students must provide evidence of two instances of equity: financial hardship and educational disadvantage.
- (ii) Financial hardship is based on a student's own financial status and is not means tested. Examples of financial hardship include students on Austudy, Abstudy, Youth Allowance, Pensions, Healthcare Card or equivalent in part-time income.
- (iii) Educational disadvantage refers to anything that has disrupted study and is beyond the student's control. This includes, but not limited to:
  - illness,
  - disability,
  - non-English speaking background,
  - geographic isolation (usually during secondary schooling),
  - bereavement,
  - family disruption,
  - official duties e.g. army reserve, SRS, Rural Fire Service, etc,
  - official commitments of elite athletes & performers.

2. Merit

- (i) Students are not usually awarded a Summer School Scholarship for a unit in which the student has previously failed.
  - Students applying for a Summer School Scholarship for a unit in which they have previously failed, the student must demonstrate educational disadvantage in relation to that unit.
- (ii) The Academic record of the candidate should demonstrate an ability to be successful in the Summer School unit of study to which they are applying.

Q7 *What is the limit on the number or amount of fee waivers that can be offered, and how is this limit determined.*

Fee waivers are funded from Summer School income to the level of 5% of gross fee income. This was in the Summer School Policy when I took over as Director in 2005. I am unsure how this % came to be decided. Currently there has been insufficient qualified applications received to fund to this level.

## AGENDA ITEM 5 Items from Agenda of 15 November 2006

The following items were not dealt with at the Academic Board meeting of 15 November 2006:

### 10. Report of the Undergraduate Studies Committee

#### 10.2.1.2 Faculty of Health Sciences

##### (2) Bachelor of Health Science (Physiotherapy) *p 43, separate attachment*

The Faculty of Health Sciences is proposing to re-activate the on-shore Singapore Conversion Course, Bachelor of Health Science (Physiotherapy) in a changed format. The course was last offered in 2005 as 30 credit points over nine months from January to September. It was not offered in 2006, nor will it be offered in 2007, due to curriculum changes in the Bachelor of Applied Science (Physiotherapy). The revised course will be offered in 2008 as a 24 credit point course (this is the same as the Singapore-based course). The existing faculty resolutions for the Singapore-based course will apply to this course.

**NB:** As reported in the Undergraduate Studies Committee report on page 36 of this agenda, this course is the subject of a memorandum of understanding between the University of Sydney and the Nanyang Polytechnic in Singapore, and as such is treated as an approved conjoint venture. As stated in the *University of Sydney (Coursework) Rule 200 (as amended)* the minimum credit requirements may be varied for approved conjoint ventures.

#### **Recommendation**

*That the Academic Board approve the reintroduction of the on-shore offering of the Bachelor of Health Science (Physiotherapy), with effect from 1 January 2008, as set out in the report presented.*

### 11.1 Oral report of the Chair of the Graduate Studies Committee

#### **Recommendation**

*That the Academic Board note the report of the Chair of the Graduate Studies Committee.*

### 11.2.7 Proceedings of the Committee

#### (1) Review of Postgraduate Coursework Programs

The Graduate Studies Committee was advised that the Provost and Deputy Vice-Chancellor's working group to review the postgraduate courses offered at the University had collected statistical information on the programmes currently on offer and received feedback from faculties, completed a literature search, and sought university wide input from all postgraduate students and staff. Focus groups with postgraduate students would take place in November 2006.

The Review expects to deliver its report in February 2007 under the following broad headings:

- A distinctive vision for postgraduate coursework at the University of Sydney
- A Coherent framework for postgraduate coursework
- Managing the life-cycle of degree programmes

- The student learning experience
- International compatibility and competitiveness

**(2) Report of the Chair of the PhD Award Sub-Committee**

The Chair of the PhD Award Sub-Committee advised that the working party on PhD examinations had met for the first time on 26 October 2006. The working party had circulated a discussion paper on PhD examinations to Deans, Associate Deans (Postgraduate) and to relevant administrative staff for feedback. The Committee noted that there would be a Forum on this issue on 17 November 2006 where two guest speakers (Dr Margaret Kiley and Professor Sid Burke) would discuss alternative PhD models.

The Graduate Studies Committee noted that this Forum would replace the Academic Board Forum which had been scheduled for early November.

**(3) Coursework reviews**

The Dean of Graduate Studies advised that he had written to the Deans advising them of the need to review all new courses that had been introduced since 2002. There had been few responses to the advice and the Dean of Graduate Studies was concerned that faculties send through a list of those courses which were being looked at and that they use the course review template when conducting the reviews.

The Committee noted that the Undergraduate Studies Committee had formed a working party to review the *University of Sydney (Coursework) Rule 2000 (as amended)* and that it was important that faculties develop a culture of regular review of courses and in doing so bore in mind that each course had a definite life cycle.

The Chair reported that the office of strategic planning, in particular Dr Florian Salzgeber, had completed work on the costing of coursework units of study at the University. He believed that the results would work to encourage faculties to review their coursework units to eliminate unviable courses that were an unnecessary financial drain on their resources.

**(4) Amendment to the University of Sydney (Doctor of Philosophy (PhD)) Rule 2004**

The Graduate Studies Committee noted that in response to discussions with the Chair of the Academic Board the Postgraduate Research Training Sub-Committee was proposing to amend the *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*, in relation to two areas, namely credit for previous study and early submission of thesis.

The Sub-Committee had agreed that the limitation of one year's credit in the current PhD rule ought to be removed, as long as the credit was on the basis of research training of a comparable standard to that at the University of Sydney. The amount of credit given ought to reflect the Faculty's view of the status of the candidate's progress when compared with what would have been expected in a comparable case from a University of Sydney candidate. It was also proposed that the Chair of the Academic Board be granted additional discretion in the case of requests for early submission.

The Chair tabled a new rule *University of Sydney (Doctor of Philosophy (PhD) – Early Submission of Thesis) Rule 2006* which had been drafted by the Office of General Counsel and approved by the Vice-Chancellor. Members noted that the rule granted the Chair of the Academic Board the discretion to

*...grant a candidate's application to submit a PhD thesis for examination earlier than the end of the sixth semester of candidature where refusal by the University to allow such early submission may cause undue disadvantage to the candidate.*

The Chair added that the rule was a temporary provision and that it would be reviewed along side all other resolutions relating to PhD early next year.

The Chair of the Academic Board clarified for members that the early submission rule covered the issue of credit for previous study and early submission of thesis.

Members raised the following issues in relation to the new rule:

- the rule only stated that a candidate may not submit a PhD thesis for examination earlier than the end of the sixth semester of candidature but does not provide for part-time candidates;
- concern was expressed that the statement "may cause undue disadvantage" may be interpreted as covering non-academic issues which would be inappropriate; and
- the new rule may provide conflicting provisions for the Chair of the Academic Board as the current *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004* still states that the Chair may grant early submission of PhD thesis if "*evidence has been produced that the candidate has made exceptional progress in his or her candidature*" and gives no other grounds for early submission.

The Chair recommended that the Graduate Studies Committee take these concerns on notice and that they be re-visited when the PhD rule is reviewed in early 2007.

***Recommendation***

*That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 30 October 2006, as set out in the report presented.*

**12.1 Oral report of the Chair of the Learning and Teaching Committee**

***Recommendation***

*That the Academic Board note the report of the Chair of the Learning and Teaching Committee.*

**12.2.3 Research-enhanced Learning and Teaching *pp 44-46, separate attachment***

The Research-enhanced Learning and Teaching Working Group has developed a new policy which is intended to replace the existing document on research-led teaching and scholarship of teaching. The Committee particularly thanks Associate Professor Angela Brew from the Institute for Teaching and Learning for her work in developing the new policy.

***Recommendation***

*That the Academic Board approve the policy on Research-enhanced Learning and Teaching, as set out in the report presented.*

**12.2.4 Annual Reports of the Learning Centre and the Mathematics Learning Centre *pp 47-55, separate attachment***

The Committee received the 2005 Annual Report of the Learning Centre and noted that the Centre had, yet again, provided a large range of services with minimal financial support from consolidated funds. Members agreed that the

need for a significant increase in funding for these services should, once again, be highlighted to the Academic Board.

With regard to the report from the Mathematics Learning Centre (MLC) the main point discussed by members was whether or not there was a need for the MLC to provide services to postgraduate students. At present the Faculty of Economics and Business receives services from the MLC on a fee-paying basis, but other faculties and SUPRA expressed concern that there was a wider need beyond this one faculty. The President of SUPRA asked for information on how many queries and requests for assistance the MLC received from postgraduate students.

**Recommendation**

*That the Academic Board:*

- (1) note the need for a significant increase in funding student support services, in particular those services provided by the Learning Centre and the Mathematics Learning Centre; and*
- (2) note the executive summaries from the 2005 annual reports of the Learning Centre and the Mathematics Learning Centre as set out in the report presented.*

**13.1**

**Oral report of the Chair of the Research Committee**

**Recommendation**

*That the Academic Board note the report of the Chair of the Research Committee.*

## AGENDA ITEM 6 Report of the Chair

### 6.2 Honours and Distinctions

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

#### **Professor Roger Benjamin, Faculty of Arts**

Elected a Fellow of the Australian Academy of the Humanities.

#### **Professor Greg Hancock, Faculty of Engineering**

Awarded the 2006 Standards Australia Award for Outstanding Service.

#### **Professor Clive Harper, Faculty of Medicine**

Awarded the RPA Foundation Medal for research into the link between thiamine and the prevention of alcohol-induced brain damage.

#### **Professor Ian Hickie, the Brain and Mind Research Institute**

Named one of the ten most influential people in Australia of the past year by the *Australian Financial Review*, in recognition of his work in the field of mental health.

#### **Associate Professor Iain Gardner, Faculty of Arts**

Elected a Fellow of the Australian Academy of the Humanities.

#### **Dr Hak-Kim Chan, Faculty of Pharmacy**

Made a Fellow of the American Association of Pharmaceutical Scientists (AAPS) at the 2006 AAPS Annual meeting and Exposition in recognition of his status as a world leader in inhalation aerosol drug delivery.

#### **Dr Alan James, Honorary Associate, Faculty of Arts**

Elected a Fellow of the Australian Academy of the Humanities.

#### **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.*

### 6.3 General Report

#### **6.3.1 Identifying and Supporting Students at Risk**

19-29

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 document entitled "Policy and Procedure - Identifying and Supporting Students at Risk" had 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 General Counsel, the SRC and SUPRA, and members of the FlexSIS team. The Policy and Procedure was approved in principle by the Academic Board at its December 2005 meeting (see extract of minutes on pp 19-20). Full implementation of the Policy and Procedures was deferred until the development and successful trial of the FlexSIS reporting module.

During 2006 the Academic Board Office worked closely with Regulatory Compliance & Risk Management Project staff to define the students at risk project requirements for developers to begin work on FlexSIS.

### **Overview of FlexSIS reporting**

The new policy and procedures for Identifying and Supporting Students at Risk will give faculties the facility to interrogate FlexSIS at the end of each semester to produce a report of students who are considered 'at risk' of exclusion.

Sufficient data is currently recorded in FlexSIS to enable the tracking and reporting of undergraduate and postgraduate coursework students 'at risk', based on five key triggers. These four key triggers are:

- (1) Failure by a student to successfully complete fifty percent of the credit points of which the student was enrolled in the semester or year (as appropriate);
- (2) Failure by a student to achieve a satisfactory Weighted Average Mark (WAM), that is 50 percent in the degree course over a defined period, as specified by the Faculty;
- (3) Failure by a student to complete a mandated unit of study, field or clinical work or practicum, as appropriate; and
- (4) Failure twice by a student to pass the same unit of study.

Faculties will also be able to use unsatisfactory attendance as a trigger to identify at risk students. (See functional specifications document)

Reports may be run on one or more of the triggers listed above showing all the relevant information for the student and where the student has failed by more than one criterion, those criteria will be highlighted on the report.

These reports will be generated from the FlexSIS Reporting Portal (FRP) which is a read-only reporting database, taken from a copy of the read-write production database every morning before the start of business. The data available to FRP will therefore not reflect any changes made to the data, via FlexSIS, until the following morning.

The FRP reports can be exported to PDF or EXCEL formats to assist with the distribution of correspondence for each of the four stages of exclusion.

### **Piloting of the new procedures for identifying and supporting students at risk**

The faculties of Economics and Business and Pharmacy were approached about piloting the new FlexSIS reporting mechanism. Key representatives from both these faculties as well as International Office staff took part in the User Acceptance Testing (UAT). The faculty staff and the international office staff were satisfied that the reports were accurate, that they covered all potential 'triggers' for identifying at risk students and that the process was workable and helpful.

Staff from the faculties of Economics and Business and Pharmacy will be using the at risk reports to assist them in identifying at risk students at the end of semester 2 2006.

Training sessions for relevant staff in other faculties will begin in the early 2007.

#### **Back on Track Survey**

A Back on Track survey has been drafted in consultation with the faculties of Economics and Business and Pharmacy, the Learning Centre and Faculty Managers. According to the new at risk procedures students will be required to complete a Back on Track survey at stage 1 and 2. The survey aims to assist students to identify and explain reasons why their academic performance has been below a satisfactory level and to inform them of services available to help them resolve these issues.

The information that students share will help them and their Academic Advisor to identify where improvements could be made to their study habits, where extra assistance may be required and to help students recognise potential problems which could lead to failure in their future study.

The information will be stored confidentially on their student file.

#### **Back on Track Information Session**

With the assistance of the Learning Centre the Back on Track Information Sessions will be run every lunch hour for a full week in each semester, providing students with a choice of days to attend. There will be sessions available for remote campuses also. The Sessions will be an opportunity for students who have been identified as being at risk at stage 1 or 2, to hear about the range of courses offered at the Learning Centre. Information about exam preparation, time management and other study tips will be relayed.

Representatives from the University Counselling Service, International Student Support Unit, SRC and SUPRA will also be on hand to provide relevant information and advice.

Theoretical case studies will be presented based on situations in which students would struggle to achieve satisfactory progress in their chosen course of study. By discussing appropriate solutions, including where a student should go to seek assistance, the Sessions will aim to enlighten students of the help available.

Students will be asked to complete an evaluation form at the end of the information session which will assist in ensuring that the information provided is relevant and helpful. The Back on Track surveys will also be evaluated and this information will also be used to shape the content of future sessions.

Attendance records will be kept at the Sessions and for Stage 1 and 2 students their attendance will form part of a students 'progression profile.'

The Back on Track Information Sessions will be open to all students and publicised in relevant student publications.

#### **Back on Track website**

Templates for the At Risk letters to students at each stage, copies of the Back on Track survey and information about the Back on Track Information

Sessions will all be available at the Back on Track website. A flowchart detailing the new procedures will also be available here and on the MyUni website.

The website is currently being developed and it is anticipated that it will be active from February 2007.

**Further FlexSIS requirements**

The necessary FlexSIS developments have been approved by the Regulatory Compliance Project Board as a priority for 2007.

**Recommendation**

*That the Academic Board approve the policy "Identifying and Supporting Students at Risk", with effect from 1 January 2007, as set out in the report presented.*

**6.3.2 Academic Board Review of the Off-Shore Health Sciences Programs**

*pp 56-75, separate attachment*

In September 2005, the Academic Board conducted a review of the off-shore health sciences programs conducted under the Memorandum of Understanding between the Singapore Institute of Management and the University of Sydney (Faculty of Health Sciences).

Attached is the final report of the review, and the response to the review from the Faculty of Health Sciences.

**Recommendation**

*That the Academic Board note the response from the Faculty of Health Sciences to the Academic Board review of the off-shore health sciences programs, as set out in the report presented.*

**6.3.3 Academic Staff Promotions to Level C in 2006**

30-31

Attached is the report of the Level C Central Promotions Committee regarding academic staff promotions to Level C in 2006.

**Recommendation**

*That the Academic Board note the report on the promotion of academic staff to Level C in 2006, as set out in the report presented.*

**6.3.4 Academic Staff Promotions to Level D in 2006**

32-33

Attached is the report of the Level D Central Promotions Committee regarding academic staff promotions to Level D in 2006.

**Recommendation**

*That the Academic Board note the report on the promotion of academic staff to Level C in 2006, as set out in the report presented.*

**6.3.5 Authority of the Chair of the Academic Board**

The Board is asked to authorise its Chair to act on its behalf in respect of any urgent matters that may arise between the Board meeting of 13 December 2006 and the first 2007 Academic Board meeting.

***Recommendation***

*That the Academic Board authorise its Chair to act on its behalf in respect of any urgent matters that may arise between the Board meeting on 13 December 2006 and the first 2007 Academic Board meeting, as set out in the report presented.*

**6.3.6 Christmas Party**

Members of the Board and others who have assisted with the work of the Board and its committees throughout the year are invited to join me for champagne and finger food in the Nicholson Museum at the close of this Board meeting. Invitations have been sent out separately.

***Recommendation***

*That the Academic Board note the report of the Chair of the Academic Board relating to the Academic Board Christmas Party, as set out in the report presented.*

**Extract from Academic Board minutes, 14 December 2005:**

**5.2 General Report**

**5.2.1 Identifying and Supporting Students at Risk**

The Chair asked members to note that a revised version of the draft policy had been included in the supplementary agenda. He stated that the draft policy was an important document, which would provide a consistent framework for all faculties to deal with students who are deemed to be at risk. He pointed out that this consistency was currently absent.

Members noted that the full implementation of the Policy and Procedures would not be possible until there was development, and a successful trial, of related FlexSIS capabilities. Final approval and a decision on the starting date for the operation of this policy and associated procedures would be sought at a later meeting of Academic Board, however it was anticipated that a suitable starting date would be 1 January 2007.

The Chair noted that the document had 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.

The Implementation Team recognised that more was required than just amendments to the formal processes of the appeals mechanism, and that the University should develop a means of tracking the progression of students to allow early intervention. The draft policy would outline a defined process for identifying and dealing with such students and provide opportunities for students to improve their progress. The policy would also introduce a major recommendation from the appeals review, which was the hearing of appeals against an exclusion ruling of the Dean within the Faculty, by an appropriately constituted appeals committee.

The Chair highlighted the following changes made to the document since its first inclusion in the agenda papers:

- feedback from Dr Edmond, Director of Student Services, had been incorporated, including references to contacting the Learning Centre and the International Student Support Unit, and renaming the "Show Cause" workshop to the "Back on Track" workshop;
- the sections on privacy had been reworded;
- on advice from SUPRA, students enrolled in courses with a duration of 2 years or less full-time would be asked to show cause after their second appearance on the At Risk register, rather than the third; and
- section 4.3 (1) (d) will be reworded to read "failure twice by the student...".

The Chair noted that there were significant resource implications, particularly developing and running the "Back on Track" Workshops for students deemed to be At Risk.

The Chair thanked the members of the implementation team as follows:

- Professor Judyth Sachs, Pro Vice-Chancellor (Teaching and Learning)
- Associate Professor Geoff Barton, Faculty of Engineering
- Associate Professor Alison Bashford, Faculty of Arts
- Ms Judith Russell, Director, Corporate Information Unit
- Mr Glenn Condell, Examinations and Exclusions Officer
- Ms Rebecca Connell, Faculty of Economics and Business
- Ms Barbara Chmielewski, Deputy Director, International Office
- Ms Kim Koorey, FlexSIS Team
- Ms Gigi Wong, SUPRA President
- Ms Rose Jackson, SRC President

He also noted the contributions of Associate Professor Masters, Mr D Bowan, Mr J Topley, Mr P O'Carroll, Ms L Nemitschenko, and Ms R Deane-Butcher.

The Chair invited members to comment on the proposed policy. During discussion the following points were raised:

- the definitions of "at risk" and "risk" were repetitive and it was suggested that the definition for "risk" be removed;
- at point 4.3 (1) it was suggested that the word "and" between points (e) and (f) be altered to "or"; and
- specific queries were raised about practical work, "attendance at" vs. "satisfactory completion" of workshops and the specification of an exclusion period, but it was agreed that these points could be dealt with elsewhere (e.g. in faculty-specific advice to students).

There was some debate regarding the composition of the faculty appeals committees. It was finally agreed that the composition of such committees should remain as stated within the draft policy, but that each committee should be chaired by an academic staff member from another faculty (preferably one within the same college).

Members approved the policy as amended.

#### **Resolution 346/05**

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



# The University of Sydney

## 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 degree.

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 subject to the development and successful trial of the FlexSIS capabilities. With the completion of the FlexSIS developments and a successful trial by the faculties of Economics and Business and Pharmacy, the Academic Board is asked to approve the full implementation of the Policy and Procedures to commence on 1 January 2007.

### 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 in conjunction with the formal instruments governing exclusions and appeals for students enrolled in undergraduate and postgraduate coursework and research degrees, including:

- *the University of Sydney (Student Appeals against Academic Decisions) Rule 2006;*
  - *the University of Sydney (Coursework) Rule 2000 (as amended); and*
  - *the University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*
- Resolutions of the Academic Board:
- *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 degree 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 4.1.4;

**Back on Track Information Session** will be held every lunch hour for a full week in each semester to provide At Risk students with information to assist them in their studies in accordance with clause 4.5.7. Attendance will be recorded at each Information Session;

**Back on Track Survey** means a survey for completion by all At Risk students within a Faculty, in accordance with clauses 4.5.3, 4.5.4, 4.5.5 and 4.5.6;

**Back on Track Survey (Stage 2)** means a survey for completion by At Risk students within a Faculty identified as Stage 2 At Risk, in accordance with clauses 4.6.2, 4.6.3 and 4.6.4;

**Progression Profile** means an a record of all relevant documentation pertaining to an students At Risk status, including warning letter, Back on Track Surveys etc. A student's Progression Profile will be supplemented by the Faculty with each intervention, producing a record of the student's At Risk history. The Progression Profile will be attached to the student file;

**Progression Rate** means the rate at which a student accrues credit in their degree 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 degree 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 degree course, measured by comparing the number of credit points achieved with the number of credit points required for the degree, taking into account the maximum period for completion;

**Weighted Average Mark (or WAM)** 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

The University of Sydney is committed to early identification and support of students At Risk.

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**

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

##### **4.2 Progression**

- 4.2.1 In order to progress through a degree course, students are required to:
  - 4.2.1.1 achieve the minimum Progression Rate specified by the Faculty;
  - 4.2.1.2 pass the number of units of study specified by the Faculty as the minimum for a defined period; and
  - 4.2.1.3 pass any field or clinical work, practicum, or other unit of study mandated by the Faculty.
- 4.2.2 The Faculty will submit their progression rules to the Academic Board for assessment and endorsement.
- 4.2.3 The University will monitor Progression through reports generated by FlexSIS on each student's:
  - 4.2.3.1 Progression rate;
  - 4.2.3.2 Progress towards completion; and
  - 4.2.3.3 completion of, or failure to complete, a mandated unit of study, field or clinical work, or practicum.
- 4.2.4 Faculties will ascertain a student's Progression by any or all of the following means:
  - 4.2.4.1 student attendance at compulsory teaching and assessment components of a unit of study;
  - 4.2.4.2 failure of a student to pass a number of units of study set as the required target for that degree;
  - 4.2.4.3 over-enrolment in an attempt to catch up on failed units of study;
  - 4.2.4.4 significant negative variations in a student's academic performance;
  - 4.2.4.5 other progress requirements specific to the Faculty.
- 4.2.5 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.
- 4.2.6 Relevant Faculty staff will be permitted to access and review information recorded in FlexSIS and create reports as required.

- 4.2.7 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'**

- 4.3.1 The University will use the following triggers, as a minimum, to identify students At Risk:

4.3.1.1 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;

4.3.1.2 failure by a student to achieve a satisfactory Weighted Average Mark (WAM) in the degree course over a defined period, as specified by the Faculty;

4.3.1.3 failure by a student to complete a mandated unit of study, field or clinical work, or practicum, as appropriate;

4.3.1.4 failure twice by a student to pass the same unit of study;

4.3.1.5 unsatisfactory student attendance record as entered in FlexSIS by faculties; or

4.3.1.6 inability of a student to complete their degree within the maximum permitted time while carrying a normal student load.

*[Note: 4.3.1.6 will be applicable in 2007.]*

### **4.4 Report**

- 4.4.1 At the end of each semester, Faculties will generate an At Risk report from FlexSIS and after consulting Faculty records will produce a list of students who are potentially At Risk.

- 4.4.2 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**

- 4.5.1 The Faculty will send all students listed in the At Risk Report for the first time a letter and a Back on Track Survey. The letter will advise each student:

4.5.1.1 that they have been identified as At Risk;

4.5.1.2 how they have been identified as At Risk;

4.5.1.3 that they are required to:

(i) complete a Back on Track Survey; and

(ii) attend a Back on Track Information Session.

4.5.1.4 that all correspondence and documents relating to their At Risk status will be recorded on their Progression Profile;

4.5.1.5 that, in the case of the student being enrolled in an award program of two years or less (full-time) duration, they are also required to:

(i) consult an Academic Advisor in their Faculty; and

- (ii) attend a Back on Track Information Session.

- 4.5.2 Faculties may also require students to consult an Academic Advisor
- 4.5.3 All At Risk students will be expected to complete a Back on Track Survey.
- 4.5.4 The Back on Track 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.
- 4.5.5 The Back on Track Survey will include details of the relevant 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 Survey will advise students to avail themselves of these services.
- 4.5.6 Each student who receives a Back on Track Survey will be expected to acknowledge that they are aware of the University assistance available to them.
- 4.5.7 The Back on Track Information Session will cover study skills and introduce students to remedial learning services, counselling services and relevant student association representatives.
- 4.5.8 The Faculty will record on the Progression Profile whether the student responds to the Back on Track Survey and has attended a Back on Track Information Session.

#### **4.6 Stage 2**

- 4.6.1 The Faculty will send all students listed in an At Risk Report for the second time a warning letter and a Back on Track Survey (Stage 2). Students enrolled in award programs of two years or less (full time) duration should proceed directly to stage 3. The warning letter will advise each student:
  - 4.6.1.1 that they have been identified as At Risk for the second time;
  - 4.6.1.2 how they have been identified as At Risk for the second time;
  - 4.6.1.3 that all correspondence and documents relating to their At Risk status will be recorded on their Progression Profile; and
  - 4.6.1.4 that they are required to:
    - (i) complete an Back on Track Survey (Stage 2);
    - (ii) consult an Academic Adviser in their Faculty, and
    - (iii) attend a Back on Track Information Session, if they have not already done so.
- 4.6.2 The Back on Track Survey (Stage 2) 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. It will also ask that they provide information about any support

services or other relevant remedial action they may have taken since they were identified as Stage 1 At Risk.

- 4.6.3 The Back on Track Survey (Stage 2) will require students to consult with their year advisor or Associate Dean.
- 4.6.4 Each student who receives a Back on Track Survey (Stage 2) will be expected to acknowledge that they are aware of the University assistance available to them.
- 4.6.5 The Faculty will record on the Progression Profile whether the student consults an Academic Adviser and attends a Back on Track Information Session.

#### **4.7 Stage 3**

- 4.7.1 All students listed in an At Risk Report for the third time (or second time in the case of students in award programs of two years full time or less duration) will be asked to show good cause why they should not be excluded from their degree course.
- 4.7.2 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)*.
- 4.7.3 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)*:
  - 4.7.3.1 exclude the student from the degree course; or
  - 4.7.3.2 permit the student to re-enrol in the degree 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.
- 4.7.4 Faculties will normally provide reasons for their decisions and record those reasons on the progression profile.

*[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**

- 4.8.1 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 degree.

#### **4.9 Appeals**

- 4.9.1 A two level appeals process will be available to students, as recommended in the Topley Report.
- 4.9.2 A student who:

4.9.2.1 has been listed in an At Risk Report for the third time and who has been excluded from their degree (Stage 3); or

4.9.2.2 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 in accordance with the **Resolutions of the Academic Board:**

- *Student appeals against academic decisions; 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.*

4.9.3 Students will be entitled to appeal to the Student Appeals Body in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.

## Report on promotion of academic staff to Level C

Fifty four applications were received in 2006.

The Central Promotions Committee (CPC) comprised Professor Don Nutbeam (Provost & Deputy Vice-Chancellor) (Chair), Professor Bruce Sutton (Chair, Academic Board), Professor Anthony Baker (Chair, Academic Board, University of Technology), Professor Charles Areni (Economics), Professor Elspeth Probyn (Gender Studies), Professor Tania Sorrell (Western Clinical School, Westmead), Associate Professor Elaine Cornell (Applied Vision Sciences), Associate Professor Phillip Hirsch (Geosciences) and Associate Professor Tim Langrish (Chemical Engineering).

The Provost and Deputy Vice-Chancellor has approved the following fifty one promotions to Level C, effective from 1 January 2007.

### SENIOR LECTURER

1.	Dr	Peter	Armstrong	Architecture
2.	Dr	Lesley	Beaumont	Arts
3.	Dr	Keith	Broadfoot	Arts
4.	Dr	Catriona	Elder	Arts
5.	Dr	Cindy	McCreery	Arts
6.	Dr	Michael	McDonnell	Arts
7.	Dr	Kirsten	McKenzie	Arts
8.	Dr	Michelle	Royer	Arts
9.	Dr	Liam	Semler	Arts
10.	Dr	Yiyan	Wang	Arts
11.	Dr	Caroline	West	Arts
12.	Dr	Sivaneswaran	Shanti	Dentistry
13.	Dr	Iain	Black	Economics & Business
14.	Dr	Daniel	Oron	Economics & Business
15.	Dr	Leanne	Piggott	Economics & Business
16.	Dr	Catherine	Sutton-Brady	Economics & Business
17.	Dr	Andrew	Wait	Economics & Business
18.	Dr	Timothy	Allender	Education & Social Work
19.	Ms	Helen	Drury	Education & Social Work
20.	Dr	Paul	Dufficy	Education & Social Work
21.	Dr	Marianne	Hulsbosch	Education & Social Work
22.	Dr	Ruth	Phillips	Education & Social Work
23.	Dr	Alyson	Simpson	Education & Social Work
24.	Dr	Guoqiang	Mao	Engineering
25.	Dr	Timothy	Wilkinson	Engineering
26.	Dr	Graeme	Wood	Engineering
27.	Dr	Ian	Cathers	Health Sciences
28.	Dr	Leanne	Togher	Health Sciences
29.	Dr	Kristin	Savell	Law
30.	Dr	Allison	Abendroth	Medicine
31.	Dr	Jonathan	Arthur	Medicine
32.	Dr	Patrina	Caldwell	Medicine
33.	Dr	Xin-Ming	Chen	Medicine
34.	Dr	Phillippa	Craig	Medicine
35.	Dr	Geraldine	O'Neill	Medicine
36.	Dr	Manoranjenni	Chetty	Pharmacy
37.	Dr	Jane	Hanrahan	Pharmacy
38.	Dr	David	Hibbs	Pharmacy

39.	Ms	Helen Mary	Agus	Science
40.	Dr	Ofer	Gal	Science
41.	Dr	Fiona	Hibberd	Science
42.	Dr	Irena	Koprinska	Science
43.	Dr	Zdenka	Kuncic	Science
44.	Dr	Johannes	Pols	Science
45.	Dr	Murray	Thomson	Science
46.	Dr	Qiyang	Wang	Science
47.	Dr	Derek	Wyman	Science
48.	Dr	Debra	Dawes	Sydney College of the Arts
49.	Dr	Katrina	Bosward	Veterinary Science
50.	Dr	Merran	Govendir	Veterinary Science
51.	Dr	Jenny-Ann	Toribio	Veterinary Science

The following table on application and success rates (broken down by Local Promotions Committee (LPC) Grouping and gender) is provided for the information of the Board.

LPC Grouping	Applications received			Successful to Level C		
	Male	Female	Total	Male	Female	Total
Architecture	1	0	1	1	0	1
Arts	3	7	10	3	7	10
Dentistry, Medicine & Pharmacy	2	8	10	2	8	10
Economics and Business	3	2	5	3	2	5
Education and Social Work	2	4	6	2	4	6
Engineering	3	0	3	3	0	3
Health Sciences	1	4	5	1	1	2
Law	0	1	1	0	1	1
Sydney College of the Arts	0	1	1	0	1	1
Science	5	4	9	5	4	9
Veterinary Science	0	3	3	0	3	3
<b>TOTAL</b>	<b>20</b>	<b>34</b>	<b>54</b>	<b>20</b>	<b>31</b>	<b>51</b>

## Report on promotion of academic staff to Level D

Forty three applications were received in 2006.

The Central Promotions Committee (CPC) comprised Professor Don Nutbeam (Provost & Deputy Vice-Chancellor) (Chair), Professor Bruce Sutton (Chair, Academic Board), Professor Anthony Dooley (President, Academic Board, University of New South Wales), Professor Richard Banati (Medical Radiation Sciences), Professor Anita Bundy (Occupation and Leisure Sciences), Professor Rifaat Ebied (Languages and Cultures), Professor Nalini Joshi (Mathematics), Professor Daniel Potts (Philosophical and Historical Inquiry) and Professor Catherine Stampfl (Physics).

The Provost and Deputy Vice-Chancellor has approved the following thirty promotions to Level D, effective from 1 January 2007.

### ASSOCIATE PROFESSOR

1.	Dr	Tania	Gerzina	Dentistry
2.	Dr	Murali	Agastya	Economics and Business
3.	Dr	Marian	Baird	Economics and Business
4.	Dr	John	Shields	Economics and Business
5.	Dr	Craig	Campbell	Education and Social Work
6.	Dr	Jennifer	O'Dea	Education and Social Work
7.	Dr	Vincent	Gomes	Engineering
8.	Dr	Dong	Jeng	Engineering
9.	Dr	Andrew	Ruys	Engineering
10.	Dr	Salah	Sukkarieh	Engineering
11.	Dr	Sharon	Kilbreath	Health Sciences
12.	Dr	Ann	Packman	Health Sciences
13.	Dr	Gail	Mason	Law
14.	Dr	Vladimir	Balcar	Medicine
15.	Dr	Jennifer	Byrne	Medicine
16.	Dr	Kevin	Key	Medicine
17.	Dr	Petra	Macaskill	Medicine
18.	Dr	Christopher	Ward	Medicine
19.	Dr	David	Winlaw	Medicine
20.	Dr	Mary	Collins	Pharmacy
21.	Dr	Charles	Collyer	Science
22.	Dr	David	Easdown	Science
23.	Dr	Andrew	Mathas	Science
24.	Dr	Ann	Sharpe	Science
25.	Dr	Michael	Walker	Science
26.	Dr	Paul	McGreevy	Veterinary Science

### PRINCIPAL RESEARCH FELLOW

1.	Dr	Harbans	Bariana	Agriculture, Food & Natural Resources
2.	Dr	Kostya	Ostrikov	Science
3.	Dr	Linda	Barwick	Sydney Conservatorium of Music
4.	Dr	Vivienne	Reeve	Veterinary Science

The following table on application and success rates (broken down by Local Promotions Committee (LPC) Grouping and gender) is provided for the information of the Board.

LPC Grouping	Applications received			Successful to Level D		
	Male	Female	Total	Male	Female	Total
Arts	1	1	2	0	0	0
Dentistry, Medicine & Pharmacy	4	4	8	4	4	8
Economics and Business	3	2	5	2	1	3
Education and Social Work	3	2	5	1	1	2
Engineering	5	0	5	4	0	4
Health Sciences	0	3	3	0	2	2
Law	0	2	2	0	1	1
Science & Agriculture, Food & Natural Resources	9	1	10	6	1	7
Sydney Conservatorium of Music	0	1	1	0	1	1
Veterinary Science	1	1	2	1	1	2
<b>TOTAL</b>	<b>26</b>	<b>17</b>	<b>43</b>	<b>18</b>	<b>12</b>	<b>30</b>

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**AGENDA ITEM 10**  
**Reports of Faculties and Boards**

**10.1 Faculty of Medicine – Semester and Vacation Dates 2007**

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The Dean on behalf of the Faculty of Medicine recommends variation of the semester and vacation dates for 2007 as follows in respect of this Faculty. These variations are mainly to allow for fulfilment of practicum requirements.

***Recommendation***

*That the Academic Board approve the semester and vacation dates for the Faculty of Medicine for the year 2007, as set out in the report presented.*

2007		Dates in this Planner commence on																												endorsed by the USydMP Committee August 2006																																																																																																																																																																							
		Mondays																																																																																																																																																																																																			
		1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr	7-May	14-May	21-May	28-May	4-Jun	11-Jun	18-Jun	25-Jun	2-Jul	9-Jul	16-Jul	23-Jul	30-Jul	6-Aug	13-Aug	20-Aug	27-Aug	3-Sep	10-Sep	17-Sep	24-Sep	1-Oct	8-Oct	15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec																																																																																																																																																
<b>Stage 1</b>	Commence Mon 12 Feb -->	1 FOUNDATION STUDIES						2 DRUG AND ALCOHOL - MUSCULOSKELETAL SCI						3 RESPIRATORY SCIENCES						4 HAEMATOLOGY						5 CARDIOVASCULAR SCIENCES																																																																																																																																																																											
<b>Stage 2</b>	Start Fri 9 Feb -->	6 NEUROSCIENCES - VISION - BEHAVIOUR						7 ENDOCRINE - NUTRITION - GASTROENTEROLOGY						8 RENAL - REPRODUCTION - SEXUAL HEALTH						9 ONCOLOGY AND PALLIATIVE CARE																																																																																																																																																																																	
<b>Stage 3</b>	Start Wed 17 Jan -->	INTEGRATED CLINICAL ATTACHMENTS 1-4														INTEGRATED CLINICAL ATTACHMENTS 5-8														ROTATION 1						Fixed Elective (10 Dec 07 - 22 Feb 08)																																																																																																																																																																	
<b>Stage 4</b>	Start Mon 5 Mar -->	ROTATION 2									ROTATION 3									ROTATION 4									PRE-INTERNSHIP TERM																																																																																																																																																																								
<b>Fixed Elective</b>	(11 Dec 06 - 23 Feb 07)																																																																																																																																																																																																				
<b>Legend:</b>		Vacation																												Clinical School block																												* Short week (Public Holiday)																												BA: Barrier Assessment																												RFA: Required Formative Assessment																												O: OSCE (Objective Structured Clinical Exam)																												CONF: Conference Week																											
		INTEGRATED CLINICAL ATTACHMENTS include Medicine (incl. Geriatric Medicine) and Surgery and their subspecialties, and Critical Care/Anaesthetics																																																																																																																																																																																																			
		ROTATIONS include Psychological & Addiction Medicine, Child & Adolescent Health, Perinatal & Women's Health, and Community Rotation [each to be assessed: A]																																																																																																																																																																																																			
<b>Starting dates for 1st PBL session in each Block</b>		1 PBL 1 (Thursday 15 Feb)							2 PBL 1 (Thursday 26 Apr)							3 PBL 1/2 (Tuesday 10 Jul)							4							5 PBL 1/2 (Tuesday 9 Oct)																																																																																																																																																																							
		6 PBL 1 (Friday 9 Feb)							7 PBL 1 (Friday 4 May)							8 PBL 1 (Friday 3 Aug)							9																																																																																																																																																																														

## **AGENDA ITEM 11**

### **Report of the Undergraduate Studies Committee**

**NB:** The Senate and Faculty resolutions referred to in this report are included in the agenda attachment.

#### **11.2 Report of the meeting held on 21 November 2006**

The Committee met on 21 November when there were present: The Deputy Chair (Dr J Shaw) presiding, Professors C Areni and B Sutton, Associate Professor J Hodgson, Drs D Auld, C Collyer, S Cumming, R Gibson, J Hanrahan, E Howe, S Robertson and W Vervoort, and Ms L Brown, Mr A McLeod and Mr N Wood. Ms M Kemmis was in attendance.

##### **11.2.1 Faculty of Health Sciences: Bachelor of Health Sciences (Physiotherapy)**

The Committee noted that the proposal to reintroduce the Bachelor of Health Sciences (Physiotherapy) had been starred at the November meeting of the Academic Board, and that it had been agreed that the matter would be referred back to the Committee for further advice, particularly as to whether the proposal complied with the *University of Sydney (Coursework) Rule 2000 (as amended)*.

Members noted that the *Coursework Rule* stated students transferring in to the University must complete a minimum of two full-time semesters or equivalent, but provided an exemption for embedded courses and conjoint ventures with other institutions. The degree in question was the subject of a memorandum of understanding between the University of Sydney and the Nanyang Polytechnic in Singapore. Members agreed to refer this information to the Academic Board for its December meeting.

##### **Recommendation**

*That the Academic Board note the Undergraduate Studies Committee's advice regarding the proposal to reintroduce the Bachelor of Health Sciences (Physiotherapy), as set out in the report presented.*

#### **11.2.2 Faculty Resolutions**

##### **11.2.2.1 Faculty of Arts: Undergraduate Degrees and Diplomas**

*pp 76-96, separate attachment*

The Faculty of Arts standardised units of study in the Faculty from 8 credit points to 6 credit points in 2005. The relevant Senate Resolutions were amended and approved by Senate and the Academic Board in the same year.

Attached are the revised Faculty resolutions which were omitted from the Faculty's original standardisation proposal. The revised resolutions primarily focus on amending references to specific credit point requirements.

##### **Recommendation**

*That the Academic Board:*

- (1) note the amendments to the Resolutions of the Faculty relating to the undergraduate degrees and diplomas in the Faculty of Arts, made pursuant to the University of Sydney (Coursework) Rule 2000; and*
- (2) approve the faculty requirements relating to the requirements of the degrees and diplomas,*  
*with effect from 1 January 2006, as set out in the report presented.*

##### **11.2.2.2 Faculty of Engineering: Bachelor of Engineering** *pp 97-98, separate attachment*

The Faculty of Engineering introduced a Flexible First year program in 2004. This has been a very popular and successful program. With the inclusion of IT degrees into the Faculty, the faculty has broadened the coverage of Flexible

First Year to include the IT degrees, Bachelor of Information Technologies and Bachelor of Computer Science and Technology. The changes to the relevant Faculty Resolutions were approved by the Faculty and are shown on the following page.

**Recommendation**

*That the Academic Board:*

- (1) *note that the Faculty is in the process of amending its name from Engineering to Engineering and Information Technologies;*
- (2) *note the amendments to the Resolutions of the Faculty relating to the undergraduate degrees in the Faculty, made pursuant to the University of Sydney (Coursework) Rule 2000; and*
- (3) *approve the faculty resolutions relating to the requirements of the degree,*  
*with effect from 1 January 2008, as set out in the report presented.*

**11.2.3 Faculty Reports**

**11.2.3.1 Sydney Conservatorium of Music: Units of Study**

The Sydney Conservatorium of Music has approved the amendment of various undergraduate units of study, as reported to the Undergraduate Studies Committee.

**Recommendation**

*That the Academic Board note the report of the Sydney Conservatorium of Music regarding amended units of study, as set out in the report presented.*

**11.2.4 Report of the Honours Working Party**

The Committee noted that the green paper on Honours at the University of Sydney had been revised in response to discussions at the Committee's last meeting and the most recent meeting of the Honours Working Party. The section on awarding degrees with merit had been removed from the green paper and would be the subject of a separate paper still under development.

Members discussed the revised green paper and agreed that it should be referred to faculties for discussion before being referred to the Academic Board in 2007. During discussion the following points were raised:

- there had been discussion at the last Committee meeting about amending the definition of integrated honours degrees to differentiate between fully and partly integrated honours degrees but this was not reflected in the revised paper;
- the projected timeline for introducing the recommended changes was queried, with some courses unable to be amended before 2009; and
- with regard to merit degrees it was noted that the working party had identified the major issues as determining the number of levels of award (1 or 2), the nomenclature and the grades.

It was agreed that faculties would be asked to provide some statistics on the number of final year students achieving WAMs of over 80, between 75 and 80 and between 70 and 75. The revised green paper would be sent to members electronically and would also be distributed to faculties with a covering note outlining the timeline for discussions and advising that a separate paper on merit degrees would be circulated in the near future.

**Recommendation**

*That the Academic Board note the report on the Honours Working Party, as set out in the report presented.*

**11.2.5 Proceedings of the Committee**

The Committee also noted a report from the Academic Board and advice from Faculty representatives regarding proposed amendments to be submitted in early 2007.

## **AGENDA ITEM 12**

### **Report of the Learning and Teaching Committee**

#### **12.2 Report of the meeting held on 28 November 2006**

The Committee met on 28 November 2006 when there were present: The Deputy Chair (Associate Professor G Ryan) presiding, Professors J Sachs, B Sutton and K Trigwell, Associate Professors D Airey, C Collyer, D Dragovich, M Freeman, L Harris, J Hodgson and C Roberts, Drs D Collins, M Edmond, C Groenlund, I Maxwell, D O'Connor, C Taylor and W Vervoort, Mr R Araghi, Ms S Hanfling, Ms J Jones, Ms K Sodersten and Mr M Vaughan. Ms M Kemmis and Mr J Wheatley were in attendance.

##### **12.2.1 Academic Board Faculty Reviews: Faculty Progress Report**

*pages 99-117, separate attachment*

The Board is asked to note that the Committee received and noted the progress reports from the Faculty of Medicine and Faculty of Pharmacy in response to recommendations from the Academic Board Phase Two Faculty Reviews.

##### **Recommendation**

*That the Academic Board note the Faculty Progress Reports from the Faculty of Medicine and Faculty of Pharmacy, as set out in the report presented.*

##### **12.2.2 Proceedings of the Committee**

###### **(1) Audio-Visual Services**

The Committee received a presentation from Mr Jason Wheatley (Manager, Audio Visual Services) on the current trial of Camtasia software. As a result, the Committee agreed to form a working party to look at the copyright, storage and usage issues surrounding the creation of multimedia files from lectures.

The Committee also discussed the shared learning spaces planned for the new Faculty of Law Building. The Committee has agreed that the Chair write to the Chief Operating Officer to recommend that the tutorial rooms in the new building include a grid system for cabling (similar to that planned for the new SciTech Library) to enable the rooms to be used as flexible learning spaces.

###### **(2) Report of the Pro Vice-Chancellor (Learning and Teaching)**

The Pro Vice-Chancellor (Learning and Teaching) reported on the recent Curriculum Reform and Renewal Symposium held on 3 November 2006, and presented the Strategic Plan on Integrated Learning.

###### **(3) Vote of Thanks to Associate Professor Deirdre Dragovich**

The Committee gave a vote of thanks to Associate Professor Deirdre Dragovich for her work as Chair of the Library Committee and Library Sub-Committee over the past five years.

###### **(4) Other Reports**

The Committee also noted reports on:

- the revised terms of reference for the Assessment Working Party;
- the draft Cultural Diversity Strategic Plan;
- the register of written warnings issued under the "Student Plagiarism" policy; and
- the Academic Board meeting of 15 November 2006.