NOTICE OF MEETING

Meeting 5/2016 of the Academic Standards and Policy Committee will be held from 2:00pm – 4:00pm on Wednesday 24 August 2016 in the Senate Room, Quadrangle. The Agenda for the meeting is below.

Matthew Charet
Executive Officer to Academic Board

AGENDA

Non-confidential items

1 WELCOME AND APOLOGIES
The Committee welcomes Mr Andrew Lavery, replacing Associate Professor Ann Elias for Semester 2 as representative of the Sydney College of the Arts.

Apologies have been received from Professor Pip Pattison, Thomas Greenwell and Associate Professor Glen Hill.

2 PROCEDURAL MATTERS

2.1 Minutes of Meeting 4/2016 on 20 July 2016
2.2 Actions Arising

3 STANDING ITEMS

3.1 Report of the Chair
3.2 Report of the Academic Board meeting, 17 August 2016

4 ITEMS FOR APPROVAL

4.1 Student Discipline Rule
4.2 Definition of ‘academic honesty’
4.3 Simplified End of Semester Examination Arrangements – Changes to Assessment Procedure 2011
4.4 Academic Delegations of Authority
4.5 Lecture Recordings

Respect is a core value of the Academic Board
5 ITEMS FOR NOTING

5.1 2017 Meeting Schedule

Chair attached

6 OTHER BUSINESS

6.1 Any Other Business

Next meeting: 2:00pm – 4:00pm, Wednesday 12 October 2016
Senate Room, Quadrangle

Academic Standards and Policy Committee - Terms of Reference

Purpose
The Academic Standards and Policy Committee assists and advises the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, scholarship and research in the University of Sydney.

Terms of Reference
1. To play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of all academic units.
2. To formulate and review policies, guidelines and procedures in relation to academic matters, particularly with respect to academic issues that have scope across the University, including equity and access initiatives.
3. To determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies.
4. To advise the Academic Board and Vice Chancellor on policies concerning the academic aspects of the conditions of appointment and employment of academic staff.
5. To play an active role in assuring the quality of teaching, scholarship and research in the University by ensuring the body of academic policies and degree resolutions are self-consistent, incorporate the best ideas and are aligned with the strategic goals of the University.
6. In pursuit of the above objectives,
   6.1. request reports from, or refer matters to academic units for consideration and action as required;
   6.2. consider and take action as required on reports or academic submissions from academic units;
   6.3. initiate and oversee, in collaboration with the Senior Executive Group, a formal and regular program of review of academic activities of all academic units.
7. To actively seek and evaluate opportunities to improve the University’s pursuit of high standards in all academic activities.
8. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters pertaining to academic standards and policy.
9. To receive regular reports from, and provide advice to the Deputy Vice-Chancellors pursuant to maintaining the highest standards in teaching, scholarship and research.
10. To exercise all reasonable means to provide and receive advice from the Senior Executive Group and its relevant subcommittees.
11. To provide regular reports on its activities under its terms of reference to the Academic Board.
12. To consider and report on any matter referred to it by the Academic Board, the Vice Chancellor or the Deputy Vice-Chancellors.
MINUTES

1 WELCOME AND APOLOGIES
The Chair welcomed members and conveyed apologies from those unable to attend.

2 PROCEDURAL MATTERS
2.1 Minutes of Meeting 3/2016 on 8 June 2016
Members confirmed the minutes of the previous meeting held on 8 June 2016.

Resolution ASPC16/4-1
That the Academic Standards and Policy Committee resolve that the minutes of meeting 3/2016, held on 8 June 2016, be confirmed as a true record.

2.2 Actions Arising
Ms Henderson sought advice as to responsibility for reporting on Simple Extensions, as discussed at Item 4.4. The Secretary undertook to contact faculties to request that they report on instances of simple extension at the end of each semester.

A brief update was provided on the work of the Exams Working Group, with members advised that the Working Group had met earlier in the year and provided feedback on the proposed simplification of exams to the Deputy Vice-Chancellor (Registrar). The Working Group is to be re-convened to consider draft amendments to a number of exams-related processes and policies that will be impacted by changes to Student Administration Services. Ms Henderson asked to be advised of any information regarding timelines for any changes to policy. Associate Professor McCallum advised that de-identified marking, online examinations and invigilation are also to be addressed in this tranche of changes to policy and procedure.

Action 1/2016: Contact faculties to request a report on simple extensions at the end of each semester. Responsible: Secretary; Timing: At the beginning of each semester.
3  STANDING ITEMS

3.1 Report of the Chair

Further to the written report, the Chair asked members to convey a consistent message regarding the availability of simple extensions to faculty colleagues and students, advising that the policy applies to all students across the University. The decision to grant an extension is at the discretion of the Unit of Study Coordinator and can be rejected across a unit of study, but students have the right to request an extension. She asked that no communication – whether written or verbal – be presented to students that advises that simple extensions are not offered by a faculty.

Resolution ASPC16/4-2

That the Academic Standards and Policy Committee note the report of the Chair.

3.2 Report of the Academic Board meeting of 29 June 2016

Noting the written report circulated with the agenda, Associate Professor Masters advised that he had nothing further to report.

Resolution ASPC16/4-3

That the Academic Standards and Policy Committee note the report of the Academic Board meeting held on 29 June 2016.

4  ITEMS FOR APPROVAL

4.1 Course Amendment Proposal: Faculty of Engineering and IT – Bachelor of Engineering (Honours)

Associate Professor Wilkinson spoke to this proposal and advised that the accrediting body, Engineers Australia, has notified institutions that it will only provide accreditation to graduates who hold a qualification at AQF Level 8. The Bachelor of Engineering program currently offers integrated Honours, but students who do not achieve the minimum standard set for the award of Honours (a minimum Credit average) are awarded a Pass (AQF7) degree, and would therefore be ineligible to be accredited for practice. To address this, the Faculty proposes to award students who achieve an average overall mark for the degree of between 50 and 64 per cent, a degree with Third Class Honours. Members were advised that other institutions offering an Engineering program have already made this change, so to remain competitive and ensure consistency of practice across the profession, the Faculty has developed the current proposal as the best option. The Committee was advised that the proposal has been endorsed in principle by the Undergraduate Studies Committee at its meeting of 8 June, subject to the ASPC supporting the change to the Coursework Policy that will enable faculties to determine the level at which they will award Third Class Honours.

In discussion, Ms Mantle sought information regarding how long Engineers Australia is likely to continue accepting the current AQF7 qualification and was advised that Engineers Australia will honour accreditation for all degrees that have a transition plan to move toward AQF8 standard. The necessity of using the label ‘Honours’ to denote an AQF8 qualification was also discussed, with the possibility suggested that the Pass degree be recognised as AQF8 without needing to change its name. Associate Professor Wilkinson advised that the Faculty had investigated this at the outset and advised the Committee that Engineers Australia is insisting that the word Honours be included in degree titles for accreditation purposes, regardless of whether AQF nomenclature is legally binding.

Reservations were expressed regarding the desirability of awarding an Honours qualification to students who achieve a fifty per cent average across their degree. It was noted that Third Class Honours already exists for appended Honours, with grades commencing at 65, so the award of Third Class Honours degrees has precedent. The difference between integrated and appended Honours was also raised, with the Chair advising that degrees offering appended Honours generally enable students to choose their favourite or best subjects in completing the Pass section of their degree (and hence obtain higher marks), whereas degrees offering integrated Honours usually have a more structured program, with little opportunity for students to choose areas of academic strength to determine their Honours mark, meaning that a case could be made for grading integrated Honours in a more accommodating fashion.
The Chair asked whether the presence of an EIHWAM in the Course Resolutions is necessary, and Associate Professor Wilkinson undertook to investigate further [Note: Professor Wilkinson subsequently advised that it is necessary as it is distinctive from the University-wide WAM and includes a weighting for both year and thesis].

Ms Henderson asked that the Course Resolutions be updated to include reference to both the Coursework Rule and Coursework Policy, noting that Course Resolutions sit under both University policies.

Subject to the amendment to the Course Resolutions to refer to the Coursework Rule, the proposal was approved as presented.

Resolution ASPC16/4-4
That the Academic Standards and Policy Committee recommend that Academic Board approve the amendment of the clauses relating to honours in the Coursework Policy 2014 to allow for the awarding of third class honours in programs with integrated honours, to take effect from 1 January, 2017.

4.2 Academic Honesty Procedures

Associate Professor McCallum spoke to a proposal to adopt Academic Honesty Procedures 2016 and amend the Academic Honesty in Coursework Policy 2015, the Thesis and Examination of Higher Degree by Research Policy 2015, the Research Code of Conduct 2013 and the Progress Planning and Review for Higher Degree by Research Students policy. This proposal has arisen from the Vice Chancellor’s Taskforce on Academic Dishonesty and Plagiarism and the desirability to include HDR students in policy and procedures related to Academic Honesty. The Procedures and amendments provide a mechanism for the review of HDR students that does not necessitate reporting to the Vice-Chancellor or Deputy Vice-Chancellor (Registrar); rather, the appropriate Associate Dean in each faculty will be empowered to receive reports and advise on remediation of any cases that require follow-up. It also provides line-of-sight for HDR students generally, with few cases of academic dishonesty currently reported. Use of text-matching software and identification of processes for action if a breach is suspected, also form part of the proposal.

In discussion, clarification was sought regarding the need to report infringements during candidature, when students might be presenting early drafts of their research. Associate Professor McCallum advised that use of text-matching software is recommended at all stages of candidature, but that supervisor discretion is encouraged as to whether an infringement constitutes a reportable breach of the policy or can be addressed through remedial action. Members were informed that the Progression Policy now requires the use of text-matching software as part of progression requirements during candidature. In order to eliminate false positives from checking of previous drafts of a thesis, the use of CrossCheck is suggested rather than Turnitin, as it checks against published works and theses rather than previous submissions.

The location of some clauses in either procedure or policy was discussed, with members being advised that a pragmatic approach has been taken based on the likelihood of grey areas (that could be either policy or procedural) to change or be tinkered with. Such areas that are unlikely to be modified have been located in the Policy, and others in the Procedures, due to the comparative ease of changing the latter. Such areas can be re-located if a need to do so is identified.

Several amendments or clarifications were suggested. There was discussion on the merits of providing a grade of Absent Fail (AF) versus suppressing results while suspected infringement is being investigated. The Chair suggested that if the assessment task concerned is a compulsory course requirement, it is appropriate that an AF grade be returned if this requirement is not completed by the set date, and AF also stops progression through the degree until the matter is resolved; this has greater impact on the student and provides urgency for the situation to be addressed. Local discretion on when to schedule the Academic Honesty module is also intended.

Concern was expressed that the new procedures would increase the workload on HDR Coordinators, and the HDR Admin Centre will work with faculties to support these additional requirements.

Associate Professor McCallum tabled an additional change to Section 7 in the Procedures, suggesting a requirement that students acknowledge the contribution of proof-readers and editors (if any) of their work. An implementation plan for this section is currently in development.
Several minor amendments to wording were suggested. Members were asked to communicate any further amendments to the Secretary for incorporation into a revised version for circulation to the Committee.

**Resolution ASPC16/4-5**

*That the Academic Standards and Policy Committee request changes to the proposal to adopt the Academic Honesty Procedures and amend related policy documents, to be revised and circulated for approval before the next meeting of the Academic Board.*

**Action 2/2016:** Revised proposal to be circulated to members for approval. **Responsible:** Peter McCallum. **Timing:** Before 17 August Academic Board meeting.

## 5 ITEMS FOR NOTING

### 5.1 2015 Academic Dishonesty Reports

The Chair informed the Committee that advice has been received that the first report from Medicine is confidential and members were asked not to disseminate this report. Ms Mantle advised that student numbers have been included in the report from the Business School and the Secretary undertook to remove these immediately following the meeting.

Associate Professor McCallum advised that from Semester 1 2016, incident tracking has been automated and that a report of Semester 1 statistics will be presented to a future meeting.

**Action 3/2016:** Remove student numbers from the report of the Business School. **Responsible:** Secretary. **Timing:** Immediately.

**Action 4/2016:** Semester 1 2016 Academic Dishonesty statistics to be presented to the Committee. **Responsible:** Peter McCallum; **Timing:** August.

**Resolution ASPC16/4-6**

*That the Academic Standards and Policy Committee note the 2015 Faculty Reports on Academic Dishonesty.*

## 6 OTHER BUSINESS

### 6.1 Any Other Business

Ms Henderson advised that the Learning & Teaching Procedures and amended Learning and Teaching Policy and Coursework Policy, as approved at the previous meeting, will be promulgated on the Policy register this afternoon.

There being no other business, the meeting closed at 3:40pm.

**Next meeting:** 2:00pm – 4:00pm, **Wednesday 24 August 2016**

Senate Room, Quadrangle

**Remaining Meeting Dates for 2016:**

2:00pm – 4:00pm, Wednesday 24 August 2016
2:00pm – 4:00pm, Wednesday 12 October 2016
2:00pm – 4:00pm, Wednesday 9 November 2016

A full copy of the Academic Standards and Policy Committee papers is available at:

RECOMMENDATION

That the Academic Standards and Policy Committee note the report of the Academic Board meeting held on 17 August 2016.

REPORT OF ACADEMIC BOARD MEETING

Items related to the Academic Standards and Policy Committee

The Academic Board:

• Noted the report from meeting of the Academic Standards and Policy Committee held on 20 July 2016 and:
  • Approved the amendment of the Coursework Policy 2014 to allow for the awarding of third class honours in programs with integrated honours, with effect from 1 January, 2017;
  • Approved the adoption of the Academic Honesty Procedures;
  • Approved the amendment of the Thesis and Examination of Higher Degrees by Research Policy 2015 and adopted the amended policy;
  • Approved the amendment of the Progress Planning and Review for Higher Degree by Research Students Policy 2015, and adopted the amended policy;
  • Recommended to the Vice-Chancellor the amendment of the Academic Honesty in Coursework Policy 2015; and
  • Recommended to the Deputy Vice-Chancellor (Research) the amendment of the Research Code of Conduct 2013.

Other matters

The Academic Board also:

• Approved the 2017 meeting schedule for the Academic Board and its Standing Committees;
• Approved changes to membership of the Academic Board and its Standing Committees;
• Received a report of the Senate meeting of 4 July 2016;
• Received the General Report of the Chair of the Board on: the Taskforce on Preparing more Indigenous Teachers at the University of Sydney; the Scholarships and Prizes Working Group; the Simplification of Examinations Working Group; the Review of the Academic Board; the involvement of the Board in the implementation of the Strategic Plan 2016-2020; the SEG/Academic Board Review of the Faculty of Education and Social Work; progress on the 2018 TEQSA Re-Registration process; the University Leadership Forum, held 20-21 July 2016; a report on lecture recordings; and Academic Board representation;
• Received a Report from the student members on: Sydney College of the Arts; Academic Honesty Procedures; Special Consideration; preferred names in Blackboard; and the election of student fellows to Senate;
• Approved a proposal from the Faculty of Arts and Social Sciences to amend the English language requirements for admission to the Graduate Certificate in Economic Analysis;
• Noted the Report of the Admissions Committee meeting of 20 July 2016 and:
• Approved a proposal from the Faculty of Science to amend the English language requirements for admission to the Bachelor of Science (Advanced) / Doctor of Dental Medicine; and approved the
amendment of the schedule of Undergraduate English Language Requirements arising from this proposal, with immediate effect;

- Approved a proposal from the Faculty of Architecture, Design and Planning to amend the Master of Urban and Regional Planning; and approved the amendment to the course resolutions arising from the proposal, with effect from 1 January 2017;

- Approved a proposal from the Sydney Medical School to amend the Master of Science in Medicine; Master of Science in Medicine (Advanced); the Graduate Diploma in Science in Medicine; and the Graduate Certificate in Science in Medicine; and approved the amendment to the Course Resolutions regarding Admission of Candidature arising from this proposal, with effect from 1 January 2017; and

- Approved a proposal from the Faculty of Nursing and Midwifery to amend the Master of Primary Health Care Nursing, Master of Nursing (Nurse Practitioner), Master of Advanced Nursing Practice, Master of Cancer and Haematology Nursing, Master of Emergency Nursing, Master of Intensive Care Nursing and Master of Mental Health Nursing, and embedded programs; approved the amendment to the Course Resolutions arising from the proposal; approved the amendment to the Faculty Resolutions arising from the proposal; and approved the amendment of the Schedule of English language requirements, with effect from 1 January 2017;

- Noted the report from meeting of the Undergraduate Studies Committee held on 27 July 2016, and:
  - Approved a proposal from the Sydney Conservatorium of Music to amend the Bachelor of Music Studies/Doctor of Medicine; and approved the amendment of the Course Resolutions arising from the proposal, with effect from 1 January 2017;

- Approved a proposal from the Faculty of Pharmacy to amend the Bachelor of Pharmacy, Bachelor of Pharmacy (Honours), Bachelor of Pharmacy and Management, Bachelor of Pharmacy and Management (Honours); approved the amendment of the Course Resolutions arising from the proposal; approved the amendment of the table of Units of Study arising from the proposal; and approved the amendment of the resolutions of the Faculty of Pharmacy for Coursework Awards, with effect from 1 January 2017;

- Approved a proposal from the University of Sydney Business School to amend the Bachelor of Commerce (and combined courses); approved the amendment of the Course Resolutions arising from the proposal; and approved the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2017;

- Approved a proposal from the Faculty of Architecture, Design and Planning to amend the Bachelor of Architecture and Environments; and approved the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2017;

- Approved a proposal from the Faculty of Architecture, Design and Planning to amend the Bachelor of Design in Architecture; and approved the amendment of the table of Units of Study arising from this proposal, with effect from 1 January 2017;

- Approved a proposal from the Faculty of Architecture, Design and Planning to amend the Bachelor of Design Computing; and approved the amendment of the table of Units of Study arising from this proposal, with effect from 1 January 2017;

- Approved a proposal from the Faculty of Nursing and Midwifery to amend the Bachelor of Nursing (Honours); and approved the amendment of the Course Resolutions arising from the proposal, with effect from 1 January 2017;

- Approved a proposal from the Faculty of Engineering and Information Technologies to amend the Bachelor of Project Management; and approved the amendment of the table of Units of Study, with effect from 1 January 2017; and

- Approved a proposal from the Faculty of Engineering and Information Technologies to amend the Bachelor of Engineering Honours (and combined courses); approved the amendment of the Faculty Resolutions arising from the proposal, approved the amendment of the Course Resolutions arising from the proposal; and recommend that Senate endorse the Academic Board's approval of the amendments to the Resolutions of Senate, with effect from 1 January 2017;

- Noted the report from meeting of the Graduate Studies Committee held on 27 July 2016, and:
  - Endorsed the Australian Postgraduate Awards / University of Sydney Postgraduate Awards Ranking Guidelines as amended;

- Approved a proposal from the Sydney Conservatorium of Music to delete the Master of Music (Applied Research in Music); recommend that Senate endorse the Academic Board's approval of the proposal and approved amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Sydney Conservatorium of Music; and approved the deletion of Course Resolutions arising from this proposal, with immediate effect;
Non-Confidential

- Approved a proposal from the Faculty of Architecture, Design and Planning to amend the Graduate Certificate in Heritage Conservation, Graduate Diploma in Heritage Conservation and Master of Heritage Conservation as proposed; approved the amendment to the Course Resolutions arising from the proposal; and approved the amendment to the table of Units of Study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Faculty of Architecture, Design and Planning to amend the Master of Urbanism and Master of Urban and Regional Planning; and approved the amendment to the unit of study table arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the University of Sydney Business School to amend the Graduate Certificate in Transport Management; approved the amendment to the Course Resolutions arising from the proposal; and approved the amendment to the table of Units of Study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the University of Sydney Business School to amend the Master of Commerce and Graduate Diploma in Commerce; approved the amendment to the Course Resolutions arising from the proposal; and approved the amendment to the table of Units of Study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the University of Sydney Business School to amend the Master of Management; approved the amendment of the Course Resolutions arising from the proposal; and approved the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Faculty of Engineering and Information Technologies to amend the Master of Data Science; and approved the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Faculty of Engineering and Information Technologies to amend the Master of Professional Engineering (Biomedical); and approved the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Faculty of Engineering and Information Technologies to amend the Master of Project Leadership and Master of Project Management; and approved the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Faculty of Health Sciences to amend the Master of Applied Science; and approved the amendment of the Course Resolutions arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Sydney Medical School to amend the Doctor of Medicine; and approved the amendment of the table of units of study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Sydney Medical School to amend the Master of Medicine (HIV, STIs and Sexual Health); Graduate Diploma in Medicine (HIV, STIs and Sexual Health); Graduate Diploma of Science in Medicine (HIV, STIs and Sexual Health); Master of Medicine (Advanced) (HIV, STIs and Sexual Health); Master of Science in Medicine (Advanced) (HIV, STIs and Sexual Health); Master of Medicine (HIV, STIs and Sexual Health) and Master of Philosophy; Master of Science in Medicine (HIV, STIs and Sexual Health) and Master of Philosophy; and approved the amendment of the table of units of study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Sydney Medical School to amend the Master of Medicine (Pain Management), Master of Science in Medicine (Pain Management), Graduate Diploma in Pain Management) and the Graduate Certificate in Pain Management; and approved the amendment of the table of units of study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Sydney Medical School to amend the Graduate Certificate in Advanced Clinical Skills (Surgical Anatomy); and approved the amendment of the table of units of study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Sydney Medical School to amend the Master of Surgery; and degrees the amendment of the table of units of study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Faculty of Pharmacy to amend the Graduate Certificate in Pharmacy Practice; approved the amendment of the Course Resolutions arising from the proposal; and approved the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Faculty of Pharmacy to amend the Master of Pharmacy; approved the amendment of the Course Resolutions arising from the proposal; and approved the amendment of the table of Units of Study arising from the proposal, with effect from 1 January 2017;
Non-Confidential

- Approved a proposal from the Sydney Conservatorium of Music to amend the Doctor of Musical Arts; and approved the amendment of the Course Resolutions arising from the proposal, with effect from 1 January 2017;
- Approved a proposal from the Sydney Conservatorium of Music to amend the Master of Music; and approved the amendment of the Course Resolutions arising from the proposal, with effect from 1 January 2017; and
- Endorsed a proposal to amend the Essential Resources for Postgraduate Research Students Policy 2012 and recommended the amendments to the Deputy Vice-Chancellor (Education).
RECOMMENDATION

That the Academic Standards and Policy Committee consider the proposed Student Discipline Rule and provide feedback.

EXECUTIVE SUMMARY

In 2015 an Academic Misconduct and Plagiarism Taskforce was engaged to investigate strategies to prevent and detect academic dishonesty. The Taskforce provided two reports containing a variety of recommendations in relation to:

1) education, good assessment practices, record keeping, coordination and policies to support them;
2) the detection of poor academic practice and academic dishonesty.

In relation to the latter report, the taskforce found that student discipline provisions contained within Chapter 8 of the University of Sydney By-law 1999 (as amended) should be excised, and replaced by a student discipline Rule of Senate.

Proposal:
The creation of this Student Discipline Rule allows the University to address existing deficiencies contained within the By-law and also provides scope for future changes as may be required by legislation or internal review.

Outcomes:
The Student Discipline Rule seeks to address the following outcomes:

- removes laborious referral processes and delays caused by the current processes within the By-law;
- prescribes procedural fairness in a transparent and succinct manner;
- ensures that appeal time frames are extended for students and are consistent with legislation;
- removes the need for the Vice-Chancellor to approve investigations and permits the Deputy Vice-Chancellor (Registrar) to make referrals and/or investigate;
- Provides for the Vice-Chancellor and Student Disciplinary Appeals Committee to prescribe penalties only in the most serious of cases, such as rescission of an award, expulsion and suspensions for more than one year. The Deputy Vice-Chancellor (Registrar) is provided with the necessary authority to manage less serious cases allowing for a less traumatic and expeditious process for students;
- Allows a student to accept a finding of misconduct and consequently removes the need for an investigation or hearing in a way that the By-law couldn't;
- Allows for a student to engage with the University either informally or formally prior to investigation with or without legal representatives (as is their choice);
- provides for greater transparency and consistency in relation to penalties for record keeping purposes;
- overcomes the inherent double handling by various administrative units across the University.

In brief, the new Rule will address the governance of student misconduct in a means not dissimilar to other higher education providers. The process will most certainly provide relief for students by way of addressing unnecessary delays without compromises to process integrity.
UNIVERSITY OF SYDNEY (STUDENT DISCIPLINE) RULE 2016

The Senate, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the University of Sydney Act 1989 (as amended) for the purposes of the University of Sydney By-law 1999.

Adopted on:

Effective from:

CONTENTS

Contents ............................................................................................................................. 1

Part 1 Preliminary ........................................................................................................ 2

1.1 Name of Rule ........................................................................................................ 2

1.2 Commencement .................................................................................................... 2

1.3 Statement of intent ............................................................................................. 2

1.4 Authorities and responsibilities ......................................................................... 2

1.5 Interpretation ....................................................................................................... 2

Part 2 Misconduct .................................................................................................... 4

2.1 Definition of misconduct ................................................................................... 4

Part 3 Penalties ....................................................................................................... 6

3.1 Penalties for misconduct .................................................................................... 6

3.2 Effect of penalties ............................................................................................. 7

3.3 Suspension of penalties ..................................................................................... 9

3.4 Matters to be taken into account when imposing a penalty ......................... 10

3.5 Undischarged penalties .................................................................................... 10

Part 4 Disciplinary process .................................................................................... 10

4.1 Procedural fairness ............................................................................................ 10

4.2 Reporting and receiving allegations of misconduct ........................................... 11

4.3 Notice of alleged misconduct ........................................................................... 11

4.4 Admission of misconduct ................................................................................ 11

4.5 Preliminary meeting .......................................................................................... 12

4.6 Misconduct investigation .................................................................................. 12

4.7 Investigation outcome and notice ..................................................................... 13

Part 5 Appeals ....................................................................................................... 14

5.1 Appeals ................................................................................................................ 14

5.2 Student Disciplinary Appeals Committee ......................................................... 14

5.3 Conduct of appeal hearings .............................................................................. 15

5.4 Failure by a student to attend an appeal hearing ............................................. 16

5.5 Appeal outcome and notice ............................................................................. 16

Part 6 Temporary suspension of students ............................................................... 17

6.1 Emergency power to suspend ......................................................................... 17

6.2 Suspension pending disciplinary proceedings ................................................. 18

PART 7 Disqualifying circumstances ..................................................................... 18

Part 8 General ......................................................................................................... 20

8.1 Notices ................................................................................................................. 20

8.2 Record keeping ................................................................................................... 20

8.3 Extension of time limits .................................................................................... 20

8.4 Annual reporting ................................................................................................. 21

Notes ....................................................................................................................... 22

Amendment history .................................................................................................. 22
PART 1    PRELIMINARY

1.1 Name of Rule

This is the University of Sydney (Student Discipline) Rule 2016.

1.2 Commencement

This Rule commences on the date on which Chapter 8 of the University of Sydney By-Law 1999 is repealed.

1.3 Statement of intent

(1) This Rule governs the management of misconduct matters relating to any:
    (a) student; or
    (b) former student, where the alleged misconduct occurred while he or she was a student.

(2) Except to the extent that a contrary intention is expressed this Rule binds:
    (a) the University, staff, affiliates and students; and
    (b) former students.

(3) Nothing in this Rule precludes the University from initiating civil or criminal proceedings against a student or former student in respect of misconduct.

1.4 Authorities and responsibilities

Authorities and responsibilities set out in this Rule are also defined in the University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010, the Delegations of Authority: Academic Functions 1999 and the Supplementary Delegations of Authority - Academic Functions 2014. In the event of any inconsistency, those delegations will prevail.

1.5 Interpretation

(1) In this Rule:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Act</td>
<td>means the University of Sydney Act 1989 (as amended).</td>
</tr>
<tr>
<td>award course</td>
<td>means a course approved by the Senate, on the recommendation of the Academic Board, that leads to the award of a degree, diploma or certificate.</td>
</tr>
<tr>
<td>Committee</td>
<td>means a Student Disciplinary Appeals Committee, established in</td>
</tr>
</tbody>
</table>
accordance with section 5.2.

**exchange student** means a person who is:

- not admitted to an award course at the University;
- admitted to a formally approved program of study at an overseas institution with which the University has an exchange arrangement; and
- enrolled in one or more units of study at the University.

**exclusion** means exclusion from the University, an award course, or admission to or use of University lands, for a specified period of time, in accordance with sections 3.1 and 3.2.

*Note:* Students who are excluded from the University or an award course must reapply for admission.

**expulsion** means permanent expulsion from the University, an award course, or admission to or use of University lands, in accordance with section 3.1 or 3.2.

**external academic transcript** means a non-confidential record of a student's results in units of study, award courses and other curriculum components, provided to a student for use outside the University.

**faculty** means a faculty, University school or a board of studies as established by Senate in each case by its constitution and in this Rule refers to the faculty in which a student is enrolled.

**internal academic transcript** means a confidential record of a student's results in units of study, award courses and other curriculum components, prepared for administrative use.

**misconduct** has the meaning given to it by section 2.1.

**investigator** means a person or panel that conducts a misconduct investigation in accordance with section 4.6.

**non-award student** means a person who is not admitted to an award course and is not an exchange student or study abroad student, but is enrolled in a unit of study at the University.

**Residential College** means one or more of:

- International House;
- Mandelbaum House;
- Sancta Sophia;
- St Andrew’s College;
- St John’s College;
- St Paul’s College;
- Wesley College;
- Women’s College.
special consideration means an application for special consideration due to illness, injury or misadventure.

student means a person who:
- is currently admitted to candidature in an award course at the University; or
- is a non-award student, exchange student or study abroad student enrolled in a unit of study at the University.

study abroad student means a person who is:
- not admitted to an award course at the University;
- admitted to a formally approved program of study at an overseas institution with which the University does not have an exchange arrangement; and
- enrolled in one or more units of study at the University.

suspension means suspension from the University or an award course for a specified period of time, in accordance with section 3.1 or 3.2.

Note: Students who are suspended from the University or an award course are not required to reapply for admission.

unit of study means the smallest stand-alone component of an award course that is recordable on a student’s transcript.

University lands includes any land or roads occupied or used in connection with the University, including the whole or part of any building or structure and any land or roads occupied or used in connection with the whole or part of any building or structure.

(2) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.

(3) A note, marginal note, footnote or endnote is not a provision of this Rule.

(4) A reference to a rule (other than this Rule) or policy is a reference to the rule or policy as amended or replaced by the University from time to time.

PART 2 MISCONDUCT

2.1 Definition of misconduct

(1) Misconduct includes but is not limited to:
(a) conduct on the part of a student or former student that:
(i) prejudices the good order and government of the University;
(ii) prejudices the good name or academic standing of the University;
(iii) impairs the reasonable freedom of other persons to pursue their studies, research or work in the University, or to participate in the life of the University;

(b) a breach of the Code of Conduct for Students;

(c) a breach of the Bullying, Harassment and Discrimination Prevention Policy 2015;

(d) a breach of the Privacy Policy 2013;

(e) a breach of the Policy on the Use of University Information and Communications Technology Resources;

(f) research misconduct, as defined in the Research Code of Conduct 2013;

(g) a breach of the Academic Honesty in Coursework Policy 2015, including but not limited to:

(i) engaging another person to complete or contribute to an assessment in place of the student, whether for payment or otherwise;

(ii) submitting work for assessment that has been completed by another person or to which another person has made a significant contribution, whether for payment or otherwise;

(iii) completing or contributing significantly to an assessment for another student, whether for payment or otherwise;

(iv) submitting fraudulent medical or other documentation;

(v) disrupting an examination, improperly copying from or communicating with other people during an examination, or communicating confidential examination content to other people.

(h) intimidating, assaulting, vilifying, abusing, threatening or endangering:

(i) another member of the University community, including but not limited to students, staff, affiliates and visitors to University lands;

(ii) a member of the public, where the student is engaged in an activity organised by or in connection with University;

including by electronic means;

(l) altering, falsifying or fabricating any document or record of the University;

(j) knowingly providing false or misleading information to a staff member or affiliate of the University;

(k) misusing any University facility or resource in a manner that is unlawful, or is detrimental to the rights or property of others;

(l) damaging, destroying, stealing, removing or misappropriating University property;

(m) engaging in unlawful or criminal activity on University lands;

(n) failing to comply with any order or direction reasonably and lawfully made or given by a University staff member or affiliate under the University’s Act, By-law, rules, policies or procedures;

(o) refusing to identify him or herself, or to produce a student ID card, when asked lawfully to do so by an identified staff member or affiliate of the University;
(p) failing to comply with any conditions set by the Deputy Vice-Chancellor (Registrar), Vice-Chancellor or Student Disciplinary Appeals Committee under this Rule; and

(q) a breach of the terms or conditions of a penalty imposed on a student or former student under this Rule.

(2) A student who attempts to engage in conduct that constitutes misconduct is guilty of misconduct.

PART 3 PENALTIES

3.1 Penalties for misconduct

(1) One or more of the following penalties may be imposed on a student or former student found guilty of misconduct:

(a) rescission of an academic award conferred by the University;
(b) deferral of an academic award by the University;
(c) expulsion from the University;
(d) expulsion from an award course;
(e) expulsion from admission to or use of University lands;
(f) exclusion from the University;
(g) exclusion from an award course;
(h) exclusion from admission to or use of University lands;
(i) suspension from the University;
(j) suspension from an award course;
(k) a fail and result of zero for a unit of study;
(l) a fine; or
(m) a reprimand.

(2) The Vice-Chancellor and the Student Disciplinary Appeals Committee have power to impose all of the penalties listed in subsection (1).

(3) The Deputy Vice-Chancellor (Registrar) has power to impose the following penalties:

(a) deferral of an academic award by the University for a period of up to one year;
(b) exclusion from the University for a period of up to one year;
(c) exclusion from an award course for a period of up to one year;
(d) exclusion from admission to or use of University lands for a period of up to one year;
(e) suspension from the University for a period of up to one year;
(f) suspension from an award course for a period of up to one year;
(g) a fail and result of zero for a unit of study;
(h) a fine; or
(i) a reprimand.

3.2 Effect of penalties

(1) When an academic award conferred by the University is rescinded:
   (a) the rescission will be recorded on the student or former student’s internal academic transcript and external academic transcript until such time as the student or former student has met all the requirements for the degree to be legitimately awarded;
   (b) the student or former student is prohibited from:
       (i) representing that he or she holds the relevant award or qualification; and
       (ii) using the award for any other purpose.

(2) When an academic award is deferred by the University, the student will not be permitted to graduate from his or her award course during the deferral period.

(3) When a student or former student is expelled from the University:
   (a) subject to section 3.2(11), the expulsion will be recorded on the student or former student’s internal academic transcript and external academic transcript;
   (b) the student’s current enrolment will be terminated, and he or she will forfeit any fees paid for that enrolment period;
   (c) the student or former student will not be entitled to receive any benefits, advantages or privileges of the University;
   (d) the student or former student will not be permitted to enrol in or graduate from any course at the University.

(4) When a student or former student is expelled from an award course:
   (a) subject to section 3.2(11), the expulsion will be recorded on the student or former student’s internal academic transcript and external academic transcript;
   (b) the student’s current enrolment will be terminated, and he or she will forfeit any fees paid for that enrolment period;
   (c) the student or former student will not be entitled to any benefits, advantages or privileges related to the award course;
   (d) the student or former student will not be permitted to re-enrol in or graduate from the award course.

(5) When a student or former student is expelled from admission to or use of University lands, the student or former student will not be permitted to attend or use any University lands specified in the notice of expulsion, for any purpose.

(6) When a student or former student is excluded from the University:
   (a) the exclusion will be recorded on the student or former student’s:
       (i) internal academic transcript; and
       (ii) external academic transcript, for the term of the exclusion;
(b) the student's current enrolment will be terminated, and he or she will forfeit any fees paid for that enrolment period;

(c) the student or former student will not be entitled to any benefits, advantages or privileges of the University during the period of the exclusion;

(d) the student or former student will not be permitted to enrol in or graduate from any award course at the University during the period of the exclusion;

(e) at the end of the period of exclusion:
   (i) the student will be required to apply for admission to any award course;
   (ii) admission to any award course will be subject to any conditions set by the Vice-Chancellor, Deputy Vice-Chancellor (Registrar) or Student Disciplinary Appeals Committee at the time of the student's exclusion, relating to the student's future conduct; and
   (iii) the student will not be permitted to apply for, and will be ineligible to receive, credit for any studies undertaken during the exclusion period.

(7) When a student or former student is excluded from an award course:

(a) the exclusion will be recorded on the student or former student's:
   (i) internal academic transcript; and
   (ii) external academic transcript, for the term of the exclusion;

(b) the student's current enrolment will be terminated, and he or she will forfeit any fees paid for that enrolment period;

(c) the student or former student will not be entitled to any benefits, advantages or privileges related to the award course during the period of the exclusion;

(d) the student or former student will not be permitted to enrol in or graduate from the award course during the period of the exclusion;

(e) at the end of the period of exclusion:
   (i) the student will be required to re-apply for admission to his or her award course;
   (ii) admission to the award course will be subject to any conditions set by the Vice-Chancellor, Deputy Vice-Chancellor (Registrar) or Student Disciplinary Appeals Committee at the time of the student's exclusion, relating to the student's future conduct;
   (iii) the student will not be permitted to apply for, and will be ineligible to receive, credit for any studies undertaken during the exclusion period.

(8) When a student or former student is excluded from admission to or use of University lands, the student or former student will not be permitted to attend or use any University lands specified in the notice of exclusion, for any purpose, during the exclusion period.

(9) When a student or former student is suspended from the University:

(a) the suspension will be recorded on the student or former student's:
   (i) internal academic transcript; and
   (ii) external academic transcript, for the term of the suspension;
(b) the student's current enrolment will be terminated, and he or she will forfeit any fees paid for that enrolment period;
(c) the student or former student will not be entitled to any benefits, advantages or privileges of the University during the period of the suspension;
(d) the student or former student will not be permitted to enrol in or graduate from any award course at the University during the period of the suspension;
(e) the student’s re-enrolment in his or her award course at the end of the period of suspension will be subject to any conditions set by the Vice-Chancellor, Deputy Vice-Chancellor (Registrar) or Student Disciplinary Appeals Committee at the time of the student's suspension, relating to the student’s future conduct; and
(f) at the end of the period of suspension, the student will not be permitted to apply for, and will be ineligible to receive, credit for any studies undertaken during the suspension period.

(10) When a student or former student is suspended from an award course:

(a) the suspension will be recorded on the student or former student’s:
   (i) internal academic transcript; and
   (ii) external academic transcript, for the term of the suspension;
(b) the student's current enrolment will be terminated, and he or she will forfeit any fees paid for that enrolment period;
(c) the student or former student will not be entitled to any benefits, advantages or privileges related to the award course during the period of the suspension;
(d) the student or former student will not be permitted to re-enrol in or graduate from the award course during the period of the suspension;
(e) the student’s re-enrolment in the award course at the end of the period of suspension will be subject to any conditions set by the Vice-Chancellor, Deputy Vice-Chancellor (Registrar) or Student Disciplinary Appeals Committee at the time of the student's suspension, relating to the student’s future conduct; and
(f) at the end of the period of suspension, the student will not be permitted to apply for, and will be ineligible to receive, credit for any studies undertaken during the suspension period.

(11) The Deputy Vice-Chancellor (Registrar) may, in his or her absolute discretion and on the written application of the student or former student, determine that an expulsion will not be recorded on the student or former student's external academic transcript in exceptional circumstances.

3.3 Suspension of penalties

The Vice-Chancellor, Deputy Vice-Chancellor (Registrar) or Student Disciplinary Appeals Committee, when imposing a penalty, may suspend the operation of that penalty on such terms and conditions as they consider appropriate.
3.4 Matters to be taken into account when imposing a penalty

Matters that may be taken into account when imposing a penalty for misconduct include, but are not limited to:

(a) the nature, frequency and seriousness of the misconduct;
(b) any previous record of misconduct by the student or former student;
(c) previous penalties imposed on a student or former student for misconduct, including any penalty suspended in accordance with this Rule;
(d) the timing of any admission by the student or former student of the misconduct; and
(e) any relevant mitigating circumstances.

3.5 Undischarged penalties

While any penalty imposed under this Rule remains outstanding, unfulfilled or unpaid (as relevant), the student or former student will not be permitted to:

(a) receive an external transcript; or
(b) graduate from an award course.

PART 4 DISCIPLINARY PROCESS

4.1 Procedural fairness

(1) Students and former students are entitled to procedural fairness in the management of allegations of misconduct, including in any appeal.

(2) The Vice-Chancellor, Deputy Vice-Chancellor (Registrar) and members of the Student Disciplinary Appeals Committee will not hear and determine an allegation of misconduct if they:
   (a) are personally and substantially involved in any aspect of the allegation; or
   (b) have a current or prior personal or professional relationship with the student.

(3) If the Vice-Chancellor is precluded by section 4.1(2) from managing an allegation of misconduct, the Chancellor or Deputy Chancellor will perform the Vice-Chancellor's functions under this Rule.

(4) If the Deputy Vice-Chancellor (Registrar) is precluded by section 4.1(2) from managing an allegation of misconduct, the Vice-Chancellor will perform the Deputy Vice-Chancellor (Registrar)'s functions under this Rule.

(5) For the purposes of section 4.1(2), the Vice-Chancellor, Deputy Vice-Chancellor (Registrar) and members of the Student Disciplinary Appeals Committee are not personally and substantially involved in any aspect of an allegation of misconduct by reason only of the fact that they have dealt with the allegation or some other allegation under this Rule.
4.2 Reporting and receiving allegations of misconduct

(1) Any person may, by written report, inform the Deputy Vice-Chancellor (Registrar) of any alleged conduct by a student or former student that might constitute misconduct.

(2) On receipt of such a report, the Deputy Vice-Chancellor (Registrar) will:
   (a) acknowledge receipt of the report within 10 working days; and
   (b) determine whether the alleged conduct, if proven, could constitute misconduct.

(3) If the Deputy Vice-Chancellor (Registrar) determines that the alleged conduct, if proven:
   (a) would not constitute misconduct, he or she will:
      (i) refer the matter to the Student Affairs Unit;
      (ii) refer the matter to the relevant faculty;
      (iii) issue a warning letter; or
      (iv) take no further action;
   (b) could constitute misconduct, he or she will notify the student or former student of the alleged misconduct.

(4) The Deputy Vice-Chancellor (Registrar) may formulate a report of misconduct on his or her own motion.

4.3 Notice of alleged misconduct

The Deputy Vice-Chancellor (Registrar) will write to the student or former student:

   (a) setting out the alleged conduct;
   (b) describing the penalty or range of penalties likely to be imposed if the conduct is admitted or proven to be misconduct;
   (c) inviting the student or former student to a preliminary meeting with the Deputy Vice-Chancellor (Registrar) or his or her nominee;
   (d) informing the student or former student that he or she is entitled to bring a support person or representative to that meeting; and
   (e) providing a copy of, or an electronic link to, this Rule.

4.4 Admission of misconduct

(1) A student or former student may admit in writing at any time that he or she has engaged in conduct that constitutes misconduct.

(2) When a student or former student admits in writing that he or she has engaged in conduct that constitutes misconduct:
   (a) any investigation or hearing being undertaken by or on behalf of the University in relation to that conduct will cease; and
(b) the Deputy Vice-Chancellor (Registrar) or the Vice-Chancellor will impose a penalty in accordance with section 3.1; or
(c) no further action will be taken.

4.5 Preliminary meeting

(1) During the preliminary meeting with the student or former student, the Deputy Vice-Chancellor (Registrar) or his or her nominee will:
   (a) explain the allegations;
   (b) explain the penalty or range of penalties likely to be imposed if misconduct is admitted or proven; and
   (c) invite the student to respond to the allegations.

(2) If the student or former student admits engaging in conduct that constitutes misconduct, and accepts the penalty likely to be imposed:
   (a) the Deputy Vice-Chancellor (Registrar) or the Vice-Chancellor will impose a penalty in relation to that conduct, in accordance with section 3.1; or
   (b) no further action will be taken.

(3) If the student or former student does not admit engaging in conduct that constitutes misconduct, the Deputy Vice-Chancellor (Registrar) will require that an investigation be conducted in accordance with section 4.6.

4.6 Misconduct investigation

(1) Investigations into allegations of misconduct will be conducted:
   (a) by the Deputy Vice-Chancellor (Registrar) or his or her nominee;
   (b) by the University’s Office of General Counsel, on referral by the Deputy Vice-Chancellor (Registrar);
   (c) in the case of alleged research misconduct, by a person or panel appointed by the Deputy Vice-Chancellor (Research) in consultation with the Deputy Vice-Chancellor (Registrar); or
   (d) in the case of alleged misconduct occurring within or directly concerning a Residential College, by an investigator selected by the Deputy Vice-Chancellor (Registrar) and the relevant Residential College.

(2) The Deputy Vice-Chancellor (Registrar) has power to require any staff member or any student to participate in a misconduct investigation, but no person is obliged to answer any question.

(3) If at any time during an investigation a related allegation of misconduct is made against a student or former student, the investigator may investigate that allegation together with the existing allegations.

(4) When conducting an investigation under this section, an investigator will:
   (a) give the student or former student copies of any documents relating to the allegations;
   (b) give the student or former student an opportunity to respond in writing and in person to the allegations and any documents provided;
(c) invite the student or former student to bring a support person or representative to any meeting;

(d) allow the student or former student to provide:
   (i) any documentary information relevant to the allegations; and
   (ii) the names of any witnesses who can provide information relevant to the allegations.

(5) A decision by the investigator not to interview a witness, or refusal by a witness to be interviewed, for the purposes of the investigation will not invalidate the outcome of the investigation.

(6) At the conclusion of the investigation, the investigator will provide a report to the Deputy Vice-Chancellor (Registrar) setting out:
   (a) findings of fact relevant to the alleged conduct; and
   (b) any findings of misconduct.

4.7 Investigation outcome and notice

(1) The Deputy Vice-Chancellor (Registrar) may accept or reject the findings set out in the investigation report and:
   (a) decide to take no further action;
   (b) decide to issue a warning;
   (c) if he or she finds that the student or former student is guilty of misconduct, decide to impose a penalty in accordance with section 3.1; or
   (d) refer the investigation report to the Vice-Chancellor.

(2) If the Deputy Vice-Chancellor (Registrar) refers the investigation report to the Vice-Chancellor, he or she may accept or reject the findings set out in the report and decide to:
   (a) take no further action;
   (b) issue a warning; or
   (c) if he or she finds that the student or former student is guilty of misconduct, impose a penalty in accordance with section 3.1.

(3) If the Deputy Vice-Chancellor (Registrar) or the Vice-Chancellor decides to take no further action, he or she will notify the student of that decision.

(4) If the Deputy Vice-Chancellor (Registrar) or the Vice-Chancellor finds that a student or former student is guilty of misconduct and decides to impose a penalty in accordance with section 3.1, he or she will give the student:
   (a) written notice of the finding of misconduct;
   (b) written notice of the penalty; and
   (c) a copy of the investigation report.

(5) If the student or former student does not lodge an appeal in accordance with Part 5, the penalty will be imposed on the student or former student.
PART 5  APPEALS

5.1 Appeals

(1) A student or former student may appeal against either or both of:
   (a) a finding by the Deputy Vice-Chancellor (Registrar) or Vice-Chancellor that
       the student or former student is guilty of misconduct;
   (b) a decision by the Deputy Vice-Chancellor (Registrar) or Vice-Chancellor to
       impose a penalty.

(2) An appeal may only be made on one or more of the following grounds:
   (a) the finding of misconduct is unreasonable or cannot be supported, having
       regard to the relevant evidence;
   (b) the finding of misconduct was:
       (i) made in breach of the requirements of procedural fairness;
       (ii) made in breach of a material requirement of this Rule;
       (iii) based on a material misunderstanding of the meaning or effect of a
             provision in this Rule;
       (iv) based on a material mistake as to the facts;
   (c) new evidence has become available to the student or former student, being
       evidence that:
       (i) is relevant;
       (ii) was not available or known to the student or former student at the
            time of responding to the allegation; and
       (iii) could reasonably be expected to affect the finding of misconduct or
            the penalty imposed;
   (d) the penalty to be imposed on the student or former student is excessive or
       inappropriate.

(3) Any appeal must:
   (a) be lodged in writing with the Deputy Vice-Chancellor (Registrar) within 20
       working days of the date of the notice referred to in section 4.7(3);
   (b) specify one or more grounds of appeal, as prescribed in section 5.1(2); and
   (c) attach all relevant supporting documentation.

(4) Appeals will be heard by a Student Disciplinary Appeals Committee.

(5) A decision by the Deputy Vice-Chancellor (Registrar) or Vice-Chancellor to impose
    a prescribed penalty will not be enforced against a student or former student until
    the appeal has been heard and determined.

5.2 Student Disciplinary Appeals Committee

(1) A Student Disciplinary Appeals Committee will comprise three members:
(a) a person who may but need not be a staff member, as the Chair of the Committee;
(b) a staff member, who may but need not be a senior staff member; and
(c) a student who has attended the University for the full time equivalent of at least two years.

(2) The Deputy Vice-Chancellor (Registrar) will from time to time approve panels of people in each of the above categories, who will be appointed to a Committee by the Deputy Vice-Chancellor (Registrar) or his or her nominee.

5.3 Conduct of appeal hearings

(1) The Chair of the Committee will cause the student or former student to be given at least 10 working days' written notice of:
   (a) the members of the Committee;
   (b) the date, time and location of the hearing;
   (c) the requirement for him or her to attend the hearing;
   (d) his or her right to bring a support person or representative to the hearing; and
   (e) his or her right to make oral and written submissions about (as relevant):
       (i) the grounds for appeal;
       (ii) the alleged misconduct;
       (iii) the evidence on which the allegation of misconduct is based; and
       (iv) the penalty.

(2) A support person or representative has no right to be heard, except with consent of the Chair of the Committee.

(3) The Committee:
   (a) will determine its own procedures;
   (b) is not bound by the rules of evidence; and
   (c) may inform itself on any matter relevant to the grounds of appeal in any manner that it thinks fit;

provided it acts consistently with the requirements of procedural fairness.

(4) The Chair of the Committee has power to require any staff member or any student to participate in an appeal hearing, but no person is obliged to answer any question.

(5) The Chair of the Committee must determine any question relating to the admissibility of evidence, procedural fairness or any other question of law.

(6) All members of the Committee must be present in person at an appeal hearing.

(7) The Deputy Vice-Chancellor (Registrar) will designate a person to attend an appeal hearing on behalf of the University and:
   (a) present the evidence on which the allegation of misconduct is based; and
   (b) (as relevant) make submissions about:
(i) the alleged misconduct; and
(ii) the penalty.

(8) All appeal hearings will be conducted in private.

5.4 Failure by a student to attend an appeal hearing

(1) If a student or former student fails to attend an appeal hearing, the Committee may:
   (a) adjourn the hearing; or
   (b) if notice has been given to the student or former student in accordance with section 5.4(2), decide the matter in the absence of the student or former student.

(2) If an appeal hearing is adjourned in accordance with section 5.4(1), the Chair of the Committee will cause the student or former student to be given written notice:
   (a) that the hearing is adjourned;
   (b) of the new date, time and location of the adjourned hearing; and
   (c) that the adjourned hearing will proceed on that date, notwithstanding any further absence of the student or former student.

5.5 Appeal outcome and notice

(1) A decision of the Committee requires a simple majority.

(2) The Committee may uphold or dismiss an appeal.

(3) If the Committee upholds an appeal, it may, in its absolute discretion and as relevant:
   (a) refer the allegation of misconduct back to the Deputy Vice-Chancellor (Registrar) or Vice-Chancellor for management in accordance with this Rule;
   (b) quash the finding of the Deputy Vice-Chancellor (Registrar) or Vice-Chancellor that the student or former student is guilty of misconduct, and substitute a new finding;
   (c) quash the decision of the Deputy Vice-Chancellor (Registrar) or Vice-Chancellor to impose a penalty on the student or former student, and decide to:
      (i) take no further action;
      (ii) issue a warning; or
      (iii) substitute a new penalty.

(4) If the Committee dismisses an appeal:
   (a) the finding by the Deputy Vice-Chancellor (Registrar) or Vice-Chancellor that the student or former student is guilty of misconduct will stand; and
   (b) the decision by the Deputy Vice-Chancellor (Registrar) or Vice-Chancellor to impose a penalty will stand.
(5) As soon as possible and no later than 15 working days following the hearing, the Committee will give the student or former student and the Deputy Vice-Chancellor (Registrar) written notice of:

(a) the outcome of the appeal;
(b) any penalty to be imposed in accordance with section 5.5(3);
(c) reasons for the Committee’s decision; and
(d) the student’s right to appeal to the NSW Ombudsman.

(6) Subject to section 3.2(11), the Deputy Vice-Chancellor (Registrar) will:

(a) cause any penalty to be imposed on the student or former student as soon as practicable after notice has been given in accordance with section 5.5(5); and
(b) inform the student or former student of the penalty commencement date, where applicable.

PART 6 TEMPORARY SUSPENSION OF STUDENTS

6.1 Emergency power to suspend

(1) Notwithstanding any provision of this Rule, the Deputy Vice-Chancellor (Registrar) may in his or her absolute discretion, temporarily suspend a student from entering University lands for such period and on such terms and conditions as he or she considers necessary.

(2) The Deputy Vice-Chancellor (Registrar) must not suspend a student in accordance with section 6.1(1) unless he or she has reasonable grounds for believing that the student has engaged in conduct or is engaging in conduct that involves or might involve:

(a) injury to the student or to any other person;
(b) serious damage to property; or
(c) serious disruption of any activity properly carried on by the University or on University lands.

(3) A decision to suspend a student in accordance with section 6.1(1) may be made summarily, and the Deputy Vice-Chancellor (Registrar):

(a) is not required to accord a hearing to the student before making his or her decision;
(b) may inform him or herself in relation to any matter in any manner that he or she thinks fit.

(4) If the Deputy Vice-Chancellor (Registrar) decides to suspend a student in accordance with section 6.1(1), he or she must, within 24 hours, provide a written notice to the student:

(a) specifying the terms of the decision;
(b) specifying in summary form the reasons for the decision;
(c) advising the student of the provisions of this section; and
(d) providing a copy of, or an electronic link to, this Rule.
(5) Any suspension imposed on a student in accordance with this section:
(a) must be for a period of not longer than one month; and
(b) will continue to operate until:
   (i) it is revoked or varied by the Deputy Vice-Chancellor (Registrar); or
   (ii) it expires in accordance with its terms.

(6) Nothing in this Rule affects the power of a University representative to issue a Termination of License Notice in accordance with the University of Sydney (Campus Access) Rule 2009.

6.2 Suspension pending disciplinary proceedings

(1) The Deputy Vice-Chancellor (Registrar) may in his or her absolute discretion suspend a student or former student from entering University lands, pending the outcome of disciplinary proceedings under this Rule.

(2) The Deputy Vice-Chancellor (Registrar) must not suspend a student or former student in accordance with section 6.2(1) unless:
(a) the Deputy Vice-Chancellor (Registrar) has reasonable grounds for believing that the suspension is necessary to:
   (i) protect the health and safety of another student, staff member or affiliate;
   (ii) protect the health and safety of the student or former student;
   (iii) prevent serious damage to property; or
   (iv) prevent serious disruption of any activity properly carried on by the University or on University lands; and
(b) the initial period of the suspension is not longer than one month.

(3) The Deputy Vice-Chancellor (Registrar) may extend a suspension made in accordance with this section up to a maximum period of three months.

(4) If a student is suspended in accordance with this section and is later found to be not guilty of misconduct, the University will make reasonable allowance for any academic disadvantage suffered by the student as a result of the suspension.

PART 7 DISQUALIFYING CIRCUMSTANCES

7.1 Termination of candidature where disqualifying circumstances exist

(1) Subject to this section, the Deputy Vice-Chancellor (Registrar) may terminate the candidature of a student if one or more of the following disqualifying circumstances exist:
(a) the student, or someone acting on the student’s behalf, made a material misrepresentation in applying for admission to an award course;
(b) the student failed to disclose to the University a fact or circumstance material to its decision to admit the person to an award course; or
(c) the student was admitted to an award course on the basis of a degree, diploma or certificate obtained wholly or partly by fraud, academic misconduct or other dishonesty.

(2) Before terminating the candidature of a student in accordance with this section, the Deputy Vice-Chancellor (Registrar) must give the student written notice of the proposed termination of candidature.

(3) The notice must:

(a) set out the basis on which it is proposed that the student's candidature be terminated;

(b) inform the student that he or she may make written submissions to the Deputy Vice-Chancellor (Registrar) on the proposed termination of candidature, and by when to make such submissions;

(c) inform the student that the Deputy Vice-Chancellor (Registrar) will determine, after considering any submissions from the student, whether to terminate the student's candidature.

(4) The period for making submissions under subsection (3) must be at least 20 working days.

(5) The Deputy Vice-Chancellor (Registrar) will:

(a) consider the student's submissions within 10 working days of receiving them; and

(b) take all reasonable measures to finalise the process as soon as practicable.

(6) If the Deputy Vice-Chancellor (Registrar) is satisfied, after considering any submissions made by the student, that:

(a) the disqualifying circumstances specified in the notice exist; and

(b) because of those disqualifying circumstances the student's candidature in the award course should be terminated;

the Deputy Vice-Chancellor (Registrar) will terminate the student's candidature in the award course.

(7) The Deputy Vice-Chancellor (Registrar) will notify the student of the decision in writing, including reasons, as soon as possible after it is made.

(8) If the Deputy Vice-Chancellor (Registrar) terminates the candidature of a student in accordance with this section:

(a) any liability of the student to pay fees or charges to the University is not affected;

(b) the student is not entitled to a refund, repayment or set off of any fee or other amount paid in relation to the course; and

(c) the student will not be eligible for admission to any course at the University for a period of three years from the date of termination of candidature.
PART 8  GENERAL

8.1 Notices

(1) Any notice given to a student or former student for the purposes of this Rule is sufficient if it is:
   (a) given to the student or former student in person;
   (b) posted by registered or express post to the student or former student at the address last shown on their enrolment record as their postal address;
   (c) delivered by courier to the student or former student at the address last shown on their enrolment record as their postal address;
   (d) sent to a student by email at his or her University email address.

(2) A notice is deemed to have been received:
   (a) if sent by email, 24 hours after the time it was sent.
   (b) if sent by registered or express post to an address within Australia, on the third working day after it was sent;
   (c) if sent by registered or express post to an address outside Australia, on the seventh working day after it was sent;
   (d) if delivered by courier, on the date recorded in the courier’s records as the date of delivery.

8.2 Record keeping

(1) The Deputy Vice-Chancellor (Registrar) will keep a record of:
   (a) all findings of misconduct; and
   (b) all penalties imposed on a student or former student;
   in accordance with this Rule and the University Record Keeping Policy.

(2) Subject to section 3.2, information about allegations of misconduct will be kept on a confidential file.

8.3 Extension of time limits

(1) The Deputy Vice-Chancellor (Registrar) may, at his or her absolute discretion, extend a time limit under this Rule, other than a time limit prescribed in Part 6.

(2) When deciding whether to extend a time limit, the Deputy Vice-Chancellor (Registrar) will take into consideration:
   (a) the reason for any request for an extension;
   (b) the period of the extension; and
   (c) any prejudice that will be caused by granting the extension.

(3) The Deputy Vice-Chancellor (Registrar) may extend a time limit retrospectively.
(4) The Deputy Vice-Chancellor (Registrar) will not extend a time limit for any longer than is reasonably necessary.

8.4 Annual reporting

The Deputy Vice-Chancellor (Registrar) will report annually to Senate on student discipline matters.
NOTES

University of Sydney (Student Discipline) Rule 2016

Date adopted:
Date commenced:

Related documents:
- University of Sydney Act 1989 (NSW)
- University of Sydney By-law 1999 (NSW) (as amended)
- University of Sydney (Coursework) Rule 2014
- University of Sydney (Student Appeals against Academic Decisions) Rule 2006
- Delegations of Authority – Academic Functions
- Supplementary Delegations of Authority – Academic Functions

Academic Honesty in Coursework Policy 2015

AMENDMENT HISTORY

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Academic Standards and Policy Committee
24 August 2016
This paper outlines the proposed changes to the Assessment Procedures 2011, for a standardised whole-of-university examination duration framework held during the formal period.

RECOMMENDATION

That the Academic Standards and Policy Committee endorse the proposed changes to the Assessment Procedures 2011 as attached, for recommendation to the Academic Board to come into effect 1 January 2017.

BACKGROUND

A review of practice across the University in relation to end of semester written examinations was conducted by the DVC (Register) Portfolio. This revealed high levels of complexity and variation in practice, with adverse consequences for the academic integrity of the examinations process, the student experience and the cost of examination oversight and administration.

A set of principles have been distilled from a University wide consultation process designed to remedy these challenges. These principles were endorsed in principle by the SEG Committee at its 28 March meeting.

The Chair of the Academic Board convened the Simplification of Examination Processes Working Group which met in May 2016 to consider the principles. The proposed changes take into account the advice provided by this working group.

PROPOSED CHANGES

Proposed changes to the Assessment Procedures 2011 as attached apply to Section 8 Conduct of assessment – Principles 1 to 4, specifically concerning:

- Written examinations that do not incorporate additional non written elements that are in the ordinary course scheduled during the University’s standard end of semester examination periods to be administered by the Examinations Office.
- The University will adopt only the following standard lengths for written end of semester examinations: 1 hour, 1.5 hours, 2 hours, 2.5 hours or 3 hours.
- The University will adopt as a standard the practice of providing 10 minutes of examination reading time for all examinations, except for law examinations which will have a standard 30 minute reading period. The reading time will be in addition to the stated examination duration.
ASSESSMENT PROCEDURES 2011

Issued by: Academic Board

Date: 9 November 2011

Last Amended: 29 June 2016, commencing 29 June 2016

Signature:

Name: Associate Professor Tony Masters

Position: Chair, Academic Board

1 Purpose and application

(1) These procedures are to give effect to Part 14 of the Coursework Policy 2014 (“the policy”).

(2) These procedures apply to:
   (a) all coursework programs offered by the University; and
   (b) assessment tasks at unit and program or course level, including individual and group tasks.

2 Commencement

These procedures commence on 1 January 2012 with full compliance with these procedures to be reached by 31 December 2013.

3 Interpretation

(1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

   Note: See clause 5 of the policy.

(2) In these procedures:
academic unit means a faculty, academic college, board of studies, school, department, centre or interdisciplinary committee of the University.

assessment rubrics means marking guides that state the criteria against which an assessment will be marked.

late results means results that are not entered into the student management system by the date determined by the Registrar for that purpose.

peer assessment means students commenting upon and judging the work of a fellow student.

retention period means the mandatory period for which records must be maintained, as mandated by the NSW State Records Authority under the State Records Act 1998 (NSW).

Note: See also the University Recordkeeping Manual, which at the date of this policy can be found at http://sydney.edu.au/arms/records_mgmt/uni_rec_manual.shtml

The State Records Act 1998 (NSW) can be found at: http://www.legislation.nsw.gov.au

self assessment means students making judgments about their own learning, both in relation to their process of learning and its outcomes.

standards-based assessment means the awarding of marks to students to reflect the level of performance (or standard) they have achieved. Students’ grades are therefore not determined in relation to the performance of others, nor to predetermined distributions.

4 Application of implementation statements to assessment principles

(1) These procedures set out the implementation statements designed to give effect to the assessment principles established by the policy.

(2) Schedule 1 to these procedures is a table correlating assessment principles to implementation statements.

5 Assessment standards, design and quality assurance - Principles 1 to 4

(1) Standards or levels of expected performance should be described for assessment tasks in sufficient detail that students can improve the quality of their work.

(2) Standards should typically be defined in the context of the discipline, course or level of the unit.

(3) Standards (including threshold or pass standards) should be benchmarked against comparable disciplinary and/or professional standards, within the University and beyond.

Note: See also the Learning and Teaching Policy 2015

(4) Peer review or moderation of assessment tasks should be used to ensure the appropriateness of the tasks set and their conformity with the policy.
(5) Program learning outcomes must be consistent with the Learning and Teaching Policy 2015, and assessed at appropriate points throughout the degree.

(6) Students should have the opportunity for formative practice or experience on each type of instrument that is used to determine grades.

(7) Where possible, program-level coordination should aim to have assessments timetabled to take account of other academic demands on a student’s time, such as other assessments or the requirements of other units of study.

(8) Moderation of marking between markers should ensure that shared understandings of the expected standards are developed, along with consistent application of these standards.

(9) Feedback on student work should be sufficiently timely to allow improvement where necessary.

(10) Where possible, assessments should be designed to enable students to apply feedback provided for an earlier task to a later task. This is particularly relevant to first year units.

(11) Feedback on student work, either individually or in a group, should be sufficiently detailed to be a useful identification of strengths and areas for improvement, yet not so detailed as to discourage self-reliance in learning and assessment.

(12) Evaluative feedback from students in relation to assessment should be incorporated by teachers, where appropriate, into teaching and learning strategies and future assessments.

6 Informing students - Principles 1 and 2

(1) The scope and nature of the assessment for each unit of study should be explicitly stated in the unit of study outline and published no later than one week prior to the commencement of the semester or teaching period in which the unit is offered. This statement should include:

(a) details of all aspects of the assessment system, including the intended learning outcomes to be tested;

(b) the standards against which performance will be measured;

(c) the weighting of items and of tasks or papers;

(d) the due date for submission or testing;

(e) the conditions under which examinations will be sat;

(f) the conditions for extensions of time (if any); and

(g) the penalties for lateness or violation of assessment specifications (e.g. length).

(2) Changes to the nature, weighting or due date of assessment tasks made after the publication of unit of study outlines may only be made in exceptional circumstances.

(3) Unit of study outlines must comply with the requirements of the Learning and Teaching Policy 2015 of the Academic Board.

(4) Any necessary modifications to the scope or nature of any assessment task must be communicated in writing to all students enrolled in the unit before the halfway point of the unit, and must be applied so that no student is differentially disadvantaged by the modification.
(5) Students must be informed of the style of academic referencing required and given opportunities to practice and gain feedback on academic writing and relevant scholarly conventions in the course discipline, in accordance with the Academic Honesty in Coursework Policy 2015.

(6) Students must be informed of the faculty’s required method for applying for simple extensions.

Note: See clause 11A of these procedures, and clause 66A of the Coursework Policy 2014.

7 Marking and determination of grades - Principles 2 and 3

(1) Grades must be applied consistently in accordance with clause 66 and Schedule 1 of the policy, including the use of prescribed grade descriptors.

(2) Tasks must be marked according to the published criteria provided to students.

Note: See Learning and Teaching Policy 2015.

(3) Assessment must be evaluated solely on the basis of students’ achievement against criteria and standards specified to align with learning outcomes. In the interests of transparency of grading the University uses a standards-based approach to assessing the achievements of students. In this approach, grades are allocated using pre-determined standards.

(4) Faculties and departments should implement the following aspects of standards-based assessment.

(a) At unit of study level, where possible, examples of students’ work should be identified which are characteristic of achievement for at least two different merit grades (benchmarks).

(b) If samples involve examples of real students’ work, then a copy of the signed permission of the student author must be kept for as long as the example is used for this purpose.

(c) When it is not possible to provide samples of work, a suitable description of the task and expected standards associated with different levels of achievement should be provided.

(d) The differences between work at different achievement levels should be described in information given to students. These grade descriptors should be statements such as:

At HD level, a student demonstrates a comprehensive understanding of the unit material, and exhibits initiative and self-reliance in critically evaluating and synthesizing ideas related to the unit.

(e) Assessments and examinations must be graded against the benchmarks and outcomes discussed among colleagues teaching within the unit and in similar units to refine the standards.

(5) Each faculty should have and publish a written statement on standards applying in that faculty and how they are being assured.

(6) All students within a unit of study will be assessed according to the same standards and using the same or comparable assessment instruments.

(7) Assessment related decisions which may impact on a student’s progression or graduation:
(a) must be based solely on the assessments specified for that purpose; and
(b) must not depend on judgements made by a single marker without review by colleagues for calibration or moderation.

(8) When marks from tasks are combined, the methods used should be statistically and educationally defensible.

(9) Due account must be taken of any special consideration granted under clause 67, and reasonable adjustment under clause 68, of the policy.

8 Conduct of assessment - Principles 1 to 4

(1) The principal examiner is responsible for:
(a) complying with and completing all administrative requirements for assessment;
(b) providing, as appropriate, a copy of any examination paper to the Examinations Office by the specified deadline;
(c) providing copies of all final examination papers to Examinations Office for retention in the University archives;
(d) ensuring security of working papers developed in preparation for examinations; and
(e) ensuring that all secure papers are accounted for.

(2) Examiners are strongly encouraged to require no more than 30 minutes of final examination per credit point to a maximum of 3 hours. A shorter time is quite acceptable, especially when students are also assessed progressively.

(3) All examinations during the formal period must be administered by the Examinations Office, except for those which require non-written elements.

(4) All examinations held during the formal period must be of one of the following durations:
(a) 1 hour;
(b) 1.5 hours;
(c) 2 hours;
(d) 2.5 hours; or
(e) 3 hours.

(5) All examinations, except for those in the University of Sydney Law School, must provide for ten minutes reading time in addition to the stated examination duration. Examinations in the University of Sydney Law School must provide 30 minutes reading time.

(6) Where a final examination is conducted for a unit of study:
(a) any unit of study with a value of 6 or fewer credit points should be examined in no more than one examination in the formal examination period, apart from exceptional cases approved by the relevant dean;
(b) any unit of study with a value of more than 6 credit points should be examined in no more than 2 examinations sessions; and
(c) no student may be required to sit for more than 2 examinations on the same day. Where a student has 3 examinations scheduled for the same day,
provision must be made for one of those examinations to be taken at an alternative time.

(7) To avoid examination timetable clashes, end of semester take-home examinations should have a scheduled due date on either the last day before the formal examination period, or the last day of the examination period.

(8) Examinations other than final examinations may be held during classes provided that faculties ensure that the overall assessment practices in all units of study are reasonable and not structured in a way that may disrupt attendance at other classes.

(9) Examinations other than final examinations should typically be of lesser weight than the final examinations.

(10) The week after the end of teaching in each semester will be a study break (Stu-Vac) with final examinations to commence the following week.

(11) Faculties whose examination processes are fully quarantined or contained may conduct examinations outside the requirements of these procedures, but consistently with their spirit. This dispensation does not apply, however, when it leads to timetable clashes (e.g. in the case of combined degree students).

9 Security of examination papers - Principles 1 to 4

(1) In the preparation of examination papers, it is essential to ensure the security of questions and papers, so that examinations are fair to all students and the opportunity for unfair advantage for any individual or group is precluded.

(2) Results must be kept secure while they are being entered and summed up, so that they cannot be fraudulently changed.

(3) When questions are re-used in subsequent examination papers, variation is encouraged as far as practicable, within the constraint that questions requiring selected responses (including multiple choice variants) need to be trialled adequately to ensure their validity and reliability.

(4) Students' examination scripts should be retained by the department for the specified retention period, after which they should be destroyed.

Note: At the date of these procedures this is 6 months. See the Recordkeeping Manual.

(5) Students are entitled to access their own written scripts, provided the request is made during the script retention period.

(a) Written work which answers questions from examinations not secured for re-use may be copied by students.

(b) Written work which answers questions from secured or confidential examination papers may not be copied, and may only be viewed by appointment, either individually or in groups, under appropriate academic supervision.

(6) All possible breaches of security or incidences of misconduct during an examination must be reported to the principal examiner and, if appropriate, to the Registrar. All unusual events, breaches of security or difficulties encountered in the setting, transport, marking or entering of results should be reported to the head, if possible before the head determines the results of the examination.

(7) Any paper whose security may have been compromised should be re-set.
10 Emergency evacuations during examinations - Principles 1 to 4

(1) If an evacuation is required, presiding examination supervisors:
   (a) should make a note of the time at which the examination is stopped;
   (b) should adhere to the instructions of precinct officers or security staff;
   (c) if time permits, should attempt to contact the Examinations Office to inform them of the evacuation.

(2) Precinct officers and or security staff will direct students and invigilators to an appropriate area, where they must await further information. Unless otherwise instructed by precinct officers or security staff, students must remain in the immediate vicinity.

(3) Examination supervisors should inform students that, until otherwise instructed, there must be no communication between them and that the use of mobile phones or other communication devices, is not permitted except in exceptional circumstances and under strict supervision.

(4) If, after 20 minutes have elapsed from the time of evacuation, a student's circumstances require them to make electronic contact (for example, to telephone someone for whom they have carer's responsibilities or to an employer so as to ensure their employment is not adversely affected), the student may make a communication which is:
   (a) as brief as possible; and
   (b) under the direction and supervision of an examination invigilator.

(5) When notified that an examination room has been evacuated, the Examinations Office must notify:
   (a) the principal examiner
   (b) the relevant dean;
   (c) the director of the Student Centre; and
   (d) the Registrar.

(6) The relevant dean will determine whether the examination is to be resumed at the earliest opportunity, or whether it must be re-sat by the affected students. If the dean is not available, the following persons will be consulted, in the order below, and the first available will make the determination.
   (a) the appropriate associate or sub-dean;
   (b) the head of the relevant school or department.

(7) In making a determination under subclause 10(6), the decision maker will consult with security staff and or precinct officers as appropriate to determine whether a continuing threat exists and, if not, whether the examination rooms were secured at all times.

(8) The examination will be deemed to have been abandoned if:
   (a) none of the individuals referred to in subclause 10(6) of these procedures is available; or
   (b) the emergency or evacuation has compromised the examination room itself.

(9) When a decision is taken to abandon an examination, the Examinations Office will notify the relevant presiding supervisors who will inform students that the University will contact them as soon as possible about alternative arrangements.
(10) If an examination is abandoned due to an evacuation, only the examination sessions in the affected room(s) are deemed to have been abandoned. Where the examination is also being held in other locations unaffected by the emergency, those sessions will continue as normal.

(11) When an examination is abandoned, students’ work (such as answer booklets or computer answer sheets) is deemed null and void for the purposes of marking.

(12) After an examination has been abandoned, the Examinations Office will consult with the examiners and departments concerned and make arrangements for the affected students to re-sit the examination(s) as soon as possible.

(13) Students affected by an abandoned examination are advised to remain in Sydney and not make any travel plans until the official end of the examination period.

(14) All University policies, including those relating to illness and misadventure, apply in the circumstances of the re-sitting of an abandoned examination as they would have to the original examination.

(15) Serious incidents affecting more than one examination location should be assessed immediately by the Registrar who should obtain the advice of the Campus Security Unit, the Examinations Office and the director of the Student Centre.

(a) The Registrar should determine as soon as possible whether some examinations may proceed or the entire examination session should be postponed.

(b) All relevant deans, heads of departments, examiners and students should be notified immediately.

(16) If an examination is re-commenced after an evacuation, the presiding supervisors must allow students the full time lost to the evacuation, along with an additional 5 minutes to compensate for the disruption involved.

11 Use of handheld computing devices in examinations - Principle 3

(1) Hand held computing devices, including computers, calculators and internet-capable devices, are not normally permitted in invigilated final examinations.

(2) Departments may develop examinations and assessments in which such devices are permitted but in doing so must consider the equity, supervisory and logistical implications of their use.

(3) The University adopts the approved calculator list for 2 Unit Mathematics issued by the NSW Board of Studies from time to time as its list of non-programmable calculators acceptable for use in examinations at the University.

(a) A copy of this list must be provided to:

(i) students sitting examinations which permit use of non-programmable calculators;

(ii) principal examiners who specify that non-programmable calculators may be used by candidates for their papers; and

(iii) examination supervisors.

(b) Examination supervisors must report any use of an unauthorised device in an examination.
(4) Students who own a non-programmable calculator which they wish to use in an appropriate examination may take the unit to the Examinations Office for approval, where the unit will be marked indelibly if it is approved for use.

11A Simple extensions – Principle 3

(1) Students may apply for a simple extension, as provided in clause 66A of the Coursework Policy 2014.

(2) The faculty must determine the method for applying for simple extensions in that faculty, provided that the method must require written communication between the student and the relevant unit of study co-ordinator which records at least:

(a) the student’s name;
(b) the student’s student identification number; and
(c) the unit of study code.

12 Accessible examination and assessment arrangements - Principle 3

(1) Students who have registered with the University’s Disability Services, and have satisfied the University’s requirements for supporting documentation, may be eligible for reasonable adjustments or accessible examination and assessment arrangements.

(2) At the time the examination timetable is released, Disability Services will send registered students an email asking students to submit their examination adjustment requirements by a specific date for accessible examination and assessment conditions to be provided.

(3) Disability Services will notify Examinations – Student Centre of approved reasonable adjustments.

(4) In-department examinations, within-semester assessments, practical and oral assessments are managed by the faculty. Faculty responsibilities include:

(a) notifying students in a timely manner of the confirmed adjustments, and time and location of any adjusted examination;
(b) providing notified adjustments and accommodations, including supervision, scribes or equipment;

Note: Disability Services provides assistance with specialist equipment, ergonomic furniture and access to assistive technology, and can also provide a list of trained scribes and supervisors.

(c) ensuring that adjustments approved for the original formal examination period apply to and are delivered for any replacement assessment, unless the form of assessment has changed, in which case Disability Services must be informed.

(5) University staff are generally required to implement the examination and assessment adjustments notified by Disability Services, with the exceptions described in the Disability Standards for Education (2005).

(6) Staff should familiarise themselves with the Disability Standards for Education (2005) and discuss any concerns about notified adjustments with Disability Services.
(7) Even if registered with Disability Services and reasonable accommodations or adjustments have been provided, a student with a disability may still make a claim for special consideration due to illness or misadventure.

Note: See also clause 14 of these procedures and clause 67 of the policy.

13 Special arrangements for assessment or examinations - Principle 3

(1) Except as otherwise provided in this clause, special arrangements for assessment or examination should follow the provisions for special consideration set out in clause 67 of the policy and clause 14 of these procedures.

(2) In cases of extended absence, faculties should discuss with the affected student the option of withdrawal without failure. Unit of study and course co-ordinators are most likely to be best placed to determine when a student’s absence is such as to make it improbable or impossible for that student to meet the requirements, even with special arrangements.

(3) A student seeking special arrangements for assessment or examination should make a request:

(a) in the case of religious commitments that might have an impact on the types of assessment or examination they can undertake, at the date of commencement of semester; and

(b) in the case of other types of commitment, as soon as the student becomes aware of a requirement to be absent from the University.

(4) Faculties must advise students of any cut-off dates for requests for special arrangements for assessments or examinations other than those held in formal University examination periods.

(5) Late requests for special arrangements for assessment or examination will be considered only where the student provides a reasonable explanation for the delay.

(6) Requests for special arrangements for assessments or examinations held in formal University examination periods must be lodged, with all necessary forms and supporting documentation, no later than the close of business 14 days after the publication of the examination timetable.

(7) A request for special arrangements must be accompanied by sufficient and relevant supporting documentation, in English. This may include, but is not limited to:

(a) in the case of religious beliefs, a supporting letter from the student’s imam, pastor, rabbi or equivalent spiritual or community leader;

(b) in the case of compulsory absence, a copy of the summons, subpoena, court order or notice of selection for jury duty;

(c) in the case of sporting, cultural or political/union commitments, supporting documentation from the organising body;

(d) in the case of parental or adoption commitments, a certificate from a medical practitioner or midwife stating the expected date of birth or documentation from the relevant adoption agency stating the expected date of placement;

(e) in the case of defence force or emergency services commitments, supporting documentation from the student’s brigade or unit;

(f) in the case where continuing employment would be jeopardised, supporting documentation from the student’s employer;
(g) in the case of other situations, such documentation as is considered necessary by the University.

(8) Students requesting special arrangements must provide contact details for those individuals or organisations providing supporting documentation, so that further information or advice may be obtained.

14 Special consideration due to illness, injury or misadventure - Principle 3

(1) In this section, relevant delegate means:
   (a) an Associate Dean;
   (b) a Deputy Dean;
   (c) a Pro-Dean;
   (d) a Sub-Dean;
   (e) a Head of Department;
   (f) a Head of School;
   (g) a Program Coordinator; or
   (h) a Unit of Study Coordinator.

(2) All requests for special consideration should be considered in the same manner across the University, although the response may vary according to the circumstances.

(3) Occasionally circumstances of a longer term nature may have a substantial impact on a student’s ability to study and undertake assessments. In such cases, affected students should discuss their circumstances with an advisor or counsellor within or outside their faculty before lodging a request for special consideration.

(4) Multiple and recurring requests for special consideration may be an indicator of a student at academic risk, and may be referred to the faculty for consideration under Part 15 of the policy.

(5) Requests for special consideration should be lodged no later than three working days after the assessment.

   (a) Where circumstances preclude this, a student may still request special consideration but must provide a reasonable explanation for the delay.

   (b) The University will not decline a request on the grounds of late lodgement where a reasonable explanation is provided.

(6) A request for special consideration must:

   (a) use the form specified for this purpose by the University;

   (b) clearly set out the basis for the request;

   (c) for illness or injury, provide an appropriate professional practitioner certificate completed by a registered health practitioner or counsellor operating within the scope of their practice and who is not a family member and which includes:

      (i) the practitioner’s name, contact details, provider number and signature;

      (ii) the date of consultation;
(iii) an evaluation of the duration and degree of impact on the student’s ability to attend classes, learn or complete assessment requirements; and

(iv) the date the certificate was written and issued; or

(d) where a professional practitioner certificate is not possible, include a statutory declaration:

(i) setting out the duration and degree of impact of the illness, injury or misadventure on the student’s ability to attend classes, learn or complete assessment requirements; and

(ii) attaching relevant supporting documents; and

(e) provide details of any group work which might be affected.

(7) The University may contact the author of a professional practitioner certificate or other supporting document to verify its authenticity.

(8) Students must retain the originals of any documents submitted in support of a special consideration request until their degree has been conferred, or their candidacy is otherwise terminated.

Note: The University may require students to supply the originals of any documents submitted in support of a special consideration request at any time during their candidacy.

(9) International students suffering illness, injury or misadventure should also contact the University for information about possible impacts on visa and other arrangements.

(10) A student may withdraw a request for special consideration made prior to, during or immediately after an assessment (usually an examination) at any time prior to the earlier of:

(a) release of results for that assessment; or

(b) completion of a replacement assessment.

A student may seek academic advice before doing so, but not from an academic associated with the assessment.

(11) The University will maintain detailed records of the process of determination, and outcome, of any special consideration request.

(12) The relevant delegate will determine the form of special consideration to be provided if a request is successful.

Note: Where appropriate, the University will apply standard determinations on the form of special consideration to be provided, based on precedents approved by the relevant delegate. Where a special consideration request falls outside the scope of an approved precedent, the University will refer the request to the relevant delegate for determination.

(13) The following forms of special consideration may be provided in relation to individual work.

(a) Replacement assessment.

(i) This may be made available where a request relates to an examination based assessment. All students who make a successful request for special consideration relating to a final examination will receive a replacement assessment. Other forms of assessment, such as weekly quizzes, may be more appropriately accommodated by reweighting or averaging.
(ii) A replacement assessment should assess the same skills and knowledge, with appropriate preparation, as the original assessment.

(iii) Where a successful request for special consideration is made prior to, or during or immediately after an assessment, any replacement assessment will be treated by the faculty as a first attempt and the original attempt at the assessment will be deemed not to have occurred.

(iv) The faculty is responsible for setting the date of the replacement assessment, except for replacement assessments for examinations undertaken in a formal exam period, which will be set by the Deputy Vice-Chancellor (Registrar). A student may lodge a further request for special consideration if they are unable to attend the replacement assessment due to injury, illness or misadventure.

(v) The replacement assessment for an examination undertaken in a formal exam period will be held within three weeks of the date of the examination.

(vi) If the student is unable to attempt the replacement assessment due to injury, illness or misadventure, or the faculty is unable to construct a valid form of replacement assessment, the faculty will determine alternative means of assessment. If this is not possible, the faculty will award a grade of DC (discontinue not to count as failure).

(b) **Extension.**

(i) This may be made available in relation to a non-examination based assessment task.

(ii) The relevant delegate will determine the length of any extension, and in doing so must consider the extent to which the student's ability to prepare was affected.

(iii) Extensions of up to 20 working days may be granted.

(iv) Extensions longer than 20 working days may only be granted if doing so would not advantage the student against the rest of the cohort. If unfair advantage would occur, an alternative assessment should be set.

(c) **Reweighting or averaging.**

(i) This may be made available in relation to assessments that repeat on a regular basis. These are typically assessments that occur throughout the semester (such as weekly class tests, tutorial participation marks or laboratory work) where each assessment alone is not worth a high percentage of the total unit mark.

(ii) The non-completion of a minor component of assessment must not compromise the integrity of the assessment of the curriculum. Where re-weighting is inappropriate on academic grounds this should be declared in the description of assessment for the unit of study or curriculum. In these cases an alternative assessment should be provided.

(iii) Should a student miss more than one third of the regular assessment components, the student will be required to submit an alternative assessment. The mark for this alternative assessment will replace the missing component of the regular assessment.

(14) The following provisions will apply where one or more members of a group involved in group work suffer an illness, injury or misadventure.
(a) Consideration must be given to the interests of:
   (i) the member(s) suffering the illness injury or misadventure; and
   (ii) the remaining group members whose ability to complete the task as
        originally assigned may be impacted, and may therefore also be
        considered to have suffered a form of misadventure. Ideally special
        consideration requests should be submitted by all affected parties.

(b) If the relevant delegate considers that the illness, injury or misadventure has
    no impact on the functioning of the group or its ability to complete the task as
    assigned, no special consideration will be provided.

(c) If the relevant delegate considers that the functioning of the group is not
    impaired but that its ability to complete the task as assigned is impaired, an
    extension of time or an alternative assessment will be provided as
    appropriate.

(d) If the relevant delegate considers that the group can no longer function, the
    assessment task will be redefined for the remaining active members, based
    on the contributions they were to make.
   (i) Assessment will then be based on the redefined task.
   (ii) The lecturer or teacher may also allow an extension of time.
   (iii) The group member(s) who suffered the illness, injury or misadventure
        will, if their request is accepted, be given an alternative assessment.

(e) If a group submits a request for special consideration on the basis of an
    absence of one or more members, and no matching request is submitted by
    the relevant member(s), the group request should be considered on its
    merits in accordance with this policy even if the relevant delegate has no
    knowledge of the absent member(s) suffering any illness, injury or
    misadventure.

(15) Aegrotat and posthumous awards may be made in circumstances involving
     serious illness or death. For the purposes of clause 92A of the Coursework
     Policy, a Dean will not recommend the conferral of an aegrotat or posthumous
     award unless the conditions for the award have been substantially met.

15 Processing and release of results - Principles 1 to 4

(1) The Registrar will determine in advance, and publish, dates for release of results to
    students. The Registrar may also determine, and publish the determination, that
    results for a specific unit of study be released on an earlier date than the originally
    determined date, if requested to do so by the relevant dean or associate dean.

(2) Principal examiners must:
    (a) assemble all marks and records of assessment for the unit of study;
    (b) ensure security of marks;
    (c) arrange the collation of marks;
    (d) verify the returned result from evidence such as mark sheets, annotated
        examination scripts, and minutes of departmental meetings in case an
        appeal process requires such evidence;
    (e) submit the results to the relevant head of academic unit by the required date;
        and
    (f) keep appropriate records to justify the final mark.
Note: See Recordkeeping Manual.

(3) The Dean and head of the relevant academic unit must ensure that:
   (a) the results for all units of study comply with applicable policies, procedures and local provisions;
   (b) appropriate information and training about processes for entering results is provided to those who require it; and
   (c) final results are entered and agreed in the student management system by the date determined by the Registrar.

(4) Late results must be:
   (a) approved by the head of the relevant academic unit;
   (b) entered into the student management system as soon as they become available; and
   (c) released as soon as possible after the release date determined by the Registrar.

(5) Changes to marks or grades after entry into the student management system must be:
   (a) approved by the relevant dean, deputy dean, pro-dean, sub-dean or associate dean after consideration of an explanation for the change;
   (b) submitted and entered in the manner specified by the Registrar; and
   (c) released as soon as possible after the release date determined by the Registrar.

(6) If a grade of “incomplete” (IC) has been recorded for a unit of study and no other result has been received by the date determined by the Registrar for the date to convert all IC results to AF, the grade will be automatically converted either to “absent fail” (AF) or, if an incomplete mark has been entered with the IC grade, to the grade corresponding to that mark (note: an incomplete mark entered with an IC grade should be the maximum mark to which the student would be entitled if the assessment remains incomplete).

(7) The Registrar must ensure that results are released to students by the dates determined.
   (a) Final results of students in completed units of study will be provided to students through the student management system.

(8) Departments must, on request, provide students with the numerical mark for each assessment task which comprises the final numerical mark reported on the student’s Examination Result Notice.
   (a) Records of such marks must be retained for 12 months.

(9) To ensure confidentiality, students’ results must not be displayed in public places.

(10) The faculty must establish mechanisms for review of results, including those for students affected by illness or misadventure, in accordance with applicable University policies.
    Note: See also clause 16 of these procedures and University of Sydney (Student Appeals Against Academic Decisions) Rule 2006.

(11) The faculty will determine the award of honours degrees and the levels at which they are awarded.
(12) After the expiry of the applicable retention period, examination scripts and marking sheets may be destroyed. The destruction must be authorised by the head of the unit and documented as required by the Recordkeeping Manual.

16 Appeals - Principles 1 to 4

(1) Students may appeal against the procedures used to arrive at an academic decision, as provided in the University of Sydney (Student Appeals Against Academic Decisions) Rule 2006.

(2) If an appeal is made:
   (a) all documentation relevant to that student’s assessment must be placed on the student’s appeal file;
   (b) all other annotated scripts must be retained together for each examination for the appeal period;
   (c) mark sheets must be retained for 12 months; and
   (d) minutes of departmental meetings must be centrally filed.

17 Professional development - Principles 2 and 4

(1) Staff with teaching responsibilities should be provided with professional development opportunities related to design, implementation, moderation and quality assurance of assessment.

(2) Faculties should provide opportunities for recognition and sharing of effective assessment practices. The University will also provide such opportunities on a University-wide basis.

(3) Professional development support will be provided by the Institute for Teaching and Learning in collaboration with faculties for assessment review as part of course quality improvement process to facilitate effective learning.

18 Effectiveness of assessment policies - Principle 4

(1) The Academic Board will ensure that the effectiveness of its policies is measured:
   (a) through a comparison of the University’s standards with those adopted elsewhere;
   (b) through information available from Academic Board faculty reviews; and
   (c) through feedback from students on assessment (directly and via unit of study evaluations and related feedback tools).

NOTES

Assessment Procedures 2011

Date adopted: 9 November 2011

Date amended: 19 August 2015, commencing 1 January 2016
   30 April 2016, commencing 4 April 2016
   29 June 2016, commencing 29 June 2016
Date registered:

Date commenced: 1 January 2012

Administrator: Executive Officer, Academic Board

Review date: 9 November 2016

Related documents:

- Disability Discrimination Act 1992 (Cth)
- Disability Services for Education
- University of Sydney By-Law 1999 (as amended)
- University of Sydney (Coursework) Rule 2014
- University of Sydney (Student Appeals Against Academic Decisions) Rule 2006
- Academic Honesty in Coursework Policy 2016
- Coursework Policy 2014
- Learning and Teaching Policy 2016
- Academic Dishonesty and Plagiarism in Coursework Procedures 2012
- Recordkeeping Manual

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AMENDMENT HISTORY

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clause 14(8)</td>
<td>Amended to allow the consideration of further information with the discretion of the Faculty</td>
<td>4 October 2012</td>
</tr>
<tr>
<td>Clause 3(2)</td>
<td>Amended to insert definition of late result</td>
<td>3 July 2014</td>
</tr>
<tr>
<td>Clause 14(14)(a)(v)</td>
<td>Amended to align processing time with new student information system</td>
<td>3 July 2014</td>
</tr>
<tr>
<td>Clause 15(1)</td>
<td>New clause inserted on determination of results dates</td>
<td>3 July 2014</td>
</tr>
<tr>
<td>Clause 15(2)</td>
<td>Amended to clarify the responsibilities of principal examiners</td>
<td>3 July 2014</td>
</tr>
<tr>
<td>Clause 15(3)</td>
<td>Amended to clarify the responsibility of deans and heads of academic units</td>
<td>3 July 2014</td>
</tr>
<tr>
<td>Provision</td>
<td>Amendment</td>
<td>Commencing</td>
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<tr>
<td>Clause 15 (4) (5) (6)</td>
<td>Inserted to clarify processing of late results, changes to marks or grades and incompletes</td>
<td>3 July 2014</td>
</tr>
<tr>
<td>Clause 15 (7)</td>
<td>Amended to clarify release of results</td>
<td>3 July 2014</td>
</tr>
<tr>
<td>Various</td>
<td>Updated references to the <em>Coursework Policy 2014</em> and relevant parts and clauses</td>
<td>22 January 2015</td>
</tr>
<tr>
<td>Clause 14(16)</td>
<td>Updated following the addition of clause 92A to the <em>Coursework Policy 2014</em></td>
<td>25 March 2015</td>
</tr>
<tr>
<td>9(4) note</td>
<td>Updated retention period to reflect <em>Recordkeeping Manual</em> – administrative amendment only.</td>
<td>25 March 2015</td>
</tr>
<tr>
<td>8(6) (deleted), 13, 14</td>
<td>Amended to align with changes to the Coursework Policy 2014 related to the administration of special consideration and special arrangements.</td>
<td>1 January 2016</td>
</tr>
<tr>
<td>6(1), 6(2) (added)</td>
<td>Amended to clarify that amending assessment requirements should not disadvantage students</td>
<td>4 April 2016</td>
</tr>
<tr>
<td>Clause 6(6)</td>
<td>Added</td>
<td>29 June 2016</td>
</tr>
<tr>
<td>Clause 11A</td>
<td>Added</td>
<td>29 June 2016</td>
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</table>
## SCHEDULE 1 – Implementation table

<table>
<thead>
<tr>
<th>Principle and implementation statements</th>
<th>Assessment Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assessment practices must advance student learning</td>
<td>clause</td>
</tr>
<tr>
<td>1.1 Assessment practices align with goals, context, learning activities and learning outcomes.</td>
<td>5</td>
</tr>
<tr>
<td>1.2 A variety of assessment tasks are used while ensuring that student and staff workloads are considered.</td>
<td>5</td>
</tr>
<tr>
<td>1.3 Assessment tasks reflect increasing levels of complexity across a program and foster enquiry-based learning.</td>
<td>5</td>
</tr>
<tr>
<td>1.4 Constructive, timely and respectful feedback develops student skills of self and peer evaluation and guides the development of future student work.</td>
<td>5</td>
</tr>
<tr>
<td>2. Assessment practices must be clearly communicated to students and staff</td>
<td></td>
</tr>
<tr>
<td>2.1 Unit of study outlines are available in the first week of any offering of the unit and communicate the purposes, timing, weighting and extent of assessment in sufficient detail to allow students to plan their approach to assessment.</td>
<td>6</td>
</tr>
<tr>
<td>2.2 Unit of study outlines explain the rationale for the selection of assessment tasks (e.g. group task) in relation to learning outcomes.</td>
<td>5, 6</td>
</tr>
<tr>
<td>2.3 Procedures exist to ensure that all staff involved in teaching of a unit share a common understanding of assessment practices.</td>
<td>5</td>
</tr>
<tr>
<td>2.4 The process of marking and of combining individual task marks is explicitly explained in the unit outline.</td>
<td>5, 7</td>
</tr>
<tr>
<td>3. Assessment practices must be valid and fair</td>
<td></td>
</tr>
<tr>
<td>3.1 Assessment tasks are authentic and appropriate to disciplinary and/or professional context.</td>
<td>5</td>
</tr>
<tr>
<td>3.2 Assessment incorporates rigorous academic standards related to the discipline(s) and is based on pre-determined, clearly articulated criteria that students actively engage with.</td>
<td>7-10</td>
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<tr>
<td>3.3 Assessment will be evaluated solely on the basis of students’ achievement against criteria and standards specified to align with learning outcomes.</td>
<td>7</td>
</tr>
<tr>
<td>3.4 Assessment practices address issues of equity and inclusiveness to accommodate and build upon the diversity of the student body so as not to disadvantage any student.</td>
<td>11A-14</td>
</tr>
<tr>
<td>4. Assessment practices must be continuously improved and updated</td>
<td></td>
</tr>
<tr>
<td>4.1 Assessment tasks and outcomes are moderated through academic peer review and used to inform subsequent practice.</td>
<td>5</td>
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<tr>
<td>4.2 Assessment is regularly updated to ensure alignment with program learning outcomes or graduate attributes.</td>
<td>5</td>
</tr>
<tr>
<td>4.3 Professional development opportunities that are related to design, implementation and moderation of assessment are provided to staff.</td>
<td>17</td>
</tr>
</tbody>
</table>
RECOMMENDATION

That the Academic Standards & Policy Committee note the 2017 Committee meeting schedule, as approved by the Academic Board at its meeting of 17 August 2016.

EXECUTIVE SUMMARY

The meeting schedule for 2017 is presented, and members are asked to note that the day of the meeting will be moving from Wednesday to Tuesday from 14 February 2017.
# Academic Standards and Policy Committee Meeting Schedule 2017

The 2017 meeting dates of the Academic Standards and Policy Committee, and the schedule for the production and distribution of the agenda, are set out below.

**Venue:** Senate Room  
**Time:** Tuesdays, 2:00 pm – 4:00 pm

<table>
<thead>
<tr>
<th>Close-off (2 weeks prior to meeting)</th>
<th>Agenda mailed (1 week prior to meeting)</th>
<th>Meeting Date Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 14 January</td>
<td>Tuesday 21 January</td>
<td>Tuesday 14 February</td>
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<td>Tuesday 21 February</td>
<td>Tuesday 28 February</td>
<td>Tuesday 14 March</td>
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<tr>
<td>Tuesday 28 March</td>
<td>Tuesday 4 April</td>
<td>Tuesday 18 April</td>
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<tr>
<td>Tuesday 9 May</td>
<td>Tuesday 16 May</td>
<td>Tuesday 30 May</td>
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<tr>
<td>Tuesday 20 June</td>
<td>Tuesday 27 June</td>
<td>Tuesday 11 July</td>
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<tr>
<td>Tuesday 18 July</td>
<td>Tuesday 25 July</td>
<td>Tuesday 8 August</td>
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<tr>
<td>Tuesday 5 September</td>
<td>Tuesday 12 September</td>
<td>Tuesday 26 September</td>
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<tr>
<td>Tuesday 24 October</td>
<td>Tuesday 31 October</td>
<td>Tuesday 14 November</td>
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</tbody>
</table>

**Closed periods:**  
- **Easter**  
- **Anzac Day Public Holiday**  
- **Queen’s Birthday**  
- **Labour Day**  
- **Non-teaching periods**
  - Friday 14 April to Saturday 22 April inclusive; Monday 3 to Friday 7 July inclusive; Monday 25 to Friday 29 September inclusive.

**Updated 12/08/2016 by MC**